

City Council Regular Meeting

Regular Meeting
Tuesday, March 1, 2016
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
Sanford Taylor, Information Technology 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 recognized for providing exemplary municipal services and contributing to the exceptional quality of life afforded to residents, businesses and visitors who enjoy living in and visiting California's safest beach community

March 1, 2016

City Council Meeting Agenda Packet

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MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!

Your presence and participation contribute to good city government.

By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, this agenda provides an early opportunity for public comments under "Public Comments," at which time speakers may comment on any item of interest to the public that is within the subject matter jurisdiction of the City Council, including items on the agenda. In addition, speakers may comment during any public hearing after the public hearing on that item has been opened.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City's website at www.citymb.info, 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

Ronald Clinton, Mira Costa High School

B. ROLL CALL

C. CEREMONIAL CALENDAR

1. Presentation of the Distinguished Service Award to Jan Dennis, Russ Lesser and Charlotte Lesser for their Dedication and Contribution to the City of Manhattan Beach. [16-0097](#)
PRESENT
2. Presentation of a Plaque Recognizing Pat Barrera for his 25 Years in Employment Law and his Contributions to the Community. [16-0090](#)
PRESENT

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Wednesday, February 24, 2016, 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): None.

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.

- 3.** Approve Final Payment in the Amount of \$114,575.64 to PALP, Inc. dba EXCEL Paving Company; Formally Accept the Downtown Crosswalk Replacement and Slurry Seal Project as Complete; Authorize the Filing of the Appropriate Notice of Completion and Release of Retention in the Amount of \$44,415.92 (Public Works Director Olmos).

[16-0066](#)

APPROVE

Attachments: [Budget and Expenditures](#)

-
4. Approve Task Order No. 2 with AndersonPenna Partners, Inc. in the Amount of \$173,925 for Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project (Public Works Director Olmos). [16-0079](#)
APPROVE

Attachments: [AndersonPenna Partners, Inc. Proposal](#)
[Civil Source, Inc. Proposal](#)
[Psomas Proposal](#)
5. Financial Report: [16-0027](#)
Schedule of Demands: February 4, 2016 (Finance Director Moe).
ACCEPT REPORT AND DEMANDS

Attachments: [Schedule of Demands for February 4, 2016](#)
6. City Council Minutes: [16-0091](#)
This Item Contains Minutes of the Following City Council Meetings Presented for Approval:
a) City Council Regular Meeting Minutes of February 2, 2016
(Continued from the February 16, 2016 City Council Regular Meeting)
APPROVE
b) City Council Regular Meeting Minutes of February 16, 2016
(City Clerk Tamura).
APPROVE

Attachments: [City Council Regular Meeting Minutes of February 2, 2016](#)
[City Council Regular Meeting Minutes of February 16, 2016](#)

M. PUBLIC HEARINGS (2 MINUTES PER PERSON)

N. OLD BUSINESS

7. Consider Resolution No. 16-0015 for a Coastal Development Permit to Change the Use of a Portion of the Existing Comfort Station Changing Areas to Storage (Parks and Recreation Director Leyman). [RES 16-0015](#)
ADOPT RESOLUTION NO. 16-0015
Attachments: [Resolution No. 16-0015](#)
[Comfort Station Changing Area Rendering](#)
8. Approve Plans and Specifications for the Pier Comfort Station Rehabilitation Project; Award Pier Comfort Station Rehabilitation Project to Monet Construction, Inc. in the Amount of \$519,853 and Authorize the City Manager to Approve Additional Work in an Amount Not-to-Exceed \$77,978 (Public Works Director Olmos). [CON 16-0009](#)
APPROVE
Attachments: [Budget and Expenditures Summary](#)
[Bid Results](#)
[Construction Contract](#)
9. Approve Plans and Specifications; Award Parking Structure Lot #2 Rehabilitation Project to Caltec Corporation in the Amount of \$630,000; and Authorize City Manager to Approve Additional Work in an Amount Not-to-Exceed \$94,500 (Public Works Director Olmos). [CON 16-0008](#)
APPROVE
Attachments: [Budget and Expenditures Summary](#)
[Construction Contract](#)
10. Approve Continued Use of Previously Approved On-Call Professional Service Agreement for Construction Management and Inspection Services with Psomas (Public Works Director Olmos). [16-0093](#)
APPROVE
11. Fiscal Year 2015-2016 Mid-Year Budget Report; Results of Community Budget Priorities Workshops and FY 2016-2018 Budget Principles and Policies (Finance Director Moe). [16-0029](#)
RECEIVE REPORT; DISCUSS AND PROVIDE DIRECTION
Attachments: [Fiscal Year 2015-2016 General Fund Mid-Year Results](#)
[Fiscal Year 2015-2016 Mid Year Budget Review/Community Meetings PowerPc](#)
[Open City Hall Results Report](#)
[Current Adopted Budget Policies](#)

O. NEW BUSINESS

12. Review Conceptual Roundhouse Aquarium Design (Public Works Director Olmos). [16-0080](#)
REVIEW AND PROVIDE DIRECTION

Attachments: [Conceptual Design](#)
[Draft Term Sheet](#)

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

Q. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

13. Agenda Forecast (City Clerk Tamura). [16-0092](#)
DISCUSS AND PROVIDE DIRECTION

Attachments: [February 24, 2016 Agenda Forecast](#)

R. INFORMATIONAL ITEMS

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

S. CLOSED SESSION

T. ADJOURNMENT

U. FUTURE MEETINGS

CITY COUNCIL MEETINGS

March 15, 2016 – Tuesday -- 6:00 PM - City Council Meeting
March 29, 2016 - Tuesday - 6:00 PM - Joint City Council/Planning Commissions Meeting (Mansionization)
April 5, 2016 – Tuesday -- 6:00 PM - City Council Meeting
April 19, 2016 – Tuesday -- 6:00 PM - City Council Meeting/Reorganization
April 26, 2016 - Tuesday --5:00 PM - City Council Boards and Commission Interviews (Tentative)
May 3, 2016 – Tuesday -- 6:00 PM - City Council Meeting
May 5, 2016 – Thursday -- Time TBD - Budget Study Session #1
May 10, 2016 – Tuesday -- Time TBD - Budget Study Session #2
May 12, 2016 – Thursday -- Time TBD - Budget Study Session #3 (Tentative)
May 17, 2016 – Tuesday -- 6:00 PM - City Council Meeting
May 19, 2016 – Thursday -- Time TBD - Budget Study Session #4 (Tentative)
June 7, 2016 – Tuesday -- 6:00 PM - City Council Meeting
June 21, 2016 – Tuesday -- 6:00 PM - City Council Meeting
July 5, 2016 – Tuesday -- 6:00 PM - City Council Meeting
July 19, 2016 – Tuesday -- 6:00 PM - City Council Meeting
Aug. 2, 2016 – Tuesday -- 6:00 PM - City Council Meeting
Aug. 16, 2016 – Tuesday -- 6:00 PM - City Council Meeting
Sep. 6, 2016 – Tuesday -- 6:00 PM - City Council Meeting
Sep. 20, 2016 – Tuesday -- 6:00 PM - City Council Meeting

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

March 8, 2016 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting
March 9, 2016 – Wednesday – 6:30 PM – Planning Commission Meeting
March 14, 2016 – Monday – 6:30 PM – Library Commission Meeting
March 23, 2016 – Wednesday – 6:30 PM – Planning Commission Meeting
March 24, 2016 – Thursday – 6:30 PM - Parking & Public Improvements Commission Meeting
March 28, 2016 – Monday – 6:30 PM – Parks and Recreation Commission Meeting
April 11, 2016 – Monday – 6:30 PM – Library Commission Meeting
April 12, 2016 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting
April 13, 2016 – Wednesday – 6:30 PM – Planning Commission Meeting
April 25, 2016 – Monday – 6:30 PM – Parks and Recreation Commission Meeting
April 27, 2016 – Wednesday – 6:30 PM – Planning Commission Meeting
April 28, 2016 – Thursday – 6:30 PM - Parking & Public Improvements Commission Meeting
May 9, 2016 – Monday – 6:30 PM – Library Commission Meeting
May 10, 2016 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting
May 11, 2016 – Wednesday – 6:30 PM – Planning Commission Meeting
May 23, 2016 – Monday – 6:30 PM – Parks and Recreation Commission Meeting
May 25, 2016 – Wednesday – 6:30 PM – Planning Commission Meeting
May 26, 2016 – Thursday – 6:30 PM - Parking & Public Improvements Commission Meeting
June 16, 2016 -- Thursday -- 8:30 AM -- Finance Subcommittee Meeting
September 15, 2016 -- Thursday -- 8:30 AM -- Finance Subcommittee Meeting
December 8, 2016 -- Thursday -- 8:30 AM -- Finance Subcommittee Meeting

V. CITY OFFICES CLOSED**CITY HOLIDAYS:**

Nov. 11, 2015 – Wednesday – Veterans Day
Nov. 26-27, 2015 – Thursday & Friday – Thanksgiving Holiday
Dec. 25, 2015 – Friday – Christmas Day
Jan. 1, 2016 – Friday – New Years Day
Jan. 18, 2016 – Monday – Martin Luther King Day
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
Dec. 26, 2016 - Monday - Christmas Day

CITY OFFICES CLOSED ON FOLLOWING ALTERNATIVE FRIDAYS:

April 1, 2016 - Friday
April 15, 2016 - Friday
April 29, 2016 - Friday
May 13, 2016 - Friday
May 27, 2016 - Friday
June 10, 2016 - Friday
June 24, 2016 - Friday
July 8, 2016- Friday
July 22, 2016 - Friday
Aug. 5, 2016 - Friday
Aug. 19, 2016 - Friday
Sep. 2, 2016 - Friday
Sep. 16, 2016 - Friday
Sep. 30, 2016 - Friday
Oct. 14, 2016- Friday
Oct. 28, 2016 - Friday
Nov. 11, 2016 - Friday
Nov. 23, 2016 - Friday
Dec. 9, 2016 - Friday
Dec. 23, 2016- Friday

Agenda Date: 3/1/2016

TO:

Members of the City Council

FROM:

Mayor Burton

SUBJECT:

Presentation of the Distinguished Service Award to Jan Dennis, Russ Lesser and Charlotte Lesser for their Dedication and Contribution to the City of Manhattan Beach.

PRESENT

**Presentation of the Distinguished Service Award for
their Dedication and Contribution to the City of Manhattan Beach.**

**Jan Dennis
Russ Lesser
Charlotte Lesser**

Agenda Date: 3/1/2016

TO:

Members of the City Council

FROM:

Mayor Burton

SUBJECT:

Presentation of a Plaque Recognizing Pat Barrera for his 25 Years in Employment Law and his Contributions to the Community.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize
Pat Barrera for his 25 Years in Employment Law
and his Contributions to the Community**

Agenda Date: 3/1/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Director of Public Works
Michael A. Guerrero, Principal Civil Engineer
Ismael Medrano, Engineering Technician

SUBJECT:

Approve Final Payment in the Amount of \$114,575.64 to PALP, Inc. dba EXCEL Paving Company; Formally Accept the Downtown Crosswalk Replacement and Slurry Seal Project as Complete; Authorize the Filing of the Appropriate Notice of Completion and Release of Retention in the Amount of \$44,415.92 (Public Works Director Olmos).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve final payment in the amount of \$114,575.64 to PALP, Inc. dba EXCEL Paving Company,
2. Formally accept the Downtown Crosswalk Replacement and Slurry Seal Project as complete,
3. Authorize filing of the appropriate Notice of Completion and release of retention in the amount of \$44,415.92.

FISCAL IMPLICATIONS:

Funding for this project has been appropriated by the City Council in the amounts indicated in Attachment 1.

BACKGROUND:

The City's downtown streetscape improvements were constructed approximately 30 years ago. Through the years, tiles in the crosswalk have cracked and broken loose causing City crews to continuously monitor for missing tiles to fill voids when detected. This project focused on removal of all blue granite tiled crosswalks and replacing with a stamped color asphalt pattern. In addition, the project also addressed the reconstruction of damaged and uplifted sidewalk, curb, gutter, minor street repair and slurry seal of the downtown area.

DISCUSSION:

On February 17, 2015 the City Council awarded the construction contract to Excel Paving Company in the amount of \$876,563.50. The City Council also authorized additional construction in the amount of \$87,656.30. At the request from the Downtown Business District, the project started after the Labor Day Holiday in September 2015 and was completed before November 18, 2015.

During the course of construction, additional work items were required in order to complete the project. The additional work items included the filling of voids beneath the existing crosswalk. The voids were created by the tunneling of water lines from a previous project. A concrete slurry was required to fill the voids to ensure the structural integrity for vehicular traffic at the crosswalks in question. The contractor performed the additional work in the net amount of \$11,754.84. Payment for the additional work is included in the recommended final payment and is well within the construction contingency amount (\$87,656.35) previously approved by the City Council.

The Contractor has completed the work and is requesting formal acceptance of the work and final payment in the amount \$114,575.64. A five percent (5%) retention in the amount of \$44,415.92 would be released 35 days after recordation of the Notice of Completion with the County Recorder. All work inspected by the Public Works Department has been found to be in conformance with the plans and specifications.

CONCLUSION:

Staff recommends that the City Council:

1. Approve final payment in the amount of \$114,575.64 to PALP, Inc. dba EXCEL Paving Company,
2. Formally accept the Downtown Crosswalk Replacement and Slurry Seal Project as complete, and
3. Authorize filing of the appropriate Notice of Completion and release of retention in the amount of \$44,415.92.

Attachments:

1. Budget and Expenditures

Attachment No. 1
Budget and Appropriations

BUDGET FY 2015-19	Total
FY2015-2019 Downtown Streetscape Improvement Project – Tile Crosswalk Replacement (CIP 13823E)	\$825,000
FY2015-2019 Downtown Streetscape Improvement Project – Pavement Rehabilitation & Traffic Striping (CIP 13824E)	\$315,000
Total Budget	\$1,140,000

Expenditures FY 2015-19	Total
Construction Contract	\$876,563.50
Construction Change Order No. 1	\$11,754.84
Total Project Expenditures	\$888,318.34

Total Project Breakdown	Total
Total Budget	\$1,140,000.00
Total Expenditures	\$888,318.34
Balance Remaining	\$251,681.66

Agenda Date: 3/1/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Public Works Director

Karen Domerchie, Senior Management Analyst

SUBJECT:

Approve Task Order No. 2 with AndersonPenna Partners, Inc. in the Amount of \$173,925 for Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project (Public Works Director Olmos).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve Task Order No. 2 with AndersonPenna Partners, Inc. under their previously approved on-call professional service agreement for construction management and inspection services in the amount of \$173,925.

FISCAL IMPLICATIONS:

Funds for individual task orders are available from previously approved Capital Improvement Projects.

BACKGROUND:

On June 16, 2015, City Council approved professional service agreements for On-Call Construction Management and Inspection Consultant Services for AndersonPenna Partners, Inc. (APP), Civil Source, Inc. and Psomas 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 (\$200,000) without City Council approval.

Staff requested fee proposals from three of the consultant firms to provide construction management/inspection services for the recently bid Strand Stairs Rehabilitation Project. Three fee proposals were received as follows:

1. APP	\$173,925
2. Civil Source, Inc.	\$193,460
3. Psomas	\$195,320

Staff recommends approval of Task Order No. 2 to APP based on their cost proposal amount, their experience managing similar construction projects and current availability of their project staff. The recommended task order is for a not-to-exceed amount based on utilizing 120 working days allowed under the construction contract for construction management and inspection services. Should the work be completed in fewer days than the construction contract time, then actual payment will be based on actual hours worked by APP. For the Strand Stairs Rehabilitation Project, construction will not occur during the summer months, Memorial Day weekend through Labor Day weekend 2016.

DISCUSSION:

Under the On-Call Engineering Services contract, APP is to provide overall construction management and inspection services for assigned projects. Some of the major tasks are described below.

Construction Management Services

Services include complete project coordination; organizing and conducting regular progress meetings with all City, Contractor and Consultant representatives as appropriate; tracking and recording key actions, decisions and preparing/reviewing meeting minutes. APP will prepare monthly reports monitoring contractor performance and address project progress and any quality, cost and schedule issues. APP will also coordinate the work of separate contractors engaged by the City. A primary service will be to identify and attempt to resolve construction issues/disputes as they arise prior to engagement of legal counsel to handle matters.

Inspection Services

Services will include representation of the City in dealing with the contractor and providing inspections that will verify the quality and content of work produced, complies with contract documents and identify non-compliant work for correction. APP will provide written, photographic and video documentation of the project as it progresses and provide material testing as required for the project. 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.

POLICY ALTERNATIVES:

ALTERNATIVE #1:

Do not approve Task Order No. 2 for APP to provide Construction Management and Inspection services for the Strand Stairs Rehabilitation Project.

PROS:

Other consultants would be provided with the opportunity to provide these services if this Task Order No. 2 is not issued to APP.

CONS:

If Task Order No. 2 is not approved under APP's previously approved on-call professional service agreement for construction management and inspection services, staff would have to revert back to issuance of a project-specific RFP to procure these services if the other on-call construction management contracts cannot accommodate the additional tasks within their remaining contract amounts. Issuance of a project-specific RFP and execution of associated contracts take a significant amount of time to process and would delay the project.

PUBLIC OUTREACH/INTEREST:

As part of the scope of services, the APP Project Manager along with City staff will conduct community meetings with adjacent residents and users of the The Strand walkway/stairs to assure that the community is always well informed of the construction milestones and impacts during construction.

Attachments:

1. AndersonPenna Partners, Inc. Proposal
2. Civil Source, Inc. Proposal
3. Psomas Proposal

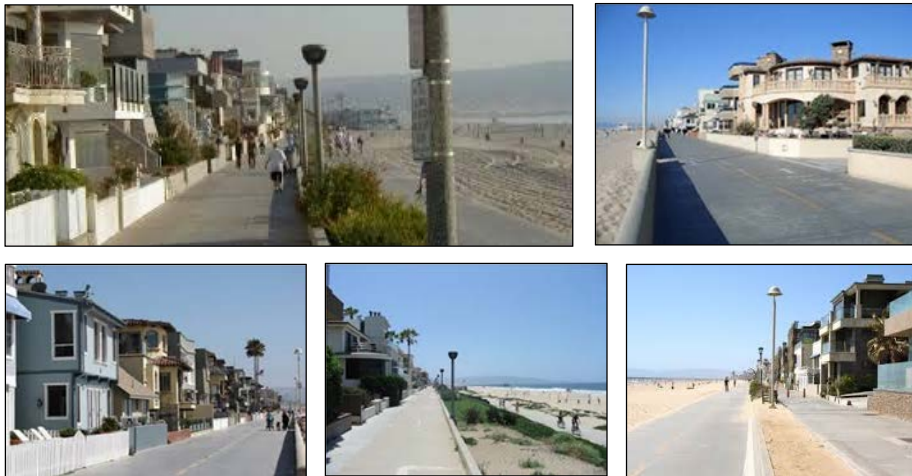
Proposal to provide



Construction Management and Inspection Services

Strand Stairs Rehabilitation Project

Federal Project No. HPLUL 5212 (013)



November 20, 2015

Submitted by:





November 20, 2015

Mr. Joe Parco
City Clerk, City Hall
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266

**Subject: Proposal for Professional Construction Management and Inspection Services
for the Strand Stairs Rehabilitation Project**

Dear Mr. Parco:

AndersonPenna Partners, Inc. (APP) proposes to provide the City of Manhattan Beach (City) construction management and inspection services for the Strand Stairs Rehabilitation Project in this sensitive community. Capital Projects bring time sensitive and dedicated resource requirements that challenge limited local agencies' resources. APP offers experienced inspection staff to meet these challenges.

Our team has researched and is familiar with the City's operations and will successfully deliver a high profile, high impact project. We have capabilities to provide the expertise required to work in such a high profile area. APP has hand-picked a team that has exceptional and relevant experience to provide comprehensive construction management, inspection, federal fund administration, contract labor compliance and materials and soil testing services that will result in a streamlined project experience.

By selecting the APP team, the City will be partnered with:

- A principal-in-charge who brings 30 years of experience, with a personal stake in the local and public works community, and excellent history of success delivering public works engineering, project management, and construction management projects throughout Southern California
- A project manager with more than 29 years of experience in program, project, and construction management of linear and vertical construction projects, and a proven talent for change order control, claims resolution, resolving conflict, anticipate unforeseen challenges, and attain project deliverables in a timely manner.
- A seasoned construction manager/inspector who has extensive experience managing the construction of public improvements as a general contractor, project/construction manager, inspector and owner's representative.
- A project control and labor compliance team member with extensive experience assisting local cities with federal funding requirements and the Caltrans Local Assistance Procedures Manual (LAPM) fund administration process.
- Our subconsultant, Koury Engineering and Testing, Inc., a licensed geotechnical and construction materials testing agency, approved by several oversight agencies.
- A firm with an exceptional track record in cities throughout Southern California.

AndersonPenna's contractual contact during the proposal period is:

Mr. Dino D'Emilia, PE
Vice President, Construction Services
AndersonPenna Partners, Inc.
1225 W. 190th Street, Suite 255, Gardena, CA 90248
Cell: (714) 458-0703, Email: ddemilia@andpen.com

City of Manhattan Beach

November 20, 2015

Page 2

We are sure you will find our proposal is tailored to meet your needs for this project. We look forward to being invited to further discuss our proposal and to work with the City on the successful delivery of this project.

This proposal is based on the project plans dated May 29, 2015 and specifications dated May 26, 2015 provided electronically by the City, and the scope of services as understood from email correspondence and telephone conversations with City representatives, as detailed herein.

The APP Team is excited about this opportunity to perform the requested services for the Strand Stairs Rehabilitation Project for the City of Manhattan Beach.

Respectfully submitted,

AndersonPenna Partners, Inc.



Dino P. D'Emilia, PE, QSD

Vice President, Construction Services



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Company Data

APP specializes in project delivery through project management and construction management for local and regional public agencies and special districts throughout the western United States. With an emphasis on practical, experienced and cost effective solutions, APP capabilities range from local agency public works improvements, to major transportation projects and public building facility projects, as well as managing multi-project capital improvement programs for public agencies.

We are a California corporation that has been in business since 2005, and are a woman-owned **DBE and Certified SBE**. We are headquartered in Newport Beach, CA with more than 70 employees;



Our South Bay office is located in the City of Gardena, CA. The company’s team of professionals provides project and construction management, inspection, grant application and management, and engineering.

Our construction management and inspection team has worked throughout California and includes experienced construction managers, construction inspectors, resident engineers, structures representatives, office engineers, labor compliance specialists, public works and structural inspectors, utility coordinators, and project and documents control support staff. We specialize in the successful delivery and audit-proof reimbursement of local agency projects that utilize all types of funding.

Key staff assigned to projects are experienced in providing construction management services on public projects for many local agencies and transportation authorities. The APP Team consists of qualified staff that will undertake the construction management services for the proposed improvements using a highly qualified and responsive team. By design, our staff is comprised of professionals with extensive experience working directly for public agencies. Our familiarity and know-how gained by working side-by-side with local agency staff, in developing collaborative relationships with community and business stakeholders, and by partnering effectively with state and federal regulatory agencies, delivers successfully completed projects and services, well-managed budgets, and thoroughly satisfied stakeholders and clients.

Type of firm:
California Corporation

Date First Established: 2005

DBE Certification: 38021

Federal Employer ID:
20-3110850

of Professional Staff: 70

Name of Principal Contact:
Dino D’Emilia, PE
(714) 458-0703
ddemilia@andpen.com

Corporate Office:
3737 Birch Street, Suite 250
Newport Beach, CA 92660
(949) 428-1500 office
(949) 258-5053

South Bay Office:
1225 W. 190th St., Suite 255
Gardena, CA 90248

APP tailors its management approach to carefully monitor program effectiveness, and closely track work quality, quantity, and cost. Delivering projects under aggressive schedules requires careful management, administration, and oversight of project development teams from inception to completion with committed, complete ownership of all aspects.

A summary of APP Professional Services include:

- Construction management and inspection services
- Project management and staff augmentation for public works/planning
- Civil design services
- Financial consulting, assessment district formation and grants administration
- Energy efficiency



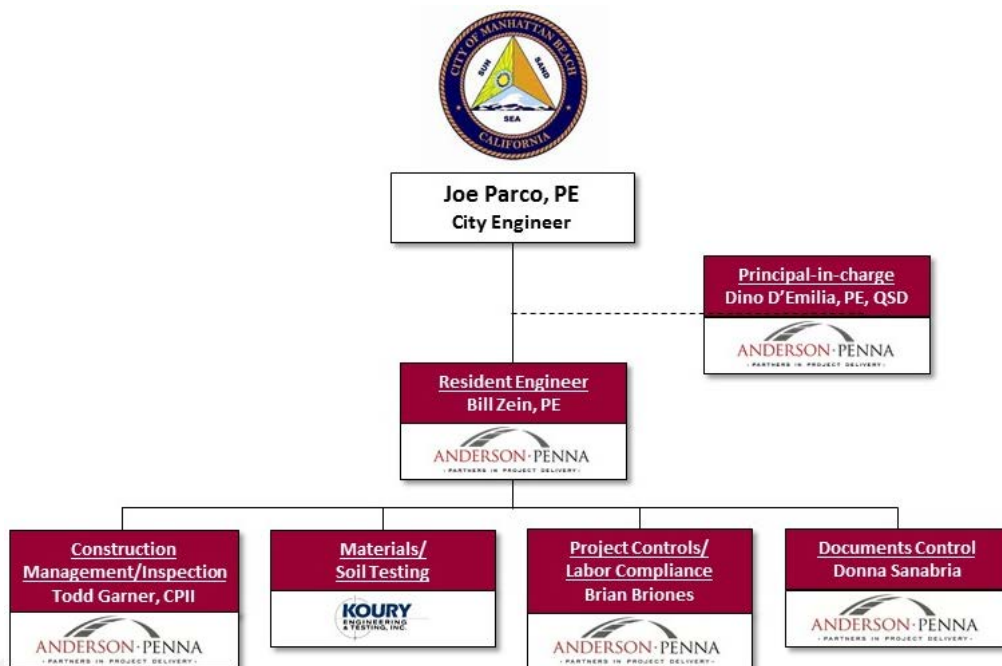
Professional Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

Federally Funded Project Experience

APP construction management staff has extensive experience working on federally funded projects including construction contract administration and Caltrans Local Assistance Procedures Manual expertise. Some of the federally funded projects, in Southern California, our staff has been involved in include:

- Downey Avenue Rehabilitation, City of Bellflower
- Cherry Avenue Widening (19th Street to 230-foot south of Pacific Coast Highway), City of Signal Hill
- Del Amo Boulevard Extension Project, T-30 – Phases 1 and 2, City of Torrance
- Broadway (SR-133) Streetscape Improvements (CIP Project No. 249), City of Laguna Beach
- Congresswoman Juanita Millender-McDonald Community Center Refurbishment/Upgrade, City of Carson
- ADA Access Ramp Improvements Phase V, City of Lake Forest
- LTA Phase 1 AC Overlay, County of Imperial
- 2014 HUD Street Improvement Project, Various Locations, City of Alhambra
- Crenshaw Boulevard Rehabilitation (182nd Street to 190th Street), City of Torrance
- West Branch Greenway Landscaping, City of Bellflower,
- Boys and Girls Club ADA Improvements, City of Fountain Valley
- ADA Wash Room Improvements to Existing Fountain Valley Recreation Center, City of Fountain Valley
- City-Wide Energy Efficiency Program, City of Fountain Valley
- On-call Project Delivery Services for the City’s Capital Improvement Program (CIP), Energy Efficient Units Grant Administration and Construction Management, City of Laguna Beach

Organization Chart





Professional Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

Subconsultant



Koury Engineering and Testing, Inc. (Koury) has been providing construction inspection and testing services since 1992, under the leadership of Richard Koury, President/CEO, and Dave Menefee, Sr. Vice President/COO. Koury will be providing materials and soils testing and special inspection.

Koury operates three full-service laboratories. Their main laboratory is located in Chino, CA with satellite offices located in Gardena and San Diego, CA. They are licensed and approved as a geotechnical and construction materials testing agency by several oversight agencies. Koury has a team of Registered Civil and Geotechnical Engineers on staff. They currently have 100+ inspectors and technicians in the field daily. Their office support staff consists of the necessary laboratory and clerical personnel to perform tests and inspections accurately and quickly.

Koury provides a full range of geotechnical engineering, engineering geology, material testing and special inspection services for all phases of construction projects. The firm's staff consists of highly experienced engineers and geologists who have worked worldwide on a variety of geotechnical projects. Their seasoned inspectors carry multiple certifications allowing for an efficient, cost effective work flow. Each member of the team brings decades of practical experience, knowledge of the most recent engineering methods and codes, and unparalleled expertise in various disciplines. These capabilities, along with more than nineteen (19) years of industry service, enable Koury to offer complete services in different areas of geotechnical engineering and construction inspection and testing. Their mission is to work together to provide responsive and quality services to our clients, with the objective of developing long-term client relationships.



Resumes and Qualifications of Personnel

Bill Zein, PE Resident Engineer

Education

MS/1985/Civil Engineering,
California State University Long
Beach

BS/1982/Civil Engineering,
University of Oklahoma

Certification in Project Management,
UCLA/2010

Caltrans Resident Engineer’s
Academy/2010

Registrations

1990/PE/Civil/CA#C46376

Professional Affiliations

Project Management Institute
(PMI) member

American Public Works Association,
Southern California Chapter

American Society of Engineers

Years of Experience

Entered the profession in 1985

Bill Zein, PE has more than 29 years of experience in program, project, and construction management. He has a proven talent for stakeholders and project coordination, resolving conflict, consensus building, claims mitigations and change order control, setting direction and managing resources to maximize productivity, anticipate challenges and attain project deliverables in a timely manner. Bill managed various projects for the City of Long Beach. He also managed the delivery of a substantial Capital Improvement program for the City of Santa Monica. Bill’s experience includes managing the construction of various public works facilities, federally funded projects, construction work within Caltrans right-of-way, implementing street work and related improvements near major business and residential districts, and obtaining permits from various State and local agencies. Bill is also well versed in planning and management of construction site operation and inspection of public works projects.

RELEVANT EXPERIENCE

Belmont Pier Revitalization Project, City of Long Beach, CA. This project included spall repairs of the Pier concrete deck and curbs, replaced to deteriorated edge curbs, epoxy injection of cracked edge curb and slab using various Sika products. It also included restoration and repainting of the Pier edge hand rails.

Beach Pedestrian Path Project, Under the On-call Program Management Contract, Tidelands and Public Works Capital Programs, City of Long Beach, CA. Project manager for the development of a design and construction documents for the construction of a 3.1-mile long and an 11-foot wide pedestrian path, and the removal and reconstruction of 1.5 miles of 17-foot wide bike path. The work included managing the design and plan review process, obtaining permits from the City and the Coastal Commission, providing constructability reviews, preparing the specifications including a phasing and restriction plan per City standards and format, managing the bidding process and contract award and providing construction management during construction

Montana and Broadway Stairs Rehabilitation, City of Santa Monica, CA. This project includes grading of unstable areas, removal and replacement of damaged wood steps and railing, sanding and painting of existing handrails and fence, installation of a new railroad tie cheek wall, placement of electrical conduit, construction of four new light footings, poles and luminaries, reconditioning of four existing light poles and replacing their luminaries, clearing brush for additional planting. Removal of existing damaged steps at Broadway stairs and reconstruction with brick pavers and installation of stainless street hand rails.

The Federally Funded Street Improvement Project #5, Santa Monica, CA. This project consisted of resurfacing Fifth and Sixth Streets from Colorado Avenue to Wilshire Boulevard, and Santa Monica Boulevard from Fifth Street to Lincoln Boulevard using the City’s allocation of Surface Transportation Program – Local (STPL) funds along with a local match.

Palisades Bluffs Stabilization Project, Santa Monica, CA. The Palisades Bluffs Stabilization Project is a federally funded project involving the installation of horizontal drains to remove groundwater that accumulates behind the bluff face to minimize future landslides. The horizontal drains are to be installed near the base of the bluffs adjacent to Pacific Coast Highway north of the California Incline. The project also involves debris removal at several locations, and a limited



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demonstration of surface grouting and soil nailing methods within a section of the bluffs that is visually hidden from Pacific Coast Highway.

Lincoln Boulevard Improvements, City of Santa Monica, CA. Construction manager for this federally funded (STPL) highway improvement project. The contract included local repairs of existing pavement and concrete lanes, grinding of 4" of existing asphalt, asphalt overlay of Lincoln Boulevard from the Santa Monica Freeway to the southern City Limit, installation of video detection at five signalized intersections and striping and markings.

Santa Monica Boulevard Rehabilitation Project, City of Santa Monica, CA. Construction manager responsible for this \$1.7-million ARA funded project. The project consisted of pavement resurfacing, sidewalk repairs, concrete gutter installation and other similar improvements to Santa Monica Boulevard between Lincoln Boulevard and Cloverfield Boulevard. The project also replaced existing in-road warning lights at four intersections and final striping.

Parking Structure #2 Seismic Upgrades, Santa Monica, CA. The seismic retrofit of Parking Structure No. 2 included the strengthening the existing walls, CIDH foundations, columns, and connections. The project also included modifications of existing architectural, electrical, mechanical, and plumbing elements related to the seismic retrofit work.

Parking Structure Nos. 7 and 8 Bike Parking Facilities Project, City of Santa Monica, CA. Project manager for the \$1.4-million construction of an operator's office and bike rentals facility within two City parking structures. The project also included repair benches, over 260 bicycle storage racks, men's and women's toilet and shower rooms, and lockers.

Mountain View Mobile Home Park Utility and Site Improvements, City of Santa Monica, CA. Project manager for this \$4.5-million project constructing undergrounding electrical, telephone and cable TV lines, installation of new natural gas, potable water main, sanitary sewer and street lighting systems, and construction of new curbs, gutters and roadway pavement surfaces.

Downtown Transit Mall, City of Santa Monica, CA. Project manager for this \$14-million downtown transit loop that consisted of a concrete bus-only lanes with numerous transit amenities. Large architectural bus stops and arbors, computerized information kiosks, signage and street furniture align the entire route. Other project elements include all new street and sidewalk light fixtures, traffic signals, ornamental 19 ft. wide sidewalks with embedded art tiles, Lithocrete intersections with artistic patterns and saw cuts, custom ornamental drinking fountains with sculptures, pedestrian crosswalk enhancements, fiber-optic conduit runs and all new street pavement. This project required a CCC permit, which was approved through a regularly scheduled hearing.

Ocean Park Boulevard Complete Green Street Project, City of Santa Monica, CA. Project manager for this \$4.5-million "Complete Green Street" project consisting of runoff infiltration basins, a new water main, pedestrian cross-walks, bio-swales, landscape medians, new lighting system, new street trees, traffic signals, reconstruction of the street pavement, striping, signage and street marking.

Borderline Neighborhood Improvement Project, City of Santa Monica, CA. Project manager for \$1.7 million in water main replacement and streetscape improvements along Longfellow between Marine and Ozone, and improvements at the three cross street intersections. The streetscape improvement work included infiltration basins, bio-swales, repaving the street at a higher elevation, narrower street widths, paver parking stalls, solar pedestrian light fixtures, new trees and irrigation and decorative intersections.

Bicknell Green Street Project, City of Santa Monica, CA. Project Manager for the \$700,000 Bicknell Avenue "Green Street" Project, which included widening the parkway by approximately 6' on each side of the road to make room for landscaped bio-filter swales, and provided 8' pervious concrete parking strips, subsurface infiltration basins and 14' travel lanes.



Professional Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

**Todd Garner, CPII
Construction Manager,
Inspector**

Todd Garner, CPII is a project and construction manager and inspector with a general contracting and owner’s representative background. Todd has extensive experience managing the construction of public improvements as a general contractor, project/construction manager, inspector and owner’s representative.

Certifications

APWA Certified Public Infrastructure Inspector (CPII)

ICC Residential Building Inspector #8032064

ICC Commercial Building Inspector #8032064

Years of Experience

Entered the profession in 1984

RELEVANT EXPERIENCE

Naples Sea Walls, Phase 1 Closeout Inspection, Construction Defect Analysis and Storm Drain System Peer Review, City of Long Beach, CA. Construction Manager / Inspector assisting the Tidelands CIP Officer with the assessment of quality in the constructed product, analysis of potential construction defects and implementation of a peer design and constructability review of the project drainage system. Performed full-time on-site inspection and part-time management and support services to assist the Tidelands CIP Officer through the completion of the construction activities, determination of acceptability of constructed improvements and appropriate remedies. APP also provided review of project documentation to assist with claims avoidance and/or resolution.

Flower Street Pavement Rehabilitation Project, City of Bellflower, CA. Inspector for this roadway improvement project consisting of 2” grind and Asphalt Rubber Hot Mix (ARHM) overlay, along with localized digouts/full pavement reconstruction sections, and removal and replacement of existing concrete sidewalks, curb and gutter, ADA curb ramps, driveway and alley approaches. The project has also required extensive coordination with utility companies with facilities within the project limits. The project is a fully federally funded Surface Transportation Program (STP) project.

Westminster Avenue Bicycle Lane Resurfacing Improvements Project, City of Seal Beach, CA. Inspection oversight for this \$1.4-million, federally funded resurfacing and class II bike path striping on Westminster Avenue between Seal Beach Blvd. and east City limits. The project involves, cold milling, removal and replacement of A.C. pavement patching, crack sealing, Asphalt Rubber Hot Mix paving, P.C.C. ADA ramp construction, bus pads, traffic and bike lane striping, utility adjustments, signing improvements, traffic signal loops, traffic control, storm water pollution prevention and other miscellaneous improvements as required to complete the work.

Fiscal Year 2012 -2013 Street Rehabilitation, City of Laguna Beach, CA. Construction manager for the \$1.1-million compilation of bid documents, assistance with bid, contract execution, weekly construction meetings, submittals, RFI’s, change orders, pay applications and contract administration for this residential street rehabilitation project. The project involved, saw cutting, cold milling, removal and replacement of A.C. pavement patching, localized and full depth pavement reconstruction, Type I slurry seal, weed killing and crack sealing, P.C.C. curb and gutter, sidewalk, gutter and ramp construction, storm drain catch basins, A.C. berm and wedges, traffic control, storm water pollution prevention, traffic striping and utility adjustments.

Arterial Roads Rehabilitation Project - Palos Verdes Drive East, City of Rancho Palos Verdes, CA. Construction manager responsible for this \$3.2-million, five-mile road rehabilitation project which involved providing traffic control, construction survey, saw cutting, unclassified excavation, PCC curb and gutter, curb access ramps, bus pads, drainage modifications, asphalt pavement road widening and repairs, AC berms, gravity block walls, roadway signing, asphalt pavement milling and overlay, crack routing and sealing, micro-surface paving, traffic striping and markings, raised pavement markers, and other work.

Williams and Oris Alleys Paving Improvements -Compton Alleys, City of Compton, CA. Construction manager for this \$515,370 alley improvement project. Work involved unimproved alley full depth pavement construction, P.C.C. curb and gutter, drainage swales, alley approaches, handicap ramps, sidewalk replacement, adjustment of utility covers, valve and meter boxes and related construction work in addition to signage and pavement markings to complete the project.



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County Courthouse Demolition, City of Long Beach, CA. Assistant project manager responsible for this \$4-million project. The City is implementing the CEQA process for the demolition of the Long Beach Courthouse, located at 415 West Ocean Boulevard in Long Beach. The facility consists of a six story high rise office building structure with a basement and penthouse. Performed engineering and estimating services to provide a general demolition plan, preliminary schedule, estimated demolition and salvage materials quantities, required demolition labor and equipment estimate for use in the Environmental Impact Report.

Leisure World - Capital Improvement Projects, City of Seal Beach, CA. Physical property inspector and construction manager responsible for overseeing all capital and maintenance improvements throughout this guard-gated community spanning one square mile and home to over 9,000 residents. The community represents nearly one-half of the households and one-third of the population of the City of Seal Beach. The Golden Rain Foundation (GRF), a non-profit corporation, was established as the sponsoring body of Seal Beach Leisure World. The GRF engages primarily and specifically in furnishing community facilities and providing services to housing operated on a cooperative or other basis and to the occupants thereof. The GRF acts as a trustee for the sixteen Mutual Corporations who are the "landlords" of the residential property and housing.

Leisure World - 2013 Trust Street Paving Project, City of Seal Beach, CA. Construction manager responsible for the \$1.4-million overseeing of the initial project scoping, design management, bidding, contract administration, inspection and quality assurance. The project involved lime treatment of unstable subgrade prior to full depth pavement reconstruction with new P.C.C. curb and gutter replacement on Golden Rain Road and club house 6, administration Building, medical center and amphitheater parking lots.

Leisure World - Perimeter Masonry Wall Replacement Sections N, P & Q, City of Seal Beach, CA. Construction manager responsible for overseeing the initial project scoping, design management, bidding, contract administration, inspection and quality assurance, for this \$431,850 masonry wall project. The project involved removal and replacement of 1,801 L.F. of existing 6' high CMU perimeter wall and footing with a 10' high Orco Wedge lock CMU wall system with a decorative split face block cap.

Leisure World - North Gate Community Access Construction Project, City of Seal Beach, CA. Construction manager overseeing the initial project scoping, design management, bidding, contract administration, inspection and quality assurance, for this \$491,170 project. The project involved construction of a new community access/exit gate, on duty guard building, new AC pavement vehicular access road, AC overlay/rehabilitation work of adjacent interconnecting pavement, automated vehicular and pedestrians access gates, utility installations, sewage, water, and electrical distribution systems.



Brian Briones
Project Controls/Labor Compliance

Education

2012/Heavy Equipment Operator/Commercial Class A Driver/College of Instrument Technology, Bellflower, CA
2011/Coastline Community College

Registrations

40-Hour OSHA Hazardous Waste Site Operations (29 CFR 1910.120)
8-Hour OSHA: Confined Space, Competent Person, HAZ Waste Site Supervisor and Fork Lift Safety

Years of Experience

Entered the profession in 2015

Brian Briones has experience providing contract labor compliance services that includes monitoring and confirming compliance with state and federal prevailing wage laws, auditing certified payrolls reports, comparing reports with inspector daily reports and employee interviews, providing required report documents to contractors, and notifying and confirming resolution of any discrepancies. Brian’s responsibilities also include document control, QA/QC, inspection, managing the submittal, change order and request for information process, oversight of inspectors and coordination with multiple jurisdictions and utilities.

RELEVANT EXPERIENCE

Flower Street Pavement Rehabilitation Project, City of Bellflower, CA.

Provided labor compliance services for this roadway improvement project consisting of 2” grind and Asphalt Rubber Hot Mix (ARHM) overlay, along with localized digouts/full pavement reconstruction sections, and removal and replacement of existing concrete sidewalks, curb and gutter, ADA curb ramps, driveway and alley approaches. The project has also required extensive coordination with utility companies with facilities within the project limits. The project is a fully federally-funded Surface Transportation Program (STP) project.

Cherry Avenue Widening Project 19th Street intersection to 230ft south of PCH, City of Signal Hill, CA.

Provided document control and labor compliance for the \$1.6-million widening of Cherry Avenue from 19th Street intersection to 230ft

south of PCH. The work includes all removals and preparations for new curb, gutter, sidewalks, street lighting, upgrade of traffic signals at the PCH intersection, new base and paving, utility relocations and a new storm drain line. Federally Funded with ARRA funding. Also responsible for document control, QA/QC, inspection, managing the submittal, change order and request for information process, oversight of inspectors and coordination with multiple jurisdictions and utilities.

Carson Street Masterplan Implementation, City of Carson, CA. Providing document control and labor compliance services for this \$16-million revitalization project. Project includes installation of a recycled water line, pavement rehabilitation and reconstruction sections, roadway striping, concrete hardscape improvements, new irrigation and landscaping, street light modifications and monument sign installations. Project anticipated to be complete in fall 2016.

La Cienega Boulevard and Fairview Boulevard, City of Inglewood, CA. American Recovery Reinvestment Act (ARRA) labor compliance services for the \$600,000 La Cienega Boulevard and Fairview Boulevard Improvement Project to improve traffic safety and ease congestion. This project involves the widening of Fairview Boulevard between La Cienega Boulevard and La Tijera Boulevard, the construction of dedicated right and left turn pockets at Fairview Boulevard and La Cienega Boulevard, traffic signal improvements and modifications at the intersection of La Cienega and Fairview Boulevard.

Roy Allan Slurry Seal Inc., Santa Fe Springs, CA. Primary duties consisted of establishing and maintaining traffic closures per the California Manual on Uniform Traffic Control Devices and or the city inspector’s discretion. Duties included prompt and proper notification of all residential dwellings and businesses throughout work area, mobilization of commercial vehicles and heavy equipment to work site stockpile, inventorying, maintaining utilizing various T/C equipment/tools I.E signals, mobile light boards, thermal grinders, blowers, etc. Delegating/assigning tasks to the crew.

Kiewit Pacific, Murietta, CA. Served as a 3rd and 4th period apprentice carpenter, building a Deep Water Recovery and Purification Plant for potable water for the County of Riverside. Built and set the forms for the poured and place concrete walls of the reservoir and also for the chorine and the acid tank safety retention pits and the poured and place concrete walls for the water reservoir. Coordinated with multiple trades, within multiple crews to accomplish tasks, in a busy industrial construction environment.



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**Donna Sanabria
Documents Control**

Education

1991/Administration/Sawyer
College of Business, San Diego, CA

Years of Experience

Entered the profession in 1995

Donna Sanabria has 20 years of administrative and documents control experience. Along with Donna’s current tasks as office manager for APP’s Gardena office, she is responsible for documents control on a variety of construction management projects. Her responsibilities involve: setting up project files including paper and electronic systems; maintaining files and binders for all projects; assist project managers in creating and maintaining project documentation; preparation of project billing including inspection and code enforcement projects; and researching and resolving billing and accounts payable issues with external and internal clients.

RELEVANT EXPERIENCE

Flower Street Pavement Rehabilitation Project, City of Bellflower, CA. Documents control services for this roadway improvement project consisting of 2” grind and Asphalt Rubber Hot Mix (ARHM) overlay, along with localized digouts/full pavement reconstruction sections, and removal and replacement of existing concrete sidewalks, curb and gutter, ADA curb ramps, driveway and alley approaches. The project has also required extensive coordination with utility companies with facilities within the project limits. The project is a fully federally-funded Surface Transportation Program (STP) project. (2015–ongoing)

La Cienega Boulevard and Fairview Boulevard, City of Inglewood, CA. Documents control services for the \$600,000 La Cienega Boulevard and Fairview Boulevard Improvement Project to improve traffic safety and ease congestion. This project involves the widening of Fairview Boulevard between La Cienega Boulevard and La Tijera Boulevard, the construction of dedicated right and left turn pockets at Fairview Boulevard and La Cienega Boulevard, traffic signal improvements and modifications at the intersection of La Cienega and Fairview Boulevard. (03/2015–ongoing)

Project/Construction Management Services for the Girl Scouts of Orange County Leadership Center, Newport Beach, CA. Document control services for the Girl Scouts of Orange County Leadership Center Project (GSOCLCP). The GSOCLCP is proposed to be an approximately 6,100 SF facility constructed in the City of Newport Beach’s (City) Marina Park, located on oceanfront property at 1600 West Balboa Boulevard. (2015–ongoing)

Oso Creek Multi-Use Trail, City of Laguna Niguel, CA. Document control services for this \$3-million project funded primarily by two grants: an OCTA Tier 2 Environmental Cleanup Program and SWRCB Proposition 84 Stormwater grant. APP is providing construction management and inspection services for the Oso Creek Multi-Use Trails project. The project includes new contiguous bicycle and pedestrian/equestrian trails, stormwater control and treatment BMPs, landscaping, lighting and street improvements. (2015–ongoing)

Belmont Pool, Long Beach Project Management Services for the Belmont Plaza Pool Rebuild/Revitalization Project, City of Long Beach, CA. Provided documents control services for this \$100-million new aquatics center including demolition of the existing condemned pool facility. The new facility will host competitive swim, water polo, and platform diving events currently hosted at the local/regional/national level. APP is representing the City and its interests in all negotiations, meetings, community outreach and related activities during all phases of the project. (2013–2014)

Cherry Avenue Widening Project 19th Street intersection to 230ft south of PCH, City of Signal Hill, CA. Provided documents control services for the \$1.6-million widening of Cherry Avenue from 19th Street intersection to 230ft south of PCH. The work includes all removals and preparations for new curb, gutter, sidewalks, street lighting, upgrade of traffic signals at the PCH intersection, new base and paving, utility relocations and a new storm drain line. Federally Funded with ARRA funding. (2015)Fountain Valley Rec Center ADA. (2014–ongoing)

Beach Pedestrian Path Project, Tidelands and Public Works Capital Programs, City of Long Beach, CA. Responsible for documents control for the \$6.21-million development of a design for the construction of a 3.1-mile long and an 11-foot wide pedestrian Path. (2014–2015)



Construction Management / Inspection

Project Approach

The APP Construction Management (CM) / Inspection team firmly believes that the key to a successful project is to deliver the services that meets and exceeds the client’s expectations. Any competent team can follow a set of written guidelines. The key to a successful project is performing each task with a realistic and clear understanding of what the real intent of the project is and constructing the final product with a "win-win" attitude.

Management of any construction project requires a proactive approach with knowledgeable and experienced staff. APP owes the successful completion of many public client projects to our ability to find and maintain excellent professional staff and our dedication to organization, documentation, and proactive management of the construction process. Our keen understanding of and experience with the public process including proper administration of federal, state and local funding requirements, and public construction contract administration also results in a smoother project experience. The experience and proactive approach of the APP team keeps the project on time, within budget, and on track for safe and successful completion.

The APP CM approach begins with the end in mind. The end being a quality project, minimum construction impact, safely delivered on time and within budget. This process starts with our review of the key project elements to gain a complete understanding of the project schedule, budget, intricacies and comprehensive scopes of work.. APP delivers construction management systems and procedures developed by construction managers. These tools are scalable and customized to best fit the client’s project needs and budget, and to integrate with the City’s way of doing business. From simple, time-tested forms and procedures to the state-of-the-art in construction management and web-based systems, APP delivers small and large projects on-time and under budget while keeping the client up to date on a “real-time” basis.

Our proposed project team has specific, relevant experience on nearly identical projects, ready to transfer for the successful completion of the Strand Stair Rehabilitation project.

Scope of Work

APP proposes the follow services for the construction management and inspection of the Strand Stairs Rehabilitation project. The APP team will perform as part of the City’s team, in the City’s best interest, as an extension of City staff.

Documents Tracking and Control: Complete and current project files shall be kept at a location agreeable to the City, and shall be available to the City at all times. These files will consist of the contract, correspondence relating to or modifying the contract, proposal requests, clarifications, permits, logs, reports, RFI’s, field orders, change orders, claims inspection reports, test reports, etc. The APP project controls system includes a detailed file indexing system for all project hard files. APP has already developed customized forms, reports database structure, and work breakdown structure, well suited for typical public works projects. We will adapt our system to the specific needs of the project, to monitor, track and control the project. This detailed tracking system will enable us to provide an accurate assessment of the progress to the City with recommendations to maintain or improve adherence to the approved project schedule. The table below illustrates the typical documents control measures that are implemented on APP construction management projects:

Item	Method	Frequency
Master Schedule	MS Project	Monthly
Look Ahead Schedule	MS Project/Excel	Bi-Weekly
Correspondence	Outlook, Word, Speed Memos	Daily/Continuous



Professional Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

Item	Method	Frequency
Project Documentation	Hard Files and Electronic Files	Daily/Continuous
Submittals	Reviews – Word, Log – Excel	Daily, as required. 72-hr turnaround
RFIs	Responses – Word, Log – Excel	Daily, as required. 72-hr turnaround
Progress Payments	Excel	Measurements – Daily Quantity Measurement RPTs, Monthly
Public Relations Inquiries	Log – Excel	Daily, as required
Photo and Video	Explorer	Video Pre-project, Photos Daily
Progress Reports	MS Publisher, Word	Monthly and as required
Project Contacts	Outlook and Excel	Daily
Project Calendar	Outlook	Daily
Meetings	Word and Outlook	Weekly and as required
Weekly Statements of Working Days	Excel	Weekly

Weekly Statement of Working Days: The APP CM will prepare a weekly statement of working days (WSWD), in conformance with LAPM Exhibit 16A, Form CEM-2701, documenting the construction progress, time of completion, delays and time extensions, and submit to the Contractor and the City on a weekly basis. The WSWD is typically discussed and agreed upon at each progress meeting and transmitted as an attachment to the minutes.

Documentation Interpretation and Technical Assistance: APP will perform the coordination between the Contractor, design team and City staff to clarify any questions for interpretation of the construction documents. Timely, firm, and fair determinations will be processed to minimize cost and time impacts to the project.

Written Instruction: APP will issue written instructions to the Contractor regarding routine matters and/or follow-up of verbal instructions as necessary to properly document project issues.

Preconstruction Conference: APP will coordinate and conduct the pre-construction meeting including notification to the Contractor, utility agencies, and other stakeholders, and prepare the meeting agenda and minutes. The pre-construction meeting will be coordinated and conducted in accordance with Chapter 16 of the LAPM.

The agenda and minutes will include the following items:

- Introductions of key personnel
- Project overview
- Public relations, notifications, local access, and issue resolution
- Utility coordination (as applicable)
- Federal funding, Caltrans Funding Administration requirements and responsibilities, labor compliance, and EEO and DBE paperwork and report requirements, etc.
- Safety
- Confirmation of fully executed Contract and Notice to Proceed



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- Verification that all permits have been obtained (Road Permit from Los Angeles County Department of Public Works and Right-of-way entry permit from Department of Beaches and Harbors, etc.)
- Project phasing, City calendar of events and work restrictions
- Establishment of Contract time and completion date, schedule comments, and requirements for approval
- Review of Working Day definition and holiday schedule
- Chain of communication and key contacts
- Critical design elements and schedule
- Subcontracts
- Documentation and tracking controls
- Change order procedures
- Scope, schedule and cost change administration and controls
- Submittal and RFI process
- Identify long lead and any substitution and/or equal items
- Inspection and testing, deputy/special, and testing requirements
- Progress payment procedures
- Special access considerations
- Placement of signs
- Questions and answers
- Action item assignments

APP considers the pre-construction meeting as Progress Meeting No. 1. All items discussed are designated as “open” or “closed.” All open items are carried forward to subsequent progress meetings until resolved and closed. Action items are assigned a specific responsible party and a deadline for resolution. Each progress meeting is clearly documented and distributed to all attendees and affected coordination parties. Pre-construction meeting and weekly construction meeting minutes will be distributed via email to all meeting participants and to courtesy recipients identified by the City.

Construction Progress / Coordination Meetings: The following meetings will be held as required:

- Periodic Project Team / Stakeholder Meetings Stakeholders will focus on the following items:
 - Progress during the period
 - Major decisions made
 - Planned vs. actual schedule
 - Upcoming work schedule
 - Current or unresolved problems
 - Anticipated or pending change orders
 - Impacts of problems or change orders on schedule and budget
 - Discussion of new goals
 - Planned vs. actual budget analysis
 - Contractor’s detailed two-week look-ahead schedule
 - Progress and major decisions during the last week
 - Update of unresolved items from previous meetings
 - Status of submittals and change orders

NO.	DATE	TITLE/ISSUE/COMMENTS	ACTION BY	DEADLINE	STATUS
A.1.1	10/15/15	Approval of Progress Meeting Minutes. Note: Identification of key personnel & sign-in sheet. Information contained herein is confidential and should not be used for marketing purposes without authorization from the sign-in sheet.	APP	10/15/15	Closed
A.1.2	10/16/15	Project Overview. This project will include the existing improvement of the Strand Staircase. One of the Strand Staircase and the Strand Staircase. The Strand Staircase will be a historic landmark with a significant view of the Pacific Ocean. The Strand Staircase will be a historic landmark with a significant view of the Pacific Ocean. The Strand Staircase will be a historic landmark with a significant view of the Pacific Ocean.	APP	10/16/15	Closed
A.1.3	10/16/15	Discussion of the Strand Staircase. The Strand Staircase will be a historic landmark with a significant view of the Pacific Ocean. The Strand Staircase will be a historic landmark with a significant view of the Pacific Ocean. The Strand Staircase will be a historic landmark with a significant view of the Pacific Ocean.	C.B.	10/16/15	Closed
A.1.4	10/16/15	Discussion of the Strand Staircase. The Strand Staircase will be a historic landmark with a significant view of the Pacific Ocean. The Strand Staircase will be a historic landmark with a significant view of the Pacific Ocean. The Strand Staircase will be a historic landmark with a significant view of the Pacific Ocean.	C.B.	10/16/15	Open
A.1.5	10/16/15	Discussion of the Strand Staircase. The Strand Staircase will be a historic landmark with a significant view of the Pacific Ocean. The Strand Staircase will be a historic landmark with a significant view of the Pacific Ocean. The Strand Staircase will be a historic landmark with a significant view of the Pacific Ocean.	C.B.	10/16/15	Closed



Professional Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

- Special Meetings to discuss important/urgent issues or which require detailed discussion or review of plans and specifications.
- Status of submittals and change orders

Field Public Relations: APP's construction manager and inspector will take a lead role to address public relations concerns. All inquiries and issues will be listened to and documented with accurate contact information for prompt follow-up. Feasible mitigations and PR measures to issues identified will be implemented immediately to minimize impacts to the surrounding public uses.

The construction manager and inspector(s) will work with the community to address field issues expeditiously whenever feasible. Any issues that cannot be immediately addressed in the field will be communicated through appropriate protocols with recommendations for the most efficient resolution. APP will expedite implementation of the solution that serves the project's best interests, as mutually determined with the City, Contractor and affected parties.

Daily Construction Observation Reports: APP will compile daily observation reports documenting the Contractor's workforce, material and equipment used, a summary of construction activities, field problems, disputes or claims, resolutions of issues and directions given to the Contractor. The daily reports will follow Exhibit 16-C of the LAPM and will also be utilized for spot-checking the Contractor's Labor Compliance in accordance with Section 16.7.

Storm Water Pollution Prevention/Erosion Control: APP will enforce BMP provision in compliance with the National Pollution Discharge Elimination System (NPDES) and all provisions of the Storm Water Pollution Prevention Plan (if ultimately required) and/or other requisite requirements set forth in the specifications. APP will implement appropriate sanctions on the Contractor should it fail to address deficiencies in storm water pollution prevention/erosion control measures.

Work Zone Safety and Mobility: APP will oversee proper implementation of the traffic control plans/work zone safety measures by the Contractor and require corrections and diligent maintenance when required. APP will coordinate review of any traffic control plans required to address special situations and monitor compliance with the Work Area Traffic Control Handbook (WATCH) by the Contractor, as provided for in the specifications and in accordance with Section 16.16 of the LAPM.

Photographs: Photos shall be taken before construction begins, during construction, and upon completion of the project. Photo files will be maintained electronically, utilized to support project activities and documentation throughout the project, and provided to the City at the end of the project.

Submittal Processing: The CM will track all correspondence and submittals APP on this project. APP will receive all Contractor submittals and review them for completeness and general conformance with the contract documents. All shop drawings, samples and other submittals received from the Contractor will be logged in and routed to the City and the Architect. Responses will be logged in and transmitted to the Contractor. Submittals will be tracked throughout the project to ensure timely response in order to avoid Contractor claims for delay. All Submittals will be expedited utilizing electronic delivery whenever possible (except for shop drawings, large format documents, etc.). Additionally, APP will recommend key contractual requirements for the Contractor to clearly indicate submittal processing requirements in the project schedule. Submittal content and review comments will be monitored to identify potential impacts to quality, cost or schedule, with recommended alternatives and/or solutions.

Contractor / Subcontractor	Employee Name	Class	Qty.	Equipment	Qty.	Qty.	Qty.
L&L Inc.	Ernesto Ballester	Foreman	1	Excavator	1	1	1
	Eduardo Duarte	Laborer	1	Motor Truck	3/22	1	1
	Fernando Hernandez	Laborer	1	Motor Truck	3/22	1	1
	Roger Sotomayor	Laborer	1				
	Jorge Hernandez	Laborer	1				
T&B Inc.	Francisco Pizarro	Foreman	1	Asphalt Truck	3/46	1	1
	Humberto Hernandez	Laborer	1	Excavator	3/26	1	1
L&L Inc.	Luis Barrios	Operator	1				



Professional Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

Materials Control: The CM Team will establish a materials receiving process on site such that all materials deliveries are accompanied by proper delivery documentation satisfactory to confirm all products comply with the plans and specifications, approved submittals and bear the requisite certificate of compliance for source, product type and Buy America, as applicable. Materials delivered to the site lacking proper documentation will be flagged as unacceptable and not allowed to be incorporated into the Work until proper documentation is provided and verified.

Solutions: The APP proactive approach serves to anticipate and expeditiously resolve field problems. Our team is well trained in problem solving. All issues are processed with a sense of urgency and presented to the City with suggested alternatives, cost and schedule impacts and recommended solutions. The CM team will quickly implement the alternative, which suits the best interests of the project and the City. APP will effectively and expeditiously communicate with City staff, Design Consultants and the Contractor, as applicable, to identify conflicts construction problems, coordination issues, and will obtain the needed action and response to submittals, RFIs, supplemental design documents, etc.

RFI's: Upon receipt, the CM will log, distribute, and respond to each Request for Information (RFI) as required. It is anticipated that most will be handled upon receipt. In the event that the design engineer or any member of the City staff is required to answer questions, the CM/RE or Inspector will coordinate a timely resolution. APP will identify potential impacts to cost or time that may result due to issues identified in the RFIs, with recommended alternatives or solutions to mitigate the potential impacts.

Change Orders: Each issue, which is identified as a potential change to the design, scope, cost or contract time, will generate change notice. The RE will determine whether or not a change notice should be considered. The plans and specifications will be reviewed against the change notice. If the issue does not appear to be included in the plans or specifications, a Request for Quotation (RFQ) will be sent to the Contractor. Any credits for work deleted as a result of the change will be required at this time as well. The Contractor's response to the RFQ will be evaluated for reasonableness and completeness. Upon approval by the City, the CM/RE or Inspector will prepare, log, and process change orders for full execution, and administer their implementation. Once fully executed, the inspector will review the timely completion of the work and coordinate inclusion of the change order in the appropriate payment application.

Force Account Daily Extra Work Reports: APP will verify and sign Contractor's daily extra work reports documenting force account (time and materials) work. In particular, APP will monitor that only appropriate worker classifications necessary for approved time and materials work is included on extra work reports. Any inappropriate workforce and/or equipment charges will be promptly rejected and removed from extra work reports. The specifications do not appear to stipulate a rental rate basis. Should force account work be required for work qualifying for additional federal funds, APP will negotiate with the Contractor, if possible, to establish rental rates at or below the Caltrans Blue Book rate level. Otherwise, APP will document the differential between the negotiated rate and the maximum federally allowed rate such that the City is reimbursed for the allowable amount.

Claims Avoidance: APP will assist the City with claims filed by the Contractor in accordance with the guidelines set forth by the LAPM Section 16.15, the General Specifications, and the Standard Specifications. APP is well-versed at negotiating and resolving claims amicably between contractors and public agencies. Should a claim require work in addition to APP's contract, APP will be available on a time and materials basis if desired by the City, including assistance with processing required forms and coordinating with the DLAE, and processing additional funding if applicable. The provision of any legal advice or services is specifically excluded.



Professional Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

Schedule Review: The APP CM/RE will review the baseline construction schedule including activity sequences and duration, schedule of submittals, and schedule of delivery for products with long lead-times. The Construction Management team will evaluate the baseline project schedule for the following:

- Consistency with the contract schedule and phasing (completion within the contract time)
- Accurate start dates, completion dates, other dates detailed in the contract
- Any impacts of weather and change orders
- Sufficient detail – including submittal process and procurement requirements
- Sequence of construction and correct schedule logic
- Identification of the critical path and project float

The schedule will not be approved as the baseline until all discrepancies are resolved.

Schedule Control: During the progress of construction, the APP CM/RE will compare the Contractor’s schedule updates to the baseline schedule and any approved time extensions, note any shortcomings, and monitor and track corrections by the Contractor to keep the project schedule on track. If necessary, APP will negotiate time extensions due to change orders or other delays.

Progress Payment Processing: A cost control system, based on the approved schedule of values, approved change orders, and the contract amount, shall be developed and implemented to monitor progress costs.

TABLE I
PROJECT: Downey Avenue
City of Bellflower PROJECT NO.: 10-19007

FIELD DENSITY TEST RESULTS

DATE	TEST NO.	LOCATION	WET DENSITY (PCF)	MOIST DENSITY (PCF)	WET CORP. (%)	ELEV. (FT)	CAL TEST METHOD
2016/11/1	1	41100	126	126	93	50	AD
2016/11/1	2	40000	126	126	93	50	AD
2016/11/1	3	40000	126	126	93	50	AD
2016/11/1	4	40000	126	126	93	50	AD
2016/11/1	AC-1	NB I-2 @ 119th	228	227	99	AD	315
2016/11/1	AC-2	NB I-2 @ Blue St	227	227	99	AD	315
2016/11/1	AC-3	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-4	NB I-2 @ Center	228	227	99	AD	315
2016/11/1	AC-5	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-6	NB I-2 @ Harmon	229	227	97	AD	315
2016/11/1	AC-7	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-8	NB I-2 @ Arden	227	227	99	AD	315
2016/11/1	AC-9	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-10	NB I-2 @ 174th Downey	227	227	99	AD	315
2016/11/1	AC-11	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-12	NB I-2 @ Park	229	227	97	AD	315
2016/11/1	AC-13	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-14	Test No. Not Used	227	227	99	AD	315
2016/11/1	AC-15	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-16	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-17	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-18	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-19	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-20	NB I-2 @ Arden	228	227	99	AD	315
2016/11/1	AC-21	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-22	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-23	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-24	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-25	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-26	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-27	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-28	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-29	NB I-2 @ 174th Downey	228	227	99	AD	315
2016/11/1	AC-30	NB I-2 @ 174th Downey	228	227	99	AD	315

APP will establish quantity measurement forms and methods for each bid item. The CM will coordinate with the inspector to provide detailed quantity measurements for work as it is installed. Quantity measurements will include the specific location placed, field measurement and quantity calculation in accordance with the specified measurement and payment provision for each bid item, and any backup documentation such as certificate of compliance, materials delivery ticket, as appropriate for the item measured. All quantities will be properly documented on inspector daily reports and tied to a quantity measurement report that will be certified by the inspector, CM and City representative. The contractor’s representative will be required to acknowledge daily quantities measured, to eliminate the need for post installation re-visiting of bid item quantities.

APP will review the payment applications submitted by the Contractor and determine whether the amount requested reflects the progress of the Contractor’s work. Appropriate adjustments to each payment application will be required by the Contractor. When the payment application is acceptable and all backup documentation is verified (certified payrolls, lien releases, etc.), APP will prepare and forward to the City a Progress Payment Report. This report shall state the total contract price, payments to date, current payment requested, retainage and actual amounts owed for the current period. The APP team is experienced in evaluating complex pay applications. APP will provide the City with the requisite documentation needed to process reimbursement requests to Caltrans. APP will assist the City as needed to prepare and expedite reimbursement requests with Caltrans.

Cashflow Management (Preliminary Notices, Releases and Stop Notices): APP recognizes that the diligent monitoring and tracking of preliminary notices, conditional and unconditional releases is an important component of public construction



Professional Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

management, enables the team to stay abreast of the construction contract cash flow and provides for excellent documentation of prompt payment as required by federal funding.

The RE will maintain a detailed log of preliminary notices and require conditional and unconditional releases from the contractor for all first tier subcontractors and any tier subcontractors that submit a preliminary notice.

Proactive monitoring of releases typically minimizes the incidences of stop notices. Should any stop notices be received, APP will work proactively with the contractor to address release of the stop notice and withhold 150% of the stop notice amount from progress and / or retention payments until the proper unconditional release is documented.

Labor Compliance: The APP team will work proactively and cooperatively with the Contractor to monitor and enforce the City's and funding agencies' requirements for labor compliance, as follows:

- Prior the each contractor's mobilization to the project site, APP's labor compliance specialist will review the submitted proposed labor categories to be utilized by prime contractors and subcontractors, and address any appropriate adjustments for compliance with the State and/or Federal Prevailing Wage Determination for direct wages and fringe benefits.
- APP's inspector will track daily manpower utilized by employer and labor classification.
- APP's inspector will conduct employee interviews in conformance with the Davis Bacon Act and/or other funding agency requirements.
- Certified payrolls and fringe benefit statements will be received and logged for each contractor and subcontractor on the project.
- Certified payrolls will be reviewed to confirm proper wages and benefits are paid to each employee and classification.
- Certified payrolls will be compared to inspector daily reports to confirm each employee, number of hours and appropriate classification observed on site was paid the proper amount.
- Certified payrolls will be compared against employee interviews.
- Any discrepancies identified will be documented and coordinated with the appropriate contractor or subcontractor through the appropriate resolution via the appropriate restitution paid to the employee, supplemental or corrected certified payroll submittal or supplemental daily report entries to correct mis-recorded entries.

DBE Compliance: The APP team will document that each contractor's DBE commitment is utilized appropriately, as follows:

- Listed DBE firm's certificate information, subcontracted work items and amounts and DBE certificate expiration dates will be logged at the outset of the project, and reviewed with the project team.
- The APP inspector daily reports will indicate when DBE subcontractors are utilized.
- The APP inspector will monitor that the Contractor does not self-perform, or utilize a substitute subcontractor for committed DBE subcontractor work unless the proper subcontractor substitution process has been followed and approved by the City.
- Required periodic reports documenting DBE utilization and payment will be compared to Inspector daily reports and certified payrolls to document actual and appropriate utilization.

EEO Compliance: For any assigned project that will be active during the month of July, APP will expedite timely processing of the requisite EEO documents pursuant to the LAPM.

QA/QC: APP will implement the City's established Quality Assurance Plan (QAP) as outlined in Section 16.14 of the LAPM for Non-NHS projects. APP will coordinate QA/QC activities on a daily basis and review activities as they happen to make sure that



Professional Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

QA/QC procedures are followed and deficiencies are resolved in a timely and efficient manner. Koury Engineering and Testing, Inc. is proposed to perform Acceptance Testing (AT) for the project.

Testing and Observations: The APP CM and inspection team will coordinate laboratory, jobsite, and offsite/source inspection and testing of construction materials and required observations per the QAP, LAPM, construction documents, construction codes, and Jurisdictional Agencies. The CM and inspection team will monitor testing services, track documentation, and record testing results in weekly construction progress meetings. When necessary, corrective measures will be implemented and re-inspected to verify acceptable completion. Test and inspection reports will be monitored and filed in accordance to Section 16.8 of the LAPM such that a materials certificate can be processed as part of the project completion documentation. APP will coordinate both the AT services and Independent Assurance Sampling and Testing (IAST) services (by others) as required to ensure adherence to the QAP.

Project Close-out: APP will expedite close-out of the project according to the plans and specifications, receipt of close out submittals from the Contractor, and preparation of the required forms per Chapter 17 of the LAPM including the federal report of expenditures, report of expenditures checklist, final inspection form, federal aid final invoice, final DBE utilization report, materials certificate, statement of materials used by contractors, other supplemental forms, and/or backup documentation.

Pre-Final Inspection: The CM/RE will perform the final job walk and prepare the punchlist (deficiency list). APP will coordinate and observe completion of required corrections. Should the Contractor lag on a portion of the completion of project work, APP will estimate the value of the incomplete items and recommend specific retainage in accordance with the contract to preserve the City's interest.

Final Inspection: All corrections must be made before APP recommends processing of the "Notice of Completion". Upon completion of the punchlist and final sign off by all project stakeholders, APP will make a recommendation to the City regarding the Contractor's final progress payment request and prepare final progress payment report for submission to the City.

Delivery of As-Builts and close-out documents: APP will periodically review the Contractor's as-built updates on the approved job plan set, identify missing items and require the Contractor to keep as-built records up to date throughout the project as required by the specifications. APP will review the Contractor's submittal of "as-constructed" conditions and compare this submittal to APP's own documentation. Discrepancies will be discussed, resolved, and recorded. Completed "as-constructed" plans will be submitted to the City.

APP will enforce the provisions of the specifications to require the Contractor to submit well-coordinated operations and maintenance manuals, warranties and guarantees, and any other items required by the contract documents such that a timely close-out of the project is implemented. APP will perform closeout duties, including final organization of project files, and submit to the City for final approval. APP will also assist with the filing of the Notice of Completion and Release of Retention.

Post Construction Support: Upon the City's request, APP can assist the City with resolution of post construction issues such as user department inquiries and issues, resolution of stop notices or notices from the labor commissioner, latent claims, federal documentation requirements after the project completion, etc. on an additional time and materials basis.





Professional Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

Fee Proposal

City of Manhattan Beach Strand Stairs Rehabilitation Project Construction Management & Inspection Estimated Fee Schedule			
TITLE	Total Hours	Hourly Rate	Extended Fee
Pre-Construction Period (5 Working Days)			
Resident Engineer	5.00	\$ 155.00	\$ 775.00
Assistant Resident Engineer / Inspector	20.00	\$ 114.00	\$ 2,280.00
Project Controls / Labor Compliance	10.00	\$ 85.00	\$ 850.00
Documents Control	20.00	\$ 75.00	\$ 1,500.00
Construction Period (120 Working Days)			
Resident Engineer	180.00	\$ 155.00	\$ 27,900.00
Assistant Resident Engineer / Inspector	960.00	\$ 114.00	\$ 109,440.00
Project Controls / Labor Compliance	240.00	\$ 85.00	\$ 20,400.00
Documents Control	60.00	\$ 75.00	\$ 4,500.00
Soils and Materials Testing (Allowance)*			\$ 62,000.00
Post Construction Period (5 Working Days)			
Resident Engineer	10.00	\$ 155.00	\$ 1,550.00
Assistant Resident Engineer / Inspector	20.00	\$ 114.00	\$ 2,280.00
Project Controls / Labor Compliance	20.00	\$ 85.00	\$ 1,700.00
Documents Control	10.00	\$ 75.00	\$ 750.00
Total Estimated Fee			\$ 235,925.00
			Delete Soils and Materials Testing (Allowance) 62,000.00
TOTAL without Soils and Materials Testing			173,925.00

***Materials & Testing Allowance:** The materials testing allowance includes a 10% markup. The detailed estimate for required testing is included below. The City's QAP and detailed schedule was not available at the time this estimate was prepared. The Estimate is based on the Caltrans Construction Manual and Quality Assurance Plan, and can be adjusted for waiver of testing in lieu of certificates of compliance as applicable.

Inspector Prevailing Wage Rate: Billing Rate indicated above is based on wages to be paid to inspectors pursuant to Prevailing Wage Determination No. SC-23-63-2-2015-1D.

Inspection Overtime: No Weekday or Saturday Overtime or Holiday or Sunday work is assumed or included. Should any weekday or Saturday overtime inspection be required, it is charged at 1.4 times the rate shown. For Sundays and holidays inspection billing rates 1.70 times the above rate, upon the City's prior written approval therefore.

Minimum Inspection Call Out: A 4 hour minimum callout charge applies for inspection services.

Other Direct Costs: Ordinary identifiable non-salary costs that are directly attributable to the project such as reproduction regular vehicular travel costs, overnight postage / couriers, etc., are included in the fee estimated fee above. Extraordinary expenses, such as oversized and/or color reproduction costs, site facility hard phone line and/or internet service charges, non-commuter project miles and/or other travel expenses to remote (over 50 miles one-way) fabrication yards / batch plants, overnight postage / couriers, etc., are billed at actual cost plus 10 percent to cover overhead and administration. Travel charges to a casting / fabrication yard or batch plant will include the hourly billing rate plus travel expenses as listed in the Caltrans Travel Guide (State rates). Extraordinary charges will not be billed to the Client unless specifically requested and approved by the Client in writing prior to incurring the expense.

Fees for expert witness services: Charged at \$300.00 per hour with a 4-hour minimum per day.



Professional Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

Fees for subconsultant services: Subconsultant services are billed at the cost plus 10 percent to cover overhead and administration.

Payment Terms: A late payment finance charge at a rate of 12 percent per annum will be applied to any unpaid balance commencing 30 days after the date of original invoice. This rate schedule is effective through June, 2015. Should the Contract duration be extended beyond June 30, 2015, rates may be subject to annual and/or periodic revisions as necessary to accommodate inflationary trends, salary adjustments and the general costs of business, as mutually agreeable to the parties and approved via Contract amendment prior to implementing higher rates.

NOTES / LIMITATIONS: At the time this proposal was prepared the contractor's CPM schedule was not available. The estimated fee is based on a number of working days stipulated by the City in their RFP and quantities and/or scales shown in the project specifications. The estimate may be affected by:

- Working time duration in excess of the duration indicated above;
- Contractor and subcontractor's efficiency and sequencing of events;
- Unexpected subsurface conditions;
- Unforeseen delays beyond APP's control

EXCLUSIONS TO SCOPE AND FEE

The following items are specifically excluded:

- Legal advice
- Design engineering
- Temporary field office facilities, equipment, furniture, utilities and/or services
- Hazardous materials monitoring and/or testing
- Independent Assurance Sampling and Testing (IAST) Services
- Specialized Software (other than MS Office Suite) & MS Project



Professional Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

City of Manhattan Beach Strand Walls Repair: Proposal Prepared Using Project Plans 05/29/2015



Description	Qty	Unit	Rate	Amount
Geotechnical Monitoring				
Soils Technician - Construction Observation and Testing				
Asphalt Paving Compaction Test	16	Hourly	\$ 85.00	\$ 1,360.00
Base Material Compaction Test	16	Hourly	\$ 85.00	\$ 1,360.00
Curb & Gutter and Flatworks Subgrade Compaction Testing	72	Hourly	\$ 85.00	\$ 6,120.00
Wall Backfilling	16	Hourly	\$ 85.00	\$ 1,360.00
Grading (Fill & Scarification)	72	Hourly	\$ 85.00	\$ 6,120.00
Nuclear Gauge	24	Daily	\$ 35.00	\$ 840.00
Mileage	725	Miles	\$ 0.75	\$ 543.75
LABORATORY SOILS TESTING				
Geotechnical Laboratory Testing - Max Density, Sieve Analysis, etc.		Estimate		\$ 650.00
PROJECT COORDINATION				
Final Grading Report	1	Report	\$ 2,500.00	\$ 2,500.00
Senior Engineer	6	Hourly	\$ 130.00	\$ 780.00
Staff Engineer	6	Hourly	\$ 100.00	\$ 600.00
Project Manager - Field Supervisor	8	Hourly	\$ 95.00	\$ 760.00
Admin	8	Hourly	\$ 45.00	\$ 360.00
TOTAL ESTIMATED GEOTECHNICAL MONITORING & TESTING FEES				\$ 23,353.75
Materials Inspection				
Concrete - Wall Repair and Patch Work (Includes Rebar Inspection)	72	Hourly	\$ 84.00	\$ 6,048.00
Concrete - Stairs and Flatworks (Includes Rebar Inspection)	128	Hourly	\$ 84.00	\$ 10,752.00
Concrete - Misc, Aprons, Ramps & Epoxy Bolts/Anchor Systems, etc.	88	Hourly	\$ 84.00	\$ 7,392.00
TOTAL ESTIMATED INSPECTION FEES				\$ 24,192.00
Laboratory Materials Testing				
Concrete Cylinder Compression Tests	96	Sample	\$ 22.00	\$ 2,112.00
Non-Shrink Grout Compression Tests	15	Sample	\$ 22.00	\$ 330.00
Non-Shrink Grout Mold	5	Sample	\$ 25.00	\$ 125.00
Rebar Bend & Tensile Tests	28	Sample	\$ 45.00	\$ 1,260.00
Pull Test Technician - Splay Wires & Epoxy Anchors, Etc.	16	Hourly	\$ 110.00	\$ 1,760.00
TOTAL ESTIMATED LABORATORY FEES				\$ 5,587.00
PROJECT COORDINATION				
Final Material Compliance Report	1	Each	\$ 500.00	\$ 500.00
Senior Engineer	6	Hourly	\$ 130.00	\$ 780.00
Staff Engineer	6	Hourly	\$ 100.00	\$ 600.00
Project Manager - Field Supervisor	12	Hourly	\$ 95.00	\$ 1,140.00
Admin	12	Hourly	\$ 45.00	\$ 540.00
TOTAL PROJECT COORDINATION FEES				\$ 3,560.00
Task Summary and Total Estimated Fees				
Geotechnical Inspection Fees				\$ 23,353.75
Inspection Fees				\$ 24,192.00
Laboratory Testing Fees				\$ 5,587.00
Project Coordination				\$ 3,560.00
				\$ 56,692.75
ADDITIONAL SERVICES AVAILABLE AS NEEDED (NOT IN TOTAL)				
Concrete - Batch Plant	TBD	Hourly	\$ 84.00	
Mix Design Review	TBD	Mix	\$ 150.00	
Concrete Coring Technician	TBD	Hourly	\$ 110.00	
Shotcrete Core Compression Tests	TBD	Sample	\$ 35.00	



CITY OF MANHATTAN BEACH



CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

STRAND STAIRS REHABILITATION PROJECT

JANUARY 2016

CivilSource

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January 29, 2016

Karen J. Domerchie, Senior Management Analyst
City of Manhattan Beach
kdomerchie@citymb.info

The logo for CivilSource, featuring the word "CivilSource" in a white, sans-serif font on a dark grey rectangular background.

Re: Proposal for Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project

Dear Ms. Domerchie,

CivilSource, Inc., (CivilSource) appreciates the opportunity to submit a proposal for the Strand Stairs Rehabilitation project. Our unmatched public works experience gives us the ability to understand all aspects of a capital improvement project, making our team of experts uniquely qualified to perform the services required for successful project completion.

Related Work Experience. CivilSource has a proven track record of successfully providing professional construction management and inspection services to several local agencies throughout Southern California, most of which have been repeat clients.

Key Project Members. We offer the City a highly competent team with an unparalleled reputation and proven capability and expertise. With over 40 years of experience, Construction Manager Jim Geyer has worked on several highly visible projects for the cities of Downey, South Gate, Pico Rivera, Santa Fe Springs, Santa Monica, Costa Mesa and Placentia. Construction Inspector-Henry Hovakimian has over 35 years of experience in the construction management and inspection of public works projects. He has successfully completed a variety of inspection services for Caltrans projects and has the ability to meet all Caltrans guidelines. He has more than 45 certificates in construction, supervision, and employee safety.

Competence and Technical Ability. CivilSource has a proven work plan to complete projects on time, within budget, and with minimal impact to the surrounding businesses and residents. Our quality, cost, and schedule control measures will result in timely and successful completion of the City's project.


Competitive Cost. We understand and are sensitive to the budget constraints that agencies often face and, in turn, are very cost conscious. We are happy to provide competitive hourly rates that fall within the City's budget.

Consultant Agreement. We acknowledge our willingness and ability to sign the City's consultant agreement without alteration of the standard indemnification and insurance language.

The CivilSource team has the professional and administrative resources to complete this project in a timely manner, to the City of Manhattan Beach's satisfaction.

We thank you for the opportunity to submit this proposal and look forward to further discussions regarding this project. Should you have any questions or require additional information, please contact me at (949) 585-0477 or via email at amy@civil-source.com.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amy Amirani".

Amy Amirani
Principal-In-Charge



APPROACH & SCOPE OF WORK

PROJECT UNDERSTANDING

We understand that the project consists of the removal and replacement of staircases at eight (8) locations; removal and replacement of concrete balustrades, and repair of existing stairs at sixteen (16) locations; and replacement of concrete balustrade at Strand near Marine Avenue.

PROJECT MANAGEMENT

Cost Control and Reporting

Cost control is a key element to successfully delivering a project and must be thoroughly integrated with other control methods (scope change control, schedule control and quality control) to ensure that the City receives full value for all funds earmarked for the project. Key elements of our cost control program include:

- Establishment and maintenance of a project budget.
- Value engineering and constructability reviews of project plans and specifications.
- Sufficient vetting of owner requested or contractor generated changes.
- Thorough review and evaluation of change order cost proposals.
- Close monitoring of force account work.
- Regular maintenance of a change order log.

CivilSource provides a monthly status report that includes work accomplished during the reporting period, work to be completed during the next reporting period, budget and schedule status, potential out-of-scope items, and a summary of issues and concerns pending resolution.

Schedule control

Our construction support services team gives considerable attention to monitoring project schedules. We will coordinate, review and make recommendations for changes to the Critical Path Method (CPM) schedule generated by the contractor. As changes or discrepancies occur between the CPM schedule and as-built conditions, the project schedule and cost estimates will be updated. We will review the contractor's schedule on a weekly basis and will maintain an as-built/working schedule to reflect as-built conditions to date.


Mobility

Each member of our construction support services team has access to a mobile office that includes a laptop, Internet/email access, mobile phone, mobile project files, digital cameras and other required materials. Our team members are always available via mobile phone and email for easy access and continuous communication.

Customer Service and Public Outreach

Our first line of customer service comes from our inspectors. Our inspectors know the value of maintaining great relations with residents, business owners and anyone affected by a project, and they have proven to be a valuable resource in appeasing public concerns and resolving field issues.

An effective and informative public outreach program that informs all affected residents, property owners and motorists about construction impacts and possible traffic delays is critical to the success of any project.



If the City desires, CivilSource, as a part of its construction support services, can establish a 24-hour toll-free project hotline, linked directly to Amy Amirani who oversees all public outreach operations. We can also create a recorded message that includes project information and updates and give callers the option to leave messages. All messages will be responded to within 24 hours. We can also post project information and updates on the CivilSource website, which can be accessed via a link on the City's website. Updates and photos are posted on a weekly basis. Other key elements of our public outreach program include: verbal and written notifications; informational flyers about the project; advanced written notices about upcoming work; and following up with verbal communication to ease public concerns, enabling residents and business to prepare for any anticipated impacts.

Quality Assurance and Quality Control

To ensure compliance with the plans and specifications, we will implement a comprehensive quality assurance and quality control (QA/QC) program involving the following steps:

- We will perform a thorough review of the contract documents. This responsibility will include the following tasks:
 - ▶ Checking plans and specifications against requirements that have been associated with issues that occurred on similar jobs
 - ▶ Comparing existing elevations, grades and details, etc., shown on plans with those at the actual site
 - ▶ Reporting all errors, omissions and deficiencies, etc., to the City and engineering design team.
 - ▶ Keeping a marked-up set of plans and specifications for quick reference
 - ▶ Anticipating the contractor's operations by reviewing the plans and specifications for each one before it begins
- Before start of construction, we will discuss with the contractor the definable features of work to ensure that documentation is complete, materials are on hand and those who are to perform the work understand the scope in its entirety
- At the onset of the work, we will perform an initial inspection to determine whether the contractor thoroughly understands and is capable of accomplishing the work as specified.
- We will ensure that the contractor has an established safety program and that regular safety meetings are conducted. We will also ensure that the contractor meets all OSHA safety requirements.
- The construction inspector will perform follow-up inspections on a daily basis for the purpose of ensuring that the controls established during the initial inspection continue to provide work that conforms to the contract requirements and all applicable standards. Unsatisfactory workmanship, materials and construction deficiencies will be documented and reported for future identification and traceability. Notices of non-compliance will be issued to the contractor and corrective and preventive action will be taken to ensure compliance with the contract documents.
- We will conduct a monthly review of the as-built drawings and ensure that all items are considered in the changes of the record drawings, including:
 - ▶ The size, type and location of existing and new utility lines
 - ▶ The layout and schematic drawings of electrical circuits and piping
 - ▶ Verification of alignment and cross sections
 - ▶ Changes in the location of equipment; etc.
- Finally, we will review and approve the as-built drawings to complete the project turnover and begin the warranty period.

SCOPE OF WORK

PRECONSTRUCTION PHASE SERVICES	
TASK	DELIVERABLES
Perform a constructability review of the project documents including review of engineer's estimate and recommend changes to save cost and increase efficiency. Review project plans and specifications to become fully familiar with the project requirements and notify the City of any design ambiguities. As part of this service and to reduce any future change orders, CivilSource will review the project with the architect to implement final revisions to the contract documents prior to bidding.	Detailed Constructability Review Comments
Review funding with the City to affirm the special requirements affecting the work, and identifying accounting and reporting requirements that will be followed.	Accounting/Project Reports
Develop the Construction Management Procedures Manual (a project specific management plan) that outlines the procedures for all team communications, reporting, review and approval of critical submittals, protocol for weekly meetings, distribution of documentation, change order procedures, and other necessary procedures in order to streamline the project. Ensure buy-in/approval from all project members prior to the start of construction.	Construction Management Procedures Manual
Establish and ensure implementation of a coordination plan to coordinate work (e.g. utility facility relocations) and work impact (e.g. traffic and access) with all affected agencies including City staff and operations, utilities, police and fire departments, home owner associations and special districts.	Coordination Plan
Utility coordination: As part of the preconstruction phase, we will coordinate with the various utility providers and the contractor team to ensure that the connections to existing services and work to be provided by the utility providers is properly managed. The associated key activities will also be included in the project schedule and managed accordingly with the various utility providers. (Southern California Gas, Southern California Edison, City Water and County Sanitation Districts).	Utility Communication Contacts List and Summary Logs
We will prepare a Project Baseline Schedule: this is to be developed in conjunction with the contractor and reviewed/approved prior to processing of Contractor's 1st Payment Application.	Project Baseline Schedule
Facilitate a pre-construction meeting to cover, at a minimum, the overall project objectives, responsibilities of key personnel and agencies, schedules, schedule of values, submittal procedures, correspondence, utility relocations, local agency permit requirements, RFQ/RFI processes, progress payments, change orders, safety issues, emergency response requirements, and all other pertinent topics. CivilSource will provide opportunities to have the contractor's questions answered and will collect all of the required submittal items at that time. Meeting agendas and minutes will be prepared and distributed to all attendees.	Meeting Agenda and Minutes
Work with City staff to perform all bidding tasks necessary for the project including preparation of package bid documents, bid advertising, coordinate with architect/engineers to respond to questions during bid, review and evaluate bids to determine lowest responsible bid for award.	Bid Summary, Bid Proposal Review Summaries, and Council Reports
Work with the contractor and City staff as required to process any required permits.	Permits
Ensure that each member of our project team will have access to a mobile office which includes a laptop, internet/e-mail access, mobile phone, mobile project files, digital cameras and other required materials. Our construction managers and inspectors are always available via mobile phone for easy access and continuous communication.	No Deliverable

CONSTRUCTION PHASE SERVICES

TASK	DELIVERABLES
Coordinate weekly progress meetings with City staff and the contractor to update the status of the project and discuss the schedule, near-term activities, clarifications and problems which need resolution, coordination with other contractors, change order/submittal/RFI status, safety issues, OSHA visits and citations, etc. Coordination shall also include preparation of agendas and meeting minutes. Meeting minutes will be distributed to the contractor and City staff for comments within three days and the final and approved minutes within two working days of receipt of comments.	Meeting Agendas and Minutes
Progress Photos - maintain photo library of critical activities and unforeseen conditions and incorporate into monthly progress reports.	Digital Photo Library
Immediately document and notify the City of any defects or hazardous conditions observed in the vicinity of the project site prior to, during, or after the construction work.	Notices of Non-Compliance
Require the contractor to maintain an updated set of drawings and specifications that incorporates all addenda, bulletins, change orders and other document updates at the jobsite..	As-Builts
Process RFIs and ensure timely distribution to and response by appropriate project team members (City staff, engineer, other agencies). Response to RFIs shall take no longer than 7 calendar days. We will coordinate all technical support and constructability reviews during preparation of responses to RFIs and maintain an RFI log to track closed and outstanding RFIs..	Response to RFIs
Ensure an efficient submittal process, beginning with the contractor delivering a submittal schedule for review within 10 calendar days after the effective date of the construction contract. CivilSource will provide technical support during review of the submittal schedule (and at a minimum weekly thereafter) to ensure compliance with the contract documents and note any matters of concern to the City, such as potential impacts to schedule. We will monitor, process, and forward for approval all submittals and ensure timely distribution to and review by appropriate project team members (City staff, engineer, and other agencies).	Approved Submittals and Submittal Log
Review, and recommend for approval, the contractor's CPM baseline schedule and, upon acceptance, adopt for the remainder of the project. Monitor work progress in accordance with this baseline schedule on a daily, weekly, and monthly basis to ensure the contractor maintains all milestone and critical-path dates. Indicated slippage will be addressed during the project meetings and written reports.	Approved CPM Schedule
Provide project coordination during the construction period. Coordination will include ensuring that City activities (such as bus routes, street sweeping, etc.) and responsibilities are addressed and appropriately scheduled so as not to affect the progress of the work.	Correspondence Documents
Review and respond to requests for design revisions by the contractor. Provide recommendations and forward all responses for approval to the City and/or design engineer prior to transmitting to the Contractor.	Complete Response to Design Revisions
Coordinate evaluation of and provide recommendations for "or-equal" or product substitution requests with the design engineer, City, vendors, manufacturers and others.	Response to Substitution Requests
Initiate and review field orders when a change in the work is needed to maintain the design intent. We will issue field orders to the contractor and monitor the work for compliance. Changes will be logged and recorded in the record specifications and plans. If required, we will follow-up with a change order within 14 calendar days of mutual agreement with the contractor on pricing and conditions.	Executed Field Change Orders and Complete Backup Documentation

CONSTRUCTION PHASE SERVICES

TASK	DELIVERABLES
Receive, evaluate for legitimacy and appropriate cost, negotiate, and recommend for approval any submitted change orders by applying knowledge of prevailing wage rates, current material unit costs, quantity take-offs, or other measures required in order to substantiate and/or negotiate change orders. Prepare and submit change order for City processing within 7 days of negotiation of recommended price. Maintain a Change Order Log to track executed and potential change orders and monitor the amounts against the total construction contract.	Executed Change Orders and Complete Backup Documentation. Change Order Log.
Identify and log potential claims and negotiate and resolve any claims as submitted by contractor during the course of construction.	Claims Log
Review Contractor(s) Safety Program for compliance with City standards as well as any OSHA regulations. Recommend contractor(s) submit site-specific safety plans that identify the risks and liability arising from specific operations relating to the project. Meet weekly or as necessary with Contractor's Safety Officer and ensure that contractor weekly "tailgate" safety meetings are taking place; provide general oversight of Design/Builder's safety program including, but not limited to, head, feet and hand protection, temporary railings/fall protection, rebar caps, welding protection, trench protection/shoring, heavy equipment back-up signals, safety harnesses, restraint of compressed gas tanks, saw guards and other Cal-OSHA required measures. Review Contractor's Safety Reports and Injury Reports (when applicable).	Daily Inspection Reports
Maintain a safe working environment. All CivilSource personnel will wear hard hats, safety vests and rubber-soled shoes at all times while on-site.	No Deliverable
Create and maintain a daily account of all construction activities. Request, review, analyze, and use for reporting, the daily construction reports as generated by the contractor(s). This will be a vital source of information for identifying and reviewing potential delays, weather impacts, labor shortages, untimely deliveries of long lead items, and other factors that can lead to schedule and cost impacts. Adverse findings will be included in weekly status meetings.	Daily Inspection Reports
Review, and forward for approval, the Contractor Payment Applications. Conduct the monthly "pencil draft" with the contractor to review the progress to date and verify that payment applications represent work in place and are in compliance with the accepted Schedule of Values and the requirements of the construction documents. Once the payment applications are reviewed and approved, and once we have verified that the contractor's record drawings are current, the construction schedule is updated, and weekly certified payroll reports are submitted, we will forward to the City for approval.	Reviewed and Approved Pay Applications
Prepare monthly progress reports to include current contract amount, change orders, change order requests, schedule status, critical issues and project photos.	Monthly Status Report
Enforce Labor Compliance requirements. CivilSource will ensure all certified payroll reports are submitted each month with the payment applications. We will use our in-house experts to review these reports, verify payroll amounts against wage reports, and then submit to City for filing. CivilSource will work with the contractor to correct any and all labor compliance violations.	Labor Compliance Deficiency Summary Log
We will coordinate all required utility shut-downs including those required for water and power tie-ins.	No Deliverable

CLOSEOUT PHASE SERVICES

TASK	DELIVERABLES
CivilSource will oversee issuance and confirm the achievement of the Certificate of Substantial Completion. We will conduct a walk-thru with the engineering design team and City staff member to ensure beneficial occupancy has been achieved. We will then ensure architect issues the Certificate for all parties to sign.	Certificate of Substantial Completion
The CivilSource project manager will conduct a preliminary walk-through with the contractor to ensure there are no blatant issues and to generate a preliminary punch-list. After completion of the preliminary punch-list items, the project manager will conduct a punch-list walk-through with the consultants to generate a second punch-list, if required. After completion of the consultant's punch list items, the project manager will conduct the official punch-list walk-through with City staff and the engineer (and all subs if necessary) to generate the official and final punch list. We have found in our past experience that scheduling separate walk-throughs allows adequate time with each party and limits the time required of City Staff. It will also ensure that punch lists are issued and completed in the scheduled timeframe.	Final Punch-List
CivilSource will monitor the collection and completeness of the close-out packages for all components, and then forward them to the City. O&M manuals will be drafted and collected from the contractor and will be forwarded to both the architect and City for review and approval prior to contractor submitting final drafts. We will ensure as-builts/record drawings have been completed according to the specifications and also to the satisfaction of the City's record-keeping division. We will cause all warranties to be forwarded to the City for review and acceptance, and attic stock items to be coordinated with and delivered to City staff for proper storage.	O&M Manuals, As-Builts and Warranties
In the event contractor claims arise, CivilSource will act on behalf of the City to review, evaluate, negotiate and recommend rejection/approval of such claims by our in house expertise. All potential claims will be identified, logged, monitored and reported immediately to the City. We will prepare written explanations of each claim with full background of issues, proposed resolution alternatives, and resolution recommendations for action. If it is warranted, and the added service is requested by the City, we will retain outside professional services to provide additional expertise.	Claims Analysis Report
Evaluate private party claims. We will investigate claims for damages by private parties and respond in writing within two calendar days of receipt of claim. Responses will be coordinated with the City's project manager and risk manager.	Response to Claims
Filing of the Notice to Completion. We will advise the City when this is appropriate based on all expired time and other conditions required.	Certificate of Completion
Review Final Payment Application. CivilSource will review for completeness, and forward to City for approval, the Contractor(s) Final Application for Payment.	Final Pay Application

PROJECT TEAM

ORGANIZATION CHART

For this project, CivilSource has assembled a team of experts that has direct, relevant, successful and current experience working on projects of similar scope and complexity. We are equipped with the resources to provide the City with comprehensive construction support services.



JIM GEYER, PE
CONSTRUCTION MANAGER

PETER SALGADO, PE
CONSTRUCTION MANAGER (ALTERNATE)

HENRY HOVAKIMIAN
CONSTRUCTION INSPECTOR

DAN OJEDA, PE
CONSTRUCTION INSPECTOR (ALTERNATE)

SPECIAL INSPECTION

WILLDAN GEOTECHNICAL

ROSS KHIABANI, PE, GE

LABOR COMPLIANCE

PACIFIC RESOURCES

BENJAMIN OCASIO
NARESHIMAH OSEI
MORITA CAPILI

CONSTRUCTION MANAGER

Jim Geyer, PE

With more than 40 years of experience as a civil engineer and construction manager, Mr. Geyer has worked on several highly visible projects for the cities of Downey, South Gate, Pico Rivera, Santa Fe Springs, Santa Monica, Costa Mesa and Placentia. He has performed construction management duties for the following projects: Lakewood/Rosemead Boulevard Improvements for the City of Downey; Firestone Boulevard/Atlantic Avenue Street Improvements for the City of South Gate; Telegraph Road Landscaped Medians for the cities of Pico Rivera and Downey; the I-5 Pre-Construction Mitigation Phase II for the City of Santa Fe Springs; Lincoln Boulevard Pavement Improvements for the City of Santa Monica; Harbor Boulevard/Adams Intersection Improvements for the City of Costa Mesa; and Richfield Avenue Widening/RCB Improvements for the City of Placentia.

CONSTRUCTION INSPECTOR

Henry Hovakimian

Mr. Hovakimian has over 35 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 has successfully completed a variety of inspection services for Caltrans projects and has the ability to meet all Caltrans guidelines. He has more than 45 certificates in construction, supervision, and employee safety.



SUBCONSULTANTS

Willdan Geotechnical

Willdan Geotechnical (Willdan) is a full-service company providing geotechnical engineering, soils and materials testing, and inspection services. Willdan staff members, comprises geotechnical engineers, geologists, special inspectors, and field and laboratory technicians. We also have a pool of qualified independent construction, specialty inspectors and technicians. Their construction material testing and inspection staff has extensive experience throughout Southern California.

Willdan maintains a full-service soils and material testing laboratory at our facility located at 1515 South Sunkist Street in Anaheim. Various aspects of our laboratory testing capabilities are certified and/or accredited by the City of Los Angeles, Dept. of Buildings and Safety, Division of State Architect (DSA) LEA 260, AASHTO Materials Reference Laboratory, and State of California, Department of Transportation (Caltrans). They participate in the AMRL, CCRL, and Caltrans Proficiency Programs.

They are experienced in engineering cost evaluations of design recommendations, program management, and project schedule development and coordination. Willdan provides these services to a range of private and public clients, including cities and agencies throughout Southern California.

Pacific Resources Services

Pacific Resources Services, a California public benefit corporation, provides California and Federal Davis-Bacon prevailing wage monitoring and enforcement services to Cities, Counties, Water Districts, School Districts, Housing Authorities, Special Districts, contractors and individuals.

In addition to providing labor compliance services, Pacific Resources Services negotiates and manages Project Labor Agreements, implements and administers local hire programs including hiring Veterans, develops and implements Disadvantaged and Small Business Outreach programs, and performs community relations activities for construction programs.

Pacific Resources Services has conducted seminars, workshops, and trained public agencies and contractors on their prevailing wage obligations. It has provided training to a diverse group ranging from Building and Construction Trades Councils from San Diego to Modesto, the County Counsels Association of California, and various awarding authorities and contractors.

Benjamin Ocasio is the President of Pacific Resources Services. He has more than 25 years of experience proving labor compliance services, having served as the labor compliance manager for public agencies and 3rd-party labor compliance programs. He has been actively involved in the industry including serving as the 3rd-party labor compliance representative to the California Underground Economy Taskforce.

PROJECT EXPERIENCE



MERMAID STREET RETAINING WALL REPLACEMENT AND STREET IMPROVEMENTS
CITY OF LAGUNA BEACH

 COMPLETED ON TIME

 COMPLETED WITHIN BUDGET

CivilSource provided full design consulting services for the rehabilitation and reconstruction of a retaining wall along three residential properties on Mermaid Street. The work also included new sidewalk, drainage improvements, driveway approaches and ADA compliance curb ramps. Services included field engineering; utility and agency coordination; surveying; and preparation of plans, specifications and cost estimates.



GOLDEN LANTERN ROADWAY WIDENING
CITY OF LAGUNA NIGUEL

 COMPLETED ON TIME

 COMPLETED WITHIN BUDGET

This \$5.5M project widened Golden Lantern from four lanes to six lanes to reduce weekday congestion, as a part of OCTA's Smart Streets Program. The project improvements consisted of roadway widening; removal and replacement of curb and gutter, raised medians, sidewalks, cross gutters, and drainage inlets; the construction of masonry block retaining and sound walls; roadway pavement reconstruction and overlay; landscape and irrigation improvements; traffic signal modifications; street light construction; and roadway signing and striping.

Extensive public outreach services were also provided, including: receiving and responding to public comments; coordinating construction work with affected residents, business centers and neighboring schools; and regular meeting attendance with City staff, public officials and the general public.



EL TORO/ALISO CREEK IMPROVEMENTS
 RPSTPLE-5476(009)|
 CITY OF LAGUNA WOODS

TUSTIN AVENUE/LA PALMA WIDENING AND INTERSECTION IMPROVEMENTS
 CITY OF ANAHEIM

 **COMPLETED ON TIME**

 **COMPLETED ON TIME**

 **COMPLETED WITHIN BUDGET**

 **COMPLETED WITHIN BUDGET**

This project, federally funded and administered by Caltrans, was Phase II of a two phase capital improvement project to widen El Toro Road and accommodate a paved six-foot wide Class II bike trail and a sidewalk that varied in width from six- to nine- feet. The work also consisted of construction of sidewalk, retaining wall, and associated drainage structures and the relocation of the existing Class II bike lane. Construction also includes cold milling the existing curb ADA access ramps, adjusting utilities to finish grade, applying traffic striping with pavement markers and legends (stenciling) and reinstalling traffic detector loops.

CivilSource provide construction management services for this street and intersection widening project designed to relieve traffic congestion and ease vehicular flow along Tustin Avenue between La Palma Avenue and the State Route 91 Freeway (SR 91). The project widened a 1,300 linear feet portion of Tustin Avenue, including the SR-91 on- and off-ramp at Tustin Avenue. It also included: a retaining wall along the SR-91 off-ramp; street resurfacing; a new raised center median; reconstruction of sidewalks and drive approaches; new curb ramps; traffic signal improvements; storm drain and waterline improvements; parkway and median landscaping; and irrigation. The project also consisted of roadway excavation with asphalt concrete paving, curb and gutter, sidewalks, driveway approaches, new storm drains and catch basins, Types I and V cast-in-place retaining walls, new and modified signalized intersections, access ramps and ADA modifications, concrete protective cover over an existing 66-inch waterline, street lights, and signing and striping.



ETNIES SKATE PARK
CITY OF LAKE FOREST

 **COMPLETED ON TIME**

 **COMPLETED WITHIN BUDGET**

CivilSource provided constructability review, construction management, and inspection for the expansion of the Etnies Skate Park of Lake Forest. The project increased the size of the park by 13,000 square feet. Unique new features included a cradle, adjustable handrails, and a barbeque area as well as landscaping, irrigation, lighting, and parking upgrades. This park project was completed as part of a \$14M, 5-year, on-call Construction Management and Inspection contract with the City.



CERRITOS DRIVE RETAINING WALL IMPROVEMENTS, CIP PROJECT 312
CITY OF LAGUNA BEACH

 **COMPLETED ON TIME**

 **COMPLETED WITHIN BUDGET**

The work comprises of the removal of the lower retaining wall, repair to the existing upper retaining wall, and regrading of the adjacent area along the southerly side of Cerritos Drive westerly of Terrace Way in the City of Laguna Beach.

Preparation of final plans, specifications, cost estimates and all associated services for the repair/improvement of the area along the southerly side of Cerritos Drive. This included the entire or partial removal of the downhill supplemental retaining wall, regrading of the areas below the retaining walls, and repairs and or side extensions to the upper caisson tie-back wall built in 1998.

FEE PROPOSAL

TASK NO.	DESCRIPTION	CM	INS	ADMIN	TOTAL FEE
HOURLY BILL RATE		\$125	\$115	\$65	
1.0	Pre-Construction Coordination	32	32	4	\$7,940.00
2.0	Construction Management and Inspection	480	960	60	\$174,300.00
3.0	Project Closeout	32	32	16	\$8,720.00
<i>Sub Total CM Services</i>		544	1,024	80	\$190,960.00
<i>Percentage of Scope of Work</i>		33%	62%	5%	
TOTAL CONSTRUCTION MANAGEMENT FEE					\$190,960.00
4.0	Geotechnical/Materials Testing and Inspection				\$85,640.00
5.0	Labor Compliance				\$2,500.00
TOTAL PROJECT ESTIMATE					\$279,100.00

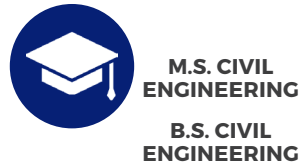
- *BASIS OF ESTIMATE:
- Project construction duration is 120 working days
 - Daytime construction assumed.
 - No overtime costs and night time work are included.
- Delete Geotechnical/Materials Testing and Inspection 85,640.00
TOTAL without Geotechnical/Materials Testing and Inspection 193,460.00

LEGEND

CM	Construction Manager
INS	Inspector
ADMIN	Admin/Federal Funding Admin Officer



JIM GEYER, PE
**CONSTRUCTION
MANAGER**



With more than 40 years of experience as a civil engineer and construction manager, Jim Geyer has worked on several highly visible projects for the cities of Downey, South Gate, Pico Rivera, Santa Fe Springs, Santa Monica, Costa Mesa and Placentia. He has performed construction management duties for the following projects: Lakewood/Rosemead Boulevard Improvements for the City of Downey; Firestone Boulevard/Atlantic Avenue Street Improvements for the City of South Gate; Telegraph Road Landscaped Medians for the cities of Pico Rivera and Downey; the I-5 Pre-Construction Mitigation Phase II for the City of Santa Fe Springs; Lincoln Boulevard Pavement Improvements for the City of Santa Monica; Harbor Boulevard/Adams Intersection Improvements for the City of Costa Mesa; and Richfield Avenue Widening/RCB Improvements for the City of Placentia.

Project Experience

Lakewood Boulevard/Rosemead Boulevard at Telegraph Road | City of Downey

Mr. Geyer provided construction management services on this \$3 million project, which consisted of the construction of street improvements at the Lakewood Boulevard/Rosemead Boulevard and Telegraph Road Intersection. The work included: street widening; pavement removal and construction of PCC pavement, AC pavement and slurry seal; construction of new curbs, gutters, sidewalks and curb ramps; storm drain modifications; potable water system improvements; construction of new raised landscaped median islands including landscaping and irrigation systems; installation of new street lighting system; traffic signal modification; planting parkway trees; traffic signing, traffic striping and pavement markings; traffic control and all appurtenant work necessary for the proper construction of the contemplated improvements.

Firestone Boulevard/Atlantic Avenue Street Improvements | City of South Gate

Mr. Geyer provided construction management services for this project, which was the largest public works project in the City of South Gate to date at a cost of \$10 million. The project limits were on two arterial streets: Atlantic Avenue from Firestone Blvd to Patata Street (approximately 1,300 linear feet) and Firestone Boulevard, from Dorothy Avenue to Atlantic Ave. (approximately 2,200 linear feet). The scope included widening the intersection, providing a concrete approach to the intersection, grind and ARHM overlay, 50,000 square feet of sidewalk, 1,850 linear feet of curb and gutter, four traffic signal modifications, 2,100 linear feet of DIP waterline, 2,840 linear feet of recycled waterline, 1,850 linear feet of 21-inch VCP sewer, various storm drain improvements, 4,656 linear feet of median island curb with decorative landscaping and a city monument sign.

I-5 Pre-Construction Mitigation Phase II | City of Santa Fe Springs

Mr. Geyer provided construction management services to the City of Santa Fe Springs for this \$2.5 million, high-profile, essential, four-major arterial resurfacing/rehabilitation project. The scope of work included rehabilitating the roadways using primarily grind and overlay with 940 tons of conventional AC pavement. Construction also included 1.2 million square feet of cold milling with 15,050 tons of ARHM overlay, adjusting 69 manholes and 68 water valves, and 167 traffic signal loop detectors. There were 116 new or modified ADA compliant curb ramps installed with 3,550 linear feet of curb and gutter and 1029 square feet of sidewalks. Some of the work involved Caltrans right of way, oversight and coordination.



Richfield Avenue Widening/RCB Improvements | City of Placentia

Mr. Geyer provided construction management services for the construction of this project, which cost approximately \$375,000. He coordinated with the Orange County Flood Control District and Orange County Department of Public Works to successfully complete the project ahead of the detour schedule. It extended the existing RCB (reinforced concrete box-double cell) at the Atwood Channel under Richfield Avenue, which was also widened. This widening was a key link to be completed in order to provide the primary detour route for the closing of Lakeview Avenue for the construction of the Lakeview Avenue Railroad Grade Separation. An additional northbound lane was provided to accommodate the increased volume of traffic.

Telegraph Road Landscaped Medians | Cities of Downey and Pico Rivera

Mr. Geyer provided the construction management services for this project, which was funded by the Federal Highway Safety Improvement Program (HSIP) and Proposition C. The construction cost was \$2.1 million and it included median, landscape, irrigation, roadway, parkway, traffic signal and peripheral improvements. The work was conducted on the east-west corridor of Telegraph Road, a residential and commercial major thoroughfare having approximately 26,000 vehicles per day and shared with the City of Downey. The work consisted of pavement and concrete removal under the medians, construction of 4,799 square feet of a concrete doveled-on median curb, construction of 430 square feet of four-inch sidewalk, curb and gutter construction, installation of concrete spandrels, 17 curb ramps and 21 truncated dome mats. In addition, the work entailed traffic signal modifications at Telegraph Road and Lakewood/Rosemead Boulevard, Telegraph Road and Serapis Avenue and Telegraph Road and Passons Boulevard. An alternate bid added enhancement and beautification items east from the end of the curb at Lakewood Boulevard and Telegraph Road to Passons Boulevard.

Lincoln Boulevard Pavement Improvements | City of Santa Monica

Mr. Geyer provided construction management services for this high-profile federally funded project on Lincoln Blvd, from the I-10 to the south Santa Monica City limits. The estimated cost was \$2.8 million funded by the Federal Transportation Grant. This portion of Lincoln Boulevard is an undivided arterial roadway that provides access through commercial portions of Santa Monica, intersecting other major arterials such as Pico Boulevard and Ocean Park Boulevard, while also serving as a primary travel route through the City, carrying traffic to multiple points including Marina Del Rey, Pacific Palisades and Los Angeles International Airport. The work entailed cold mill and ARHM overlay with full-depth reconstruction in some areas. Parkway improvements were also included as part of the project and encompassed curb, gutter, sidewalk, driveway and curb ramp replacement. The work included very extensive coordination with businesses and stakeholders. Construction took place at night and required careful coordination and cleanup.

Harbor Boulevard/Adams Avenue Intersection Improvements | City of Costa Mesa

Mr. Geyer provided construction management services for the construction of this project, which was approximately \$2.8 million and funded through Measure M2, the State-Local Partnership Program and Traffic Impact Fee Funds. Harbor Boulevard and Adams Avenue are heavily traveled arterials providing access to multiple businesses, shopping centers and Orange Coast College. This project provided a third dedicated left-turn lane eastbound on Adams Avenue resulting in major widening along the southerly side of Adams Avenue near the intersection approach. Additionally, it added a second dedicated right-turn lane southbound on Harbor Boulevard. Finally, this project also included bus stop relocations, decorative crosswalks at the Harbor/Adams intersection, traffic signal modifications, decorative crosswalks and sidewalks, median alterations, landscaping, and a general grind and overlay of the roadway. The work involved widening all four corners of the intersection, requiring extensive traffic signal modifications.

Richfield Avenue Widening/RCB Improvements | City of Placentia

Mr. Geyer provided construction management services for the construction of this project, which cost approximately \$375,000. It extended the existing RCB (reinforced concrete box-double cell) at the Atwood Channel under Richfield Avenue, which was also widened. This widening was a key link to be completed in order to provide the primary detour route for the closing of Lakeview Avenue for the construction of the Lakeview Avenue Railroad Grade Separation. An additional northbound lane was provided to accommodate the increased volume of traffic. Mr. Geyer coordinated with the Orange County Flood Control District and Orange County Department of Public Works to successfully complete the project ahead of the detour schedule.



PETER SALGADO, PE

**CONSTRUCTION
MANAGER (ALTERNATE)**



With over 20 years of experience, Mr. Salgado has managed and delivered a variety of public works projects including street improvements; vertical construction and tenant improvements; and water, sewer, and storm drain improvements. Working with a variety of agencies, he is thoroughly familiar with local, state, and federal procedures.

In the course of project management, his specific duties include coordinating work of project staff; supervising construction managers and inspectors; managing design development and construction oversight; 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

Golden Lantern Roadway Widening | City of Laguna Niguel

Project Manager. 1.7-mile, \$5.5 million roadway improvements and widening project which required extensive utility coordination for the relocation and adjustment of several facilities, as well as coordination with surrounding schools to alleviate potential traffic impacts.

El Toro/Aliso Creek Widening Phase II | City of Laguna Woods

Project Manager. Phase II of a two phase capital improvement project to widen El Toro Road and accommodate a paved six foot wide Class II Bike Trail and a sidewalk that varies in width from six to nine feet. The work also consists of construction of sidewalk, retaining wall, and associated drainage structures and the relocation of the existing Class II Bike Lane. Construction also includes cold milling the existing curb ADA access ramps, adjusting utilities to finish grade., applying traffic striping with pavement markers and legends (stenciling) and reinstalling traffic detector loops.

Tustin Avenue/La Palma Widening and Intersection Improvements | City of Anaheim

Constructability Review. This project will widen a 1,300-foot portion of Tustin Avenue as well as widen the SR 91 on and off ramp at Tustin Avenue. This project also includes a retaining wall along the 91 Freeway off-ramp, street resurfacing a new raised center median, reconstruction of sidewalks and drive approaches, new curb ramps, traffic signal improvements, storm drain and waterline improvements, parkway and median landscaping and irrigation.

Etnies Skate Park Expansion | City of Lake Forest

Construction Manager. \$737,000 skate park expansion with improvements including site grading; installation of a storm water drainage system consisting of drain lines, inlets, trenching, bedding, backfill and outfall connection for entire skate park; concrete improvements for curb, gutter, sidewalk, and skate park equipment; metal fabrication; installation of fencing, gates and signage; and installation of striping and painting.

Sea Country Senior and Community Center | City of Laguna Niguel

Construction Manager. \$6 million community center remodel and expansion project. Scope of work included a 10,300 sf new construction and a 2,000 sf remodel with related foundation, plumbing and utilities improvements as well as restriping the existing parking lot.



Bike Center Transit Facilities | City of Santa Monica

Project Manager. \$2 million, full-service “Santa Monica Bike Center,” the largest bicycle facility of its kind in the United States. The bike center’s two combined locations in the center of downtown Santa Monica feature 5,300 square-feet of space and nearly 360 secure bicycle parking spaces to allow for attended and self-parking for bicyclists and other clean mobility vehicles. The City built this Bike Center in its downtown core near the future terminus of the Exposition Light Rail Line to promote the use of non-auto transportation, and bicycling in particular. The Center serves as a bike and multi-modal “hub” for the downtown community, offering secure parking, showers and lockers for regular commuters, and attended parking, bike repairs, rentals, travel information.

Shaw’s Cove Lift Station Rehabilitation | City of Laguna Beach

Construction Manager. \$1.5 million project to rehabilitate an existing sewer lift station. Improvements included construction of a new wet and dry well, installation of new pumps as well as new piping and valving, and installation of a stand-by diesel generator. Specific issues included a construction site 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. Project was successfully completed without impacting beach access during construction.

HENRY HOVAKIMIAN

CONSTRUCTION
INSPECTOR



Mr. Hovakimian has over 35 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 has successfully completed a variety of inspection services for Caltrans projects and has the ability to meet all Caltrans guidelines. He has more than 45 certificates in construction, supervision, and employee safety.

Project Experience

Valley Crest Reservoir | Golden State Water Company

Construction Inspector. Construction of a new reservoir including site fence, underground and above ground piping construction, electrical installation and general site grading and paving. Work also includes oversight of concrete testing, geotechnical sampling and compaction testing.

San Fernando and Burbank Boulevard | City of Burbank

Mr. Hovakimian provided Constructability review and inspection services and recommend changes to save cost and increase efficiency. He reviewed all related documents to ensure that the project plans and specifications adequately addressed grading, earthwork, settlement, surface and subsurface drainage, foundation design, etc. Mr. Hovakimian confirmed that all ADA compliance issues, utility challenges, field topography conditions, permits, and traffic control requirements are adequately addressed. He confirmed that bid schedules adequately captured all scope of work required of the contractors.

Public Works Inspector | Los Angeles County Department of Public Works

Inspector. Mr. Hovakimian's project responsibilities included the following:

- Street Improvement projects including Street Overlay, Street Reconstruction utilizing different treatments such as Chip Seal, Slurry Seal, AC overlay, new sidewalk, curb/gutter, driveway approaches, and handicap ramp construction.
- Storm drainage systems and Sewer mains required structures, such as manholes, catch basins, and reinforced concrete box culverts. Sewer mains, landscape and irrigation systems. Inspect pipeline pressure testing operation.
- Project responsibilities have included overseeing the inspectors in specific regards to compliance with required standards per LACDPW policies.
- Supervise large construction crews in various types of construction projects. Ability to coordinate vendors, contractors and inspectors to complete projects on time, and within budget. Jobsite Safety compliance by enforcing Agency's codes and regulations.
- Underground boring, conduit replacement and installation of street light base.

Sample of projects completed:

- Rancho Los Amigos Hospital exit ramp bridge repairs due to broken water line. Concrete support wall with slurry mix pumped.
- Boring and conduit replacement for traffic signals at various locations in Los Angeles.
- Boring for conduit replacement with fiber optic in the City of Burbank.
- Entire Firestone street reconstruction with street lights, curb and gutter, storm drains, utilities, and paving.
- Few hundred various locations of sidewalk, driveway, curb and gutter reconstruction in Westchester area.
- Traffic striping with RPM's in Lancaster area.

- Various locations of manhole inlet rubberized sealing process for corrosion/fume control in Signal Hills.
- Large paving project on Norwalk Blvd. City of Whittier.
- Sound proof wall construction on Paramount Blvd. City of Downey.
- Wheel chair ramps replacement project to meet the State requirements.
- Storm drain replacement for the City of Torrance and at the Los Angeles River
- Slurry seal and chip seal inspection in many areas large wheel chair ramp construction at Martin
- Large parking lot reconstruction at Martin Luther King Hospital and Hubert Humphrey Hospital.
- Los Angeles County Dep. of Public Works Safety Coordinator for 4 years. Conduct lectures, meetings and investigations throughout the LA County.
- Maintenance Management Software expert/coordinator for the LACDPW.
- Alameda Corridor rail project traffic support and traffic control.
- Grading and grubbing large area under the SCE high voltage lines in the City of Lakewood, for future public park facility.
- Large guard rail replacement project in the City of La Habra Heights.
- Slide and slope reconstruction in the City of La Habra Heights.
- Sewer and water line inspection in the West LA County and Malibu area.
- Shotcrete slope protection projects in East Los Angeles area.
- Concrete slab intersection jacking for support to prevent settlement and fill voids at Carmenita Road and Imperial Highway.
- Asphalt dig outs and patching/paving at many locations in LA County area.
- Some traffic signal footing, underground conduit, and loop detector installation.
- Potable water pipe inspection: Proper installation, pressure check for leaks, flushing completed lines, and sample water to lab for approval.

DAN OJEDA, PE

**CONSTRUCTION
INSPECTOR (ALTERNATE)**



Mr. Ojeda is a highly qualified project manager and professional engineer with forty years of experience in public works and city engineering with various sized Southern California public agencies. His specific experience includes several capital improvement projects of all types (planning, funding, design and construction); land development and permitting; traffic engineering; transportation planning and grant implementation; and water, sewer, storm drain, buildings, facility maintenance, waste management, street sweeping and pavement management. He also has extensive experience in the development and implementation of capital and operating budgets as well as staff supervision and development.

Project Experience

Citywide Street Rehabilitation | City of West Covina

Construction Manager and Inspector. Mr. Ojeda provided construction management and inspection services for a federally funded citywide street rehabilitation project. Responsibilities included maintaining cost and schedule control including developing and updating the master schedule; reviewing, evaluating, and negotiating construction change orders; reviewing and responding to requests for information; reviewing submittals; coordinating materials testing and special inspection; and daily field inspection for overall quality assurance and quality control. All services were administered in compliance with the Caltrans Local Assistance Procedures Manual.

Atlantic Avenue (From I-5 Freeway to South City Limits), Federal Project No. ESPL-5250(013) | City of Lynwood

Project Manager. The street improvement project consisted of asphalt pavement rehabilitation and reconstruction; reconstruction of curbs and gutters, sidewalks, curb ramps, and driveway approaches; adjustment of utility valve covers and manholes to grade; and traffic striping. The project was funded with the American Recovery and Reinvestment Act funds. \$350K.

Industry Way Improvements | City of Lynwood

Project Manager. The project consisted of asphalt concrete pavement grind and overlay; removal and reconstruction of concrete curbs and gutters, sidewalks, cross-gutter, curb ramps, and driveway approaches; adjustment of utility valve covers and manholes to grade; and traffic striping. Responsibilities included acting as project representative and coordinating work between agency staff, architect-engineer, the contractor, and project stakeholders; 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; reviewing and responding to requests for information; reviewing submittals; coordinating materials testing and special inspection; and daily field inspection for overall quality assurance and quality control. \$56K.

Imperial Highway Mainline Sewer Replacement (from Atlantic to East City Limits) | City of Lynwood

Project Manager. The street improvement project consisted of replacement of 12-inch vitrified clay pipe that covered 1000 linear feet, asphalt pavement rehabilitation and reconstruction; construction of landscaped medians; parkway landscaping and irrigation; reconstruction of curbs and gutters. Sidewalks curb ramps, and driveway approaches; adjustment of utility valve covers and manholes to grade; and traffic striping. The project was funded with the American Recovery and Reinvestment Act funds. Responsibilities included acting as project representative and coordinating work between agency staff, architect-engineer, the contractor, and project stakeholders; 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.



Abbott Road Improvements, Federal Project STPL-5250(010) | City of Lynwood

Project Manager. Mr. Ojeda was the project manager for this street improvement project that consisted of asphalt concrete pavement grind and overlay; removal and reconstruction of concrete curbs and gutters, sidewalks, longitudinal cross-gutters, curb ramps, and driveway approaches; traffic loop detector installation; readjustment of in-pavement lights; adjustment of utility valve covers and manholes to grade; and traffic striping and marking. \$1.26M.

Beaudry Terrace Various Street Water Line Replacement | City of Glendale

Construction Manager. Mr. Ojeda provided construction management services for the replacement of 8-inch ductile iron pipe covering 6400 linear feet.

Wabasso Avenue Water Line Replacement | City of Glendale

Construction Manager. Mr. Ojeda provided construction management services for the replacement of 8-inch ductile iron pipe, covering 400 linear feet.

24-inch Recycled Water Main Project | City of Commerce

Construction Manager. Mr. Ojeda provided construction management services for the 24-inch ductile iron pipe covering 2000 linear feet.

Ross Khiabani, PE, GE

Director of Geotechnical and Material Testing/Inspection Services

Education

MS, Geotechnical Engineering, California State University, Long Beach
Geology, Pahlavi University, Iran

Registration/Certification

Professional Civil Engineer, California, No. 37156
Geotechnical Engineer, California, No. 2202
Professional Civil Engineer, Nevada, No. 11256
Professional Civil Engineer, Arizona, No. 27068

Affiliations

The Society of American Military Engineers
American Society of Civil Engineers, Member
Consulting Engineers and Land Surveyors of California
Geotechnical Engineers Association
American Public Works Association
Council of Civil Engineers and Land Surveyors

30 Years Experience

Mr. Ross Khiabani, our Principal-in-Charge, has more than 30 years of professional experience in performing diversified geotechnical assignments involving soil mechanics and foundation engineering, soil stabilization, landslide analysis and stabilization, settlement evaluations, liquefaction studies, slope stability analyses, laboratory testing, and inspection services during construction operations. His vast experience includes providing engineering services for commercial, industrial, institutional, ports and harbors, public works, transportation (including major bridges, local roads, freeways and toll roads) and water and wastewater facilities projects. This broad base of experience has given him a unique insight into local geotechnical and seismic conditions, and construction processes. Mr. Khiabani has kept in close communication with local, city, county, and state reviewers and is familiar with governing codes and requirements.

Relevant Project Experience

Jurupa Avenue Grade Separation, City of Riverside Performed project management and provided geotechnical design and recommendations for a Union Pacific railroad bridge and a pedestrian underpass structure.

Del Obispo Street Bridge Widening Over Trabuco Creek, City of San Juan Capistrano Project Manager, providing a geotechnical investigation for widening the existing three-span prestressed reinforced concrete Tee beam structure supported on two seat-type abutments and two piers. Scope of work includes field exploration, laboratory tests, foundation design, creek channel slope stability analysis.

Agoura Road Bridge Widening, City of Westlake Village Project Manager, provided a geotechnical investigation for widening the existing Agoura Road Bridge over a Los Angeles County Flood Control District channel to facilitate widening the Lindero Canyon Road in the City of Westlake Village. Tasks included two soil exploratory borings, laboratory tests, and foundation design. All foundation design and recommendations followed Caltrans guidelines and procedures

City of Coachella, Dillon Road Grade Separation Project Mr. Khiabani provided geotechnical services for the Dillon Road Grade Separation Project. The project involves the construction of a new bridge at Dillon Road and the existing UPRR tracks. The new structure carries Dillon Road traffic over Indio Boulevard and the UPRR's two existing tracks by means of a reinforced concrete bridge. In addition, the project involves the following specific items of work: new traffic signals, construction of approach fills for the new bridge, installation of new curbs and gutters, installation of new signing, construction of new drainage facilities, and other appurtenant work. It is anticipated to take approximately 14 months and \$22 million dollars to construct the new bridge.

Ross Khiabani, PE, GE
Continued

Orange Line Extension, Los Angeles County Metropolitan Transportation Authority, CA. Chief Engineer and QA/QC Manager for Geotechnical services provided by Willdan as part of the design-build team. Provide technical and management oversight of geotechnical engineering services for design and construction of four miles of dedicated busway, four stations, 3,000 linear feet of up to 40-foot-high MSE walls, multiple channel crossing structures, privacy walls and other associated improvements

Vermont Avenue Bridge Widening Over US-101 Freeway, City of Los Angeles, CA. Chief Geotechnical Engineer for Geotechnical services provided by the Willdan design team. Responsible for management of geotechnical engineering services for widening of the bridge carrying Vermont Avenue over US-101, northwest of downtown Los Angeles. Project requires coordinating with multiple agencies, including Caltrans, to plan and conduct a geotechnical investigation, analysis and development of recommendations to enable major construction at this busy arterial overcrossing in a dense urban environment with minimal disruption to traffic.

On-Call Geotechnical Design Services, Port of Los Angeles, San Pedro, CA. Project Manager for Willdan's 4-year contract to provide geotechnical design services in support of POLA's On-Call Engineering/Architectural Consulting Services Program. Tasks included multiple structures and earthwork for various port facilities, and review of geotechnical reports submitted to POLA by others. Worked closely with POLA staff on all tasks to develop the most cost-effective and efficient solutions.

Jeffrey Road Grade Separation, Irvine, CA. Chief Engineer for the design of railroad under-crossing. Provided recommendations for the grade separation structures and underpass. Among the geotechnical issues studied were those related to compressibility of near-surface soil deposits and potentially liquefiable soils. Included were foundation recommendations to mitigate the potential impact of liquefaction to the proposed structures.

Pacific Coast Highway, Newport Beach, CA. Project Engineer for the widening of PCH associated with the Pelican Hill Golf Course development. Responsibilities included subsurface investigation within proposed widening areas and provide geotechnical recommendations in accordance with approved guidelines by County of Orange and Caltrans.

Avenue I and Highway 14 Interchange Improvements, City of Lancaster Project Manager, provided a geotechnical investigation for the proposed redesign of the southbound SR 14 off-ramp to facilitate traffic off the freeway and onto Avenue I, which consists of (1) a new single span bridge structure; (2) new retaining walls (tie-back walls and standard Type 2 cantilevered walls) beneath SR14 along both sides of Avenue I; (3) drainage improvements; and (4) associated roadway improvements.



STAFF RESUMES

BENJAMIN OCASIO

Project Manager

Mr. Ocasio has more than 25 years of years of experience providing prevailing wage monitoring and enforcement services, Project Labor Agreement/Project Stabilization Agreement, workforce and business outreach services, and Disadvantaged Business Enterprises compliance services on numerous large public works projects throughout Southern California. He began his prevailing wage career as a Management Assistant with the City of Los Angeles Office of Contract Compliance. He also received training as a Caltrans Inspector.

Education

University of Southern California
M.P.A. Public Affairs (1983); B.S. Urban & Regional Planning (1981)
Valley Leadership Institute (2000)

During this engagement, Mr. Ocasio will provide the following services:

- ✓ Contract Manager on behalf of Pacific Resources Services
- ✓ Lead the efforts on the Team to implement and manage the prevailing wage monitoring and enforcement services
- ✓ Serve as the Labor Compliance Officer on behalf the client
- ✓ Provide technical to contractor and Project Management Staff, including training of City staff as directed
- ✓ Manage reporting to City

NARESHIMAH OSEI

Labor Compliance Analyst/Field Auditor

Mr. Osei's commitment to the community is unquestionable. He has provided community advocacy services for more than 30 years. His experience with the nuances of local hire programs, contractors, and Unions is unparalleled. Mr. Osei has more than 35 years of experience with programs designed to increase the hiring of local members of the community, including entry-level apprentices, onto construction projects by facilitating cooperating between Unions, Community-Based Organizations (CBOs), and contractors.

Education

A.A, Social Science, Compton Community

During this engagement, Mr. Osei will provide the following services:

- ✓ As needed, conduct pre-bid & pre-construction meetings and/or labor compliance workshops with contractors/subcontractors to educate them of prevailing wage requirements
- ✓ Monitor contractors'/subcontractors' compliance with the prevailing wages and apprenticeship requirements
- ✓ Manage the on-site employee interviews process
- ✓ Assist with workforce outreach and Section 3 efforts

MORITA CAPILI

Staff Support/Labor Compliance Assistant

Ms. Capili serves as Office as Office Administrator and Coordinator ensuring that documents are properly recorded and filed, following up with delinquent contractors, performing data entry, and performing initial audits of missing documents and for underpayments. She has worked on projects such as the Water Replenishment District of Southern California, Centinela Valley Union High School District, Metropolitan Transportation Authority (METRO), Foothill Construction Authority, and the SR-91 Corridor Improvement Project (DBE Coordination).

Education

B.S. Business Administration, University of La Verne, 1998

During this engagement, Ms. Capili will provide the following services:

- ✓ Prepare project files and contractor tracking logs
- ✓ Intake, log, track, and file project and contractor documents
- ✓ Track local hire requirements
- ✓ Perform initial review for missing documents/inadequate information on project documents and request revisions and updates to documents.

Prepare files for close out and perform quality assurance for completion



Contact

AMY AMIRANI, PE
PRINCIPAL-IN-CHARGE
(949) 585-0477
AMY@CIVIL-SOURCE.COM



February 11, 2016

Karen J. Domerchie
Senior Management Analyst
City of Manhattan Beach
Public Works Department
1400 Highland Avenue
Manhattan Beach, California 90266

Subject: Cost Proposal for the Strand Stairs Rehabilitation Project

Dear Ms. Domerchie,

Thank you for considering Psomas to provide construction management and inspection services to the City of Manhattan Beach for the Strand Stairs Rehabilitation Project. We hope to work on this exciting project for Manhattan Beach as Psomas is very familiar and accustomed to completing success projects at downtown/beach front locations, most recently for the City of Long Beach and their beach restroom renovation project. In addition, our proposed construction manager has experience with very similar stair repairs and rehabilitation work for the City of Huntington Beach School Modernization project.

We propose to staff this assignment with Brian Culligan, CCM, PMP, LEED AP as our Construction Manager, while Chris McNary will provide additional construction management support/inspection and will serve as Brian's backup. Note that Chris and Brian are currently assigned to the City's Rosecrans Widening Project and will be located nearby in the event that immediate site issues arise. A copy of their résumés are included for your reference.

Our proposed fee schedule and associated scope of work is attached and have detailed our costs by project position and hourly rates. I will be the team's Principal In Charge and will be your point of contact during the proposal review process. I can be reached at 714.412-5672, or by email at rtolentino@psomas.com.

Sincerely,
PSOMAS



Reuben Tolentino, CCM, DBIA, ENV SP
Principal and Vice President
Construction Management Group

3 Hutton Centre Drive
Suite 200
Santa Ana, CA 92707-8794

Tel 714.751.7373
Fax 714.545.8883
www.Psomas.com

Executive Summary

Construction Scope of Services

The project scope consists of the removal and replacement of concrete staircases at eight (8) separate locations, the removal and replacement of concrete balustrades, and the replacement of existing stairs at sixteen (16) separate locations. Project scope also includes replacement of concrete balustrades at Strand near Marine Avenue. Associated work with either the removal, replacement or repair of staircases to include removal of existing concrete block retaining walls, removal of existing concrete curbs, removal and replacement of existing metal handrails including core drilling for new handrail supports, removal of existing concrete cheek walls, and removal and/or saw cutting of existing asphalt and concrete pavement. Project work to also include protection of existing structures and features similar to those identified above, at staircase locations. In addition, existing utilities, valve boxes, wood fencing and piling, street lights and trash receptacles to be protected or relocated at staircase locations. The Strands Stairs Rehabilitation Project has stair locations extending from 8th street to 42nd street along a beach front pedestrian walkway and bike path. Contractor attention to project site and public safety, as well as adherence to Stormwater Pollution Control requirements will be critical for the overall success of the project. Construction is anticipated to start in March 2016 with a break in construction activities from May 21, 2016 through September 5, 2016. Total contract duration is 120 working days.



Staffing Approach and Methodology

Our team members have recent experience working on newly constructed restroom facilities in the design and construction management phases of the project, as well as experience improving and bringing up to ADA code existing restroom facilities. Using lessons learned from their past project, our Psomas team has an unmatched understanding of the services needed to successfully deliver this project.

Reuben Tolentino, CCM, DBIA, LEED AP, will oversee the Psomas team as Principal-In-Charge. He will help to ensure that all of the Psomas team resources are available throughout the duration of the assignments and will have overall responsibility of the construction management and inspection contract. *Reuben was the Project and Construction Manager for the renovation of 10 beach restroom facilities recently completed for the City of Long Beach.*

Brian Culligan, CCM, PMP, LEED AP is our proposed Construction Manager with overall responsibility for coordinating pre-construction, construction, and post-construction activities to ensure the project's goals are

achieved on-time and within budget constraints. He will promote communication between team members by implementing a system to encourage collaboration on all project tasks. Brian's responsibilities will include daily field observations and reporting, review plans and specifications on a continual basis; coordinate RFI's and submittal reviews with design team members, attend/conduct project meetings, provide timely response and lead efforts to resolve to any project issues or claims that may arise. Brian will update the City on the project's status, and provide information to the City, Contractor, utility agencies, and any other interested or involved agents as required.

Brian will be supported by our Construction Manager, **Chris McNary**. Chris is currently assigned to the City's Rosecrans Avenue Widening project and will be located just minutes away should there be a need for immediate site attention.

Because of Psomas' propensity to identify any potential issues prior to the start of construction and to gain a better understanding of the project, the team has reviewed the drawings and current site conditions. The following are some project specific issues our team has identified which could be crucial to the project's successful completion in 50 working days.

Maintaining Safety

Safety on a project can never be emphasized enough. Every project has its safety concerns, but projects such as this present the need for unique safety components.

Public access to the adjacent walkway and bike path, beach and residential streets and homes must not be affected by the construction activities to rehabilitate the staircase locations. Our goal will be to establish a clearly defined work perimeter during the pre-construction meeting that all parties are in agreement with. Project signs will be properly identified with signage provided by the contractor per project special requirements. The construction site will be secured by fencing before any work begins on the project and a single entrance to the work area will be established to control the contractor's path of travel and provide additional visual reinforcement that this is a secure site. Per requirements, temporary construction fencing will be located outside the bike path at each location adjacent to the project staircase sites as to not impede the pedestrian traffic or create fixed structure hazards along the path. Any periodic access of the bike path by the contractor for construction equipment will be coordinated with the city and limited to hours with the least

impact on the community.

Special care will be taken during any construction activities that create debris, dust or waste of any kind to make sure that it is contained within the construction work area. Psomas will make sure that proper SWPPP requirements are in place before construction begins to not create any run-off or placement of debris into the adjacent beach facility areas.

Psomas takes safety very seriously and considers the project's location to be sensitive to the needs of the public and community. We will review the Contractor's schedule throughout the contract to verify that the Contractor has not "overcrowded" activities, possibly creating an unsafe working environment and impacting the public in the process. We will coordinate all deliveries of equipment and materials to not create any congestion or safety hazards on the adjacent public paths of travel. Psomas' construction manager will attend the Contractors' daily tailgate safety meetings, using this time as a platform to discuss any safety issues that have or could occur. Maintaining safety will be our highest priority at all times. In addition, our Construction Manager will discuss any safety concerns and upcoming work that may require special safety related training or preparation at each weekly meeting.



Schedule and Submittals

Keeping the project on schedule is the most critical challenge on this project; on-time completion is essential. With the Strand staircases located over several city blocks, and the importance of maintaining access to the pedestrian walking and bike trail, special attention will be given to the contractor's schedule, starting with their initial project baseline schedule, to ensure they have considered an effective approach to their work. Psomas construction manager will review the baseline and additional schedule updates to verify that the contractor has followed requirements regarding staircase closures and accounted for specified breaks in construction activities during the summer months.

Psomas will require the contractor to submit two or three week look ahead schedule at the project meetings to keep the contractor focused on the immediate issues and continue to drive the project. Review of the schedule updates and comparisons to the contractor's baseline schedules will keep the project on task and allow the Psomas team to immediately identify any issues and resolve them in a timely manner. Critical review of the schedule will focus on the contractor's critical path of work at identified stair closure locations, reviewing those closures in coordination with concurrent stair closures, and making sure public access has not been unnecessarily inconvenienced or delayed.

Review and approval of submittals will also be a key component to maintaining the scheduled completion date. The project contains submittal items with potential long lead times such as the precast concrete balustrade pieces and handrail fabrication. Psomas will manage the submittal, routing and review of these items to make sure the appropriate time is provided to the contractor to procure the materials. Psomas will require that the contractor identify submittals with long lead items in their project schedule so these items can be monitored and coordinated with the contractor.

The use of the Psomas' online data tracking system (CMDTS) is a highly effective tool in keeping track of all internal correspondence dealing with each shop drawing, RFI, PCO and CCO. The use of this electronic tracking system is highly effective in Project Management and Document Control. Between using a proactive approach to monitoring the status of items and having this electronic tool to expedite the review process, we have been able to reduce the review process.



Maintaining Stormwater Pollution Requirements

Following the Manhattan Beach Stormwater Pollution Requirements will be a priority for Psomas and our management of the project and contractor. The individual staircase project locations are not only located directly next to an active pedestrian walkway and bike path along the beach, but also embedded within the residential beachfront community. The contractor's SWPPP's and BMP measures will be reviewed on a daily basis by the Psomas construction manager. Construction entrances will be inspected to verify they are protected and properly inhibit any trash, construction debris or sediments from being deposited or washed onto the beach access walkway or the residential streets. Any accidental deposits will be immediately cleaned up by the contractor so the project site is maintained throughout the day, not just at the end of the day. Psomas will review the construction schedule with the contractor and identify any activities that have the potential to affect the project site with waste or run-off. An example would be reviewing the contractor's approach to their concrete pours, discussing how they will bring the concrete trucks into the residential streets and the approach to placing the concrete at the staircase locations. It will be critical during these activities to make sure that no excess concrete is washed into the public access right of

way or on any residential or city property.

Protecting Existing Facilities

Construction activities can damage or otherwise alter existing facilities and conditions in ways that may result in losses or liabilities for the project owner. The project stair rehabilitation locations are located directly adjacent to an active pedestrian walkway and bike trail. Extreme precaution will be taken to ensure the contractor protects this walkway which will remain in active use throughout construction activities. The pedestrian walkway will be left in a safe and secure manner during construction and including the summer months when construction is not occurring.

At the staircase locations themselves, Psomas will make sure that the contractor properly protects existing facilities to remain in place or to be salvaged and reinstalled including but not limited to: Street lights and concrete pedestals, existing landscaping, sewer manholes, trash and recycling receptacles, existing wood piles and wood fencing, existing concrete walls, stairs and landings, existing utility valve boxes and concrete and asphalt paving. The construction areas will be limited to the designated staircase areas under construction at that point of time on the schedule, but Psomas understands that the beach strand project extends several blocks and the project will be viewed as a whole by the city residents. Proper protection and attention will be given to the direct construction area and adjacent structures and areas at all time.

Construction Management Scope of Services from the City

- Prepare daily construction observation reports
- Take progress photos during construction
- Oversee proper implementation of the traffic control plans/work zone safety measures
- Insure all materials deliveries are accompanied by proper delivery documentation
- Verify contractor's daily extra work reports if extra work is required
- Request and review 3-week look ahead schedules from the contractor
- Compare the contractor's schedule updates to the baseline schedule
- Insure that the contractor leaves the site in a secure and safe condition at the end of each day, and before demobilizing on May 27 (work shall commence again on September 6)
- Insure contractor is scheduling all required inspections
- Prepare the project close-out log and track and manage the receipt of close-out documents from the contractor
- Perform final job walk and prepare the punchlist with the project design team
- Insure punchlist items are completed and completed in a timely manner
- Assist the City with resolution of post construction issues

Testing/Inspection Services

- Provide geotechnical testing and inspection services including compaction testing, observations of grading and backfilling including reports
- Laboratory soils testing including reports
- Materials inspection (concrete and rebar) including reports
- Laboratory materials testing (concrete and rebar) including reports

BRIAN CULLIGAN, CCM, PMP, LEED AP

Construction Manager



REGISTRATION

Certified Construction Manager (CCM)

Project Management Professional (PMP)

Leed Accredited Professional (LEED AP)

EDUCATION

Masters of Business Administration/ California State University, Long Beach

Bachelor of Science in Business Administration/ California State University, Long Beach

EXPERIENCE

Overall 14 years of experience

PROFESSIONAL AFFILIATIONS

Construction Management Association of America (CMAA)

Association for the Advancement of Cost Engineering International (AACEI)

Project Management Institute (PMI)

Brian Culligan brings experience in construction management, project controls, scheduling and cost engineering for building facilities, ports, transportation, mining, schools, and master planned community projects. Brian is an exceptionally well-rounded construction manager, with certifications in construction management, project management, scheduling, and sustainability.

Experience

Pier G Maintenance & Repair Complex, Port of Long Beach, CA:

Construction Manager responsible \$70 million project. Buildings include 87,000 sf Maintenance & Repair Building, 17,000 sf Reefer Wash Building, 9,900 sf West Arrival Building and 700 sf Longshore restroom building. Brian provided LEED project management for two designated LEED Silver Certified Buildings: (1) Maintenance & Repair Complex (Maintenance & Repair Building & Reefer Wash Building) & (2) West Arrival Building. Project construction included significant site utilities, grading, contaminated soil removal, paving and construction of four structural steel framed buildings with associated building mechanical, plumbing and electrical systems.

Huntington Beach City School District, Huntington Beach, CA:

Construction manager for \$54 million modernization program involving 10 schools. Modernization projects ranged in value from \$1 million to \$8 million and areas of buildings ranged from 20,000 SF to 60,000 SF. Provided pre-construction services including evaluating current balance of available funding, project prioritization, and design management. Developed bid strategies for the client and instituted contractor outreach program to solicit competitive bids for CM multi-prime delivery. Worked with the client to develop a cost-effective method to sequence and deliver the work, including constructability reviews. Accountable for all financial aspects of the projects, including budget, cash flow, contract negotiations and extensions, and review and approval of variations. Involved in all areas of construction management including weekly meetings, change order review, issue resolution, RFI/submittal coordination and review, budget and schedule management, document control, contractor oversight, and project closeout. Also provided the client with weekly updates of individual project change order and schedule status along with narrative for monthly board meetings, conducted daily interactions with client staff, architects, engineers,

consultants, and state inspectors (DSA). Project change order percentage completed at 3.61% for total awarded contract value of \$22 million.

- **Ethel R. Dwyer Middle School Modernization** – \$6.1 million modernization, including new work on all classrooms, new interior and exterior doors, restrooms upgrade and ADA compliance, installation of new elevator with ADA access, new electrical distribution system, new waterlines, fire mains and fire hydrants, wheelchair lift with ADA lift, removal of boiler and installation of new building gas lines and new gas furnaces in all classrooms, replace parking lot, and upgrade fire alarm system.
- **Isaac L. Sowers Middle School Modernization** - \$3.4 million modernization including work on interior classroom, new electrical, upgrade top air plenums for all HVAC systems, upgrade restrooms with ADA access, install new data communications, interior and exterior door replacements, expand parking lot, and upgrade fire alarm system.
- **Dr. Ralph E. Hawes and S.A. Moffett Elementary School Modernization** - \$6.9 million modernization including new work on all classrooms, new interior and exterior doors, upgrade restrooms with ADA compliance, install new playground equipment, expand parking lots, install new electrical distribution including new data and telephone ports, replace air plenums for all HVAC systems, install wheelchair lift with ADA lift, remove boiler and install new gas furnaces in all classrooms, replace parking lot, and upgrade fire alarm system.
- **William E. Kettler and John R. Peterson Elementary School Modernization** - \$6.9 million modernization including new work on all classrooms, new interior and exterior doors, new interior conference room (Kettler), upgrade restrooms with ADA compliance, install new playground equipment, expand parking lots, install new electrical system including new data and telephone ports, replace air plenums for all HVAC systems, install wheelchair lift with ADA lift, remove boiler and install new building gas lines and new gas furnaces in all classrooms, replace parking lot, and upgrade fire alarm system.
- **Ethel R. Dwyer Middle School Boys/Girls Locker Room Facility** - \$2.6 million construction of new locker rooms facility in compliance with ADA standards.
- **Isaac L. Sowers Middle School Food Service Line & Kitchen Facility** - \$500,000 construction cost for new full service food line.

Gerald Desmond Bridge Replacement Project, Port of Long Beach, CA:
Construction Manager/Change Management Coordinator responsible for

generating all change management paperwork, forms, & memorandums during current design phase activities of the project. Coordinate finalized change order paperwork to be forwarded to POLB Department of Construction Management and Board of Harbor Commissioners for review, authorization and execution. Tasks also include reviewing Design-Builder Change Notices to verify merit of their proposed changes, assist and develop merit for internal Requests for Change Proposals issued by the project team, develop internal independent estimates and maintain project Change Order Logs.

Pier G North Slip Backlands Development Project, Port of Long Beach, CA: Construction Manager responsible for \$30 million project. The projects include installation of site water systems, construction of site trench & storm drains, manholes, catch basins, inlet structures, and other accessories. Installation of the site underground electrical and communication systems, construction of new 15kV electrical substation. Placement of new AC pavement and installation of multi-outlet reefer assembly units, wheel stops, guard posts, fencing, signage and site striping. The project also includes demolition and removal of Roadability Chassis Shop Building / Canopy, Marine Operations Building, and substation housing, as well as demolition of paving, runways, storm drains, waterlines, sewer lines, gas / oil lines, electrical / communication systems and substation equipment.

Gold Line Eastside Extension, Los Angeles County Metropolitan Transportation Authority, Los Angeles, CA: Scheduler responsible for generating and updating the complete system testing schedule for the design/build \$622 million, 6-mile extension to the Metro light rail system. Provided the client and internal management with weekly updates to testing schedule in Primavera from completion of construction activities through system testing activities and completion of the project. The new line runs from union station in downtown Los Angeles to Pomona Boulevard. Four miles of the dual-line extension is construction at ground level or on bridges and 2 miles in 21-foot diameter twin tunnels. The project also includes two underground station, six aboveground stations, and installation of overhead catenary wire system along with extensive excavation, and signaling and communications systems.

“A” Line South Final Design, BART Earthquake Safety Program, San Francisco, CA: Project scheduler/cost engineer responsible for preparing and maintaining monthly progress CPM schedule updates for the final design on Primavera P3. Completed and maintained monthly and overall design progress and performance reports tracking the final design staffing work plan (costs and hours) for each discipline. The project scope includes the final design for “A” Line south aerial structure

retrofit design, which extends from south of SR-238 to the Fremont BART station and aerial station retrofit construction management for the Fremont Line (“A” Line), the Concord Line (“C” Line), and the Richmond Line (“R” Line). Retrofit strategies included adding reinforced concrete overlays on the footings, shear key/catcher blocks at girder seats, column casing, and pier cap prestressing.

Christopher McNary

Construction Manager/Inspector



EDUCATION

BA/2011/Project Management/ITT Tech, Sylmar, CA

AA/2011/Computer Drafting & Design/ITT Tech, Sylmar, CA

EXPERIENCE

With Psomas for 9 years

Christopher (Chris) McNary has served as both Construction Manager and Inspector. In his role as Assistant Project Manager, he was responsible for supporting the Project Manager with project documentation, tracking, and documentation of submittals, RFIs, change order management, claims management, schedule and CPM analysis, labor compliance, correspondence, progress pay estimates, material sampling/testing coordination, utility coordination, and as-built documentation coordination. As an Inspector, Chris was responsible for field inspections and documentation, continual review of plans and specifications, coordination with contractor schedules for testing, site labor compliance, attending weekly progress meetings, regulatory agency permit mitigation monitoring, documentation of contract item quantities, documentation of extra work and claim situations, as-builts records, provision of pictorial and/or video logbook of construction activities, maintenance of as-built drawings, and development of punch list items with follow up corrective measures to close-out the construction activities.

Experience

City of Hermosa Beach Sewer Improvements, Hermosa Beach, CA:

Construction Manager and Inspector for this project consisting of repairs and rehabilitation to sanitary sewer segments at various locations throughout the City as determined by the City's Sewer Master Plan completed in FY 2007-08. Additional segments were included in the project through coordination with the concurrent Street Improvement project.

Rosecrans Avenue Improvement Project, Gardena, CA:

Construction Inspector (night work) for this \$4 million project. The project consisted of work across the entire width of the right of way along the two-mile length of this major arterial crossing the City of Gardena. Project work included removal of center turn lane pavement, installation of raised medians, stamped colored concrete, landscaping, irrigation, driveways, sidewalks, curb ramps, traffic signal improvements, grind and overlay asphalt concrete pavement and signage and striping. The work required close coordination with the owners of multiple fuel pipelines and other underground facilities in the project boundaries and with adjacent business and residential property owners and tenants.

City of Hermosa Beach Street Improvements, Hermosa Beach, CA:

Construction Manager and Inspector for this project consisting of pavement rehabilitation and improvements to various streets throughout the city. Additional improvements included citywide isolated repairs that address drainage deficiencies, tree removals and repairs of associated sidewalk damage, street repairs due to root damage, and repairs to a portion of the bike strand. Psomas provided construction management,

including assistance with preconstruction and bidding, as well as inspection services.

Norwalk Transit Public Services Facility and Metrolink

Improvement Project, Norwalk, CA: Construction Manager and Inspector for this project consisting of improvements to four major areas of the facility, including pedestrian improvements in the parking lot, construction of additional bus shelters at the existing bus stop, interior remodel of the lobby and fleet maintenance office space, and upgrades to the Bus Wash located in the City yard.

Santa Monica Advanced Traffic Management Systems (ATMS) Project – Phase 4 (Phases 4A and 4B), City of Santa Monica, CA:

Construction Inspector for this project involving the connection of 40 signal-controlled intersections to the City’s centralized control system with fiber optic cables. The City’s ATMS is providing centralized control of the traffic signal controllers and all other Intelligent Transportation System (ITS) devices used to manage traffic, such as detection systems, transit priority system, emergency vehicle preemption system, variable message signs, and traffic monitoring cameras. The project involves installation of new conduit and modification of the existing interconnected conduit system to accommodate fiber optic cable. Also included were upgrades of traffic signal infrastructure ranging from a full replacement of all traffic signal equipment to less extensive upgrades such as the installation of new controller cabinet and video detection cameras.

Compressed Natural Gas (CNG) Station & Bus Maintenance Facility Modification, Long Beach Transit, CA:

Construction Inspector during the modification/upgrade of an existing Long Beach Public Transit Company (LBT) diesel bus maintenance facility to a CNG facility for the fueling and maintenance of 100 new CNG buses. Psomas provided construction management services, including coordination of daily activities and construction oversight. The project was a design-build project where a single contractor (Amtek Construction) was selected for the design and construction of the CNG fueling station and garage modifications. The project included installation of two CNG storage tanks (above ground) and three compressors, installation of underground pumps and conduit, modifications to existing maintenance facility including complex overhead work involving a large number of conduit and gas sensors, exhaust fans, and ceiling modifications.

Interstate 10/Soto Street Off-Ramp Widening & Rehabilitation, University of Southern California, Los Angeles, CA:

Construction Inspector responsible for monitoring the construction contractor for compliance with the approved plans and specifications. As part of the new USC Health Science Center Construction Project, Caltrans required an additional lane be added to the Soto Street off-ramp from the I-10 freeway to accommodate the higher volume of traffic that the new hospital would bring to an already overused ramp. The project included the addition of a fourth lane, relocated storm drain catch basin, full reconstruction of both the off-ramp and the adjacent on-ramp, including a new concrete center divider, crash cushions, and the installation of a new overhead sign to help delineate traffic movements for each lane. The project was on the border of City of LA, Caltrans, and the County of LA,

and required constant coordination with all three entities to keep the project moving forward. The project also included a complete replacement of the traffic signals, relocation of a new meter pedestal to feed them, and tying it all back into the existing traffic controller. This project was performed under a permit with Caltrans District 7 and the City of LA B Permit.

CITY OF MANHATTAN BEACH

ESTIMATED FEE SCHEDULE

Manhattan Beach Strand Stair Rehabilitation Project

PRE CONSTRUCTION PHASE			
TITLE	ESTIMATED HOURS	RATE/HR	AMOUNT
Principal-In-Charge	2	\$180	\$360
Construction Manager/Inspector	40	\$135	\$5,400
Project Administrator	10	\$75	\$750
SUBTOTAL			\$6,510
CONSTRUCTION PHASE			
TITLE	ESTIMATED HOURS	RATE/HR	AMOUNT
Principal-In-Charge	10	\$180	\$1,800
Construction Manager/Inspector	1200	\$135	\$162,000
Project Administrator	240	\$75	\$18,000
SUBTOTAL			\$181,800
PROJECT CLOSEOUT PHASE			
TITLE	ESTIMATED HOURS	RATE/HR	AMOUNT
Principal-In-Charge	2	\$180	\$360
Construction Manager/Inspector	40	\$135	\$5,400
Project Administrator	10	\$75	\$750
SUBTOTAL			\$6,510
GEOTECHNICAL AND MATERIALS TESTING/INSPECTION			
TITLE	ESTIMATED HOURS	RATE/HR	AMOUNT
Group Delta Consultants	SEE ATTACHED	VARIES	\$62,907
10% Subconsultant Markup	N/A	N/A	\$6,291
SUBTOTAL			\$69,198
REIMBURSABLE EXPENSES			
Description of Services			ALLOWANCE
Reimbursables for delivery charges			\$500
SUBTOTAL			\$500
TOTAL ESTIMATED FEE:			\$264,518

NOTES: Delete Geotechnical and Materials Testing/Inspection \$69,198
TOTAL without Geotechnical and Materials Testing/Inspection \$195,320

- The estimated fees are based on a 120 working day schedule per the contract documents, utilizing a blended Construction Manager and Inspector hourly rate of \$135. 10 hours of combined CM/Inspection time is allocated per working day.
- Psomas shall not be responsible for construction means, methods and techniques, or for safety measures, precautions or programs at the project site.
- Construction delays or additional services caused by factors outside the control of Psomas may require additional fees.
- Rates include miscellaneous related costs: vehicle, cell phone, digital camera and standard tools and equipment. All other direct expenses will be billed at cost.
- A shift which commences after 2:00pm or before 4:00am, during any twenty-four hour period, commencing at 12:01am is subject to a twelve and one-half percent (12.5%) differential.
- Overtime will be charged at 135% of the regular hourly rate. Sundays and holidays will be charged at 170% of the regular hourly rate.
- Construction Survey Review, Labor Compliance, and Administration of Federal/State requirements, including DBE participation, are not included as part of this fee proposal.



TABLE 1 - COST ESTIMATE
Construction Materials Testing and Inspection Services
City of Manhattan Beach
Strand Stairs Rehabilitation Project
Proposal No. MT16-014

TASKS/ SERVICES	Days	# of Personnel	Estimated Units	Unit	Hourly Rate	Amount
GEOTECHNICAL INSPECTIONS AND TESTING						
Compaction Testing of Site Grading	48	1	288	Hours	\$ 95.00	\$ 27,360.00
Lab Testing- ASTM D1557 Max Density			6	Tests	\$ 175.00	\$ 1,050.00
Lab Testing- ASTM D2419 Sand Equivalent			4	Tests	\$ 95.00	\$ 380.00
Vehicle Usage			3840	Mile	\$ 0.540	\$ 2,073.60
Total					\$	30,863.60
CONCRETE PLACEMENT INSPECTIONS AND TESTING						
Rebar Inspection/Concrete Sampling and Testing Services	24	1	192	Hours	\$ 95.00	\$ 18,240.00
Compressive Strength Testing Cylinders			144	Tests	\$ 35.00	\$ 5,040.00
Sample Pick Up			48	Hours	\$ 55.00	\$ 2,640.00
Vehicle Usage			3840	Each	\$ 0.540	\$ 2,073.60
Total					\$	27,993.60
ENGINEERING AND MISCELLANEOUS SERVICES						
Project Management/Client Meetings			15	Hours	\$ 145.00	\$ 2,175.00
Technical Data Admin/Test Report Distribution			25	Hours	\$ 75.00	\$ 1,875.00
Total					\$	4,050.00
Total Special Inspection and Materials Testing Cost					\$	62,907.20

The estimated quantities are based on an assumed construction schedule. Deviations from these quantities and amounts will lead to changes in actual charges incurred and increase or decrease in budgeted amount. If quantities need modification, please notify us immediately to adjust the quantities reflecting the budget.

Notes:

- 1) This estimate assumes that the project IS subject to prevailing wage laws.
- 2) This estimate EXCLUDES Methane Inspection Services
- 3) The hourly rates will be assessed based on four hours minimum and eight hours for work beyond four hours. Same day cancellations will be assessed at two hours minimum and cancellation received within two hours of the scheduled time, will be billed for four hours minimum.
- 4) Overtime will be applied at 1.33 times the regular hourly rate including Saturdays and additional hours at 1.5 times (including Sundays and Holidays) after first 12 hours of work.
- 5) The rates for inspection/testing not listed above will be provided upon request.
- 6) The samples on-hold (including concrete and/or soils) will be assessed based on unit rate fees.
- 7) No over-time is assumed in this cost estimate.

Agenda Date: 3/1/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Bruce Moe, Finance Director

SUBJECT:

Financial Report:

Schedule of Demands: February 4, 2016 (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 February 4, 2016 is \$2,919,388.83.

BACKGROUND:

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

DISCUSSION:

Schedule of Demands:

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

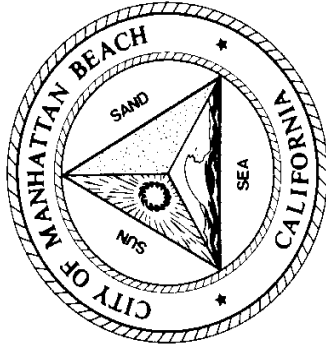
CONCLUSION:

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

Attachments:

1. Schedule of Demands for February 4, 2016

City of Manhattan Beach



Schedule of Demands February 4, 2016

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT(S) WR 17b
DATED: 02/04/2016

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$2,919,388.83 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

THIS 1ST DAY OF MARCH



CITY MANAGER

WARRANT REGISTER(S)	WR 17b	WARRANT(S)	17b	1,795,001.07
		PREPAID WIRES / MANUAL CKS	17b	352,865.70
		SUBTOTAL WARRANTS		<u>2,147,866.77</u>
		VOIDS	17b	0.00
		PAYROLL	PY	771,522.06
		TOTAL WARRANTS		<u><u>2,919,388.83</u></u>

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 17b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
12516	1/25/2016	T	CMB RISK MGMT LIABILITY	MONTHLY DISBURSAL - LIABILITY DEC	24,722.93
1252016	1/25/2016	T	CMB RISK MGMT WORKERS COMP	MONTHLY DISBURSAL - WORKERS COMP DEC	91,412.31
2012016	2/1/2016	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	236,730.46
SUBTOTAL					352,865.70
522790	1/28/2016	N	EDUCATIONAL CREDIT MGMT CORP	EARNINGS WITHHOLDING	435.10
522791	1/28/2016	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - CITY MANAGER: PAYMENT	747.32
522792	1/28/2016	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	3,117.14
522793	1/28/2016	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	77,548.84
522794	1/28/2016	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	5,157.93
522795	1/28/2016	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
522796	1/28/2016	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	399.00
522797	1/28/2016	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,976.86
522798	1/28/2016	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,475.00
522799	1/28/2016	N	PUBLIC EMPLOYEES'	PENSION CONTRIBUTION SAFETY: PAYMENT	250,557.79
522800	1/28/2016	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	1,667.73
522801	1/28/2016	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	8,741.83
522802	1/28/2016	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	3,337.34
522803	1/28/2016	N	VANTAGEPOINT TRANSFER AGENTS	RETMTM HLTH SAVINGS CONTRIB: PAYMENT	1,648.49
522804	1/28/2016	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
522805	2/4/2016	N	AFFILIATED PATHOLOGISTS GROUP	MEDICAL SERVICES	160.00
522806	2/4/2016	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENDMEI	273.74
522807	2/4/2016	N	PERRY ALLISON	GYM EQUIPMENT MAINTENANCE AGREEMENT	145.00
522808	2/4/2016	N	AQUA FLO	IRRIGATION SUPPLIES CONTRACT	1,416.06

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 17b

March 1, 2016
City Council Meeting

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
522809	2/4/2016	N	AQUILUS ENTERPRISES INC	POST REIMBURSEABLE	299.95
522810	2/4/2016	N	ARMORCAST PRODUCTS COMPANY	WATER METER BOXES	15,725.98
522811	2/4/2016	N	AT&T	REVERSE 911 PHONE UPDATES	366.08
522812	2/4/2016	N	AT&T MOBILITY	APPLE IPADS FOR FIRE DEPARTMENT	1,584.00
522813	2/4/2016	N	AT&T MOBILITY	CELLULAR CHARGES	1,073.31
522814	2/4/2016	N	BRENDA BITTNER	MUSIC INSTRUCTOR	1,470.00
522815	2/4/2016	N	BRIT WEST SOCCER INC	SOCCER INSTRUCTOR	2,775.00
522816	2/4/2016	N	BRITNEY BUNNAG	CITATION REFUND	53.00
522817	2/4/2016	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	3,861.00
522818	2/4/2016	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	1,134.00
522819	2/4/2016	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	588.00
522820	2/4/2016	N	CANNON CORPORATION	2013-14 WATER MAIN REPLACEMENT DESIGN	330.00
522821	2/4/2016	N	CAROLYNA MESSINA & ASSOC INC	PROFESSIONAL SERVICES	2,143.75
522822	2/4/2016	N	CIVIL SOURCE INC	PROJECT COORDINATION & CIP CONST MGMT	14,700.00
522823	2/4/2016	N	CLE ELECTRIC INC	ON-CALL ELECTRICIAN	6,833.62
522824	2/4/2016	N	CLEANSTREET	LANDSCAPE SERVICES EXTRAS	472.50
522825	2/4/2016	N	CLINICAL LAB OF SAN BERNARDINO	WATER QUALITY TESTING SERVICES CONTRAC	3,247.08
522826	2/4/2016	N	R CRAIG CROTTY	ARBORIST SERVICES	1,687.50
522827	2/4/2016	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	19,888.87
522828	2/4/2016	N	DOUGLAS DECASTRO	BANNERS, DECALS, SIGNAGE	1,117.25
522829	2/4/2016	N	JOE DELIA	POLYGRAPH EXAM	400.00
522830	2/4/2016	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	30,384.61

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 17b

March 1, 2016
City Council Meeting

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
522831	2/4/2016	N	DFM ASSOCIATES	ELECTIONS CODE BOOKS	161.25
522832	2/4/2016	N	DONNOE & ASSOCIATES INC	RECRUITMENT SERVICES	1,200.00
522833	2/4/2016	N	GERARDO DURAN	CONTRACT SERVICES	200.00
522834	2/4/2016	N	DUTHIE ELECTRIC SERVICES	TRANSFER SWITCHES FOR EL NINO PREPARATI	37,571.49
522835	2/4/2016	N	EASY READER INC	ADVERTISING	450.00
522836	2/4/2016	N	CHRISTIAN EICHENLAUB	REIMBURSEMENT-TRAVEL EXPENSE	569.11
522837	2/4/2016	N	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT CLAIMS	6,059.00
522838	2/4/2016	N	MAYA EMSDEN	PARKS & RECREATION REFUND	250.00
522839	2/4/2016	N	STEPHAN DORECK EQUIPMENT RENTALS IN	2013-14 WATER MAIN REPLACEMENT	305,612.39
522840	2/4/2016	N	ROBERT ESPINOSA	REIMBURSEMENT-TRAVEL EXPENSE	147.50
522841	2/4/2016	N	EMILY FARKAS	UB REFUND	2,833.86
522842	2/4/2016	N	FIRE INFO SUPPORT SERVICES INC	FIRERMS SUPPORT & MAINTENANCE CONTRAC	3,900.00
522843	2/4/2016	N	FIRST CALL STAFFING INC	TEMPORARY EMPLOYEE SERVICES	900.00
522844	2/4/2016	N	G & G PROP	STREET SWEEPING REIMBURSEMENT	366.92
522845	2/4/2016	N	DANIEL C GACAD	KARATE INSTRUCTOR	428.40
522846	2/4/2016	N	ASHLEY OR JEFFREY GARCIA	CITATION REFUND	53.00
522847	2/4/2016	N	JEFFREY GAVAZZA	CITATION REFUND	48.00
522848	2/4/2016	N	GMZ ENGINEERING INC	SEPULVEDA & 2ND ST WATER MAIN-FINAL	142,290.65
522849	2/4/2016	N	GOVERNMENT STAFFING SERVICES	TEMPORARY EMPLOYEE SERVICES	2,310.00
522850	2/4/2016	N	GRANICUS	LEGISTAR TRAINING	4,525.00
522851	2/4/2016	N	VICTOR J GUZMAN	JANUARY IDR	4,832.88
522852	2/4/2016	N	SUZANNE HADLEY	CITATION REFUND	53.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 17b

March 1, 2016
City Council Meeting

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
522853	2/4/2016	N	HARRIS & ASSOCIATES INC	UUAD #12	250.00
522854	2/4/2016	N	HDR ENGINEERING INC	SEPULVEDA BRIDGE WIDENING	170,549.97
522855	2/4/2016	N	HOFMANN & SON	SEWER MAIN LINE REPAIRS	665.00
522856	2/4/2016	N	ROLAND HOUSEMAN	CITATION REFUND	53.00
522857	2/4/2016	N	IDS GROUP INC	PARKING STRUCTURES REHAB 2 3 4	8,572.00
522858	2/4/2016	N	IMPREMEDIA OPERATING CO LLC	STRAND STAIRS	2,454.00
522859	2/4/2016	N	IPS GROUP INC	PARKING METER REPLACEMENT PARTS & LAB	4,877.75
522860	2/4/2016	N	JCL BARRICADE COMPANY	TRUCK MOUNTED ARROWBOARD - EL NINO ST	4,658.00
522861	2/4/2016	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	6,318.00
522862	2/4/2016	N	JOBS AVAILABLE	RECRUITMENT SERVICES	312.00
522863	2/4/2016	N	VICTORIA HELEN JOHNSON	ARTHRITIS INSTRUCTOR	495.00
522864	2/4/2016	N	KEVORK ENTERPRISES INC	AUTO BODY REPAIRS	3,193.55
522865	2/4/2016	N	KEYSER MARSTON ASSOCIATES INC	CONSULTING SERVICES	10,090.00
522866	2/4/2016	N	KING FENCE INC	FENCE RENTAL	30.00
522867	2/4/2016	N	KNORR SYSTEMS INC	SWIMMING POOL MAINTENANCE	1,957.47
522868	2/4/2016	N	L A COUNTY	TRAFFIC SERVICES	1,931.79
522869	2/4/2016	N	L A COUNTY	BEACH PERMIT-MB ANNUAL BEACH CLASSES	549.16
522870	2/4/2016	N	L A COUNTY ASSESSOR	PARCEL MAP	8.00
522871	2/4/2016	N	L A COUNTY DEPT OF P W	TRAFFIC SIGNAL MAINTENANCE	12,706.89
522872	2/4/2016	N	LANCE SOLL & LUNGHARD LLP	AUDIT SERVICES	4,635.00
522873	2/4/2016	N	LASERZONE 1 INC	12-03473C XEROX SERVICES	299.00
522874	2/4/2016	N	JEWON LEE	CITATION REFUND	53.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 17b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
522875	2/4/2016	N	ANNE GRAY LEWIS	WELLNESS SERVICES	250.00
522876	2/4/2016	N	LOOP CAPITAL MARKETS LLC	REMARKETING FEES OCT-DEC 2015	1,137.15
522877	2/4/2016	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	17,000.47
522878	2/4/2016	N	MANAGEMENT PARTNERS INC	COMM DEVELOP REVIEW	6,700.00
522879	2/4/2016	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	26,038.84
522880	2/4/2016	N	JASON MASTERS	REIMBURSEMENT	99.99
522881	2/4/2016	N	ABEL MAYORGA-SARMIENTO	PARKS & RECREATION REFUND	300.00
522882	2/4/2016	N	MC MURRAY STERN	PROPERTY/EVIDENCE ROOMS STORAGE UNITS	5,531.92
522883	2/4/2016	N	KATHLEEN C MCGOWAN	THREE YEAR MS4 NPDES PERMIT CONSULTING	12,550.00
522884	2/4/2016	N	MELROY COMPANY INC	CORE DRILLING AND CONCRETE WORK	860.00
522885	2/4/2016	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	400.00
522886	2/4/2016	N	MIHM INC	15-03386 CONTRACT SERVICES	550.00
522887	2/4/2016	N	IAN THOMAS MILLS	LACROSSE INSTRUCTOR	2,187.50
522888	2/4/2016	N	LEW MOSHER	REIMBURSEMENT-TRAVEL EXPENSE	334.50
522889	2/4/2016	N	MOVIES BY KIDS	FILM MAKER INSTRUCTOR	1,858.50
522890	2/4/2016	N	NATALIES CATERING	MEALS FOR SENIOR SERVICES	1,432.26
522891	2/4/2016	N	CINDY L NESS	CONTRACT SERVICES	370.80
522892	2/4/2016	N	NETWORK INNOVATION ASSOC INC	DISASTER RECOVERY SATELLITE SERVICE	1,434.00
522893	2/4/2016	N	NONZERO ARCHITECTURE	PIER REHABILITATION	19,620.29
522894	2/4/2016	N	NTH GENERATION COMPUTING INC	VMWARE PROFESSIONAL SERVICES AND LICEN	29,750.78
522895	2/4/2016	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE	3,937.32
522896	2/4/2016	N	SUNNY PARK	CITATION REFUND	4.50

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 17b

March 1, 2016
City Council Meeting

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
522897	2/4/2016	N	PRUDENTIAL OVERALL SUPPLY	UNIFORM & MAT RENTAL-DEC 2015	890.95
522898	2/4/2016	N	PSYCHOLOGICAL CONSULTING ASSOC	CONTRACT SERVICES	786.00
522899	2/4/2016	N	RELIANT IMMED CARE MED GRP INC	CONTRACT SERVICES	826.90
522900	2/4/2016	N	ROBERT SIMCIK	CERAMICS INSTRUCTOR	1,689.35
522901	2/4/2016	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICES	640.83
522902	2/4/2016	N	SOUTH BAY CTR FOR DISPUTE RESO	CONTRACT SERVICES	1,850.00
522903	2/4/2016	N	SOUTH COAST AQMD	ANNUAL EMISSIONS & OPERATING FEES	467.98
522904	2/4/2016	N	STANDARD INSURANCE COMPANY	STD PREMIUMS	959.94
522905	2/4/2016	N	STANDARD INSURANCE COMPANY	INSURANCE PREMIUMS	11,797.99
522906	2/4/2016	N	STETSON ENGINEERS INC	URBAN WATER MANAGEMENT PLAN 2015 UPDA	400.30
522907	2/4/2016	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	708.79
522908	2/4/2016	N	SUSAN SAXE CLIFFORD PHD	APPLICANT PSYCH EXAM	425.00
522909	2/4/2016	N	SWCA INCORPORATED	PROFFESIONAL SERVICES - HISTORIC PRESERV	1,621.50
522910	2/4/2016	N	LINDA SWENSON	CITATION REFUND	313.00
522911	2/4/2016	N	SWRCB FEES	STATE WATER ANNUAL FEES	440.00
522912	2/4/2016	N	SWRCB FEES	CERTIFICATION RENEWAL FEES	160.00
522913	2/4/2016	N	THE ABERNATHY MACGREGOR GROUP	PUBLIC RELATIONS	1,993.00
522914	2/4/2016	N	THE EDGE FITNESS TRAINING	WELLNESS SERVICES	699.00
522915	2/4/2016	N	THE GAS COMPANY	MONTHLY GAS CHARGES	60.74
522916	2/4/2016	N	TIME WARNER CABLE INC	CABLE SERVICES	102.22
522917	2/4/2016	N	STEVE TOBIAS	REIMBURSEMENT-TRAVEL EXPENSE	249.50
522918	2/4/2016	N	TOTAL ADMINISTRATION SVCS CORP	MONTHLY FEES	495.20

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 17b

March 1, 2016
City Council Meeting

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
522919	2/4/2016	N	TRAFFIC MANAGEMENT INC	K-RAIL FENCING	425.00
522920	2/4/2016	N	THOMAS EDWARD TRULOVE	CERAMICS INSTRUCTOR	2,060.50
522921	2/4/2016	N	UC REGENTS	NURSE EDUCATOR CONTRACT	2,405.49
522922	2/4/2016	N	UNDERGROUND SERVICE ALERT	UNDERGROUND SCHEMATIC NOTIFICATION	372.00
522923	2/4/2016	N	UNION BANK NA	LETTER OF CREDIT FEES	16,735.89
522924	2/4/2016	N	US BANK NA	FUEL PURCHASES-DEC 2015	1,622.80
522925	2/4/2016	N	VAN LINGEN BODY SHOP INC	TOWING AND VEHICLE STORAGE	181.50
522926	2/4/2016	N	VERIZON CALIFORNIA INC	TELEPHONE SERVICE	1,622.69
522927	2/4/2016	N	VERIZON CALIFORNIA INC	CONTRACT SERVICES	300.00
522928	2/4/2016	N	VISION INTERNET PROVIDERS INC	MAINTENANCE RENEWAL	4,800.00
522929	2/4/2016	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	3,485.10
522930	2/4/2016	N	VORTEX INDUSTRIES	INDUSTRIAL DOOR & ELECTRONIC GATE MAIN	2,073.19
522931	2/4/2016	N	WALTERS WHOLESale ELECTRIC CO	ELECTRICAL SUPPLIES	1,935.61
522932	2/4/2016	N	WASTE MANAGEMENT INC	DECEMBER 2015 REFUSE	258,439.70
522933	2/4/2016	N	WEST PAYMENT CENTER	CONTRACT SERVICES	376.06
522934	2/4/2016	N	NAN WOLLMAN	CERAMICS INSTRUCTOR	3,257.80
522935	2/4/2016	N	WORLDPASS TRAVEL GROUP LLC	CHARTER BUS SERVICE	3,225.00
522936	2/4/2016	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	4,664.78
522937	2/4/2016	N	XYLEM DEWATERING SOLUTIONS INC	GODWIN DRI-PRIME & TRAILER FOR EL NINO P	102,758.78
522938	2/4/2016	N	SANA OR JESSICA YOUNIS	CITATION REFUND	53.00
522939	2/4/2016	N	CAROL ZEE	PARKS & RECREATION REFUND	179.00
SUBTOTAL					1,795,001.07

11:10:02AM
2/8/2016

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER: WT 17b

March 1, 2016

City Council Meeting

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
COMBINED TOTAL					2,147,866.77

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

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

wr 17b

WARRANT BATCH NUMBER:

March 1, 2016
City Council Meeting

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
12516	1/25/2016	T	CMB RISK MGMT LIABILITY	MONTHLY DISBURSAL - LIABILITY DEC	24,722.93
1252016	1/25/2016	T	CMB RISK MGMT WORKERS COMP	MONTHLY DISBURSAL - WORKERS COMP DEC	91,412.31
2012016	2/1/2016	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	236,730.46
SUBTOTAL					352,865.70
522792	1/28/2016	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	3,117.14
522793	1/28/2016	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	77,548.84
522794	1/28/2016	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	5,157.93
522797	1/28/2016	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,976.86
522799	1/28/2016	N	PUBLIC EMPLOYEES'	PENSION CONTRIBUTION SAFETY: PAYMENT	250,557.79
522801	1/28/2016	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	8,741.83
522802	1/28/2016	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	3,337.34
522810	2/4/2016	N	ARMORCAST PRODUCTS COMPANY	WATER METER BOXES	15,725.98
522815	2/4/2016	N	BRIT WEST SOCCER INC	SOCCER INSTRUCTOR	2,775.00
522817	2/4/2016	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	3,861.00
522822	2/4/2016	N	CIVIL SOURCE INC	PROJECT COORDINATION & CIP CONST MGMT	14,700.00
522823	2/4/2016	N	CLE ELECTRIC INC	ON-CALL ELECTRICIAN	6,833.62
522825	2/4/2016	N	CLINICAL LAB OF SAN BERNARDINO	WATER QUALITY TESTING SERVICES CONTRAC	3,247.08
522827	2/4/2016	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	19,888.87
522830	2/4/2016	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	30,384.61
522834	2/4/2016	N	DUTHIE ELECTRIC SERVICES	TRANSFER SWITCHES FOR EL NINO PREPARATI	37,571.49
522837	2/4/2016	N	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT CLAIMS	6,059.00
522839	2/4/2016	N	STEPHAN DORECK EQUIPMENT RENTALS	2013-14 WATER MAIN REPLACEMENT	305,612.39
522841	2/4/2016	N	EMILY FARKAS	UB REFUND	2,833.86

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

wr 17b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
522842	2/4/2016	N	FIRE INFO SUPPORT SERVICES INC	FIRERMS SUPPORT & MAINTENANCE CONTRAC	3,900.00
522848	2/4/2016	N	GMZ ENGINEERING INC	SEPULVEDA & 2ND ST WATER MAIN-FINAL	142,290.65
522850	2/4/2016	N	GRANICUS	LEGISTAR TRAINING	4,525.00
522851	2/4/2016	N	VICTOR J GUZMAN	JANUARY IDR	4,832.88
522854	2/4/2016	N	HDR ENGINEERING INC	SEPULVEDA BRIDGE WIDENING	170,549.97
522857	2/4/2016	N	IDS GROUP INC	PARKING STRUCTURES REHAB 2 3 4	8,572.00
522859	2/4/2016	N	IPS GROUP INC	PARKING METER REPLACEMENT PARTS & LAB	4,877.75
522860	2/4/2016	N	JCL BARRICADE COMPANY	TRUCK MOUNTED ARROWBOARD - EL NINO ST	4,658.00
522861	2/4/2016	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	6,318.00
522864	2/4/2016	N	KEVORK ENTERPRISES INC	AUTO BODY REPAIRS	3,193.55
522865	2/4/2016	N	KEYSER MARSTON ASSOCIATES INC	CONSULTING SERVICES	10,090.00
522871	2/4/2016	N	L A COUNTY DEPT OF P W	TRAFFIC SIGNAL MAINTENANCE	12,706.89
522872	2/4/2016	N	LANCE SOLL & LUNGHARD LLP	AUDIT SERVICES	4,635.00
522877	2/4/2016	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	17,000.47
522878	2/4/2016	N	MANAGEMENT PARTNERS INC	COMM DEVELOP REVIEW	6,700.00
522879	2/4/2016	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	26,038.84
522882	2/4/2016	N	MC MURRAY STERN	PROPERTY/EVIDENCE ROOMS STORAGE UNITS	5,531.92
522883	2/4/2016	N	KATHLEEN C MCGOWAN	THREE YEAR MS4 NPDES PERMIT CONSULTING	12,550.00
522893	2/4/2016	N	NONZERO ARCHITECTURE	PIER REHABILITATION	19,620.29
522894	2/4/2016	N	NTH GENERATION COMPUTING INC	VMWARE PROFESSIONAL SERVICES AND LICEN	29,750.78
522895	2/4/2016	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE	3,937.32
522905	2/4/2016	N	STANDARD INSURANCE COMPANY	INSURANCE PREMIUMS	11,797.99

11:14:58AM
2/4/2016

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

wr 17b

WARRANT BATCH NUMBER:

March 1, 2016
City Council Meeting

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
522923	2/4/2016	N	UNION BANK NA	LETTER OF CREDIT FEES	16,735.89
522928	2/4/2016	N	VISION INTERNET PROVIDERS INC	MAINTENANCE RENEWAL	4,800.00
522929	2/4/2016	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	3,485.10
522932	2/4/2016	N	WASTE MANAGEMENT INC	DECEMBER 2015 REFUSE	258,439.70
522934	2/4/2016	N	NAN WOLLMAN	CERAMICS INSTRUCTOR	3,257.80
522935	2/4/2016	N	WORLDPASS TRAVEL GROUP LLC	CHARTER BUS SERVICE	3,225.00
522936	2/4/2016	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	4,664.78
522937	2/4/2016	N	XYLEM DEWATERING SOLUTIONS INC	GODWIN DRI-PRIME & TRAILER FOR EL NINO P	102,758.78

SUBTOTAL

1,715,374.98

COMBINED TOTAL

2,068,240.68

PAYMENT LEGEND:

T = Wire Transfers
N = System Printed Checks
H = Hand Written Checks

Report of Warrant Disbursements
wr 17b

Fund	Description	Amount
60	General	968,500.61
61	Police Grant	5,531.92
30	Prop A	849.00
231	Prop C	170,549.97
501	Water	486,061.55
502	Storm	13,486.90
503	Waste Water	982.79
510	Refuse	258,814.50
520	Parking	18,766.67
521	County Parking Lot	312.56
522	State Pier Lots	24,135.49
601	Insurance	127,123.02
605	Information Services	32,451.95
610	Vehicle Fleet	9,939.65
615	Building Maintenance	30,360.19
wr 17b		<u>2,147,866.77</u>
		<u>2,147,866.77</u>

**CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 01/09/16 TO 01/22/16
PAY DATE: 01/29/16**

NET PAY 771,522.06

1/9/2016

1/22/2016

CITY OF MANHATTAN BEACH PAYROLL REPORT

PAYROLL PERIOD ENDING DATE 1/22/2016

FUND	DESCRIPTION	AMOUNT
406	General Fund	1,073,985.06
510	Asset Forfeiture Fund	3,174.59
230	Prop. A Fund	18,888.47
501	Water Fund	27,579.28
502	Stormwater Fund	2,790.85
503	Wastewater Fund	8,057.00
510	Refuse Fund	4,022.67
520	Parking Fund	2,523.30
521	County Parking Lots Fund	841.13
522	State Pier and Parking Lot Fund	841.07
601	Insurance Reserve Fund	6,812.66
605	Information Technology Fund	26,936.95
610	Fleet Management Fund	9,525.84
615	Building Maintenance & Operations Fund	10,691.47
801	Pension Trust Fund	10,083.50
	Gross Pay	1,206,753.84
	Deductions	435,231.78
	Net Pay	771,522.06

Agenda Date: 3/1/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Liza Tamura, City Clerk

Martha Alvarez, Administrative Clerk II

SUBJECT:

City Council Minutes:

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

- a) City Council Regular Meeting Minutes of February 2, 2016
(Continued from the February 16, 2016 City Council Regular Meeting)

APPROVE

- b) City Council Regular Meeting Minutes of February 16, 2016
(City Clerk Tamura).

APPROVE

RECOMMENDATION:

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

- a) City Council Regular Meeting Minutes of February 2, 2016
(Continued from the February 16, 2016 City Council Regular)
- b) City Council Regular Meeting Minutes of February 16, 2016

Attachments:

1. City Council Regular Meeting Minutes of February 2, 2016
2. City Council Regular Meeting Minutes of February 16, 2016

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, February 2, 2016

6:00 PM

Regular Meeting

City Council Chambers

City Council Regular Meeting

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

PLEASE NOTE THAT THE CITY ARCHIVES THE VIDEO RECORDINGS OF ALL REGULAR CITY COUNCIL MEETINGS AND THE VIDEO FOR THIS MEETING IS HEREBY INCORPORATED BY THIS REFERENCE. ALSO IN SUPPORT OF MORE TRANSPARENCY AND THE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE, THE CITY OFFERS CLOSED CAPTIONING FOR REGULAR CITY COUNCIL MEETINGS. FOR A COMPLETE RECORD OF THIS CITY COUNCIL MEETING, GO TO: www.citymb.info/city-officials/city-clerk/city-council-meetings-agendas-and-minutes

A. PLEDGE TO THE FLAG

George Caras, Manhattan Beach Middle School led the Pledge of Allegiance.

B. ROLL CALL

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

C. CEREMONIAL CALENDAR

- 1. Presentation of Certificates of Recognition to the U.S. Badminton Club for Qualifying at the Olympics. [16-0053](#)

PRESENT

Mayor Burton, on behalf of the City Council, presented certificates of recognition to the following U.S. Badminton Club for Qualifying at the Olympics:

Olympians:
Howard Bach
Linda French
Tony Gunawan
Chris Jogis
Joy Kitzmiller
Ben Lee
Erika Von Heiland-Strader
Rena Wang

U.S. National Champions:
Liliane Zhou
Ann French-Gonsalves
Diane Hales
Stan Hales
Linda Safarik-Tong
Tariq Wawood

The U.S. Badminton Club was unable to attend and receive their certificates.

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

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

Mayor Burton noted that Item No. 3 is being moved under Section M. Old Business and would be heard first for the February 16, 2016 City Council Regular Meeting.

Direction was given to City Manager Mark Danaj to post an informational memo regarding drones.

A motion was made by Councilmember Powell, seconded by Councilmember Lesser, to approve the agenda, as amended and waive full reading of ordinances. The motion carried by the following vote:

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

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

Melissa McCollum, Manager of the Manhattan Beach Library, announced upcoming library events and event dates and times are now available online and are printed for the public.

Councilmember Howorth announced that she will be providing a full report on the South Bay Council Governments and on Friday, February 22, 2016 there will be the 17th Annual General Assembly, "Governing in n Era of Disruptive Technologies".

Councilmember Powell announced free income tax assistance for residents fifty-five and older by the AARP at the Joslyn Center. February is Red Cross National Awareness month and the Red Cross will be providing CPR training free of charge for Manhattan Beach residents.

G. CITY MANAGER REPORT

City Manager Mark Danaj announced Andrew Zywak as the new Economic Vitality Manager that will be starting February 22, 2016. Reminded everyone that the new City Hall hours will begin March 21, 2016. Provided an update on the windstorms and City respondents to calls. Lastly, reported on the Southern California Edison outages that has affected over 80,000 throughout the Los Angeles area.

H. CITY ATTORNEY REPORT

None.

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

The following individuals provided public comments:

Carol Perrin reported that she was late to the meeting because Fire trucks were parked behind her garage. Also spoke in support of the undergrounding wiring for safety of the community.

Steve Packwood wanted to make sure that the parking structure would be open to the public on the Friday's that City Hall is closed and information is provided to the public. In support of the feasibility study he wants to see the survey posted on the Beach Reporter. Requested an update in the Manhattan Beach Village mall.

Phil Reimert shared a story about Groundhogs day.

Viet Ngo spoke on a City consultant and alleged corruption.

Mayor Burton provided clarification and confirmation that the information provided for items discussed during Closed Session is in the appropriate and correct format.

Bill Victor spoke about undergrounding wiring, the police presence in the downtown area over the weekend, the public records act, and the possible City Hall reconstruction.

Robert Bush spoke against bringing Gelson's market to the City, and the duration of public comment.

Tami Zamrazil in support of Item No. 8, undergrounding wiring and how it will be beneficial for the community.

The following individuals provided public comments in favor of Agenda Item No. 3, Historical Preservation:

*Marcello Vavala
Maria Maril
Martha Andreani
Ivan Cameron
Jane Guthrie
Susanne Bailey
Jan Dennis*

The following individuals requested that owner consent be required for Agenda Item No. 3, Historical Preservation:

*John Shirley
Peggy Johnson
Janine Johnston
David Kissinger
Rachel Judson
TJ Judson
Bill Victor
Robert Faries
Mike Welsh*

*Kris Terrill
 Morrine Robey
 Edie Babbe
 Robert Schumann
 Dana Lupton
 Jack Rubens
 Major Avignon
 Jack Cummings
 David Babbe
 Dave Salzmen
 David White*

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

None.

K. CONSENT CALENDAR (APPROVE)

Councilmember Howorth clarified that she would make a motion to approve the Consent Calendar with the amendment proposed by Mayor Burton regarding Item No. 2 regarding the drones and the removal of Item No. 3 to be heard before Section M. Old Business.

A motion was made by Councilmember Howorth, seconded by Councilmember Powell, to approve the Consent Calendar Item Nos. 2, 4 and 5. The motion carried by the following vote:

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

2. Second Reading of Ordinance No. 16-0002 Regulating Unmanned Aircraft (Drones) (City Attorney Barrow). [ORD 16-0002](#)

ADOPT ORDINANCE NO. 16-0002

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

4. Financial Report: [16-0025](#)
 Schedule of Demands: January 7, 2016 (Finance Director Moe).

ACCEPT REPORT AND DEMANDS

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

5. City Council Minutes: [16-0054](#)

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

- a.) City Council Adjourned Regular Meeting (Closed Session) Minutes of January 14, 2016
 b.) City Council Regular Meeting Minutes of January 19, 2016 (City Clerk Tamura).

APPROVE

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

At 7:32 PM City Council recessed and reconvened at 7:46 PM.

L. PUBLIC HEARINGS (2 MINUTES PER PERSON)

6. Conduct Public Hearing and Consider Adoption of Resolution No. 16-0011 for a Coastal Development Permit to Allow a Program for Recreational Beach Rentals and Permanent Conversion of Portions of Existing Comfort Station Changing Rooms and a Welcome/Information Center, and Authorize the City Manager to Enter into an Operating Agreement with Nikau Kai. (Continued from the January 19, 2016 City Council Meeting) (Community Development Director Lundstedt and Parks and Recreation Director Leyman).

RES 16-0011**ADOPT RESOLUTION**

City Clerk Liza Tamura introduced the item and Parks and Recreation Director Mark Leyman introduced Recreation Manager Jessica Vincent to provide the PowerPoint presentation.

City Attorney Quinn Barrow, Parks and Recreation Director Leyman, Recreation Manager Jessica Vincent responded to City Council questions.

Mayor Burton opened the Public Hearing.

The following individuals provided public comment in favor of Beach Rentals:

*Craig Cadwallader
Kelly Stroman
Jason Shanks*

The following individuals provided public comment opposing for Beach Rentals:

*Martha Andreani
Viet Ngo
Bob Valentine
Ginger Shearer
Suzanne Lerner
Tami Zamrazil
Jim Burton
Bill Victor
Carol Perin*

City Attorney Quinn Barrow confirmed that three eComments received opposing the project are part of the record.

Seeing no further requests to speak, Mayor Burton closed the Public Hearing.

Councilmember Powell spoke of policy, safety and aesthetics and does not support any beach rentals at the proposed locations.

Mayor Burton is in support to have the containers removed from the area.

Councilmember D'Errico opposed to businesses built by the pier, wants to protect the views of the resident of Manhattan Beach.

City Attorney Barrow clarified that there are three separate issues for Council to consider.

A motion was made by Mayor Burton, seconded by Councilmember Powell, to approve the removal of storage containers from the South end of the South

Parking Lot area to an alternative place. The motion carried by the following vote:

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

Mayor Burton suggested that the area should be commercial free.

Councilmember Howorth opposed a "commercial free zone" because there is an existing business near the location and in the future there could be plans of having other similar businesses around the proposed area.

A motion was made by Mayor Burton, seconded by Councilmember Lesser, to have the proposed area by the pier be a commercial free zone. The motion carried by the following vote:

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

Nay: 1 - Howorth

The Council did not approve the recreational beach rentals at any of the proposed locations and did not authorize an operating agreement with Nikau Kai.

M. OLD BUSINESS

3. Second Reading of Ordinance No. 16-0034 and Ordinance No. 16-0035 for Amendments to the Zoning Code, Chapter 10.86 and the Local Coastal Program, Chapter A.86, to Establish Provisions for Historic Preservation and Adoption of Resolution No. 16-0013 Transmitting the Local Coastal Program Amendments to the California Coastal Commission (Community Development Director Lundstedt). [ORD 16-0034](#)
- ADOPT ORDINANCE NOS. 16-0034 AND 16-0035, AND RESOLUTION NO. 16-0013**

City Clerk Liza Tamura introduced the item.

Councilmember Powell proposed adding two amendments: 1- add back opt out program and 2- add a provision requiring owner consent in all applications for historic preservation.

Mayor Burton proposed a friendly amendment to have staff return and have a discussion regarding Ordinance Nos. 16-0034 and 16-0035.

City Attorney Quinn Barrow read the title of the ordinances.

A motion was made by Councilmember Powell, seconded by Councilmember Howorth, to introduce Ordinance No. 16-0034 and Ordinance No. 16-0035 for amendments to the zoning code, chapter 10.86 and the local coastal program, chapter A.86, to establish provisions for historic preservation with the following amendment, that all applications received for the historic recognition must require owner consent for participation in respect to both landmarks and districts. The motion carried by the following vote:

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

City Attorney Quinn Barrow announced that the ordinance would be placed on the February 16, 2016 meeting for second reading.

7. Approve Amendment to Consultant Agreement with Selbert Perkins Design for the Preparation of a Master Plan for the Comprehensive Community Identification and Wayfinding Signage Program in the Amount of \$ 44,000 (Public Works Director Olmos).

[CON 16-0002](#)

APPROVE & APPROPRIATE

City Clerk Liza Tamura introduced the item and Public Works Director Tony Olmos and Patrick Fredrickson from Selbert Perkins provided the PowerPoint Presentation.

Councilmember Powell added a friendly amendment and asked to have the letters on the Polliwog Park sign repainted.

Mayor Burton added a friendly amendment and requested fewer signs and to have more consistency.

A motion was made by Councilmember Lesser, seconded by Councilmember Howorth, to approve the amendment to consultant agreement with Selbert Perkins Design for the preparation of master plan for the comprehensive community identification and wayfinding signage program and appropriate the amount of \$44,000 with an amendment that there will be fewer signs and consistent throughout the City. The motion carried by the following vote:

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

Council agreed that Agenda Item No. 9 continued to the February 16, 2016 Regular City Council Meeting and have the item presented first under Old Business.

N. NEW BUSINESS

8. Appropriate Funds in the Amount of \$69,400 for the Preparation of a Needs Assessment / Feasibility Study for the Potential Replacement of Fire Station No.2, Municipal Pool, and Parking Structure / City Hall and to Conduct a Community Survey to Gauge Support for Revenue Enhancements to Fund Capital Improvements (Public Works Director Olmos). [16-0049](#)

APPROVE; APPROPRIATE

Public Works Director Tony Olmos provided staff presentation.

Public Works Director Olmos answered Council questions.

A motion was made by Mayor Burton, seconded by Councilmember Howorth, to approve and appropriate funds in the amount of \$69,400 for the preparation of a needs assessment/feasibility study for the potential replacement of Fire Station No. 2, municipal pool, and parking structure/City Hall and to conduct a community survey to gauge support for revenue enhancements to fund Capital improvements. The motion carried by the following vote:

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

9. Presentation of the Police Department 2016-2018 Strategic Plan (Continued from February 2, 2016 City Council Meeting) (Police Chief Irvine). [16-0050](#)

RECEIVE REPORT

Item has been continued to the February 16, 2016 City Council Regular Meeting.

10. Approve Plans and Specifications for the Sewer Main Rehabilitation Project and Award a Construction Contract to Miramontes Construction Company, Inc. in the Amount of \$1,280,000 (Public Works Director Olmos). [16-0033](#)

APPROVE

Public Works Director Tony Olmos provided the staff presentation and responded to Council questions.

A motion was made by Mayor Burton, seconded by Councilmember Powell, to approve plans and specifications for the sewer main rehabilitation project and award a construction contract to Miramontes Construction Company, Inc in the amount of \$1,280,000. The motion carried by the following vote:

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

11. Sepulveda Bridge Widening Project Update and Approval of Amendment No. 2 to HDR's Existing Agreement to Extend the Term and Provide Compensation of \$147,989 for Additional Work (Continued from February 2, 2016 City Council Meeting) (Public Works Director Olmos).

[CON 16-0004](#)

APPROVE AMENDMENT

Item has been continued to the February 16, 2016 City Council Regular Meeting.

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

Councilmember Howorth attended the South Bay Cities Council of Governments meeting and provided the energy savings at a glance for the quarter report. Also heard from California resources board and drafted language regarding proposals for Measure R funding.

Councilmember Powell attended the Independence Cities Association and provided AB1234 report.

Councilmember Lesser met with Southern California Edison representatives and will be reporting back to Council when more information has been provided from SCE regarding the outages and other reports. Library subcommittee met with City Manager and they are coming up with ideas on what the Library Commission can do and be able to report back to Council.

Mayor Pro Tem D'Errico requested that the Boards and Commissions selection and appointing process should be part of a future agenda item regarding Boards and Commissions. Requested more than 3-5 minutes to meet with each candidate. Requested guidelines for each of the commissions in order to understand what their role is as commissioners and what the proper steps are when they are following Council direction. Also, he requested staff to report back on what is being done about rental enforcement and the City's rental enforcement plan.

P. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

12. Agenda Forecast (City Clerk Tamura).

[16-0055](#)

DISCUSS AND PROVIDE DIRECTION

Mayor Burton and the City Council reviewed the Agenda Forecast and Future Discussion Items with the following change:

Agenda Item No. 1 - Cultural Arts Commission to Discuss Downtown Streetscape Plan from the February 16, 2016 City Council Regular Meeting completely removed.

Agenda Item No. 2 - Strand Stairs Rehabilitation Project on the February 16, 2016 City Council Regular Meeting moved under Old Business.

Agenda Item No. 9 - Presentation on Citygate's Fire Department moved from the February 16, 2016 City Council Regular Meeting to the March 1, 2016 City Council Regular Meeting.

Q. INFORMATIONAL ITEMS

13. Commission Minutes: [16-0062](#)
This Item Contains Minutes of the following City Commission Meetings:
a) Library Commission Meeting Action Minutes of November, 2015 (Parks and Recreation Director Leyman).
INFORMATION ITEM ONLY

R. CLOSED SESSION

No closed session took place.

S. ADJOURNMENT

At 10:25 PM Mayor Burton adjourned the meeting to February 8, 2016 at 3:00 PM to be held in the City Manager's Conference room.

Martha Alvarez
Recording Secretary

Mark Burton
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, February 16, 2016

6:00 PM

Regular Meeting

City Council Chambers

City Council Regular Meeting

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

PLEASE NOTE THAT THE CITY ARCHIVES THE VIDEO RECORDINGS OF ALL REGULAR CITY COUNCIL MEETINGS AND THE VIDEO FOR THIS MEETING IS HEREBY INCORPORATED BY THIS REFERENCE. ALSO IN SUPPORT OF MORE TRANSPARENCY AND THE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE, THE CITY OFFERS CLOSED CAPTIONING FOR REGULAR CITY COUNCIL MEETINGS. FOR A COMPLETE RECORD OF THIS CITY COUNCIL MEETING, GO TO: www.citymb.info/city-officials/city-clerk/city-council-meetings-agendas-and-minutes

A. PLEDGE TO THE FLAG

Matthew Cuevas, Management Analyst led the Pledge of Allegiance.

B. ROLL CALL

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

C. CEREMONIAL CALENDAR

Mayor Burton announced that he will be presenting nineteen awards for distinguished service before his mayoral term ends in April.

Mayor Burton presented an award to the first 4 recipients for their service to the Community; Councilmember Wayne Powell, Councilmember David Lesser, Councilmember Amy Howorth, and Mayor Pro Tem Tony D'Errico.

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

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

Mayor Burton noted that Agenda Item No. 11 was being moved to the March 1, 2016 Regular City Council meeting per City Manager Mark Danaj's request.

A motion was made by Councilmember Powell, seconded by Mayor Pro Tem D'Errico, to approve the agenda with the exception of Agenda Item No. 11 to be continued to the March 1, 2016 City Council Regular Meeting. The motion passed by the following vote:

Voice votes recorded by City Clerk Liza Tamura.

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

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

Melissa McCollum, Manager of the Manhattan Beach Library announced upcoming library events and dates regarding the Older Adult Programs available.

Adrienne Slaughter provided information on the March 5, 2016 event, 10th Annual Fundraiser for Children's with Cancer Cure research.

Councilmember Powell announced that the Manhattan Beach Ceramics Studio located in 1901 Valley Drive is having "Coffee and Clay" on February 18, 2016.

Mayor Burton announced that Mira Costa High School's Rugby team is playing on Saturday, February 20, 2016 at 11:00 AM in UCLA for the state championship.

G. CITY MANAGER REPORT

City Manager Mark Danaj reminded everyone of the new City Hall hours and the new schedule which will begin March 21, 2016, and dates and times are available on the City's website. Provided details on the City of Manhattan Beach earning grade of A from the Lung Association as part of their latest reports.

1. Presentation of the Police Department 2016-2018 Strategic Plan [16-0050](#)
(Continued from February 2, 2016 City Council Meeting) (Police Chief Irvine).

RECEIVE REPORT

City Manager Mark Danaj introduced the item and presented Chief of Police Eve Irvine.

Chief of Police Eve Irvine provided Power Point presentation.

There were no Council questions.

H. CITY ATTORNEY REPORT

City Attorney Quinn Barrow announced that the trial for April 6, 2016 is still set to commence and parties are working on trial documents.

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

Rusty Roten from SBWIB provided quarterly report.

Janet Murphy is opposed to the the hotel built on Parkview site.

John Shirley is opposed to historical preservation ordinance and item should include an opt-out measure.

Jane Guthrie a Manhattan Beach resident spoke in support of the historical preservation.

Robert Bush spoke on Police protection, Prop 13, and is opposed to the historical preservation.

Marcello Vavala spoke in support of the revised provision for the historical preservation.

Sharon Bush is opposed to the historical preservation, homeowners who wish to preserve their home can use the Mill's Act.

Kris Terrill spoke in support of the historical preservation with the new added language.

Patrick McBride spoke on the Public Works funds used during the December storm, letter received from Waste Management regarding trash being placed in the wrong containers, and City employees not overseeing the work done throughout the City.

Grant Smith real estate broker in early 70's is opposed to the historical preservation.

Denny Smith resident of El Porto is in support of the letter and opposed to the water desalination plan and have the plan given to the right company.

Viet Ngo spoke on Public Comments, is opposed to Agenda Item No. 8, and commented on Public Records Act.

Carol Kwan served the West Basin for over 20 years is surprised at the new letter that has been provided by Council. Available to provide any information that she can regarding West Basin.

Richard Nagel employee of West Basin is opposed and surprised at the letter to be sent to West Basin.

Bob Sievers a resident of El Porto spoke in support of the new letter to be sent to West Basin and requested a report regarding the neighborhood watch and cameras in El Porto.

Mayor Burton commented that all Police Department reports will be presented on the April 15, 2016 City Council Regular Meeting.

Hany Fangary, Mayor Pro Tem for the City of Hermosa Beach is not taking position for the West Basin item but thanked Council for the process that they have taken and is looking forward to working with the neighboring cities.

Joseph Ungoco spoke in support of the West Basin letter and wants City to notify and invite everyone to the informational presentations.

David Kissinger from Realtors Association spoke in support of the historical preservation. In support of the West Basin letter to be sent as it stands in tonight's agenda.

Melissa Kelly works for an environmental non-profit spoke in support of the letter for West Basin to be sent.

Steven Johnson from Heal the Bay spoke in support of the letter to be sent to West Basin.

Craig Cadwallader spoke in support of the letter sent to West Basin.

Jose Bacallao spoke in support of the letter sent to West Basin, company has been a leader and should continue to be a leader, but should look at alternatives.

Deney Nelson from Hermosa Beach spoke in support of the West Basin letter to be sent and appreciates the team work between cities.

Mark Newmann spoke in support of Agenda Item No. 7.

David White spoke in support of historical preservation.

Councilmember Howorth requested follow up from Public Works Director regarding the regulations for green waste and the responsibility of who pays for what when City contractors make an error and there are damages.

Mayor Pro Tem D'Errico requested information from City Attorney regarding the proposal for a new hotel in Parkview.

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

None.

K. CONSENT CALENDAR (APPROVE)

A motion was made by Councilmember Powell, seconded by Councilmember Howorth, to approve the Consent Calendar Item Nos. 2-4. The motion carried by the following vote:

Voice votes recorded by City Clerk Liza Tamura.

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

2. Financial Report: [16-0026](#)
a) Schedule of Demands: January 21, 2016
b) Investment Portfolio for the Month Ending December 31, 2015
c) Month End Report for December 31, 2015
(Finance Director Moe).

ACCEPT REPORT AND DEMANDS

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

3. Second Reading of Ordinance No. 16-0034 and Ordinance No. 16-0035 for Amendments to the Zoning Code, Chapter 10.86 and the Local Coastal Program, Chapter A.86, to Establish Provisions for Historic Preservation and Adoption of Resolution No. 16-0013 Transmitting the Local Coastal Program Amendments to the California Coastal Commission (Community Development Director Lundstedt). [ORD 16-0034](#)
ADOPT ORDINANCE NOS. 16-0034 AND 16-0035, AND RESOLUTION NO. 16-0013

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

4. City Council Minutes: [16-0082](#)
This Item Contains Minutes of the Following City Council Meetings Presented for Approval:
a) City Council Regular Meeting Minutes of February 2, 2016
CONTINUED TO MARCH 1, 2016 CITY COUNCIL REGULAR MEETING
b) City Council Adjourned Regular (Closed Session) Meeting Minutes of February 8, 2016
APPROVE
(City Clerk Tamura).

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

At 7:35 PM City Council recessed and reconvened at 7:45 PM.

L. PUBLIC HEARINGS (2 MINUTES PER PERSON)

- 5. Renewal of the North Manhattan Beach Business Improvement District and Approval of Assessments for Fiscal Year 2016-2017 (Finance Director Moe).

[RES 16-0003](#)

a) CONDUCT PUBLIC HEARING

b) ADOPT RESOLUTION NO. 16-0003

c) RATIFY 2016 BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD MEMBERS

City Clerk Liza Tamura introduced the item and Revenue Services Manager Steve Cherelian presented.

Mayor Burton opened the Public Hearing, seeing none, closed the Public Hearing.

A motion was made by Councilmember Powell, seconded by Mayor Pro Tem D'Errico, to approve the renewal of the North Manhattan Beach business improvement district and approval of assessments for Fiscal Year 2016-2017.

The motion was approved by the following vote:

Voice votes recorded by City Clerk Liza Tamura.

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

M. OLD BUSINESS

6. Letter Opposing Construction of a Water Desalination Plant by West Basin Municipal Water District (Community Development Director Lundstedt/Public Works Director Olmos).

[16-0040](#)

APPROVE

Management Analyst Matthew Cuevas introduced the item.

Community Development Director Marisa Lundstedt presented information.

Councilmember Powell thanked West Basin for their recycled program.

Councilmember Howorth spoke about a meeting she had with West Basin members and met with people opposed to the desalination project and proposed a friendly amendment to have the letter addressed to the actual West Basin board.

Councilmember D'Errico appreciates all the work done by West Basin but is more concerned with the residents of the City and what a desalination plant will do to the environment.

Mayor Burton proposed a friendly amendment to have copies of the letter sent to the West Basin board, elected officials of the member cities, and the Metropolitan Water District Board and requested the City Manager to immediately retain the services of an EIR expert consultant in desalination plants and begin to prepare the City's opposition.

A motion was made by Councilmember Powell, seconded by Councilmember Howorth, to approve the letter opposing construction of a water desalination plant by West Basin Municipal Water District with two amendments (1) that the letter is addressed to the West Basin board and sent to elected officials of the member cities and the Metropolitan Water District Board, and (2) the City Manager should retain an EIR consultant. The motion carried by the following vote:

Voice votes recorded by City Clerk Liza Tamura.

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

7. Sepulveda Bridge Widening Project Update and Approval of Amendment No. 2 to HDR's Existing Agreement to Extend the Term and Provide Compensation of \$147,989 for Additional Work (Continued from February 2, 2016 City Council Meeting) (Public Works Director Olmos).

[CON 16-0004](#)

APPROVE AMENDMENT

City Clerk Liza Tamura introduced the item and Public Works Director Tony Olmos presented the PowerPoint.

Public Works Director Olmos and City Attorney Quinn Barrow responded to City Council questions.

Mayor Burton opposed due to the high price that has to be taken from the City's budget, Caltrans should be providing some funding due to their request for the Sepulveda modifications.

Mayor Pro Tem D'Errico opposed due to lack of considerations for this project.

A motion was made by Councilmember Howorth, seconded by Councilmember Lesser, to approve the Sepulveda bridge widening project update and approval of amendment no. 2 to HDR's existing agreement to extend the term and provide compensation of \$147,989 for additional work. The motion carried by the following vote:

Voice votes recorded by City Clerk Liza Tamura.

Aye: 3 - Lesser, Howorth and Powell

No: 2 - Burton and D'Errico

8. Approval of Plans and Specifications; Award Strand Stairs Rehabilitation Project to RSB Group, Inc. in the Amount of \$ 1,701,000 and Authorize the City Manager to Approve a Construction Contingency in the Amount Not-to-Exceed \$255,150 (Public Works Director Olmos).

[CON 16-0005](#)

APPROVE

City Clerk Liza Tamura introduced the item.

Public Works Director Tony Olmos provided the staff presentation and responded to City Council questions.

Council requested clarification as to when staff will return to present guidelines to the Council.

A motion was made by Councilmember Lesser, seconded by Councilmember Howorth, to approve the plans and specifications; award strand stairs rehabilitation project to RSB Group, Inc. in the amount of \$1,701,000 and authorize the City Manger to approve a construction contingency in the amount not-to exceed \$255,150. The motion carried by the following vote:

Voice votes recorded by City Clerk Liza Tamura.

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

N. NEW BUSINESS

9. Presentation of the City Service Request System and Mobile Application for Citizens to Request and Track Service Requests (Information Technology Director Taylor).

[16-0052](#)

RECEIVE REPORT

City Clerk Liza Tamura introduced the item.

Information Technology Director Sanford Taylor provided the PowerPoint presentation regarding the Click It & Fix It mobile application and responded to City Council questions.

Councilmember Howorth likes the application, public can pay for tickets on their phone.

Councilmember Lesser commented that the application provides greater capacity for residents to communicate and have services available for them.

Councilmember Powell suggested some improvements on the application.

Mayor Pro Tem D'Errico recommended a focus group of application users to get input.

Mayor Burton commented on the ease of have the public on the go and get things fixed throughout the City.

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

Voice votes recorded by City Clerk Liza Tamura.

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

10. Presentation of Public Records Requests Public Portal (City Clerk Tamura).

[16-0074](#)

RECEIVE REPORT

City Clerk Liza Tamura presented the item.

Management Analyst Matthew Cuevas provided the PowerPoint presentation and responded to City Council questions.

A motion was made by Councilmember Powell, seconded by Mayor Pro Tem D'Errico, to receive the report. The motion carried by the following vote:

Voice votes recorded by City Clerk Liza Tamura.

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

11. Fiscal Year 2015-2016 Mid-Year Budget Report; Results of Community Budget Priorities Workshops and FY 2016-2018 Budget Principles and Policies (Finance Director Moe). [16-0029](#)

RECEIVE REPORT; DISCUSS AND PROVIDE DIRECTION

Item was continued to the March 1, 2016 City Council Regular Meeting.

12. Presentation of the Proposed Fiscal Year 2016-2017 to Fiscal Year 2020-2021 Five- Year Capital Improvement Plan (Public Works Director Olmos). [16-0061](#)

RECEIVE REPORT

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

Public Works Director Olmos and City Manager Mark Danaj responded to City Council questions.

By order of the chair, Mayor Burton received and accepted the report.

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

Mayor Burton presented motion to have staff reach out to other like cities for wayfinding signage and report back to Council.

Council directed Public Works Director Tony Olmos to return throughout the process and ask City Council for direction.

Councilmember Powell reminded City Council and staff a Resolution passed regarding signage and wayfinding that was established that has research done by staff and requested staff to contact SCE and get a report on any facilities in the area near Manhattan Beach where there are underground pressure gas storages to avoid the incident in Porter Ranch from happening (ie. Playa Vista).

Mayor Burton added that he wanted staff to also find out about the Loop Project from SCE regarding a line going down Rosecrans underground through the Manhattan Beach residential area to service the desalination plant.

A motion was made by Mayor Burton, seconded by Councilmember Powell, to reconsider the approval of the amendment to the consulting agreement with Selbert Perkins Design for preparation of a master plan for a wayfinding signage program and defer the matter until staff provides more information from other cities about signage. The motion carried by the following vote:

Voice votes were recorded by City Clerk Liza Tamura.

Aye: 3 - Burton, D'Errico, and Powell

No: 2 - Lesser and Howorth

P. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

13. Agenda Forecast (City Clerk Tamura). [16-0076](#)
DISCUSS AND PROVIDE DIRECTION

Move Agenda Item No. 11 from the March 1, 2016 City Council meeting moved to be the first item under New Business.

Update the ceremonial on the March 15, 2016 City Council meeting to reflect Certificate of Recognition for Larry Kosmont.

Councilmember Powell requested to have Agenda Item No. 11 for the April 5, 2016 City Council meeting as the first item under New Business.

Mayor Pro Tem D'Errico requested staff to return with a report regarding the mission of the PPIC.

Q. INFORMATIONAL ITEMS

14. Commission Minutes: [16-0075](#)
This Item Contains Minutes of the following City Commission Meetings:
Planning Commission Action Minutes of January 27, 2016 (Director Lundstedt).
INFORMATION ITEM ONLY

R. CLOSED SESSION

None.

S. ADJOURNMENT

At 10:15 PM Mayor Burton adjourned the meeting.

Martha Alvarez
Recording Secretary

Mark Burton
Mayor

ATTEST:

Liza Tamura
City Clerk

Agenda Date: 3/1/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Mark Leyman, Parks & Recreation Director
Marisa Lundstedt, Community Development Director
Jessica Vincent, Recreation Manager
Eric Haaland, Associate Planner

SUBJECT:

Consider Resolution No. 16-0015 for a Coastal Development Permit to Change the Use of a Portion of the Existing Comfort Station Changing Areas to Storage (Parks and Recreation Director Leyman).

ADOPT RESOLUTION NO. 16-0015

RECOMMENDATION:

Staff recommends that the City Council approve a Resolution No. 16-0015 (Attachment 1) for a Coastal Development Permit to change the use of a portion of the existing comfort station changing areas to storage (Attachment 2).

FISCAL IMPLICATIONS:

The is no fiscal impact associated with the Resolution.

BACKGROUND:

At the February 2, 2016 City Council meeting, a Public Hearing was held to discuss a Coastal Development Permit to allow a program for recreational beach rentals and permanent conversion of portions of existing comfort station changing rooms and a welcome/information center. At the meeting, City Council directed staff to permanently convert a portion of the existing comfort station changing rooms for storage space for city-sponsored beach programs and remove the temporary storage sheds in the south sand lot.

DISCUSSION:

Staff has revised the resolution to reflect the direction given by the City Council. The Resolution was updated to include only the partial remodeling of the Pier Comfort Station

adjacent to the North Lower Pier Parking Lot and County Bikepath. The resolution states that the project is exempt from CEQA requirements, provided proper public noticing, and that the project is in accordance with the objectives and policies of the Manhattan Beach Coastal Program, regarding accessways, traffic flow, parking, and pedestrian access, as follows:

The proposed recreation and maintenance storage use supports beach recreation operations, uses only surplus changing room space, and complies with the applicable standards of the Manhattan Beach Coastal Program Zoning Code.

The storage use and internally modified comfort station building shall not obstruct accessways within the coastal zone. Access to the Strand, bike path, pier, remaining comfort station changing room space, pier parking lots, coastline and surrounding beach area shall remain available.

No displacement of coastal views will occur since no exterior changes to the existing comfort station building are included in the project.

Construction and use of the storage space shall be subject to the restrictions implemented by the City.

PUBLIC OUTREACH/INTEREST:

A Public Hearing was held on February 2, 2016. Residents within 1,000 feet of the area were notified of the hearing. Additionally, e-blasts were sent to the Downtown Specific Plan, Urban Land Institute, and Parks & Recreation mailing lists.

CONCLUSION:

Staff recommends that the City Council approve resolution 16-0015 for a Coastal Development Permit to change the use of a portion of the existing comfort station changing areas to storage.

ATTACHMENTS:

1. Resolution No. 16-0015
2. Comfort Station Changing Area Rendering

RESOLUTION NO. 16-0011

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL APPROVING A COASTAL DEVELOPMENT PERMIT APPROVING PERMANENT CONVERSION OF PORTIONS OF THE MANHATTAN BEACH PIER COMFORT STATION TO STORAGE OF BEACH RECREATION ITEMS, IN THE CITY OF MANHATTAN BEACH (CA 15-21)

THE MANHATTAN BEACH CITY COUNCIL HEREBY FINDS, RESOLVES AND DETERMINES AS FOLLOWS:

SECTION 1. The City of Manhattan Beach ("Applicant" or "City") had applied for a coastal development permit ("Permit" or "CA 15-21") to allow installation of a temporary facility for information, bike rentals, board rentals, and other beach item rentals, and permanent conversion of portions of the existing comfort station to storage of beach recreation items. The Project was revised by the City Council during its consideration on February 2, 2016, to include only the partial remodeling of the Pier Comfort Station adjacent to the North Lower Pier Parking Lot and County Bikepath. The Applicant is seeking to install and operate the storage facilities for City sponsored recreation activities, beach users, and pier/beach maintenance.

SECTION 2. The Project is Categorically Exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section pursuant to Sections 15301 "Minor Alterations of Existing Facilities", 15303 "Conversion of Small Structures", 15304(e) "Minor Alterations to Land", and 15311(c) "Accessory Structures". 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.

SECTION 3. On February 2, 2016, the City Council conducted a duly noticed public hearing on the Project, at which time it received oral and written testimony.

SECTION 4. Based upon the evidence presented at the public hearing, the City Council hereby finds that the Project, as conditioned herein, is in accordance with the objectives and policies of the Manhattan Beach Coastal Program, including Policies I.A.1 – I.A.3 regarding accessways, traffic flow, parking, and pedestrian access, as follows:

- a) The proposed recreation and maintenance storage use supports beach recreation operations, uses only surplus changing room space, and complies with the applicable standards of the Manhattan Beach Coastal Program Zoning Code.
- b) The storage use and internally modified comfort station building shall not obstruct accessways within the coastal zone. Access to the Strand, bike path, pier, remaining comfort station changing room space, pier parking lots, coastline and surrounding beach area shall remain available.
- c) No displacement of coastal views will occur since no exterior changes to the existing comfort station building are included in the project.
- d) Construction and use of the storage space shall be subject to the restrictions implemented by the City.

SECTION 5. Based upon the foregoing, the City Council hereby approves the proposed Coastal Development Permit for conversion of portions of the existing comfort station to storage of beach recreation items subject to the conditions listed below. The Permit will be implemented in conformance with all provisions and policies of the Certified Manhattan Beach Local Coastal Program (LCP) and all applicable development regulations of the LCP - Implementation Program.

1. The Project shall be in substantial conformance with the plans and information submitted to, and approved by the City Council on February 2, 2016.
2. The subject Coastal Development Permit will be implemented in conformance with all provisions and policies of the Certified Manhattan Beach Local Coastal Program (LCP) and all applicable development regulations of the LCP - Implementation Program.
3. 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.

SECTION 6. Pursuant to Government Code Section 65009 and Code of Civil Procedure Section 1094.6, any action or proceeding to attack, review, set aside, void or annul this decision, or concerning any of the proceedings, acts, or determinations taken, done or made prior to such decision or to determine the reasonableness, legality or validity of any condition attached to this decision shall not be maintained by any person unless the action or proceeding is commenced within 90 days of the date of this resolution and the City Council is served within 120 days of the date of this resolution. The City Clerk shall send a certified copy of this resolution to the applicant, and if any, the appellant at the address of said person set forth in the record of the proceedings and such mailing shall constitute the notice required by Code of Civil Procedure Section 1094.6.

SECTION 7. . This Resolution constitutes the Coastal Development Permit for the Project and shall take effect immediately. The Project may not be implemented until all time limits for appeal to the Coastal Commission (if applicable) set forth in the Manhattan Beach Local Coastal Program - Implementation Program Section A.96.160 have expired.

SECTION 8. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED and ADOPTED this 16th day of February, 2016.

Ayes:
Noes:
Absent:
Abstain:

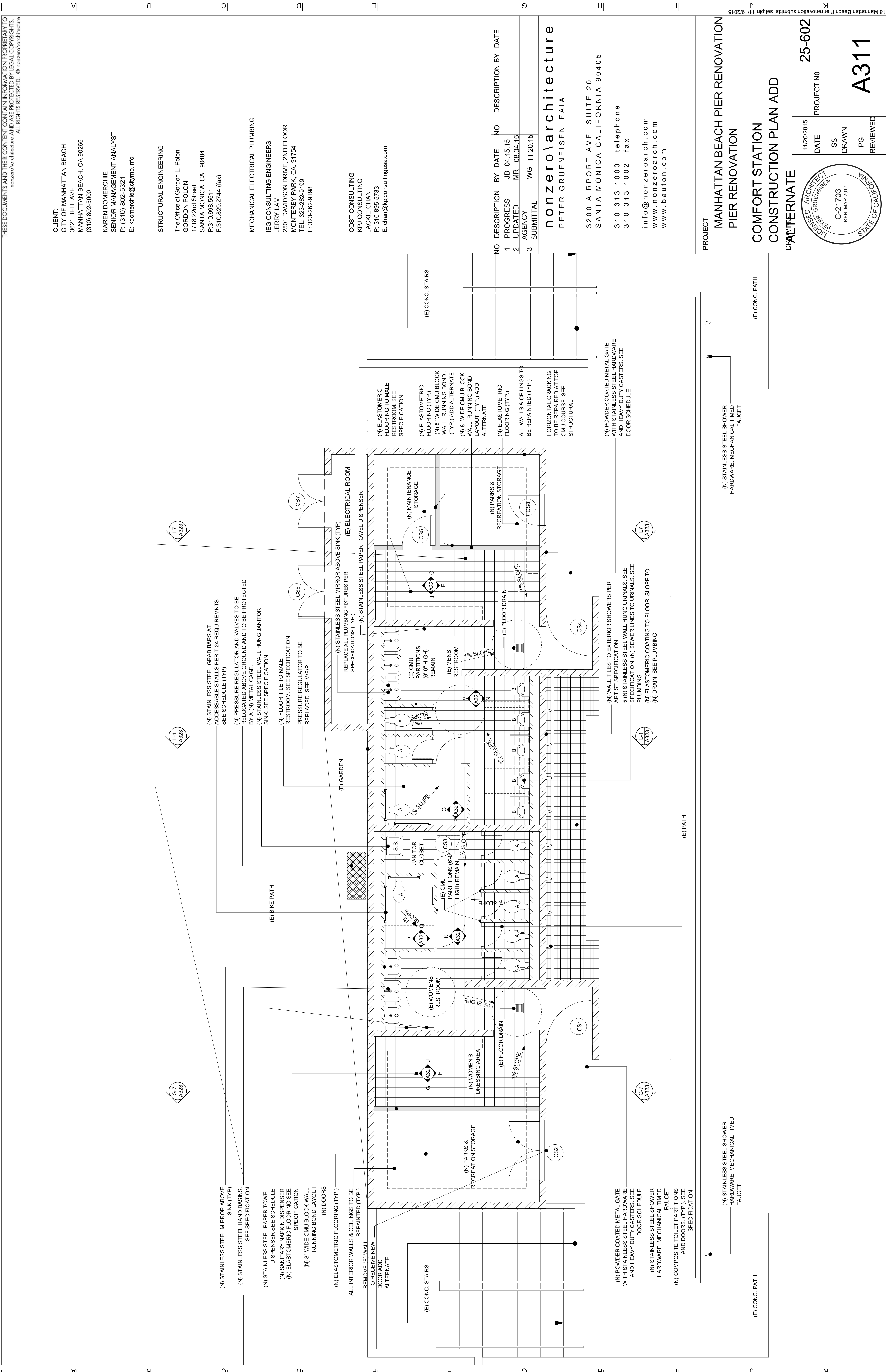
Mark Burton, Mayor
City of Manhattan Beach, California

ATTEST:

Liza Tamura, City Clerk

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

A B C D E F G H I J K



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NO	DESCRIPTION	BY	DATE	NO	DESCRIPTION	BY	DATE
1	PROGRESS	JB	04.15.15				
2	UPDATED	MR	08.04.15				
3	SUBMITTAL	WG	11.20.15				

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 310 313 1002 fax

info@nonzeroarch.com
 www.nonzeroarch.com
 www.bauton.com

PROJECT
**MANHATTAN BEACH PIER RENOVATION
 PIER RENOVATION**

COMFORT STATION
**CONSTRUCTION PLAN ADD
 DRAWING**

11/20/2015 DATE	PROJECT NO. 25-602
SS DRAWN	A311
PG REVIEWED	

11/20/2015
 C-21703
 REN. MAR 2017
 LICENSED ARCHITECT
 PETER GRUENEISEN
 STATE OF CALIFORNIA

SCALE DRAWING NO.
 SCALE 1/4" = 1'-0"

Agenda Date: 3/1/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Public Works Director

Karen Domerchie, Senior Management Analyst

SUBJECT:

Approve Plans and Specifications for the Pier Comfort Station Rehabilitation Project; Award Pier Comfort Station Rehabilitation Project to Monet Construction, Inc. in the Amount of \$519,853 and Authorize the City Manager to Approve Additional Work in an Amount Not-to-Exceed \$77,978 (Public Works Director Olmos).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve the Plans and Specifications for the Pier Comfort Station Rehabilitation Project,
2. Authorize the City Manager to execute a contract in the amount of \$519,853 with Monet Construction, Inc. for the Pier Comfort Station Rehabilitation Project, and
3. Authorize City Manager to approve additional work in an amount not-to-exceed \$77,978 (15% of contract cost).

FISCAL IMPLICATIONS:

City Council appropriated sufficient State Pier Funds for this project as part of the Fiscal Year 2012-2013 and Fiscal Year 2014-2015 Capital Improvement Plan. See Attachment 1, Budget and Expenditure Summary.

BACKGROUND:

The Pier Comfort Station is a part of the Pier complex which includes the Pier, adjoining structures and the four parking lots west of Ocean Avenue. The City must periodically perform maintenance and rehabilitation to the Pier and related structures to maintain aesthetics and structural integrity. The Pier complex exists adjacent to and within the marine environment and is constantly exposed to corrosion, humidity and other ocean related stressors. The condition of the Pier Roundhouse and Comfort Station were assessed as part

of the 2013 Citywide Facility Assessment Study (FSA).

FSA recommended work to be performed at the Pier Comfort Station including the replacement of existing sewer lines; the replacement of plumbing fixtures, toilet partitions and accessories; repair cracking at the CMU block exterior wall; repair the concrete floor and placement of epoxy coating on the floor; installation of wall finishes; re-painting of the exterior of the building; and the replacement of the shower heads and valves. These items were incorporated into the scope-of-work for this project and local Coastal Commission approval was obtained. The work may start as soon as this construction contract is awarded.

In addition, the Parks & Recreation Department requested that the existing Men's and Women's dressing rooms be modified to accommodate storage for Parks & Recreation's equipment. City Council approved the modification of the dressing rooms for this purpose at their February 2, 2016 meeting. This item was included in this project as Add Alternate No.1. The modifications to the dressing room will only be made if the City Council awards Add Alternate No.1 and City receives State Coastal Commission approval, which is expected within the next month.

DISCUSSION:

Construction Bid Proposals

This project was advertised for bids in the Beach Reporter, the City's publisher of record, and several standard construction industry publications, including the Dodge Green Sheet, Reed Construction Data, and Associated General Contractors of America. A total of seven bids were received and opened on February 18, 2016, which ranged from \$519,583 to \$787,500 (Attachment 2).

The total bid amount includes the Base Bid plus Add Alternate No.1 and Add Alternate No.2. The Base Bid includes work recommended in the FSA. Add Alternate No.1 includes the installation of walls at the Men's and Women's dressing rooms and Add Alternate No. 2 includes the replacement of the existing clay tile roof.

Monet Construction, Inc.'s bid was reviewed by the Public Works Department and found to be responsive. Staff reviewed Monet Construction, Inc.'s contractor's license and found it to be in order. Additionally, references indicate Monet Construction, Inc. has the knowledge and capability to complete the work in a timely and acceptable manner.

Based on available budget, staff is recommending award of the Base Bid plus Add Alternate No.1 and Add Alternate No.2 to Monet Construction, Inc. in the total amount of \$519,853.

Authorization of Construction Contingency

It is recommended that the City Manager be authorized to approve change orders in an amount not-to-exceed \$77,978 (15% of contract cost) for additional work resulting from unforeseen conditions.

Construction Schedule

It is estimated that construction will start on March 14, 2016 and will be completed in 60 working days.

POLICY ALTERNATIVE:

Do not approve the construction contract to rehabilitate the Pier Comfort Station.

PROS:

State Pier Funds would not be expended to rehabilitate the Pier Comfort Station.

CONS:

The Pier Comfort Station is in need of maintenance repairs, the sewer lines are deteriorating and the plumbing fixtures and toilet partitions are in need of replacement. In addition, there is cracking at the top of the CMU block exterior wall which poses safety concerns for the users of the facility. If this construction contract is not approved, maintenance repairs will still need to be performed anyway because the plumbing pipes to one of the urinals are deteriorated and the urinal cannot be used.

PUBLIC OUTREACH/INTEREST:

The residential areas impacted by this project will be provided advance information regarding the project, including dates and times of construction and the impacts at the Pier. Contact information will also be provided for residents who require additional information. A community meeting will be scheduled for March 2016 to discuss aspects of the construction project.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) requires public agencies to document and consider the environmental implications of their actions. Based on the scope of work, the Strand Stair Rehabilitation Project is categorically exempt pursuant to Section 15301, Class 1(b). The project consists of the rehabilitation to the existing Pier Comfort Station involving negligible or no expansion of use beyond what previously existed. A Notice of Exemption has been filed with the Los Angeles County Clerk's office for the project.

LEGAL REVIEW

The construction contract has been signed by the contractor and has been approved as to form by the City Attorney.

ATTACHMENTS:

1. Budget and Expenditures Summary
2. Bid Results
3. Construction Contract

ATTACHMENT 1
 BUDGET AND EXPENDITURES
 Pier Comfort Station Rehabilitation Project

Table 1	BUDGET	
	Year/Appropriation	AmountActual
State Pier Fund (Comfort Station)	FY 2012-2013	\$230,000
State Pier Fund for Pier Improvements (to also be used for work other than the Comfort Station)	FY2014-2015	\$1,000,000
TOTAL BUDGET		\$1,230,000

Table 2	EXPENDITURES	
Original Design Contract with Nonzero\Architecture (Awarded 4/7/15, State Pier Funds for Pier Improvements, 15848E)		\$155,400
Contract Amendment #1 for Additional Work on 5 Retaining Walls (4/15/14, Public Art Trust Fund)		\$24,424
Construction Contract (RECOMMENDED)		\$519,853
Construction 15% Contingency (RECOMMENDED)		\$77,978
Construction Management/Inspection Services		\$34,950
Total Expenditures		\$812,605
Balance		\$417,395

ATTACHMENT 2
BID RESULTS
Pier Comfort Station Rehabilitation Project

Contractor	Base Bid Amount	Add Alternate 1	Add Alternate 2	Total Bid
Monet Construction, Inc.	\$434,335	\$42,958	\$42,560	\$519,853
Archico Design-Build	\$469,650	\$32,905	\$52,000	\$555,555
Ocean State Development, Inc.	\$466,150	\$80,500	\$38,000	\$584,650
Caltec Corporation	\$500,449	\$56,075	\$30,000	\$586,524
Fata Construction & Development	\$548,000	\$45,600	\$24,600	\$618,200
Fast-Track Construction Corp.	\$611,500	\$99,500	\$12,000	\$723,000
CWS Systems, Inc.	\$611,500	\$97,000	\$79,000	\$787,500

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

THIS AGREEMENT, made and entered into this 1st day of March, 2016, by and between the CITY OF MANHATTAN BEACH, a municipal corporation, hereinafter referred to as "CITY" and Monet Construction, Inc., hereinafter referred to as "CONTRACTOR". City and Contractor hereby agree as follows:

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

Manhattan Beach Pier Comfort Station Rehabilitation Project

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

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

Plan No. D-910 , Sheets 1 to 40

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

Total Cost: \$519,853.00

Total Cost In Writing: Five hundred nineteen thousand eight hundred fifty three dollars

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

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

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

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

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

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

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

Contractor

By


Its President

and

By

Its

3455 Ocean View Blvd, Suite 200
Address

Glendale, CA 91208

ATTEST:

CITY OF MANHATTAN BEACH

City Clerk

Mark Danaaj, City Manager

The foregoing agreement is hereby approved by me as to form



City Attorney

Public Works Approval

Agenda Date: 3/1/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Public Works Director

Karen Domerchie, Senior Management Analyst

SUBJECT:

Approve Plans and Specifications; Award Parking Structure Lot #2 Rehabilitation Project to Caltec Corporation in the Amount of \$630,000; and Authorize City Manager to Approve Additional Work in an Amount Not-to-Exceed \$94,500 (Public Works Director Olmos).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve Plans and Specifications for the Parking Structure Lot #2 Rehabilitation Project,
2. Authorize the City Manager to execute a contract in the amount of \$630,000 with Caltec Corporation for the Parking Structure Lot #2 Rehabilitation Project, and
3. Authorize City Manager to approve additional work in an amount not-to-exceed \$94,500 (15%)

FISCAL IMPLICATIONS:

There are sufficient funds in the previously approved Capital Improvement Plan to fully fund this project (Attachment 1).

BACKGROUND:

Parking Structure Lot #2 is located at 222-12th Street in Manhattan Beach. This parking facility was built in 1979 and is a reinforced concrete structure with cast-in-place concrete columns. In September 2013, an assessment of the existing conditions of this parking structure was performed by Walker Restoration Consultants (Walker). The items requiring attention at this parking structure include: repairs to damaged post tensioned tendons in the deck concrete slab; installation of a vehicular barrier system; installation of a height restraint bar at the upper level entry to prevent large heavy load vehicles from driving on the parking structure deck; and re-striping of the parking stalls to meet current ADA Code requirements.

DISCUSSION:

Construction Bid Proposals

This project was advertised for bids in the Beach Reporter, the City's publisher of record, and several standard construction industry publications, including the Dodge Green Sheet, Reed Construction Data, and Associated General Contractors of America. One bid was received and opened on February 17, 2016. The bid results are as follows:

<u>Contractor</u>	<u>Bid Amount</u>
Caltec Corporation	\$630,000

Caltec's Corporation's bid was reviewed by the Public Works Department and found to be responsive. Staff reviewed Caltec's Corporation's contractor's license and found it to be in order. Additionally, references indicate Caltec's Corporation has the knowledge and capability to complete the work in a timely and acceptable manner.

Authorization of Construction Contingency

It is recommended that the City Manager be authorized to approve change orders in an amount not-to-exceed \$94,500 (15% of contract cost) for additional work resulting from unforeseen conditions.

POLICY ALTERNATIVE:

Do not approve the construction contract to rehabilitate Parking Structure Lot #2.

PROS:

Capital improvement funds would not be expended to rehabilitate this parking structure.

CONS:

Many of the post tensioned tendons in the parking structure slab are damaged which presents a safety concern for the users of this parking structure. In addition, the existing vehicular barrier system on the second floor of the parking structure is not adequate to restrain vehicles and is also a safety concern.

PUBLIC OUTREACH/INTEREST:

Staff attended a meeting with the Downtown Business Association on January 14, 2016 to provide information regarding the scope of work and the schedule for this project. Staff will maintain regular communication with the downtown stakeholders to keep them abreast of project milestones and impacts during construction.

ENVIRONMENTAL REVIEW:

The California Environmental Quality Act (CEQA) requires public agencies to document and consider the environmental implications of their actions. Based on the scope of work, the Parking Structure Lot #2 Rehabilitation project is categorically exempt pursuant to Section 15301, Class 1(b). The project consists of the rehabilitation of the existing parking structure involving no expansion of use beyond what previously existed. A Notice of Exemption has been filed with the Los Angeles County Clerk's office for the project.

LEGAL REVIEW

The construction contract has been signed by the contractor and has been approved as to

form by the City Attorney.

Attachments:

1. Budget and Expenditures Summary
2. Construction Contract

ATTACHMENT 1
 BUDGET AND EXPENDITURES
 Parking Structure Lot #2 Rehabilitation Project

Table 1		BUDGET	
	Year/Appropriation	Amount	
Parking Fund (Parking Structures #2, #3 and #4)	FY 2014-2015 FY 2015-2016	\$1,431,500	
TOTAL BUDGET		\$1,431,500	

Table 2		EXPENDITURES	
Original Design Contract with IDS Group (Awarded 6/16/15, Parking Fund, 15846E)		\$29,780	
Construction Contract (Parking Structure #2, RECOMMENDED)		\$630,000	
Construction 15% Contingency (RECOMMENDED)		\$94,500	
Construction Management/Inspection Services/Materials Testing		\$56,380	
Total Expenditures		\$810,660	
Balance		\$620,840	

CITY OF MANHATTAN BEACH
AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, by and between the CITY OF MANHATTAN BEACH, a municipal corporation, hereinafter referred to as "CITY" and Caltex Corporation, hereinafter referred to as "CONTRACTOR". City and Contractor hereby agree as follows:

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

Parking Structure #2 Rehabilitation Project

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

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

Plan No. D-911 , Sheets 1 to 32

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

Total Cost: \$630,000.00

Total Cost In Writing: Six Hundred Thirty Thousand Dollars

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

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

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

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

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

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

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

Contractor H.W. Caltec Corp.
By _____ President
Its _____

and
By H.W. Secretary
Its _____

8732 Westminister Blvd, Ste 2
Address
Westminister, CA 92683

ATTEST:

CITY OF MANHATTAN BEACH

City Clerk

Mark Dana, City Manager

The foregoing agreement is hereby approved by me as to form

ZMB

City Attorney

Public Works Approval

Agenda Date: 3/1/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Public Works Director

Karen Domerchie, Senior Management Analyst

SUBJECT:

Approve Continued Use of Previously Approved On-Call Professional Service Agreement for Construction Management and Inspection Services with Psomas (Public Works Director Olmos).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council approve continued use of the previously approved on-call professional service agreement for construction management and inspection services with Psomas.

FISCAL IMPLICATIONS:

Funds for individual task orders are available from previously approved Capital Improvement Projects.

BACKGROUND:

On June, 2015, City Council approved professional service agreements for On-Call Construction Management and Inspection Consultant Services for AndersonPenna Partners, Inc. (APP), Civil Source, Inc. and Psomas 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 (\$200,000) without City Council approval.

The following task orders have been issued to Psomas:

- | | |
|---|---------------------|
| 1. Rosecrans Avenue Widening | \$ 62,714.00 |
| 2. Parking Structure #2 Rehabilitation Project | \$ 56,380.00 |
| 3. <u>Pier Comfort Station Rehabilitation Project</u> | <u>\$ 36,380.00</u> |

TOTAL: \$ 155,474.00

Although they have not exceeded half the contract amount (\$200,000) yet, staff is requesting that City Council approve the continued use of their previously approved on-call professional service agreement since staff anticipates needing their services for projects in the very near future.

DISCUSSION:

Under the On-Call Engineering Services contract, Psomas is to provide overall construction management and inspection services for assigned projects. Some of the major tasks are described below.

Construction Management Services

Services include complete project coordination; organizing and conducting regular progress meetings with all City, Contractor and Consultant representatives as appropriate; tracking and recording key actions, decisions and preparing/reviewing meeting minutes. APP will prepare monthly reports monitoring contractor performance and address project progress and any quality, cost and schedule issues. APP will also coordinate the work of separate contractors engaged by the City. A primary service will be to identify and attempt to resolve construction issues/disputes as they arise prior to engagement of legal counsel to handle matters.

Inspection Services

Services will include representation of the City in dealing with the contractor and providing inspections that will verify the quality and content of work produced, complies with contract documents and identify non-compliant work for correction. APP will provide written, photographic and video documentation of the project as it progresses and provide material testing as required for the project. 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.

Staff is requesting approval for the continued use of the services described above by Psomas for projects in the near future.

POLICY ALTERNATIVES:

ALTERNATIVE #:

Do not approve the continued use of the Psomas agreement.

PROS:

Other consultants would be provided with the opportunity to provide these services if the remainder of the Psomas agreement cannot be used.

CONS:

If staff cannot utilize the remainder of this agreement, staff would have to revert back to issuance of a project-specific RFP to procure these services if the other on-call construction management contracts cannot accommodate the additional tasks within their remaining contract amounts. Issuance of a project-specific RFP and execution of associated contracts take a significant amount of time to process and would delay the projects.

CONCLUSION

Approve continued use of previously approved on-call professional service agreement for construction management and inspection services with Psomas so that staff can proceed with projects in a timely manner.

Agenda Date: 3/1/2016

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 Mid-Year Budget Report; Results of Community Budget Priorities Workshops and FY 2016-2018 Budget Principles and Policies (Finance Director Moe).

RECEIVE REPORT; DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends the City Council: a) receive the Mid-Year Budget Report for Fiscal Year 2015-2016; b) receive a report on Community Budget Priorities Workshops; c) review budget principles and policies for fiscal years 2016/17 and 2017/18; and d) discuss and provide direction.

FISCAL IMPLICATIONS:

Taking into account year-end projections and anticipated transfers to the Insurance, Street Lighting and Storm Water Funds, staff projects an unreserved General Fund balance of \$3.0 million at fiscal year-end.

While current trends indicate the City's General Fund operating budget will finish Fiscal Year 2015-2016 with expenditures exceeding revenues by \$2,028,080, this is primarily due to a one-time reimbursable expenditure outlay; the City maintains a balanced budget with on-going revenues exceeding on-going expenditures. Other Funds are trending as expected.

Without the one-time reimbursable loan and carryforward encumbrances, but with other one-time budget adjustments, the General Fund is projected to generate a surplus this year of \$1,121,202.

BACKGROUND:

The Fiscal Year 2015-2016 Budget was adopted on June 16, 2015 with a General Fund operating budget surplus of \$87,338.

Revenues	\$63,652,500
Expenditures	<u>63,565,162</u>
Adopted Surplus/(Deficit)	\$87,338

A budget represents an agency’s spending plan which takes into account all available resources that may be utilized to fund and achieve the City’s priorities for the fiscal year. Those resources may include revenues received during the current fiscal year, as well as revenues received and not utilized in prior years, the latter of which are now included in unreserved fund balance. It is not uncommon that the unreserved fund balance may be used later for specific one-time purposes, particularly if there is a plan to replenish it; this is consistent with the City’s adopted budget policies. That is the case in the current Fiscal Year where a portion of General Fund unreserved balance is being utilized for one-time non-recurring costs.

These non-recurring costs include General Fund encumbrances (e.g., commitments for expenditures in the prior year that won’t occur until this year) which have been carried forward from FY 2014-2015 to FY 2015-2016 (totaling \$948,292). The amount encumbered is carried forward into the new year to ensure funding is available for these contractual commitments. The funding allocated toward these purchases remained in the City’s fund balances at the end of FY 2014-2015. This standard practice occurs every new fiscal year as part of year-end accounting procedures.

In addition, after budget adoption in June 2015, the following General Fund budget adjustments were subsequently approved by the City Council. These additional one-time expenditures partially utilize unreserved General Fund Balance, with the exception of the one-time temporary short-term home loan for which City Council approved the temporary use of the Economic Uncertainty Reserve (which will be replenished as loan repayment occurs):

<u>Date</u>	<u>Description</u>	<u>Amount</u>
08/18/15	Art Lab Youth Art Education Initiative	\$24,000
10/06/15	As Needed Engineering Services	60,000
10/06/15	EI Nino Storm Preparation	333,700
10/20/15	Outreach for No-Smoking in Multi-Family Units	7,000
11/17/15	Temporary, Short-Term Home Loan	2,200,990
01/05/16	Urban Forest Master Plan	<u>26,980</u>
		\$2,652,670

As Council is aware, City Council approved a one-time bridge home loan for the Assistant City Manager, which is a short term loan for which the City receives principal payments, and interest payments at rates above the City’s liquid cash investment rate. This loan is secured and collateralized with real property, and will be fully repaid in the short term, within 3 years or less.

Collectively, these budget adjustments result in a mid-year projection of estimated General Fund expenditures exceeding revenues for the Fiscal Year by \$2.0 million, primarily due to the short term, secured home loan. As a point of reference, this projection is similar to what occurred in FY 2010-2011 mid-year report when the City assisted the former City Manager with his home purchase utilizing General Fund dollars.

It is important to recognize that the \$2.2 million loan, while required to be reported as an expenditure this fiscal year since, in essence, the check was written and the funds loaned, is also an asset on the City's balance sheet as a note receivable for that amount, therefore, the fund balance is unaffected by the loan. It is equally important that while we have used a portion of fund balance for other one-time expenditures this year, we are projecting a year-end unreserved fund balance in the General Fund of \$3.0 million, this in addition to the 20% financial policy reserve and \$1.8 million in Economic Uncertainty Reserve.

Even after factoring these budget adjustments, structurally, the City maintains a balanced budget with on-going revenues exceeding on-going expenditures.

As a result, the sources and uses of General Fund moneys are projected as follows for FY 2015-2016:

Revenues:

Estimated Year End Revenues	\$64,604,896
(Budgeted Revenues = \$63,652,500)	

Expenditures:

Budgeted Expenditures	\$63,565,162
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Adjustments:

Add: Encumbrances Carried Forward	948,292
Add: Budget Adjustments (listed above)	2,652,670
Less: Expenditure Savings Based on Trends	<u>(533,148)</u>

Estimated Year End Expenditures	\$66,632,976
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Expenditures in Excess of Revenues	(\$ 2,028,080)
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Without the one-time reimbursable loan and carryforward encumbrances, but with the other one-time budget adjustments listed above, the General Fund is projected to generate a surplus this year of \$1,121,202.

It is important to note that the policy reserve of 20% of General Fund expenditures (\$12.7 million) is maintained. The economic uncertainty reserve is now estimated at \$1.8 million after the short-term home loan disbursement. Taking into account year-end projections and anticipated transfers to the Insurance, Street Lighting and Stormwater Funds, staff projects an unreserved General Fund balance of \$3.0 million at fiscal year-end. Staff will provide updated fund balance estimates during the third quarter update in May.

See Attachment #1, Table #1, for General Fund Projections.

DISCUSSION:

Overall, the fiscal year 2015-2016 General Fund budget-to-actuals through mid-year are performing as expected. Revenues are estimated to exceed the adjusted budget by \$917,902 (1.4%). Expenditures (including all budget adjustments subsequent to adoption) are expected to total \$533,148 (0.8%) under the adjusted budget (the adjusted budget includes City Council-approved amendments during the current year as well as encumbrances carried forward from the prior year).

When comparing estimated year-end revenues and expenditures irrespective of the budget, expenditures are expected to exceed revenues by \$2,028,080. Expenditures include a non-recurring outlay of funds related to the temporary, short-term bridge home loan approved by the City Council in November. Accordingly, revenues were also adjusted to account for principal and interest monthly payments due to the City.

Last year's improvement continues in several of the City's major revenues, including property tax and transient occupancy tax. With revenues on target, cost control remains a priority.

General Fund Revenues

The following are highlights of several key revenue areas. Please see Table 2 on Attachment #1 for General Fund Revenues.

Property Tax

Property tax is the General Fund's largest revenue source, accounting for approximately 40% of total revenue. The forecast is for Property Tax as a group to come in \$318,430 (1.2%) over budget and \$1,831,247 (7.5%) ahead of last year. Net taxable assessed property values have grown 8.14% from fiscal year 2015, reflecting the continued strength of the Manhattan Beach housing market. This continues the trend from the prior year's growth of 5.5%.

FY 2013 Revenue: \$21,626,175
FY 2014 Revenue: \$23,353,741
FY 2015 Revenue: \$24,435,184
FY 2016 Budget: \$25,948,000
FY 2016 Full Year Estimate: \$26,266,430

Real Estate Transfer Tax

Real Estate Transfer Tax revenue is derived from a charge of fifty-five cents per \$500 of sales price, split evenly between the City and the County of Los Angeles. Available data for single-family home sales indicate a decline in volume from calendar year 2014 to a level consistent with 2010 (Source: HdL 2015-2016 Property Tax Data).

Residential Home Sales by Calendar Year:

2015 Sales through November: 387
2014: 488
2013: 500

2012: 492
2011: 429
2010: 394

Although the number of sales is down, the median single family sales price increased to \$1.92 million in 2015, up 2.78% from the prior year. Based on transfer tax collections from all properties (residential and commercial), collections are expected to be 11.9% above the prior year, and to outperform budget by \$31,313 (4.0%).

FY 2013 Revenue: \$587,399
FY 2014 Revenue: \$642,718
FY 2015 Revenue: \$720,826
FY 2016 Budget: \$775,000
FY 2016 Full Year Estimate: \$806,313

Sales Tax (revised from 2-16-16 Council report)

Sales Tax, the city's second largest General Fund revenue source (15% of total revenue) has continued to be somewhat anemic. Flat or declining retail "Point of Sale" returns, plunging fuel prices and the loss last April of one of the City's biggest sales tax producers (Dewitt Petroleum) have all contributed to the sluggish growth. The FY 15-16 budget of \$8,450,000 was a conservative estimate based on information at the time. However, new projections based on the latest information, as well as in consultation with the City's sales tax consultants, indicate that sales tax for the current year should come in at approximately \$9.1 million, \$62,457 (-.7%) below last year, but \$659,058 (7.8%) above budget (*this is different than what was presented in the February 16, 2016 report and reflects an increase of \$439,230 in expected sales tax revenue*). Among the bright spots in retail sales, the City's restaurants and hotels have continued to perform well at 6.5% over the prior year-to-date collections.

FY 2013 Revenue: \$9,301,731
FY 2014 Revenue: \$9,135,807
FY 2015 Revenue: \$9,171,515
FY 2016 Budget: \$8,450,000
FY 2016 Full Year Estimate: \$9,109,058

Transient Occupancy Tax

Also known as the hotel bed tax, the City levies a 10% Transient Occupancy Tax (TOT) on hotel and motel rooms with 8.5% going to the General Fund. The remaining 1.5% goes to the Capital Improvement Fund to fund Police & Fire Facility debt service and future projects. Up until December 31st, the City was also collecting the TOT on short-term vacation rentals. Although the City will not collect any more revenue from short-term rentals (which are no longer permitted in the Municipal Code), total TOT revenues for the full year are expected at 5.4% above budget and 8.7% above the prior year.

General Fund

FY 2013 Revenue: \$3,221,069
FY 2014 Revenue: \$3,565,093
FY 2015 Revenue: \$3,955,209

FY 2016 Budget: \$4,080,900
FY 2016 Full Year Estimate: \$4,300,000

Building Permit & Plan Check Fees

Building-related fees were updated last July with the Cost Allocation and User Fee Study. With the new tiered fee structure, the City is collecting more revenue from Building Permits, while Plan Check has declined. Taken together, Building Permit and Plan Check fees collected in FY 2015-2016 are anticipated to be higher than the prior year by \$408,380 or 15.7%.

In the first six months of the fiscal year, the volume of plan checks is trending the same as the prior year. Building permit fee revenues are expected to come in at budget (\$1,795,000), while plan check fee revenues are expected to come in under budget by \$409,000 (25.1%) due to lower cost recovery charges and exclusion of fees anticipated from the Manhattan Village Mall remodel (when the budget was adopted last June, it was anticipated that Plan Check fees for the mall project would be collected in FY 2015-16 with Permit fees collected in FY 2016-2017). However, with the project delayed, the timing of the plan check submittal is uncertain. This accounts for half of the anticipated shortfall.

Building Permits

FY 2013 Revenue: \$ 872,218
FY 2014 Revenue: \$1,031,410
FY 2015 Revenue: \$1,196,592
FY 2016 Budget: \$1,795,000
FY 2016 Full Year Estimate: \$1,795,000

Plan Check

FY 2013 Revenue: \$1,041,846
FY 2014 Revenue: \$1,409,954
FY 2015 Revenue: \$1,410,028
FY 2016 Budget: \$1,629,000
FY 2016 Full Year Estimate: \$1,220,000

Business License Tax

Business license tax, which is generally calculated upon a business' gross receipts, is estimated to come in higher than last year's collections. This revenue showed resilience against the troubled economy and has remained level or had slight increases year over year. Analysis of previous years showed this revenue is somewhat inelastic to the ebbs and flow of the economy. Despite modest declines and increases in businesses' total gross receipts, business license tax has remained steady, likely due to the fact that around 70 businesses pay the maximum gross receipts business license, and changes in their gross receipts are unlikely to impact their total license tax.

FY 2013 Revenue: \$3,122,503
FY 2014 Revenue: \$3,140,273
FY 2015 Revenue: \$3,376,113
FY 2016 Budget: \$3,165,000
FY 2016 Full Year Estimate: \$3,390,000

Interest Income

The City invests its idle cash in a number of instruments ranging from the state-run Local Agency Investment Fund and corporate debt, to U.S. Treasury notes, Governmental Agencies and Certificates of Deposit. During the last recession and associated economic problems, interest rates declined dramatically and have remained at very low levels. As a result, the City's maturing investments are reinvested at the current low rates. However, the portfolio was recently yielding 1.049%, up from .904% one year ago, and additional rate increases are predicted in 2016.

FY 2013 Revenue: \$578,873
FY 2014 Revenue: \$546,077
FY 2015 Revenue: \$443,720
FY 2016 Budget: \$516,350
FY 2016 Full Year Estimate: \$489,669

Other General Fund Revenues

Other revenues worth mentioning include:

Miscellaneous Revenues

The Miscellaneous Revenue category includes Workers' Compensation Salary Continuation, which is a reimbursement to the General Fund for wages paid to injured employees receiving benefits. Based on recent workers' compensation claim activity in FY 2015-2016, reimbursement revenue is projected to be come in under budget by \$236,425 or 38.2%. Although this means less General Fund revenue, ultimately this is a positive indicator that workers' compensation claim activity is down compared to prior year experiences.

Parking Citations

In July, parking citation fees were increased by \$5 in alignment with other comparable cities. Hence, the budget for parking citation revenue was increased in anticipation of higher revenues at a similar volume. However, citation volume is down in the first half of the fiscal year. Downtown parking revenues and citations were impacted by the streetscape project last fall. Several meters had to be temporarily removed for concrete sidewalk replacement during the project, which took away both meter revenue and the expired meter citations. Although the budget projection has not been realized, General Fund citation revenues are now projected at \$2.5 million, which exceeds FY 2014-2015 revenue by \$213,372 or 9.3%.

While a General Fund revenue source, a portion of the revenue from Parking Citations (\$4 of all citations except expired meters) goes to the CIP Fund. The CIP fund utilizes the moneys to pay debt service on the Police/Fire facility and to fund other general CIP projects.

General Fund Expenditures

Half way through the year the City has expended and encumbered \$31.6 million or 47.0% of the total adjusted budget allocation. Please see Table 3 on Attachment #1 for General Fund Expenditures.

Within the Salary and Wages category, regular salaries are projected to be under budget by \$169,431 or 1.4%, mainly due to open positions. Part-time salaries are also estimated to end

the year under budget by \$92,146 or 4.6%.

Sworn salaries (Police and Fire) are trending over budget for the full year, by 4.0% or \$514,679, due to near full staffing levels in the Police Department, a 4.6% vacancy factor included in the budget, and Fire Department Overtime. The Police Department is temporarily over-staffed in anticipation of upcoming vacancies due to retirements. By over-staffing in advance of these vacancies, the Police Department's fully-trained force is sustained and higher overtime costs are prevented.

Within the Fire Department, one vacant firefighter position and one employee out on injury leave have caused a need for additional overtime hours. Overtime costs in the Fire Department are incurred when there are vacancies (vacations, sickness, injuries, training, etc.) that must be filled by other existing fire personnel in order to operate at the minimum level of staffing. Overtime costs are currently trending in line with FY 2014-2015 but are over the current year budget by \$288,122 or 13.1%.

Employee Benefits are estimated at 0.7% or \$93,685 under budget for the full year. In addition to vacancies, this change can be attributed to Group Medical Insurance trending \$91,634 (2.8%) under budget due to medical premium increases rising at a slower pace than budgeted.

Utility costs and Internal Service Charges are both anticipated to end the year under budget. Cost increases assumed during the development of utility budgets have not materialized, thus causing the lower trend in actual expenditures to date.

Property and Equipment will not be fully expended by year end, and is expected to come in under budget by \$249,700. Much of these costs are related to Information Systems Master Plan projects which are not expected to be completed by year end (e.g. Financial and Human Resources software system upgrades). Any remaining unspent budgets for these projects will be re-budgeted for completion in FY 2016-2017.

Overall, General Fund expenditures are trending 0.8% or \$533,148 under budget.

Other Funds

Other City fund revenues and expenditures have been reviewed. Halfway through the fiscal year, other funds are trending at appropriate levels given historical spending trends and identified spending patterns.

Worth noting are other Funds receiving subsidies from the General Fund, which diverts resources from Police, Fire and other general governmental services. Over the next five years, General Fund subsidies to the Storm Water and Street Lighting & Landscape District Funds are projected between \$1 million and \$2 million per fiscal year.

The Street Lighting and Landscaping Fund currently has no fund balance and assessments are inadequate to fund operations or provide for future capital needs. As a result, the General Fund subsidizes this fund every year, budgeted at \$217,649 in FY 2015-2016.

The General Fund's subsidy to the Storm Water Fund is budgeted at \$841,266 in FY

2015-2016. This fund is encountering higher operating costs due to legislative action to clean storm water runoff and limits, which reduces funds for highly needed capital improvement projects. While these issues require a Proposition 218 vote, it is most appropriate that the General Fund no longer support these ancillary services.

In addition to these transfers, the City Council recently approved a phased transfer plan from the General Fund Unreserved Fund Balance to the Insurance Fund on November 17, 2015. Transfers in the amount of \$667,000 will occur in fiscal years 2015-16, 2016-17, and 2017-18 to correct a fund imbalance that was a result of higher than expected claims activity during FY 2014-2015. Fortunately, this spike in claims activity has not continued. Halfway through the fiscal year, the Insurance Reserve Fund has expended 55% of budgeted appropriations. Year-to-date expenditures in the Fund total \$3,448,337 through December, compared to \$4,457,992 a year ago.

FY 2015-16 MID-YEAR BUDGET SUMMARY

Overall, Mid-Year results are trending as expected. General Fund revenues are stable and reflective of the local economy. Revenues are expected to outpace budget by \$917,902 while expenditures are expected to come in \$533,148 under budget. This can be attributed to the increases in property tax and hotel bed tax (TOT) as well as savings in Employee Benefits, Utilities, Internal Service Charges and Equipment. Irrespective of budget, expenditures are expected to exceed revenue at year end, mainly due to one-time nonrecurring expenditures. A continual focus is streamlining costs while maintaining the levels of service provided to the community.

The next budget status report will occur in May 2016 for the 3rd quarter results.

COMMUNITY BUDGET MEETINGS RESULTS; BUDGET POLICIES AND GOALS FOR FY 2016-2017/2017-2018 BUDGET

With budget development for fiscal years 2016-2017 and 2017-2018 underway, staff is focused on incorporating community input and setting policies and goals for the coming two-year budget cycle.

Community Budget Meetings

Two Community Budget Priorities Workshops were held in January. On January 19, a workshop was held specifically for the Older Adults Program. Additionally, the broader community was invited to attend an evening workshop on January 21. To collect input, handwritten worksheets were used as well as new technology to collect data through a "live" survey using smartphones and tablets. Feedback collected during the workshops is presented with this report (included in Attachment #2). An Open City Hall survey was also available through February 29, 2016, the results of which are included (through February 19, 2016) with this report.

The workshops provided an opportunity for the community to share opinions about the City budget priorities early in the development of the FY 2016-2017 and FY 2017-2018 budget. Each session started with an overview of the current resource allocation, and the challenges the City faces when resources are limited. There were a total of sixty-five participants at the

two sessions.

Each workshop session provided information on the City’s seven functional areas, along with the FY 2015-2016 allocation of funds:

<u>Functional Area</u>	<u>FY 2015-2016 Budget</u>	<u>Percentage</u>
Police and Fire Services	\$37.1 million	31%
Streets and Facilities	29.6 million	24%
Water, Storm Water, Waste Water	17.7 million	15%
Support Services	18.6 million	15%
Parks and Recreation	8.8 million	7%
Community Development	4.6 million	4%
Environmental Programs	<u>4.5 million</u>	<u>4%</u>
Totals	\$120.9 million	100%

In most functional areas, the majority of responses from participants indicate that the City’s funding of these activities is “about right” (rankings ranged from a high of 79% for safety services to low of 50% for support services). Community Development had a split majority of participants indicate that funding is either “too low” (36%) or “about right” (36%). A majority (57%) of respondents indicate that Water, Storm Water and Waste Water activity funding is “too low.” When asked what areas of the budget should be reduced to fund other areas, support services (Finance, Human Resources, Information Technology, City Clerk, etc.) were most often identified, although that is a common response at other budget workshops conducted in other agencies.

At the conclusion of each session, participants evaluated the sessions; 92% rated the overall experience as “good,” “very good,” or “excellent;” 91% indicated that the meeting addressed their concerns about the budget and priorities; and 87% rated the workshop materials as “good,” “very good,” or “excellent.”

Open City Hall

In addition to the workshops, a Community Budget Priorities Survey was posted to Open City Hall on the City’s website. Thirty-four people “attended” the survey information, with six forum responses (Attachment #3 lists the results).

Among the responses to what participants would like to see in Manhattan Beach in the next two years:

- Safer streets for kids to ride bikes to beach, school or friends’ homes
- The City run more efficiently with less staff and more self-reliant citizens
- Reduced retirement benefits for employees
- Control of mansionization and lot mergers
- Increased citizen participation
- Reduced developer and realtor influence
- New Fire Station on east side of City

- New swimming pool to replace Begg Pool

Participants were also asked what they would like to see in Manhattan Beach in the next ten years:

- A pedestrian-only area in the Downtown
- New Joslyn Center with more classrooms and complete gym for increased older adults programs
- Less trying to satisfy everyone
- Less “smothering” government
- Stick to basics

Other comments received included:

- Not in support of a new City Hall. Remodeling is preferred (2 similar comments)
- Not in favor of a high-rise hotel

Finally, the City received four comments on the email option (budget@citymb.info [<mailto:budget@citymb.info>](mailto:budget@citymb.info)) on the following topics:

- Request for tentative budget study session dates (May 5th, 10th, 12th and 19th subject to change)
- Request to fund water bottle refill stations at Mira Costa (\$5,000). Environmental Programs Manager Coffee responded by telephone to discuss.
- Suggestion that City meetings (including the budget workshops) source refreshments from local, small Manhattan Beach businesses, not Costco or Vons
- Request for specific budget revisions resulting from last year’s citizen input at budget workshops.

The budget@citymb.info [<mailto:budget@citymb.info>](mailto:budget@citymb.info) option will remain active throughout the budget process this year for the community to communicate with Council and the staff.

Budget Guiding Principles and Policies; Priorities for FY 16/17 and 17/18

Last year, the City Council adopted a series of Budget Guiding Principles and Policies to aid in the creation of the FY 2015-2016 spending plan (see Attachment #4). The budget guiding principles are high level important goals for the process. These carry forward into the Budget Policies in more detail.

Budget Guiding Principles

- The budget will be created with an eye towards innovation
- We will look for opportunities to create efficiencies, including the use of alternative service delivery models
- Continuation of the City’s long history of fiscal integrity and sustainability will be a cornerstone of the plan
- We will promote civic engagement throughout the process, and provide information in

a transparent manner.

- We will invest in our workforce to promote the highest service levels possible

More specifically for this coming budget, staff has added the following emphases and priorities:

- Enhancing available crime prevention tools
- Acquiring, Implementing and Improving technologies utilized to deliver outstanding services
- Planning for major capital improvements and infrastructure and the resources necessary to complete those projects
- Providing the workforce with the appropriate tools to execute services
- Addressing the six pillars of success in the City Council's Strategic Plan when considering any and all expenditures; utilize performance measurements to communicate goals, results and values

As we commence the process for the new two-year budget (fiscal years 2016-2017 and 2017-2018), budget policies provide the framework under which staff will develop the budget for City Council review and approval. The current Budget Policies are included in the report as Attachment #4. Topics addressed include:

1. Overall Budget Tenets
2. Fiscal Integrity
3. Revenues
4. Internal Service Charges
5. Reporting
6. Civic Engagement
7. Capital Budgeting

Each section addresses important principles including maintaining a structurally balanced operating budget, streamlining of costs, innovation and adaptability, use of one-time revenues, timing of budget reporting updates, methods of communicating with the community, and development of capital budgets.

While many of these Budget Policies are also appropriately contained in the City's Financial Policies (which are located in the budget appendix), directly tying them to the budget process emphasizes the importance of these principles, and helps guide staff in the preparation.

CONCLUSION

The Proposed Budget for fiscal years 2016-2017 and 2017-2018 will be presented on May 3rd, 2016. Following this presentation, Budget Study Sessions will be held in May before the final budget adoption occurs in June.

Attachments:

1. Fiscal Year 2015-2016 General Fund Mid-Year Results
2. Fiscal Year 2015-2016 Mid Year Budget Review/Community Meetings PowerPoint

3. Open City Hall Results Report
4. Current Adopted Budget Policies

**FY 2015-2016 Mid-Year Budget Report
Attachment 1**

Table #1

General Fund	Revenues	Expenditures*	Surplus/Deficit
Adopted Budget	\$63,652,500	\$63,565,162	\$87,338
Adjusted Budget	63,686,994	67,166,124	(3,479,130)
Preliminary Actual	\$64,604,896	\$66,632,976	(\$2,028,080)

**Includes one-time capital equipment purchases and loan outlay*

Table #2

General Fund Revenues	2015 Actuals	FY 2016		FY 2016 Full Year Estimate			
		Adj Budget*	Full Yr Est	From 2016 Budget		From 2015 Actuals	
Key Revenues							
Property Tax	\$24,435,184	\$25,948,000	\$26,266,430	\$318,430	1.2%	\$1,831,247	7.5%
Sales & Use Tax	9,171,515	8,450,000	9,109,058	659,058	7.8%	(62,457)	(0.7%)
Transient Occupancy Tax	3,955,209	4,080,900	4,300,000	219,100	5.4%	344,791	8.7%
Business License Tax	3,376,113	3,165,000	3,390,000	225,000	7.1%	13,887	0.4%
Building Permits	1,196,592	1,795,000	1,795,000	-	-	598,408	50.0%
Building Plan Check Fees	1,410,028	1,629,000	1,220,000	(409,000)	(25.1%)	(190,028)	(13.5%)
Interest Earnings	443,720	516,350	489,669	(26,681)	(5.2%)	45,948	10.4%
Real Estate Transfer Tax	720,826	775,000	806,313	31,313	4.0%	85,487	11.9%
Subtotal Key Revenues	\$44,709,186	\$46,359,250	\$47,376,470	\$1,017,220	2.2%	\$2,667,284	6.0%
Other Revenues by Category							
Other Taxes & Assessments	\$2,069,231	\$1,841,000	\$1,766,277	(\$74,723)	(4.1%)	(\$302,954)	(14.6%)
Revenue from Permits	978,376	957,030	990,550	33,520	3.5%	12,174	1.2%
Fines	2,506,870	2,926,000	2,700,000	(226,000)	(7.7%)	193,130	7.7%
Use of Property & Money	2,697,455	2,682,280	2,833,132	150,852	5.6%	135,677	5.0%
Other Governments	1,012,077	265,837	474,464	208,627	78.5%	(537,613)	(53.1%)
Service Charges & Transfers	8,215,367	7,973,897	7,958,862	(15,035)	(0.2%)	(256,506)	(3.1%)
Miscellaneous	806,792	681,700	505,142	(176,558)	(25.9%)	(301,650)	(37.4%)
Subtotal Other Revenues	\$18,286,169	\$17,327,744	\$17,228,426	(\$99,318)	(0.6%)	(\$1,057,743)	(5.8%)
Total General Fund Revenues	\$62,995,354	\$63,686,994	\$64,604,896	\$917,902	1.4%	\$1,609,542	2.6%

Positive Variance indicates above budget; negative variance indicates below budget.

** The General Fund Adjusted budget includes the adopted budget plus adjustments for grants and General Fund reimbursements.*

**FY 2015-2016 Mid-Year Budget Report
Attachment 1**

Table #3

General Fund Expenditures	Adjusted Budget (a)	Projected Year End	Variance Under/(Over)	%
Salary & Wages	\$30,330,122	\$30,923,126	(\$593,004)	(2.0%)
Employee Benefits	12,802,931	12,709,246	93,685	0.7%
Contract & Professional Services	8,628,669	8,654,521	(25,852)	(0.3%)
Materials & Services	2,893,246	2,820,933	72,313	2.5%
Utilities	1,225,540	987,185	238,355	19.4%
Internal Service Charges	7,591,862	7,324,290	267,572	3.5%
Property & Equipment	892,480	642,780	249,700	28.0%
Bond Debt	581,231	350,852	230,379	39.6%
Transfers Out	19,053	19,053	-	-
Temporary, Short-term Loan Outlay	2,200,990	2,200,990	-	-
Total General Fund Expenditures	\$67,166,124	\$66,632,976	\$533,148	0.8%

(a) The Adjusted Budget includes City Council-approved amendments during the current year as well as encumbrances carried forward from the prior year which are added to the budgeted expenditures in the new fiscal year.

General Fund Revenue & Expenditure Summary

(Adjusted for Impact of Labor Negotiations)

Total Projected Revenues	\$64,604,896
Total Projected Expenditures	66,632,976
Projected Surplus/Deficit	(\$2,028,080)

Fiscal Year 2015-2016 Mid Year Budget Review





Introduction

- ▶ Status report halfway through the fiscal year (July 1 - December 31, 2015)
- ▶ Present information collected from Two Community Budget Priority Meetings
- ▶ Discuss fiscal priorities for two-year budget

Mid Year Trends and Results

- ▶ Unreserved General Fund Balance estimated at \$3.0M
- ▶ General Fund Revenues expected to **exceed** budget by \$917,902 or 1.4%
- ▶ General Fund Expenditures expected to end year **under** budget by \$533,148 or 0.8%
- ▶ Year end projections indicate actual Expenditures will exceed actual Revenues by \$2,028,080
 - Policy Reserve maintained at 20% of Expenditures (\$12.7M)
 - Economic Uncertainty Reserve temporarily at \$1.8M until loan repayment



General Fund Revenues

Fiscal Year 2015-2016 Mid Year Report

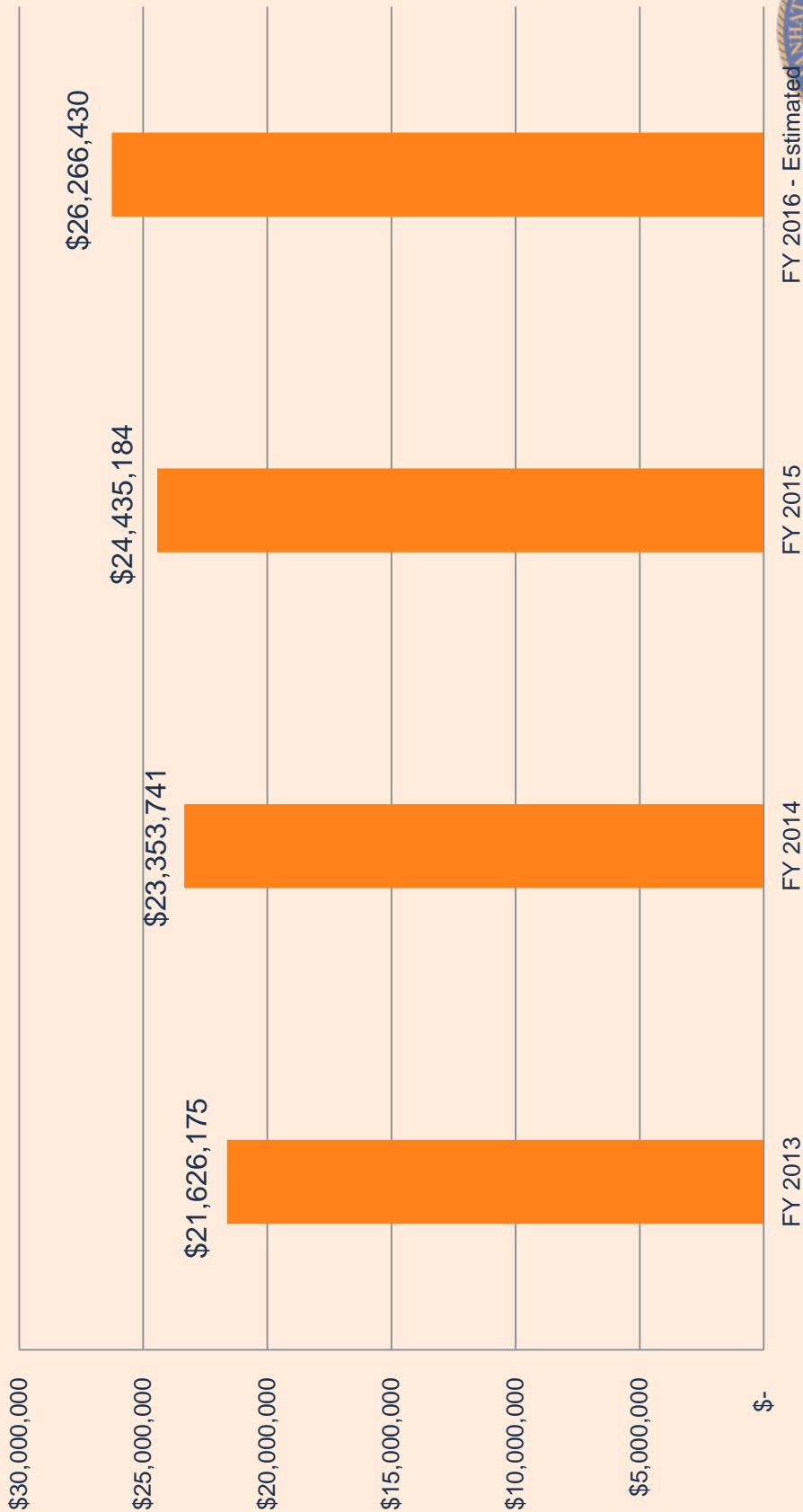


Property Tax

- ▶ City's largest General Fund revenue source – 40% of total (stable)
- ▶ Estimated to exceed budget by \$318,430 (1.2%)
- ▶ \$1,831,247 (7.5%) over FY 2014-2015
- ▶ Assessed values up 8.1% from prior year up from last year's 5.5%



Property Tax





Real Estate Transfer Tax

- ▶ Levy of \$.55 per \$500 of sales price (.11%)
- ▶ Split evenly between County and City
- ▶ Example:
 - Sale Price \$1,800,000
 - R/E Tax @ .11% \$ 1,980
 - City revenue \$ 990
 - County share \$ 990

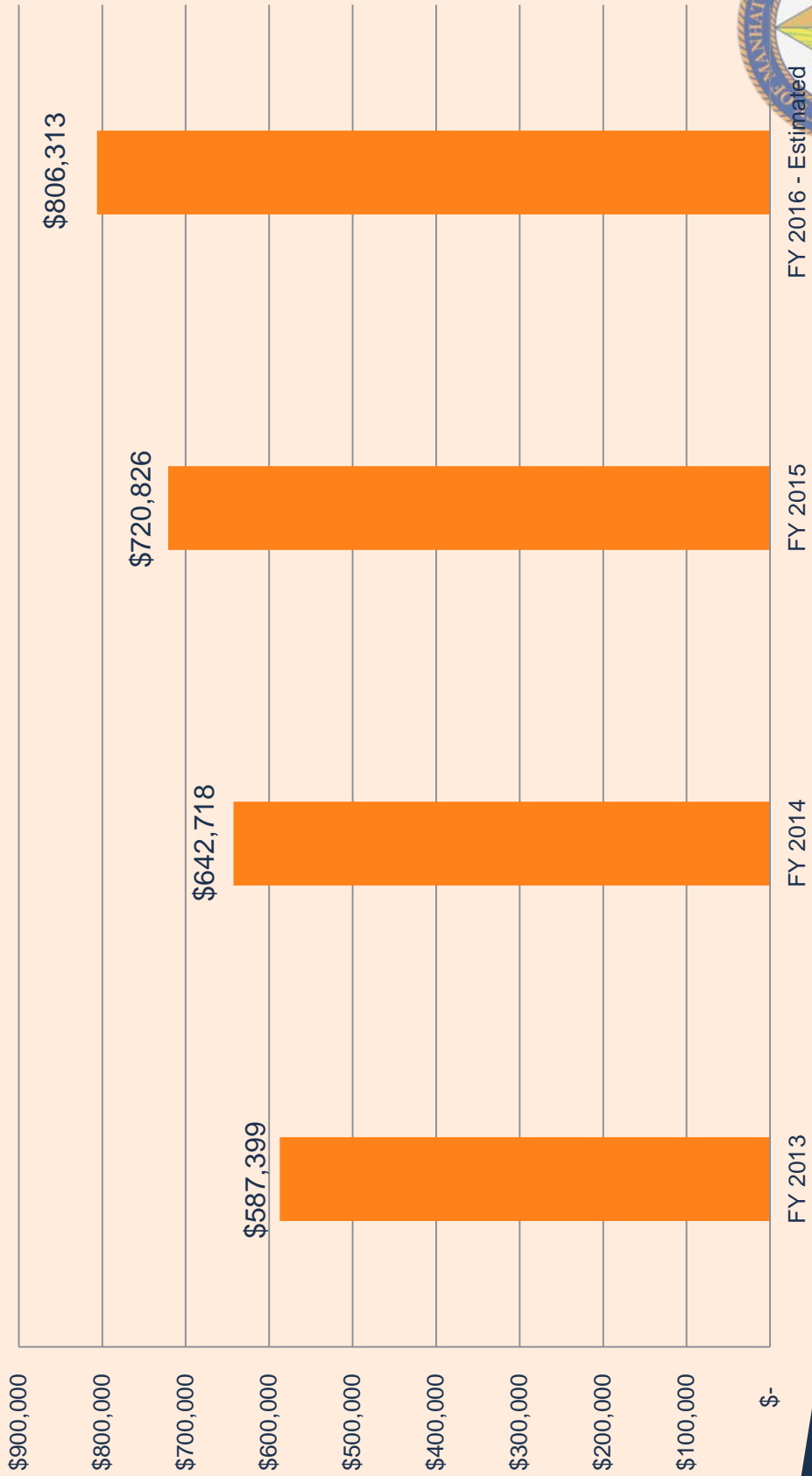
Real Estate Transfer Tax

- ▶ Median SFR home price in 2015: \$1.92 million
- ▶ Volume of home sales trending below 2014 (488 units)
- ▶ Forecast year end to come in \$31,313 over budget (4.0%) and 11.9% above prior year

Source: HdL Property Tax Data



Real Estate Transfer Tax

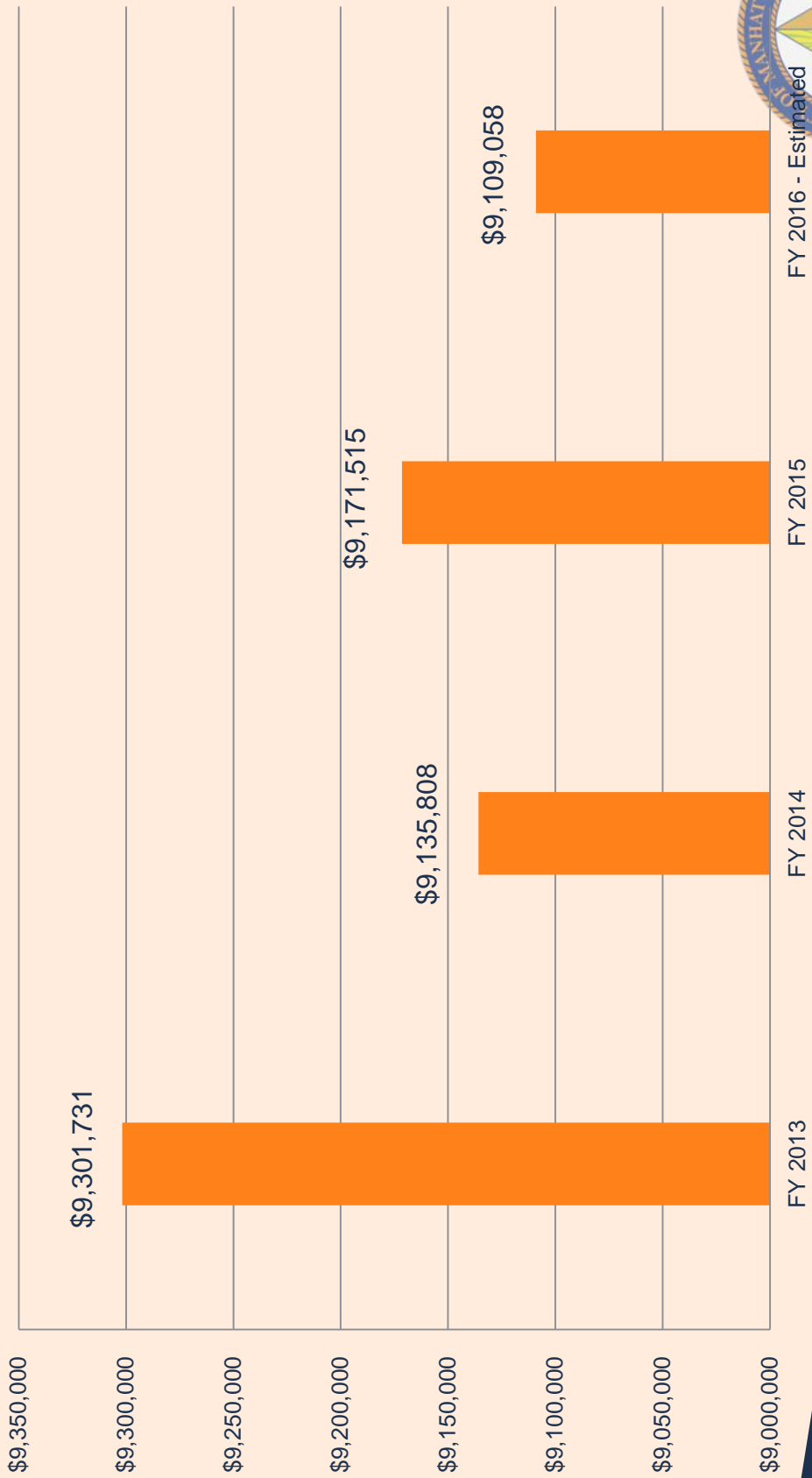


Sales Tax

- ▶ Second largest General Fund revenue source (15%)
- ▶ Projected over budget by \$659,058 but \$62,457 under FY 2015 (-0.7%)
 - Loss of significant Sales Tax producer in April 2015
- ▶ Overall modest growth in retail sales
- ▶ Positive year-to-date changes from prior year:
 - Restaurants and Hotels +5%
 - General Consumer Goods +4%
 - Food and Drugs +1%



Sales Tax



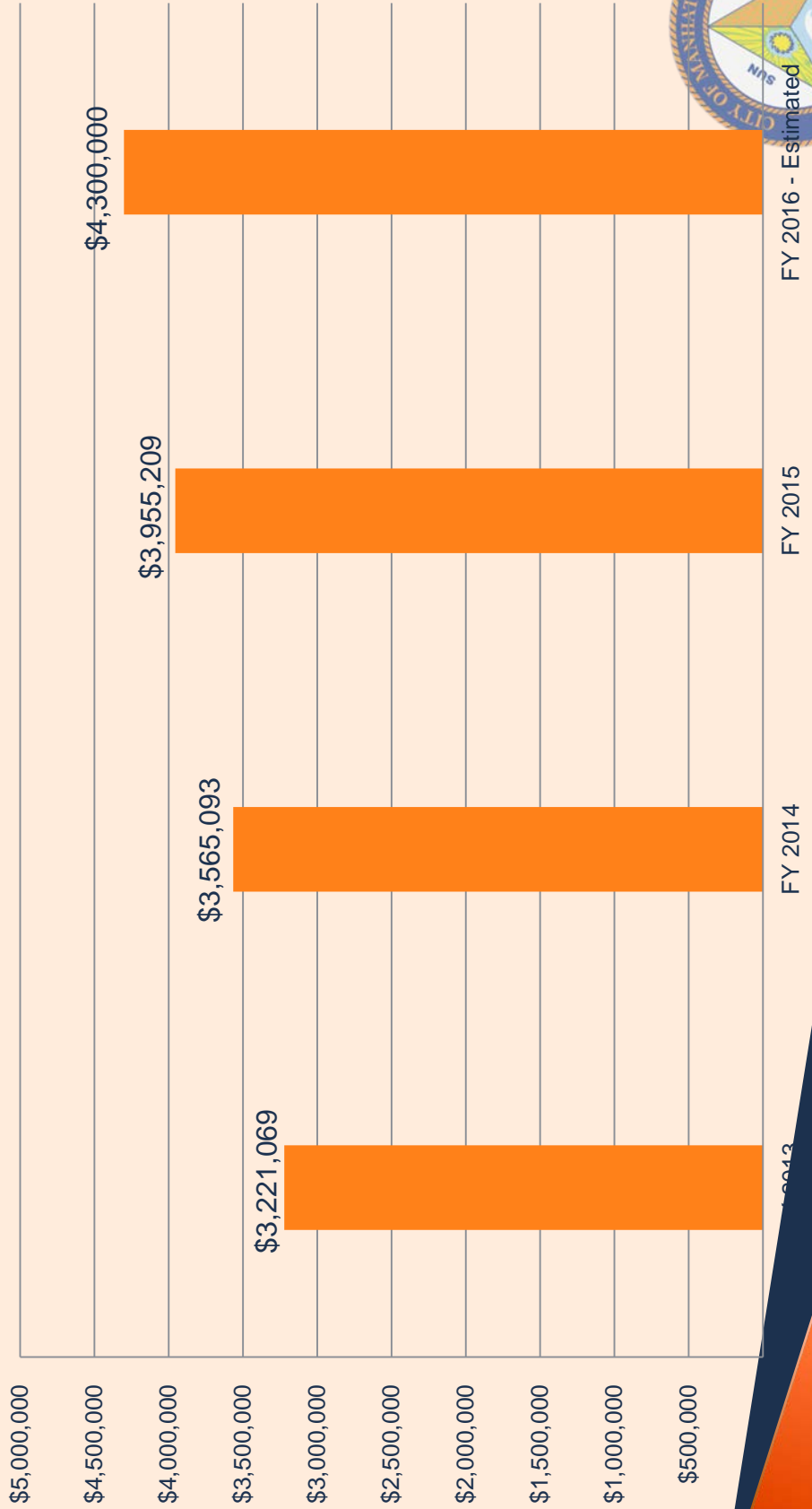
Transient Occupancy Tax (TOT)

- ▶ City levies 10% tax on hotel room rentals
 - 8.5% to General Fund
 - 1.5% to CIP Fund
- ▶ Mixed results by hotel, but overall positive
- ▶ General Fund Revenues projected to exceed budget by \$219,100 (5.4%); Up 8.7% from FY 2014-15



Transient Occupancy Tax (TOT)

Excludes CIP Fund Portion

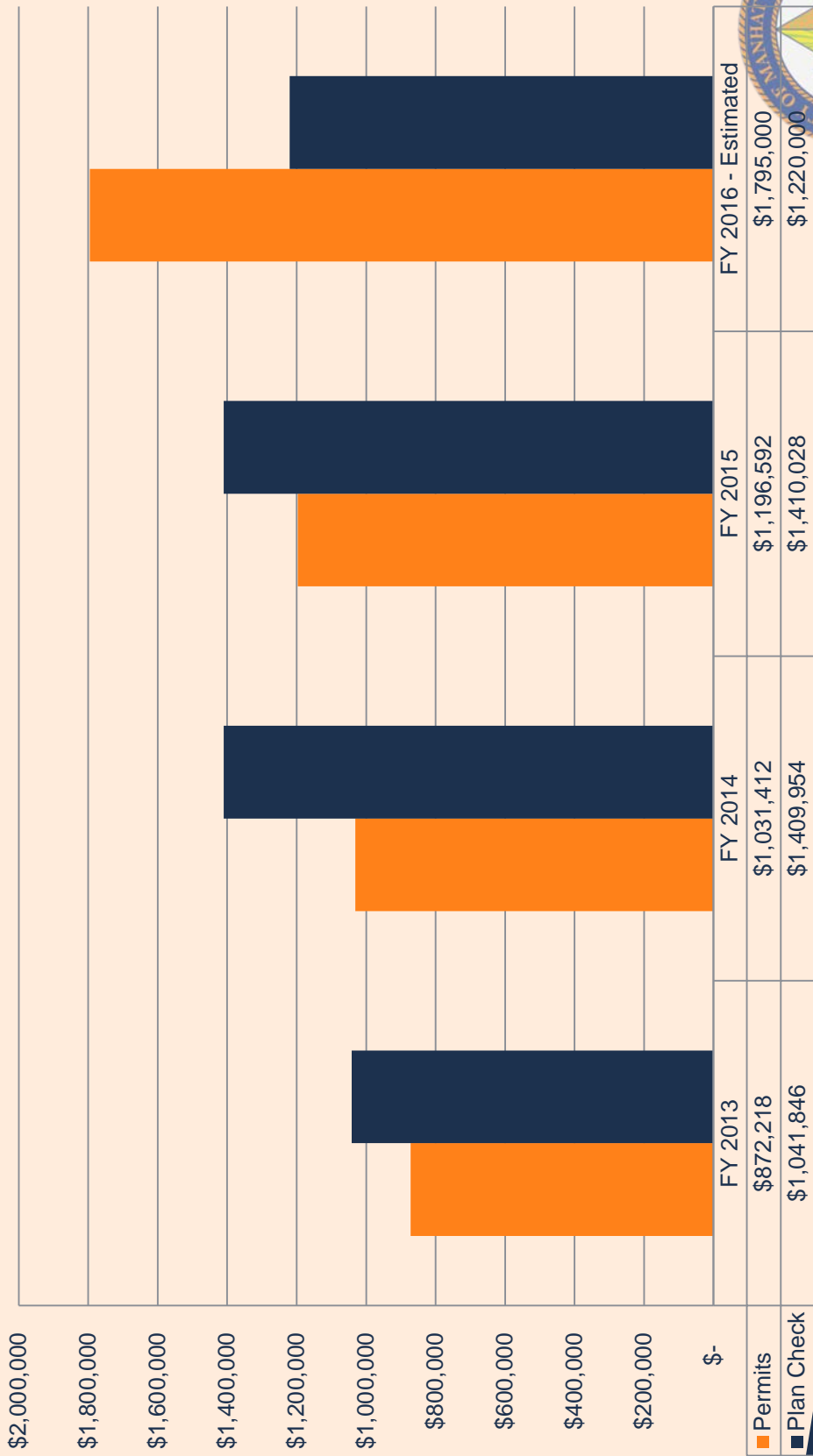


Building Permits/Plan Check

- ▶ Together trending \$408,380 (15.7%) over last year
- ▶ Building Permit revenues at budget; \$598,408 over prior year
- ▶ Plan Check Fees expected under budget
 - Volume trending same as prior two years.
 - Impacted by lower cost recovery charges
 - Budget assumed Manhattan Village Mall plan check before June 30



Building Permits/Plan Check

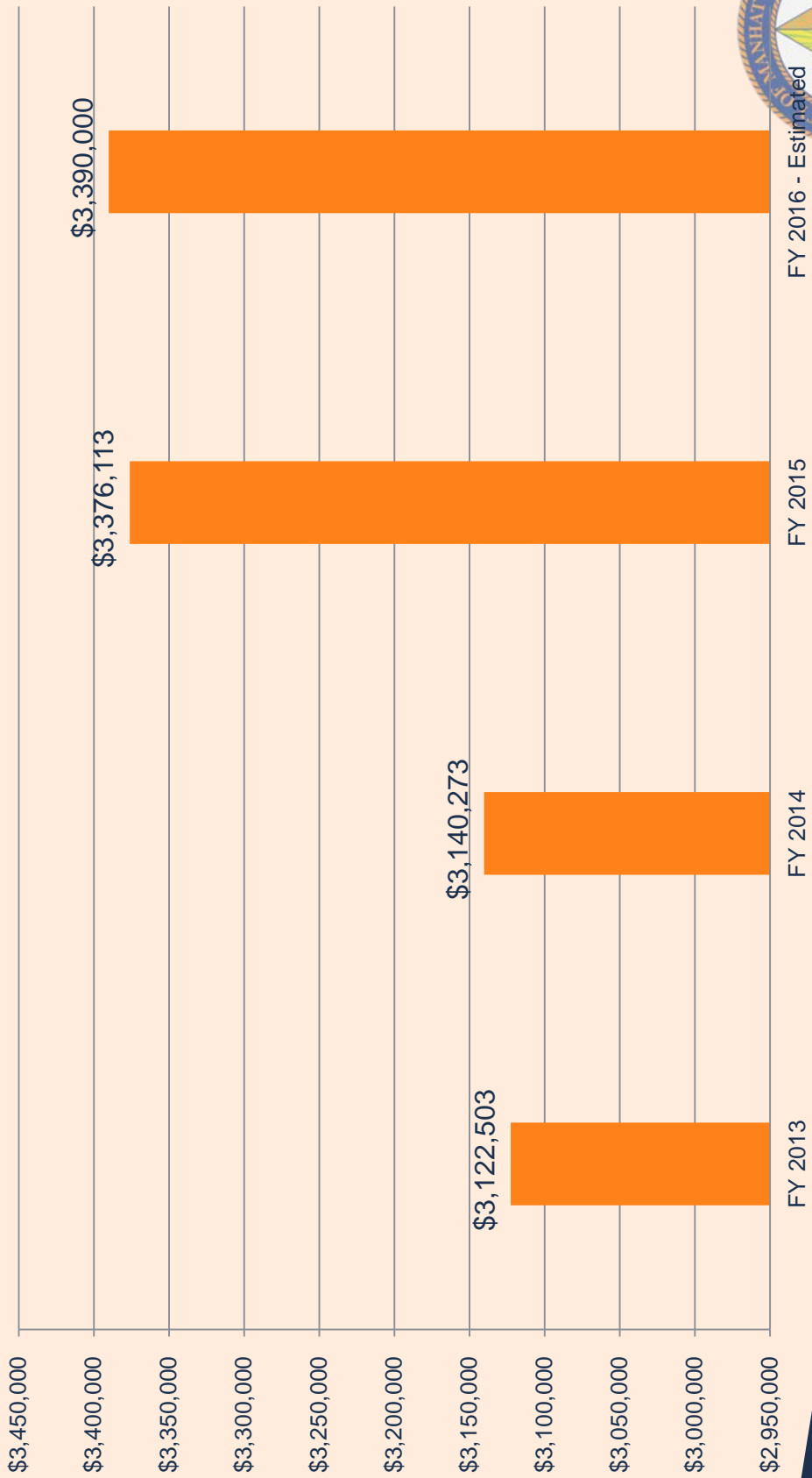




Business License Tax

- ▶ Issue approximately 5,000 annually
- ▶ Generally based on gross receipts
- ▶ Stable source even in downturn
 - Approximately 70 businesses pay maximum cap
- ▶ Expected 7.1% ahead of budget (\$225,000)

Business License Tax



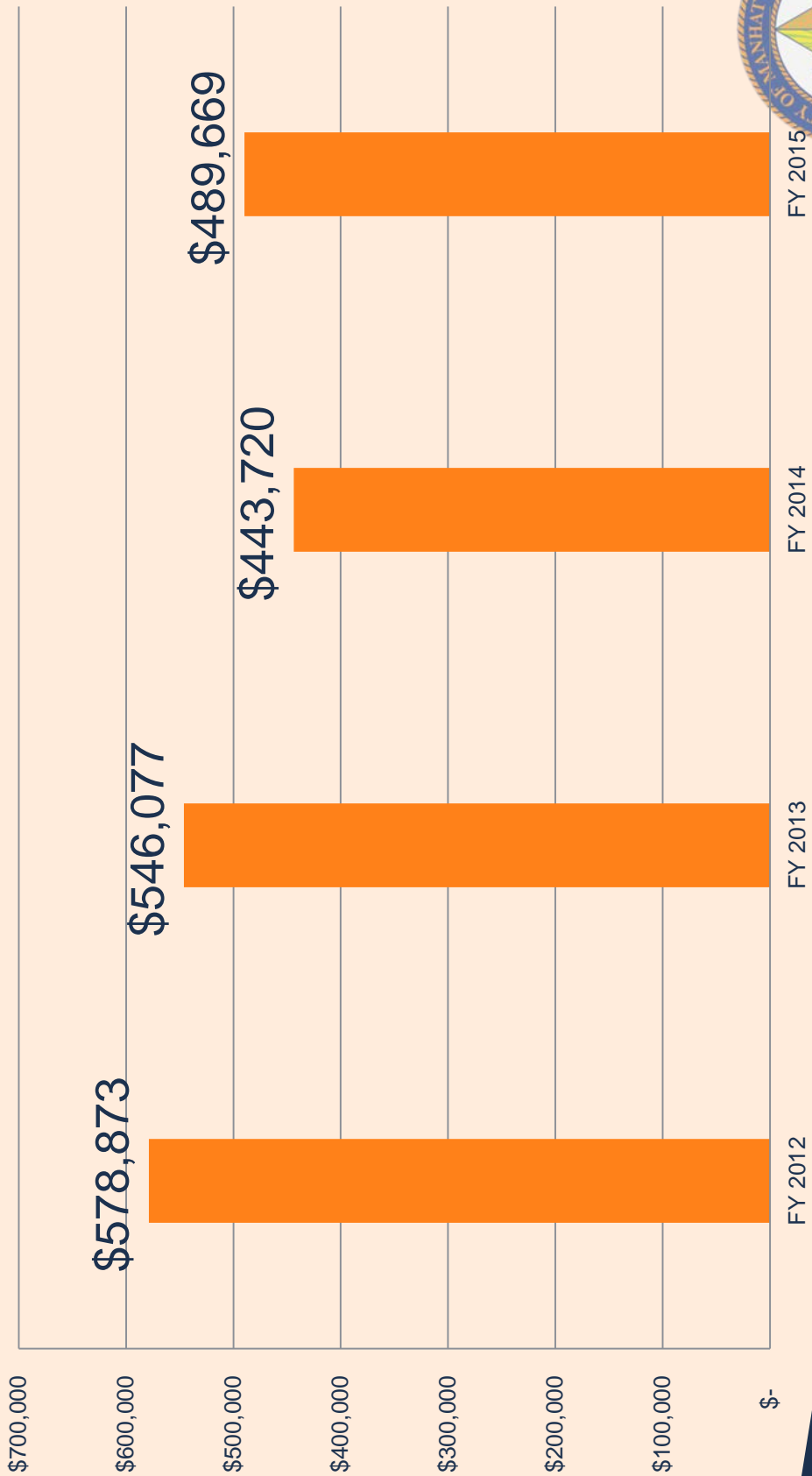


Interest Income

- ▶ Investment of idle cash
- ▶ Portfolio includes:
 - State Local Agency Investment Fund (LAIF)
 - Government Agencies (Freddie Mac, Fannie Mae)
 - Insured negotiable bank CDs
 - Corporate notes
- ▶ City's Investment Policies provide guidance
- ▶ Very low interest rate environment continues

Interest Income

General Fund Portion Only



General Fund Expenditures

Fiscal Year 2015-2016 Mid Year Report



General Fund Expenditures

- ▶ Trending 0.8% or \$533,148 under budget for full year
- ▶ Expenditures include Temporary, Short-term Loan Outlay from Economic Uncertainty Reserve



Salaries and Wages

- ▶ Estimated to come in over budget by \$593,004 or 2.0%
- ▶ Budgeted 4.6% vacancy factor
- ▶ Police Department currently over-staffed in advance of planned retirements
- ▶ Fire Department Overtime trending over due to one vacant position and one employment on injury leave
 - Offset by Salary and Benefit savings from vacant position
 - Mutual Aid Overtime is offset by reimbursements from requesting agencies





Employee Benefits

- ▶ Estimated under budget by 0.7% or \$93,685 due to vacancies and lower than anticipated medical cost increases

Other Categories

- ▶ Property & Equipment anticipated to be under budget by \$249,700
 - Mostly related to Information Systems Master Plan projects not expected to be completed by year end
 - e.g. Finance and Human Resources System Upgrades
 - Remaining portion of projects will be re-budgeted in FY 2016-2017 for completion
- ▶ Utility Costs and Internal Service Charges both trending lower due to smaller cost increases than anticipated



Other Funds

Fiscal Year 2015-2016 Mid Year Report



Other Funds

- ▶ Trending as appropriate through mid year
- ▶ Storm Water Fund and Street Lighting & Landscape District Fund operating at deficits as expected
 - No fund balances
 - General Fund transfers required until a Proposition 218 assessment vote is successful
- ▶ Insurance Fund claims activity performing better than last year
 - Phased 3-Year Transfer plan into effect to correct fund imbalance



Community Budget Priority Meetings Results



Budget Guiding Principles



Existing Budget Guiding Principles

- ▶ Eye towards innovation
- ▶ Look for efficiencies, incl. alternative service delivery models
- ▶ Continue fiscal integrity and sustainability
- ▶ Promote civic engagement/transparency of information
- ▶ Invest in our workforce to promote highest of service levels



New Principles – FY 16-18

- ▶ Enhance crime prevention tools
- ▶ Acquire, implement and improve technologies used to deliver outstanding services
- ▶ Plan for major CIPs and resources necessary
- ▶ Provide workforce with appropriate tools
- ▶ Address the six pillars of success in Council Strategic Plan when considering expenditures; utilize performance measures to communicate goals, results and values



Summary

Fiscal Year 2015-2016 Mid Year Report



Summary

- ▶ Mid Year results are overall positive – both Revenues and Expenditures performing better than budget
- ▶ Expenditures expected to exceed Revenues by \$2,028,080 due to one-time expenditures and loan disbursement



Looking Ahead...

- ▶ Priorities determined through Strategic Planning process and Budget Workshops will be incorporated into budget
- ▶ Proposed Biennial Budget to be presented on May 3, 2016
- ▶ Budget Study Sessions in May
- ▶ FY 2016-17 Budget will be **adopted** in June; FY 2017-18 will be **approved**
 - Adoption of FY 2017-18 Budget will occur in June 2017



Mid Year Budget Review FY 2015-2016



Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

All On Forum Responses sorted chronologically

As of February 19, 2016, 8:54 AM



As with any public comment process, participation in Open City Hall is voluntary. The responses in this record are not necessarily representative of the whole population, nor do they reflect the opinions of any government agency or elected officials.

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

As of February 19, 2016, 8:54 AM, this forum had:

Attendees: 34

On Forum Responses: 6

Minutes of Public Comment: 18

This topic started on February 1, 2016, 3:19 PM.

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Responses

Is the current budget allocation for Streets and Facilities (maintenance of streets, sidewalks, public facilities and grounds):

		%	Count
About the right amount		50.0%	3
Too low		50.0%	3

Is the current budget allocation for Water, Stormwater and Wastewater (maintenance of storm drains and sewer, etc.):

		%	Count
About the right amount		66.7%	4
Too high		33.3%	2

Is the current budget allocation for Environmental Programs (pollution prevention, refuse and recycling management, water conservation, energy efficiency programs):

		%	Count
About the right amount		33.3%	2
Too high		50.0%	3
Too low		16.7%	1

Is the current budget allocation for Parks and Recreation Facilities and Programs (athletic fields, pool, youth/adult/senior recreation programs, cultural and arts programs):

		%	Count
About the right amount		20.0%	1
Too high		20.0%	1
Too low		60.0%	3




Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?




Is the current budget allocation for Police and Fire Services:

		%	Count
About the right amount		33.3%	2
Too high		66.7%	4

Is the current budget allocation for Community Development (housing, land use entitlement, permitting, code enforcement, traffic engineering):

		%	Count
About the right amount		16.7%	1
Too high		33.3%	2
Too low		50.0%	3

Is the current budget allocation for Human Resources, Finance, Information Technology and other internal Support Services (includes City Clerk, City Attorney and other Economic Development initiatives):

		%	Count
About the right amount		33.3%	2
Too high		50.0%	3
Too low		16.7%	1

What would you like to see in Manhattan Beach in the next two years?

Answered 4

Skipped 2

increased **influence** more **new** pool **reduced**

What would you like to see in Manhattan Beach in the next ten years?

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Answered 4

Skipped 2

above community more **only** quit

Please submit an additional questions, comments or concerns about the City's budget process and its allocation of funds.

Answered 3

Skipped 3

building doesn existing hall **lead** mould **new** one **re-roof** t which

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Name not shown inside City Limits

February 5, 2016, 5:03 AM

Please evaluate the allocation of each Key Budget Area. For more information about what each area funds, please refer to these detailed charts under each area or view all charts here (PDF).

Is the current budget allocation for Streets and Facilities (maintenance of streets, sidewalks, public facilities and grounds):

Too low

Is the current budget allocation for Water, Stormwater and Wastewater (maintenance of storm drains and sewer, etc.):

About the right amount

Is the current budget allocation for Environmental Programs (pollution prevention, refuse and recycling management, water conservation, energy efficiency programs):

About the right amount

Is the current budget allocation for Parks and Recreation Facilities and Programs (athletic fields, pool, youth/adult/senior recreation programs, cultural and arts programs):

Too low

Is the current budget allocation for Police and Fire Services:

Too high

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Is the current budget allocation for Community Development (housing, land use entitlement, permitting, code enforcement, traffic engineering):

Too low

Is the current budget allocation for Human Resources, Finance, Information Technology and other internal Support Services (includes City Clerk, City Attorney and other Economic Development initiatives):

About the right amount

What would you like to see in Manhattan Beach in the next two years?

Safer streets so that my children can ride their bikes to the beach, school, and friends house.

What would you like to see in Manhattan Beach in the next ten years?

A pedestrian only area downtown MB not only to keep our business local, but to encourage more residents to enjoy our community together.

Please submit an additional questions, comments or concerns about the City's budget process and its allocation of funds.

Would like to see a single digit allocation from transportation funds directed to safer street infrastructure for families riding their bicycles

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Name not shown inside City Limits

February 4, 2016, 8:53 PM

Please evaluate the allocation of each Key Budget Area. For more information about what each area funds, please refer to these detailed charts under each area or view all charts here (PDF).

Is the current budget allocation for Streets and Facilities (maintenance of streets, sidewalks, public facilities and grounds):

Too low

Is the current budget allocation for Water, Stormwater and Wastewater (maintenance of storm drains and sewer, etc.):

Too high

Is the current budget allocation for Environmental Programs (pollution prevention, refuse and recycling management, water conservation, energy efficiency programs):

Too low

Is the current budget allocation for Parks and Recreation Facilities and Programs (athletic fields, pool, youth/adult/senior recreation programs, cultural and arts programs):

Too low

Is the current budget allocation for Police and Fire Services:

Too high

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Is the current budget allocation for Community Development (housing, land use entitlement, permitting, code enforcement, traffic engineering):

Too low

Is the current budget allocation for Human Resources, Finance, Information Technology and other internal Support Services (includes City Clerk, City Attorney and other Economic Development initiatives):

Too high

What would you like to see in Manhattan Beach in the next two years?

No Response

What would you like to see in Manhattan Beach in the next ten years?

No Response

Please submit an additional questions, comments or concerns about the City's budget process and its allocation of funds.

No Response

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Name not shown inside City Limits

February 2, 2016, 1:38 PM

Please evaluate the allocation of each Key Budget Area. For more information about what each area funds, please refer to these detailed charts under each area or view all charts here (PDF).

Is the current budget allocation for Streets and Facilities (maintenance of streets, sidewalks, public facilities and grounds):

About the right amount

Is the current budget allocation for Water, Stormwater and Wastewater (maintenance of storm drains and sewer, etc.):

About the right amount

Is the current budget allocation for Environmental Programs (pollution prevention, refuse and recycling management, water conservation, energy efficiency programs):

Too high

Is the current budget allocation for Parks and Recreation Facilities and Programs (athletic fields, pool, youth/adult/senior recreation programs, cultural and arts programs):

No Response

Is the current budget allocation for Police and Fire Services:

Too high

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Is the current budget allocation for Community Development (housing, land use entitlement, permitting, code enforcement, traffic engineering):

Too high

Is the current budget allocation for Human Resources, Finance, Information Technology and other internal Support Services (includes City Clerk, City Attorney and other Economic Development initiatives):

Too high

What would you like to see in Manhattan Beach in the next two years?

No Response

What would you like to see in Manhattan Beach in the next ten years?

No Response

Please submit an additional questions, comments or concerns about the City's budget process and its allocation of funds.

No Response

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

phil reimert inside City Limits

February 2, 2016, 12:11 AM

Please evaluate the allocation of each Key Budget Area. For more information about what each area funds, please refer to these detailed charts under each area or view all charts here (PDF).

Is the current budget allocation for Streets and Facilities (maintenance of streets, sidewalks, public facilities and grounds):

Too low

Is the current budget allocation for Water, Stormwater and Wastewater (maintenance of storm drains and sewer, etc.):

About the right amount

Is the current budget allocation for Environmental Programs (pollution prevention, refuse and recycling management, water conservation, energy efficiency programs):

Too high

Is the current budget allocation for Parks and Recreation Facilities and Programs (athletic fields, pool, youth/adult/senior recreation programs, cultural and arts programs):

Too high

Is the current budget allocation for Police and Fire Services:

About the right amount

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Is the current budget allocation for Community Development (housing, land use entitlement, permitting, code enforcement, traffic engineering):

Too high

Is the current budget allocation for Human Resources, Finance, Information Technology and other internal Support Services (includes City Clerk, City Attorney and other Economic Development initiatives):

Too high

What would you like to see in Manhattan Beach in the next two years?

Running more efficiently with less staff and more self-reliant citizens.

What would you like to see in Manhattan Beach in the next ten years?

same as above. Please quit trying to satisfy everyone. Quit smothering us with government. Stick to basics.

Please submit an additional questions, comments or concerns about the City's budget process and its allocation of funds.

Whoever is responsible for maintaining city hall needs their butt kicked! Failure to re-roof a 40-year-old building has lead to leaks, which has, lead to mould, which has lead to to a notion to raze this one and build a new one! That's wafeful. Re-roof the existing building, treat the mould (remove /replace interior walls as necessary) and keep the existing building. Don't be spendthrifts. Just because you can doesn't mean you should!

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Name not shown inside City Limits

February 1, 2016, 4:04 PM

Please evaluate the allocation of each Key Budget Area. For more information about what each area funds, please refer to these detailed charts under each area or view all charts here (PDF).

Is the current budget allocation for Streets and Facilities (maintenance of streets, sidewalks, public facilities and grounds):

About the right amount

Is the current budget allocation for Water, Stormwater and Wastewater (maintenance of storm drains and sewer, etc.):

Too high

Is the current budget allocation for Environmental Programs (pollution prevention, refuse and recycling management, water conservation, energy efficiency programs):

Too high

Is the current budget allocation for Parks and Recreation Facilities and Programs (athletic fields, pool, youth/adult/senior recreation programs, cultural and arts programs):

About the right amount

Is the current budget allocation for Police and Fire Services:

Too high

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Is the current budget allocation for Community Development (housing, land use entitlement, permitting, code enforcement, traffic engineering):

Too low

Is the current budget allocation for Human Resources, Finance, Information Technology and other internal Support Services (includes City Clerk, City Attorney and other Economic Development initiatives):

Too low

What would you like to see in Manhattan Beach in the next two years?

Reduced retirement benefits to better protect the city from CALPERS. Increased emphasis on controlling mansionization and lot mergers. Increased citizen participation. Reduced developer/realtor influence. (Decrease Russ' influence, Check with Mark [City Mgr] for meaning of that.)

What would you like to see in Manhattan Beach in the next ten years?

See above.

Please submit an additional questions, comments or concerns about the City's budget process and its allocation of funds.

No Response

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Tom Allard inside City Limits

February 1, 2016, 3:36 PM

Please evaluate the allocation of each Key Budget Area. For more information about what each area funds, please refer to these detailed charts under each area or view all charts here (PDF).

Is the current budget allocation for Streets and Facilities (maintenance of streets, sidewalks, public facilities and grounds):

About the right amount

Is the current budget allocation for Water, Stormwater and Wastewater (maintenance of storm drains and sewer, etc.):

About the right amount

Is the current budget allocation for Environmental Programs (pollution prevention, refuse and recycling management, water conservation, energy efficiency programs):

About the right amount

Is the current budget allocation for Parks and Recreation Facilities and Programs (athletic fields, pool, youth/adult/senior recreation programs, cultural and arts programs):

Too low

Is the current budget allocation for Police and Fire Services:

About the right amount

Community Budget Priorities Survey

What do you consider budget priorities for the City in the upcoming fiscal year?

Is the current budget allocation for Community Development (housing, land use entitlement, permitting, code enforcement, traffic engineering):

About the right amount

Is the current budget allocation for Human Resources, Finance, Information Technology and other internal Support Services (includes City Clerk, City Attorney and other Economic Development initiatives):

About the right amount

What would you like to see in Manhattan Beach in the next two years?

New Fire Station on East side.

New swimming pool to replace Begg pool

What would you like to see in Manhattan Beach in the next ten years?

New Joslyn Community Center with more class rooms and a complete gym for increased Older Adult Programs. a much larger facility is need now and into the future.

Please submit an additional questions, comments or concerns about the City's budget process and its allocation of funds.

A new City Hall is an expense the City doesn't need, Remodeling and updating yes. A high rise new hotel is not needed. We have height limits on new construction that should be enforced.



Public View Configure Reports

Home

Cumulative Visitors

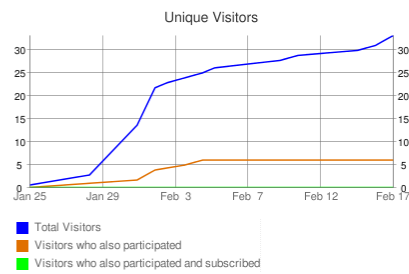
Daily Visitors

Satisfaction Survey

Cumulative visitors to Community Budget Priorities Survey

Community Budget Priorities Survey

Community Budget Priorities Survey has 33 visitors, 6 participants and 0 subscribers to date.



More Topics

GENERAL BUDGET POLICY

The budget process consists of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets. The mission of the budget process is to help the City Council make informed choices about the provision of those services and capital assets, and to promote stakeholder participation in the process. According to the National Advisory Council on State and Local Budgeting, the budget process:

- Incorporates a long-term perspective;
- Establishes linkages to broad organizational goals;
- Focuses budget decisions on results and outcomes;
- Involves and promotes effective communication with stakeholders; and
- Provides incentives to government management and employees.

In addition to these key characteristics, the City has Financial Policies (located in the Appendix of the annual budget), and general Budget Policies which are the basis on which staff develops budget recommendations and establishes funding priorities within the limited revenues the City has available to provide municipal services. These Budget Policies are as follows:

1) Overall Budget Tenets

- a. The budget shall be a performance, financing and spending plan approved by the City Council. It will contain information and data regarding expected revenues, expenditures and performance.
- b. The Finance Director shall prepare and present the annual budget preparation calendar to City Council, by the end of January each year.
- c. Annually, the City Manager will prepare and refine written policies and goals to guide the preparation of performance, financing and spending plans for the City budget. Adopted budgets will comply with the adopted budget policies and City Council priorities.
- d. The City's annual budget presentation shall display the City's plan in a Council Constituent-friendly format. The City will use a program budgeting format to convey the purposes and goals of the City operations. The City will also prepare and post on its website the line item detail for those who wish to review that information.
- e. Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities.
- f. The City Manager has primary responsibility for formulating budget proposals in line with City Council priority directions, and implementing those proposals once they are approved.
- g. The annual budget will be developed with an understanding of what the City is required to do versus what it has chosen to do.
- h. Consideration shall be given to alternative service delivery options and opportunities to innovate.

- i. Staff will pursue streamlining of processes and reduce costs wherever possible.
- j. The City shall actively pursue federal, state and other grant opportunities when deemed appropriate.
- k. Total compensation will be considered when negotiating/setting employee salaries and benefits.
- l. Staffing will be set at a level appropriate to the service needs of the community vis-à-vis the City's other financial priorities.

2) Fiscal Integrity

- a. Ongoing operating expenditure budgets will not exceed the amount of ongoing revenue budgets. New program requests will identify either a new ongoing source of revenue or identify offsetting/ongoing expenditures to be eliminated.
- b. Any available carryover balance will only be used to offset one-time or non-recurring costs. Cash balances in excess of the amount required to maintain strategic reserves will be used to fund one-time or non-recurring costs.
- c. The City will maintain the fiscal integrity of its operating and capital improvement budgets which provide services and maintain certain public facilities, streets and utilities. It is the City's intent to maximize the level of public goods and services while minimizing the level of debt.
- d. The City will maintain a structurally balanced operating budget which is defined as projected revenues equal to or in excess of planned expenditures.
- e. Restricted funds and non-General Fund moneys shall be utilized first when appropriate.
- f. One time resources shall not be used for on-going expenses.
- g. Long term debt shall not be utilized to fund on-going operations.
- h. Adequate reserves shall be maintained and enhanced, and reviewed annually by the City Council through the budget process.

3) Revenues

- a. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
- b. Generally, revenue estimates shall not assume growth rates in excess of inflation and scheduled rate increases.
- c. If revenues from "one-time" or limited duration sources are used to balance the City's annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the City's goal to not rely on these types of revenues to balance the operating budget.

4) Internal Services Charges

The City will utilize Internal Service Funds to allocate costs incurred across multiple departments, including fleet, technology, workers compensation and liability, and building maintenance and operational costs.

A. Fleet Management Fund

- I. Through the use of the Fleet Management Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's vehicles. This fund is supported by charges to user departments which are adjusted annually based on the department's proportionate share of estimated fleet management expenses. Sufficient working capital will be maintained in the fund to provide for the scheduled replacement of fleet vehicles at the end of their useful lives.
- II. In order to maintain an optimal working fleet and minimize repair costs, it is the City's intent to follow the established vehicle replacement schedule.

B. Information Systems Fund

- I. Through the use of the Information Systems Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's technology infrastructure. This fund is supported by charges to user departments which are adjusted annually based on departments' proportionate share of estimated expenses. Such share may be determined based upon the departments' number of devices supported by the IS Division.

C. Insurance Reserve Fund

- I. The City maintains a self-insurance fund for the purpose of property, liability, and workers' compensation expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses.
- II. The Insurance Reserve Fund is supported by charges to other City funds for the services it provides. These annual charges for service shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund.
- III. Separate reserves shall be maintained for current and long term general liability and workers' compensation liability at a level which will adequately fund the City's potential loss exposure in each area as determined by historical loss data.
- IV. The Insurance Reserve Fund shall maintain an annual working capital balance of \$2 million.

5) Reporting

- a. A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date.
- b. Each quarter, staff will produce a Budget Status Report reflecting financial performance and present the data to City Council.

- c. Annually, with the presentation of the proposed budget, staff will provide revenue and expenditure projections for the next five years (General Fund Projection Model.) Projections will include estimated operating costs for future capital improvements that are included in the capital budget (See the Capital Facilities Plan). This data will be presented to the City Council in a form to facilitate annual budget decisions, based on a multi-year strategic planning perspective.

6) Civic Engagement

- a. Citizen involvement during the budget process shall be encouraged through community meetings, public hearings, and study sessions.
- b. Social media, the City website, periodic resident surveys and other such tools shall be utilized.
- c. City Council budget study sessions shall be broadcast live to make available real-time information on the budget to those not able to attend in person.

7) Capital Budget – Fiscal Policies

- a. Capital project proposals shall include substantially complete, reliable and attainable cost estimates. Project cost estimates for the Capital Budget should be based upon a preliminary analysis of the project and are expected to be as reliable as the level of detail known about the project.
- b. Proposals shall include a comprehensive project sheet. The project sheet shall include a detailed description of the scope of the project, approximate schedule, and proposed funding plan.. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, , contingency, etc.
- c. All proposals for capital projects will be presented to the City Council within the framework of a Capital Budget. Consideration will be given to the commitment of capital funds outside the presentation of the annual capital budget review process for emergency capital projects, time sensitive projects, projects funded through grants or other non-city funding sources and for projects that present and answer the following questions for Council consideration: 1) Impacts to other projects, and 2) Funding sources.
- d. Capital project proposals shall include all reasonably attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
- e. Major changes in project cost must be presented to the City Council for review and approval. These changes are typically reviewed by City Council as part of the annual CIP process or through specific recommended actions for individual projects.
- f. Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
- g. The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period, unless the project is a multi-year funded project. The detail sheet for each project shall contain a project schedule with milestones indicated.

- h. Capital projects that are not expensed during the budget period will be re-budgeted or carried over to the next fiscal period except as reported to the City Council for its approval. Multi-year projects with unexpended funds will be carried over to the next fiscal period.
- i. A capital project will not be budgeted unless there is a reasonable expectation that funding is available.

Agenda Date: 3/1/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Public Works Director

SUBJECT:

Review Conceptual Roundhouse Aquarium Design (Public Works Director Olmos).

REVIEW AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that City Council:

1. Review conceptual aquarium design at the Roundhouse and provide direction,
2. Direct staff to prepare a Cooperative Agreement between the City, Oceanographic Teaching Stations, Inc.(OTS), and the Harrison Greenberg Memorial Foundation (Foundation),
3. Direct staff to work closely with OTS and the Foundation to prepare a scope-of-work and issue a Request-for-Proposal to hire a Project Manager, and
4. Form a City Council ad-hoc subcommittee to receive regular status reports on the project.

FISCAL IMPLICATIONS:

The proposed aquarium renovation project is expected to be primarily funded by the Foundation. The Foundation has committed \$1.25 million towards the project and will undertake additional fundraising efforts to meet the estimated total project cost range between \$1.6M and \$2.5M.

The City had expected to spend approximately \$150,000 on Roundhouse improvements as part of a current CIP project. If the aquarium project is to move forward, staff would recommend contributing these funds and an additional \$100,000 of in-kind services towards this project since the City is a key stakeholder. The \$150,000 would be used for construction costs only and would have been spent to improve the Roundhouse, with or without the aquarium project.

All funding commitments and appropriations will be addressed as part of the aforementioned three-party Cooperative Agreement that would be brought before City Council at a subsequent meeting.

BACKGROUND:

The Foundation led by Mr. Michael Greenberg has proposed to make a major investment to fully renovate the existing aquarium located at the Roundhouse at the end of the pier. Mr. Greenberg is proposing to undertake this effort to honor the memory of his late son, Harrison Greenberg, that had a deep love for the ocean, marine life, and the City of Manhattan Beach.

The aquarium is currently operated by OTS. OTS is made up of volunteers who all contribute to maintain the health and safety of all of the marine animals under their care and also teach numerous classes to hundreds of grade-school students each year.

For this project, OTS hired Allen, Atwater & Associates (AAA) to develop a conceptual design.

DISCUSSION:

Simon Allen, the lead designer with AAA, separately met City, OTS, and the Foundation to start formulating a collective vision for the project. As a result, Mr. Allen developed a design that transforms the existing aquarium into a world-class aquarium, using the entire Roundhouse footprint. All parties concurred that the conceptual design incorporated elements that were important to each party. Slides depicting the conceptual design are included in Attachment 1. Staff will be showing a 3D walk-through simulation of the proposed design at the City Council meeting.

The conceptual design includes the following elements:

Ground Floor Plan:

The space currently occupied by the café will become the entrance lobby for the Aquarium. Immediately in front of the visitor, as he or she enters the building, there will be a “tunnel” tank, leading between the two utility spaces (men’s restrooms to the left, women’s restrooms/Aquarium back-of-house functions to the right) providing access to the main Aquarium space on the West side of the building. The lobby space would be large enough to accommodate a “Welcome-wall” (a multi-media wall welcoming the visitor, providing a dynamic orientation to the facility, explaining the Mission of the Aquarium, etc.), donor recognition, and didactics related to the narrative of the visitor experience (ecological habitats, animal ID’s etc.).

The “tunnel tank” (inside dimensions approximately 5’ wide by 9’ long) would serve as the “Rocky-reef” habitat tank, and would provide an appropriate setting for the Aquarium’s large eels. The rocky-reef habitat, of all the local habitats, provides an opportunity for the most colorful, visually interesting tank aqua-scaping, which could logically be carried all the way up to the top of the tank. The tunnel also serves to control ambient light intrusion from the lobby (which retains the large windows on the East side of the Roundhouse) into the main body of the ground floor exhibit area. By beginning the visitor experience with a walk-through tunnel, the visitor “dives” into ocean exploration at the Roundhouse.

Upon exiting the “Rocky-reef” tunnel, immediately to the visitor’s right along the base of and wrapped around the stair wall will be the Tide-pool/touch-tank complex. The tide-pool/touch-tank complex is central the Aquarium’s teaching curriculum, so its placement as the first exhibit component the visitor encounters upon exiting the Rocky-reef tunnel tank makes thematic and functional sense. The complex’s shape, with multiple pools, designed to emulate the look and feel of indigenous Southern California tide-pools, arrayed around a larger central acrylic-fronted tank, allows the rear-most pool to be roped off to restrict access (for quarantine/sequestration). The touch-pools would be arranged at heights appropriate to different age groups, with at least one being wheelchair-accessible. A large flat-screen monitor (essential for the Aquarium’s teaching function) would be mounted above the tide-pool complex.

All available wall space around the periphery of the ground floor would be occupied by new, full-height habitat tanks, which would be framed in matching, curved, organically-shaped composite or HPL walls. Windows on the South and West walls of the Aquarium would be retained (with the addition of UV control window film and remote-controlled shades for ambient light control) to highlight the connection between the Aquarium’s animal exhibits and its unique location on the Pacific Ocean. This arrangement, with the visitor/student surrounded by full-height habitat tanks and views of the ocean, coupled with the ability to control ambient light levels, the black acoustic ceiling, unified tank surrounds, and improved exhibit and building lighting, would serve to create a more theatrical, immersive visitor experience.

In addition to a new, large, Sharks Tank, there would be a large, dramatically-lit Jellies kreisel tank (which would also serve as a deep ocean/pelagic habitat tank), two other full-height tanks that could be programmed as Sandy Bottom and Kelp Forrest habitat tanks, and a bubble tank, which would be the last exhibit component children encountered before the exit.

Along the stairs, as you climb to the second floor, will be a graphic representation of life at various ocean depths, starting in the deep ocean and ascending into the inter-tidal. Alternatively, this space could be used for an updated Trash Timeline Exhibit, which was identified by multiple constituents as a “must-have” component in the new Aquarium.

Second Floor Plan:

The second floor would become a more modular, flexible, interactive space. Rather than large, more or less permanent installations, live-animal and dry exhibits would be designed to be reconfigurable, using a modular, interchangeable table system. This would provide the opportunity to refresh the exhibits periodically, and to create themed, and/or topical exhibits. The emphasis would be on touch-ability, interaction, and open-ended inquiry (and could provide an appropriate setting for a potential octopus exhibit). Along the edge of the mezzanine would also be the most appropriate place for marine-mammal interpretation, tied to full scale models flown from the ceiling.

Using a single life-support supply and “wet-table”-type live-animal exhibits would increase versatility, and maximize use of available space. These tables could also incorporate space underneath for holding/ quarantine tanks. Reserving part of the upstairs space for dry

exhibits, coupled with modular/movable fixtures/furniture, would also allow the space to be reconfigured for other uses (meetings, etc.). This space, which would be adjacent to the top of the "Rocky-reef" tunnel, also provides programming opportunities (timed feedings, for example).

The total project cost estimate for this design is in the range of \$1.6M to \$2.2M. As mentioned, the project would be primarily funded by the Harrison Foundation and a City contribution of approximately \$250,000, which includes \$150,000 to improve the condition of the Roundhouse (with or without aquarium project) and \$100,000 of in-kind City services, i.e. staff costs, permit fees, and inspection, etc. The Harrison Foundation and OTS will be looking for ways to raise addition funds to fully fund the project.

If the City Council is supportive of the project, there are a few immediate next steps that are recommended:

- First, a three-party Cooperative Agreement between the City, OTS, and the Foundation (Stakeholders) will need to be drafted to memorialize commitments and conditions from all parties. This agreement would be drafted within the next two months and come back to City Council for approval. A draft term sheet is attached for reference.
- Secondly & concurrently, the Stakeholders will need to hire a project manager that will be the key person to forming the overall professional consultant team. The Stakeholders recommend that the City issue the RFP on behalf of the group and execute all professional services contracts to keep contract management centralized.
- For oversight of this high-profile project, staff recommends that the City Council form an ad-hoc subcommittee that would receive regular reports from the project team.

Given the challenges of designing the improvements, obtaining permits from State agencies (Coastal Commission, State Parks & Recreation), coordinating the temporary relocation of the aquarium, and constructing the project, a conceptual schedule was developed. At best case and most-aggressive scenario, the pre-construction activities will take approximately 9 months with construction starting in January 2017 and completed by June 2017. If the target construction date cannot be met for any reason, then the earliest the construction may commence would be in September 2017 to allow for unobstructed use of the pier during the summer months.

POLICY ALTERNATIVES:

City Council may choose to not move forward with any additional steps leading to the renovation of the Roundhouse Aquarium.

Pros:

City in-kind services funds would not be spent.

Cons:

The opportunity to transform the existing aquarium would be lost.

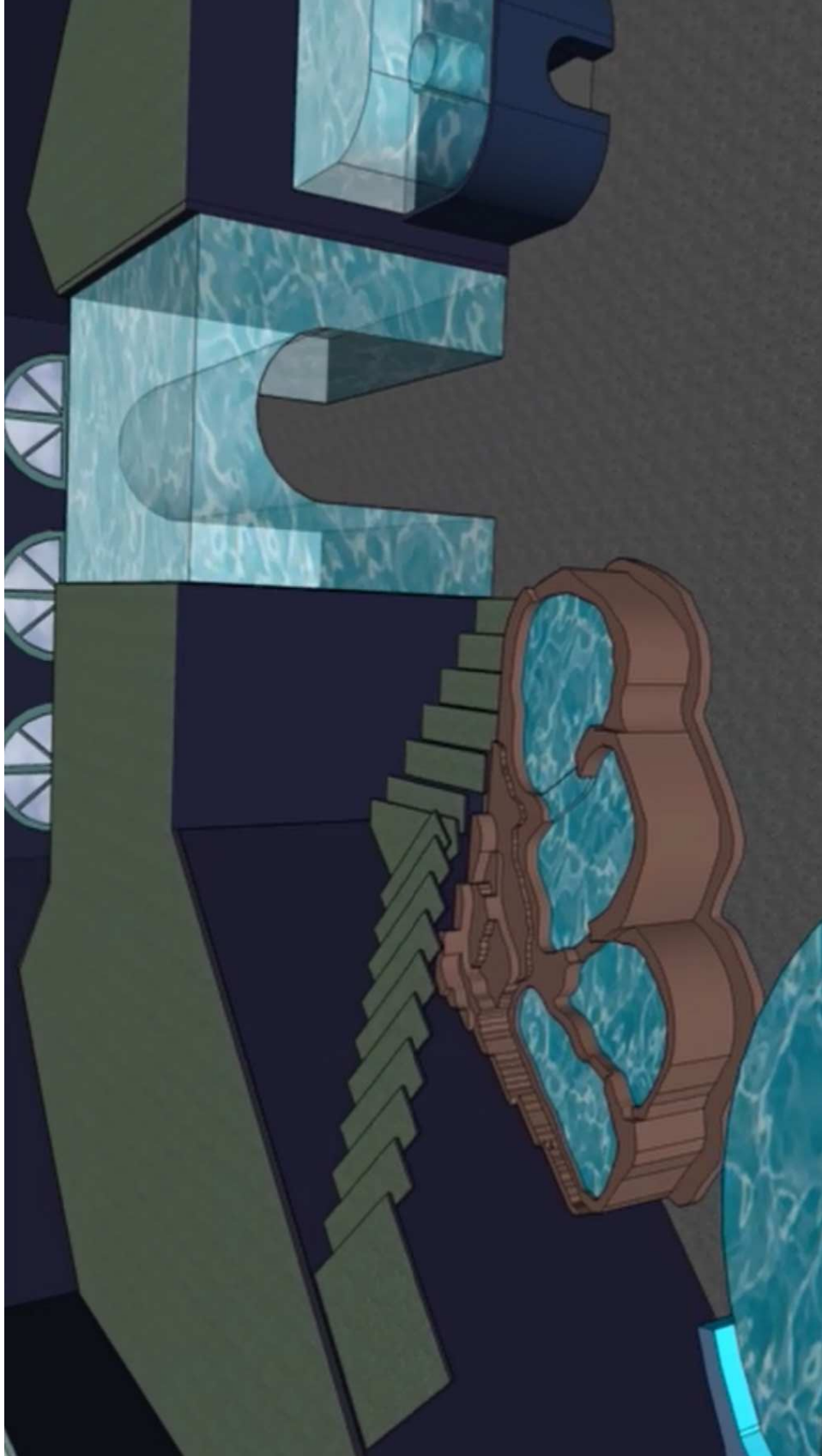
ENVIRONMENTAL REVIEW:

An environmental review will be conducted during the final design phase for the project.

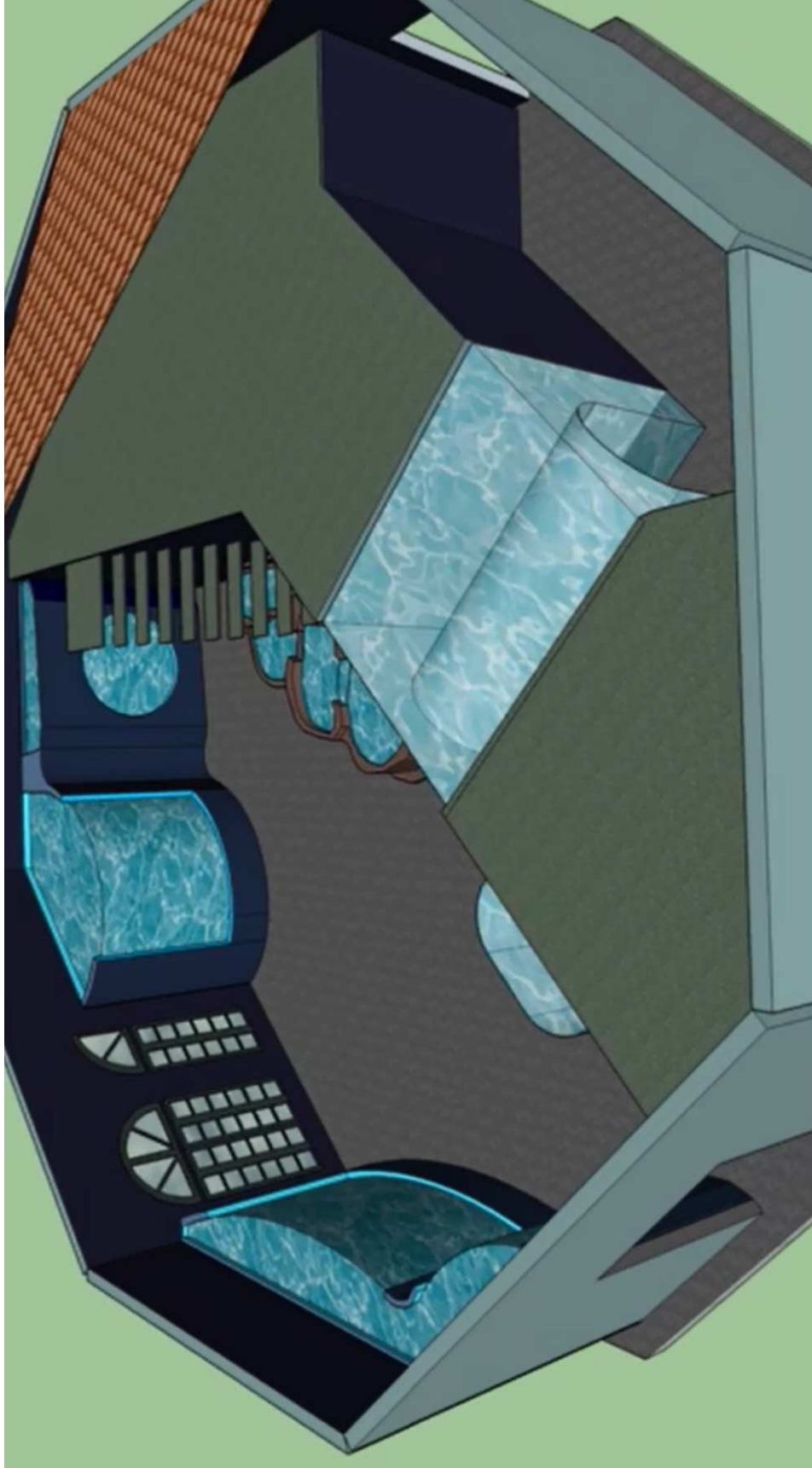
Attachments:

1. Conceptual Design
2. Draft Term Sheet

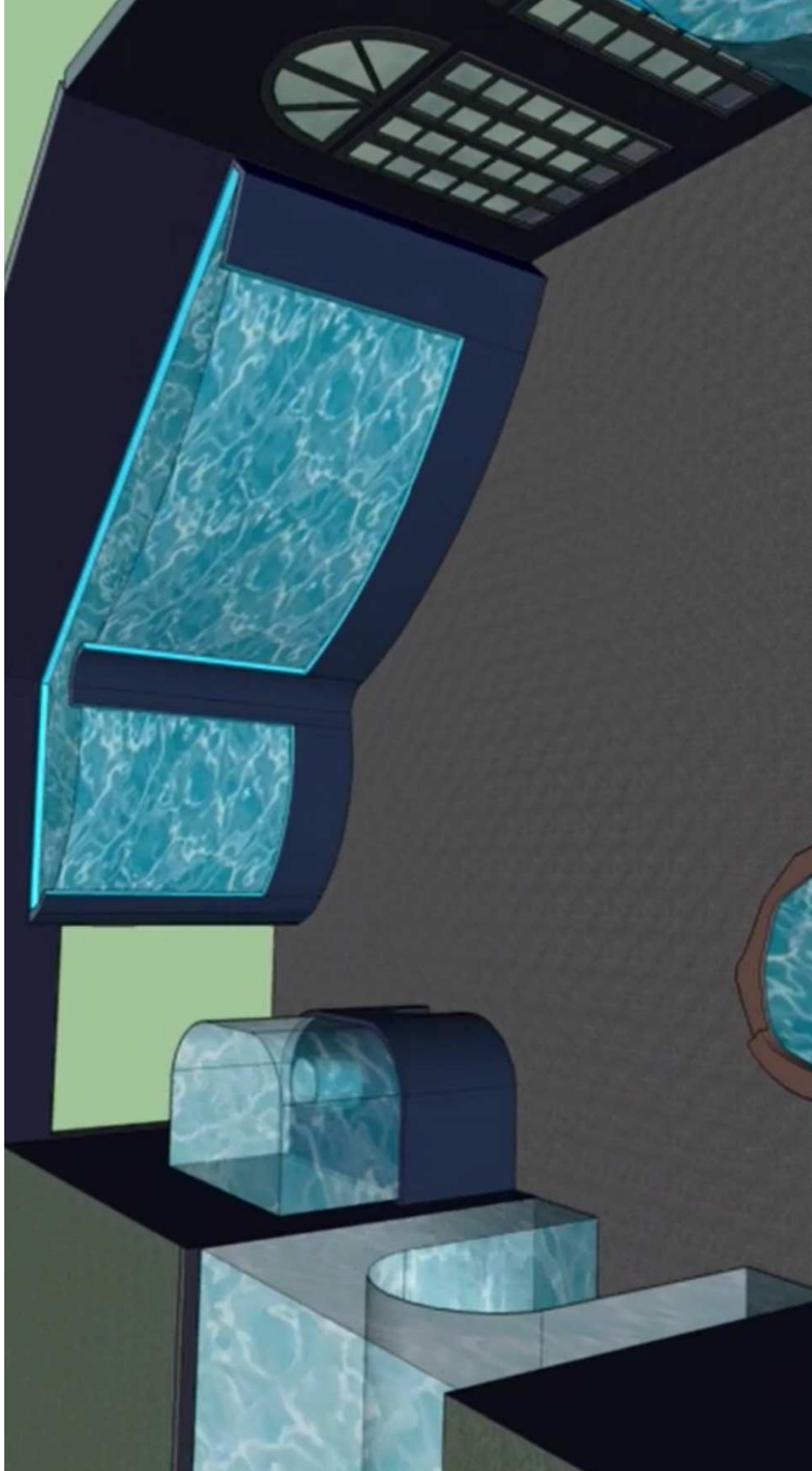
Conceptual Design



Conceptual Design



Conceptual Design



February 23, 2016

Term Sheet
Roundhouse Renovation Project

This Term Sheet sets forth the basic terms upon which the parties identified below propose to proceed with the renovation of the Roundhouse (as defined below). This Term Sheet is not intended be a binding agreement. The parties shall not be bound to proceed with the renovation project until all of the parties have executed and delivered a Cooperative Agreement with respect to the subject matter of this Term Sheet.

Parties

Oceanographic Teaching Stations, Inc. (“OTS”), a California non-profit corporation which is qualified as a 501(c)(3) organization under the Internal Revenue Code.

The Harrison Greenberg Memorial Foundation (together with specified affiliates, the “Foundation”), a California corporation.

The City of Manhattan Beach (the “City”), a municipal corporation of the State of California.

Recitals

The State of California owns the Manhattan State Beach Pier. Pursuant to an operating agreement with the State of California dated August 1, 1988 (the **“Operating Agreement”**), the City has management responsibility for the pier, including a structure situated at the west end of the pier described in Exhibit B-4 of the Operating Agreement and popularly referred to as the **Roundhouse**.

The City has entered into an agreement with OTS dated September 6, 2005 (the **“OTS Agreement”**), pursuant to which OTS operates an aquarium in the Roundhouse. The aquarium is open to the general public and offers classes on marine science, both at the Roundhouse and through an outreach program.

The Foundation has offered to raise and contribute sufficient funds to fund a major renovation of the Roundhouse Aquarium (the **“Renovation Project”**). To date, the Foundation has committed \$1,250,000 towards the Renovation Project. OTS has agreed to assist the Foundation in this fund raising effort.

The City has offered to provide \$150,000 in funding towards the construction of the Renovation Project and \$100,000 in in-kind services, such as staff time for permitting, plan check, and inspection of Renovation Project.

Section 7 of the Operating Agreement authorizes the City, with the approval of the State of California, to undertake projects to improve the property which is the subject of the Operating Agreement.

Proposed Terms of Agreement

Within 10 days of the execution of the Cooperative Agreement, the Foundation will deposit funds to cover the costs of hiring a Project Manager and other design professionals for the proposed Renovation Project (the “**Design Grant**”). The Cooperative Agreement will contain a deposit and reimbursement schedule sufficient to complete final design of the Renovation Project.

City will be responsible for engaging the professional firms and issuing all Request-for-Proposals. The City will select the final design team, with input and approval from OTS and the Foundation.

The final architectural drawings shall be prepared by, or prepared under the supervision and approval of, the City.

The City, OTS, and the Foundation shall have the right to decide to continue moving forward with the Renovation Project after completion of the Design Development Phase (35% complete drawings).

The City will be primarily responsible for, and shall bear the cost of, obtaining all necessary approvals for the Renovation Project from the California Department of Parks and Recreation, the California Coastal Commission and any other agencies from whom approvals may be required.

Once a final design and final cost estimates has been approved by the Foundation, OTS and the City, and once all necessary governmental and regulatory approvals have been obtained, the Foundation will fund the balance of the funds necessary to complete construction of the Renovation Project (the “**Renovation Grant**”).

Funds from the Renovation Grant shall be deposited in a construction escrow account to be established and administered by the City.

DRAFT FOR DISCUSSION PURPOSES

February 23, 2016

Funds from the Renovation Grant may only be used to pay for the Renovation Project and for such ancillary purposes as are specified in the Cooperative Agreement. Such ancillary purposes shall include arrangements to preserve the animal specimens currently housed at the Roundhouse, and temporary facilities to enable the Roundhouse to continue operations during the construction period.

All contractors and sub-contractors who work on the Renovation Project will be engaged by City.

The Cooperative Agreement shall include an acknowledgement by the Parties that the improvements to the Roundhouse resulting from the Renovation Project shall be the property of the State of California.

The Cooperative Agreement shall include an acknowledgement by the Parties that a plaque memorializing the contributions of the Foundation shall remain displayed in the Roundhouse so long as the Roundhouse Aquarium remains in operation.

Agenda Date: 3/1/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Liza Tamura, City Clerk

Matthew Cuevas, Management Analyst

Martha Alvarez, Administrative Clerk II

SUBJECT:

Agenda Forecast (City Clerk Tamura).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Attached is the most recent Agenda Forecast for City Council Review:

February 24, 2016 Agenda Forecast

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

(Items placed on the Forecast may not necessarily be in the order in which they will appear on the Agenda)

3/15/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
	1. Certificate of Recognition to Larry Kosmont for Moving his Business to the City of Manhattan Beach (Ceremonial)
	2. Fiscal Year 2014-2015 Comprehensive Annual Financial Report (Finance Director Moe) (Consent)
	3. Resolution Approving the Human Resources Department Authorization To Access Federal Level Summary Criminal History Information for Employment Purposes (Human Resources Director Zadroga-Haase) (Consent)
	4. Approve Continued Use of Professional Harris and Associates, Inc. Under the On-Call Professional Service Agreement for Design Services Past the Financial Midpoint of their Contract. The Two Projects that would take them to this Milestone in their Contract (Public Works Director Olmos) (Consent)
	5. Approve a Three-Year Memorandum of Understanding Between the Cities Watershed Management Group for Implementation of the Coordinated Integrated Monitoring Program (Public Works Director Olmos) (Consent)
	6. Financial Report: a) Schedule of Demands: February 18, 2016 b) Investment Portfolio for the Month Ending January 31, 2016 c) Month End Report for January 31, 2016 (Finance Director Moe) (Consent)
	7. Discuss a Manhattan Beach Economic Development Advisory Council and Report Back to City Council (New Business)
	8. Approve a Three-Year Professional Services Agreement (PSA) with Geosyntec Consultants, Inc. (Geosyntec) in the Amount of \$1,010,496 for Implementation of the Coordinated Integrated Monitoring Program (CIMP) on Behalf the Beach Cities Watershed Management Group (Public Works Director Olmos) (New Business)
	9. Site Assessment Finding for Fire Station No. 2 (Public Works Director Olmos) (New Business)
	10. Presentation of Community Paramedicine and Status of Pilot Programs in Southern California (Fire Chief Espinosa) (New Business)
	11. Presentation of Citygate’s Fire Department Joint Operational Analysis Study for the Cities of Hermosa Beach and Manhattan Beach Deployment (Fire Chief Espinosa) (New Business)
3/29/2016	<i>Joint City Council and Planning Commissions Meeting – 6:00 PM Tuesday</i>
	1. Mansionization

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

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4/5/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – MBUSD Spring Break
	1. Proclamation Declaring April 12, 2016 as Everyone Matters Day (Ceremonial)
	2. Certificate of Recognition to Los Angeles County Supervisor Don Knabe (Ceremonial)
	3. Approve Contract with Turbo Data Systems, Inc. for Parking Citations Processing in the Amount of \$xxxx (Finance Director Moe) (Consent)
	4. Financial Report: Schedules of Demands : March 3, 2016 and March 17, 2016 (Finance Director Moe) (Consent)
	5. Resolution Ordering Plans, Specifications, Cost Estimates and Engineer’s Report for Annual Street Lighting and Landscaping Assessments (Finance Director Moe) (Consent)
	6. Award Professional Services Agreement to ---- in the Amount of \$ xxx,xxx for the Design of the Peck Reservoir Replacement Project (Public Works Director Olmos) (Consent)
	7. Approve Final Payment to Creative Home, Inc. DBA CHI Construction for the City Yard Cover Project in The Net Amount of \$xxxx and Release Retention in the Amount of \$xxxx (Public Works Director Olmos) (Consent)
	8. Award Professional Services Agreement to ---- in the Amount of \$xxx,xxx for the Preparation of an Energy Audit for City Facilities (Public Works Director Olmos) (Old Business)
	9. Discussion of Parks Free Wi-Fi (Information Technology Director) (New Business)
	10. Report on Police Department Deployment Plan (Including Footbeats) and Proactive Policing Initiatives by the Police Department (Continued from the January 19, 2016 City Council Meeting) (Police Chief Irvine) (New Business)
	11. Report on Feasibility of Community Cameras at Points of Ingress and Egress to Manhattan Beach (Police Chief Irvine) (New Business)
	12. Update on Residential and Commercial Camera Registration Program (Police Chief Irvine) (New Business)
	13. Approve a Contract Amendment to Accela, Inc. in the Amount of \$ xxxx for Citywide Permitting Software and Appropriate Funds from ---- (Community Development Director Lundstedt) (New Business)
	14. Water and Waste Water Rate Study Update (Finance Director Moe) (New Business)
4/19/2016	<i>Regular Meeting – 6:00 PM – City Council Reorganization Tuesday Mayor D’Errico/Mayor Pro Tem Lesser</i>
	Pledge -
	1. Construction Rules, Administration Enforcement (Neighborhood Bill of Rights) (Community Development Director Lundstedt) (Old Business)
	2. Proposed CIP (Public Works Director Olmos) (New Business)
4/26/2016	<i>Boards and Commissions Interviews – Police/Fire Conference Room – 5:00 PM Tuesday (Tentative)</i>

**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)

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 (Finance Director Moe) (Consent)
	3. Annual Street Lighting & Landscaping Assessments (Phase 2A) (Approve Engineer’s Report) (Finance Director Moe) (Consent)
	4. Adopt Resolution No. ---- Accepting an Irrevocable Offer to Dedicate Right-of-Way from Mark A. Neumann 3500 Sepulveda, LLC to be used for the Sepulveda Boulevard Bridge Widening Project (Public Works Director Olmos) (Consent)
	5. Conduct Public Hearing to Consider Resolution No. 16- xxxx Regarding a Coastal Development Permit for the 2016 Manhattan Beach Open Volleyball Tournament; Request from International Merchandising Company for Special Permit: Limited Alcoholic Beverage Use on Public Property for the Manhattan Beach Open Event, July 15-17, 2016 in the Lower South Pier Parking Lot. (Parks and Recreation Director Leyman) (Public Hearing)
	6. Annual Street Lighting & Landscaping Assessments (Phase 2B) (Set Public Hearing) (Finance Director Moe) (Consent)
	7. CIP Report and Engineering Contracts Update (Public Works Director Olmos) (New Business)
	8. Annual Appointment of Board members & Commissioners (City Clerk Tamura) (New Business)
	9. Fiscal Year 2016-2017 Proposed Budget (Finance Director Moe) (New Business)
	10. Sunscreen Dispenser Program (Parks and Recreation Director Leyman) (New Business)
	11. Chamber Bite at the Beach (Parks and Recreation Director Leyman) (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 (Tentative)</i>
	Pledge -
5/17/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
	1. Annual Appointment of Board members & Commissioners (If-Needed) (City Clerk Tamura) (New Business)
	2. Six Month Update on Enforcement of Bike Path Hazards and Report on Accident/Injury Data (Police Chief Irvine/Fire Chief Espinosa) (Old Business)
5/19/2016	<i>Budget Study Session #4 – Time TBD Thursday (Tentative)</i>
	Pledge -

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

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6/7/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Meadows Elementary School
	1. Resolution of Intention to Provide for Annual Levy and Collection of Assessments for the Downtown Business Improvement District (Finance Director Moe) (Consent)
	2. El Porto Beach Traffic Circulation Study Update (Community Development Director Lundstedt) (Old Business)
6/21/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
	1. Annual Street Lighting & Landscaping Assessments (Finance Director Moe) (Phase 3) (Public Hearing)
	2. Fiscal Year 2016-2017 Budget Adoption & Gann Limit (Finance Director Moe) (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 (Finance Director Moe) (Public Hearing)
	2. Six Month Update – Strategic Plan/Work Plan (Assistant to City Manager Nadine) (Old Business)
7/19/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
	1. Develop RFP for Sepulveda Corridor (Community Development Director Lundstedt) (New Business)
8/2/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
	1. Underground District Policy and Survey Results (Work Plan) (Public Works Director Olmos) (New Business)
8/16/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge -
	1. Q4 Budget/CIP Report (Finance Director Moe) (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	9-1-15
2. Art Decommissioning Policy (Released Week of February 22,	8-4-15
3. Update on Mediation Data	11-17-15
4. Drone Usage within City (Released Week of February 22, 2016)	2-2-16

FUTURE AGENDA ITEMS (Date TBD)

Item	City Council Date Requested
1. Revenue Enhancements	1-19-16
2. Presentation on Gas Company Loop Project (Tentative Hold)	
3. New Appointment Process for Boards and Commission Members	2-2-16
4. Staff Report on Flyovers from Hawthorne and Torrance Airport	2-2-16
5. Role and Value of Deferred Compensation Program	

FUTURE MEETINGS TO BE SCHEDULED

Item
1. Joint City Council/Beach Cities Health District Meeting
2. 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
3. Mall Litigation Closed Session (March 2016 – Tentative)
4. Downtown Specific Plan Project Update Study Session
5. Joint City Council/Manhattan Beach Unified School District Meeting
6. City Council Retreat