

City Council Regular Meeting

Regular Meeting

Tuesday, November 17, 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 17, 2015

City Council Meeting Agenda Packet

Agenda Item No.	Starting Page	Ending Page
AGENDA	1	10
1	11	12
2	13	14
3	15	48
4	49	84
5	85	88
6	89	94
7	95	160
8	161	166
9	167	172
10	173	186
11	187	190
12	191	196
13	197	226
14	227	232
15	233	236
16	237	258
17	259	280
18	281	286
19	287	289

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, 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

American Martyrs School

B. ROLL CALL

C. CEREMONIAL CALENDAR

1. Presentation of Certificates of Recognition to the Winners of the 2015 Fire Department Annual "Home Escape Plan" Contest. [15-0495](#)
PRESENT
2. Presentation of a Plaque to Pooja Nagpal for Being Recognized as an Honoree of the Girl Scouts 2015 National Young Women of Distinction Award. [15-0494](#)
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 Thursday, 12, 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**H. CITY ATTORNEY REPORT****I. MAYOR'S REPORT ON MEETING MANAGEMENT****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)**

THIS IS YOUR OPPORTUNITY TO COMMENT ON ANY ITEM ON THE AGENDA THAT IS NOT A PUBLIC HEARING, AS WELL AS ANY ITEM 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.

K. 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):

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).

[15-0492](#)

BY ORDER OF THE CHAIR, RECEIVE AND FILE

Attachments: [Planning Commission Resolution No. PC 15-05](#)
[Planning Commission Staff Report and Attachments - October 28, 2015](#)
[Planning Commission Draft Minutes- October 28, 2015](#)

L. 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.

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4. Financial Report: [15-0458](#)
Schedule of Demands: October 22, 2015 (Finance Director Moe).
ACCEPT REPORT AND DEMANDS
Attachments: [Schedule of Demands for October 22, 2015](#)
5. Award Purchase Order to South Bay Regional Public Communications Authority in the Amount of \$85,000 for the Purchase of Automatic Vehicle Location Devices for 47 Police Vehicles (Police Chief Irvine).
WAIVE FORMAL BIDDING; APPROVE [15-0493](#)
6. [15-0479](#)
Approve Final Payment to PK Construction for the Section 3 Concrete Repair Project in the Amount of \$32,320.12; Formally Accept the Section 3 Concrete Repair Project As Complete; Authorize Filing of the Appropriate Notice of Completion and Release Retention in the Amount of \$11,625.01 (Public Works Director Olmos).
APPROVE
Attachments: [Budget and Expenditure Details](#)
[Maintenance Sections](#)
[Section 3 Repairs Map](#)
7. Resolution No. 15-0061 to Include Energy Efficiency Measures in the City's Climate Action Plan (Public Works Director Olmos). [RES 15-0061](#)
ADOPT RESOLUTION NO. 15-0061
Attachments: [SBCCOG Report: GHG Inventory, Forecasting, Target-Setting Report for an En](#)
[Resolution 15-0061](#)
[Municipal and Community Energy Reduction Measures](#)
8. Revised City Wide Civility Policy to Include Council Meetings (City Attorney Barrow). [RES 15-0065](#)
ADOPT RESOLUTION NO. 15-0065
Attachments: [Resolution No. 15-0065 Revised Civility Policy](#)

9. Minutes: [15-0027](#)
This item contains action minutes of City Council meetings which are presented for approval. Staff recommends that the City Council, by motion, take action to approve the action minutes of the:
- a) City Council Adjourned Regular Meeting (Closed Session) Minutes of October 27, 2015.
APPROVE
 - b) City Council Regular Meeting Minutes of November 3, 2015.
CONTINUED TO DECEMBER 1, 2015 CITY COUNCIL REGULAR MEETING
 - c) City Council Retreat Meeting Minutes of November 4, 2015.
CONTINUED TO DECEMBER 1, 2015 CITY COUNCIL REGULAR MEETING
(City Clerk Tamura).

Attachments: [Draft-City Council Closed Session Minutes of October 27,2015](#)

M. PUBLIC HEARINGS (2 MINUTES PER PERSON)

N. OLD BUSINESS

10. Adoption of Council Policies regarding Sunshine Provisions, Including Description of Closed Sessions regarding Pending Litigation and Consideration of Settlements in Open Sessions (City Attorney Barrow). [15-0502](#)
ADOPT POLICY, WITH THE ADDITIONAL PROVISIONS REGARDING CLOSED SESSIONS AND SETTLEMENTS

Attachments: [Draft Sunshine Policy](#)
[Open Government Initiatives Matrix](#)

O. NEW BUSINESS

12. Quarterly Capital Improvement Plan Update (Public Works Director Olmos). [15-0481](#)
RECEIVE AND FILE
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). [15-0476](#)
RECEIVE REPORT; APPROVE

Attachments: [FY15-16 CIP Project Status List](#)
[2015 1021 FY 2015-2016 1Q Comparison](#)
[Fiscal Year 2015-2016 Q1 report](#)

-
14. Fiscal Year 2014-2015 Insurance Fund Status Report; Phased Transfer of Funds from the General Fund to the Insurance Fund to Correct Fund Imbalance (Finance Director Moe). [15-0453](#)
ACCEPT REPORT; APPROVE TRANSFER PLAN
15. Adopt Resolution No. 15-0060 in Support of Utilizing South Bay Measure R Highway Program Funds for the Sepulveda Boulevard Intersection Improvements Project (Public Works Director Olmos). [RES 15-0060](#)
ADOPT RESOLUTION
Attachments: [Resolution No. 15-0060](#)
16. Approve Task Orders No. 1 & 2 with CivilSource, Inc. under the On-Call Professional Service Agreement for Construction Management and Inspection Services for a Total Amount of \$171,524 (Public Works Director Olmos). [15-0485](#)
APPROVE
Attachments: [CivilSource, Inc. Task Order No. 1 for the Construction Management and Inspection Services for a Total Amount of \\$171,524](#)
[CivilSource, Inc. Task Order No.2 for Geotechnical Engineering Services for the](#)
17. Adoption of Council Policy Regarding Management Employment Agreements; Temporary Short-Term Home Loan for Assistant City Manager (City Attorney Barrow/Finance Director Moe). [RES 15-0064](#)
ADOPT; APPROVE; APPROPRIATE
Attachments: [Resolution No. 15-0064 \(Executive Management Agreement Policy\)](#)
[Management Employment Agreement Template](#)
[Nader Kayali -- Draft Secured Promissory Note II.docx](#)

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

Q. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

18. Agenda Forecast (City Clerk Tamura). [15-0496](#)
DISCUSS AND PROVIDE DIRECTION
Attachments: [Agenda Forecast November 12, 2015](#)

R. INFORMATIONAL ITEMS

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

19. Commission Minutes: [15-0504](#)

This Item Contains Minutes of the following City Commission Meetings:
Draft Planning Commission Meeting Action Minutes of October 28, 2015
(Community Development Director Lundstedt).

INFORMATION ITEM ONLY

Attachments: [Planning Commission Meeting Action Minutes October 28, 2015](#)

S. CLOSED SESSION

T. ADJOURNMENT

U. FUTURE MEETINGS

CITY COUNCIL MEETINGS

Nov. 19, 2015 – Tuesday -- 6:00 PM - Joint City Council/Planning Commission Meeting (Mobility Plan)

Nov. 30, 2015 - Monday - 8:30 AM - City Council Strategic Planning Follow Up 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

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

Nov. 23, 2015 – Monday – 6:30 PM – Parks and Recreation Commission Meeting
Nov. 25, 2015 – Wednesday – 6:30 PM – Planning Commission Meeting
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
Jan. 11, 2016 – Monday – 6:30 PM – Library Commission Meeting
Jan. 12, 2016 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting
Jan. 13, 2016 – Wednesday – 6:30 PM – Planning Commission Meeting
Jan. 25, 2016 – Monday – 6:30 PM – Parks and Recreation Commission Meeting
Jan. 27, 2016 – Wednesday – 6:30 PM – Planning Commission Meeting
Jan. 28, 2016 – Thursday – 6:30 PM - Parking & Public Improvements Commission Meeting
Feb. 8, 2016 – Monday – 6:30 PM – Library Commission Meeting
Feb. 9, 2016 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting
Feb. 10, 2016 – Wednesday – 6:30 PM – Planning Commission Meeting
Feb. 22, 2016 – Monday – 6:30 PM – Parks and Recreation Commission Meeting
Feb. 24, 2016 – Wednesday – 6:30 PM – Planning Commission Meeting
Feb. 25, 2016 – Thursday – 6:30 PM - Parking & Public Improvements Commission Meeting

V. CITY HOLIDAYS**CITY OFFICES CLOSED ON THE FOLLOWING DAYS:**

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
Feb. 15, 2016 - Monday - Presidents Day
May 30, 2016 – Monday – Memorial Day
Jul. 4, 2016 - Monday - Independence Day
Sep. 5, 2016 - Monday - Labor Day
Oct. 10, 2016 – Monday – Columbus Day
Nov. 11, 2016 – Friday – Veterans Day
Nov. 24-25, 2016 - Thursday & Friday - Thanksgiving Holiday

Agenda Date: 11/17/2015

TO:

Members of the City Council

FROM:

Mayor Burton

SUBJECT:

Presentation of Certificates of Recognition to the Winners of the 2015 Fire Department Annual "Home Escape Plan" Contest.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize
The Winners of the
2015 Fire Department Annual "Home Escape Plan" Contest**

**American Martyrs School, Emily Hucul
Grandview Elementary School, Matthew Meyers
Meadows Elementary School, Avery Frankel
Pacific Elementary School, Devon Ferrand
Pennekamp Elementary School, Audrey Treger
Robinson Elementary School, Isabella Mazzocco**

Agenda Date: 11/17/2015

TO:

Members of the City Council

FROM:

Mayor Burton

SUBJECT:

Presentation of a Plaque to Pooja Nagpal for Being Recognized as an Honoree of the Girl Scouts 2015 National Young Women of Distinction Award.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize
Pooja Nagpal as an
Honoree of the Girl Scouts
2015 National Young Women of Distinction Award**

Agenda Date: 11/17/2015

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
Ted Faturos, Assistant Planner

SUBJECT:

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).

BY ORDER OF THE CHAIR, RECEIVE AND FILE

RECOMMENDATION:

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

BACKGROUND/DISCUSSION:

After a duly noticed public hearing on October 28, 2015, the Planning Commission approved a request for a Variance Amendment for 2702 North Ardmore Avenue. The site, a small triangular-shaped lot, previously received approval for a variance in 1954 for rear and side yard setbacks and minimum structure size. The current project proposes to add a 767 square foot second story addition to the existing 530 square foot (plus a single car garage) one-story residence while maintaining the existing nonconformities. The project as proposed will also create new nonconformities.

In accordance with Ordinance 15-0015 adopted June 16, 2015, any Councilmember may request review of a Planning Commission decision within twenty days (November 17, 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 Resolution No. PC 15-05
2. Planning Commission Staff Report and Attachments - October 28, 2015
3. Planning Commission Draft Minutes - October 28, 2015

RESOLUTION NO PC 15-05

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH APPROVING A VARIANCE AMENDMENT FROM SETBACK, PROJECTIONS, PARKING AND TWO-STORY REQUIREMENTS FOR THE REMODEL AND SECOND STORY ADDITION TO AN EXISTING HOME AT 2702 N ARDMORE AVENUE (Truong)

THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Planning Commission of the City of Manhattan Beach hereby makes the following findings:

- A. The Planning Commission of the City of Manhattan Beach conducted a public hearing pursuant to applicable law on October 28, 2015, to consider an application for a Variance Amendment for the property legally described as Lots 9, Block 34, Tract No. 1638, located at 2702 N Ardmore Avenue in the City of Manhattan Beach.
B. The public hearing was advertised pursuant to applicable law, testimony was invited and received.
C. The applicants and property owners for the Variance Amendment are Thomas and Jessica Truong.
D. The property is located within Area District II and is zoned RS Single-Family Residential. The surrounding Zoning and land uses consist of single-family residences and to the west across Valley Drive is the Veterans Parkway open space zone.
E. The General Plan designation for the property and surrounding area is Low Density Residential. The General Plan encourages the preservation, rehabilitation and upgrade of residential development, such as this. The project is specifically consistent with General Plan Policies as follows:

Land Use Element:

Policy LU-1.2- Require the design of all new construction to utilize notches, balconies, rooflines, open space, setbacks, landscaping, or other architectural details to reduce the bulk of buildings and to add visual interest to the streetscape.

Policy LU-2.2- Preserve and encourage private open space on residential lots citywide.

LU-3.1- Continue to encourage quality design in all new construction.

Housing Element:

Policy 1. Preserve the scale of development in existing residential neighborhoods.

Policy 2. Preserve existing dwellings.

Program 2a. Allow non-conforming dwellings to remain and improve.

- F. The applicants request is to remodel the existing nonconforming structure and add a second story addition. The proposal would maintain and match with new construction the existing nonconforming setbacks and garage; as well as create new nonconformities related to additional second story corner setbacks, eave projections, and a third- story for a minor portion of the house.
G. A variance was previously approved by the Planning Commission on June 9, 1954, adopted as Minor Variance No. 11-1954, for a decrease in the required side and rear yard setbacks and minimum dwelling size.
H. The existing nonconforming setbacks that will be maintained are the front setback at 19.7 feet, the rear yard setback at 8 feet 1 inch, and the street side yard setback at 1 foot. The nonconforming

one-car garage will also be maintained, with the minimum interior length of the garage will remain at 18 feet 2 inches instead of the required 19 feet. The garage door width will also maintain an 8 foot wide clearance instead of the required 9 foot wide clearance. With the addition, a three-story area will be created for a small portion of the house on the north side for a portion of "Bath 2", as shown on the second level plans and building section.

- I. The proposed construction complies with other applicable standards including maximum building height, maximum buildable floor area, and interior side yard setback.
- J. The project is Categorically Exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15303 based on staff's determination that the project consists of the new construction of a small structure consisting of one single family residence that will not have a significant impact on the environment.
- K. The project will not individually nor cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.
- L. The Planning Commission made the following findings with respect to the Variance application:

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

The lot is a small, narrowly-tapered triangle shape that sits at a five-way intersection. The property is also sloped with an 8 foot drop in elevation from the front to the rear on the north side, a 74 foot length. Applying the strict application of the Code development standards to this irregular lot would result in an extremely burdensome buildable envelope and an exceptional and undue hardship in developing a reasonably sized house on the property. The first floor buildable envelope using the Zoning Code development standards would only be about 700 square feet. The second story buildable envelope would be even smaller at about 530 square feet after applying the additional corner side setback requirements. These setback requirements, coupled with the two-car garage standard that would take away about 350 square feet, would create a dwelling with about 880 square feet of livable area. It would be unlikely that a design could even reach 880 square feet. The lot's shape and orientation clearly present practical difficulties for the property owner in building a reasonably sized residence.

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

The relief may be granted without substantial detriment to the public good as the home is retaining its existing building footprint and setbacks. The nonconforming side yard is on the streetside, not the interior side yard next to the neighbor to the northeast. The nonconforming rear yard setback is also not directly abutting a neighboring home. The new second story will match these non-conforming setbacks. The small portion of the proposed building that qualifies as a three-story is very minor, and wouldn't be out of place in the neighborhood considering the non-conforming three-story home next door to the northeast. Furthermore, the proposed house is about 200 square feet, or 13%, under the maximum buildable floor area, and provides modulation and architectural interest to benefit the neighborhood.

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

The application is consistent with the purposes of the Zoning Code, in particular Section 10.12.010 B and E, and will not constitute the granting of a special privilege because the setback standards are oriented toward more standard shape, size and depth properties. The proposed project will provide relative setback and bulk consistency with neighboring properties, will ensure

adequate light, air, privacy and open space, protect neighboring residents from adverse impacts, and achieve design compatibility

M. This Resolution upon its effectiveness constitutes the Variance Amendment for the subject project.

SECTION 2. The Planning Commission of the City of Manhattan Beach hereby **APPROVES** the subject Variance Amendment subject to the following conditions:

1. The project shall be in substantial conformance with the plans submitted to, and approved by the Planning Commission on October 28, 2015. Any substantial deviation from the approved plans must be reviewed and approved by the Planning Commission.
2. If determined to be necessary by the City Traffic Engineer, a Construction Traffic Management and Staging Plan shall be submitted in conjunction with all construction and other building plans, to be approved by the Community Development Department prior to issuance of building permits. The plan shall provide for the management of all construction related traffic and operation during all phases of construction, including delivery and storage of materials and parking of construction related vehicles.
3. No discharge of construction wastewater, building materials, debris, or sediment from the site is permitted. Erosion control devices shall be provided as required by the Public Works Director.
4. A site landscaping plan utilizing drought tolerant plants shall be submitted for review and approval concurrent with the building permit application. All plants shall be identified on the plan by the Latin and common names. The current edition of the Sunset Western Garden Book contains a list and description of drought tolerant plants suitable for this area.
5. A low pressure or drip irrigation system shall be installed in the landscaped areas, which shall not cause any surface run-off. Details of the irrigation system shall be noted on the landscaping plans. The type and design shall be subject to the approval of the Public Works and Community Development Departments.
6. 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.
7. A street corner obstruction-free zone on 27th Street and Valley Boulevard shall be provided as required by the Director of Public Works.
8. The applicants must obtain an Encroachment Permit for their walls in the right-of-way on 27th Street. The walls will be brought into compliance with the city's Encroachment standards for private use of public property.

Procedural

9. This Resolution shall become effective when all time limits for appeals have been exhausted as provided in MBMC Section 10.100.010 and will replace Minor Variance No. 11-1954.
10. The Variance Amendment shall be approved for a period of two years after the date of approval, with the option for future extensions, in accordance with the MBMC Section 10.84.090 (A) .
11. Pursuant to Public Resources Code Section 21089(b) and Fish and Game Code Section 711.4(c), the project is not operative, vested or final until the required filing fees are paid.
12. The applicants must submit in writing to the City of Manhattan Beach acceptance of all conditions within 30 days of approval of the Variance Amendment.
13. *Indemnity, Duty to Defend and Obligation to Pay Judgments and Defense Costs, Including Attorneys' Fees, Incurred by the City.* The applicants shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, volunteers, agents, and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees") from and against any claims, damages, actions, causes of actions, lawsuits, suits, proceedings,

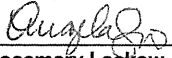
losses, judgments, costs, and expenses (including, without limitation, attorneys' fees or court costs) in any manner arising out of or incident to this approval, related entitlements, or the City's environmental review thereof. The applicants shall pay and satisfy any judgment, award or decree that may be rendered against City or the other Indemnitees in any such suit, action, or other legal proceeding. The City shall promptly notify the applicants of any claim, action, or proceeding and the City shall reasonably cooperate in the defense. If the City fails to promptly notify the applicants of any claim, action, or proceeding, or if the City fails to reasonably cooperate in the defense, the applicants shall not thereafter be responsible to defend, indemnify, or hold harmless the City or the Indemnitees. The City shall have the right to select counsel of its choice. The applicants shall reimburse the City, and the other Indemnitees, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Nothing in this Section shall be construed to require the applicants to indemnify Indemnitees for any Claim arising from the sole negligence or willful misconduct of the Indemnitees. In the event such a legal action is filed challenging the City's determinations herein or the issuance of the approval, the City shall estimate its expenses for the litigation. The applicants shall deposit said amount with the City or enter into an agreement with the City to pay such expenses as they become due.


I hereby certify that the foregoing is a full, true, and correct copy of the Resolution as adopted by the Planning Commission at its regular meeting of **October 28, 2015** and that said Resolution was adopted by the following vote:

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



Marisa Lundstedt,
Secretary to the Planning Commission



Rosemary Lackow
Recording Secretary 

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

TO: Planning Commission

FROM: Marisa Lundstedt, Director of Community Development

THROUGH: Laurie B. Jester, Planning Manager

BY: Ted Faturos, Assistant Planner

DATE: October 28, 2015

SUBJECT: Variance Amendment for Parking Standards, Setbacks and Two-Story Limit for a Proposed Second Story Addition to an Existing One Story Single Family Residence at 2702 North Ardmore Avenue (Truong)

RECOMMENDATION

Staff recommends that the Planning Commission **CONDUCT THE PUBLIC HEARING, APPROVE** the request, and **ADOPT** the attached Resolution. (Exhibit A)

APPLICANT/OWNER

Thomas and Jessica Truong
2702 North Ardmore Avenue
Manhattan Beach, CA 90266

BACKGROUND

The subject site is a small triangular shaped lot located at the corner of a five way intersection (Ardmore Avenue at 27th Street and Poinsettia Avenue) The site's location (see attached Location map – Exhibit B) also contributes to its highly irregular shape. The site previously received approval for a variance in 1954 for rear and side yard setbacks and minimum structure size (Exhibit C). The current project proposes to add a 767 square foot second story addition to the existing 530 square foot (plus a single car garage) one-story residence while maintaining the existing nonconformities. The project as proposed will also create new nonconformities.

LOCATION

<u>Location</u>	2702 North Ardmore Avenue (See Location Map – Exhibit B)
<u>Legal Description</u>	Lot 9, Block 34, Tract No. 1638
<u>Area District</u>	II

LAND USE

<u>General Plan</u>	Low Density Residential
<u>Zoning</u>	RS, Residential Low Density

PROJECT DETAILS

	<u>Proposed</u>	<u>Code Requirement</u>
Parcel Size:	2,140 sq ft*	4,600 sq ft min
Buildable Floor Area:	1,297 sq ft / 530 sq ft (E)	1,498 sq ft max
Height	26 ft	26 ft max
Parking:	1 enclosed space*	2 enclosed spaces
	18 ft 2 in length of space*	19 ft length of space
	8 ft wide garage door*	9 ft wide garage door
<u>Setbacks / Projections (Eaves)</u>		
Front (northwest)	19.7 ft*	20 ft. min.
Rear (southeast)	8 ft 1 in*	12 ft. min.
Street Side (south)	1 ft* / 0.5 ft eave	3 ft. min. / 2.5 ft min. eave
Interior Side (north)	3 ft 1 in	3 ft. min.
Additional Front & Corner Side	71.53 sq ft	171.2 sq ft
Stories	2 (with small 3-story area)	2

* Existing Legal non-conforming

DISCUSSION

The existing site consists of a 530 square foot home with a 256 square foot one-car enclosed garage located on a small, substandard 2,140 square foot triangle-shaped lot. The lot sits at a five-way intersection, with the lot's front yard located on North Ardmore Avenue and the lot's streetside yard located along 27th Street. The lot has 40 feet of frontage on North Ardmore Avenue and tapers back eastward to a narrow point.

The existing structure has several nonconformities. The existing front yard setback is 19.7 feet while the minimum required front yard setback is 20 feet. The existing streetside yard is one foot while the minimum required street side yard is 3 feet. The existing structure encroaches into the minimum 12 foot rear yard, providing 8 feet 1 inch of rear yard setback. Furthermore, the

existing structure has a one-car enclosed garage instead of the required two-car enclosed garage. The garage's door is 8 feet wide, not meeting the minimum 9 foot wide requirement for single car garage doors. The garage also does not meet the minimum interior clearance length of 19 feet, with a length of 18 feet 2 inches.

The variance granted by the Planning Commission in 1954 (Minor Variance No. 11-1954-Exhibit C) allowed a reduction in the required rear and side yard setbacks as well as a reduction in the minimum structure size. The Planning Commission recognized in 1954 that applying the Zoning Code development standards to the small, irregularly shaped lot "would result in undue and unnecessary hardship and result in an unreasonable situation." Code standards have changed since 1954, with increased setbacks and garage requirements as well as other additional regulations. The relief from the development standards given by the existing variance does not adequately address the current Code nor the applicant's proposed plans. A variance amendment is requested to provide for deviation from the current development standards in order to add onto the existing dwelling.

The submitted plans will maintain the existing nonconformities (nonconforming front yard, rear yard, and street side yard setbacks, one-car garage, 8 foot wide garage door, and 18 foot 2 inch interior garage clearance length) and the additions and remodel will create new nonconformities. The applicant proposes to maintain the existing building footprint but add a second story over the existing structure. The resulting structure would not meet the required additional front and corner side setback requirements (MBMC 10.12.030 T), providing 71.53 square feet of the required 171.2 square foot reduction on the second story. The proposed plans also show a small portion of the bathroom on the second level (Attachment E- Sheet SD.10- Bath 2) is actually three stories as defined by the Zoning Code, while only two stories are allowed. Finally, an eave on the 27th Street streetside yard is significantly less than the required 2.5 feet from property line (MBMC 10.60.060 A).

Variance Findings

Section 10.84.010 of the MBMC indicates that variances are intended to resolve practical difficulties or unnecessary physical hardships that may result from the size, shape, or dimensions of a site or the location of existing structures thereon; from geographic, topographic, or physical conditions on the site or in the immediate vicinity. The City's Zoning Code, Section 10.84.060 B is based upon State Law and requires that each of the following three findings must be met in order for a Variance to be approved.

These required findings are detailed below:

1. Because of special circumstances or conditions applicable to the subject property—including narrowness and hollowness or shape, exceptional topography, or the extraordinary or exceptional situations or conditions—strict application of the requirements of this title would result in peculiar and exceptional difficulties to, or exceptional and/or undue hardships upon, the owner of the property;
2. The relief may be granted without substantial detriment to the public good; without substantial impairment of affected natural resources; and not be detrimental or injurious

to property or improvements in the vicinity of the development site, or to the public health, safety or general welfare; and

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

Staff suggests the following findings in support of the project:

1. The lot is a small, narrowly-tapered triangle shape that sits at a five-way intersection. The property is also sloped with an 8 foot drop in elevation from the front to the rear on the north side, a 74 foot length. Applying the strict application of the Code development standards to this irregular lot would result in an extremely burdensome buildable envelope and an exceptional and undue hardship in developing a reasonably sized house on the property. The first floor buildable envelope using the Zoning Code development standards would only be about 700 square feet. The second story buildable envelope would be even smaller at about 530 square feet after applying the additional corner side setback requirements. These setback requirements, coupled with the two-car garage standard that would take away about 350 square feet, would create a dwelling with about 880 square feet of livable area. It would be unlikely that a design could even reach 880 square feet. The lot's shape and orientation clearly present practical difficulties for the property owner in building a reasonably sized residence.
2. The relief may be granted without substantial detriment to the public good as the home is retaining its existing building footprint and setbacks. The nonconforming side yard is on the streetside, not the interior side yard next to the neighbor to the northeast. The nonconforming rear yard setback is also not directly abutting a neighboring home. The new second story will match these non-conforming setbacks. The small portion of the proposed building that qualifies as a three-story is very minor, and wouldn't be out of place in the neighborhood considering the non-conforming three-story home next door to the northeast. Furthermore, the proposed house is about 200 square feet, or 13%, under the maximum buildable floor area, and provides modulation and architectural interest to benefit the neighborhood.
3. Granting the application is consistent with the purposes of the Zoning Code, in particular Section 10.12.010 B and E, and will not constitute the granting of a special privilege because the setback standards are oriented toward more standard shape, size and depth properties. The proposed project will provide relative setback and bulk consistency with neighboring properties, will ensure adequate light, air, privacy and open space, protect neighboring residents from adverse impacts, and achieve design compatibility.

The proposed project is consistent with the following General Plan goals and policies

Land Use Element:

Policy LU-1.2- Require the design of all new construction to utilize notches, balconies, rooflines, open space, setbacks, landscaping, or other architectural details to reduce the bulk of buildings and to add visual interest to the streetscape.

Policy LU-2.2- Preserve and encourage private open space on residential lots citywide.

LU-3.1- Continue to encourage quality design in all new construction.

Housing Element:

Policy 1. Preserve the scale of development in existing residential neighborhoods.

Policy 2. Preserve existing dwellings.

Program 2a. Allow non-conforming dwellings to remain and improve.

Department comments

Two mature trees are located in the public right-of-way on 27th Street that will be impacted by the proposed plans. Public Works and the City's arborist have concluded that the trees should be removed based on their health and poor structure. Additionally, due to their close proximity to the house, construction which would further compromise their survival. Public Works will require replacement trees to be planted within the right of way.

A nonconforming private wall is located in the public right-of-way on 27th Street. The applicants will be required to obtain an Encroachment Permit and bring the wall into conformance with the City's regulations for the private use of public property (MBMC 7.36) by lowering the wall to 42 inches maximum, and complying with other Code requirements. Additionally, Section 9.72.015 requires two public parking spaces on corner lots in the Tree Section. Based on review and input from the City Traffic Engineer and City Engineer, one parking spot will be provided on 27th Street and one on Ardmore Avenue, as there is not adequate sight distance from the stop sign at the corner of 27th Street to provide two parking spaces on 27th Street. The details of the right-of-way improvements along both 27th Street and Ardmore Avenue will be reviewed and refined during the plan check process.

No other Department comments were received.

Neighbor Response

Staff has received no comments in response to the project notice which was published in the paper on October 15, 2015 and mailed to surrounding property owners on October 13, 2015.

ENVIRONMENTAL REVIEW

The Project is Categorically Exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15303 based on staff's determination that the project

consists of the new construction of a small structure consisting of one-single family residence that will not have a significant impact on the environment.

CONCLUSION

Staff supports the Variance request, subject to the recommended conditions, based on the Variance findings stated above, and that the project otherwise: (1) conforms to applicable zoning objectives and development standards, (2) is not expected to have a detrimental impact on nearby properties, and, (3) is consistent with the goals and policies of the General Plan.

Attachments:

- A. Draft Resolution No. PC 15-XX
- B. Location Map
- C. Minor Variance No. 11-1954
- D. Applicant Material
- E. Proposed Plans dated October 20, 2015 (not available electronically)

c: Thomas and Jessica Truong, Applicants
Joseph Wu, Project Architect

RESOLUTION NO PC 15-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH APPROVING A VARIANCE AMENDMENT FROM SETBACK, PROJECTIONS, PARKING AND TWO-STORY REQUIREMENTS FOR THE REMODEL AND SECOND STORY ADDITION TO AN EXISTING HOME AT 2702 N ARDMORE AVENUE

(Truong)

THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Planning Commission of the City of Manhattan Beach hereby makes the following findings:

- A. The Planning Commission of the City of Manhattan Beach conducted a public hearing pursuant to applicable law on October 28, 2015, to consider an application for a Variance Amendment for the property legally described as Lots 9, Block 34, Tract No. 1638, located at 2702 N Ardmore Avenue in the City of Manhattan Beach.
- B. The public hearing was advertised pursuant to applicable law, testimony was invited and received.
- C. The applicants and property owners for the Variance Amendment are Thomas and Jessica Truong.
- D. The property is located within Area District II and is zoned RS Single-Family Residential. The surrounding Zoning and land uses consist of single-family residences and to the west across Valley Drive is the Veterans Parkway open space zone.
- E. The General Plan designation for the property and surrounding area is Low Density Residential. The General Plan encourages the preservation, rehabilitation and upgrade of residential development, such as this. The project is specifically consistent with General Plan Policies as follows:

Land Use Element:

Policy LU-1.2- Require the design of all new construction to utilize notches, balconies, rooflines, open space, setbacks, landscaping, or other architectural details to reduce the bulk of buildings and to add visual interest to the streetscape.

Policy LU-2.2- Preserve and encourage private open space on residential lots citywide.

LU-3.1- Continue to encourage quality design in all new construction.

Housing Element:

Policy 1. Preserve the scale of development in existing residential neighborhoods.

Policy 2. Preserve existing dwellings.

Program 2a. Allow non-conforming dwellings to remain and improve.

- F. The applicants request is to remodel the existing nonconforming structure and add a second story addition. The proposal would maintain and match with new construction the existing nonconforming setbacks and garage; as well as create new nonconformities related to additional second story corner setbacks, eave projections, and a third- story for a minor portion of the house.

- G. A variance was previously approved by the Planning Commission on June 9, 1954, adopted as Minor Variance No. 11-1954, for a decrease in the required side and rear yard setbacks and minimum dwelling size.
- H. The existing nonconforming setbacks that will be maintained are the front setback at 19.7 feet, the rear yard setback at 8 feet 1 inch, and the street side yard setback at 1 foot. The nonconforming one-car garage will also be maintained, with the minimum interior length of the garage will remain at 18 feet 2 inches instead of the required 19 feet. The garage door width will also maintain an 8 foot wide clearance instead of the required 9 foot wide clearance. With the addition, a three-story area will be created for a small portion of the house on the north side for a portion of “Bath 2”, as shown on the second level plans and building section.
- I. The proposed construction complies with other applicable standards including maximum building height, maximum buildable floor area, and interior side yard setback.
- J. The project is Categorically Exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15303 based on staff’s determination that the project consists of the new construction of a small structure consisting of one single family residence that will not have a significant impact on the environment.
- K. The project will not individually nor cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.
- L. The Planning Commission made the following findings with respect to the Variance application:

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

The lot is a small, narrowly-tapered triangle shape that sits at a five-way intersection. The property is also sloped with an 8 foot drop in elevation from the front to the rear on the north side, a 74 foot length. Applying the strict application of the Code development standards to this irregular lot would result in an extremely burdensome buildable envelope and an exceptional and undue hardship in developing a reasonably sized house on the property. The first floor buildable envelope using the Zoning Code development standards would only be about 700 square feet. The second story buildable envelope would be even smaller at about 530 square feet after applying the additional corner side setback requirements. These setback requirements, coupled with the two-car garage standard that would take away about 350 square feet, would create a dwelling with about 880 square feet of livable area. It would be unlikely that a design could even reach 880 square feet. The lot’s shape and orientation clearly present practical difficulties for the property owner in building a reasonably sized residence.

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

The relief may be granted without substantial detriment to the public good as the home is retaining its existing building footprint and setbacks. The nonconforming side yard is on the streetside, not the interior side yard next to the neighbor to the northeast. The nonconforming rear yard setback is also not directly abutting a neighboring home. The new second story will match these non-conforming setbacks. The small portion of the proposed building that qualifies as a three-story is very minor, and wouldn’t be out of place in the neighborhood considering the non-conforming three-story home next door to the northeast. Furthermore, the proposed house is about 200 square feet, or 13%, under the maximum buildable floor area, and provides modulation and architectural interest to benefit the neighborhood.

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

The application is consistent with the purposes of the Zoning Code, in particular Section 10.12.010 B and E, and will not constitute the granting of a special privilege because the setback standards are oriented toward more standard shape, size and depth properties. The proposed project will provide relative setback and bulk consistency with neighboring properties, will ensure adequate light, air, privacy and open space, protect neighboring residents from adverse impacts, and achieve design compatibility

M. This Resolution upon its effectiveness constitutes the Variance Amendment for the subject project.

SECTION 2. The Planning Commission of the City of Manhattan Beach hereby **APPROVES** the subject Variance Amendment subject to the following conditions:

1. The project shall be in substantial conformance with the plans submitted to, and approved by the Planning Commission on October 28, 2015. Any substantial deviation from the approved plans must be reviewed and approved by the Planning Commission.
2. If determined to be necessary by the City Traffic Engineer, a Construction Traffic Management and Staging Plan shall be submitted in conjunction with all construction and other building plans, to be approved by the Community Development Department prior to issuance of building permits. The plan shall provide for the management of all construction related traffic and operation during all phases of construction, including delivery and storage of materials and parking of construction related vehicles.
3. No discharge of construction wastewater, building materials, debris, or sediment from the site is permitted. Erosion control devices shall be provided as required by the Public Works Director.
4. A site landscaping plan utilizing drought tolerant plants shall be submitted for review and approval concurrent with the building permit application. All plants shall be identified on the plan by the Latin and common names. The current edition of the Sunset Western Garden Book contains a list and description of drought tolerant plants suitable for this area.
5. A low pressure or drip irrigation system shall be installed in the landscaped areas, which shall not cause any surface run-off. Details of the irrigation system shall be noted on the landscaping plans. The type and design shall be subject to the approval of the Public Works and Community Development Departments.
6. 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.
7. A street corner obstruction-free zone on 27th Street and Valley Boulevard shall be provided as required by the Director of Public Works.
8. The applicants must obtain an Encroachment Permit for their walls in the right-of-way on 27th Street. The walls will be brought into compliance with the city's Encroachment standards for private use of public property.

Procedural

9. This Resolution shall become effective when all time limits for appeals have been exhausted as provided in MBMC Section 10.100.030 and will replace Minor Variance No. 11-1954.
10. The Variance Amendment shall be approved for a period of two years after the date of approval, with the option for future extensions, in accordance with the MBMC Section 10.84.090 (A) .

11. Pursuant to Public Resources Code Section 21089(b) and Fish and Game Code Section 711.4(c), the project is not operative, vested or final until the required filing fees are paid.
12. The applicants must submit in writing to the City of Manhattan Beach acceptance of all conditions within 30 days of approval of the Variance Amendment.
13. *Indemnity, Duty to Defend and Obligation to Pay Judgments and Defense Costs, Including Attorneys' Fees, Incurred by the City.* The applicants shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, volunteers, agents, and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees") from and against any claims, damages, actions, causes of actions, lawsuits, suits, proceedings, losses, judgments, costs, and expenses (including, without limitation, attorneys' fees or court costs) in any manner arising out of or incident to this approval, related entitlements, or the City's environmental review thereof. The applicants shall pay and satisfy any judgment, award or decree that may be rendered against City or the other Indemnitees in any such suit, action, or other legal proceeding. The City shall promptly notify the applicants of any claim, action, or proceeding and the City shall reasonably cooperate in the defense. If the City fails to promptly notify the applicants of any claim, action, or proceeding, or if the City fails to reasonably cooperate in the defense, the applicants shall not thereafter be responsible to defend, indemnify, or hold harmless the City or the Indemnitees. The City shall have the right to select counsel of its choice. The applicants shall reimburse the City, and the other Indemnitees, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Nothing in this Section shall be construed to require the applicants to indemnify Indemnitees for any Claim arising from the sole negligence or willful misconduct of the Indemnitees. In the event such a legal action is filed challenging the City's determinations herein or the issuance of the approval, the City shall estimate its expenses for the litigation. The applicants shall deposit said amount with the City or enter into an agreement with the City to pay such expenses as they become due.

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution as adopted by the Planning Commission at its regular meeting of **October 28, 2015** and that said Resolution was adopted by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Marisa Lundstedt,
Secretary to the Planning Commission

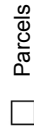
Rosemary Lackow
Recording Secretary



City of Manhattan Beach



Legend



Parcels



Scale: 1: 1,200



Notes

EXHIBIT B-10-28-15
 PLANNING COMMISSION
 2702 North Ardmore Avenue

This map is a user generated static output from the "MB GIS Info" intranet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
 © Latitude Geographics Group Ltd.

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PLANNING COMMISSION MINOR VARIANCE NO. 11-1954 - W. S. McGRIGOR

A communication was presented from the Planning Commission dated June 14, 1954, accompanied by a certified copy of a resolution adopted by the Commission at its meeting of June 8, 1954, finding the request of W. S. McGregor, 2515 Palm Avenue, to waive the twenty foot rear yard required by the Zoning Ordinance and maintain a rear yard of 18' 6", and to waive the five foot side yard requirement and maintain a three foot side yard, in order to build a residential structure containing 602 square feet instead of the 850 square foot minimum required by the Zoning Ordinance, on Lot 9, Block 34, in Tract No. 1638, to be a minor matter under subdivision "g" of Section 15 of Ordinance No. 502.

After discussion, it was moved by Councilman Linaker and seconded by Councilman Logan that the following resolution be adopted:

WHEREAS, the City Planning Commission has presented to this Council a certified copy of a resolution setting forth the findings and recommendations of said Commission with reference to a minor variance on petition of W. S. McGregor of 2515 Palm Avenue, Manhattan Beach, with respect to the premises located in the City of Manhattan Beach known as Lot 9, Block 34, Tract No. 1638; and

WHEREAS, under the provisions of subdivision "g" of Section 15 of Ordinance No. 502 (the Land Use Plan-Zoning Ordinance) of said City, as amended, it now becomes the duty of this Council to approve or disapprove the findings and recommendations made by said Commission in its said resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, AS FOLLOWS:

First: That said resolution hereinabove referred to of said Planning Commission be placed on file in the office of the City Clerk, open to public inspection; that it be designated as "Determination No. 11-1954 (Subdivision G of Section 15 of Ordinance No. 502)" and that as so on file it is hereby referred to and by this reference incorporated herein and made a part hereof;

Second: That the City Council does hereby make the same findings and determinations with reference to said matter as are made by said Planning Commission in its said resolution; and

Third: That this Council does hereby approve the findings, recommendations and action of said City Planning Commission and does hereby order that this resolution be spread upon the official minutes of the meeting of this Council at which the same is passed and adopted and shall be shown as so adopted by a four-fifths vote of all

of its members, all as contemplated in and under the provisions of said subdivision "g" of Section 15 of said Ordinance No. 502 above referred to.

On roll call said motion was carried and said resolution was adopted by the following vote:

AYES: Councilmen Poye, Gorman, Linaker, Logan and Mayor Walker
NAYS: None
ABSENT: None

C/O 6-15-54

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MASTER APPLICATION FORM

CITY OF MANHATTAN BEACH
COMMUNITY DEVELOPMENT DEPARTMENT

PAII
JB/001-01363412
06-08-2015

Office Use Only
Date Submitted: 6/18/15
Received By: [Signature]
F&G Check Submitted:

2702 N. Ardmore Avenue, Manhattan Beach, CA 90266
Project Address

Tract No 1638 (EX of STS) Lot 9 Blk 34
Legal Description

Low Density Residential RS II
General Plan Designation Zoning Designation Area District

For projects requiring a Coastal Development Permit, select one of the following determinations¹:

- | | |
|---|---|
| Project located in Appeal Jurisdiction | Project <u>not</u> located in Appeal Jurisdiction |
| <input type="checkbox"/> Major Development (Public Hearing required) | <input checked="" type="checkbox"/> Public Hearing Required (due to UP, Var., etc.) |
| <input type="checkbox"/> Minor Development (Public Hearing, if requested) | <input type="checkbox"/> No Public Hearing Required |

Submitted Application (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Appeal to PC/PPIC/BBA/CC _____ | <input type="checkbox"/> Use Permit (Residential) _____ |
| <input type="checkbox"/> Coastal Development Permit _____ | <input type="checkbox"/> Use Permit (Commercial) _____ |
| <input checked="" type="checkbox"/> Environmental Assessment _____ | <input type="checkbox"/> Use Permit Amendment _____ |
| <input type="checkbox"/> Minor Exception _____ | <input checked="" type="checkbox"/> Variance _____ |
| <input type="checkbox"/> Subdivision (Map Deposit) 4300 _____ | <input checked="" type="checkbox"/> Public Notification Fee / \$85 _____ |
| <input type="checkbox"/> Subdivision (Tentative Map) _____ | <input type="checkbox"/> Park/Rec Quimby Fee 4425 _____ |
| <input type="checkbox"/> Subdivision (Final) _____ | <input type="checkbox"/> Lot Merger/Adjustment/\$15 rec. fee _____ |
| <input type="checkbox"/> Subdivision (Lot Line Adjustment) _____ | <input type="checkbox"/> Other _____ |

Total \$5,460

Fee Summary: Account No. 4225 (calculate fees on reverse)

Pre-Application Conference: Yes _____ No _____ Date: _____ Fee: _____
Amount Due: \$ _____ (less Pre-Application Fee if submitted within past 3 months)
Receipt Number: _____ Date Paid: _____ Cashier: _____

Applicant(s)/Appellant(s) Information

Thomas Truong and Jessica Truong
Name

2702 N. Ardmore Avenue, Manhattan Beach, CA 90266
Mailing Address

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

Thomas Truong, Owner 714-679-0527 / wuLac@yahoo.com
Contact Person (include relation to applicant/appellant) Phone number / e-mail

2702 N. Ardmore Avenue, Manhattan Beach, CA 90266
Address,

[Signature] 424-206-1482
Applicant(s)/Appellant(s) Signature Phone number

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

An addition and remodel to an existing 498 S.F. one-story single family residence. The addition includes 186 S.F. of den, and 496 S.F. of master bedroom, master bath, W.I.C., bedroom 2 and bath 2. The remodel includes 498 S.F. of great room, kitchen, laundry and powder, and 228 S.F. of one-car garage. In addition, a new trash enclosure will be added next to the garage, the existing perimeter fences/walls will be remodeled, and landscaping at public area along the property lines will be redone which includes removal of two existing public trees.

¹ 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 Thomas L. Truong and Jessica Truong as trustees of the Truong Family Trust 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)

Thomas L. Truong, Jessica Truong

Print Name

2702 N. Ardmore Ave., Manhattan Beach, CA 90266

Mailing Address

(#24) 206-1482

Telephone

Subscribed and sworn to (or affirmed) before me this 29th day of May, 2015

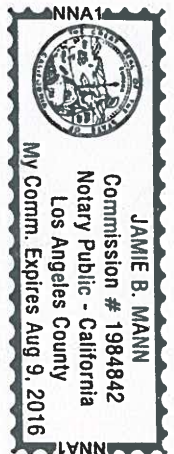
by Thomas L. Truong + Jessica Truong, proved to me

on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature

[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 Department for assistance.) Fees are subject to annual adjustment.

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

Coastal Development Permit

- Filing Fee (public hearing – no other discretionary approval required): \$ 4,615
- Filing Fee (public hearing – other discretionary approvals required): 1,660
- Filing Fee (no public hearing required – administrative): 920

Use Permit

- Use Permit Filing Fee: \$ 5,200
- Master Use Permit Filing Fee: 8,255
- Master Use Permit Amendment Filing Fee: 4,740
- Master Use Permit Conversion: 4,075

Variance

- Filing Fee: \$ 5,160

Minor Exception

- Filing Fee (without notice): \$ 1,775
- Filing Fee (with notice): 2,020

Subdivision

- Certificate of Compliance: \$ 1,560
- Final Parcel Map + mapping deposit: 515
- Final Tract Map + mapping deposit: 595
- Mapping Deposit (paid with Final Map application): 500
- Merger of Parcels or Lot Line Adjustment: 1,155
- Quimby (Parks & Recreation) fee (per unit/lot): 1,817
- Tentative Parcel Map (4 or less lots / units) No Public Hearing: 915
- Tentative Parcel Map (4 or less lots / units) Public Hearing: 3,325
- Tentative Tract Map (5 or more lots / units): 4,080

Environmental Review (contact Planning Division for applicable fee)

- Environmental Assessment (no Initial Study prepared): \$ 215
- Environmental Assessment (if Initial Study is prepared): 2,260
- Fish and Game/CEQA Exemption County Clerk Posting Fee²: 75

- Public Notification Fee** 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: \$ 85

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

To City of Manhattan Beach Planning Commission:

My name is Thomas Truong. My wife and I bought a single family residence located at 2702 North Ardmore Avenue, Manhattan Beach, CA 90266 in 2012. We have a son, Joshua, who is currently attending 4th grade. Due to the size of existing house (530 S.F.) and the growth of our son, we are in need of expanding our house. However, since the house is located at a very small and sloped lot with an odd triangular shape, we need to request for several variances. Below please find the list of variances that we are hoping the Commission will approve:

1. One-car garage for a proposed 1,297 S.F. 2-bedroom house due to site restraint.
2. The existing structure and the new second floor addition will encroach approximately 2 feet inside the side yard setback.
3. The proposed second floor supplementary setback is 71.53 S.F. which is less than the required 8% setback of 171.20 S.F. due to site restraint.
4. Due to the existing structure location and site condition, part of the existing side yard C.M.U. perimeter wall is located outside the legal property line.
5. Existing one-car garage with garage depth of less than 19'-0".
6. Existing one-car garage with +/-8'-0" wide garage door.

Please review the submitted plans for more details and information on all of the proposed changes. We hope that the Commission can grant the requested variances to accommodate the growing need of my family. Thank you very much for your attention.

Best regards,

Thomas and Jessica Truong
October 12, 2015



ENVIRONMENTAL INFORMATION FORM

(to be completed by applicant)

CITY OF MANHATTAN BEACH
COMMUNITY DEVELOPMENT DEPARTMENT

Date Filed: _____

APPLICANT INFORMATION

Name: Thomas and Jessica Truong
Address: 2702 N. Ardmore Avenue
Phone number: 424-206-1482
Relationship to property: Owner

Contact Person: Thomas Truong
Address: 2702 N. Ardmore Avenue
Phone number: 714-679-0527
Association to applicant: Owner

PROJECT LOCATION AND LAND USE

Project Address: 2702 N. Ardmore Avenue, Manhattan Beach, CA 90266
Assessor's Parcel Number: 4173-029-020
Legal Description: Tract No 1638 (EX of STS) Lot 9 Blk 34
Area District, Zoning, General Plan Designation: II, RS, Low Density Residential
Surrounding Land Uses:
North Public Street / Greenbelt West Public Street / Single Family Dwelling
South Public Street / Single Family Dwelling East Single Family Dwelling
Existing Land Use: _____

PROJECT DESCRIPTION

Type of Project: Commercial _____ Residential Other _____
If Residential, indicate type of development (i.e.; single family, apartment, condominium, etc.) and number of units: Single Family

If Commercial, indicate orientation (neighborhood, citywide, or regional), type of use anticipated, hours of operation, number of employees, number of fixed seats, square footage of kitchen, seating, sales, and storage areas: _____

If use is other than above, provide detailed operational characteristics and anticipated intensity of the development: _____

Removed/

	<u>Existing</u>	<u>Proposed</u>	<u>Required</u>	<u>Demolished</u>
Project Site Area:	<u>2,140</u>	<u>2,140</u>	<u> </u>	<u> </u>
Building Floor Area:	<u>498</u>	<u>1,180</u>	<u> </u>	<u> </u>
Height of Structure(s)	<u>12</u>	<u>26.72</u>	<u> </u>	<u> </u>
Number of Floors/Stories:	<u>1</u>	<u>2</u>	<u> </u>	<u> </u>
Percent Lot Coverage:	<u>33.8%</u>	<u>33.8%</u>	<u> </u>	<u> </u>
Off-Street Parking:	<u>1</u>	<u>1</u>	<u> </u>	<u> </u>
Vehicle Loading Space:	<u>N/A</u>	<u>N/A</u>	<u> </u>	<u> </u>
Open Space/Landscaping:	<u>N/A</u>	<u>N/A</u>	<u> </u>	<u> </u>

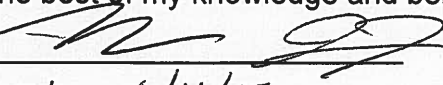
Proposed Grading:
 Cut N/A Fill N/A Balance N/A Imported N/A Exported N/A

Will the proposed project result in the following (check all that apply):

- | <u>Yes</u> | <u>No</u> | |
|---------------|-------------------------------------|--|
| <u> </u> | <input checked="" type="checkbox"/> | Changes in existing features or any bays, tidelands, beaches, lakes, or hills, or substantial alteration of ground contours? |
| <u> </u> | <input checked="" type="checkbox"/> | Changes to a scenic vista or scenic highway? |
| <u> </u> | <input checked="" type="checkbox"/> | A change in pattern, scale or character of a general area? |
| <u> </u> | <input checked="" type="checkbox"/> | A generation of significant amount of solid waste or litter? |
| <u> </u> | <input checked="" type="checkbox"/> | A violation of air quality regulations/requirements, or the creation of objectionable odors? |
| <u> </u> | <input checked="" type="checkbox"/> | Water quality impacts (surface or ground), or affect drainage patters? |
| <u> </u> | <input checked="" type="checkbox"/> | An increase in existing noise levels? |
| <u> </u> | <input checked="" type="checkbox"/> | A site on filled land, or on a slope of 10% or more? |
| <u> </u> | <input checked="" type="checkbox"/> | The use of potentially hazardous chemicals? |
| <u> </u> | <input checked="" type="checkbox"/> | An increased demand for municipal services? |
| <u> </u> | <input checked="" type="checkbox"/> | An increase in fuel consumption? |
| <u> </u> | <input checked="" type="checkbox"/> | A relationship to a larger project, or series of projects? |

Explain all "Yes" responses (attach additional sheets or attachments as necessary):

CERTIFICATION: I hereby certify that the statements furnished above and in attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Signature:  Prepared For: _____

Date Prepared: 6/4/15

Revised 7/97

Thomas and Jessica Truong 2702 N. Ardmore Ave



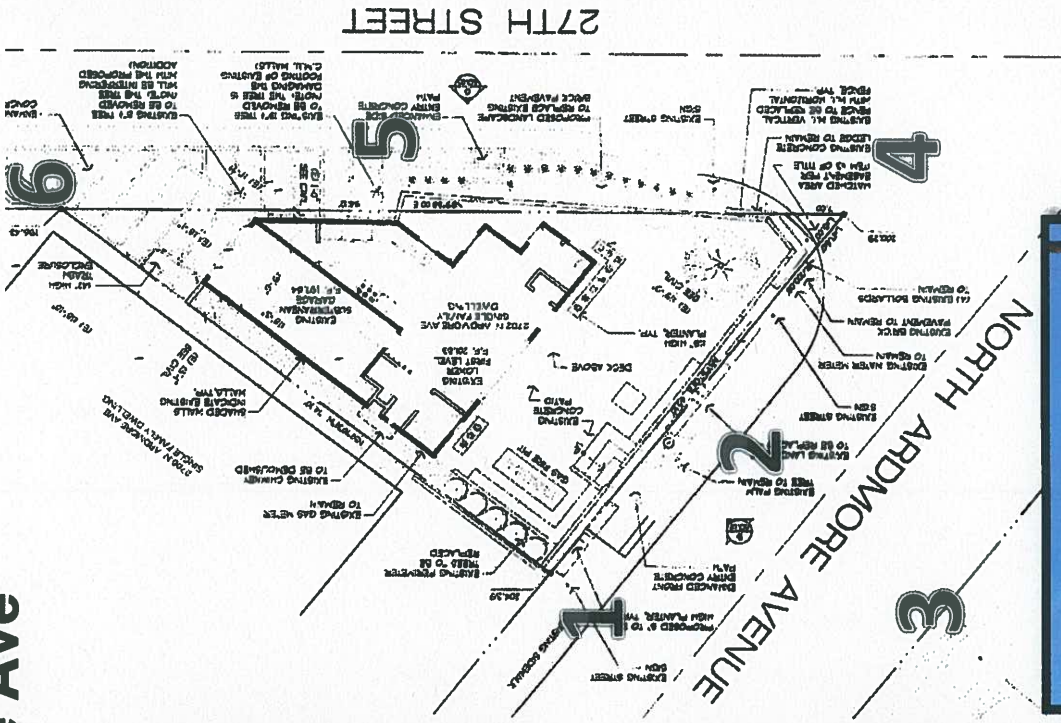
1. Front Right View (Ardmore Ave)



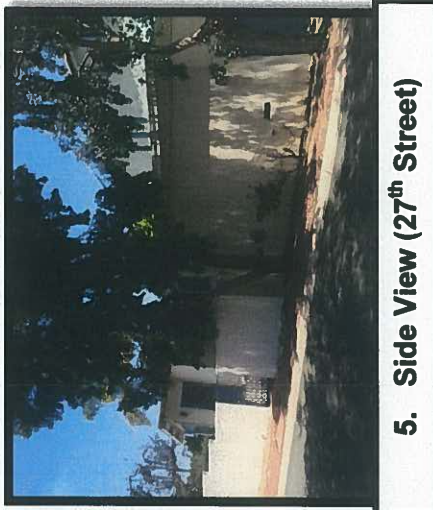
2. Front View (Ardmore Ave)



3. Front House View of Greenbelt
(Ardmore Ave)



4. Corner View (Ardmore and 27th Street)



5. Side View (27th Street)

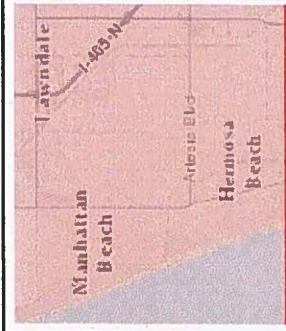


6. Back View (27th Street)

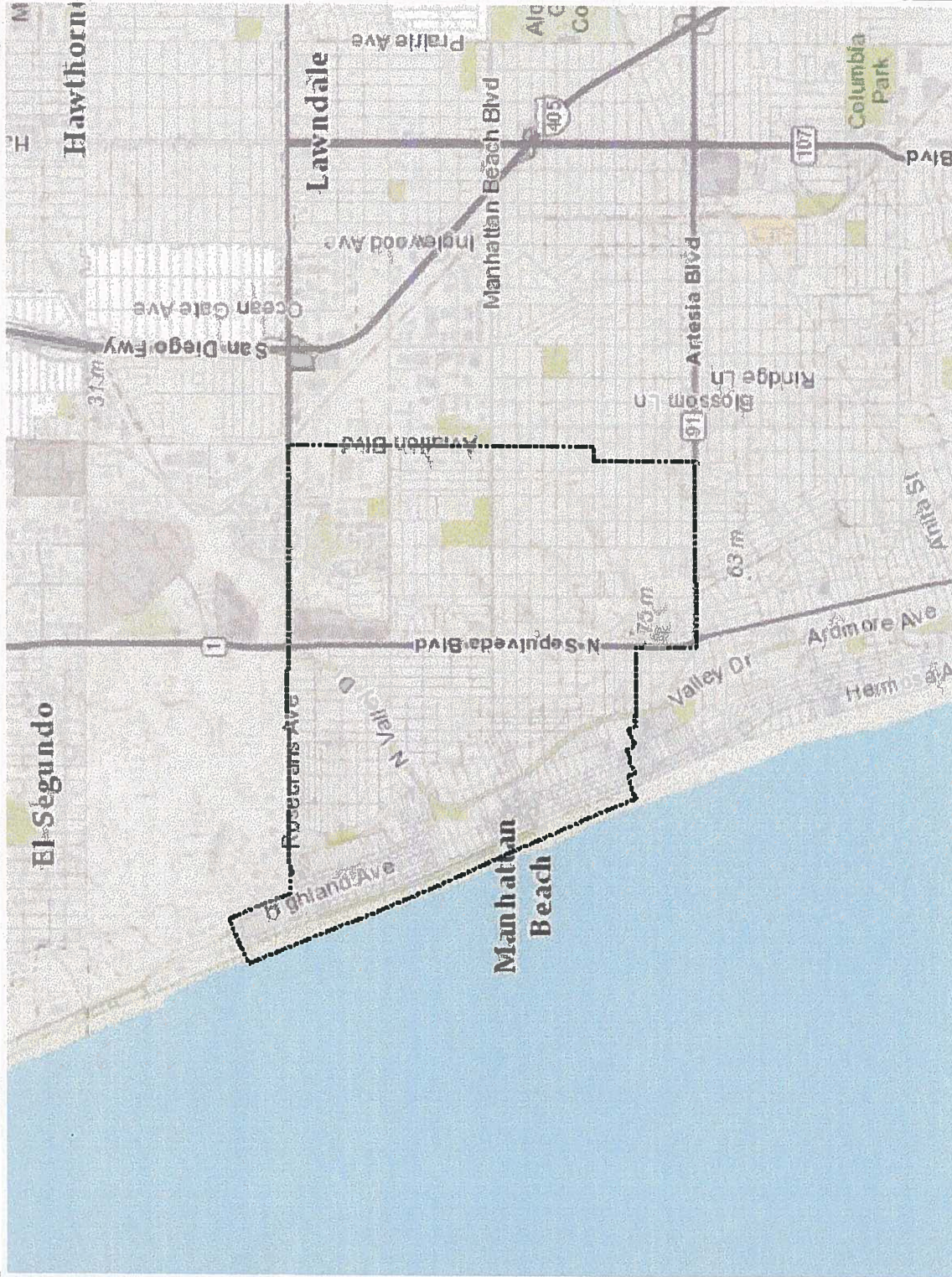


Legend
 — City Boundary

Scale: 1 : 57,924



City of Manhattan Beach



Notes

DISCLAIMER: This map is a user-generated static output of the 'Manhattan Beach Mapping' site and is for general reference only. The City of Manhattan Beach makes no representation or warranties of any kind with respect to the accuracy of the information furnished herein.

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Legend

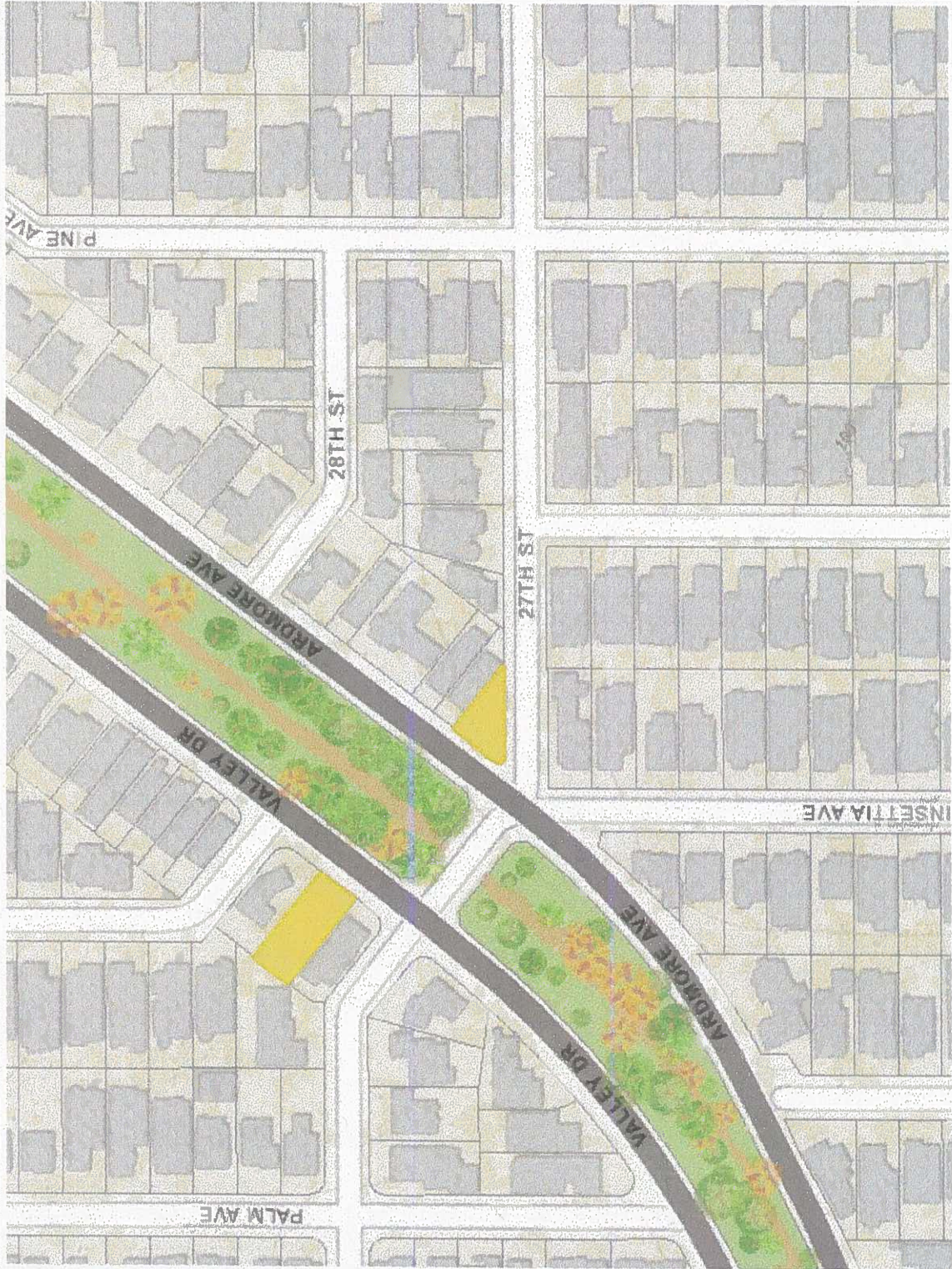
Parcels



Scale: 1: 2,028



City of Manhattan Beach



Notes

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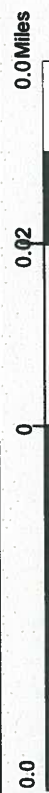
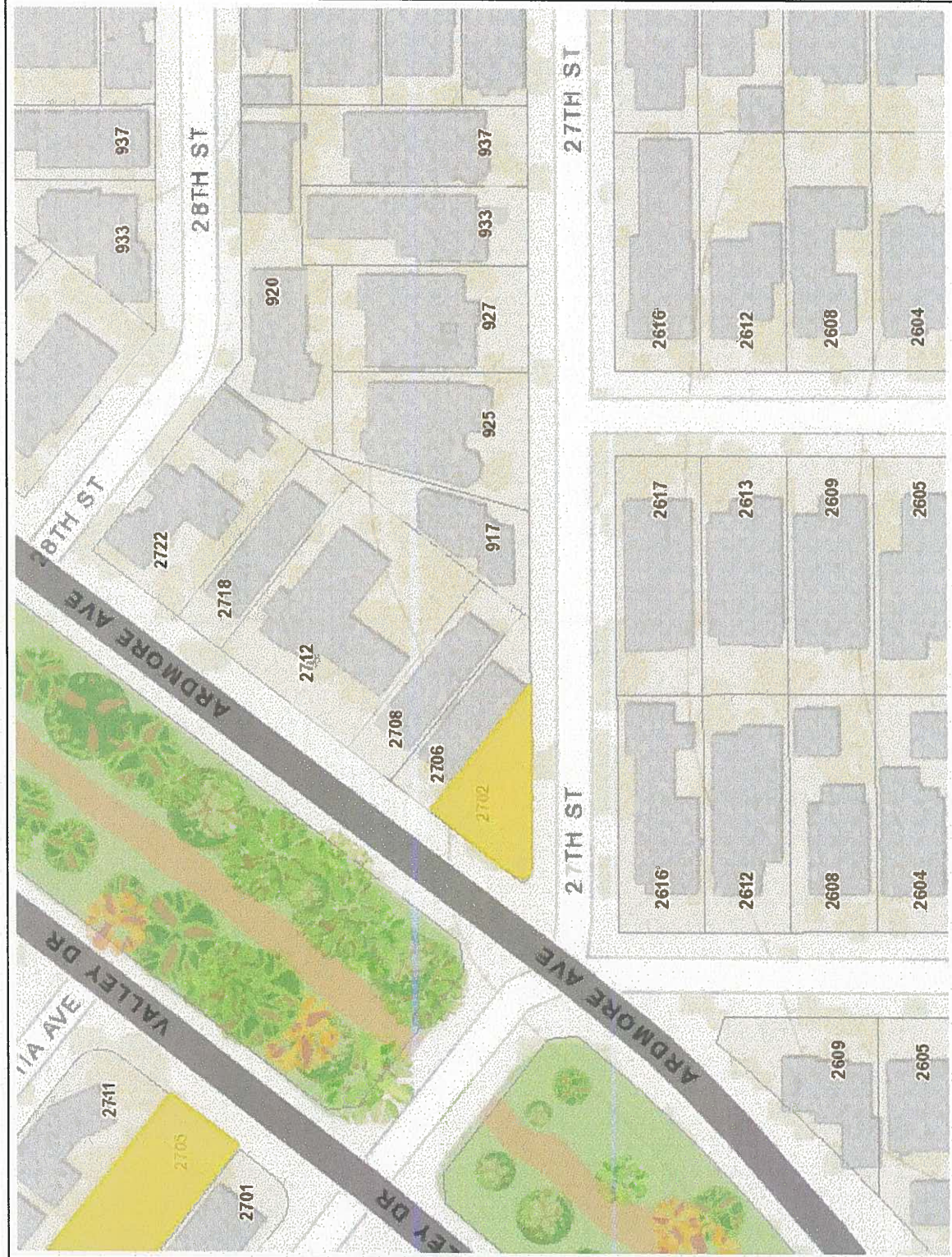
Legend

- Addresses
- Parcels

Scale: 1: 1,014



City of Manhattan Beach



Notes

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**CITY OF MANHATTAN BEACH
[DRAFT] PLANNING COMMISSION
MINUTES OF REGULAR MEETING
OCTOBER 28, 2015**

A Regular Meeting of the Planning Commission of the City of Manhattan Beach, California, was held on the 28th 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
Laurie Jester, Planning Manager
Ted Faturos, Assistant Planner
Rosemary Lackow, Recording Secretary

2. AUDIENCE PARTICIPATION - None

3. APPROVAL OF MINUTES – October 14, 2015

A motion was MADE and SECONDED (Conaway/Ortmann) to **APPROVE** the minutes of October 14, 2015 with the following changes:

Page 3, under PUBLIC INPUT, revise the first sentence as follows: “Chair Hersman invited public comments ~~invited~~.”

Page 3 last line revise as follows: “.....should be restricted with red painted areas consistent with the adjacent intersections (Conway).”

Page 4, second paragraph, third line: “...that there be an additional area in the right-of-way.....”

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

4. PUBLIC HEARING

10/28/15-2. Variance Amendment for Parking Standards, Setbacks and Two-Story Limit for a Proposed Second Story Addition to an Existing One Story Single Family Residence at 2702 N Ardmore Avenue (Truong)

Planning Manager Jester introduced Assistant Planner Ted Faturos who gave the staff report, using a powerpoint presentation. He summarized the scope of the Variance application which is an amendment to a Variance granted in 1954, noting that the applicant requests relief from meeting zoning standards related to parking, setbacks, 2-story limit, and eave projection limits. The recommendation is to approve, based on staff’s determination that conditions of the triangular shaped lot, unusual intersection, small lot size and slope of the lot warrant the granting of the stated exceptions to the code.

In response to questions from the Commission, Assistant Planner Faturos and/or Planning Manager Jester clarified the following items: 1) the definition of “story” in the code, and that although technically there will be a 3-story condition in one small area, and attaining the maximum permitted height, the building addition would appear as a 2-story structure, and; 2) as a point of information in general, an owner improving a home that has a

nonconforming height condition (e.g. 3 stories when 2 stories allowed) can apply for a Minor Exception to remodel and expand, which would not be reviewed by the Planning Commission, unless the Director's decision is appealed or if the project involved a brand new entirely rebuilt home. Staff also explained how a triangular lot shape, via the setback requirement can be a significant constraint on the buildable area.

PUBLIC INPUT

Chair Hersman opened the public hearing and invited public comments.

Thomas Truong, applicant, stated that he and his wife have owned the property since 2012 and with a family, they need more living space. The shape of the lot and its small size make it difficult to add on. He believes that the addition will also be an improvement for the neighborhood.

Joshua Truong, applicants' son, requested that the Planning Commission approve the variance which will allow him to have his own room, have friends over and have a pet baby bunny.

COMMISSION DISCUSSION AND ACTION

Brief discussion by the Commission followed. Commissioner Conaway stated his full support and appreciation for the fact that this is a small lot with relatively small square footage and its uniqueness enhances the character of the City. He believes all three required findings as stated in the draft Resolution and staff report are appropriate.

It was moved and seconded (Conaway/Bordokas) to APPROVE the subject Variance amendment and ADOPT the draft Resolution with no changes.

Commissioners Apostol, Bordokas, Ortmann and Chair Hersman stated their support commenting that the plans have been well thought out, especially given the physical constraints, that setbacks were applied with sensitivity to neighboring properties, and that while this is a Variance, the shortcomings from the code are relatively minor and acceptable.

Roll-call vote:

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

Planning Manager Jester announced that this item will be forwarded to the City Council at its meeting of November 17 (last day of the 20-day appeal period) with the recommendation to Receive and File, thereby affirming the Commission's decision.

5. DIRECTOR'S ITEMS

Planning Manager Jester provided the following updates regarding events and items of interest:

- a. 2620 Alma Avenue item to City Council - November 3, 2015
- b. Downtown Specific Plan Community Workshop #2 – November 16, 2015
- c. Mobility Plan joint meeting with City Council – November 19, 2015
- d. Historic Preservation to City Council - December 15, 2015 (Tentative)
- e. Downtown Specific Plan update to City Council – December 15, 2015
- f. Mansionization – Future stakeholder and joint meetings: The stakeholders meeting will be Monday, November 9th, at 3 pm, at City Hall and notices will be going out soon. Other meetings

still to be scheduled.

6. PLANNING COMMISSION ITEMS - No items

7. TENTATIVE AGENDA – the November 11 and November 25 meetings will be cancelled. The next Planning Commission meeting will be the November 19th, the Mobility Plan Joint Meeting at 6:00 PM.

8. ADJOURNMENT

The meeting was adjourned at 6:55 pm to Wednesday, November 11, 2015 in the City Council Chambers, City Hall, 1400 Highland Avenue.

ROSEMARY LACKOW
Recording Secretary

ATTEST:

MARISA LUNDSTEDT
Community Development Director

DRAFT

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Bruce Moe, Finance Director

SUBJECT:

Financial Report:

Schedule of Demands: October 22, 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 22, 2015 is \$2,857,242.59.

BACKGROUND:

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

DISCUSSION:

Schedule of Demands:

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

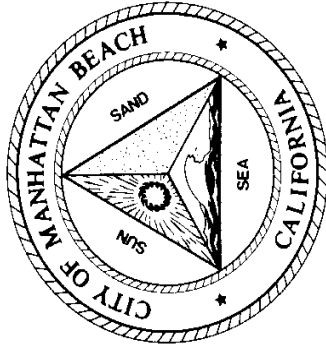
CONCLUSION:

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

Attachment:

1. Schedule of Demands for October 22, 2015

City of Manhattan Beach



Schedule of Demands October 22, 2015

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT(S) WR 9b
DATED: 10/22/2015

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$2,857,242.59 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 17TH DAY OF NOVEMBER

WARRANT REGISTER(S)	WR 9b	WARRANT(S)	9b	1,728,557.57
		PREPAID WIRES / MANUAL CKS	9b	271,588.88
		SUBTOTAL WARRANTS		<u>2,000,146.45</u>
		VOIDS	9b	0.00
		PAYROLL	PY	857,096.14
		TOTAL WARRANTS		<u><u>2,857,242.59</u></u>

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 9b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
102615	10/26/2015	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	269,900.88
SUBTOTAL					269,900.88
521516	10/22/2015	N	AAA COPY LLC	COPY SERVICES	4,242.15
521517	10/22/2015	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENI	11,330.97
521518	10/22/2015	N	AMERICAN BUSINESS FORMS INC	CONTRACT SERVICES	550.18
521519	10/22/2015	N	AQUA FLO	IRRIGATION SUPPLIES CONTRACT	2,690.05
521520	10/22/2015	N	LEO ARNOLD	BACKGROUND INVESTIGATIONS	1,805.00
521521	10/22/2015	N	ASSA ABLOY ENTRANCE SYSTEMS US	RFP# 738-08 AUTOMATIC DOOR MAINTEN/	21.96
521522	10/22/2015	N	AT&T	REVERSE 911 PHONE # UPDATES	579.55
521523	10/22/2015	N	BEAU BUREAUX INTERIORS INC	11-01284 PF PROVIDE/INSTALL MODULAR C	19,316.55
521524	10/22/2015	N	MICHAEL BOYD	REIMBURSEMENT-TRAVEL EXPENSE	206.29
521525	10/22/2015	N	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS	287,075.03
521526	10/22/2015	N	CAROLYNA MESSINA & ASSOC INC	PROFESSIONAL SERVICES	5,775.00
521527	10/22/2015	N	CAROLYN CASTANO	ARTIST WORKSHOP	500.00
521528	10/22/2015	N	ERNEST CASTILLO	DISC JOCKEY OLDER ADULT PROGRAM	350.00
521529	10/22/2015	N	DANIEL P CHRISTMAS	CITATION REFUND	53.00
521530	10/22/2015	N	CLEANS TREET	LANDSCAPE EXT MAINTENANCE EXTRAS	28,060.82
521531	10/22/2015	N	COASTLINE CONSTRUCTION	REFUND RIGHT OF WAY DEPOSIT	427.00
521532	10/22/2015	N	BOB CONREY	CITATION REFUND	53.00
521533	10/22/2015	N	SANTIAGO A CORNEJO	TENNIS COURT MONTHLY WASHING	1,320.00
521534	10/22/2015	N	SUSAN CORRALES	REFUND RIGHT OF WAY DEPOSIT	496.00
521535	10/22/2015	N	CPS HUMAN RESOURCE SERVICES	RECRUITMENT SERVICES	680.80
521536	10/22/2015	N	CREATIVE HOME	CITY YARD COVER	73,591.21

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 9b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521537	10/22/2015	N	R CRAIG CROTTY	ARBORIST SERVICES	750.00
521539	10/22/2015	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	34,756.61
521540	10/22/2015	N	MARK DANAJ	REIMBURSEMENT-TRAVEL EXPENSE	296.00
521541	10/22/2015	N	DAVID T HAMILTON & ASSOC INC	CITY YARD COVER	4,568.00
521542	10/22/2015	N	MICHAEL DAVIES	REIMBURSEMENT-TRAVEL EXPENSE	495.46
521543	10/22/2015	N	KENDRA DAVIS	REIMBURSEMENT-TRAVEL EXPENSE	949.09
521544	10/22/2015	N	DECALS BY DESIGN INC	TURTLETOP GRAPHICS BUS (#1012)	2,718.75
521545	10/22/2015	N	DOUGLAS DECASTRO	BANNERS, DECALS, SIGNAGE	126.44
521546	10/22/2015	N	JOE DELIA	POLYGRAPHS	400.00
521547	10/22/2015	N	DELL MARKETING LP	REPLACEMENT MONITORS FOR CITY COU	2,625.78
521548	10/22/2015	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	29,145.12
521549	10/22/2015	N	EMILY DEVLIN	PARKS & RECREATION REFUND	75.00
521550	10/22/2015	N	MICHAEL DOLEN	REFUND RIGHT OF WAY DEPOSIT	72,000.00
521551	10/22/2015	N	EDUCATIONAL CREDIT MGMT CORP	EARNINGS WITHHOLDING	435.10
521552	10/22/2015	N	CHRISTIAN EICHENLAUB	REIMBURSEMENT-TRAVEL EXPENSE	273.80
521553	10/22/2015	N	EL SEGUNDO DOOR CO INC	18-08775PF FURNISH/INSTALL DOORS MGN	11,143.88
521554	10/22/2015	N	ANDREW ENRIQUEZ	REIMBURSEMENT-TRAVEL EXPENSE	143.50
521555	10/22/2015	N	ESRI INC	3-YR GIS SOFTWARE MAINTENANCE AGRE	35,000.00
521556	10/22/2015	N	EYEDEAL INTERIORS INC	18-08777PF SHAW 24 X 24 CARPET TILES	9,966.96
521557	10/22/2015	N	LAURIE A FARWELL	CITATION REFUND	333.00
521558	10/22/2015	N	FEDERAL EXPRESS CORPORATION	DELIVERY SERVICE	185.38
521559	10/22/2015	N	GARDA CL WEST INC	ARMORED SERVICES	472.49

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

wr 9b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521560	10/22/2015	N	RODNEY GAUER	REFUND RIGHT OF WAY DEPOSIT	427.00
521561	10/22/2015	N	LOIS A GOODMAN	MBO TENNIS TOURNAMENT	290.00
521562	10/22/2015	N	GOVERNMENT STAFFING SERVICES	TEMPORARY EMPLOYEE SERVICES	2,415.00
521563	10/22/2015	N	RONALD GRAFTON	REIMBURSEMENT-TRAVEL EXPENSE	232.25
521564	10/22/2015	N	GRANICUS	CLOSED CAPTION SERVICES	9,371.25
521565	10/22/2015	N	HACH COMPANY	RECYCLING PROGRAM	78.70
521566	10/22/2015	N	SCOTT HAFDELL	REIMBURSEMENT-TRAVEL EXPENSE	387.70
521567	10/22/2015	N	HARRIS & ASSOCIATES INC	STREET LIGHTING/LANDSCAPE ASSESME	1,400.00
521568	10/22/2015	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - CITY MANAGER: PAYME	747.32
521569	10/22/2015	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,867.81
521570	10/22/2015	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	81,540.35
521571	10/22/2015	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	5,260.81
521572	10/22/2015	N	IMPREMEDIA OPERATING CO LLC	ANNUAL SUBSCRIPTIONS	394.20
521573	10/22/2015	N	IPS GROUP INC	PARKING METER CC FEES	22,293.34
521574	10/22/2015	N	IRON MOUNTAIN INFO MNGMT INC	RECORDS STORAGE	1,265.30
521575	10/22/2015	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	7,261.00
521576	10/22/2015	N	MARLON S JOHNSON	BEACH VOLLEYBALL INSTRUCTOR	525.00
521577	10/22/2015	N	JPMORGAN CHASE BANK NATL ASSC	MONTHLY LEASE-SEWER TRUCK	16,488.30
521578	10/22/2015	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
521579	10/22/2015	N	ZHAUN PAUL KING	SECTION 3 CONCRETE REPAIRS	32,320.11
521580	10/22/2015	N	ZHAUN PAUL KING	SECTION 3 CONCRETE REPAIRS	32,117.03
521581	10/22/2015	N	LA COUNTY	PARKING CONCESSION FEE-1ST QTR	32,500.00

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

wr 9b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521582	10/22/2015	N	LA COUNTY TAX COLLECTOR	PROPERTY TAX-WELL-#11	275.91
521583	10/22/2015	N	LA AREA FIRE CHIEFS ASSN	REGISTRATION-DESERT CLAW 2015	750.00
521584	10/22/2015	N	LA COUNTY CLERK/RECORDER	ARDMORE VACATION	87.00
521585	10/22/2015	N	ROSEMARY A LACKOW	RECORDING SERVICES	230.00
521586	10/22/2015	N	LOGIX SECURITY INC	SECURITY MONITORING	510.00
521587	10/22/2015	N	LOOP CAPITAL MARKETS LLC	REMARKETING FEES JUL-SEP 2015	1,153.20
521588	10/22/2015	N	LOS ANGELES XTREME BASEBALL	BASEBALL CAMP INSTRUCTOR	6,036.80
521589	10/22/2015	N	DEBORAH LUKIC	CITATION REFUND	69.00
521590	10/22/2015	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	399.00
521591	10/22/2015	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,854.02
521592	10/22/2015	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	67,158.58
521593	10/22/2015	N	RAULEE MARCUS	PARKS & RECREATION REFUND	80.00
521594	10/22/2015	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	5,398.64
521595	10/22/2015	N	STEPHANIE MARTIN	REIMBURSEMENT-TRAVEL EXPENSE	60.00
521596	10/22/2015	N	THOMAS MATHIS	CHEMICAL MAINTENANCE	697.20
521597	10/22/2015	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,475.00
521598	10/22/2015	N	CHRISTIAN MCARTHUR	REIMBURSEMENT-TRAVEL EXPENSE	397.85
521599	10/22/2015	N	KATHLEEN C MCGOWAN	THREE YEAR MS4 NPDES PERMIT CONSUL	22,060.00
521600	10/22/2015	N	RAJEEV MEHRA	MAINTENANCE	190.00
521601	10/22/2015	N	MELAD AND ASSOCIATES INC	PLAN CHECK AND INSPECTION SERVICES	22,576.30
521602	10/22/2015	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	6,232.00
521603	10/22/2015	N	JACQUELINE MILLER	REFUND RIGHT OF WAY DEPOSIT	496.00

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

wr 9b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521604	10/22/2015	N	IAN THOMAS MILLS	LACROSSE INSTRUCTOR	3,660.30
521605	10/22/2015	N	BRIAN MORE	TENNIS INSTRUCTOR	6,552.00
521606	10/22/2015	N	MOVIES BY KIDS	FILM MAKER INSTRUCTOR	840.00
521607	10/22/2015	N	JOHN NALBANDIAN	CONSULTANT FEE & EXPENSES	5,333.82
521608	10/22/2015	N	NATIONS BUS CORP	FORD TURTLETOP BUS (#1012)	68,954.89
521609	10/22/2015	N	NET TRANSCRIPTS INC	TRANSCRIPTION SERVICES	797.99
521610	10/22/2015	N	NEXTEL OF CALIFORNIA INC	MOBILE COMMUNICATIONS	156.21
521611	10/22/2015	N	NOTORIOUS FIT LLC	MB FIT INSTRUCTOR	850.00
521612	10/22/2015	N	JEFF NUNNS	PARKS & RECREATION REFUND	50.00
521613	10/22/2015	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING S	2,881.20
521614	10/22/2015	N	KAREN OSUNA	CITATION REFUND	79.00
521615	10/22/2015	N	PARKING CONCEPTS INC	VEHICLE REPAIRS	1,024.88
521616	10/22/2015	N	GABRIELE PIERLUISSI	REIMBURSEMENT-TRAVEL EXPENSE	111.00
521617	10/22/2015	N	LAURA PROTIVA	PARKS & RECREATION REFUND	646.00
521618	10/22/2015	N	PRUDENTIAL OVERALL SUPPLY	MAT SERVICES	1,946.12
521619	10/22/2015	N	PUBLIC EMPLOYEES'	PENSION CONTRIBUTION SAFETY: PAYME	251,216.56
521620	10/22/2015	N	QUICK CRETE PRODUCTS CORP	DOOR SPACERS	1,200.00
521621	10/22/2015	N	LORENA QUILLA-SOULES	CONTRACT SERVICES	1,417.50
521622	10/22/2015	N	RESCUE ROOTER	PLUMBING SERVICES	300.00
521623	10/22/2015	N	LAURA RICH	PARKS & RECREATION REFUND	75.00
521624	10/22/2015	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	53,810.31
521625	10/22/2015	N	ROADWAY CONSTRUCTION	REFUND RIGHT OF WAY DEPOSIT	496.00

CITY OF MANHATTAN BEACH
WARRANT REGISTER

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CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521626	10/22/2015	N	ROBERT HALF INTERNATIONAL INC	TEMPORARY EMPLOYEE SERVICES	2,684.88
521627	10/22/2015	N	STEPHEN H ROCHFORD	CITATION REFUND	48.00
521628	10/22/2015	N	JESUS SANDOVAL JR	REIMBURSEMENT-TRAVEL EXPENSE	125.50
521629	10/22/2015	N	SBRPCA	COMMUNICATIONS EQUIPMENT	60.32
521630	10/22/2015	N	EDEN SERINA	MB FIT YOGA INSTRUCTOR	500.00
521631	10/22/2015	N	ASMA SETHI	CITATION REFUND	53.00
521632	10/22/2015	N	ARCHIE SHERMAN	REIMBURSEMENT-TRAVEL EXPENSE	288.80
521633	10/22/2015	N	SIGNPRO CORPORATION	PRINT CONSTRUCTION SIGNS	1,587.04
521634	10/22/2015	N	SOUTHERN CALIFORNIA EDISON	STREET LIGHTING CHARGES	25,251.18
521635	10/22/2015	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	86.93
521636	10/22/2015	N	SPCA LA	ANIMAL SHELTERING SERVICES	550.00
521637	10/22/2015	N	SPRINT SOLUTIONS INC	MOBILE COMMUNICATIONS	315.17
521638	10/22/2015	N	STANDARD INSURANCE COMPANY	STD PREMIUMS	888.32
521639	10/22/2015	N	STANLEY COVERGENT SECURITY SOL	STANLEY COMMANDER SYSTEM UPGRAD	15,578.49
521640	10/22/2015	N	STANTEC CONSULTING INC	SKATE PARK PLANNING SERVICES AGREEI	2,239.00
521641	10/22/2015	N	STATE BOARD OF EQUALIZATION	USE TAX-1ST QTR FYE 2016	17,800.00
521642	10/22/2015	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	1,236.00
521643	10/22/2015	N	STATE OF CALIFORNIA	LIVE SCAN FINGERPRINTS	1,182.00
521644	10/22/2015	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	863.64
521645	10/22/2015	N	SUN BADGE CO	POLICE CHALLENGE COINS	5,570.00
521646	10/22/2015	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE	61,361.20
521647	10/22/2015	N	SUSAN SAXE CLIFFORD PHD	APPLICANT PSYCH EXAM	850.00

CITY OF MANHATTAN BEACH
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wr 9b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521648	10/22/2015	N	THE EDGE FITNESS TRAINING	MB FIT/LUNCH & LEARN	250.00
521649	10/22/2015	N	THE GAS COMPANY	MONTHLY CHARGES	1,696.19
521650	10/22/2015	N	THE STRIP JOINT INC	MATERIALS-MGMT SVCS RENOVATION	748.00
521651	10/22/2015	N	THE WISEGUYS BIG BAND	CONCERTS IN THE PARK 2015	2,800.00
521652	10/22/2015	N	TERRELL LYNN THOMPSON	SENIOR YOGA INSTRUCTOR	224.00
521653	10/22/2015	N	STEVEN TILLMAN	FINGERPRINT IDENTIFICATION	250.00
521654	10/22/2015	N	CHRISTINE TOMIKAWA	REIMBURSEMENT-TRAVEL EXPENSE	107.50
521655	10/22/2015	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	7,507.25
521656	10/22/2015	N	TURBO DATA SYSTEMS INC	CITATION PROCESSING SEPT-2015	11,957.27
521657	10/22/2015	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMEN	3,394.87
521658	10/22/2015	N	UC REGENTS	NURSE EDUCATOR CONTRACT	2,405.49
521659	10/22/2015	N	UCLA HEALTH-RADIOLOGY	REFUND TEMP SIGN DEPOSIT	301.00
521660	10/22/2015	N	UNION BANK NA	MARINE LOC FEES 7/1/15-9/30/15	16,987.50
521661	10/22/2015	N	UNITED PARCEL SERVICE	DELIVERY SERVICE	67.99
521662	10/22/2015	N	UNITED RENTALS NORTHWEST INC	WATER TRUCK	2,429.17
521663	10/22/2015	N	UNITED STATES TREASURY	TAX DUE-FORM 941	28.29
521664	10/22/2015	N	US BANCORP CARD SERVICES INC	D-CARD CHARGES	68,281.17
521665	10/22/2015	N	US BANK	UAD04 ADMIN 9/1/15-8/31/16	5,214.00
521666	10/22/2015	N	VAN LINGEN BODY SHOP INC	TOWING AND VEHICLE STORAGE	53.00
521667	10/22/2015	N	VANTAGEPOINT TRANSFER AGENTS	RETMTN HLTH SAVINGS CONTRIB: PAYME	1,503.12
521668	10/22/2015	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
521669	10/22/2015	N	VERIZON CALIFORNIA INC	CABLE SERVICE	3,483.02

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 9b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521670	10/22/2015	N	JESSICA VINCENT	REIMBURSEMENT-TRAVEL EXPENSE	22.74
521671	10/22/2015	N	WALTERS WHOLESale ELECTRIC CO	ELECTRICAL SUPPLIES	2,139.11
521672	10/22/2015	N	WEST PAYMENT CENTER	CONTRACT SERVICES	162.14
521673	10/22/2015	N	WESTWOOD BUILDING MATERIALS	BLDG MATERIALS/CEMENT	149.88
521674	10/22/2015	N	GARY WONG	REFUND PERMIT FEE	867.00
521675	10/22/2015	N	WORLDPASS TRAVEL GROUP LLC	CHARTER BUS SERVICE	35.00
521676	10/22/2015	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINES	10,145.76
521677	10/22/2015	N	ERIK ZANDVLIET	REIMBURSEMENT-TRAVEL EXPENSE	61.50
521678	10/22/2015	N	JOHN EDWARD ZIELLO	COED SLO PITCH/COED KICKBALL	3,675.00
SUBTOTAL					1,728,557.57
10226	10/13/2015	H	CHICAGO TITLE COMPANY	TITLE INSURANCE	1,688.00
SUBTOTAL					1,688.00
COMBINED TOTAL					2,000,146.45

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

WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
102615	10/26/2015	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	269,900.88
SUBTOTAL					269,900.88
521516	10/22/2015	N	AAA COPY LLC	COPY SERVICES	4,242.15
521517	10/22/2015	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENI	11,330.97
521519	10/22/2015	N	AQUA FLO	IRRIGATION SUPPLIES CONTRACT	2,690.05
521523	10/22/2015	N	BEAU BUREAUX INTERIORS INC	11-01284 PF PROVIDE/INSTALL MODULAR (19,316.55
521525	10/22/2015	N	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS	287,075.03
521526	10/22/2015	N	CAROLYNA MESSINA & ASSOC INC	PROFESSIONAL SERVICES	5,775.00
521530	10/22/2015	N	CLEANS STREET	LANDSCAPE EXT MAINTENANCE EXTRAS	28,060.82
521536	10/22/2015	N	CREATIVE HOME	CITY YARD COVER	73,591.21
521539	10/22/2015	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	34,756.61
521541	10/22/2015	N	DAVID T HAMILTON & ASSOC INC	CITY YARD COVER	4,568.00
521544	10/22/2015	N	DECALS BY DESIGN INC	TURTLETOP GRAPHICS BUS (#1012)	2,718.75
521547	10/22/2015	N	DELL MARKETING LP	REPLACEMENT MONITORS FOR CITY COU	2,625.78
521548	10/22/2015	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	29,145.12
521550	10/22/2015	N	MICHAEL DOLEN	REFUND RIGHT OF WAY DEPOSIT	72,000.00
521553	10/22/2015	N	EL SEGUNDO DOOR CO INC	18-08775PF FURNISH/INSTALL DOORS MGN	11,143.88
521555	10/22/2015	N	ESRI INC	3-YR GIS SOFTWARE MAINTENANCE AGRE	35,000.00
521556	10/22/2015	N	EYEDEAL INTERIORS INC	18-08777PF SHAW 24 X 24 CARPET TILES	9,966.96
521564	10/22/2015	N	GRANICUS	CLOSED CAPTION SERVICES	9,371.25
521569	10/22/2015	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,867.81
521570	10/22/2015	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	81,540.35
521571	10/22/2015	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	5,260.81

**CITY OF MANHATTAN BEACH
WARRANT REGISTER
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\$2,500.00**

WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521573	10/22/2015	N	IPS GROUP INC	PARKING METER CC FEES	22,293.34
521575	10/22/2015	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	7,261.00
521577	10/22/2015	N	JPMORGAN CHASE BANK NATL ASSC	MONTHLY LEASE-SEWER TRUCK	16,488.30
521579	10/22/2015	N	ZHAUN PAUL KING	SECTION 3 CONCRETE REPAIRS	32,320.11
521580	10/22/2015	N	ZHAUN PAUL KING	SECTION 3 CONCRETE REPAIRS	32,117.03
521581	10/22/2015	N	L A COUNTY	PARKING CONCESSION FEE-1ST QTR	32,500.00
521588	10/22/2015	N	LOS ANGELES XTREME BASEBALL	BASEBALL CAMP INSTRUCTOR	6,036.80
521591	10/22/2015	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,854.02
521592	10/22/2015	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	67,158.58
521594	10/22/2015	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	5,398.64
521599	10/22/2015	N	KATHLEEN C MCGOWAN	THREE YEAR MS4 NPDES PERMIT CONSUL	22,060.00
521601	10/22/2015	N	MELAD AND ASSOCIATES INC	PLAN CHECK AND INSPECTION SERVICES	22,576.30
521602	10/22/2015	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	6,232.00
521604	10/22/2015	N	IAN THOMAS MILLS	LACROSSE INSTRUCTOR	3,660.30
521605	10/22/2015	N	BRIAN MORE	TENNIS INSTRUCTOR	6,552.00
521607	10/22/2015	N	JOHN NALBANDIAN	CONSULTANT FEE & EXPENSES	5,333.82
521608	10/22/2015	N	NATIONS BUS CORP	FORD TURTLETOP BUS (#1012)	68,954.89
521613	10/22/2015	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING S	2,881.20
521619	10/22/2015	N	PUBLIC EMPLOYEES'	PENSION CONTRIBUTION SAFETY: PAYME	251,216.56
521624	10/22/2015	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	53,810.31
521626	10/22/2015	N	ROBERT HALF INTERNATIONAL INC	TEMPORARY EMPLOYEE SERVICES	2,684.88
521634	10/22/2015	N	SOUTHERN CALIFORNIA EDISON	STREET LIGHTING CHARGES	25,251.18

4:27:01PM
10/22/2015

CITY OF MANHATTAN BEACH
WARRANT REGISTER
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\$2,500.00

WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521639	10/22/2015	N	STANLEY COVERGENT SECURITY SO	STANLEY COMMANDER SYSTEM UPGRAD	15,578.49
521641	10/22/2015	N	STATE BOARD OF EQUALIZATION	USE TAX-1ST QTR FYE 2016	17,800.00
521645	10/22/2015	N	SUN BADGE CO	POLICE CHALLENGE COINS	5,570.00
521646	10/22/2015	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE	61,361.20
521651	10/22/2015	N	THE WISEGUYS BIG BAND	CONCERTS IN THE PARK 2015	2,800.00
521655	10/22/2015	N	TOTAL ADMINISTRATIVE SVCS CORP	CHIL125 (CHILD 125 PLAN): PAYMENT	7,507.25
521656	10/22/2015	N	TURBO DATA SYSTEMS INC	CITATION PROCESSING SEPT-2015	11,957.27
521657	10/22/2015	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMEN	3,394.87
521660	10/22/2015	N	UNION BANK NA	MARINE LOC FEES 7/1/15-9/30/15	16,987.50
521664	10/22/2015	N	US BANCORP CARD SERVICES INC	D-CARD CHARGES	68,281.17
521665	10/22/2015	N	US BANK	UAD04 ADMIN 9/1/15-8/31/16	5,214.00
521669	10/22/2015	N	VERIZON CALIFORNIA INC	CABLE SERVICE	3,483.02
521676	10/22/2015	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINES	10,145.76
521678	10/22/2015	N	JOHN EDWARD ZIELLO	COED SLO PITCH/COED KICKBALL	3,675.00

SUBTOTAL

COMBINED TOTAL

1,665,443.89
1,935,344.77

PAYMENT LEGEND:
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CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

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CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521648	10/22/2015	N	THE EDGE FITNESS TRAINING	MB FIT/LUNCH & LEARN	250.00
521649	10/22/2015	N	THE GAS COMPANY	MONTHLY CHARGES	1,696.19
521650	10/22/2015	N	THE STRIP JOINT INC	MATERIALS-MGMT SVCS RENOVATION	748.00
521651	10/22/2015	N	THE WISEGUYS BIG BAND	CONCERTS IN THE PARK 2015	2,800.00
521652	10/22/2015	N	TERRELL LYNN THOMPSON	SENIOR YOGA INSTRUCTOR	224.00
521653	10/22/2015	N	STEVEN TILLMAN	FINGERPRINT IDENTIFICATION	250.00
521654	10/22/2015	N	CHRISTINE TOMIKAWA	REIMBURSEMENT-TRAVEL EXPENSE	107.50
521655	10/22/2015	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	7,507.25
521656	10/22/2015	N	TURBO DATA SYSTEMS INC	CITATION PROCESSING SEPT-2015	11,957.27
521657	10/22/2015	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMEN	3,394.87
521658	10/22/2015	N	UC REGENTS	NURSE EDUCATOR CONTRACT	2,405.49
521659	10/22/2015	N	UCLA HEALTH-RADIOLOGY	REFUND TEMP SIGN DEPOSIT	301.00
521660	10/22/2015	N	UNION BANK NA	MARINE LOC FEES 7/1/15-9/30/15	16,987.50
521661	10/22/2015	N	UNITED PARCEL SERVICE	DELIVERY SERVICE	67.99
521662	10/22/2015	N	UNITED RENTALS NORTHWEST INC	WATER TRUCK	2,429.17
521663	10/22/2015	N	UNITED STATES TREASURY	TAX DUE-FORM 941	28.29
521664	10/22/2015	N	US BANCORP CARD SERVICES INC	D-CARD CHARGES	68,281.17
521665	10/22/2015	N	US BANK	UAD04 ADMIN 9/1/15-8/31/16	5,214.00
521666	10/22/2015	N	VAN LINGEN BODY SHOP INC	TOWING AND VEHICLE STORAGE	53.00
521667	10/22/2015	N	VANTAGEPOINT TRANSFER AGENTS	RETMTN HLTH SAVINGS CONTRIB: PAYME	1,503.12
521668	10/22/2015	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
521669	10/22/2015	N	VERIZON CALIFORNIA INC	CABLE SERVICE	3,483.02

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521670	10/22/2015	N	JESSICA VINCENT	REIMBURSEMENT-TRAVEL EXPENSE	22.74
521671	10/22/2015	N	WALTERS WHOLESale ELECTRIC CO	ELECTRICAL SUPPLIES	2,139.11
521672	10/22/2015	N	WEST PAYMENT CENTER	CONTRACT SERVICES	162.14
521673	10/22/2015	N	WESTWOOD BUILDING MATERIALS	BLDG MATERIALS/CEMENT	149.88
521674	10/22/2015	N	GARY WONG	REFUND PERMIT FEE	867.00
521675	10/22/2015	N	WORLDPASS TRAVEL GROUP LLC	CHARTER BUS SERVICE	35.00
521676	10/22/2015	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINES	10,145.76
521677	10/22/2015	N	ERIK ZANDVLIET	REIMBURSEMENT-TRAVEL EXPENSE	61.50
521678	10/22/2015	N	JOHN EDWARD ZIELLO	COED SLO PITCH/COED KICKBALL	3,675.00
SUBTOTAL					1,728,557.57
10226	10/13/2015	H	CHICAGO TITLE COMPANY	TITLE INSURANCE	1,688.00
SUBTOTAL					1,688.00
COMBINED TOTAL					2,000,146.45

PAYMENT LEGEND:
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WARRANT REGISTER
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WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
102615	10/26/2015	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	269,900.88
SUBTOTAL					269,900.88
521516	10/22/2015	N	AAA COPY LLC	COPY SERVICES	4,242.15
521517	10/22/2015	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENI	11,330.97
521519	10/22/2015	N	AQUA FLO	IRRIGATION SUPPLIES CONTRACT	2,690.05
521523	10/22/2015	N	BEAU BUREAUX INTERIORS INC	11-01284 PF PROVIDE/INSTALL MODULAR (19,316.55
521525	10/22/2015	N	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS	287,075.03
521526	10/22/2015	N	CAROLYNA MESSINA & ASSOC INC	PROFESSIONAL SERVICES	5,775.00
521530	10/22/2015	N	CLEANS STREET	LANDSCAPE EXT MAINTENANCE EXTRAS	28,060.82
521536	10/22/2015	N	CREATIVE HOME	CITY YARD COVER	73,591.21
521539	10/22/2015	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	34,756.61
521541	10/22/2015	N	DAVID T HAMILTON & ASSOC INC	CITY YARD COVER	4,568.00
521544	10/22/2015	N	DECALS BY DESIGN INC	TURTLETOP GRAPHICS BUS (#1012)	2,718.75
521547	10/22/2015	N	DELL MARKETING LP	REPLACEMENT MONITORS FOR CITY COU	2,625.78
521548	10/22/2015	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	29,145.12
521550	10/22/2015	N	MICHAEL DOLEN	REFUND RIGHT OF WAY DEPOSIT	72,000.00
521553	10/22/2015	N	EL SEGUNDO DOOR CO INC	18-08775PF FURNISH/INSTALL DOORS MGN	11,143.88
521555	10/22/2015	N	ESRI INC	3-YR GIS SOFTWARE MAINTENANCE AGRE	35,000.00
521556	10/22/2015	N	EYEDEAL INTERIORS INC	18-08777PF SHAW 24 X 24 CARPET TILES	9,966.96
521564	10/22/2015	N	GRANICUS	CLOSED CAPTION SERVICES	9,371.25
521569	10/22/2015	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,867.81
521570	10/22/2015	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	81,540.35
521571	10/22/2015	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	5,260.81

4:27:01PM
10/22/2015

**CITY OF MANHATTAN BEACH
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\$2,500.00**

WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521573	10/22/2015	N	IPS GROUP INC	PARKING METER CC FEES	22,293.34
521575	10/22/2015	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	7,261.00
521577	10/22/2015	N	JPMORGAN CHASE BANK NATL ASSC	MONTHLY LEASE-SEWER TRUCK	16,488.30
521579	10/22/2015	N	ZHAUN PAUL KING	SECTION 3 CONCRETE REPAIRS	32,320.11
521580	10/22/2015	N	ZHAUN PAUL KING	SECTION 3 CONCRETE REPAIRS	32,117.03
521581	10/22/2015	N	L A COUNTY	PARKING CONCESSION FEE-1ST QTR	32,500.00
521588	10/22/2015	N	LOS ANGELES XTREME BASEBALL	BASEBALL CAMP INSTRUCTOR	6,036.80
521591	10/22/2015	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,854.02
521592	10/22/2015	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	67,158.58
521594	10/22/2015	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	5,398.64
521599	10/22/2015	N	KATHLEEN C MCGOWAN	THREE YEAR MS4 NPDES PERMIT CONSUL	22,060.00
521601	10/22/2015	N	MELAD AND ASSOCIATES INC	PLAN CHECK AND INSPECTION SERVICES	22,576.30
521602	10/22/2015	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	6,232.00
521604	10/22/2015	N	IAN THOMAS MILLS	LACROSSE INSTRUCTOR	3,660.30
521605	10/22/2015	N	BRIAN MORE	TENNIS INSTRUCTOR	6,552.00
521607	10/22/2015	N	JOHN NALBANDIAN	CONSULTANT FEE & EXPENSES	5,333.82
521608	10/22/2015	N	NATIONS BUS CORP	FORD TURTLETOP BUS (#1012)	68,954.89
521613	10/22/2015	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING S	2,881.20
521619	10/22/2015	N	PUBLIC EMPLOYEES'	PENSION CONTRIBUTION SAFETY: PAYME	251,216.56
521624	10/22/2015	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	53,810.31
521626	10/22/2015	N	ROBERT HALF INTERNATIONAL INC	TEMPORARY EMPLOYEE SERVICES	2,684.88
521634	10/22/2015	N	SOUTHERN CALIFORNIA EDISON	STREET LIGHTING CHARGES	25,251.18

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521670	10/22/2015	N	JESSICA VINCENT	REIMBURSEMENT-TRAVEL EXPENSE	22.74
521671	10/22/2015	N	WALTERS WHOLESale ELECTRIC CO	ELECTRICAL SUPPLIES	2,139.11
521672	10/22/2015	N	WEST PAYMENT CENTER	CONTRACT SERVICES	162.14
521673	10/22/2015	N	WESTWOOD BUILDING MATERIALS	BLDG MATERIALS/CEMENT	149.88
521674	10/22/2015	N	GARY WONG	REFUND PERMIT FEE	867.00
521675	10/22/2015	N	WORLDPASS TRAVEL GROUP LLC	CHARTER BUS SERVICE	35.00
521676	10/22/2015	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINES	10,145.76
521677	10/22/2015	N	ERIK ZANDVLIET	REIMBURSEMENT-TRAVEL EXPENSE	61.50
521678	10/22/2015	N	JOHN EDWARD ZIELLO	COED SLO PITCH/COED KICKBALL	3,675.00
SUBTOTAL					1,728,557.57
10226	10/13/2015	H	CHICAGO TITLE COMPANY	TITLE INSURANCE	1,688.00
SUBTOTAL					1,688.00
COMBINED TOTAL					2,000,146.45

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

WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
102615	10/26/2015	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	269,900.88
SUBTOTAL					269,900.88
521516	10/22/2015	N	AAA COPY LLC	COPY SERVICES	4,242.15
521517	10/22/2015	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENI	11,330.97
521519	10/22/2015	N	AQUA FLO	IRRIGATION SUPPLIES CONTRACT	2,690.05
521523	10/22/2015	N	BEAU BUREAUX INTERIORS INC	11-01284 PF PROVIDE/INSTALL MODULAR (19,316.55
521525	10/22/2015	N	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS	287,075.03
521526	10/22/2015	N	CAROLYNA MESSINA & ASSOC INC	PROFESSIONAL SERVICES	5,775.00
521530	10/22/2015	N	CLEANS STREET	LANDSCAPE EXT MAINTENANCE EXTRAS	28,060.82
521536	10/22/2015	N	CREATIVE HOME	CITY YARD COVER	73,591.21
521539	10/22/2015	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	34,756.61
521541	10/22/2015	N	DAVID T HAMILTON & ASSOC INC	CITY YARD COVER	4,568.00
521544	10/22/2015	N	DECALS BY DESIGN INC	TURTLETOP GRAPHICS BUS (#1012)	2,718.75
521547	10/22/2015	N	DELL MARKETING LP	REPLACEMENT MONITORS FOR CITY COU	2,625.78
521548	10/22/2015	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	29,145.12
521550	10/22/2015	N	MICHAEL DOLEN	REFUND RIGHT OF WAY DEPOSIT	72,000.00
521553	10/22/2015	N	EL SEGUNDO DOOR CO INC	18-08775PF FURNISH/INSTALL DOORS MGN	11,143.88
521555	10/22/2015	N	ESRI INC	3-YR GIS SOFTWARE MAINTENANCE AGRE	35,000.00
521556	10/22/2015	N	EYEDEAL INTERIORS INC	18-08777PF SHAW 24 X 24 CARPET TILES	9,966.96
521564	10/22/2015	N	GRANICUS	CLOSED CAPTION SERVICES	9,371.25
521569	10/22/2015	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,867.81
521570	10/22/2015	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	81,540.35
521571	10/22/2015	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	5,260.81

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

WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521573	10/22/2015	N	IPS GROUP INC	PARKING METER CC FEES	22,293.34
521575	10/22/2015	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	7,261.00
521577	10/22/2015	N	JPMORGAN CHASE BANK NATL ASSC	MONTHLY LEASE-SEWER TRUCK	16,488.30
521579	10/22/2015	N	ZHAUN PAUL KING	SECTION 3 CONCRETE REPAIRS	32,320.11
521580	10/22/2015	N	ZHAUN PAUL KING	SECTION 3 CONCRETE REPAIRS	32,117.03
521581	10/22/2015	N	L A COUNTY	PARKING CONCESSION FEE-1ST QTR	32,500.00
521588	10/22/2015	N	LOS ANGELES XTREME BASEBALL	BASEBALL CAMP INSTRUCTOR	6,036.80
521591	10/22/2015	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,854.02
521592	10/22/2015	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	67,158.58
521594	10/22/2015	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	5,398.64
521599	10/22/2015	N	KATHLEEN C MCGOWAN	THREE YEAR MS4 NPDES PERMIT CONSUL	22,060.00
521601	10/22/2015	N	MELAD AND ASSOCIATES INC	PLAN CHECK AND INSPECTION SERVICES	22,576.30
521602	10/22/2015	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	6,232.00
521604	10/22/2015	N	IAN THOMAS MILLS	LACROSSE INSTRUCTOR	3,660.30
521605	10/22/2015	N	BRIAN MORE	TENNIS INSTRUCTOR	6,552.00
521607	10/22/2015	N	JOHN NALBANDIAN	CONSULTANT FEE & EXPENSES	5,333.82
521608	10/22/2015	N	NATIONS BUS CORP	FORD TURTLETOP BUS (#1012)	68,954.89
521613	10/22/2015	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING S	2,881.20
521619	10/22/2015	N	PUBLIC EMPLOYEES'	PENSION CONTRIBUTION SAFETY: PAYME	251,216.56
521624	10/22/2015	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	53,810.31
521626	10/22/2015	N	ROBERT HALF INTERNATIONAL INC	TEMPORARY EMPLOYEE SERVICES	2,684.88
521634	10/22/2015	N	SOUTHERN CALIFORNIA EDISON	STREET LIGHTING CHARGES	25,251.18

Report of Warrant Disbursements
wr 9b

Fund	Description	Amount
100	General	1,522,342.30
201	Street Light	35,250.73
205	Streets & Highways	64,437.14
210	Asset Forfeiture	156.21
230	Prop A	71,725.73
401	Capital Improvements	41,175.39
501	Water	5,903.86
502	Storm	29,676.74
503	Waste Water	73,859.71
510	Refuse	1,943.41
520	Parking	31,561.66
521	County Parking Lot	33,912.60
522	State Pier Lots	18,339.67
601	Insurance	2,257.68
605	Information Services	11,044.82
610	Vehicle Fleet	18,737.50
615	Building Maintenance	32,579.01
710	UAD Debt Service	5,214.00
801	Post Retirement Benefit	28.29
wr 9b		<u>2,000,146.45</u>
		<u><u>2,000,146.45</u></u>

4:27:01PM
10/22/2015

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

WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521639	10/22/2015	N	STANLEY COVERGENT SECURITY SO	STANLEY COMMANDER SYSTEM UPGRAD	15,578.49
521641	10/22/2015	N	STATE BOARD OF EQUALIZATION	USE TAX-1ST QTR FYE 2016	17,800.00
521645	10/22/2015	N	SUN BADGE CO	POLICE CHALLENGE COINS	5,570.00
521646	10/22/2015	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE	61,361.20
521651	10/22/2015	N	THE WISEGUYS BIG BAND	CONCERTS IN THE PARK 2015	2,800.00
521655	10/22/2015	N	TOTAL ADMINISTRATIVE SVCS CORP	CHIL125 (CHILD 125 PLAN): PAYMENT	7,507.25
521656	10/22/2015	N	TURBO DATA SYSTEMS INC	CITATION PROCESSING SEPT-2015	11,957.27
521657	10/22/2015	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMEN	3,394.87
521660	10/22/2015	N	UNION BANK NA	MARINE LOC FEES 7/1/15-9/30/15	16,987.50
521664	10/22/2015	N	US BANCORP CARD SERVICES INC	D-CARD CHARGES	68,281.17
521665	10/22/2015	N	US BANK	UAD04 ADMIN 9/1/15-8/31/16	5,214.00
521669	10/22/2015	N	VERIZON CALIFORNIA INC	CABLE SERVICE	3,483.02
521676	10/22/2015	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINES	10,145.76
521678	10/22/2015	N	JOHN EDWARD ZIELLO	COED SLO PITCH/COED KICKBALL	3,675.00

SUBTOTAL

COMBINED TOTAL

1,665,443.89
1,935,344.77

PAYMENT LEGEND:
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Report of Warrant Disbursements
wr 9b

Fund	Description	Amount
100	General	1,522,342.30
201	Street Light	35,250.73
205	Streets & Highways	64,437.14
210	Asset Forfeiture	156.21
230	Prop A	71,725.73
401	Capital Improvements	41,175.39
501	Water	5,903.86
502	Storm	29,676.74
503	Waste Water	73,859.71
510	Refuse	1,943.41
520	Parking	31,561.66
521	County Parking Lot	33,912.60
522	State Pier Lots	18,339.67
601	Insurance	2,257.68
605	Information Services	11,044.82
610	Vehicle Fleet	18,737.50
615	Building Maintenance	32,579.01
710	UAD Debt Service	5,214.00
801	Post Retirement Benefit	28.29
wr 9b		<u>2,000,146.45</u>
		<u><u>2,000,146.45</u></u>

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521670	10/22/2015	N	JESSICA VINCENT	REIMBURSEMENT-TRAVEL EXPENSE	22.74
521671	10/22/2015	N	WALTERS WHOLESale ELECTRIC CO	ELECTRICAL SUPPLIES	2,139.11
521672	10/22/2015	N	WEST PAYMENT CENTER	CONTRACT SERVICES	162.14
521673	10/22/2015	N	WESTWOOD BUILDING MATERIALS	BLDG MATERIALS/CEMENT	149.88
521674	10/22/2015	N	GARY WONG	REFUND PERMIT FEE	867.00
521675	10/22/2015	N	WORLDPASS TRAVEL GROUP LLC	CHARTER BUS SERVICE	35.00
521676	10/22/2015	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINES	10,145.76
521677	10/22/2015	N	ERIK ZANDVLIET	REIMBURSEMENT-TRAVEL EXPENSE	61.50
521678	10/22/2015	N	JOHN EDWARD ZIELLO	COED SLO PITCH/COED KICKBALL	3,675.00
SUBTOTAL					1,728,557.57
10226	10/13/2015	H	CHICAGO TITLE COMPANY	TITLE INSURANCE	1,688.00
SUBTOTAL					1,688.00
COMBINED TOTAL					2,000,146.45

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Report of Warrant Disbursements
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Fund	Description	Amount
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**CITY OF MANHATTAN BEACH
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521678	10/22/2015	N	JOHN EDWARD ZIELLO	COED SLO PITCH/COED KICKBALL	3,675.00
SUBTOTAL					1,728,557.57
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WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
102615	10/26/2015	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	269,900.88
SUBTOTAL					269,900.88
521516	10/22/2015	N	AAA COPY LLC	COPY SERVICES	4,242.15
521517	10/22/2015	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENI	11,330.97
521519	10/22/2015	N	AQUA FLO	IRRIGATION SUPPLIES CONTRACT	2,690.05
521523	10/22/2015	N	BEAU BUREAUX INTERIORS INC	11-01284 PF PROVIDE/INSTALL MODULAR (19,316.55
521525	10/22/2015	N	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS	287,075.03
521526	10/22/2015	N	CAROLYNA MESSINA & ASSOC INC	PROFESSIONAL SERVICES	5,775.00
521530	10/22/2015	N	CLEANS STREET	LANDSCAPE EXT MAINTENANCE EXTRAS	28,060.82
521536	10/22/2015	N	CREATIVE HOME	CITY YARD COVER	73,591.21
521539	10/22/2015	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	34,756.61
521541	10/22/2015	N	DAVID T HAMILTON & ASSOC INC	CITY YARD COVER	4,568.00
521544	10/22/2015	N	DECALS BY DESIGN INC	TURTLETOP GRAPHICS BUS (#1012)	2,718.75
521547	10/22/2015	N	DELL MARKETING LP	REPLACEMENT MONITORS FOR CITY COU	2,625.78
521548	10/22/2015	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	29,145.12
521550	10/22/2015	N	MICHAEL DOLEN	REFUND RIGHT OF WAY DEPOSIT	72,000.00
521553	10/22/2015	N	EL SEGUNDO DOOR CO INC	18-08775PF FURNISH/INSTALL DOORS MGN	11,143.88
521555	10/22/2015	N	ESRI INC	3-YR GIS SOFTWARE MAINTENANCE AGRE	35,000.00
521556	10/22/2015	N	EYEDEAL INTERIORS INC	18-08777PF SHAW 24 X 24 CARPET TILES	9,966.96
521564	10/22/2015	N	GRANICUS	CLOSED CAPTION SERVICES	9,371.25
521569	10/22/2015	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,867.81
521570	10/22/2015	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	81,540.35
521571	10/22/2015	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	5,260.81

CITY OF MANHATTAN BEACH
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WARRANT BATCH NUMBER: **wr 9b**

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521526	10/22/2015	N	CAROLYNA MESSINA & ASSOC INC	PROFESSIONAL SERVICES	5,775.00
521530	10/22/2015	N	CLEANS STREET	LANDSCAPE EXT MAINTENANCE EXTRAS	28,060.82
521536	10/22/2015	N	CREATIVE HOME	CITY YARD COVER	73,591.21
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WARRANT BATCH NUMBER: **wr 9b**

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521591	10/22/2015	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,854.02
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521594	10/22/2015	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	5,398.64
521599	10/22/2015	N	KATHLEEN C MCGOWAN	THREE YEAR MS4 NPDES PERMIT CONSUL	22,060.00
521601	10/22/2015	N	MELAD AND ASSOCIATES INC	PLAN CHECK AND INSPECTION SERVICES	22,576.30
521602	10/22/2015	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	6,232.00
521604	10/22/2015	N	IAN THOMAS MILLS	LACROSSE INSTRUCTOR	3,660.30
521605	10/22/2015	N	BRIAN MORE	TENNIS INSTRUCTOR	6,552.00
521607	10/22/2015	N	JOHN NALBANDIAN	CONSULTANT FEE & EXPENSES	5,333.82
521608	10/22/2015	N	NATIONS BUS CORP	FORD TURTLETOP BUS (#1012)	68,954.89
521613	10/22/2015	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING S	2,881.20
521619	10/22/2015	N	PUBLIC EMPLOYEES'	PENSION CONTRIBUTION SAFETY: PAYME	251,216.56
521624	10/22/2015	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	53,810.31
521626	10/22/2015	N	ROBERT HALF INTERNATIONAL INC	TEMPORARY EMPLOYEE SERVICES	2,684.88
521634	10/22/2015	N	SOUTHERN CALIFORNIA EDISON	STREET LIGHTING CHARGES	25,251.18

4:27:01PM
10/22/2015

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

WARRANT BATCH NUMBER: **wr 9b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
521639	10/22/2015	N	STANLEY COVERGENT SECURITY SO	STANLEY COMMANDER SYSTEM UPGRAD	15,578.49
521641	10/22/2015	N	STATE BOARD OF EQUALIZATION	USE TAX-1ST QTR FYE 2016	17,800.00
521645	10/22/2015	N	SUN BADGE CO	POLICE CHALLENGE COINS	5,570.00
521646	10/22/2015	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE	61,361.20
521651	10/22/2015	N	THE WISEGUYS BIG BAND	CONCERTS IN THE PARK 2015	2,800.00
521655	10/22/2015	N	TOTAL ADMINISTRATIVE SVCS CORP	CHIL125 (CHILD 125 PLAN): PAYMENT	7,507.25
521656	10/22/2015	N	TURBO DATA SYSTEMS INC	CITATION PROCESSING SEPT-2015	11,957.27
521657	10/22/2015	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMEN	3,394.87
521660	10/22/2015	N	UNION BANK NA	MARINE LOC FEES 7/1/15-9/30/15	16,987.50
521664	10/22/2015	N	US BANCORP CARD SERVICES INC	D-CARD CHARGES	68,281.17
521665	10/22/2015	N	US BANK	UAD04 ADMIN 9/1/15-8/31/16	5,214.00
521669	10/22/2015	N	VERIZON CALIFORNIA INC	CABLE SERVICE	3,483.02
521676	10/22/2015	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINES	10,145.76
521678	10/22/2015	N	JOHN EDWARD ZIELLO	COED SLO PITCH/COED KICKBALL	3,675.00

SUBTOTAL

COMBINED TOTAL

1,665,443.89

1,935,344.77

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

Report of Warrant Disbursements
wr 9b

Fund	Description	Amount
100	General	1,522,342.30
201	Street Light	35,250.73
205	Streets & Highways	64,437.14
210	Asset Forfeiture	156.21
230	Prop A	71,725.73
401	Capital Improvements	41,175.39
501	Water	5,903.86
502	Storm	29,676.74
503	Waste Water	73,859.71
510	Refuse	1,943.41
520	Parking	31,561.66
521	County Parking Lot	33,912.60
522	State Pier Lots	18,339.67
601	Insurance	2,257.68
605	Information Services	11,044.82
610	Vehicle Fleet	18,737.50
615	Building Maintenance	32,579.01
710	UAD Debt Service	5,214.00
801	Post Retirement Benefit	28.29
wr 9b		<u>2,000,146.45</u>
		<u><u>2,000,146.45</u></u>

**CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 10/03/15 TO 10/16/15
PAY DATE: 10/23/15**

NET PAY 857,587.70

10/3/2015

10/16/2015

CITY OF MANHATTAN BEACH PAYROLL REPORT

PAYROLL PERIOD ENDING DATE 10/16/2015

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,207,570.20
230	Prop. A Fund	19,434.96
232	AB 2766 Air Quality Fund	780.00
501	Water Fund	26,951.79
502	Stormwater Fund	2,741.46
503	Wastewater Fund	7,880.61
510	Refuse Fund	5,001.03
520	Parking Fund	2,436.13
521	County Parking Lots Fund	812.03
522	State Pier and Parking Lot Fund	812.06
601	Insurance Reserve Fund	6,751.75
605	Information Technology Fund	19,176.96
610	Fleet Management Fund	9,422.79
615	Building Maintenance & Operations Fund	7,587.78
801	Pension Trust Fund	8,583.50
	Gross Pay	<u>1,325,943.05</u>
	Deductions	468,846.91
	Net Pay	<u><u>857,096.14</u></u>

November 17, 2015
City Council Meeting

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Eve R. Irvine, Chief of Police
Bruce Moe, Finance Director
Tim Hageman, Police Captain
Andrew Harrod, Police Lieutenant
Gwen Eng, Purchasing Manager
Julie Dahlgren, Senior Management Analyst

SUBJECT:

Award Purchase Order to South Bay Regional Public Communications Authority in the Amount of \$85,000 for the Purchase of Automatic Vehicle Location Devices for 47 Police Vehicles (Police Chief Irvine).

WAIVE FORMAL BIDDING; APPROVE

RECOMMENDATION:

Staff recommends that the City Council waive formal bidding per Municipal Code Section 2.36.150 (Cooperative Purchasing) and award a purchase order to South Bay Regional Public Communications Authority in the amount of \$85,000 for the purchase of Automatic Vehicle Location Devices for 47 Police Vehicles.

FISCAL IMPLICATIONS:

There is a one-time cost of \$85,000 for the initial purchase of Automatic Vehicle Location devices; this also includes the first year of service. Sufficient funds are budgeted in the Police Department's Fiscal Year 2015-2016 budget, Supplemental Law Enforcement Services Fund, to purchase the equipment.

The Automatic Vehicle Location devices carry a recurring annual cost of approximately \$14,000 which will be incorporated into the Police Department's general fund operating budget on a year-to-year basis.

BACKGROUND:

The South Bay Regional Communications Authority (also known as RCC) is the hub of

communication services for several cities located in the South Bay. RCC handles 9-1-1 calls and dispatch services for the cities of Manhattan Beach, Hawthorne, Gardena, El Segundo, and Hermosa Beach. In addition to these core cities, SBRPCA also provides data services for the city of Inglewood, El Camino College, Compton College, and Palos Verdes Estates.

All of the cities in the SBRPCA have forged strong relationships through consistent participation in joint taskforces, mutual aid help, and commitment from leadership to share information and technology. As an ongoing enhancement to quality service, officer safety, and the ability to manage major incidents involving multiple agencies in a more efficient manner, many of the South Bay cities have implemented mobile mapping and Automatic Vehicle Location (AVL) devices in all of its police vehicles and the Police facility.

DISCUSSION:

The Manhattan Beach Police Department sees great benefit in outfitting our police vehicles with Automatic Vehicle Location (AVL) devices and recommends that we join other RCC member-agencies in implementing this technology in our police vehicles. Each member-agency participates in regional taskforces and supports one another during major incidents. AVL uses advanced technology to automatically determine and transmit the geographic location of a vehicle, which provides the ability to view, coordinate, and manage multiple units from different jurisdictions on one map. This becomes a valuable resource for the Incident Commander of a major operation, while enhancing officer safety. The technology will also enhance our ability to manage large perimeter locations and special events with real time updates for the Watch Commander/Field Sergeant.

In addition to providing 9-1-1 emergency dispatching, RCC outfits Manhattan Beach police vehicles with the necessary electronics and equipment. As a member agency, no labor is charged and parts are supplied at cost. Consequently, the cost of having RCC perform service is less expensive than outside contractors. RCC's staff also maintains and repairs this equipment until it is retired, performs on-site service, and keeps backup components, which lessens vehicle downtime.

RCC has thoroughly field tested the Automatic Vehicle Location devices and has coordinated a group licensing discount among the member agencies. Additionally, RCC will take on the responsibility of managing any contractual obligations required to maintain the AVL devices in the future, saving staff time.

The Municipal Code (Section 2.36.150) provides the City Council with the authority to waive formal bidding when utilizing cooperative purchasing, which are purchases made in concert with or through agreements executed by other governmental agencies. Because the City is utilizing a licensing agreement entered into by the RCC (which is a governmental agency), as well as the other reasons listed above, staff recommends that the City Council waive formal bidding and award an order to RCC in the amount of \$85,000 to outfit 47 police vehicles with Automatic Vehicle Location devices.

CONCLUSION:

Staff recommends that the City Council waive formal bidding per Municipal Code Section 2.36.150 (Cooperative Purchasing) and award an order in the amount of \$85,000 to South Bay Regional Public Communications Authority to equip 47 police vehicles with Automatic

Vehicle Location devices.

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Public Works Director
Keith Darling, Maintenance Manager

SUBJECT:

Approve Final Payment to PK Construction for the Section 3 Concrete Repair Project in the Amount of \$32,320.12; Formally Accept the Section 3 Concrete Repair Project As Complete; Authorize Filing of the Appropriate Notice of Completion and Release Retention in the Amount of \$11,625.01 (Public Works Director Olmos).

APPROVE

RECOMMENDATION:

Staff recommends that City Council:

1. Approve final payment in the net amount of \$32,320.12 to PK Construction for the Section 3 Concrete Repair Project;
2. Authorize filing of the appropriate Notice of Completion;
3. Authorize release of retention in the amount of \$11,625.01

FISCAL IMPLICATIONS:

On May 19, 2015, City Council awarded a construction contract to PK Construction in the amount of \$237,050. From this amount, approximately \$85,000 will be reimbursed to the City by property owners as sanctioned by Manhattan Beach Municipal Code Chapter 712.010-7.12.030. Funds to cover this portion of the project will be refunded to the Prop. 42 Gas Tax unreserved fund balance upon payment by the property owners. See Budget and Expenditure Details (Attachment 1).

BACKGROUND:

This project was part of the City's ongoing concrete repair and maintenance program. The annual program removes and replaces damaged or displaced concrete sidewalks, curbs, gutters, drive approaches and drainage swales in the City's right-of-way to eliminate trip hazards and mitigate gutter ponding. Installation of ADA access ramps at select locations are also part of this program. The goal is to provide a programmed approach to street

maintenance in which street repairs, slurry sealing, sidewalk repairs, and traffic markings are completed on a 7 year cycle per established Maintenance Areas (Attachment 2). Work under the program is performed through a competitively bid contract.

The City is responsible for all concrete improvements within the right-of-way except sidewalks and drive approaches, which are the responsibility of adjacent property owners as defined in the City's Municipal Code, Chapter 7.12.010 -7.12.030. The competitively bid contract ensures residents are given the opportunity to receive the best possible cost.

Notification of Property Owners:

In January 2015 staff sent a general letter notifying all affected property owners. In May 2015, staff sent letters of the impending concrete repair project with associated costs. The notices explained the owner's responsibility for repairs to the sidewalk and driveway and described the program, the competitive bidding process and costs associated with the repair work.

DISCUSSION:

PK Construction has completed the Section 3 Concrete Repair Project (Attachment 3). Completion of this project also marks completion of one full concrete repair cycle covering all seven maintenance sections. A separate slurry seal project will be completed after several water and sewer improvements within the Section 2 and 3 repair areas are completed, which are currently under construction or soon to start construction.

Aside from repairs to curb, gutter and sidewalks in Section 3, PK Construction was also directed to perform some urgent repairs in the area of 31st and Crest (Section 7). These improvements included repairs to a concrete street, replacement of adjacent curb, gutter and sidewalk, and the addition of an ADA ramp. This remediated long standing issues of concrete failure with possible safety implications.

Staff has confirmed that the contract work has been completed in compliance with contract specifications.

CONCLUSION:

Staff recommends that City Council authorize final payment in the net amount of \$32,320.12 to PK Construction, for the Section 3 Concrete Repair Project; authorize filing of the appropriate Notice of Completion and release retention in the amount of \$11,625.01.

Attachments:

1. Budget and Expenditure Details
2. Maintenance Sections
3. Section 3 Repairs Map

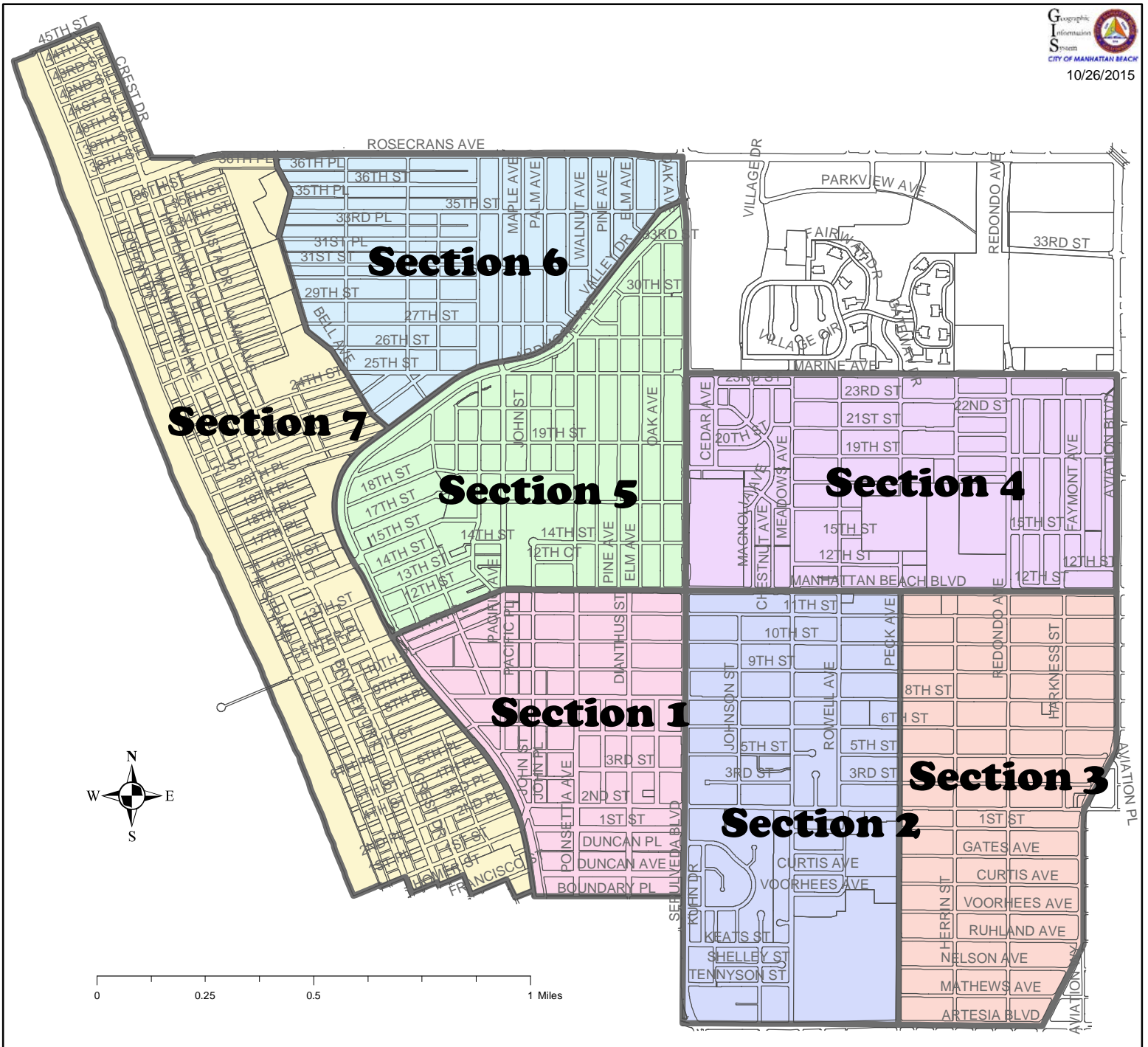
Section 3 Concrete Repair Project
 Budget and Expenditures

Budget		
2013 Annual Slurry Seal - CIP13820E (205-18-032-6222)	\$ 128,760.65	
14/15 - 18/19 Annual Curb, Gutter & Ramp - CIP15821E (205-18-033-6222)	\$ 101,232.70	
Additional Appropriation (Approved on May 19th, 2015)	\$ 30,761.65	
Total Approved	\$ 260,755.00	
TOTAL BUDGET	\$ 260,755.00	\$ 260,755.00
Expenditures		
Progress Payment No. 1 less 5% Retention	\$42,584.22	
Progress Payment No. 2 less 5% Retention	\$28,151.63	
Progress Payment No. 3 less 5% Retention	\$48,409.34	
Progress Payment No. 4 less 5% Retention	\$37,292.72	
Progress Payment No. 5 less 5% Retention	\$32,117.03	
Final Payment less 5% Retention	\$32,320.12	
5% Retention	\$11,625.01	
TOTAL EXPENDITURES	\$232,500.07	\$232,500.07

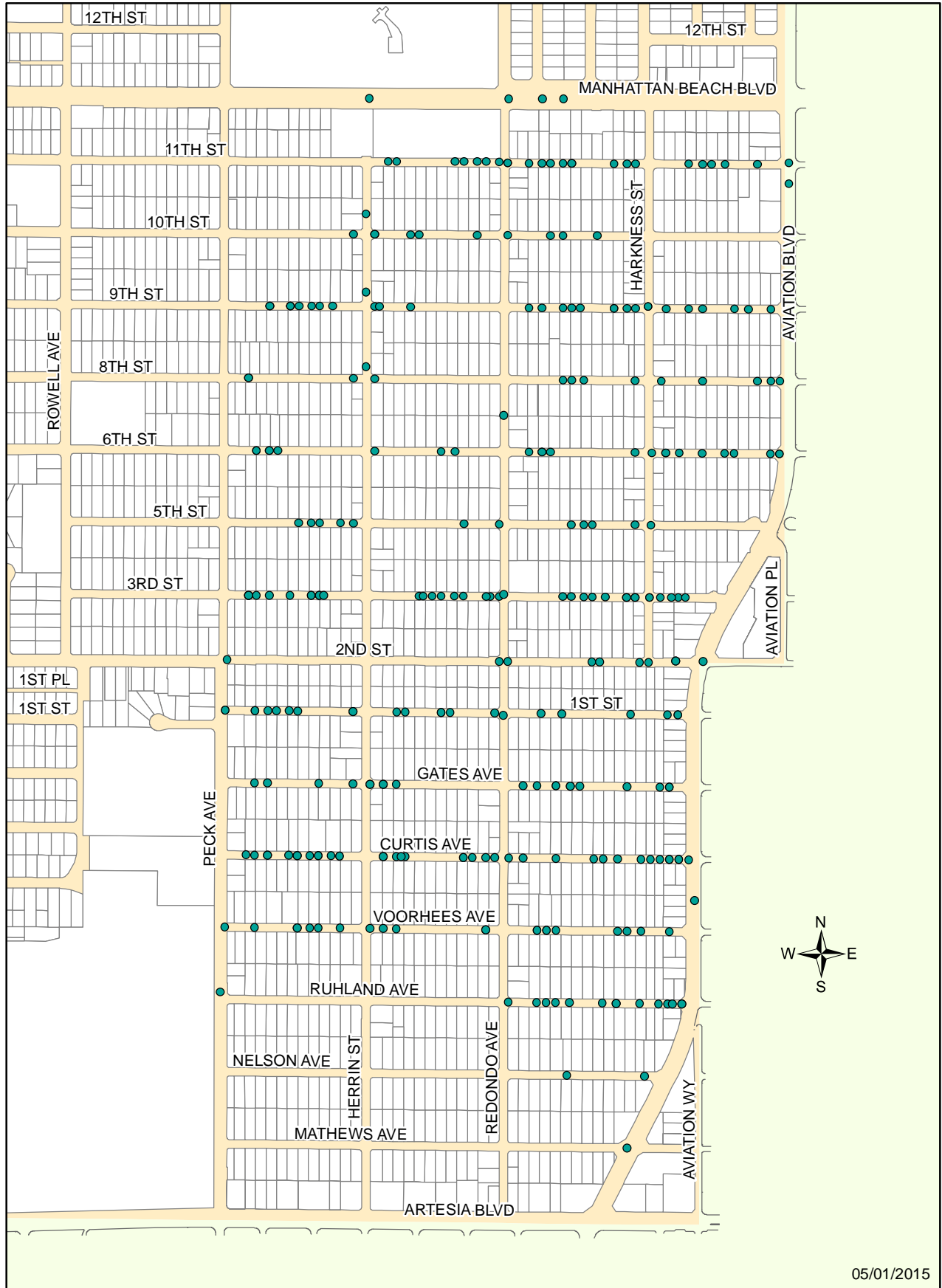
*Staff estimates approximately \$85,000 will be reimbursed by property owners for sidewalk and driveway repairs

City of Manhattan Beach

Maintenance Sections



Section 3 Concrete Repairs



Agenda Date: 11/17/2015

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:

Resolution No. 15-0061 to Include Energy Efficiency Measures in the City's Climate Action Plan (Public Works Director Olmos).

ADOPT RESOLUTION NO. 15-0061

RECOMMENDATION:

Staff recommends that City Council adopt Resolution No. 15-0061 to include Energy Efficiency Measures in the City's Climate Action Plan.

FISCAL IMPLICATIONS:

No fiscal implications are associated with this action.

BACKGROUND:

The City of Manhattan Beach is working with the South Bay Cities Council of Governments (SBCCOG) to prepare a community-wide Climate Action Plan (CAP) to serve as the City's roadmap for reducing greenhouse gas (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 and the Southern California Gas Company.

The CAP is being drafted in line with the goals outlined in AB 32, California's Global Warming Solutions Act, for GHG reductions. The CAP will include a list of emission reducing actions organized by sector (energy, waste, power generation/storage, land use, and transportation) and time frame for implementation from CAP adoption (short-term, 1-3 years; medium term, 3-5 years; and long term, 5-10 years). It will also include GHG emission inventories to assess potential reductions and chart progress.

On April 29, 2015, Governor Brown issued a new Executive Order (B-30-15) to establish a

California GHG reduction target of 40% below 1990 levels by 2030. The State's California Climate Change Scoping Plan emission target for 2020 and 2050 are 15% and 80% respectively below the 1990 baseline. The executive order and scoping plan are not requirements for local governments, but may inform future legislation and be the criteria for grant eligibility.

History of Climate Policy in Manhattan Beach

In January 2007, the City Council adopted a resolution endorsing the U.S. Mayors Climate Protection Agreement. This resolution was the catalyst for comprehensively evaluating the City's environmental programs, policies and goals. In August 2007, the City Council adopted a resolution in support of the Cities for Climate Protection Campaign. As with the U.S. Mayors Climate Protection Agreement, the City pledged to establish a GHG reduction goal and develop an action plan to achieve that goal.

In April 2010, City Council adopted a CAP, incorporating measures identified by the former Environmental Task Force to reduce the city's carbon footprint. The City also adopted a GHG emissions reduction target to coincide with statewide goals to reduce community-wide greenhouse gas emissions 15% below 2005 levels by 2020.

Through the SBCCOG work, GHG inventories were completed for 2005, 2007, 2010, and 2012. The 2005 inventory year is the baseline and reductions for forecasts are based on 2012 to take into account all known reductions. GHG emissions in the City are primarily split between energy and transportation sources -- approximately 50/50. The GHG emissions inventory for municipal operations and the community is available in the "GHG Inventory, Forecasting, Target-Setting Report for an Energy Efficiency Climate Action Plan" prepared by the SBCCOG (Attachment 1). With the inclusion of the proposed energy efficiency measures in the CAP, the City will achieve the GHG reductions that are called for in the State's 2020 and 2050 targets.

DISCUSSION:

As part of the City's partnership with SBCCOG, a Climate Action Plan (CAP) for the City is being developed in two phases. Phase I is the development of energy efficiency strategies and analysis of targets; and Phase II is the development of waste, power generation/storage, land use and transportation efficiency strategies. This CAP will update and replace the City's existing plan.

Phase I is now complete, and City Council is being asked to review the energy efficiency measures and approve Resolution 15-0061 (Attachment 2) to later incorporate the resulting energy efficiency strategies into the overall CAP.

The Municipal and Community Energy Reduction Measures are listed in Attachment 3, along with their associated estimated GHG reductions. It is estimated that the City could reach reductions equal to the State's goals by 2035 if the proposed energy efficiency measures are implemented.

The energy efficiency measures are divided into municipal and community wide actions, and cover efficiency actions in:

- Education/Best Practices
- Municipal Buildings
- Residential and Commercial Buildings
- Water Efficiency
- Reduction of Urban Heat Island Effect

The energy efficiency measures were developed based on the City's current operations, goals, and plans for reducing energy use both at the municipal and community level. Staff worked with the SBCCOG, and their CAP consultant Atkins, to identify additional measures that will help the City achieve reductions in line with the state's goals. The measures highlight the actions that can be taken under each goal, and note any existing work in the area.

CONCLUSION:

Staff recommends that City Council approve Resolution 15-0061 to include Energy Efficiency Measures in the city's Climate Action Plan.

Attachments:

1. SBCCOG Report: GHG Inventory, Forecasting, Target-Setting Report for an Energy Efficiency Climate Action Plan
2. Resolution 15-0061
3. Municipal and Community Energy Reduction Measures



City of Manhattan Beach GHG Inventory, Forecasting, Target-Setting Report for an Energy Efficiency Climate Action Plan January 2015

Prepared for:



Prepared by:

ATKINS

3570 Carmel Mountain Road, Suite 300
San Diego, California 92130

Funded by:



Local Government Strategic Plan Strategies Program
Under the auspices of the California Public Utilities Commission

Contents

List of Acronyms and Abbreviations	iii
Key Findings	iv
Introduction	1
GHG Emissions Inventories	2
Emissions Reporting	2
Emissions Sectors	2
Calculation Methodology	4
Community Emissions	4
2005—2012 Emissions Summary	5
2005, 2007, 2010, and 2012 Inventories.....	6
Energy.....	9
Municipal Emissions	11
2005—2012 Emissions Summary	11
2005, 2007, 2010, and 2012 Inventories.....	13
Energy.....	15
Inventory Forecasts.....	17
Business-as-Usual Forecasts.....	17
Community Business-as-Usual Forecast.....	17
Municipal Business-as-Usual Forecast	19
Adjusted Business-as-Usual Forecasts	19
Community Adjusted Business-as-Usual Forecast	20
Municipal Adjusted Business-as-Usual Forecast	21
Reduction Targets	22
Recommended Community Targets.....	22
Recommended Municipal Targets.....	23
Conclusions and Next Steps	24
References	25

Appendix A: Glossary of Terms

Appendix B: Methodology

Tables

Table 1. Key Terms in the Report..... 1

Table 2. GHGs Analyzed in the Inventories..... 2

Table 3. Community-Wide GHG Emissions by Sector for 2005 and 2012 6

Table 4. Community GHG Emissions for 2005, 2007, 2010, and 2012 7

Table 5. Activity Data used in 2005, 2007, 2010, and 2012 Community Inventories..... 8

Table 6. Demographic Data for 2005, 2007, 2010, and 2012 9

Table 7. Activity Data and GHG Emissions of Energy in 2005 and 2012 9

Table 8. Municipal GHG Emissions by Sector for 2005 and 2012 12

Table 9. Municipal GHG Emissions for 2005, 2007, 2010, and 2012 13

Table 10. Activity Data used in 2005, 2007, 2010, and 2012 Municipal Inventories..... 14

Table 11. Activity Data and GHG Emissions of Municipal Energy in 2005 and 2012 15

Table 12. Growth Factors for 2012, 2020, and 2035 18

Table 13. Community BAU Forecast 18

Table 14. Municipal BAU Forecast 19

Table 15. Community Adjusted BAU Emissions..... 21

Table 16. Municipal Adjusted BAU Emissions..... 21

Table 17. State-Aligned GHG Reduction Targets 22

Table 18. State-Aligned Municipal GHG Reduction Targets 23

Figures

Figure 1. Community-Wide GHG Emissions by Sector for 2005 and 2012 5

Figure 2. Community GHG Emissions for 2005, 2007, 2010, and 2012 6

Figure 3. GHG Emissions for Community Electricity and Natural Gas, by Sector 10

Figure 4. Municipal GHG Emissions by Sector for 2005 and 2012..... 12

Figure 5. Municipal GHG Emissions for 2005, 2007, 2010, and 2012 13

Figure 6. GHG Emissions for Municipal Electricity and Natural Gas, by Sector 16

Figure 7. Community Emissions Inventories, Projections, and Targets..... 23

Figure 8. Municipal Emissions Inventories, Projections, and Targets..... 24

List of Acronyms and Abbreviations

AB	Assembly Bill
ADC	Alternative Daily Cover
BAU	Business-as-Usual
CAFE	Corporate Average Fuel Economy
CH ₄	Methane
CARB	California Air Resources Board
CIWMB	California Integrated Waste Management Board
CO ₂	Carbon Dioxide
CO ₂ e	Carbon Dioxide Equivalents
EECAP	Energy Efficiency Climate Action Plan
EO	Executive Order
GHG	Greenhouse Gas
GWP	Global Warming Potential
IEAP	International Local Government GHG Emissions Analysis Protocol
IFT	Inventories, Long-Term Forecasts, and Target-Setting
IPCC	Intergovernmental Panel on Climate Change
JWPCP	Joint Water Pollution Control Plant
kWh	Kilowatt-hour
LCFS	Low Carbon Fuel Standard
LGOP	Local Government Operations Protocol
MT	Metric Tons
NDN	Nitrification/denitrification
N ₂ O	Nitrous Oxide
RPS	Renewable Portfolio Standard
RTP	Regional Transportation Plan
SBCCOG	South Bay Cities Council of Governments
SCAG	Southern California Association of Governments
SCE	Southern California Edison
SCG	Southern California Gas Company
SEEC	Statewide Energy Efficiency Collaborative
USLD	Ultra-low Sulfur Diesel

Key Findings

Community

- The City of Manhattan Beach decreased emissions 9% from 2005 to 2012, from 339,798 MT CO₂e to 310,065 MT CO₂e.
- On-road Transportation, Commercial Energy, Solid Waste, Water, Wastewater, and Off-Road Sources sector emissions decreased while the Residential Energy sector increased emissions from 2005 to 2012.
- Energy-related emissions account for 48% of total community emissions in 2012.
- Under the Adjusted Business-as-Usual (BAU) forecast, emissions will be 280,267 MT CO₂e in 2020 and 247,265 MT CO₂e in 2035. These emissions levels are 17.5% lower in 2020 than 2005 and 27% lower than 2005 by 2035.
- The City should choose a reduction target that is feasible and ambitious. The State recommends a 15% reduction below 2005 levels by 2020, which would be achieved under the Adjusted BAU scenario.
- To continue reductions consistent with the State's long-term emissions reduction goal of lowering emissions 80% below 1990 levels by 2050, the City would need to reduce emissions in 2035 by 73,968 MT CO₂e from the 2035 Adjusted BAU forecast. This is a 29.9% reduction from the 2035 Adjusted BAU emissions level and would achieve a 49% reduction from 2005 levels.

Municipal

- Municipal emissions have decreased 9% from 2005 to 2012, from 5,321 MT CO₂e to 4,854 MT CO₂e.
- Emissions in Fleet & Equipment, Employee Commute, and Solid Waste sectors decreased between 2005 and 2012, and the largest sector-level reductions were from Fleet & Equipment.
- Municipal emissions are a subset of community emissions and account for less than 2% of total community emissions.
- Under the 2020 Adjusted BAU forecast, emissions will be 4,710 MT CO₂e in 2020 and 2035. These emissions levels are 11% lower than 2005.
- The City will need to reduce emissions by 187 MT CO₂e from the 2020 Adjusted BAU emissions level to meet a 15% reduction target from 2005 levels. By 2035, the City will need to reduce emissions by 1,996 MT CO₂e from the 2035 Adjusted BAU emissions level to meet a 49% reduction target from 2005 levels.

Introduction

The Greenhouse Gas (GHG) Inventories, Long-Term Forecasts, and Target-Setting (IFT) Report contains the first steps toward the City of Manhattan Beach (City) identifying energy-efficiency measures in an Energy Efficiency Climate Action Plan (EECAP). The inventories describe historic energy use and GHG emissions and the forecasts describe projected future emissions in the City. The target-setting section describes GHG reduction recommendations that are consistent with State goals and may assist the City in establishing local GHG reduction targets. The inventories and recommended reduction targets will help the City in the next step of the EECAP, which is to identify energy efficiency and GHG reduction measures that are relevant, meaningful, and feasible.

Specifically, the IFT Report includes (words and phrases in bold are described in Table 1):

- Historic GHG emissions in **community inventories** and **municipal inventories** for 2005, 2007, 2010, and 2012;
- Future GHG emissions for 2020 and 2035 under a **business-as-usual** forecast scenario and **adjusted business-as-usual** forecast scenario; and
- Recommended GHG **reduction targets** for 2020 and 2035.

Table 1. Key Terms in the Report¹

Term	Definition
Adjusted business-as-usual	A GHG forecast scenario that accounts for known policies and regulations that will affect future emissions. Generally, these are state and federal initiatives that will reduce emissions from the business-as-usual scenario.
Baseline year	The inventory year used for setting targets and comparing future inventories against.
Business-as-usual	A GHG forecast scenario that assumes no change in policy affecting emissions since the most recent inventory. Changes in emissions are driven primarily through changes in demographics.
Community Inventory	GHG emissions that result from the activities by residents and businesses in the city. An inventory reports emissions that occur over a single calendar year.
Emission factors	The GHG-intensity of an activity.
Municipal Inventory	GHG emissions that result from the activities performed as part of the government operations in the city and are a subset of the community inventory. An inventory reports emissions that occur over a single calendar year.
Reduction targets	GHG emissions levels not to be exceeded by a specific date. Local reduction targets are often informed by state recommendations and different targets may be established for different years.
Sector	A subset of the emissions inventory classified by a logical grouping such as economic or municipal-specific category.

¹ A glossary of terms is also included as Appendix A.

GHG Emissions Inventories

GHG emissions inventories are the foundation of planning for future reductions. Establishing an existing inventory of emissions helps to identify and categorize the major sources of emissions currently being produced. In this report, four years of historic inventories are presented to show not only the major sources of emissions in the City, but also how those sources vary over time. For both the community and municipal inventories, the years 2005, 2007, 2010, and 2012 are presented. The 2005 inventory (for both community and municipal operations) is considered the **baseline year**. A baseline year is established as a starting point against which other inventories may be compared and targets may be set, and is generally the earliest year with a full emissions inventory. The most recent inventory (2012) has the most relevant data for planning purposes, while the interim years (2007 and 2010) provide context and may help identify trends or anomalies.

Emissions Reporting

The primary GHGs from the community and municipal operations are from carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O). Because each of these gases has a different capacity for trapping heat in the atmosphere, known as its global warming potential (GWP), a method of reporting is needed to be able to compare gases in the same terms. As a result, emissions are reported in carbon dioxide equivalents, or CO₂e, with each GHG normalized and calculated relative to CO₂ using its GWP. Table 2 describes the GHGs analyzed in this report, their symbol, GWP, and primary community sources of emissions. While N₂O has the highest GWP and may be considered the most dangerous on a per-molecule basis, CO₂ is by far the most prevalent, accounting for 88% of statewide emissions in 2005 (CARB 2011).

Table 2. GHGs Analyzed in the Inventories

Greenhouse Gas	Symbol	Global Warming Potential	Primary Community Sources
Carbon Dioxide	CO ₂	1	Fossil fuel combustion
Methane	CH ₄	25	Fossil fuel combustion, landfills, wastewater treatment
Nitrous Oxide	N ₂ O	298	Fossil fuel combustion, wastewater treatment

Source: IPCC Fourth Assessment Report, 2007.

Emissions Sectors

The inventories identify the major sources of GHGs emissions caused by activities in sectors that are specific to community or municipal activities. A **sector** is a subset of the economy, society, or municipal operations whose components share similar characteristics. An emissions sector can also contain subsectors that provide more specificity about the source of emissions (e.g., natural gas and electricity are subsectors of the energy sector).

As mentioned above, inventories were completed for the community and municipal operations. Because the majority of municipal activities occur within the boundaries of the City and therefore contribute to the overall emissions of the community, both inventories are interconnected, with the municipal inventory considered a subset of the community inventory. As a result, municipal emissions are included in numbers reported for the community. The municipal inventory is separated to highlight areas of emissions that the City has more direct control over and to identify where they can begin to set examples for the community on how reduction strategies can be implemented.

The following subsections describe the sectors used in the community and municipal inventories. It is important to note that both inventories capture similar types of information but may be categorized differently. For example, energy is reported in both the community and municipal inventory, but community level energy emissions are reported as “Residential” and “Non-residential”, whereas municipal energy emissions are more logically reported as “Buildings & Facilities” and “Outdoor Lights.”²

Community Sectors

The community inventory is categorized by sectors based on the sector’s ability to be affected through regional and local programs, incentives, zoning, and other policies. The City’s community inventories were divided into the following sectors:

- **Energy** in the Community Inventory is further broken down into two sectors:
 - **Commercial/Industrial Energy** includes emissions from electricity and natural gas consumption in non-residential buildings and facilities (including outdoor lights) in the City.
 - **Residential Energy** includes emissions from electricity and natural gas consumption in residential buildings in the City.
- **On-road Transportation** includes emissions from vehicle fuel use in trips wholly within the City (in-boundary) and trips that either originate or end in the City (cross-boundary). Emissions from in-boundary trips are fully accounted for in the inventory, whereas only half of the emissions from cross-boundary trips are accounted for. Trips that pass-through the City, (such as on Pacific Coast Highway 1,) are not accounted for in the inventory because the City has little or no control of these emissions. As a result, this methodology reflects only trips or parts of trips within City borders that the City has the ability to affect.
- **Solid Waste** includes emissions from waste that is generated in the community and sent to landfills.
- **Water** includes emissions from the electricity used to source, treat, and deliver imported water in the community that is not accounted for in the community utility data.
- **Wastewater** includes emissions from treating wastewater generated in the community.
- **Off-road Sources** include emissions from operating equipment for construction, commercial, light industrial and agricultural activities; lawn and garden equipment; and recreational vehicles such as all-terrain vehicles.

² Outdoor Lights are further categorized as SCE-owned Streetlights or City-owned Outdoor Lights as described later.

Municipal Sectors

Sources of municipal emissions are divided into the following sectors:

- **Energy** in the municipal inventory is further broken down into four sectors:
 - **Buildings and Facilities** includes energy use by the government, including electricity and natural gas.
 - **SCE-owned Outdoor Lights** includes energy for streetlights on fixtures owned by SCE and outdoor lights.
 - **City-owned Outdoor Lights** includes energy for streetlights on fixtures owned by the City and traffic control signals.
 - **Water Delivery** includes energy for water, stormwater, and wastewater pumping and irrigation.
- **Vehicle Fleet & Equipment** includes emissions from vehicles owned or operated by the government or contracted by the City for services such as street cleaning. It also includes equipment, such as emergency generators.
- **Employee Commute** includes emissions from fuel use in vehicle trips by municipal employees commuting to and from work in the City.
- **Solid Waste** includes emissions from waste generated by municipal employees or at municipally owned facilities.

Calculation Methodology

GHG emissions were calculated using activity data available (e.g., kilowatt-hours of electricity) for each sector and protocols for converting activity data to emissions output using relevant **emission factors**. Emission factors relate the activity to GHG emissions and may vary by year (e.g., for electricity) and often are not affected by local actions or behavior, unlike activity data. The U.S. Community Protocol for Accounting and Reporting Greenhouse Gas Emissions (ICLEI 2012) and the Local Government Operations Protocol for the Quantification and Reporting of GHG Emissions Inventories (LGOP) (CARB 2010) were the primary protocols used for developing the community and municipal inventories, respectively. Activity data are reported in the community and municipal emissions subsections below, and emission factors are detailed in Appendix B.

Community Emissions

The community inventory includes the GHG emissions that result from activities within City boundaries. This section presents the findings of the community inventory for four years: 2005 (baseline year), 2007, 2010, and 2012. It also provides more specific detail and findings on the energy sectors, which will form the basis of the reduction targets and reduction measures the City identifies in the EECAP.

2005—2012 Emissions Summary

- The City of Manhattan Beach reduced emissions 8.8% from 2005 to 2012, from 339,798 MT CO₂e to 310,065 MT CO₂e.
- On-road Transportation, Commercial Energy, Solid Waste, Water, Wastewater, and Off-road Sources sector emissions decreased while the Residential Energy sector emissions increased from 2005 to 2012.

As shown in Figure 1 and Table 3, the Transportation sector was the largest contributor to emissions in both 2005 and 2012 (46%) by producing 154,556 MT CO₂e in 2005 and 141,488 MT CO₂e in 2012. This change represents an 8.5% decrease in emissions from 2005 to 2012. Commercial/Industrial Energy is the second-largest contributor to emissions, adding 24% in both 2005 and 2012. While the proportion of emissions did not change over time, the total emissions decreased by 7% from 2005 to 2012, from 81,623 MT CO₂e to 75,827 MT CO₂e. The proportion of emissions from the Residential Energy sector was 20% in 2005 and 23% in 2012, and total emissions increased by 6.7%, from 67,855 MT CO₂e in 2005 to 72,377 MT CO₂e in 2012. Water comprised 6% of the total (21,912 MT CO₂e) in 2005, but was reduced to 4% of the total (12,506 MT CO₂e) in 2012. Solid Waste, Wastewater, and Off-road Sources made up the remaining emissions in each year, which all declined from 2005 to 2012.

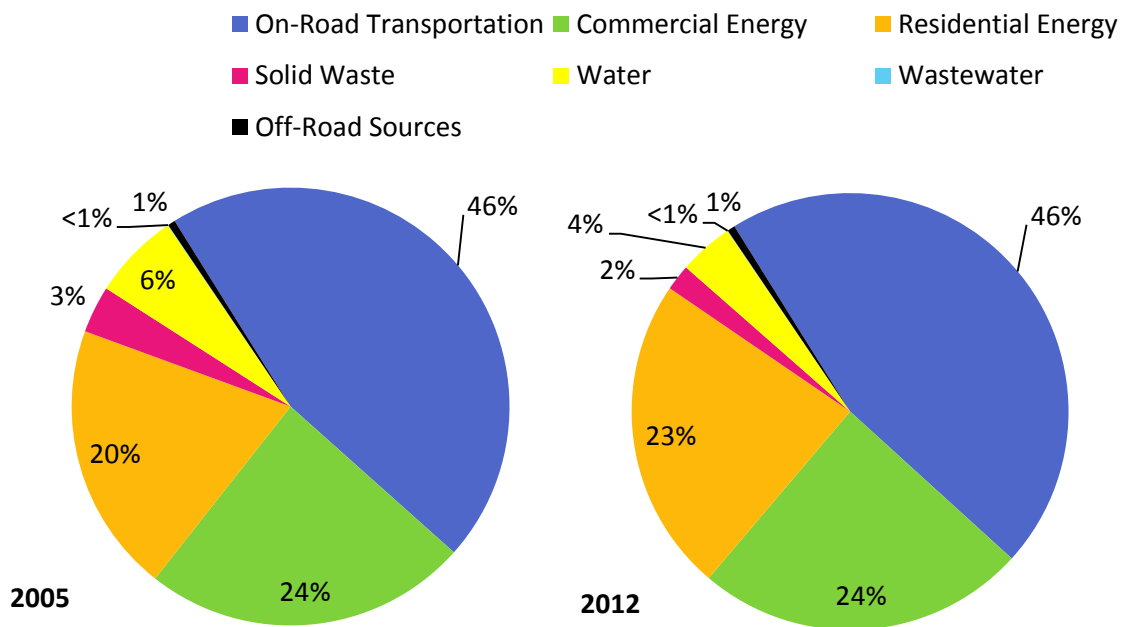


Figure 1. Community-Wide GHG Emissions by Sector for 2005 and 2012

Table 3. Community-Wide GHG Emissions by Sector for 2005 and 2012

Sector	2005 (MT CO ₂ e)	2012 (MT CO ₂ e)	% Change 2005 to 2012
On-Road Transportation	154,556	141,488	-8.5%
Commercial Energy	81,623	75,827	-7.1%
Residential Energy	67,855	72,377	6.7%
Water	21,912	12,506	-42.9%
Solid Waste	11,830	5,979	-49.5%
Off-Road Sources	1,882	1,781	-5.3%
Wastewater	140	107	-23.6%
Total	339,798	310,065	-8.8%

2005, 2007, 2010, and 2012 Inventories

Figure 2 and Table 4 show the GHG emissions by sector for all inventory years. Emissions are variable among the inventory years, and may reflect changes in the economy, weather, and programs implemented to reduce emissions. The table also lists the percentage of each sector relative to total emissions and shows that the proportion of each sector does not vary greatly by year.

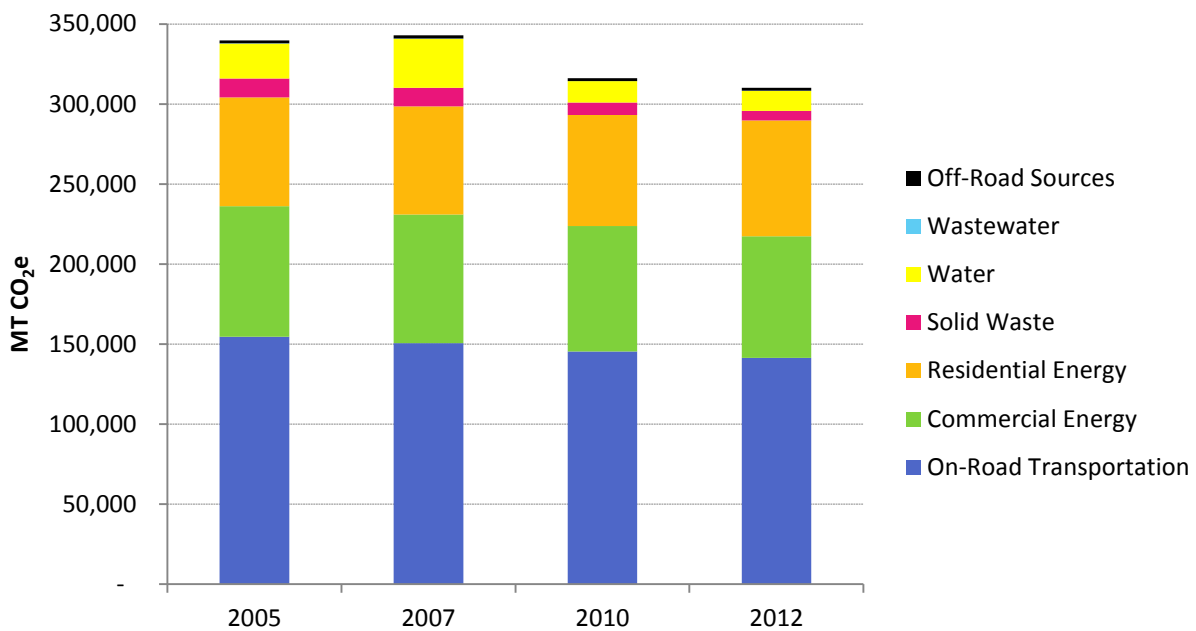


Figure 2. Community GHG Emissions for 2005, 2007, 2010, and 2012

Table 4. Community GHG Emissions for 2005, 2007, 2010, and 2012

Sector	2005 (MT CO ₂ e)	% of Total	2007 (MT CO ₂ e)	% of Total	2010 (MT CO ₂ e)	% of Total	2012 (MT CO ₂ e)	% of Total
On-road Transportation	154,556	45%	150,538	44%	145,373	46%	141,488	46%
Commercial/ Industrial Energy	81,623	24%	80,482	23%	78,321	25%	75,827	24%
Residential Energy	67,855	20%	67,412	20%	69,368	22%	72,377	23%
Water	21,912	6%	30,611	9%	13,327	4%	12,506	4%
Solid Waste	11,830	3%	11,682	3%	7,879	2%	5,979	2%
Off-Road Sources	1,882	1%	2,061	1%	1,820	1%	1,781	1%
Wastewater	140	<1%	107	<1%	107	<1%	107	<1%
Total	339,798		342,893		316,195		310,065	
% Change from 2005	--		0.9%		-6.9%		-8.8%	

Activity data can provide more insight into behavioral changes in the community, as these data are not affected by emission factors. Table 5 summarizes activity data for each sector and subsector. The activity data show that Residential Energy increased from 2005 to 2012, while Vehicle Miles Traveled, Commercial/Industrial Energy, Solid Waste, and decreased from 2005 to 2012, all of which mirror the emissions trends. Wastewater and Off-road emissions use indicator data to attribute county-level emissions to the City and the indicator data are also shown in Table 5.

Demographic data also help provide perspective to changes in emissions over time. Table 6 shows the number of households, jobs, population, and service population (jobs + population) for each inventory year. Energy emissions in particular often reflect trends in demographic data. For example, the slight increase in households between 2005 and 2012 mirrors the small increase in Residential Energy emissions and the decrease in Commercial Energy emissions from 2005 to 2012 mirrors the decrease in jobs during the same period.

Table 5. Activity Data used in 2005, 2007, 2010, and 2012 Community Inventories

Sector	2005	2007	2010	2012	% Change 2005 to 2012
On-road Transportation					
Total Vehicle Miles Traveled	295,559,253	290,605,266	287,939,838	286,874,776	-2.9%
Residential Energy					
Electricity (kWh)	98,244,689	102,974,828	102,830,336	103,874,968	5.7%
Natural Gas (therms)	7,147,953	7,103,109	7,478,906	7,364,309	3.0%
Commercial/Industrial Energy					
Electricity (kWh)	227,939,926	234,601,443	227,032,242	199,193,850	-12.6%
Natural Gas (therms)	2,327,389	2,435,647	2,439,055	2,280,694	-2.0%
Solid Waste					
Landfilled (tons)	47,106	46,827	31,939	23,966	-49.1%
ADC (tons) ¹	1,994	824	113	424	-78.7%
Water and Wastewater					
Water (MG)	4132	5954	3574	3366	-18.5%
Recycled Water (MG)	0.0	0.0	219.1	148.5	<1%
Wastewater (City portion of countywide residents)	0.36%	0.36%	0.36%	0.36%	-1.9%
Off-road Sources² (% of LA County emissions attributed to the City)					
Lawn & Garden (% Households)	0.46%	0.44%	0.43%	0.43%	-5.5%
Construction (% Building permits)	0.68%	0.72%	0.60%	0.57%	-15.5%
Industrial (% Manufacturing jobs)	0.22%	0.19%	0.19%	0.19%	-13.8%
Light Commercial (% Other jobs)	0.43%	0.37%	0.37%	0.37%	-14.3%
Recreation (Population weighted by income)	0.86%	0.85%	0.84%	0.81%	-6.5%
Agriculture (% Ag. Jobs)	0.00%	0.00%	0.00%	0.06%	<1%

1 ADC is Alternative Daily Cover, which is green waste (grass, leaves, and branches) that is used to cover landfill emissions. They are reported separately by CalRecycle and therefore shown separately here.

2 Off-road emissions are available at the county level through CARB's OFFROAD model. Emissions attributable to the City were derived using indicator data related to the off-road source. For example, the percentage of households in the City compared to the county was used to attribute the same percentage of lawn & garden equipment emissions to the City. See Appendix B for more methodology details.

Table 6. Demographic Data for 2005, 2007, 2010, and 2012

	2005	2007	2010	2012	% Change 2005-2012
Population	35,667	35,051	35,168	35,239	-1.2%
Households	14,523	14,249	14,038	14,028	-3.4%
Jobs	18,392	15,745	14,419	14,800	-19.5%
Service Population (Population + Jobs)	54,059	50,796	49,587	50,039	-7.4%

Source: SCAG

Energy

The EECAP ultimately will focus on increasing energy efficiency and reducing GHG gases from energy; therefore, it is important for the City to understand its current energy consumption to make informed decisions for reducing energy-related emissions. Energy use consists of electricity and natural gas. Emissions from Commercial/Industrial and Residential energy use account for 44% of the total community emissions in 2005 and 48% in 2012. Table 7 shows the breakdown in activity (kWh or therms) and GHG emissions by sector and energy source.

Table 7. Activity Data and GHG Emissions of Energy in 2005 and 2012

Sector	2005		2012		% Change in Activity 2005-2012	% Change in Emissions 2005-2012
	Activity (kWh or therms)	Emissions (MT CO ₂ e)	Activity (kWh or therms)	Emissions (MT CO ₂ e)		
Commercial/ Industrial						
Electricity	227,939,926	69,247	199,193,850	63,699	-12.6%	-8.0%
Natural Gas	2,327,389	12,376	2,280,694	12,128	-2.0%	-2.0%
Residential						
Electricity	98,244,689	29,846	103,874,968	33,217	5.7%	11.3%
Natural Gas	7,147,953	38,009	7,364,309	39,160	3.0%	3.0%
Total (MT CO ₂ e)		149,478		148,204		-0.9%

Commercial electricity use decreased 12.6% between 2005 and 2012; however, emissions decreased by only 8%. Residential electricity use increased by about 5.7% but emissions increased by more than 11%. The difference between the change in activity data and emissions data is due to the emission factor used for electricity for 2005 and 2012. Emission factors convert activity data into GHG emissions and electricity emission factors vary annually based on how electricity is generated by the electricity provider (i.e., the amount of renewables, natural gas, coal, etc.). In 2005, Southern California Edison (SCE) generated electricity that resulted in an emission factor of 669.7 CO₂e. In 2012, SCE’s electricity generation resulted in an emission factor of 705.0 CO₂e. Therefore, a kilowatt-hour of electricity used in 2012 emitted more GHGs than a kilowatt-hour of electricity used in 2005. Future emissions could increase or decrease based on changes to SCE’s emission factors, which the City cannot directly affect, or through changes in usage, which can be affected by changes in local policy, outreach, or incentive programs.



Electricity-Related Emissions



All emissions are comprised of activity data and the emission factor, or GHG-intensity, of that activity. For electricity, the activity data are the kilowatt-hours (kWh) used by the city’s residents and businesses and the energy intensity is based on the sources of power that Southern California Edison uses to generate electricity. Changes to either component can affect the GHG emissions from electricity in the City.

Unlike electricity, the emission factor for natural gas is estimated on a national basis and remains fairly constant over time. Therefore, the natural gas GHG emissions follow the same trend as usage. In Manhattan Beach, Commercial/Industrial natural gas consumption (therms) decreased by 2% from 2005 to 2012; therefore the emissions also declined 2%. Residential natural gas therms used and GHG emissions increased nearly 3% from 2005 to 2012. Figure 3 shows the trend in electricity and natural gas emissions from 2005 to 2012 for the Commercial/Industrial and Residential sectors.

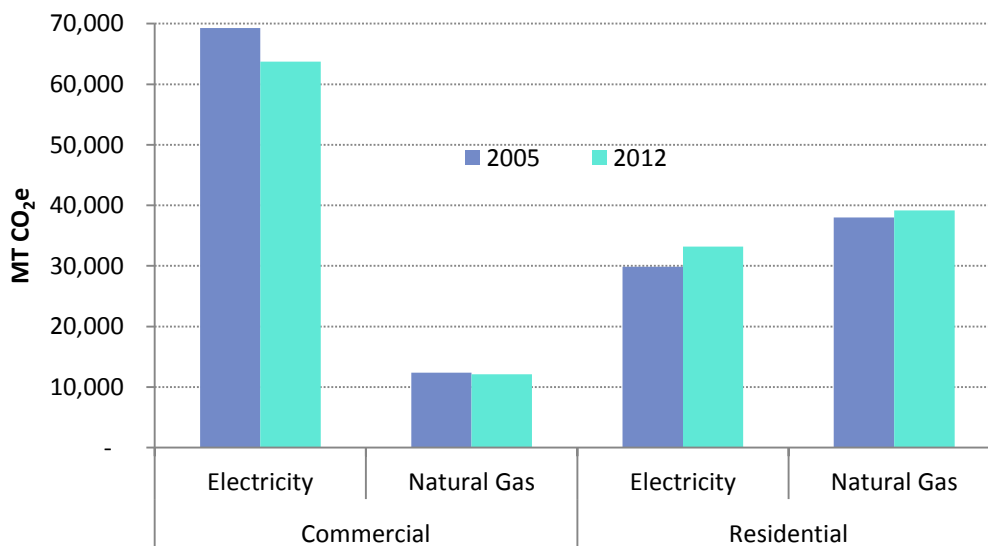


Figure 3. GHG Emissions for Community Electricity and Natural Gas, by Sector

Municipal Emissions

As described earlier, a municipal GHG emissions inventory is a subset of the community inventory. The municipal inventory includes emissions from activities conducted as part of government operations in the City. While emissions from government operations are normally a fraction of the overall community emissions, the City has the most direct control over municipal emissions and the City can demonstrate leadership in the community by adopting and implementing energy and GHG reduction strategies. This section presents the findings of the municipal inventory for 2005 (the baseline year), 2007, 2010, and 2012. It also provides more specific detail and findings on the energy sectors, which will form the basis of the reduction measures the City identifies in the EECAP.

2005—2012 Emissions Summary

- **Municipal emissions have decreased 9% from 2005 to 2012, from 5,321 MT CO₂e to 4,854 MT CO₂e.**
- **The City reduced emissions in the Fleet & Equipment, Employee Commute, and Solid Waste sectors. The greatest reductions were achieved in the Fleet & Equipment sector (886 MT CO₂e reductions).**
- **Emissions from municipal operations accounted for less than 2% of community emissions in 2012.**

The City's Fleet & Equipment is the sector with the largest percentage of emissions in 2005 (48%) and 2012 (34%), although emissions from this sector decreased 35% over the period, from 2,543 to 1,657 MT CO₂e (Figure 4). The second largest-emitting sector for 2005 was Employee Commute, which dropped by 50% by 2012 (from 757 MT CO₂e to 382 MT CO₂e), making it the fourth largest-emitting sector in 2012. Emissions from the Solid Waste sector also decreased over the period. Buildings & Facilities increased emissions 83% between 2005 and 2012 (from 804 MT CO₂e to 1,471 MT CO₂e). One key contributor to the large increase in emissions of the Buildings & Facilities is the opening of the Fire Department 1 in 2006. Emissions from the Water Delivery, SCE-owned Outdoor Lights and City-owned Outdoor Lights sectors also increased from 2005 to 2012 and are detailed in Table 8. Some City-owned outdoor lighting accounts have been re-categorized to SCE-owned outdoor lighting from 2005 to 2012 for improved accuracy of categorization. This change may partially contribute to the increase in SCE-owned outdoor lighting emissions.

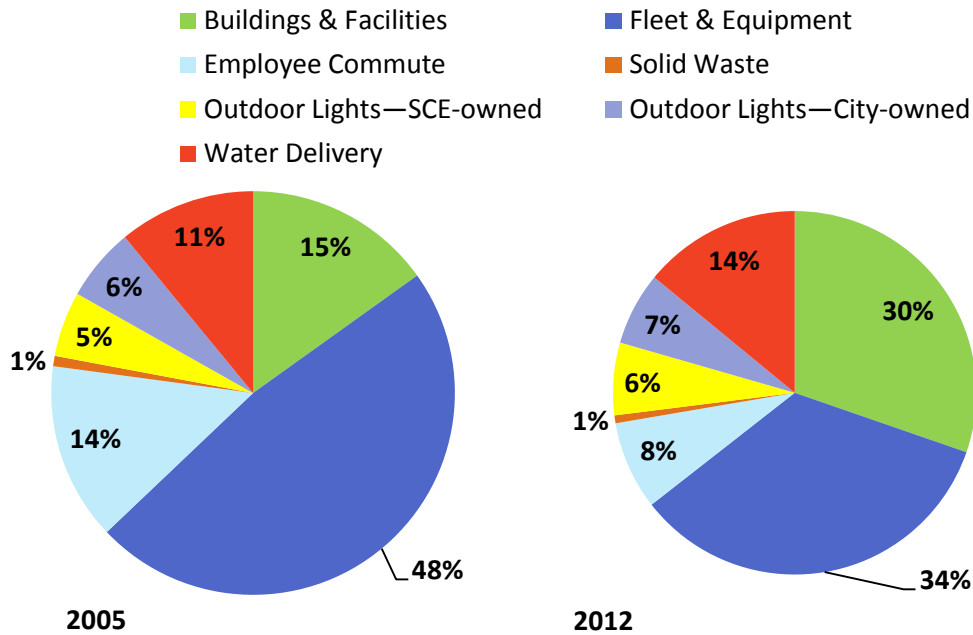


Figure 4. Municipal GHG Emissions by Sector for 2005 and 2012

Table 8. Municipal GHG Emissions by Sector for 2005 and 2012

Sector	2005 (MT CO ₂ e)	2012 (MT CO ₂ e)	% Change 2005 to 2012
Fleet & Equipment	2,543	1,657	-35%
Employee Commute	757	382	-50%
Water Delivery	583	682	17%
Buildings & Facilities	804	1,471	83%
Outdoor Lights—City-owned	312	315	1%
Outdoor Lights—SCE-owned	278	313	13%
Solid Waste	44	34	-23%
Total	5,321	4,854	-9%

Note: City-Owned Outdoor Lights includes streetlights and traffic signals. SCE-Owned Outdoor Lights includes streetlights and outdoor lighting. Water Delivery includes water, stormwater, and wastewater pumping and irrigation.

2005, 2007, 2010, and 2012 Inventories

Figure 5 and Table 9 show the municipal GHG emissions by sector for all four inventory years. Emissions peaked in 2005 (5,321 MT CO₂e) and were the lowest in 2010 (4,854 MT CO₂e).

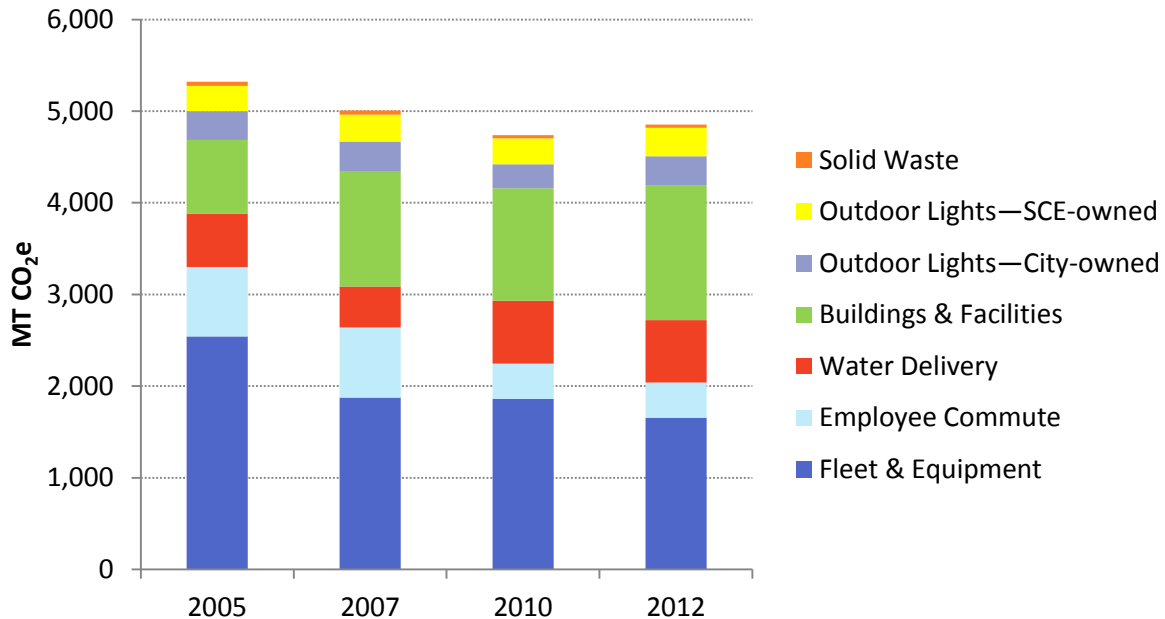


Figure 5. Municipal GHG Emissions for 2005, 2007, 2010, and 2012

Table 9. Municipal GHG Emissions for 2005, 2007, 2010, and 2012

Sector	2005 (MT CO ₂ e)	% of Total	2007 (MT CO ₂ e)	% of Total	2010 (MT CO ₂ e)	% of Total	2012 (MT CO ₂ e)	% of Total
Fleet & Equipment	2,543	48%	1,874	37%	1,861	39%	1,657	34%
Buildings & Facilities	804	15%	1,262	25%	1,226	26%	1,471	30%
Employee Commute	757	14%	767	15%	383	8%	382	8%
Water Delivery	583	11%	446	9%	688	15%	682	14%
Outdoor Lights— City-owned	312	6%	321	6%	261	6%	315	7%
Outdoor Lights— SCE-owned	278	5%	293	6%	284	6%	313	6%
Solid Waste	44	1%	45	1%	34	1%	34	1%
Total	5,321		5,008		4,737		4,854	

Table 10 summarizes activity data for each sector and subsector.

Table 10. Activity Data used in 2005, 2007, 2010, and 2012 Municipal Inventories

Sector	2005	2007	2010	2012	% Change 2005 to 2012
Buildings & Facilities—Other					
Electricity (kWh)	2,250,269	3,567,925	2,949,015	3,465,274	54%
Natural Gas (therms) ¹	22,767	44,231	70,811	68,113	199%
Outdoor Lights					
City-owned (kWh)	1,028,193	1,115,187	907,498	984,535	-4%
SCE-owned (kWh)	914,005	1,016,465	985,425	979,147	7%
Fleet & Equipment					
City-owned Fleet					
Gasoline (gallons)	88,778	81,971	80,422	80,973	-9%
Diesel (gallons) ²	19,331	14,421	12,776	13,660	-29%
CNG (standard cubic feet)	422,715	442,112	301,440	301,440	-29%
Contracted³					
Gasoline (gallons) ⁴	9,000	9,000	9,000	0	-100%
Diesel (gallons) ^{4,5}	33,194	11,152	11,152	3,125	-91%
LPG (gallons)	1,330	19,753	23,759	5,590	320%
CNG (standard cubic feet)	0	0	0	885,280	--
LNG (gallons) ⁴	198,528	116,577	116,577	116,577	-41%
Employee Commute⁶					
Gasoline (vehicle miles traveled)	1,736,058	1,778,461	887,427	887,427	-49%
Diesel (vehicle miles traveled)	-	-	7,345	7,345	--
# Full-time equivalent employees	419	423	320	316	-24%
Solid Waste⁷					
Generated Waste (tons)	138	139	139	139	1%
Water Delivery					
Electricity (kWh)	1,917,800	1,550,882	2,388,490	2,133,921	11%

Notes: Data for 2005 and 2007 were taken from the Manhattan Beach Municipal Greenhouse Gas Emissions Inventory Report (2009).

1 Natural Gas from City Fleet was subtracted from provided Natural Gas data.

2 Ultra-low Sulfur Diesel (ULSD) data were included in Diesel fuel.

3 The City contracted services to Tru Green until its contract was discontinued in 2011. The City then switched to Athens, which used diesel and CNG fuel for its vehicles.

4 Data for 2010 was not available. 2007 data was assumed for 2010.

5 Diesel fuel is a combination ULSD gallons and Diesel gallons.

6 Employee Commute survey conducted in 2014 and adjusted based on the number of employees in 2010 and 2012.

7 Data for 2010 and 2012 were not available. 2007 data was assumed for 2010 and 2012.

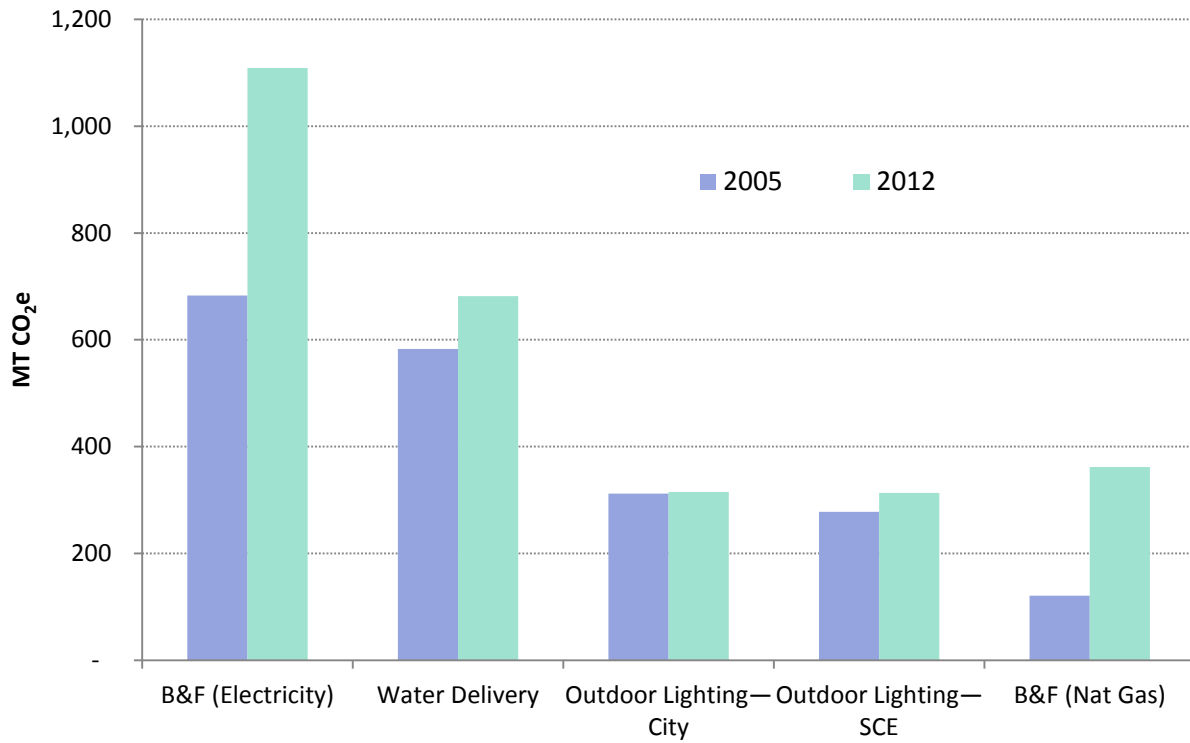
Energy

As with the community emissions, the EECAP will focus on increasing energy efficiency and reducing GHG gases from energy within municipal operations. The City has more direct control over energy-related emissions than other sectors, such as employee commute. Municipal energy use includes Buildings & Facilities, SCE-owned Outdoor Lights, City-owned Outdoor Lights, and Water Delivery. Energy accounted for 37% of total emissions in 2005 and 57% in 2012. While both electricity and natural gas are used for Building & Facilities, Outdoor Lights and Water Delivery only use electricity. Emissions from energy increased 41% from 2005 to 2012; electricity-based emissions increased 30% and natural gas related emissions increased 199% (Table 11). Electricity emissions increased for each sector. As with community energy, municipal emissions use variable electricity emission factors and constant natural gas emission factors.

Table 11. Activity Data and GHG Emissions of Municipal Energy in 2005 and 2012

Sector	2005		2012		% Change in Activity 2005-2012	% Change in Emissions 2005-2012
	Activity (kWh or therms)	Emissions (MT CO ₂ e)	Activity (kWh or therms)	Emissions (MT CO ₂ e)		
Buildings & Facilities						
Electricity	2,250,269	683	3,465,274	1,109	54%	62%
Natural Gas	22,767	121	68,113	362	199%	199%
Outdoor Lights—SCE-owned						
Electricity	914,005	278	979,147	313	7%	13%
Streetlights & Traffic Signals—City-owned						
Electricity	1,028,193	312	984,535	315	-4%	1%
Water Delivery						
Electricity	138	583	139	682.00	1%	17%
Total (MT CO ₂ e)		1,977		2,781		41%

Figure 6 shows the trend in electricity and natural gas emissions from 2005 to 2012 for the municipal energy sectors.



Note: B&F is Buildings and Facilities.

Figure 6. GHG Emissions for Municipal Electricity and Natural Gas, by Sector

Inventory Forecasts

GHG emissions are forecast using two scenarios: a Business-as-Usual (BAU) and an Adjusted BAU scenario. The BAU scenario describes emissions based on projected growth in population and employment and does not consider policies that will reduce emissions in the future (that is, the policies in place in 2012 are assumed to remain constant through 2035). The Adjusted BAU scenario describes emissions based on projected growth *and* considers policies that will achieve GHG reductions in the future. Policies, described in detail below, include State-adopted or approved legislation that will affect future emissions. By evaluating the two scenarios, the City can see the effect that existing policies may have on future emissions and be better able to determine how local measures can provide additional reductions. Two future years are forecasted for each scenario: 2020 and 2035. The 2020 forecast year is consistent with the goals identified in Assembly Bill (AB) 32, which identifies a statewide GHG reduction target by 2020. The 2035 forecast year will allow the City to develop long-term strategies to continue GHG reductions beyond 2020.

Business-as-Usual Forecasts

The BAU forecasts estimate future emissions using current (2012) consumption patterns and emission factors with the anticipated growth in the City. Anticipated growth is estimated using data from regional planning scenarios developed by the Southern California Association of Governments (SCAG), the City, and other relevant sources (Table 12). The most relevant growth factors are used to project emissions by sector. For example, future Residential Energy emissions were developed using current energy use per household (from the 2012 inventory) and the anticipated number of households in the future. Actual energy use is a function of several variables, not only the number of households; however, this approach is supported by current protocols and best practices within the State and provides a consistent approach to forecasting. Compound annual growth rates were developed using the growth projections from 2012 to 2020 and from 2021 to 2035, as shown Table 12.

In general, the City is expecting modest growth to 2020 and 2035 as population and jobs are expected to increase. SCAG is projecting fewer vehicle miles traveled from 2012 to 2020 despite population and job growth, but that trend is reversed after 2020, when vehicle miles traveled will again increase. Due to the relatively low growth, the City does not anticipate major staffing changes in its government services.

Community Business-as-Usual Forecast

- **BAU community emissions are expected to decrease nearly 8% from baseline levels by 2020 and 4% by 2035.**

The City's BAU emissions in 2020 are estimated to be 313,714 MT CO₂e, or a nearly 8% decrease from baseline (2005) emissions. By 2035, emissions are estimated to decrease 4% from the baseline level to 327,070 MT CO₂e (Table 13).

Table 12. Growth Factors for 2012, 2020, and 2035

Sector	Demographic Indicator	2012	2020	2035	2012-2020 CAGR ¹	2020-2035 CAGR ¹
Transportation	Vehicle Miles Traveled	286,874,776	263,000,432	275,739,334	-1.08%	0.32%
Solid Waste, Water, Wastewater, Off-road Sources	Service Population (Population + Jobs)	50,039	51,600	53,200	0.38%	0.20%
NA ²	Population	35,239	35,500	36,000	0.09%	0.09%
Residential Energy	Households	14,028	14,100	14,100	0.06%	0.00%
Commercial/Industrial Energy	Jobs	14,800	16,100	17,200	1.06%	0.44%
Municipal Jobs	Municipal Emissions ³	251 F/T 130 P/T	251F/T 130 P/T	251 F/T 130 P/T	0%	0%

Source: SCAG 2012

F/T: Full-time employees; P/T: Part-time employees

1 Compound annual growth rate.

2 Not Applicable. Population data are shown for informational purposes but are not used for forecasting any sector.

3 The number of jobs in the City is used as an indicator for all municipal operation emissions.

Table 13. Community BAU Forecast

Sector	2005 (MT CO ₂ e)	2012 (MT CO ₂ e)	2020 (MT CO ₂ e)	% Change 2012-2020	2035 (MT CO ₂ e)	%Change 2012-2035
On-road Transportation	154,556	141,488	137,916	-3%	144,597	2%
Commercial Energy	81,623	75,827	81,985	8%	87,586	16%
Residential Energy	67,855	72,377	72,702	0%	72,702	0%
Solid Waste	11,830	5,979	6,154	3%	6,345	6%
Water	21,912	12,506	12,873	3%	13,272	6%
Wastewater	140	107	110	3%	114	7%
Off-road Sources	1,882	1,781	2,001	12%	2,454	38%
Total	339,798	310,065	313,741	1%	327,070	5%
% Change from 2005		-8.8%	-7.7%		-3.7%	

Municipal Business-as-Usual Forecast

- **BAU municipal emissions are expected to be 9% below baseline levels in 2020 and 2035.**

The City is not anticipating growth in city services by 2020 or 2035 from current (2012) levels; therefore, the activity data for all sectors are assumed to remain constant from 2012. Therefore, the emissions in 2020 and 2035 will be equal to those in 2012 under a BAU scenario (Table 14). However, since 2012 emissions were lower than the baseline, future municipal emissions are also projected to be significantly lower than in 2005. In 2020 and 2035, municipal emissions are estimated to be 9% below baseline emissions in the BAU Forecast.

Table 14. Municipal BAU Forecast

	2005 (MT CO ₂ e)	2012 (MT CO ₂ e)	2020 (MT CO ₂ e)	% Change 2012-2020	2035 (MT CO ₂ e)	% Change 2012-2035
Vehicle Fleet	2,543	1,657	1,657	0%	1,657	0%
Buildings & Facilities	804	1,471	1,471	0%	1,471	0%
Employee Commute	757	382	382	0%	382	0%
Outdoor Lights	590	628	628	0%	628	0%
Water Delivery	583	682	682	0%	682	0%
Solid Waste	44	34	34	0%	34	0%
Total	5,321	4,854	4,854	0%	4,854	0%
% Change from 2005		-9%	-9%		-9%	

Adjusted Business-as-Usual Forecasts

State legislation has been approved and/or adopted that will reduce GHG emissions in the City. These policies do not require additional local action, but should be accounted for in the City's emissions forecasts to provide a more accurate picture of future emissions and the level of local action needed to reduce emissions to levels consistent with State recommendations. This forecast is called the Adjusted BAU forecast. The measures are described briefly below.

Low Carbon Fuel Standard. The Low Carbon Fuel Standard (LCFS) was developed as a result of Executive Order S-1-07, which mandates that the carbon intensity of transportation fuels in California are lowered 10% by 2020. The State is currently implementing this standard, which is being phased in and will achieve full implementation in 2020.

Assembly Bill (AB) 1493 and Advanced Clean Cars. AB 1493 directed CARB to adopt GHG standards for motor vehicles through model year 2015 that would result in reductions in GHG emissions by up to 25% in 2030. In addition, the State's Advanced Clean Cars program includes additional components that will further reduce GHG emissions statewide, including more stringent fuel efficiency standards for model years 2017–2025 and support infrastructure for the commercialization of zero-emission vehicles. CARB

anticipates additional GHG reductions of 3% by 2020, 27% by 2035, and 33% by 2050³. These are also known as “Pavley I” and “Pavley II” regulations.

California Building Code Title 24. California’s building efficiency standards are updated regularly to incorporate new energy efficiency technologies. The code was most recently updated in 2013 and went into effect for new development in 2014. For projects implemented after January 1, 2014, the California Energy Commission estimates that the 2013 Title 24 energy efficiency standards will reduce consumption by an estimated 25% for residential buildings and 30% for commercial buildings, relative to the 2008 standards. These percentage savings relate to heating, cooling, lighting, and water heating only; therefore, these percentage savings were applied to the estimated percentage of energy use by Title 24.

Renewable Portfolio Standard. The Renewable Portfolio Standard (RPS) requires energy providers to derive 33% of their electricity from qualified renewable sources. This is anticipated to lower emission factors (i.e., fewer GHG emissions per kilowatt-hour used) statewide. Therefore, reductions from RPS are taken for energy embedded in water, which uses energy sources throughout the state to move from the water source area to the City. However, no credit was taken for this measure for the SCE service region (i.e., for residential and commercial electricity used in the City supplied by SCE). Analysis of SCE’s current portfolio and the sources needed to replace the nuclear generation that has been taken out of service has revealed great uncertainty in how SCE’s emission factors may change over time. Therefore, the emission factor used in the 2012 inventory and the BAU forecast was also used in the Adjusted BAU forecast.

Senate Bill X7-7. California’s SB X7-7 requires water suppliers to reduce urban per capita water consumption 20% from a baseline level by 2020. The City supplies water to its community through its municipal water service and the reductions in GHG emissions from SB X7-7 were calculated by applying the reduction goals established by the City to its population in 2020 and 2035.

Community Adjusted Business-as-Usual Forecast

- **Emissions are expected to decrease under the Adjusted BAU forecast and will be 17.5% lower in 2020 than 2005 and 27% lower than 2005 levels by 2035.**

The City’s Adjusted BAU emissions in 2020 are estimated to be 280,267 MT CO₂e in 2020 and 247,265 MT CO₂e in 2035 (Table 15). This change represents a 17.5% reduction from 2005 by 2020 and 27% reduction by 2035. Due to the stringent State vehicle standards, the emissions from the Transportation sector are expected to decrease significantly over time, while the proportion of emissions from Residential and Non-residential Energy will increase. Emissions from Solid Waste are expected to increase over time but account for less than 10% of total emissions.

³ [CARB Advanced Clean Cars Summary Sheet](#)

Table 15. Community Adjusted BAU Emissions

Sector	2005 (MT CO ₂ e)	2012 (MT CO ₂ e)	2020 (MT CO ₂ e)	2020 % of Total	2035 (MT CO ₂ e)	2035 % of Total
Transportation & Mobile Sources	156,438	143,269	112,545	41%	75,846	31%
Non-Residential Energy	81,623	75,827	80,882	29%	85,243	35%
Residential Energy	67,855	72,377	72,673	26%	72,673	29%
Water & Wastewater	22,052	12,613	8,013	3%	7,158	3%
Solid Waste	11,830	5,979	6,154	2%	6,345	3%
Total	339,798	310,065	280,267	100%	247,265	100%
% Change from 2005		-9%	-17.5%		-27.2%	

Municipal Adjusted Business-as-Usual Forecast

- Under an Adjusted BAU forecast, the City's emissions will be 11% below 2005 levels in 2020 and 2035.

The City's Municipal Adjusted BAU emissions in 2020 and 2035 are estimated to be 4,710 MT CO₂e, which is 11% below the 2005 baseline level (Table 16). The Adjusted BAU emissions are slightly lower than the BAU emissions due to the Low Carbon Fuel Standard measure described earlier. The Low Carbon Fuel Standard would lower the carbon intensity of fuels used in both the City's Vehicle Fleet and Employee Commute sectors.

Table 16. Municipal Adjusted BAU Emissions

Sector	2005 (MT CO ₂ e)	2012 (MT CO ₂ e)	2020 (MT CO ₂ e)	2020 % of Total	2035 (MT CO ₂ e)	2035 % of Total
Vehicle Fleet	2,543	1,657	1,540	33%	1,540	33%
Buildings & Facilities	804	1,471	1,471	31%	1,471	31%
Employee Commute	757	382	355	8%	355	8%
Outdoor Lights	590	628	628	13%	628	13%
Water Delivery	583	682	682	14%	682	14%
Solid Waste	44	34	34	1%	34	1%
Total	5,321	4,854	4,710	100%	4,710	100%
% Change from 2005		-9%	-11%		-11%	

Reduction Targets

The State has set goals for reducing GHG emissions by 2020 and 2050 through AB 32 and Executive Order (EO) S-3-05, respectively. The State has also provided guidance to local jurisdictions as “essential partners” in achieving the State’s goals by identifying a 2020 recommended reduction goal. That goal, stated in the AB 32 Scoping Plan, was for local governments to achieve a 15% reduction below 2005 levels by 2020, which aligns with the State’s goal of not exceeding 1990 emissions levels by 2020⁴. In 2012, City staff recommended a GHG reduction target consistent with this approach for both the community and municipal operations. The State’s long term target is to emit no more than 20% of 1990 levels by 2050 (or, a reduction of 80% below 1990 levels by 2050). The State has not provided an interim target, nor has it provided guidance to local governments beyond the 2020 emissions target recommendations. It is however clear that the issue of climate change will not end in 2020 and continued reductions should be achieved to keep the State on a path toward the 2050 goal. A straight-line projection from the 2020 to 2050 goals would result in a reduction goal of 49% below 2005 levels by 2035.

Ultimately, the City will determine the level of reductions that it can and should achieve. The City has not made a recommendation for reduction goals past 2020 and the long-term recommended targets provided below are guidance based on consistency with the State’s goals.

Recommended Community Targets

In 2020, the City will meet the reduction target through existing efforts. In 2035, the City would need to reduce 73,968 MT CO₂e emissions below the Adjusted BAU scenario to meet the State-aligned target (Table 17 and Figure 7).

Table 17. State-Aligned GHG Reduction Targets

Sector	2005	2012	2020	2035
BAU Emissions (MT CO ₂ e)	339,798	310,065	313,741	327,070
Adjusted BAU Emissions (MT CO ₂ e)	339,798	310,065	280,267	247,265
State-Aligned Target (% change from 2005)			-15%	-49%
State-Aligned Target (% change from 2012)			-7%	-44%
State-Aligned Emissions Goal (MT CO ₂ e)			288,828	173,297
Reductions from Adjusted BAU needed to meet the Target (MT CO ₂ e)			Target Met	73,968

⁴ In an analysis, the State concluded that a 15% reduction in emissions from 2005 levels by 2020 would be equivalent to achieving 1990 emissions levels.

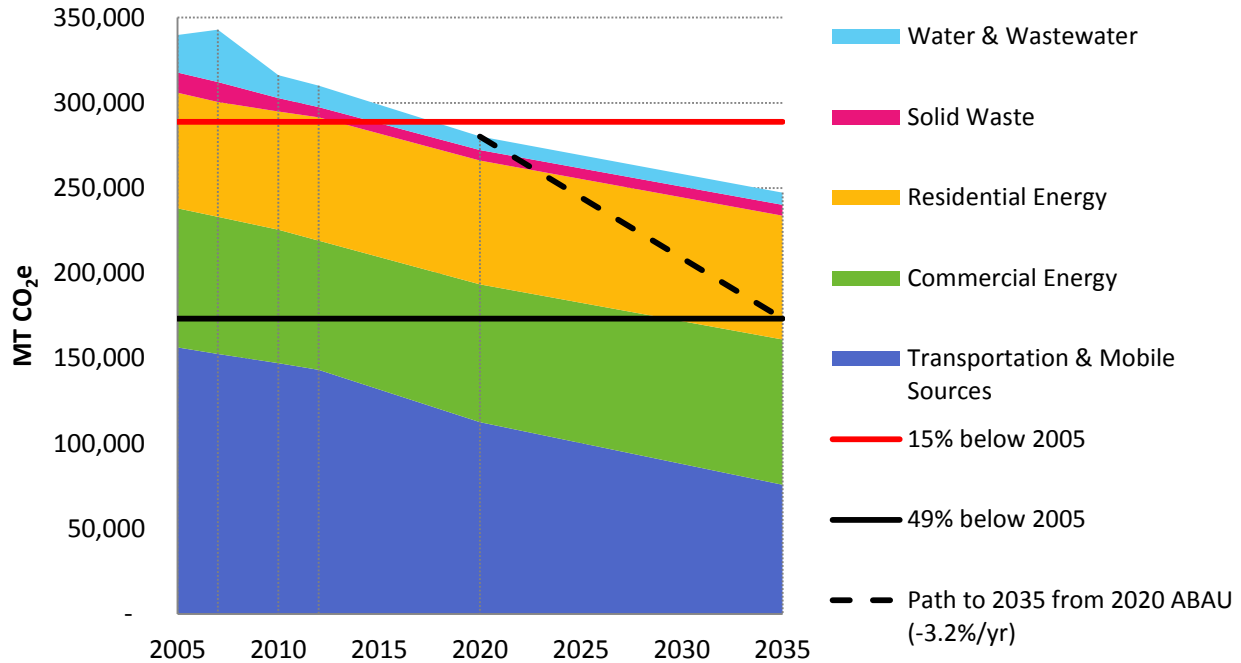


Figure 7. Community Emissions Inventories, Projections, and Targets

Recommended Municipal Targets

In 2020, the City will need to reduce its emissions by 187 MT CO₂e from the 2020 Adjusted BAU forecast to achieve a reduction goal consistent with the State (Table 18 and Figure 8). The City will also need to implement measures to achieve even greater GHG reductions beyond 2020. Early implementation of measures demonstrates the City’s commitment to the EECAP, leadership in the community, and allows the City to phase implementation of new strategies so that ongoing reductions may be achieved. By 2035, the City will need to reduce municipal operation emissions by 1,996 MT CO₂e from a 2035 Adjusted BAU forecast to meet a 49% reduction goal (below 2005 levels).

Table 18. State-Aligned Municipal GHG Reduction Targets

	2005	2012	2020	2035
BAU Emissions (MT CO ₂ e)	5,321	4,854	4,854	4,854
Adjusted BAU Emissions (MT CO ₂ e)	5,321	4,854	4,710	4,710
State-Aligned Target (% change from 2005)			-15%	-49%
State-Aligned Target (% change from 2012)			-7%	-44%
State-Aligned Emissions Goal (MT CO ₂ e)			4,523	2,714
Reductions from Adjusted BAU needed to meet the Target (MT CO ₂ e)			187	1,996

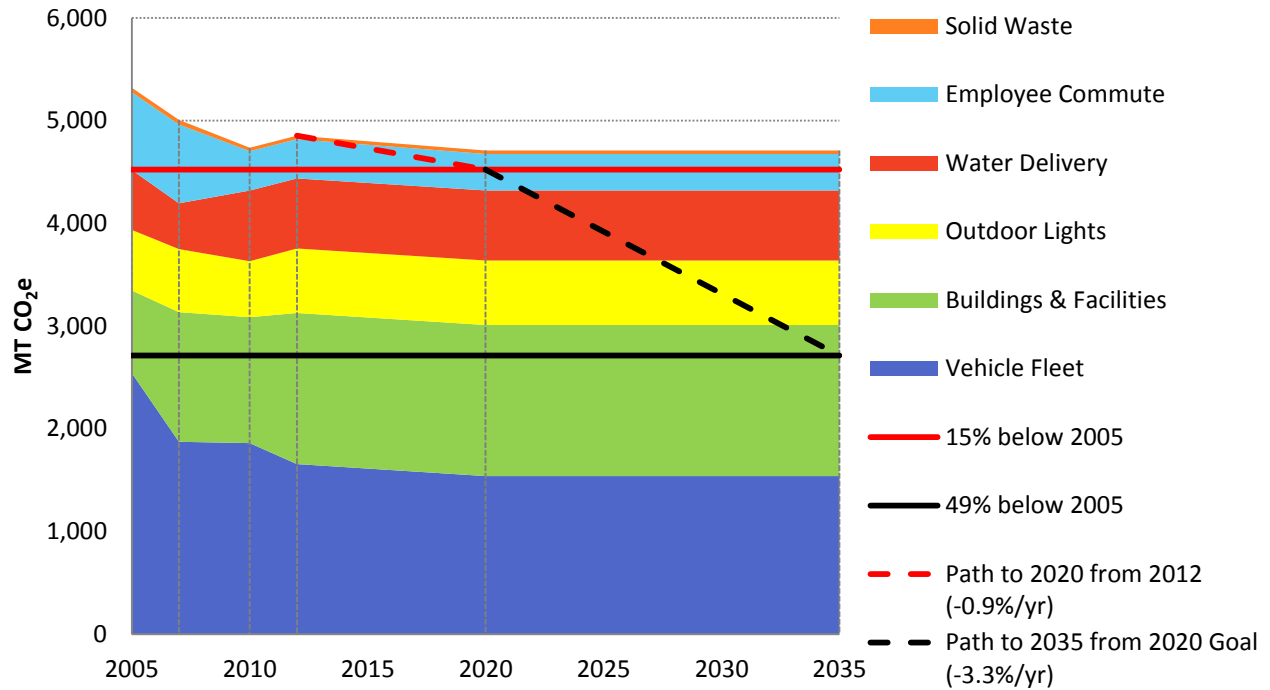


Figure 8. Municipal Emissions Inventories, Projections, and Targets

Conclusions and Next Steps

This Report presents the City’s community and municipal inventories, forecasts, and recommended reduction targets. It is the foundation of the EECAP and provides the City a first look at what will be needed to meet emissions reductions that are aligned with the State and to mitigate the City’s impacts on climate change. This Report also helps to guide the City in determining feasible energy efficiency reduction opportunities by detailing energy-related emissions, including electricity and natural gas from Residential and Commercial sectors.

The next steps in the EECAP process are to review the information provided in this Report and to determine preliminary GHG reduction targets for the community and municipal operations. The South Bay Cities Council of Governments will also begin to work with the City to identify local and subregional energy efficiency measures that could be implemented to reach the City’s emissions targets.

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Appendix A: Glossary of Terms

Adjusted Business-as-Usual: A GHG forecast scenario that accounts for known policies and regulations that will affect future emissions. Generally, these are state and federal initiatives that will reduce emissions from the business-as-usual scenario.

Baseline Year: The inventory year used for setting targets and comparing future inventories against.

Business-as-Usual (BAU): A GHG forecast scenario used for the estimation of greenhouse gas emissions at a future date based on current technologies and regulatory requirements and in the absence of other reduction strategies.

Carbon Dioxide Equivalent (CO₂e): This is a common unit for normalizing greenhouse gases with different levels of heat trapping potential. For carbon dioxide itself, emissions in tons of CO₂ and tons of CO₂e are the same, whereas one ton of nitrous oxide emissions equates to 298 tons of CO₂e and one ton of methane equates to 25 tons of CO₂e. The values are based on the gases' global warming potentials.

Community Inventory: GHG emissions that result from the activities by residents and businesses in the city. An inventory reports emissions that occur over a single calendar year.

Emissions Factor: A coefficient used to convert activity data into greenhouse gas emissions. The factor is a measure of the greenhouse gas intensity of an activity, such as the amount of CO₂ in one kilowatt-hour of electricity.

Global Warming Potential (GWP): The relative effectiveness of a molecule of a greenhouse gas at trapping heat compared with one molecule of CO₂.

Metric Ton (MT): Common international measurement for the quantity of greenhouse gas emissions. A metric ton is equal to 2205 lbs. or 1.1 short tons.

Municipal Inventory: GHG emissions that result from the activities performed as part of the government operations in the city and are a subset of the community inventory. An inventory reports emissions that occur over a single calendar year.

Reduction targets: GHG emissions levels not to be exceeded by a specific date. Reduction targets are often informed by state recommendations and different targets may be established for different years.

Sector: A subset of the emissions inventory classified by a logical grouping such as economic or municipal-specific category.

Appendix B: Methodology

This appendix provides a detailed description of the data sources, emission factors, policies, and assumptions used to develop the greenhouse gas (GHG) emissions inventories, forecasts under a business-as-usual (BAU) scenario, forecasts under an Adjusted BAU scenario, and the recommended GHG reduction targets.

Protocols

The GHG inventories for 2005, 2007, 2010, and 2012 were calculated using tools and guidance documents developed or supported by government agencies. Calculation protocols have been developed to ensure consistency among community and municipal inventories. Specifically, the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (Community Protocol) (ICLEI 2012) and the California Supplement (AEP 2013) were used for the community inventories and the Local Government Operations Protocol (LGOP) was used for the municipal inventories (CARB 2010). These protocols often have multiple calculation methods for a single emission source depending on the data available. There are two broad approaches for calculating emissions: “bottom-up” and “top-down”. A bottom-up approach relies on end-use data, such as the city-level electricity usage. A top-down approach relies on aggregated data that is allocated to the city based on population, employment, or other relevant indicator. Bottom-up calculations were performed whenever possible to provide the most detailed and likely accurate picture of emissions within a jurisdiction; however, when detailed data were not available, other appropriate methods were used and are described in this appendix. Data were also calculated and managed to best fit the GHG inventory and planning software tool used for this project, called ClearPath. ClearPath was developed by the Statewide Energy Efficiency Collaborative (SEEC) which is a partnership between several statewide agencies, utilities, and non-profits to assist cities and counties in climate mitigation planning. ClearPath is further described at californiaseec.org. In addition, a South Bay Cities Council of Governments (SBCCOG) User’s Guide is being developed as part of this project to help cities and SBCCOG to maintain the data and provide for consistent reporting of emissions over time.

Global Warming Potential Factors

The inventories include the three GHGs most relevant to community and municipal emissions: CO₂, CH₄, and N₂O. Each GHG differs in its ability to absorb heat in the atmosphere based on their molecular properties and expected lifetime in the atmosphere, and it is useful to describe emissions in one unit of measurement. That unit of measurement is a CO₂-equivalent, or CO₂e and Global Warming Potential (GWP) factors are used to standardize emissions from various GHGs. GWP factors, developed by the Intergovernmental Panel on Climate Change (IPCC), represent the heat-trapping ability of each GHG relative to that of CO₂. For example, the GWP factor of CH₄ is 25 because one metric ton (MT) of CH₄ has 25 times the heat-trapping capacity as one MT CO₂ (over a 100-year period). IPCC periodically updates the GWP factors of GHGs based on new science and updated background mixing ratios of CO₂. CO₂ always has a GWP factor of 1 and the other GHGs are calculated relative to CO₂. The California Air Resources Board (CARB) recently updated their GWP factors to align with the IPCC’s Fourth Assessment Report, as shown in Table B-1. GWP factors are unitless. Emissions in the inventories are reported in units of CO₂e.

Table B-1. Global Warming Potentials

	CO ₂	CH ₄	N ₂ O
GWP	1	25	298

Source: IPCC Fourth Assessment Report, 2007.

Activity Data

Activity data is the end-use consumption amount of a sector, such as kilowatt hours of electricity, therms of natural gas, and vehicle miles traveled for on-road transportation. In estimating the City’s historic GHG emissions, activity data at the City level were obtained when possible (a “bottom-up” approach). When not available, other data sources were used, generally at the county level (a “top-down” approach). Municipal data for 2005 and 2007 were obtained from the City’s previous inventory report. Other data were provided by the sources as identified Table B-2.

TableB-2. Activity Data Sources

Data	Data Source	Notes
Community Electricity	Southern California Edison	
Municipal Electricity	Southern California Edison	Maintained by SBCCOG
Community Natural Gas	Southern California Gas Company	
Municipal Natural Gas	Southern California Gas Company	
Community Water	City	
Vehicle Miles Traveled	Southern California Association of Governments (SCAG)	Origin-destination approach, described below
Demographic Data	SCAG	
Vehicle Fleet	City	
Employee Commute	City	
Off-Road Emissions	OFFROAD Model	County-level data
Waste	CalRecycle	

Origin-Destination VMT

For the community inventory, activity data (vehicle miles traveled) were based on an origin-destination approach used by the State in developing emissions target for metropolitan planning organizations under SB 375. This approach has also been the typical approach used in estimating emission within a city. This approach accounts for:

- Half of the emissions where one endpoint is in the City, for example either the origin or destination of the trip.
- All of the emissions where the trip begins and ends within the City.
- None of the emissions that are “pass-through”; that is, a trip passes through the City but does not begin or end within its boundary.

This approach is used to account for trips or portions of trips that the city may have some control over.

Community Activity Data

Community activity data are shown in Table B-3, except for off-road emissions, which are shown in Table B-4 for Los Angeles County.

Table B-3. Activity Data used in 2005, 2007, 2010, and 2012 Community Inventories

Sector	2005	2007	2010	2012	% Change 2005 to 2012
On-road Transportation					
Total Vehicle Miles Traveled	295,559,253	290,605,266	287,939,838	286,874,776	-2.9%
Residential Energy					
Electricity (kWh)	98,244,689	102,974,828	102,830,336	103,874,968	5.7%
Natural Gas (therms)	7,147,953	7,103,109	7,478,906	7,364,309	3.0%
Commercial/Industrial Energy					
Electricity (kWh)	227,939,926	234,601,443	227,032,242	199,193,850	-12.6%
Natural Gas (therms)	2,327,389	2,435,647	2,439,055	2,280,694	-2.0%
Solid Waste					
Landfilled (tons)	47,106	46,827	31,939	23,966	-49.1%
ADC (tons) ¹	1,994	824	113	424	-78.7%
Water and Wastewater					
Water (MG)	4132	5954	3574	3366	-18.5%
Recycled Water (MG)	0.0	0.0	219.1	148.5	<1%
Wastewater (City portion of countywide residents)	0.36%	0.36%	0.36%	0.36%	-1.9%
Off-road sources³ (% of LA County emissions attributed to the City)					
Lawn & Garden (% Households)	0.46%	0.44%	0.43%	0.43%	-5.5%
Construction (% Building permits)	0.68%	0.72%	0.60%	0.57%	-15.5%
Industrial (% Manufacturing jobs)	0.22%	0.19%	0.19%	0.19%	-13.8%
Light Commercial (% Other jobs)	0.43%	0.37%	0.37%	0.37%	-14.3%
Recreation (Population weighted by income)	0.86%	0.85%	0.84%	0.81%	-6.5%
Agriculture (% Ag. Jobs)	0.00%	0.00%	0.00%	0.06%	<1%

1 ADC is Alternative Daily Cover, which is green waste (grass, leaves, and branches) that is used to cover landfill emissions. They are reported separately by CalRecycle and therefore shown separately here.

2 Off-road emissions are available at the county level through CARB's OFFROAD model. Emissions attributable to the City were derived using indicator data related to the off-road source. For example, the percentage of households in the City compared to the county was used to attribute the same percentage of lawn & garden equipment emissions to the City. See Appendix B for more methodology details.

Table B-4. Emissions from Off-road Categories for Los Angeles County

Off-road Class	GHG Type	2005 (MT CO ₂ e /yr)	2007 (MT CO ₂ e /yr)	2010 (MT CO ₂ e /yr)	2012 (MT CO ₂ e /yr)
Agricultural Equipment	CO ₂	921.79	910.27	893.24	882.09
	CH ₄	0.19	0.17	0.14	0.12
	N ₂ O	0.01	0.01	0.01	0.01
Construction and Mining Equipment	CO ₂	268,646.23	277,541.76	290,911.26	299,875.79
	CH ₄	34.12	31.44	28.24	26.28
	N ₂ O	0.22	0.24	0.25	0.26
Industrial Equipment	CO ₂	8,099.90	8,562.29	9,255.58	9,870.65
	CH ₄	7.16	6.2	4.46	3.89
	N ₂ O	0.69	0.63	0.56	0.55
Lawn and Garden Equipment	CO ₂	2,581.13	2,737.30	2,968.71	3,215.02
	CH ₄	4.98	4.87	4.76	4.96
	N ₂ O	2.01	2.01	2.01	2.13
Light Commercial Equipment	CO ₂	5,300.36	5,572.36	5,979.92	6,387.77
	CH ₄	2.83	2.54	2.18	2.05
	N ₂ O	0.91	0.97	1.02	1.07
Recreational Equipment	CO ₂	286.54	309.8	343.68	369.04
	CH ₄	2.14	2.32	2.58	2.77
	N ₂ O	0.52	0.57	0.64	0.68

Municipal Activity Data

Municipal activity data are shown in Table B-5.

Employee Commute

Data for Employee Commute in ClearPath are entered as gasoline or diesel. Annual vehicle miles traveled is entered as is the percent of miles traveled by passenger cars, light trucks, and heavy trucks. City staff completed ridership surveys in 2014 through SurveyMonkey.com. The City had 117 responses to the survey, representing over 30% of employees. The results were used with the total number of City employees in 2010 and 2012 to estimate employee commutes in 2010 and 2012. Employee commute vehicle miles traveled by fuel type for 2005 and 2007 were taken from the City's previous GHG inventories.

Table B-5. Activity Data used in 2005, 2007, 2010, and 2012 Municipal Inventories

Sector	2005	2007	2010	2012	% Change 2005 to 2012
Buildings & Facilities					
Electricity (kWh)	2,250,269	3,567,925	2,949,015	3,465,274	54%
Natural Gas (therms)	22,767	44,231	73,826	71,128	212%
Outdoor Lights					
City-Owned (kWh)	1,028,193	1,115,187	907,498	984,535	-4%
SCE-Owned (kWh)	914,005	1,016,465	985,425	979,147	7%
Fleet & Equipment					
City-Owned Fleet					
Gasoline (gallons)	88,778	81,971	80,422	80,973	-9%
Diesel (gallons) ¹	19,331	14,421	12,776	13,660	-29%
CNG (standard cubic feet)	422,715	442,112	0	0	-100%
Contracted²					
Gasoline (gallons)	9,000	9,000	9,000	9,000	0%
Diesel (gallons) ³	33,194	11,152	11,152	11,152	-66%
LPG (gallons)	1,330	19,753	19,753	19,753	1385%
LNG (gallons)	198,528	116,577	116,577	116,577	-41%
Employee Commute⁴					
Gasoline (vehicle miles traveled)	1,736,058	1,778,461	887,427	887,427	-49%
Diesel (vehicle miles traveled)	-	-	7,345	7,345	--
# Full-time equivalent employees	419	423	320	316	-24%
Solid Waste⁵					
Generated Waste (tons)	138	139	139	139	1%
Water Delivery					
Electricity (kWh)	1,917,800	1,550,882	2,388,490	2,133,921	11%

Notes: Data for 2005 and 2007 were taken from the Manhattan Beach Municipal Greenhouse Gas Emissions Inventory Report (2009).

1: Ultra-low Sulfur Diesel (ULSD) data were included in Diesel fuel.

2: Data for 2010 and 2012 were not available. 2007 data were assumed for 2010 and 2012.

3: Diesel fuel is a combination ULSD gallons and Diesel gallons.

4: Employee Commute survey conducted in 2014 and adjusted based on the number of employees in 2010 and 2012.

5: Data for 2010 and 2012 were not available. 2007 data was assumed for 2010 and 2012.

Emission Factors

Emissions factors are used to convert activity data to GHG emissions. An emission factor is defined as the average emission rate of a given GHG for a given source, relative to units of activity. By definition, an emission factor is related to activity data. The emission factors used in the inventories are described by sector below.

Electricity

California utilities report the average CO₂ content per output of electricity on an intermittent basis. The CO₂-intensity of electricity varies by utility and year, due to changes in supply, renewable generation, and other factors. The community and municipal operations use electricity provided by SCE except for embedded energy in water, which travels throughout the state and therefore utilizes electricity from multiple utilities (and are shown under the Water Sector).

Southern California Edison

SCE reported CO₂ factors for 2005 and 2007 through the Climate Registry, and a CO_{2e} factor for 2012 in their [2012 Corporate Responsibility & Sustainability Report](#). When an emission factor is unknown for a certain year, it is standard to use the most recently-reported historic factor until (and if) there is an updated factor. There is no published SCE emission factor for 2010; therefore the factor for 2007 was used for SCE electricity-related emissions calculations in 2010 (Table B-6).

Table B-6. Southern California Edison Electricity Emission Factors

Year	CO ₂	CH ₄	N ₂ O	Proxy Year	Data Source
2005	665.72	0.03	0.011	NA	CO ₂ : Climate Registry. CH ₄ and N ₂ O: U.S. Community Protocol
2007	630.89	0.029	0.010	NA	CO ₂ : Climate Registry. CH ₄ and N ₂ O: U.S. Community Protocol
2010	630.89	0.029	0.010	2007	CO ₂ : Climate Registry. CH ₄ and N ₂ O: U.S. Community Protocol
2012	705 ¹	NA	NA	NA	2012 Corporate Responsibility & Sustainability Report

NA: Not Applicable.

1 The 2012 factor was reported as CO_{2e}; therefore, there are no CH₄ and N₂O factors.

Natural Gas Combustion

Emission factors for natural gas do not vary greatly over time or by supplier. Therefore, emission factors are U.S. averages as listed in the Community Protocol and are applied for all years (Table B-7).

Table B-7. Natural Gas Emission Factors

	CO ₂	CH ₄	N ₂ O	Data Source
kg /MMBtu	53.02	0.005	0.0001	U.S. Community Protocol

Transportation and Mobile Sources

EMFAC Model

CO₂ emission factors for transportation and mobile sources are calculated using the State-developed Emissions Factor (EMFAC) model, which can be downloaded at <http://www.arb.ca.gov/emfac/>. Emissions are available at the county level and emission factors were developed and applied to vehicle

miles traveled specific to each inventory year. Data are aggregated as annual emissions for all vehicle model years and speeds, but separated by vehicle category. Vehicle categories include light-duty autos, light-duty trucks, medium-duty vehicles, heavy-duty trucks, and motorcycles.¹ These categorizations are used to develop an emissions factor for gasoline and diesel vehicles. Emission factors were developed using total CO₂ exhaust, which includes emissions from vehicles in motion, idling, and ignition. While emissions from idling and ignitions are not directly related to mileage, they were included so that reductions from measures that may decrease idling could be accounted for in future inventories.

On-Road Transportation

Emissions were converted to emission factors as grams of CO₂ per mile for gasoline and diesel vehicle using EMFAC and a 3-step process (for each inventory year):

1. Calculate the vehicle-class average fuel efficiency (miles/gallon) using EMFAC vehicle miles traveled and gallons of fuel consumed for Los Angeles County;
2. Calculate the vehicle-class average CO₂ emission factor using EMFAC CO₂ emissions² and gallons of fuel consumed for Los Angeles County;
3. Calculate the average grams CO₂/mile traveled factor weighted by vehicle class miles traveled for Los Angeles County.

EMFAC does not provide emissions for CH₄ and N₂O; therefore, factors from the Community Protocol were used (Table B-8).

Table B-8. Fleet-Average Emission Factors

	Gasoline On Road Average Factor (grams/mile)			Diesel On Road Average Factor (grams/mile)		
	CO ₂	CH ₄	N ₂ O	CO ₂	CH ₄	N ₂ O
2005	466.062	0.030	0.034	1329.797	0.001	0.001
2007	464.019	0.028	0.029	1331.634	0.001	0.001
2010	458.638	0.028	0.029	1280.045	0.001	0.001
2012	442.657	0.028	0.029	1302.653	0.001	0.001

¹ Vehicle categories may use either EMFAC2007 or EMFAC2011 categorizations and result in the same data for the purposes of these inventories; EMFAC2007 categories were used here EMFAC2011 further disaggregates medium heavy-duty vehicles and heavy heavy-duty vehicles into 29 vehicle categories. This level of detail is not needed for these inventories. More information on vehicle categories is available at <http://www.arb.ca.gov/msei/vehicle-categories.xlsx>.

² For 2010 and 2012, the emissions accounting for the effects of existing policies (Pavley and Low Carbon Fuel Standard) were used. These standards did not exist in 2005 and 2007.

Employee Commute

Emissions from employee commute in the municipal operations are calculated using annual vehicle miles traveled for gasoline and diesel. CO₂ emissions are estimated using a default emission factor of 8.78 and 10.21 kg/gallon for gasoline and diesel, respectively³ and fuel economy, which is based on EMFAC outputs for each inventory year and vehicle class. Vehicle miles traveled are converted to CH₄ and N₂O emissions using emission factors from the Community Protocol. Table B-9 shows the miles per gallon and grams (CH₄ and N₂O) per mile used to estimate emissions from employee commute by vehicle class.

Vehicle Fleet

Vehicle fleet consists of City-owned and contracted vehicles used to perform City services. Vehicle Fleet requires input of gallons of fuel used by fuel type to estimate CO₂ emissions. Vehicle miles traveled are used to estimate CH₄ and N₂O. The factors used for the City are shown in Table B-9.

Table B-9. Employee Commute and Vehicle Fleet Emission Factors

		2005	2007	2010	2012
Gasoline					
Passenger Vehicle	MPG	21.700	21.875	22.027	22.064
	g CH ₄ /mi	0.030	0.028	0.028	0.028
	g N ₂ O/mi	0.034	0.029	0.029	0.029
Light Truck	MPG	16.575	16.666	16.795	16.823
	g CH ₄ /mi	0.035	0.031	0.031	0.031
	g N ₂ O/mi	0.049	0.043	0.043	0.043
Heavy Truck	MPG	12.754	12.806	12.854	12.856
	g CH ₄ /mi	0.033	0.033	0.033	0.033
	g N ₂ O/mi	0.013	0.013	0.013	0.013
Diesel					
Passenger Vehicle	MPG	27.558	27.662	29.006	29.889
	g CH ₄ /mi	0.001	0.001	0.001	0.001
	g N ₂ O/mi	0.001	0.001	0.001	0.001
Light Truck	MPG	27.032	27.251	27.705	28.498
	g CH ₄ /mi	0.001	0.001	0.001	0.001
	g N ₂ O/mi	0.001	0.001	0.001	0.001
Heavy Truck	MPG	17.343	17.588	18.797	18.858
	g CH ₄ /mi	0.005	0.005	0.005	0.005
	g N ₂ O/mi	0.005	0.005	0.005	0.005

Note: MPG is miles per gallon and is derived from EMFAC at the county level. CH₄ and N₂O emission factors are from the Community Protocol; Passenger Vehicle and Light Truck emission factors have data for 2005 and later; Heavy Truck only have 2010 data.

³ Information from ClearPath developers e-mail dated June 19, 2014.

Off-Road

Off-road emissions include emissions from agriculture, construction, industrial, lawn and garden, light commercial, and recreational equipment. Annual emissions of CO₂, CH₄, and N₂O are available at the county level from the State's OFFROAD model. To estimate values for each city, relevant indicator data are used to estimate the proportion of county-level emissions attributable to the city. Table B-10 lists the indicator used to estimate the City's portion of emissions for each category and Table B-11 shows City-specific data. City- and county-level indicator data were obtained from SCAG.

Table B-10. Off-road Emissions Indicators

Category	Indicator
Agriculture Equipment	Agriculture Jobs
Construction Equipment	Building Permits Issued
Industrial Equipment	Manufacturing Jobs
Lawn and Garden Equipment	Households
Light Commercial Equipment	Non- Manufacturing or Agriculture Jobs
Recreational Equipment	Population, Weighted by Median Income

Table B-11. Off-road Emissions Indicator Data

		Ag. Jobs	Building Permits	Mfg. Jobs	Households	Other Jobs ¹	Population	Income (\$)
2005	City	0	173	1,012	14,523	17,380	35,667	115,289
	County	13,562	25,623	461,099	3,178,736	4,045,922	9,816,200	48,606
	%	0.00%	0.68%	0.22%	0.46%	0.43%	0.86%	
2007	City	0	146	866	14,249	14,879	35,051	121,628
	County	13,562	20,303	461,099	3,224,053	4,045,922	9,780,800	51,439
	%	0.00%	0.72%	0.19%	0.44%	0.37%	0.85%	
2010	City	0	45	678	14,929	13,741	35,168	131,795
	County	10,598	7,466	362,157	3,454,093	3,758,244	9,818,605	56,000
	%	0.00%	0.60%	0.19%	0.43%	0.37%	0.84%	
2012	City	6	108	698	14,918	14,096	35,239	121,796
	County	10,798	18,926	369,005	3,454,093	3,829,313	9,889,632	53,880
	%	0.06%	0.57%	0.19%	0.43%	0.37%	0.81%	

Note: Some percentages may appear off due to rounding. Ag. = Agriculture. Mfg. = Manufacturing.

1 Other indicates non-manufacturing and non-agricultural.

Water

Emissions from water are indirect. Water requires energy to move from its source to final treatment and the energy for most of these processes is not captured in local utility data (i.e., the portion that is used in a home or business and therefore contained in the owner's utility bill). This portion is termed the "embedded energy" in water and particularly for southern California, the energy embedded in water is high and should be accounted for in a community inventory. The California Energy Commission (CEC)

developed a report, titled [Refining Estimates for Water-Related Energy Use in California](#), which estimates the energy required to supply, convey, distribute, and treat water in northern and southern California. Recycled water is less energy-intensive because it does not require the supply and conveyance energy. Outdoor water infiltrates into the ground and therefore does not have the wastewater energy treatment component. Therefore, the emission factors are adjusted to account for the proportion of recycled and outdoor water. The amount of water used for indoor or outdoor use was not available at the City level; however, the 2010 Los Angeles Department of Water & Power, Urban Water Management Plan states that 61% of water is for indoor use for the City of Los Angeles. The water usage is assumed to be similar for the South Bay sub-region. Therefore, the embedded energy in a million gallon (MG) of water in the City is estimated in Table B-12 using the CEC report and estimated indoor vs. outdoor water usage in the region.

Table B-12. Energy Embedded in Water

	Conventional ¹ (kWh/MG)	Recycled (kWh/MG)
Supply and Convey	9,727	--
Treatment	111	111
Distribution	1,272	1,272
Wastewater Treatment	1,911	1,911
Total	13,022	3,294
South Bay Factor	12,275.71	2,548.71

1 From CEC’s 2006 Refining Estimates for Water-Related Energy Use in California, for Indoor water use in southern California.

Statewide Average Electricity

For energy embedded in water, a statewide average emission factor is applied because water in the South Bay sub-region is supplied from various regions in the State (Table B-13). Similar to SCE data, statewide emission factors are not available for each inventory year. For 2010 and 2012, the 2009 statewide emission factors were used as the proxy year.

Table B-13. California Statewide Electricity Emission Factors

Year	CO ₂	CH ₄	N ₂ O	Proxy Year	Data Source
2005	948.28	0.03	0.011	NA	U.S. Community Protocol
2007	919.64	0.029	0.010	NA	U.S. Community Protocol
2010	658.68	0.029	0.006	2009	U.S. Community Protocol
2012	658.68	0.029	0.006	2009	U.S. Community Protocol

NA: Not Applicable.

Wastewater

The emissions for wastewater include the CH₄ and N₂O emissions from processing which consist of three sources: **stationary**, **process**, and **fugitive** emissions.

Stationary emissions are derived from combustion of digester gas at a centralized treatment facility. The City is served by the Los Angeles County Sanitation District’s Joint Water Pollution Control Plant (JWPCP). JWPCP is a centralized treatment facility that uses an anaerobic digester process and does not

employ a formal nitrification/denitrification (N/DN) system. Detailed information regarding the amount of digester gas produces was not available, so an alternative method using City population information was used. Default factors from the Community Protocol were applied to estimate CH₄ and N₂O emissions for stationary emissions. Although CO₂ emissions are also produced, the fuel source is considered a biofuel, and the resulting CO₂ emissions are considered “biogenic” and are not reported⁴.

Process emissions include N₂O emissions as a result of N/DN processes at the treatment facility. All wastewater facilities have emissions from N/DN—some facilities have a formal N/DN process, which would result in greater N/DN emissions, but for the JWPCP, N/DN emissions are solely a result of natural processes. The recommended approach to estimating these emissions is through the population served and default factors listed in the Community Protocol. In an advanced, centralized treatment facility, stationary and process emissions are relatively small compared to fugitive emissions. The Community Protocol, and likewise ClearPath, recommends multiplying the population-derived emissions by 1.25 to account for commercial and industrial discharges to the system. Regions without any commercial and industrial sources should use a factor of 1.0. Because the City is largely residential, a factor of 1.0 was applied to these emissions.

Fugitive emissions occur from inflow (septic systems) and effluent discharge. JWPCP reports facility-wide effluent, and effluent nitrogen content, which are factors used in estimating fugitive emissions (Table B-14). The City’s portion was determined by estimating the proportion of the population served by JWPCP. The ClearPath tool requires the daily N load in kg N per day. This is calculated using the factors listed in Table B-14 and the Community Protocol Equation WW.12:

$$\text{Daily N Load for the City (kg N/day)} = \text{Effluent} \times \text{Effluent Nitrogen Content} \times \text{gallons/liter} \\ \times \text{City Population/Service Population,}$$

Where Effluent is the facility-wide discharge in millions of gallons per day (MGD), Effluent Nitrogen Content is the average nitrogen content per volume (mg/L), and gallons/liter is a conversion factor (3.79). The Daily N Load entered into ClearPath was adjusted by a factor of 0.5 to account for the difference in emission factors for direct ocean discharge and stream/river discharge. In ClearPath, ocean discharge is not an option; however, the emissions are estimated to be ½ of those from discharge to a stream or river (see Community Protocol Appendix F). Therefore, the Daily N Load was adjusted by 0.5 to account for this difference.

Table B-14. Los Angeles County Joint Water Pollution Control Plant Data Used in Wastewater Fugitive Emissions

	2005	2007	2010	2012
Effluent (MGD)	403 ^a	296 ^b	237 ^c	264 ^d
Effluent Nitrogen content (mg/L)	40 ^a	36.7 ^b	39.7 ^e	41.1 ^d

a Default assumption based on influent.

b 2008 annual report data.

c 2011 annual report data.

d 2013 annual report data.

e Based on communication with Los Angeles County Sanitation District for 2009.

⁴ Emissions from digester gas combustion are automatically calculated in ClearPath when population is entered.

Solid Waste

Emissions from solid waste are primarily in the form of fugitive emissions of methane from decomposition. Emission factors are derived from the Community Protocol, based on the type of waste disposed. The State conducts a Waste Characterization Study (Study) every 4 to 6 years to determine the amount of waste attributable to each waste type. The Study is conducted at the State level by economic sector; therefore, community-level characterizations are not available. For the community inventory, the overall composition of California’s disposed waste stream was used to convert total tons into waste types (Table B-15). For the municipal inventory, the characterization for public administration was used (Table B-15). In addition to community-generated waste, some diverted green waste is used as landfill cover rather than importing landfill cover from other regions. This green waste is known as alternative daily cover (ADC) and is reported by CalRecycle for each community. The ADC characterization was determined through communication with the developers of ClearPath and does not vary by year or community. The emission factor to determine methane generation varies if the landfill operates a methane flare or generates electricity from methane capture. The Community Protocol recommends using an average factor of 75% recovery from landfill gas, although some landfills with have much higher gas recovery systems, and other landfills do not have any. Carbon dioxide generated by decomposition of waste in landfills is not considered anthropogenic because it would be produced through the natural decomposition process regardless of its disposition in the landfill. Nitrous oxide is not a by-product of decomposition and therefore no fugitive emissions of nitrous oxide are anticipated from this source. The waste characterizations and emission factors used to estimate emissions from solid waste are provided in Table B-15. The “Category in in the 2004 and 2008 Studies” detail which Study categories make up the ClearPath Category.

Table B-15. Waste Characterization and Emission Factors for Solid Waste

ClearPath Category	Category in 2004 and 2008 Studies	Alternative Daily Cover ¹	2004 Study ²	2008 Study ³	Public Administration	Emission Factor ¹
Newspaper	Newspaper	0%	2.2%	1.3%	5.5%	0.043
Office Paper	White/Colored Ledger Paper + Other Office Paper + Other Miscellaneous Paper	0%	5.4%	4.9%	13%	0.203
Cardboard	Uncoated Corrugated Cardboard + Paper Bags	0%	6.7%	5.2%	5.1%	0.120
Magazine/ Third Class Mail	Magazines and Catalogs + Remainder/ Composite Paper	0%	6.5%	5.9%	15.4%	0.049
Food Scraps	Food	0%	14.6%	15.5%	9.8%	0.078
Grass	Leaves and Grass	30%	2.1%	1.9%	8.05%	0.038
Leaves	Leaves and Grass	40%	2.1%	1.9%	8.05%	0.013
Lumber	Branches and Stumps + Prunings and Trimmings	0%	9.6%	14.5%	0.1%	0.062
Branches	Lumber	30%	2.6%	3.3%	5%	0.062

1 Breakdown from ClearPath Developers via e-mail dated June 19, 2014. Used for all inventory years.
 2 2004 Waste Characterization Study for California, Overall Waste Stream. Used for 2005 inventory. Does not total 100% as not all waste is organic.
 3 2008 Waste Characterization Study for California, Overall Waste Stream Used for 2007, 2010, 2012 inventories. Does not total 100% as not all waste is organic.

Forecasts

The forecasts are an estimate of what emissions in the City may be in 2020 and 2035. The forecasts were developed using standard methodologies under two scenarios: Business-as-Usual (BAU) and Adjusted BAU.

Business-as-Usual Forecasts

The BAU scenario uses current (2012) consumption patterns and predicted growth in the City in the absence of state and federal legislation that would reduce future emissions. The growth assumptions are those estimated by SCAG in their 2012 Regional Transportation Plan and are applied to emissions sectors based on their relevance. For example, future Residential Energy emissions were developed using current energy use per household (from the 2012 inventory) and the anticipated number of households in the future. Table B-16 shows the growth factors used to project emissions in the City.

Table B-16. Emissions Sectors and Demographic Growth Indicators

Sector	Demographic Indicator
Residential Energy	Households
Commercial/ Industrial Energy	Jobs
Solid Waste, Water, Wastewater, Off-Road Sources	Service Population (Population + Jobs)
Transportation	Vehicle Miles Traveled, modeled by SCAG
Municipal Jobs	Municipal Emissions ¹

SCAG: Southern California Association of Governments

1 The number of jobs in the City is used as an indicator for all municipal operation emissions.

Adjusted Business-as-Usual Forecasts

The Adjusted BAU scenario also uses growth estimates for the City, also accounts for legislation that will reduce emissions in the future, regardless of City actions. Table B-17 summarizes the legislation that will reduce the City's emissions in the future and which sectors the legislation applies to.

Table B-17. Legislation Applied to Adjusted BAU Forecasts

Legislation	Description	Emissions Sector Affected
Low Carbon Fuel Standard	Reduce carbon intensity of transportation fuels 10% by 2020.	On-road Transportation, Employee Commute, Vehicle Fleet
AB 1493 and Advanced Clean Cars	Implement GHG standards for passenger vehicles, implement zero-emission vehicle program, support clean fuels outlet regulation.	On-road Transportation
California Building Code Title 24	Improved energy efficiency standards for new residential and non-residential construction.	Residential Energy, Non-residential Energy
Renewable Portfolio Standard ¹	Provide 33% of electricity from renewable sources by 2020.	Water
Senate Bill X7-7	Reduce urban per capita water consumption 20% by 2020.	Water

1 Potential GHG reductions from this legislation were not applied to the electricity in SCE's service territory due to the uncertainty in SCE's generation sources after the closure of the San Onofre Nuclear Generating Station.

Low Carbon Fuel Standard, AB 1493, and Advanced Clean Cars

Changes in on-road emissions in Los Angeles County were modeled using EMFAC, which models both the emissions with and without Low Carbon Fuel Standard and Pavley I. Additional modeling was conducted to estimate the change in emissions due to Advanced Clean Cars. The rate of reductions from on-road transportation measures through 2020 was assumed to be 0.0344% per year for gasoline and 0.0106% per year for diesel. After 2020, the rate of reductions was assumed to be 0.03452% per year for gasoline and 0.0251% per year for diesel.

California Building Code Title 24

Title 24 updates will raise the minimum energy efficiency standards for new buildings, thereby decreasing the expected energy consumption of future development in the City. Under the adjusted BAU scenario, it was assumed that the 2013 Title 24 standards that went into effect in 2014 will make new residential and non-residential buildings more efficient than they would be under the 2008 Title 24 standards for new residential buildings. The energy savings were estimated using analyses developed by the California Energy Commission and the applied to the expected new development in the City to 2020 and 2035. The rate of reductions was applied to the City's 2012 energy use (kWh or therms) per household (for Residential energy) or per job (for Commercial energy). Savings were applied to new development anticipated in the City. Detailed energy savings assumptions are below.

Residential

Residential electricity is estimated to be 32.6% lower under the new standards.⁵ This percentage savings is relative to heating, cooling, lighting and water heating only and do not include other appliances, outdoor lighting that is not attached to buildings, plug loads, or other energy uses. Electricity consumption due to heating, cooling, lighting, and water heating accounts for 34% of total household electricity use.⁶ Therefore, the percentage of total residential electricity that will be reduced as a result of the 2013 Title 24 standards is 11.1%.

Residential natural gas savings were estimated 5.8% lower under the new standards. Again, this percentage savings pertains only to the energy sources affected by Title 24 Standards. Natural gas consumption due to space and water heating accounts for 86% of total household natural gas use.⁷ Therefore, the percentage of total residential natural gas that will be reduced as a result of the 2013 Title 24 standards is 5.0%.

Commercial

Commercial Electricity savings were estimated to be 21.8% lower under the new standards. Title 24-related measures would impact 77.2% of total electricity use in commercial buildings⁸; therefore, 16.8% reduction in electricity consumption may be expected in new commercial development.

⁵ CEC Impact Analysis, California's 2013 Building Energy Efficiency Standards, July 2013. CEC-400-2013-008.

⁶ CEC 2009 California Residential Appliance Saturation Appliance Study, October 2010. CEC-200-2010-004.

⁷ CEC 2009 California Residential Appliance Saturation Appliance Study, October 2010. CEC-200-2010-004.

⁸ CEC 2006. California Commercial End-Use Survey. March 2006. CEC-400-2006-005.

Natural gas savings were estimated to be 16.8% under the new standards compared to the previous standards. Heating and cooling account for 69.7% of natural gas consumption in commercial facilities; therefore, 11.7% reduction in natural gas consumption may be expected from 2013 Title 24 standards applied to new commercial development.

Renewable Portfolio Standard

The Renewable Portfolio Standard will be fully implemented in 2020. The level of implementation varies by utility; however, ICLEI estimates that the average statewide level of implementation is 5% per year, compounded annually. As noted in the Report, this reduction is only taken for electricity used in the transport and treatment of water, which moves throughout the State. The reduction is not taken for electricity wholly within SCE's territory.

Senate Bill X7-7

SB X7-7 will be implemented by individual water districts. The City has its own water services, and the level of implementation was estimated using an annualized reduction rate from the City's baseline water consumption rate (179.1 gallons per capita per day, GPCD) to the target water consumption rate (143.3 GPCD).

Target Setting

The state-aligned targets are provided to assist the City in determining appropriate emission reduction goals. Recommended targets are based on existing California climate change legislation and State guidance relevant to establishing a GHG reduction target. While State goals are based on a 1990 baseline year, the City's baseline year is 2005. Therefore, the reduction targets are expressed as a percent reduction below 2005 levels. Targets are recommended for 2020 to align with AB 32 and 2035, which is a midpoint between the 2020 goal and the State's long-term 2050 goal. Planning beyond 2035 is considered speculative, as legislation and technology may change significantly before 2050. While it is important for continued reductions well beyond 2035, no local targets are recommended at this time.

Table B-18 provides a summary of the State's goals and the State's guidance to local governments regarding GHG reduction targets. This guidance applies to both municipal operations and communitywide emissions reductions efforts.

Table B-18. Summary of State Reduction Targets and Guidance on Local Government Targets Aligned with State Targets

	2020	Interim Year Between 2020-2050	2050
State Targets (AB 32 and EO S-3-05)	1990 levels	NA	80% below 1990 levels
State Guidance on Local Government Targets (AB 32) Scoping Plan Recommended Target and Attorney General's Office Guidance	15% below 2005-2008 levels	Demonstrate a trajectory toward statewide 2050 levels (e.g., 49% below 2005 levels by 2035)	NA

Table B-19 demonstrates how the local targets are aligned with State targets.

Table B-19. Comparison of 1990 Baseline Targets vs. 2005 Baseline Targets

Target Year	Percent below 1990 Emission Levels	Percent below 2005 Emission Levels
2020	0.0%	15.0%
2021	2.7%	17.3%
2022	5.3%	19.5%
2023	8.0%	21.8%
2024	10.7%	24.1%
2025	13.3%	26.3%
2026	16.0%	28.6%
2027	18.7%	30.9%
2028	21.3%	33.1%
2029	24.0%	35.4%
2030	26.7%	37.7%
2031	29.3%	39.9%
2032	32.0%	42.2%
2033	34.7%	44.5%
2034	37.3%	46.7%
2035	40.0%	49.0%

RESOLUTION NO. 15-0061

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL APPROVING ENERGY EFFICIENCY MEASURES FOR INCLUSION IN THE CITY'S CLIMATE ACTION PLAN

WHEREAS, the City of Manhattan Beach ("City") is committed to excellence and leadership in the community;

WHEREAS, the City is aware of the economic, environmental, and societal benefits of taking a lead role in the implementation of energy efficiency and reduction of greenhouse gas emissions;

WHEREAS, the City has voluntarily agreed to reduce greenhouse gas (GHG) emissions to help the State of California meet its goal to reduce GHG emissions 15% below 2005 levels by 2020, as stated in Assembly Bill 32;

WHEREAS, funding from Southern California Edison and Southern California Gas Company has enabled the South Bay Cities Council of Governments to develop GHG inventories and a Climate Action Plan for the City;

WHEREAS, City Council is aware that the energy efficiency measures will be included in the Climate Action Plan, which will be considered for adoption at a later time; and

WHEREAS, the City will lead by example through the incorporation of measures that increase energy efficiency and reduce GHG emissions.

NOW THEREFORE, the Manhattan Beach City Council resolves:

Section 1. The City Council commits to improving energy efficiency and reducing greenhouse gas emissions in municipal operations and the community.

Section 2. The City Council directs key staff to evaluate energy efficiency measures in order to increase participation in existing programs, develop new programs, and participate in sub regional programs that improve energy efficiency and reduce greenhouse gas emissions.

Section 3. The City Council will consider measures that reduce energy consumption and greenhouse gas emissions in municipal facilities and operations, to include measures that:

1. Provide education, outreach, and planning efforts that increase energy efficiency,

2. Increase energy efficiency in municipal buildings,
3. Increase energy efficiency in community buildings and infrastructure, and
4. Reduce energy consumption in the long term.

Section 4. The City Council continues to support efforts to promote energy efficiency, including measures that increase energy efficiency in:

1. Existing residential buildings,
2. New residential development,
3. Existing commercial buildings,
4. New commercial development, and
5. Water production and use.

In addition, the Council supports measures to reduce urban heat island effect.

Section 5. The City Clerk shall certify to the adoption of this Resolution. PASSED, APPROVED and ADOPTED this 17th Day of November, 2015.

Ayes:
Noes:
Absent:
Abstain:

ATTEST:

Mark Burton, Mayor

Liza Tamura, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF MANHATTAN BEACH)

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, hereby certify that Resolution No. 15-0061 was adopted by the City Council of the City of Manhattan Beach, California, at a regular meeting held on the __day of _____ 2015, and that the same was adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN

Liza Tamura, City Clerk

City of Manhattan Beach Municipal Energy Reduction Measures					2015	2020	2035
Goal	Measure	Action	Notes/Assumptions	GHG (MTCO2e)	GHG (MTCO2e)	GHG (MTCO2e)	GHG (MTCO2e)
Goal 1: Participate in Education, Outreach, and Planning for Energy Efficiency							
	Measure 1.1	Increase Energy Savings through the SCE Energy Leader Partnership	Platinum Level	-	-	-	-
Goal 2: Increase Energy Efficiency in Municipal Buildings							
	Measure 2.1	Conduct Municipal Building Energy Audit	Completed an Integrated Demand Side Management audit at all eligible facilities greater than 200kW in 2011. Interested in updating energy audits in 2016.	217.44	296.79	386.86	Supporting Measures
	Measure 2.2	Require Green Building Certification	All applicable City buildings are required to meet at a minimum LEED Gold rating.	-	-	-	Supporting Measure
	Measure 2.3	Implement Water Leak Detection Program	In 2014, the City participated in the Water Leak Detection Program; however, no leaks were detected.	-	-	-	-
	Measure 2.4	Participate in Demand Response Programs	Implemented/in progress	-	-	-	Supporting Measure
	Measure 2.5	Adopt a Procurement Policy for Energy Efficient Equipment	Not adopted by council. Procurement policies can reduce government facility energy costs by about 5–10 percent (LBNL, 2002). Since the city has already significantly reduced its energy consumption through other measures, it is assumed that the reduction potential of the procurement policy would be closer to 5%.	-	42.03	132.10	-
	Measure 2.6	Install Cool Roofs	Will identify potential buildings through upcoming energy audit. Replacing a 1,000 sq. ft. dark roof with a cool roof can reduce approximately 10 MT CO2e.	-	-	-	Under Consideration
	Measure 2.7	Require New or Retrofitted Buildings to Exceed Title 24	Upcoming energy audit will address this.	-	-	-	-
	Measure 2.8	Increase Recycled Water Use	Three percent of the City's water supply comes from recycled water and is used to irrigate many of the City's parklands and roadway medians. Approximately 350 acre feet (AF) of potable water have been replaced by recycled water since 2012. There are no plans for building new reclaimed water lines. Approximately 1,873 kWh can be saved for every AF of water use replaced by recycled water.	209.63	209.63	209.63	209.63
	Measure 2.9	Retrofit HVAC Equipment	HVAC units account for approximately 32% of a (commercial) building's energy use. Newer, higher efficiency units are approximately 47% more efficient than older models.	7.80	45.12	45.12	45.12
	Measure 2.10	Utilize an Energy Management System	Already in place. COG supported.	-	-	-	Supporting Measure
Goal 3: Increase Energy Efficiency in City Infrastructure							
	Measure 3.1	Retrofit Traffic Signals and Outdoor Lighting	Future projects	0.04	194.79	612.19	612.19
	Measure 3.2	Upgrade or Incorporate Water-Conserving Landscape	The City converted Strand Garden in 2013 into a water conservation demonstration project and replaced approximately 0.05 acres of landscaping. The City can save 2,282 kWh annually per acre of lawn converted to water conservation landscaping.	0.04	0.14	0.44	0.44
	Measure 3.3	Plant Trees for Shade and Carbon Sequestration	The City is not currently planting trees due to the drought. The average mature tree can save an average of 170 kWh and absorb as much as 48 lbs. of CO2 per year.	-	-	-	Under Consideration
Goal 4: Reduce Energy Consumption in the Long Term							
	Measure 4.1	Develop an Energy Reinvestment Fund	Interested	-	-	-	-
TOTAL				217.48	491.57	999.04	999.04

City of Manhattan Beach Municipal 2020 ABAU Inventory

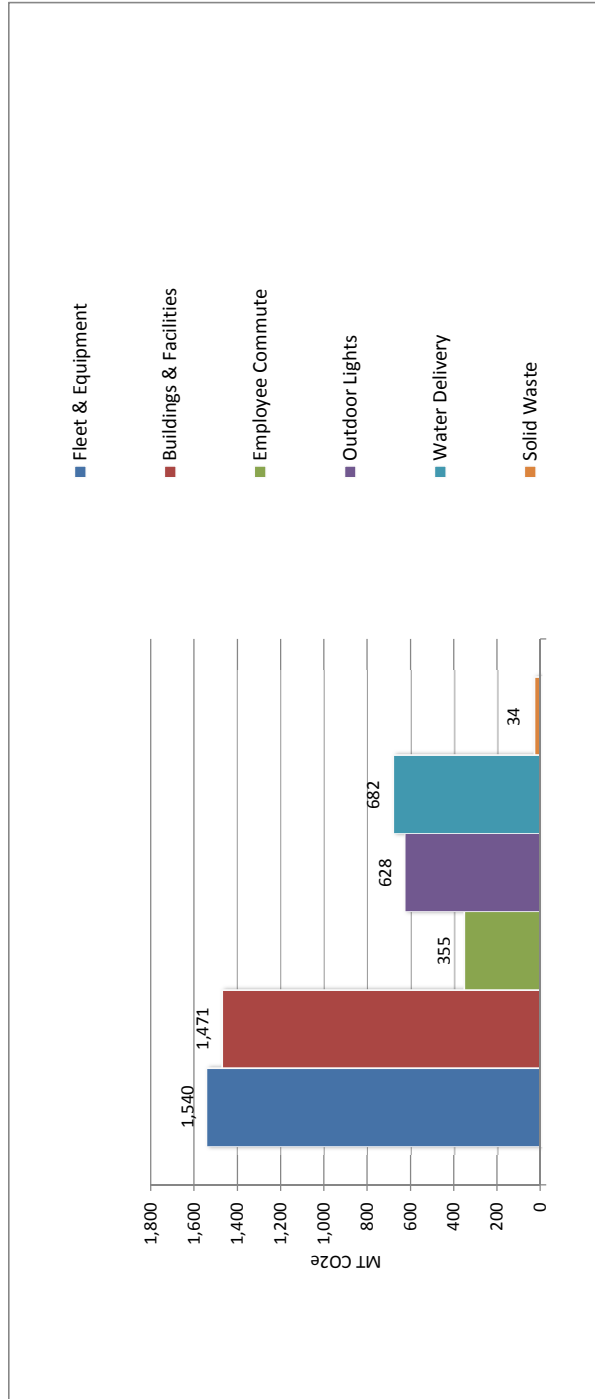
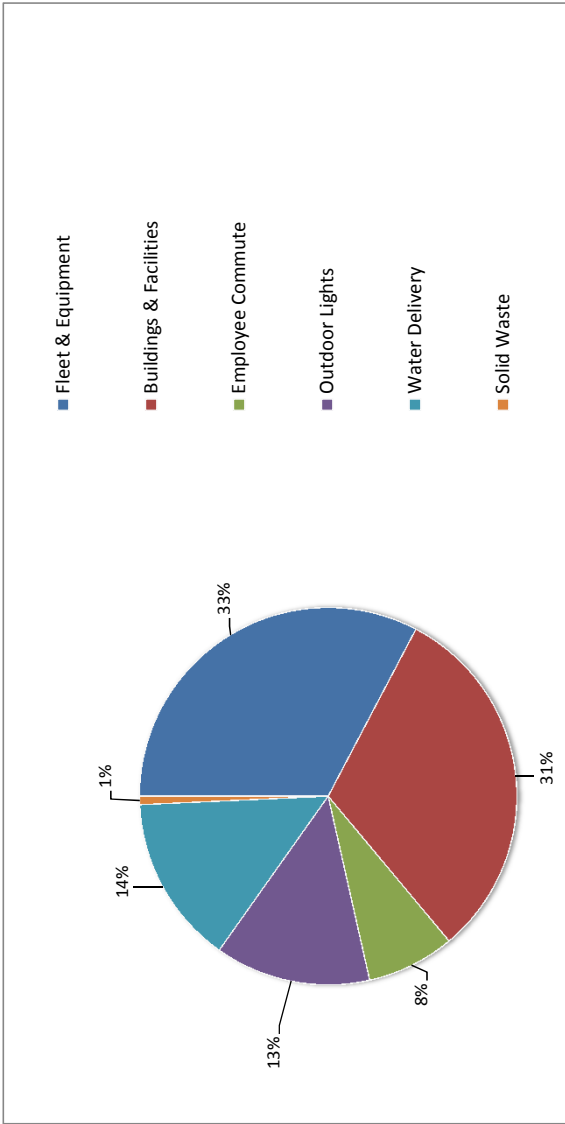
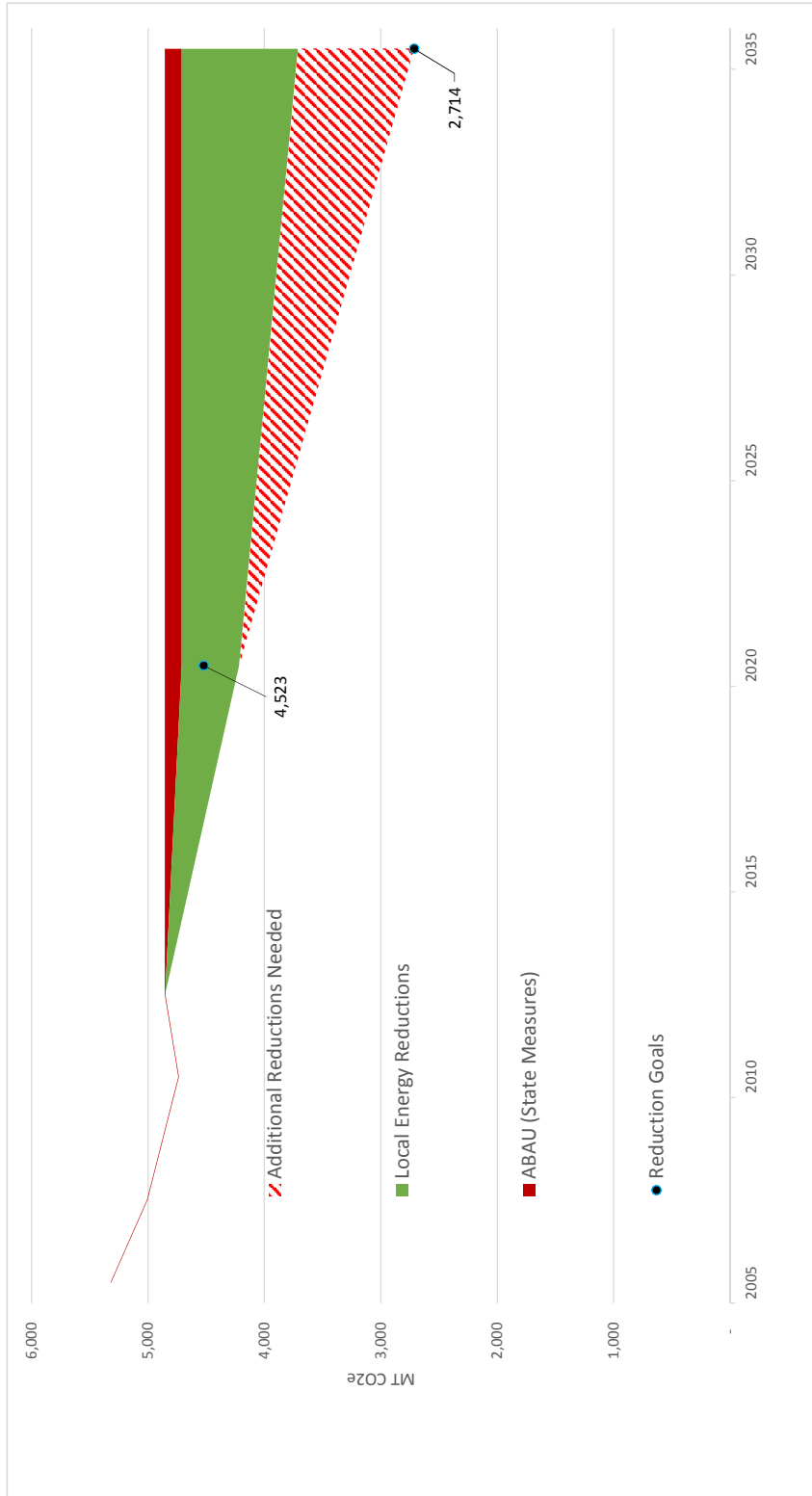


FIGURE 1: State and Local Reductions Comparison with Targets
City of Manhattan Beach, 2005 - 2035



State measures and reduction goals are from the *City of Manhattan Beach GHG Inventory, Forecasting and Target-Setting Report for an Energy Efficiency Climate Action Plan, 2015*.

Local energy reductions are based on City's feedback on measures selection.

City of Manhattan Beach will meet their reduction goal in 2020 with the help of both state and local reduction measures. Additional reductions are needed to meet the 2035 reduction goal. Changes to Fleet & Equipment are recommended.

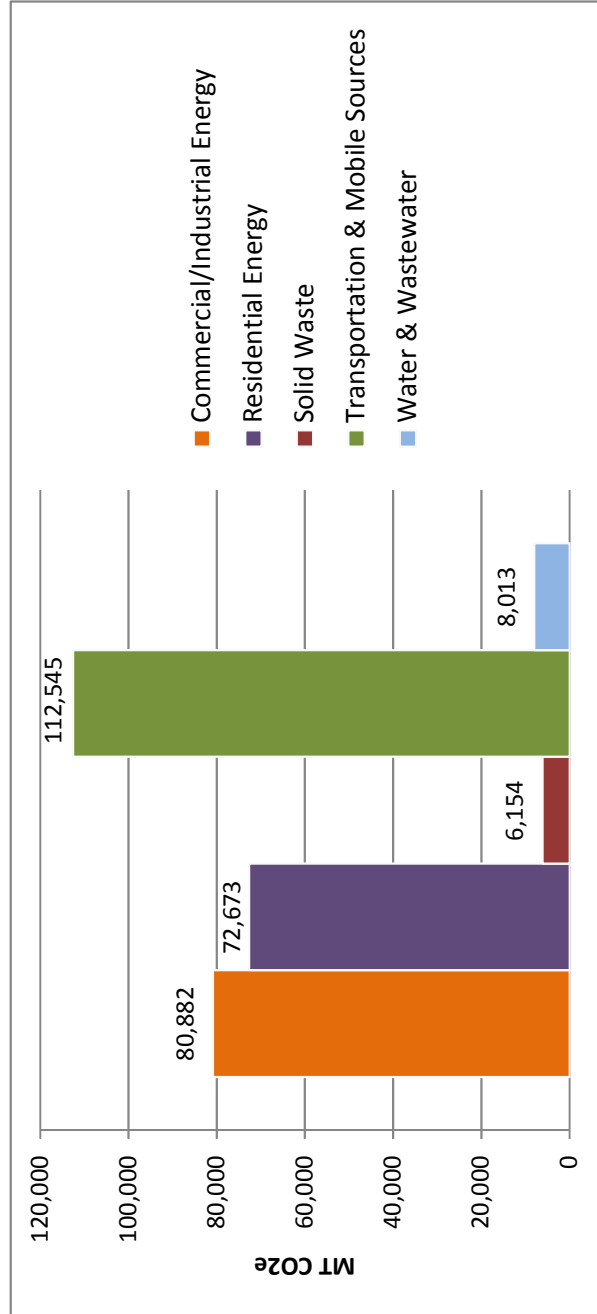
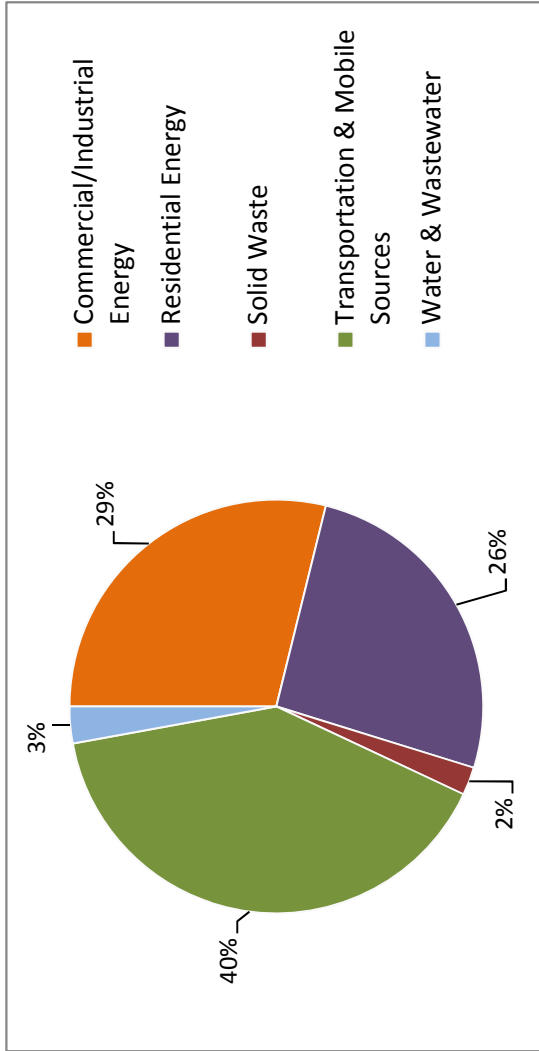
City of Manhattan Beach Community Energy Reduction Measures

Goal	Measure	Action	Responsibility/ action needed for implementation	2020 GHG Reductions Achieved	2035 GHG Reductions Achieved	GHG Reduction Potential	Participation Rate	
Goal 1.	Increase Energy Efficiency (EE) in Existing Residential Units	Measure 1.1 EE Training and Education Actions Post Links on Website/social media and provide materials at public events Email list for e-mail blasts of new information or trainings Establish an annual EE Fair Create a resource center Hire/Designate Energy Advocate	COG/Ongoing, expecting updated info from COG				High	
			Ongoing, quarterly newsletter				Supporting Measure	Low
			Ongoing, Earth Day/Hometown Fair in Oct					High
			Potential, a kiosk in new library					Low
		Ongoing, 1 staff facilities supervisor					High	
Goal 1.	Increase Participation in Existing EE Programs	Actions Partner with COG and utilities in outreach programs Direct staff outreach	COG/Ongoing	25	120	Low	High	
			Ongoing, outreach on EE fairs					High
Goal 1.	Establish, Promote, or Require Home Energy Evaluations	Actions Promote home energy audits Establish new "checkup" program	COG/City does not do much				Low	
			Participate in COG supported program				Supporting Measure	Low
Goal 1.	Promote, Incentive, or Require Residential Home Energy Renovations	Actions Promote existing incentivized programs such as Energy Upgrade California Develop/promote green building program Promote financing programs such as PACE programs Permit processing facilitation: waived fees Permit processing facilitation: online		9,256	43,968		High	
			Promote				Low	
			Ongoing, LA PACE residential start in 2015, HERO potential				High	
			Ongoing, waiver for solar projects			Medium-High	High	
			In progress. Online by 2017.			High		
			Ongoing, toilet upgrades at time of sale			High		
Goal 2.	Increase Energy Efficiency (EE) in New Residential Development	Measure 2.1 Encourage or Require EE Standards Exceeding Title 24 Actions Train staff on programs and measures that exceed current EE requirements Promote green building programs or Tier 1/Tier 2 at plan check Permit processing facilitation: waived fees Permit processing facilitation: online Create an Energy Award Program for near net-zero energy homes		31	148		Low	
			In the future				Low	
		Promote				Low-Medium	Low	
		Ongoing, waiver for solar projects					High	
		In progress. Online by 2017.					High	
		Ongoing, promote on website					High	

Goal	Measure	Action	Responsibility/ action needed for implementation	2020 GHG Reductions Achieved	2035 GHG Reductions Achieved	GHG Reduction Potential	Participation Rate	
Goal 3.	Measure 3.1 Increase Energy Efficiency (EE) in Existing Commercial Units EE Training and Education	Post Links on Website/social media and provide materials at public events	Ongoing				High	
		Email list for e-mail blasts of new information or trainings	Ongoing, Earth Day/Hometown Fair				Low	
		Establish an annual EE Fair	Ongoing, 1 staff				High	
		Create a resource center	Ongoing, 1 staff				Low	
	Hire/Designate Energy Advocate	Ongoing, 1 staff				High		
	Measure 3.2 Increase Participation in Existing EE Programs	Partner with COG and utilities in outreach programs	COG/Ongoing		361	1,716	Medium	High
		Direct staff outreach	Ongoing, monthly board meetings presentation, send through email					High
	Measure 3.3 Promote or Require Non-Residential Energy Audits	Promote business energy audits	Ongoing, part of 2012-2013 environmental action plan					Low
		Promote existing incentivized programs such as Energy Upgrade California	Ongoing, require LEED Silver for >10,000sf, potential for smaller facilities		11,286	53,609		High
	Measure 3.4 Promote or Require Commercial Energy Retrofits	Develop/promote green building program	City & COG/Ongoing, reward sustainable behavior, Cal green bus network from COG					High
Promote financing programs such as PACE programs		Ongoing, LA PACE				Medium-High	High	
Permit processing facilitation: waived fees		Ongoing, waiver for solar projects					High	
Permit processing facilitation: online		In progress. Online by 2017.					High	
Develop a Commercial Energy Conservation Ordinance (CECO)		Ongoing, require LEED Silver for >10,000sf, potential for smaller facilities					High	
Goal 4.	Measure 4.1 Encourage or Require EE Standards Exceeding Title 24	Train staff on programs and measures that exceed current EE requirements	Ongoing		1,648	7,826	High	
		Promote green building programs or Tier 1/Tier 2 at plan check dev.	Ongoing, require LEED Silver for >10,000sf new dev.				High	
		Permit processing facilitation: waived fees	Ongoing, waiver for solar projects				Low-Medium	High
		Permit processing facilitation: online	In progress. Online by 2017.					High
		Create an Energy Award Program for near net-zero energy businesses	Add category to existing green business award program					High

Goal	Measure	Action	Responsibility/ action needed for implementation	2020 GHG Reductions Achieved	2035 GHG Reductions Achieved	GHG Reduction Potential	Participation Rate
Goal 5.	Increase Energy Efficiency (EE) through Water Efficiency (WE)	Measure 5.1	Promote or Require WE through SBX7-7	1,189	5,648	Medium	High
		Actions	Post Links on Website/Social media and provide materials at public events Email list for e-mail blasts of new information or trainings Require low-irrigation landscaping	Ongoing	Ongoing, water info in newsletter and bills Completed	High High High	
	Measure 5.2	Promote WE Standards Exceeding SB X7-7	Staff conduct direct outreach to HOAs, businesses, community groups	14	66		High
		Actions	Promote use of greywater systems Work with Water District to increase recycled water potential Promote rain harvesting rebates	Ongoing, since 2010 Ongoing, since 2010 Ongoing, promote with rest of watersmart	Low High High		
Goal 6.	Decrease Energy Demand through Reducing Urban Heat Island Effect	Promote Tree Planting for Shading and EE		415	1,971		High
	Measure 6.1	Promote tree planting at plan check	Trees required for new development or major reconstruction			Low	High
	Actions	Work with community to develop tree-planting groups Develop a tree-planting program	Ongoing, tree committee since 2008 Ongoing, Urban Forest Master Plan.				High High High

City of Manhattan Beach Community 2020 ABAU Inventory



City of Manhattan Beach Community Energy Reduction Measures

FIGURE 1: Local Energy Reduction Quantification by Goal (2020)

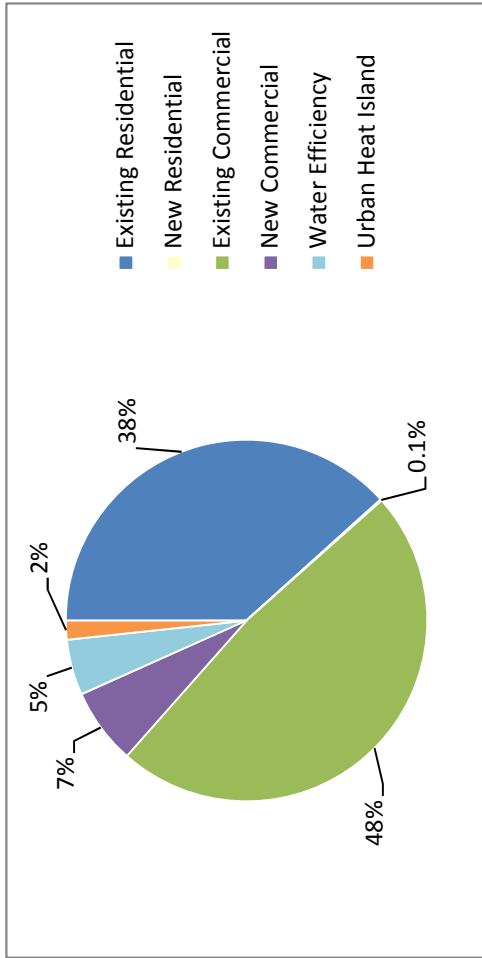
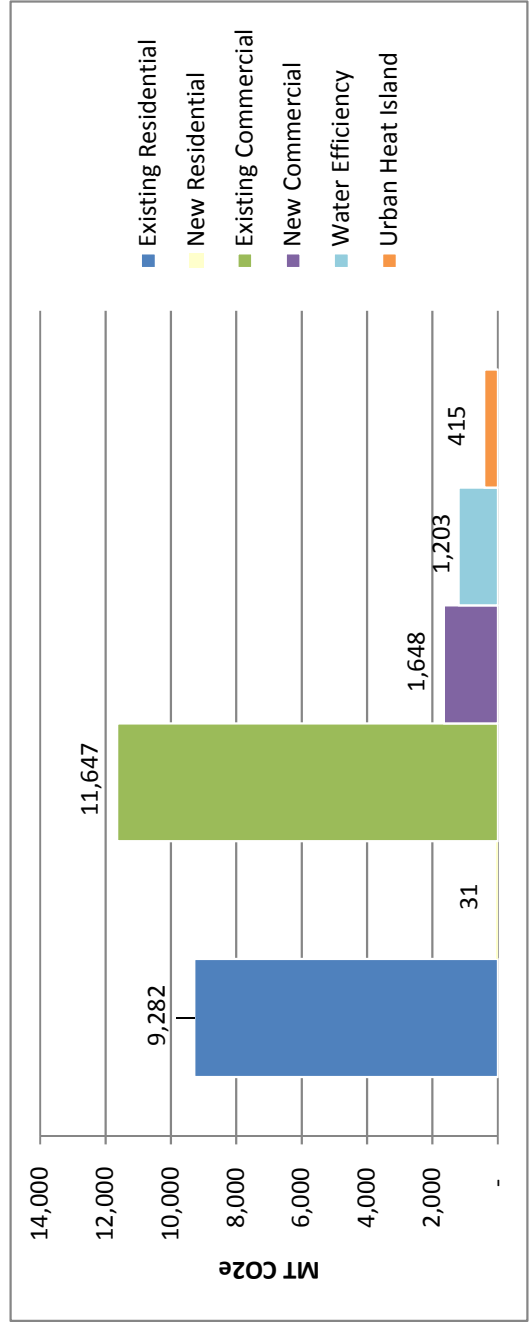
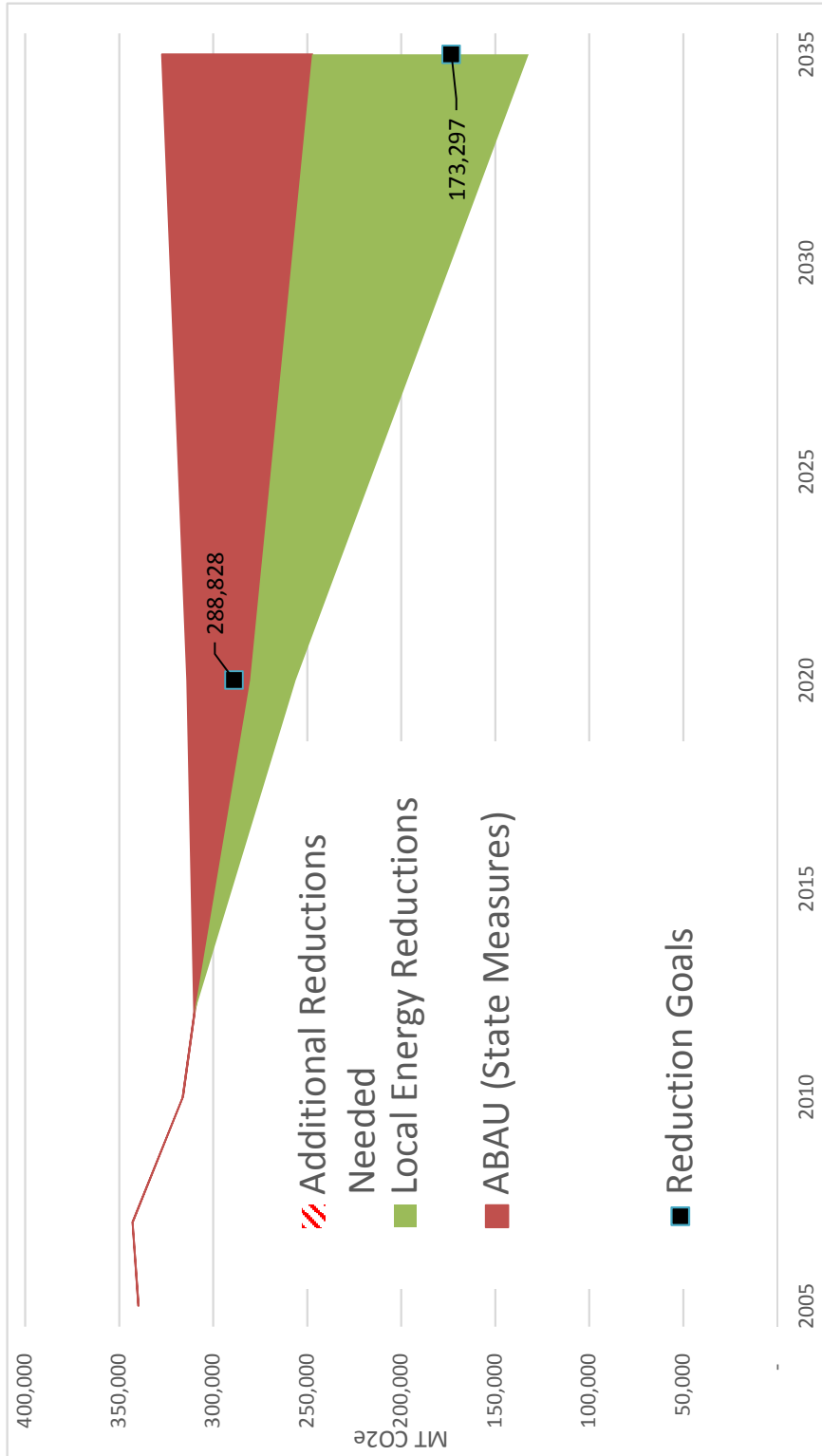


FIGURE 2: Local Energy Reduction Quantification by Goal (2020)



**FIGURE 3: State and Local Reductions Comparison with Targets
City of Manhattan Beach, 2005 - 2035**



State measures and reduction goals are from the *City of Manhattan Beach GHG Inventory, Forecasting and Target-Setting Report for an Energy Efficiency Climate Action Plan, 2015*.

Local energy reductions are based on City's feedback on measures selection.

City of Manhattan Beach will meet their reduction goals in 2020 and 2035 with the help of both state and local reduction measures.

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Quinn Barrow, City Attorney

SUBJECT:

Revised City Wide Civility Policy to Include Council Meetings (City Attorney Barrow).

ADOPT RESOLUTION NO. 15-0065

RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 15-0065 approving the revised Civility Policy.

BACKGROUND:

At the August 18, 2015 City Council meeting, Council adopted a Civility Policy to provide a safe and mutually respectful environment for all members of the public and City employees free from harassment, disruptions and intimidation. In accordance with Council direction, staff has revised the policy to include interactions at public meetings.

DISCUSSION:

A. The City is dedicated to providing a safe and mutually respectful environment for all members of the public and City employees free from harassment, disruptions and intimidation. The goal of this policy is to establish a reasonable, safe, harassment free workplace for City staff and members of the public, while not infringing any person's right to freedom of expression. The key goals of the initial policy are:

- (1) All interactions between City staff and members of the public will be conducted in a respectful manner.
- (2) Threats of violence will not be tolerated.
- (3) Loud, demeaning, or offensive communications will not be tolerated.
- (4) Any conduct that disrupts government operations will not be tolerated.

The initial policy includes a step by step approach to address uncivil, abusive, threatening,

intimidating and harassing behavior.

B. The attached resolution includes the initial civility policy, and enlarges that policy to include interactions at public meetings. In order to safeguard participatory democracy in Manhattan Beach, all City officials, City employees and persons attending public meetings in Manhattan Beach should strive to:

- Treat everyone courteously
- Listen to others respectfully
- Exercise self control
- Give open minded consideration to all viewpoints
- Focus on the issues and avoid personalizing debate
- Embrace respectful disagreement and dissent as democratic rights inherent components of an inclusive public process and tools for forging sound decisions.

CONCLUSION:

Staff recommends that the City Council adopt Resolution No. 15-0065 revising the Civility Policy to include conduct at public meetings.

Attachments:

1. Resolution No. 15-0065 Revised Civility Policy

RESOLUTION NUMBER 15-0065

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL ENDORSING STANDARDS OF BEHAVIOR THAT PROMOTE CIVILITY AT ALL PUBLIC MEETINGS AND IN INTERACTIONS WITH THE PUBLIC

WHEREAS, a majority of Americans believe that our society is increasingly uncivil and that this problem is particularly acute and particularly detrimental in national state and local political arenas where it threatens government's ability to function democratically and effectively;

WHEREAS, across the nation many groups have adopted policies and rules to enhance civility at public meetings including the United States Conference of Mayors which adopted a Civility Accord, and in interactions with the public;

WHEREAS, in keeping with this national trend many cities have approved policies to promote civility at local public meetings;

WHEREAS, the defining characteristics of the City of Manhattan Beach include its commitment to the democratic process, individual rights of expression, robust debate and tolerance for disparate views;

WHEREAS, the City Council, the City's boards and commissions, other public bodies and various community groups all convene public meetings to address controversial issues that engender passionate and often conflicting opinions;

WHEREAS, an atmosphere of incivility and disrespect at these meetings can stifle participation and debate, threaten the quality of decisions and undermine the local democratic process;

WHEREAS, adopting principles of civility applicable to all public meetings will help ensure that civic engagement and local democracy continue to flourish in Manhattan Beach; and

WHEREAS, THE City Council has previously demonstrated its commitment to treating members of the public, City staff and elected officials with respect and dignity by previously adopting a "Civility Policy" and wants to memorialize that policy in this Resolution.

NOW THEREFORE THE MANHATTAN BEACH CITY COUNCIL DOES RESOLVE AS FOLLOWS

Section 1. In order to safeguard participatory democracy in Manhattan Beach, all persons attending public meetings in Manhattan Beach should strive to:

1. Treat everyone courteously
2. Listen to others respectfully

3. Exercise self control
4. Give open minded consideration to all viewpoints
5. Focus on the issues and avoid personalizing debate
6. Embrace respectful disagreement and dissent as democratic rights inherent components of an inclusive public process and tools for forging sound decisions.

Section 2. The City Council, all City Boards and Commissions and City staff shall promote the use of and adherence to these guidelines for behavior at all public meetings within the City.

Section 3. Previously in 2015, the City Council adopted the following Civility Policy:

A. Civility Policy

Manhattan Beach elected officials and employees will treat members of the public with respect and expect the same in return. The City is committed to maintaining orderly administrative processes in keeping City Council meetings and City administrative offices free from disruptions.

This policy promotes mutual respect, civility and orderly conduct among City employees, elected officials, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our staff. The City encourages positive communication and discourages volatile, hostile or aggressive actions. The City seeks public cooperation with this endeavor.

- (1) All interactions between City staff, City elected officials and members of the public will be conducted in a respectful manner.
- (2) Threats of violence will not be tolerated.
- (3) Loud, insulting, demeaning, or offensive communications will not be tolerated.
- (4) The City will not tolerate any individual who disrupts or threatens to disrupt City government operations, threatens the health and safety of staff or councilmembers, willfully causes property damage, uses loud and/or offensive written or oral language which could provoke a violent reaction; or who has otherwise established a continued pattern of uncivil behavior.

B. Safety and Security Steps.

The City will take the following steps to promote compliance with the Civility Code. Internally, the City will provide a safety and/or crisis intervention techniques

program in order to raise awareness on how to deal with these situations if and when they occur, and how to document each incident.

1. Official Warning

If a member of the public begins to act abusively towards a City employee, staff will issue an oral warning before taking further action in response to the abuse, and provide that person with this policy. This warning – which should clearly identify both the offending behavior and the potential consequences that will arise if such behavior persists – will provide the abusive member of the public with an opportunity to improve his or her behavior before the City takes more serious action, such as removal from the premises. A warning from City staff will often be sufficient to halt any abusive treatment.

2. Suspension from the Government Building for a Short Period

If an abusive member of the public does not improve his or her behavior in response to an official warning, the City will request the abusive individual leave the premises for a short period of time (e.g., the remainder of the day). This temporary suspension from City property provides the abusive member of the public with an opportunity to “cool down” and reflect on his or her treatment of City staff.

3. Cease and Desist Letter

If an abusive member of the public does not improve his or her behavior in response to an official warning or brief suspension, the City will respond by sending a “cease-and-desist” letter. The letter will identify both the prohibited conduct and the City’s potential remedies. A “cease-and-desist” letter will put the abusive member of the public on notice of the potentially serious consequences of his or her conduct.

4. Further Measures

Nothing in this policy precludes additional action if the above measures are not effective.

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

PASSED, APPROVED and ADOPTED this 17th Day of November, 2015.

Ayes:

Noes:

Absent:

Abstain:

Mark Burton, Mayor

ATTEST:

Liza Tamura, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF MANHATTAN BEACH)

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, hereby certify that Resolution No. XX-XX was adopted by the City Council of the City of Manhattan Beach, California, at a regular meeting held on the __day of _____ 2015, and that the same was adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN

Liza Tamura, City Clerk

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Liza Tamura, City Clerk

SUBJECT:

Minutes:

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

a) City Council Adjourned Regular Meeting (Closed Session) Minutes of October 27, 2015.

APPROVE

b) City Council Regular Meeting Minutes of November 3, 2015.

CONTINUED TO DECEMBER 1, 2015 CITY COUNCIL REGULAR MEETING

c) City Council Retreat Meeting Minutes of November 4, 2015.

CONTINUED TO DECEMBER 1, 2015 CITY COUNCIL REGULAR MEETING

(City Clerk Tamura).

RECOMMENDATION:

Staff recommends that the City Council, by motion, take action to approve the action minutes of the City Council Adjourned Regular Meeting (Closed Session) Minutes of October 27, 2015.

Staff also recommends that the City Council, by motion, take action to continue the action minutes of the November 3, 2015 City Council Regular Meeting action minutes and the November 4, 2015 City Council Retreat Meeting action minutes to the December 1, 2015 City Council Regular Meeting.

Attachment:

1. City Council Adjourned Regular Meeting (Closed Session) Minutes of October 27, 2015

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, October 27, 2015

10:00 AM

Closed Session

City Council Chambers

City Council Adjourned Regular Meeting

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

A. CALL MEETING TO ORDER

At 10:02 AM, the Closed Session Meeting of October 27, 2015 was called to order.

B. PLEDGE TO THE FLAG

City Manager Mark Danaj led the Pledge of Allegiance.

C. ROLL CALL

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

Councilmember Howorth joined the meeting at 11:10 AM.

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

Senior Deputy City Clerk Tatyana Roujenova-Peltekova confirmed that the meeting was properly posted.

E. PUBLIC COMMENTS

The following individual(s) provided public comment:

Viet Ngo - Regarding Agenda Item Nos. 1 and 2, alleged Brown Act violation, and expressed concerns regarding the agenda.

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

At 10:07 AM, Assistant City Attorney Michael Estrada read into the record the following Closed Session Agenda Items:

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

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

G. RECESS INTO CLOSED SESSION

The City Council recessed into Closed Session at 10:15 AM.

H. RECONVENE INTO OPEN SESSION

The City Council reconvened into Open Session at 12:23 PM.

I. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

Mayor Burton announced that the City Council had no announcement in Open Session.

J. ADJOURNMENT

At 12:23 PM, Mayor Burton adjourned the October 27, 2015 Adjourned Regular Meeting - Closed Session to the November 3, 2015 Regular City Council Meeting in City Council Chambers, in said city.

Tatyana Roujenova-Peltekova
Recording Secretary

Mark Burton
Mayor

ATTEST:

Liza Tamura
City Clerk

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Quinn Barrow, City Attorney

Nadine Nader, Assistant City Manager

SUBJECT:

Adoption of Council Policies regarding Sunshine Provisions, Including Description of Closed Sessions regarding Pending Litigation and Consideration of Settlements in Open Sessions (City Attorney Barrow).

ADOPT POLICY, WITH THE ADDITIONAL PROVISIONS REGARDING CLOSED SESSIONS AND SETTLEMENTS

RECOMMENDATION:

Staff recommends that the City Council adopt the Sunshine Policy, with additional language addressing closed sessions and settlements.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with this action.

BACKGROUND:

The City Council directed the staff to draft the following policies for Council Consideration:

- Incorporating open government and transparency initiatives that the City Council has adopted over the last several years into a "Sunshine Policy."
- Adding to that Sunshine Policy a provision requiring the City to provide the public with more information in the agenda description of closed sessions regarding pending litigation.
- Adding to that Sunshine Policy a provision requiring the City Council to consider all settlements in open sessions.

DISCUSSION:

A. Sunshine Policy.

The primary intent of the Brown Act is that the people's business be conducted openly and transparently. The Brown Act also recognizes that city councils may meet in private with its advisors on specifically enumerated topics, such as litigation. The Manhattan Beach City Council is committed to open government and transparency, and strives to comply, not only with the letter of the Brown Act, but with the spirit of the Act. The Ralph M. Brown Act (California Government Code Section 54950 et seq.), more commonly known as the "Brown Act," is California's "sunshine" law for local government. In a nutshell, the Brown Act requires local government business to be conducted at open and public meetings. Government Code Section 54950 declares that in enacting the Brown Act, "the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly."

The Ad Hoc Open Government Subcommittee was formed in June 2011 to discuss and consider making recommendations to the City Council regarding open government initiatives following the McKee settlement. The Ad Hoc Subcommittee held multiple publicly noticed meetings from June 2011 to March 2013, to receive public input, establish goals, and develop initiatives to improve openness and transparency in City government. The Open Government Initiatives developed and considered by the Ad Hoc Subcommittee were compiled in a Matrix for easy reference.

The concept of memorializing all "sunshine" initiatives into one document was first discussed at the August 30, 2012, Ad Hoc Open Government Subcommittee meeting. This concept was further explored in depth at a subsequent City Council meeting on April 15, 2014. At this meeting, the City Council discussed examples of "sunshine" provisions that were reviewed by the Ad Hoc Subcommittee, and whether the City should consider adopting an ordinance in conjunction with other open government initiatives, including the already established city-wide Public Records Act Protocol.

At the August 18, 2015 City Council Meeting, the City Council clarified the direction to staff to develop a Sunshine Policy. Additionally, staff was further directed to incorporate all of the previous "Sunshine Provisions" and to report back to the City Council with an all-inclusive policy memorialized in one document.

The attached "Sunshine Policy" is intended to supplement both the "Brown Act" and California Public Records Act. This policy is also intended to memorialize the work of the Ad Hoc Subcommittee as well as incorporate additional open government efforts that have been implemented over the past year. The policy is organized into the following sections:

1. Purpose
2. Findings
3. Background
4. Definitions
5. Public Access to Meetings
6. Budget Process
7. Training
8. Conference and Travel Reports

9. Public Records Act

CLOSED SESSIONS

In adopting the Brown Act, the state legislature also recognized that it is in the public interest for city councils to meet in private with their advisors on specifically enumerated topics, such as litigation (Government Code Section 54956.9), when discussion in open session would prejudice the position of the city in the litigation. Thus, it is often a balancing act for cities to achieve transparency without endangering the public fisc.

The Brown Act allows a local legislative body such as the Manhattan Beach City Council to convene a "closed session" during a meeting in order to meet privately with its advisors on specifically enumerated topics. Examples of business that may be conducted in closed session include labor negotiations, real estate negotiations and discussion and settlement of pending litigation (including claims, existing litigation, anticipated litigation and threats of litigation). Pursuant to Government Code Section 54956.9, city councils may enter into closed session to discuss "pending litigation" Section 54956.9 provides:

"Closed sessions concerning pending litigation; Lawyer-client privilege

- (a) Nothing in this chapter shall be construed to prevent a legislative body of a local agency, based on advice of its legal counsel, from holding a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation."

A. Description of Pending Litigation

The Brown Act requires that closed session business be described on the public agenda. Government Code Section 54954.5 provides a "bonus" of sorts for using prescribed language to describe closed sessions. If an agency uses the prescribed language, legal challenges to the adequacy of the description are precluded. This so-called "safe harbor" encourages many local agencies, such as Manhattan Beach, to use a very similar agenda format. Section 54954.5 provides: "For purposes of describing closed session items pursuant to Section 54954.2, the agenda may describe closed sessions as provided below. No legislative body or elected official shall be in violation of Section 54954.2 or 54956 if the closed session items were described in substantial compliance with this section. Substantial compliance is satisfied by including the information provided below, irrespective of its format."

The "safe harbor" description for anticipated litigation is:

"CONFERENCE WITH LEGAL COUNSEL (ANTICIPATED LITIGATION)

Significant exposure to litigation pursuant to (paragraph (2) or (3) of subdivision (d) of Section 54956.9 (Specify number of potential cases)

(In addition to the information noticed above, the agency may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to paragraphs (2) to (5), inclusive, of subdivision (e) of Section 54956.9.)”

Pursuant to the above parenthetical, it has been the City’s recent practice to provide more information regarding closed sessions. Consistent with that practice, staff recommends that the City Council adopts the following policies in order to provide more information to the public regarding litigation:

Existing Litigation: The City will provide additional information to describe closed sessions concerning existing litigation to adequately inform the public of the nature of the litigation.

Anticipated Litigation: The City will provide additional information as to the existing facts and circumstances to describe closed sessions concerning anticipated litigation.

B. Consideration of Settlements in Open Session

The Brown Act allows local legislative bodies to convene a “closed session” for the purpose of discussing, authorizing settlement of, and settling “pending litigation,” which includes claims, existing lawsuits, anticipated litigation and threats of litigation. Government Code Section 54957.1 requires that settling of lawsuits in closed session be publically reported as follows:

“Approval given to its legal counsel of a settlement of pending litigation, as defined in Section 54956.9, at any stage prior to or during a judicial or quasi-judicial proceeding shall be reported after the settlement is final, as follows:

(A) If the legislative body accepts a settlement offer signed by the opposing party, the body shall report its acceptance and identify the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with some other party to the litigation or with the court, then as soon as the settlement becomes final, and upon inquiry by any person, the local agency shall disclose the fact of that approval, and identify the substance of the agreement.”

The Council may want to consider the following policies that exceed the minimum requirements of the Brown Act:

Mayor’s initial proposal:

Proposed settlements of litigation shall be placed on the open session portion of City Council meeting

agendas for Council action.

Alternative Proposal:

Proposed settlements of litigation shall be placed on the open session portion of City Council meeting agendas for Council action. Notwithstanding the above policy, there may be exceptional facts where it is in the best interest of the City to accept settlement of litigation in closed session, in which case the City shall report in open session the acceptance of the offer, and make the final settlement agreement available during the Open Session.

Under this proposal, if the settlement is not “finalized” in the closed session, it must be placed on a subsequent City Council agenda for consideration in open session.

CONCLUSION:

Staff recommends that the City Council adopt the attached Sunshine Policy, with policies regarding closed sessions and settlements, and direct staff to include such policies in the Sunshine Policy.

Attachments:

1. Draft Sunshine Policy
2. Open Government Initiatives Matrix

1. PURPOSE

The City of Manhattan Beach (“City”) is committed to transparency, open government and providing the public with timely and wide-ranging access to its meetings, written records and information.

This Sunshine Policy is the culmination of the work initiated by the City’s Ad Hoc Open Government Subcommittee which was established in order to improve transparency, openness and accessibility. From 2011 to 2013, the Ad Hoc Open Government Subcommittee held multiple public input meetings to discuss many open government best practices. Through the research conducted, the Ad Hoc Open Government Subcommittee created and revised numerous Open Government Initiatives, and developed an Open Government Initiatives Matrix. In some instances, the City Council directed staff to go above and beyond the minimum requirements of the Ralph M. Brown Act (Brown Act). In other instances (e.g. Appendix A, No. 2), City Council directed staff to fully comply with the Brown Act.

The purpose of this policy is to compile the work of the Ad Hoc Open Government Subcommittee into one cohesive policy with the goal of ensuring the public has easier access to City government, so that they may be more informed about what their City is doing, and so that they may be involved in a more meaningful and knowledgeable way.

2. FINDINGS

The Manhattan Beach City Council finds as follows:

A. The Ralph M. Brown Act states: "The people of this State do not yield their sovereignty to the agencies which serve them."

B. It is the City’s duty to serve the public and to accommodate those who wish to obtain information about or participate in the process of making decisions by providing comment and input, prior to any official decision.

C. Elected City officials, commissions, boards, advisory bodies and other agencies of the City exist to conduct the people’s business. This policy is intended to assure that the deliberations of these bodies and the City’s operations are open to the public.

D. Each member of the public is afforded the following: the ability to attend City Council meetings and provided an opportunity to directly address the council “before or during” consideration of an agenda item. In those rare and unusual circumstances where the business of government may be conducted behind closed doors, those circumstances must be carefully and narrowly defined to prevent any abuse.

E. This policy is intended in part to clarify and supplement the Ralph M. Brown Act and the California Public Records Act to assure that the people of the City of Manhattan Beach can be fully informed and thereby retain control over the instruments of local government in their City.

3. DEFINITIONS

Unless defined herein, the definitions in the Ralph M. Brown Act and the California Public Records Act and related laws shall govern.

4. SUNSHINE INITIATIVES

The City of Manhattan Beach goes above and beyond the minimum requirements of the Brown Act. The following initiatives reflect the work of the Ad Hoc Open Government Subcommittee as well as additional implemented Sunshine initiatives:

A. Public Forums, Hearings and Meetings.

The City Council has adopted the attached Meeting Management Resolution (Resolution No. 15-0048), or its successor, amends and restates the rules of order for the conduct of City Council meetings and includes a number of Sunshine Initiatives, including:

- a. **Public Comment** - Provides the public an early opportunity to comment on any agenda item, or non-agenda item within the subject matter jurisdiction of City Council.
- b. **Planning Commission Quasi-Judicial Decisions** - Provides the public early notification of Planning Commission Quasi-Judicial Decisions.
- c. **Forecast Agenda and Future Discussion Items** - Provides the public early notification of future City Council Agenda items.

(Resolution 15-0048; Appendix A, No. 9, No. 10, No. 23 and No. 31).

1. City Council Agenda and Agenda Packet Noticing and Distribution Timeframes:

- a. Posting a copy of the agenda in a location freely accessible to the public 24 hours a day, no later than six days before the date of the meeting, and shall specify the time and location of the regular meeting (Appendix A, No. 1) and;
- b. All agendas shall be posted on the bulletin boards located outside of City Hall and the bulletin boards at the Joslyn Community Center, the Manhattan Heights Community and on the City's website no later than six days before the date of the meeting. Complete agenda packets for each body shall be made available at the office of the City Clerk, the Manhattan Beach Police Department, the Joslyn Community Center and the Manhattan Beach Public Library as well as posted on the City's website, to the extent fiscally and technologically feasible, no later than six days before the date of the meeting, and shall be available for immediate public inspection at the locations listed above during normal business hours,

except for the Manhattan Beach Police Department which will be available 24 hours a day, seven days a week (Resolution 15-0048) and;

c. All agendas and agenda packets of every regular City Council meeting shall be available to the public by an email subscription through the City's email notification (E-Notify) system (Appendix A, No. 1, No. 19 and No. 26). Such service shall be provided free of charge and shall be provided to the subscriber until the request for the service is cancelled by the subscriber or the email address is no longer valid. The email shall be sent at the time of the posting of the agenda for the meeting.

d. By reference, the attached Resolution 15-0048 or its successor, City Council meeting agendas shall include a tentative agenda forecast of upcoming City Council meetings and items that need to be agendaized for future meetings, Consent Calendar section (Resolution 15-0048; Appendix A, No. 4, No. 11, No. 12, No. 13, and No. 28).

e. When applicable, a comprehensive public outreach section is now incorporated into the new staff report format. This new format includes a Public Outreach/Interest section which will be utilized to discuss planned outreach efforts that have occurred with various stakeholders (Appendix A, No. 14) and;

f. Documents provided to the City Clerk after the posting of an agenda will be distributed to the City Council and hard copies will be made available for the public at the City Council meeting (Resolution 15-0048).

g. All agendas of every quasi-judicial body shall be available to the public by an email subscription through the City's email notification (E-Notify) system (Appendix A, No. 1). Such service shall be provided free of charge and shall be provided to the subscriber until the request for the service is cancelled by the subscriber or the email address is no longer valid. The email shall be sent at the time of the posting of the agenda for the meeting.

h. Early notification of recent Planning Commission decisions will be posted on the City's website and distributed through the City's E-Notify system (Appendix A, No. 31).

Notwithstanding any other provision of this policy, the inability of an agenda subscriber to timely receive the agenda or agenda-related material via the City's E-Notify system pursuant to this section, shall not constitute grounds for invalidation of the actions of the body taken at the meeting for which the agenda or the agenda-related material was not timely received.

2. Closed Session Language, Settlement Transparency.

(TDB. Dependent upon City Council Action)

3. Minutes.

a. Each body covered by the Brown Act shall record the minutes for each meeting convened under the provisions of the Brown Act. The format of the minutes for City Council meetings will be action minutes (Appendix A, No. 8). The draft action minutes of each City Council and Planning Commission meetings shall be available for inspection and copying upon request within the shortest possible time after the meeting (Appendix A, No. 7). In addition, the City shall also provide closed captioning of all City Council meetings and Planning Commission meetings (excluding Closed Sessions) for the hearing impaired (Appendix A, No. 22).

B. Knowledge, Acquisition and Information Accessibility.

1. Cell Phone and Electronic Device Policy.

a. City Councilmembers shall not use electronic devices at any time during a City Council meeting, with the exception of electronic tablets used for accessing City Council agendas and reports (and relative subject matter notes using City-sponsored software).

b. The foregoing limitation shall not apply to receipt of telephone calls or text messages from family members in the event of an urgent family matter. The Councilmember wishing to respond to such a message during the meeting shall do so during a recess or shall request to be excused from the meeting to place the return call or text in a manner that does not disrupt the meeting.

2. Technology and Transparency.

a. The City shall also receive public comment on its website on agendas, topics and issues within the City's jurisdiction and related to official City business. The purpose of receiving public comment through the City's website is to expand the City's civic engagement efforts in order to reach out and obtain comments and feedback from a broader segment of the City's population. The City will also use its website and internet based platforms to disseminate important information to the public. The City will employ multiple internet based platforms to receive public comment, feedback, ideas and suggestions (Appendix A, No. 15, No. 20, No. 21, No. 30, and No. 33). These internet based platforms will be made available on the City's website and may include but are not limited to:

a. Facebook

b. Twitter

c. Nixle

- d. Open City Hall
- e. Information Memos
- f. Budget Transparency Platform
- g. GovQA

The City will make all reasonable efforts to ensure these services will be available 24 hours a day, seven days a week, excluding any software or hardware failure which the City has taken customary precautions.

b. A video and audio recording of each City Council meeting shall also be recorded and made available for inspection and copying upon request within the shortest possible time after the meeting. Any additional meetings held by bodies covered under the Brown Act conducted outside of the City Council chambers, at nearby City facilities, will be broadcast to the extent where technologically feasible (Appendix A, No. 5 and No. 6).

c. The City will put forth its best effort to utilize the latest advancements in technology, where financially and technologically feasible, to improve transparency and increase open government, including but not limited to Granicus Legistar and Live Manager, or other electronic meeting management software or technology (Appendix A, No. 16, No. 17 and No. 18).

5. BUDGET PROCESS

This policy incorporates new open government measures regarding the City's budget process, going above and beyond what is legally required. Community budget meetings will be held prior to the creation of the City's budget to assess spending priorities for the coming fiscal year. The City will also provide quarterly budget updates regarding the City revenues and expenditures in conjunction with the online Budget Transparency Platform to increase financial transparency and public oversight. The budget process will also include a review of performance measures, and implement revised performance measures when necessary to meet the long-term strategic goals established by the City (Appendix A, No. 21 and No. 29).

6. TRAINING

Annual training will be provided to Councilmembers, Commissioners and City staff on the Brown Act, California Public Records Act and conflicts of interest. The City Attorney's Office will provide training. (Appendix A, No. 3, No. 34 and No. 35).

7. CONFERENCE AND TRAVEL REPORTS

Per Assembly Bill 1234 (AB 1234), City Councilmembers are required to provide a report regarding any City related travel or conferences they attended in their capacity as an elected official. City Councilmembers must provide this report at the first regular City Council meeting after returning from their travels.

This policy also requires the City Manager and all other senior City staff members to provide a report on any City related travel or conferences they attended, going above and beyond the requirements of AB 1234. These reports will be incorporated into an Information Memo distributed through the City Manager's Weekly Update that will be posted to the City's website and sent out through the City's E-Notify system (Appendix A, No. 24, No. 25 and No. 32).

8. PUBLIC RECORDS ACT

Release of public records by a body or by any department, whether for inspection of the original or by providing a copy, shall be governed by the Public Records Act in any particulars not addressed by this policy (Appendix A, No. 27). In addition, the City has supplemented the Public Records Act with its own Public Records Act Protocol.

Ref. #	Effectiveness Area	Implementation Timeline	City Council Approval Date	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	\$\$\$ Impact	Current Status
1	Public Forums, Hearings, and Meetings	Short	1/3/2012	Send out reserved meeting notices as soon as a meeting is set, with the agenda to follow (e.g. color coded posting boards)	E-Notify, City Website	City Clerk	Scheduling of limited staff, unbudgeted expenses	None; exceeds legal minimum requirements		IMPLEMENTED
2	Public Forums, Hearings, and Meetings	Medium		Explore concept and limits of the use of special meetings (policy)	City Council Policy	City Attorney		Follow Brown Act		RESOLVED
3	Public Forums, Hearings, and Meetings	Short	1/3/2012	Train City Council and Staff on types of meetings (regular, special, emergency, etc)	1-page handout	City Attorney	None	None		IMPLEMENTED
4	Public Forums, Hearings, and Meetings	Short	1/3/2012	**Include a schedule of upcoming meetings on each agenda. *Resolution 15-0048 supercedes this section.	Modify the current Agenda Template	City Clerk	None	None		IMPLEMENTED
5	Public Forums, Hearings, and Meetings	Medium	6/5/2012	Provide for meeting broadcasting capabilities at the Police/Fire Conference Room, Joslyn Center, Library	Purchase of necessary equipment, additional I.S. Division staff required	I.S. Manager	Scheduling of limited staff, unbudgeted expenses	None	Cost of I.S. staff	IMPLEMENTED
6	Public Forums, Hearings, and Meetings	Medium		Provide for interim recording of meetings held outside City Council Chambers	Small investment for equipment, and ongoing staffing	I.S. Manager	Scheduling of limited staff, unbudgeted expense	None	Cost of I.S. staff	IMPLEMENTED
7	Public Forums, Hearings, and Meetings	Short	1/3/2012	Timely completion and posting of City Council, Subcommittee, and Commission meeting minutes	Staff will develop an administrative policy setting the desired turnaround time for meeting minutes and distribute to all departments responsible for commissions or development of minutes	City Clerk	Staffing, day to day operations interrupt this activity	None		IMPLEMENTED
8	Public Forums, Hearings, and Meetings	Short	4/15/2014	Policy on the format of minutes (action vs. summary)	City Council Policy	City Clerk				RESOLVED
9	Public Forums, Hearings, and Meetings	Short	6/5/2012	**Evaluate the policy on time limits for audience participation (currently policy of 3-min individual and 15-min cumulative is set by City Council resolution). *Resolution 15-0048 supercedes this section.	City Council Policy	City Clerk	None			IMPLEMENTED City Council Revised Agenda Procedures
10	Public Forums, Hearings, and Meetings	Short	6/5/2012	**Evaluate the order/placement of audience participation on the agenda; review other cities' audience participation models. *Resolution 15-0048 supercedes this section.	City Council Policy	City Clerk	None			IMPLEMENTED City Council Revised Agenda Procedures
11	Public Forums, Hearings, and Meetings	Short	1/3/2012	**Consent Calendar content (include routine items only). *Resolution 15-0048 supercedes this section.	Mayor and City Manager currently work together to set the agenda	City Manager	None			IMPLEMENTED; 7/21/2015
12	Public Forums, Hearings, and Meetings	Short	1/3/2012	**Pulling of Consent items: City Council should pull list with staff introduction of the item included; clarifying questions and statements that could be addressed quickly vs. pulling an item. *Resolution 15-0048 supercedes this section.	City Council Policy	City Clerk	None			IMPLEMENTED
13	Public Forums, Hearings, and Meetings	Short	7/21/2015	**Follow-up of items that need to be agendaized for a future meeting; ensuring that items are brought back	Staff will make a list of items requested to be agendaized during each City Council meeting and the list is discussed at the first Dept Head meeting immediately following City Council meeting.	City Manager / City Clerk	None	None		IMPLEMENTED
14	Public Forums, Hearings, and Meetings	Short		** Staff Reports: how to or not to include the public/stakeholders	A public outreach section was added to Staff Report template to describe any outreach efforts conducted by staff to stakeholders as necessary.	City Manager				IMPLEMENTED 1/12/2015
15	Public Forums, Hearings, and Meetings	Medium	1/3/2012	Electronic Community Discussion Board **The City has chosen to implement a new solution for an Electronic Community Discussion Board. See Matrix Item No. 20.	Staff will bring options to the subcommittee and City Council for consideration	City Manager		City Attorney has reviewed None	Cost of I.S. staff	IMPLEMENTED; 3/12/2013 & 5/7/2015
16	Public Forums, Hearings, and Meetings	Short	1/3/2012	Evaluation of Meeting Management Software/Technology Tools to aid in meeting operation and audience participation	Staff will bring to City Council options for enhancing current meeting management software.	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software; additional /dedicated I.S. staff support during City meetings	None	Cost of I.S. staff	IMPLEMENTED

Ref. #	Effectiveness Area	Implementation Timeline	City Council Approval Date	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	\$\$\$ Impact	Current Status
17	Public Forums, Hearings, and Meetings	Medium	1/3/2012	Voting Touch Device	(included as part of meeting management software/technology)	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software modules; additional / dedicated I.S. & Clerk staff support during City meetings	None	Cost of I.S. staff	IMPLEMENTED
18	Public Forums, Hearings, and Meetings	Medium	1/3/2012	Public Timer	Implement solution related to Granicus	City Clerk / I.S. Manager	Granicus software configuration and training of staff	None		IMPLEMENTED
19	Public Forums, Hearings, and Meetings	Longterm	1/3/2012	Electronic Agenda Packets	Staff will bring to City Council options for implementation of an electronic agenda packet.	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software and/or procedures; additional I.S. staff support	None		IMPLEMENTED
20	Public Forums, Hearings, and Meetings	Short		**Open City Hall	The previous Electronic Community Discussion Board (MB Forum) was removed at the request of City Council. City Manager has decided to implement a new electronic community discussion board (Open Town Hall) which is a much more robust platform in order to increase community discussion and participation regarding policy making decisions.	City Manager/Department Heads	None	None		IMPLEMENTED; 5/07/2015
21	Public Forums, Hearings, and Meetings	Short		**Budget Transparency Platform	This new online application was introduced at the November 5, 2014, City Council meeting as a component to the new quarterly financial information presentations implemented by the City Manager and Finance Director. This online application allows the public to query results and view historical financial data in order to improve fiscal transparency.	Finance Director	None	None		IMPLEMENTED; 11/1/2014
22	Public Forums, Hearings, and Meetings	Short		**Closed Captioning of City Council Meetings	The City recently implemented closed captioning of City Council meetings to better improve transparency efforts.	City Clerk	None	None		IMPLEMENTED; 3/4/2015
23	Public Forums, Hearings, and Meetings	Longterm	10/16/2012	**Sticking to the Agenda. *Resolution 15-0048 supercedes this section.	Facilitated teambuilding after new agenda process is tested.	City Manager				IMPLEMENTED/ONGOING City Council Teambuilding Meeting on March 21, 2013; Meeting Management Reso. 15-0048
24	Knowledge Acquisition and Information Accessibility	Short	1/3/2012	**Councilmembers provide oral report of conferences/travel (first meeting after the event – per ABI234) and written reports with attachments (cover page or outline plus supplemental materials) available for public review. *Resolution 15-0048 supercedes this section.	Staff will develop a 1-page cover sheet for use by Councilmembers. They will have the ability to attach supplemental materials. This will be kept on file in the City Clerk's office for public review.	City Attorney	None	City Councilmembers will still be required to provide an oral report of their conferences / travel at the first meeting following a trip (per ABI234)		IMPLEMENTED
25	Knowledge Acquisition and Information Accessibility	Short	8/13/2013	City Manager to report on conferences/travel of senior staff.	Staff will develop a 1-page cover sheet for use by senior staff. They will have the ability to attach supplemental materials. This will be provided to the City Manager within 1-week of the event. City Manager will provide a brief oral summary of senior staff travel at the next City Council meeting under the City Manager's report.	City Manager		None		IMPLEMENTED In Conjunction with Matrix Item No. 32.This will be provided in City Manager Weekly Report.
26	Knowledge Acquisition and Information Accessibility	Medium	10/16/2012	**Agenda Structure and Process. *Resolution 15-0048 supercedes this section.	Survey other cities.	City Manager / City Clerk				IMPLEMENTED City Council Revised Agenda Procedures
27	Knowledge Acquisition and Information Accessibility	Medium		Public Records Requests	Staff developed an administrative policy setting Public Records Act procedures ensuring compliance with the law and timely response to all requests. City Manager approved a Public Records Act protocol.	City Clerk / City Attorney				IMPLEMENTED
28	Knowledge Acquisition and Information Accessibility	Short	8/13/2013	**Tentative Agenda Forecast. *Resolution 15-0048 supercedes this section.	This forecast will be distributed along with City Council meeting agendas and agenda packets, via hard copies, E-Notify, and City website. Provides members of the public a tentative preview of future items to be discussed at future Council meetings.	City Manager/City Clerk	None	None		IMPLEMENTED; 7/21/2015
29	Knowledge Acquisition and Information Accessibility	Short		**Quarterly Budget Updates	Presented at the November, 2014, City Council meeting. City Manager announced the implementation of quarterly budget update reports to provide more interactive discussion and increase transparency.	City Manager/Finance Director	None	None		IMPLEMENTED; 11/5/2014

30	Knowledge Acquisition and Information Accessibility	Short	**Regular Information Memos	A new method of communicating with the Council and Community more often when items are important to share, and either do not need to be placed on a Council Agenda, or do not want to wait until the item is agendaized to inform the public. These are being distributed via our e-notify process as well as the City's social media sites (Facebook and Twitter).	City Manager/City Clerk	None	None	None	IMPLEMENTED; 11/17/2014
31	Knowledge Acquisition and Information Accessibility	Short	**Early Notification of Planning Commission Decisions. *Resolution 15-0048 supercedes this section.	Staff will distribute early notifications of recent Planning Commission decisions through the City's eNotification and on the City's website.	Community Development Director	None	None	None	IMPLEMENTED
32	Knowledge Acquisition and Information Accessibility	Short	Public Distribution of City Manager Weekly Report	City Manager will send out a weekly update on Fridays that will provide information on any events which occurred during the week.	City Manager	None	None	None	IMPLEMENTED In Conjunction with Matrix Item No. 25
33	Knowledge Acquisition and Information Accessibility	Short	**Increased Use of other Online Tools	The City primarily uses its social media sites (Facebook and Twitter) for information distribution purposes only (one way communication). Recently, the Parks and Recreation Department has expanded its use of social media to reach out to residents. The City overall is looking to expand its social media presence and increase two way communication with its residents by using new avenues such as eComment on Agenda, Open City Hall, and new public records software GovQA.	City Manager/City Clerk	The City has already created a comprehensive social media policy; however, the policy needs to be fully implemented in order to provide a framework for users to adhere to, and to expand upon the current uses of the City's social media platforms.			IMPLEMENTED/ONGOING
34	Knowledge Acquisition and Information Accessibility	Medium	Provide written guidelines to staff and the public regarding the California Public Records Act and the Brown Act in accordance with the McKee settlement	Written guidelines in the form of a handout has been provided to staff. In addition, City Attorney has provided training on the Public Records Act.	City Attorney	None	None	None	IMPLEMENTED
Ref. #	Effectiveness Area	Implementation Timeline	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	\$\$\$ Impact	Current Status
35	Open Government Consensus and Commitment Building	Medium	City Council and Staff Training	Review current training offerings, budgets, and opportunities provided to City Council and staff	City Manager / Human Resources Director		None		IMPLEMENTED/ONGOING Ongoing training will be provided to Staff. Annual training provided to Commissions on Brown Act, Public Records Act and Conflicts

ADDITIONAL OPEN GOVERNMENT INITIATIVES MATRIX ITEMS

	Public Forums, Hearings, and Meetings	Longterm	Quarterly Work Plan updates at City Council meetings and ongoing updates posted to the City website. **The City adopted a "Strategic Plan" and no longer utilizes the quarterly work plan concept.	Modify the current Work Plan website page to a chart form that will be updated on an ongoing basis. An agenda item for "Work Plan Status Update" will be added to the City Council Agenda for the second regular meeting of each month: July, October, January, April. **The City adopted a "Strategic Plan" and no longer utilizes the quarterly work plan	City Manager	None	None		IMPLEMENTED
	Public Forums, Hearings, and Meetings	Short	Scheduling of Annual Work Plan Meetings. **The City adopted a "Strategic Plan" and no longer utilizes the quarterly work plan concept.	A Work Plan meeting to set the coming year's goals typically occurs in January of each year so that items requiring budgetary consideration will be vetted and presented during the budget process. **The City adopted a Strategic Plan and has a Strategic Plan Session every 6 months.	City Manager	None	None		IMPLEMENTED

Although not specifically outlined within the Sunshine Policy, these remaining items may have already been implemented or are ongoing.

Agenda Date: 11/17/2015

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:

Appoint to the Vacant Parking and Public Improvements Commission Business Community Seat No. 2 (City Clerk Tamura).

APPOINT

RECOMMENDATION:

Staff recommends that the City Council appoint a qualified candidate to the vacant Parking and Public Improvements Commission (PPIC) Business Community Seat No. 2.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

The Parking and Public Improvements Commission consists of five (5) members and is responsible for public parking issues, capital improvement projects, traffic management and activities within the public right-of-way, including encroachment permits.

At the October 6, 2015 City Council Meeting, the City Council declared the PPIC Business Community Seat No. 2 vacant and directed staff to conduct public outreach to receive applications from qualified candidates.

DISCUSSION:

Per Ordinance No. 1975, if a vacant seat has more than 18 months remaining on its term, the new member would complete the original term and then seek reappointment via the regular procedures for the next three (3) year term. As such, the new member appointed to this seat will complete the original term of office (expiring May 31, 2017) and then be eligible for reappointment to the succeeding three-year term from June 1, 2017 to May 31, 2020.

At present, the Boards and Commissions Handbook (adopted by City Council) identifies the requirements for Parking and Public Improvements Commission members as follows: three (3) members selected at-large, and two (2) members owning and/or operating businesses located in the City, excluding home-based businesses. Further, an applicant for the vacant Business Community Seat No. 2 must be an owner, officer or employee of a business, firm or corporation located in and doing business within the City of Manhattan Beach and excludes home based businesses.

By 5 PM on November 9, 2015, Staff received five applications for the vacant Business Community Seat No. 2. All applications were submitted in accordance with the requirements stated in the Boards and Commissions Handbook. Below is a list of qualified candidates:

- Brian Withers - Dentist
- Rene Sandera - Super Sports Inc.
- Richard Arrigon - Hush Hush Hair Salon
- Steven Delk - OB's Pub & Grill
- Sylvia Gayed - Manhattan Tax and Accounting

PUBLIC OUTREACH/INTEREST:

At the October 6, 2015 City Council Regular Meeting, City Council declared vacant Business Seat No. 2 on Parking and Public Improvements Commission. On October 7, 2015, Staff posted the notice of vacancy on the City bulletin boards (City Hall, Manhattan Heights, and Joslyn Center), City's website with an e-notification sent to 763 subscribers. The vacancy was also advertised in the October 8, 2015 and October 29, 2015 editions of the Beach Reporter. To further publicize the vacant Business Community Seat No. 2, Staff conducted additional public outreach and mailed the attached advertisement to 1,184 local businesses on October 7, 2015.

CONCLUSION:

Staff recommends that City Council consider all qualified applicants and appoint a new member to the vacant Parking and Public Improvements Commission Business Community Seat No. 2.

Attachment:

1. Beach Reporter Advertisements October 8, 2015 and October 29, 2015



YOU CAN MAKE A DIFFERENCE

The City of Manhattan Beach is Seeking Community-Spirited People to Fill Vacancies on the City's Boards and Commissions.

**THE FOLLOWING COMMISSION WILL HAVE A VACANCY
EFFECTIVE OCTOBER 6, 2015:**

PARKING AND PUBLIC IMPROVEMENTS (PPIC) (1 Seat – Business Community Seat)

On Tuesday, November 17, 2015, the City Council will consider all applications and appoint a new member to the Parking and Public Improvements Commission.

To be considered for this Commission seat:
You must be a **resident** of Manhattan Beach, a **registered voter** and **meet the requirements for the Business Community Seat**. In order to be considered for the Business Community Seat, applicants must be an owner, officer or employee of a business, firm or corporation located in and doing business within the City of Manhattan Beach. *This excludes home-based businesses.*

Please submit your application to the:

Office of the City Clerk
1400 Highland Avenue
Manhattan Beach, CA 90266
**By 5:00 PM on
Monday, November 9, 2015**

Applications are Available at City Hall or on the City's Boards and Commissions Webpage
For More Information Please Call:
(310) 802-5056

Participating on a Board or Commission is a Great Way to Get Involved
in Your Community and Make a Difference!

BR 721028 1008

October 8, 2015

it was technically done, the contractor had like the bits of blue sparkle.
to come back numerous times over several
months to replace the many blue tiles that

see SIGNS OF LIFE / 5



YOU CAN MAKE A DIFFERENCE

The City of Manhattan Beach is Seeking Community-Spirited People
to Fill Vacancies on the City's Boards and Commissions.

THE FOLLOWING COMMISSION WILL HAVE A VACANCY
EFFECTIVE OCTOBER 6, 2015:

PARKING AND PUBLIC IMPROVEMENTS (PPIC) (1 Seat - Business Community Seat)

On Tuesday, November 17, 2015, the City Council will consider all applications
and appoint a new member to the Parking and Public Improvements Commission.

To be considered for this Commission seat:

You must be a **resident** of Manhattan Beach, a **registered voter** and **meet the requirements for the Business Community Seat**. In order to be considered for the Business Community Seat, applicants must be an owner, officer or employee of a business, firm or corporation located in and doing business within the City of Manhattan Beach. *This excludes home-based businesses.*

Please submit your application to the:

Office of the City Clerk
1400 Highland Avenue
Manhattan Beach, CA 90266
**By 5:00 PM on
Monday, November 9, 2015**

Applications are Available at City Hall or on the City's Boards and Commissions Webpage
For More Information Please Call:
(310) 802-5056

Participating on a Board or Commission is a Great Way to Get Involved
in Your Community and Make a Difference!

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October 29, 2015

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Public Works Director

Joe Parco, City Engineer

Anna Luke-Jones, Public Works Senior Management Analyst

SUBJECT:

Quarterly Capital Improvement Plan Update (Public Works Director Olmos).

RECEIVE AND FILE

RECOMMENDATION:

Staff recommends that City Council receive the City's Quarterly Capital Improvement Plan Update.

FISCAL IMPLICATIONS:

There are no fiscal implications. This is a review of the previously approved Capital Improvement Plan projects.

BACKGROUND:

Infrastructure is everywhere and is comprised of roads, water and sewer pipes, civic facilities, and parking. Just like a home, the City's infrastructure requires maintenance and improvements over time. Because of the volume of infrastructure necessary to help a city function and excel, the City creates a Capital Improvement Plan (CIP) each year. It prioritizes ideas and needs, essential projects and funding for projects within a five-year span. Although City Council only approves funding for the first year of the five-year plan, it is important to utilize the CIP as a planning tool. The process to develop, review and adopt the City's CIP every fiscal year takes 7-8 months. The tentative CIP timeline in the Discussion section outlines this timeframe.

The City's current CIP, covers five fiscal years, FY15-16 through FY19-20, and was adopted by the City Council on July 7, 2015. The approved CIP included new funding for projects assigned to FY15-16. The current CIP contains 80 active projects, which include projects from prior years (carryover) and new projects in FY15-16. The current CIP contains

approximately \$47 million dollars of carryover funds and \$11 million dollars of new funding. The total five year CIP is \$110 million dollars.

DISCUSSION:

The Engineering Division of the Public Works Department oversees the City's CIP. A capital improvement project's status is defined by the following terms:

- Planning: Initial stages
- Request for Proposal (RFP): Selection process to choose a consultant
- Bid Process: Selection process to choose a contractor
- Design: Creation of project plans and specifications
- Construction: Active construction
- Completed: Construction completed, project close-out

The following represents the total number of projects within each individual project status category. A comprehensive list showing the specific projects is found in Attachment 1.

- Completed: 12 projects
- Construction: 4 projects
- Design: 35 projects
- Bid Process: 2 projects
- RFP: 5 projects
- Planning: 22 projects

The City's current CIP primarily includes projects that were identified in infrastructure master plans or condition assessments to improve the condition of the existing infrastructure to acceptable levels. However, the CIP does not contain facility replacement projects to address the life cycle and/or functional use of facilities.

If the City Council wants to pursue the implementation of facility replacement projects, staff recommends that City Council discuss and provide staff with direction to develop an implementation strategy for each project. The implementation strategy could include soliciting proposals from qualified consultants to assist staff in defining the scope-of-work, calculating rough order-of-magnitude cost estimates, developing implementation phasing, and exploring funding or revenue-generating options. If the City Council is interested in pursuing facility replacement projects, staff recommends for City Council to identify three priority projects given the limited time and resources available.

FY17-21 CIP Timeline

The CIP is created and refined by a thorough review process each year. The tentative timeline for FY17-21 Capital Improvement Plan is as follows:

- November 2015: "Call for Projects" to Department Heads
- December 2015: CIP Committee review of draft project requests (Dept. Heads)
- February 2016: City Council Mid-Year CIP update and FY17-21 draft project list
- April 2016: City Council review of FY17-21 draft project list
- April 2016: Planning Commission review for General Plan conformance
- April 2016: Parking and Public Improvements Commission review/comments

- May 2016: CIP Review during City Council study session
- June 2016: City Council CIP adoption
- July 1, 2016: Effective date of adopted CIP

PUBLIC OUTREACH/INTEREST:

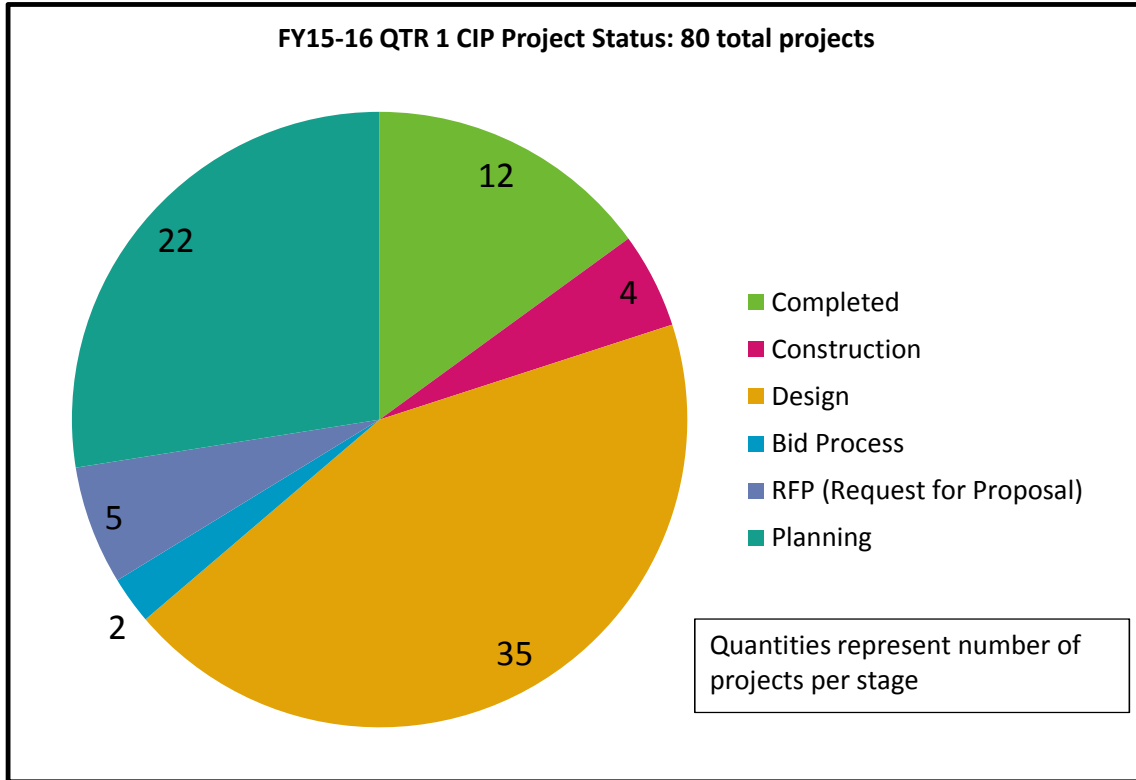
Staff intends to utilize the Open City Hall tool during the CIP process. Staff welcomes input from the public at any time, especially at City Council and Commission meetings.

CONCLUSION:

The Public Works Department will continue to serve the community through the advancement of its Capital Improvement Plan and recommends that City Council receive this Quarterly Capital Improvement Plan Update.

Attachments:

1. FY15-16 CIP Project Status List



Project Stage	Quantity per Stage
Completed	12
Construction	4
Design	35
Bid Process	2
RFP (Request for Proposal)	5
Planning	22
FY15-16 Total Projects	80

Completed (12 projects)

1	FY12-13 Annual Slurry Seal
2	FY14/15 Annual Curb, Gutter and Ramp Replace Project
3	Block 35 Booster Discharge
4	Downtown Streetscape Crosswalk and Slurry Seal
5	Dual Left-turn Lanes Marine/Sepulveda
6	Fire Station 2 Interim Improvements
7	Herrin/Marine Pipe Installation
8	Management Services Office Remodel
9	Rosecrans Utility Undergrounding
10	Strand Retaining Wall Enhancements
11	Tiennial Pavement Management System Update
12	Water Main Replacement: Sepulveda (MBB to 2nd St.) & 2nd St. (Sepulveda to Larsson St.)

Construction (4 projects)

1	City Yard Cover
2	Pipe Repl & Fire Hydrant Install Areas 2 & 3
3	Utility Radio Telemetry (Fiber Optic Improvements)
4	Well 11 Backup Generator

Design (35 projects)

1	22 Intersection Pedestrian Improvements
2	CDBG Access Ramp Construction Project
3	Chloramination System at Wells 11 & 15
4	Citywide Wayfinding Sign Master Plan
5	Crash Rated Pier Bollards
6	Cycle 10 Safe Routes to School
7	Cycle 3 Safe Routes to School
8	Downtown Streetscape Traffic Signal Poles
9	Field Netting at Manhattan Heights, Dorsey & Live Oak Athletic Facilities
10	FY11-12 Rehab Gravity Sewer Mains
11	FY14-15 Annual Slurry Seal
12	FY14-15 Rehab Gravity Sewer Mains (spot repairs)
13	Highland Ave./38th Street Improvements
14	Larsson Street Pump Station Improvement
15	Live Oak Park Fiber Connectivity for Tennis Offices
16	Manhattan Ave./Highland Ave. Improvement Projects (1st-8th St.)
17	Marine Ave Park Baseball Field Synthetic Turf
18	Paint Block 35 Tank
19	Parking Structure Structural Rehab/Reinvestment
20	Pier Comfort Station
21	Pier Improvements
22	Pier Roundhouse
23	Raised Median Construction: MBB, west of Aviation
24	Resurfacing: Marine, Sepulveda to Aviation
25	Resurfacing: MBB, Sepulveda to Aviation
26	Rosecrans Bike Lanes
27	Sepulveda & 8th St Intersection Improvements
28	Sepulveda Bridge Widening
29	Signalized Crosswalks: MBB at Target Driveway
30	Storm Drain Projects (spot repairs & sections)
31	Stormwater Quality Improvement Catch Basin Inserts
32	Street Resurfacing: Rosecrans Avenue (Sepulveda to Redondo)
33	Street Resurfacing: Blanche (Valley to 25th St), Marine (Grandview to Blanche), and 27th St. (Bayview to Highland)
34	Street Resurfacing: Oak (Valley to Rosecrans) & Redondo (MBB to 11th; 11th - Peck to Redondo)
35	Veterans Parkway - Phase I Design

Bid Process (2 project)

1	Strand Stairs
2	South Side Rosecrans Avenue Widening

RFP (Request for Proposal) (5 projects)

1	Community Development Space Planning
2	Engineering Division Space Planning
3	Facilities Improvements
4	Human Resources Space Planning
5	Peck Ground Level Reservoir Replacement

Planning (22 projects)

1	FY15-16 Annual Slurry Seal (Thermoplastic)
2	FY14/15 Non-Motorized Transportation Crosswalks & Bike Lanes
3	FY15-16 Rehab Gravity Sewer Mains
4	Aviation Blvd at Artesia, South to Westbound RT lane
5	Begg Field Synthetic Turf & Light Fixture Replacement
6	Dual Left-turn Lanes on MBB at Sepveda East & North
7	Energy Efficiency Implementation Study/Plan
8	Fire Station 2 Design Development
9	Fire Station Security Card Installation
10	Install New Fitness Station and Surfacing at Miraposa Fitness Station
11	LED Traffic Safety Lighting
12	Lot 1 Retaining Wall
13	Morningside Drive Rehabilitation (MBB to 10th Pl)
14	North End Business Improvement District Streetscape
15	Park Master Plan
16	Peck Reservoir Booster Pump Variable Frequency
17	Pipe Replacement & Fire Hydrant Install Area 5, 6, 7
18	Poinsettia Sewage Lift Station Replacement and Force Main Replacement
19	Refuse Enclosure Improvements (Design Only)
20	Replace and Upgrade Fire Station 1 Diesel Exhaust Removal System
21	Replace Light Fixtures at Manhattan Village Field
22	Traffic Signal Preemption Devices

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Bruce Moe, Finance Director
Henry Mitzner, Controller
Libby Bretthauer, Financial Analyst

SUBJECT:

Fiscal Year 2015-2016 First Quarter Budget Status Report; Two Year Budget Process for Fiscal Years 2016-17 and 2017-18 (Finance Director Moe).

RECEIVE REPORT; APPROVE

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Bruce Moe, Finance Director
Henry Mitzner, Controller
Libby Bretthauer, Financial Analyst

SUBJECT:

Fiscal Year 2015-2016 First Quarter Budget Status Report; Two Year Budget Process for Fiscal Years 2016-17 and 2017-18 (Finance Director Moe)

RECEIVE REPORT; APPROVE

RECOMMENDATION:

Staff recommends that the City Council: a) receive the First Quarter Budget Update Status Report for Fiscal Year 2015-2016; and b) approve a two-year budget cycle starting with the

FY 2016-2017 budget.

FISCAL IMPLICATIONS:

Fiscal implications are discussed within this report. No budget adjustments are required at this time.

BACKGROUND:

In an effort to keep the City Council and community fully informed of the City's fiscal performance, we are providing quarterly presentations of financial information to the City Council. While this information has, and will continue to be provided to the Council in the form of written reports on the agenda, this presentation will provide for more interactive discussion on a periodic basis.

DISCUSSION:

The City Council and staff respond to the community's needs in part through the budget. The budget is both a spending plan for the City's available financial resources and the legal authority for City departments to spend the resources for public purposes. Through these resources, services are provided to meet the needs of Manhattan Beach residents.

First Quarter Budget Overview (July-September 2015)

General Fund

The General Fund is performing within expectations. FY 2015-2016 revenues are expected to exceed budgetary estimates, while expenditures are anticipated to come in below projections. Reserves remain healthy, and were increased in this most recent budget cycle, reflecting the City's strong fiscal position.

Through the first quarter, revenues are at 16.2% of full year estimates, which is typical for this time frame, while expenditures are at 23.3% of budget 25% of the way through the year. The following illustrates the revenue and expenditure patterns for the current year as well as the past three fiscal years:

Revenues

- Q1-2016 - 16.2%
- Q1-2015 - 16.5%
- Q1-2014 - 16.2%
- Q1-2013 - 16.1%

Expenditures

- Q1-2016 - 23.3%
- Q1-2015 - 24.5%
- Q1-2014 - 22.9%
- Q1-2013 - 23.9%

The typical pattern of General Fund cash flow includes significant Property Tax revenue in the months of December, January, April and May (after Q1). As a result, cash flow in other months is often negative (expenditures exceed revenues for the month). This is fully expected, and typically by year-end, revenues have exceeded expenditures. Thus it is historically anticipated that at this point in the year, expenditures have exceeded revenues by \$3,947,203. The City maintains sufficient liquidity in the investment portfolio to accommodate these patterns.

Revenues

General Fund revenues totaled \$10,301,685. This is an increase of \$447,252 (4.5%) from the prior year period. See Attachment #1 for the list of key General Fund revenues.

- Property Tax is the City's most significant General Fund revenue source. This first quarter update does not include the major collections of Property Tax since significant collections don't commence until December. This revenue source was originally estimated to total \$25,948,000 in FY 2015/16. However, recent data indicate that assessed values (which translate into Property Taxes) are up 8.1% from last year. This is expected to result in property taxes exceeding budget by 1.3% or \$260,000.
- The City's second largest General Fund revenue source, Sales Tax, is estimated to total \$7,480,517 in FY 2015/16. Through the first quarter, revenue is down by \$61,272 (3.3%) from the prior year. The City lost a major sales tax producer in April 2015, which contributed to the drop in this revenue from the prior year. The largest contributors to sales tax are from the general consumer goods, restaurants and hotels, and fuel and service stations sectors.
- Transient Occupancy Tax (TOT) is up 12% from last year at this time, continuing the recent trends of strong growth in this revenue that represents 6% of General Fund revenue.
- Trending in line with higher TOT, receipts from Marriott Hotel Rent (ground lease) are up by 15.5% (\$42,238 over the prior year period). First quarter receipts totaled \$314,314 (31.6% of budget). The City receives 6.25% of Marriot room rental revenue in addition to Transient Occupancy Taxes.

Building and construction revenues have mixed results. While some of the gains in these revenues can be attributed to updated fees implemented on July 1, the spike in Building Permit revenue (up 95% from last year) has been partially caused by an inadvertent advanced collection of Building Permit fees at the time of Plan Check Services (normally permit fees are collected separately after plan check is completed and the project is approved to proceed). This error was caused by a miscalculation in the permit system which has since been corrected. The advanced payments, which total approximately \$220,927, are

being held on account until the subsequent Building Permits are approved, at which time the credit will be applied. Hence, this spike will smooth out over the coming months. In factoring out the advanced payment of \$220,927, the actual year-over-year increase in Building Permits is \$98,580, or 29.3%.

Additionally, certain building permits issued, inappropriately included a plan check fee component when the nature of the construction did not require plan check. These included shoring, re-roofing, pool, and certain mechanical/electrical/plumbing and minor building projects (this was also caused by mis-calculations in the permit system). There are approximately 160 of such permits for which refunds totaling an estimated \$133,000 are currently being processed. These refunds will reduce the Q1 revenue in Plan Check to \$238,571, a year-over-year reduction of \$33,505 or 4.9%.

Expenditures

General Fund expenditures are trending under last year at this time, having decreased by \$360,723 or 2.5% (see Attachment #1). The overall decrease is due to Bond Debt expenditures, down by \$759,888, reflecting last year's scheduled payoff of pension obligation bonds. Contract and Professional Services (-\$254,831, -14.6%) and Materials and Services (-\$136,493, -19.8%) are down from the prior year due to non-recurring expenditures in FY 2014/15, and the timing of invoices for Plan Check Services (September's billing from the contractor was not received/paid before the issuance of the Q1 financial statements).

Increases by category include Salary and Wages (+\$306,561, +4.7%), Employee Benefits (+\$292,674, +10.9%), and Property & Equipment (\$112,617). Internal Service Charges are up \$125,478 (+7.4%); this category reflects internal charges for Workers Compensation, Liability claims, Information Technology Services and Fleet charge outs.

- The Salary and Wages increase includes full- and part-time salaries as well as overtime costs. Within this category, both regular salaries (+\$159,174, +2.82%) and overtime costs (+\$147,387, +16.1%) are up over the prior year. The increase in overtime costs can be attributed to sworn personnel, including Fire Department Strike Team deployments, for which the City will receive Mutual Aid reimbursement.
- Employee benefits are trending higher than the prior year due to PERS contributions (+\$124,854, +12.1%) and Workers Compensation costs (+\$132,420, +17.7%). Increases in PERS contributions were anticipated due to known rate adjustments. Workers Compensation charges, which are a fixed amount for the year, billed to departments in an amount equal to one-twelfth of the annual total each month, also increased based on the budget which was estimated using historical claims activity.
- Prior year expenditures included one-time costs to seal coat all Manhattan Beach Unified School District parking lots and playgrounds as well as professional services payments for executive recruitment costs and to the Chamber of Commerce. Within Materials and Services, one-time purchases of public safety equipment, including tasers and fire protection gear, contributed to the variance from FY 2014/15.

- Within the Internal Service Funds, there are two main drivers for the increase: Insurance Fund charge outs, which are up \$122,745, and Fleet Maintenance charge outs, up \$50,233. Both reflect increases in budgeted expenditures for FY 2015-2016.
- One-time software purchases for the electronic document management system contributed to the increase in Property and Equipment.

Other Funds

Expenditures in other funds appear to be tracking appropriately thru the first quarter, with the exception of the Insurance Fund, which has expended 43.4% of the full year budget. This trend is due to liability, property and workers compensation premiums (\$1.2 million, or 19.2% of the total budget) paid annually in August, early in the fiscal year. This will normalize as the year progresses. Workers Compensation Claims paid through the first quarter of the year are trending at 25.1% of budget. Liability Claims paid through the first quarter are at 33.8% of budget.

Due to conservation efforts, revenues in the Water and Wastewater funds are trending below prior years. Water consumption in the first quarter of FY 2015/16 has decreased approximately 20% from FY 2014/15, meeting the City's required reduction in water use per the Governor's water conservation order. While current year revenues for water and wastewater were projected conservatively, actual revenues in FY 2015/16 will likely not meet the Adopted Budget due to the City's successful conservation efforts. However, there are also cost savings from reduced water purchases. Sufficient moneys are available in both funds to sustain operations as well as fund infrastructure projects in the near term.

As with all funds, revenues and expenditures will continue to be monitored and adjustments recommended if necessary.

Two-Year Budget Cycle

While we are only into the fifth month of the current budget year, planning is underway for next year's budget. The preparation of the FY 2015-2016 budget included many new features, such as the Community Budget Priorities town hall meeting, and more opportunities for resident engagement in the process. We will continue to build on those successes in the coming years.

A new approach we are recommending is instituting a two-year budget cycle. Under this proposal, the City would develop and present spending plans for the next two years: Fiscal year 2016-2017 and Fiscal Year 2017-2018. The rationale and advantages behind this approach are described by the Government Finance Officers Association as consisting of five objectives: 1) greater emphasis on management and service delivery; 2) greater emphasis on program evaluation and monitoring; 3) improved long-term planning; 4) relocation of human resources to more value-added activities other than budget preparation; and 5) reduction in staff time spent on budget development.

Under the two year budget, the first year of the biennial budget is adopted (as has been done in the past with our one-year budgets). The second year of the budget is approved as a spending plan but not adopted - that occurs before the beginning of the second year. At the end of the first year, the City would go through an abbreviated review process for any critical changes to the second year spending plan, hold the public hearing, and then formally adopt the second year's spending plan.

Existing quarterly and mid-year budget reviews will continue. This provides an opportunity to monitor progress and make adjustments as necessary. Additionally, at the end of year one, the budget review focuses on year-two changes to incorporate any updated data and trends.

The purpose of the two year budget is to encourage longer range planning, and link the spending plan to that vision of the Strategic Plan, which prioritizes the City's goals for the coming years. The multi-year budget is also linked to other planning efforts such as community surveys. The document will also benefit from the certainty that comes with multi-year labor agreements being negotiated.

Additionally, one of the greatest benefits to the two-year budget involves the City's Capital Improvement Plan (CIP). Under the one year budget process, the development and approval of the CIP happens concurrently with the budget. Review of the CIP generally occurs at a Budget Study Session as a subset of the operating budget. This does not provide adequate time for a thorough review of one the City's major spending components - capital projects. Under the recommended two-year budget, the first year would center on the operating budget with less emphasis on the CIP. The second year would more closely focus on CIP. Given recent policy conversations around a few significant possible projects (e.g., fire station #2, a community pool, and a new downtown streetscape) and the numerous water service improvements coming in the near future, an opportunity to more exclusively focus on the CIP during "off-budget" years could prove particularly helpful.

One concern that may be raised with a two-year budget is adapting to unexpected, unstable economic conditions, which can occur very rapidly. However, as is the case now, adjustments to the budget may be made at any time by the City Council to reflect new information. In those cases, staff will keep City Council apprised of situations that may warrant such action. Finally, as the approval of the second year of the budget nears, staff will recommend adjustments (positive and negative) based on current trends.

A two-year budget cycle is most appropriate and more common for agencies that have strong and relatively consistent financial histories like the City of Manhattan Beach. In addition, our city has a portfolio of established services, such as public safety, parks and recreation, and public works, that do not significantly vary in investment level by fiscal year-again due to our long history of exceptional financial management-and thus make us a good candidate for considering a two-year development.

Community Budget Priorities Meeting

Last year, the City instituted the Community Budget Priorities Meeting, which took place in

early March. The gathering brought together over 150 people to discuss City services and priorities for spending City resources. That was preceded by a City Council meeting in January at which time the Council established budget policies.

With the upcoming budget cycle, staff believes it would be beneficial to reverse the order of these meetings, and hold the Community Budget Priorities session before the Council considers policies for the coming budget. This will allow Council to consider the input from the community meeting when setting policies.

Staff has tentatively set the Community Budget Priorities meeting for January depending upon scheduling around other events and activities. Staff will advise the Council when the schedule has been established, and will aggressively promote the session to ensure maximum participation.

CONCLUSION:

The Q1 budget report indicates that actual performance is in line with budgetary estimates through September 2015. The next quarterly update will occur in February 2016 with the mid-year budget report.

Staff recommends that the City Council: a) receive the First Quarter Budget Update Status Report for Fiscal year 2015-2016; and b) approve a two-year budget cycle starting with the FY 2016-2017 budget.

Attachments:

1. First Quarter Fiscal Performance Report
2. Q1 Budget report PowerPoint Presentation

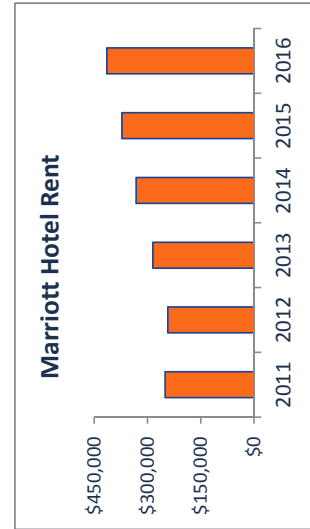
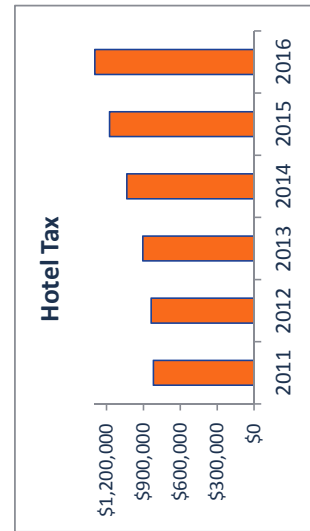
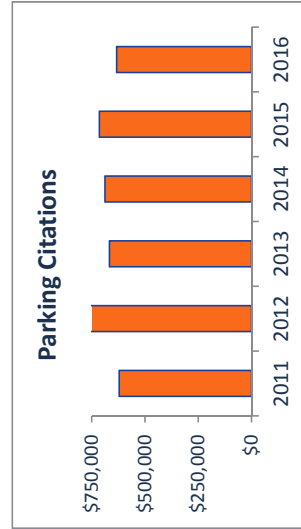
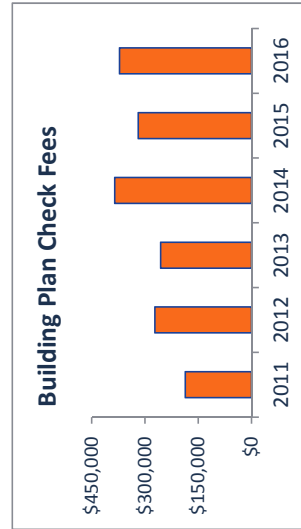
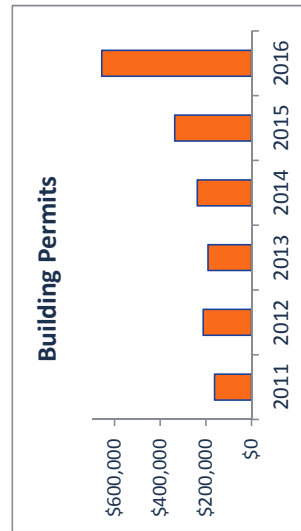
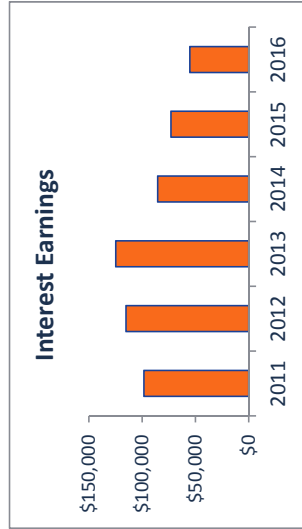
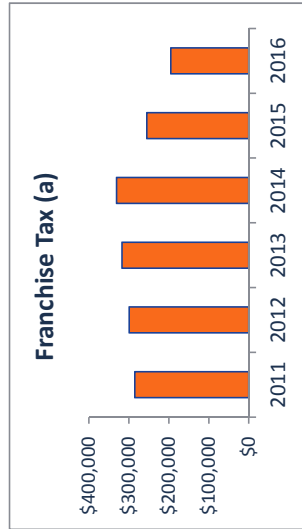
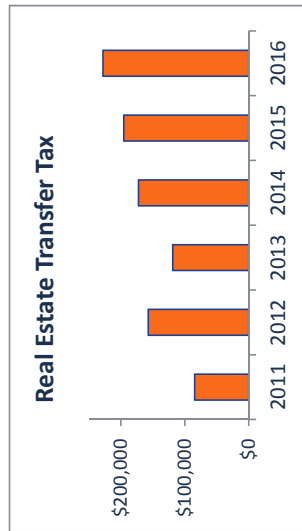
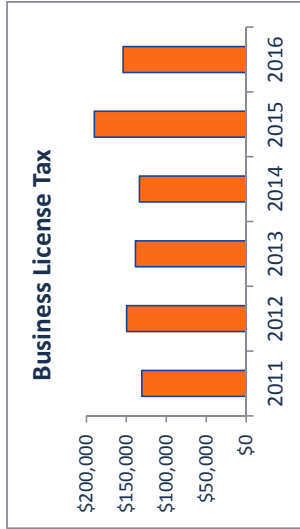
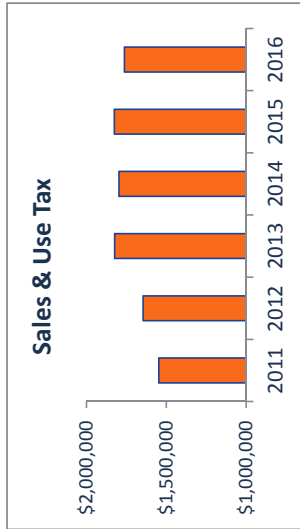
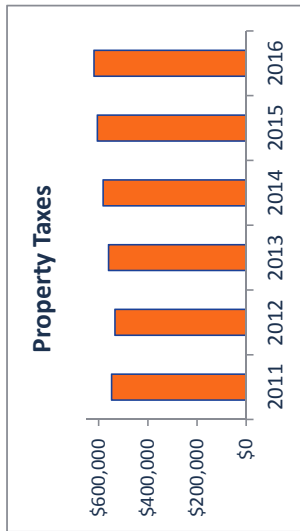
FY 2015-2016 First Quarter Comparison - General Fund

General Fund Expenditure Category	First Quarter Actual			Increase/(Decrease) from FY 2015 to FY 2016	
	FY 2014	FY 2015	FY 2016	\$	%
Salary & Wages	\$6,016,485	\$6,552,299	\$6,858,860	\$306,561	4.7%
Employee Benefits	2,706,496	2,679,688	2,972,362	292,674	10.9%
Contract & Professional Services	1,446,107	1,744,028	1,489,197	(254,831)	(14.6%)
Materials & Services	462,366	687,915	551,422	(136,493)	(19.8%)
Utilities	171,362	196,388	149,546	(46,841)	(23.9%)
Internal Service Charges	1,331,992	1,701,931	1,827,409	125,478	7.4%
Property & Equipment	1,995	15,685	128,302	112,617	718.0%
Bond Debt	1,353,337	1,031,677	271,789	(759,888)	(73.7%)
Total General Fund Expenditures	\$13,490,140	\$14,609,612	\$14,248,888	(\$360,723)	(2.5%)

General Fund Revenues	First Quarter Actual			Increase/(Decrease) from FY 2015 to FY 2016	
	FY 2014	FY 2015	FY 2016	\$	%
Key Revenues					
Property Tax	\$581,963	\$605,342	\$618,978	\$13,636	2.3%
Sales & Use Tax	1,825,332	1,854,877	1,793,605	(61,272)	(3.3%)
Transient Occupancy Tax	995,754	1,113,829	1,247,256	133,427	12.0%
Business License Tax	133,558	190,171	154,047	(36,124)	(19.0%)
Real Estate Transfer Tax	172,521	195,529	228,171	32,642	16.7%
Building Permits	237,466	336,294	655,801	319,507	95.0%
Parking Citations	687,793	714,286	632,874	(81,412)	(11.4%)
Interest Earnings	85,426	73,091	55,338	(17,752)	(24.3%)
Marriott Hotel Rent	232,215	272,076	314,314	42,238	15.5%
Building Plan Check Fees	385,313	319,267	371,571	52,304	16.4%
Subtotal Key Revenues	\$5,337,340	\$5,674,761	\$6,071,956	\$397,195	7.0%
Remaining Revenues by Category					
Other Taxes & Assessments	\$370,472	\$317,015	\$243,173	(\$73,842)	(23.3%)
Revenue from Permits	175,889	267,758	331,299	63,540	23.7%
Fines	51,841	52,055	41,791	(10,264)	(19.7%)
Use of Property & Money	332,539	322,501	306,771	(15,730)	(4.9%)
Other Governments	45,035	82,817	141,288	58,471	70.6%
Service Charges & Transfers	2,895,918	2,887,006	3,014,666	127,660	4.4%
Miscellaneous	131,483	250,520	150,742	(99,778)	(39.8%)
Subtotal Other Revenues	\$4,003,177	\$4,179,672	\$4,229,730	\$50,058	1.2%
Total General Fund Revenues	\$9,340,517	\$9,854,433	\$10,301,685	\$447,252	4.5%

**City of Manhattan Beach
Fiscal Year-To-Date General Fund Trends
Through 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. This revenue will self adjust throughout the year to better align with prior full-year numbers.

FISCAL YEAR 2015-2016 Q1 BUDGET STATUS REPORT

A Macro View

FIRST QUARTER RESULTS

GENERAL FUND

- **High level overview - early in the year**
- **Revenues/Expenditures not straight line**
 - **Cash Flows uneven throughout the year**
- **Performing as expected**
 - **Revenues estimated to exceed budget**
 - **Expenditures projected at or below budget**
- **Reserves remain healthy**

FIRST QUARTER RESULTS (Y-O-Y) GENERAL FUND - REVENUES

- Total \$10.3 million, increase of \$447,252 (4.5%)
- Noteworthy:
 - TOT - up 12% from last year (\$133,427)
 - Sales Tax - down 3.3% (\$61,272)
 - Marriott Hotel rent increased \$42,238 (15.5%)
- Property Tax collections begin in Q2
 - Projecting \$260K over budget
- Overall: 16.2% realized through 25% of the year (normal is 16.1% to 16.5%)

BUILDING FEES

- **Building Permits up 95%**
- **Miscalculation in permit system caused early collection at Plan Check phase**
- **Total of \$220,927**
- **Held on account pending issuance of subsequent building permit**
- **Adjusted increase of \$98,580 or 29.3%**

PLAN CHECK FEES

- **Plan Check Fees up 16.4%**
 - **Miscalculation in permit system collected Plan Check fees when not required**
 - **Re-roofing, shoring, MEP, minor construction**
- **Total of \$133,000 being refunded now**
- **Adjusted = decrease of \$33,505 or 4.9%**

FIRST QUARTER RESULTS (Y-0-Y) GENERAL FUND - EXPENDITURES

- Total \$14.2 million (down \$360,723)
 - POBs paid off - \$759,888
 - Contracts lower by \$254,831 (14.6%)
 - M&S lower by \$136,493 (19.8%)
- Salaries & Wages - up \$306,561 (4.7%)
 - MOU adjustments in Fire & Police
- Employee benefits up \$292,674 (10.9%)
 - CalPERS rate increases
- 23.3% of budget expended 25% through the year (normal is 22.9% to 24.5%)

OTHER FUNDS

- Other funds appear to be tracking appropriately through Q1
- Exception: Insurance Reserve Fund
 - 43.4% of budget expended by 9/30/15
 - \$1.2 million in premiums paid in August (19% of budget)
- Workers Compensation Claims - 25.1%
- Liability Claims - 33.8%

OTHER FUNDS

- **Water and Waste Water Funds**
- **Conservation affecting revenues**
 - Water down 18.4% from last year
 - Waste Water off 14.8%
- **Revenues likely to underperform budget**
- **Cost savings from reduced water purchases**
- **Sufficient funds available in near term to sustain operations and capital projects**

- **As with all funds, revenues and expenditures actively monitored**
 - **Adjustments will be recommended if necessary**

TWO YEAR BUDGET FY 16/17 AND 17/18

TWO-YEAR BUDGET

- Creation of spending plans for the next two fiscal years at one time
- Each year is an independent spending plan, but “heavy lifting” is consolidated in year one
- Council **ADOPTS** first year of budget and **APPROVES** the second year
- Year two is reviewed and adopted before second year begins

PROCESS

- **Second Year:**
 - **Abbreviated process: review of 2nd year of spending plan with City Council**
 - **Adjustments to reflect updated information, trends and needs**

TWO YEAR BUDGET

- **Purpose:**
 - **Encourage Long Range Planning**
 - **Link Spending to Strategic Plan Vision**
 - **Tie in Community Surveys**
 - **Incorporate long term labor agreements**

BENEFITS

- **Greater Emphasis on:**
 - **Management and Service Delivery**
 - **Program Evaluation and Monitoring**
 - **Improved Long Term Planning**
 - **Relocation of staff to more value-added activities**
 - **Reduction in staff time on budget development**

BENEFITS

- **Currently CIP is included in budget discussions (PW study session)**
 - **Inadequate review time for major expenses**
- **Proposed Two-Year plan would alternate focus on operating budget and CIP**
 - **Fire Station #2, Pool, Streetscape, etc.**

REVIEW/MONITORING

- Quarterly budget reports continue
- Year two review and adjustments built into the process
- As is now the case, the budget may be adjusted at any time based on significant factors, events and trends
- Staff will keep Council apprised if action necessary

TWO YEAR BUDGET

- **Most appropriate and common in agencies with strong, consistent financial histories**
- **Investment in stable portfolio of established services including public safety, P&R, Public Works that don't vary significantly each year**
- **City has long history of exceptional financial management**

COMMUNITY BUDGET PRIORITIES MEETING

COMMUNITY BUDGET PRIORITIES MEETING

- **Very successful meeting in March for FY 15/16 budget following January Council discussion of Budget Policies**
- **Beneficial to hold Priorities meeting first before Policies discussion For FY 16/17**
 - **Encourages public input into the policies in context of priorities**
 - **Tentative dates in January under consideration – will actively promote**

Q1 BUDGET REPORT SUMMARY

Q1 SUMMARY

- Budget performing as expected with notable exceptions for Insurance and Water/Waste Water funds
- No budget adjustments required at this time
- Reserves maintained
- Recommending Two Year Budget Cycle
- Scheduling of Budget Priorities Meeting

Q&A

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Bruce Moe, Finance Director

Teresia Zadroga-Haase, Human Resources Director

SUBJECT:

Fiscal Year 2014-2015 Insurance Fund Status Report; Phased Transfer of Funds from the General Fund to the Insurance Fund to Correct Fund Imbalance (Finance Director Moe).

ACCEPT REPORT; APPROVE TRANSFER PLAN

RECOMMENDATION:

Staff recommends that the City Council: a) accept a report on the Fiscal Year 2014-2015 Insurance Fund performance and steps being taken to improve loss experience; and b) approve a three-year phased transfer plan of \$667,000 per year from the unreserved General Fund balance to the Insurance Fund, including a transfer of \$667,000 in Fiscal year 2015-2016.

FISCAL IMPLICATIONS:

Due to higher than expected claims activity during FY 2014-2015, the Insurance Fund ended the fiscal year with a negative fund balance of approximately \$1.87 million. The trend to this outcome was first reported to the City Council with the FY 2014-2015 first quarter budget report in November 2014, and again at the mid-year budget report in February 2015. The prediction of the negative fund balance was discussed with the third and fourth quarter budget updates as well.

With the Q3 and Q4 reports, staff recommended that the final results for FY 14-15 be determined before correcting the fund balance issue. With FY 2014-2015 Insurance Fund transactions now substantially completed, a plan of funding needs to be implemented to correct the negative fund balance.

The fund balance as of June 30, 2015, was negative \$1.87 million. This can be corrected through a recommended three-year phased transfer from available unreserved General Fund moneys of \$667,000 each year starting with FY 15-16 through FY 17-18. This will

leave a negative fund balance of approximately \$1.2 million in the Insurance Fund and a projected fiscal year end unreserved General Fund balance of approximately \$1.6 million (this is in addition to the 20% financial policy reserve as well as the \$4 million Economic Uncertainty reserve).

BACKGROUND:

The Insurance Fund was established as a mechanism to track, report, pay and account for liability and workers compensation claims with the City.

As an internal service fund, Insurance Fund revenues are generated primarily through charge-outs to user departments based on recent claims history involving that department. For example, if the Finance department experiences increased workers compensation activity (e.g., on the job injuries) charges to Finance will appear in subsequent budgets to recover the costs associated with those claims until fully recovered, at which time the charges are reduced. In essence, the Insurance Fund serves as the City's insurance company, with premiums increasing or decreasing based on experience.

Other revenues to the Fund include recoveries from third parties involved in claims, including refunds from excess insurance carriers when the amount of the claims paid exceeds the City's self-insured retention (SIR, or in simpler terms, the deductible).

Insurance Fund expenditures are primarily from claims paid, which are broken down into two types: current, for which the costs are known and payable, and long term liabilities (also referred to as "incurred but not reported," or IBNR). For IBNR, because the actual costs are not known, liabilities are estimated by the City staff in conjunction with information from the Third Party Administrator (TPA) who handles both liability and workers compensation claims for the City (those estimates are subject to adjustment both positive and negative based on updated information over time). With both current and IBNR claims, the City either pays the identified claims, or reserves for the IBNR. Either way, these costs are reported as "claims paid" in the budget and financial reports (which are also separately reported as Workers Compensation or Liability).

DISCUSSION:

During Fiscal year 2014-2015, the City's Insurance Fund expenditures exceeded budget by \$1.02 million. This was primarily due to unexpected levels of activity in both liability and workers compensation, which exceeded budgetary estimates by \$607,000 and \$656,000 respectively. Revenues exceeded budget by approximately \$270,000, which along with savings in other areas helped slightly mitigate the imbalance.

As predicted and reported with the Q3 and Q4 budget reports, by year end, expenditures exceeded budget, requiring the use of existing fund balance. In doing so, the Insurance Fund ended FY 2014-2015 with a negative fund balance of approximately \$1.87 million (the negative fund balance in this instance is caused by future liabilities, which if fully paid out today, would exceed currently available funds. However, the fund does have sufficient cash available for current liabilities and operations).

An analysis of the causes of the losses for FY 14-15 indicates that IBNR costs for workers

compensation and liability claims increased by \$301,621 over the prior year - the result of reserves being adjusted for several claims filed with the City. It is not uncommon for workers compensation cases to have increased costs realized (or reserved for) long after the initial claims have been filed; treatment may continue for these injuries, sometimes as long as thirty years beyond initial treatment, and the City is obligated to pay for those injuries for an indefinite timeframe, sometimes for the life of the employee. Liability claims tend to be of much shorter duration by nature, and once completed are final, usually within a few years of the loss at most.

The analysis also indicates that the projected (budgeted) losses (both current and IBNR) exceeded staffs' estimates which were developed utilizing historical data. And while a budget adjustment was approved by the City Council at mid-year in recognition of the trends, even that adjustment ultimately proved to be insufficient to provide for the full year costs (please note that specific details on reserves for cases, as well as workers compensation claims, are not included in this report due to the need to maintain confidentiality).

For FY 2014-2015, the Insurance Fund started the year with a fund balance of \$487,408 (after accounting for all liabilities). Activities during FY 14-15 resulted in a loss of \$2,357,187. This results in an estimated fund balance of negative \$1,869,779. In order to correct this imbalance, staff recommends a three-year phased equity transfer totaling \$2 million (\$667,000 per year) from available unreserved General Fund moneys. The first transfer would occur in the current fiscal year (2015-2016), with subsequent transfers in 2016-2017 and 2017-2018.

Despite the use of fund balance during FY 2014-2015, the Insurance Fund maintained the Financial Policy requirement of \$2 million of working capital. Working capital is calculated by taking Current Assets less Current Liabilities; it does not take into account long term liabilities:

Current Assets (cash)	\$10,249,291
Less Current Liabilities (excludes IBNR)	<u>\$ 7,985,309</u>
Equals Working Capital	\$ 2,263,982

Before the transfer of funds from the General Fund, it is important to note that the Insurance Fund has sufficient resources to pay current claims. It is the reserving and accounting for long term liabilities, which totals \$4,148,280, that causes the fund balance to become negative. Once the transfers are enacted, all claims, current and IBNR as currently stated, will be fully funded.

Staff recommends a three-year phased approach to recapitalizing the Insurance Fund. While sufficient funds are available within the unreserved General Fund to permit a one-time \$2 million transfer, doing so would result in only a minimal unreserved fund balance (\$300,000 to \$400,000 by fiscal year end). The unreserved fund balance is utilized to accommodate unplanned expenditures that arise during the year, fund future general (non-enterprise) capital improvement projects, and subsidize other funds that have insufficient money including Street Lighting & Landscaping, and Storm Water. As a result, it is important to maintain some level of unreserved fund balance to accommodate these needs. The recommended three-year approach allows for a General Fund cushion while also addressing

the Insurance Fund needs.

This approach was discussed with the City's auditor. While the negative fund balance will be included in the Auditor's report as an issue, the phased capitalization plan will be recognized as an acceptable solution.

As an alternative, the City Council may direct a one-time full funding plan transfer of \$2 million from the General Fund to the Insurance Fund to satisfy the negative fund balance. However, this may cause the use of Economic Uncertainty reserves if the General Fund budget needs any significant adjustments. The phased approach provides greater flexibility with respect to general City operations.

GASB 68 Accounting Standards

The Comprehensive Annual Financial Report (CAFR) for FY 2014-2015 will be issued in early calendar year 2016. This CAFR will incorporate the new Governmental Accounting Standards Board (GASB) Pronouncement No. 68 regarding Accounting and Financial Reporting for Pensions. In short, these standards require public agencies to report in the government wide and proprietary fund statements net pension obligations (NPO) on the Statement of Net Position (balance sheet). In doing so, the NPO will be listed under non-current liabilities and be calculated in the comparison of assets and liabilities to determine the overall net position. Simply put, GASB 68 now requires the assets to be adjusted by the City's NPO.

Since there exists a net pension liability for the City, the net position in the government wide and proprietary fund statements will be reduced. The exact NPO for the Insurance Fund will be included in the CAFR. Until that amount is determined, we can expect that this new standard will further impact fund balance beyond the current negative \$1.87 million. More details about GASB 68 and the exact impacts on fund balances will be discussed when the CAFR is delivered to the City Council in early 2016.

Proactive Management Steps

With the hiring of Teresia Zadroga-Haase as the City's new Human Resources Director, who oversees the Risk Management function, the City is taking several steps to ensure that the City is proactively addressing loss prevention including liability claims and workplace injuries, whenever possible. While much of the City's workers compensation costs can be attributed to state laws and presumptions for certain occupations, specifically safety personnel, there are steps the City can take to minimize losses.

Third Party Administrators RFP

The City is evaluating proposals from Third Party Administrators (TPAs) for the handling of claims against the City (liability and workers compensation). The TPA plays a crucial and integral role in the claims management process. This includes reviewing medical bills on workers compensation cases to ensure that the City is paying an appropriate amount for treatment, and receiving the maximum amount of discounts available. It also includes

utilization review, which is a legally required process to review treatment to determine if it is medically necessary. By requesting proposals, the City will have an opportunity to review current industry practices and negotiate competitive market rates for services provided.

The TPA also serves as an intermediary between the City, the medical community and our employees, and helps facilitate positive outcomes from treatment. They also help promote our efforts to have employees return to work as soon as possible - a goal that benefits both the City and the employees.

Expansion of Loss Prevention Programs

Additionally, Human Resources (HR) will be expanding on loss prevention programs. For example, the MB Fit program, which focuses on employee health through exercise, diet and other activities, has been a great success. The goal of this and similar programs is to improve wellbeing of our workforce while also reducing healthcare and absenteeism costs. Currently, 225 employees have participated in a MB Fit activity, with an average of 90 employees per month, with the goal of growing that number. In fact, some MB Fit participants entered the Manhattan Beach 10K race as a group in an effort to promote fitness.

Safety Programs

Safety programs are a lynchpin to an effective risk management program as well. HR will be promoting proactive educational programs for employees on workplace safety as well as training on the latest techniques for avoiding injuries and being physically and mentally prepared for work assignments.

HR will be considering other proactive safety plans as part of the City's efforts to maintain a healthy workforce, a safe environment for residents and employees, and ultimately reduce costs through accident and injury avoidance. Staff will report back to the City Council periodically with those efforts, once the department is fully staffed and the various initiatives around improving the efficacy of our workers' compensation and general liability programs can be prioritized.

Back to Work Program

The City currently lacks a coordinated, City-wide return to work program. The existing program is unevenly applied through the City, resulting in many employees being unable to return to interim modified duty positions and creating greater indemnity costs.

The key to an effective return to work program is education of department management and staff regarding the negative budget impacts of having employees off work and the positive effects on employee recovery and morale a robust return to work program can have. Coupled with strong oversight of the workers compensation claims process, an effective return to work program will reduce costs and improve service to injured employees.

CONCLUSION:

The City experienced unusually high losses in liability and workers compensation in FY

2014-2015. As a result, funds are needed in the Insurance Fund to appropriately provide resources for liabilities. Several proactive steps are being taken to address the trends in an effort to reduce injuries as well as costs.

Staff recommends that the City Council: a) accept a report on the Fiscal Year 2014-2015 Insurance Fund performance and steps being taken to improve loss experience; and b) approve a three-year phased transfer plan of \$667,000 per year from the unreserved General Fund balance to the Insurance Fund, including a transfer of \$667,000 in Fiscal year 2015-2016.

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Director of Public Works
Joe Parco, City Engineer

SUBJECT:

Adopt Resolution No. 15-0060 in Support of Utilizing South Bay Measure R Highway Program Funds for the Sepulveda Boulevard Intersection Improvements Project (Public Works Director Olmos).

ADOPT RESOLUTION

RECOMMENDATION:

Staff recommends that City Council adopt Resolution No. 15-0060 in support of utilizing South Bay Measure R Highway Program (SBHP) funds for the Sepulveda Boulevard Intersection Improvements Project (Project) in the amount of \$900,000.

FISCAL IMPLICATIONS:

Measure R Funds would be used for costs associated with the design and construction of traffic improvements at five intersections along Sepulveda Boulevard through funds allocated in the SBPH. The City is not required to provide a local match for these funds.

BACKGROUND:

Measure R is a one-half cent sales tax that was approved by Los Angeles County voters in November 2008 to meet the transportation needs of Los Angeles County.

Funding allocations for the SBHP are recommended for approval by the South Bay Cities Coalition of Governments (SBCCOG) Board to the Los Angeles County Transportation Authority (Metro) in five to seven year increments and are updated annually. Each year, cities submit project requests to SBCCOG for consideration. This year, the City of Manhattan Beach requested funding for the design and construction of traffic improvements at the following five intersections along Sepulveda Boulevard in the City of Manhattan Beach: Rosecrans Avenue, 33rd Street, Cedar Avenue, 14th Street and 2nd Street. The total estimated cost for this project is \$900,000. Under the current SBHP program, in order

to be eligible for Measure R funding, City Council must adopt a resolution showing support for the project.

If this project request is approved by Metro, this project will be added to the City's FY 16-17 Capital Improvement Program (CIP). To formally document the terms and conditions for the funding, staff will request that City Council approve a Funding Agreement with Metro at a later date. The City has up to five years to spend the allocated funds.

DISCUSSION:

In July 2009, the Southern California Association of Governments (SCAG) and the SBCCOG commissioned Hatch Mott MacDonald to conduct a "User-Based Microanalysis of State Route 1, Pacific Coast Highway" (2009 PCH Study). In the 2009 PCH Study, 125 intersections were studied from Imperial Highway in the City of El Segundo to Crenshaw Boulevard in the City of Torrance. Given the high number of intersections, the study was intended to provide high-level analysis and preliminary recommendations.

From the 125 intersections, 30 are located within the City of Manhattan Beach. The 2009 PCH Study recommended intersection improvements along 8 of the 30 intersections and recommended median improvements from 11th Street to the Southerly City Limit to help alleviate traffic congestions at the intersections.

In May 2014, the City was awarded funding from the SBHP to prepare a feasibility study to further evaluate the intersections within the City of Manhattan Beach. On August 12, 2014, JMD was awarded a contract in the amount of \$49,950 to prepare the feasibility study. This study recommended improvements to five intersections that were studied. The study concluded that by adding capacity at the left-hand turn pockets and modifying lane configurations at these five intersections, congestion would be relieved through the Sepulveda Corridor. The benefit would also reduce cut-through traffic on local streets and reduce delays.

The Project consists of constructing the following improvements at the following five intersections:

1. Sepulveda Boulevard and Rosecrans Avenue:
 - Northbound Lane (NBL) - extend dual left turns pockets by 55'
 - Southbound Lane (SBL) - extend dual left turns pockets by 150'
 - Eastbound Lane (EBL) - extend dual left turns pockets by 110'
 - Westbound Lane (WBL) - extend dual left turns pockets by 350'

2. Sepulveda Boulevard and 33rd Street:
 - SBL - extend single left turn pocket by 45' and extend median island

3. Sepulveda Boulevard and 14th Street:
 - SBL - extend single left turn pocket by 35' and modify median island

4. Sepulveda Boulevard and 2nd Street:
 - SBL - extend single left turn pocket by 35' and modify median island
 - EBL - extend single left turn pocket by 50' and relocate pavement marking

5. Marine and Cedar (east of Sepulveda Boulevard):
Modify lane configuration to increase capacity.

SBCCOG has requested that the City Council confirm their commitment and support of the Project by adopting Resolution 15-0060 (Attachment A). This will demonstrate to Metro that the lead agencies concur in the funding application and are committed to the implementation of these improvements in a timely manner.

CONCLUSION:

Staff recommends that City Council adopt Resolution No. 15-0060 in support of utilizing South Bay Measure R Highway Program funds for the Sepulveda Boulevard Intersection Improvements Project in the amount of \$900,000.

Attachments:

1. Resolution No. 15-0060

RESOLUTION NO. 15-0060

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL IN SUPPORT OF UTILIZING SOUTH BAY MEASURE R HIGHWAY PROGRAM FUNDS FOR THE SEPULVEDA BOULEVARD INTERSECTION IMPROVEMENTS

WHEREAS, the City of Manhattan Beach (“City”) has previously received funding in the amount of \$49,950 for purposes of creating a feasibility study for the seven intersection improvements to be included in the project known as the “Sepulveda Boulevard Intersection Improvements”; and

WHEREAS, the City has been identified as being the Lead Agency for implementation for the Sepulveda Boulevard Intersection Improvements, totaling approximately \$900,000 to be considered by the SBCCOG Board at its December 17, 2015 meeting, for Measure R Highway Program funding.

NOW THEREFORE, THE MANHATTAN BEACH CITY COUNCIL RESOLVES:

SECTION 1. The City hereby supports and endorses that the Sepulveda Boulevard Intersection Improvements be implemented through Fiscal Year 2020-21 of the South Bay Measure R Highway Program.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution and thenceforth and thereafter the same shall be in full force and effect.

PASSED, APPROVED, and ADOPTED November 17, 2015.

Ayes:
Noes:
Absent:
Abstain:

MARK BURTON
Mayor, City of Manhattan Beach, California

ATTEST:

LIZA TAMURA
City Clerk

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Director of Public Works
Joe Parco, City Engineer

SUBJECT:

Approve Task Orders No. 1 & 2 with CivilSource, Inc. under the On-Call Professional Service Agreement for Construction Management and Inspection Services for a Total Amount of \$171,524 (Public Works Director Olmos).

APPROVE

RECOMMENDATION:

Staff recommends that City Council:

1. Approve Task Order No. 1 with CivilSource, Inc. under their previously approved on-call professional service agreement for construction management and inspection services in the amount of \$150,548.
2. Approve Task Order No.2 with CivilSource, Inc. under their previously approved on-call professional service agreement for geotechnical services in the amount of \$20,976.

FISCAL IMPLICATIONS:

Funds are available from the previously approved Capital Improvement Project, 2013-2014 Water Main Replacement Project. The task orders include services provided directly by CivilSource, Inc. (\$150,548) and services provided by Willdan Geotechnical (\$20,976) as a sub-consultant to CivilSource, Inc.

BACKGROUND:

On May 19, 2015, City Council awarded a construction contract in the amount of \$2,188,070 to Stephen Doreck Equipment Rentals, Inc. to construct water main and appurtenance replacements at various locations within the City of Manhattan Beach. In order to provide the required construction management and inspection services during construction, a

consultant is typically retained to provide those services.

On June 16, 2015, City Council approved professional service agreements for On-Call Construction Management and Inspection Consultant Services for Psomas, CivilSource, Inc. and AndersonPenna Partners, Inc. in the amount of \$400,000 for a three-year term for each firm. City Council also directed staff to not issue individual task orders beyond \$100,000 without City Council approval and to not issue cumulative task orders exceeding half the contract amount without City Council approval.

Staff received task proposals from Psomas and CivilSource to provide construction management and inspection services for this project. Upon review, staff selected CivilSource since they were the most cost competitive. Staff also selected Option 2 from CivilSource's proposed list of services and accepted their proposed use of Willdan Geotechnical for soil related services to support the inspection effort.

DISCUSSION:

CivilSource, Inc. proposes to provide overall project coordination and construction management services for the 2013-14 Water Main Replacement Project per the attached Task Order No.1 (Attachment 1). Some of the major tasks are described below.

Construction Management: Services include preparing monthly reports addressing project progress and issues, scheduling and conducting progress meetings and issuing minutes and action lists as required. CivilSource Inc. will also coordinate the work of separate contractors engaged by the City, monitoring Contractor performance as to cost, quality and schedule, organizing and attending regular job site meetings with all City and Contractor representatives and City consultants as appropriate; tracking and recording key actions and decisions and preparing and/or reviewing meeting minutes as required. CivilSource, Inc. will also prepare monthly reports addressing project progress and any quality, cost and schedule issues, identifying and attempting to resolve construction issues/disputes as they arise and prior to engagement of legal counsel to handle the matter. If required, CivilSource Inc. will support the City in the defense and resolutions of any claims related to the Project.

Inspection services: Services will include representation of the City in dealing with the contractor, providing quality assurance inspections, coordinating and providing material testing as required for the project, coordinating with the utility companies and providing video and photographic documentation of project as it progresses. CivilSource Inc. will verify that quality and content of work produced complies with contract documents and identify non-compliant work for correction. They will ensure that work progresses in compliance with safety regulations and that work progresses in conformance with permit conditions. This work also includes providing positive public relations in dealing with the community and residents and ensuring a safe work site for the public.

The scope of work for the CivilSource, Inc. Task Order No. 2 consists of geotechnical services for the 2013-14 Water Main Replacement Project (Attachment 2). Geotechnical Services will include observation and testing of trench subgrade preparation, over-excavation if needed, backfill placement, compaction and pavement reconstruction. The scope of work also includes performing as needed field density tests per ASTM D1557 and ASTM 2922 to document the quality of subgrade preparation, engineered fill and backfill compaction to evaluate compliance with the project specifications and providing engineering support, inspector/technician coordination, material engineering review, test reporting, QA/QC, and administrative support services. A Final Report will also be provided which will document all testing performed for the project, including daily field-testing and inspection.

CONCLUSION:

It is recommended that the City Council approve the CivilSource, Inc. Task Order No. 1 & 2 under the professional service agreement for On-Call Construction Management and Inspection services in the amount of \$171,524.

Attachments:

1. CivilSource, Inc. Task Order No. 1 for the Construction Management and Inspection Services for the 2013-14 Water Main Replacement Project
2. CivilSource, Inc. Task Order No.2 for Geotechnical Engineering Services for the 2013-14 Water Main Replacement Project



August 10, 2015

Edward Kao, PE
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266

Subject: Proposal to Provide Construction Management and Inspection Services for the 2013-2014 Water Main Replacement Project

Dear Mr. Kao,

CivilSource, Inc. (CivilSource) is pleased to present this proposal to the City of Manhattan Beach (City) for Construction Management and Inspection Services for the subject project.

After reviewing the project details (as included in the attached RFP), we have prepared two options for providing the City with the required services. Attached you will find a detailed Fee Proposal for each option as well as resumes for the proposed team members.

Option 1 would provide for part-time Construction Management coverage and full-time inspection coverage. Mr. Peter Salgado, P.E. would serve as Construction Manager and Mr. Mike Helma, LEED AP, would serve as Construction Inspector. The total fee for Option 1 would be \$178,682.

Option 2 would provide for a full-time Construction Manager/Inspector to handle all day-to-day project administration and inspection coverage. Mr. Brian Elkins would serve as Construction Manager and Inspector for the project with nominal oversight provided by Mr. Peter Salgado, P.E. This option requires less hours at a lower hourly rate. The total fee for Option 2 would be \$ 150,548.

We thank you for the opportunity to submit our proposal and look forward to further discussions with you regarding your projects. Should you have any questions or need additional information, please contact me at our office (949) 585-0477 or by email at amy@civil-source.com.

Respectfully submitted,
CivilSource, Inc.

A handwritten signature in purple ink that reads "Amy Amirani".

Amy Amirani, PE
Principal

Enc: Option 1 Fee Proposal
Option 2 Fee Proposal
Resume – Mr. Peter Salgado, PE
Resume – Mr. Brian Elkins
Resume – Mr. Mike Helma, LEED AP
Request for Proposal (with Scope of Work)

**CITY OF MANHATTAN BEACH
2013-2014 WATER MAIN REPLACEMENT PROJECT
FEE PROPOSAL - Option 1 (Separate CM and Inspector)**



	Construction Manager	Inspector	Administration	Total
CONSTRUCTION MANAGEMENT/INSPECTION	\$140.00	\$98.00	\$69.00	
1 Pre-Construction Coordination	24	24	4	\$5,988.00
2 Construction Management and Inspection	390	1120	30	\$166,430.00
4 Project Closeout	24	24	8	\$6,264.00
Sub Total CM Services	438	1168	42	\$178,682.00
%age of scope of work	27%	71%	3%	
Geotechnical/Materials Testing and Inspection				\$ -
Construction Staking and Survey				\$ -
Total Project Estimate				\$178,682.00
* Basis of Estimate:				
Project Construction Duration - 140 working days				
Daytime Construction Assumed				
No Overtime Costs and Night Time Work are Included				
Geotech/Materials Testing and Inspection, Construction Staking and Survey not required				
Scope of Work shall be as outlined in the attached Cost Proposal Request Letter, dated August 4, 2015				

CITY OF MANHATTAN BEACH
2013-2014 WATER MAIN REPLACEMENT PROJECT
FEE PROPOSAL - Option 2 (Combined Construction Manager/Inspector)



CONSTRUCTION MANAGEMENT/INSPECTION		Project Manager (oversight)	CM/CI	Administration	<i>Total</i>
1	Pre-Construction Coordination	16	32	4	\$6,196.00
2	Construction Management and Inspection	84	1120	30	\$142,630.00
4	Project Closeout	16	32	8	\$6,472.00
	<i>Sub Total CM Services</i>	116	1184	42	\$155,298.00
	<i>%age of scope of work</i>	9%	88%	3%	
	Geotechnical/Materials Testing and Inspection				\$ -
	Construction Staking and Survey				\$ -
	Total Project Estimate				\$155,298.00
	* Basis of Estimate:				
	Project Construction Duration - 140 working days				
	Daytime Construction Assumed				
	No Overtime Costs and Night Time Work are Included				
	Project coverage by Construction Manager/Construction Inspector (CM/CI) with Project Manager oversight				
	Geotech/Materials Testing and Inspection, Construction Staking and Survey not required				
	Scope of Work shall be as outlined in the attached Cost Proposal Request Letter, dated August 4, 2015				

PETER SALGADO, PE

Senior Construction Manager

CivilSource

EDUCATION

B.S., Civil Engineering

REGISTRATION

Civil Engineer, CA #63159

With over 17 years of experience as a civil engineer. Mr. Salgado has been a Construction Manager who is adept at managing and delivering a variety of public works projects including water, sewer, and storm drain improvements, street improvements; vertical construction and tenant improvements. Working with a variety of agencies, including several years with the Engineering Water Department for the City of San Juan Capistrano, he is thoroughly familiar with local, state, and federal procedures.

As a Construction Manager, Mr. Salgado has experience with managing schedules and budgets, construction oversight and negotiations, and coordinating various engineering disciplines and public agencies. His specific duties include all aspects of construction including bid phase management; submittal, RFI, and change order processing; daily field inspection; and project closeout, reviewing project plans, specifications, and cost estimates; maintaining cost and schedule control including developing and updating the master schedule; managing the bid/award process; administering consultant and construction contracts; reviewing, evaluating, and negotiating construction change orders; preparing and presenting City Council/Board Staff Reports; facilitating work related to warranties; and managing project closeout.

PROJECT EXPERIENCE

SC04 Pipeline Project, City of San Juan Capistrano:

Project Manager overseeing design and construction of 25,000 feet of 24-inch diameter welded steel water pipe. The new pipeline delivered water to the fast developing southeastern portion of the City. A majority of the pipeline was constructed along existing ridgelines in the City's open-space. This entailed deep trenching and two jack and bore operations totaling up to 900 feet in length. The total cost of the project was \$6 Million.

Recycled Water Main Relocation for I-5 Widening, Central Basin Municipal Water District:

Project Manager for the Recycled Water Main Relocation for the I-5 Widening Project in the City of Downey. The project included the construction of a new 24" fully-welded steel recycled water main, installation of a cathodic protection system, air release and blow off valves, and ancillary site improvements.

Terminal Reservoir No. 3 Project, City of San Juan Capistrano:

Project Manager overseeing design and construction of a 6 Million Gallon pre-stressed concrete reservoir. The new reservoir replaced an existing facility which had been damaged by differential settlement. The project involved complex geotechnical stabilization measures including caissons and tie-backs to stabilize site and allow construction of the reservoir. Construction of the facility was completed with no major disruptions to the City's water service. The total cost of the project was \$15 million.

760 S Zone Reservoir Project, City of San Juan Capistrano:

Project Manager overseeing design and construction of a 4 Million Gallon welded steel reservoir. The new reservoir provided added water storage capacity to the southeastern portion of the City. The added storage was critical to supplying drinking water for ongoing developments, meeting fire suppression needs, and alleviating operational water pressure fluctuations. The project involved almost 500,000 cubic yards of earthwork and a major environmental restoration effort where almost 15 acres of native habitat was restored. Construction of the facility was completed with no major disruptions to the City's water service. The total cost of the project was \$9 Million.

Street & Waterline Improvements Phases 1A &1B; Waterline Improvements along PCH, City of Lomita:

Provided Construction Management and QA/QC services for two waterline improvement projects in the City of Lomita. Services also entailed coordination with Caltrans for traffic control approval and permitting. Work consisted of 10,300 linear feet total of water line installation; 12,300 linear feet total of street rehabilitation; removal and disposal of existing asphalt concrete; construction of finish course asphalt on base course asphalt on compacted subgrade; removal and replacement of portland cement concrete improvements such as curb and gutter, cross gutter, etc.; restriping of the new pavement to match the existing striping; and adjustment of manholes, utility covers and utility boxes to final grade.

Krum Reservoir and Pipeline Stabilization, City of San Juan Capistrano: Project Manager overseeing the stabilization of an existing reservoir and pipeline which was impacted by the Avenida Placida Landslide. The slide occurred after the heavy rains experienced during the winter of 2005. The \$5.4 Million stabilization effort included major remedial grading and the installation of caissons and tie-backs. The stabilization measures were completed with no major disruptions to the City's water service.

Recycled Water Master Plan, City of San Juan Capistrano: Project Manager overseeing the preparation of the City's Recycled Water Master Plan. The Master Plan includes the construction of over \$74 Million in capital improvement projects. Duties included coordinating environmental reviews for the proposed improvements, preparing staff reports, making presentations to the City's Water Advisory Commission and City Council, as well as coordinating public outreach efforts to inform the City's residents of the proposed plan.

Terminal Reservoir No. 3 Project, City of San Juan Capistrano: Project Manager for this \$15 million project to design and construct a 6-million-gallon pre-stressed concrete reservoir to replace an existing facility damaged by differential settlement. Project issues included complex geotechnical stabilization measures including caissons and tie-backs to stabilize site and allow construction of the reservoir. Construction of the facility was completed with no major disruptions to the City's water service.

Ball Road and Bloomfield Street Storm Drain and Intersection Improvements, City of Los Alamitos –

Construction Manager for this \$1 million project to install 1400 lf of storm drain pipe and rehabilitate adjacent roadway. Specific issues included extensive utility coordination for the relocation and/or adjustment of existing facilities as well as research to determine the owner of facilities discovered during construction.

Shaw's Cove Lift Station Rehabilitation, City of Laguna Beach: Project Manager for the rehabilitation of an existing sewer lift station. Improvements included the construction of a new wet and dry well, installation of new pumps as well as new piping and valving. Improvements also included the installation of a stand-by diesel generator. The project site was in a confined canyon adjacent to one of the City's popular recreation beaches. The confined area entailed complex excavation and shoring activities to allow construction of the new wet and dry wells. Access to the beach was not impacted during construction. The total cost of construction was \$1.5 million.

Sewer Lift Station #24 and Force Main Replacement, City of Huntington Beach: Project Manager for a sewer lift station and force main replacement. Improvements consists of abandonment and demolition of an existing sewer pump station and various sections of existing sewer lines, removal of existing electrical panels and conduit, sidewalk, pavement, and surface improvements, installation of new sanitary sewer lines, installation of a new sewer lift station, installation of a new dry pit submersible pumps, replacement of a force main, asphalt paving and removal, and restoration of existing public and private improvements.

BRIAN ELKINS

CONSTRUCTION MANAGER/INSPECTOR

EDUCATION

B.S., Construction Engineering Management, Cal State University Long Beach

B.S., Civil Engineering, University of Kentucky

REGISTRATION

Certified Construction Project Manager

LEED Accredited by USGBC

Certified Construction Inspector, Certification No. 6287

Certified Engineering Technician/Civil Engineering Branch-Certificate #01771Y

Radiation Safety Officer: Certificate No. 14459

American Concrete International/Concrete Field Testing Technician: Certificate No. 024063

American Concrete International/Concrete Strength Testing Technician: Certificate No. 024063

Mr. Elkins has accrued over fifteen years of construction industry experience, demonstrating his expertise in a range of responsibilities. He has managed and served as a primary point of contact between design team members, general contractor management personnel and owner representatives. He has managed and completed numerous projects on-time and within budget while complying with project parameters and contract specifications. His experience includes total reconstruction and restoration of roadways using both conventional and rubberized asphalt; installation of major infrastructure including sewer, water, storm drain, fiber optic conduit under roadway bed; and installation of new traffic signal loops and conductors. His skills in the development of project control procedures and methodologies for cost and schedule control have been implemented on several recent large-scale projects.

PROJECT EXPERIENCE

Agarita Booster Pump Station Pipeline Project, Golden State Water Company –

Construction Inspector for the installation of new water transmission main associated with the Agarita Booster Improvements Project. This was Phase One of a two phase project for the Agarita Booster Improvements. The project consisted of the installation of 6" to 12" PVC pipe, butterfly valves, gate valves, air and vacuum release valves, and fire hydrant assemblies; replacement of irrigation system and landscaping; and all other appurtenant work. Responsibilities included ensuring completion of daily reports, and accurate accounting of quantities constructed on a daily basis; RFI/submittal/change order processing; reviewing and processing progress pay request; reviewing baseline and updated schedule; ensuring contract administration; and all other construction manager responsibilities.

Agarita Booster Improvements, Golden State Water Company –

Construction Inspector for improvements to the Agarita Booster Pump Station. The project consisted of the installation of piping install plant piping including pump discharge and suction piping, isolation valves, flow meter, couplings, pipe supports, pipe, and pipe fittings; installation of new pressure relief valve, flowmeter, bypass piping and appurtenances; demolition of existing 3" bypass piping including concrete pad, piping and appurtenances; installation of two (2) 100 HP vertical turbine pumps and motors including pump base and can; installation of concrete slab; installation of 26'Lx10'W shade structure including roofing and lighting; installation of electrical primary service from SCE transformer pad, and secondary service from the transformer to the service equipment; installation of electrical systems including site lighting; installation of Square D Main Switchboard, ASCO transfer switch, generator connector, motor control center and control panel; installation of and programming control panel with Programmable Logic Controller (PLC); installation of instrumentation; and all other appurtenant work.

Juniper Avenue New Water Main Installation, Golden State Water Company – Construction Inspector for the installation 1800 L.F. of 8" C900 PVC Water Main Line and new services as well as fire hydrant assemblies and construction of (2) vaults housing pressure reducing systems. Responsibilities included RFI/submittal/change order processing, reviewing and processing progress pay requests, reviewing baseline and updated schedules, ensuring contract administration, and all other construction manager responsibilities.

Highway 2 New Water Main Installation, Golden State Water Company – Construction Inspector for the installation of approximately one mile of new 8" C900 PVC Water Main Line in the roadway of State Hwy. 2, project included a Caltrans bridge crossing and tie-in to existing water main line at a depth of over 9'. Project included (8) new fire hydrant assemblies and multiple service connections. Responsibilities included RFI/submittal/change order processing, reviewing and processing progress pay requests, reviewing baseline and updated schedules, ensuring contract administration, and all other construction manager responsibilities.

Waterline Improvements on Pacific Coast Highway, City of Lomita – Construction Manager/Inspector for the construction of approximately 2,500 linear feet of water line rehabilitation in Pacific Coast Highway removal and disposal of existing asphalt concrete; construction of finish course asphalt on base course asphalt on compacted subgrade; and restriping of the new pavement to match the existing striping. Total project cost was \$1.7M. Responsibilities included RFI/submittal/change order processing, reviewing and processing progress pay requests, reviewing baseline and updated schedules, ensuring contract administration, and all other construction manager responsibilities.

Waterline Improvements Phase 1A, City of Lomita – Construction Manager/Inspector for the construction of approximately 4,300 linear feet of water line rehabilitation; 5,000 linear feet total of street rehabilitation; removal and disposal of existing asphalt concrete; construction of finish course asphalt on base course asphalt on compacted subgrade; removal and replacement of Portland cement concrete improvements such as curb and gutter, cross gutter, etc.; restriping of the new pavement to match the existing striping; adjustment of manholes, utility covers and utility boxes to final grade. Total project cost was \$1.2M.

Waterline Improvements Phase 1B, City of Lomita – Construction Manager/Inspector for the construction of approximately 6,300 linear feet of water line rehabilitation; 6,000 linear feet total of street rehabilitation; removal and disposal of existing asphalt concrete; construction of finish course asphalt on base course asphalt on compacted subgrade; removal and replacement of Portland cement concrete improvements such as curb and gutter, cross gutter, etc.; restriping of the new pavement to match the existing striping; adjustment of manholes, utility covers and utility boxes to final grade. Total project cost was \$1.6M. Various Water Main Replacement Projects, City of Glendora – Mr. Elkins served as the Construction Manager for the installation of 12-inch water main pipes throughout Glendora. The City replaced and abandoned an existing water main that had met its designed life cycle. The project required coordination with City residents on re-connection of house laterals to location of new water meters. Responsibilities included RFI/submittal/change order processing, reviewing and processing progress pay requests, reviewing baseline and updated schedules, ensuring contract administration, and all other construction manager responsibilities.

Various Water Main Replacement Projects, City of Glendora – Mr. Elkins served as the Construction Manager for the installation of 12-inch water main pipes throughout Glendora. The City replaced and abandoned an existing water main that had met its designed life cycle. The project required coordination with City residents on re-connection of house laterals to location of new water meters. Responsibilities included RFI/submittal/change order processing, reviewing and processing progress pay requests, reviewing baseline and updated schedules, ensuring contract administration, and all other construction manager responsibilities.

Corridor Restoration Project, City of Azusa – Mr. Elkins provided construction management services for this \$6.5 million roadway restoration project. Work consisted of the reconstruction of a 7-mile section of State Highway 39 in Los Angeles County, including; roadway widening; installation of major infrastructure including sewer, water, and storm drain; installation of fiber optic conduit under roadway bed; installation of new traffic signal loops and conductors; construction of medians, sidewalks, and ADA compliant curbs; beautification phase requiring the planting of hundreds of trees and thousands of shrubs and lighting improvements; and utility coordination and adjustment of manholes.

Mike Helma, LEED AP

Construction Inspector



EDUCATION

B.S.C.E., Civil Engineering

REGISTRATION

LEED Accredited Professional, USGBC

Mr. Helma has over 30 years of experience in construction management and inspection with specific expertise in street improvements, sewer, water and storm drain systems, heavy grading, concrete structures, traffic signals, paving and landscaping. He is a LEED Accredited Professional with expertise in the management of large- and small-scale projects, in addition to complex projects.

His experience includes serving as an extension of City staff and **Public Works Departments**, where all assigned projects were completed in a timely and professional manner. Mr. Helma is a well-respected construction manager and inspector who is often requested for future projects by Cities where he has previously worked.

PROJECT EXPERIENCE

Imperial Highway Crossing and Upgrade 4" and 6" Water Mains to 8", Golden State Water Company, Norwalk: Construction Inspector for project involving installing 12"x8" tee and gate valves on Imperial and extending 8" ductile iron pipe to upgrade water main and fire service on Paddison. Installed 735 feet of 8" DI pipe along with 6" fire hydrant and 12ea – 1" domestic water services. Project also included restoring 2,400sf of asphalt paving on Imperial and Paddison. Project required night work on Imperial and coordination with Caltrans. Project completed in 60 working days per contract.

Civic Center Drive, Phase I, Golden State Water Company, Norwalk: Construction Inspector for project involving installing 450 feet of 12" ductile Iron pipe along Civic Center Drive to upgrade the existing 8" fire service to commercial areas. Installed new fire hydrant and tie-in to existing 8" and 10" water mains. Installed 2ea pipe inverts to go under existing oil lines and telephone duct banks. Restored 1,100sf of asphalt paving. Project completed in 20 working days as agreed.

Residential Slurry Seal I-159 and Arterial Street Pavement Sealing Program I-139, City of Torrance: Project Inspector for this 3-month (August to October 2014) project that involved 4 million square feet for the residential slurry and 1 million square feet for the arterial pavement. Project included quality control, work scheduling, adherence to specs, and ensuring finished product was acceptable per code. He worked with the City Engineer to coordinate street work with other agency activities such as trash maintenance, fire, and police for traffic control.

ADA Services for City of Long Beach, City of Long Beach: Senior Construction Manager for ADA design and upgrade of public facilities for 50 City parks. The two-year project included design and construction management.

San Bernardino Airport, City of San Bernardino: Senior Construction Manager and Inspector for the removal and replacement of 350,000 sf of 16-in thick concrete taxiways. The project involved the over-excavation and re-compaction of 2 feet of soil to 100% compaction and installation of a 12-in cement treated base prior to installing the 16-in – 6,000 psi concrete.

City and County of San Bernardino: Senior Field Inspector and coordinator for a 3-year ADA Assessment Program for the County of San Bernardino County that included 10 major Cities. The assessment included county courthouses, jails and juvenile facilities along with bus stop and parking lot accessibility reports. The reports were completed in conjunction with ADA Consultants, BOA located in San Pedro. Extensive field time was required to measure and map out all areas and note the discrepancies that were included in the final itemized cost reports.

Bluff Restoration Project, City of Long Beach: Senior Construction Manager for the stabilization of a washed out slope adjacent to homes and access road. The project involved the drilling and placement of 6 ea -2-ft dia x 60-ft steel and concrete caissons. Pressure treated lagging was installed and the slope was re-compacted.

Huntington Beach South Beach Phase I Rehabilitation, City of Huntington Beach: Senior Construction Manager for site improvements to the beachfront plaza and parking lot area from Beach Blvd to Huntington Street that included concession facilities, restrooms, walkways, upgrade to existing parking lot paving, ADA access, outdoor showers and foot wash areas and trash enclosures.

Huntington Beach South Beach Phase II Rehabilitation, City of Huntington Beach: Senior Construction Manager for site improvements to the Main Beach Facility that included the construction of a new Junior Lifeguard Headquarters and the Vincent G. Moorehouse Lifeguard Headquarters, renovation of parking lot, landscaping, security lighting, showers, and beach path; three new restroom buildings, improved RV camping facility with hookups, new viewpoint and mini-amphitheater at First Street.

Huntington Beach Maintenance Facility, City of Huntington Beach: Senior Construction Manager for a new structure that provides a repair facility, administrative offices, and a storage area for the equipment used by the City to maintain the beach. The project also included construction of a new 5,000 sq ft AC parking lot.

Downtown Shoreline Marina, City of Long Beach: Senior Construction Manager for \$32M design-build rehabilitation project that encompasses the main Downtown Marina as well as Rainbow Harbor, with a total of 1,800 boat slips. The rehabilitation will focus on converting the current wooden double-loaded slips into single-loaded concrete slips and provide berths for larger, modern boat sizes. The project is being built to LEED standards.

Balboa Newport Beach Marina, City of Newport Beach: Senior Construction Manager design/build construction documents for the 50-berth Balboa Marina. This project involves the demolition of the existing marina, which has approximately 130 berths for small vessels, and the design of a new marina suitable for large yachts.

Sunset Beach Water and Street Restoration Phases 1 and 2, City of Huntington Beach: Extension of staff for CHB PW Engineering Dept. Field supervision for the replacement of 3-in water laterals with 6-in C900 in 15 alleys between 3rd and 23rd Streets. The project included full depth asphalt replacement in all alleys and adjacent streets.

Brea Sewer Lift Station, City of Brea: Senior Construction Manager for a master sewer upgrade project. The work consists of constructing approx 3 miles of new 15-in, 24-in and 27-in VCP sewer main; construction of new 48-in and 60-in diameter manholes; construction of a new 48-in diameter drop-manhole; removal and replacement of existing PCC pavement, AC pavement, PCC curb and gutter, and PCC sidewalk. The project included the installation of a sewer lift station with switchgear equipment.

Big Canyon Country Club, City of Newport Beach: Senior Construction Manager and Inspector for the installation of a new 12-in VCP sewer main replacement project for the City of Newport Beach that extended through the first four fairways and included a pump station and a hillside bore and jacking of 300 lf of a 3-ft dia steel pipe casing.

Huntington Beach Central Park Sports Complex, City of Huntington Beach: Senior Construction Manager for 45-acre sports complex, which included providing ADA accessible public plazas and bathrooms along with a fully landscaped park with eight regulation-sized baseball fields, two 1,680 square-foot concession stand/restroom buildings with full utilities and a 900-square-foot maintenance building. The project also included construction of a new 1 acre parking lot.



City of Manhattan Beach

Public Works – Engineering Division

City Hall, 1400 Highland Avenue, Manhattan Beach, CA 90266
Phone: (310) 802-5350 Fax: (310) 802-5351

Ms. Amy Amirani
Owner and Principal
CivilSource, Inc.
9890 Irvine Center Drive
Irvine, CA 92618

August 4, 2015

Subject: Request for Cost Proposal for 2013-2014 Water Main Replacement Project - Construction Management/ Inspection Services

Dear Ms. Amirani:

Please provide a Cost Proposal for the above mentioned project. Please see below for details:

A. Project Description:

Based on the 2010 Water Master Plan, this program replaces old and/or undersized water mains. These main replacements will reduce the risk of main breaks and will enhance fire suppression flows. With this project, new 6" diameter ductile iron pipe would replace a total of 10,261 lineal feet of existing water mains in the following streets (plans and specifications attached):

1. 9th Street; Meadows Avenue to Rowell Avenue, 585 feet
2. 10th Street; Meadows Avenue to Rowell Avenue, 573 feet
3. 11th Street; Meadows Avenue to Rowell Avenue 576 feet
4. Rhonda Drive /Longfellow Drive; Kuhn Drive N. to Kuhn Drive S. 1735 feet
5. Terraza Place; Rhonda Drive to end, 325 feet
6. Chabela Drive; Keats Street to Longfellow Drive, 457 feet
7. Altura Way; Keats Street to Longfellow Drive, 475 feet
8. Shelley Street; Prospect Avenue to Chabela Drive, 542 feet
9. 5th Street; Rowell Avenue to Peck Avenue, 720 feet
10. 3rd Street; Rowell Avenue to Peck Avenue, 720 feet
11. Redondo Avenue; 2nd Street to Artesia Blvd., 2656 feet
12. 2nd Street; Redondo Avenue to Aviation Blvd., 897 feet

Additional work includes: installation of 5 new fire hydrants, reconnection of 4 existing fire hydrants and installation of 2" water blow off assemblies at four sewer pump stations.

The City has awarded the construction contract to Stephen Doreck Equipment Rental, Inc.

Visit the City of Manhattan Beach web site at <http://www.citymb.info>

B. Scope of Work:

B-1 Construction Management

1. General Services

- Provide overall Project coordination and Project Team management. Monitor Project Team performance relative to contractual obligations.
- Provide regular Project budgeting, scheduling, cost accounting and reporting (with input from others as required).
- Prepare monthly reports addressing project progress and issues.
- Propose, develop and implement Project quality assurance plan (e.g., testing and inspection program, etc.).
- Schedule and conduct progress meetings and issue minutes and action lists as required.
- Maintain project files and records, including a Project Directory with names, addresses, phone and fax numbers and responsibilities of all individuals and organizations associated with the Project.
- Prepare, review and process monthly contractor pay requests.
- Provide advice and assistance in resolving claims and disputes.
- Recommend and monitor appropriate levels of budget contingency required during all phases of the project.

2. Construction

- Attend the pre-construction meeting with the Contractor, Design Engineer and other consultants and the City. Take meeting minutes and distribute to all attendants.
- Review Contractor's updates to the construction schedule. Observe construction progress and report deviations from the schedule which will jeopardize job progress. Work with Contractor to develop recovery plans. Update the Master Schedule as appropriate to incorporate such activities and dates.
- Observe Work in progress for conformance with plans and specifications and report defects and deficiencies.
- Coordinate the work of separate contractors engaged by City.
- Maintain a complete and current record of Project contracts, drawings and specifications, progress photos, testing and inspection reports, etc. Maintain a file of all Project correspondence, directives and meeting minutes.
- Maintain or cause to be maintained daily job site reports recording weather, numbers of workmen, equipment in use, general activities completed and special occurrences (e.g. accidents, injuries, etc.).
- Monitor delivery and review of shop drawings and submittals and expedite approvals of same. Maintain (or cause to be maintained) submittal/approval logs and sets of all such documents and samples.
- Monitor and coordinate design team site visits and responses to Contractor requests for information. Monitor Contractor performance as to cost, quality and schedule.
- Organize and attend regular job site meetings with all City and Contractor representatives and City consultants as appropriate; discuss job progress, track and record key actions and decisions and prepare and/or review meeting minutes as required.

- Prepare monthly reports addressing project progress and any quality, cost and schedule issues.
- Identify and attempt to resolve construction issues/disputes as they arise and prior to engagement of legal counsel to handle the matter.
- Support the City in the defense and resolution of any claims related to the Project. Assemble and analyze data as required for such defense.
- Assist in the processing of any claims, payments and rebates related to City's insurance.
- Develop and implement a procedure for the review and processing of Contractor payment requests. Review Contractor's schedule of values for use in processing payments.
- Develop and implement a system for the preparation, review and processing of construction change directives and change orders. Estimate the cost of all change orders and negotiate them with the Contractor on behalf of the City. Identify and recommend to City changes that will save time or money or improve quality.
- Retain material and field testing agencies as required on behalf of City (cost of testing is a reimbursable expense). Recommend and oversee corrective and recovery measures, as required.

3. Project Close-Out

- Schedule and direct inspections to develop punch lists. Establish dates of Substantial and Final Completion. Coordinate, catalogue and confirm delivery to City of as-built drawings.
- Work with the Contractor to monitor the completion of punch list items and to finalize all outstanding changes in their scope of work. Verify the payment of retainages.
- Coordinate performance of corrective and warranty work.

B-2 Inspection services

1. Represent the City in dealing with the contractor
2. Provide quality assurance inspections
3. Maintain project documentation including but not limited to: project quantities, progress payments, change orders, submittals, and requests for information.
4. Contract administration
5. Coordinate with materials testing providers
6. Coordinate with the utility companies
7. Provide video and photographic documentation of project progress
8. Review construction schedule including baseline schedule and all updates; verify that schedules are in accordance with the contract documents.
9. Verify quality and content of work produced complies with contract documents
10. Identify non-compliant work for correction
11. Ensure that work progresses in compliance with safety regulations and requirements
12. Ensure that work progresses in conformance with permit conditions
13. Know the plans and specifications and permit requirements
14. Verify quantities for payment
15. Review and recommend progress payments

16. Review Contractor's submitted Traffic Control Plan and Detour Plan for compliance with the contract documents and for completeness and adequacy to accommodate traffic during each planned stage of construction. Insure that the Contractor is adhering to the approved Traffic Control Plan and Detour Plan during construction.
17. Review pertinent approved submittals/shop drawings, requests for information and materials releases
18. Review staking notes/field layout prior to work beginning
19. Review requests for change orders and make recommendations to the City
20. Document time and materials in connection with change orders
21. Review and understand any revised plans
22. Keep a daily construction log and notes in conformance with industry standards.
23. Ensure that notation is made of any deviations from the plans and specifications for use developing the as-built plans. At the end of constructions provide a set of marked-up as-built plan for each project.
24. Provide positive public relations in dealing with the community and residents
25. Ensure a safe work site for the public
26. Hold and in charge of weekly construction meetings with all stake holders
27. Prepare documentation needed for project closeout
28. Obtain required closeout documents from Contractor

C. Schedule:

Please submit a Cost Proposal on or before Friday, August 14, 2015. If your firm was selected, there will be a Pre-Construction Meeting on Thursday, August 19, 2015 from 10:00 a.m. to 11:00 a.m. at Public Works Yard, Training Room.

The construction is scheduled to start on Monday, August 24, 2015. The Construction Period is 140 working days.

Sincerely,



Edward Kao, PE
Project Manager

Attachments



August 24, 2015

Edward Kao, PE
Senior Civil Engineer
City of Manhattan Beach
3621 Bell Avenue
Manhattan Beach, CA 90266

Subject: Proposal to Provide Geotechnical Services for the 2013-2014 Water Main Replacement Project

Dear Mr. Kao,

CivilSource, Inc. (CivilSource) is pleased to present this proposal to the City of Manhattan Beach (City) for geotechnical services for the subject project.

A detailed fee from our subconsultant Willdan Geotechnical is attached. The fee for this project would be as follows:

Willdan Geotechnical	\$18,240
CivilSource, Inc. (15% Consultant Fee)	<u>\$2,736</u>
TOTAL FEE	\$20,976

We thank you for the opportunity to submit our proposal and look forward to further discussions with you regarding your project. Should you have any questions or need additional information, please contact me at (949) 585-0477 or by email at amy@civil-source.com.

Respectfully submitted,
CivilSource, Inc.

Amy Amirani, PE
Principal

Enc: Willdan Geotechnical Proposal

August 24, 2015

Budget Estimate No. **15-126**

CivilSource, Inc.
9930 Research Drive, Suite 200
Irvine, CA 92618

Attention: Amy Amirani, P.E.

Subject: **Proposal Geotechnical and Materials Testing Services**
2013-2014 Water Main Replacement Project, City of Manhattan Beach, California

Introduction

Willdan Geotechnical is pleased to present this proposal with the estimated budget to provide geotechnical and materials testing services during the construction of 2013-2014 Water Main Replacement Project for City of Manhattan Beach, per Request for Proposal Dated August 4, 2015.

This proposal includes our understanding of the project, our proposed scope of work, an estimate of fees, important assumptions and limitations, and a summary of testing fees.

As a consultant and testing laboratory we don't have any control on the schedule of the construction, therefore this estimate is presented for budgeting purposes only. We understand that this is a **PREVAILING WAGE** project.

Scope of Work

The following tasks will be provided:

- Soils technician for observation and testing of trench subgrade preparation, over-excavation if needed, backfill placement compaction and pavement reconstruction. Our staff will perform as needed field density tests per ASTM D1557 and ASTM 2922 to document the quality of subgrade preparation, engineered fill/backfill compaction to evaluate compliance with the project specifications.
- Provide engineering support, inspector/technician coordination, dispatch, material engineering review, test reporting, QA/QC, and administrative support services.
- Final Report
- We will promptly submit daily field-testing and inspection reports indicating information pertinent to the inspections performed and their compliance or non-compliance to the project documents and applicable codes. These will be provided to the owner, client and/or building official for review.
- Any inspection or field-testing activity performed outside of the scope contained herein will be charged on a time and material basis.

Schedule

Willdan Geotechnical is prepared to begin our work upon receipt of your signed authorization and Notice to Proceed. We would appreciate at least 72 hours advance notice for scheduling of field personnel at the commencement of construction; work thereafter may be scheduled with 24-hour notice.

Cost Estimate:

THIS IS A PREVAILING WAGE RATE PROJECT.

The project progress will ultimately be dependent on the final construction schedule. **Weekends, holidays, and overtime hours are not included in this estimate.**

We estimate the fees for the above services to be Eighteen Thousand Two Hundred Forty Dollars (\$18,240.00) based on our best estimate. An itemized breakdown of the estimated fee for each type of inspection and testing is provided in the attached worksheet. Note there will be NO hidden charges on our invoices, Example: Invoice Fees.

If the scope of work, cost, and attached Standard Provisions are acceptable, please complete the authorization and agreement below and return one signed copy of this proposal as authorization to proceed.

On behalf of the principals and staff of Willdan Geotechnical, thank you for the opportunity to propose on this work. Please contact me if you have questions or need additional services.

Respectfully submitted,

Approval and Agreement:

WILLDAN GEOTECHNICAL

CivilSource



Ross Khiabani, P.E. G.E.
Director of Geotechnical and
Material Testing Services

Signature

Name & Title

Date

Enclosures: Basis of Charges – PREVAILING WAGE
Breakdown of Estimated Fee
Distribution: (1) Address

BASIS OF CHARGES – PREVAILING WAGE

REGULAR WORK HOURS

First 8 hours of Day Shift Monday through Friday, except holidays.

TIME AND ONE HALF

After 8 hours and up to 11 hours Monday through Saturday.

DOUBLE TIME

After 11 hours Monday through Saturday and Sundays.

TRIPLE TIME

Holidays: New Years, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and the day after Thanksgiving, and Christmas Day, the first Saturday following the first Friday in the months of June and December, and after 11 hours on Sundays.

MINIMUM HOURLY CHARGES

1. Special Inspector / Field Technician (Field Time Only)

A. Cancellation of Inspections not canceled by 4:00 p.m. on preceding day 2 Hours

B. One-half working day or less 4 Hours

C. Over one-half working day/or begins before noon and extends into afternoon 8 Hours

2. Project Inspector (IOR)

A. Cancellation of Inspections not canceled by 4:00 p.m. on preceding day 4 Hours

B. One-half working day or less 4 Hours

C. Over one-half working day/or begins before noon and extends into afternoon 8 Hours

CANCELLATIONS

No Charge if made before 4:00 p.m. of the preceding day. See Minimum Charge.

CYLINDER HOLDS

All HOLDS will be disposed of after the 28-day break meets the required PSI, unless specified in writing by the client prior to the 28 day break. Long term or large amounts of HOLD cylinders may be subject to storage fees.

OUTSIDE SERVICES

Outside services requested by client performed by others and direct costs expended on the client's behalf are charged at cost plus 20%. These expenses include equipment rental, parking, subsistence, photographs, co-insurance endorsement, etc.

MILAGE CHARGES

Mileage for inspection / technician between 40 miles and 100 miles from Willdan's nearest office will be charged at \$.50 per mile. Any mileage over 100 is per quote basis.

REPORTING

All reports will be considered confidential information and be distributed to the client and those designated by Section 1701 UBC / Title 24, Part 1, CAC; unless authorized in writing be by client.

PAYMENT TERMS

Payment will be due on receipt of invoice. Interest will be added to accounts 30 days in arrears for each month of delinquency; the maximum rate allowed by law will be added to the unpaid balance until paid in full. Any Attorney's fees or other costs incurred in collecting any delinquent accounts will be added to the amounts due and shall be paid by the party invoiced.

PARKING

When not furnished for the Inspector, parking charges will be reimbursed by the client.

SUBSISTENCE

When applicable, subsistence will be charged to the client / project by quotation.

INSURANCE

Willdan Geotechnical/ employees carry all insurance required by law. Any additional cost for special insurance required by the client, including increased policy limits, adding additional insured parties, and waivers of subrogation will be billed at cost plus 20 percent.

LICENSES & PERMITS

Any additional cost for special licenses or permits for a project will be billed at cost.

PREVAILING WAGE

The hourly rates provided are in compliance with prevailing wage requirements. As the rates for California Prevailing Wage increase, our hourly rates will increase accordingly.

Water Main Construction

Manhattan Beach. CA

COST WORKSHEET PREVAILING WAGE

Willdan Geotechnical Proposal No.: 15-0126

Description	Unit	(\$ Per Unit	Qty.	Total
GEOTECHNICAL SERVICES				
Field Soil Technician	Hr	\$90.00	160	\$14,400.00
Field Vehicle Usage	Hr	\$5.00	160	\$800.00
Project Engineer	Hr	\$190.00	12	\$2,280.00
Maximum Dry Density (4" and 6" mold)	Ea	\$165.00	3	\$495.00
Expansion Index	Ea	\$125.00	1	\$125.00
Sand Equivalent	Ea	\$70.00	2	\$140.00
GEOTECHNICAL SERVICES TOTAL				\$18,240.00

Total Bid Price \$	\$18,240.00
---------------------------	--------------------

The above schedule of charges is based on our 2015 Materials Inspection and Materials Testing Fee Schedule. The rate for an ICC certified special deputy inspector/technician for this project is \$90 per hour at a daily four-hour minimum. Any hours worked in excess of the four hour minimum/or begins before noon and extends into afternoon will be charged at the eight-hour daily rate. Same day cancellations will be charged as a four-hour minimum. Additional inspectors, overtime, and material testing not stated above will be provided as requested with fees as presented in the attached fee schedule. Our services are dependent upon the contractor's work schedule. Variances to the construction schedule resulting in additional hours, trips, or tests are subject to additional fees as shown in the above Estimate. All HOLD specimens will be disposed of after the 28-day break meets the required PSI, unless specified in writing by the client prior to the 28-day break. Long term or large amounts of HOLD specimens may be subject to storage fees.

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Quinn Barrow, City Attorney

Bruce Moe, Finance Director

SUBJECT:

Adoption of Council Policy Regarding Management Employment Agreements; Temporary Short-Term Home Loan for Assistant City Manager (City Attorney Barrow/Finance Director Moe).

ADOPT; APPROVE; APPROPRIATE

RECOMMENDATION:

Staff recommends that the City Council: a) adopt Resolution No. 15-0064 adopting the Executive Management Employment Agreement Policy, b) approve a temporary short-term home loan for the Assistant City Manager in an amount not to exceed \$2.3 million, c) appropriate \$2.3 million from the General Fund, and d) authorize the City Manager to execute all documents associated with the loan, including but not limited to the promissory note, first trust deed and escrow instructions.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the adoption of the Executive Management Employment Agreement Policy.

With regard to the recommended short-term home loan, the loan is, at a minimum, cost-neutral for the City in that the interest rate charged is commensurate with the yield on the City's portfolio for short term investments plus an additional 0.5% (the loan has a maximum term of three years).

The funds to provide this short-term loan will be taken from the General Fund Economic Uncertainty Reserve (EUR) on a temporary basis. As the loan is repaid, the funds will replenish the EUR. The loan has a one-year term with two one-year options, thus the maximum possible term is three years. As a result, the EUR will be replenished within three years (or sooner) of funding the temporary loan. Staff recommends using the EUR because

this is a reserve in excess of the City Council's Financial Policies reserves. The loan is expected to be fully repaid no later than the first half of 2019 (FY 2018-2019).

Finally, monthly borrower payments (principal and interest) during the maximum period of the loan are estimated at \$260,000 until the balance is due and payable, thereby aiding in the replenishment of the reserve throughout the term. The balance of the loan will be repaid by the end of the three year period, if not earlier.

Terms of the loan are described further within this report.

BACKGROUND:

This report presents: 1) a draft policy on Executive Management Employment Agreements, and 2) a short-term home loan for the Assistant City Manager, which will be incorporated into an employment agreement if the policy is adopted.

The City Council directed the staff to draft a policy for Council consideration authorizing the City Manager to enter into employment agreements that would contain all the terms and conditions of employment for executive management positions.

Housing assistance for City Managers and other high-level municipal executives is common in communities with high costs of living. Providing this assistance aids in the recruitment and retention of highly-skilled executives. Further, it benefits the community by allowing those individuals who are heavily involved in the City's daily operations and activities to be a part of the community, readily accessible and to have a vested interest in the operations of the municipality. In fact, the City of Manhattan Beach has provided housing assistance for its last three City Managers, as well as a former Police Chief.

A partial list of other cities that have provided some type of housing assistance include Santa Monica, Beverly Hills, Newport Beach, Laguna Niguel, Culver City, Sunnyvale, Menlo Park, Mountain View, Palo Alto and San Bruno - all high-cost of living areas.

DISCUSSION:

Executive Management Employment Agreements

The City Manager is the chief administrative officer of the City. As such, the City Manager is the appointing authority for all employees other than the City Attorney. The City Manager is responsible for attracting and hiring the very best candidates.

A best practice, utilized by numerous California cities, is to have employment contracts with key executive managers which provide all the terms and conditions of employment (see Attachment 2 - Management Employment Agreement template). Appendix A will list salaries and benefits authorized by the City Council. Further, an additional exhibit is typically attached to provide any additional special terms that are unique to a particular employee (e.g., rights afforded to peace officers by state law, home loans, etc.). The agreements define the terms and conditions of employment, provide certainty to both the City and the covered employees, provide security to employees, and reduce expenses and legal fees in the event of a separation. A key component is the provision that notice will be provided to

the City and the employee in the event of non-renewal, resignation or termination. If the City Manager determines to terminate an employee without cause, the City will provide that employee with three to six months prior notice of the termination date. The amount of notice shall be in the City Manager's discretion. In lieu of providing the required notice above, the City Manager in his discretion may pay the eligible Employee in the range of three to six months' severance (salary and COBRA reimbursement payments). It is a good practice that if an employee is terminated without cause, the City Manager may opt to provide that employee with severance instead of the employee staying in the City's employ for the notice period. Please see the draft policy shown as Exhibit A to Resolution No. 15-0064 (Attachment #1).

If the City Council adopts the policy, the City Manager will present to Executive Managers a proposed agreement, substantially in the template form attached (Attachment #2). The agreement includes the following provisions in addition to standard boilerplate language:

- Appointment date and term
- Employee duties and authority
- Employee obligations
- Salary and benefits at the time of execution of the contract
- Annual performance evaluations
- A provision that the City Manager may fix other terms and conditions of employment provided such terms and conditions are not inconsistent with or in conflict with the provisions of the Agreement or applicable law
- A provision that the employment is at will.
- Provisions addressing resignation, termination with cause, and termination without cause
- Notice provisions, including notice of non-renewal and termination
- Severance in lieu of notice
- Arbitration clause
- Appendix A listing general benefits authorized by the City Council
- Appendix B listing additional benefits, where applicable

Future adjustments to salary or benefits, if any, will be memorialized by amending the appendices.

As a perfect segue to the next subject, Appendix B can be used to contain provisions unique to a specific employee either: (a) required by law (e.g., rights afforded by the Peace Officer's Bill of Rights); (b) within the parameters of the City Manager's authority (e.g., reasonable relocation expenses); or (c) additional benefits provided by the Council on a case-by-case basis, such as short-term loans needed to attract or retain essential Executive Managers. As discussed below, staff recommends that the Council authorize a short-term loan for the Assistant City Manager. If the Council provides such authorization, Appendix B of her agreement will list the loan.

Short Term Home Loan

Assistant City Manager, Nadine Nader, was recruited from northern California in September 2014. Since her arrival, she and her family have leased a home in Manhattan Beach. In an effort to be more permanently situated within our community, she and her family would like

to purchase a residence in the South Bay, and specifically Manhattan Beach if possible. As a result, the City Manager is recommending that the City Council approve a temporary, short-term home loan for Ms. Nader, which will become part of her employment contract with the City.

The terms of the loan are as follows:

- The maximum loan amount is \$2.3 million.
- Up to 15% of the maximum loan amount (\$2.3 million) may be used for improvements (\$345,000).
- The loan will be fully secured by a first mortgage on the residence in favor of the City.
- The loan will be for a one-year term with two-one year options at the City Manager's discretion. The City Manager will notify the City Council of any extensions granted under this loan. The loan has a maximum term of three years from the date of funding.
- The loan will bear an interest rate indexed to the State of California Local Agency Investment Fund (LAIF) plus .5%. The starting rate will be based upon the September 2015 rate of .32%, therefore the first year rate will be .82%. Subsequent years' rates, if applicable, will be tied to future September quarter LAIF rates.
- The loan will be amortized over a thirty-year period.
- Loan payments will be made monthly in arrears, with both principal and interest.
- If the employee separates before the loan is repaid, and before the current term expires, the loan will become due and payable at the end of the current one-year term, or 6 months, whichever is greater.
- Employee shall be responsible for, and pay, all taxes imposed on the residence.
- Employee shall provide customary homeowners insurance for the full amount of the purchase price and the City named as an additional insured.
- The property selected by the buyer will be subject to an appraisal supporting the purchase price (including any improvements that may be funded). Clear title will also be required.

CONCLUSION:

Staff recommends that the City Council: a) adopt Resolution No. 15-0064 adopting the Executive Management Employment Agreement Policy, b) approve a temporary short-term home loan for the Assistant City Manager in an amount not to exceed \$2.3 million, c) appropriate \$2.3 million from the General Fund, and d) authorize the City Manager to execute all documents associated with the loan, including but not limited to the promissory note, first trust deed and escrow instructions.

Attachments:

1. Resolution No. 15-0064 (Management Employment Agreements Policy)
2. Management Employment Agreement Template
3. Draft Secured Promissory Note

RESOLUTION NUMBER 15-0064

**A RESOLUTION OF THE MANHATTAN
BEACH CITY COUNCIL ADOPTING AN
EXECUTIVE MANAGEMENT EMPLOYMENT
AGREEMENT POLICY**

THE MANHATTAN BEACH CITY COUNCIL FINDS, ORDERS AND RESOLVES
AS FOLLOWS:

Section 1. Manhattan Beach Municipal Code Section 2.04.070 (City Manager Powers and Duties) provides: “The City Manager shall be the administrative head of the City government under the direction and control of the Council. He shall be responsible to the Council for the efficient administration of all the affairs of the City which are under his control.”

Section 2. Section 2.04.070 provides that, in addition to the City Manager’s general powers as administrative head, and not as a limitation thereon, the City Manager has additional enumerated duties and powers. Subsection B provides that the City Manager has the power and duty to “Appoint, discipline and dismiss the Chief of Police, all heads of departments, and all subordinate officers and employees of the City, except the City Attorney and the City Treasurer....” Subsection N provides that the City Manager shall “Perform such other duties and exercise such other powers as may be delegated to him from time to time by ordinance or resolution of the Council.”

Section 3. Based upon the foregoing, the City Council hereby adopts the Executive Management Employment Agreement Policy attached hereto as Exhibit A, directing and authorizing the City Manager to negotiate and approve employment agreements with Executive Management employees.

Section 4. The City Clerk shall certify to the adoption of this Resolution and thenceforth and thereafter the same shall be in full force and effect.

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

PASSED, APPROVED and ADOPTED this 17th Day of November, 2015.

Ayes:
Noes:
Absent:
Abstain:

Mark Burton, Mayor

ATTEST:

Liza Tamura, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF MANHATTAN BEACH)

I, Liza Tamura, Manhattan Beach City Clerk, hereby certify that Resolution No. 15-0064 was adopted by the Manhattan Beach City Council at a regular meeting held on November 17, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN

Liza Tamura, City Clerk

Exhibit A

EXECUTIVE MANAGEMENT EMPLOYMENT AGREEMENT POLICY (POL. 15-__)

(Adopted November 17, 2015)

The City Manager, as chief administrative officer of the City and appointing authority for all employees other than the City Attorney, is responsible for the administration and implementation of the City's personnel system. The City Manager is responsible for attracting and hiring the very best candidates to fill integral executive management positions. Pursuant to subsections B and N of Municipal Code Section 2.04.070, the City Council hereby authorizes the City Manager to negotiate and approve employment agreements with department heads and select unrepresented management/confidential employees ("Executive Management"). The Agreement shall contain general wages and benefits consistent with the authority and terms established by the City Council, and may contain, where applicable, an appendix that contains specific provisions unique to a specific employee either: (a) required by law (e.g., rights afforded by the Peace Officer's Bill of Rights); (b) within the parameters of the City Manager's authority (e.g., reasonable relocation expenses); or (c) additional benefits provided by the Council on a case-by-case basis (e.g., home acquisition loans, including short-term swing loans). Such agreements shall also include provisions for performance evaluations; resignation; termination with cause; termination without cause; and notice provisions, including notice of non-renewal and termination. If the City Manager determines to terminate an Employee without cause, the City shall provide that Employee with three to six months prior notice of the effective date of termination. The amount of notice shall be in the City Manager's discretion. In lieu of providing the required notice above, the City Manager in his/her discretion may pay the eligible Employee in the range of three to six months' severance (base salary and COBRA reimbursements).

EMPLOYMENT AGREEMENT

This Agreement is made as of _____, 201__, by and between the City of Manhattan Beach, a California municipal corporation (“City” or “Employer”), and [name], an individual (“Employee”).

RECITALS

- A. Employee has been or will be employed in the City as _____ (“Classification”) for the City.
- B. Employer either has appointed or desires to appoint Employee and Employee has accepted or desires to accept appointment in the Classification.
- C. Employee represents that he/she has the requisite specialized skills, training, certifications, licenses, and authorizations and is otherwise qualified to serve in the Classification.
- D. In connection with and contingent on Employee’s acceptance of employment in the Classification, Employer and Employee wish to enter into an Employment Agreement that sets forth the rights and obligations of the parties and that will supersede all prior negotiations, discussions or agreements. Where Employee is employed by City prior to executing this Agreement, the parties intend for this Agreement to continue the employment relationship between the City and the Employee without interruption.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, Employer and Employee agree as follows:

1. COMMENCEMENT OF EMPLOYMENT. The City Manager has appointed or appoints Employee and Employee has accepted or accepts appointment in the Classification, effective _____, subject to the terms and conditions of this Agreement. If Employee is employed by City prior to executing this Agreement, the employment relationship between Employer and Employee continues without interruption. Except as otherwise provided in this Agreement, from and after the date of this Agreement the terms of the employment relationship will be governed by this Agreement.

2. DUTIES AND AUTHORITY. Employee shall exercise the full powers and perform the duties of the Classification, as set forth in the job description (if any) as well as all other applicable City ordinances, laws, rules, regulations and procedures, as they now exist or as they may hereafter be amended. Employee shall exercise such other powers and perform such other duties as the City Manager or the City Manager’s designee may require from time to time.

3. EMPLOYEE’S OBLIGATIONS. Employee shall devote Employee’s full energy, interest, abilities and productive time to the performance of the terms of this

Agreement, and utilize Employee's best efforts to promote the City's interests. Employee shall not engage in any activity, consulting service or enterprise, for compensation or otherwise, which is actually or potentially in conflict with or inimical to, or which interferes with, his/her duties and responsibilities to Employer, except as authorized in writing (including e-mail) by the City Manager. Employee shall obtain prior authorization from the City Manager or designee for any outside employment, consulting, teaching or enterprise.

4. SALARY AND BENEFITS.

A. Salary and Performance Pay.

(1) **Base Salary.** Employer shall pay Employee a base salary in accordance with the salary range established for the position in the Manhattan Beach Class and Salary Schedule adopted by the City Council. Employee's salary, effective _____, shall be \$_____ annually, subject to legally permissible, voluntary or required withholding, prorated and paid on Employer's normal paydays. Adjustments to the base salary, if any, will be reflected in Appendix A. Employee's salary is compensation for all hours worked. Employee shall be exempt from the overtime pay provisions of California law (if any) and federal law.

(2) **Salary Review and Performance Pay.** The City Manager may conduct salary reviews on an annual basis. The City Manager will set Employee's salary within the salary range adopted for Employee's classification. Performance pay, if any, shall be in an amount as determined by the City Manager, based on the level of completion of goals identified by the City Manager.

B. **Employment Benefits.** In addition to base salary and performance pay, if any, Employer shall provide to Employee the benefits listed on Appendix A and, where applicable, Appendix B. Employer reserves the right to enhance, reduce, terminate, and amend or to otherwise change its benefit programs at any time. Any such change to any benefit available under the personnel agreement shall apply to Employee, including any new or additional benefits, without the need to amend this Agreement. Such change shall be reflected in an amended Appendix A, which shall be affixed hereto as a replacement to the prior Appendix A.

C. **Expenses.** Employer recognizes that Employee may incur certain expenses of a non-personal and job-related nature. Employer agrees to reimburse or to pay such business expenses, which are authorized for reimbursement and incurred and submitted according to Employer's normal expense approval and reimbursement procedures. To be eligible for reimbursement, all expenses must be supported by documentation meeting Employer's normal requirements and must be submitted within time limits established by Employer, in accordance with AB 1234 and any applicable City ordinances, resolutions, rules, policies or procedures.

5. ANNUAL EVALUATIONS. On or before June 30 of each year, the City Manager may conduct an evaluation of Employee's performance. If the City Manager does not conduct said evaluation by June 30, the Employee may request, in writing, that

an evaluation be conducted. The absence of an annual evaluation shall not be deemed either a “negative” or a “positive” evaluation.

6. INDEMNIFICATION. Except as otherwise permitted, provided, limited or required by law, including without limitation California Government Code Sections 825, 995, and 995.2 through 995.8, the City will defend and pay any costs and judgments assessed against Employee arising out of an act or omission by Employee occurring in the course and scope of Employee’s performance of his/her duties under this Agreement.

7. OTHER TERMS AND CONDITIONS OF EMPLOYMENT. The City Manager may from time to time fix other terms and conditions of employment relating to the performance of Employee provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or applicable law.

8. AT-WILL RELATIONSHIP. Employee shall hold his/her position and continue in employment at the pleasure of the City Manager. Except as otherwise provided by law, or this Agreement, the City Manager may remove Employee from Employee’s position and may terminate this Agreement and the employment relationship with or without cause and with or without prior notice (except as designated below). Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign from employment with the City, subject only to Employee providing 30 calendar days’ prior written notice to the City of the resignation and termination of the Agreement.

9. TERM AND TERMINATION OF AGREEMENT.

A. Term. Subject to earlier termination, as provided in this Agreement, this Agreement shall remain in full force and effect for an initial term from the date of execution through and including December 31, 2016. Unless prior notice of non-renewal is given, this Agreement will automatically renew for subsequent one-year terms on January 1, 2017 and each January 1 thereafter. Notice of non-renewal must be in writing and must be given at least three months before the applicable December 31 termination date.

B. Termination Without Cause.

(1) Termination After One Year Without Cause. If Employer terminates this Agreement (thereby terminating Employee’s Employment), without cause (as defined in Paragraph C of this Section), after one full year of Executive Management service, Employer shall provide Employee prior notice of the termination date within a three-to-six month range, at the discretion of the City Manager.

In lieu of some or all of the notice under the previous paragraph, and at the City Manager’s discretion, the City Manager may provide Employee with three to six months’ severance pay (base salary and COBRA reimbursement) subject to the terms and conditions set forth below.

(2) Early Termination Without Cause. If Employer terminates this Agreement (thereby terminating Employee's Employment), without cause (as defined in Paragraph C of this Section), within one year of Executive Management service, Employer shall provide Employee up to three months' prior notice of the termination of this Agreement and the intended date of that termination.

In lieu of some or all of the notice under the previous paragraph, and at the City Manager's discretion, the City Manager may provide Employee with up to three months' severance (base salary and COBRA reimbursement) subject to the terms and conditions set forth below.

(3) Post Termination COBRA Reimbursement. If the City terminates Employee pursuant to this Paragraph B, City will reimburse Employee's elected COBRA benefits for the period of severance pay provided. The employee must provide the City with documentation verifying that payments to the insurer were made for the reimbursement to be non-taxable and excluded from wages.

C. Termination for Cause. For purposes of this Agreement, the following grounds for termination shall be considered termination for cause:

- (1) Conviction of a felony;
- (2) Conviction of a misdemeanor arising out of Employee's duties under this Agreement and involving a willful or intentional violation of law;
- (3) Willful abandonment of duties;
- (4) A pattern of repeated, willful and intentional failure to carry out materially significant and legally constituted policy decisions of the City Manager; and/or
- (5) Any other action or inaction by Employee that materially and substantially impedes or disrupts the performance of Employer or its organizational units, is detrimental to employee safety or public safety, violates properly established rules or procedures, adversely affects the reputation of the City, its officers or employees, or has a substantial and adverse effect on Employer's interests.

D. Disputes. Except as otherwise mutually agreed, any dispute as to whether severance is excused under Section 9, Paragraph C, Sub-Paragraphs (4) and (5), above, shall be referred to arbitration before a single neutral arbitrator selected from a list of seven arbitrators requested from the California State Mediation and Conciliation Service. Employer will strike the first name and the parties will alternate striking names until one person is left who shall be designated as the arbitrator.

E. Compensation on Termination. Employer shall pay Employee for all services through the effective date of termination. Employee shall be paid for accrued and unused paid leave time, as provided and limited under the personnel rules.

However, under no circumstances shall Employee receive any amount in excess of the limitations provided in Government Code §§ 53260 – 53264, or other applicable law.

10. METHOD OF AMENDMENT. No amendments to this Agreement may be made except in writing signed and dated by Employer and Employee. Such amendments, if any, will be appended to this Agreement as a separate Appendix.

11. NOTICES. Any notice to Employer under this Agreement shall be given in writing to Employer, either by personal service or by registered or certified mail, postage prepaid, addressed to the City Manager's Office at the City's then principal place of business. Any such notice to Employee shall be given in writing and, if mailed, shall be addressed to Employee at Employee's home address then shown in Employer's files maintained by the Human Resources Department. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given (a) on the date of delivery, if served personally on the party to whom notice is to be given, or (b) on the third calendar day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this Section.

12. GENERAL PROVISIONS.

A. If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall nevertheless remain in full force and effect. If any provision is held invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

B. This Agreement sets forth the final, complete and exclusive agreement between Employer and Employee relating to the employment of Employee by Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The foregoing notwithstanding, Employee acknowledges that, except as expressly provided in this Agreement, Employee's employment is subject to Employer's generally applicable rules, policies and regulations, including those pertaining to employment matters, such as rules and regulations addressing equal employment opportunity, sexual harassment and violence in the workplace. Employee also acknowledges that unless otherwise expressly provided in this Agreement, Employee's employment is subject to the terms of the City's personnel rules, as amended from time to time.

C. This Agreement shall be interpreted and construed pursuant to and in accordance with the local laws of the State of California.

D. All Appendices referenced in this Agreement are hereby incorporated into the Agreement as if set forth in full herein. In the event of any material discrepancy between the terms of any exhibit so incorporated and the terms of this Agreement, the terms of this Agreement shall control.

E. Employee acknowledges that Employee has had the opportunity to review this Agreement and has conducted an independent review of the financial and legal effects of this Agreement. Employee acknowledges that Employee has made an

independent judgment regarding the financial and legal effects of this Agreement and has not relied upon any representation of Employer, its officers, agents or employees other than those expressly set forth in this Agreement.

13. APPENDICES.

A. Appendix A contains Employee's salary and benefits.

B. If the box to the left is checked, Appendix B is attached and incorporated into this Agreement as part of this Agreement. If there is any inconsistency between any provision of this Agreement and Appendix B, the provisions of this Agreement will prevail.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed and executed personally or on its behalf by its duly authorized representative

Executed by the parties as of the date below at Manhattan Beach, California.

City of Manhattan Beach

[name]

By: _____
City Manager

Date: _____

ATTEST:

Liza Tamura, City Clerk

APPROVED AS TO FORM:

Quinn M. Barrow, City Attorney

Appendix A

**CITY OF MANHATTAN BEACH
SALARY AND BENEFITS SUMMARY FOR EMPLOYEE
(as of _____)**

SALARY HISTORY

Starting Annual Salary: _____
Annual Salary as of date of this Agreement (if different than starting annual salary): _____
Salary Adjustment, effective ____: _____
Salary Adjustment, effective ____: _____
Salary Adjustment, effective ____: _____

RETIREMENT – CalPERS

“Classic” Member

- 2%@55 formula; Employee pays 7% employee contribution
- Single highest year calculation

“New” Member

- 2%@62 formula; Employee pays half the “TOTAL normal cost” or the current contribution rate of similarly situated employees
- Average of the highest three years calculation

Retiree Medical:

- For eligible employees
- Department Heads - \$400/month until Medicare eligibility or age 65

GENERAL LEAVE

<u>Years of Service</u>	<u>Days per year</u>
Up to 5 years	25 days/year
5 years – 10 years	30 days/year
10+ years	35 days/year

HOLIDAYS

New Year’s Day
Martin Luther King Day
Presidents’ Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans’ Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Day

MEDICAL AND DENTAL INSURANCE

- CalPERS Medical and Delta Dental Plans available
- City contribution for medical insurance for employee and dependents at PERS Choice premium level (max 95% of PERS Choice) plus additional \$70 per month for dental coverage or cash back

FLEXIBLE SPENDING ACCOUNTS

For healthcare and/or dependent care expenses

VISION INSURANCE

City paid vision plan for employees and eligible dependents

LONG TERM DISABILITY

- City paid coverage
- Plan pays 60% of salary after 60-day waiting period

SHORT TERM DISABILITY

- Optional coverage available
- Plan pays 60% of salary after 30-day waiting period

LIFE INSURANCE

- City paid coverage
- Benefit is 1.5 times annual base salary to a maximum of \$500,000
- Medex Travel Assist included with coverage

ICMA-RC DEFERRED COMPENSATION & RHS

- Income may be tax deferred through ICMA-RC 457 plan
- 4.5% of monthly compensation to a 401(a) plan
- 2.0% of monthly compensation to a RHS account through ICMA-RC

COMMUTER PROGRAM

Employees not eligible for a car allowance may participate in the commuter program and receive \$60 per month for carpooling to work and/or using other modes of transportation

TUITION REIMBURSEMENT

Up to \$2,500 for cost of tuition and books for job related classes

CAR ALLOWANCE

- \$400 per month
-

FITNESS CENTER ON-SITE

Appendix B

If the box in Section 12 of the Agreement is checked, this Appendix includes additional terms and conditions that are attached and incorporated into the Agreement. If there is any inconsistency between any provision of this Appendix B and the Agreement, the provisions of the Agreement will prevail. This Appendix may be used, for example, to document an agreement as to separation of ranks for Executive Employees in the Police and Fire Departments. It can be used for other terms within the discretion of the City Manager consistent with the authority delegated by the City Council.

Name of Employee: _____

Date of Employment Agreement: _____

Position/Classification Title: _____

Additional Terms and Conditions:

SECURED PROMISSORY NOTE

_____, 2015

Manhattan Beach, California

1. BORROWER'S PROMISE TO PAY; INITIAL COSTS; DISBURSEMENT

Nadine Nader Kayali and Cuneyt Kayali (collectively, "Borrower") hereby promise to pay Two Million Three Hundred Thousand Dollars (\$2,300,000) or so much thereof as may be disbursed under the terms hereof (the "Principal"), to the order of the CITY OF MANHATTAN BEACH, a municipal corporation ("City") or order; provided, however, that as described in Section 7 below, recourse of the holder of this Secured Promissory Note ("Note Holder") for the obligations of Borrower is limited to the property securing this Secured Promissory Note (the "Note"). The loan evidenced by this Note is hereinafter referred to as the "Loan".

The obligations under this Note are secured by a Deed of Trust and Fixture Filing executed by Borrower and City, as trustor, in favor of Lender, as beneficiary (the "Deed of Trust") dated substantially concurrently herewith encumbering the property more particularly described in said Deed of Trust (the "Home") to be purchased with proceeds of the loan evidenced by this Note. Borrower hereby covenants to occupy the Home as Borrower's principal residence.

Borrower agrees to pay or reimburse City, from the proceeds of the Loan for costs incurred by City for an appraisal of the Home and lender's title insurance for the Deed of Trust (in the amount of \$2,300,000). City shall disburse loan proceeds for such purposes to itself (not through escrow) upon the closing of the purchase of the Home.

City shall disburse the entire principal amount of the Loan into the escrow for the purchase of the Home for application to (i) Borrower's closing costs in connection with Borrower's purchase of the Home (as shown by reasonable evidence delivered to City); (ii) the purchase price for the Home upon closing and (iii) reimbursement of Borrower for any down payment (or "deposit") made by Borrower that is applied to the purchase price of the Home. If requested in writing by Borrower, up to \$345,000 of the Loan shall be held by City (but interest shall accrue thereon from the closing date for the purchase of the Home) and shall be disbursed in increments from time to time after closing to the Borrower after written request of Borrower from time to time (but not more often than twice each calendar month) to pay costs incurred by Borrower within one (1) year after the date of this Note (the "Improvement Deadline") for improvements (excluding a pool) to the Home that comply with all applicable laws, including any improvements necessary to make the Home comply with applicable building code requirements. Borrower shall deliver to City reasonable evidence of the costs paid together with any request for disbursement of any of such funds.

Any portion of such improvement funds remaining undisbursed as of the Improvement Deadline shall be applied to the outstanding principal under this Note, and the monthly payments under Section 2 shall be adjusted based on the new outstanding principal balance.

2. INTEREST RATE

Outstanding principal shall bear interest at the annual rate of .82% for the first calendar year after the date of this Note, and upon each anniversary of the date of this Note, shall be adjusted to the Local Agency Investment Fund Quarterly Apportionment Rate published for the September prior to the adjustment plus .5%. Upon the failure to pay upon the Maturity Date (defined in Section 3A below) or occurrence of an Event of Default (as defined in Section 5B below), the interest rate shall increase by six percent (6%). BORROWER SHOULD CONSULT WITH THEIR TAX ADVISOR(S) REGARDING ANY TAX EFFECTS ON BORROWER OF THE INTEREST RATE.

3. MATURITY DATE; PAYMENTS

A. Maturity Date.

All principal and accrued interest shall become due and payable on the earlier of: (i) Borrower's failure to occupy the Home as their primary residence; or (ii) the date that is one (1) calendar year after the date of this Note, as may be extended by the City Manager in writing by one (1) year at a time for up to a total of two (2) additional calendar years ("Maturity Date"). Notwithstanding the foregoing, if Nadine Kayali's employment by the City concludes for any reason within six (6) months prior to the then-current term described in the preceding clause (ii) (as it may have been extended under said clause), then the Maturity Date shall be extended to the date that is six (6) calendar months after such conclusion of employment.

B. Payments.

1) Monthly payments shall be made in arrears on the last business day of each calendar month.

2) Monthly payments shall be based on an amortization schedule of thirty (30) years such that payments will be in an amount sufficient to fully amortize principal and pay all interest over thirty (30) years in equal monthly amounts assuming the entire principal was disbursed on the date of this Note. The payment amount during the first year shall be \$7,209.08. Upon a change in the interest rate, the monthly payment shall be appropriately adjusted, and City shall notify Borrower of the new payment amount.

3) Each payment will be applied to principal and interest. Payments by Borrower will be made to the City at Manhattan Beach City Hall.

4. BORROWER'S RIGHT TO PREPAY

Payments of all or any portion of the Principal may be made at any time before they are due (a "Prepayment") without additional charge. Borrower will notify the Note Holder in writing of any Prepayment, but may not designate a payment as a Prepayment if any payments then due under this Note are past due.

The Note Holder will use Prepayments to reduce the amount of Principal owed under this Note, and Borrower may elect in writing at the time a Prepayment is made to re-

amortize the Loan over the then-remaining term of this Note. Unless Borrower makes such election, there will be no changes in the due date or in the amount of the monthly payment (unless the Note Holder expressly agrees in writing to such changes).

5. BORROWER’S FAILURE TO PAY AS REQUIRED

A. Late Charge for Overdue Payments.

Subject to Note Holder’s compliance with California Civil Code Section 2954.5, as amended or restated from time to time, if the Note Holder has not received the full amount of any payment due under Section 3(B)(ii) within ten (10) calendar days after the date it is due, the Note Holder may require the Borrower or City (as applicable) to pay a late charge to the Note Holder. The amount of the charge will be three percent (3%) of the overdue payment of principal and interest, and the late charge must be paid within ten (10) days after written demand.

B. Events of Default.

If there is a failure to comply with the Note or the deed of trust securing this Note, and such default is not cured within ten (10) days after written notice from City (an “Event of Default”), then City may demand that Borrower pay all outstanding principal and accrued interest. Failure to pay accrued interest and outstanding principal on the Maturity Date shall also be an Event of Default. Upon the occurrence of an Event of Default, City may exercise its rights and remedies at law and in equity, including, without limitation, nonjudicial foreclosure.

C. No Waiver By Note Holder.

Even if, at a time when there is an Event of Default, Note Holder does not require payment immediately in full as described above, Note Holder will still have the right to require a full payment at a later time.

D. Payment of Note Holder’s Costs and Expenses.

If Note Holder has required payment immediately in full as described above, Note Holder will have the right to be paid by Borrower for all of its costs and expenses in enforcing this Note to the extent not prohibited by applicable law (i.e., Borrower shall be responsible for collection costs with respect to collection from Borrower). Those expenses include, for example, attorneys’ fees actually incurred by the City in connection with enforcing this Note.

6. GIVING OF NOTICES

All notices, requests, demands and other communication given or required to be given hereunder shall be in writing and personally delivered, sent by first class certified mail, postage prepaid, return receipt requested, or sent overnight by a nationally recognized courier service such as Federal Express, addressed to the parties as follows:

To City: City Clerk
 City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, California 90266

To Borrower: At the most recent address for Nadine Kayali on file in her personnel file held by City’s Human Resources Department

Delivery of any notice or other communication hereunder shall be deemed made on the date of actual delivery thereof to the address of the addressee, if personally delivered, and on the date indicated in the return receipt or courier’s records as the date of delivery or as the date of first attempted delivery, if sent by certified mail or courier service. Any party may change its address for purposes of this Section by giving notice to the other party as herein provided.

7. SECURED NONRECOURSE LOAN

Notwithstanding anything to the contrary in this Note, the Deed of Trust or any other document relating to the Loan, Note Holder’s recourse for repayment of the sums owed under this Note or under the Deed of Trust or any other document relating to the Loan shall be limited to the collateral described in the Deed of Trust and in no event shall the Note Holder seek or obtain a deficiency judgment against the Borrower.

8. WAIVERS

Borrower and any other person who has obligations under this Note hereby waive the rights of “presentment” and “notice of dishonor”. “Presentment” means the right to require Note Holder to demand payment of amounts due. “Notice of dishonor” means the right to require Note Holder to give notice to other persons that amounts due have not been paid.

Nadine Nader Kayali

Cuneyt Kayali

CITY OF MANHATTAN BEACH

By: _____
Mark Danaj,
City Manager

APPROVED AS TO FORM:

Quinn M. Barrow,
City Attorney

Agenda Date: 11/17/2015

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

RECOMMENDATION:

Attached is the most recent Agenda Forecast for City Council Review

Agenda Forecast November 12, 2015

**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)

11/19/2015	<i>Joint City Council/Planning Commission Meeting (Mobility Plan) – 6:00 PM Thursday</i>
11/30/2015	<i>City Council Strategic Planning Follow Up Meeting – 8:30 AM Monday</i>
12/1/2015	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Pennekamp Elementary School
	1. Recognition of School Achievements (Ceremonial)
	2. Longstanding Business Awards (Ceremonial)
	3. Financial Report: Schedule of Demands: November 5, 2015 (Finance Director Moe) (Consent)
	4. Approve Amendment to Agreement with DRG for Additional Tasks for the Urban Forest Master Plan (Public Works Director Olmos) (Consent)
	5. Second Reading of Ordinance No. 15-0020 to Institute a Tobacco Retail Licensing Program in Manhattan Beach (Public Works Director Olmos) (Consent)
	6. Award of Construction Contract for Rosecrans Widening to KTB Construction in the amount of \$368,750 (Public Works Director Olmos) (Consent)
	7. Final Payment in the Net Amount of \$25,758.27 to Ruiz Brothers – Fast-Track Construction Joint Venture for the Strand Wall Repair and Enhancement Project; Formally Accept the Strand Wall Repair and Enhancement Project as Complete, Authorize Filing of the Appropriate Notice of Completion; and, Release of Retention in the Amount of \$4,765.70 (Public Works Director Olmos) (Consent)
	8. Minutes: a) City Council Adjourned Regular 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. Draft Desalination Opposition Letter (Public Works Director Olmos) (Old Business)
	10. Use of Parkview Parcel and Hotel Study Update (Old Business)
	11. Downtown Specific Plan Update (Community Development Director Lundstedt) (Old Business)
	12. FY 2016-2017 Budget Process Discussion (New Business)
	13. (Foot Beat Patrols) Develop a Deployment Plan that Provides Regular/Random Foot Beat Patrols for Downtown, North MB and the Mall and Report Back to City Council with Such a Plan (New Business)
12/15/2015	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
	1. Award of Vehicle Bid (Consent)
	2. Resolution No. 15-0062 Setting the Permit Fee for the Tobacco Retail Licensing Program (Public Works Olmos) (Consent)
	3. Planning Commission Approval of Two Coastal Development Permits 15-0487 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 - Continued from November 3, 2015 City Council Meeting (Community Development Director Lundstedt) (Public Hearing)

**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)

	4. Update of El Porto Beach Traffic Circulation Follow-Up Study (Community Development Director Lundstedt) (Old Business)
1/5/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Robinson Elementary School
	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. Drone Ordinance (New Business)
	4. Gas Company Presentation Loop Project (Public Works Director Olmos) (New Business)
1/19/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	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. Skateboard Park Update (Parks and Recreation Director Leyman) (Old Business)
	4. Comprehensive Annual Financial Report for FY 14-15 (New Business)
	5. 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)
	6. Beach Rentals Update (Parks and Recreation Director Leyman) (Old Business)
2/2/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Manhattan Beach Middle School
	1. Badminton Club Hosting Olympic Qualifying Event (Ceremonial)
	2. North MB BID Renewal Public Hearing & Ratification of Board Members (Public Hearing)
2/16/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	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)
	5. (Economic Development Advisory Council) Create a Manhattan Beach Economic Development Advisory Council and Report Back to City Council (New Business)
	6. Develop a Click It-Fix It App for Residents to Request City Services On-Line with the Ability to Track their Request Online and Report Back to City Council (New Business)
3/1/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Mira Costa High School
3/15/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
4/5/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>

TENTATIVE DRAFT – SUBJECT TO CHANGE

**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)

	Pledge – MBUSD Spring Break
	1. Annual Street Lighting & Landscaping Assessments (Phase 1) (Order Plans, Specs, Cost Estimates & Engineer’s Report) (Consent)
4/19/2016	<i>Regular Meeting – 6:00 PM – City Council Reorganization Tuesday Mayor D’Errico/Mayor Pro Tem Lesser</i>
	Pledge -
4/26/2016	<i>Boards and Commissions Interviews – Police/Fire Conference Room – (Tentative 5 PM) Tuesday</i>
5/3/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	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)
5/5/2016	<i>Budget Study Session #1 – Time TBD Thursday</i>
	Pledge -
5/10/2016	<i>Budget Study Session #2 – Time TBD Tuesday</i>
	Pledge -
5/12/2016	<i>Budget Study Session #3 – Time TBD Thursday</i>
	Pledge -
5/17/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
	1. Annual Appointment of Boardmembers & Commissioners (If-Needed) (New Business)
	2. Six Month Update on Enforcement of Bike Path Hazards Ordinance 15-0467 Regarding Flashing Lights at the Pier and Data for Injuries from Fire Department (Ordinance No. 15-0005 - Amending and Restating Municipal Code Provisions Governing Bike Path Hazards) (Police Chief Irvine/Fire Chief Espinosa) (Old Business)
5/19/2016	<i>Budget Study Session #4 – Time TBD Thursday</i>
	Pledge -
6/7/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Pacific Elementary School
	1. Resolution of Intention to Provide for Annual Levy and Collection of Assessments for the Downtown Business Improvement District (Consent)
6/21/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -

TENTATIVE DRAFT – SUBJECT TO CHANGE

**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)

	1. Annual Street Lighting & Landscaping Assessments (Phase 3) (Public Hearing)
	2. FY 16-17 Budget Adoption & Gann Limit (Public Hearing)
7 /5/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
	1. Renewal of Downtown Business Improvement District for Fiscal Year 2016-2017 (Public Hearing)
7/19/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
8/2/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
8/16/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
	1. Q4 Budget/CIP Report (New Business)
9/6/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
	1. Beach Rental Status Report (Old Business)
9/20/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	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

Memo	City Council Date Requested
1. Facility Strategic Planning (General Business)	9-1-15
2. Art Decommissioning Policy (Weekly Report)	8-4-15
3. John Street and 8 th Street Stop Sign Follow-Up Report	
4. Presentation by FM3 of Employee Survey Findings	
5. Rite Aid Site Update (City Manager Report)	11-3-15
6. Update on Mediation Data (Old Business)	11-17-15

FUTURE AGENDA ITEMS (Date TBD)

Item	City Council Date Requested
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. Develop RFP for Sepulveda Corridor	10-20-15
5. Wayfinding Signage Master Plan – Direct Staff to Provide More Options	10-20-15
6. (Ring of Steel/Safety & Security of MB) Develop a Plan for Security Cameras at Critical Points of Ingress and Egress to Our City and Report Back to City Council with Such a Plan.	11-3-15
7. (Crime Deterrence/Apprehension) Develop a Program to Register All Security Cameras in MB, Including Residential, Commercial & Retail, with the MBPD so that MBPD has a Database of all Security Cameras to Prevent and Solve Crimes.	11-3-15

FUTURE MEETINGS TO BE SCHEDULED

Item
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
4. City Council Meeting Study Session Regarding Revenue Streams for Finding CIP and Enterprise Funds, Including Issuance of Bonds, Creation of a Parking Authority and Review of Reserve Policy
5. City Council Meeting Study Session Regarding Fire Deployment Study

Agenda Date: 11/17/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Marisa Lundstedt, Community Development Director

SUBJECT:

Commission Minutes:

This Item Contains Minutes of the following City Commission Meetings: Draft Planning Commission Meeting Action Minutes of October 28, 2015 (Community Development Director Lundstedt).

INFORMATION ITEM ONLY

The attached minutes are for information only:

Planning Commission Meeting Minutes of October 28, 2015

**CITY OF MANHATTAN BEACH
PLANNING COMMISSION MEETING ACTION MINUTES**

October 28, 2015

Council Chambers – 1400 Highland Avenue

6:30 P.M.

Final Decisions Made Tonight Will be Scheduled for City Council Review on November 17, 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
10/28/15-1. Regular meeting –October 14, 2015 **Approved with corrections (5:0)**
6. PUBLIC HEARING
10/28/15-2. Variance Amendment for Parking Standards, Setbacks and Two-Story Limit for a Proposed Second Story Addition to an Existing One Story Single Family Residence at 2702 N Ardmore Avenue (Truong)
Conducted the public hearing, no public comments received, approved and adopted resolution with no changes. The 20-day appeal period ends on 11/17/15. (5-0)
7. DIRECTOR’S ITEMS
 - a. 2620 Alma Avenue item to City Council – November 3, 2015
 - b. Downtown Specific Plan Community Workshop #2 – November 16, 2015
 - c. Mobility Plan joint meeting with City Council – November 19, 2015
 - d. Historic Preservation to City Council – December 15, 2015 (Tentative)
 - e. Downtown Specific Plan update to City Council – December 15, 2015
 - f. Mansionization –
 - **Future stakeholder meeting – November 9, 2015 from 3:00 to 5:00 P.M. at City Council Chambers**
 - **Joint City Council/Planning Commission meeting – Date to be determined**
8. PLANNING COMMISSION ITEMS **None**
9. TENTATIVE AGENDA November 11, 2015 **Cancelled due to Veterans Day holiday**
10. ADJOURNMENT TO November 19, 2015 **Meeting adjourned at 6:55 P.M.**
November 19, 2015 (Joint meeting at 6:00 P.M.) 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.