

## City Council Regular Meeting

**Regular Meeting**  
**Tuesday, November 3, 2015**  
**6:00 PM**  
**City Council Chambers**



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

### Executive Team

Mark Danaj, City Manager  
Quinn Barrow, City Attorney

Robert Espinosa, Fire Chief  
Teresia Zadroga-Haase, 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.**

**November 3, 2015**

**City Council Meeting 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, this agenda provides an early opportunity for public comments under "Public Comments," at which time speakers may comment on any item of interest to the public that is within the subject matter jurisdiction of the City Council, including items on the agenda. In addition, speakers may comment during any public hearing after the public hearing on that item has been opened.*

*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](http://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. The City also provides closed captioning of all its Regular City Council Meetings for the hearing impaired.*

**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**

*Meadows Elementary School*

**B. ROLL CALL****C. CEREMONIAL CALENDAR**

1. Presentation of a Proclamation Declaring the Month of October 2015 as National Caregivers Month. [15-0473](#)  
**PRESENT**
2. Presentation of a Certificate of Recognition to GROW for their Continuous Support and Contributions to the Community. [15-0480](#)  
**PRESENT**
3. Presentation of a Commendation to Fire Battalion Chief Frank Chiella in Recognition of his 35 Years of Dedicated Service to the City of Manhattan Beach. [15-0488](#)  
**PRESENT**

**D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING**

*I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Wednesday, October 28, 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**

*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. CITY COUNCIL AND COMMUNITY ORGANIZATION ANNOUNCEMENTS OF UPCOMING EVENTS (1 MINUTE PER PERSON)**

*City Councilmembers and community organization representatives may inform the public about upcoming events.*

**G. CITY MANAGER REPORT**

- Labor Negotiations

**H. CITY ATTORNEY REPORT****I. PUBLIC COMMENTS (2 MINUTES PER PERSON FOR ONE ITEM, A MAXIMUM OF 5 MINUTES IF A SPEAKER WANTS TO COMMENT ON MORE THAN ONE ITEM)**

*THIS IS YOUR OPPORTUNITY TO COMMENT ON ANY ITEM ON THE AGENDA THAT IS NOT A PUBLIC HEARING, AS WELL AS ANY ITEM OF INTEREST TO THE PUBLIC THAT IS WITHIN THE SUBJECT MATTER JURISDICTION OF THE CITY COUNCIL. The Mayor may determine whether an item is within the subject matter jurisdiction of the City Council. While all comments are welcome, the Brown Act does not allow City Council to take action on any item not on the Agenda. Please complete the "Request to Address the City Council" card by filling out your name, city of residence, the item(s) you would like to offer public comment, and returning it to the City Clerk.*

**J. PLANNING COMMISSION QUASI-JUDICIAL DECISIONS (RECEIVE AND FILE)**

*This is an opportunity for a Councilmember to submit a written request that the City Council review the Planning Commission decision, in which case a duly noticed public hearing on the matter will be scheduled for a later date. In the absence of a written request, the matter will be received and filed by order of the chair.*

*The Planning Commission recently took action on the following matter(s):*

4. Planning Commission Approval of Two Coastal Development Permits No. CA 15-05 (VTPM 73511) and CA 15-06 (VTPM 73086) and Subdivision Maps for the Demolition of a Duplex and Construction of Two Three-Story Residential Condominium Units on Each of the Two Lots, for a Total of Four New Condominium Units Located at 2616 and 2620 Alma Avenue (Community Development Director Lundstedt).

[15-0487](#)

**BY ORDER OF THE CHAIR, RECEIVE AND FILE**

**Attachments:** [Planning Commission Staff Report and Attachments- October 14, 2015](#)  
[Late Planning Commission input- Email received on October 14, 2015](#)  
[Planning Commission Draft Minutes- October 14, 2015](#)



**K. CONSENT CALENDAR (APPROVE)**

Items on the "Consent Calendar" are routine and customary business items and will be enacted with one vote. Removal of items from the Consent Calendar for individual consideration will be at a City Councilmember's discretion. In such case, the item will be heard during general business.

5. Award of a Three-Year Bulk Fuel Contract to Merrimac Energy Group [15-0437](#)  
(Estimated Annual Value of \$350,000) (Finance Director Moe).  
**APPROVE**

Attachments: [Bid 1050-16 Comparison for Bulk Fuel](#)

6. Financial Report: [15-0443](#)  
a) Schedule of Demands: October 8, 2015  
b) Investment Portfolio for the Month Ending September 30, 2015  
c) Month End Report for September 30, 2015  
(Finance Director Moe).

**ACCEPT REPORT AND DEMANDS**

Attachments: [Schedule of Demands for October 8, 2015](#)  
[Investment Portfolio for the Month Ending September 30, 2015](#)  
[Month End Report for September 30, 2015](#)

7. Second Reading and Adoption of Ordinance No. 15-0026 Zoning Code [ORD 15-0026](#)  
Amendments for Maximum Lot Size and Minor Exceptions as  
recommended by the Planning Commission and previously reviewed by  
the City Council in 2013 (Community Development Director Lundstedt).  
**ADOPT ORDINANCE NO.15-0026**

Attachments: [Draft Ordinance No. 15-0026](#)

8. Second Reading and Adoption of Ordinance No. 15-0028 Local Coastal [ORD 15-0028](#)  
Program Amendments for Maximum Lot Size and Minor Exceptions as  
recommended by the Planning Commission and previously reviewed by  
the City Council in 2013 (Community Development Director Lundstedt).  
**ADOPT ORDINANCE NO.15-0028**

Attachments: [Draft Ordinance No. 15-0028](#)

9. Resolution No. 15-0059 Transmitting Ordinance No. 15-0028 to the [RES 15-0059](#)  
California Coastal Commission for Amendments to the Local Coastal  
Program (LCP) Regarding Maximum Lot Size and Minor Exceptions  
(Community Development Director Lundstedt).  
**ADOPT RESOLUTION NO. 15-0059**

Attachments: [Resolution No. 15-0059](#)

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10. Letter of Support for the City's Participation in the Compact of Mayors Initiative to Assess the Impacts of Climate Change in Manhattan Beach (Public Works Director Olmos). [15-0483](#)

**APPROVE**

**Attachments:** [Letter of Support for Compact of Mayors Program](#)  
[Requirements for the City's Participation in the Compact of Mayors Program](#)

11. City Council Minutes: [15-0489](#)  
This Item Contains Action Minutes of the Following City Council Meetings Presented for Approval:  
a) City Council Regular Meeting of October 6, 2015 (Continued from October 20, 2015 City Council Meeting)  
b) City Council Regular Meeting of October 20, 2015 (City Clerk Tamura).

**APPROVE**

**Attachments:** [City Council Regular Meeting Minutes of October 6, 2015](#)  
[City Council Regular Meeting Minutes of October 20, 2015](#)

## L. PUBLIC HEARINGS (2 MINUTES PER PERSON)

## M. OLD BUSINESS

12. Introduce Ordinance No. 15-0020 to Institute a Tobacco Retail Licensing Program in Manhattan Beach (Continued from the October 20, 2015 City Council Meeting) (Public Works Director Olmos). [ORD 15-0020](#)

**WAIVE FURTHER READING AND INTRODUCE ORDINANCE NO. 15-0020**

**Attachments:** [Ordinance No. 15-0020](#)  
[LA County Youth Purchase Survey Results](#)  
[Tobacco Retailer Map](#)  
[Opposition Letters to the Tobacco Retail License Ordinance](#)  
[Supplemental Information Memo for Ordinance No. 15-0020](#)  
[Additional Support Letters for Tobacco Retail Licensing Ordinance](#)

13. Six Month Update on Enforcement of Bike Path Hazards Ordinance Regarding Flashing Lights at the Pier (Ordinance No. 15-0005 - Amending and Restating Municipal Code Provisions Governing Bike Path Hazards) (Police Chief Irvine). [15-0467](#)

**ACCEPT UPDATE**

## N. NEW BUSINESS

**O. CITY COUNCIL REPORTS, OTHER COUNCIL BUSINESS, AND COMMITTEE AND TRAVEL REPORTS**

**P. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS**

14. Agenda Forecast (City Clerk Tamura). [15-0486](#)  
**DISCUSS AND PROVIDE DIRECTION**

Attachments: [October 28, 2015 Agenda Forecast](#)

**Q. INFORMATIONAL ITEMS**

*This section is for items that do not require City Council action.*

15. Commission Minutes: [15-0490](#)  
This Item Contains Minutes of the following City Commission Meetings:  
a) Planning Commission Meeting Minutes of October 14, 2015  
(Community Development Director Lundstedt).  
b) Cultural Arts Commission Meeting Minutes of September 22, 2015  
(Parks and Recreation Director Leyman).  
**INFORMATION ITEM ONLY**

Attachments: [Planning Commission Meeting Minutes of October 14, 2015](#)  
[Cultural Arts Commission Meeting Minutes of September 22, 2015](#)

**R. CLOSED SESSION**

**S. ADJOURNMENT**

**T. FUTURE MEETINGS****CITY COUNCIL MEETINGS**

Nov. 4, 2015 - Wednesday - 8:00 AM - City Council Strategic Plan Retreat  
Nov. 17, 2015 – Tuesday -- 6:00 PM - City Council Meeting  
Dec. 1, 2015 – Tuesday -- 6:00 PM - City Council Meeting  
Dec. 15, 2015 – Tuesday -- 6:00 PM - City Council Meeting  
Jan. 5, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
Jan. 19, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
Feb. 2, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
Feb. 16, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
March 1, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
March 15, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
April 5, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
April 19, 2016 – Tuesday -- 6:00 PM - City Council Meeting/Reorganization  
May 3, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
May 5, 2016 – Tuesday -- Time TBD - Budget Study Session #1  
May 10, 2016 – Tuesday -- Time TBD - Budget Study Session #2  
May 12, 2016 – Tuesday -- Time TBD - Budget Study Session #3  
May 17, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
May 19, 2016 – Tuesday -- Time TBD - Budget Study Session #4  
June 7, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
June 21, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
July 5, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
July 19, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
Aug. 2, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
Aug. 16, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
Sep. 6, 2016 – Tuesday -- 6:00 PM - City Council Meeting  
Sep. 20, 2016 – Tuesday -- 6:00 PM - City Council Meeting

**BOARDS, COMMISSIONS AND COMMITTEE MEETINGS**

Nov. 9, 2015 – Monday – 6:30 PM – Library Commission Meeting  
Nov. 10, 2015 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting  
Nov. 11, 2015 – Wednesday – 6:30 PM – Planning Commission Meeting - CANCELLED  
Nov. 23, 2015 – Monday – 6:30 PM – Parks and Recreation Commission Meeting  
Nov. 25, 2015 – Wednesday – 6:30 PM – Planning Commission Meeting - CANCELLED  
Nov. 26, 2015 – Thursday – 6:30 PM - Parking & Public Improvements Commission Meeting - CANCELLED  
Dec. 8, 2015 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting  
Dec. 9, 2015 – Wednesday – 6:30 PM – Planning Commission Meeting  
Dec. 14, 2015 – Monday – 6:30 PM – Library Commission Meeting  
Dec. 23, 2015 – Wednesday – 6:30 PM – Planning Commission Meeting  
Dec. 24, 2015 – Thursday – 6:30 PM - Parking & Public Improvements Commission Meeting  
Dec. 28, 2015 – Monday – 6:30 PM – Parks and Recreation Commission Meeting

## U. CITY HOLIDAYS

### **CITY OFFICES CLOSED ON THE FOLLOWING DAYS:**

*Nov. 11, 2015 – Wednesday – Veterans Day*

*Nov. 26-27, 2015 – Thursday & Friday – Thanksgiving Holiday*

*Dec. 25, 2015 – Friday – Christmas Day*

*Jan. 1, 2016 – Friday – New Years Day*

*Jan. 18, 2016 – Monday – Martin Luther King Day*

*May 30, 2016 – Monday – Memorial Day*

*Jul. 4, 2016 - Monday - Independence Day*

*Sep. 5, 2016 - Monday - Labor Day*



**Agenda Date:** 11/3/2015

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**TO:**

Members of the City Council

**FROM:**

Mayor Burton

**SUBJECT:**

Presentation of a Proclamation Declaring the Month of October 2015 as National Caregivers Month.

**PRESENT**

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**The City Council of the City of Manhattan Beach  
Does Hereby Proudly Proclaim  
The Month of October 2015  
As National Caregivers Month**

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**Agenda Date:** 11/3/2015

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**TO:**

Members of the City Council

**FROM:**

Mayor Burton

**SUBJECT:**

Presentation of a Certificate of Recognition to GROW for their Continuous Support and Contributions to the Community.

**PRESENT**

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**The City Council of the City of Manhattan Beach  
Does Hereby Proudly Recognize  
GROW for their Continuous Support and  
Contributions to the Community**

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**Agenda Date:** 11/3/2015

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**TO:**

Members of the City Council

**FROM:**

Mayor Burton

**SUBJECT:**

Presentation of a Commendation to Fire Battalion Chief Frank Chiella in Recognition of his 35 Years of Dedicated Service to the City of Manhattan Beach.

**PRESENT**

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**The City Council of the City of Manhattan Beach  
Does Hereby Proudly Recognize  
Fire Battalion Chief Frank Chiella for  
35 Years of Dedicated Service to the City of Manhattan Beach**

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**Agenda Date:** 11/3/2015

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Marisa Lundstedt, Community Development Director  
Laurie B. Jester, Planning Manager  
Angelica Ochoa, Associate Planner  
Rafael Garcia, Assistant Planner

**SUBJECT:**

Planning Commission Approval of Two Coastal Development Permits No. CA 15-05 (VTPM 73511) and CA 15-06 (VTPM 73086) and Subdivision Maps for the Demolition of a Duplex and Construction of Two Three-Story Residential Condominium Units on Each of the Two Lots, for a Total of Four New Condominium Units Located at 2616 and 2620 Alma Avenue (Community Development Director Lundstedt).

**BY ORDER OF THE CHAIR, RECEIVE AND FILE**

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**RECOMMENDATION:**

By order of the Chair, receive and file this report.

**BACKGROUND/DISCUSSION**

The Planning Commission approved the project, denied the appeal and upheld the Community Development Director's decision to approve the project, with additional conditions to widen 27th Street by four (4) feet on October 14, 2015.

On February 26, 2015, two Coastal Development Permit and Subdivision Map applications were submitted to the Community Development Department requesting to demolish an existing duplex and construct two new two-unit condominium units on each lot. The existing 2,444 square foot duplex and two car garage, which is accessed off of Vista Drive, was built in 1921, on a site made up of two legal lots at the southeast corner of 27th Street and Alma Avenue, with Vista Drive (alley) on the east side. Staff reviewed the submittal and then sent a notice of the proposed project on July 8, 2015 to the surrounding neighbors within the required 100 feet of the subject property. The Coastal Development Permits and Subdivisions approving the demolition of the existing duplex and construction of the new condominiums were approved on July 23, 2015 by the Community Development Director.

On August 6, 2015, an appeal was filed by the neighbors who live at 420 27th Street, located two properties to the east (rear across Vista Drive) of the subject property and other nearby property owners.

In accordance with Ordinance 15-0015 adopted June 16, 2015, any Councilmember may request review of a Planning Commission decision within 20 days (September 3, 2015) following the decision. For all requests for review, it shall be presumed that the reason for the request is that the decision may have significant and material effects on the quality of life within the City, or that the subject matter of the decision may have City-wide importance warranting review and determination by City's elected officials. Bias shall not be presumed or inferred due to a request for review.


If no Councilmember requests that the decision be reviewed, the Mayor will receive and file the report by order of the Chair.



**ATTACHMENTS:**

1. Planning Commission Staff Report and Attachments - October 14, 2015
2. Late Planning Commission input-Email received on October 14, 2015
3. Planning Commission Draft Minutes - October 14, 2015

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

**TO:** Planning Commission

**FROM:** Marisa Lundstedt, Director of Community Development 

**BY:** Angelica Ochoa, Associate Planner   
Rafael Garcia, Assistant Planner 

**DATE:** October 14, 2015

**SUBJECT:** Appeal of two Coastal Development Permits No. CA 15-05 (VTPM 73511) and CA 15-06 (VTPM 73086) and Subdivision Maps for the demolition of a duplex and construction of two three-story residential condominium units on each of the two lots, for a total of four new condominium units located at 2616 and 2620 Alma Avenue

**RECOMMENDATION**

Staff recommends that the Planning Commission take public comments, review and discuss the project, and uphold the Community Development Director's decision to **APPROVE** the Coastal Development Permits and Subdivision Maps for the construction of the two new condominiums on each of the two lots, with additional conditions, and **DENY** the subject appeal.

**APPELLANT**

Hugh and Suzanne Kretschmer  
420 27<sup>th</sup> Street  
Manhattan Beach, CA 90266

**APPLICANT**

2620 Alma Avenue, LLC/Matt Morris Dev.  
3508 Highland Avenue  
Manhattan Beach, CA 90266

**BACKGROUND**

On February 26, 2015, two Coastal Development Permit and Subdivision Map applications were submitted to the Community Development Department to request approval to demolish an existing duplex and construct two new two-unit condominium units. The existing 2,444 square foot duplex and two car garage, which is accessed off of Vista Drive, was built in 1921, on a legal double lot, 66' by 105', at the southeast corner of 27<sup>th</sup> Street and Alma Avenue. (Exhibit A). The original 630 square foot house, commonly known as the George Peck house, was added onto several times since the early 1900s. The proposed project is to construct two three-story residential condominium units, with enclosed two-car garages and guest parking spaces on each of the two lots, for a total of four new condominium units. A Coastal Development Permit is required for each of the subject projects, in that the lots are located in the Coastal non-appealable area of the City, which allows the City to make a final decision on the application. Subdivision Maps are required for the condominium development. The projects are located in Area District III and zoned Residential Medium Density (RM). Each lot is a full lot (33.34' x 105'), approximately 3,500 square feet in area. The surrounding area is a mix of two and three story single family and multi-family residences, condominiums and duplexes.

Staff reviewed the submitted plans and sent a notice of the proposed projects on July 8, 2015 to the surrounding neighbors within the required 100 feet of the subject property. The Coastal Development Permits approving the demolition of the existing duplex and construction of the new condominiums was approved on July 23, 2015 by the Community Development Director. (Exhibit B).

## **APPEAL**

On August 6, 2015, an appeal was filed by the appellants who live at 420 27<sup>th</sup> Street located two properties to the east (rear) of the subject property and other nearby property owners (Exhibit C). According to Section A.96.160.A. of the City of Manhattan Beach Local Coastal Program, Appeals, the decision or action of the Community Development Department Director may be appealed to the Planning Commission. The appellants indicated that the intersection located at 27<sup>th</sup> Street and Vista Drive is a traffic hazard due to congestion and the project will put young children attending Grandview Elementary School in danger.

## **DISCUSSION**

### ***Existing Site Conditions***

The project site is surrounded by Alma Avenue to the west, 27<sup>th</sup> Street to the north and Vista Drive, an alley, to the east. The site is made up of two legal buildable lots (lots 6 and 7 of Block 28 of Peck's Manhattan Beach Tract). The subject property, like all of the properties along Alma Avenue from Marine Avenue to 36<sup>th</sup> Street, is zoned RM. To the east across Vista Drive is zoned RS, Single Family Residential, and to the west of Crest Drive is zoned RH, High Density Residential. The site is currently improved with a residential duplex known as the "Peck" house with a free-standing garage and driveway at the rear of the site which is accessible off of Vista Drive. The proposed garages off of Vista Drive will line up with the other existing garages to the south of the properties.

The public right-of-way improvements along 27<sup>th</sup> Street between Alma Avenue and Vista Drive include a 40 foot right-of-way made up of a 10-foot parkway along both the north and the south sides of 27<sup>th</sup> Street, as well as 20 feet of paved street for vehicular circulation and parking. There is parallel public parking only on the south side of 27<sup>th</sup> Street, abutting the subject site, as well as both sides of Alma Avenue. No sidewalk currently exists on either side of 27<sup>th</sup> Street or along Alma Avenue. Alma has a 50 foot right-of-way with a 20 foot paved roadway width. The corner project proposes that the garages be setback along Alma which would allow 19.5 feet to park vehicles in the driveway without encroaching over the new proposed walkway. The interior lot garages are not set back as far and provide about 15 feet of clear space in the driveway, enough for compact vehicles. On the north side of Vista Drive, opposite of the subject property, a white edgeline has been painted by the City to demarcate a 4 foot wide area as a pedestrian walking zone as part of the "Safe Routes to School Program" designated route. Children walk along Vista Drive to and from Grandview Elementary School which is located approximately 250 feet southeast of the intersection of Vista Drive and 27<sup>th</sup> Street.



***Proposed Building- 2616 Alma Avenue (CA 15-05, VTPM 73511)-Interior Lot***

The proposed structure is a two unit, three-story condominium unit with an attached two-car garage and open guest space for each unit. Garage and guest parking access is proposed to be provided from Alma Avenue and Vista Drive. The total living area proposed is about 5,451 square feet, 2,748 square feet for Unit A and 2,703 square feet for Unit B which will be under the allowable 5,602 square feet for the lot. The total proposed open space of 501 square feet for Unit A and 413 square feet for Unit B will consist of ground level patios, and balconies on the second and third floors. The total open space will comply with the required 15 percent of the total living area. The allowable maximum height limit for the building is 30 feet, as measured from the average of the four corners of the property per MBMC Section 10.60.050, or an elevation of 236.05. The proposed height limit for the building is an elevation of 236.00, which is under the maximum height limit. The project meets all development standard requirements, including setbacks, heights, open space and parking.

***Proposed Building- 2620 Alma Avenue (CA 15-06, VTPM 73086)- Corner Lot***

The proposed structure is a two unit, three-story residential condominium with an attached two-car garage, as well as an open guest parking space for each of the units. Garage access is proposed to be provided from Alma Avenue and Vista Drive. The total living area is proposed at about 5,560 square feet (2,817 square feet for Unit A and 2,743 square feet for Unit B) which will be under the maximum 5,602 buildable square feet allowable for the lot. The total open space will comply with the required 15 percent of the total living area, with 423 square feet for Unit A and 412 square feet for Unit B. The allowable maximum height limit for the building is 30 feet, as measured from the average of the four corners of the property or an elevation of 236.94 feet. The proposed height for the building is an elevation of 236.75 feet, which is under the maximum height limit. The wall and landscaping at the corner of 27<sup>th</sup> Street and Vista Drive will be removed and replaced with low landscaping that will improve visibility at this corner. The project meets all development standard requirements, including setbacks, heights, open space and parking.

***Subject Appeal (Exhibit C)***

Appellants Hugh and Suzanne Kretschmer, property owners of 420 27<sup>th</sup> Street, are appealing the proposed project because they believe that there is already too much traffic congestion at the intersection of 27<sup>th</sup> Street and Vista Drive (northeast corner of the site). The appellants indicated that the intersection is a traffic hazard due to congestion. They believe that it is too dangerous to have this project at this location. They state that the increased car traffic from other conversions in the neighborhood already make this a dangerous route for children walking to and from school and adding four more residences on this busy corner will compound the situation. The appellant's petition states that they are against the new project in the interest of safety for children; they believe the students attending Grandview School will be put in danger

***Municipal Code (Subdivision) and Local Coastal Program Requirements***

The project complies with all applicable development standards contained within the City's Zoning Code, as well as Title 11-Subdivisions of the Manhattan Beach Municipal Code. Furthermore, the project is in accordance with the development standards of the Manhattan Beach Local Coastal Program, as well as the objectives and policies, as described above and as follows:

A. That the project, as described in the application and accompanying materials, as modified by any conditions of approval, conforms with the certified Manhattan Beach Local Coastal Program

- a) The proposed structure is consistent with the building scale in the coastal zone neighborhood and complies with the applicable standards of the Manhattan Beach Local Coastal Program.
- b) The proposed structure is consistent with building density standards of the Local Coastal Program in that it proposes a floor area ratio factor less than the allowable.
- c) The proposed structure will be consistent with the 30-foot Coastal Zone residential height limit. This is consistent with the residential development of the Land Use Plan, Policy II.B.1-3 as follows:
  1. Maintain building scale in coastal zone residential neighborhoods.
  2. Maintain residential building bulk control established by development standards.
  3. Maintain Coastal Zone residential height limit not to exceed 30-feet.

Furthermore, the subject project is consistent with the following General Plan Goals and Policies:

- Policy LU-1.1: Limit height of new development to three stories where height limit is thirty feet to protect privacy of adjacent properties, reduce shading, protect vistas of the ocean, and preserve low profile image of community
- Policy LU-1.2: Require design of new construction to utilize notches, balconies, rooflines, open space, setbacks and landscaping, or other architectural details to reduce bulk of buildings and add visual interest to streetscape
- Policy LU-3.1: Continue to encourage quality design in all new construction
- Goal LU -4: Preserve features of each community neighborhood and develop solutions tailored to each neighborhood's unique characteristics.
- Policy LU -4.2: Development and implement standards for the use of walk-street encroachment areas and public right-of-way areas.
- Policy LU-4.6: When public improvements are made, they should preserve and maintain distinctive neighborhood characteristics.

### ***Department Comments***

Staff requested comments from the City Traffic Engineer, City Engineer, and the Fire and Police Departments.

The Fire Marshall inspected the site and surrounding areas and made recommendations for the applicant to improve emergency vehicle and pedestrian access to the neighborhood. Currently there is street parking on the south side of 27<sup>th</sup> Street adjacent to the property, which is generally consistent with the neighborhood. The roadway on 27<sup>th</sup> Street is currently approximately 20 feet wide, which includes about 8 feet for public parallel parking with a 40 foot total public right-of-way width. The undeveloped public right-of-way on the south side of 27<sup>th</sup> Street is approximately 10 feet wide and the Fire Department is recommending that the street parking be retained and that the street be widened by about 4 feet on the south side, plus a 4 foot sidewalk, 2

feet of landscaping, and ADA access ramps at the two corners. This will improve access for emergency vehicles, trash trucks and other vehicles, as well as provide pedestrian access along 27<sup>th</sup> Street adjacent to the property starting from the walkway along Vista Drive, for access to Highland Avenue and the neighborhood. A new walkway along Alma Avenue will connect with the sidewalk along 27<sup>th</sup> Street.

Along 27<sup>th</sup> Street there is an existing power pole near the corner of Vista Drive and a fire hydrant near the corner of Alma Avenue. Landscaped bulb-outs at the corners with rolled curbs in these areas are recommended to accommodate these existing improvements without the applicant relocating them. The bulb-outs will define the parallel street parking area along 27<sup>th</sup> Street, accommodate the ADA access ramps and provide the rolled curbs for emergency vehicle turning radius enhancement.

The Public Works City Engineer, Police Department and City Traffic Engineer also inspected the site and support this recommendation. Staff met with the applicants and discussed the concerns with emergency vehicle and pedestrian access to the neighborhood and the opportunities to enhance access. The applicant has concerns with the proposal and they are exploring their options, but they are willing to work with staff to meet the goals and find a solution that works for everyone. Staff is recommending that these improvements become a condition for the project if approved, and the applicant would be responsible for construction of these improvements in the adjacent public right-of-way.

The Police Department further indicated that there have been complaints in the past in the area surrounding the school about traffic particularly during morning drop-off and afternoon pickup. In 2008 the City conducted a Grandview School Study and developed a Neighborhood Traffic Management Plan. A number of measures and improvements were approved and completed since that time, including the white edgeline that defines a pedestrian walking area on Vista Drive between 24<sup>th</sup> and 33<sup>rd</sup> Street. The Police Department provided incident reports within the last two years for the surrounding area of 27<sup>th</sup> Street, Vista Drive and Alma Avenue. Based on the incident reports and per the Police Department, no traffic collision or accidents have occurred during that time.

Staff believes that this is an opportunity to take a step to improve access for the benefit and betterment of the neighborhood and the community as a whole, now and in the future. As 27<sup>th</sup> Street is one of the few streets that Fire emergency vehicles can access, due to the narrow streets and tight turning radius, it is important to enhance access in this area. The recommended improvements will also provide connectivity and are consistent with other planned Highway Safety Improvement Program (HSIP) grant improvements in the area including botts dots along the Vista Drive white edgeline walking area, and crosswalk signage and flashing pedestrian crossing beacons at 27<sup>th</sup> Street and Highland Avenue.

### ***Other Considerations***

The alley along Vista is narrow (15 feet) and the setback required by the Zoning Code for the garages along Vista Drive is 7'-6" to the rear property line. This does not allow adequate room to park a vehicle parallel to the garage without encroaching into the alley. The Fire Department has raised a concern that in these situations people will often park vehicles in the driveway which

limits emergency vehicle access. Staff recommends that the Planning Commission discuss this concern and determine if it may be appropriate in this situation to provide a wider garage setback off the alley, 8 or 9 feet, so that vehicles parked in front of driveways will not overhang onto Vista Drive.

***Applicant and Public Comments***

The applicant held a neighborhood meeting at the site on September 24<sup>th</sup>, 2015. The project was presented to the neighbors and questions were responded to at the meeting. The applicant verbally indicated to staff that the neighbors raised concerns about school overcrowding, parking, traffic and safety for school children and other pedestrians in the Vista Drive alley. The applicant will be able to respond to questions from the Commission on the details of the meeting. Staff received signed correspondence from eight individuals with concerns similar to the appellant, stating that the development of the four new condominiums will only worsen the intersection of 27<sup>th</sup> Street and Vista Drive.

**CONCLUSION**

Staff mailed notices for the subject appeal on September 30, 2015 and published notice of the Planning Commission meeting in the Beach Reporter on October 1, 2015. Staff's recommendation to uphold the Director's decision, approve the subject projects, Coastal Development Permit CA 15-05 and CA 15-06, and deny the subject appeal, is based on the facts that the project complies with MBMC Subdivision, the Local Coastal Program requirements, and General Plan Goals and Policies. Public right-of-way improvements as recommended by Fire and other Departments can be incorporated to improve the overall conditions and pedestrian and vehicular access to the surrounding streets in the area. The Planning Commission may also consider providing direction to staff regarding the setback for the garages along Vista Drive.

The proposed project complies with all of the City's standards and therefore, staff recommends that the Planning Commission take public comments, review and discuss the proposed project and uphold the Community Development Director's decision to approve the Coastal Permits for 2616 (CA 15-05) and 2620 (CA 15-06) Alma Avenue, as well as the Subdivision Maps, with additional conditions, and deny the subject appeal.

**Attachments:**

- Exhibit A – Vicinity Map
- Exhibit B – Coastal Development Permits (CA 15-05 and CA 15-06)
- Exhibit C – Appellant's Documentation
- Exhibit D – Proposed Plans



# Vicinity Map

## 2616 & 2620 Alma Avenue



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## Coast Development Permit/Parcel Map Findings and Conditions

Project No: CA 15-05 & VTPM 73511

**Required Findings:** (Per Section A.96.150 of the Local Coastal Program and Title 11 of the Municipal Code)

*Written findings are required for all decisions on Coastal Development Permits. Such findings must demonstrate that the project, as described in the application and accompanying material, or as modified by any conditions of approval, conforms with the certified Manhattan Beach Local Coastal Program.*

1. The property is located within Area District III (Beach Area) and is zoned Residential Medium Density, RM.
2. The General Plan and Local Coastal Program/Land Use Plan designation for the property is Medium Density Residential.
3. The project is consistent with the residential development policies of the Manhattan Beach Local Coastal Program, specifically Policies II. B.1, 2, & 3, as follows:

II.B.1: The proposed structure is consistent with the building scale in the coastal zone neighborhood and complies with the applicable standards of the Local Coastal Program-Implementation Plan;

II.B.2: The proposed structure is consistent with the residential bulk control as established by the development standards of the Local Coastal Program-Implementation Plan;

II.B.3: The proposed structure is consistent with the 30' Coastal Zone residential height limit as required by the Local Coastal Program-Implementation Plan.

4. The project is consistent with the public access and recreation policies of Chapter 3 of the California Coastal Act of 1976, as follows;

Section 30212 (a) (2): The proposed structure does not impact public access to the shoreline, adequate public access is provided and shall be maintained along Alma Avenue, 27<sup>th</sup> Street and Vista Drive.

Section 30221: Present and foreseeable future demand for public or commercial recreational activities that could be accommodated on the property is already adequately provided for in the area.

5. The proposed use is permitted in the RM zone and is in compliance with the City's General Plan designation of Medium Density Residential; the project will not be detrimental to the public health, safety or welfare of persons residing or working 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.
6. The proposed parcel map complies with the State Subdivision Map Act and Title 11 of the Manhattan Beach Municipal Code.

**Standard Coastal Development Permit Conditions:**

1. Notice of Receipt and Acknowledgment. The permit is not valid and development shall not commence until a copy of the permit, signed by the permittee or authorized agent, acknowledging receipt of the permit and acceptance of the terms and conditions, is returned to the Community Development Department.
2. Expiration. The Coastal Development Permit shall expire three years from the date of approval, consistent with the required subdivision approval (see parcel map conditions).
3. Compliance. All development must occur in strict compliance with the proposal as set forth in the application for permit, subject to any special conditions set forth below. Any deviation from the approved plans must be reviewed and approved by the Director of Community Development.
4. Interpretation. Any questions of intent or interpretation of any condition will be resolved by the Director of Community Development.
5. Inspections. The Community Development Department staff shall be allowed to inspect the site and the development during construction subject to 24-hour advance notice.
6. Assignment. The permit may be assigned to any qualified persons subject to submittal of the following information to the Director of Community Development:
  - a. A completed application and application fee as established by the City's Fee Resolution;
  - b. An affidavit executed by the assignee attesting to the assignee's agreement to comply with the terms and conditions of the permit;



- c. Evidence of the assignee's legal interest in the property involved and legal capacity to undertake the development as approved and to satisfy the conditions required in the permit;
  - d. The original permittee's request to assign all rights to undertake the development to the assignee; and,
  - e. A copy of the original permit showing that it has not expired.
7. Terms and Conditions are Perpetual. These terms and conditions shall be perpetual, and it is the intention of the Director of Community Development and the permittee to bind all future owners and possessors of the subject property to the terms and conditions.

**Standard Parcel Map Conditions:**

- 1. Electrical, telephone, cable television system, and similar service wires and cables shall be installed underground to the appropriate utility pole(s) in compliance with all applicable Building and Electrical Codes, safety regulations, and orders, rules of the Public Utilities Commission, the serving utility company, and specifications of the Public Works Department.
- 2. All defective or damaged curb, gutter, street paving, and sidewalk improvements shall be removed and replaced with standard improvements, subject to the approval of the Public Works Department.
- 3. Each new condominium shall have separate water and sewer laterals as approved by the Director of Public Works.
- 4. A property line clean out is required for each unit.
- 5. Backwater valves shall be installed as required by the Department of Public Works.
- 6. A Traffic Management Plan shall be submitted in conjunction with the building plans, to be approved by the Police and Public Works Departments prior to issuance of building permits. The plan shall provide for the management of all construction related traffic during all phases of construction, including delivery of materials and parking of construction related vehicles. Driverless vehicles blocking neighbors' driveways without written authorization, and overnight storage of materials in the roadway shall be prohibited.
- 7. Flat roof surfaces shall have pea gravel or comparable decorative treatments.

8. The project shall conform to Section 10.52.110, Residential condominium standards, of the Manhattan Beach Municipal Code.
9. A survey suitable for purposes of recordation shall be performed by a Civil Engineer or Land Surveyor licensed in the State of California, including permanent monumentation of all property corners and the establishment or certification of centerline ties at the intersections of:
  - a. Alma Avenue and 27<sup>th</sup> Street
  - b. Vista Drive and 27<sup>th</sup> Street
  - c. 26<sup>th</sup> Street and Alma Avenue
  - d. 26<sup>th</sup> Street and Vista Drive
10. The subject tentative map shall be approved for an initial period of 3 years with the option of future extensions.
11. The final parcel map shall be submitted for city approval and recorded by the Los Angeles County Recorder prior to issuance of condominium certificate of occupancy. The map shall bear the following certificates for City signature: Director of Finance; City Engineer; and Community Development Director.

**Special Conditions:**

1. The project shall be developed in conformance with all applicable development standards of the RM zoning district, and Chapter 2 of the Local Coastal Program - Implementation Program.
2. Any future rooftop solar panels must be within the maximum building height limit of 236.05 as shown on the approved plans.



City Hall 1400 Highland Avenue Manhattan Beach, CA 90266-4795  
Telephone (310) 802-5000 FAX (310) 802-5001 TDD (310) 546-3501

## COASTAL DEVELOPMENT PERMIT AND PARCEL MAP APPROVAL

Project No: CA 15-06 & VTPM 73086

On July 23, 2015, the Community Development Department of the City of Manhattan Beach granted Matt Morris Development, (property owner) this approval for the development described below, subject to the attached Standard and Special conditions.

Site: 2620 Alma Avenue

Description: Demolition of an existing duplex and construction of two three-story residential condominium units with two car enclosed garage spaces and one open parking guest space for each unit.

Issued by: Rafael Garcia, Assistant Planner (310) 802-5514

COMMUNITY DEVELOPMENT DEPARTMENT  
Marisa Lundstedt, Director

Acknowledgment:

The undersigned permittee acknowledges receipt of this permit and agrees to abide by all terms and conditions thereof.

Signature of Permittee:  Date: 7-23-15

Fire Department Address: 400 15<sup>th</sup> Street, Manhattan Beach, CA 90266 FAX (310) 802-5200  
Police Department Address: 420 15<sup>th</sup> Street, Manhattan Beach, CA 90266 FAX (310) 802-5100

## Coast Development Permit/Parcel Map Findings and Conditions

Project No: CA 15-06 & VTPM 73086

**Required Findings:** (Per Section A.96.150 of the Local Coastal Program and Title 11 of the Municipal Code)

*Written findings are required for all decisions on Coastal Development Permits. Such findings must demonstrate that the project, as described in the application and accompanying material, or as modified by any conditions of approval, conforms with the certified Manhattan Beach Local Coastal Program.*

1. The property is located within Area District III (Beach Area) and is zoned Residential Medium Density, RM.
2. The General Plan and Local Coastal Program/Land Use Plan designation for the property is Medium Density Residential.
3. The project is consistent with the residential development policies of the Manhattan Beach Local Coastal Program, specifically Policies II. B.1, 2, & 3, as follows:

II.B.1: The proposed structure is consistent with the building scale in the coastal zone neighborhood and complies with the applicable standards of the Local Coastal Program-Implementation Plan;

II.B.2: The proposed structure is consistent with the residential bulk control as established by the development standards of the Local Coastal Program-Implementation Plan;

II.B.3: The proposed structure is consistent with the 30' Coastal Zone residential height limit as required by the Local Coastal Program-Implementation Plan.

4. The project is consistent with the public access and recreation policies of Chapter 3 of the California Coastal Act of 1976, as follows;

Section 30212 (a) (2): The proposed structure does not impact public access to the shoreline, adequate public access is provided and shall be maintained along Alma Avenue, 27<sup>th</sup> Street and Vista Drive.

Section 30221: Present and foreseeable future demand for public or commercial recreational activities that could be accommodated on the property is already adequately provided for in the area.

5. The proposed use is permitted in the RM zone and is in compliance with the City's General Plan designation of Medium Density Residential; the project will not be detrimental to the public health, safety or welfare of persons residing or working 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.
6. The proposed parcel map complies with the State Subdivision Map Act and Title 11 of the Manhattan Beach Municipal Code.

**Standard Coastal Development Permit Conditions:**

1. Notice of Receipt and Acknowledgment. The permit is not valid and development shall not commence until a copy of the permit, signed by the permittee or authorized agent, acknowledging receipt of the permit and acceptance of the terms and conditions, is returned to the Community Development Department.
2. Expiration. The Coastal Development Permit shall expire three years from the date of approval, consistent with the required subdivision approval (see parcel map conditions).
3. Compliance. All development must occur in strict compliance with the proposal as set forth in the application for permit, subject to any special conditions set forth below. Any deviation from the approved plans must be reviewed and approved by the Director of Community Development.
4. Interpretation. Any questions of intent or interpretation of any condition will be resolved by the Director of Community Development.
5. Inspections. The Community Development Department staff shall be allowed to inspect the site and the development during construction subject to 24-hour advance notice.
6. Assignment. The permit may be assigned to any qualified persons subject to submittal of the following information to the Director of Community Development:
  - a. A completed application and application fee as established by the City's Fee Resolution;
  - b. An affidavit executed by the assignee attesting to the assignee's agreement to comply with the terms and conditions of the permit;

- c. Evidence of the assignee's legal interest in the property involved and legal capacity to undertake the development as approved and to satisfy the conditions required in the permit;
  - d. The original permittee's request to assign all rights to undertake the development to the assignee; and,
  - e. A copy of the original permit showing that it has not expired.
7. Terms and Conditions are Perpetual. These terms and conditions shall be perpetual, and it is the intention of the Director of Community Development and the permittee to bind all future owners and possessors of the subject property to the terms and conditions.

**Standard Parcel Map Conditions:**

1. Electrical, telephone, cable television system, and similar service wires and cables shall be installed underground to the appropriate utility pole(s) in compliance with all applicable Building and Electrical Codes, safety regulations, and orders, rules of the Public Utilities Commission, the serving utility company, and specifications of the Public Works Department.
2. All defective or damaged curb, gutter, street paving, and sidewalk improvements shall be removed and replaced with standard improvements, subject to the approval of the Public Works Department.
3. Each new condominium shall have separate water and sewer laterals as approved by the Director of Public Works.
4. A property line clean out is required for each unit.
5. Backwater valves shall be installed as required by the Department of Public Works.
6. A Traffic Management Plan shall be submitted in conjunction with the building plans, to be approved by the Police and Public Works Departments prior to issuance of building permits. The plan shall provide for the management of all construction related traffic during all phases of construction, including delivery of materials and parking of construction related vehicles. Driverless vehicles blocking neighbors' driveways without written authorization, and overnight storage of materials in the roadway shall be prohibited.
7. Flat roof surfaces shall have pea gravel or comparable decorative treatments.

8. The project shall conform to Section 10.52.110, Residential condominium standards, of the Manhattan Beach Municipal Code.
9. A survey suitable for purposes of recordation shall be performed by a Civil Engineer or Land Surveyor licensed in the State of California, including permanent monumentation of all property corners and the establishment or certification of centerline ties at the intersections of:
  - a. Alma Avenue and 27<sup>th</sup> Street
  - b. Vista Drive and 27<sup>th</sup> Street
  - c. 26<sup>th</sup> Street and Alma Avenue
  - d. 26<sup>th</sup> Street and Vista Drive
10. The subject tentative map shall be approved for an initial period of 3 years with the option of future extensions.
11. The final parcel map shall be submitted for city approval and recorded by the Los Angeles County Recorder prior to issuance of condominium certificate of occupancy. The map shall bear the following certificates for City signature: Director of Finance; City Engineer; and Community Development Director.

**Special Conditions:**

1. The project shall be developed in conformance with all applicable development standards of the RM zoning district, and Chapter 2 of the Local Coastal Program - Implementation Program.
2. Any future rooftop solar panels must be within the maximum building height limit of 236.94' as shown on the approved plans.



# MASTER APPLICATION FORM

CITY OF MANHATTAN BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT

Office Use Only

Date Submitted: 08/06/2015  
Received By: [Signature]  
F&G Check Submitted: N/A

2620 Alma Avenue

Project Address

Legal Description

General Plan Designation

Zoning Designation

Area District

For projects requiring a Coastal Development Permit, select one of the following determinations<sup>1</sup>:

Project located in Appeal Jurisdiction

Project not located in Appeal Jurisdiction

Major Development (Public Hearing required)

Public Hearing Required (due to UP, Var, ME, etc.)

Minor Development (Public Hearing, if requested)

No Public Hearing Required

**Submitted Application (check all that apply)**

<input checked="" type="checkbox"/> Appeal to PC/PPIC/BBA/JCC	4225	<u>500.00</u>	<input type="checkbox"/> Use Permit (Residential)	4330
<input type="checkbox"/> Coastal Development Permit	4341		<input type="checkbox"/> Use Permit (Commercial)	4330
<input type="checkbox"/> Continuance	4343		<input type="checkbox"/> Use Permit Amendment	4332
<input type="checkbox"/> Cultural Landmark	4336		<input type="checkbox"/> Variance	4331
<input type="checkbox"/> Environmental Assessment	4225		<input type="checkbox"/> Park/Rec Quimby Fee	4425
<input type="checkbox"/> Minor Exception	4333		<input type="checkbox"/> Pre-application meeting	4425
<input type="checkbox"/> Subdivision (Map Deposit)	4300		<input type="checkbox"/> Public Hearing Notice	4339
<input type="checkbox"/> Subdivision (Tentative Map)	4334		<input type="checkbox"/> Lot Merger/Adjust./\$15 rec. fee	4225
<input type="checkbox"/> Subdivision (Final)	4334		<input type="checkbox"/> Zoning Business Review	4337
<input type="checkbox"/> Subdivision (Lot Line Adjust.)	4335		<input type="checkbox"/> Zoning Report	4340
<input type="checkbox"/> Telecom (New or Renewed)	4338		<input type="checkbox"/> Other	

**Fee Summary: (See fees on reverse side)**

Total Amount: \$ 500.00 (less Pre-Application Fee if applied within past 3 months)

Receipt Number: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cashier: \_\_\_\_\_

**Applicant(s)/Appellant(s) Information**

Hugh & Suzanne Kretschmer

Name

420 27th Street, Manhattan Beach, CA 90266

Mailing Address

Neighborhood residents

Applicant(s)/Appellant(s) Relationship to Property

Suzanne Kretschmer (310) 927-3415, skretschmer@verizon.net / Robert Alkin

Contact Person (include relation to applicant/appellant)

Phone number / email

420 27th Street, Manhattan Beach, CA 90266

Address

[Signature]  
Applicant(s)/Appellant(s) Signature

310-962-3086  
Phone number./email

**Complete Project Description- including any demolition (attach additional pages as necessary)**

Demolish one single family home and replace with four single family condominiums.

Appeal of CPD Coastal Development Permit

<sup>1</sup> An Application for a Coastal Development Permit shall be made prior to, or concurrent with, an application for any other permit or approvals required for the project by the City of Manhattan Beach Municipal Code. (Continued on reverse)



# OWNER'S AFFIDAVIT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

I/We \_\_\_\_\_ being duly sworn, depose and say that I am/we are the owner(s) of the property involved in this application and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my/our knowledge and belief(s).

\_\_\_\_\_  
*Signature of Property Owner(s) – (Not Owner in Escrow or Lessee)*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*Telephone/email*

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_, proved to me  
on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature \_\_\_\_\_  
*Notary Public*

SEAL

## Fee Schedule Summary

Below are the fees typically associated with the corresponding applications. Additional fees not shown on this sheet may apply – refer to current City Fee Resolution (contact the Planning Division for assistance.) Fees are subject to annual adjustment.

### Submitted Application (circle applicable fees, apply total to Fee Summary on application)

#### *Coastal Development Permit*

Public hearing – no other discretionary approval required:	\$ 4,673	✉
Public hearing – other discretionary approvals required:	2,061	✉
No public hearing required – administrative:	1,274	✉

#### *Use Permit*

Use Permit:	\$ 6,137	✉
Master Use Permit:	9,468	✉
Master Use Permit Amendment:	4,915	✉
Master Use Permit Conversion:	4,512	✉

#### *Variance*

Filing Fee:	\$ 5,934	✉
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#### *Minor Exception*

Without notice:	\$ 1,418	
With notice:	1,908	✉

#### *Subdivision*

Certificate of Compliance:	\$ 1,586	
Final Parcel Map + mapping deposit:	513	
Final Tract Map + mapping deposit:	710	
Mapping Deposit (paid with Final Map application):	500	
Merger of Parcels or Lot Line Adjustment:	1,106	
Quimby (Parks & Recreation) fee (per unit/lot):	1,817	
Tentative Parcel Map (4 or less lots / units) No Public Hearing:	1,276	
Tentative Parcel Map (4 or less lots / units) Public Hearing:	3,470	✉
Tentative Tract Map (5 or more lots / units):	3,960	✉

#### *Environmental Review (contact Planning Division for applicable fee)*

Environmental Assessment (no Initial Study prepared):	\$ 215	
Environmental Assessment (if Initial Study is prepared):	3,006	
Fish and Game/CEQA Exemption County Clerk Posting Fee <sup>2</sup> :	75	

✉ *Public Hearing Notice* applies to all projects with public hearings and covers the City's costs of envelopes, postage and handling the mailing of public notices. Add this to filing fees above, as applicable: \$ 69

<sup>2</sup>Make a separate \$75 check payable to LA County Clerk, (DO NOT PUT DATE ON CHECK)

MEMORANDUM

TO: City of Manhattan Beach  
FROM: Concern Citizens of 27<sup>th</sup> Street and Surrounding Area  
SUBJECT: Proposed 2620 Alma Avenue  
DATE: August 5, 2015

---

In the interest of the safety of children, we the residents of 27<sup>th</sup> Street and surrounding area are against the demolition of the residence on 27<sup>th</sup> Street and Alma in order to build four townhomes/Condominiums. This project will put the young children attending Grandview school in danger.

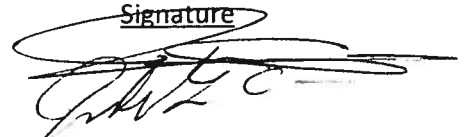
Name

Address

Signature

Robert Akin

429 27<sup>th</sup> St.



Joseph Coniglio

437 28<sup>th</sup> St

Diane Clements

Diane Clements

417 27<sup>th</sup> St.

In Ref

Janice Studwell

424 27<sup>th</sup> St.

Janice Studwell

~~DEEK ROTH~~

428 27<sup>th</sup> St.



456 26<sup>th</sup> Pl.

STANISLAW PAVANACI

May Faynsod

448 27<sup>th</sup> St



From: **John Argue** john.argue@veritypoint.com  
Subject: RE: Sign and Return  
Date: August 6, 2015 at 1:40 AM  
To: **Bobby Akin** Bobby.Akin@fox.com

---

**MEMORANDUM**

**TO:** City of Manhattan Beach  
**FROM:** Concern Citizens of 27<sup>th</sup> Street and Surrounding Area  
**SUBJECT:** Proposed 2620 Alma Avenue  
**DATE:** August 5, 2015

---

In the interest of the safety of children, we the residents of 27<sup>th</sup> Street and surrounding area are against the demolition of the residence on 27<sup>th</sup> Street and Alma in order to build four townhomes/Condominiums. This project will put the young children attending Grandview school in danger.

John Argue  
401 27<sup>th</sup> Street  
Manhattan Beach, CA 90266

---

**From:** Bobby Akin [mailto:Bobby.Akin@fox.com]  
**Sent:** Wednesday, August 5, 2015 7:39 AM  
**To:** John Argue <john.argue@veritypoint.com>  
**Subject:** Re: Sign and Return

Just send me an email that you are traveling and support the petition to halt the project. I'll attach to city forms..

Bobby Akin  
Vice President Motorsport and Branded Content  
FOX Networks  
310 962 3086 - Mobile  
424 203 5982 - Office

On Aug 5, 2015, at 12:16 AM, John Argue <john.argue@veritypoint.com> wrote:

Bobby, we are traveling thru Europe. Will try to find a place to print and scan.

----- Original message -----

**From:** Bobby Akin <[Bobby.Akin@fox.com](mailto:Bobby.Akin@fox.com)>

**Date:** 08/04/2015 11:29 PM (GMT+00:00)

**To:** Julie Argue <[j.argue@verizon.net](mailto:j.argue@verizon.net)>, John Argue <[john.argue@veritypoint.com](mailto:john.argue@veritypoint.com)>

**Subject:** Sign and Return

John/Julie:

Can you sign the attached and return to me ASAP. I am filing the paperwork with the city on Thursday...

Please forward to anyone you think would sign and ask them to forward to me....

Thanks!

Bobby Akin  
Vice President Motorsport and Branded Content  
FOX Networks  
310 962 3086 - Mobile  
424 203 5982 - Office

Begin forwarded message:

**From:** Bobby Akin <[Bobby.Akin@fox.com](mailto:Bobby.Akin@fox.com)>

**Date:** August 4, 2015 at 3:26:18 PM PDT

**To:** Bobby Akin <[Bobby.Akin@fox.com](mailto:Bobby.Akin@fox.com)>

Bobby Akin  
Vice President, Branded Content  
FOX Networks



City Hall 1400 Highland Avenue Manhattan Beach, CA 90266-4795  
Telephone (310) 802-5000 FAX (310) 802-5001 TDD (310) 546-3501

## COASTAL DEVELOPMENT PERMIT AND PARCEL MAP APPROVAL

Project No: CA 15-05 & VTPM 73511

On July 23, 2015, the Community Development Department of the City of Manhattan Beach granted Matt Morris Development, (property owner) this approval for the development described below, subject to the attached Standard and Special conditions.

Site: 2616 Alma Avenue

Description: Demolition of an existing duplex and construction of two three-story residential condominium units with two car enclosed garage spaces and one open parking guest space for each unit.

Issued by: Angelica Ochoa, Associate Planner (310) 802-5517

COMMUNITY DEVELOPMENT DEPARTMENT  
Marisa Lundstedt, Director

Acknowledgment:

The undersigned permittee acknowledges receipt of this permit and agrees to abide by all terms and conditions thereof.

Signature of Permittee: MM Date: 7-23-15

Fire Department Address: 400 15<sup>th</sup> Street, Manhattan Beach, CA 90266 FAX (310) 802-5200

Police Department Address: 420 15<sup>th</sup> Street, Manhattan Beach, CA 90266 FAX (310) 802-5100

Public Works Department Address: 3621 Bell Avenue, Manhattan Beach, CA 90266 FAX (310) 802-5300

City of Manhattan Beach Web Site: <http://www.ci.manhattan-beach.ca.us>

From: **Hugh Kretschmer** hughhk@verizon.net  
Subject: Re:  
Date: August 5, 2015 at 8:04 AM  
To: Bobby Akin Bobby.Akin@fox.com

---

Bobby, I am current in Greece and don't have a real computer to turn this around. That said, both Suzanne and I support this position. It is too dangerous to have this project in this location. The increased car traffic from all of the other lot conversions in the neighborhood is already making this a dangerous route for children walking to school and adding 4 more residences on this busy corner will compound the situation.

Thanks

Hugh Kretschmer  
(310) 308-3076

On Aug 5, 2015, at 1:25 AM, Bobby Akin <[Bobby.Akin@fox.com](mailto:Bobby.Akin@fox.com)> wrote:

Can you sign and return....

Bobby Akin  
Vice President, Branded Content  
FOX Networks  
12121 W. Bluff Creek Drive, Suite 336  
Playa Vista, CA 90094  
Office: 424 203 5982  
Cell: 310 962 3086  
Email: [bobby.akin@fox.com](mailto:bobby.akin@fox.com)

<2620 Alma.docx>

APPLICANT PLANS  
NOT  
AVAILABLE  
ELECTRONICALLY

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INTENTIONALLY  
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## Angelica Ochoa

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**From:** hapfrank@aol.com  
**Sent:** Wednesday, October 14, 2015 10:59 AM  
**To:** Angelica Ochoa  
**Subject:** 2620 Alma

Dear Ms Ochoa,

I'm an over 50 year resident of Manhattan Beach and have lived for the past 20 years on the south end of the 2600 block of Alma. The owner is not asking for any variances and is in total compliance with all applicable codes.

All of the objections flow from a few people who's views will be impacted. As you clearly know that's not a reason to deny the permit as do those who oppose the project. So what can they say, the same canard that everyone uses when they don't have the codes or the law on their side. It's safety, it's the kid's, it's to many cars. Well there's a political answer for this, elect people who will down zone the parcels and decrease property values, probably not what most people want.

Morris builds a quality product that buyers are willing to pay a premium for, allow the project to move forward.

I'm not a realtor or have anything to do with real estate, as a side note.

H. Frank

**CITY OF MANHATTAN BEACH  
[DRAFT] PLANNING COMMISSION  
MINUTES OF REGULAR MEETING  
OCTOBER 14, 2015**

A Regular Meeting of the Planning Commission of the City of Manhattan Beach, California, was held on the 14<sup>th</sup> day of October, 2015, at the hour of 6:30 p.m., in the City Council Chambers, at 1400 Highland Avenue, in said City.

**1. ROLL CALL**

Present: Apostol, Bordokas, Conaway, Ortmann, Chairperson Hersman  
Absent: None  
Staff Present: Mike Estrada, Assistant City Attorney  
Marisa Lundstedt, Community Development Director  
Laurie Jester, Planning Manager  
Angelica Ochoa, Associate Planner  
Rafael Garcia, Assistant Planner  
Nhung Madrid, Senior Management Analyst  
Erik Zandvliet, City Traffic Engineer  
Robert Espinosa, Fire Chief  
Rosemary Lackow, Recording Secretary

**2. AUDIENCE PARTICIPATION - None**

**3. APPROVAL OF MINUTES – September 23, 2015**

A motion was MADE and SECONDED (Ortmann/Bordokas) to **APPROVE** the minutes of September 23, 2015 with one change: page 4, ninth paragraph beginning “Director Lundstedt clarified...” to strike “ensured” and replace with “ensued”.

AYES: Apostol, Bordokas, Conaway, Ortmann, Chairperson Hersman  
NOES: None  
ABSENT: None  
ABSTAIN: None

**4. GENERAL BUSINESS**

10/14/15-2 Downtown Specific Plan Project Update

Director Lundstedt introduced Senior Management Analyst Nhung Madrid who proceeded with a slide presentation, covering several topics in detail. She then concluded the presentation with the staff recommendation that the Commission accept the staff presentation and provide feedback regarding Workshop No. 1.

Chair Hersman invited the Commission to comment on the Workshop. Commissioner Ortmann inquired as to why staff didn’t advocate more regarding the alternatives, and there seemed to be some confusion with some participants on certain alternatives. Senior Management Analyst Madrid responded that knowledgeable staff members were present at each poster to answer questions and assist participants in understanding their choices. Director Lundstedt emphasized that the alternatives are based on the ULI recommendations, the intercept and other surveys.

Ms. Madrid clarified the next step in developing alternatives will be that staff will present the options and preferences from the Workshop as well as input from all of the interviews, intercept surveys and Open City Hall website and other input, to the City Council (e.g. the 2-story height alternative being preferred).

Chairperson Hersman stated her concern that more input is needed regarding the underlying assumptions of alternatives, for example, that by asking how should we increase parking downtown, there is an assumption that more parking is desired by the community. The Chair also thought more information should be presented on how alternatives might be implemented, for example, if we want to limit uses in ground floor offices, how would we do that? Property rights could be affected.

Commissioner Conaway made the following suggestions regarding the report to the City Council: 1) that

staff point out which “action items” can be readily enacted vs. others that involve policy issues and most likely would take a lot of time; 2) that in the next survey, the questions be designed to provide more clarity as to what respondents are favoring, policy wise (for example, linking increasing parking with a result of attracting more visitors); and 3) that it be pointed out that some alternatives may be missing or not part of the conversation (for example, at the Von’s site, would the community want to see some senior housing?).

Director Lundstedt explained, at this point the Workshop results and the Commission’s input will be shared with Council and after receiving Council feedback, staff will weave this information together in developing further options. Staff will be communicating information back to the Council, including some of the community concerns regarding the ULI recommendations.

Chair Hersman thanked Staff for the presentation.

## 5. NEW BUSINESS

10/14/15-3. Appeal of two Coastal Development Permits No. CA 15-05 (VTPM 73511) and CA 15-06 (VTPM 73086) and Subdivision Maps for the demolition of a duplex and construction of two three-story residential condominium units on each of the two lots, for a total of four new condominium units located at 2616 and 2620 Alma Avenue.

Associate Planner Ochoa and Assistant Planner Rafael Garcia jointly gave the staff report, utilizing a powerpoint presentation. Staff recommended that the 27<sup>th</sup> Street public right-of-way be improved to widen the street to improve Fire Department and other vehicle access, provide a sidewalk, and landscaping.

Mr. Garcia outlined the comments and concerns of the public and noted an email received today in support of the condominium project. The Staff recommends that the Commission uphold the Community Development Director’s decision to approve proposed project, subject to conditions noted in the written staff report.

Staff responded to questions from the Commission. Assistant Planner Garcia clarified that the sidewalk recommended by Staff will only be along 27<sup>th</sup> Street and for a small area on Alma Avenue and a new crosswalk is not proposed. Mr. Garcia emphasized that the staff recommendations are based on recommendations from other Departments, responding to neighbors input and staff field observations. Director Lundstedt explained that the intent of staff was to be able to provide a safe area for school children in the vicinity.

Traffic Engineer Zandvliet clarified that many children are dropped off on Vista Drive even though this may not be an official school drop off zone, and 27<sup>th</sup> Street is used frequently for cars getting back to Highland Avenue, and typically crosswalks are not installed in residential areas at stop signs. He also clarified the General Plan goal is to maintain a minimum 28-foot wide travel area. In this case the Fire Department is recommending that the street drivable area on 27<sup>th</sup> Street be widened by 4 feet (increasing from 20 to 24 feet including parking on the south side of the street) to improve fire truck access and to install a 4-foot sidewalk plus 2 feet of landscaping, with ADA ramps at the corners. With a new walkway on Alma Avenue, pedestrian access will be provided all the way from Vista Drive to Alma Avenue.

Commissioner Ortmann expressed his concerns with street widening, noting that narrower streets encourage slower traffic and requiring widening may set an undesirable precedent.

Mr. Garcia explained that development has not required setbacks larger than 15 feet from the road centerline at the ground floor on Vista Drive, or similar alleys, and to his knowledge, no condominiums have been denied in this area. It was clarified that in this case Vista Drive includes a walkway on the east side, defined by a white edgeline. Mr. Garcia confirmed that the sidewalk being proposed would extend the entire length of 27<sup>th</sup> Street ending at a small walkway along Alma.

**Elizabeth Srour**, representing the developer, reviewed the application related to zoning and coastal requirements and emphasized that the project is in full compliance with the Code, including providing a third guest parking space for each unit. She was not aware of any condos being denied nearby and indicated the project is a housing ownership opportunity. When the Director initially approved the application, no special conditions were imposed, because there were no formal policies in place. Ms. Srour concluded that the developer requests approval based on the original approval by the Community Development Director, without any additional special conditions for improvements to the 27<sup>th</sup> Street public-right-of-way.

**Howard Crabtree**, project architect, noted that there will be only a net increase of one driveway on Vista Drive. He detailed the project access and setbacks, and public right-of-way conditions around the corner site.

**Matt Morris**, owner of the development project, has built homes for the last 21 years including eight other

condominiums on Alma Avenue, knows the area well, and believes he has made a positive impact. Before buying the property he considered how the right-of-way would be treated and believes having more landscaping and improving the “neighborhood feel” is preferable, and the issue of providing a sidewalk seems to have come up at the last minute.

Chair Hersman invited the Appellants to address the Commission.

**Hugh Kretschmer, 420 27<sup>th</sup> Street**, commented that a safe pedestrian zone exists on Vista Drive and he is very concerned that neighborhood safety, particularly for the Grandview Elementary School children, will be hampered by potentially six more cars backing out of new driveways into Vista Drive. He said they have no dispute with the City or developer, and are not asking for a new policy but to look carefully at this particular corner because its location and conditions warrant a special look. He concluded that they are asking that the corner project be “downsized” to make the area safer. Mr. Kretschmer responded to Commissioner Ortmann’s question that perhaps the solution is to build one unit on the corner and he thinks the site has been used historically as a single home.

### PUBLIC INPUT

Chair Hersman invited public comments invited.

**Richard Neff**, lives across from the appellant. He agrees with the applicant regarding the sidewalk but agrees with the appellant that the area will be more congested. It seems like the sidewalk will go to “nowhere” and doesn’t make sense, and generally the level of density in the area has undercut the quality of life in this area with way too much traffic on Highland Avenue and Alma Avenue, and with buildings filling up each lot this eliminates light, air and view. He believes that this neighborhood should be single family residences.

**Jim Burton**, lives on 11<sup>th</sup> Street, and has a business partner who lives nearby. His only comment is about the sidewalk and believes that while there is a concern for safety, he doesn’t think this is a good solution.

**Gary Brugman**, 416 27 St, supports the appellant.

Chair Hersman invited Commission discussion.

### COMMISSION DISCUSSION

Commission discussion followed: widening at the corners of 27<sup>th</sup> Street is favored (Bordokas); the community should continue to be “walkable”; the City should address crosswalks consistently; the conditions at 27<sup>th</sup> Street although unique, are similar to other streets to the north; garages on the alley are not a major problem, because both pedestrians and building occupants know to look out for each other (Conaway); that the Planning Commission does not have the option to deny the project; the project is supported as designed, but suggested maybe there is some tweaking that can be done to enhance safety, noting that he observed that cars turning left from Vista Drive to 27<sup>th</sup> Street have very little room to maneuver (Apostol).

Traffic Engineer Zandvliet clarified that the staff recommendation for the “bulb-outs” at the corners is intended to protect an existing utility pole and fire hydrant while creating better visibility and more street space without any loss in street parking spaces. Chair Hersman observed that cars will not be parked so far into the roadway, so congestion would be relieved.

Lengthy discussion followed on the issue of possible treatment of 27<sup>th</sup> Street and whether to support the first site plan as originally approved or as now recommended by Staff. Concern was voiced that the staff recommendation puts cars, not people, first and this will impact the feeling of the area, with more pavement, and less landscaping. There was discussion that a broader policy might be needed before requiring a 4-foot sidewalk (Ortmann).

Director Lundstedt advised that this was thought to be a site that warranted a closer look pursuant to the appeal. The Director of Public Works does have the authority to require improvements in the street right-of-way and the recommendations for the special conditions address public concerns and safety issues.

Further Commission discussion followed: the left turn issue onto 27<sup>th</sup> Street is a serious issue that should be addressed (Bordokas); perhaps the School Board should be involved as this involves student safety (Hersman); by facilitating traffic vehicle, speeds may increase and hard improvements will “chip away” at the neighborhood fabric and widening is not favored (Ortmann and Conaway); regarding corner visibility, parking should be restricted with red painted areas (Conaway).

**Fire Chief Robert Espinosa** stated that while the current Fire Code calls for an even wider street width (32-ft), which would include parking on one side of the street, he understands the issues concerning the beauty and character of the street. He emphasized that the requirement has to do with the size of their vehicles - they can't get shorter or smaller vehicles and they also must be able to accommodate fire trucks from other jurisdictions when needed. The minimum space needed to set up stabilizers is 14 feet and there is only 12 feet of drivable roadway now. The Department needs physical access, and, while a painted red stripe parking restriction might help ambulances and cars, it wouldn't work for their larger vehicles. While much progress has been made by upgraded Fire Codes, the risk remains and trucks are still needed.

Commissioner Apostol subsequently moved (Bordokas seconded) to approve the project as designed and deny the appeal, with two conditions; that the street be widened per the staff recommendation and secondly, an additional area in the right-of-way that is flat and walkable, not sloped and with the design subject to staff approval without ADA ramps at this time.

Discussion followed on the motion: it was questioned whether this would invite unwanted liability for the City if the public were encouraged to walk in an area that is privately designed and improved (Ortmann), and whether liability is greater because the improvements would be a condition of the City approval (Bordokas), and; widening is favored but not necessarily a full sidewalk (Chair Hersman).

**Howard Crabtree**, project architect stated that the applicant favors a usable flat area perhaps some meandering walking surfaces in the 27<sup>th</sup> Street right-of-way.

Commissioner Ortmann added his concern that he saw a potential that the buyers of the units may want to discourage the public from walking in front of the units and this could create unwanted issues.

Commissioner Apostol retracted his previous motion and made a new motion (Bordokas seconded) to deny the subject appeal, and approve the subject Coastal Development Permits and subdivision maps, allowing the demolition of an existing duplex and construction of two new 2-Unit condominium projects, subject to the condition that the applicant install public street improvements, only including the 4-foot widening on 27<sup>th</sup> Street as recommended by Staff in the Staff Report dated October 14, 2015.

Discussion followed on the new motion: It is unclear what problem is being solved - while there will be better fire truck access, issues on Vista Drive are not being addressed (Ortmann); this would address the congestion problem faced by cars turning left from Vista Drive to 27<sup>th</sup> Street (Bordokas); this solves the problem for cars, but not people (Conaway). Commissioner Apostol clarified his motion: while he originally favored an increase of the ground floor setback on Vista Drive, he doesn't believe it is appropriate to change the zoning regulations.

Roll-call vote:

AYES: Apostol, Bordokas, Chairperson Hersman  
NOES: Conaway, Ortmann  
ABSENT: None  
ABSTAIN: None

Director Lundstedt announced that this item would be forwarded to the City Council with the recommendation to Receive and File, thereby affirming the Commission's decision.

## **DIRECTOR'S ITEMS**

There will be a November 19th joint meeting at 6:00 pm but the regular meetings on November 11<sup>th</sup> and 25<sup>th</sup> will be cancelled. The Commission will meet on October 28<sup>th</sup>.

### **6. PLANNING COMMISSION ITEMS**

In response to Commissioner Bordokas, Director Lundstedt stated that in order to address how to form a plan for streets that lead to Highland Avenue, this issue would need to be scheduled on a future Commission agenda.

### **7. TENTATIVE AGENDA – October 28.**

- a. 2702 N. Ardmore - Variance

### **8. ADJOURNMENT**

The meeting was adjourned at 9:40 pm to Wednesday, October 28, 2015 in the City Council Chambers, City Hall, 1400 Highland Avenue.

ROSEMARY LACKOW  
Recording Secretary

ATTEST:

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MARISA LUNDSTEDT  
Community Development Director

**Agenda Date:** 11/3/2015

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Bruce Moe, Finance Director  
Gwen Eng, Purchasing Manager

**SUBJECT:**

Award of a Three-Year Bulk Fuel Contract to Merrimac Energy Group (Estimated Annual Value of \$350,000) (Finance Director Moe).

**APPROVE**

---

**RECOMMENDATION:**

Staff recommends that the City Council award Bid #1050-16 to Merrimac Energy Group to provide fuel with an estimated annual value of \$350,000.

**FISCAL IMPLICATIONS:**

Sufficient funds are available in the Public Works budget for on-going fuel purchases. Given today's fuel prices, the City's annual cost to purchase gasoline and diesel fuel with taxes and fees is estimated to be \$350,000 annually.

**BACKGROUND:**

The City operates a fueling station located at the City Yard. For the past year, the City has successfully procured automotive fuel through a bulk fuel contract with fixed indexed pricing.

The industry standard index, Oil Price Information Service (OPIS), publishes a daily index of fuel prices. With this pricing tool, the City and a supplier enter into a contract at a fixed markup over the daily Oil Price Information Service average published prices over the course of the agreement.

**DISCUSSION:**

Staff solicited bids and four responses were received. The City specified regular (87 octane) and mid-grade (89 octane) unleaded gasoline and 10% biodiesel. Biodiesel is one of the methods used by the City to reduce our carbon footprint.

The bid comparison (Attachment 1) shows the suppliers' markup over the Oil Price Information Service daily rate. In order to determine the bid ranking, staff applied the discount/premium per gallon bid by the supplier for each grade of fuel (87 octane, 89 octane, biodiesel) and multiplied it by the annual estimated City usage. The sum of the three discounts/premiums indicates the value of each bid with the lowest number equating to the lowest total cost.

Staff would have considered splitting the award to the various vendors that had the lowest price by type of fuel but these prices are based on "truck and trailer" loads (8,000 gallons). A truck and trailer load is the industry standard bulk fuel order and the most cost-effective method as it entails only one trip for delivery. The City Yard's fuel tanks have the capacity to handle these quantities. In this case, the lowest vendor by aggregate is Merrimac Energy Group.

The lowest bidder, Merrimac Energy Group, meets specifications for all three grades of gasoline and provided the lowest total estimated cost for an annual contract. As a result, staff recommends that the City Council award Bid #1050-16 to Merrimac Energy Group.

This annual contract offers a deeper discount than the previous contract. It was determined that the new contract pricing will result in an average savings of \$280 per purchase (approximately twelve purchases annually).

The estimated spend level is based on current expenditure trends. The contract period is for three years. If this purchase is approved, the contract will be in the form of a purchase order. In addition, the City may cancel the contract at any time without cause if necessary.

### **CONCLUSION**

Staff recommends that the City Council award Bid #1050-16 to Merrimac Energy Group for a three-year bulk fuel contract in the amount of \$350,000.

Attachment:

1. Bid #1050-16 Comparison for Bulk Fuel



Bid #1050-16 Bulk Fuel Comparison

Discount/Mark Up Offered for Truck & Trailer Load*					
Vendor Name	87-octane unleaded gasoline Based on 48,000 gallons	89-octane unleaded gasoline Based on 36,000 gallons	10% Biodiesel Based on 16,000 gallons	Total Cost of Mark Up or Discount for 100,000 Gallons of Combined Fuel	
Merrimac Energy Gp.	-0.0328 -\$1,574.40	-0.0396 -\$1,425.60	0.0377 \$603.20	-\$2,396.80	
Mansfield Oil Co.	-0.0354 -\$1,699.20	-0.0454 -\$1,634.40	0.0832 \$1,331.20	-\$2,002.40	
Boyett Petroleum	-0.0254 -\$1,219.20	-0.0254 -\$914.40	0.0502 \$803.20	-\$1,330.40	
So. Counties Oil Co.	-0.0255 -\$1,224.00	-0.0255 -\$918.00	0.1375 \$2,200.00	\$58.00	

\* Truck & trailer consists of 8,000 gallons of fuel in aggregate. This is the most cost-effective method of ordering. Ordering fuel types separately would result in high



**Agenda Date:** 11/3/2015

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Bruce Moe, Finance Director

**SUBJECT:**

Financial Report:

- a) Schedule of Demands: October 8, 2015
- b) Investment Portfolio for the Month Ending September 30, 2015
- c) Month End Report for September 30, 2015  
(Finance Director Moe).

**ACCEPT REPORT AND DEMANDS**

---

**RECOMMENDATION:**

Staff recommends that the City Council accept the attached report and demands.

**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 October 8, 2015 is \$2,553,526.07.

**BACKGROUND:**

Finance staff prepares a variety of financial reports for City Council and the Finance Subcommittee. A brief discussion of the attached report follows.

**DISCUSSION:**

Schedule of Demands:

Every two weeks staff prepares a comprehensive listing of all disbursements with staff certification that the expenditure transactions listed have been reviewed and are within budgeted appropriations.

Investment Portfolio:

Detailed Investment reports are provided to the Finance Subcommittee with summary reporting to City Council. The month end portfolio includes a certification by the Finance Director that all investments comply with established Investment Policies (or with Finance Subcommittee approved exceptions) and there is sufficient liquidity to support projected expenditures.

Month End Report:

This package includes summary level financial information for the month ending September 30, 2015. This report marks the third month of the fiscal year 2015-2016, and reflects the annual budget adopted by City Council.

The report provides monthly and year-to-date activity for all funds and departments presenting a snapshot of budget performance. A report highlighting the performance of key revenue sources is also included.

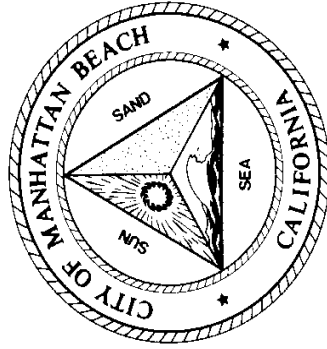
**CONCLUSION:**

Staff recommends that the City Council accept the attached report and demands.

Attachments:

1. Schedule of Demands for October 8, 2015
2. Investment Portfolio for the Month Ending September 30, 2015
3. Month End Report for September 30, 2015

# City of Manhattan Beach





## Schedule of Demands October 8, 2015

**CITY OF MANHATTAN BEACH**  
**WARRANT REGISTER**

WARRANT(S) WR 8b  
 DATED: 10/08/2015

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$2,553,526.07 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 NOVEMBER

WARRANT REGISTER(S)	WR 8b	WARRANT(S)	8b	1,518,031.17
		PREPAID WIRES / MANUAL CKS	8b	243,865.61
		<b>SUBTOTAL WARRANTS</b>		<u>1,761,896.78</u>
		VOIDS	8b	(54.00)
		PAYROLL	PE 10/02/2015	791,683.29
		<b>TOTAL WARRANTS</b>		<u><u>2,553,526.07</u></u>

**CITY OF MANHATTAN BEACH  
WARRANT REGISTER**

wr 8b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
101315	10/13/2015	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	243,865.61
<b>SUBTOTAL</b>					<b>243,865.61</b>
521355	10/8/2015	N	ADMINISTRATIVE SERVICES COOP	DIAL A RIDE SUPPLEMENTAL CAB SERVICE	1,091.10
521356	10/8/2015	N	ADMINSURE INC	CLAIMS ADMINISTRATION	30,819.45
521357	10/8/2015	N	FARSHAN ALI AKBAR	FIRE RESERVE	175.00
521358	10/8/2015	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENI	12,015.31
521359	10/8/2015	N	ANIMAL EMERGENCY MEDICAL CTR	EMERGENCY VET SERVICES	450.00
521360	10/8/2015	N	AQUILUS ENTERPRISES INC	15-03369 STRATEGIC PLANNING SERVICES	4,000.00
521361	10/8/2015	N	ARAKELIAN ENTERPRISES INC	JANITORIAL SERVICES EXTRAS	30,901.90
521362	10/8/2015	N	ELIZABETH ARMSTRONG	CITATION REFUND	53.00
521363	10/8/2015	N	AT&T	REVERSE 911 PHONE UPDATES	295.33
521364	10/8/2015	N	AT&T MOBILITY	CELLULAR CHARGES	4,664.73
521365	10/8/2015	N	ANTONIO M BARASSI	FIRE RESERVE	175.00
521366	10/8/2015	N	BARBARA BERG	METER COIN REFUND	2.25
521367	10/8/2015	N	FELIPE BERNAL	PARKS & RECREATION REFUND	1,250.00
521368	10/8/2015	N	ELIZABETH BERRY	CITATION REFUND	48.00
521369	10/8/2015	N	BESST INC	WELL 11A INVESTIGATIVE AND DIAGNOST	10,259.00
521370	10/8/2015	N	CHRISTINA MARIE BROOME	WATER AEROBICS INSTRUCTOR	120.00
521371	10/8/2015	N	DIANA BUI	PARKS & RECREATION REFUND	80.00
521372	10/8/2015	N	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	6,258.00
521373	10/8/2015	N	CA WATER SERVICE COMPANY	WATER SERVICE	92.48
521374	10/8/2015	N	CALIFORNIA ANIMAL CONTROL	PROFESSIONAL LEGAL SERVICES	4,900.00
521375	10/8/2015	N	CANNON CORPORATION	WATER MAIN REPLACEMENT DESIGN	2,162.83

**CITY OF MANHATTAN BEACH  
WARRANT REGISTER**

wr 8b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521376	10/8/2015	N	CAPITAL ONE NATIONAL ASSN	MISC SUPPLIES-COSTCO	1,483.53
521377	10/8/2015	N	CELLCO PARTNERSHIP	CARDIAC MONITOR DATA LINES	35.10
521378	10/8/2015	N	CITY OF MANHATTAN BEACH	PETTY CASH	305.99
521379	10/8/2015	N	CLE ELECTRIC INC	ON CALL-ELECTRICIAN	24,156.00
521380	10/8/2015	N	CLEANSSTREET	LANDSCAPE MAINTENANCE EXTRAS	810.00
521381	10/8/2015	N	COMMUNITY WORKS LEASING CORP	STRAND STAIRS IMPROVEMENT	115.00
521382	10/8/2015	N	CONTEMPORARY SERVICES CORP	UNARMED SECURITY SERVICES	4,505.97
521383	10/8/2015	N	CHARLES COSTA	CONCERTS IN THE PARK STAFF 2015	125.00
521384	10/8/2015	N	R CRAIG CROTTY	ARBORIST	312.50
521385	10/8/2015	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	8,052.20
521386	10/8/2015	N	CULLIGAN	WATER FILTER LEASE	2.85
521387	10/8/2015	N	RAMI DAVIDOFF	WATER AEROBICS INSTRUCTOR	90.00
521388	10/8/2015	N	JEFFREY A DAVIS	CITATION REFUND	48.00
521389	10/8/2015	N	JOE DELIA	POLYGRAPH EXAM	1,200.00
521390	10/8/2015	N	DIGITAL EMS SOLUTIONS INC	PRE-HOSPITAL EMERGENCY MEDICAL CAJ	11,200.00
521391	10/8/2015	N	DIV OF THE STATE ARCHITECT	SB 1186/3RD QTR	131.40
521392	10/8/2015	N	JENNIFER DOUBLET	PARKS & RECREATION REFUND	160.00
521393	10/8/2015	N	DOWNTOWN MB BUS & PROF ASSN	MB FIT INITIATIVE	200.00
521394	10/8/2015	N	EDUCATIONAL CREDIT MGMT CORP	EARNINGS WITHHOLDING	435.10
521395	10/8/2015	N	MANNING AND KASS ELLROD RAMIREZ	LEGAL PROFESSIONAL SERVICES	2,403.18
521396	10/8/2015	N	GREGORY OWENS EVANS	FIRE RESERVE	175.00
521397	10/8/2015	N	EXPERIAN INFO SOLUTIONS INC	APPLICANT CREDIT CHECK	77.93



**CITY OF MANHATTAN BEACH  
WARRANT REGISTER**

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WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521398	10/8/2015	N	FIRE INFO SUPPORT SERVICES INC	FIRE RMS & MAINTENANCE SERVICES	2,275.00
521399	10/8/2015	N	FM THREE LLC	REFUND	1,586.00
521400	10/8/2015	N	ELIZABETH GILBERT	PARKS & RECREATION REFUND	80.00
521401	10/8/2015	N	GOLDEN HEART RANCH	SPECIALTY INSTRUCTOR	1,152.00
521402	10/8/2015	N	CHRISTOPHER JOSEPH GONZALEZ	FIRE RESERVE	175.00
521403	10/8/2015	N	GOVERNMENT STAFFING SERVICES	TEMPORARY EMPLOYEE SERVICES	2,170.00
521404	10/8/2015	N	CHRISTOPHER MICHAEL GRAFTON	FIRE RESERVE	175.00
521405	10/8/2015	N	GRANICUS	MEDIA STREAMING	7,862.82
521406	10/8/2015	N	CINDY GREBLIUNAS	VOLLEYBALL INSTRUCTOR	615.00
521407	10/8/2015	N	JOHN HAYNES	METER COIN REFUND	3.00
521408	10/8/2015	N	HDL COREN & CONE	CAPR STAT REPORT 2014-15	695.00
521409	10/8/2015	N	HDR ENGINEERING INC	SEPULVEDA BRIDGE WIDENING	38,742.65
521410	10/8/2015	N	HEITMAN BROOKS II LLC	18-08782C DOWNTOWN CORSSWALK & SLI	2,191.66
521411	10/8/2015	N	JAKE HERRON	FIRE RESERVE	175.00
521412	10/8/2015	N	JOSHUA HILL	FIRE RESERVE	175.00
521413	10/8/2015	N	CAROLYN T HOGG	TRAVEL REIMBURSMENT	430.10
521414	10/8/2015	N	HONEYWELL INTERNATIONAL INC	HVAC ANNUAL SERVICE AGREEMENT REN	30,687.75
521415	10/8/2015	N	HUNTINGTON BCH MOTORSPORTS INC	MOTORCYCLE PARTS & SERVICE	4,269.75
521416	10/8/2015	N	STEPHEN ROSS HYDE	BEGG POOL MASTERS	1,080.00
521417	10/8/2015	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - CITY MANAGER: PAYME	747.32
521418	10/8/2015	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,867.81
521419	10/8/2015	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	71,370.71

CITY OF MANHATTAN BEACH  
WARRANT REGISTER

wr 8b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521420	10/8/2015	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	5,204.47
521421	10/8/2015	N	INCONTACT INC	LONG DISTANCE SERVICE	501.47
521422	10/8/2015	N	INNOVATION ADVERTISING	RECRUITMENT ADVERTISING	3,190.00
521423	10/8/2015	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	6,709.80
521424	10/8/2015	N	VICTORIA HELEN JOHNSON	WATER AEROBICS INSTRUCTOR	795.00
521425	10/8/2015	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
521426	10/8/2015	N	KING FENCE INC	FENCE RENTAL	60.00
521427	10/8/2015	N	ZACHARY KLING	FIRE RESERVE	175.00
521428	10/8/2015	N	TANYA KOZAK	RECORDING SERVICES	224.25
521429	10/8/2015	N	KRONOS INCORPORATED	16-02147C KRONOS SUPPORT SERVICES	4,548.88
521430	10/8/2015	N	L A COUNTY MTA	JULY 2015 EZ PASS	378.00
521431	10/8/2015	N	L A COUNTY MTA	JULY 2015 TAP	100.00
521432	10/8/2015	N	L A COUNTY SHERIFFS DEPT	POLICE DEPT JAIL SUPPLIES	546.21
521433	10/8/2015	N	JONATHAN MICHAEL LAROCQUE	FIRE RESERVE	175.00
521434	10/8/2015	N	LATITUDE GEOGRAPHICS GROUP LTD	ANNUAL MAINTENANCE -INTERNAL	3,700.00
521435	10/8/2015	N	JACQUELINE LEON	LINE DANCING INSTRUCTOR	63.00
521436	10/8/2015	N	JUSTIN LEUNG	DUPLICATE ALARM PERMIT PYMT	54.00
521437	10/8/2015	N	JIM LEWIS	UTILITY OVERPAYMENT REFUND	334.50
521438	10/8/2015	N	M B CHAMBER OF COMMERCE	SPONSORSHIP	9,000.00
521439	10/8/2015	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	399.00
521440	10/8/2015	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,901.74
521441	10/8/2015	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	15,638.41

**CITY OF MANHATTAN BEACH  
WARRANT REGISTER**

wr 8b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521442	10/8/2015	N	MAGELLAN BEHAVIORAL HEALTH INC	CONTRACT SERVICES	2,000.43
521443	10/8/2015	N	MAIN STREET TOURS INC	TOURS/EVENTS	4,396.50
521444	10/8/2015	N	MICHAEL L MALONEY	VOLLEYBALL INSTRUCTOR	525.00
521445	10/8/2015	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	13,338.44
521446	10/8/2015	N	DANIEL MATUSZCZAK	FIRE RESERVE	175.00
521447	10/8/2015	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,325.00
521448	10/8/2015	N	JAMES MC CLEARY	NORTH END BID-1/2 HOLIDAY DEPOSIT	1,635.00
521449	10/8/2015	N	SCOTT MCLELLAN	FIRE RESERVE	175.00
521450	10/8/2015	N	MELROY COMPANY INC	CORE DRILLING AND CONCRETE WORK	225.00
521451	10/8/2015	N	NATALIE'S CATERING	MEALS FOR SENIOR SERVICES	1,831.20
521452	10/8/2015	N	CINDY L NESS	CONTRACT SERVICES	618.10
521453	10/8/2015	N	RICHARD LEONARD NIGGEMANN II	FIRE RESERVE	175.00
521454	10/8/2015	N	NTH GENERATION COMPUTING INC	SERVERS FOR ELECTRONIC DOCUMENT M	34,684.78
521455	10/8/2015	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE	3,806.01
521456	10/8/2015	N	PACIFIC MUNICIPAL CONSULTANTS	DOWNTOWN SPECIFIC PLAN PREPARATIO	30,439.09
521457	10/8/2015	N	KAMILA PAVLASKOVA	VOLLEYBALL INSTRUCTOR	525.00
521458	10/8/2015	N	PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER LEASE	7,000.00
521459	10/8/2015	N	SEAN MICHAEL POST	FIRE RESERVE	175.00
521460	10/8/2015	N	PREPAID LEGAL SERVICES INC	PREPAID LEGAL: PAYMENT	94.70
521461	10/8/2015	N	PROVIDENCE MEDICAL INSTITUTE	MEDICAL SERVICES	918.00
521462	10/8/2015	N	PRUDENTIAL OVERALL SUPPLY	UNIFORM RENTAL SERVICE	1,449.16
521463	10/8/2015	N	PUBLIC EMPLOYEES'	PENSION CONTRIBUTION SAFETY: PAYME	249,136.79

CITY OF MANHATTAN BEACH  
WARRANT REGISTER

WARRANT BATCH NUMBER:

wr 8b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521464	10/8/2015	N	RELIANT IMMED CARE MED GRP INC	CONTRACT SERVICES	1,027.28
521465	10/8/2015	N	RESCUE ROOTER	PLUMBING SERVICES	314.50
521466	10/8/2015	N	ZACHARY REYNOLDS	FIRE RESERVE	175.00
521467	10/8/2015	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	58,551.44
521468	10/8/2015	N	ROBERT HALF INTERNATIONAL INC	TEMPORARY EMPLOYEE SERVICES	2,983.20
521469	10/8/2015	N	SBRPCA	COMMUNICATIONS EQUIPMENT	51.66
521470	10/8/2015	N	SCPPOA	FIRST AID TRAINING	110.00
521471	10/8/2015	N	SELBERT PERKINS DESIGN INC	BRANDING/SIGNAGE & GRAPHIC DESIGN	12,968.33
521472	10/8/2015	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICE	1,164.54
521473	10/8/2015	N	MARIE SOLYMOSSI	BEE REMOVAL SERVICES	120.00
521474	10/8/2015	N	SOUTH BAY CTR FOR DISPUTE RESO	CONTRACT SERVICES	2,900.00
521475	10/8/2015	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	109,982.38
521476	10/8/2015	N	SOUTHERN COUNTIES OIL CO	BULK FUEL DELIVERY	16,070.11
521477	10/8/2015	N	SHAWN SPANO	COMMUNICATION CONSULTANT	6,515.00
521478	10/8/2015	N	STANDARD INSURANCE COMPANY	STD PREMIUMS	924.43
521479	10/8/2015	N	STANDARD INSURANCE COMPANY	INSURANCE PREMIUMS	11,703.40
521480	10/8/2015	N	ASHLEY STANDRIDGE	PARKS & RECREATION REFUND	50.00
521481	10/8/2015	N	CHRISTINE STARCZAK	VOLLEYBALL INSTRUCTOR	645.00
521482	10/8/2015	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	1,425.60
521483	10/8/2015	N	SIMI STORM	VOLLEYBALL INSTRUCTOR	525.00
521484	10/8/2015	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	397.84
521485	10/8/2015	N	VESTA SUNG	PARKS & RECREATION REFUND	55.00

**CITY OF MANHATTAN BEACH  
WARRANT REGISTER**

WR 8b

WARRANT BATCH NUMBER:

November 3, 2015

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521486	10/8/2015	N	SWCA INCORPORATED	PROFESSIONAL SERVICES - HISTORIC PRE:	4,999.75
521487	10/8/2015	N	LIZA TAMURA	REIMBURSEMENT FOR CITY MEETINGS SP	98.59
521488	10/8/2015	N	MICHAEL TAN	PARKS & RECREATION REFUND	27.50
521489	10/8/2015	N	THE DARDANELLE GROUP INC	SEPULVEDA BLVD BRIDGE WIDENING	6,150.00
521490	10/8/2015	N	THE GAS COMPANY	MONTHLY GAS CHARGES	1,847.57
521491	10/8/2015	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	7,507.25
521492	10/8/2015	N	TRAFFIC MANAGEMENT INC	TRAFFIC CONTROL	425.00
521493	10/8/2015	N	NORMAN A TRAUB	CONTRACT SERVICES	5,100.00
521494	10/8/2015	N	STEPHANIE TRETIAK	PARKS & RECREATION REFUND	55.00
521495	10/8/2015	N	JANETTE TREYVAUD	PARKS & RECREATION REFUND	60.40
521496	10/8/2015	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMEN	3,153.00
521497	10/8/2015	N	UC REGENTS	NURSE EDUCATOR CONTRACT	2,405.49
521498	10/8/2015	N	UNITED PARCEL SERVICE	DELIVERY SERVICE	45.20
521499	10/8/2015	N	UNITED RENTALS NORTHWEST INC	18-08781C DOWNTOWN CROSSWALK REPL	8,304.40
521500	10/8/2015	N	UNITED SITE SVCS OF CA INC	PORTABLE RESTROOMS	1,010.35
521501	10/8/2015	N	DANIEL R URRUTIA	CITATION REFUND	53.00
521502	10/8/2015	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	145,505.47
521503	10/8/2015	N	US BANK NA	GAS CARD PURCHASES-SEP 2015	2,861.99
521504	10/8/2015	N	VANTAGEPOINT TRANSFER AGENTS	RETMT HLTH SAVINGS CONTRIB: PAYME	1,503.12
521505	10/8/2015	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
521506	10/8/2015	N	VERIZON CALIFORNIA INC	CABLE SERVICE	14,919.92
521507	10/8/2015	N	VORTEX INDUSTRIES	INDUSTRIAL DOOR & ELECTRONIC GATE	261.00

**CITY OF MANHATTAN BEACH  
WARRANT REGISTER**

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WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521508	10/8/2015	N	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	583.54
521509	10/8/2015	N	JUSTIN WARFIELD	AMB REFUND PAYMENT	1,120.75
521510	10/8/2015	N	WASTE MANAGEMENT INC	SEPT 2015 REFUSE	302,995.07
521511	10/8/2015	N	WESTCHESTER MEDICAL GROUP	MEDICAL SERVICES	1,000.00
521512	10/8/2015	N	WHEELER & GRAY INC	SAFE ROUTES CYCLE 3-DESIGN	17,815.00
521513	10/8/2015	N	WORLDPASS TRAVEL GROUP LLC	CHARTER BUS SERVICE	10,058.00
521514	10/8/2015	N	JENNIFER YAMAMOTO	PARKS & RECREATION REFUND	27.50
521515	10/8/2015	N	KATHERINE ZANOTTI	PARKS & RECREATION REFUND	27.50
<b>SUBTOTAL</b>					<b>1,518,031.17</b>
<b>COMBINED TOTAL</b>					<b>1,761,896.78</b>

**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

wr 8b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
101315	10/13/2015	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	243,865.61
<b>SUBTOTAL</b>					<b>243,865.61</b>
521356	10/8/2015	N	ADMINSURE INC	CLAIMS ADMINISTRATION	30,819.45
521358	10/8/2015	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENI	12,015.31
521360	10/8/2015	N	AQUILUS ENTERPRISES INC	15-03369 STRATEGIC PLANNING SERVICES	4,000.00
521361	10/8/2015	N	ARAKELIAN ENTERPRISES INC	JANITORIAL SERVICES EXTRAS	30,901.90
521364	10/8/2015	N	AT&T MOBILITY	CELLULAR CHARGES	4,664.73
521369	10/8/2015	N	BESST INC	WELL 11A INVESTIGATIVE AND DIAGNOST	10,259.00
521372	10/8/2015	N	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	6,258.00
521374	10/8/2015	N	CALIFORNIA ANIMAL CONTROL	PROFESSIONAL LEGAL SERVICES	4,900.00
521379	10/8/2015	N	CLE ELECTRIC INC	ON CALL-ELECTRICIAN	24,156.00
521382	10/8/2015	N	CONTEMPORARY SERVICES CORP	UNARMED SECURITY SERVICES	4,505.97
521385	10/8/2015	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	8,052.20
521390	10/8/2015	N	DIGITAL EMS SOLUTIONS INC	PRE-HOSPITAL EMERGENCY MEDICAL CAI	11,200.00
521405	10/8/2015	N	GRANICUS	MEDIA STREAMING	7,862.82
521409	10/8/2015	N	HDR ENGINEERING INC	SEPULVEDA BRIDGE WIDENING	38,742.65
521414	10/8/2015	N	HONEYWELL INTERNATIONAL INC	HVAC ANNUAL SERVICE AGREEMENT REN	30,687.75
521415	10/8/2015	N	HUNTINGTON BCH MOTORSPORTS IN	MOTORCYCLE PARTS & SERVICE	4,269.75
521418	10/8/2015	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,867.81
521419	10/8/2015	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	71,370.71
521420	10/8/2015	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	5,204.47
521422	10/8/2015	N	INNOVATION ADVERTISING	RECRUITMENT ADVERTISING	3,190.00
521423	10/8/2015	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	6,709.80

CITY OF MANHATTAN BEACH  
WARRANT REGISTER  
CHECKS EQUAL TO OR ABOVE  
\$2,500.00

wr 8b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521429	10/8/2015	N	KRONOS INCORPORATED	16-02147C KRONOS SUPPORT SERVICES	4,548.88
521434	10/8/2015	N	LATITUDE GEOGRAPHICS GROUP LTI	ANNUAL MAINTENANCE -INTERNAL	3,700.00
521438	10/8/2015	N	M B CHAMBER OF COMMERCE	SPONSORSHIP	9,000.00
521440	10/8/2015	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,901.74
521441	10/8/2015	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	15,638.41
521443	10/8/2015	N	MAIN STREET TOURS INC	TOURS/EVENTS	4,396.50
521445	10/8/2015	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	13,338.44
521454	10/8/2015	N	NTH GENERATION COMPUTING INC	SERVERS FOR ELECTRONIC DOCUMENT M	34,684.78
521455	10/8/2015	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE	3,806.01
521456	10/8/2015	N	PACIFIC MUNICIPAL CONSULTANTS	DOWNTOWN SPECIFIC PLAN PREPARATIO	30,439.09
521458	10/8/2015	N	PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER LEASE	7,000.00
521463	10/8/2015	N	PUBLIC EMPLOYEES'	PENSION CONTRIBUTION SAFETY: PAYME	249,136.79
521467	10/8/2015	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	58,551.44
521468	10/8/2015	N	ROBERT HALF INTERNATIONAL INC	TEMPORARY EMPLOYEE SERVICES	2,983.20
521471	10/8/2015	N	SELBERT PERKINS DESIGN INC	BRANDING/SIGNAGE & GRAPHIC DESIGN	12,968.33
521474	10/8/2015	N	SOUTH BAY CTR FOR DISPUTE RESO	CONTRACT SERVICES	2,900.00
521475	10/8/2015	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	109,982.38
521476	10/8/2015	N	SOUTHERN COUNTIES OIL CO	BULK FUEL DELIVERY	16,070.11
521477	10/8/2015	N	SHAWN SPANO	COMMUNICATION CONSULTANT	6,515.00
521479	10/8/2015	N	STANDARD INSURANCE COMPANY	INSURANCE PREMIUMS	11,703.40
521486	10/8/2015	N	SWCA INCORPORATED	PROFESSIONAL SERVICES - HISTORIC PRE	4,999.75
521489	10/8/2015	N	THE DARDANELLE GROUP INC	SEPULVEDA BLVD BRIDGE WIDENING	6,150.00



CITY OF MANHATTAN BEACH  
WARRANT REGISTER  
CHECKS EQUAL TO OR ABOVE  
\$2,500.00

wr 8b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521491	10/8/2015	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	7,507.25
521493	10/8/2015	N	NORMAN A TRAUB	CONTRACT SERVICES	5,100.00
521496	10/8/2015	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMEN	3,153.00
521499	10/8/2015	N	UNITED RENTALS NORTHWEST INC	18-08781C DOWNTOWN CROSSWALK REPL	8,304.40
521502	10/8/2015	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	145,505.47
521503	10/8/2015	N	US BANK NA	GAS CARD PURCHASES-SEP 2015	2,861.99
521506	10/8/2015	N	VERIZON CALIFORNIA INC	CABLE SERVICE	14,919.92
521510	10/8/2015	N	WASTE MANAGEMENT INC	SEPT 2015 REFUSE	302,995.07
521512	10/8/2015	N	WHEELER & GRAY INC	SAFE ROUTES CYCLE 3-DESIGN	17,815.00
521513	10/8/2015	N	WORLDPASS TRAVEL GROUP LLC	CHARTER BUS SERVICE	10,058.00

SUBTOTAL

COMBINED TOTAL

1,455,272.67  
1,699,138.28

PAYMENT LEGEND:  
T = Wire Transfers  
N = System Printed Checks  
H = Hand Written Checks

Report of Warrant Disbursements  
 wr 8b

Fund	Description	Amount
200	General	1,124,090.40
201	Street Light	3,203.68
210	Asset Forfeiture	4,000.00
230	Prop A	4,872.35
231	Prop C	44,892.65
401	Capital Improvements	42,694.90
501	Water	39,075.77
502	Storm	28,447.11
503	Waste Water	2,092.66
510	Refuse	303,007.67
520	Parking	29,716.97
521	County Parking Lot	918.81
522	State Pier Lots	6,356.74
601	Insurance	36,183.94
605	Information Services	4,960.00
610	Vehicle Fleet	30,288.59
615	Building Maintenance	56,976.69
802	Trust Deposit	117.85
wr 8b		<u>1,761,896.78</u>
		<u><u>1,761,896.78</u></u>

**CITY OF MANHATTAN BEACH PAYROLL  
PAY PERIOD: 09/19/15 TO 10/02/15  
PAY DATE: 10/09/15**

**NET PAY 791,683.29**

9/19/2015

10/2/2015

CITY OF MANHATTAN BEACH PAYROLL REPORT

PAYROLL PERIOD ENDING DATE 10/2/2015

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,117,477.44
230	Prop. A Fund	16,949.97
501	Water Fund	27,930.40
502	Stormwater Fund	2,716.46
503	Wastewater Fund	7,830.52
510	Refuse Fund	3,402.53
520	Parking Fund	2,403.68
521	County Parking Lots Fund	801.22
522	State Pier and Parking Lot Fund	801.23
601	Insurance Reserve Fund	6,751.75
605	Information Technology Fund	18,021.73
610	Fleet Management Fund	9,800.84
615	Building Maintenance & Operations Fund	7,790.75
801	Pension Trust Fund	8,583.50
	<b>Gross Pay</b>	<b>1,231,262.02</b>
	<b>Deductions</b>	<b>439,578.73</b>
	<b>Net Pay</b>	<b>791,683.29</b>

Bank code: union

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
520777	08/27/2015	34369 JUSTIN LEUNG	V	10/08/2015	000375-0010	08/05/2015	54.00	54.00
union Total:							54.00	54.00
Total Checks:							54.00	54.00

1 checks in this report

## Report of D-Card Transactions

<b>Account Date</b>	<b>Department Human Resources</b>	<b>Amount</b>
601-13-021-5101	Contract Services	
09/10/2015	THE FLAME BROILER	207.06
601-13-021-5101	Contract Services	<hr/> 207.06
13	Human Resources	<hr/> <hr/> 207.06

*To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 7b, dated 09/24/2015; Check number 521335.*

## Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-011-5101	Contract Services	
09/10/2015	ENPLUG, INC.	98.67
100-14-011-5101	Contract Services	98.67
100-14-011-5201	Office Supplies	
09/10/2015	CDW GOVERNMENT	566.76
09/10/2015	OFFICE DEPOT #5101	12.52
09/10/2015	OFFICE DEPOT #5101	45.01
09/10/2015	OFFICE DEPOT #5101	57.44
09/10/2015	OFFICE DEPOT #5125	11.98
09/10/2015	OFFICE DEPOT #5125	12.40
09/10/2015	OFFICE DEPOT #5125	309.32
09/10/2015	OFFICE DEPOT #5125	435.98
09/10/2015	OFFICE DEPOT #5125	49.02
09/10/2015	OFFICE DEPOT #5125	70.17
09/10/2015	OFFICE DEPOT #5125	85.50
09/10/2015	OFFICE DEPOT #5125	91.63
100-14-011-5201	Office Supplies	1,747.73
100-14-011-5203	Reference Books & Periodicals	
09/10/2015	SKILLPATH SEMINARS MAIN	34.15
100-14-011-5203	Reference Books & Periodicals	34.15
100-14-011-5205	Training	
09/10/2015	SKILLPATH SEMINARS MAIN	199.00
100-14-011-5205	Training	199.00
100-14-011-5217	Departmental Supplies	
09/10/2015	AMERICAN SOLUTIONS4 BUS	1,412.73
09/10/2015	AMERICAN SOLUTIONS4 BUS	399.83
09/10/2015	IN *MANHATTAN STITCHING C	370.60
100-14-011-5217	Departmental Supplies	2,183.16
100-14-011-5225	Printing	
09/10/2015	SMARTSOURCE OF CALIF	85.02
100-14-011-5225	Printing	85.02
100-14-021-5205	Training	
09/10/2015	FREDPRYOR CAREERTRACK	198.00

*To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 7b, dated 09/24/2015; Check number 521335.*

**Report of D-Card Transactions**

Account Date	Department Recreation	Amount
100-14-021-5205	Training	<u>198.00</u>
100-14-021-5217	Departmental Supplies	
09/10/2015	BIG LOTS STORES - #4111	210.26
09/10/2015	OTTERBOX/LIFEPROOF	29.42
09/10/2015	PATTERSON CLEANERS PHOTO	160.00
09/10/2015	PAYPAL *PAINTYOURFA PAINT	100.00
09/10/2015	RALPHS #0166	524.80
09/10/2015	SIGNVERTISE	299.75
09/10/2015	TARGET 00001990	112.79
09/10/2015	TARGET 00001990	39.23
09/10/2015	THE HOME DEPOT 620	80.41
09/10/2015	VONS STORE00022756	-0.99
09/10/2015	VONS STORE00022756	25.67
09/10/2015	VONS STORE00022756	26.97
100-14-021-5217	Departmental Supplies	<u>1,608.31</u>
100-14-024-5101	Contract Services	
09/10/2015	SQ *ALFRED JOHNSON	500.00
09/10/2015	SQ *SKATEDOGS	400.00
100-14-024-5101	Contract Services	<u>900.00</u>
100-14-024-5217	Departmental Supplies	
09/10/2015	AMAZON.COM	62.04
09/10/2015	AMAZON.COM	70.92
09/10/2015	GAMESTOP #4933	125.33
09/10/2015	RALPHS #0166	50.87
09/10/2015	SMARTNFINAL52910305290	104.06
09/10/2015	TARGET 00001990	118.13
09/10/2015	TARGET 00001990	131.46
09/10/2015	TARGET 00001990	30.51
100-14-024-5217	Departmental Supplies	<u>693.32</u>
100-14-025-5101	Contract Services	
09/10/2015	MJRENTALS	108.00
09/10/2015	SQ *ALFRED JOHNSON	500.00
100-14-025-5101	Contract Services	<u>608.00</u>
100-14-025-5205	Training	
09/10/2015	MULLIGAN FAMILY FUN CENTE	308.94

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**Report of D-Card Transactions**

Account Date	Department Recreation	Amount
100-14-025-5205	Training	<u>308.94</u>
100-14-025-5217	Departmental Supplies	
09/10/2015	DOMINO'S 7842	259.95
09/10/2015	HOMEGOODS #501	7.62
09/10/2015	PARADISE AWARDS	20.17
09/10/2015	PARADISE AWARDS	286.13
09/10/2015	PARADISE AWARDS	288.85
09/10/2015	RALPHS #0166	23.36
09/10/2015	S&S WORLDWIDE	2,361.87
09/10/2015	SIGNVERTISE	1,863.90
09/10/2015	SMARTNFINAL52910305290	198.95
09/10/2015	SMARTNFINAL52910305290	200.44
09/10/2015	SMARTNFINAL52910305290	36.43
09/10/2015	SMARTNFINAL52910305290	77.71
09/10/2015	SMARTSOURCE OF CALIF	446.90
09/10/2015	TARGET 00001990	2.04
09/10/2015	TARGET 00001990	32.68
100-14-025-5217	Departmental Supplies	<u>6,107.00</u>
100-14-026-5101	Contract Services	
09/10/2015	PAYPAL *JOTTOJIM JOTTOJIM	700.00
100-14-026-5101	Contract Services	<u>700.00</u>
100-14-026-5217	Departmental Supplies	
09/10/2015	AMAZON MKTPLACE PMTS	33.98
09/10/2015	BECKERS BAKERY	40.00
09/10/2015	IN *MANHATTAN STITCHING C	1,308.60
09/10/2015	IN *MANHATTAN STITCHING C	147.15
09/10/2015	RALPHS #0166	33.19
09/10/2015	SMARTNFINAL52910305290	198.80
09/10/2015	SPEEDPRO IMAGING	350.98
09/10/2015	TARGET 00001990	118.75
09/10/2015	TARGET 00001990	30.52
09/10/2015	TOLLS WEST - PARKIN	17.00
100-14-026-5217	Departmental Supplies	<u>2,278.97</u>
100-14-026-5225	Printing	
09/10/2015	DRI*NEXTDAYFLYERS	260.46
100-14-026-5225	Printing	<u>260.46</u>

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**Report of D-Card Transactions**

<b>Account Date</b>	<b>Department Recreation</b>	<b>Amount</b>
100-14-027-5217	Departmental Supplies	
09/10/2015	SUPER SPORTS INC	21.06
100-14-027-5217	Departmental Supplies	<u>21.06</u>
100-14-028-5101	Contract Services	
09/10/2015	UNITED SITE SERVICE	180.04
09/10/2015	UNITED SITE SERVICE	256.60
100-14-028-5101	Contract Services	<u>436.64</u>
100-14-028-5206	Uniforms/Safety Equipment	
09/10/2015	IN *MANHATTAN STITCHING C	2,485.20
09/10/2015	IN *MANHATTAN STITCHING C	735.75
100-14-028-5206	Uniforms/Safety Equipment	<u>3,220.95</u>
100-14-028-5207	Advertising	
09/10/2015	ENPLUG, INC.	98.67
100-14-028-5207	Advertising	<u>98.67</u>
100-14-028-5217	Departmental Supplies	
09/10/2015	BEST BUY MHT 00010116	141.67
09/10/2015	LINCOLN AQUATICS	287.42
09/10/2015	PARADISE AWARDS	632.20
09/10/2015	SIGNVERTISE	348.80
100-14-028-5217	Departmental Supplies	<u>1,410.09</u>
100-14-028-5225	Printing	
09/10/2015	SMARTSOURCE OF CALIF	-228.90
09/10/2015	SMARTSOURCE OF CALIF	228.90
100-14-028-5225	Printing	<u>0.00</u>
100-14-031-5101	Contract Services	
09/10/2015	MERRIWEATHER & WILLIAM	1,075.24
100-14-031-5101	Contract Services	<u>1,075.24</u>
100-14-031-5207	Advertising	
09/10/2015	ENPLUG, INC.	98.67
100-14-031-5207	Advertising	<u>98.67</u>
100-14-031-5217	Departmental Supplies	

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## Report of D-Card Transactions

Account Date	Department Recreation	Amount
09/10/2015	IN *ASHLEY DISTRIBUTORS,	119.00
09/10/2015	IKEA CARSON	71.82
09/10/2015	KINGS HAWAIIAN RES	16.95
09/10/2015	NAYLOR STEEL	182.17
09/10/2015	NOAH'S BAGELS #2546	8.26
09/10/2015	PETROS GREEK CUISINE AND	100.66
09/10/2015	SIGN SPECIALISTS CORP	183.05
09/10/2015	SMARTNFINAL52910305290	207.65
09/10/2015	STAPLES 00101279	22.88
09/10/2015	THE HOME DEPOT 618	27.73
09/10/2015	THE HOME DEPOT 620	64.15
09/10/2015	THE HOME DEPOT 620	70.64
09/10/2015	VONS STORE00016238	21.64
09/10/2015	VONS STORE00016238	30.11
09/10/2015	VONS STORE00022756	66.17
100-14-031-5217	Departmental Supplies	1,192.88
100-14-034-5217	Departmental Supplies	
09/10/2015	AARDVARK CLAY & SUPPLIES	1,006.93
09/10/2015	LAGUNA CLAY CO CA	712.01
100-14-034-5217	Departmental Supplies	1,718.94
100-14-036-5217	Departmental Supplies	
09/10/2015	CALIFORNIA PIZZA 059	26.00
09/10/2015	CALIFORNIA PIZZA 059	63.00
09/10/2015	DRI*PRINTING SERVICES	150.20
09/10/2015	IN *MANHATTAN STITCHING C	1,019.82
09/10/2015	SIGNARAMA	117.72
100-14-036-5217	Departmental Supplies	1,376.74
100-14-041-5101	Contract Services	
09/10/2015	POWER TRIP RENTALS, LLC	1,966.45
100-14-041-5101	Contract Services	1,966.45
100-14-041-5217	Departmental Supplies	
09/10/2015	BSN*SPORT SUPPLY GROUP	844.48
09/10/2015	IN *MANHATTAN STITCHING C	473.80
09/10/2015	MANERI SIGN CO	463.26
09/10/2015	PARADISE AWARDS	109.00
09/10/2015	PARADISE AWARDS	49.05
09/10/2015	SOUTHWEST DIST OFFICE	232.30

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## Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-041-5217	Departmental Supplies	2,171.89
100-14-042-5217	Departmental Supplies	
09/10/2015	AMERICAN SOLUTIONS4 BUS	332.82
09/10/2015	TARGET 00001990	21.79
100-14-042-5217	Departmental Supplies	354.61
100-14-043-5101	Contract Services	
09/10/2015	KNORR SYSTEMS, INC	300.00
09/10/2015	KNORR SYSTEMS, INC	375.00
09/10/2015	KNORR SYSTEMS, INC	38.93
09/10/2015	ADVANCED ELECTRONICS INC	45.78
09/10/2015	JW PARTY PICTURES	175.00
09/10/2015	JW PARTY PICTURES	350.00
09/10/2015	RAGING WATERS SAN DIMA	50.00
09/10/2015	RAGINGWATERSSSNDIMASWEB	155.35
09/10/2015	VERIZON*RECURRING PAY	79.95
09/10/2015	WATERLINE TECHNOLOGIES IN	194.63
09/10/2015	WATERLINE TECHNOLOGIES IN	208.15
09/10/2015	WATERLINE TECHNOLOGIES IN	218.96
09/10/2015	WATERLINE TECHNOLOGIES IN	243.29
09/10/2015	WATERLINE TECHNOLOGIES IN	289.24
09/10/2015	WHITTIER NARROWS FEED	530.34
100-14-043-5101	Contract Services	3,254.62
100-14-043-5205	Training	
09/10/2015	VALENTINOS PIZZA - MAN	68.04
100-14-043-5205	Training	68.04
100-14-043-5217	Departmental Supplies	
09/10/2015	DOMINO'S 7842	94.03
09/10/2015	EXXONMOBIL 97623607	18.28
09/10/2015	EXXONMOBIL 97623607	24.37
09/10/2015	IN *MANHATTAN STITCHING C	1,703.60
09/10/2015	IN *MANHATTAN STITCHING C	490.50
09/10/2015	PARADISE AWARDS	53.91
09/10/2015	RAGING WATERS SAN DIMA	936.50
09/10/2015	THE HOME DEPOT 620	56.39
09/10/2015	THE HOME DEPOT 620	65.38
09/10/2015	THE LIFEGUARD STORE IN	172.00
09/10/2015	THE LIFEGUARD STORE IN	295.00
09/10/2015	THE LIFEGUARD STORE IN	430.00

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**Report of D-Card Transactions**

Account Date	Department Recreation	Amount
09/10/2015	THE LIFEGUARD STORE IN	645.00
100-14-043-5217	Departmental Supplies	<u>4,984.96</u>
100-14-061-5217	Departmental Supplies	
09/10/2015	FRIENDS OF TORRANCE	400.00
09/10/2015	JERSEY MIKES SUBS#20033	212.90
09/10/2015	LBC AND EC TICKETS	300.00
09/10/2015	LOMELIS ITALIAN RESTARNT	276.15
09/10/2015	PICK UP STIX - CATERING 0	271.41
09/10/2015	SMARTNFINAL45810304582	101.52
100-14-061-5217	Departmental Supplies	<u>1,561.98</u>
100-14-062-5101	Contract Services	
09/10/2015	TWC*TIME WARNER CABLE	69.95
100-14-062-5101	Contract Services	<u>69.95</u>
100-14-062-5217	Departmental Supplies	
09/10/2015	PIZZA HUT 026181	144.34
09/10/2015	REDBOX *DVD RENTAL	1.64
09/10/2015	REDBOX *DVD RENTAL	17.99
09/10/2015	SMARTNFINAL45810304582	30.99
09/10/2015	SMARTNFINAL45810304582	68.44
09/10/2015	SMARTNFINAL52910305290	40.79
100-14-062-5217	Departmental Supplies	<u>304.19</u>
14	<b>Recreation</b>	<u><u>43,397.30</u></u>

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## Report of D-Card Transactions

Account Date	Department Police	Amount
100-15-011-5204	Conferences & Meetings	
09/10/2015	CALIFORNIA POLICE CHIEFS	30.00
09/10/2015	CALIFORNIA POLICE CHIEFS	40.00
09/10/2015	EL POLLO LOCO #334	162.84
09/10/2015	EL POLLO LOCO #334	180.93
09/10/2015	EL POLLO LOCO #334	202.06
09/10/2015	EXPEDIA*1114814225857	-1,000.70
09/10/2015	EXPEDIA*1114814225857	1,000.70
09/10/2015	IACP	350.00
09/10/2015	SOUTHWES 5262138090496	336.99
100-15-011-5204	Conferences & Meetings	1,302.82
100-15-011-5217	Departmental Supplies	
09/10/2015	DOOLEY ENTERPRISES,INC	2,439.63
100-15-011-5217	Departmental Supplies	2,439.63
100-15-011-5220	POST Training	
09/10/2015	CA ASSN OF TACTICAL OFFIC	312.00
09/10/2015	CROWNE PLAZA CONCORD H	305.64
09/10/2015	DOUBLETREE HOTELS	627.00
09/10/2015	DOUBLETREE HOTELS	735.60
09/10/2015	ENTERPRISE RENT-A-CAR	128.61
09/10/2015	HAMPTON INN &STES SAN BER	297.00
09/10/2015	PAYPAL *CPSA PEER	30.00
09/10/2015	SOUTHWES 5262134649842	118.00
100-15-011-5220	POST Training	2,553.85
100-15-021-5205	Training	
09/10/2015	CALIFORNIA PEACE OFFICERS	125.00
100-15-021-5205	Training	125.00
100-15-031-5204	Conferences & Meetings	
09/10/2015	WWW.ECRICANADA.COM	300.00
100-15-031-5204	Conferences & Meetings	300.00
100-15-041-5217	Departmental Supplies	
09/10/2015	MERCHANT	356.21
09/10/2015	SMARTNFINAL52910305290	43.58
09/10/2015	SMARTNFINAL52910305290	68.07
100-15-041-5217	Departmental Supplies	467.86

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 7b, dated 09/24/2015; Check number 521335.

**Report of D-Card Transactions**

<b>Account Date</b>	<b>Department Police</b>	<b>Amount</b>
100-15-061-5217	Departmental Supplies	
09/10/2015	THE HOME DEPOT 620	244.14
100-15-061-5217	Departmental Supplies	<u>244.14</u>
100-15-071-5101	Contract Services	
09/10/2015	VOGUE SHOE LUGGAGE	14.25
100-15-071-5101	Contract Services	<u>14.25</u>
100-15-071-5217	Departmental Supplies	
09/10/2015	MERCHANT	139.95
09/10/2015	SMARTNFINAL52910305290	91.50
100-15-071-5217	Departmental Supplies	<u>231.45</u>
100-15-091-5217	Departmental Supplies	
09/10/2015	TARGET 00001990	36.89
100-15-091-5217	Departmental Supplies	<u>36.89</u>
15	Police	<u><u>7,715.89</u></u>

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## Report of D-Card Transactions

Account Date	Department Fire	Amount
100-16-011-5205	Training	
09/10/2015	SQ *METRO FIRE PLANNERS C	400.00
100-16-011-5205	Training	400.00
100-16-011-5210	Computers, Supplies & Software	
09/10/2015	TARGET 00001990	29.53
100-16-011-5210	Computers, Supplies & Software	29.53
100-16-011-5217	Departmental Supplies	
09/10/2015	AMAZON.COM	58.80
100-16-011-5217	Departmental Supplies	58.80
100-16-021-5205	Training	
09/10/2015	OPC*RSCCD CLEARING	151.50
09/10/2015	PLN*PRICELINE HOTELS	115.58
09/10/2015	PLN*PRICELINE RENTAL	186.84
09/10/2015	SIXT RENT A CAR	67.72
09/10/2015	SOUTH BAY PUBLIC SAFETY T	183.60
09/10/2015	SOUTHWES 5262140294040	403.00
09/10/2015	USAIRWAYS 0377639065976	332.20
100-16-021-5205	Training	1,440.44
100-16-021-5210	Computers, Supplies & Software	
09/10/2015	APL* ITUNES.COM/BILL	1.99
100-16-021-5210	Computers, Supplies & Software	1.99
100-16-021-5225	Printing	
09/10/2015	SMARTSOURCE OF CALIF	267.98
100-16-021-5225	Printing	267.98
100-16-031-5101	Contract Services	
09/10/2015	TURNOUT MAINTENANCE CO	206.41
09/10/2015	TURNOUT MAINTENANCE CO	468.70
100-16-031-5101	Contract Services	675.11
100-16-031-5217	Departmental Supplies	
09/10/2015	FOODSERVICEWAREHOUSEC	231.47
09/10/2015	SEARS ROEBUCK 7936	104.22
100-16-031-5217	Departmental Supplies	335.69

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**Report of D-Card Transactions**

<b>Account Date</b>	<b>Department Fire</b>	<b>Amount</b>
100-16-031-5221	Automotive Repair Services	
09/10/2015	EDDINGS 0026741	176.45
09/10/2015	NAPA AUTO PARTS OF GARBER	144.72
09/10/2015	VALLEY POWER SYSTEMS	1,460.66
100-16-031-5221	Automotive Repair Services	<u>1,781.83</u>
100-16-041-5101	Contract Services	
09/10/2015	EMSP 0312	200.00
09/10/2015	EMSP 0312	200.00
09/10/2015	EMSP 0312	200.00
09/10/2015	TARGET 00001990	92.63
100-16-041-5101	Contract Services	<u>692.63</u>
100-16-041-5206	Uniforms/Safety Equipment	
09/10/2015	ALLSTAR FIRE EQUIPMENT	420.58
100-16-041-5206	Uniforms/Safety Equipment	<u>420.58</u>
100-16-041-5217	Departmental Supplies	
09/10/2015	AIR SOURCE INDUSTRIES	293.91
100-16-041-5217	Departmental Supplies	<u>293.91</u>
100-16-051-5202	Memberships & Dues	
09/10/2015	INT'L ASSOC OF FIRE CH	95.00
100-16-051-5202	Memberships & Dues	<u>95.00</u>
100-16-053-5206	Uniforms/Safety Equipment	
09/10/2015	UNIFORMS INC	15.00
09/10/2015	UNIFORMS INC	15.00
09/10/2015	UNIFORMS INC	15.00
100-16-053-5206	Uniforms/Safety Equipment	<u>45.00</u>
16	Fire	<u><u>6,538.49</u></u>

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 7b, dated 09/24/2015; Check number 521335.

## Report of D-Card Transactions

Account Date	Department	Amount
100-21590	Graux/Rotary Trust Fire	
09/10/2015	GUITAR CENTER #118	1,083.41
100-21590	Graux/Rotary Trust Fire	<u>1,083.41</u>
21590		<u>1,083.41</u>

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## Report of D-Card Transactions

<b>Account Date</b>	<b>Department</b>	<b>Amount</b>
100-21727	Pumpkin Race	
09/10/2015	PAYPAL *KARLROGERS KARLRO	1,500.00
100-21727	Pumpkin Race	<u>1,500.00</u>
21727		<u>1,500.00</u>
	<b>Report Totals</b>	<u><u>60,442.15</u></u>

*To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 7b, dated 09/24/2015; Check number 521335.*

## Report of P-Card Transactions

Account Date	Department Management Services	Amount
100-11-011-5101	Contract Services	
09/25/2015	MANHATTAN INN OPERATIN	504.26
100-11-011-5101	Contract Services	504.26
100-11-011-5204	Conferences & Meetings	
09/25/2015	SOUTHWES 5262144205920	290.01
09/25/2015	SOUTHWES 5262144251992	298.00
09/25/2015	SOUTHWES 5262144260038	290.01
100-11-011-5204	Conferences & Meetings	878.02
100-11-011-5217	Departmental Supplies	
09/25/2015	AWARDS USA	130.95
09/25/2015	CAFE RIO MANHATTAN QPS	228.68
09/25/2015	COFFEE BEAN STORE	22.92
09/25/2015	CORNER BAKERY	245.60
09/25/2015	KREATION & 1300 HIGHLAND	10.95
09/25/2015	MENDOCINO FARMS	231.65
09/25/2015	NICKCO MANHATTAN BEACH	59.95
09/25/2015	RALPHS #0166	16.13
09/25/2015	RELAX THE BACK	388.04
09/25/2015	SMARTSOURCE OF CALIF	340.10
09/25/2015	SMARTSOURCE OF CALIF	560.00
09/25/2015	SMARTSOURCE OF CALIF	582.08
09/25/2015	SMARTSOURCE OF CALIF	70.96
09/25/2015	STARBUCKS #00542 MANHATTA	4.25
09/25/2015	THAI DISHES	61.63
09/25/2015	TRADER JOE'S #106 QPS	11.98
100-11-011-5217	Departmental Supplies	2,965.87
100-11-021-5104	Computer Contract Services	
09/25/2015	AVANGATE*KEEP&SHARE	9.00
100-11-021-5104	Computer Contract Services	9.00
100-11-021-5201	Office Supplies	
09/25/2015	OFFICE DEPOT #1170	13.52
09/25/2015	OFFICE DEPOT #2740	39.22
09/25/2015	OFFICE DEPOT #5125	151.30
09/25/2015	OFFICE DEPOT #5125	162.89
09/25/2015	OFFICE DEPOT #5125	360.23
09/25/2015	OFFICE DEPOT #5125	361.72
09/25/2015	OFFICE DEPOT #5125	98.50

## Report of P-Card Transactions

Account Date	Department Management Services	Amount
100-11-021-5201	Office Supplies	1,187.38
100-11-021-5204	Conferences & Meetings	
09/25/2015	APL* ITUNES.COM/BILL	0.99
09/25/2015	CURB	11.36
09/25/2015	CURB	18.55
09/25/2015	DC TAXI G587	16.52
09/25/2015	DC VIP CAB	11.36
09/25/2015	DULLES AIRPORT TAXI	77.52
09/25/2015	HOTEL GEORGE	433.96
09/25/2015	HOTEL GEORGE	531.28
09/25/2015	HYATT HOTELS SEATTLE	300.25
09/25/2015	HYATT HOTELS SEATTLE	300.25
09/25/2015	INFLIGHT WI-FI - LTV	15.96
09/25/2015	INFLIGHT WI-FI - LTV	19.95
09/25/2015	LTV/UNITED INFLIGHT TV	7.99
09/25/2015	PAYPAL *NATIONALWOM	250.00
09/25/2015	SOUTHWES 5262141984237	41.00
09/25/2015	SOUTHWES 5262143957542	20.00
09/25/2015	TAXICHARG WASHINGTONDC	9.74
09/25/2015	UNITED 0162461849633	-134.20
09/25/2015	UNITED 0162461849633	134.20
09/25/2015	UNITED 0162924436454	200.00
09/25/2015	UNITED 0162924774817	9.49
09/25/2015	VONS STORE00022756	18.30
09/25/2015	YELLOW CAB CO OF DC	99.50
09/25/2015	YELLOW CAB CO.	29.45
100-11-021-5204	Conferences & Meetings	2,423.42
100-11-021-5217	Departmental Supplies	
09/25/2015	AMAZON MKTPLACE PMTS	50.97
09/25/2015	APL* ITUNES.COM/BILL	22.99
09/25/2015	AT&T S849 5708	28.99
09/25/2015	COFFEE BEAN STORE	15.95
09/25/2015	COFFEE BEAN STORE	17.39
09/25/2015	DEEPROOTSFLORALDESIGNS	112.65
09/25/2015	IN *TABULA RASA ESSENTIAL	62.78
09/25/2015	OFFICE DEPOT #5125	20.47
09/25/2015	SMARTSOURCE OF CALIF	348.82
09/25/2015	SOUTHWES 5262138210404	508.00
09/25/2015	TARGET 00001990	167.50
09/25/2015	TARGET 00001990	25.00
09/25/2015	THE STRAND HOUSE	97.93

**Report of P-Card Transactions**

<b>Account Date</b>	<b>Department Management Services</b>	<b>Amount</b>
09/25/2015	VONS STORE00022756	7.48
100-11-021-5217	Departmental Supplies	<u>1,486.92</u>
100-11-021-5225	Printing	
09/25/2015	PARADISE AWARDS	45.68
100-11-021-5225	Printing	<u>45.68</u>
100-11-031-5202	Memberships & Dues	
09/25/2015	CALIFORNIA MUNICIPAL TREA	40.00
100-11-031-5202	Memberships & Dues	<u>40.00</u>
100-11-041-5101	Contract Services	
09/25/2015	THE SUTTA COMPANY	3.75
100-11-041-5101	Contract Services	<u>3.75</u>
100-11-041-5202	Memberships & Dues	
09/25/2015	MUNICIPAL MANAGEMENT ASSO	75.00
100-11-041-5202	Memberships & Dues	<u>75.00</u>
100-11-041-5204	Conferences & Meetings	
09/25/2015	WEEDSB, LLC. TAXI	24.33
09/25/2015	CURB	25.57
09/25/2015	HYLAND SOFTWARE INC	2,195.00
09/25/2015	MUNICIPAL MANAGEMENT ASSO	330.00
09/25/2015	SOUTHWES 5262137496443	170.00
09/25/2015	SOUTHWES 5262137496444	170.00
09/25/2015	VENETIAN/PALAZZO FRT DESK	512.96
09/25/2015	VENETIAN/PALAZZO FRT DESK	512.96
09/25/2015	VENETIAN/PALAZZO ROOM RSV	-222.88
09/25/2015	VENETIAN/PALAZZO ROOM RSV	-222.88
100-11-041-5204	Conferences & Meetings	<u>3,495.06</u>
100-11-041-5217	Departmental Supplies	
09/25/2015	AMAZON MKTPLACE PMTS	75.98
100-11-041-5217	Departmental Supplies	<u>75.98</u>
11	<b>Management Services</b>	<u><u>13,190.34</u></u>

## Report of P-Card Transactions

Account Date	Department Finance	Amount
100-12-011-5101	Contract Services	
09/25/2015	THE SUTTA COMPANY	3.75
100-12-011-5101	Contract Services	3.75
100-12-011-5201	Office Supplies	
09/25/2015	OFFICE DEPOT #5125	183.09
09/25/2015	OFFICE DEPOT #5125	29.42
09/25/2015	OFFICE DEPOT #5125	509.99
09/25/2015	OFFICE DEPOT #5125	62.30
09/25/2015	OFFICE DEPOT #5125	73.20
100-12-011-5201	Office Supplies	858.00
100-12-011-5202	Memberships & Dues	
09/25/2015	CALIFORNIA MUNICIPAL TREA	155.00
09/25/2015	MUNICIPAL MANAGEMENT ASSO	75.00
100-12-011-5202	Memberships & Dues	230.00
100-12-011-5204	Conferences & Meetings	
09/25/2015	MUNICIPAL MANAGEMENT ASSO	355.00
100-12-011-5204	Conferences & Meetings	355.00
100-12-011-5205	Training	
09/25/2015	ONLC TRAINING CENTERS	805.50
100-12-011-5205	Training	805.50
100-12-011-5214	Employee Awards & Events	
09/25/2015	SQ *SACKS ON THE BEACH	314.30
09/25/2015	VONS STORE00021105	31.52
100-12-011-5214	Employee Awards & Events	345.82
100-12-011-5217	Departmental Supplies	
09/25/2015	CALIFORNIA SOCIETY OF MUN	150.00
09/25/2015	GOVERNMENT FINANCE	550.00
100-12-011-5217	Departmental Supplies	700.00
100-12-021-5205	Training	
09/25/2015	ONLC TRAINING CENTERS	805.50
100-12-021-5205	Training	805.50
100-12-021-5217	Departmental Supplies	

## Report of P-Card Transactions

Account Date	Department Finance	Amount
09/25/2015	TCN*NOWDOCS INT'L	361.88
100-12-021-5217	Departmental Supplies	361.88
100-12-032-5204	Conferences & Meetings	
09/25/2015	SQ *CMRTA	550.00
100-12-032-5204	Conferences & Meetings	550.00
100-12-041-5202	Memberships & Dues	
09/25/2015	NIGP	350.00
100-12-041-5202	Memberships & Dues	350.00
100-12-041-5205	Training	
09/25/2015	LAZ PARKING 140180	8.00
100-12-041-5205	Training	8.00
100-12-041-5217	Departmental Supplies	
09/25/2015	OFFICE DEPOT #1078	6.12
100-12-041-5217	Departmental Supplies	6.12
615-12-042-5101	Contract Services	
09/25/2015	GOURMETCOFFEESERVICE,INC	1,278.89
09/25/2015	GOURMETCOFFEESERVICE,INC	259.80
09/25/2015	GOURMETCOFFEESERVICE,INC	64.95
09/25/2015	GOURMETCOFFEESERVICE,INC	841.04
09/25/2015	DS SERVICES STANDARD COFF	780.00
09/25/2015	PITNEY BOWES CREDIT	913.41
09/25/2015	SUPERIOR PLANT SCAPES	247.00
615-12-042-5101	Contract Services	4,385.09
615-12-042-5211	Automotive Parts	
09/25/2015	EDDINGS 0026741	231.21
09/25/2015	EDDINGS 0026741	49.05
09/25/2015	GOODYEAR TIRE&RUBBER CO	1,929.45
615-12-042-5211	Automotive Parts	2,209.71
615-12-042-5222	Warehouse Inventory Purchases	
09/25/2015	EDDINGS 0026741	70.04
09/25/2015	EDDINGS 0026741	93.39
09/25/2015	LIBERTY FLAGS INC	673.80
09/25/2015	OFFICE DEPOT #5125	142.96
09/25/2015	OFFICE DEPOT #5125	1,576.58



## Report of P-Card Transactions

<b>Account Date</b>	<b>Department Finance</b>	<b>Amount</b>
09/25/2015	SUPPLYWORKS	1,038.87
09/25/2015	SUPPLYWORKS	38.70
09/25/2015	WW GRAINGER	851.98
615-12-042-5222	Warehouse Inventory Purchases	<u>4,486.32</u>
12	<b>Finance</b>	<u><u>16,460.69</u></u>

**Report of P-Card Transactions**

<b>Account Date</b>	<b>Department Human Resources</b>	<b>Amount</b>
<b>100-13-011-5101</b>	<b>Contract Services</b>	
09/25/2015	THE SUTTA COMPANY	3.75
<b>100-13-011-5101</b>	<b>Contract Services</b>	<u>3.75</u>
<b>100-13-011-5201</b>	<b>Office Supplies</b>	
09/25/2015	OFFICE DEPOT #5125	111.06
09/25/2015	OFFICE DEPOT #5125	114.09
09/25/2015	OFFICE DEPOT #5125	217.95
09/25/2015	OFFICE DEPOT #5125	378.12
09/25/2015	OFFICE DEPOT #5125	64.08
09/25/2015	OFFICE DEPOT #5125	9.41
<b>100-13-011-5201</b>	<b>Office Supplies</b>	<u>894.71</u>
<b>100-13-011-5203</b>	<b>Reference Books &amp; Periodicals</b>	
09/25/2015	PAYPAL *LIEBERTCASS	84.00
<b>100-13-011-5203</b>	<b>Reference Books &amp; Periodicals</b>	<u>84.00</u>
<b>100-13-011-5214</b>	<b>Employee Awards &amp; Events</b>	
09/25/2015	AWARDS NETWORK	125.00
09/25/2015	AWARDS NETWORK	250.00
<b>100-13-011-5214</b>	<b>Employee Awards &amp; Events</b>	<u>375.00</u>
<b>100-13-011-5217</b>	<b>Departmental Supplies</b>	
09/25/2015	AMAZON.COM	65.52
09/25/2015	AT&T K004 9966 ESTOR	43.60
09/25/2015	NICKCO MANHATTAN BEACH	177.00
09/25/2015	PAYPAL *APPLE INC	86.11
<b>100-13-011-5217</b>	<b>Departmental Supplies</b>	<u>372.23</u>
<b>100-13-011-5218</b>	<b>Recruitment Costs</b>	
09/25/2015	CALIFORNIA BUILDING OF	375.00
09/25/2015	CALIFORNIA CITY NEWS.O	185.00
09/25/2015	JOBS AVAILABLE INC	468.00
09/25/2015	JOBTARGET-YM	30.00
09/25/2015	KINGS HAWAIIAN RES	12.50
09/25/2015	MANHATTAN INN OPERATIN	252.13
09/25/2015	NICKCO MANHATTAN BEACH	39.43
09/25/2015	NOAH'S BAGELS #2546	13.49
09/25/2015	PEET'S #03903	11.40
09/25/2015	SOUTHWES 5262137765685	452.00
09/25/2015	THE OFFICE EXPRESS	207.97

**Report of P-Card Transactions**

<b>Account Date</b>	<b>Department</b>	<b>Amount</b>
	<b>Human Resources</b>	
09/25/2015	TRADER JOE'S #106 QPS	37.70
09/25/2015	VONS STORE00022756	43.02
100-13-011-5218	Recruitment Costs	<u>2,127.64</u>
100-13-011-5225	Printing	
09/25/2015	SMARTSOURCE OF CALIF	28.34
100-13-011-5225	Printing	<u>28.34</u>
601-13-021-5101	Contract Services	
09/25/2015	SQ *SACKS ON THE BEACH	201.65
09/25/2015	THE FLAME BROILER	228.85
09/25/2015	TIN ROOF BISTRO	25.00
601-13-021-5101	Contract Services	<u>455.50</u>
601-13-021-5204	Conferences & Meetings	
09/25/2015	HARRAH CASINO LK TAHOE	268.94
09/25/2015	LAX AIRPORT LOT C	44.00
09/25/2015	SO TAHOE AIRPORTER	53.00
09/25/2015	SOUTHWES 5262138117770	192.00
601-13-021-5204	Conferences & Meetings	<u>557.94</u>
13	<b>Human Resources</b>	<u><u>4,899.11</u></u>

**Report of P-Card Transactions**

Account Date	Department Recreation	Amount
100-14-021-5101	Contract Services	
09/25/2015	COFFEE BEAN STORE	100.00
09/25/2015	DICK'S CLOTHING&SPORTING	100.00
09/25/2015	FISHBAR	100.00
09/25/2015	JAMBA JUICE #54	100.00
09/25/2015	KREATION & 1300 HIGHLAND	75.00
09/25/2015	MICHAELS STORES 3048	19.59
09/25/2015	PARADISE AWARDS	27.25
09/25/2015	PEET'S #03903	100.00
09/25/2015	PRESSED JUICERY - MANH	100.00
09/25/2015	RALPHS #0166	300.00
09/25/2015	TARGET 00001990	100.00
09/25/2015	TRADER JOE'S #106 QPS	100.00
09/25/2015	VONS STORE00022756	100.00
100-14-021-5101	Contract Services	<u>1,321.84</u>
14	Recreation	<u><u>1,321.84</u></u>

## Report of P-Card Transactions

Account Date	Department Police	Amount
100-15-011-5101	Contract Services	
09/25/2015	DTV*DIRECTV SERVICE	197.97
100-15-011-5101	Contract Services	197.97
100-15-011-5104	Computer Contract Services	
09/25/2015	LOCATEPLUS	104.95
100-15-011-5104	Computer Contract Services	104.95
100-15-011-5201	Office Supplies	
09/25/2015	OFFICE DEPOT #1078	5.32
09/25/2015	OFFICE DEPOT #1078	6.13
09/25/2015	OFFICE DEPOT #1127	67.56
09/25/2015	OFFICE DEPOT #5101	49.03
09/25/2015	OFFICE DEPOT #5125	121.85
09/25/2015	OFFICE DEPOT #5125	130.46
09/25/2015	OFFICE DEPOT #5125	130.58
09/25/2015	OFFICE DEPOT #5125	134.38
09/25/2015	OFFICE DEPOT #5125	232.79
09/25/2015	OFFICE DEPOT #5125	331.05
09/25/2015	OFFICE DEPOT #5125	347.68
09/25/2015	OFFICE DEPOT #5125	4.00
09/25/2015	OFFICE DEPOT #5125	411.57
09/25/2015	OFFICE DEPOT #5125	45.98
09/25/2015	OFFICE DEPOT #5125	79.08
09/25/2015	OFFICE DEPOT #5125	79.31
09/25/2015	OFFICE DEPOT #5125	80.76
09/25/2015	STAPLES DIRECT	55.90
09/25/2015	STAPLES DIRECT	86.09
100-15-011-5201	Office Supplies	2,399.52
100-15-011-5202	Memberships & Dues	
09/25/2015	CALIFORNIA PEACE OFFICERS	375.00
100-15-011-5202	Memberships & Dues	375.00
100-15-011-5204	Conferences & Meetings	
09/25/2015	SUPERSHUTTLE EXECUCARSAC	17.70
100-15-011-5204	Conferences & Meetings	17.70
100-15-011-5217	Departmental Supplies	
09/25/2015	CONTAINERSTOREELSEGUND	26.15
09/25/2015	DOLRTREE 5187 00051870	7.63

## Report of P-Card Transactions

Account Date	Department Police	Amount
09/25/2015	SUN BADGE COMPANY	1,670.00
100-15-011-5217	Departmental Supplies	<u>1,703.78</u>
100-15-011-5220	POST Training	
09/25/2015	DOUBLETREE MISSION VLY	705.05
100-15-011-5220	POST Training	<u>705.05</u>
100-15-021-5101	Contract Services	
09/25/2015	METRO EXPRESS LANES	40.00
09/25/2015	ROYAL AUTO DETAIL LLC	400.00
100-15-021-5101	Contract Services	<u>440.00</u>
100-15-021-5202	Memberships & Dues	
09/25/2015	CALIFORNIA PEACE OFFICERS	125.00
100-15-021-5202	Memberships & Dues	<u>125.00</u>
100-15-021-5206	Uniforms/Safety Equipment	
09/25/2015	GALLS	76.29
09/25/2015	WESTWAY UNIFORMS INC	105.68
09/25/2015	WESTWAY UNIFORMS INC	203.73
100-15-021-5206	Uniforms/Safety Equipment	<u>385.70</u>
100-15-021-5217	Departmental Supplies	
09/25/2015	FRIENDS FUR-EVER	115.52
09/25/2015	OPTICS PLANET INC	54.99
09/25/2015	PET FOODS MARKET & SUPPLI	33.78
09/25/2015	VONS STORE00022756	38.16
09/25/2015	VONS STORE00022756	50.24
100-15-021-5217	Departmental Supplies	<u>292.69</u>
100-15-031-5101	Contract Services	
09/25/2015	LEXISNEXIS RISK DAT	436.61
100-15-031-5101	Contract Services	<u>436.61</u>
100-15-031-5202	Memberships & Dues	
09/25/2015	CALIFORNIA PEACE OFFICERS	125.00
100-15-031-5202	Memberships & Dues	<u>125.00</u>
100-15-031-5204	Conferences & Meetings	
09/25/2015	NOAH'S-ONLINE CATERING	64.30

## Report of P-Card Transactions

Account Date	Department Police	Amount
100-15-031-5204	Conferences & Meetings	<u>64.30</u>
100-15-031-5217	Departmental Supplies	
09/25/2015	BESTBUYCOM753920019272	98.10
09/25/2015	SIRCHIE FINGER PRINT LABO	431.28
100-15-031-5217	Departmental Supplies	<u>529.38</u>
100-15-041-5101	Contract Services	
09/25/2015	OFFICE DEPOT #5125	1,863.85
09/25/2015	THE SUTTA COMPANY	37.75
100-15-041-5101	Contract Services	<u>1,901.60</u>
100-15-041-5217	Departmental Supplies	
09/25/2015	AMAZON MKTPLACE PMTS	29.76
09/25/2015	AMAZON MKTPLACE PMTS	327.36
09/25/2015	PEAVEY CORP.	162.61
100-15-041-5217	Departmental Supplies	<u>519.73</u>
100-15-051-5202	Memberships & Dues	
09/25/2015	CALIFORNIA PEACE OFFICERS	125.00
100-15-051-5202	Memberships & Dues	<u>125.00</u>
100-15-051-5217	Departmental Supplies	
09/25/2015	IN *INSTYLE FLOWERS	299.75
09/25/2015	NATIONAL NEIGHBORHOOD	225.58
09/25/2015	NAT'L NEIGHBORHOOD WATCH	100.84
09/25/2015	PELICAN BANNERS AND SIGNS	151.72
09/25/2015	US TOY CO	201.41
100-15-051-5217	Departmental Supplies	<u>979.30</u>
100-15-061-5101	Contract Services	
09/25/2015	INTOXIMETERS	897.05
100-15-061-5101	Contract Services	<u>897.05</u>
100-15-071-5101	Contract Services	
09/25/2015	MISSION LINEN	359.76
100-15-071-5101	Contract Services	<u>359.76</u>
100-15-081-5206	Uniforms/Safety Equipment	
09/25/2015	GALLS	146.70
09/25/2015	WESTWAY UNIFORMS INC	139.42

**Report of P-Card Transactions**

<b>Account Date</b>	<b>Department Police</b>	<b>Amount</b>
09/25/2015	WESTWAY UNIFORMS INC	151.41
09/25/2015	WESTWAY UNIFORMS INC	511.92
100-15-081-5206	Uniforms/Safety Equipment	<u>949.45</u>
100-15-081-5217	Departmental Supplies	
09/25/2015	AMAZON MKTPLACE PMTS	48.55
09/25/2015	BATTERY BROKERS LLC	604.85
100-15-081-5217	Departmental Supplies	<u>653.40</u>
15	Police	<u>14,287.94</u>



## Report of P-Card Transactions

Account Date	Department Fire	Amount
100-16-011-5101	Contract Services	
09/25/2015	THE SUTTA COMPANY	5.00
100-16-011-5101	Contract Services	5.00
100-16-011-5201	Office Supplies	
09/25/2015	CDW GOVERNMENT	119.89
09/25/2015	CDW GOVERNMENT	228.88
09/25/2015	OFFICE DEPOT #5125	724.72
100-16-011-5201	Office Supplies	1,073.49
100-16-011-5204	Conferences & Meetings	
09/25/2015	DELTA AIR 0068276716022	25.00
09/25/2015	MARTA ATLANTA 00000018	2.50
09/25/2015	MARTA ATLANTA 00000018	3.50
09/25/2015	OMNI ATLANTA CNN	887.68
09/25/2015	YELLOW CAB OF SOUTH BAY	18.15
100-16-011-5204	Conferences & Meetings	936.83
100-16-011-5205	Training	
09/25/2015	BEST WESTERN HOTELS	287.28
09/25/2015	SQ *RED HELMET TRAI	250.00
100-16-011-5205	Training	537.28
100-16-021-5205	Training	
09/25/2015	PAYPAL *REDHELMETTR	200.00
100-16-021-5205	Training	200.00
100-16-021-5210	Computers, Supplies & Software	
09/25/2015	APL* ITUNES.COM/BILL	24.99
100-16-021-5210	Computers, Supplies & Software	24.99
100-16-031-5204	Conferences & Meetings	
09/25/2015	MARTA ATLANTA 00000018	3.50
09/25/2015	OMNI ATLANTA CNN	887.68
09/25/2015	PAYPAL *REDHELMETTR	250.00
100-16-031-5204	Conferences & Meetings	1,141.18
100-16-031-5205	Training	
09/25/2015	PAYPAL *ELITECOMMAN	175.00
100-16-031-5205	Training	175.00

## Report of P-Card Transactions

Account Date	Department Fire	Amount
100-16-031-5206	Uniforms/Safety Equipment	
09/25/2015	FIRST IN PRODUCTS, INC	23.75
100-16-031-5206	Uniforms/Safety Equipment	23.75
100-16-031-5217	Departmental Supplies	
09/25/2015	IN-N-OUT BURGER #65	35.31
09/25/2015	IN-N-OUT BURGER #65	43.32
09/25/2015	RALPHS #0166	44.11
100-16-031-5217	Departmental Supplies	122.74
100-16-031-5221	Automotive Repair Services	
09/25/2015	TORRANCE AUTO REPAIR	155.00
100-16-031-5221	Automotive Repair Services	155.00
100-16-041-5203	Reference Books & Periodicals	
09/25/2015	AMAZON.COM	65.30
100-16-041-5203	Reference Books & Periodicals	65.30
100-16-041-5204	Conferences & Meetings	
09/25/2015	DELTA AIR 0068276575505	25.00
09/25/2015	DELTA AIR 0068276917021	25.00
09/25/2015	OMNI ATLANTA CNN	887.68
100-16-041-5204	Conferences & Meetings	937.68
100-16-041-5217	Departmental Supplies	
09/25/2015	BOUND TREE MEDICAL LLC	115.51
09/25/2015	BOUND TREE MEDICAL LLC	12.58
09/25/2015	BOUND TREE MEDICAL LLC	123.15
09/25/2015	BOUND TREE MEDICAL LLC	16.88
09/25/2015	BOUND TREE MEDICAL LLC	1,894.30
09/25/2015	BOUND TREE MEDICAL LLC	315.77
09/25/2015	BOUND TREE MEDICAL LLC	33.77
09/25/2015	BOUND TREE MEDICAL LLC	41.31
09/25/2015	BOUND TREE MEDICAL LLC	937.84
100-16-041-5217	Departmental Supplies	3,491.11
100-16-051-5204	Conferences & Meetings	
09/25/2015	OMNI ATLANTA CNN	1,037.63
100-16-051-5204	Conferences & Meetings	1,037.63
100-16-052-5217	Departmental Supplies	

**Report of P-Card Transactions**

<b>Account Date</b>	<b>Department Fire</b>	<b>Amount</b>
09/25/2015	COFFEE BEAN STORE	29.90
09/25/2015	NOAH'S BAGELS #2546	29.98
09/25/2015	THE KETTLE	94.57
09/25/2015	VONS STORE00022756	10.38
100-16-052-5217	Departmental Supplies	<u>164.83</u>
100-16-054-5217	Departmental Supplies	
09/25/2015	BULLEX DIGITAL SAFET	2,907.36
100-16-054-5217	Departmental Supplies	<u>2,907.36</u>
16	<b>Fire</b>	<u><u>12,999.17</u></u>

**Report of P-Card Transactions**

Account Date	Department <b>Community Development</b>	Amount
100-17-011-5201	<b>Office Supplies</b>	
09/25/2015	OFFICE DEPOT 1135	8.43
09/25/2015	OFFICE DEPOT #2740	27.56
09/25/2015	OFFICE DEPOT #5125	148.08
09/25/2015	OFFICE DEPOT #5125	260.10
09/25/2015	WM SUPERCENTER #1370	11.80
100-17-011-5201	<b>Office Supplies</b>	<hr/> 455.97
100-17-011-5217	<b>Departmental Supplies</b>	
09/25/2015	PARADISE AWARDS	25.51
09/25/2015	PAYPAL *PARTNERSINP	108.00
09/25/2015	SUBWAY 03146693	50.00
100-17-011-5217	<b>Departmental Supplies</b>	<hr/> 183.51
100-17-032-5225	<b>Printing</b>	
09/25/2015	SMARTSOURCE OF CALIF	157.70
100-17-032-5225	<b>Printing</b>	<hr/> 157.70
100-17-041-5204	<b>Conferences &amp; Meetings</b>	
09/25/2015	ANABELLA HOTEL	360.36
09/25/2015	CA OF CODE ENFORCEMENT OF	359.00
100-17-041-5204	<b>Conferences &amp; Meetings</b>	<hr/> 719.36
100-17-041-5225	<b>Printing</b>	
09/25/2015	SMARTSOURCE OF CALIF	401.39
100-17-041-5225	<b>Printing</b>	<hr/> 401.39
100-17-051-5204	<b>Conferences &amp; Meetings</b>	
09/25/2015	BEST WESTERN ARCATA INN	115.91
09/25/2015	HERTZ RENT-A-CAR	63.48
09/25/2015	LAX AIRPORT LOT C	24.00
09/25/2015	UNITED 0162462929091	925.20
100-17-051-5204	<b>Conferences &amp; Meetings</b>	<hr/> 1,128.59
100-17-051-5225	<b>Printing</b>	
09/25/2015	PAYPAL *CITYTRAFFIC	2,200.00
100-17-051-5225	<b>Printing</b>	<hr/> 2,200.00
17	<b>Community Development</b>	<hr/> <hr/> 5,246.52

## Report of P-Card Transactions

Account Date	Department <b>Public Works</b>	Amount
100-18-011-5101	Contract Services	
09/25/2015	GREEN GIRL INC	575.00
100-18-011-5101	Contract Services	575.00
100-18-011-5201	Office Supplies	
09/25/2015	AMAZON MKTPLACE PMTS	7.52
09/25/2015	BEST BUY MHT 00010116	4.39
09/25/2015	OFFICE DEPOT #1078	8.71
09/25/2015	OFFICE DEPOT #2740	36.19
09/25/2015	OFFICE DEPOT #5101	17.25
09/25/2015	OFFICE DEPOT #5101	17.42
09/25/2015	OFFICE DEPOT #5125	188.71
09/25/2015	OFFICE DEPOT #5125	287.73
09/25/2015	OFFICE DEPOT #5125	378.20
09/25/2015	OFFICE DEPOT #5125	72.25
09/25/2015	OFFICE DEPOT #5125	81.30
09/25/2015	OFFICE DEPOT #5125	9.04
100-18-011-5201	Office Supplies	1,108.71
100-18-011-5202	Memberships & Dues	
09/25/2015	AMERICAN PUBLIC WORKS	375.00
100-18-011-5202	Memberships & Dues	375.00
100-18-011-5217	Departmental Supplies	
09/25/2015	IN *SCENTCO, INC	319.18
09/25/2015	AT&T S849 5708	26.71
09/25/2015	AT&T S849 5708	30.52
09/25/2015	BEST BUY MHT 00010116	88.22
09/25/2015	GREEN GIRL INC	1,675.88
09/25/2015	PAYPAL *INCONVENIEN	1,131.42
100-18-011-5217	Departmental Supplies	3,271.93
100-18-011-5225	Printing	
09/25/2015	PARADISE AWARDS	78.04
100-18-011-5225	Printing	78.04
100-18-021-5202	Memberships & Dues	
09/25/2015	AMERICAN PUBLIC WORKS	750.00
100-18-021-5202	Memberships & Dues	750.00
100-18-021-5217	Departmental Supplies	

## Report of P-Card Transactions

Account Date	Department <b>Public Works</b>	Amount
09/25/2015	OFFICE DEPOT #5125	395.52
100-18-021-5217	Departmental Supplies	395.52
100-18-032-5101	Contract Services	
09/25/2015	STEAMX LLC	1,250.95
09/25/2015	USA MOBILITY WIRELE	1.96
100-18-032-5101	Contract Services	1,252.91
100-18-032-5206	Uniforms/Safety Equipment	
09/25/2015	RED WING SHOE STORE 0	507.86
09/25/2015	RED WING SHOE STORE 0	667.09
100-18-032-5206	Uniforms/Safety Equipment	1,174.95
100-18-032-5217	Departmental Supplies	
09/25/2015	AT&T S849 5708	67.14
09/25/2015	LA COUNTY SANDBAGS	2,328.60
09/25/2015	LOMITA MOWER AND SAW SHOP	898.53
09/25/2015	OFFICE DEPOT #1078	6.13
09/25/2015	SHAMROCK SUPPLY CO	183.76
09/25/2015	THE HOME DEPOT #1062	271.40
09/25/2015	THE HOME DEPOT #1062	-271.41
09/25/2015	THE HOME DEPOT 620	124.06
09/25/2015	THE HOME DEPOT 620	22.79
09/25/2015	THE HOME DEPOT 620	23.41
09/25/2015	THE HOME DEPOT 620	379.10
09/25/2015	THE HOME DEPOT 620	46.50
09/25/2015	THE HOME DEPOT 620	563.70
09/25/2015	THE HOME DEPOT 620	8.65
100-18-032-5217	Departmental Supplies	4,652.36
100-18-034-5217	Departmental Supplies	
09/25/2015	HD SUPPLY WHITE CAP #019	1,089.99
09/25/2015	HD SUPPLY WHITE CAP #019	515.50
09/25/2015	MANERI SIGN CO	1,558.72
09/25/2015	MANERI SIGN CO	1,907.50
09/25/2015	MANERI SIGN CO	201.66
09/25/2015	MANERI SIGN CO	313.81
100-18-034-5217	Departmental Supplies	5,587.18
100-18-042-5217	Departmental Supplies	
09/25/2015	MANERI SIGN CO	485.06
09/25/2015	STEVES LOCK&SAFE	13.82

## Report of P-Card Transactions

Account Date	Department <b>Public Works</b>	Amount
09/25/2015	THE HOME DEPOT 620	165.45
09/25/2015	THE HOME DEPOT 620	258.82
09/25/2015	THE HOME DEPOT 620	332.97
09/25/2015	THE HOME DEPOT 620	90.91
100-18-042-5217	Departmental Supplies	1,347.03
501-18-231-5101	Contract Services	
09/25/2015	USA MOBILITY WIRELE	4.89
501-18-231-5101	Contract Services	4.89
501-18-231-5206	Uniforms/Safety Equipment	
09/25/2015	RED WING SHOE STORE 0	253.91
09/25/2015	RED WING SHOE STORE 0	293.72
501-18-231-5206	Uniforms/Safety Equipment	547.63
501-18-231-5217	Departmental Supplies	
09/25/2015	IN *CLE ELECTRIC, INC.	2,403.00
09/25/2015	HACH COMPANY	193.29
09/25/2015	HACH COMPANY	585.05
09/25/2015	MCMASTER-CARR	107.60
09/25/2015	MCMASTER-CARR	113.55
501-18-231-5217	Departmental Supplies	3,402.49
501-18-241-5101	Contract Services	
09/25/2015	XC2 SOFTWARE LLC	975.00
501-18-241-5101	Contract Services	975.00
501-18-241-5217	Departmental Supplies	
09/25/2015	WATERLINE TECHNOLOGIES IN	1,028.96
09/25/2015	WATERLINE TECHNOLOGIES IN	1,320.93
09/25/2015	WATERLINE TECHNOLOGIES IN	1,576.88
09/25/2015	WATERLINE TECHNOLOGIES IN	396.15
09/25/2015	WATERLINE TECHNOLOGIES IN	446.03
09/25/2015	WATERLINE TECHNOLOGIES IN	450.17
09/25/2015	WATERLINE TECHNOLOGIES IN	526.06
501-18-241-5217	Departmental Supplies	5,745.18
501-18-251-5101	Contract Services	
09/25/2015	USA MOBILITY WIRELE	1.96
501-18-251-5101	Contract Services	1.96

## Report of P-Card Transactions

Account Date	Department <b>Public Works</b>	Amount
501-18-251-5202	<b>Memberships &amp; Dues</b>	
09/25/2015	USC VITERBI FCCC ONLINE	655.00
501-18-251-5202	<b>Memberships &amp; Dues</b>	655.00
501-18-251-5206	<b>Uniforms/Safety Equipment</b>	
09/25/2015	RED WING SHOE STORE 0	1,233.57
09/25/2015	RED WING SHOE STORE 0	327.43
501-18-251-5206	<b>Uniforms/Safety Equipment</b>	1,561.00
501-18-251-5217	<b>Departmental Supplies</b>	
09/25/2015	AIRGAS WEST	62.62
09/25/2015	FERGUSON ENTERPRISES 2916	1,217.88
09/25/2015	JACK RUBIN AND SONS INC	373.11
09/25/2015	RED WING SHOES #417	335.00
501-18-251-5217	<b>Departmental Supplies</b>	1,988.61
501-18-251-5225	<b>Printing</b>	
09/25/2015	PARADISE AWARDS	39.02
501-18-251-5225	<b>Printing</b>	39.02
502-18-311-5101	<b>Contract Services</b>	
09/25/2015	TRAFFIC MANAGEMENT - SIG	425.00
502-18-311-5101	<b>Contract Services</b>	425.00
502-18-311-5217	<b>Departmental Supplies</b>	
09/25/2015	THE HOME DEPOT 620	140.61
09/25/2015	THE HOME DEPOT 620	281.22
502-18-311-5217	<b>Departmental Supplies</b>	421.83
503-18-321-5101	<b>Contract Services</b>	
09/25/2015	USA MOBILITY WIRELE	3.92
503-18-321-5101	<b>Contract Services</b>	3.92
503-18-321-5206	<b>Uniforms/Safety Equipment</b>	
09/25/2015	RED WING SHOE STORE 0	232.67
09/25/2015	RED WING SHOE STORE 0	335.00
09/25/2015	RED WING SHOE STORE 0	664.25
503-18-321-5206	<b>Uniforms/Safety Equipment</b>	1,231.92
503-18-321-5217	<b>Departmental Supplies</b>	



## Report of P-Card Transactions

Account Date	Department Public Works	Amount
09/25/2015	IN *CLE ELECTRIC, INC.	-2,403.00
09/25/2015	IN *CLE ELECTRIC, INC.	2,403.00
09/25/2015	BATTERY SPECIALITIES	353.20
09/25/2015	HYDRABARRIE	282.10
09/25/2015	OFFICE DEPOT #1078	12.25
503-18-321-5217	Departmental Supplies	<u>647.55</u>
520-18-511-5101	Contract Services	
09/25/2015	USA MOBILITY WIRELE	1.96
520-18-511-5101	Contract Services	<u>1.96</u>
610-18-611-5101	Contract Services	
09/25/2015	MUNICIPAL MAINTENANCE EQU	1,412.22
09/25/2015	TMS*SOUTHERN CALIFORNI	220.00
610-18-611-5101	Contract Services	<u>1,632.22</u>
610-18-611-5211	Automotive Parts	
09/25/2015	4 WHEEL PARTS #3	22.88
09/25/2015	AMAZON MKTPLACE PMTS	15.00
09/25/2015	EDDINGS 0026741	11.60
09/25/2015	EDDINGS 0026741	-120.56
09/25/2015	EDDINGS 0026741	123.16
09/25/2015	EDDINGS 0026741	125.24
09/25/2015	EDDINGS 0026741	135.18
09/25/2015	EDDINGS 0026741	14.42
09/25/2015	EDDINGS 0026741	143.18
09/25/2015	EDDINGS 0026741	16.71
09/25/2015	EDDINGS 0026741	188.45
09/25/2015	EDDINGS 0026741	22.64
09/25/2015	EDDINGS 0026741	221.77
09/25/2015	EDDINGS 0026741	23.42
09/25/2015	EDDINGS 0026741	24.11
09/25/2015	EDDINGS 0026741	248.30
09/25/2015	EDDINGS 0026741	252.97
09/25/2015	EDDINGS 0026741	29.42
09/25/2015	EDDINGS 0026741	32.30
09/25/2015	EDDINGS 0026741	37.50
09/25/2015	EDDINGS 0026741	39.04
09/25/2015	EDDINGS 0026741	41.21
09/25/2015	EDDINGS 0026741	44.68
09/25/2015	EDDINGS 0026741	46.74
09/25/2015	EDDINGS 0026741	47.71
09/25/2015	EDDINGS 0026741	53.78

## Report of P-Card Transactions

Account Date	Department Public Works	Amount
09/25/2015	EDDINGS 0026741	54.48
09/25/2015	EDDINGS 0026741	552.67
09/25/2015	EDDINGS 0026741	69.06
09/25/2015	EDDINGS 0026741	7.46
09/25/2015	EDDINGS 0026741	75.05
09/25/2015	EDDINGS 0026741	75.55
09/25/2015	EDDINGS 0026741	75.74
09/25/2015	EDDINGS 0026741	84.48
09/25/2015	EDDINGS 0026741	9.65
09/25/2015	EDDINGS 0026741	-99.24
09/25/2015	FIRESTONE 011819	169.44
09/25/2015	FIRESTONE 011819	547.64
09/25/2015	FORKLIFTPAR	335.00
09/25/2015	FOSTER TIRE CO	276.00
09/25/2015	LEADER INDUSTRIES	560.70
09/25/2015	MANHATTAN BEACH TOYOTA	26.69
09/25/2015	MARTIN CHEVROLET	118.13
09/25/2015	MARTIN CHEVROLET	70.65
09/25/2015	MATHESON-308	58.22
09/25/2015	SOUTH BAY FORD	201.44
09/25/2015	SOUTH BAY FORD	232.01
09/25/2015	SOUTH BAY FORD	26.34
09/25/2015	SOUTH BAY FORD	37.00
09/25/2015	STEVES LOCK&SAFE	35.00
09/25/2015	WAYTEK	57.23
09/25/2015	WW GRAINGER	55.21
610-18-611-5211	Automotive Parts	5,552.45
610-18-611-5217	Departmental Supplies	
09/25/2015	EDDINGS 0026741	116.90
09/25/2015	EDDINGS 0026741	13.61
09/25/2015	EDDINGS 0026741	23.89
09/25/2015	HARBOR FREIGHT TOOLS 27	32.66
09/25/2015	LAWSON PRODUCTS	310.31
610-18-611-5217	Departmental Supplies	497.37
615-18-041-5101	Contract Services	
09/25/2015	B & M GLASS	141.00
09/25/2015	NATIONAL FAIL SAFE	891.90
615-18-041-5101	Contract Services	1,032.90
615-18-041-5206	Uniforms/Safety Equipment	
09/25/2015	RED WING SHOE STORE 0	334.57

## Report of P-Card Transactions

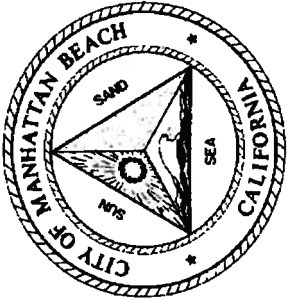
Account Date	Department Public Works	Amount
615-18-041-5206	Uniforms/Safety Equipment	334.57
615-18-041-5217	Departmental Supplies	
09/25/2015	CARPET SPECTRUM INC	709.33
09/25/2015	CARPET SPECTRUM INC	-75.00
09/25/2015	FINISHMASTER INC 201	179.65
09/25/2015	FINISHMASTER INC 201	199.74
09/25/2015	FRY'S ELECTRONICS #5	119.58
09/25/2015	FRY'S ELECTRONICS #5	196.17
09/25/2015	FRY'S ELECTRONICS #5	331.35
09/25/2015	FRY'S ELECTRONICS #5	442.44
09/25/2015	FRY'S ELECTRONICS #5	87.18
09/25/2015	HUMANSCALE CORPORATION	1,912.24
09/25/2015	I-CON SYSTEMS. INC	689.35
09/25/2015	INCSTORES	398.15
09/25/2015	MANHATTAN BREAD & BAGEL	46.43
09/25/2015	MCMASTER-CARR	43.05
09/25/2015	MCMASTER-CARR	435.36
09/25/2015	MCMASTER-CARR	73.04
09/25/2015	MCMASTER-CARR	95.84
09/25/2015	NATIONAL FAIL SAFE	173.85
09/25/2015	OFFICE DEPOT #2740	435.99
09/25/2015	PLASTIC DEPOT INC	401.12
09/25/2015	REBACK S PLUMBING N THING	65.27
09/25/2015	SIMPLY PLUMBING	59.10
09/25/2015	SUPREME PAINT (MANHATT	222.62
09/25/2015	SUPREME PAINT (MANHATT	39.65
09/25/2015	SUPREME PAINT (MANHATT	436.87
09/25/2015	TARGET 00001990	50.49
09/25/2015	THE HOME DEPOT 620	103.90
09/25/2015	THE HOME DEPOT 620	11.29
09/25/2015	THE HOME DEPOT 620	116.63
09/25/2015	THE HOME DEPOT 620	116.92
09/25/2015	THE HOME DEPOT 620	127.21
09/25/2015	THE HOME DEPOT 620	127.65
09/25/2015	THE HOME DEPOT 620	143.99
09/25/2015	THE HOME DEPOT 620	147.27
09/25/2015	THE HOME DEPOT 620	166.67
09/25/2015	THE HOME DEPOT 620	17.53
09/25/2015	THE HOME DEPOT 620	172.90
09/25/2015	THE HOME DEPOT 620	30.45
09/25/2015	THE HOME DEPOT 620	32.67
09/25/2015	THE HOME DEPOT 620	380.51
09/25/2015	THE HOME DEPOT 620	40.33

**Report of P-Card Transactions**

<b>Account Date</b>	<b>Department Public Works</b>	<b>Amount</b>
09/25/2015	THE HOME DEPOT 620	54.15
09/25/2015	THE HOME DEPOT 620	560.92
09/25/2015	THE HOME DEPOT 620	57.68
09/25/2015	THE HOME DEPOT 620	8.70
09/25/2015	TODD PIPE AND SUPPLY	1,363.86
09/25/2015	TODD PIPE AND SUPPLY	167.08
09/25/2015	TODD PIPE AND SUPPLY	37.37
09/25/2015	TODD PIPE AND SUPPLY	37.54
09/25/2015	TODD PIPE AND SUPPLY	394.59
09/25/2015	TODD PIPE AND SUPPLY	93.33
09/25/2015	TORO AIRE -DOMINGUEZ	1,019.15
09/25/2015	TORO AIRE -DOMINGUEZ	-16.35
09/25/2015	WESTWOOD BUILDING MATERIA	125.00
09/25/2015	WW GRAINGER	953.36
615-18-041-5217	Departmental Supplies	<u>14,361.16</u>
18	Public Works	<u>61,632.26</u>

**Report of P-Card Transactions**

Account Date	Department	Amount
100-19-052-5104	Computer Contract Services	
09/25/2015	AMAZON WEB SERVICES	465.64
100-19-052-5104	Computer Contract Services	<u>465.64</u>
100-19-052-5210	Computers, Supplies & Software	
09/25/2015	SOURCE GRAPHICS	250.61
100-19-052-5210	Computers, Supplies & Software	<u>250.61</u>
605-19-051-5104	Computer Contract Services	
09/25/2015	STK*SHUTTERSTOCK, INC.	199.00
605-19-051-5104	Computer Contract Services	<u>199.00</u>
605-19-051-5210	Computers, Supplies & Software	
09/25/2015	VPLS SOLUTIONS, LLC	1,560.00
09/25/2015	AMAZON MKTPLACE PMTS	1,068.65
09/25/2015	AMAZON MKTPLACE PMTS	212.80
09/25/2015	AMAZON MKTPLACE PMTS	34.95
09/25/2015	BEST BUY MHT 00010116	4,075.92
09/25/2015	BEST BUY MHT 00010116	4,090.92
09/25/2015	DMI* DELL K-12/GOVT	1,161.04
09/25/2015	DMI* DELL K-12/GOVT	197.03
09/25/2015	DROPBOX*FXP5YC41DS6H	538.00
09/25/2015	K&F ASSOCIATES	459.85
09/25/2015	LASERZONE 1 INC	299.00
09/25/2015	LASERZONE 1 INC	484.29
09/25/2015	WEB*NETWORKSOLUTIONS	369.90
605-19-051-5210	Computers, Supplies & Software	<u>14,552.35</u>
19		<u>15,467.60</u>
	<b>Report Totals</b>	<u><u>145,505.47</u></u>



# City of Manhattan Beach

## Investment Portfolio September 2015

As Finance Director for the City of Manhattan Beach, I hereby certify that these investments are in compliance with the City's investment policy (unless otherwise noted). Sufficient liquidity has been maintained to meet budget expenditure requirements for the current six month period.

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Bruce Moe, Director of Finance

**CITY OF MANHATTAN BEACH**  
**Portfolio Management**  
**Portfolio Summary**  
**September 1, 2015 through September 30, 2015**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
LAI	25,450,000.00	25,450,000.00	25,450,000.00	29.82	1	1	0.332	0.337
Certificates of Deposit - Bank	6,091,000.00	6,112,223.47	6,091,000.00	7.14	1,488	544	1.073	1.088
Medium Term Notes	12,500,000.00	12,677,405.00	12,667,963.04	14.84	1,352	647	1.281	1.299
Federal Agency Issues - Coupon	41,000,000.00	41,422,010.00	41,142,887.32	48.20	1,391	978	1.240	1.257
<b>Investments</b>	<b>85,041,000.00</b>	<b>85,661,638.47</b>	<b>85,351,850.36</b>	<b>100.00%</b>	<b>978</b>	<b>606</b>	<b>0.964</b>	<b>0.977</b>
<hr/>								
<b>Cash and Accrued Interest</b>								
Passbook/Checking (not included in yield calculations)	1,751,728.58	1,751,728.58	1,751,728.58		1	1	0.000	0.000
Accrued Interest at Purchase								
Subtotal		23,538.67	23,538.67					
		1,775,267.25	1,775,267.25					
<b>Total Cash and Investments</b>	<b>86,792,728.58</b>	<b>87,436,905.72</b>	<b>87,127,117.61</b>		<b>978</b>	<b>606</b>	<b>0.964</b>	<b>0.977</b>

**Total Earnings**      **September 30 Month Ending**      **Fiscal Year To Date**  
Current Year      80,564.26      229,503.34

BRUCE A. MOE, FINANCE DIRECTOR

**CITY OF MANHATTAN BEACH**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**September 30, 2015**

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date
LAIF											
SYSS000	3000	Local Agency Invest. Fund	07/01/2000	25,450,000.00	25,450,000.00	25,450,000.00	0.337		0.337	1	
		<b>Subtotal and Average</b>		<b>25,450,000.00</b>	<b>25,450,000.00</b>	<b>25,450,000.00</b>	<b>0.337</b>		<b>0.337</b>	<b>1</b>	
<b>Certificates of Deposit - Bank</b>											
SYSCD0003	CD0003	Bank of Manhattan	10/28/2011	245,000.00	245,000.00	245,000.00	1.730		1.730	27	10/28/2015
59012YW29	CD0015	Merrick Bank	08/29/2012	245,000.00	245,362.60	245,000.00	0.700		0.700	151	02/29/2016
02005QZW6	CD0007	Ally Bank	03/21/2012	245,000.00	245,908.95	245,000.00	1.150		1.150	172	03/21/2016
20033ADU7	CD0033	Comenity Capital Bank	12/02/2013	245,000.00	245,568.60	245,000.00	0.750		0.750	245	06/02/2016
29976DNN8	CD0013	Everbank Jacksonville FL	08/29/2012	245,000.00	245,776.65	245,000.00	0.900		0.900	333	08/29/2016
3364ORBW6	CD0030	First Sentry Bank	11/22/2013	245,000.00	246,386.70	245,000.00	0.750		0.750	418	11/22/2016
31931TDC6	CD0031	First Bank North Carolina	11/27/2013	245,000.00	246,462.65	245,000.00	0.800		0.800	424	11/28/2016
57116AHE1	CD0032	Marlin Business Bank	11/27/2013	245,000.00	246,349.95	245,000.00	0.850		0.850	424	11/28/2016
3616OXC39	CD0004	GENERAL ELECTRIC CAPITAL	12/29/2011	245,000.00	249,052.30	245,000.00	2.100		2.100	455	12/29/2016
38143AFP5	CD0005	Goldman Sachs	01/05/2012	245,000.00	248,927.35	245,000.00	2.050		2.050	462	01/05/2017
06414QSU4	CD0034	Bank of North Carolina	02/14/2014	245,000.00	246,139.25	245,000.00	0.800		0.800	502	02/14/2017
2546703V2	CD0006	Discover Bank Greenwood Intere	02/15/2012	245,000.00	249,069.45	245,000.00	1.600		1.600	503	02/15/2017
22766AAD7	CD0035	CROSSFIRST BANK	02/19/2014	245,000.00	245,916.30	245,000.00	0.750		0.750	509	02/21/2017
37312BEC7	CD0021	Georgia Bank & Trust	03/28/2013	245,000.00	244,478.15	245,000.00	0.750		0.750	544	03/28/2017
747133BP0	CD0022	Pyramax Bank	03/28/2013	245,000.00	244,478.15	245,000.00	0.750		0.750	544	03/28/2017
90344LBS7	CD0020	USNY Bank	03/28/2013	245,000.00	244,255.20	245,000.00	0.750		0.750	575	04/28/2017
344030EQ0	CD0011	Flushing SVGS Bk NY	07/27/2012	245,000.00	248,385.90	245,000.00	1.100		1.100	665	07/27/2017
062649YAO	CD0014	Bank of Holland	08/29/2012	245,000.00	244,544.30	245,000.00	1.050		1.050	698	08/29/2017
88413QAH11	CD0037	THIRD FEDERAL SAVINGS & LOAN	02/21/2014	245,000.00	245,970.20	245,000.00	1.150		1.150	782	11/21/2017
856284J21	CD0018	State Bank of India	12/21/2012	245,000.00	246,803.20	245,000.00	1.200		1.200	812	12/21/2017
94768NJE5	CD0019	Webster Bank	12/26/2012	245,000.00	246,783.60	245,000.00	1.000		1.000	817	12/26/2017
17453FBG6	CD0036	CITIZENS DEPOSIT BANK	02/20/2014	211,000.00	210,518.92	211,000.00	1.300		1.300	873	02/20/2018
320844NW9	CD0038	FIRST MERT BANK	02/24/2014	245,000.00	245,779.10	245,000.00	1.300		1.300	879	02/26/2018
938828AA8	CD0023	Washington Federal	03/28/2013	245,000.00	242,341.75	245,000.00	1.000		1.000	909	03/28/2018
101120CZ4	CD0024	Boston Private Bank & Trust	04/04/2013	245,000.00	241,974.25	245,000.00	0.950		0.950	916	04/04/2018
		<b>Subtotal and Average</b>		<b>6,091,000.00</b>	<b>6,112,223.47</b>	<b>6,091,000.00</b>	<b>1.088</b>		<b>1.088</b>	<b>544</b>	
<b>Money Market Fund</b>											
SYSGMRA39907	GMRA39907	Union Bank of California	10/09/2008	0.00	0.00	0.00	0.350		0.350	1	
		<b>Subtotal and Average</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.000</b>		<b>0.000</b>	<b>0</b>	



**CITY OF MANHATTAN BEACH**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**September 30, 2015**

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date	
<b>Medium Term Notes</b>												
22160KAD7	MTN0071	COSTCO COMPANIES	08/20/2013	1,000,000.00	1,000,550.00	1,002,270.00	0.650	A+	0.550	67	12/07/2015	
36962G5C4	MTN0066	Gen elec Cap Corp	10/24/2012	2,000,000.00	2,028,760.00	2,030,192.35	2.950	AA+	1.350	221	05/09/2016	
90520EAC5	MTN0070	Union Bank	12/21/2012	1,000,000.00	1,014,780.00	1,016,217.06	3.000	A+	1.244	249	06/06/2016	
88579YAD3	MTN0072	3M	11/21/2013	1,000,000.00	1,008,100.00	1,010,194.22	1.375	AA-	0.783	364	09/29/2016	
94974BEZ9	MTN0068	WELLS FARGO & CO	10/24/2012	500,000.00	509,965.00	510,545.76	2.625	A+	1.256	441	12/15/2016	
084670BD9	MTN0065	BERKSHIRE HATHAWY	07/20/2012	1,000,000.00	1,013,410.00	1,013,413.00	1.900	AA+	1.112	488	01/31/2017	
89233P6S0	MTN0069	Toyota Motor Corp	12/21/2012	1,000,000.00	1,001,240.00	1,005,100.00	1.250	AA-	1.140	735	10/05/2017	
68389XAN5	MTN0074	ORACLE CORP	02/18/2014	1,000,000.00	1,001,680.00	994,650.00	1.200	A+	1.350	745	10/15/2017	
166764AA8	MTN0076	CHEVRON CORP	06/23/2015	1,000,000.00	995,990.00	998,400.00	1.104	AA	1.170	796	12/05/2017	
717081DG5	MTN0073	Pfizer Inc	12/27/2013	1,000,000.00	1,004,020.00	990,150.00	1.500	AA	1.730	988	06/15/2018	
594918AC8	MTN0075	MICROSOFT CORP.	05/19/2015	1,000,000.00	1,092,680.00	1,101,500.65	4.200	AAA	1.783	1,339	06/01/2019	
30231GAG7	MTN0077	EXXON MOBIL CORPORATION	08/21/2015	1,000,000.00	1,006,230.00	995,330.00	1.912	AAA	2.020	1,618	03/06/2020	
				<b>Subtotal and Average</b>	<b>12,677,405.00</b>	<b>12,667,963.04</b>			<b>1.299</b>	<b>647</b>		

**Federal Agency Issues - Coupon**

313373SZ6	FAC0202	Federal Home Loan Bank	08/29/2011	1,000,000.00	1,011,810.00	1,008,556.30	2.125	AA+	1.233	253	06/10/2016
3135GOCM3	FAC0206	Fannie Mae	12/28/2011	2,000,000.00	2,016,020.00	2,006,420.00	1.250	AA+	1.180	363	09/28/2016
3130A3CE2	FAC0227	Federal Home Loan Bank	11/04/2014	2,000,000.00	2,003,600.00	2,001,720.00	0.625	AA+	0.580	379	10/14/2016
3133EEFA3	FAC0229	FED FARM CR BK	12/26/2014	2,000,000.00	2,005,660.00	1,998,820.00	0.720	AA+	0.750	441	12/15/2016
3134G6G49	FAC0233	Federal Home Loan Mortgage	05/15/2015	3,000,000.00	3,005,070.00	3,004,242.00	0.800	AA+	0.736	677	08/08/2017
3134G7MJ7	FAC0237	Federal Home Loan Mortgage	08/19/2015	1,000,000.00	1,000,440.00	998,600.00	0.750	AA+	0.820	694	08/25/2017
3133ED2D3	FAC0228	FED FARM CR BK	11/04/2014	2,000,000.00	2,029,200.00	2,021,763.64	1.550	AA+	1.192	718	09/18/2017
3130A33J1	FAC0226	Federal Home Loan Bank	09/22/2014	3,000,000.00	3,027,090.00	3,001,740.00	1.200	AA+	1.180	719	09/19/2017
3133EDE99	FAC0219	FED FARM CR BK	02/13/2014	2,000,000.00	2,022,400.00	2,006,813.34	1.340	AA+	1.208	820	12/29/2017
3134G37A2	FAC0213	Federal Home Loan Mortgage	04/02/2013	2,000,000.00	2,000,040.00	2,000,000.00	1.125	AA+	1.125	914	04/02/2018
3136G2JB4	FAC0234	Fannie Mae	05/27/2015	2,000,000.00	2,008,540.00	1,999,500.00	1.200	AA+	1.208	1,061	08/27/2018
3135G0YM9	FAC0232	Fannie Mae	02/20/2015	2,000,000.00	2,051,100.00	2,039,181.40	1.875	AA+	1.318	1,083	09/18/2018
880591EQ1	FAC0220	Tennessee Valley Authority	05/29/2014	2,000,000.00	2,039,040.00	2,023,549.62	1.750	AA+	1.395	1,110	10/15/2018
3130A0CU2	FAC0217	Federal Home Loan Bank	11/21/2013	1,000,000.00	1,011,710.00	1,000,000.00	1.550	AA	1.550	1,147	11/21/2018
313376BR5	FAC0218	Federal Home Loan Bank	12/27/2013	1,000,000.00	1,020,320.00	998,570.00	1.750	AA+	1.780	1,170	12/14/2018
3135G0ZA4	FAC0221	Fannie Mae	05/29/2014	1,000,000.00	1,023,130.00	1,014,876.40	1.875	AA+	1.478	1,237	02/19/2019
3135G0ZA4	FAC0235	Fannie Mae	06/19/2015	2,000,000.00	2,046,260.00	2,039,250.17	1.875	AA+	1.425	1,237	02/19/2019
3133EDLR1	FAC0222	FED FARM CR BK	05/29/2014	2,000,000.00	2,032,520.00	2,008,544.96	1.650	AA+	1.542	1,322	05/15/2019
3137EADK2	FAC0224	Federal Home Loan Mortgage	08/01/2014	2,000,000.00	1,998,840.00	1,958,730.28	1.250	AA+	1.788	1,400	08/01/2019
3133EFAS6	FAC0238	FED FARM CR BK	08/26/2015	1,000,000.00	1,005,170.00	1,000,000.00	1.670	AA+	1.670	1,425	08/26/2019
3135G0ZY2	FAC0231	Fannie Mae	02/20/2015	2,000,000.00	2,035,460.00	2,010,111.21	1.750	AA+	1.642	1,517	11/26/2019

Portfolio CITY  
CP  
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**CITY OF MANHATTAN BEACH**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**September 30, 2015**

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date	
<b>Federal Agency Issues - Coupon</b>												
3133EEW55	FAC0236	FED FARM CR BK	06/19/2015	2,000,000.00	2,025,800.00	2,001,898.00	1.800	AA+	1.780	1,719	06/15/2020	
3130A6DM6	FAC0239	Federal Home Loan Bank	09/18/2015	1,000,000.00	1,002,790.00	1,000,000.00	1.000	AA+	1.000	1,814	09/18/2020	
<b>Subtotal and Average</b>				<b>41,000,000.00</b>	<b>41,422,010.00</b>	<b>41,142,887.32</b>			<b>1.257</b>	<b>978</b>		
<b>Total and Average</b>				<b>85,041,000.00</b>	<b>85,661,638.47</b>	<b>85,351,850.36</b>			<b>0.977</b>	<b>606</b>		

**CITY OF MANHATTAN BEACH**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**September 30, 2015**

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity
<b>Money Market Fund</b>										
SYS39903-39902	39901	UNION BANK	06/01/2003	1,751,728.58	1,751,728.58	1,751,728.58			0.000	1
			Accrued Interest at Purchase		23,538.67	23,538.67				1
			Subtotal		1,775,267.25	1,775,267.25				
		<b>Total Cash and Investments</b>		<b>86,792,728.58</b>	<b>87,436,905.72</b>	<b>87,127,117.61</b>			<b>0.977</b>	<b>606</b>

**City of Manhattan Beach  
Investment Portfolio Summary  
As of September 30, 2015**

<b>PORTFOLIO PROFILE</b>	<b>Sep 30, 2015</b>	<b>Aug 31, 2015</b>	<b>Jul 31, 2015</b>	<b>Jun 30, 2015</b>	<b>May 31, 2015</b>
Total Book Value (Excluding Trust Funds)	\$85,351,850	\$87,576,850	\$90,837,800	\$92,082,800	\$94,547,121
Increase/(Decrease) from Prior Period	(2,225,000) (2.5%)	(3,260,950) (3.6%)	(1,245,000) (1.4%)	(2,464,321) (2.6%)	5,108,192 5.7%
Percentage Change					
Average Yield to Maturity (365 Days)	0.977%	0.955%	0.896%	0.882%	0.824%
Increase/(Decrease) from Prior Period	0.022%	0.060%	0.014%	0.058%	0.006%

**PORTFOLIO ALLOCATIONS**

<b>By Security</b>	<b>Value (Par)</b>	<b>Percent</b>	<b>Par YTM</b>	<b>Time Horizon</b>	<b>Percent</b>
LAIF*	\$25,450,000	29.93%	0.337%	Next 12 months	41%
Certificates of Deposit	6,091,000	7.2%	1.088%	Months 13-24	21%
Medium Term Notes	12,500,000	14.7%	1.299%	Months 25-36	16%
Federal Agencies	41,000,000	48.2%	1.257%	Months 37-48	15%
				Months 49-60	7%
<b>Total</b>	<b>\$85,041,000</b>	<b>100.0%</b>	<b>0.976%</b>	<b>Total</b>	<b>100.0%</b>

\*LAIF YTM as of September 30, 2015

**RECENT ACTIVITY**

<b>Security</b>	<b>Date of Activity</b>	<b>Maturity Date</b>	<b>Purchase (Par)</b>	<b>Maturing/Call</b>	<b>YTM</b>
FNMA - 1.875% Coupon	6/19/2015	2/19/2019	2,000,000		1.425%
FFCB - 1.8% Coupon	6/19/2015	6/15/2020	2,000,000		1.780%
MTN - 1.104% Coupon	6/23/2015	12/5/2017	1,000,000		1.170%
FHLMC - 0.75% Coupon	8/19/2015	8/25/2017	1,000,000		0.820%
MTN - 1.912% Coupon	8/21/2015	3/6/2020	1,000,000		2.020%
FFCB - 1.67% Coupon	8/26/2015	8/26/2019	1,000,000		1.670%
FHLB - 1% Coupon	9/18/2015	9/18/2020	1,000,000		1.000%
<b>Total Purchases</b>			<b>\$9,000,000</b>		<b>1.454%</b>
Matured: CD - 0.75% Coupon	9/25/2015	9/25/2015		245,000	0.750%
Matured: CD - 0.55% Coupon	9/25/2015	9/25/2015		245,000	0.550%
Matured: CD - 0.65% Coupon	9/28/2015	9/28/2015		245,000	0.650%
Matured: CD - 0.65% Coupon	9/28/2015	9/28/2015		245,000	0.650%
Matured: CD - 0.6% Coupon	9/30/2015	9/30/2015		245,000	0.600%
<b>Total Maturing/Calls</b>				<b>\$1,225,000</b>	<b>0.640%</b>

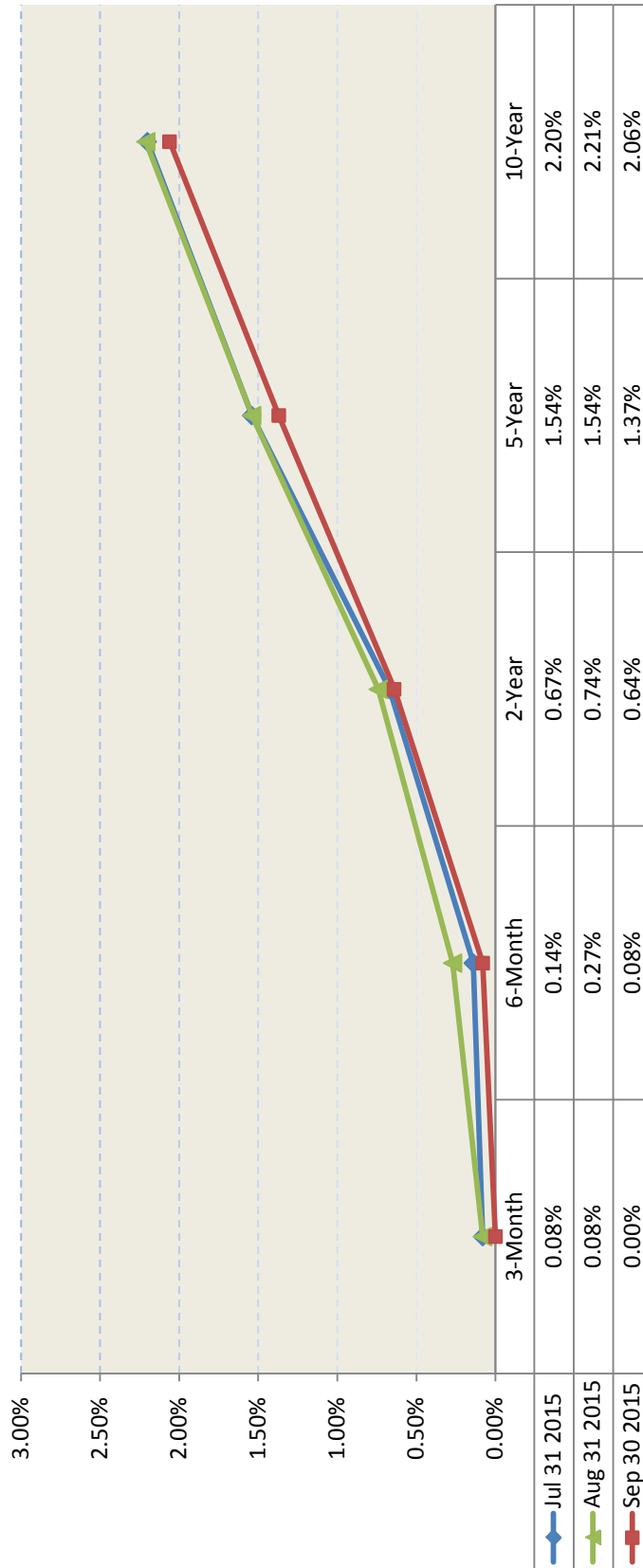
**City of Manhattan Beach  
Investment Portfolio Summary  
As of September 30, 2015**

PORTFOLIO FUNDS HELD IN TRUST	Value
Police/Fire Refund Delivery Cost	\$1
Marine Avenue	20,777
Metlox & Water/Wastewater Refunding	2
UUAD Assessment Funds	1,359,648
<b>Total Funds Held in Trust</b>	<b>\$1,380,427</b>

*As of September 30, 2015*

**US Treasuries Yield Curve**

[www.treas.gov](http://www.treas.gov)



**CITY OF MANHATTAN BEACH**  
**Portfolio Maturity Structure**  
*October 2015 through September 2020*

**HELD TO MATURITY**  
**Rolling 60 Months**

Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt	
Oct 15	10/28/15	1.7%	CD	nc	\$0.2M	Oct 16	10/14/16	0.58%	FHLB	nc	\$2.0M	Oct 17	10/5/17	1.14%	MTN	12/21/12	\$1.0M	
Nov 15						Nov 16	11/22/16	0.75%	CD	nc	\$0.2M	Nov 17	11/21/17	1.15%	CD	nc	\$0.2M	
Dec 15	12/7/15	0.6%	MTN	MW: 5	\$1.0M	Dec 16	12/15/16	1.26%	MTN	nc	\$0.5M	Dec 17	12/21/17	1.20%	CD	nc	\$0.2M	
Jan 16						Jan 17	1/5/17	2.05%	CD	nc	\$0.2M	Jan 18						
Feb 16	2/29/16	0.7%	CD	nc	\$0.2M	Feb 17	2/14/17	0.80%	CD	nc	\$0.2M	Feb 18	2/20/18	1.30%	CD	nc	\$0.2M	
Mar 16	3/21/16	1.2%	CD	nc	\$0.2M	Mar 17	3/28/17	0.75%	CD	nc	\$0.2M	Mar 18	3/28/18	1.00%	CD	nc	\$0.2M	
Apr 16						Apr 17	4/28/17	0.75%	CD	nc	\$0.2M	Apr 18	4/2/18	1.13%	FHLMC	4/2/14	\$2.0M	
May 16	5/9/16	1.3%	MTN	nc	\$2.0M	May 17						May 18						
Jun 16	6/6/16	1.2%	MTN	nc	\$1.0M	Jun 17						Jun 18						
Jul 16						Jul 17	7/27/17	1.10%	CD	nc	\$0.2M	Jul 18						
Aug 16	8/29/16	0.9%	CD	nc	\$0.2M	Aug 17	8/8/17	0.74%	FHLMC	nc	\$3.0M	Aug 18	8/27/18	1.21%	FNMA	5/27/16	\$2.0M	
Sep 16	9/28/16	1.2%	FNMA	nc	\$2.0M	9/29/16	1.05%	CD	2/28/13	\$0.2M	Sep 18	9/18/18	1.32%	FNMA	nc	\$2.0M		
	9/29/16	0.8%	MTN	nc	\$1.0M	8/25/17	0.82%	FHLMC	nc	\$1.0M								
<b>Total By Year (excl LAIF)</b>					<b>\$9.23m</b>						<b>\$17.69m</b>						<b>\$13.69m</b>	
<b>% of Total Securities (excl LAIF)</b>					<b>15%</b>						<b>30%</b>						<b>23%</b>	
<b>% of Total Investments (incl LAIF)</b>					<b>41%</b>						<b>21%</b>						<b>16%</b>	
Total Securities																		<b>\$6.00m</b>
LAIF																		<b>10%</b>
<b>Total Investments</b>																		<b>7%</b>

Total Securities	70%	\$59.6M
LAIF	30%	\$25.5M
<b>Total Investments</b>	<b>100%</b>	<b>\$85.0M</b>

Shaded rows indicate months with significant cash inflows.

**City of Manhattan Beach  
Investment Policy Compliance Chart**

As of September 30, 2015

Instrument	% of Total	Dollar Compliance		Percentage Compliance		Term Compliance	
		Limit	Compliant?	Limit	Compliant?	Limit	Compliant?
<b>Local Agency Investment Fund (LAIF)</b>	<b>29.9%</b>	<b>\$50,000,000</b>	<b>Yes</b>	<b>Temporary Suspension</b>			
<b>Certificates of Deposit</b>							
Discover Bank (5649)	0.3%	\$245,000	Yes	5.0%	Yes	5 Years	Yes
First Merit Bank (13675)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
First Bank NC (15019)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Flushing SB NY (16049)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Citizens Deposit Bk (16852)	0.2%	211,000	Yes	5.0%	Yes	5 Years	Yes
Webster Bank (18221)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Bank of Manhattan (23191)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Boston Private Bank & Trust (24811)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Georgia Bank & Trust (27574)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Pyramax Bank (29120)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Third Fed Svgs Bk (30012)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Washington Federal (30570)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Goldman Sachs Bk (33124)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Bank of NC (33527)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
State Bank of India NY (33682)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
GE Cap Financial Inc (GE Capital Bank - 33778)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
First Sentry Bank (34241)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Merrick Bank (34519)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
EverBank (34775)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Bank of Holland (34862)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Comenity Capital (57570)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Ally Bank (57803)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Marlin Business Bank (58267)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
USNY Bank (58541)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
Crossfirst Bank (58648)	0.3%	245,000	Yes	5.0%	Yes	5 Years	Yes
<b>Total Certificates of Deposit (25)</b>	<b>7.2%</b>	<b>\$6,091,000</b>		<b>20.0%</b>	<b>Yes</b>		
<b>Medium Term (Corporate) Notes</b>							
Berkshire Hathaway	1.2%	\$1,000,000		5.0%	Yes	5 Years	Yes
Costco Companies	1.2%	1,000,000		5.0%	Yes	5 Years	Yes
GE Cap Corp	2.4%	2,000,000		5.0%	Yes	5 Years	Yes
Oracle	1.2%	1,000,000		5.0%	Yes	5 Years	Yes
Pfizer Inc	1.2%	1,000,000		5.0%	Yes	5 Years	Yes
Toyota Motor Credit	1.2%	1,000,000		5.0%	Yes	5 Years	Yes
Union Bank	1.2%	1,000,000		5.0%	Yes	5 Years	Yes
Wells Fargo & Co	0.6%	500,000		5.0%	Yes	5 Years	Yes
3M	1.2%	1,000,000		5.0%	Yes	5 Years	Yes
Microsoft	1.2%	1,000,000		5.0%	Yes	5 Years	Yes
Chevron	1.2%	1,000,000		5.0%	Yes	5 Years	Yes
Exxon Mobil	1.2%	1,000,000		5.0%	Yes	5 Years	Yes
<b>Total Medium Term Notes (12)</b>	<b>14.7%</b>	<b>\$12,500,000</b>		<b>20.0%</b>	<b>Yes</b>		
<b>Federal Agencies</b>							
Federal Home Loan Bank (FHLB)	10.6%	\$9,000,000		33.3%	Yes	5 Years	Yes
Federal Farm Credit (FFCB)	12.9%	11,000,000		33.3%	Yes	5 Years	Yes
Fannie Mae (FNMA)	12.9%	11,000,000		33.3%	Yes	5 Years	Yes
Freddie Mac (FHLMC)	9.4%	8,000,000		33.3%	Yes	5 Years	Yes
Tenn Valley Authority (TVA)	2.4%	2,000,000		33.3%	Yes	5 Years	Yes
<b>Total Federal Agencies (5)</b>	<b>48.2%</b>	<b>\$41,000,000</b>		<b>60.0%</b>	<b>Yes</b>	<b>5 Years</b>	<b>Yes</b>
<b>Total Portfolio</b>	<b>100.0%</b>	<b>\$85,041,000</b>					

**CITY OF MANHATTAN BEACH**  
**September 30, 2015**

**Investments**

LAIF	\$25,450,000.00
Medium Term Notes	12,667,963.04
Federal Agency Issues-Coupon	41,142,887.32
Certificates of Deposit	6,091,000.00
<b>Subtotal Investments</b>	<b><u>\$85,351,850.36</u></b>

**Demand Deposit/Petty Cash**

Cash in Bank	\$1,751,728.58
Petty Cash	2,434.10
<b>Subtotal Demand Deposit</b>	<b><u>\$1,754,162.68</u></b>

**Subtotal City Cash & Investments** **\$87,106,013.04**

**Bond Funds Held in Trust**

Police Fire Refund Delivery Cost	\$0.55
Marine	20,776.83
Metlox & Water/Wastewater Refunding	2.36
Utility Assessment Dist	1,359,647.65
<b>Subtotal Bonds Held in Trust</b>	<b><u>\$1,380,427.39</u></b>
<b>Treasurer's Balance</b>	<b><u><u>\$88,486,440.43</u></u></b>





**JOHN CHIANG  
TREASURER  
STATE OF CALIFORNIA**



**PMIA Performance Report**

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
09/30/15	0.35	0.33	210
10/01/15	0.36	0.36	225
10/02/15	0.36	0.36	224
10/03/15	0.36	0.36	224
10/04/15	0.36	0.36	224
10/05/15	0.36	0.36	224
10/06/15	0.36	0.36	221
10/07/15	0.35	0.36	218
10/08/15	0.35	0.36	216
10/09/15	0.36	0.36	218
10/10/15	0.36	0.36	218
10/11/15	0.36	0.36	218
10/12/15	0.36	0.36	215
10/13/15	0.36	0.36	214

\*Daily yield does not reflect capital gains or losses

**LAIF Performance Report**

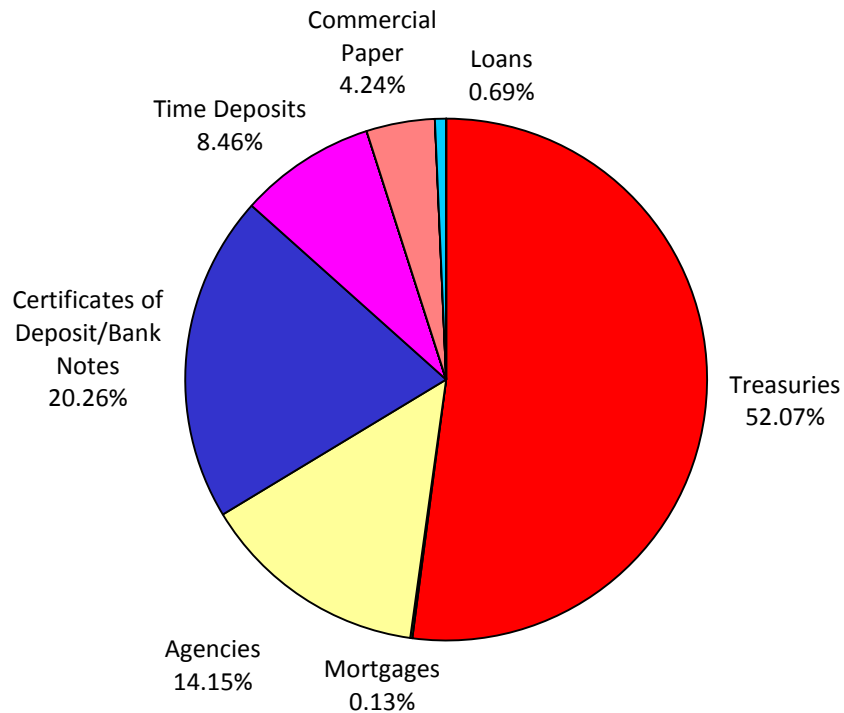
**Quarter Ending 09/30/15**

Apportionment Rate: 0.32%  
 Earnings Ratio: 0.00000875275068308  
 Fair Value Factor: 1.000594646  
 Daily: 0.35%  
 Quarter to Date: 0.33%  
 Average Life: 210

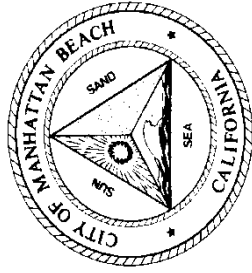
**PMIA Average Monthly Effective Yields**

**SEP 2015 0.337%**  
 AUG 2015 0.330%  
 JUL 2015 0.320%

**Pooled Money Investment Account  
Portfolio Composition  
09/30/15  
\$66.5 billion**



# City of Manhattan Beach



## Month End Report September 2015 Fiscal Year 2015-2016

**City of Manhattan Beach**  
**Fiscal Year 2016 Statement of Revenues & Expenditures**  
**September 30, 2015**

% of Year  
**25.0%**

<u>Fund Title</u>	<u>Fund No.</u>	Current Year Activity						<u>YTD Expenditures</u>	<u>%</u>
		<u>Budgeted Revenue</u>	<u>YTD Revenues</u>	<u>Realized</u>	<u>Budgeted Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>		
General Fund	100	\$63,652,500	\$10,301,685	16.2%	\$64,501,745	\$14,248,888	22.1%		
Street Lighting & Landscaping Fund	201	397,180	-	0.0%	618,329	92,203	14.9%		
Gas Tax Fund	205	830,485	157,623	19.0%	2,752,541	164,071	6.0%		
Asset Forfeiture	210	7,300	2,507	34.3%	215,950	20,352	9.4%		
Police Safety Grants	211	101,200	55	0.1%	177,982	54,887	30.8%		
Federal & State Grants	220	-	-	n/a	-	-	n/a		
Prop A Fund	230	670,395	163,079	24.3%	931,203	200,065	21.5%		
Prop C Fund	231	563,514	136,588	24.2%	2,468,399	75	0.0%		
AB 2766 Fund	232	51,712	102	0.2%	190,869	54,196	28.4%		
Measure R	233	407,740	63,946	15.7%	335,000	-	0.0%		
Capital Improvements Fund	401	1,599,523	448,486	28.0%	8,110,434	97,809	1.2%		
Underground Assessment District Construction	403	1,200	139	11.6%	-	-	n/a		
Water Fund	501	16,063,977	4,204,381	26.2%	13,563,489	1,887,159	13.9%		
Storm Drain Fund	502	353,406	1,722	0.5%	1,745,856	165,472	9.5%		
Wastewater Fund	503	3,543,910	900,651	25.4%	2,509,608	278,027	11.1%		
Refuse Fund	510	4,190,074	1,055,942	25.2%	4,267,893	666,699	15.6%		
Parking Fund	520	2,503,797	709,981	28.4%	3,597,542	436,529	12.1%		
County Parking Lots Fund	521	809,000	277,535	34.3%	651,650	15,635	2.4%		
State Pier & Parking Lot Fund	522	617,274	174,427	28.3%	1,989,051	149,730	7.5%		
Insurance Reserve Fund	601	6,280,680	1,586,041	25.3%	6,244,606	2,708,758	43.4%		
Information Systems Reserve Fund	605	2,283,351	570,837	25.0%	3,031,463	512,387	16.9%		
Fleet Management Fund	610	2,447,895	644,250	26.3%	2,397,074	529,991	22.1%		
Building Maintenance & Operation Fund	615	1,781,814	383,225	21.5%	1,799,899	378,542	21.0%		
Special Assessment Debt Service	710	965,000	-	0.0%	950,038	762,582	80.3%		
City Pension Fund	801	171,900	1,047	0.6%	235,565	50,586	21.5%		
		<b>\$110,294,827</b>	<b>\$21,784,250</b>	<b>19.8%</b>	<b>\$123,286,186</b>	<b>\$23,474,641</b>	<b>19.0%</b>		

**City of Manhattan Beach  
 Fiscal Year 2015-2016  
 Period 3 - September**

Data Date: 10/20/2015  
 Percent Year: 25.0%

**General Fund Expenditures By Department**

	Annual Budget	Current Month	YTD Expend.	YTD Encumb.	Available Budget	Percent Utilized*
11 Management Services	4,139,293	248,229	822,063	125,864	3,191,365	22.90
12 Finance	3,509,555	263,341	745,709	33,406	2,730,440	22.20
13 Human Resources	1,333,155	78,826	208,498	34,430	1,090,227	18.22
14 Parks and Recreation	7,841,544	533,338	2,088,074	23,096	5,730,374	26.92
15 Police	23,605,516	1,895,215	5,499,331	18,843	18,087,341	23.38
16 Fire	12,306,025	1,026,627	2,892,442	97,393	9,316,190	24.30
17 Community Development	5,104,803	271,402	792,233	467,117	3,845,453	24.67
18 Public Works	6,317,751	427,556	1,137,525	5,937	5,174,288	18.10
19 Information Technology	344,104	18,923	63,012	39,800	241,292	29.88
100 General Fund	64,501,745	4,763,458	14,248,888	845,886	49,406,971	23.40

\*Percent Utilized includes YTD encumbrances.

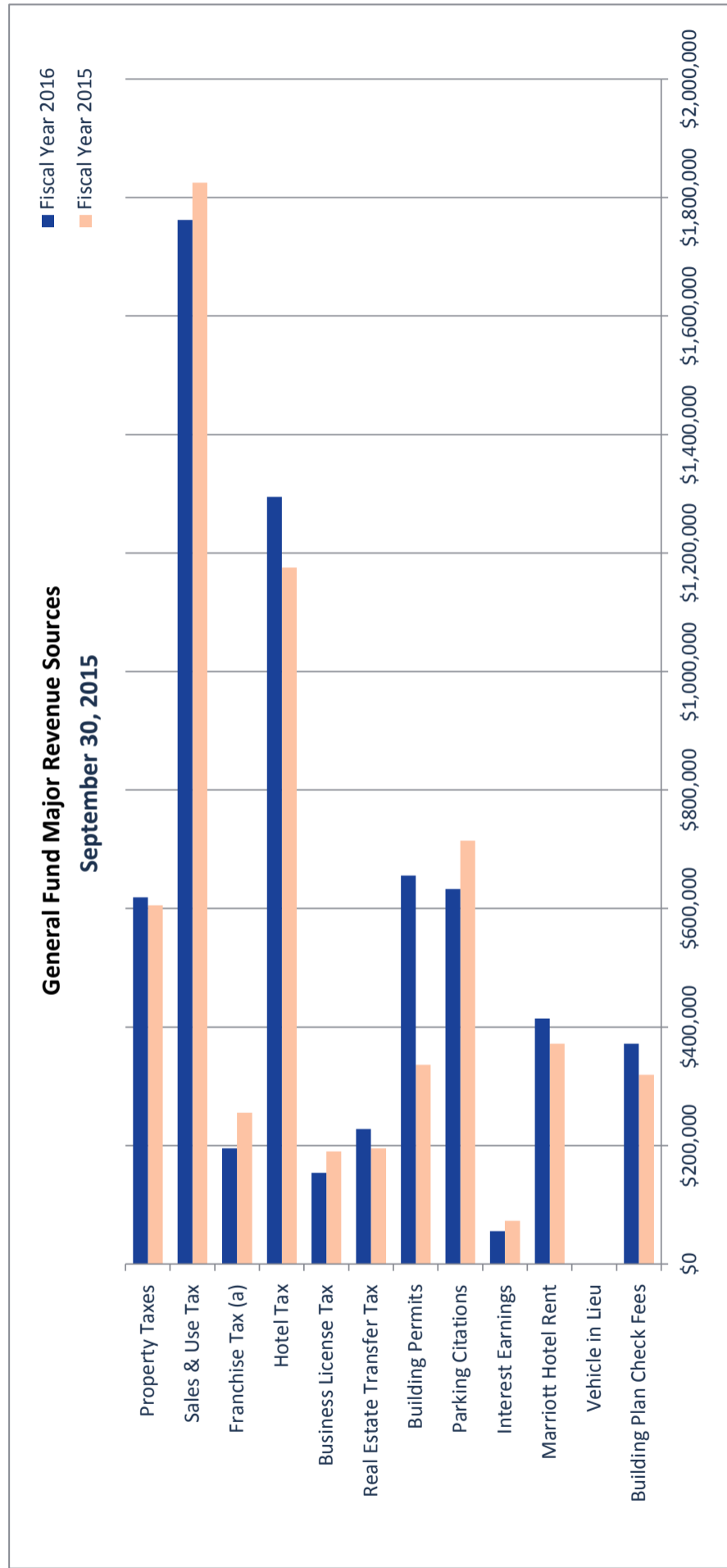
**City of Manhattan Beach  
Fiscal Year 2016 General Fund Major Revenue Trends  
September 30, 2015**

Percent of Year  
25.0%

Major Revenue Accounts	Fund No.	Year-To-Date Actuals					FY 2016		
		2011	2012	2013	2014	2015	2016	Adj Budget	Realized
Property Taxes	100	547,641	534,119	559,639	581,963	605,342	618,978	25,948,000	2.39%
Sales & Use Tax	100	1,546,739	1,645,057	1,823,082	1,796,130	1,825,271	1,762,502	8,450,000	20.86%
Franchise Tax (a)	100	285,225	299,093	317,118	330,708	255,150	195,017	1,425,000	13.69%
Hotel Tax	100	818,592	837,614	904,845	1,035,082	1,175,171	1,294,974	4,130,900	31.35%
Business License Tax	100	130,578	149,597	138,557	133,558	190,171	154,047	3,165,000	4.87%
Real Estate Transfer Tax	100	84,536	157,190	119,000	172,521	195,529	228,171	775,000	29.44%
Building Permits	100	161,819	211,632	191,049	237,466	336,294	655,801	1,795,000	36.53%
Parking Citations	100	621,224	776,334	666,869	687,793	714,286	632,874	2,706,000	23.39%
Interest Earnings	100	98,365	115,239	124,843	85,426	73,091	55,338	516,350	10.72%
Marriott Hotel Rent	100	250,597	243,022	284,604	332,215	372,076	414,314	1,395,000	29.70%
Vehicle in Lieu	100	45,575	95,915	18,887	15,631	-	-	-	-
Building Plan Check Fees	100	186,557	272,046	255,849	385,313	319,267	371,571	1,629,000	22.81%
<b>Total Major Revenue Accounts</b>		<b>4,777,446</b>	<b>5,336,859</b>	<b>5,404,342</b>	<b>5,793,805</b>	<b>6,061,647</b>	<b>6,383,587</b>	<b>51,935,250</b>	<b>12.29%</b>
Over/(Under) Prior Year		559,413	67,483	389,464	267,841	321,940			
Percent Change From Prior Year		11.71%	1.26%	7.21%	4.62%	5.31%			
Other Revenues		3,521,116	3,800,815	3,440,931	3,604,787	3,876,462	3,918,098	11,717,250	33.44%
<b>Total General Fund Revenues</b>		<b>8,298,563</b>	<b>9,137,674</b>	<b>8,845,272</b>	<b>9,398,592</b>	<b>9,938,108</b>	<b>10,301,685</b>	<b>63,652,500</b>	<b>16.18%</b>

Other Revenues 3,521,116 3,800,815 3,440,931 3,604,787 3,876,462 3,918,098 11,717,250 33.44%

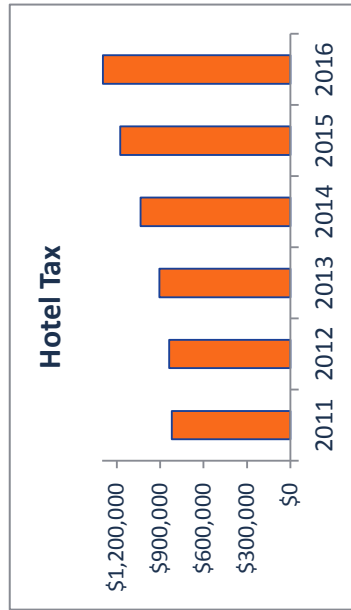
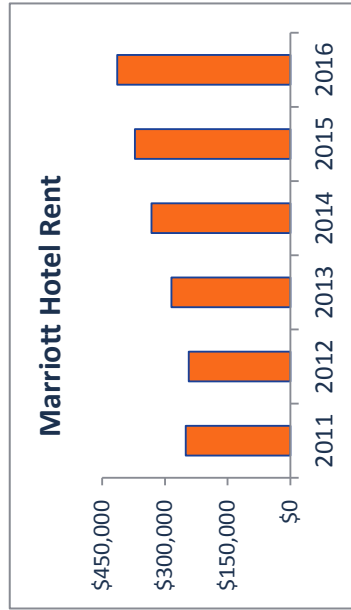
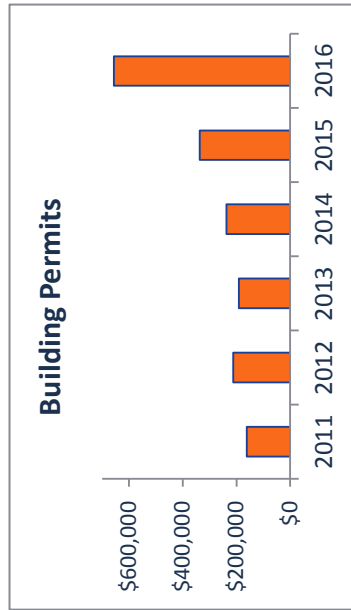
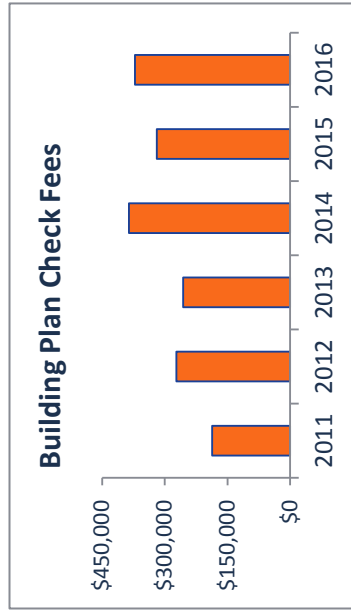
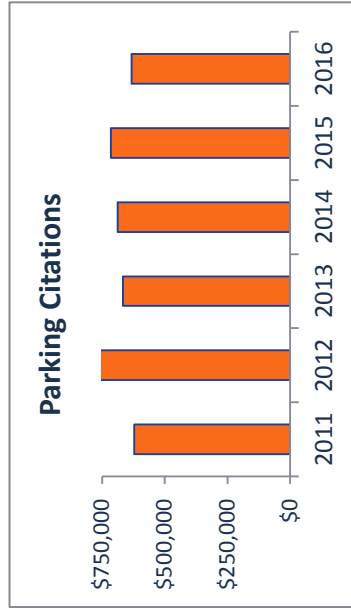
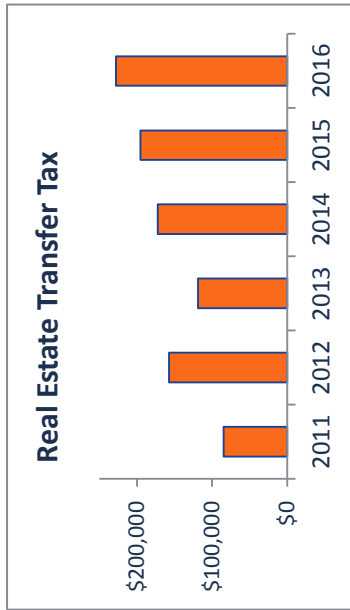
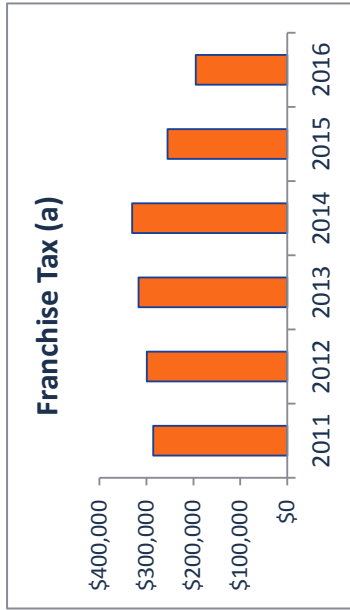
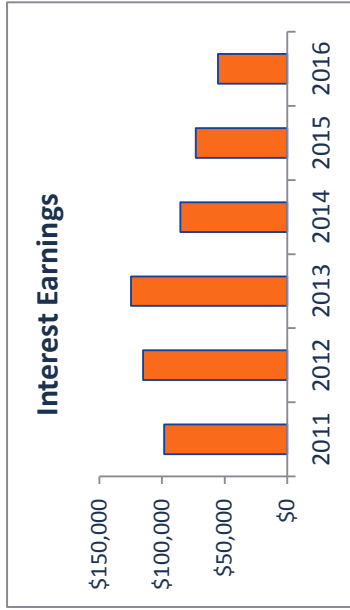
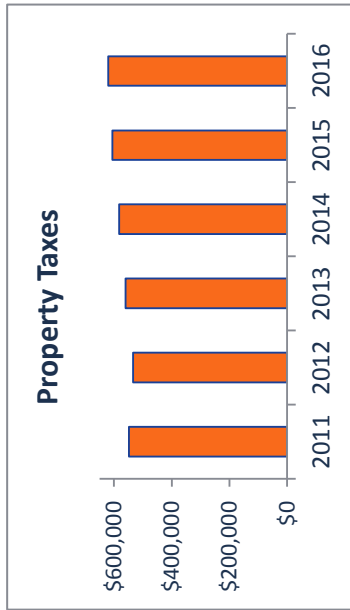
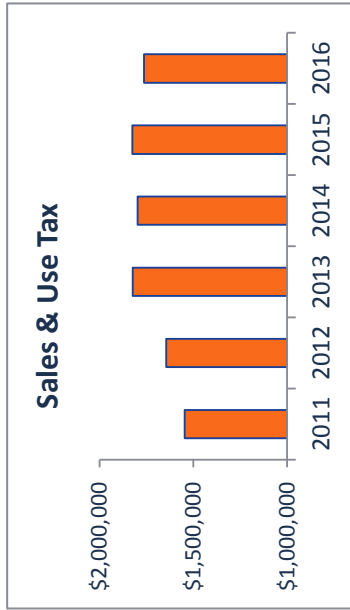
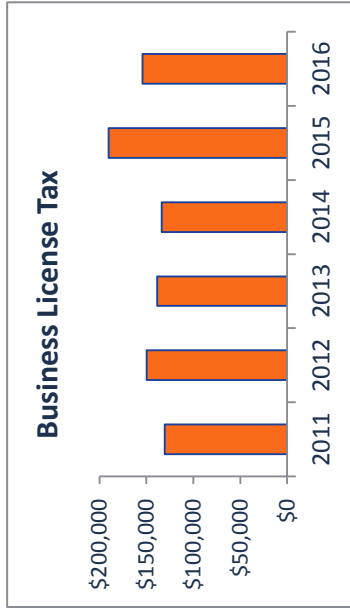
**Total General Fund Revenues 8,298,563 9,137,674 8,845,272 9,398,592 9,938,108 10,301,685 63,652,500 16.18%**



(a) The structure of payments for some of the franchise fees has changed resulting in lower initial revenues at the beginning of the fiscal year as compared to prior years. This revenue will self-adjust throughout the year to better align with prior full-year numbers.

City of Manhattan Beach  
 Fiscal Year-To-Date General Fund Trends  
 September Year-Over-Year

Percent of Year  
 25.0%



(a) The structure of payments for some of the franchise fees has changed resulting in lower initial revenues at the beginning of the fiscal year as compared to prior years. 7 revenue will self adjust throughout the year to better align with prior full-year numbers.

**Agenda Date:** 11/3/2015

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Marisa Lundstedt, Community Development Director  
Laurie Jester, Planning Manager  
Eric Haaland, Associate Planner

**SUBJECT:**

Second Reading and Adoption of Ordinance No. 15-0026 Zoning Code Amendments for Maximum Lot Size and Minor Exceptions as recommended by the Planning Commission and previously reviewed by the City Council in 2013 (Community Development Director Lundstedt).

**ADOPT ORDINANCE NO.15-0026**

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**RECOMMENDATION:**

Staff recommends that the City Council waive further reading and adopt Ordinance No. 15-0026 (Attachment 1) approving the Municipal Code Amendments. Similar Local Coastal Program Code Amendments are provided in Ordinance No. 15-0028, as a separate item on this agenda, along with RES 15-0059, the Resolution transmitting the Local Coastal Program Amendments to the California Coastal Commission for review and final approval.

**FISCAL IMPLICATIONS:**

There are no direct fiscal impacts as a result of the adoption of the Zoning Code Amendments.

**DISCUSSION:**

The City Council, at its regular meeting of October 6, 2015 conducted a noticed public hearing for the proposed amendments, and no public input was received. These two items are primarily corrections or improved coordination of previous Zoning Code Amendments. The proposed ordinance was introduced by a 5-0 vote of the City Council, with one corrected typographical error ("Manhattan" changed to "Manhattan Beach"). The Council also directed that analysis of the 10% minimum building retention requirements for Minor Exception qualification, or a larger percentage such as 25%, be provided at a future joint City Council and Planning Commission meeting regarding Mansionization.

**CONCLUSION:**

Staff recommends that the City Council waive further reading and adopt Ordinance No. 15-0026 (Attachment 1) approving the Municipal Code Amendments.

Attachments:

1. Draft Ordinance No. 15-0026



**ORDINANCE NO. 15-0026**

**AN ORDINANCE OF THE CITY OF MANHATTAN BEACH  
AMENDING SECTIONS 10.12.010, 10.12.030, AND 10.84.120,  
OF THE MANHATTAN BEACH MUNICIPAL CODE TITLE 10  
(ZONING ORDINANCE), PERTAINING TO SITE AREA AND  
MINOR EXCEPTIONS.**

THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH HEREBY ORDAINS AS FOLLOWS:

SECTION 1. CEQA Findings. The proposed project is exempt from the requirements of the California Environmental Quality Act because it can be seen with certainty that there is no possibility that the project will have a significant effect on the environment. The proposed zoning ordinance amendments add maximum lot sizes that were mistakenly not included in the final provisions of a previous Code Amendment and moderately modify procedures for addressing minor nonconformity hardships caused by existing site conditions. Thus, it is exempt pursuant to Section 15061(b)(3) of the CEQA Guidelines.

SECTION 2. On October 6, 2015 the City Council conducted a duly noticed public hearing to consider amendments to the Zoning Code for Chapter 10.12 (Residential Districts) and Chapter 10.84 (Use Permits, Variances, Minor Exceptions, Precise Development Plans and Site Development Permits). After a duly noticed public hearing held on May 8, 2013, the Planning Commission recommended approval of the amendments.

SECTION 3. The City Council hereby amends Municipal Code Section 10.12.010(H) related to the specific purposes of the residential districts to read as follows:

“H. Encourage reduced visual building bulk with effective setback, height, open space, site area, and similar standards, and provide incentives for retention of existing smaller homes. Include provision for an administrative Minor Exception procedure to balance the retention of smaller older homes while still allowing flexibility for building upgrades below the maximum allowable square footage.”

SECTION 4. The City Council hereby amends the “Minimum Lot Dimensions” portion of the “Property Development Standards for Area Districts III and IV” table in Municipal Code Section 10.12.030 to read as follows, with all other portions of the table to remain unchanged:

**PROPERTY DEVELOPMENT STANDARDS FOR AREA DISTRICTS III AND IV**

	Area District III			Area District IV	Additional Regulations
	RS	RM	RH	RH	
Lot Dimensions					
Area (sq. ft.)					(A)(B)(C)(J) (K)
Minimum	2,700	2,700	2,700	2,700	
Maximum	7,000	7,000	7,000	7,000	
Width (ft.)					
Minimum	30	30	30	30	

SECTION 5. The City Council hereby amends the table in Municipal Code Section 10.84.120 related to minor exceptions to read as follows:

<b>Applicable Section</b>	<b>Exception Allowed</b>
10.12.030	Attachment of existing structures on a site in Area District III or IV which result in the larger existing structure becoming nonconforming to residential development regulations.
10.12.030	Site enlargements (e.g., mergers, lot line adjustments), not exceeding the maximum lot area, which result in existing structures becoming nonconforming to residential development regulations.
10.12.030(M)	Reduction in the 15% open space requirement for dwelling units that are largely 1-story in 2-story zones and for dwelling units that are largely 2-story in 3-story zones.
10.12.030(P)	Construction of retaining walls beyond the permitted height where existing topography includes extreme slopes.
10.12.030(T), 10.12.030(M), and 10.12.030(E)	Reduction in percentage of additional 6% front yard setback, or 8% front/streetside yard setback on corner lots, required in the RS Zone—Area Districts I and II, 15% open space requirement, side yard setbacks, and/or rear yard setback. This may be applied to small, wide, shallow, multiple front yard, and/or other unusually shaped lots or other unique conditions.
10.12.030(T)	Reduction in percentage of additional 6% front yard setback required in the RS Zone—Area Districts I and II for remodel/additions to existing dwelling units if the additional setback area is provided elsewhere on the lot.
10.12.030(T)	Reduction in percentage of additional 8% front/street side yard setback required on corner lots in the RS Zone—Area Districts I and II for remodel/additions to existing dwelling units if the additional setback area is provided elsewhere on the lot.
10.12—10.68	Non-compliant construction due to Community Development staff review or inspection errors.

Applicable Section	Exception Allowed
10.68.030(D) and (E), 10.12.030 and 10.12.030(R)	Construction of a first, second or third story residential addition that would project into required setbacks or required building separation yard, matching the existing legal non-conforming setback(s).
10.68.030(D) and (E)	Alterations, remodeling and additions (enlargements) to existing smaller legal non-conforming structures.
10.68.030(E)	Alterations and remodeling to existing legal non-conforming structures.

SECTION 6. The City Council hereby amends Municipal Code Section 10.84.120(G)(3) as follows:

“1. A minimum of 10% of the existing structure, located above the ground-level floor surface, based on project valuation as defined in Section 10.68.030, shall be maintained.”

SECTION 7. 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 8. Any provisions of the Municipal Code, or appendices thereto, or any other resolution or ordinance of the City, to the extent that they are inconsistent with this Ordinance are hereby repealed, and the City Clerk shall make any necessary changes to the Municipal Code for internal consistency.

SECTION 9. This Ordinance shall go into effect and be in full force and effect 30 days after its adoption.

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

PASSED, APPROVED AND ADOPTED November 3, 2015.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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MARK BURTON  
Mayor

ATTEST:

---

LIZA TAMURA  
City Clerk

APPROVED AS TO FORM:

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QUINN M. BARROW  
City Attorney

**Agenda Date:** 11/3/2015

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Marisa Lundstedt, Community Development Director  
Laurie Jester, Planning Manager  
Eric Haaland, Associate Planner

**SUBJECT:**

Second Reading and Adoption of Ordinance No. 15-0028 Local Coastal Program Amendments for Maximum Lot Size and Minor Exceptions as recommended by the Planning Commission and previously reviewed by the City Council in 2013 (Community Development Director Lundstedt).

**ADOPT ORDINANCE NO.15-0028**

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**RECOMMENDATION:**

Staff recommends that the City Council waive further reading and adopt Ordinance No. 15-0028 (Attachment 1) approving the Local Coastal Program Amendments. Similar Municipal Code Amendments in Ordinance No. 15-0026, and a formal statement of transmittal to the Coastal Commission in Resolution 15-0059, are provided as separate items on this agenda.

**FISCAL IMPLICATIONS:**

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

**DISCUSSION:**

The City Council, at its regular meeting of October 6, 2015 conducted a noticed public hearing for the proposed, and no public input was received. These two items are primarily corrections or improved coordination of previous Local Coastal Program Amendments. The proposed ordinance was introduced by a 5-0 vote of the City Council, with corrected typographical errors and revisions for consistency with the Zoning Code Amendments (three references to "Title 10" changed to "Title A", inapplicable reference to "RS District" removed, and Minor Exception Chart added). The Council also directed that analysis of the 10% minimum building retention requirements for Minor Exception qualification, or a larger

percentage such as 25%, be provided at a future joint City Council and Planning Commission meeting regarding Mansionization.

**CONCLUSION:**

Staff recommends that the City Council waive further reading and adopt Ordinance No. 15-0028 (Attachment 1) approving the Local Coastal Program Amendments.

Attachments:

1. Draft Ordinance No. 15-0028

## ORDINANCE NO. 15-0028

### AN ORDINANCE OF THE CITY OF MANHATTAN BEACH AMENDING SECTIONS A.12.010, A.12.030, AND A.84.120, OF THE MANHATTAN BEACH LOCAL COASTAL PROGRAM (LCP), PERTAINING TO MAXIMUM LOT SIZE AND MINOR EXCEPTIONS

THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH HEREBY ORDAINS AS FOLLOWS:

SECTION 1. CEQA Findings. The proposed project is exempt from the requirements of the California Environmental Quality Act because it can be seen with certainty that there is no possibility that the project will have a significant effect on the environment. The proposed LCP zoning regulation amendments add maximum lot sizes that were mistakenly not included in the final provisions of a previous Code Amendment and moderately modify procedures for addressing minor nonconformity hardships caused by existing site conditions. Thus, it is exempt pursuant to Section 15061(b)(3) of the CEQA Guidelines.

SECTION 2. On October 6, 2015 the City Council conducted a duly noticed public hearing to consider amendments to the LCP Zoning Code for Chapter A.12 (Residential Districts) and Chapter A.84 (Use Permits, Variances and Minor Exceptions). After a duly noticed public hearing held on May 8, 2013, the Planning Commission adopted Resolution No. PC 13-06 recommending approval of the amendments.

SECTION 3. The City Council hereby amends Section A.12.010 of the Local Coastal Program to add subsection "D" as follows:

"D. Encourage reduced visual building bulk with effective setback, height, open space, site area, and similar standards, and provide incentives for retention of existing smaller homes. Include provision for an administrative Minor Exception procedure to balance the retention of smaller older homes while still allowing flexibility for building upgrades below the maximum allowable square footage."

SECTION 4. The City Council hereby amends the minimum "Lot Dimensions" portion of the "Property Development Standards for Area Districts III and IV" table in Section A.12.030 of the Local Coastal Program to read as follows, with all other portions of the table to remain unchanged:

**PROPERTY DEVELOPMENT STANDARDS FOR AREA DISTRICTS III AND IV**

	Area District III		Area District IV	Additional Regulations
	RM	RH	RH	
Lot Dimensions				
Area (sq. ft.)				(A)(B)(C)(J)(K)
Minimum	2,700	2,700	2,700	
Maximum	7,000	7,000	7,000	
Width (ft.)				
Minimum	30	30	30	

**SECTION 5.** The City Council hereby amends Section A.84.120(G)(3) of the Local Coastal Program as follows:

“3. A minimum of 10% of the existing structure, located above the ground-level floor surface, based on project valuation as defined in Section A.68.030, shall be maintained.”

**SECTION 6.** The City Council hereby amends the table in Local Coastal Program Section A.84.120 related to minor exceptions to read as follows:

Applicable Section	Exception Allowed
A.12.030	Attachment of existing structures on a site in Area District III or IV which result in the larger existing structure becoming nonconforming to residential development regulations.
A.12.030	Site enlargements (e.g., mergers, lot line adjustments), not exceeding the maximum lot area, which result in existing structures becoming nonconforming to residential development regulations.
A.12.030(M)	Reduction in the 15% open space requirement for dwelling units that are largely 1-story in 2-story zones and for dwelling units that are largely 2-story in 3-story zones.
A.12.030(P)	Construction of retaining walls beyond the permitted height where existing topography includes extreme slopes.
A.12.030(M), and A.12.030(E)	Reduction in percentage of 15% open space requirement, side yard setbacks, and/or rear yard setback. This may be applied to small, wide, shallow, multiple front yard, and/or other unusually shaped lots or other unique conditions.
A.12—A.68	Non-compliant construction due to Community Development staff review or inspection errors.
A.68.030(D) and (E), A.12.030 and A.12.030(R)	Construction of a first, second or third story residential addition that would project into required setbacks or required building separation yard, matching the existing legal non-conforming setback(s).



Applicable Section	Exception Allowed
A.68.030(D) and (E)	Alterations, remodeling and additions (enlargements) to existing smaller legal non-conforming structures.
A.68.030(E)	Alterations and remodeling to existing legal non-conforming structures.

SECTION 7. 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 8. Any provisions of the Local Coastal Program or appendices thereto, to the extent that they are inconsistent with this Ordinance, are hereby repealed, and the City Clerk shall make any necessary changes to the Local Coastal Program for internal consistency.

SECTION 9. This Ordinance shall go into effect and be in full force and effect 30 days after its adoption.

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

PASSED, APPROVED AND ADOPTED November 3, 2015.

AYES:  
 NOES:  
 ABSENT:  
 ABSTAIN:

\_\_\_\_\_  
 MARK BURTON  
 Mayor

ATTEST:

\_\_\_\_\_  
 LIZA TAMURA  
 City Clerk

APPROVED AS TO FORM:

**Error! Unknown document property name.** -3-

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QUINN M. BARROW  
City Attorney

**Agenda Date:** 11/3/2015

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Marisa Lundstedt, Community Development Director  
Laurie B. Jester, Planning Manager  
Eric Haaland, Associate Planner

**SUBJECT:**

Resolution No. 15-0059 Transmitting Ordinance No. 15-0028 to the California Coastal Commission for Amendments to the Local Coastal Program (LCP) Regarding Maximum Lot Size and Minor Exceptions (Community Development Director Lundstedt).

**ADOPT RESOLUTION NO. 15-0059**

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**RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No. 15-0059 authorizing the submission of Ordinance No. 15-0028 to the California Coastal Commission, which will amend the Local Coastal Program (LCP) Sections A.12.010, A.12.030, and A.84.120 pertaining to Site Area and Minor Exceptions.

The final action for this item will be held at the same time as the final action for item ORD 15-0028 (LCP Amendment).

**FISCAL IMPLICATIONS:**

There are no direct fiscal impacts as a result of the adoption of this Resolution.

**BACKGROUND:**

The City Council, at its regular meeting of October 6, 2015, conducted the public hearing, introduced and approved (5-0) the proposed amendments to the City's LCP. Resolution No. 15-0059 formally submits the amendments to the Coastal Commission for its certification.

**CONCLUSION:**

Staff recommends that the City Council adopt Resolution No. 15-0059 authorizing the submission of Ordinance No. 15-0028 to the California Coastal Commission to amend the Local Coastal Program (LCP).

Attachment

1. Resolution No. 15-0059

RESOLUTION NO. 15-0059

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL AUTHORIZING SUBMISSION OF ORDINANCE NO. 15-0028 TO THE CALIFORNIA COASTAL COMMISSION TO INCORPORATE AMENDMENTS TO THE LOCAL COASTAL PROGRAM (LCP) FOR SECTIONS A.12.010, A.12.030, AND A.84.120 PERTAINING TO MAXIMUM LOT SIZE AND MINOR EXCEPTIONS

THE MANHATTAN BEACH CITY COUNCIL RESOLVES AND FINDS AS FOLLOWS:

SECTION 1. As part of an ongoing review of the City Zoning Code and LCP Zoning Code, this is a portion of a series of "clean up" amendments to remove inconsistencies in the Municipal Code, correct clerical omissions or respond to new developments in the law. The complete series of subject amendments was previously considered by the City Council in 2013; as recommended by the Planning Commission, but not enacted by the City Council. Thus, the City Council conducted a public hearing pursuant to applicable law on October 6, 2015 to consider the specific amendments to the LCP Zoning Code for Chapter A.12 (Residential Districts) and Chapter A.84 (Use Permits, Variances and Minor Exceptions). At the November 3, 2015 regular meeting, the City Council adopted Ordinance No. 15-0028.

SECTION 2. The proposed Local Coastal Program amendments are exempt from the California Environmental Quality Act (CEQA) requirements pursuant to CEQA guidelines Section 15061(b)(3) because it can be seen with certainty that the amendments will not have the potential for any impacts on the environment. . The proposed LCP zoning regulation amendments add maximum lot sizes that were mistakenly not included in the final provisions of a previous Code Amendment and moderately modify procedures for addressing minor nonconformity hardships caused by existing site conditions.

SECTION 3. The City Council finds that the Amendments to the LCP are consistent with Policy II.1 of the LCP Policies and Implementation Measures which states "Control Development within the Manhattan Beach coastal Zone", as well as Section A.01.030 A.1 "Preserve the character and quality of residential neighborhoods consistent with the character of the two area districts of the Coastal Zone;" A.2 "Foster convenient, harmonious, and workable relationships among land uses;" B. "Promote the economic stability of existing land uses that are consistent with the Local Coastal Plan and protect them from intrusions by inharmonious or harmful land uses," and C. "Prevent excessive population densities and overcrowding of land or buildings," and Section A.12.010 B. "Ensure adequate light, air, privacy, and open space for each dwelling, and protect residents from the harmful effects of excessive noise, population density, traffic congestion, and other adverse environmental effects."

SECTION 4. The City Council certifies that the subject amendment will be implemented in a manner fully in conformity with the California Coastal Act of 1976, as amended, and the City of Manhattan Beach Local Coastal Program.

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

SECTION 5. The City Council hereby directs the City Manager or his designee to submit the LCP amendment memorialized in Ordinance No. 15-0028 to the California Coastal Commission for certification in conformance with state law.

PASSED, APPROVED AND ADOPTED this 3rd day of November, 2015.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
MARK BURTON  
Mayor of the City of Manhattan Beach, California

ATTEST:  
  
\_\_\_\_\_

LIZA TAMURA  
City Clerk

**Agenda Date:** 11/3/2015

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Tony Olmos, Public Works Director  
Sona Coffee, Environmental Programs Manager

**SUBJECT:**

Letter of Support for the City's Participation in the Compact of Mayors Initiative to Assess the Impacts of Climate Change in Manhattan Beach (Public Works Director Olmos).

**APPROVE**

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**RECOMMENDATION:**

Staff recommends that City Council approve the letter of support stating the City's commitment to participate in the Compact of Mayors initiative to assess the impacts of climate change in the City of Manhattan Beach.

**EXECUTIVE SUMMARY:**

The Compact of Mayors is a global agreement by city networks to combat climate change in a consistent and complimentary manner to national efforts. The program requires the completion of four steps to produce a Climate Action Plan in a three-year period. City Council approval is needed to register the community's commitment to participate in the Compact of Mayors program.

**FISCAL IMPLICATIONS:**

No fiscal implications are associated with this action.

**BACKGROUND:**

Manhattan Beach has a long history of environmental sensitivity, as a community and as a city government. City Council has made sustainability a priority goal, and consistently supports environmental issues and climate change policies at the local and state levels.

The Compact of Mayors is the world's largest cooperative effort among mayors and city leaders to reduce greenhouse gas (GHG) emissions, track progress, and prepare for the impacts of climate change. Any city or town in the world may participate, regardless of size

or location.

The City has already made progress on climate issues by conducting a GHG inventory, developing a municipal Climate Action Plan (CAP), and partnering with several organizations to develop a community-wide CAP that includes information on climate mitigation and adaptation measures. Each of these areas are requirements of the Compact of Mayors initiative, and the City is well on its way to completing these tasks.

Climate mitigation and adaptation measures are important to crafting a comprehensive plan to combat climate change. This two-pronged approach allows a city to not only consider the negative impacts that cause climate change, but also plan positively for a more sustainable future. The City of Manhattan Beach is taking steps to include these mitigation and adaptation measure in its future goals, and will be able to transition these efforts into the Compact of Mayors program.

#### *Existing Partnerships on Climate Issues*

The City of Manhattan Beach is working with the South Bay Cities Council of Governments (SBCCOG) to prepare a community-wide CAP to serve as the City's roadmap for reducing GHG emissions in municipal operations and the community at large. The SBCCOG received grant funding to complete the GHG inventory, as well as develop a CAP for the City, from Southern California Edison.

The City also participates in the SBCCOG's partnership with the Los Angeles Regional Collaborative for Climate Action and Sustainability (LARC), which seeks to foster a network of decision-makers in the Los Angeles County region to perform climate mitigation and adaptation work, using cutting edge research on local climate impacts and information management systems. LARC's mission is to ensure a sustainable Los Angeles that is prepared for the impacts of climate change.

In conjunction with LARC, the City of Manhattan Beach participates in the AdaptLA collaboration between the City of Los Angeles, USC Sea Grant, and ICLEI - Local Governments for Sustainability. AdaptLA was awarded grant funding to assess the impacts of sea level rise on coastal communities, including coastal infrastructure and properties, and the information produced can be reported as part of the Compact of Mayors program.

In addition to continuing participation in these two regional partnerships with LARC and AdaptLA, the Compact of Mayors would enable the City to participate in an international effort to address climate issues and set long-term goals for climate change impacts.

#### **DISCUSSION:**

The City Council is being asked to approve a letter that declares the intent of the City of Manhattan Beach to comply with the Compact of Mayors program (Attachment 1).

The Compact of Mayors program covers four major steps to participate:

- Step 1: Registration through a commitment letter sent to the Compact of Mayors;
- Step 2: Conduct a GHG inventory and reporting these findings;
- Step 3: Establish a GHG reduction target, and establish a system to measure GHG



emissions from year to year; and

- Step 4: Launch a CAP, and an adaption plan, to reduce GHG emissions and prepare for a sustainable future.

Specifically, this program is asking the City to pledge to publicly report on the following climate initiatives within the next three years:

- GHG inventory (within one year or less);
- Climate hazards for the community (within one year or less);
- Community target to reduce GHG (within two years or less);
- Climate vulnerabilities faced by the community (within two years or less); and
- Plans to address climate change mitigation and adaptation (within three years or less).

Other cities have already completed some of these tasks, or will be compliant in fewer than the three years outlined by the program. The Compact of Mayors program recognizes that existing initiatives and program efforts may already underway.

#### *Manhattan Beach Progress on Issues Relating to the Compact of Mayors Program*

As mentioned, the City has taken initial action in several of the task areas required by the Compact of Mayors program. The City's partnership with the SBCCOG has resulted in GHG data collection, completion of a GHG inventory, and the start to a CAP for the City. Staff will submit the first phase of the work completed by the SBCCOG on energy efficiency measures to include in the CAP at the November 17th City Council meeting. The data collected by the SBCCOG can be applied to the Compact of Mayors program.

In 2010, the City set a goal to reduce community-wide greenhouse gas emissions 15% below 2005 levels by 2020, which aligns with the State's goal and can be used in this program. As part of the City's work with the SBCCOG, current GHG data will be collected so the City can assess whether it needs to update its GHG reduction goals for reporting to the Compact of Mayors program.

Existing work by the City will translate into other steps in the Compact of Mayors program as well. For example, when the City is required to report its GHG emissions for the waste sector as part of the GHG monitoring in Step 3, the newly instituted food waste recycling program can be included as a positive, emissions reduction measure. This program reduces the amount of GHG emissions that would be emitted if the food waste was disposed of through conventional means.

In July 2013, the City Council adopted a resolution to participate in a grant funded project with the AdaptLA initiative to assess sea level rise and climate change impacts. Through the City's participation in the AdaptLA and LARC programs, climate hazards and vulnerability for the community will be assessed, and that information will be included in the City's CAP. Work completed by these local partners also includes identifying mitigation and adaptation measures to include in the City's climate action planning.

More information on requirements for the City's participation in the Compact of Mayors program is outlined in Attachment 2.

### *Benefits of Participation*

The Compact of Mayors offers a platform to demonstrate the community's commitment to be part of the global solution to climate change. The benefits of participation in this program include new and widespread recognition of innovative and impactful actions that have been underway in Manhattan Beach for several years.

Transparency is a major benefit of participation because it organizes data collected by the city, and makes it available to the public. The Compact will make this data centrally and publicly available through the Carbonn Climate Registry to highlight commitments and allow for easy searchability. Residents would be able view and request the City's data, and become better informed about climate change.

The program enables a consistent, standardized and reliable assessment of the City's progress toward meeting climate commitments. All cities are required to record their data in a uniform manner, so a city can compare progress to other cities across the globe. The program also presents an opportunity to showcase the evidence of the greenhouse gas impacts of city actions.

Finally, as a result of this three year data collection and goal setting process, the Compact of Mayors will culminate in a completed climate action and adaptation plan that is specialized to the City of Manhattan Beach.

### **CONCLUSION:**

As a community that has actively taken action on climate change initiatives, staff recommends that City Council approve the City's participation in the Compact of Mayors program.

#### Attachments:

1. Letter of Intent to Register for the Compact of Mayors Program
2. Requirements for the City's Participation in the Compact of Mayors Program



November 17, 2015

Dear Compact of Mayors Secretariat,

On behalf of the City of Manhattan Beach, I hereby declare the intent of the City to comply with the Compact of Mayors program, the world's largest cooperative effort among mayors and city leaders to reduce greenhouse gas emissions, track progress, and prepare for the impacts of climate change.

The Compact of Mayors has defined a series of requirements that cities are expected to meet over time, and our City Council is proud to have taken action on several of these requirements already. The City has a long history of environmental sustainability and support for climate change initiatives, and the Compact of Mayors program will help facilitate future achievements in these areas.

I commit to advancing the City of Manhattan Beach along the stages of the Compact of Mayors program, with the goal of becoming fully compliant with all the requirements within three years. Specifically, I pledge the City of Manhattan Beach to publicly report on the following within the next three years:

- The greenhouse gas emissions inventory for our city consistent with the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC), within one year or less;
- The climate hazards faced by our city, within one year or less;
- Our target to reduce greenhouse gas emissions, within two years or less;
- The climate vulnerabilities faced by our city, within two years or less; and
- Our plans to address climate change mitigation and adaptation within three years or less.

As stated, the City of Manhattan Beach has taken action on several of these initiatives already. We look forward to presenting the results of these actions to our local community, and to the global community through the Compact of Mayors program.

Sincerely,

Mark Burton  
Mayor  
City of Manhattan Beach

## **Attachment 2: Requirements for the City's Participation in the Compact of Mayors Program**

A city has up to three years to meet the series of requirements and fully comply, culminating in the creation of a full climate action and adaptation plan. The Compact of Mayors has four steps to reach compliance and each step is made up of individual mitigation and adaptation goals.

1. The first step is registering. This can be accomplished with a commitment letter sent to the Compact of Mayors. Once the commitment has been registered with the Compact the three year deadline will be set.
  - For the mitigation component of step 1, the city will be required to:
    - Reduce local GHG emissions
    - Measure community emissions inventory using the GPC (Global Protocol for Community-Scale) – a consistent and robust standard
    - Set data-based targets for the future
    - Develop initial climate action plans to deliver on city targets
  - For the adaptation component of step 1, the city will be required to:
    - Address the impacts of climate change
    - Identify climate hazards
    - Assess vulnerabilities
  
2. The second step is taking inventory of the City's greenhouse gas emissions and reporting these findings. This must be accomplished within one year from the initial commitment.
  - For the mitigation component of step 2, the city will be required to:
    - Build and complete a community-wide GHG inventory using the GPC Standard.
    - Report the GHG data via CDP or carbon Climate Registry.
    - In year one, cities only need to report on emissions in two sectors: stationary energy (i.e. commercial and residential buildings) and inbound travel
  - For the adaptation component of step 2, the city will be required to:
    - Identify climate hazards
    - Report hazards via CDP or carbon Climate Registry questionnaires
  
3. The third step is creating reduction targets and establishing a system of measurement to compare greenhouse gas emissions from year to year. This phase must be finished within two years from the initial commitment.
  - For the mitigation component of step 3, the city will be required to:
    - Update its GHG inventory to also include a breakdown of emissions from waste sector
    - Set GHG reduction target
    - Report in chosen platform
  - For the adaptation component of step 3, the city will be required to:
    - Assess climate change vulnerability utilizing Compact guidance
    - Report in chosen platform

4. The fourth and final step is launching a climate action plan and an adaptation plan to continue reducing the City's emissions and prepare for a sustainable future. This phase must be completed within three years.
  - For the mitigation component of step 4, the city will be required to:
    - Develop climate action plan demonstrating how city will deliver on its commitment to reduce greenhouse gas emissions.
    - Report in chosen platform.
  - For the adaptation component of step 4, the city will be required to:
    - Develop a climate change adaptation plan demonstrating how the city will adjust to actual or expected climate change impacts.
    - Report in chosen platform (CDP or carbon Climate Registry).

Once Step 4 has been completed, a city will have met all of the Compact of Mayors requirements and will be fully compliant. To maintain compliance, a city will report its progress on mitigation and adaptation annually.



**Agenda Date:** 11/3/2015

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Liza Tamura, City Clerk

**SUBJECT:**

City Council Minutes:

This Item Contains Action Minutes of the Following City Council Meetings Presented for Approval:

- a) City Council Regular Meeting of October 6, 2015 (Continued from October 20, 2015 City Council Meeting)
- b) City Council Regular Meeting of October 20, 2015 (City Clerk Tamura).

**APPROVE**

---

**RECOMMENDATION:**

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 Regular Meeting Minutes of October 6, 2015 (Continued from October 20, 2015 City Council Meeting)
- b) City Council Regular Meeting Minutes of October 20, 2015





# City of Manhattan Beach

1400 Highland Avenue  
Manhattan Beach, CA 90266



## Meeting Minutes - Draft

Tuesday, October 6, 2015

6:00 PM

Regular Meeting

City Council Chambers

## City Council Regular Meeting

*Mayor Mark Burton*

*Mayor Pro Tem Tony D'Errico*

*Councilmember David Lesser*

*Councilmember Amy Howorth*

*Councilmember Wayne Powell*

**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. ALSO IN SUPPORT OF MORE TRANSPARENCY AND THE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE, THE CITY OFFERS CLOSED CAPTIONING FOR REGULAR CITY COUNCIL MEETINGS. FOR A COMPLETE RECORD OF THIS CITY COUNCIL MEETING, GO TO: [www.citymb.info/city-officials/city-clerk/city-council-meetings-agendas-and-minutes](http://www.citymb.info/city-officials/city-clerk/city-council-meetings-agendas-and-minutes)**

#### **A. PLEDGE TO THE FLAG**

*Councilmember Wayne Powell led the Pledge of Allegiance.*

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

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

#### **C. CEREMONIAL CALENDAR**

1. Presentation of a City Plaque to Evelyn Frey in Celebration of her 100th Birthday. [15-0402](#)  
**PRESENT**

*Mayor Burton, on behalf of the City Council, presented a City plaque and a City challenge coin to Evelyn Frey in celebration of her 100th birthday.*

2. Presentation of a Commendation to Manhattan Beach Police Reserve Officer Michelle Darringer in Recognition of Her 22 Years of Service to the City and for Being Honored with the 2015 California Reserve Peace Officers Association's Distinguished Service Award. [15-0415](#)  
**PRESENT**

*Mayor Burton, on behalf of the City Council, along with Police Chief Eve Irvine presented a certificate of Commendation to Manhattan Beach Police Reserve Officer Michelle Darringer in celebration of her recognition.*

#### **Presentation of Environmental Program Awards**

*Councilmembers Howorth and Lesser, on behalf of the City Council, presented the California League of Cities Beacon environmental awards to Public Works Director Tony Olmos. These awards included Beacon Awards for Platinum Level Award in Sustainability Best Practices, Silver Level Award for 9% Community Greenhouse Gas Reduction and Silver Level Award for 9% Agency Greenhouse Gas Reduction.*

**Presentation of a Proclamation to the American Cancer Fund for Children and Kids Cancer Connection Declaring the Month of October, 2015 as "Childhood Cancer Awareness Month".**

*Mayor Burton, on behalf of the City Council, proclaimed October as "Childhood Cancer Awareness Month".*

**D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING**

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

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

*Mayor Burton noted that Agenda Items No. 15 would be heard before Agenda Item No. 13 under Section N. New Business; Agenda Item Nos 6 and 7 are being moved from the Section K. Consent Calendar to Section N. New Business and being heard after Agenda Item No. 13; and Agenda Item No. 8's recommendation which currently reads "Accept Report; Approve Demands" is changed to "Accept Report".*

*Further, Councilmember Howorth requested that Agenda Item No. 4 under Section K. Consent Calendar be continued to the October 20, 2015 City Council Meeting.*

*Councilmember Powell clarified that Section L. Public Hearings language should be corrected from "Please Note: Items 11 and 12 Will Be Heard Concurrently" to "Please Note: Items 10 and 11 Will Be Heard Concurrently".*

**A motion was made by Councilmember Howorth, seconded by Councilmember Powell, that this item be approved as amended above. The motion carried by the following vote:**

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

## F. CITY COUNCIL AND COMMUNITY ORGANIZATION ANNOUNCEMENTS OF UPCOMING EVENTS (1 MINUTE PER PERSON)

*The following individuals provided Community Announcements:*

*George Butts, on behalf of CERT - Regarding the upcoming annual Beach Cities Joint CERT 2015 Great Shakeout Drill on Saturday, October 17, 2015 10 AM - 2 PM at Manhattan Beach Studios.*

*Joseph Ungoco, on behalf of the Manhattan Beach Residents Association - Regarding informational meeting for the proposed Gelson's project on October 21, 2015 from 7:30 PM to 8:30 PM in the Manhattan Beach Public Library.*

*Police Captain Tim Hageman - Announced that the Manhattan Beach Police Department is selling "Cops For A Cure" t-shirts to support the Susan G. Komen Organization. In addition to their fundraising efforts, and in support of Breast Cancer Awareness Month, he stated that the Manhattan Beach police officers are wearing pink shoulder patches.*

*Councilmember Howorth - Shared her support of the Manhattan Beach Police Department Breast Cancer Awareness shoulder patch.*

*Robert Bush - No comment (Manhattan Beach Residents Association announcement was already presented by Mr. Ungoco).*

*Laura Frakes, Acting Community Library Manager - Regarding upcoming library programs.*

*Councilmember Howorth - Regarding 4th Annual Mira Costa High School Hall of Fame Event on October 7, 2015 in the morning.*

*Councilmember D'Errico - Regarding Neighborhood Watch Fall 2015 meeting at Joslyn Community Center next Tuesday 7 PM; Mayor's Challenge Paint the Town Orange event where the orange represents a block captain on the City map; and lastly, there are flyers regarding Neighborhood Watch who had a booth at the Hometown Fair resulting in 35 resident signups.*

*Councilmember Powell - Regarding the Hall of Fame Awards; Grand View Elementary for becoming a National Blue Ribbon School; and month of October being Breast Cancer Awareness (Pink Ribbon) Month, Domestic Violence Awareness Month, and National Bullying Prevention Month.*

*Mayor Burton - Regarding Manhattan Beach Police Department Tip a Cop event this Thursday October 8, 2015 from 5 PM to 9 PM at the Tin Roof to benefit Special Olympics; the Manhattan Beach Senior Resource Committee celebrating 10 years on Sunday October 18, 2015 from 2 pm to 4 pm at Joslyn Community Center; and the American Martyrs Church Parish Fair on Saturday October 17 and Sunday October 18, 2015.*

## G. CITY MANAGER REPORT

*City Manager Danaj updated the City Council on labor negotiation meetings with Police Officers Association, Police Management Association, Teamsters, and Fire Association.*

*City Manager Danaj also reported that staff continues to work with Edison on power reliability and staff is looking at expanding battery backup for all traffic signals which will be included in next year's City Council's CIP review; El Nino preparedness efforts will also include Stormwater Planning and Preparedness Group comprised by internal and external stakeholders; and Open City Hall community feedback in favor of using the civic engagement tool.*

*City Manager Danaj provided an update on the Gelson project's ongoing conversations, anticipating to receive revised plans in the fall and later Planning Commission Hearing to start the formal public review process.*

*Further, City Manager noted two upcoming community meetings: Downtown Specific Community Workshop on Thursday October 8, 2015 from 5 PM to 8 PM (formal presentation starting at 6 PM) at Police Fire Conference Room and an additional session on Friday October 9, 2015; and, finally, the Strategic Planning Community meeting on Thursday October 15, 2015 from 6 PM to 9 PM at Joslyn Community Center.*

## H. CITY ATTORNEY REPORT

*None.*

**I. PUBLIC COMMENTS (2 MINUTES PER PERSON FOR ONE ITEM, A MAXIMUM OF 5 MINUTES IF A SPEAKER WANTS TO COMMENT ON MORE THAN ONE ITEM)**

*The following individuals provided public comment:*

*Diane Wallace - Regarding Agenda Item No. 14, expressed concerns regarding the Desalination project.*

*George Butts - Regarding CERT training class on November 7, November 14 and November 21, 2015, current openings and Beach Cities Health District provided funding for seven or eight classes in 2016.*

*Danielle Anderson - Regarding Mira Costa High School Band and Orchestra fundraising efforts to perform at Carnegie Hall next year.*

*Jonathan, Mira Costa High School Junior - Regarding Mira Costa High School Band and Orchestra fundraising efforts to perform at Carnegie Hall next year.*

*Mira Costa High School Senior - Mira Costa High School Band and Orchestra fundraising efforts to perform at Carnegie Hall next year.*

*Mira Costa High School Senior - Mira Costa High School Band and Orchestra fundraising efforts to perform at Carnegie Hall next year.*

*Mira Costa High School Freshman - Mira Costa High School Band and Orchestra fundraising efforts to perform at Carnegie Hall next year.*

*Catherine, Mira Costa High School Sophomore - Mira Costa High School Band and Orchestra fundraising efforts to perform at Carnegie Hall next year.*

*Joseph Ungoco, Beach Cities Masons member - Regarding Agenda Item No. 13, community involvement in the process of wayfinding signage.*

*Kathryn Goulding - Regarding Agenda Item No. 15 in favor of appropriation of additional funds for 2015 Winter Storm Preparation.*

*Conner Everts, Southern California Watershed Alliance and Desal Response Group - Regarding Agenda Item No. 14 expressed concerns regarding the Desalination project.*

*Diane Carter - Regarding Food Recycling Program, expressed concerns that the program requires the use of plastic bag liners.*

*Craig Cadwallader - Regarding Agenda Item No. 14, expressed concerns for the Desalination project and Agenda Item No. 15, supported 2015 Winter Storm Preparation.*

*Mary Sikona - Requesting a Skateboard Park at Begg Parking Lot (through Peck).*

*Viet Ngo - Regarding alleged corruption, Agenda Item No. 12 and closed session.*

*Stephanie Robins, Friends of Polliwog Park - Regarding Agenda Item No. 15, supported 2015 Winter Storm Preparation.*

*Michelle Murphy - Regarding Agenda Item No. 14, Downtown parking concerns, Agenda Item No. 13, Open City Hall.*

*Patrick McBride - Regarding the new meeting management format and the WiFi services at Joslyn Center and Manhattan Heights.*

*Bill Victor - Regarding ULI, the City meeting management program, Brown Act and Advisory Committee*

*Robert Bush - Regarding elections, attempted kidnapping, Gelson project, light bulb metaphor.*

*Kelly Stroman - Regarding Paint the Town Pink event this weekend.*

*Arpad Pallai - Spoke in opposition of Agenda Item No. 4.*

*Cheryll Lynn - Regarding Agenda Item No. 15.*

## **J. PLANNING COMMISSION QUASI-JUDICIAL DECISIONS (RECEIVE AND FILE)**

**None.**

## **K. CONSENT CALENDAR (APPROVE)**

**A motion was made by Councilmember Howorth, seconded by Councilmember Powell, to approve Agenda Item Nos 3, 5, 8 (as amended), and 9. The motion carried by the following vote:**

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

- 3.** Adopt Ordinance No. 15-0025: Revise *Title 7 - Public Works, Chapter 7.44 - Water Conservation* of the Manhattan Beach Municipal Code (Public Works Director Olmos).

[ORD 15-0025](#)

**ADOPT ORDINANCE NO. 15-0025**

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

- 4.** Adopt Ordinance No. 15-0019: Regulation of Smoking in Multi-Unit Housing in Manhattan Beach (Continued from the October 6, 2015 City Council Meeting) (Public Works Director Olmos).

[ORD 15-0019](#)

**ADOPT ORDINANCE NO. 15-0019 AND APPROPRIATE FUNDS**

This item was continued to the October 20, 2015 City Council Meeting.

- 5.** Declare Vacant the Parking and Public Improvements Commission Business Community Seat No. 2 (Silverman) (City Clerk Tamura).

[15-0420](#)

**DECLARE VACANCY, CONDUCT PUBLIC OUTREACH**

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

6. Appropriation in the Amount of \$60,000 for As-Needed Development Engineering Services (Public Works Director Olmos). [15-0405](#)

**APPROVE**

This item was removed from the Consent Calendar and heard later under Section N. New Business.

7. Award of Purchase Order to Dekra-Lite in the Amount of \$57,938 for the Purchase of New Holiday Lighting Decorations (Public Works Director Olmos). [15-0435](#)

**WAIVE FORMAL BIDDING, APPROVE**

This item was removed from the Consent Calendar and heard later under Section N. New Business.

8. Financial Reports: [15-0394](#)  
a) Schedules of Demands: August 27, 2015, and September 10, 2015  
b) Investment Portfolio for the Month Ending July 31, 2015  
c) Financial Reports for the Month Ending July 31, 2015  
(Finance Director Moe).

**ACCEPT REPORT; APPROVE DEMANDS**

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

9. City Council Minutes: [15-0025](#)  
This Item Contains Minutes of the following City Council Meeting:  
a.) City Council Adjourned Regular Meeting - City Council Retreat of September 8, 2015 (City Clerk Tamura).  
b.) City Council Regular Meeting of September 15, 2015 (City Clerk Tamura).

**APPROVE**

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



## L. PUBLIC HEARINGS (2 MINUTES PER PERSON)

### PLEASE NOTE: ITEMS 10 AND 11 WERE HEARD CONCURRENTLY.

*City Clerk Liza Tamura introduced Agenda Item Nos 10 and 11. Community Development Director Marisa Lundstedt provided a brief summary and introduced Associate Planner Eric Haaland to provide the staff presentation.*

*Mayor Burton opened the public hearing for Agenda Item Nos 10 and 11.*

*Hearing no requests to speak, the public hearing was closed.*

10. Introduce Ordinance No. 15-0026 Zoning Code Amendments for Maximum Lot Size and Minor Exceptions as recommended by the Planning Commission and previously reviewed by the City Council in 2013 (Community Development Director Lundstedt.)

[ORD 15-0026](#)

**CONDUCT PUBLIC HEARING; WAIVE FURTHER READING;  
INTRODUCE ORDINANCE NO. 15-0026**

*City Attorney Quinn Barrow read the title of Ordinance No. 15-0026.*

**A motion was made by Mayor Burton, seconded by Councilmember Lesser, to waive further reading and introduce subject ordinance. The motion carried by the following vote:**

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

### PLEASE NOTE: ITEMS 10 AND 11 WERE HEARD CONCURRENTLY.

11. Introduce Ordinance No. 15-0028 Local Coastal Program Amendments for Maximum Lot Size and Minor Exceptions as recommended by the Planning Commission and previously reviewed by the City Council in 2013 (Community Development Director Lundstedt.)

[ORD 15-0028](#)

**CONDUCT PUBLIC HEARING; WAIVE FURTHER READING;  
INTRODUCE ORDINANCE NO. 15-0028**

*City Attorney Quinn Barrow read the title of Ordinance No. 15-0028.*

**A motion was made by Mayor Burton, seconded by Councilmember Lesser, to waive further reading and introduce subject ordinance. The motion carried by the following vote:**

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

## M. OLD BUSINESS

12. City Council Policies regarding: (1) Description of Closed Sessions regarding Pending Litigation; (2) Consideration of Settlements in Open Sessions; and (3) Restriction on the Use of Technology During City Council Meetings (City Attorney Barrow.)

[15-0430](#)

**ADOPT POLICIES**

*City Clerk Liza Tamura introduced the item and City Attorney Quinn Barrow provided the staff presentation.*

*City Council concurred to bring back Policy No. 1 (Description of Closed Sessions regarding Pending Litigations) and Policy No. 2 (Consideration of Settlements in Open Sessions) to the November 17, 2015 City Council meeting and provided direction to staff.*

**A motion was made by Mayor Burton, seconded by Councilmember Howorth, to approve Policy No. 3 Regarding restrictions on the Use of Technology during City Council Meetings. The motion carried by the following vote:**

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

*At 8:33 PM, City Council recessed and reconvened at 8:46 PM.*

**N. NEW BUSINESS**

15. 2015 Winter Storm Preparation Update and Appropriation of \$335,000 for the Purchase of Storm Preparation Equipment and Supplies (Public Works Director Olmos).

[15-0422](#)

**WAIVE FORMAL BIDDING, RECEIVE REPORT, APPROVE**

*City Clerk Liza Tamura introduced the item. Public Works Director Tony Olmos provided the PowerPoint presentation along with Joshua Spenson with the Los Angeles County Flood Control District.*

*LA County Flood Control District Representative and Public Works Director Olmos responded to City Council questions.*

**A motion was made by Councilmember Powell, seconded by Mayor Burton, to waive formal bidding, receive report on 2015 Winter Storm Preparation and appropriate \$335,000 from available unreserved General Fund for the purchase of equipment, supplies and materials. The motion was amended to also include the City Manager and Staff to report back in 6 months regarding Polliwog Park's flood control and request the County to come back at that time as well. The motion carried by the following vote:**

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

14. Update Regarding the West Basin Ocean Water Desalination Project [15-0446](#)  
(Public Works Director Olmos).

**RECEIVE REPORT AND PROVIDE DIRECTION**

*City Clerk Liza Tamura introduced the item. Public Works Director Tony Olmos provided the staff report.*

*Public Works Director Olmos and Community Development Director Marisa Lundstedt responded to City Council questions.*

**A motion was made by Councilmember Lesser, seconded by Councilmember Powell, to authorize Staff to proceed in preparing written comments in response to the Notice of Preparation by October 15, 2015; the comments to include the elements presented by Councilmember Powell and in consistence with the Director. A friendly amendment was made to consider the document submitted by Craig Cadwalder and Diane Wallace and to consult with Surfrider Foundation, Heal the Bay and Sierra Club Representatives in drafting the comments. The motion carried by the following vote:**

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

13. Presentation of a Preliminary Wayfinding Signage Master Plan [15-0373](#)  
(Continued from the October 6, 2015 City Council Meeting) (Public Works Director Olmos).

**RECEIVE REPORT AND PROVIDE DIRECTION**

*At the request of Mayor Burton, Agenda Item No. 13 was moved so that the City Council could consider Agenda Items Nos. 6 and 7 first.*

6. Appropriation in the Amount of \$60,000 for As-Needed Development Engineering Services (Public Works Director Olmos). [15-0405](#)

**APPROVE**

*City Clerk Liza Tamura introduced the item. Public Works Director Tony Olmos presented the staff report and responded to City Council questions.*

**A motion was made by Mayor Burton, seconded by Councilmember Howorth, to approve the appropriation of funds in the amount of \$60,000 from the unreserved General Fund for As-Needed Development Engineering Services. An amendment was made to reimburse the \$60,000 to the unreserved General Fund using the plan check fees. The motion carried by the following vote:**

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

7. Award of Purchase Order to Dekra-Lite in the Amount of \$57,938 for the Purchase of New Holiday Lighting Decorations (Public Works Director Olmos).

[15-0435](#)

**WAIVE FORMAL BIDDING, APPROVE**

*City Clerk Liza Tamura introduced the item and Public Works Director Tony Olmos provided the staff presentation.*

*Public Works Director Olmos and Maintenance Superintendent Keith Darling responded to City Council questions.*

*Mayor Pro Tem D'Errico expressed concerns regarding the lack of an overall strategic planning providing payment percentage by different organizations including the City.*

**A motion was made by Mayor Burton, seconded by Councilmember Howorth, to waive formal bidding and approve the award of purchase order to Dekra-Lite in the amount of \$57,938 for the purchase of new holiday lighting decorations ensuring that the "Seasons Greetings" sign is only in white. Further direction was given to Staff to expand holiday lighting decoration in the El Porto area for next year. The motion carried by the following vote:**

**Aye:** 4 - Burton, Lesser, Howorth and Powell

**Nay:** 1 - D'Errico

13. Presentation of a Preliminary Wayfinding Signage Master Plan (Continued from the October 6, 2015 City Council Meeting) (Public Works Director Olmos).

[15-0373](#)

**RECEIVE REPORT AND PROVIDE DIRECTION**

*Due to the late hour, Mayor Burton requested that Agenda Item No. 13 be continued as the first Agenda Item under Old Business at the October 20, 2015 City Council Meeting.*

*Hearing no objections, it was so ordered.*

## O. CITY COUNCIL REPORTS, OTHER COUNCIL BUSINESS, AND COMMITTEE AND TRAVEL REPORTS

*Councilmember Howorth reported that she attended the League of California Cities conference, reported on the South Bay Cities Council of Government's meeting, and attended the Government Advisory Panel from Southern California Edison.*

*Councilmember Powell reported that he viewed the web streaming of the League of California Cities and attended the South Bay Cities Council of Government environmental services center workshop, and reported on the Independent Cities Association press conference on Friday at the El Segundo Police Department regarding AB 109 and Proposition 47.*

*Councilmember Lesser attended the League of California Cities conference as well and represented the City at the General Assembly.*

*Mayor Burton also attended the League of California Cities conference with Councilmembers Howorth and Lesser.*

## P. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

### 16. Agenda Forecast (City Clerk Tamura). DISCUSS AND PROVIDE DIRECTION

[15-0447](#)

*Councilmember Howorth requested that the Ad Hoc Manhattan Beach Unified School District and City Council have a joint meeting before the end of the year. City Manager Mark Danaj indicated that Staff has been reaching to the School District. Mayor Burton indicated January or February (2016) as preferred option.*

*Councilmember Powell indicated that he would like 40th Street/El Porto matter to be added to the agenda forecast as well construction rules and mediation.*

*Mayor Burton requested that City Manager and Staff prepare a letter opposing the desalination plant for review and consideration at the 2nd meeting in November.*

*Councilmember Lesser added to have as much data as possible when drafting the letter.*

*City Manager Danaj suggested that the City Council schedule a closed session to prepare the City Attorney and City Manager appraisals.*

*Mayor Burton stated that they are considering either October 19 or October 27, 2015 for Closed Session.*

**Q. INFORMATIONAL ITEMS**

17. Commission Minutes: [15-0429](#)

This Item Contains Minutes of the following City Commission Meetings:

- a.) Parking and Public Improvements Commission Meeting of June 11, 2015 (Community Development Director Lundstedt).
- b.) Parking and Public Improvements Commission Meeting of June 25, 2015 (Community Development Director Lundstedt).
- c.) Planning Commission Meeting of September 23, 2015 (Community Development Director Lundstedt).
- d.) Parks and Recreation Commission Meeting of July 27, 2015 (Parks and Recreation Director Leyman).
- e.) Cultural Arts Commission Meeting of August 11, 2015 (Parks and Recreation Director Leyman)

**INFORMATION ITEM ONLY**

**Mayor Burton accepted the Informational Items and hearing no objections, it was so ordered.**

**R. CLOSED SESSION**

**S. ADJOURNMENT**

*Prior to the adjournment, Mayor Burton respectfully apologized to City Attorney Quinn Barrow*

*At 10:29 PM, the City Council Meeting was adjourned to the 6 PM Regular City Council Meeting on October 20, 2015 in the City Council Chambers.*

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**Tatyana Roujenova-Peltekova**  
**Recording Secretary**

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**Mark Burton**  
**Mayor**

**ATTEST:**

\_\_\_\_\_  
**Liza Tamura**  
**City Clerk**





# City of Manhattan Beach

1400 Highland Avenue  
Manhattan Beach, CA 90266



## Meeting Minutes - Draft

Tuesday, October 20, 2015

6:00 PM

Regular Meeting

City Council Chambers

## City Council Regular Meeting

*Mayor Mark Burton*

*Mayor Pro Tem Tony D'Errico*

*Councilmember David Lesser*

*Councilmember Amy Howorth*

*Councilmember Wayne Powell*

**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. ALSO IN SUPPORT OF MORE TRANSPARENCY AND THE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE, THE CITY OFFERS CLOSED CAPTIONING FOR REGULAR CITY COUNCIL MEETINGS. FOR A COMPLETE RECORD OF THIS CITY COUNCIL MEETING, GO TO: [www.citymb.info/city-officials/city-clerk/city-council-meetings-agendas-and-minutes](http://www.citymb.info/city-officials/city-clerk/city-council-meetings-agendas-and-minutes)**

#### **A. PLEDGE TO THE FLAG**

*Councilmember Amy Howorth led the Pledge of Allegiance.*

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

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

#### **C. CEREMONIAL CALENDAR**

1. Presentation of a Plaque in Recognition of Councilmember Amy Howorth as an Honoree of the 12 Remarkable Women for the National Women's Political Caucus Los Angeles Westside Calendar. [15-0456](#)  
**PRESENT**

*Mayor Mark Burton, on behalf of the City Council, presented a plaque to Councilmember Howorth as an honoree of the 12 Remarkable Women for the National Women's Political Caucus Los Angeles Westside Calendar.*

2. Presentation of a Proclamation to the Manhattan Beach Rotary Club Declaring October 23, 2015 as "World Polio Day." [15-0465](#)  
**PRESENT**

*Mayor Burton, on behalf of the City Council, presented a proclamation to the Manhattan Beach Rotary Club President Richard Ham declaring October 23, 2015 as "World Polio Day".*

- 3. Presentation of a Certificate of Recognition to the Manhattan Beach Rotary Club for Leading the Efforts to Raise \$1 Million to Advance Clean Water, Sanitation and Hygiene (WASH) to Over 25,000 People in Niger, Western Africa.

[15-0471](#)

**PRESENT**

*Mayor Burton, on behalf of the City Council, presented a certificate of recognition to the Manhattan Beach Rotary Club Committee Chairman Larry Johnson for the fundraising efforts for clean water, sanitation and hygiene for the people of Niger, Western Africa.*

**D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING**

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

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

*Councilmember Howorth requested that Agenda Item No. 12 be continued to the November 3, 2015 City Council Meeting.*

*Hearing no objection by the City Council, it was so ordered by Mayor Burton.*

## F. CITY COUNCIL AND COMMUNITY ORGANIZATION ANNOUNCEMENTS OF UPCOMING EVENTS (1 MINUTE PER PERSON)

*The following individuals provided Community Announcements:*

*Joseph Ungoco, Manhattan Beach Residents Association - Regarding their upcoming meeting on the Gelson project.*

*Laura Frake, Acting Library Manager - Regarding upcoming library events.*

*Carol Perrin, Downtown Residents Group - Regarding regular Group meetings conducted every other Thursday from 6:15 PM to 8:15 PM at Joslyn Community Center starting this Thursday.*

*Councilmember David Lesser - Regarding Downtown Business and Professional Association's Annual Safe Trick-or-Treat day this Sunday October 25, 2015 between 11 AM and 3 PM.*

*Councilmember Wayne Powell - Regarding the monthly Older Adults City program Dine and Discover which will be dedicated to emergency preparedness and the upcoming community town hall meeting for El Nino preparedness this Thursday at Joslyn Community Center from 6 PM to 8 PM.*

*Councilmember Amy Howorth - Regarding this Sunday's world famous Pumpkin Race and the Pier-to-Pier Friendship Walk sponsored by Skechers.*

## G. CITY MANAGER REPORT

*City Manager Mark Danaj reported updates on the two strategic planning community meetings, development review process, Joint City Council and Planning Commission Meeting regarding mobility plan, and upcoming labor negotiations with bargaining units.*

*Mayor Pro Tem Tony D'Errico commented on expanding the strategic planning process to include the entire City and not just Downtown.*

## H. CITY ATTORNEY REPORT

*City Attorney Quinn Barrow provided an update on the Goodbody lawsuit settlement agreement.*

*This item was taken out of order: City Manager Danaj invited Police Chief Eve Irvine to provide an update under Section G. City Manager Report regarding Neighborhood Watch and the Manhattan Beach Police Department Paint the Town Orange campaign.*

## I. MAYOR'S REPORT ON MEETING MANAGEMENT

*Mayor Burton provided statistics regarding past Public Comments and the new meeting management format.*

*Councilmember Powell requested to revisit meeting management regarding public participation.*

*Mayor Pro Tem D'Errico concurred with Mayor Burton that more members of the public provide comments and meetings are more efficient.*

*Councilmember Lesser asked to revisit the topic at a later time and encouraged more dialogue and public engagement.*

**J. PUBLIC COMMENTS (2 MINUTES PER PERSON FOR ONE ITEM, A MAXIMUM OF 5 MINUTES IF A SPEAKER WANTS TO COMMENT ON MORE THAN ONE ITEM)**

*The following individuals provided public comments:*

*Carol Kwan, West Basin Water District Representative - Regarding the West Basin ER report.*

*Carol Perrin, Downtown Residents Group - Regarding Agenda Item No. 10.*

*Suzanne Lerner - Regarding Agenda Item No. 10, parking, trash collection times during weekend, and no wheel chair access at the local creamery.*

*Scott King, Manhattan Village Homeowners Association President - Regarding Agenda Item No. 4.*

*Diane Wallace, Manhattan Village Boardmember - Regarding Agenda Item No. 4 and no parking at Manhattan Village.*

*Tami Zamrazil - Regarding Agenda Item No. 10, highlighted the pollution issue and smoking ban, and suggested the City look for additional revenues.*

*Martha Andreani - Regarding Agenda Item No. 10 and Downtown parking issue.*

*Robert Bush - Regarding Senior Resources Committee 10-year anniversary, Manhattan Beach Residents Association goals, Esther Besbirs and Jan Dennis recognition.*

*Jon Chaykowski - Regarding ULI, Specific Plan Parking and Gelson's project.*

*Aamir Bhamani - Regarding Agenda Item No. 12.*

*Nausheen Merchant - Regarding Agenda Item No. 12.*

*Viet Ngo - Regarding alleged corruption, the Goodbody case, Agenda Item No. 11, and City Manager and City Attorney evaluations.*

*Craig Cadwallader, Surf Rider Foundation - Regarding Agenda Item No. 4 and the new meeting management format.*

*Jim Burton - Regarding Agenda Item No. 10, the new meeting management and beach concession City issued RFP.*

*Robert Bush - Regarding the Goodbody case and Gelson's project.*

**K. PLANNING COMMISSION QUASI-JUDICIAL DECISIONS (RECEIVE AND FILE)**

- None

## L. CONSENT CALENDAR (APPROVE)

A motion was made by Councilmember Lesser, seconded by Councilmember Powell, to approve the Consent Calendar Item Nos. 5, 6, 7 and 8. In addition, Council concurred to direct Staff look into finding health community sponsors regarding Item No. 6 community sunscreen lotion dispensers. The motion carried by the following vote:

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

4. Adopt Ordinance No. 15-0019: Regulation of Smoking in Multi-Unit Housing in Manhattan Beach (Continued from the October 6, 2015 City Council Meeting) (Public Works Director Olmos). [ORD 15-0019](#)

### **ADOPT ORDINANCE NO. 15-0019 AND APPROPRIATE FUNDS**

This item was removed from the Consent Calendar and heard later under Section N. Old Business.

5. Consideration of a Renewal of a Fire Department Equipment/Apparatus Loan Agreement with the Cities of El Segundo, Hermosa Beach, Redondo Beach and Manhattan Beach (Fire Chief Espinosa). [15-0339](#)

### **APPROVE**

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

6. Request from the Parks and Recreation Commission to Discuss the Salute to the Troops Event and Community Sunscreen Lotion Dispensers (Parks and Recreation Director Leyman). [15-0462](#)

### **APPROVE**

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

7. Financial Reports: [15-0397](#)  
a) Schedule of Demands: September 24, 2015  
b) Investment Portfolio for the Month Ending August 31, 2015  
c) Financial Reports for the Month Ending August 31, 2015 (Finance Director Moe).

### **ACCEPT REPORTS AND DEMANDS**

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

8. Minutes: [15-0026](#)  
The minutes of the City Council Regular Meeting of October 6, 2015 are being continued to the November 3, 2015 City Council Regular Meeting (City Clerk Tamura).

### **CONTINUED**

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

**M. PUBLIC HEARINGS (2 MINUTES PER PERSON)**

**N. OLD BUSINESS**

*Item No. 4 was pulled from Section L. Consent Calendar and heard as the first item under Section N. Old Business.*

- 4. Adopt Ordinance No. 15-0019: Regulation of Smoking in Multi-Unit Housing in Manhattan Beach (Continued from the October 6, 2015 City Council Meeting) (Public Works Director Olmos).

[ORD 15-0019](#)

**ADOPT ORDINANCE NO. 15-0019 AND APPROPRIATE FUNDS**

*City Clerk Liza Tamura introduced the item.*

*Public Works Director Tony Olmos, Environmental Programs Manager Sona Coffee, City Attorney Queen Barrow and Community Development Director Marisa Lundstedt responded to City Council questions.*

*Mayor Pro Tem D'Errico expressed concerns regarding common ventilation system in multi-unit properties.*

*Councilmember Lesser shared Mayor Pro Tem D'Errico concerns, pointed the citizens' privacy rights and expressed concerns about the regulation's enforcement.*

*At 7:35 PM, City Council recessed and reconvened at 7:46 PM with all Councilmembers present.*

**A motion was made by Mayor Burton, seconded by Councilmember Howorth, to adopt Ordinance No. 15-0019: Regulation of Smoking in Multi-Unit Housing in Manhattan Beach. The motion carried by the following vote:**

**Aye:** 3 - Burton, Howorth and Powell

**Nay:** 2 - D'Errico and Lesser

*At 7:35 PM, City Council recessed and reconvened at 7:46 PM with all Councilmembers present.*



9. Presentation of a Preliminary Wayfinding Signage Master Plan (Continued from the October 6, 2015 City Council Meeting) (Public Works Director Olmos).

[15-0373](#)

**RECEIVE REPORT AND PROVIDE DIRECTION**

*City Clerk Liza Tamura introduced the item and Public Works Director Tony Olmos provided the staff report.*

*Public Works Director Olmos introduced consultant Cliff Selbert with Selbert Perkins Design who provided the PowerPoint Presentation.*

*City Manager Mark Danaj, Public Works Director Olmos and Consultant Selbert Perkins responded to City Council questions.*

*City Council requested that this item returns at a future City Council Meeting and directed Staff to provide the following: an existing signs inventory, options consistent with the current signage inventory and options to include City's hometown feel.*

**A motion was made by Mayor Burton, seconded by Councilmember Lesser, to receive report and provide direction. The motion carried by the following vote:**

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

10. Downtown Specific Plan Project Update (Community Development Director Lundstedt).

[15-0425](#)

**DISCUSS AND PROVIDE DIRECTION**

*City Clerk Liza Tamura introduced the item.*

*Community Development Director Marisa Lundstedt provided the summary of this item and introduced Senior Management Analyst Nhung Madrid, Project Manager for the Downtown Specific Plan Project.*

*Consultant Loreli Cappel with Michael Baker International provided the PowerPoint presentation.*

*City Council provided comments and directed Staff to return to a future City Council meeting with more options and detailed direction.*

**This item was discuss and provide direction only.**

11. Strand Stairs Rehabilitation Project Design Overview (Public Works Director Olmos).

[15-0428](#)

**RECEIVE REPORT AND PROVIDE DIRECTION**

*City Clerk Liza Tamura introduced the item and Public Works Director Tony Olmos provided the PowerPoint presentation.*

**A motion was made by Mayor Burton, seconded by Councilmember Lesser, that this item be received and filed and directed Staff to return to a City Council meeting in April (2016) with proposed modifications. The motion carried by the following vote:**

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

12. Introduce Ordinance No. 15-0020 to Institute a Tobacco Retail Licensing Program in Manhattan Beach (Continued from the October 20, 2015 City Council Meeting) (Public Works Director Olmos).

[ORD 15-0020](#)

**WAIVE FURTHER READING AND INTRODUCE ORDINANCE NO. 15-0020**

*This item was continued to the November 3, 2015 City Council Meeting.*

**O. NEW BUSINESS**

**P. CITY COUNCIL REPORTS, OTHER COUNCIL BUSINESS, AND COMMITTEE AND TRAVEL REPORTS**

*Councilmember Lesser inquired about private meeting request from West Basin Water District regarding desalination plant project. Mayor Burton requested that this item be discussed under Section Q. Forecast Agenda and Future Discussion Items.*

*Mayor Burton commented on the success of the new meeting management format and inquired if the City Council had any concerns.*

*Councilmember Powell commented that he would like to reconsider the two-minute public comment time limit and suggested returning in six months for review.*

**Q. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS**

13. Agenda Forecast (City Clerk Tamura).  
**DISCUSS AND PROVIDE DIRECTION**

[15-0472](#)

*Councilmember Lesser re-iterated his comments as stated under Section P. City Council Reports, Other Council Business, and Committee and Travel Reports. He further inquired if meeting with West Basin Water District should be with individual councilmembers or with entire City Council.*

*Mayor Burton clarified that West Basin Water District requested one on one meetings.*

*Regarding Agenda Item No. 12 continued to November 13, 2015 City Council Meeting, Councilmember Lesser inquired if he can forward his questions to City Manager Mark Danaj. City Manager Danaj confirmed.*

*Councilmember Powell asked for clarification regarding the agenda date for Construction Rules and Mediation Data. Community Development Director Marisa Lundstedt clarified that Mediation Data will be heard on a December (2015) agenda and Construction Rules will be heard in February (2016).*

*Mayor Burton requested that the City Council direct Staff to bring back a draft drone ordinance incorporating the current Federal Aviation Administration (FAA) regulations.*

**A motion was made by Mayor Burton, seconded by Councilmember Powell, to approve adding the draft drone ordinance to the list of Future Agenda Items to be considered. The motion carried by the following vote:**

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

*Mayor Burton requested Staff to develop an RFP for the Sepulveda corridor. Councilmember Howorth expressed concern for Staff's workload. Councilmember Powell requested that Rosecrans corridor would be considered as well. Mayor Burton stated that the focus only should be on the Sepulveda corridor at this time.*

**A motion was made by Mayor Burton, seconded by Councilmember Lesser, to approve adding this item to the list of Future Agenda Items to be considered. The motion carried by the following vote:**

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

## R. INFORMATIONAL ITEMS

## S. CLOSED SESSION

*At 10:05 PM, City Attorney Quinn Barrow announced in open session, and read into the record the following closed session items:*

**1. CONFERENCE WITH LEGAL COUNSEL (EXISTING LITIGATION)****(Government Code Section 54956.9 (a))****Armato v. City of Manhattan Beach LASC Case No. BS142266**

On July 21, 2015, the Los Angeles Superior Court upheld the City Council's approval of a Coastal Development Permit ("CDP") for a single family residence at 301/303 25th Street, ruling that the decision was supported by substantial evidence. Specifically, the Court ruled that City staff was correct in concluding that the residence is only three stories high; staff correctly calculated the maximum height of the project; and former Councilmember Montgomery did not display any impermissible bias and thus there was no denial of due process. The court also ruled that the revision to the project to convert crawl space into storage space required a hearing or an appeal process, and thus issued a writ to overturn the approval of such conversion.

**2. PUBLIC EMPLOYEE ANNUAL PERFORMANCE EVALUATION****(Government Code Section 54957)****Title: City Manager****3. PUBLIC EMPLOYEE ANNUAL PERFORMANCE EVALUATION****(Government Code Section 54957)****Title: City Attorney**

*The City Council recessed into closed session at 10:06 PM.*

*The City Council reconvened into open session at 10:49 PM.*

*City Attorney Barrow announced in open session that the City Council provided direction with respect to the performance evaluation for the City Manager and the City Attorney. With respect to the Armato case, he announced to the public that the Los Angeles Superior Court decision was appealed by both the homeowner and the plaintiff, Armato.*

**T. ADJOURNMENT**

*At 10:50 PM, the City Council adjourned to the 10 AM Adjourned Regular City Council Meeting (Closed Session) on Tuesday October 27, 2015 in the City Council Chambers.*

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**Tatyana Roujenova-Peltekova**  
**Recording Secretary**

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**Mark Burton**  
**Mayor**

**ATTEST:**

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**Liza Tamura**  
**City Clerk**



**Agenda Date:** 11/3/2015

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Tony Olmos, Public Works Director  
Sona Coffee, Environmental Programs Manager

**SUBJECT:**

Introduce Ordinance No. 15-0020 to Institute a Tobacco Retail Licensing Program in Manhattan Beach (Continued from the October 20, 2015 City Council Meeting) (Public Works Director Olmos).

**WAIVE FURTHER READING AND INTRODUCE ORDINANCE NO. 15-0020**

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**RECOMMENDATION:**

Staff recommends that City Council waive further reading and introduce Ordinance No. 15-0020, establishing a tobacco retail licensing program.

**EXECUTIVE SUMMARY:**

Pursuant to Council direction, staff has drafted Ordinance No. 15-0020 which prohibits the sale of all tobacco and electronic cigarette products by retailers that are within 1,000 feet of a school, and prohibits the sale of flavored products by all retailers in Manhattan Beach. In addition, the City Council requested information on the following:

- Prohibiting the retail sale of menthol products in Manhattan Beach;
- Including parks in the 1,000 foot buffer zone; and
- Setting a 90-day compliance period.

In addition, the City Council and staff also received several comments regarding the tobacco retail licensing proposal initially scheduled for discussion at the October 20, 2015 City Council meeting. Based on the comments received, and the letters submitted after the report agenda was already published, staff has prepared additional information to answer the questions and concerns posed. This supplemental report (Attachment 5) covers the issues of:

- Distance used to measure which businesses are 1,000 feet from a school; and
- Grandfathering existing businesses into the proposed ordinance.

**FISCAL IMPLICATIONS:**

The fees associated with an approved Tobacco Retail License program should be designed to cover the cost of the program administration and enforcement. Staff will return with a resolution to set the permit fee which is estimated to be between \$400-\$600.

**BACKGROUND:**

Tobacco Retail License (TRL) initiatives allow a community to have better oversight of retailers in order to protect the health of its citizens, especially the community's youth. At its meeting on January 20, 2015, City Council directed staff to develop a Tobacco Retail Licensing Ordinance to limit the sale of tobacco products and electronic cigarettes to minors.

After reviewing draft Ordinance No. 15-0020 on August 18, 2015, City Council directed staff to return with the attached ordinance. In addition, councilmembers asked staff to return with information on proximity of existing retailers to parks and youth centers, definition of product flavors, and data on youth smoking in the region. As background information, data on youth smoking will be covered in this section, while details on the flavor prohibition, information on parks and existing retailers, and the compliance period will be covered in the next section of the report.

The intent of this Tobacco Retail Licensing Ordinance is to protect public health, and encourage responsible retailing of tobacco products and electronic cigarettes in Manhattan Beach. To that end, Ordinance No. 15-0020 (Attachment 1) has several key requirements for retailers who sell tobacco products or electronic cigarettes. In addition to the prohibition on flavored products as described in the section below, retailers will be required to:

- Obtain and display a permit from the City;
- Post signage stating that the sale of electronic cigarettes to anyone under 18 years of age is illegal;
- Check the identification of anyone who appears to be under the age of 30;
- Keep all tobacco products and electronic cigarettes out of public view;
- Discontinue sale of tobacco products or electronic smoking devices from vending machines; and
- Discontinue self-service displays unless the retailer primarily sells tobacco products or electronic cigarettes; generates more than 60% of revenue from annual sale of these products; does not allow anyone under the age of 18 to enter; does not sell alcoholic beverages or food for consumption on the premises; and posts signage stating that those under 18 are not allowed to enter.

The ordinance also proposes a 500 foot distance between retailers, and would prohibit any new retailer from obtaining a Tobacco Retail Licensing permit if they are located within 500 feet of an existing retailer. As presented to City Council in August 2015, this requirement aims to reduce the density of tobacco retailers in the community because according to the American Lung Association, the density of tobacco retailers has been associated with increased smoking rates.



### **Data on Youth Smoking in the Region**

The CDC and the Food and Drug Administration analyzed data from the 2014 National Youth Tobacco Survey to determine the prevalence of flavored e-cigarette, hookah, cigar, pipe tobacco, or smokeless tobacco product use and menthol cigarette smoking. This includes the proportion of past 30-day tobacco users that have used flavored products among U.S. middle and high school students. They found that an estimated 69.4% of youth tobacco users had used at least one flavored tobacco product in the past 30 days.

On a more local level, a 2013 Youth Risk Behavior survey of high school students in the City of Los Angeles found that 6.7% reported smoking at least once in a 30 day period. Further, the Los Angeles County Department of Public Health found that 28.9% of current smokers among high school students in Los Angeles reported directly purchasing their cigarettes from stores or gas stations.

Youth sales rates vary, but the Center for Tobacco Policy and Organizing has put together a summary of California cities with strong TRLs, and shows the before and after youth purchase rates (Attachment 2). Some cities have been able to eliminate the number of retailers that are willing to sell tobacco products to minors completely.

There is limited data available on the impact on youth purchase attempts of tobacco products in LA County post-implementation of Tobacco Retail Licenses. However, several communities have reported a drop in the purchase attempts since the TRL was put into place:

- Burbank: adopted TRL December 2006; purchase attempt rates dropped from 26.7% to 4%;
- Baldwin Park: adopted TRL October 2008; purchase attempt rates dropped from 34% to 9%;
- Pasadena: adopted TRL January 2004; purchase attempt rates dropped from 20% to 0%; and
- Los Angeles County: adopted TRL December 2007; purchase attempt rates dropped from 30.6% to 8%.

Following the City Council meeting in August 2015, the LA County Department of Public Health conducted a youth purchase survey for the City of Manhattan Beach. They found that of 18 tobacco retailers surveyed in the city, 11% were willing to sell tobacco products to minors (i.e. 2 retailers).

The Center for Tobacco Policy and Organizing has found that tobacco retail licensing ordinances with strong enforcement options are effective, and that education on the local ordinance as well as state laws are needed. Over 100 cities and counties in California have adopted strong tobacco retail licensing ordinances and have seen the rate of youth access to tobacco reduced dramatically.

### **DISCUSSION:**

On August 18, 2015 City Council reviewed a draft Tobacco Retail Licensing ordinance and directed staff to come back with an ordinance addressing limiting youth access to tobacco products by restricting the sale of flavored tobacco products, and provide existing retailers

with time to comply with the ordinance.

Staff was also asked to return with information on proximity of existing retailers to parks and youth centers, definition of product flavors, and data on youth smoking in the region. Data on youth smoking is covered in the background section, while details on the flavor prohibition, information on parks and existing retailers, and the compliance period will be covered in this section of the report.

### ***Prohibiting the Sale of Flavored Products***

As directed by City Council, Ordinance No. 15-0020 prohibits retailers from selling tobacco or electronic smoking products containing artificial or natural flavors. Flavored cigarettes were banned nationally in 2009, but cigars and electronic cigarettes were not included in this prohibition.

This prohibition does not apply to those retailers that only allow patrons 18 years or older to enter the location, such as a vape shop or electronic smoking lounge. This prohibition would apply to all other retailers, and includes the artificial (or natural) candy and fruit flavors in many electronic cigarette/vape products, and tobacco products such as cigars or cigarillos. The ordinance also includes, but is not limited to, herb or spice flavors such as strawberry, grape, orange, clove, cinnamon, mint, pineapple, vanilla, coconut, licorice, cocoa, chocolate, cherry or coffee.

Mint flavored cigarettes were included in the national ban in 2009, and are not legally available for retail sale. However, other mint-flavored tobacco products (cigars, snuff, etc.) and electronic cigarette products are available for retail sale, and would be included in the proposed prohibition as an herb or spice flavor.

### **Menthol Products**

The City Council discussed a comprehensive flavor ban but requested more information on the definition of flavors and more information on Menthol in particular. As background, even though menthol is derived from mint, there is an exemption from the federal flavor ban for menthol cigarettes. A few other communities with product flavor bans include menthol flavored products in their ordinances. Berkeley, Contra Costa County, and Chicago include menthol products, while Santa Clara County allows for the sale of menthol products.

As drafted, Ordinance No. 15-0020 does not include an exemption for menthol products.

**Policy Question:** Should the ordinance be revised to exempt menthol products?

### ***Proximity of Existing Retailers to Parks/Youth Centers***

City Council directed staff to provide some information on including parks and youth centers in the ordinance, in addition to schools, as part of the 1,000 foot buffer zone. Retailers within the 1,000 foot buffer zone would not be allowed to obtain a tobacco retail licensing permit, and must phase out the retail sale of tobacco products. If City Council determines that all existing retailers within the 1,000 foot buffer zone should comply with the ordinance, a

compliance period will be provided for retailers to phase out the retail sale of products, obtain the required permit, and make other changes (such as signage) necessitated by the ordinance. An exemption similar to the flavor product exemption for retailers who only allow those 18 years or older to enter the premises can be considered.

The Tobacco Retailer map (Attachment 3) shows that there are eleven retailers that are within a 1,000 foot buffer zone of a school or park. Of these eleven retailers:

- Three retailers are located within a 1000' foot radius of a school
  - Two retailers are gas stations, and the third is a convenience store
  - All three retailers sell both tobacco and electronic cigarettes
- Three retailers are located within a 1000' foot radius of Veterans Parkway
  - Retailers include a gas station, convenience store and grocery store
  - Two retailers sell cigarettes only, the third sells both products
- Five retailers are located within a 1000' foot radius of a park facility in the city
  - Retailers include one grocery store, one gas station, two convenience stores, and a stand-alone smoke shop
  - The stand-alone smoke shop is located near the Eighth Street Parquette
  - Except for one convenience store, all retailers sell both tobacco and electronic cigarette products

None of the City's community centers are within 1,000 feet of a tobacco retailer, and the teen or youth centers are associated with park facilities. Any retailer within 1,000 feet of a teen or youth center would fall within the 1,000 foot buffer zone for parks.

With the inclusion of parks in the distance requirement, two gasoline stations will be prohibited from selling tobacco products. The convenience store association for gasoline stations opposes the City's proposed ordinance, as does one other tobacco retailer in the City. Both are concerned with the potential to apply the ordinance to all businesses without grandfathering in existing businesses, and are also concerned about the flavored product prohibition.

**Policy Question:** Should the ordinance be amended to include a 1000 foot buffer zone for Parks?

### ***Compliance Period***

City Council directed staff to include a compliance period for retailers to comply with the requirements of the ordinance. As drafted, the Tobacco Retail License applies to all retailers in the City. Retailers within the 1,000 foot buffer zone will have to phase out retail sale of all tobacco and electronic cigarette products. All retailers will have to phase out the sale of flavored products.

There are 21 retailers that sell tobacco or electronic cigarette products in Manhattan Beach. Based on the compliance period in other cities, a 90-day period is recommended to allow retailers to come into compliance with the ordinance. The 90-day period would begin once

the permit fee and application process is finalized, and would allow time for retailers with an existing stock of products to sell off their inventory.

Alternatively, a phase-in approach could be taken if retailers require longer than the 90-day period. Retailers whose primary business is not the sale of tobacco products or electronic cigarettes, such as gas stations, can be included in the first phase. City Council direction is needed on setting a 90-day compliance period, or defining an alternative compliance period.

If Ordinance 15-0020 is approved, staff suggests the 90-day compliance period begin on January 1, 2016.

**Policy Question:** What is the appropriate grace period for compliance with the ordinance?

**PUBLIC OUTREACH/INTEREST:**

Letters were sent to the tobacco retailers to advise them of the initial City Council meeting where the proposed ordinance was discussed. Staff contacted each business with listed phone numbers to advise them of the City Council meeting in August. Staff has since reached out to these retailers with details on the proposed ordinance requirements.

Two letters of opposition were received following the City Council meeting in August (Attachment 4). The letters were from the American Petroleum and Convenience Store Association (APCA), and Manhattan Grocery. The letters state that City Council should include a grandfather clause in the ordinance for existing retailers, and their opposition to a ban on the retail sale of flavored products.

If Ordinance 15-0020 is approved, staff will work with each of the retailers to help them understand the ordinance and permit requirements.

**CONCLUSION:**

Staff recommends that City Council waive further reading and introduce Ordinance No. 15-0020, establishing a tobacco retail licensing program.

**Attachments:**

1. Ordinance No. 15-0020
2. LA County Youth Purchase Survey Results
3. Tobacco Retailer Map
4. Opposition Letters to the Tobacco Retail License Ordinance
5. Supplemental Information Memo for Ordinance No. 15-0020
6. Additional Support Letters for Tobacco Retail Licensing Ordinance

ORDINANCE NO. 15-0020

AN ORDINANCE OF THE CITY OF MANHATTAN BEACH  
ADDING CHAPTER 4.118 (PERMITS FOR RETAILERS OF  
TOBACCO PRODUCTS AND/OR ELECTRONIC SMOKING  
DEVICES) OF TITLE 4 OF THE MANHATTAN BEACH  
MUNICIPAL CODE

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. The City Council hereby finds, determines and declares that:

SECTION 2. Title 4 (Public Welfare, Morals and Conduct) is hereby amended to add a new Chapter 4.118, Permits for Retailers of Tobacco Products and/or Electronic Smoking Devices, as follows:

**“Chapter 4.118  
PERMITS FOR RETAILERS OF TOBACCO PRODUCTS AND/OR ELECTRONIC  
SMOKING DEVICES**

- 4.118.010 Intent**
- 4.118.020 Definitions**
- 4.118.030 Requirements and Prohibitions**
- 4.118.040 Eligibility Requirements for a Permit**
- 4.118.050 Application Procedure**
- 4.118.060 Issuance of Permit**
- 4.118.070 Permit Term, Renewal, and Expiration**
- 4.118.080 Permits Nontransferable**
- 4.118.090 Permit Conveys a Limited, Conditional Privilege**
- 4.118.100 Fees**
- 4.118.110 Compliance Monitoring**
- 4.118.120 Prevention of Sales to Youth**
- 4.118.130 Enforcement**

#### **4.118.010 Intent.**

This Chapter is adopted to:

1. Ensure compliance with the business standards and practices of the City;
2. Encourage responsible retailing of tobacco products and electronic smoking devices;
3. Discourage violations of laws related to tobacco products and electronic smoking devices, especially those that prohibit or discourage the sale or distribution of tobacco products and electronic smoking devices to minors; and
4. Protect the public health and welfare.

This Chapter does not expand or reduce the degree to which the acts regulated by federal or state law are criminally proscribed or alter the penalties provided by such laws.

#### **4.118.020 Definitions.**

For the purposes of this Chapter, the following definitions shall apply:

“Arm’s length transaction” means a sale in good faith and for valuable consideration that reflects the fair market value in the open market between two or more informed and willing parties, neither of which is under any compulsion to participate in the transaction. A sale between relatives, related companies or partners, or a sale for which a significant purpose is avoiding the effect of the violations of this Chapter is not an arm’s length transaction.

“Electronic smoking device” means (1) an electronic and/or battery-operated device that can deliver an inhalable dose of nicotine to the user or (2) any product intended or sold for use with such a device. “Electronic smoking device” includes any product meeting this definition, regardless of whether it is manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, electronic vape, vaporizer or any other product name or descriptor.

“Ownership” means possession of a ten-percent or greater interest in the stock, assets, or income of a business, other than a security interest for the repayment of debt.

“School” means a public or private elementary, middle, junior high or high school.

“Tobacco product” means any product containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, snus, bidis, or any other preparation of tobacco that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body. Tobacco product does not include any

cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

“Retailer” means any person who sells, exchanges, or offers to sell or exchange, for any form of consideration, tobacco products and/or electronic smoking devices. “Retailing” shall mean the doing of any of these things. This definition is without regard to the quantity of tobacco products or electronic smoking devices sold, exchanged, or offered for sale or exchange.

#### **4.118.030 Requirements and Prohibitions.**

A. Permit required. It shall be unlawful for any person to act as a retailer of tobacco products and/or electronic smoking devices in the City without first obtaining and maintaining a valid retailer permit pursuant to this Chapter for each location at which that activity is to occur.

B. Lawful business operation. It shall be a violation of this Chapter for any retailer to violate any local, state, or federal law applicable to tobacco products, electronic smoking devices, or the retailing of such products.

C. Display of permit. Each retailer permit shall be prominently displayed in a publicly visible place at the permitted location.

D. Notice of minimum age for purchase of electronic smoking devices. Retailers shall post conspicuously, at each point of purchase, a notice stating that selling electronic smoking devices to anyone under 18 years of age is illegal and subject to penalties. Such notice shall be subject to the approval of the City.

E. Positive identification required. No retailer shall sell or transfer a tobacco product or electronic smoking device to another person who appears to be under 30 years of age without first examining the customer’s identification to confirm that the customer is at least the minimum age under state law to purchase and possess the tobacco product.

F. Minimum age for persons selling tobacco or electronic smoking devices. No person who is younger than the minimum age established by state law for the purchase or possession of tobacco products or electronic smoking devices shall engage in retailing.

G. False and misleading advertising prohibited. A retailer either without a valid retailer permit or with a suspended retailer permit:

1. Shall keep all tobacco products and electronic smoking devices out of public view.

2. Shall not display any advertisement relating to tobacco products or electronic smoking devices that promotes the sale or distribution of such products from the retailer’s location or that could lead a reasonable consumer to believe that tobacco products or electronic smoking devices can be obtained at that location.

H. Flavored Tobacco Products. No retailer shall sell a tobacco product, or any product used in an electronic smoking device, containing, as a constituent or additive, an artificial or natural flavor or an herb or spice, including but not limited to strawberry, grape, orange, clove, cinnamon, mint, pineapple, vanilla, coconut, licorice, cocoa, chocolate, cherry, or coffee, that is a characterizing flavor of the tobacco product or smoke produced by the tobacco product. The prohibition in the preceding sentence shall not apply to a retailer that permits only patrons 18 years of age or older to enter the location where the tobacco product is sold.

I. Vending Machines Prohibited. No tobacco product or electronic smoking device shall be sold, offered for sale, or distributed to the public from a vending machine or appliance, or any other coin or token operated mechanical device designed or used for vending purposes, including but not limited to, machines or devices that use remote control locking mechanisms.

J. Self-service display prohibited.

1. Except as permitted in paragraph (2), no electronic smoking device shall be sold, offered for sale, or openly displayed for sale in a manner that is accessible to the general public without the assistance of the retailer or an employee of the retailer.

2. Paragraph (1) shall not apply to the display of electronic smoking devices by a retailer that:

a. Primarily sells tobacco products and/or electronic smoking devices;

b. Generates more than 60 percent of its gross revenues annually from the sale of tobacco products, tobacco paraphernalia, or electronic smoking devices;

c. Does not permit any person under 18 years of age to be present or enter the premises at any time;

d. Does not sell alcoholic beverages or food for consumption on the premises; and

e. Posts a sign outside the retail location that clearly, sufficiently and conspicuously informs the public that persons under 18 years of age are prohibited from entering the premises.

#### **4.118.040 Eligibility Requirements for a Permit.**

A. No retailer permit may be issued to authorize retailing at other than a fixed location. For example, retailing by persons on foot or from vehicles is prohibited.

B. No retailer permit may be issued to authorize retailing at a temporary or recurring temporary event. For example, retailing at flea markets and farmers' markets is prohibited.



C. No retailer permit may be issued to authorize retailing at any location within 1,000 feet of a school, as measured by the shortest distance traveled from any entrance of the proposed location for retailing to the parcel boundary of the school, provided, however, that the prohibition contained in this subsection "C" shall not apply to any lawfully operating retailer of tobacco products and/or electronic smoking devices that would otherwise become ineligible to receive or renew a retailer permit due to the creation or relocation of a school.

D. No retailer permit may be issued to authorize retailing at a location which is within 500 feet of a location occupied by another retailer, as measured by the shortest distance traveled from any entrance of the proposed location to any entrance of the existing location, provided, however, that the prohibition contained in this subsection "D" shall not apply to existing retailers of tobacco products and/or electronic smoking devices operating lawfully on the date immediately prior to this Chapter becoming effective.

E. Any exemption granted to a retailer pursuant to this section shall cease to apply upon the earlier of the following to occur:

1. The retailer fails to timely renew the retailer permit pursuant to Section 4.118.070.B of this Chapter; or
2. A new person obtains ownership in the business.

#### **4.118.050 Application Procedure.**

A. It is the responsibility of each retailer to be informed of all laws applicable to retailing, including those laws affecting the issuance of a retailer permit. No retailer may rely on the issuance of a retailer permit as a determination by the City that the retailer has complied with all laws applicable to retailing. A retailer permit issued contrary to this Chapter, contrary to any other law, or on the basis of false or misleading information supplied by a retailer shall be revoked pursuant to Section 4.118.060 of this Chapter.

B. All retailer permit applications shall be submitted on a form supplied by the City.

C. A permitted retailer shall inform the City in writing of any change in the information submitted on an application for a retailer permit within 14 calendar days of a change.

D. All information specified in an application pursuant to this section shall be subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.) or any other applicable law, subject to the laws' exemptions.

#### **4.118.060 Issuance of Permit.**

A. Upon the receipt of a complete application for a retailer permit, the application fee, and the annual permit fee, the City shall issue a retailer permit unless

substantial evidence demonstrates that one or more of the following bases for denial exists:

1. The information presented in the application is inaccurate or false;
2. The application seeks authorization for retailing at a location for which this Chapter prohibits issuance of a retailer permit;
3. The application seeks authorization for retailing by a person to whom this Chapter prohibits issuance of a retailer permit; or
4. The application seeks authorization for retailing that is prohibited pursuant to this Chapter (e.g., mobile vending) or that is unlawful pursuant to any other law.

B. A retailer permit shall be revoked if the City finds that one or more of the bases for denial of a retailer permit under this section existed at the time application was made or at any time before the retailer permit issued. Such a revocation shall be without prejudice to the filing of a new permit application.

C. A decision to deny issuance of a retailer permit, or to revoke a retailer permit that has been wrongly issued, can be appealed to a hearing officer, subject to the following requirements and procedures. The hearing officer shall be designated by the City Manager.

1. All appeals must be in writing, state the grounds asserted for relief and the relief sought, and filed with the City Manager or his or her designee within ten calendar days of receipt of notice of the appealed action. If such an appeal is made, it shall stay enforcement of the appealed action.

2. After the conclusion of the hearing, the hearing officer shall issue a written decision. Any decision rendered by the hearing officer shall be a final administrative decision.

#### **4.118.070 Permit Term, Renewal, and Expiration.**

A. Term of Permit. The term of a retailer permit is one year. A retailer permit is invalid upon expiration.

B. Renewal of Permit. The City shall renew a valid retailer permit upon timely payment of the annual permit fee. The City may, in its discretion, agree to renew any expired retailer permit within the three-month period following expiration if the retailer pays the annual permit fee and applicable late charges. For every calendar month, or fraction thereof, that a retailer fails to renew an expired retailer permit, a late charge equal to 20 percent of the annual permit fee shall be assessed. A retailer permit renewed within three calendar months of expiration shall be treated as if timely renewed.

C. Issuance of Permit after Revocation or Expiration of Permit. To apply for a new retailer permit more than three calendar months after expiration of a retailer permit

or following revocation of a retailer permit that was wrongly issued, a retailer must submit a complete application for a retailer permit, along with the application fee and annual permit fee. The City shall issue a retailer permit pursuant to the requirements of Section 4.118.060 of this Chapter.

#### **4.118.080 Permits Nontransferable.**

A. A retailer permit may not be transferred from one person to another or from one location to another. Whenever a new person obtains ownership in a business for which a retailer permit has been issued, a new retailer permit shall be required, and any exemption granted pursuant to Section 4.118.040 of this Chapter shall cease to apply.

B. Notwithstanding any other provision of this Chapter, prior violations of this Chapter at a location shall continue to be counted against a location and permit ineligibility and suspension periods shall continue to apply to a location unless:

1. One hundred percent of the interest in the stock, assets, or income of the business, other than a security interest for the repayment of debt, has been transferred to one or more new owners; and

2. The City is provided with clear and convincing evidence, including an affidavit, that the business has been acquired in an arm's length transaction.

#### **4.118.090 Permit Conveys a Limited, Conditional Privilege.**

Nothing in this Chapter shall be construed to grant any person obtaining and maintaining a retailer permit any status or right other than the limited, conditional privilege to act as a retailer at the location in the City identified on the face of the permit.

#### **4.118.100 Fees.**

The City shall not issue or renew a retailer permit prior to full payment of any applicable fees. The City Council shall, from time to time, establish by resolution the fees to issue or to renew a retailer permit. The fees shall be calculated so as to recover the cost of administration and enforcement of this Chapter, including, for example, issuing a permit, administering the permit program, retailer education, retailer inspection and compliance checks, documentation of violations, and prosecution of violators, but shall not exceed the cost of the regulatory program authorized by this Chapter. All fees and interest earned from such fees shall be used exclusively to fund administration and enforcement of this Chapter.

#### **4.118.110 Compliance Monitoring.**

The City shall check each retailer at least once per 12-month period to determine if the retailer is complying with all laws applicable to retailing, other than those laws regulating youth access to tobacco products or electronic smoking devices. Nothing in this paragraph shall create a right of action in any retailer or other person against the City or its agents.

#### **4.118.120 Prevention of Sales to Youth.**

A. The City shall check each retailer at least twice per 12-month period to determine whether the retailer is conducting business in a manner that complies with laws regulating youth access to tobacco products or electronic smoking devices. Nothing in this paragraph shall create a right of action in any retailer or other person against the City or its agents.

B. The City shall not enforce any law establishing a minimum age for tobacco product or electronic smoking device purchases or possession against a person who otherwise might be in violation of such law because of the person's age ("Youth Decoy") if the potential violation occurs when:

1. The Youth Decoy is participating in a compliance check supervised by a peace officer or a code enforcement official of the City;

2. The Youth Decoy is acting as an agent of a person designated by the City to monitor compliance with this Chapter; or

3. The Youth Decoy is participating in a compliance check funded in part, either directly or indirectly through subcontracting, by the City or the California Department of Public Health.

#### **4.118.130 Enforcement.**

A. Any violation of this Chapter is hereby declared to be a public nuisance.

B. Causing, permitting, aiding, abetting, or concealing a violation of any provision of this Chapter shall also constitute a violation of this Chapter.

C. Violations of this Chapter may be remedied by a civil action brought by the City, including, but not limited to, administrative or judicial nuisance abatement proceedings, civil code enforcement proceedings, and suits for injunctive relief. For the purposes of the civil remedies provided in this Chapter, each day on which a tobacco product or electronic smoking device is offered for sale in violation of this Chapter, and each individual retail tobacco product or electronic smoking device that is distributed, sold, or offered for sale in violation of this Chapter, shall constitute a separate violation of this Chapter.

D. The City Prosecutor shall have discretion to prosecute violations of this Chapter as infractions or misdemeanors.

E. The remedies provided by this Chapter are cumulative and in addition to any other remedies available at law or in equity."

SECTION 3. 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 passed this ordinance and each sentence, clause or phrase thereof

irrespective of the fact that any one or more sentence, clauses or phrases be declared unconstitutional or otherwise invalid.

SECTION 4. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

SECTION 5. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the 31st day after its passage.

PASSED, APPROVED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2015.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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MARK BURTON  
Mayor

ATTEST:

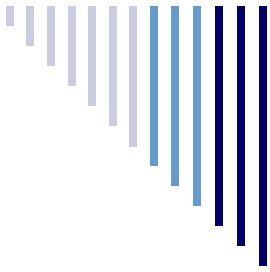
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LIZA TAMURA  
City Clerk

APPROVED AS TO FORM:

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QUINN M. BARROW  
City Attorney



## Manhattan Beach Tobacco Youth Purchase Survey 2015

### Illegal Tobacco Sales to Youth are a Problem

Although it has been illegal to sell tobacco to minors in California for over 100 years, retailers continue to sell tobacco to youth. In fact, kids in the U.S. smoke more than 920 million packs of cigarettes each year. In addition, 28.9% of current smokers among high school students in Los Angeles reported directly purchasing their cigarettes from stores or gas stations.

### Youth Purchase Surveys

Youth Purchase Surveys (YPSs) have proven to be an invaluable source of data to support comprehensive efforts to decrease youth tobacco use. Specifically, YPS data assist community leaders and decision-makers in raising awareness about the problem of youth access to tobacco and generating innovative policy solutions to preventing youth smoking.

YPSs involve youth aged 15 to 17 going into stores and attempting to buy tobacco products. A comprehensive “attempted buy” protocol was developed by the Department of Public Health’s Tobacco Control and Prevention Program to assess rates of retailers willing to sell tobacco products to minors. Subcontractors working in Manhattan Beach received training with the protocol and subsequently trained youth and adult participants in conducting the YPSs.

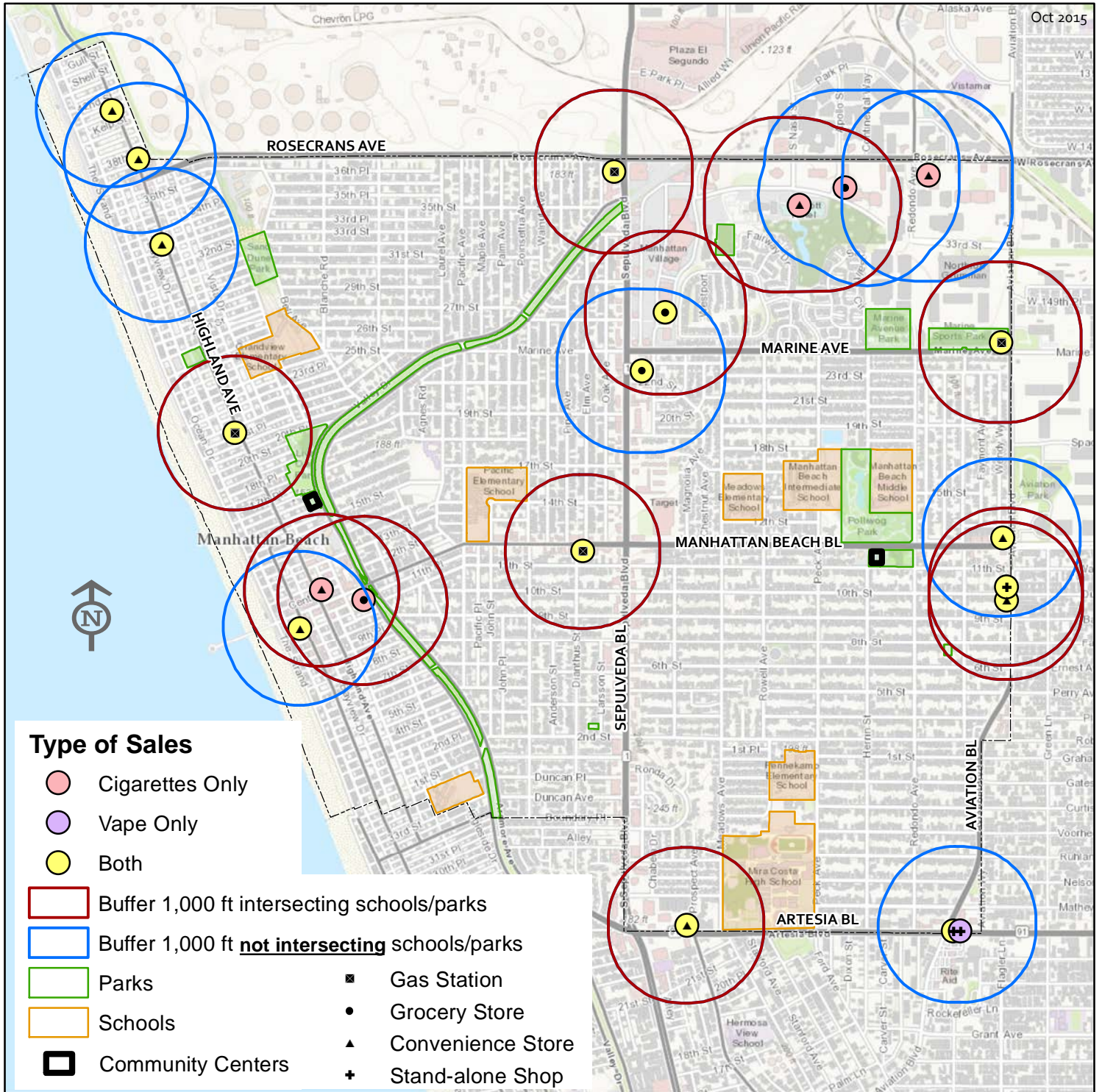
This report presents YPS data collected in Manhattan Beach in September 2015. A total of 18 retailers were surveyed, including liquor stores, small grocers/delis, drugstores/pharmacies, and supermarkets. Youth attempted to buy cigarettes at these retailers.

### Retailers Willing to Sell Tobacco to Minors

**11% (2/18)** of Manhattan Beach retailers approached were willing to sell tobacco products to minors. This rate translates into the retailer’s willingness to sell tobacco products illegally to approximately 1 in 10 youth.

# City of Manhattan Beach

## Tobacco and Electronic Cigarette Retailers



This data was derived from the Cigarette and Tobacco Retailer Licensing Report and, with the exception of the electronic cigarette retailer, represents only those businesses that are currently licensed by the California State Board of Equalization (BOE) to sell tobacco products.





September 10, 2015

Mayor Mark Burton  
City of Manhattan Beach  
1400 Highland Avenue  
Manhattan Beach, CA 90266

Re: Proposed Tobacco Retail License Ordinance

Dear Mayor Burton:

I write on behalf of the American Petroleum and Convenience Store Association (APCA), a grassroots organization of independent gasoline and convenience store owners located throughout the state of California. APCA shares the goal to keep all tobacco products out of the hands of minors and supports local tobacco retail license (TRL) ordinances as an enforcement tool to penalize retailers that break the law.

We have reviewed the draft TRL ordinance and the August City Council meeting video at which the City Council provided further direction to staff on the ordinance and we have the following comments and concerns.

**Grandfathering of existing tobacco retailers**

It is our hope that you adequately protect the interests of the all existing tobacco retailers within 1,000 feet of a school or youth-oriented facility or within 500 feet of another tobacco retailer with the addition of a grandfather clause that will do two things:

1. Exempt tobacco retailers operating lawfully on the effective date of the ordinance; and
2. Allow for the sale of the business to another individual, through an arm's length transaction, of a tobacco retail business operating lawfully on the effective date of the ordinance to be exempt from the sales restrictions. The new owner would be required to apply for and obtain a new tobacco permit.

The inclusion of a grandfather clause will allow current business owners to continue to operate their businesses and sell their businesses to a third party, preserving the value of these stores for business owners. Franchisees and independent retailers have much and in many cases all of their retirement wrapped up into the value of their stores. So to devalue their stores is to destroy their entire investment and retirement.

**Flavored Tobacco Ban**

We are opposed to the proposed provision that would ban the sale of flavored tobacco (except tobacco and menthol) in all retail outlets unless they are age restricted. Tobacco is a key category for retailers that drive foot traffic and incidental sales within stores. The inability to

461 S. Milpitas Blvd. Suite 1, Milpitas, CA 95035



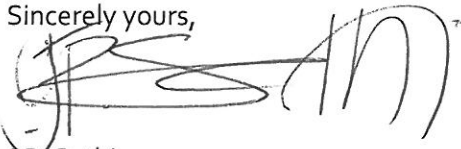
sell even flavored tobacco has a significant financial impact on a store. Retailers operate on thin profit margins and the loss of important products can mean going out of business. This

provision also creates an uneven playing field for existing businesses as customers can easily go to smoke shops in Manhattan Beach or retailers in neighboring cities to purchase flavored tobacco.

If the Council is determined to ban the sale of flavored tobacco in non age restricted retailers, we ask that you add a provision for the continued sale of mint and wintergreen flavored products at all retail establishments in the City.

We appreciate the opportunity to comment on the City's draft ordinance and look forward to working with the City Council and City staff to develop a tobacco retail license that keeps tobacco out of the hands of minors and protects the business interests of law-abiding tobacco retailers that will be impacted by this ordinance.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'J.P. Sethi', with a small trademark symbol (TM) at the end.

J.P. Sethi  
Chairman

cc: Manhattan Beach City Council  
Sona Coffee  
City Attorney

RECEIVED  
CITY CLERK'S OFFICE

2015 SEP -8 AM 10: 24

**Manhattan Grocery**  
**1111 Manhattan Avenue**  
**Manhattan Beach CA 90266**

September 2, 2015

Manhattan Beach City Council  
1400 Highland Avenue  
Manhattan Beach, CA 90266

Re: Proposed Tobacco Retail License

Dear Mayor and City Council Members,

I was unable to attend the August 18 City Council meeting but wanted to share with you my concerns regarding the proposed tobacco retail license ordinance, specifically, limiting access to tobacco products by restricting the sale of flavored tobacco products and the grandfathering-in of existing retailers.

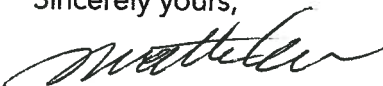
I have owned Manhattan Grocery for the past 12 years. When I purchased the store, I knew I would be able to sell tobacco. This was an important factor in my decision to buy the grocery store. Tobacco sales comprise about 10% of my sales. The ability to sell tobacco is important to the overall success of my store. Most of the customers that purchase tobacco (tourists and local employees in downtown MB) end up buying other items at my store. If I am unable to sell tobacco, I will lose these sales and my revenue will plummet.

I have a long-term lease other fixed costs that I am obligated to pay each month. I cannot afford to lose the income from tobacco and the ancillary sales it generates. That is why I am urging you to allow existing businesses to continue to sell ALL tobacco products including flavored tobacco.

If I am fortunate enough to someday retire and decide to sell my business, the value of my business will depend upon the ability of the new owner to continue to sell tobacco. That is why it is also important to grandfather existing tobacco retailers in perpetuity.

I hope that the Council will support local, independent businesses like mine and delete the flavored tobacco sales restriction and grandfather existing tobacco retailers from distance and density restrictions. Thank you for your consideration of my concerns.

Sincerely yours,



Matthew Kim



City Hall 1400 Highland Avenue Manhattan Beach, CA 90266-4795  
Telephone (310) 802-5000 FAX (310) 802-5001 TDD (310) 546-3501

**To:** Honorable Mayor Burton and Members of the City Council  
**From:** Tony Olmos, Public Works Director  
Sona Coffee, Environmental Programs Manager  
**Subject:** Tobacco Retail Licensing in Manhattan Beach  
**Date:** October 28, 2015

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**SUPPLEMENTAL INFORMATION FOR STAFF REPORT NO. ORD 15-0020**

The City Council and staff have received several comments regarding the tobacco retail licensing proposal initially scheduled for discussion at the October 20, 2015 City Council meeting. Based on the comments received, and the letters submitted after the report agenda was already published, staff has prepared additional information to answer the questions and concerns posed.

This supplemental report covers the issues of:

- Distance used to measure which businesses are 1,000 feet from a school; and
- Grandfathering existing businesses into the proposed ordinance.

Concerns were also raised regarding the inclusion of parks in the prohibition of retail sale of tobacco products. Parks are not yet included in Ordinance No. 15-0020, but inclusion of parks is presented in the original staff report as an option for City Council to review when considering the prohibition of retail sale of tobacco products by retailers that are within 1,000 feet of a school or park.

**Clarify Distance Measured between Retailer and School or Park**

Subsequent to the October 20, 2015 City Council meeting, staff evaluated suggestions by the public regarding alternate ways to measure distances. The original staff report placed a 1,000 foot radius from the retailer as the buffer zone. The alternate method is to measure from the retailer to a youth-orientated facility such as a park or school using a "shortest distanced traveled" calculation to more realistically measure the distance required to get from the retailer to youth-orientated facility by street or walkway.

When considering a 1,000 foot radius as the buffer zone between a tobacco retailer and a school or park, staff estimated that 11 retailers may be impacted by the ordinance. Details on those retailers are provided in the staff report.

However, as shown below, when considering the “shortest distance traveled” between the retailers and the school or park facilities, those results differ. City Council asked staff to consider parks for inclusion in the ordinance as well, so information on the retailers that are close to parks is also presented below.

The retailers in bold below are within 1,000 feet of a school or park. Of the initial 11 retailers impacted, 6 retailers remain within 1,000 feet of a school or park when considering the shortest distance traveled, as shown in Table 1 below. Attachment 1 also provides a graphic representation of these findings.

Table 1: Shortest Distance Traveled Between a School or Park Facility and Tobacco Retailer

School or Park Facility	Distance from Tobacco Retailer
<b>Veterans Parkway</b>	<b>Vons = 379 ft.</b> <b>Current Events = 806 ft.</b> <b>Chevron Gas Station (Sepulveda) = 482 ft.</b> Ralphs = 1,886
<b>Marine Sports Park</b>	<b>Chevron Gas Station (Aviation) = 537 ft.</b>
<b>Mira Costa High School</b>	<b>7-11 Store = 567 ft.</b>
<b>Live Oak Park</b>	<b>76 Gas Station (Highland) = 891 ft.</b>
Grand View Elementary School*	76 Gas Station (Highland) = 1,032 ft.
Pacific Elementary School	AM/PM Gas Station = 1,336 ft.
8th Street Parquette	Speedi Mart = 1,393 ft. MB Smoke Shop = 1,592 ft.
Manhattan Village Field	Travel Traders = 1,705 ft. Ralphs = 2,766 ft.

\*76 Gas Station was initially estimated to be close to both Live Oak Park and Grand View Elementary School, but the measurement shows the gas station is 1,032 ft. from the school

To avoid any confusion over the distance measured, staff proposes that the ordinance language be updated to state that:

No retailer permit may be issued to authorize retailing at any location within 1,000 feet of a school, as measured from the public entrance of the proposed location for retailing to the parcel boundary of the school, via the shortest pedestrian route.

**Grandfathering Existing Businesses**

In addition to the letters attached to the original staff report from the American Petroleum and Convenience Store Association (APCA) and Manhattan Grocery, City Council and staff received letters from three other retailers and the Chamber of Commerce after the report agenda was published (Attachment 2). Staff also spoke with three retailers (Speedi Mart, Players Liquor, and MB Smoke Shop) and the Downtown

Business and Professionals Association in response to their questions regarding the proposed Tobacco Retail Licensing ordinance.

The retailers' concerns centered on the issue of grandfathering existing businesses into the ordinance, so they would not fall under the proposed prohibition on the sale of flavored tobacco products, or the proposed 1,000-foot distance requirement from a school or park. Two of the retailers estimated tobacco products to account for 10% – 30% of retail sales, while one retailer and APCA mentioned the importance of allowing a retailer to be able to sell their business and transfer the ability to sell tobacco to the new owner.

As presented in the August 18<sup>th</sup> staff report, the American Lung Association's Center for Tobacco Policy & Organizing prepared a matrix of 41 municipalities in California that have adopted ordinances to restrict the location of tobacco retailers within a certain distance of schools. The report (Attachment 3) reviewed whether or not the adopted policies applied to existing retailers (no grandfathering), and found that:

“...a majority of the policies (37 of 41) do not subject existing retailers to the location restrictions but would only apply to new retailers and grandfather in existing retailers. However, for several of these cities and counties, there were no existing retailers within that restricted distance from schools.”

The matrix provided in this report also shows that 20 jurisdictions restrict tobacco retail around parks in their ordinances. The distance requirements range from 500 feet – 1,500 feet, with the majority utilizing the 1,000 foot distance requirement prohibiting retailers within that distance to sell tobacco products.

If the City Council chooses, the ordinance can be revised to exempt existing tobacco retailers from (i) the prohibition on sale of flavored tobacco products, and (ii) the 1,000 foot distance requirement. However, existing tobacco retailers would be required to obtain a Tobacco Retail License permit from the City, and be subject to the remaining requirements of the ordinance including annual inspections.

**Attachments:**

Attachment 1. Distance Maps for Tobacco Retailers

Attachment 2. Additional Opposition Letters to the TRL Ordinance

Attachment 3. American Lung Association's Center for Tobacco Policy & Organizing Matrix of Local Ordinances Restricting Tobacco Retailers Near Schools

**Shortest Distance Traveled Between Retailer and School or Park**

Vons - distance to Veterans Parkway = 379 ft  
 Current Events - distance to Veterans Parkway = 806 ft

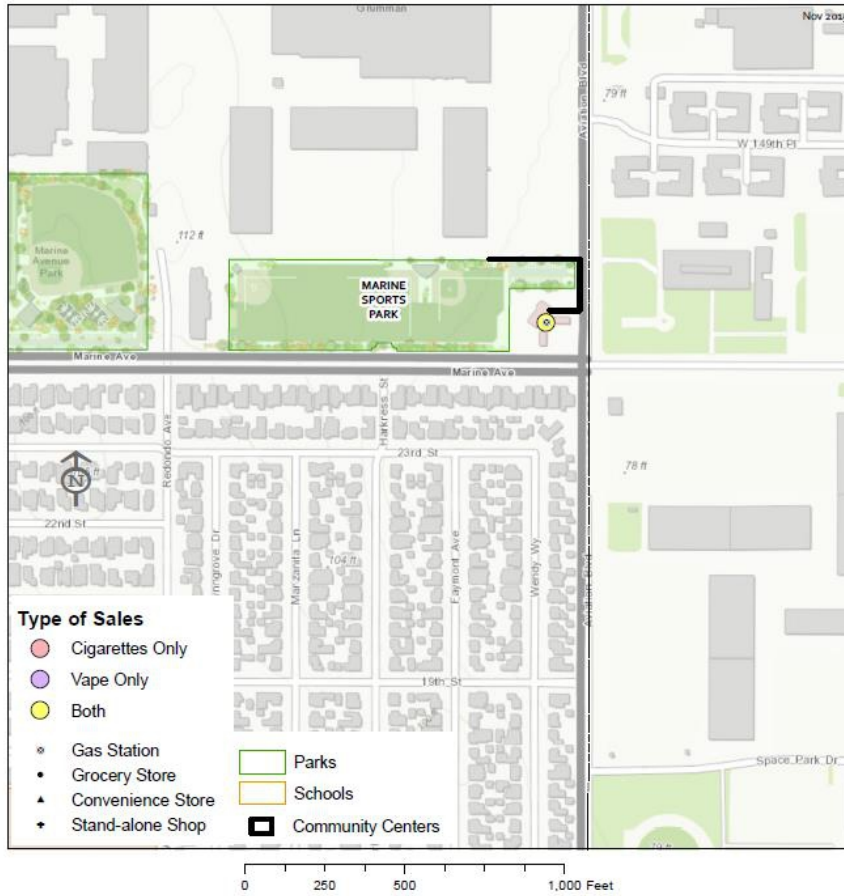


Chevron Gas Station - distance to Veterans Parkway = 482 ft

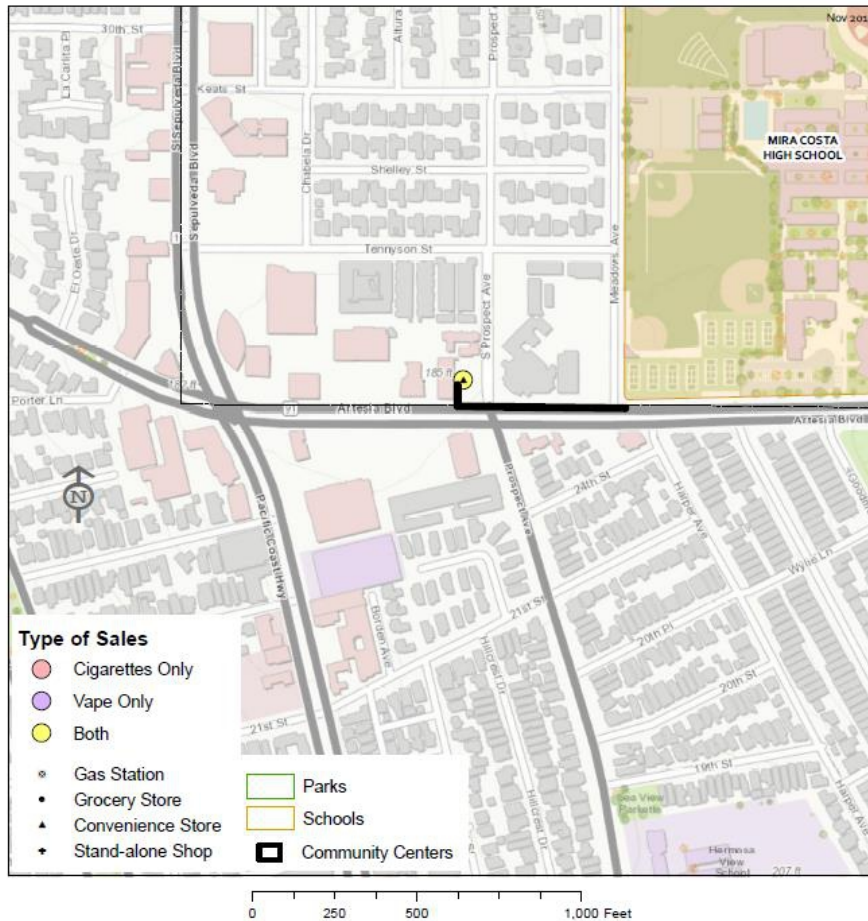




**Chevron Gas Station - distance to Marine Sports Park = 537 ft**



**7-11 Store - distance to Mira Costa High School = 567 ft**

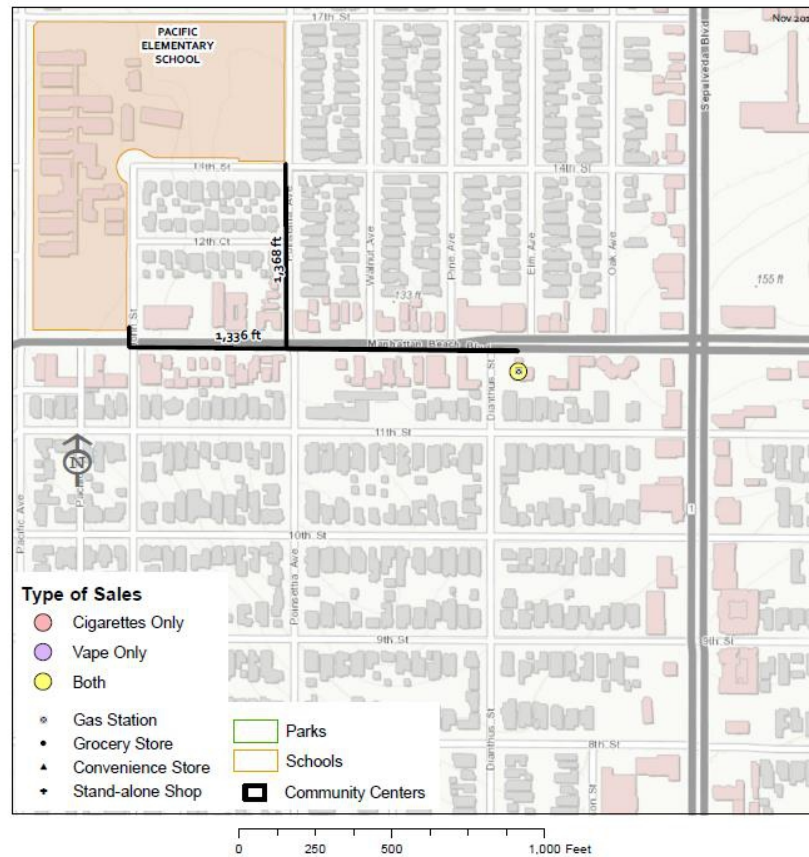


**Attachment 1**

76 Gas Station - distance to Grand View Elementary School = 1,032 ft  
 76 Gas Station - distance to Live Oak Park = 891 ft



AM/PM Gas Station - distance to Pacific Elementary School = 1,336 ft



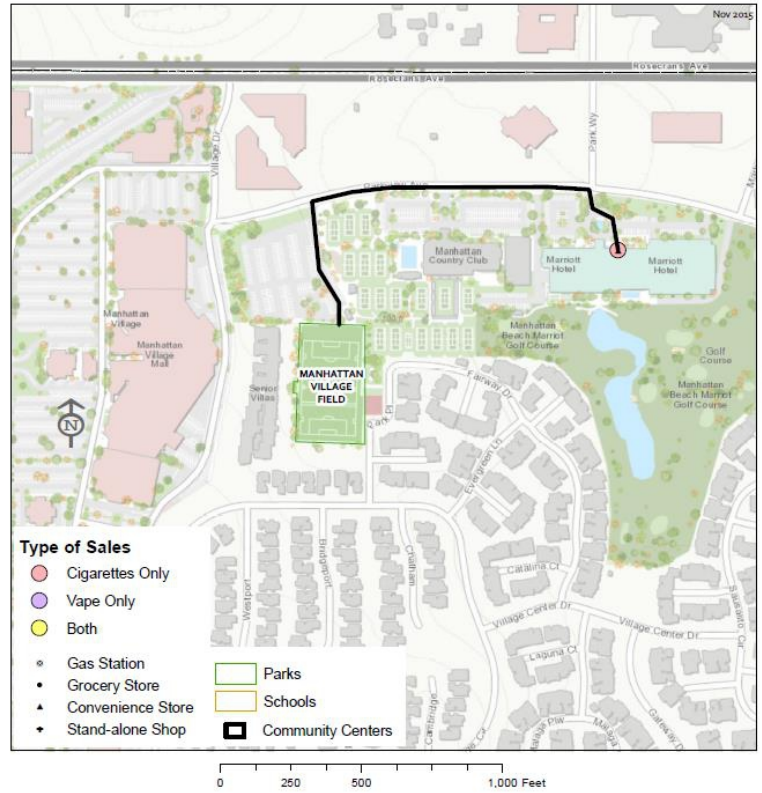


**Attachment 1**

MB Smoke Shop - distance to 8th Street Parkette = 1,592 ft  
 Speedi Mart - distance to 8th Street Parkette = 1,393 ft



Travel Traders - distance to Manhattan Village Field = 1,705 ft



Ralphs - distance to Veterans Parkway = 1,886 ft  
 Ralphs - distance to Manhattan Village Field = 2,766 ft





# MANHATTAN BEACH

Dear Mayor Burton,

To date the Manhattan Beach Chamber of Commerce has not taken an official position on Ordinance No. 15-0020, in regards to the Tobacco Retail Licensing Program. The board of directors is monitoring the program and has expressed some opportunity for collaboration. With respect to this we would ask for some consideration be given to the following:

1. Exemption to some or all aspects of the program for long term businesses in the city who have been in good standing.
2. An elongated phase-in period for some of the more encompassing of the restrictions.
3. A more in depth review of the cities cited in the report and the level of restriction placed when applying for a city tobacco license.
4. A possible delay in the public hearing of this issue.

A number of businesses fall within proposed buffer zones, who have done business here in Manhattan Beach for an extended period of time. In some if not all cases their businesses would be radically effected by the proposed ordinance. As a member of city council, we are aware of the difficulty you are faced with in balancing what is seen as the public good and the health and prosperity of our business community.

Many of the business owners directly impacted by this proposed ordinance did not receive written communication until Thursday or Friday of last week. While it was mailed out within-in the seven day public notice period, perhaps a show of goodwill could allow all parties to better understand one another. The Manhattan Beach Chamber would be glad to assist in or put together a discussion with city staff and the business owners in question.

Sincerely,

James O'Callaghan

President/CEO

Manhattan Beach Chamber of Commerce

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2015 OCT 15 PM 12:06

Manhattan Beach City Council  
1400 Highland Avenue  
Manhattan Beach, CA 90266

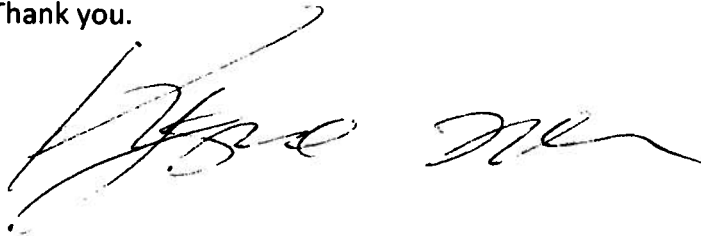
Dear City Councilmembers,

I own a business that sells tobacco in Manhattan Beach. While I do not object to a tobacco license, I oppose a ban on selling flavored tobacco products and ask that the City Council remove this provision from the ordinance.

I do not sell tobacco to minors so if the intent of this flavor ban is to keep these products away from children, it is not necessary. All of the tobacco products I sell are kept behind the counter and not accessible without the assistance of a clerk.

It is also important that you allow retailers that are located near schools and other tobacco retailers to continue to sell tobacco. A provision to grandfather existing businesses is very important and I ask you to include this in your ordinance.

Thank you.



**Current Events**

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Manhattan Beach, CA 90266

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2015 OCT 15 PM 12:06

Mayor Burton  
City of Manhattan Beach  
1400 Highland Avenue  
Manhattan Beach, CA

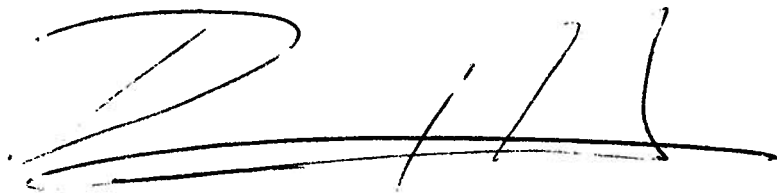
Dear Mayor Burton,

I understand that you will be discussing whether the City should adopt a license requirement for tobacco retailers. As a responsible retailer, I support efforts to curb access to tobacco to minors. While I would rather not have to pay for another license, I can support a city tobacco license as long as the fees are not excessive and that no other restrictions are placed upon my business.

Existing businesses should be allowed to continue to sell all types of tobacco products including flavored tobacco. Once the ordinance is passed, the city will have the necessary tools to monitor and penalize any retailer caught selling cigarettes to minors.

Please protect existing businesses and include a grandfather provision in the ordinance that will allow me to continue to operate my store. I also ask that you exclude the proposed ban on the sale of flavored tobacco.

Thank you for your consideration.



Drew Hubbard

8-14-15

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2015 OCT 15 PM 12:06

August 14, 2015

Manhattan Beach City Council  
1400 Highland Avenue  
Manhattan Beach, CA 90266

Re: Tobacco Retail License Ordinance

Dear Mayor Burton and City Councilmembers,

As a business owner that sells tobacco in Manhattan Beach, I would like to take this opportunity to comment on the proposed ordinance to license tobacco retailers.

I understand that the purpose of the license is to help keep tobacco out of the hands of kids but I think it is important to know that we don't sell tobacco to anyone under 18. I am not opposed to a local tobacco license as long as the fee is reasonable and the city does not place any additional restrictions on my business.

I support the provision in the ordinance that grandfathers existing businesses that are located near schools and other tobacco retailers to continue to sell tobacco. This will allow me to continue to operate my business and also, when and if I decide to sell my business, allow the next owner to continue to sell tobacco products.

I oppose the proposal to ban flavored tobacco in stores like mine. I do not understand why the city wants to ban the sale of flavored tobacco in my store but allow it to be sold in stores that are age restricted. It is unfair and I thought the whole purpose of the license was to make sure the city had enough resources to make sure there were no sales of any type of tobacco products to anyone under the age of 18.

Something else that is important to mention is that adults enjoy flavored tobacco. I am not sure of the average age of each flavored tobacco product but I can tell you that anything from mint chew to grape cigars, adults and even seniors buy these products. A ban on the sale of flavored tobacco products will drive my customers to Hawthorne, El Segundo, Hermosa or Redondo Beach.

I hope you will give serious consideration to my concerns. I appreciate the opportunity to comment on the proposal.

Sincerely,

SPEEDI MART.  
AAMIR BHAMANI,  
975 N AVIATION BLVD  
MANHATTAN BEACH  
CA 90266



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CITY CLERK'S OFFICE

Speedi Mart  
975 N. Aviation Blvd. 2015 OCT 15 PM 12:06  
Manhattan Beach, CA, 90266

October 15, 2015

Manhattan Beach City Council  
City Hall  
1400 Highland Avenue  
Manhattan Beach, CA, 90266

Dear Mayor and City Council Members,

I submitted a letter previously on the tobacco licensing proposal and wanted to follow up with some additional information.

My family and I have operated Speedi Mart for over 25 years. It has been our livelihood since 1990 and I take great pride in servicing the neighborhood of this community. Under my ownership, we have never been cited for selling tobacco or alcohol to a minor. My children graduated from Mira Costa High School and as a father, I completely understand the importance of a zero tolerance policy when it comes to selling tobacco or alcohol to a minor and therefore have practiced this in my place of business as well. Under no conditions do I or my staff take the issue of selling to a minor lightly and therefore we have managed to have a clean record and intend to always maintain this record. To validate this, we have letters of recommendation from the Police Department commenting on our excellent compliance record and I have attached the letters for your review.

Given my history in the city, and the importance of the tobacco licensing issue to my business, I would greatly appreciate the council's support to grandfathering existing tobacco retailers who are located within 1000 feet from a school/park or 500 feet from another tobacco retailer.

My business is located within the proposed area from a school/park, as well as a recently opened smoke shop. If this ordinance passes with no grandfathering provision, I will be put out of business. The smoke shop will be allowed to operate its business with no hindrances; in fact its business will flourish but I will suffer a great deal despite my 25 years of maintaining a spotless record.

It is sometimes said that people like me who sell products other than tobacco will be ok if this proposal passes. As a business owner and an operator, I can confidently say that by not allowing the sale of tobacco, we will be hurt to a destructive degree. Tobacco sales comprise about 30 percent of our revenues. The customers who walk in to buy tobacco products also purchase other items. Small businesses like ours operate on very thin profit margins, and passing this ordinance will not allow us to survive as a business. I can definitively say this based on decades of experience.

I have been doing my part to keep tobacco and alcohol out of the hands of minors and intend to always do so at our place of business. If the city feels compelled to enact a TRL ordinance, I implore you to protect businesses like mine that have been doing business here for decades. Grandfathering existing businesses will ensure that my business will be able to continue to serve the residents and visitors of Manhattan Beach.

Before you enact this ordinance, I invite you and your staff to visit our store so you may fully understand the impact that this ordinance will have on our business. I appreciate your consideration of my comments and look forward to the opportunity to discuss this with you in person.

Please contact me at 310.628.3032.

Sincerely,

A handwritten signature in black ink that reads "Amir Bhamani". The signature is written in a cursive style with a large, prominent initial "A".

Aamir Bhamani



## Matrix of Local Ordinances Restricting Tobacco Retailers Near Schools

June 2015

In order to reduce illegal sales of tobacco products to minors and prevent youth from getting addicted to tobacco products, many cities and counties in California have restricted the location of tobacco retailers near schools. Studies have shown that the density of tobacco retailers, particularly in neighborhoods surrounding schools, has been associated with increased smoking rates and that one-third of illegal tobacco sales take place within 1,000 feet of schools.

This matrix lists 41 municipalities in California that have adopted an ordinance to restrict the location of tobacco retailers within a certain distance of schools. The cities and counties are listed in reverse chronological order from the most recently passed. To be included on this matrix, the ordinance must require all tobacco retailers or significant tobacco retailers to be located 500 feet or more away from schools. The definition of significant tobacco retailers varies by ordinance, therefore, the strength of each of these 41 ordinances varies and policy details are included in this matrix help to highlight these differences.

### Type of Ordinance

There are four different ways for local governments to restrict the location of tobacco retailers and the first section of the matrix designates which type of policy each municipality has adopted. While each of these policy options can accomplish the goal of restricting tobacco retailers near schools, using the tobacco retailer licensing ordinance to do this is the best approach for dealing with current tobacco retailers located within the restricted area around a school, it is more efficient to enforce, and therefore it is recommended. For this reason, the tobacco retailer licensing column is highlighted. Full explanations for each of the four policy types, along with the matrix abbreviation and information about how many municipalities have adopted that type of policy, are listed below.

1. **Tobacco Retailer Licensing Ordinance (TRL)** – this type of law requires all tobacco retailers to obtain a license in order to sell tobacco products in the municipality and a requirement can be added to the licensing ordinance that a retailer cannot obtain a license if they are located within a certain distance of schools. Because tobacco retailer licenses are only granted for a set period of time (one year) and must be renewed annually, it is more efficient to implement location restrictions through a licensing ordinance by simply not renewing licenses for businesses in prohibited locations. Ten municipalities use this type of policy to restrict sales near schools.
2. **Zoning Ordinances (Zoning)** – zoning regulations establish what type of uses are allowed for each type of property or district. A zoning ordinance can be used to specifically prohibit a tobacco retailer from operating within a certain distance of schools. Eight municipalities use this policy to restrict sales near schools.
3. **Conditional Use Permit (CUP)** – the requirement that a business obtain a Conditional Use Permit (CUP) is a requirement typically imposed through a community's zoning code that allows a city or county to make an individualized determination about the use of a property in a specific location. If a proposed use, such as tobacco



retailing near schools is not “permitted” by the zoning code or “prohibited,” it can be “conditionally permitted” depending on site-specific factors. A retailer would have to apply for a CUP in order to open a business in a specific location. A restriction on the issuance of a CUP can be that the tobacco retailer is not located within a certain distance of schools. Twenty municipalities have adopted this type of policy.

4. **Direct Regulation (Reg)** – this type of law is enacted under the general police powers of the municipality to protect the health, safety, welfare and morals of their citizens. Unlike TRL, zoning, and CUP ordinances, for this type of law an enforcement mechanism must be specifically created or incorporated by referencing another part of the municipal code (TRL and zoning ordinances already include enforcement procedures that apply to any violation). A regulatory ordinance can be enforced in many ways, for example through civil suit or criminal prosecution, administrative citations, or as a nuisance through administrative, civil or criminal nuisance abatement proceedings. Three cities has adopted this type of ordinance to restrict tobacco retailers near schools.

#### **Type of Tobacco Retailers that are Subject to the Ordinance**

Another significant distinction for these policies is whether the policy restricts the location of all tobacco retailers or just significant tobacco retailers (those whose sales include a high percentage of tobacco products). The column on the right side contains the information about which type of retailers are subject to the ordinance. The municipalities that contain an “X” in the column are the strongest type of policy and restrict every retailer that sells tobacco products within a certain distance of schools. Nineteen municipalities have adopted this type of ordinance. The other policy option is to only restrict the location of significant tobacco retailers. Ten municipalities have adopted an ordinance that only applies to significant tobacco retailers. One municipality has adopted an ordinance that only applies to retailers other than significant tobacco retailers.

#### **Other Important Policy Provisions**

In addition, the Matrix also contains information about five other policy provisions relevant to restrictions on the sale of tobacco products near schools. For each of these provisions, the full question is listed below along with information on trends and most common responses from the 41 ordinances:

- *Does the policy prohibits tobacco retailers from being located within what distance of schools?* The restrictions range from 500 feet to 1,500 feet, with the majority (26 of 41) restricting sales within 1,000 feet of schools.
- *Does the policy apply to existing retailers (no grandfathering)?* A majority of the policies (37 of 41) do not subject existing retailers to the location restrictions but would only apply to new retailers and grandfather in existing retailers. However, for several of these cities and counties, there were no existing retailers within that restricted distance from schools.
- *What other youth-oriented areas do the distance requirements apply to other than schools?* In addition to schools, the majority of these policies (27 of 41) also restrict tobacco retailers within a certain distance of other youth-oriented areas. The most popular other location is near parks and/or playgrounds, where 23 cities and counties restrict tobacco retailers.
- *Does the policy restrict tobacco retailers from being located within a certain distance of other tobacco retailers?* In addition to schools and other youth-oriented areas, some of these ordinances contain a density provision that restricts tobacco retailers from being located near other tobacco retailers. Sixteen ordinances contain this provision and the distance restrictions range from 200 to 1,500 feet.

#### **Resources**

The Center has additional resources on restricting tobacco retailers near schools and tobacco retailer licensing ordinances available at [www.center4tobaccopolicy.org/localpolicies-licensing](http://www.center4tobaccopolicy.org/localpolicies-licensing). ChangeLab Solution has model ordinance language available for tobacco retailer licensing ordinances, conditional use permits and zoning ordinances at <http://changelabsolutions.org/>.

City/County Date Passed	Type of Policy			Distance (in feet) from schools?	Apply to existing retailers (no grandfathering)?	What other youth-oriented areas (other than schools) are included?	Restricts retailers within a certain distance of other retailers?	Apply to every retailer who sells tobacco products?
	TRL	Zoning	CUP					
Gilroy November 2014	X			1,000	No	None	No	X
Temple City October 2014		X		1,000	Yes	Public parks, large childcare center	Yes (1,000 feet)	
Hayward July 2014			X	500	No	Residential, sensitive receptors	Yes (500 feet)	
Westminster July 2014			X	500	No	None	Yes (1,000 feet)	
Goleta May 2014	X			1,000	No	None	No	X
Santa Cruz April 2014	X			1,000	No	None	Yes (600 feet of high risk alcohol outlet)	X
Scotts Valley April 2014				500	Yes	None	No	
El Cajon March 2014		X		600	Yes	Residential, religious facility, courthouse, day nursery, public playground/park/recreation area, vocational/professional institution, higher education	Yes (1,000 feet)	
Capitola February 2014				1,000	No	Public library	No	X
Selma December 2013			X	1,000	No	Playground, recreation center or facility, childcare center or library	Yes (1,000 feet)	
Fairfield October 2013			X	1,000	No	Parks and recreation centers	Yes (1,000 feet)	
Carpinteria May 2013		X		1,000	No	None	No	X
Oroville March 2013		X		500	No	Residences, parks, and places of worship	No	X
Dublin December 2012		X		1,000	No	500 feet from playgrounds, parks libraries, and City owned and operated recreational facilities	Yes (1,000 feet)	X
Sacramento June 2012			X	1,000	No (but retailers are allowed within the	None	No	X

City/County Date Passed	Type of Policy				Distance (in feet) from schools?	Apply to existing retailers (no grandfathering)?	What other youth-oriented areas (other than schools) are included?	Restricts retailers within a certain distance of other retailers?	Apply to every retailer who sells tobacco products?
	TRL	Zoning	CUP	Reg					
					restricted area if 10% or less floor space has tobacco products)				
Huntington Park December 2011	X			500	No	Library, playground, youth center, recreational facility open to the public, arcade open to the public, parks	Yes (200 feet)	X	
West Hollywood March 2011	X			600	No	None	No		
Santa Barbara County November 2010	X			1,000	No	None	No	X	
Santa Clara County November 2010	X			1,000	No	None	Yes (500 feet)	X	
South Pasadena November 2010	X			500	No (but there were no retailers within restricted area)	None	No	X	
Riverbank July 2010	X			500	Yes	Playgrounds	No	X	
Adelanto May 2010		X		1,000	No	Playground, church, public library or childcare facility	No	X	
Calabasas April 2010	X			500	No (but there were no retailers within restricted area)	None	No	X	
Palmdale January 2010			X	500	No	Commercial daycare center, hospitals, parks, libraries, recreation centers	No	X	
Union City January 2010			X	1,000	No	Park, playground, library, recreation center, religious institution, youth-oriented establishment	Yes (1,000 feet)	X	

City/County Date Passed	Type of Policy			Distance (in feet) from schools?	Apply to existing retailers (no grandfathering)?	What other youth-oriented areas (other than schools) are included?	Restricts retailers within a certain distance of other retailers?	Apply to every retailer who sells tobacco products?
	TRL	Zoning	CUP					
Vallejo December 2009			X	1,000	No	Church, public recreation area	Yes (1,000 feet)	
Windsor November 2009			X	600	No (but there were no retailers within restricted area)	Religious institutions, libraries and parks	No	
Saratoga October 2009			X	1,000	No	Parks	Yes (500 feet)	X
Rohnert Park April 2009			X	500	No	Religious assembly, public facility, multi-unit residential development	Yes (500 feet)	
Albany February 2009			X	500	Yes	Childcare centers, public libraries, public community centers, parks or playgrounds	No	
Oakland April 2008			X	1,000	No	Residential zone, library, park, playground, recreation center, licensed daycare facility	No	X
La Mirada November 2007			X	600	No	Church, temple, park	Yes (500 feet)	
Emeryville March 2007				1,000	Yes	Parks, greenways, and playgrounds		
Mountain View February 2005			X	1,000	No (if existing retailers are caught selling to minors twice in a 36 month period, they must apply for a CUP)	Childcare facility or preschool other than family daycare, playground, youth center, recreational facility	No	
Pasadena February 2004			X	1,000	No	Game arcade, internet access studio, library, licensed childcare facility other than family daycare, park and recreation facility, theater	No	

City/County Date Passed	Type of Policy				Distance (in feet) from schools?	Apply to existing retailers (no grandfathering)?	What other youth-oriented areas (other than schools) are included?	Restricts retailers within a certain distance of other retailers?	Apply to every retailer who sells tobacco products?
	TRL	Zoning	CUP	Reg					
San Rafael February 2003			X		1,000	No	Parks, libraries, arcades, youth/teen centers, community/recreation centers, licensed daycare centers, shopping malls, houses of worship with youth programs	No	
Marin County 2002			X		1,000	No	Childcare facility or preschool other than family daycare, playground, youth or teen center, community or recreation center, arcade, park, library, houses of worship with youth activities	No	
Berkeley November 2001			X		1,400	No	Public Park	No	
San Leandro July 2001			X		1,500	No	Park, library, recreational facility	Yes (1,500 feet)	
Novato April 2001		X			1,000	No	Parks or other land use oriented to minors as determined by zoning administrator	No	
Vista June 1997		X			1,000	No	None	No	



October 15, 2015

The Honorable Mark Burton  
City of Manhattan Beach  
1400 Highland Avenue  
Manhattan Beach, CA 90266

**RE: Support of a Tobacco Retailer Licensing (TRL) Ordinance**

Dear Mayor Burton and Members of the Manhattan Beach City Council:

The American Cancer Society Cancer Action Network (ACS CAN) is committed to protecting the health and well-being of the residents of Manhattan Beach through evidence-based policy and legislative solutions designed to eliminate cancer as a major health problem. We appreciate that the City of Manhattan Beach has worked diligently to strengthen Smoke-Free protections, and now seeks to reduce youth access to tobacco products through the drafting of a tobacco retail licensing (TRL) ordinance. In addition, we encourage electronic tobacco products or e-cigarettes to be included in your TRL ordinance.

We encourage you to use the following definition of tobacco products, so that all e-cigarettes will be subject to the same regulations as tobacco. Enforcement agencies cannot be left to discern which products contain nicotine, and we do not want youth accessing any of these products. In addition to nicotine, the aerosol from e-cigarettes has been found to contain heavy metals and volatile organic compounds, among other potentially harmful chemicals. Additionally, because this is an unregulated industry, there is no sure way for e-cigarette users to know what they are consuming and the extent of potential risk--FDA tests found nicotine in some e-cigarettes that claimed the opposite.

**“Tobacco product”** means:

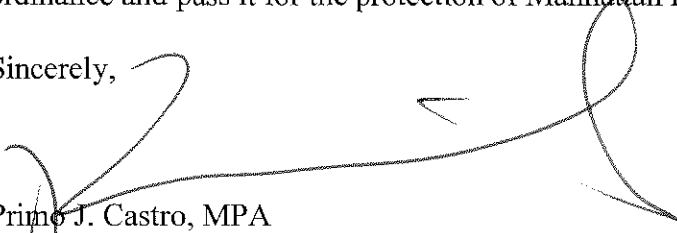
- (a) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, snus; and
- (b) Any electronic device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah.
- (c) Notwithstanding any provision of subsections (a) and (b) to the contrary, “tobacco product” includes any component, part, or accessory of a tobacco product, whether or not sold separately. “Tobacco product” does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco

cessation product or for other therapeutic purposes where such product is marketed and sold solely for such an approved purpose.

We also encourage you to remove the possibility for a new retailer to gain an exemption for the proposed policy that requires retailers to be no closer than 1000-feet from other retailers. Tobacco retail density tends to be highest in the lowest income neighborhoods and tobacco retailers display advertising with images that appeal to youth. This combination does not create a healthy environment for our most vulnerable populations. All children should be protected equally.

Manhattan Beach is to be commended for the great strides this city has made in the past. A strong tobacco retail license will help to reduce youth access, which in turn can help to reduce the number of youth who ever become smokers—helping to protect them from a lifetime of addiction and the deadly cancers it causes. We encourage you to further strengthen the proposed ordinance and pass it for the protection of Manhattan Beach youth.

Sincerely,



Primo J. Castro, MPA  
Director, Government Relations  
Greater Los Angeles/Tri-County Region



**CYNTHIA A. HARDING, M.P.H.**  
Interim Director

**JEFFREY D. GUNZENHAUSER, M.D., M.P.H.**  
Interim Health Officer

**Division of Chronic Disease and Injury Prevention**  
Paul Simon, M.D., M.P.H.  
Director

3530 Wilshire Blvd., Suite 800  
Los Angeles, California 90010  
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[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

**BOARD OF SUPERVISORS**

**Hilda L. Solis**  
First District

**Mark Ridley-Thomas**  
Second District

**Sheila Kuehl**  
Third District

**Don Knabe**  
Fourth District

**Michael D. Antonovich**  
Fifth District

October 20, 2015

Honorable Mayor Mark Burton  
City of Manhattan Beach  
400 Highland Avenue  
Manhattan Beach, CA 90266

Dear Mayor Burton:

The Los Angeles County Department of Public Health is committed to protecting the health and well-being of the youth in Los Angeles County. As part of its mission to prevent tobacco-related disease and death, Public Health supports strong local regulations to reduce the availability of tobacco products to minors.

While it has been illegal to sell tobacco to minors in California for over 100 years, retailers continue to do so at alarming rates. A recent survey of 18 retailers in the City of Manhattan Beach found that 11% (2/18) of retailers were willing to sell tobacco to minors. This rate translates into the retailer's willingness to sell tobacco products illegally to approximately 1 in 10 youth.

Not only is the sale of tobacco products to minors illegal, but it also impacts the public's health. The Centers for Disease Control and Prevention found that the younger a person is when they start smoking, the more difficult it is to quit. Tragically, one-third of all youth smokers will eventually die prematurely from smoking-related diseases. Tobacco control approaches that prevent smoking initiation among youth are urgently needed.

Strong tobacco retail licensing laws (i.e. with annual fees to fund compliance checks and enforcement) have proven to be effective in reducing youth access to tobacco products. In Pasadena, illegal tobacco sales to minors dropped from 20% to 5% and then to 0% after the City adopted a retail licensing law; and in Burbank, the sale rate dropped from 26.7% to 4%. Other cities with strong tobacco retail regulations have also demonstrated a decrease in the rate of illegal sales.



Honorable Mayor Mark Burton  
October 20, 2015  
Page 2

Over 141 jurisdictions in California have established a strong local tobacco licensing policy to protect kids from a lifelong addiction to tobacco. This includes over 41 cities in Los Angeles County, two of which incorporated banning single sales of little cigars and cigarillos into a tobacco retail license (TRL) policy. Twenty four cities, including Beverly Hills, Culver City, Los Angeles and Santa Monica also regulate e-cigarettes through a TRL policy.

I applaud your leadership in protecting the health of the youth of Manhattan Beach and I look forward to working with you to safeguard future generations from a life-long and often deadly addiction. Please contact me or Tonya Gallow, director of the Tobacco Control and Prevention Program, at (213) 351-7902 or by email at [tgallow@ph.lacounty.gov](mailto:tgallow@ph.lacounty.gov) if you have any questions or need additional information.

Sincerely yours,



Paul Simon, M.D., M.P.H.  
Director, Division of Chronic Disease & Injury Prevention

PS:tgg

c: Mayor Pro Tem Tony D'Errico  
Councilmember Wayne Powell  
Councilmember David Lesser  
Councilmember Amy Thomas Howorth  
City Attorney Quinn Barrow  
City Manager Mark Danaj  
Environmental Programs Manager Sona Kalapura Coffee  
Tonya Gorham Gallow



**Agenda Date:** 11/3/2015

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Eve R. Irvine, Chief of Police  
Tim Hageman, Police Captain  
Andrew Harrod, Police Lieutenant  
Julie Dahlgren, Senior Management Analyst

**SUBJECT:**

Six Month Update on Enforcement of Bike Path Hazards Ordinance Regarding Flashing Lights at the Pier (Ordinance No. 15-0005 - Amending and Restating Municipal Code Provisions Governing Bike Path Hazards) (Police Chief Irvine).

**ACCEPT UPDATE**

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**RECOMMENDATION:**

Accept the update on the enforcement of the Bike Path Hazards Ordinance No. 15-0005.

**FISCAL IMPLICATIONS:**

There is no fiscal impact associated with the recommended action.

**BACKGROUND:**

Municipal Code Section 14.28.140 Bike Path Hazards provides public safety officials the ability to designate areas of the Bike Path as "Walk Only" zones, requiring bicyclists to dismount and walk their bikes in order to ensure the safety of both bicyclists and pedestrians. This is most often utilized near the Pier at the Bike Path crossing at times when the volume of pedestrians and/or bicyclists is high.

Installation of a flashing light system began in March 2015; the flashing lights provide increased visibility of the "Walk Only" zone and enhance pedestrian safety in the Pier area.

On May 19, 2015, the City Council adopted Ordinance No. 15-0005 amending the existing MBMC Section 14.28.140 to add language that allows the "Walk Only" zone on the Bike Path to be designated by the presence of flashing lights.

When the ordinance was introduced in May 2015, City Council requested that staff return in six months to provide an update of the enforcement efforts. The following report provides an update on how the enforcement of this ordinance is working.

**DISCUSSION:**

Installation of the flashing light system in the area of the Pier began in March 2015 and became fully operational at the end of July. Since July, the flashing light system has been activated several times on busy summer weekends, as well as during special events in the pier area.

In the past three months, 9 citations have been issued to bicyclists who did not dismount their bikes in the designated "Walk Only" area. Approximately 20 warning citations were also issued. We will continue to monitor the area and cite violators, when appropriate.

**PUBLIC OUTREACH:**

The adoption of Ordinance No. 15-0005 was noticed in the Beach Report on May 28, 2015.

To increase awareness of and compliance with the designated "Walk Only" zones, the Police Department deploys portable signage along the bike path alerting bicyclists of the upcoming safety zone (e.g. signage deployed 300 feet from the "Walk Only" zone notifying bicyclists to prepare to dismount their bikes).

**Agenda Date:** 11/3/2015

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Liza Tamura City Clerk

Tatyana Roujenova - Peltekova, Senior Deputy City Clerk

Matthew Cuevas, Management Analyst

**SUBJECT:**

Agenda Forecast (City Clerk Tamura).

**DISCUSS AND PROVIDE DIRECTION**

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**RECOMMENDATION:**

Attached is the most recent Agenda Forecast for City Council Review

October 28, 2015 Agenda Forecast

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,  
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

(Items placed on the Forecast may not necessarily be in the order in which they will appear on the Agenda)

<b>11/4/2015</b>	<b><i>City Council Strategic Plan Retreat – 8:30 AM Wednesday</i></b>
<b>11/16/2015</b>	<b><i>City Council Closed Session – 9:00 AM-10:30 AM &amp; 3:30 PM – 5:00 PM Monday</i></b>
<b>11/17/2015</b>	<b><i>Regular Meeting – 6:00 PM Tuesday</i></b>
	Pledge – American Martyrs School
	1. Presentation of Certificates of Recognition to the Winners of the 2015 Fire Department Annual “Home Escape Plan” Contest (City Clerk Tamura) (Ceremonial)
	2. Presentation of a Plaque to Pooja Nagpal as an Honoree of the Girl Scouts 2015 National Young Women of Distinction (City Clerk Tamura) (Ceremonial)
	3. Planning Commission Approval of a Variance Amendment for Minimum Parking Requirements, Two-Story Limit, and Setback Requirements for a Proposed Second Story Addition to an Existing One Story Single Family Residence at 2702 North Ardmore Avenue (Community Development Director Lundstedt) (Planning Commission Quasi-Judicial Decisions)
	4. Minutes: a) City Council Closed Session Meeting Minutes of October 27, 2015; b) City Council Meeting Minutes of November 3, 2015; c) City Council Strategic Plan Retreat Meeting Minutes of November 4, 2015 (City Clerk Tamura) (Consent)
	5. Financial Report: Schedule of Demands: October 22, 2015 (Finance Director Moe) (Consent)
	6. Approve Final Payment to PK Construction for the Section 3 Concrete Repair Project; Formally Accept the Section 3 Concrete Repair Project As Complete; Authorize Filing of the Appropriate Notice of Completion and Release Retention (Public Works Director Olmos) (Consent)
	7. Resolution No. 15-0061 to Include Energy Efficiency Measures in the City’s Climate Action Plan (Public Works Director Olmos) (Consent)
	8. Second Reading of Ordinance No. 15-0020 to Institute a Tobacco Retail Licensing Program in Manhattan Beach (Public Works Director Olmos) (Consent)
	9. City Council Policy: (1) Regarding Description of Closed Session for Pending Litigation and Anticipated Litigation; (2) Regarding Consideration of Settlements in Open Sessions; (3) Sunshine Policy; (4) Policy on Department Head Contracts; (5) Civility Rules of Decorum (City Attorney Barrow/Assistant City Manager Nader) (Old Business)
	10. Skateboard Park Update (Parks and Recreation Director Leyman) (Old Business)
	11. Appoint New Member to Parking and Public Improvements Commission (Old Business)
	12. Fiscal Year 2014-2015 Insurance Fund Status Report; Transfer of Funds from the General Fund to the Insurance Fund for Fiscal Year 2014-2015 to Correct Fund Imbalance ((Finance Director Moe) (New Business)
	13. Fiscal Year 2015-2016 First Quarter Budget Status Report; Two Year Budget Process for Fiscal Years 2016-17 and 2017-18 (Finance Director Moe/Human Resources Director Zadroga-Haase) (New Business)
	14. Quarterly Capital Improvement Plan Update (Public Works Director Olmos) (New Business)

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,  
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

(Items placed on the Forecast may not necessarily be in the order in which they will appear on the Agenda)

	15. Adopt Resolution No. 15-0060 in Support of Utilizing South Bay Measure R Highway Program Funds for Sepulveda Boulevard Intersection Improvements (Public Works Director Olmos) (New Business)
	16. Approve the Task Order No. 1 & 2 with CivilSource, Inc. under the Professional Service Agreement for On-Call Construction Management and Inspection Consultant Services for a total amount of \$171,524 (New Business)
<b>11/19/2015</b>	<b><i>Joint City Council/Planning Commission Meeting (Mobility Plan) – 6:00 PM</i></b>
<b>12/1/2015</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge – Pennekamp Elementary School
	1. Recognition of School Achievements (Ceremonial)
	2. Longstanding Business Awards (Ceremonial)
	3. Resolution for Tobacco Retail Licensing Fee (Consent)
	4. Approve Amendment to Agreement with DRG for Additional Tasks for the Urban Forest Master Plan (Public Works Director Olmos) (Consent)
	5. Award of Contract for Rosecrans Widening (Consent)
	6. Resolution No. 15-0062 Setting the Permit Fee for the Tobacco Retail Licensing Program (Public Works Olmos) (Consent)
	7. Award of Construction Contract for Rosecrans Widening to KTB Construction in the amount of \$368,750 (Public Works Director Olmos) (Consent)
	8. Minutes: a) City Council Closed Session Meeting Minutes of November 16, 2015; b) City Council Regular Meeting Minutes of November 17, 2015; c) Joint City Council/Planning Commission Meeting Minutes of November 19, 2015 (City Clerk Tamura) (Consent)
	9. Use of Parkview Parcel and Hotel Study Update (Old Business)
	10. Downtown Specific Plan Update (Community Development Director Lundstedt) (Old Business)
	11. Approve a Contract Amendment to Accela, Inc. in the Amount of \$xxxxx for Citywide Permitting Software and Appropriate Funds from xxxxx (Community Development Director Lundstedt) (New Business)
	12. FY 2016-2017 Budget Process Discussion (New Business)
<b>12/15/2015</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge -
	1. Award of Vehicle Bid (Consent)
	1. Historic Preservation Zoning Code Amendments (Community Development Director Lundstedt) (Public Hearing)
	2. Historic Preservation Local Coastal Program Amendments (Community Development Director Lundstedt) (Public Hearing)
	3. Update on Mediation Data (Old Business)
	4. Update of El Porto Beach Traffic Circulation Follow-Up Study (Community Development Director Lundstedt) (Old Business)

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,  
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

(Items placed on the Forecast may not necessarily be in the order in which they will appear on the Agenda)

<b>1/5/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge – Robinson Elementary School
<b>1/19/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge -
	1. Cooperative Agreement with Beach Cities for Stormwater Related Items (Consent)
	2. North MB BID Resolution of Intention to Collect Annual Levy (Consent)
	3. Comprehensive Annual Financial Report for FY 14-15 (New Business)
<b>2/2/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge – Manhattan Beach Middle School
	1. North MB BID Renewal Public Hearing & Ratification of Board Members (Public Hearing)
<b>2/16/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge -
	1. Q2 Budget/CIP Report (Consent)
	2. Construction Rules (Neighborhood Bill of Rights) (Old Business)
	3. Strategic Planning Final Report (New Business)
	4. FY 15-16 Mid-Year Budget Report (New Business)
<b>3/1/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge – Mira Costa High School
<b>3/15/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge -
<b>4/5/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge – MBUSD Spring Break
	1. Annual Street Lighting & Landscaping Assessments (Phase 1) (Order Plans, Specs, Cost Estimates & Engineer’s Report) (Consent)
<b>4/19/2016</b>	<b><i>Regular Meeting – 6:00 PM – City Council Reorganization Mayor D’Errico/Mayor Pro Tem Lesser</i></b>
	Pledge -
<b>4/26/2016</b>	<b><i>Boards and Commissions Interviews – Police/Fire Conference Room – (Tentative 5 PM)</i></b>
<b>5/3/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge – Grand View Elementary School
	1. Recognition of School Achievements (Ceremonial)
	2. Q3 Budget/CIP Report (Consent)
	3. Annual Street Lighting & Landscaping Assessments (Phase 2A) (Approve Engineer’s Report) (Consent)
	4. Annual Street Lighting & Landscaping Assessments (Phase 2B) (Set Public Hearing) (Consent)
	5. FY 16-17 Proposed Budget (New Business)
	6. Annual Appointment of Boardmembers & Commissioners (New Business)



**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,  
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

(Items placed on the Forecast may not necessarily be in the order in which they will appear on the Agenda)

<b>5/5/2016</b>	<b><i>Budget Study Session #1 – Time TBD</i></b>
	Pledge -
<b>5/10/2016</b>	<b><i>Budget Study Session #2 – Time TBD</i></b>
	Pledge -
<b>5/12/2016</b>	<b><i>Budget Study Session #3 – Time TBD</i></b>
	Pledge -
<b>5/17/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge -
	1. Annual Appointment of Boardmembers & Commissioners (If-Needed) (New Business)
<b>5/19/2016</b>	<b><i>Budget Study Session #4 – Time TBD</i></b>
	Pledge -
<b>6/7/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge – Pacific Elementary School
	1. Resolution of Intention to Provide for Annual Levy and Collection of Assessments for the Downtown Business Improvement District (Consent)
<b>6/21/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge -
	1. Annual Street Lighting & Landscaping Assessments (Phase 3) (Public Hearing)
	2. FY 16-17 Budget Adoption & Gann Limit (Public Hearing)
<b>7 /5/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge -
	1. Renewal of Downtown Business Improvement District for Fiscal Year 2016-2017 (Public Hearing)
<b>7/19/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge -
<b>8/2/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge -
<b>8/16/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge -
	1. Q4 Budget/CIP Report (New Business)
<b>9/6/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge -
	1. Beach Rental Status Report (Old Business)
<b>9/20/2016</b>	<b><i>Regular Meeting – 6:00 PM</i></b>
	Pledge -

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,  
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

(Items placed on the Forecast may not necessarily be in the order in which they will appear on the Agenda)

**INFORMATIONAL MEMOS**

<b>Memo</b>	<b>City Council Date Requested</b>
1. Facility Strategic Planning (General Business)	9-1-15
2. Art Decommissioning Policy (Weekly Report)	8-4-15
3. John Street and 8 <sup>th</sup> Street Stop Sign Follow-Up Report	
4. Presentation by FM3 of Employee Survey Findings	

**FUTURE AGENDA ITEMS (Date TBD)**

<b>Item</b>	<b>City Council Date Requested</b>
1. Underground District Policy and Survey Results (Work Plan)	
2. Discussion of Citywide Free Wi-Fi	8-4-15
3. Presentation of Citygate’s Fire Department Joint Operational Analysis for the Cities of Hermosa Beach and Manhattan Beach	
4. Drone Ordinance	10-20-15
5. Develop RFP for Sepulveda Corridor	10-20-15
6. Wayfinding Signage Master Plan – Direct Staff to Provide More Options	10-20-15

**FUTURE MEETINGS TO BE SCHEDULED**

<b>Item</b>
1. Joint City Council/Manhattan Beach Unified School District Meeting (January/February)
2. Joint City Council/Beach Cities Health District Meeting
3. Joint City Council/Planning Commission Study Session Meeting Regarding Mansionization

**Agenda Date:** 11/3/2015

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Marisa Lundstedt, Community Development Director  
Mark Leyman, Parks and Recreation Director

**SUBJECT:**

Commission Minutes:

This Item Contains Minutes of the following City Commission Meetings:

- a) Planning Commission Meeting Minutes of October 14, 2015 (Community Development Director Lundstedt).
- b) Cultural Arts Commission Meeting Minutes of September 22, 2015 (Parks and Recreation Director Leyman).

**INFORMATION ITEM ONLY**

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The attached minutes are for information only:

- a). Planning Commission Meeting Minutes of October 14, 2015
- b). Cultural Arts Commission Meeting Minutes of September 22, 2015



**CITY OF MANHATTAN BEACH  
PLANNING COMMISSION MEETING ACTION MINUTES**

**October 14, 2015**

**Council Chambers – 1400 Highland Avenue**

**6:30 P.M.**

Final Decisions Made Tonight Will be Scheduled for City Council Review on November 3, 2015  
(Unless otherwise stated at the meeting)

1. CALL MEETING TO ORDER **6:30 P.M.**
2. PLEDGE TO FLAG
3. ROLL CALL **Chairperson Hersman, Bordokas, Apostol, Conaway, Ortmann**
  
4. AUDIENCE PARTICIPATION **(3-Minute Limitation) None**  
The public may address the Commission regarding any item of City business not on the agenda.
  
5. APPROVAL OF MINUTES  
10/14/15-1. Regular meeting –September 23, 2015 **Approved with one correction (5:0)**
  
6. GENERAL BUSINESS  
10/14/15-2. Downtown Specific Plan Project Update  
**Accepted presentation and provided input (5:0)**
  
7. NEW BUSINESS  
10/14/15-3. Appeal of two Coastal Development Permits No. CA 15-05 (VTPM 73511) and CA 15-06 (VTPM 73086) and Subdivision Maps for the demolition of a duplex and construction of two three-story residential condominium units on each of the two lots, for a total of four new condominium units located at 2616 and 2620 Alma Avenue  
**Took public comments, reviewed and discussed the project, denied the appeal and upheld the Community Development Director's decision to approve, with additional conditions to widen the street by 4 feet, per staff's concept. (3:2; Ortmann and Conaway voted against)**
  
8. DIRECTOR'S ITEMS
  - a. Future meeting schedule  
**Nov. 11<sup>th</sup> and Nov. 25<sup>th</sup> meetings will be cancelled due to holidays; Joint meeting with City Council to discuss Mobility Plan scheduled for Nov. 19<sup>th</sup> at 6:00pm inside Police/Fire Community Room**
  
9. PLANNING COMMISSION ITEMS
  - a. **Bordokas inquired how to create future plans. Director Lundstedt will schedule this as a discussion topic at a future meeting**
  
10. TENTATIVE AGENDA October 28, 2015
  - a. 2702 N. Ardmore Avenue – Variance application
  
11. ADJOURNMENT TO October 28, 2015 **Meeting adjourned at 9:35 P.M.**  
  
October 28, 2015    November 11, 2015    November 25, 2015    December 9, 2015

Meetings are broadcast live through Manhattan Beach Local Community Cable Channels (Time Warner Channel 8 and Verizon Channel 35), and Live Webcast via the City's website. Most meetings are rebroadcast at 12:00 PM and 8:00 PM on the Friday and Sunday following the Wednesday meeting on the Community Cable Channels and Live Webcast. If a City Council meeting falls in the same week as a Planning Commission meeting, the Commission meeting will be replayed the next week on Thursday at Noon. Meetings are archived at [www.cityymb.info](http://www.cityymb.info).



**CITY OF MANHATTAN BEACH**  
**MINUTES OF THE CULTURAL ARTS COMMISSION**

September 22, 2015

Manhattan Beach City Council Chambers

1400 Highland Avenue

Manhattan Beach, CA 90266

**A. CALL TO ORDER**

The meeting was called to order at 6:05 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Ramezani, May, Gill, Samuels and Dunn

Absent: Commissioners

Others present: Cultural Arts Manager, Martin Betz and Recording Secretary, Linda Robb

**D. APPROVAL OF MINUTES**

Commissioner Samuels moved to approve the August 11, 2015 minutes as written.

Commissioner May seconded the motion. The motion passed.

Ayes: Commissioners Ramezani, May and Samuels

Nays: none

Abstain: Commissioners Gill and Dunn

Absent: none

**E. CEREMONIAL**

None

**F. AUDIENCE PARTICIPATION**

Chairperson Ramezani opened the floor to audience participation. Seeing none, the floor was closed.

Julie Nunes, Director of Community Involvement for the Sunscreen Film Festival – announced the Sunscreen Film Festival to be held October 2- 4 at the Hermosa Civic Theater. She asked the Commissioners to help spread the word in the community.

Kendra Davis – City of Manhattan Beach, Management Fellow – distribute a flier promoting the community input meeting on October 15<sup>th</sup> for the City strategic plan process. Commissioner Ramezani suggested outreach to the senior community.

**G. STAFF ITEMS:**

Cultural Arts Manager, Martin Betz presented the following:

Karen Domerchie, Public Works Sr. Management Analyst introduced representatives from Selbert Perkins who gave an overview of the wayfinding signage plan to be presented to the City Council.

Mr. Selbert outlined how to build awareness for the City, create a unified system, remove clutter and help people find parking. Items included would be gateways, signs, directional signage, information signage, mobile apps, merchandise, etc. Looking to find positive characteristic elements and use them throughout the City.

Mr. Selbert presented 3 options:

- 1) one based on the current North Manhattan Beach materials with different colors.
- 2) Vintage – goes back to mid-century plan, more wood, graphic elements more 50's style, perhaps murals on parking garages.
- 3) Modern – look to the future – incorporate photography, perforated metal.

He stated that responses to the survey on Open City Hall have been very evenly distributed.

The Commissioners, with the exception of Commissioner Samuels, offered their individual feedback based on their personal opinions.

Ms. Domerchie announced that the three plans will be presented to the City Council to get direction on next steps. She stated that the City Council has only approved action up to this point and if the City Council approves to move forward, then they will be coming back to the Commission for feedback.

Update on Sculpture Garden – Mr. Betz reported that the Margaret Lazari and Lauren Evans piece *Egrets* has been installed in the Civic Plaza. Patricia Vader's piece, *Butterfly* is ready for installation and will go in after October 12<sup>th</sup>. He stated that it is likely that the Sculpture Garden reception will be in November. Mr. Betz stated that the plaques for the pieces with QR codes will be available for the opening reception. Commissioner Gill suggested the reception be held on the date that the sun sets through the Centennial Light Gate. Commissioner Samuels and Mr. Betz agreed that that the schedule for the next year's garden may need to be examined and contracts may need to be extended so that the schedule can be reset. Mr. Betz stated that when new pieces are fabricated, it is difficult to predict when the pieces will be installed. Commissioner Samuels mentioned that a timeline had been laid down previously by former commissioner Peter DeMaria. Commissioner Dunn suggested deciding for the next two cycles to get caught up. Commissioner Ramezani suggested considering a biennial sculpture garden.

Update on monthly budget details – Mr. Betz distributed the latest Public Art trust fund report which was unchanged from the previous month.

Update on decommissioning policy – additional language was added on the recommendation of the legal team to give the City more leeway as to what may be decommissioned, with language stating the relationship to federal and local laws. The decommissioning policy has been returned to the legal team for approval.

Update on Art Lab – Art Lab was approved by the City Council and will be funded from the General Fund instead of the Public Arts Trust Fund. The department is currently in the process of contracting the lead person and is hoping to begin the program in mid-October. Artist, Yaron Daton will develop and run the program with one other artist to be hired to help.



Update on Pier Public Art Project – Virginia Vilchis – Ms. Vilchis presented an updated version of her Pier illumination project. She has had her concept reviewed by an engineer and included his report. The design will require a pole to be attached to the existing poles to secure the wires for the lights. The height of the installation accounts for the view of the roundhouse and allows for emergency vehicles. The clamps that will be used on the attached poles will not damage the existing light poles. She showed an updated image of the lanterns that would be used. Commissioner Ramezani asked how long Ms. Vilchis was planning to display the installation. She stated that she was thinking one month but that the City might consider reusing the hardware for other projects. Commissioner Ramezani asked for the budget. Ms. Vilchis stated that the updated cost is \$19,140. Mr. Betz stated that there would also be internal costs for Public Works labor to install. Ms. Vilchis stated that she has the approval from the Coastal Commission to install through 2015. It was recommended that Ms. Vilchis request an extension because of the timeframe.

Commissioner May asked what makes this project more creative or special than other places that have strung lights above their spaces. Ms. Vilchis stated that the location and experience will make it very special.

Mr. Betz recommended amending the budget to include Public Works labor costs and an artist fee (even if given back) and contingency, so that more accurate numbers could be presented to the City Council.

The commission requested Mr. Betz to prepare a staff report to request permission from the City Council to discuss the art project.

Update on Strand Stair project – Mr. Betz stated that this project has two components: Strand Wall and Strand Stairs. The strand stair component is in the bidding process. There is a new schedule and bidding will begin in 12/15.

Mr. Betz showed a presentation on the Strand Wall project which is 99% complete. The walls still need the anti-graffiti sealer. The Commission voiced their disapproval of the project outcome as not being what was originally recommended. Commissioner Ramezani pointed out that not all of the money that was allocated from the Public Art Trust Fund for the Strand Wall Project has been spent but the art portion of the project is near completion. She requested that Mr. Betz research how the remainder of the allocation will be spent and questioned why Public Art Trust Funds would be used on non-artistic portions of the project. Commissioner Gill asked Mr. Betz to express the Commission's displeasure at the final result. Commissioner Ramezani asked if the Commission can see the final design that was approved and know why it changed. Commissioner Samuels stated that if the City Council likes it, they have the final word, but that there is a history of approved designs that change by the time the projects are finished. Commissioner May stated that she had been unable to comment on the Strand wall project when it came to the City Council because Mayor Burton had moved the item to the beginning of the meeting and she missed the item.

Mr. Betz stated that, regarding the list of ideas that the Commission would like to create, the commission is allowed to create the list without the permission of the City Council.

Commissioner Dunn exited the meeting at 7:50.

Mr. Betz announced the opening reception for the Sur Biennial will be October 3<sup>rd</sup> from 5:00-8:00 PM, the exhibition will open September 24<sup>th</sup>.

**H. COMMISSION ITEMS:**

Commissioner May spoke on the kiosk museum project. She stated that she had spoken with Elsa, the artist who created the kiosk museum concept, who is very interested in consulting on the project.

Commissioner Gill moved to request permission from City Council to include the art kiosk museums on a future agenda for discussion. Commissioner Ramezani seconded the motion.

Ayes: Commissioners Ramezani, May, Gill and Samuels

Nays: none

Abstain: none

Absent: Commissioner Dunn

Commissioner Gill announced a FOLA event on October 11<sup>th</sup> at Lido de Manhattan from 5:00 – 8:00 PM.

**I. GENERAL BUSINESS:**

15/0212.1 Marlo Bartels Strand Bench – Kraig Kalinich – Mr. Kalinich did not attend the meeting. As such, this item was not discussed.

**J. ADJOURNMENT:**

Commissioner Gill moved to adjourn. Commissioner Ramezani seconded the motion. The motion passed. The meeting was adjourned at 8:19 p.m.

Ayes: Commissioners Ramezani, May, Gill and Samuels

Nays: none

Abstain: none

Absent: Commissioner and Dunn