

City Council Regular Meeting

Regular Meeting
Tuesday, August 2, 2016
6:00 PM
City Council Chambers



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

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
Raul Saenz, Interim 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

August 2, 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 matter within the subject matter jurisdiction of the City Council, including items on the agenda. In addition, speakers may comment during agenda items and during any public hearing after the public hearing on an 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****B. ROLL CALL****C. CEREMONIAL CALENDAR**

1. Presentation of a Certificate of Recognition to Lynne Gross as Outgoing President of the Oceanographic Teaching Stations, Inc.
PRESENT

[16-0381](#)

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, July 27, 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: (a) notify the public of any changes to the agenda; (b) remove items from the consent calendar for individual consideration; or (c) 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. PUBLIC COMMENTS (3 MINUTES PER PERSON FOR ONE ITEM, A MAXIMUM OF 6 MINUTES IF A SPEAKER WANTS TO COMMENT ON MORE THAN ONE ITEM)**

Speakers may provide public comments on any matter that is within the subject matter jurisdiction of the City Council, including items on the agenda. 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. Each speaker may speak for up to 3 minutes per matter, up to a total of 6 minutes if a speaker wants to comment on more than one matter. With respect to non-public hearing agenda items, speakers may provide their comments during "Public Comments" or at the time the agenda item is being considered. This is also the time for speakers to comment on items on the consent calendar that have not been previously removed by the City Council for individual consideration. For public hearings, speakers are encouraged to speak during the public hearing, if they want their comments to be included in the record for the public hearing.

Please complete the "Request to Address the City Council" card by filling out your name, city of residence, the item(s) you would like to offer public comment, and returning it to the City Clerk.

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

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

The Planning Commission recently took action on the following matter(s): None.

K. CONSENT CALENDAR (APPROVE)

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

2. Written Report Regarding Interim Zoning Ordinance ORD 16-0009U [16-0361](#)
(Community Development Director Lundstedt).
ISSUE 10-DAY REPORT
Attachments: [Government Code Section 65858\(d\) Written Report](#)

3. Approve Additional Contingency in an Amount Not-to-Exceed of \$30,000 [16-0365](#)
to Caltec Corporation's Contract for the Parking Structure Lot #2
Rehabilitation Project (Interim Public Works Director Saenz).
APPROVE
Attachments: [Budget and Expenditures Summary](#)

-
4. Resolution Amending the City of Manhattan Beach Personnel Rules Classified Service List (Human Resources Director Zadroga-Haase). [RES 16-0050](#)
ADOPT RESOLUTION 16-0050

Attachments: [Resolution No. 16-0050](#)
[Personnel Rules - Attachment C - Classified Service](#)

5. Financial Report: [16-0348](#)
Schedules of Demands: July 7, 2016 (Finance Director Moe).
ACCEPT REPORT AND DEMANDS

Attachments: [Schedule of Demands for July 7, 2016](#)

6. City Council Minutes: [16-0372](#)

This Item Contains Minutes of the following City Council Meetings:

- a) City Council Regular Meeting Minutes of June 21, 2016
(Continued from the July 19, 2016 City Council Meeting)
APPROVE
- b) City Council Regular Meeting Minutes of July 5, 2016
(Continued from the July 19, 2016 City Council Meeting)
APPROVE
- c) City Council Special Meeting - Closed Session Minutes of July 19, 2016
APPROVE
- d) City Council Regular Meeting Minutes of July 19, 2016
APPROVE
(City Clerk Tamura).
APPROVE

Attachments: [City Council Regular Meeting Minutes of June 21, 2016](#)
[City Council Regular Meeting Minutes of July 5, 2016](#)
[City Council Special Meeting - Closed Session Minutes of July 19, 2016](#)
[City Council Regular Meeting Minutes of July 19, 2016](#)

L. PUBLIC HEARINGS (2 MINUTES PER PERSON)

M. OLD BUSINESS

7. Second Reading of Ordinance No. 16-0007 Amending the Municipal Code to Provide a Process for Modifying Construction Hours Under Limited Circumstances (Community Development Director Lundstedt). [ORD 16-0007](#)
SECOND READING AND ADOPT ORDINANCE NO. 16-0007

Attachments: [Ordinance No. 16-0007](#)
[Legislative Digest](#)
[City Council Regular Meeting Minutes of June 7, 2016 \(Excerpt\)](#)

N. NEW BUSINESS

8. Review of Potential Revenue Enhancement Options; Status Report on Fire Station #2, Municipal Pool and Parking Structure/City Hall Feasibility Studies; Report on Water and Wastewater Utility Rate Studies (Finance Director Moe/Public Works Director Saenz). [16-0309](#)

DISCUSS AND PROVIDE DIRECTION

Attachments: [Staff Report - Storm Water and Street Lighting Funding Options 2013](#)
[City Council Staff Report from 2015 on Storm Water and Street Lighting Prelim](#)
[Storm Water Utility Fee Preliminary Study](#)
[Street Lighting and Landscaping District Assessment Preliminary Study](#)
[Revenue Measure Survey Results](#)
[Utility User Tax and Transient Occupancy Tax Comparison Chart](#)
[Government Finance Officers Association Reserve Risk Assessment](#)
[KNN Public Finance Analysis/Opinion Memorandum](#)

9. Introduce Ordinance No. 16-0015 to Amend Municipal Code Provisions Regulating the Retail Sale of Tobacco Products to Change the Minimum Smoking Age to 21 to be Consistent with State Law (Interim Public Works Director Saenz). [ORD 16-0015](#)

INTRODUCE ORDINANCE

Attachments: [Ordinance No. 16-0015](#)
[Legislative Digest](#)

10. Potential Downtown Maintenance Enhancements (Interim Public Works Director Saenz). [16-0267](#)

DISCUSS AND PROVIDE DIRECTION

Attachments: [Details on Each Enhancement Option](#)
[Area 1: Cleaning Practices Enhancement Quick List](#)
[Area 2: Refuse Management Enhancement Quick List](#)
[Area 3: Code Enforcement Enhancement Quick List](#)
[Area 4: Parking Enhancement Quick List](#)
[Area 5: Outreach Enhancement Quick List](#)
[Summary of Stakeholder Meetings in 2016](#)
[Downtown Enhancements PowerPoint Presentation](#)

11. Report on the Potential Impacts of Fire and Medical Services in Manhattan Beach If Hermosa Beach Contracts Fire Services with Los Angeles County Fire Department (Fire Chief Espinosa). [16-0300](#)
DISCUSS AND PROVIDE DIRECTION

Attachments: [Hermosa LA County Impacts PowerPoint Presentation](#)

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

P. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

12. Agenda Forecast (City Clerk Tamura). [16-0375](#)
DISCUSS AND PROVIDE DIRECTION

Attachments: [July 27, 2016 Agenda Forecast](#)

Q. INFORMATIONAL ITEMS

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

R. CLOSED SESSION

S. ADJOURNMENT

T. FUTURE MEETINGS**CITY COUNCIL MEETINGS**

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
Oct. 4, 2016 - Tuesday -- 6:00 PM - City Council Meeting
Oct. 18, 2016 - Tuesday -- 6:00 PM - City Council Meeting
Nov. 1, 2016 - Tuesday -- 6:00 PM - City Council Meeting
Nov. 15, 2016 - Tuesday -- 6:00 PM - City Council Meeting

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

August 8, 2016 - Monday - 6:30 PM - Library Commission Meeting
August 9, 2016 - Tuesday - 6:00 PM - Cultural Arts Commission Meeting
August 10, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting
August 15, 2016 - Thursday - 8:30 AM - Finance Subcommittee Meeting
August 22, 2016 - Monday - 6:30 PM - Parks and Recreation Commission Meeting
August 24, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting
August 25, 2016 - Thursday - 6:30 PM - Parking & Public Improvements Commission Meeting
September 12, 2016 - Monday - 6:30 PM - Library Commission Meeting
September 13, 2016 - Tuesday - 6:00 PM - Cultural Arts Commission Meeting
September 14, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting
September 22, 2016 - Thursday - 6:30 PM - Parking & Public Improvements Commission Meeting
September 26, 2016 - Monday - 6:30 PM - Parks and Recreation Commission Meeting
September 28, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting
October 11, 2016 - Tuesday - 6:00 PM - Cultural Arts Commission Meeting
October 12, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting
October 24, 2016 - Monday - 6:30 PM - Parks and Recreation Commission Meeting
October 26, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting
October 27, 2016 - Thursday - 6:30 PM - Parking & Public Improvements Commission Meeting
November 8, 2016 - Tuesday - 6:00 PM - Cultural Arts Commission Meeting
November 9, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting
November 14, 2016 - Monday - 6:30 PM - Library Commission Meeting
November 23, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting
November 28, 2016 - Monday - 6:30 PM - Parks and Recreation Commission Meeting

U. CITY OFFICES CLOSED**CITY HOLIDAYS:**

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 Observed
Jan. 2, 2017 – Monday – New Years Day Observed
Jan. 16, 2017 – Monday – Martin Luther King Day
Feb. 20, 2017 - Monday - Presidents Day
May 29, 2017 – Monday – Memorial Day
July 4, 2017 - Tuesday - Independence Day

CITY OFFICES CLOSED ON FOLLOWING ALTERNATIVE FRIDAYS:

- 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: 8/2/2016

TO:

Members of the City Council

FROM:

Mayor D'Errico

SUBJECT:

Presentation of a Certificate of Recognition to Lynne Gross as Outgoing President of the Oceanographic Teaching Stations, Inc.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize
Lynne Gross
Outgoing President of the
Oceanographic Teaching Stations, Inc.**

Agenda Date: 8/2/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Marisa Lundstedt, Community Development Director

Quinn M. Barrow, City Attorney

Laurie B. Jester, Planning Manager

SUBJECT:

Written Report Regarding Interim Zoning Ordinance ORD 16-0009U (Community Development Director Lundstedt).

ISSUE 10-DAY REPORT

RECOMMENDATION:

Staff recommends that the City Council issue the attached report pursuant to Government Code Section 65858(d).

FISCAL IMPLICATIONS:

No fiscal implications associated with the recommended action.

BACKGROUND:

On July 5, 2016, the City Council adopted Interim Zoning Ordinance (IZO) ORD 16-0009U. The IZO requires a Use Permit for any business or professional office; bank and savings & loan; catering service; or communication facility, proposed to be located on the ground floor streetfront and any retail sales use proposed to have more than 1,600 square feet of buildable floor area. The IZO also requires additional Use Permit findings as follows:

- A. The proposed use will maintain and enhance the residential quality of life for the Manhattan Beach community.
- B. The proposed use would preserve and enhance the safe, attractive, pedestrian-friendly small town atmosphere and a sound economy.
- C. The proposed use is consistent with the Downtown Design Guidelines.
- D. The proposed use will maintain a balanced mix of uses, which serves the needs of both local and nonlocal populations.

DISCUSSION:

Pursuant to Government Code Section 65858, within ten days prior to the expiration or extension of an interim ordinance, the City Council shall issue a written report describing the measures taken to alleviate the condition which led to the adoption of the ordinance. In order to comply with this section, the City has prepared the attached report.

CONCLUSION:

Staff recommends that the City Council issue the attached report pursuant to Government Code Section 65858(d).

Attachment:

1. Government Code Section 65858(d) Written Report

Government Code Section 65858(d) Written Report

Government Code Section 65858(d) requires that 10 days prior to the expiration or extension of any interim ordinance, the City Council must issue a written report describing the measures taken to alleviate the condition which led to the adoption of the ordinance. On July 5, 2016, the City Council adopted Interim Ordinance. In compliance with Government Code Section 65858(d), the City Council hereby issues this report.

On July 5, 2016, the City Council adopted Interim Ordinance No. 16-0009-U to require a use permit for certain ground floor street front uses and retail uses proposed to exceed 1600 square feet. Certain ground floor street front uses and retail uses occupying too much of the City's limited retail space may be inconsistent with future General Plan goals and policies, Zoning Code regulations and Coastal Program provisions for the Downtown area. Accordingly, the City has required a use permit for such uses so that the City may review any proposed use to determine whether such use is compatible with surrounding uses and the character of the Downtown area.

The City has taken the following measures to alleviate the condition that led to the adoption of the interim ordinance. Staff has studied the Downtown area and will be making recommendations as to the uses governed by the interim ordinance. Public hearings before the Planning Commission and the City Council will take place in the upcoming months to consider the adoption of a Downtown Specific Plan. The Specific Plan will contain zoning regulations and requirements, including specific provisions as to those certain uses governed by the interim ordinance, and, perhaps, the size of retail space. The Specific Plan will be designed to alleviate the condition which led to the adoption of Interim Ordinance No. 16-0009-U.

Agenda Date: 8/2/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Raul Saenz, Interim Public Works Director
Prem Kumar, City Engineer
Karen Domerchie, Senior Management Analyst

SUBJECT:

Approve Additional Contingency in an Amount Not-to-Exceed of \$30,000 to Caltec Corporation's Contract for the Parking Structure Lot #2 Rehabilitation Project (Interim Public Works Director Saenz).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve Additional Contingency in an amount not-to-exceed of \$30,000 to Caltec Corporation's contract for the Parking Structure Lot #2 Rehabilitation Project.
2. Authorize City Manager to approve additional work in an amount not-to-exceed \$30,000.

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 that required attention at this parking structure include: repairs to damaged post tensioned tendons in the deck concrete slab; installation of 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:

On March 1, 2016, Council approved the plans and specifications for the Parking Structure Lot #2 Rehabilitation Project, authorized the City Manager to execute a contract in the amount of \$630,000 with Caltec Corporation for this project, and authorized the City Manager to approve additional contingency work in an amount not-to-exceed \$94,500. Construction on this parking structure began on April 4, 2016. During construction, there were many existing conditions discovered that resulted in change orders being issued to Caltec Corporation for additional work. One example is that the as-built drawings for this parking structure show the existing concrete slab on the upper deck to be 5” thick. However, when demolition began to replace the post-tensioned tendons, it was discovered that the concrete slab is only 4” thick. Because the concrete slab was thinner than anticipated, some of the rebar was laying directly on the post-tensioned tendons, and Caltec Corporation had to demolish more concrete slab than anticipated in order to remove the post-tensioned tendons.

Since the originally approved contingency amount of \$94,500 was expended due to these existing conditions, an additional \$30,000 in contingency for Caltec Corporation’s contract is being requested to cover these costs. Caltec Corporation proceeded with the work given that the parking structure needed to be opened to the public before the busy summer season and for large special events.

POLICY ALTERNATIVES:

No policy alternatives at this time.

PUBLIC OUTREACH/INTEREST:

Staff attended a meeting with the Downtown Business Association on January 14, 2016 and on June 9, 2016 to provide information regarding the scope of work and a schedule update for the project. This parking structure is now open to the public for their use.

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 with Caltec Corporation that was approved by Council on March 1, 2016 was executed before construction began.

Attachment/Attachments:

- 1. Budget and Expenditures Summary

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	\$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, Awarded 3/01/16, Parking Fund, 15846E)			\$630,000
Construction 15% Contingency (Parking Structure #2, Awarded 3/01/16, Parking Fund, 15846E)			\$94,500
Additional Construction Contingency (RECOMMENDED)			\$30,000
Construction Management/Inspection Services/Materials Testing (On-Call Construction Management Services Contract)			\$56,380
Total Expenditures			\$840,660
Balance			\$590,840

Agenda Date: 8/2/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Teresia Zadroga-Haase, Director of Human Resources

SUBJECT:

Resolution Amending the City of Manhattan Beach Personnel Rules Classified Service List (Human Resources Director Zadroga-Haase).

ADOPT RESOLUTION 16-0050

RECOMMENDATION:

It is recommended that the City Council adopt by Resolution the amendment to the Personnel Rules Classified Service list (Personnel Rules Attachment C). The City Council adoption will authorize the City Manager to take appropriate actions necessary to amend Attachment C of the Personnel Rules.

FISCAL IMPLICATIONS:

The City contributes 2% of an incumbent's salary toward a 401(a) account as an additional benefit for "at-will" status, for fiscal year 2016-2017 updating the employment status of the Building Official will result in a maximum fiscal impact of \$3,169. The remaining classifications being added to Attachment C of the Personnel Rules were approved through prior Council actions and any associated costs have already been included in the adopted budget.

BACKGROUND:

When Management/Confidential positions become vacant, the Human Resources Department and hiring department review the position class specification to make any changes necessary to incorporate updated essential job duties, minimum qualifications and potential expectations of the position. Employment status is also reviewed to determine whether the current employment status of either "at-will" or "classified" is appropriate given the nature of the position(s).

Classified employment status under the City's Personnel Rules gives a classified employee property interest rights in his/her job. This means that employment cannot be terminated

without the employee being provided due process, which consists of prior notice, a hearing and the employee's right to challenge a termination. The City bears the burden of proof of misconduct.

At-Will employment status under the City's Personnel Rules allows the City to terminate the employment relationship "at-will" without the requirement to prove misconduct of a sufficient nature to warrant termination. Typically, management level positions where an incumbent exercises significant authority and/or heavily influences policy development are designated as at-will positions.

DISCUSSION:

In preparation for the recruitment of a new Building Official, a critical single incumbent position which has been vacant for nearly a year, Staff reviewed the Building Official class specification. The Community Development Director is in agreement with the recommendation that the Building Official position be classified as at-will. This position is a highly visible and responsible position with significant authority and ability to influence and interpret Council policy. It is appropriate that this position be designated as at-will.

Per the Personnel Rules, Attachment C - Classified Service "...The City Council shall designate other full-time positions at-will and amend Attachment C of the Personnel Rules as appropriate." Staff recommends the Building Official position be added as an at-will position.

In order to fully update Attachment C of the Personnel Rules, the following housekeeping changes will be made based upon prior City Council actions:

- Traffic Engineer - a new classification which was approved by Council in 2014 as an at-will classification will be added to the exceptions for the Community Development Department; and
- Human Resources Manager and Executive Assistant (Human Resources) - these two at-will positions were approved by Council in March of 2016 as part of the Human Resources reorganization and will be added to the exceptions for the Human Resources Department.

POLICY ALTERNATIVES:

Regarding the Building Official, Council may choose to not change the employment status from "classified" to "at-will." This is not recommended for the reasons stated above.

Regarding the housekeeping changes recommended, Council has already taken the actions necessary to establish the employment status for the Traffic Engineer, Human Resources Manager and Executive Assistant (Human Resources). The recommended action is to simply update the personnel rules pursuant to Council action. To not do so continues to leave the Personnel Rules in conflict with Council direction.

PUBLIC OUTREACH/INTEREST:

After analysis, staff determined that public outreach was not required for this issue.

LEGAL REVIEW

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

Attachment/Attachments:

1. Resolution No. 16-0050
2. Personnel Rules - Attachment C - Classified Service

RESOLUTION NO. 16-0050

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
AMENDING THE PERSONNEL RULES ATTACHMENT C – CLASSIFIED
SERVICE

WHEREAS, Personnel Rule Attachment C – Classified Service states in relevant part, “The City Council shall designate other full-time positions at-will and amend Attachment C of the Personnel Rules as appropriate.”

WHEREAS, the City Manager recommends designating additional full-time positions to at-will status.

NOW THEREFORE, THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES:

SECTION 1. The City Council hereby approves and adopts:

- A. Designating Building Official, Traffic Engineer, Executive Assistant (Human Resources Department) and Human Resources Manager positions as at-will in Attachment 2 (Attachment C).

SECTION 2. Each and every provision of the Personnel Rules and related resolutions which is not superseded by or inconsistent with the foregoing shall remain in full force and effect.

SECTION 3. The City Manager or his designee shall amend Attachment C as approved.

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

PASSED, APPROVED and ADOPTED this 2nd day of August, 2016.

Ayes:
Noes:
Abstain:
Absent:

Tony D’Errico
Mayor City of Manhattan Beach

ATTEST:

Liza Tamura, City Clerk

City of Manhattan Beach
Personnel Rules
ATTACHMENT C

Classified Service

The following are designated to be in the Classified Service and therefore placed under the civil service system of the City. The City Council shall designate other full-time positions at-will and amend Attachment C of the Personnel Rules as appropriate.

- A. All full-time employees of the Police Department except the Chief of Police;
- B. All full-time employees of the Fire Department except the Fire Chief;
- C. All full-time employees of the Department of Community Development, except the Director of Community Development, **Building Official, and Senior Management Analyst and Traffic Engineer**;
- D. All full-time employees of the Public Works Department, except the Director of Public Works, City Engineer, Utility Manager, Maintenance Manager, Environmental Programs Manager and Senior Management Analyst;
- E. All full-time employees of the Finance Department, except the Director of Finance, and Revenue Services Manager;
- F. All full-time employees of the Information Technology Department; except the Director of Information Technology and the Information Systems Manager;
- G. All full-time employees of the Management Services Department; except the Executive Assistant, City Clerk, Economic Development Manager, Communication/Civic Engagement Manager, Senior Management Analyst, and Legal Secretary;
- H. All full-time employees of the Parks and Recreation Department, except the Director of Parks and Recreation, Cultural Arts Manager, and Older Adult Program Supervisor;
- I. All full-time employees of the Human Resources Department except the Director of Human Resources, **Executive Assistant, Human Resource Manager**, Risk Manager and Senior Human Resources Analyst.

The provisions of this section shall not apply to temporary, provisional, hourly or persons employed on a daily basis.

(§ 2, Ord. 1419, eff. July 3, 1975, as amended by §1, Ord. 1597, eff. March 5, 1981, § 4, Ord. 1955, eff. October 3, 1996, § 1, Ord. 2008, eff. November 18, 1999, and § 1, Ord. 2010, eff. February 17, 2000, June 5, 2007 Reso. #6097, June 3, 2008 Reso. #6148, October 7, 2014 Reso. #14-0066, **August 2, 2016 Reso #16-0050**)

Revised: **August 2, 2016**~~October 7, 2014~~

Agenda Date: 8/2/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Bruce Moe, Finance Director

SUBJECT:

Financial Report:

Schedules of Demands: July 7, 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 registers for July 7, 2016 is \$4,662,846.30.

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.

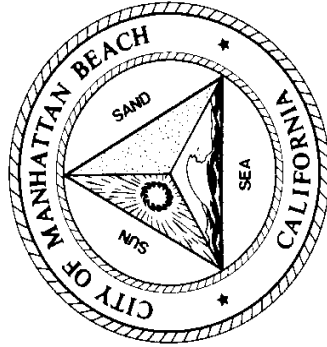
CONCLUSION:

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

Attachments:

1. Schedules of Demands for July 7, 2016

City of Manhattan Beach



Schedule of Demands

July 7, 2016

CITY OF MANHATTAN BEACH

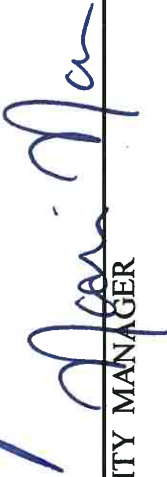
WARRANT REGISTER

WARRANT(S) WR 28A, 28B, 1A, & 1B
 DATED: 06/30/2016, 07/01/2016 & 07/07/2016

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$4,662,846.30 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.

THIS 2ND DAY OF AUGUST

 FINANCE DIRECTOR



 CITY MANAGER

WARRANT REGISTER (S)	WR 28A, 28B, 1A & 1B	WARRANT(S)	28A	886,808.68
			28B	1,177,365.56
			1A	416,637.38
			1B	746,012.78
		PREPAID / MANUAL CKS / WIRES	28A	0.00
			28B	0.00
			1A	362,328.85
			1B	2,422.00
		VOIDS	28A	0.00
			28B	0.00
			1A	0.00
			1B	0.00
PAYROLL	PE 06/24/16		28A	1,071,271.05
TOTAL WARRANTS				<u><u>4,662,846.30</u></u>

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 28a

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524809	7/1/2016	N	AIRGAS SAFETY	TACTICAL COMMUNICATIONS HEADSETS	8,599.77
524810	7/1/2016	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENDME	13,388.13
524811	7/1/2016	N	MARK ANDERSON	REFUND PERMIT FEES	362.69
524812	7/1/2016	N	ANDERSONPENNA PARTNERS INC	STRAND STAIRS REHABILITATION	27,560.00
524813	7/1/2016	N	APR ROOFING/CANJ INC	REFUND PERMIT FEES	269.81
524814	7/1/2016	N	AT&T MOBILITY	CELLULAR CHARGES	891.13
524815	7/1/2016	N	GERILYNN BARR	CASH KEY REFUND	10.00
524816	7/1/2016	N	HOVIK BAYRAMIAN	REFUND PERMITS FEES	362.69
524817	7/1/2016	N	TROY BOND	CITATION REFUND	53.00
524818	7/1/2016	N	JEFFREY BRIGGS	CITATION REFUND	53.00
524819	7/1/2016	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	1,378.00
524820	7/1/2016	N	CALIFORNIA POLICE CHIEFS ASSOC	MEMBERSHIPS & DUES	1,909.00
524821	7/1/2016	N	CHANDLER'S ROOFING	REFUND PERMIT FEES	887.93
524822	7/1/2016	N	TIM CHOU	PARKS & RECREATION REFUND	50.00
524823	7/1/2016	N	DAVID VOLZ DESIGN	VETERANS PARKWAY TRAIL IMPROVEMENTS	7,853.00
524824	7/1/2016	N	FARZI DAVIS	CITATION REFUND	43.00
524825	7/1/2016	N	JOE DELIA	POLYGRAPH EXAM	400.00
524826	7/1/2016	N	DOWNTOWN MB BUS & PROF ASSN	BID PAYMENT 15-16	111,484.46
524827	7/1/2016	N	MICHAEL DUFFY	STREET SWEEPING REIMBURSEMENT	145.06
524828	7/1/2016	N	RUTH FLINKMANMARANDY	CITATION REFUND	53.00
524829	7/1/2016	N	STEPHANIE FRANZ	CITATION REFUND	53.00
524830	7/1/2016	N	FRONTIER CALIFORNIA INC	CABLE SERVICE	17,605.99

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 28a

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524831	7/1/2016	N	JEAN GEE	CASH KEY REFUND	53.00
524832	7/1/2016	N	GEOSYNTEC CONSULTANTS INC	3YR PROFESSIONAL SVCS AGRMT- WATERSHEI	17,003.96
524833	7/1/2016	N	MARY ANN HENRY	STREET SWEEPING REIMBURSEMENT	142.62
524834	7/1/2016	N	INTL BUS INFO TECHNOLOGIES INC	LAW ENFORCEMENT FIELD TRAINING SOFTWA	1,100.00
524835	7/1/2016	N	IVA SOLUTIONS INC	SECURITY SYSTEMS REPAIR	180.00
524836	7/1/2016	N	JMAC INTERNATIONAL INC	REFUND PERMIT FEES	293.03
524837	7/1/2016	N	KEVIN OR ERIN JOYCE	CASH KEY REFUND	64.00
524838	7/1/2016	N	CHRIS KEIL	REFUND PERMIT FEES	269.81
524839	7/1/2016	N	KIM KOMICK CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
524840	7/1/2016	N	MURRAY KWON	STREET SWEEPING REIMBURSEMENT	20.63
524841	7/1/2016	N	L A COUNTY DEPT OF PUB HEALTH	APPLICATION	311.00
524842	7/1/2016	N	AMANDA LAING	PARKS & RECREATION REFUND	660.00
524843	7/1/2016	N	NEIL LEVENTHAL	STREET SWEEPING REIMBURSEMENT	144.35
524844	7/1/2016	N	LINDA MADORE	PARKS & RECREATION REFUND	50.00
524845	7/1/2016	N	JOSE MANSON	CITATION REFUND	53.00
524846	7/1/2016	N	DENISE MAZZOTTA	STREET SWEEPING REIMBURSEMENT	142.63
524847	7/1/2016	N	MBUSD	FACILITY USAGE AGREEMENT	559,732.00
524848	7/1/2016	N	MINARDOS CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
524849	7/1/2016	N	BETTE MOWER	CASH KEY REFUND	50.00
524850	7/1/2016	N	NADINE NADER	NADER CONSTRUCTION LOAN #24	17,411.37
524851	7/1/2016	N	NOVACOAST INC	NETWORK ASSESSMENT REMEDIATION - PROF	6,300.00
524852	7/1/2016	N	DANIELLE O'CONNELL	CITATION REFUND	53.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

WR 28a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524853	7/1/2016	N	RELIANT IMMED CARE MED GRP INC	CONTRACT SERVICES	1,227.28
524854	7/1/2016	N	JODINE SASINE	CITATION REFUND	53.00
524856	7/1/2016	N	SBRPCA	ELECTRONICS FOR PD PATROL SUVS #184-186	66,367.67
524857	7/1/2016	N	BRAD SEVIER	CASH KEY REFUND	10.00
524858	7/1/2016	N	NICOLE SEVIER	CASH KEY REFUND	10.00
524859	7/1/2016	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICES	2,267.30
524860	7/1/2016	N	CYNTHIA SMET	CITATION REFUND	53.00
524861	7/1/2016	N	JAMES SOCRATES	CASH KEY REFUND	40.00
524862	7/1/2016	N	SPCA LA	ANIMAL SHELTERING SERVICES	550.00
524863	7/1/2016	N	STATE OF CALIFORNIA	LIVE SCAN FINGERPRINTS	1,162.00
524864	7/1/2016	N	SUBWAY SANDWICH	STREET SWEEPING REIMBURSEMENT	981.62
524865	7/1/2016	N	DEMMICA THOMAS	CITATION REFUND	53.00
524866	7/1/2016	N	STEVEN TILLMAN	FINGERPRINT IDENTIFICATION	585.00
524867	7/1/2016	N	TRANSTECH ENGINEERS INC	ROSECRANS-SEPULVEDA BIKE LANE NW WIDE	9,593.75
524868	7/1/2016	N	JACLYN WARD	RIGHT OF WAY DEPOSIT REFUND	496.00
524869	7/1/2016	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	2,785.11
524870	7/1/2016	N	REBECCA YALE	CITATION REFUND	53.00
524871	7/1/2016	N	JOHN ZIMMERMAN	REFUND PERMIT FEES	362.69
524872	7/1/2016	N	BRANDIE ZOUAIN	PARKS & RECREATION REFUND	1,719.20
SUBTOTAL					886,808.68

9:21:59AM
7/11/2016

City Council Meeting
August 2, 2016

WARRANT BATCH NUMBER:

WR 28a

CITY OF MANHATTAN BEACH
WARRANT REGISTER

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
COMBINED TOTAL					886,808.68

PAYMENT LEGEND:

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

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

WARRANT BATCH NUMBER:

wr 28a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524809	7/1/2016	N	AIRGAS SAFETY	TACTICAL COMMUNICATIONS HEADSETS	8,599.77
524810	7/1/2016	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENDMEI	13,388.13
524812	7/1/2016	N	ANDERSONPENNA PARTNERS INC	STRAND STAIRS REHABILITATION	27,560.00
524823	7/1/2016	N	DAVID VOLZ DESIGN	VETERANS PARKWAY TRAIL IMPROVEMENTS	7,853.00
524826	7/1/2016	N	DOWNTOWN MB BUS & PROF ASSN	BID PAYMENT 15-16	111,484.46
524830	7/1/2016	N	FRONTIER CALIFORNIA INC	CABLE SERVICE	17,605.99
524832	7/1/2016	N	GEOSYNTEC CONSULTANTS INC	3YR PROFESSIONAL SVCS AGRMT- WATERSHEL	17,003.96
524847	7/1/2016	N	MBUSD	FACILITY USAGE AGREEMENT	559,732.00
524850	7/1/2016	N	NADINE NADER	NADER CONSTRUCTION LOAN #24	17,411.37
524851	7/1/2016	N	NOVACOAST INC	NETWORK ASSESSMENT REMEDIATION - PROF	6,300.00
524856	7/1/2016	N	SBRPCA	ELECTRONICS FOR PD PATROL SUVS #184-186	66,367.67
524867	7/1/2016	N	TRANSTECH ENGINEERS INC	ROSECRANS-SEPULVEDA BIKE LANE NW WIDE	9,593.75
524869	7/1/2016	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	2,785.11

SUBTOTAL

COMBINED TOTAL

865,685.21
865,685.21

PAYMENT LEGEND:

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

**Report of Warrant Disbursements
 wr 28a**

Fund	Description	Amount
00	General	615,699.51
210	Asset Forfeiture	8,599.77
230	Prop A	101.52
401	Capital Improvements	45,006.75
501	Water	912.68
502	Storm	17,003.96
503	Waste Water	73.49
510	Refuse	1,673.24
520	Parking	111,987.69
605	Information Services	6,628.98
610	Vehicle Fleet	66,367.67
615	Building Maintenance	12,753.42
		<u>886,808.68</u>
		<u>886,808.68</u>

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 28b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524888	7/7/2016	N	4A CRANE SERVICE INC	RIGHT OF WAY DEPOSIT REFUND	496.00
524889	7/7/2016	N	504 8TH ST LLC	RIGHT OF WAY DEPOSIT REFUND	496.00
524890	7/7/2016	N	A W CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
524891	7/7/2016	N	DERRICK ABELL	REIMBURSEMENT-TRAVEL EXPENSE	72.25
524892	7/7/2016	N	AC MARTIN PARTNERS INC	MGMT SVCS WELCOME CENTER & REMODEL	18,033.38
524893	7/7/2016	N	FERNANCO ADAME	RIGHT OF WAY DEPOSIT REFUND	427.00
524894	7/7/2016	N	ADMINSURE INC	CLAIMS ADMINISTRATION	19,175.89
524895	7/7/2016	N	ADPI WEST INC	AMBULANCE BILLING SERVICES	10,944.14
524896	7/7/2016	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENDME	11,738.75
524897	7/7/2016	N	SUE ALLARD	PARKS & RECREATION REFUND	47.00
524898	7/7/2016	N	PERRY ALLISON	GYM EQUIPMENT MAINTENANCE AGREEMENT	1,272.08
524899	7/7/2016	N	JOSH ALPERT	GOLF INSTRUCTOR	827.05
524900	7/7/2016	N	AM-TEC TOTAL SECURITY INC	SECURITY/ALARM SYSTEM	3,841.94
524901	7/7/2016	N	ANDERSONPENNA PARTNERS INC	SEWER MAIN REHABILITATION PHASE 2	20,773.00
524902	7/7/2016	N	ANIMAL EMERGENCY MEDICAL CTR	EMERGENCY VET SERVICES	225.00
524903	7/7/2016	N	ALFREDO ANNINO	RIGHT OF WAY DEPOSIT REFUND	496.00
524904	7/7/2016	N	AQUA FLO	IRRIGATION SUPPLIES CONTRACT	360.35
524905	7/7/2016	N	HISAKO ASANO GOULD	ART INSTRUCTOR	1,156.40
524906	7/7/2016	N	AT&T	REVERSE 911 PHONE UPDATES	92.79
524907	7/7/2016	N	BEYOND CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	427.00
524908	7/7/2016	N	BIO-ACOUSTICAL ENGINEERING CRP	MEDICAL SERVICES	2,700.00
524909	7/7/2016	N	PAULINE BOYLE	UB OVERPAYMENT REFUND	317.88

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WT 28b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524910	7/7/2016	N	KEVIN BRADY	TENNIS INSTRUCTOR	3,159.00
524911	7/7/2016	N	LESLEY BRADY	TENNIS INSTRUCTOR	3,828.50
524912	7/7/2016	N	DONALD BROWN	REIMBURSEMENT-TRAVEL EXPENSE	64.00
524913	7/7/2016	N	C&C PAVING	RIGHT OF WAY DEPOSIT REFUND	427.00
524914	7/7/2016	N	CA PARK & REC SOCIETY CPRS	CPRS DISTRICT 9 AWARDS & INSTALLATION	705.00
524915	7/7/2016	N	CANTERBURY SYNERGY INC	RIGHT OF WAY DEPOSIT REFUND	496.00
524916	7/7/2016	N	SAMANTHA CARROLL	PARKS & RECREATION REFUND	109.20
524917	7/7/2016	N	CASA BLANCA CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
524918	7/7/2016	N	CELLCO PARTNERSHIP	CARDIAC MONITOR DATA LINES	35.10
524919	7/7/2016	N	RAYMOND CHOI	PARKS & RECREATION REFUND	50.00
524920	7/7/2016	N	CIVIL SOURCE INC	2013-14 WATER MAIN REPLACEMENT	20,410.00
524921	7/7/2016	N	CLEANSTREET	LANDSCAPE/EXTERIOR CUSTODIAL MAINTEN/	20,224.84
524922	7/7/2016	N	CLINICAL LAB OF SAN BERNARDINO	WATER QUALITY TESTING SERVICES CONTRAC	1,020.77
524923	7/7/2016	N	CONTEMPORARY SERVICES CORP	UNARMED SECURITY SERVICES	930.32
524924	7/7/2016	N	CONTROL AUTOMATION DESIGN INC	18-08503PF TASK J DEFINE/CREATE REPORT	4,000.00
524925	7/7/2016	N	CORAL BAY HOME LOANS	SKATEBOARD BIRTHDAY PARTY	1,653.12
524926	7/7/2016	N	CR ACCOUNTING	BUSINESS LICENSE REFUND	60.24
524927	7/7/2016	N	D W CONSTRUCTION GRP	RIGHT OF WAY DEPOSIT REFUND	496.00
524928	7/7/2016	N	JOE DELIA	POLYGRAPH EXAM	400.00
524929	7/7/2016	N	DELL MARKETING LP	SCHEDULED HARDWARE REFRESH	15,406.96
524930	7/7/2016	N	DOWNTOWN MB BUS & PROF ASSN	MB FIT INITIATIVE	200.00
524931	7/7/2016	N	DREAM WOODWORK	RIGHT OF WAY DEPOSIT REFUND	496.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

WR 28b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524932	7/7/2016	N	DYNTEK SERVICES INC	19-00038C WIRELESS ACCESS POINTS	2,212.66
524933	7/7/2016	N	E P ENGINEERING	RIGHT OF WAY DEPOSIT REFUND	854.00
524934	7/7/2016	N	BILL ENOS	PARKS & RECREATION REFUND	84.00
524935	7/7/2016	N	ERLA INC	AMBULANCE SERVICE	805.00
524936	7/7/2016	N	EXPERIAN INFO SOLUTIONS INC	APPLICANT CREDIT CHECKS	77.24
524937	7/7/2016	N	FIRE INFO SUPPORT SERVICES INC	FIRERMS SUPPORT & MAINTENANCE CONTRAC	700.00
524938	7/7/2016	N	FIRST CALL STAFFING INC	TEMPORARY EMPLOYEE SERVICES	2,344.13
524939	7/7/2016	N	JON FITZGERALD	FESTIVAL SPONSORSHIP	2,500.00
524940	7/7/2016	N	SHEILA FULMIS	PARKS & RECREATION REFUND	123.00
524941	7/7/2016	N	GEORGE HILL CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
524942	7/7/2016	N	MICHAEL ERIC GRADY	CONCERTS IN THE PARK 2016	1,600.00
524943	7/7/2016	N	GRANICUS	PORTABLE ENCODER MONTHLY SERVICE FEE	200.00
524944	7/7/2016	N	GRIFFIN STRUCTURES INC	MB CIP PROGRAM ASSESSMENT	16,128.00
524945	7/7/2016	N	JOHN GRUDZIEN	OVERPAID AMBULANCE BILLING	4.75
524946	7/7/2016	N	HD SUPPLY	MISC WATER & PW SUPPLIES	327.00
524947	7/7/2016	N	HDR ENGINEERING INC	SEPULVEDA BRIDGE WIDENING	36,686.64
524948	7/7/2016	N	HH DRYWALL	RIGHT OF WAY DEPOSIT REFUND	1,488.00
524949	7/7/2016	N	JUSTIN HIDALGO	REIMBURSEMENT-TRAVELE EXPENSE	48.00
524950	7/7/2016	N	HONEYWELL INTERNATIONAL INC	EXTRAS-HVAC MAINTENANCE & REPAIR	17,785.49
524951	7/7/2016	N	STEPHEN ROSS HYDE	BEGG POOL MASTERS SWIM COACH	975.00
524952	7/7/2016	N	INFOSEND INC	UB BILL/WEB PORTAL/BL	4,529.44
524953	7/7/2016	N	IPS GROUP INC	PARKING METER CC FEES	22,536.86

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 28b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524954	7/7/2016	N	IPS GROUP INC	PARKING METER REPLACEMENT PARTS & LAB	4,965.32
524955	7/7/2016	N	JC CASNER CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	427.00
524956	7/7/2016	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	9,277.20
524957	7/7/2016	N	KELLY JOHNSON	PARKS & RECREATION REFUND	125.00
524958	7/7/2016	N	MARLON S JOHNSON	YOUTH VOLLEYBALL INSTRUCTOR	2,500.00
524959	7/7/2016	N	VICTORIA HELEN JOHNSON	ARTHRITIS INSTRUCTOR	435.00
524960	7/7/2016	N	KEVORK ENTERPRISES INC	AUTO BODY REPAIRS	7,434.75
524961	7/7/2016	N	KEYSER MARSTON ASSOCIATES INC	PROFESSIONAL SERVICES/HOTEL	3,780.00
524962	7/7/2016	N	KKC DEVELOPMENT	RIGHT OF WAY DEPOSIT REFUND	496.00
524963	7/7/2016	N	KKC DEVELOPMENT INC	RIGHT OF WAY DEPOSIT REFUND	496.00
524964	7/7/2016	N	KLM DEVELOPMENT	RIGHT OF WAY DEPOSIT REFUND	427.00
524965	7/7/2016	N	KTB CONSTRUCTION INC	ROSECRANS WIDENING	19,610.16
524966	7/7/2016	N	L A COUNTY ASSESSOR	PARCEL MAP	16.00
524967	7/7/2016	N	L A COUNTY MTA	MAY 2016 TAP	450.00
524968	7/7/2016	N	ROSEMARY A LACKOW	RECORDING SERVICES	431.25
524969	7/7/2016	N	LANCE SOLL & LUNGHARD LLP	AUDIT SERVICES	15,000.00
524970	7/7/2016	N	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	8,266.50
524971	7/7/2016	N	ALICE LIN	PARKS & RECREATION REFUND	100.00
524972	7/7/2016	N	JENNY LIU	PARKS & RECREATION REFUND	100.00
524973	7/7/2016	N	LUX BUILDERS & REMODELING	RIGHT OF WAY DEPOSIT REFUND	427.00
524974	7/7/2016	N	MANHATTAN STITCHING COMPANY	EMBROIDERY/PRINTING SERVICES	2,084.94
524975	7/7/2016	N	SONDRA MARCHESE	COMEDY IMPROV INSTRUCTOR	224.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WT 28b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524976	7/7/2016	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	5,554.32
524977	7/7/2016	N	MARTIN & CHAPMAN CO	ARCHIVAL PAPER	192.04
524978	7/7/2016	N	MELAD AND ASSOCIATES INC	PLAN CHECK AND INSPECTION SERVICES	36,711.29
524979	7/7/2016	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	216.00
524980	7/7/2016	N	MERRIMAC ENERGY GROUP	BULK FUEL DELIVERIES	18,507.45
524981	7/7/2016	N	NATALIES CATERING	MEALS FOR SENIOR SERVICES	1,536.90
524982	7/7/2016	N	NEPTUNE CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
524983	7/7/2016	N	FRANCES SPRAU NICHOLS	ART INSTRUCTOR	1,904.00
524984	7/7/2016	N	RYAN R OLSON	VOLLEYBALL INSTRUCTOR	760.00
524985	7/7/2016	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING SVCS	3,090.20
524986	7/7/2016	N	KAMILA PAVLASKOVA	VOLLEYBALL INSTRUCTOR	570.00
524987	7/7/2016	N	PEAK DEMOCRACY INC	OPEN TOWN HALL SUBSCRIPTION	7,800.00
524988	7/7/2016	N	LOIS PETZOLD	REFUSE REFUND	28.00
524989	7/7/2016	N	PKJ CONSTRUCTION INC	RIGHT OF WAY DEPOSIT REFUND	496.00
524990	7/7/2016	N	PRO OUTDOOR MOVIES INC	OUTDOOR MOVIE SCREENING	2,000.00
524991	7/7/2016	N	PROVIDENCE MEDICAL INSTITUTE	MEDICAL SERVICES	383.00
524992	7/7/2016	N	PSOMAS	PIER COMFORT STATION RENOVATION	18,965.85
524993	7/7/2016	N	PSOMAS	PARKING STRUCTURE LOT 2 REHABILITATION	17,024.13
524994	7/7/2016	N	PSOMAS	STRAND STAIRS REHABILITATION	2,405.30
524995	7/7/2016	N	QUANTUM QUALITY CONSULTING INC	18-08816 PF RADIO SCADA SYSTEM	33,380.00
524996	7/7/2016	N	LORENA QUILLA-SOULES	CONTRACT SERVICES	528.75
524997	7/7/2016	N	TOM RADLEIN	RIGHT OF WAY DEPOSIT REFUND	496.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WT 28b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524998	7/7/2016	N	RELIANT IMMED CARE MED GRP INC	CONTRACT SERVICES	4,226.42
524999	7/7/2016	N	RIGHT OF WAY INC	RIGHT OF WAY DEPOSIT REFUND	496.00
525000	7/7/2016	N	ROADWAY CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
525001	7/7/2016	N	RICHARD RODGERS	PARKS & RECREATION REFUND	148.00
525002	7/7/2016	N	PAUL A RUBIO	REIMBURSEMENT	501.63
525003	7/7/2016	N	SANCHEZ BROS. PAVING CORP.	RIGHT OF WAY DEPOSIT REFUND	427.00
525004	7/7/2016	N	SBRPCA	COMMUNICATIONS EQUIPMENT	3,191.41
525005	7/7/2016	N	EDEN SERINA	MB FIT/YOGA INSTRUCTOR	1,749.00
525006	7/7/2016	N	DAVID SHENBAUM	REIMBURSEMENT-TRAVEL EXPENSE	329.27
525007	7/7/2016	N	SHOREWOOD REALTORS	BUSINESS LICENSE REFUND	198.93
525008	7/7/2016	N	MIKE SIPILA	RIGHT OF WAY DEPOSIT REFUND	496.00
525009	7/7/2016	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICES	2,201.25
525010	7/7/2016	N	WENDELL DON SORENSEN	BEE REMOVAL	230.00
525011	7/7/2016	N	SOUTH COAST AQMD	ANNUAL OPERATING/EMISSION FEES	128.66
525012	7/7/2016	N	JUDD SPIEWAK	PARKS & RECREATION REFUND	75.00
525013	7/7/2016	N	SRL CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
525014	7/7/2016	N	STANTEC CONSULTING INC	MARINE AVE PARK SKATE SPOT	1,800.00
525015	7/7/2016	N	STILES CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
525016	7/7/2016	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	976.28
525017	7/7/2016	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE-MAY 2016	69,054.45
525018	7/7/2016	N	JEFFREY SUSSMAN	DUPLICATE CITATION PAYMENTS	106.00
525019	7/7/2016	N	CHAD SWANSON	REIMBURSEMENT EXPENSE	73.83

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WT 28b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525020	7/7/2016	N	SWCA INCORPORATED	PROFESSIONAL SERVICES - HISTORIC PRESERV	517.50
525021	7/7/2016	N	SWINERTON BUILDERS	RIGHT OF WAY DEPOSIT REFUND	496.00
525022	7/7/2016	N	SYNEAST OIL CHANGE	BUSINESS LICENSE REFUND	61.23
525023	7/7/2016	N	REBECCA TAN	PARKS & RECREATION REFUND	190.00
525024	7/7/2016	N	TERI BLACK & COMPANY LLC	BUILDING OFFICIAL RECRUITMENT	4,762.50
525025	7/7/2016	N	THE DAVEY TREE EXPERT COMPANY	STREET TREE MASTER PLAN SERVICE	10,148.00
525026	7/7/2016	N	THE PITNEY BOWES BANK INC	POSTAGE REPLENISHMENT	8,000.00
525027	7/7/2016	N	TERRELL LYNN THOMPSON	SENIOR YOGA INSTRUCTOR	7,421.40
525028	7/7/2016	N	TIME WARNER CABLE INC	CABLE SERVICES	103.03
525029	7/7/2016	N	TRANSTECH ENGINEERS INC	ROSECRANS- HIGHLAND BIKE LANE	14,533.50
525030	7/7/2016	N	TRANSTECH ENGINEERS INC	HIGHLAND/38TH ST IMPROVEMENTS	11,168.50
525031	7/7/2016	N	TRANSTECH ENGINEERS INC	ROSECRANS-HIGHLAND BIKE LANE MEDIAN M	3,710.75
525032	7/7/2016	N	UC REGENTS	NURSE EDUCATOR CONTRACT	2,405.49
525033	7/7/2016	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	177,141.24
525034	7/7/2016	N	US BANK NA	FUEL PURCHASES-JUNE 2016	2,055.40
525035	7/7/2016	N	US HEALTHWORKS MEDICAL GRP PC	MEDICAL SERVICES	2,197.00
525036	7/7/2016	N	DORIS USUI	COMEDY IMPROV INSTRUCTOR	224.00
525037	7/7/2016	N	VALVETEK UTILITY SERVICES INC	FLUSHING & DISINFECTION OF 101 MILES OF	24,478.00
525038	7/7/2016	N	VECTOR RESOURCES INC	PROFESSIONAL SERVICES	1,201.66
525039	7/7/2016	N	WALTERS WHOLESAL E ELECTRIC CO	ELECTRICAL SUPPLIES	6,737.66
525040	7/7/2016	N	WASTE MANAGEMENT INC	JUNE 2016 REFUSE	299,164.58
525041	7/7/2016	N	WATER REPLENISHMENT DISTRICT	MONTHLY WATER PRUCHASES	260.36

9:23:09AM
7/11/2016

City Council Meeting
August 2, 2016

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER: **WT 28b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525042	7/7/2016	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	783.12

SUBTOTAL 1,177,365.56

COMBINED TOTAL 1,177,365.56

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

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 28b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524888	7/7/2016	N	4A CRANE SERVICE INC	RIGHT OF WAY DEPOSIT REFUND	496.00
524889	7/7/2016	N	504 8TH ST LLC	RIGHT OF WAY DEPOSIT REFUND	496.00
524890	7/7/2016	N	A W CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
524891	7/7/2016	N	DERRICK ABELL	REIMBURSEMENT-TRAVEL EXPENSE	72.25
524892	7/7/2016	N	AC MARTIN PARTNERS INC	MGMT SVCS WELCOME CENTER & REMODEL	18,033.38
524893	7/7/2016	N	FERNANCO ADAME	RIGHT OF WAY DEPOSIT REFUND	427.00
524894	7/7/2016	N	ADMINSURE INC	CLAIMS ADMINISTRATION	19,175.89
524895	7/7/2016	N	ADPI WEST INC	AMBULANCE BILLING SERVICES	10,944.14
524896	7/7/2016	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENDME	11,738.75
524897	7/7/2016	N	SUE ALLARD	PARKS & RECREATION REFUND	47.00
524898	7/7/2016	N	PERRY ALLISON	GYM EQUIPMENT MAINTENANCE AGREEMENT	1,272.08
524899	7/7/2016	N	JOSH ALPERT	GOLF INSTRUCTOR	827.05
524900	7/7/2016	N	AM-TEC TOTAL SECURITY INC	SECURITY/ALARM SYSTEM	3,841.94
524901	7/7/2016	N	ANDERSONPENNA PARTNERS INC	SEWER MAIN REHABILITATION PHASE 2	20,773.00
524902	7/7/2016	N	ANIMAL EMERGENCY MEDICAL CTR	EMERGENCY VET SERVICES	225.00
524903	7/7/2016	N	ALFREDO ANNINO	RIGHT OF WAY DEPOSIT REFUND	496.00
524904	7/7/2016	N	AQUA FLO	IRRIGATION SUPPLIES CONTRACT	360.35
524905	7/7/2016	N	HISAKO ASANO GOULD	ART INSTRUCTOR	1,156.40
524906	7/7/2016	N	AT&T	REVERSE 911 PHONE UPDATES	92.79
524907	7/7/2016	N	BEYOND CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	427.00
524908	7/7/2016	N	BIO-ACOUSTICAL ENGINEERING CRP	MEDICAL SERVICES	2,700.00
524909	7/7/2016	N	PAULINE BOYLE	UB OVERPAYMENT REFUND	317.88

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

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WT 28b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524910	7/7/2016	N	KEVIN BRADY	TENNIS INSTRUCTOR	3,159.00
524911	7/7/2016	N	LESLEY BRADY	TENNIS INSTRUCTOR	3,828.50
524912	7/7/2016	N	DONALD BROWN	REIMBURSEMENT-TRAVEL EXPENSE	64.00
524913	7/7/2016	N	C&C PAVING	RIGHT OF WAY DEPOSIT REFUND	427.00
524914	7/7/2016	N	CA PARK & REC SOCIETY CPRS	CPRS DISTRICT 9 AWARDS & INSTALLATION	705.00
524915	7/7/2016	N	CANTERBURY SYNERGY INC	RIGHT OF WAY DEPOSIT REFUND	496.00
524916	7/7/2016	N	SAMANTHA CARROLL	PARKS & RECREATION REFUND	109.20
524917	7/7/2016	N	CASA BLANCA CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
524918	7/7/2016	N	CELLCO PARTNERSHIP	CARDIAC MONITOR DATA LINES	35.10
524919	7/7/2016	N	RAYMOND CHOI	PARKS & RECREATION REFUND	50.00
524920	7/7/2016	N	CIVIL SOURCE INC	2013-14 WATER MAIN REPLACEMENT	20,410.00
524921	7/7/2016	N	CLEANSTREET	LANDSCAPE/EXTERIOR CUSTODIAL MAINTEN/	20,224.84
524922	7/7/2016	N	CLINICAL LAB OF SAN BERNARDINO	WATER QUALITY TESTING SERVICES CONTRAC	1,020.77
524923	7/7/2016	N	CONTEMPORARY SERVICES CORP	UNARMED SECURITY SERVICES	930.32
524924	7/7/2016	N	CONTROL AUTOMATION DESIGN INC	18-08503PF TASK J DEFINE/CREATE REPORT	4,000.00
524925	7/7/2016	N	CORAL BAY HOME LOANS	SKATEBOARD BIRTHDAY PARTY	1,653.12
524926	7/7/2016	N	CR ACCOUNTING	BUSINESS LICENSE REFUND	60.24
524927	7/7/2016	N	D W CONSTRUCTION GRP	RIGHT OF WAY DEPOSIT REFUND	496.00
524928	7/7/2016	N	JOE DELIA	POLYGRAPH EXAM	400.00
524929	7/7/2016	N	DELL MARKETING LP	SCHEDULED HARDWARE REFRESH	15,406.96
524930	7/7/2016	N	DOWNTOWN MB BUS & PROF ASSN	MB FIT INITIATIVE	200.00
524931	7/7/2016	N	DREAM WOODWORK	RIGHT OF WAY DEPOSIT REFUND	496.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

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wr 28b

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524932	7/7/2016	N	DYNTEK SERVICES INC	19-00038C WIRELESS ACCESS POINTS	2,212.66
524933	7/7/2016	N	E P ENGINEERING	RIGHT OF WAY DEPOSIT REFUND	854.00
524934	7/7/2016	N	BILL ENOS	PARKS & RECREATION REFUND	84.00
524935	7/7/2016	N	ERLA INC	AMBULANCE SERVICE	805.00
524936	7/7/2016	N	EXPERIAN INFO SOLUTIONS INC	APPLICANT CREDIT CHECKS	77.24
524937	7/7/2016	N	FIRE INFO SUPPORT SERVICES INC	FIRERMS SUPPORT & MAINTENANCE CONTRAC	700.00
524938	7/7/2016	N	FIRST CALL STAFFING INC	TEMPORARY EMPLOYEE SERVICES	2,344.13
524939	7/7/2016	N	JON FITZGERALD	FESTIVAL SPONSORSHIP	2,500.00
524940	7/7/2016	N	SHEILA FULMIS	PARKS & RECREATION REFUND	123.00
524941	7/7/2016	N	GEORGE HILL CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
524942	7/7/2016	N	MICHAEL ERIC GRADY	CONCERTS IN THE PARK 2016	1,600.00
524943	7/7/2016	N	GRANICUS	PORTABLE ENCODER MONTHLY SERVICE FEE	200.00
524944	7/7/2016	N	GRIFFIN STRUCTURES INC	MB CIP PROGRAM ASSESSMENT	16,128.00
524945	7/7/2016	N	JOHN GRUDZIEN	OVERPAID AMBULANCE BILLING	4.75
524946	7/7/2016	N	HD SUPPLY	MISC WATER & PW SUPPLIES	327.00
524947	7/7/2016	N	HDR ENGINEERING INC	SEPULVEDA BRIDGE WIDENING	36,686.64
524948	7/7/2016	N	HH DRYWALL	RIGHT OF WAY DEPOSIT REFUND	1,488.00
524949	7/7/2016	N	JUSTIN HIDALGO	REIMBURSEMENT-TRAVELE EXPENSE	48.00
524950	7/7/2016	N	HONEYWELL INTERNATIONAL INC	EXTRAS-HVAC MAINTENANCE & REPAIR	17,785.49
524951	7/7/2016	N	STEPHEN ROSS HYDE	BEGG POOL MASTERS SWIM COACH	975.00
524952	7/7/2016	N	INFOSEND INC	UB BILL/WEB PORTAL/BL	4,529.44
524953	7/7/2016	N	IPS GROUP INC	PARKING METER CC FEES	22,536.86

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WT 28b

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CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524954	7/7/2016	N	IPS GROUP INC	PARKING METER REPLACEMENT PARTS & LAB	4,965.32
524955	7/7/2016	N	JC CASNER CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	427.00
524956	7/7/2016	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	9,277.20
524957	7/7/2016	N	KELLY JOHNSON	PARKS & RECREATION REFUND	125.00
524958	7/7/2016	N	MARLON S JOHNSON	YOUTH VOLLEYBALL INSTRUCTOR	2,500.00
524959	7/7/2016	N	VICTORIA HELEN JOHNSON	ARTHRITIS INSTRUCTOR	435.00
524960	7/7/2016	N	KEVORK ENTERPRISES INC	AUTO BODY REPAIRS	7,434.75
524961	7/7/2016	N	KEYSER MARSTON ASSOCIATES INC	PROFESSIONAL SERVICES/HOTEL	3,780.00
524962	7/7/2016	N	KKC DEVELOPMENT	RIGHT OF WAY DEPOSIT REFUND	496.00
524963	7/7/2016	N	KKC DEVELOPMENT INC	RIGHT OF WAY DEPOSIT REFUND	496.00
524964	7/7/2016	N	KLM DEVELOPMENT	RIGHT OF WAY DEPOSIT REFUND	427.00
524965	7/7/2016	N	KTB CONSTRUCTION INC	ROSECRANS WIDENING	19,610.16
524966	7/7/2016	N	L A COUNTY ASSESSOR	PARCEL MAP	16.00
524967	7/7/2016	N	L A COUNTY MTA	MAY 2016 TAP	450.00
524968	7/7/2016	N	ROSEMARY A LACKOW	RECORDING SERVICES	431.25
524969	7/7/2016	N	LANCE SOLL & LUNGHARD LLP	AUDIT SERVICES	15,000.00
524970	7/7/2016	N	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	8,266.50
524971	7/7/2016	N	ALICE LIN	PARKS & RECREATION REFUND	100.00
524972	7/7/2016	N	JENNY LIU	PARKS & RECREATION REFUND	100.00
524973	7/7/2016	N	LUX BUILDERS & REMODELING	RIGHT OF WAY DEPOSIT REFUND	427.00
524974	7/7/2016	N	MANHATTAN STITCHING COMPANY	EMBROIDERY/PRINTING SERVICES	2,084.94
524975	7/7/2016	N	SONDRA MARCHESE	COMEDY IMPROV INSTRUCTOR	224.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 28b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524976	7/7/2016	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	5,554.32
524977	7/7/2016	N	MARTIN & CHAPMAN CO	ARCHIVAL PAPER	192.04
524978	7/7/2016	N	MELAD AND ASSOCIATES INC	PLAN CHECK AND INSPECTION SERVICES	36,711.29
524979	7/7/2016	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	216.00
524980	7/7/2016	N	MERRIMAC ENERGY GROUP	BULK FUEL DELIVERIES	18,507.45
524981	7/7/2016	N	NATALIES CATERING	MEALS FOR SENIOR SERVICES	1,536.90
524982	7/7/2016	N	NEPTUNE CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
524983	7/7/2016	N	FRANCES SPRAU NICHOLS	ART INSTRUCTOR	1,904.00
524984	7/7/2016	N	RYAN R OLSON	VOLLEYBALL INSTRUCTOR	760.00
524985	7/7/2016	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING SVCS	3,090.20
524986	7/7/2016	N	KAMILA PAVLASKOVA	VOLLEYBALL INSTRUCTOR	570.00
524987	7/7/2016	N	PEAK DEMOCRACY INC	OPEN TOWN HALL SUBSCRIPTION	7,800.00
524988	7/7/2016	N	LOIS PETZOLD	REFUSE REFUND	28.00
524989	7/7/2016	N	PKJ CONSTRUCTION INC	RIGHT OF WAY DEPOSIT REFUND	496.00
524990	7/7/2016	N	PRO OUTDOOR MOVIES INC	OUTDOOR MOVIE SCREENING	2,000.00
524991	7/7/2016	N	PROVIDENCE MEDICAL INSTITUTE	MEDICAL SERVICES	383.00
524992	7/7/2016	N	PSOMAS	PIER COMFORT STATION RENOVATION	18,965.85
524993	7/7/2016	N	PSOMAS	PARKING STRUCTURE LOT 2 REHABILITATION	17,024.13
524994	7/7/2016	N	PSOMAS	STRAND STAIRS REHABILITATION	2,405.30
524995	7/7/2016	N	QUANTUM QUALITY CONSULTING INC	18-08816 PF RADIO SCADA SYSTEM	33,380.00
524996	7/7/2016	N	LORENA QUILLA-SOULES	CONTRACT SERVICES	528.75
524997	7/7/2016	N	TOM RADLEIN	RIGHT OF WAY DEPOSIT REFUND	496.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WT 28b

WARRANT BATCH NUMBER:

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524998	7/7/2016	N	RELIANT IMMED CARE MED GRP INC	CONTRACT SERVICES	4,226.42
524999	7/7/2016	N	RIGHT OF WAY INC	RIGHT OF WAY DEPOSIT REFUND	496.00
525000	7/7/2016	N	ROADWAY CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
525001	7/7/2016	N	RICHARD RODGERS	PARKS & RECREATION REFUND	148.00
525002	7/7/2016	N	PAUL A RUBIO	REIMBURSEMENT	501.63
525003	7/7/2016	N	SANCHEZ BROS. PAVING CORP.	RIGHT OF WAY DEPOSIT REFUND	427.00
525004	7/7/2016	N	SBRPCA	COMMUNICATIONS EQUIPMENT	3,191.41
525005	7/7/2016	N	EDEN SERINA	MB FIT/YOGA INSTRUCTOR	1,749.00
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525007	7/7/2016	N	SHOREWOOD REALTORS	BUSINESS LICENSE REFUND	198.93
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525014	7/7/2016	N	STANTEC CONSULTING INC	MARINE AVE PARK SKATE SPOT	1,800.00
525015	7/7/2016	N	STILES CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
525016	7/7/2016	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	976.28
525017	7/7/2016	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE-MAY 2016	69,054.45
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**CITY OF MANHATTAN BEACH
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525021	7/7/2016	N	SWINERTON BUILDERS	RIGHT OF WAY DEPOSIT REFUND	496.00
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525031	7/7/2016	N	TRANSTECH ENGINEERS INC	ROSECRANS-HIGHLAND BIKE LANE MEDIAN M	3,710.75
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525035	7/7/2016	N	US HEALTHWORKS MEDICAL GRP PC	MEDICAL SERVICES	2,197.00
525036	7/7/2016	N	DORIS USUI	COMEDY IMPROV INSTRUCTOR	224.00
525037	7/7/2016	N	VALVETEK UTILITY SERVICES INC	FLUSHING & DISINFECTION OF 101 MILES OF	24,478.00
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9:23:09AM
7/11/2016

City Council Meeting
August 2, 2016

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER: **WT 28b**

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525042	7/7/2016	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	783.12

SUBTOTAL	1,177,365.56
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CITY OF MANHATTAN BEACH
WARRANT REGISTER
CHECKS EQUAL TO OR ABOVE
\$2,500.00

WARRANT BATCH NUMBER: **wr 28b**

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524892	7/7/2016	N	AC MARTIN PARTNERS INC	MGMT SVCS WELCOME CENTER & REMODEL	18,033.38
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524920	7/7/2016	N	CIVIL SOURCE INC	2013-14 WATER MAIN REPLACEMENT	20,410.00
524921	7/7/2016	N	CLEANSTREET	LANDSCAPE/EXTERIOR CUSTODIAL MAINTEN/	20,224.84
524924	7/7/2016	N	CONTROL AUTOMATION DESIGN INC	18-08503PF TASK J DEFINE/CREATE REPORT	4,000.00
524929	7/7/2016	N	DELL MARKETING LP	SCHEDULED HARDWARE REFRESH	15,406.96
524939	7/7/2016	N	JON FITZGERALD	FESTIVAL SPONSORSHIP	2,500.00
524944	7/7/2016	N	GRIFFIN STRUCTURES INC	MB CIP PROGRAM ASSESSMENT	16,128.00
524947	7/7/2016	N	HDR ENGINEERING INC	SEPULVEDA BRIDGE WIDENING	36,686.64
524950	7/7/2016	N	HONEYWELL INTERNATIONAL INC	EXTRAS-HVAC MAINTENANCE & REPAIR	17,785.49
524952	7/7/2016	N	INFOSEND INC	UB BILL//WEB PORTAL/BL	4,529.44
524953	7/7/2016	N	IPS GROUP INC	PARKING METER CC FEES	22,536.86
524954	7/7/2016	N	IPS GROUP INC	PARKING METER REPLACEMENT PARTS & LABI	4,965.32
524956	7/7/2016	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	9,277.20
524958	7/7/2016	N	MARLON S JOHNSON	YOUTH VOLLEYBALL INSTRUCTOR	2,500.00

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

WARRANT BATCH NUMBER:

wr 28b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
524960	7/7/2016	N	KEVORK ENTERPRISES INC	AUTO BODY REPAIRS	7,434.75
524961	7/7/2016	N	KEYSER MARSTON ASSOCIATES INC	PROFESSIONAL SERVICES/HOTEL	3,780.00
524965	7/7/2016	N	KTB CONSTRUCTION INC	ROSECRANS WIDENING	19,610.16
524969	7/7/2016	N	LANCE SOLL & LUNGHARD LLP	AUDIT SERVICES	15,000.00
524970	7/7/2016	N	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	8,266.50
524976	7/7/2016	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	5,554.32
524978	7/7/2016	N	MELAD AND ASSOCIATES INC	PLAN CHECK AND INSPECTION SERVICES	36,711.29
524980	7/7/2016	N	MERRIMAC ENERGY GROUP	BULK FUEL DELIVERIES	18,507.45
524985	7/7/2016	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING SVCS	3,090.20
524987	7/7/2016	N	PEAK DEMOCRACY INC	OPEN TOWN HALL SUBSCRIPTION	7,800.00
524992	7/7/2016	N	PSOMAS	PIER COMFORT STATION RENOVATION	18,965.85
524993	7/7/2016	N	PSOMAS	PARKING STRUCTURE LOT 2 REHABILITATION	17,024.13
524995	7/7/2016	N	QUANTUM QUALITY CONSULTING INC	18-08816 PF RADIO SCADA SYSTEM	33,380.00
524998	7/7/2016	N	RELIANT IMMED CARE MED GRP INC	CONTRACT SERVICES	4,226.42
525004	7/7/2016	N	SBRPCA	COMMUNICATIONS EQUIPMENT	3,191.41
525017	7/7/2016	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE-MAY 2016	69,054.45
525024	7/7/2016	N	TERI BLACK & COMPANY LLC	BUILDING OFFICIAL RECRUITMENT	4,762.50
525025	7/7/2016	N	THE DAVEY TREE EXPERT COMPANY	STREET TREE MASTER PLAN SERVICE	10,148.00
525026	7/7/2016	N	THE PITNEY BOWES BANK INC	POSTAGE REPLENISHMENT	8,000.00
525027	7/7/2016	N	TERRELL LYNN THOMPSON	SENIOR YOGA INSTRUCTOR	7,421.40
525029	7/7/2016	N	TRANSTECH ENGINEERS INC	ROSECRANS- HIGHLAND BIKE LANE	14,533.50
525030	7/7/2016	N	TRANSTECH ENGINEERS INC	HIGHLAND/38TH ST IMPROVEMENTS	11,168.50

9:27:35AM
7/11/2016

City Council Meeting
August 2, 2016

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

WARRANT BATCH NUMBER: **WT 28b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525031	7/7/2016	N	TRANSTECH ENGINEERS INC	ROSECRANS-HIGHLAND BIKE LANE MEDIUM	3,710.75
525033	7/7/2016	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	177,141.24
525037	7/7/2016	N	VALVETEK UTILITY SERVICES INC	FLUSHING & DISINFECTION OF 101 MILES OF	24,478.00
525039	7/7/2016	N	WALTERS WHOLESAL ELECTRIC CO	ELECTRICAL SUPPLIES	6,737.66
525040	7/7/2016	N	WASTE MANAGEMENT INC	JUNE 2016 REFUSE	299,164.58
SUBTOTAL					1,110,008.41
COMBINED TOTAL					1,110,008.41

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

Report of Warrant Disbursements
wr 28b

Fund	Description	Amount
000	General	456,494.37
201	Street Light	3,930.61
230	Prop A	450.00
231	Prop C	36,686.64
233	Measure R	11,168.50
401	Capital Improvements	54,205.63
501	Water	79,707.72
502	Storm	758.28
503	Waste Water	29,451.80
510	Refuse	318,802.74
520	Parking	51,001.31
521	County Parking Lot	1,471.67
522	State Pier Lots	31,910.21
601	Insurance	22,900.89
605	Information Services	19,021.28
610	Vehicle Fleet	31,733.31
615	Building Maintenance	27,670.60
		<u>1,177,365.56</u>
		<u>1,177,365.56</u>

CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 06/11/16 TO 06/24/16
PAY DATE: 07/01/16

NET PAY 1,071,271.05

6/11/2016
CITY OF MANHATTAN BEACH PAYROLL REPORT
6/24/2016
PAYROLL PERIOD ENDING DATE

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,505,402.52
230	Prop. A Fund	19,610.83
232	AB 2766 Air Quality Fund	960.00
501	Water Fund	30,623.65
502	Stormwater Fund	2,765.85
503	Wastewater Fund	9,499.80
510	Refuse Fund	4,624.97
520	Parking Fund	2,703.56
521	County Parking Lots Fund	704.91
522	State Pier and Parking Lot Fund	704.90
601	Insurance Reserve Fund	8,485.70
605	Information Technology Fund	31,916.39
610	Fleet Management Fund	9,525.84
615	Building Maintenance & Operations Fund	11,774.67
801	Pension Trust Fund	8,768.12
	Gross Pay	<u>1,648,071.71</u>
	Deductions	576,800.66
	Net Pay	<u><u>1,071,271.05</u></u>

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wt 1a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
70516	7/5/2016	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	362,328.85
SUBTOTAL					362,328.85
524873	7/1/2016	N	EMPLOYMENT DEVELOPMENT DEPT	EARNINGS WITHHOLDING	541.30
524874	7/1/2016	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - CITY MANAGER: PAYMENT	747.32
524875	7/1/2016	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,784.75
524876	7/1/2016	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP LOAN AND REPAY 457	75,934.22
524877	7/1/2016	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	6,857.68
524878	7/1/2016	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
524879	7/1/2016	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	399.00
524880	7/1/2016	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	6,073.09
524881	7/1/2016	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,250.00
524882	7/1/2016	N	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	304,372.82
524883	7/1/2016	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	1,074.93
524884	7/1/2016	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	8,717.41
524885	7/1/2016	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	4,463.66
524886	7/1/2016	N	VANTAGEPOINT TRANSFER AGENTS	RETMT HLTH SAVINGS CONTRIB: PAYMENT	1,682.73
524887	7/1/2016	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
SUBTOTAL					416,637.38

9:14:53AM
7/11/2016

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

WT 1a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
COMBINED TOTAL					778,966.23

PAYMENT LEGEND:

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

9:30:53AM
7/11/2016

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

WARRANT BATCH NUMBER:

wt 1a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
70516	7/5/2016	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	362,328.85
SUBTOTAL					362,328.85
524875	7/1/2016	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,784.75
524876	7/1/2016	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP LOAN AND REPAY 457	75,934.22
524877	7/1/2016	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	6,857.68
524880	7/1/2016	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	6,073.09
524882	7/1/2016	N	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	304,372.82
524884	7/1/2016	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILDI25 (CHILD 125 PLAN): PAYMENT	8,717.41
524885	7/1/2016	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	4,463.66
SUBTOTAL					409,203.63
COMBINED TOTAL					771,532.48

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

Report of Warrant Disbursements
wr 1a

Description

Amount

General

778,966.23

778,966.23

778,966.23

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 1b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525043	7/7/2016	N	1 800 PACK RAT LLC	STORAGE CONTAINER RENTAL	212.18
525044	7/7/2016	N	ACELA INC	MAINTENANCE RENEWAL	9,300.00
525045	7/7/2016	N	ARTHUR J GALLAGHER & CO	PROPERTY INSURANCE	66,295.68
525046	7/7/2016	N	CA CHAMBER OF COMMERCE	CONTRACT SERVICES	699.00
525047	7/7/2016	N	CAPRCBM	MEMBERSHIP RENEWAL	225.00
525048	7/7/2016	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	30,296.38
525049	7/7/2016	N	INTL BUS INFO TECHNOLOGIES INC	LAW ENFORCEMENT FIELD TRAINING SOFTWA	2,780.00
525050	7/7/2016	N	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	3,550.00
525051	7/7/2016	N	M B CHAMBER OF COMMERCE	MEMBERSHIP DUES FY 2016-2017	2,585.00
525052	7/7/2016	N	NATIONAL LEAGUE OF CITIES	MEMBERSHIP DUES 2016-2017	3,258.00
525053	7/7/2016	N	NRPA	MEMBERSHIP RENEWAL	800.00
525054	7/7/2016	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE EXTRAS	60.00
525055	7/7/2016	N	PROGRESSIVE SOLUTIONS INC	SUBSCRIPTIONS	4,589.46
525056	7/7/2016	N	SBRPCA	1ST QTR ASSESSMENT-COMM AUTH	596,148.00
525057	7/7/2016	N	SOUTH COAST AQMD	ANNUAL OPERATING/EMISSION FEES	1,437.63
525058	7/7/2016	N	SOUTHERN CA ASSOC OF GOVTS	DUES ASSESSMENT FY 2016-2017	3,647.00
525059	7/7/2016	N	STANDARD INSURANCE COMPANY	LIFE AD&D LTD PREMIUMS	13,447.45
525060	7/7/2016	N	THE RULES GUYS LLC	ANNUAL MAINTENANCE	1,587.00
525061	7/7/2016	N	WEBIPEX INC	DOCUPEAK RENEWAL	5,095.00
SUBTOTAL					746,012.78
10237	7/1/2016	H	L A COUNTY DEPT OF PW	CLOSURE OR ENCROACHMENT OF BIKE PATH	2,422.00
SUBTOTAL					2,422.00

9:19:14AM
7/11/2016

City Council Meeting
August 2, 2016

WARRANT BATCH NUMBER:

wr 1b

CITY OF MANHATTAN BEACH
WARRANT REGISTER

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
COMBINED TOTAL					748,434.78

PAYMENT LEGEND:

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

9:31:55AM
7/11/2016

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

WARRANT BATCH NUMBER: **wr 1b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525044	7/7/2016	N	ACELA INC	MAINTENANCE RENEWAL	9,300.00
525045	7/7/2016	N	ARTHUR J GALLAGHER & CO	PROPERTY INSURANCE	66,295.68
525048	7/7/2016	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	30,296.38
525049	7/7/2016	N	INTL BUS INFO TECHNOLOGIES INC	LAW ENFORCEMENT FIELD TRAINING SOFTWA	2,780.00
525050	7/7/2016	N	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	3,550.00
525051	7/7/2016	N	M B CHAMBER OF COMMERCE	MEMBERSHIP DUES FY 2016-2017	2,585.00
525052	7/7/2016	N	NATIONAL LEAGUE OF CITIES	MEMBERSHIP DUES 2016-2017	3,258.00
525055	7/7/2016	N	PROGRESSIVE SOLUTIONS INC	SUBSCRIPTIONS	4,589.46
525056	7/7/2016	N	SBRPCA	1ST QTR ASSESSMENT-COMM AUTH	596,148.00
525058	7/7/2016	N	SOUTHERN CA ASSOC OF GOVTS	DUES ASSESSMENT FY 2016-2017	3,647.00
525059	7/7/2016	N	STANDARD INSURANCE COMPANY	LIFE AD&D LTD PREMIUMS	13,447.45
525061	7/7/2016	N	WEBIPEX INC	DOCUPEAK RENEWAL	5,095.00
SUBTOTAL					740,991.97
COMBINED TOTAL					740,991.97

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

Report of Warrant Disbursements
 wr 1b

Fund	Description	Amount
600	General	671,401.47
601	Water	958.42
605	Insurance	66,295.68
605	Information Services	9,300.00
615	Building Maintenance	479.21
wr 1b		748,434.78
		748,434.78

Report of D-Card Transactions

Account Date	Department Human Resources	Amount
601-13-021-5101	Contract Services	
06/10/2016	3341 EL POLLO LOCO	213.62
06/10/2016	4IMPRINT	1,871.95
601-13-021-5101	Contract Services	<u>2,085.57</u>
13	Human Resources	<u>2,085.57</u>

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 27b, dated 6/23/2016; Check number 524793.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-011-5101	Contract Services	
06/10/2016	ENPLUG, INC.	98.67
100-14-011-5101	Contract Services	98.67
100-14-011-5201	Office Supplies	
06/10/2016	HOMEDEPOT.COM	54.47
06/10/2016	MARMALADE CAFE #19	16.35
06/10/2016	OFFICE DEPOT #2740	197.62
06/10/2016	OFFICE DEPOT #5125	128.52
06/10/2016	OFFICE DEPOT #5125	19.60
06/10/2016	OFFICE DEPOT #5125	197.62
06/10/2016	OFFICE DEPOT #5125	237.74
06/10/2016	OFFICE DEPOT #5125	346.65
06/10/2016	OFFICE DEPOT #5125	35.47
06/10/2016	OFFICE DEPOT #5125	460.96
06/10/2016	OFFICE DEPOT #5125	92.85
06/10/2016	SCHOOLSIN	187.78
06/10/2016	VONS STORE00022756	1.16
06/10/2016	XEROX SUPPLY TEXAS	1,046.36
100-14-011-5201	Office Supplies	3,023.15
100-14-011-5203	Reference Books & Periodicals	
06/10/2016	CURRENT EVENTS	28.32
100-14-011-5203	Reference Books & Periodicals	28.32
100-14-011-5205	Training, Conferences & Meetings	
06/10/2016	L2G*LACOUNTY_PARKS	22.00
06/10/2016	NRPA HOUSING	199.30
06/10/2016	NRPA-CONGRESS	509.00
100-14-011-5205	Training, Conferences & Meetings	730.30
100-14-011-5217	Departmental Supplies	
06/10/2016	AMERICAN SOLUTIONS4 BUS	216.45
06/10/2016	AMERICAN SOLUTIONS4 BUS	562.76
06/10/2016	APPLE STORE #R122	130.70
06/10/2016	APPLE STORE #R122	190.65
06/10/2016	CALIFORNIA PARK & RECR	90.00
06/10/2016	IN-N-OUT BURGERS-COOKOUT	1,500.00
06/10/2016	JOANN ETC #1919	27.85
06/10/2016	ORIENTAL TRADING CO	287.53
06/10/2016	PARADISE AWARDS	39.02

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 27b, dated 6/23/2016; Check number 524793.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
06/10/2016	PARADISE AWARDS	45.02
06/10/2016	TARGET 00001990	-604.49
06/10/2016	YOGURLAND SOUTH BAY	29.89
100-14-011-5217	Departmental Supplies	2,515.38
100-14-011-5225	Printing	
06/10/2016	DRI*NEXTDAYFLYERS	113.31
06/10/2016	SMARTSOURCE OF CALIF	28.34
06/10/2016	SMARTSOURCE OF CALIF	89.38
100-14-011-5225	Printing	231.03
100-14-021-5210	Computers, Supplies & Software	
06/10/2016	IDU*INSIGHT PUBLIC SEC	-0.01
06/10/2016	IDU*INSIGHT PUBLIC SEC	-330.30
100-14-021-5210	Computers, Supplies & Software	-330.31
100-14-021-5217	Departmental Supplies	
06/10/2016	AMAZON MKTPLACE PMTS	122.23
06/10/2016	AMAZON MKTPLACE PMTS	-30.00
06/10/2016	FOOD4LESS #0313	9.78
06/10/2016	TARGET 00001990	12.31
06/10/2016	THE HOME DEPOT 620	39.09
06/10/2016	THE HOME DEPOT 620	42.23
06/10/2016	THE HOME DEPOT 620	5.41
06/10/2016	THE HOME DEPOT 620	51.04
06/10/2016	THE HOME DEPOT 620	81.63
06/10/2016	VONS STORE00022756	36.66
100-14-021-5217	Departmental Supplies	370.38
100-14-024-5217	Departmental Supplies	
06/10/2016	POP-A-SHOT.COM	101.00
06/10/2016	S&S WORLDWIDE-ONLINE	464.04
06/10/2016	SMARTNFINAL52910305290	71.43
06/10/2016	SPORT CHALET 2018	30.06
06/10/2016	SPORTS AUTHORITY 0649	338.66
06/10/2016	TARGET 00001990	3.37
06/10/2016	TARGET 00001990	37.03
100-14-024-5217	Departmental Supplies	1,045.59
100-14-024-5225	Printing	
06/10/2016	DRI*NEXTDAYFLYERS	14.12

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 27b, dated 6/23/2016; Check number 524793.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-024-5225	Printing	14.12
100-14-025-5217	Departmental Supplies	
06/10/2016	AMERICAN SOLUTIONS4 BUS	497.45
06/10/2016	BIG LOTS STORES - #4111	423.87
06/10/2016	COOLIE SURF INC	1,488.00
06/10/2016	TARGET 00001990	847.89
100-14-025-5217	Departmental Supplies	3,257.21
100-14-025-5225	Printing	
06/10/2016	DRI*NEXTDAYFLYERS	167.19
100-14-025-5225	Printing	167.19
100-14-026-5101	Contract Services	
06/10/2016	DODGER TICKETS LLC	1,060.00
06/10/2016	LOS ANGELES LAKERS TIX	100.00
100-14-026-5101	Contract Services	1,160.00
100-14-026-5217	Departmental Supplies	
06/10/2016	ADVANCED ELECTRONICS INC	276.20
06/10/2016	AMERICAN SOLUTIONS4 BUS	216.45
06/10/2016	BEST BUY MHT 00010116	239.77
06/10/2016	BEST BUY MHT 00010116	-32.68
06/10/2016	BEST BUY MHT 00010116	-56.72
06/10/2016	BIG LOTS STORES - #4111	77.83
06/10/2016	DODGER TICKETS LLC	1,080.00
06/10/2016	DOMINO'S 7842	69.44
06/10/2016	LONG BEACH ICE INC	92.65
06/10/2016	MJRENTALS	112.50
06/10/2016	PARADISE AWARDS	23.98
06/10/2016	PEET'S #03903	99.75
06/10/2016	PET MART	70.85
06/10/2016	POP-A-SHOT.COM	219.00
06/10/2016	SMARTNFINAL52910305290	170.37
06/10/2016	SMARTNFINAL52910305290	302.63
06/10/2016	SMARTNFINAL52910305290	54.40
06/10/2016	SMARTNFINAL52910305290	62.50
06/10/2016	SMARTNFINAL52910305290	71.42
06/10/2016	TARGET 00001990	52.10
06/10/2016	TARGET 00001990	58.75
06/10/2016	THE HOME DEPOT 620	52.56
06/10/2016	UNITED SITE SERVICE	702.43

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 27b, dated 6/23/2016; Check number 524793.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-026-5217	Departmental Supplies	4,016.18
100-14-027-5217	Departmental Supplies	
06/10/2016	BELSON OUTDOORS	3,923.12
06/10/2016	THE HOME DEPOT 620	1.83
06/10/2016	THE HOME DEPOT 620	130.61
06/10/2016	THE HOME DEPOT 620	2.09
06/10/2016	THE HOME DEPOT 620	5.62
100-14-027-5217	Departmental Supplies	4,063.27
100-14-028-5101	Contract Services	
06/10/2016	SQ *PELICON	2,335.00
100-14-028-5101	Contract Services	2,335.00
100-14-028-5203	Reference Books & Periodicals	
06/10/2016	HAR*HARVARD BUSNSS SCH	34.20
100-14-028-5203	Reference Books & Periodicals	34.20
100-14-028-5205	Training, Conferences & Meetings	
06/10/2016	CHARTHOUSE LEARNING	1,061.41
06/10/2016	FRESH BROTHERS MANHATTA	501.88
100-14-028-5205	Training, Conferences & Meetings	1,563.29
100-14-028-5206	Uniforms/Safety Equipment	
06/10/2016	IN *MANHATTAN STITCHING C	4.50
06/10/2016	IN *MANHATTAN STITCHING C	531.92
100-14-028-5206	Uniforms/Safety Equipment	536.42
100-14-028-5207	Advertising	
06/10/2016	ENPLUG, INC.	98.67
06/10/2016	SIGNVERTISE	931.95
100-14-028-5207	Advertising	1,030.62
100-14-028-5217	Departmental Supplies	
06/10/2016	AMAZON MKTPLACE PMTS	38.98
06/10/2016	AMERICAN SOLUTIONS4 BUS	960.93
06/10/2016	BEST BUY MHT 00001040	985.99
06/10/2016	GOALSETTER SYSTEMS	129.00
06/10/2016	NOAH'S BAGELS #2546	13.49
06/10/2016	PIT FIRE ARTISAN PIZZA	119.00

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 27b, dated 6/23/2016; Check number 524793.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
06/10/2016	SHADOWHAWK 8663422144	145.00
06/10/2016	UNITED SITE SERVICE	291.40
06/10/2016	UNITED SITE SERVICE	97.15
06/10/2016	UNITED SITE SERVICE	97.15
06/10/2016	VALENTINOS PIZZA	69.80
06/10/2016	WW GRAINGER	209.44
100-14-028-5217	Departmental Supplies	3,157.33
100-14-028-5225	Printing	
06/10/2016	SMARTSOURCE OF CALIF	105.64
100-14-028-5225	Printing	105.64
100-14-031-5207	Advertising	
06/10/2016	ENPLUG, INC.	98.67
100-14-031-5207	Advertising	98.67
100-14-031-5217	Departmental Supplies	
06/10/2016	BARBARAS AT THE BREWERY	43.06
06/10/2016	BOULEVARD FLORIST	61.15
06/10/2016	LOWES #01555*	173.09
06/10/2016	MICHAELS STORES 3008	115.33
06/10/2016	MICHAELS STORES 3048	-26.77
06/10/2016	NOAH'S BAGELS #2546	11.49
06/10/2016	RAINBOW ACRES	7.94
06/10/2016	RALPHS #0088	3.79
06/10/2016	RALPHS #0166	47.91
06/10/2016	SHERWIN WILLIAMS 704362	537.80
06/10/2016	SIGN SPECIALISTS CORP	237.55
06/10/2016	SMART AND FINA11204344	125.53
06/10/2016	THE HOME DEPOT 620	218.31
06/10/2016	THE HOME DEPOT 620	221.46
06/10/2016	THE HOME DEPOT 620	289.80
06/10/2016	THE HOME DEPOT 620	445.16
06/10/2016	THE HOME DEPOT 620	68.68
06/10/2016	TRADER JOE'S #034 QPS	10.48
100-14-031-5217	Departmental Supplies	2,591.76
100-14-031-5225	Printing	
06/10/2016	DRI*NEXTDAYFLYERS	120.94
06/10/2016	DRI*NEXTDAYFLYERS	171.94
06/10/2016	DRI*NEXTDAYFLYERS	57.53

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Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-031-5225	Printing	350.41
100-14-034-5217	Departmental Supplies	
06/10/2016	AARDVARK CLAY & SUPPLIES	1,482.74
06/10/2016	ADOBE	29.99
06/10/2016	LAKESHORE LEARNING #12	346.54
06/10/2016	MICHAELS STORES 3048	108.99
06/10/2016	TARGET 00001990	71.81
06/10/2016	TRADER JOE'S #034 QPS	31.42
06/10/2016	UTRECHT ART 8004471892	67.44
100-14-034-5217	Departmental Supplies	2,138.93
100-14-041-5217	Departmental Supplies	
06/10/2016	PARADISE AWARDS	151.51
06/10/2016	SQ *DR. LUCY PAPILL	60.00
06/10/2016	THE PROMOTIONS DEPT	609.17
06/10/2016	USPS 05471802231805609	14.30
06/10/2016	VALENTINOS PIZZA	158.41
06/10/2016	VONS STORE00022756	38.85
100-14-041-5217	Departmental Supplies	1,032.24
100-14-042-5217	Departmental Supplies	
06/10/2016	AMAZON MKTPLACE PMTS	210.10
100-14-042-5217	Departmental Supplies	210.10
100-14-043-5101	Contract Services	
06/10/2016	KNORR SYSTEMS, INC	541.00
06/10/2016	DS SERVICES STANDARD COFF	44.00
06/10/2016	WATERLINE TECHNOLOGIES IN	216.26
06/10/2016	WATERLINE TECHNOLOGIES IN	307.07
100-14-043-5101	Contract Services	1,108.33
100-14-043-5205	Training, Conferences & Meetings	
06/10/2016	MANHATTAN BREAD & BAGEL	50.91
06/10/2016	SIONS MEXICAN RESTAURANT	515.17
100-14-043-5205	Training, Conferences & Meetings	566.08
100-14-043-5206	Uniforms/Safety Equipment	
06/10/2016	IN *MANHATTAN STITCHING C	6.75
100-14-043-5206	Uniforms/Safety Equipment	6.75

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Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-043-5217	Departmental Supplies	
06/10/2016	COSTCO.COM *ONLINE	621.27
06/10/2016	DOMINO'S 7842	332.78
06/10/2016	HASTY AWARDS	63.05
06/10/2016	KULLY SUPPLY	2,054.32
06/10/2016	PATTERSON CLEANERS PHOTO	50.00
06/10/2016	SMARTNFINAL52910305290	83.25
06/10/2016	THE LIFEGUARD STORE IN	3,741.00
06/10/2016	WATERLINE TECHNOLOGIES IN	541.17
100-14-043-5217	Departmental Supplies	7,486.84
100-14-043-5501	Telephone	
06/10/2016	CTS*FRONTIER ONLINEPAY	79.95
100-14-043-5501	Telephone	79.95
100-14-051-5217	Departmental Supplies	
06/10/2016	ARCLIGHT CINEMAS BEACH CI	150.00
06/10/2016	CORNER BAKERY	140.00
06/10/2016	RALPHS #0166	13.13
06/10/2016	TST* SUSIECAKES	25.54
100-14-051-5217	Departmental Supplies	328.67
100-14-061-5217	Departmental Supplies	
06/10/2016	AMERICAN SOLUTIONS4 BUS	276.52
06/10/2016	COFFEE BEAN STORE	69.95
06/10/2016	HARBOR FREIGHT TOOLS 425	45.72
06/10/2016	JERSEY MIKES SUBS#20033	234.12
06/10/2016	LOMELIS ITALIAN RESTARNT	206.01
06/10/2016	PANERA BREAD #4866	364.73
06/10/2016	PARTY CITY 0164	174.35
06/10/2016	PEET'S #03903	59.85
06/10/2016	PP*TACOMAN	490.28
06/10/2016	SMART AND FINA11209384	61.94
06/10/2016	SMARTNFINAL52910305290	338.87
06/10/2016	TARGET 00001990	43.59
100-14-061-5217	Departmental Supplies	2,365.93
100-14-062-5101	Contract Services	
06/10/2016	TWC*TIME WARNER CABLE	69.95
06/10/2016	TWC*TIME WARNER CABLE	69.95

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Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-062-5101	Contract Services	<u>139.90</u>
100-14-062-5207	Advertising	
06/10/2016	KAESER & BLAIR	2,919.88
100-14-062-5207	Advertising	<u>2,919.88</u>
100-14-062-5217	Departmental Supplies	
06/10/2016	ARTBEADS COM	37.20
06/10/2016	FIRE MOUNTAIN GEMS INC	42.97
06/10/2016	PIZZA HUT 026181	277.57
06/10/2016	RALPHS #0166	6.54
06/10/2016	REDBOX *DVD RENTAL	3.27
06/10/2016	REDBOX *DVD RENTAL	3.27
06/10/2016	REDBOX *DVD RENTAL	6.54
06/10/2016	SMART AND FINA11209210	136.14
06/10/2016	SMART AND FINA11209384	113.92
06/10/2016	SMART AND FINA11209384	26.96
06/10/2016	SMART AND FINA11209384	49.35
06/10/2016	SMARTNFINAL52910305290	257.77
06/10/2016	SMARTNFINAL52910305290	44.21
100-14-062-5217	Departmental Supplies	<u>1,005.71</u>
230-14-091-5217	Departmental Supplies	
06/10/2016	TCA FASRAK R	30.00
230-14-091-5217	Departmental Supplies	<u>30.00</u>
14	Recreation	<u>51,613.13</u>

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Report of D-Card Transactions

Account Date	Department Police	Amount
100-15-011-5205	Training, Conferences & Meetings	
06/10/2016	BUDGET.COM PREPAY RESERV	331.32
06/10/2016	PAYPAL *SHAWHRCONSU	239.00
06/10/2016	SOUTHWES 5262412081034	331.46
06/10/2016	SUPERSHUTTLE EXECUCARSAC	-16.52
06/10/2016	SUPERSHUTTLE EXECUCARSAC	-16.52
06/10/2016	SUPERSHUTTLE EXECUCARSAC	33.04
100-15-011-5205	Training, Conferences & Meetings	901.78
100-15-011-5206	Uniforms/Safety Equipment	
06/10/2016	GALLS	447.29
06/10/2016	WESTWAY UNIFORMS INC	14.66
100-15-011-5206	Uniforms/Safety Equipment	461.95
100-15-011-5214	Employee Awards & Events	
06/10/2016	RALPHS #0645	39.99
100-15-011-5214	Employee Awards & Events	39.99
100-15-011-5217	Departmental Supplies	
06/10/2016	ADAMSON POLICE PRODUCTS	1,374.17
06/10/2016	FRY'S ELECTRONICS #5	21.79
06/10/2016	FRY'S ELECTRONICS #5	257.98
06/10/2016	MIDWAYUSA COM	1,070.14
06/10/2016	THE EMPORIUM WHITT	316.10
06/10/2016	VONS STORE00022756	8.50
100-15-011-5217	Departmental Supplies	3,048.68
100-15-011-5219	STC Training	
06/10/2016	SQ *SERRATO & ASSOCIATES,	225.00
06/10/2016	IN *PINNACLE TRAINING & C	100.00
06/10/2016	SERRATO TRA	-165.00
100-15-011-5219	STC Training	160.00
100-15-011-5220	POST Training	
06/10/2016	HILTON GARDEN INN SB	495.90
06/10/2016	HILTON GARDEN INN SB	528.95
06/10/2016	PAYPAL *CHEROKEE	295.00
06/10/2016	SQ *CNOA REGION 5	45.00
06/10/2016	SQ *CNOA REGION 5	90.00
100-15-011-5220	POST Training	1,454.85

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Report of D-Card Transactions

Account Date	Department Police	Amount
100-15-021-5101	Contract Services	
06/10/2016	IN *CLOCKWORK ENTERPRISES	111.94
100-15-021-5101	Contract Services	111.94
100-15-021-5205	Training, Conferences & Meetings	
06/10/2016	COUNTRY INN BY CARLSON SA	140.87
06/10/2016	PAYPAL *EMBASSYCONS	85.00
06/10/2016	PAYPAL *EMBASSYCONS	85.00
06/10/2016	PAYPAL *ILENE911MED	150.00
06/10/2016	RANGE	200.00
100-15-021-5205	Training, Conferences & Meetings	660.87
100-15-021-5206	Uniforms/Safety Equipment	
06/10/2016	EBERLESTOCK	415.74
06/10/2016	GALLS HQ	71.41
06/10/2016	WESTWAY UNIFORMS INC	105.68
06/10/2016	WESTWAY UNIFORMS INC	119.90
06/10/2016	WESTWAY UNIFORMS INC	221.76
06/10/2016	WESTWAY UNIFORMS INC	225.58
100-15-021-5206	Uniforms/Safety Equipment	1,160.07
100-15-021-5217	Departmental Supplies	
06/10/2016	HELEN'S CYCLES 3-MB	64.28
06/10/2016	PP*STRIKER INDUSTRIES	245.25
06/10/2016	RALPHS #0166	26.17
100-15-021-5217	Departmental Supplies	335.70
100-15-031-5204	Conferences & Meetings	
06/10/2016	UCLA ONLINE	165.00
06/10/2016	UCLA ONLINE	165.00
100-15-031-5204	Conferences & Meetings	330.00
100-15-041-5101	Contract Services	
06/10/2016	PODS #49	200.56
100-15-041-5101	Contract Services	200.56
100-15-041-5204	Conferences & Meetings	
06/10/2016	PAYPAL *CAPE	25.00
06/10/2016	PAYPAL *CAPE	25.00

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Report of D-Card Transactions

Account Date	Department Police	Amount
100-15-041-5204	Conferences & Meetings	50.00
100-15-041-5217	Departmental Supplies	
06/10/2016	AT&T S849 5708	38.15
100-15-041-5217	Departmental Supplies	38.15
100-15-061-5101	Contract Services	
06/10/2016	IN *PVP COMMUNICATIONS, I	45.00
06/10/2016	IN *PVP COMMUNICATIONS, I	99.77
100-15-061-5101	Contract Services	144.77
100-15-061-5205	Training, Conferences & Meetings	
06/10/2016	HILTON GARDEN INN SB	495.90
06/10/2016	SERRATO TRA	90.00
06/10/2016	SERRATO TRA	90.00
100-15-061-5205	Training, Conferences & Meetings	675.90
100-15-061-5206	Uniforms/Safety Equipment	
06/10/2016	IN *PVP COMMUNICATIONS, I	275.46
06/10/2016	IN *PVP COMMUNICATIONS, I	703.06
06/10/2016	WESTWAY UNIFORMS INC	250.49
06/10/2016	WESTWAY UNIFORMS INC	261.39
06/10/2016	WESTWAY UNIFORMS INC	265.75
100-15-061-5206	Uniforms/Safety Equipment	1,756.15
100-15-071-5217	Departmental Supplies	
06/10/2016	BOB BARKER COMPANY INC	247.78
06/10/2016	BOB BARKER COMPANY INC	28.58
06/10/2016	BOB BARKER COMPANY INC	32.78
100-15-071-5217	Departmental Supplies	309.14
100-15-081-5206	Uniforms/Safety Equipment	
06/10/2016	WESTWAY UNIFORMS INC	163.34
100-15-081-5206	Uniforms/Safety Equipment	163.34
100-15-091-5217	Departmental Supplies	
06/10/2016	TARGET 00001990	75.41
100-15-091-5217	Departmental Supplies	75.41
210-15-203-5205	Training, Conferences & Meetings	

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 27b, dated 6/23/2016; Check number 524793.

Report of D-Card Transactions

Account Date	Department Police	Amount
06/10/2016	BOS TAXI 1597	33.50
06/10/2016	VIRGIN AMER 9848205598006	50.00
210-15-203-5205	Training, Conferences & Meetings	<hr/> 83.50
15	Police	<hr/> <hr/> 12,162.75

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 27b, dated 6/23/2016; Check number 524793.

Report of D-Card Transactions

Account Date	Department Fire	Amount
100-16-023-5202	Memberships & Dues	
06/10/2016	FREDPRYOR CAREERTRACK	199.00
100-16-023-5202	Memberships & Dues	199.00
100-16-023-5205	Training, Conferences & Meetings	
06/10/2016	NOAH'S BAGELS #2546	15.49
100-16-023-5205	Training, Conferences & Meetings	15.49
100-16-023-5206	Uniforms/Safety Equipment	
06/10/2016	5.11 TACTICAL.COM	1,194.48
100-16-023-5206	Uniforms/Safety Equipment	1,194.48
100-16-023-5217	Departmental Supplies	
06/10/2016	BOTACH	1,836.82
100-16-023-5217	Departmental Supplies	1,836.82
100-16-031-5204	Conferences & Meetings	
06/10/2016	IAFC FR1151	725.00
100-16-031-5204	Conferences & Meetings	725.00
100-16-031-5217	Departmental Supplies	
06/10/2016	AMFOAM INC	868.40
06/10/2016	LN CURTIS	150.16
06/10/2016	THE HOME DEPOT 620	351.94
100-16-031-5217	Departmental Supplies	1,370.50
100-16-041-5101	Contract Services	
06/10/2016	EMSP 0312	200.00
100-16-041-5101	Contract Services	200.00
100-16-041-5204	Conferences & Meetings	
06/10/2016	IAFC FR1151	725.00
100-16-041-5204	Conferences & Meetings	725.00
100-16-041-5217	Departmental Supplies	
06/10/2016	AIR SOURCE INDUSTRIES	193.30
100-16-041-5217	Departmental Supplies	193.30
100-16-053-5206	Uniforms/Safety Equipment	

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 27b, dated 6/23/2016; Check number 524793.

Report of D-Card Transactions

Account Date	Department Fire	Amount
06/10/2016	UNIFORMS INC	16.34
06/10/2016	UNIFORMS INC	16.35
06/10/2016	UNIFORMS INC	16.35
06/10/2016	UNIFORMS INC	16.35
100-16-053-5206	Uniforms/Safety Equipment	<hr/> 65.39
16	Fire	<hr/> <hr/> 6,524.98

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 27b, dated 6/23/2016; Check number 524793.

Report of D-Card Transactions

Account Date	Department Public Works	Amount
100-18-021-5208	Postage	
06/10/2016	TAUBENPOST MAILING INC	777.94
100-18-021-5208	Postage	<u>777.94</u>
501-18-251-5208	Postage	
06/10/2016	TAUBENPOST MAILING INC	3,079.93
501-18-251-5208	Postage	<u>3,079.93</u>
615-18-041-5217	Departmental Supplies	
06/10/2016	THE HOME DEPOT 620	97.51
615-18-041-5217	Departmental Supplies	<u>97.51</u>
18	Public Works	<u><u>3,955.38</u></u>

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 27b, dated 6/23/2016; Check number 524793.

Report of D-Card Transactions

Account Date	Department	Amount
100-21611	Polc-Victims Assist. Deposits	
06/10/2016	THE FLAME BROILER	57.88
100-21611	Polc-Victims Assist. Deposits	<hr/> 57.88
21611		<hr/> <hr/> 57.88

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 27b, dated 6/23/2016; Check number 524793.

Report of D-Card Transactions

Account Date	Department	Amount
100-21727	Pumpkin Race	
06/10/2016	PAYPAL *PIPSISPORTS	2,200.00
100-21727	Pumpkin Race	<u>2,200.00</u>
21727		<u>2,200.00</u>
	Report Totals	<u><u>78,599.69</u></u>

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 27b, dated 6/23/2016; Check number 524793.

Agenda Date: 8/2/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Liza Tamura, City Clerk

SUBJECT:

City Council Minutes:

This Item Contains Minutes of the following City Council Meetings:

- a) City Council Regular Meeting Minutes of June 21, 2016
(Continued from the July 19, 2016 City Council Meeting)

APPROVE

- b) City Council Regular Meeting Minutes of July 5, 2016
(Continued from the July 19, 2016 City Council Meeting)

APPROVE

- c) City Council Special Meeting - Closed Session Minutes of July 19, 2016

APPROVE

- d) City Council Regular Meeting Minutes of July 19, 2016

APPROVE

(City Clerk Tamura).

APPROVE

RECOMMENDATION:

This item contains minutes of the following City Council meetings:

Attachments:

1. City Council Regular Meeting Minutes of June 21, 2016
2. City Council Regular Meeting Minutes of July 5, 2016
3. City Council Special Meeting - Closed Session Minutes of July 19, 2016
4. City Council Regular Meeting Minutes of July 19, 2016

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, June 21, 2016

6:00 PM

Regular Meeting

City Council Chambers

City Council Regular Meeting

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

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

Kate Nelson led the pledge of allegiance.

B. ROLL CALL

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

C. CEREMONIAL CALENDAR

1. Presentation of Certificates to the Mira Costa High School Dance Team for Recognition as Three Time Division Winners and 2016 National Champions.

[16-0306](#)

PRESENT

Mayor D'Errico introduced the Mira Costa High School Dance Team Coach Victoria Brown and presented the Mira Costa High School Dance team members with certificates of recognition and challenge coins.

*Head Coach:
Victoria Brown*

Captains:

*Samantha Lonergan
Caprina Benson
Katie Sadilek*

*Co-Captain:
Emily Duong*

*Team Members:
Cami Benson
Ami Okamoto
Morgan Rysso
London Foster
Alex Middler
Shelby Friedman
Annalisa Panagaro
Sage Gill
Emma Svensson
Mackensie Banchik*

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

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

Mayor Pro Tem Lesser commented on the full agenda and inquired if other Councilmembers would be open to continuing certain items.

Councilmember Burton pulled Consent Calendar Items No. 2, No. 3 and No. 4 to be considered later in the meeting, and requested Agenda Item No. 10 be continued to a future meeting.

Councilmember Howorth indicated she wanted to consider Agenda Item No. 10 tonight. She also stated that if there is no urgency for Agenda Item No. 16 to possibly continue that item, that Agenda Item No. 18 be considered earlier in the meeting. Councilmember Howorth also suggested moving Agenda Items No. 14, No. 16 and No. 17 to a future meeting.

Councilmember Powell pulled Consent Calendar Item No. 6(a) to be considered later in the meeting.

City Manager Mark Danaj indicated that Agenda Item No. 10 is time sensitive and requires City Council action tonight.

City Attorney Quinn Barrow suggested continuing Closed Session Item I(1) and that Agenda Item No. 4 be moved to a future meeting.

After City Council discussion, Mayor D'Errico stated that Agenda Item No. 18 will be considered before Agenda Items No. 16 and No. 17; Consent Calendar Items No. 2, No. 3 will be considered later in the meeting; and Agenda Item No. 4 and the first item under Closed Session Item I(1) be continued to a future meeting.

A motion was made by Councilmember Burton, seconded by Mayor Pro Tem Lesser, to approve the agenda as amended. The motion carried by the following vote:

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

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

Mayor D'Errico opened the floor.

Melissa McCollum from the Manhattan Beach Library provided announcements for upcoming summer events at the library.

Angie Silverman from Look Optometry indicated she was happy that agenda Agenda Item No. 18 is being considered.

Seeing no other speakers, Mayor D'Errico closed the floor.

Councilmember Powell announced that the older adult program will offer iPhone training on June 30, 2016 at 10:00 AM at the Joslyn Center.

Councilmember Howorth reminded everyone to drive carefully because of kids are out of school for the summer.

G. CITY MANAGER REPORT

City Manager Mark Danaj stated he had no report but wanted to recognize outgoing Public Works Director Tony Olmos who is leaving for the City of Brea, and thanked him for his hard work, dedication and service to the community.

City Councilmembers also expressed their appreciation and gratitude to Public Works Director Olmos for his service and congratulated him on his new position.

H. CITY ATTORNEY REPORT

City Attorney Quinn Barrow stated he had no report.

Councilmember Burton requested an update on the Manhattan Village Mall as well as litigation updates on other settlements.

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)

Janet Murphy spoke out against Agenda Item No. 16 and the potential hotel site development and that the sidewalk on Parkview needs to be repaired before someone gets injured, also she believes the city is spending too much and if taxes are raised she will not shop here.

Jim Burton spoke in favor of Agenda Item No. 15 regarding the pilot sunscreen program and the need to use the correct sunscreen and complimented staff on their research, felt the process for the Downtown Specific Plan was really rushed and inquired how the project will move forward, also spoke in favor of Agenda Item No. 18 and supports the pilot program.

Coleen Corley spoke on behalf of the senior villas in opposition to Agenda Item No. 16, and stated that the land that was donated by Chevron, is subject to the Quimby Act, and stated it is a violation of California law to develop the donated land for anything other than park space.

Lynne Cochran spoke out against Agenda Item No. 16 and the proposed development of a hotel at the Parkview site and the need for more parking.

Lester Silverman spoke in favor of Agenda Item No. 18 for environmental reasons and additional benefits this pilot program will bring to Downtown.

Susan Lerner thanked Public Works Director Olmos for fixing the sinkhole on her street. Spoke about the Downtown Specific Plan and the process, and the need to revise the current moratorium for Downtown. She also spoke against Agenda Item No. 15 and expressed her support for Agenda Item No. 18.

Carol Perrin spoke about the lapse of the moratorium for Downtown and believes City Council needs to consider a new moratorium. She also spoke against Agenda Item No. 15 and her concerns of potential lawsuits from this program. She is also in favor of Agenda Item No 18 and support the pilot program.

Patrick McBride spoke about Cost Recovery and the deteriorating conditions of the Scout House. He also spoke against Agenda Item No. 16 and felt it should have been converted into a park.

Chris Gebert, Senior Vice President of Hyatt Hotels and local resident, spoke on Agenda Item No. 16 and indicated that ultimately it's up to City Council and residents on how to proceed with development of that site.

James Gill spoke about Agenda Item No. 17 and encouraged City Council to reach out to community members involved from the original Master Plan of Veterans Parkway in order to meet the needs of the community.

Mike Zisliss spoke on Agenda Item No. 16 and if City Council proceeds with a hotel on that site that City Council consider his proposal. He also urged City Council to approve Agenda Item No. 18 and is in favor of the pilot program.

Bill Victor spoke against Agenda Item No. 3 and is not in favor of hiring this consultant. He also spoke about the Downtown Specific Plan process and the associated costs, and felt it has been unsuccessful. He also spoke about issues

surrounding trash in the Downtown area.

Robert Bush spoke out against Agenda Item No. 15 and the potential for lawsuits, and talked about a prior lawsuit involving the City. He also stated he is not in favor of Agenda Item No. 16.

Julie Prophet spoke about a CIP item and presented a photo of the proposed walkway at Polliwog Park and requested City Council remove this project due to safety concerns.

Burt Fuller spoke about traffic issues on Highland in El Porto area requested that a radar speed sign be installed at that location and repair the radar speed sign on Rosecrans.

Martha Andreani spoke about the current moratorium coming up for expiration in the Downtown area and requested City Council adopt an interim ordinance on specific uses at ground level with certain prohibitions.

Will Arvezo spoke about the city website and mentioned the budget numbers need to be updated. He also spoke about when City Council takes public comment, the 80% increase in business taxes with a cap, and the increase in the City Manager's office line item budget by 269%.

Jon Chaykowski spoke about how the senior discussion group felt irrelevant to the City Council and city leadership. Spoke against Agenda Item No. 16 and the hiring of an IT Director and additional city staff.

George Kaufman expressed concern about the lapse of the moratorium for the Downtown and urged City Council to do something to address the issue.

Diane Wallace spoke out against Agenda Item No. 16 and offered a copy of a report written by a professor on the former tank farm at the location and methane levels.

Karol Wahlberg against Agenda Item No. 15 and issues surrounding the pilot program. She spoke in favor of Agenda Item No. 18 and is supportive. She expressed disappointment in the process of the Downtown development and the need to do something about the moratorium. She also spoke against Agenda Item No. 16 and how it will negatively affect the quality of life of the residents.

Ms. Wahlberg also spoke on behalf of Esther Bresbris regarding Agenda Item No. 10 and the increase in the cost of refuse bills and sought clarification. Ms. Wahlberg also read a letter from Ms. Bresbris regarding Agenda Item No. 13 and urged City Council to make changes to the current resolution to allow for additional public comment on agenda items.

Tiffany Messco spoke in favor of Agenda Item No. 18 and the benefits it will provide to the businesses downtown.

Kelly Stroman thanked City Council for considering Agenda Item No. 18 and spoke in favor of this pilot program.

Jan Dennis spoke about the Downtown Specific Plan process and would like City Council to cut their losses regarding the whole process. She also spoke against Agenda Item No. 15 and cited concerns for a potential lawsuit.

Gerry O'Connor spoke about previous budget meetings and his dissatisfaction with

the way City Council was managing their meetings. Mr. O'Conner spoke against Agenda Item No. 4 and was not in favor of amending the City Code. He also spoke on Agenda Item No. 13 and his disagreement of the current meeting management structure and how it has led to reduced public engagement.

Seeing no further speakers Mayor D'Errico closed the floor to public comment.

Mayor D'Errico requested a status update on the Downtown Specific Plan process and inquired about the delay.

Councilmember Howorth asked about addressing the Downtown Specific Plan moratorium issue even though it is not ajenized for tonight's meeting and if City Council can provide direction or take action. She also clarified some of her past comments regarding the budget.

Councilmember Burton stated that City Council needs to act with urgency regarding the Downtown and inquired if it can be accomplished by the July 5 meeting.

City Attorney Quinn Barrow stated that an interim ordinance will be presented at the July 5, 2016 City Council Meeting as a way to impose use requirements and clarified that it will not be a moratorium.

Mayor Pro Tem Lesser requested staff to follow up on the radar speed signs and if the proposed pathway at Polliwog Park is a city project or a school district project.

City Manager Mark Danaj responded to Mayor Pro Tem Lesser's question.

Councilmember Powell provided follow-up on comments from prior City Council meetings, and spoke about the Downtown Specific Plan process. He encouraged City Council to revisit the project and address the initial problem, and the need to focus on one thing at a time.

The City Council recessed at 7:55 pm and reconvened at 8:03 pm with all Councilmembers present.

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

None.

K. CONSENT CALENDAR (APPROVE)

Councilmember Burton pulled Agenda Items No. 2 and No. 3 to be heard later in the meeting.

Per City Attorney Quinn Barrow's previous suggestion, Agenda Item No. 4 was continued to a future meeting.

Councilmember Powell pulled Agenda Item No. 6(a) to be continued to a future meeting.

A motion was made by Mayor Pro Tem Lesser, seconded by Councilmember Powell, to approve Agenda Item Nos. 5 and No. 6(b) on Consent Calendar. The motion carried by the following vote:

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

2. Acceptance of Donated Real Property, APN 4138-020-002, by Chevron U.S.A. Inc. to City of Manhattan Beach (Interim Public Works Director Saenz).

[RES 16-0043](#)

APPROVE AND ADOPT RESOLUTION NO. 16-0043

This item was removed from the Consent Calendar to be heard later in the meeting.

3. Award of Contract to NexLevel Information Technology, Inc. for Enterprise Resource Planning Software Consulting Services in the amount of \$61,415 (Information Technology Director Taylor).

[CON 16-0020](#)

APPROVE

This item was removed from the Consent Calendar to be heard later in the meeting.

4. Second Reading of Ordinance No. 16-0007 Amending the Municipal Code to Provide a Process for Modifying Construction Hours Under Limited Circumstances (Community Development Director Lundstedt).

[ORD 16-0007](#)

SECOND READING AND ADOPT ORDINANCE NO. 16-0007

This item was continued to a future meeting.

5. Financial Report:
Schedules of Demands: May 26, 2016 (Finance Director Moe).

[16-0270](#)

ACCEPT REPORT AND DEMANDS

This item was approved on the Consent Calendar.

6. City Council Minutes:

[16-0307](#)

This Item Contains Minutes of the following City Council Meeting:

- a) City Council Regular Meeting Minutes of May 3, 2016
(Continued from the June 7, 2016 City Council Meeting). **APPROVE**
b) City Council Regular Meeting Minutes of May 17, 2016
(Continued from the June 7, 2016 City Council Meeting). **APPROVE**
c) City Council Regular Meeting Minutes of June 7, 2016

CONTINUE TO THE JULY 5, 2016 CITY COUNCIL MEETING

(City Clerk Tamura).

APPROVE

Agenda Item No. 6(a) was continued to the next City Council Meeting.

Agenda Item No. 6(b) was approved on the Consent Calendar.

L. PUBLIC HEARINGS (2 MINUTES PER PERSON)

City Attorney Quinn Barrow stated Agenda Item No. 7 will be heard as a separate Public Hearing, Agenda Items No. 8 and No. 9 will be heard concurrently as one Public Hearing, and Agenda Item No. 10 will be heard as a separate Public Hearing.

7. Conduct Public Hearing Regarding Resolution No. 16-0034 to Consider the Fiscal Years 2017-2021 Capital Improvement Plan (Public Works Director Olmos).

[RES 16-0034](#)

CONDUCT PUBLIC HEARING; ADOPT RESOLUTION NO. 16-0034

Public Works Director Olmos thanked City Council and community and is humbled by their comments.

Public Works Director Olmos provided the presentation on the Fiscal Year 2017-2021 Capital Improvement Plan and provided updates on some of the major projects including the Parkview sidewalk, the Skate Park, the pathway at Polliwog Park, and the radar speed signs.

Mayor D'Errico opened the floor to public comment at 8:10 pm.

Gary Osterhout commented that the City is misusing Measure R Funds and can't support the current Transportation Funds and the need for an evaluation. He also stated he does not support the electric shuttle pilot program because the budget process should be used to meet the needs of the community.

Gerry O'Connor spoke about the funding mechanisms for Capital Improvement Plan budget and how the current process does not really fund the Capital Improvement Plan projects. He also spoke about a facility strategic plan that was conducted, how it has been shelved, and that the City needs to "skim money" from its budget every year in order to fund Capital Improvement Plan projects.

Seeing no further speakers Mayor D'Errico closed the floor to public comment.

City Council discussed the following: request that the middle school bike path at Polliwog Park be removed from the Capital Improvement Plan list, request to remove the Strand bikeway path under the pier project, making one unified motion and have a discussion on the issues, and the Parkview sidewalk and the request to see this project as a separate line item.

Councilmember Powell made a motion to approve the Fiscal Years 2017-2021 Capital Improvements Plan with the direction to show the Parkview sidewalk replacement as a separate line item.

Mayor Pro Tem Lesser seconded motion.

Councilmember Burton commented on the appropriations for remodels of City Hall in conjunction with the three new building projects, and stated he was not in favor of constructing a new City Hall if moving forward with all the proposed remodels. He also introduced a friendly amendment for more information regarding the bike path project.

Councilmember Powell accepted the friendly amendment.

A motion was made by Councilmember Powell, seconded by Mayor Pro Tem Lesser, that this item be approved. The motion carried by the following vote:

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

8. Conduct Public Hearing Regarding the Adoption/Approval of Fiscal Year 2016-2017/2017-2018 Operating Budget (Finance Director Moe).
CONDUCT PUBLIC HEARING, ADOPT RESOLUTION NO. 16-0035

[RES 16-0035](#)

AGENDA ITEMS NO. 8 AND NO. 9 WERE HEARD CONCURRENTLY.

Finance Director Moe provided the presentation on the Fiscal Year 2016-2017/2017-2018 Operating Budget as well as establishing the Gann Appropriations Limit for Fiscal Year 2016-2017. Finance Director Moe pointed out the two minor modifications regarding the Beach Cities Transit funding and a carry forward of tennis court money for resurfacing purposes. He also reiterated that City Council would be adopting the first year budget now and approving the second year budget; and that the second year budget will return for City Council consideration next year with modifications and will be subject to approval at that time. He indicated that this new process will allow for a more in-depth analysis of the Capital Improvements Plan budget. Finance Director Moe also thanked his staff for their hard work putting the budget together.

Councilmember Powell inquired about Beach Cities Transit Funding and how it was originally seed money and expressed concern this item is in the budget at the 11th hour for two years. He is worried this will conflict with Measure R Funding for the Older Adults program and is not supportive in adding this additional funding.

Finance Director Moe responded to Councilmember Powell's question.

Mayor D'Errico opened the floor to public comment.

Gary Osterhout spoke about the budget and budget process, and it being built on false assumptions and a lack of analysis. He commented on the incredible expansion over the past two years and none has taken a step back to conduct a real analysis on this.

Jan Dennis spoke about the recent budget process and over 56 years has never seen such a spending spree. She stated the City needs to stop hiring more staff and look at job functions that are overlapping or being duplicated. She believes there are too many employees in relation to the City's dwindling population.

Patrick McBride commented on how complicated the budget process is and the new two year process makes things more complicated. He also expressed concerns for hidden costs such as staff salaries, and he is also concerned with the Information Technology department and its growth.

Bill Victor spoke about how confusing the figures were in the budget and was worried about empire building. He spoke against several of the proposed positions and the size of the staff in the Information Technology department, and stated the City has a pension problem and suggested there should be a freeze.

Will Arveza claimed the budget was not balanced based on the unfunded pension liabilities. He also noted the estimated \$80 million in infrastructure needs that are unfunded. He also expressed concern with hiring additional staff even though the City has not grown. He spoke about the proposed \$500,000 into a pension stabilization fund and how it will not equal even 10% of the unfunded liability.

Martha Andreani stated that the answer to fulfilling funds is not to hire additional staff. She was also in agreement that staffing costs are spiraling out of control. She urged

the City Council to pay attention to the Capital Improvements Plan budget and other infrastructure needs as those should be the highest of priorities. She spoke about an incident regarding a water main break and need to be familiar with the City's infrastructure.

Gerry O'Conner spoke about the budget and City Council's approach and stated it should have been a top down approach but instead was a bottom up look. He also stated that there is no need for new revenues, and the City does not have a revenue problem but a spending problem. He spoke against add additional personnel and the need for a cap on total compensation for the City Manager. He also suggested City Council consider a month to month budget similar to the federal government.

Seeing no further speakers Mayor D'Errico closed the floor to public comment.

City Manager Danaj and Finance Director Moe responded to City Council questions..

Mayor D'Errico provided his explanation on why he was not supporting the proposed budget. First, he is not in agreement with a budget that has money assumed in revenue streams which must go to public hearings, and vote by Council and election, it's presumptive. Second, he stated the City has escalated spending every year where spending equals revenue. He noted a \$19 million dollar increase in spending over a short six year period of time. He pined why the City is not taking some of this increased revenue and allocating it to fund major infrastructure rehabilitation. Third, personnel costs, pension liabilities, salaries and salary ranges are escalating. He noted the comparison to other cities and stated the City is at the top regarding salaries, and felt this was due to differing opinions on management philosophy, but is no way a reflection on city staff. Lastly, he stated all the responsibility tonight is on City Council, the employees did not cause this and it's City Council's job to fix it, not theirs.

Councilmember Powell thanked the public for attending the meetings and providing input, and staff for their time. He spoke about some of the changes implemented from the past meeting including the \$500,000 into a pension stabilization fund, implementing a storm water funding mechanism, and the proposal to put a cap on head count; however, he felt this could be achieved through attrition and not layoffs. He called for tightening of our belts, and just because property taxes increase doesn't mean the City should see the need to spend it all. One of his biggest concerns is the unfunded pension liabilities the City is facing. He stated there is a problem with the CalPERS discount rate that they use and it's not realistic. He talked about the proposed cap on head count and when he looks at the head count over the years he can see the increase, but there is the issue of having part-time employees who leave to seek full-time positions elsewhere. He spoke about replacing the two part-time, benefited positions with one full-time benefited positions and there is a net zero increase. He reiterated he has always had an issue with the spiraling increases in salaries and compensation. He suggested maybe now is a good time to do an efficiency study. He stated he was initially concerned with a two year budget process but the second year is not set in concrete and urged City Council that they need to be good, prudent stewards of public's money. Councilmember Powell stated his recommendation is that capping head count deserves serious consideration, but with no layoffs, no salary reductions and the need to look at the programs and increases in the City's property taxes to pay for infrastructure. He stated that the revenue enhancements mentioned in the budget is actually going out to taxpayers and asking for an increase in sales tax, and or a bond, and cannot in good conscious support that. Councilmember Powell also had additional concerns with other proposed revenue streams in the budget. He stated that going forward, in the year two budget, City Council needs to provide more funding for infrastructure and unfunded pension

liabilities.

Councilmember Burton was in agreement with the Mayor's comments and stated that the buck stops here. He noted past legacy councils from City and how they were fiscally prudent, exercised sound judgment, and were frugal. He stated the City Council needs to honor the public trust and their money. He noted the votes to increase the number of employees and salary amounts since 2013. He also spoke about staff compensation and stated that it is not about performance, it's about the numbers. Councilmember Burton spoke further about his reasons for not supporting this budget. He suggested keeping this a status quo budget until the mid-year review and then look at making changes at that point in time.

Councilmember Howorth indicated there were some things she disagreed with, particularly that there is a recession looming. She stated she does not mind being fiscally conservative, but she does not believe there is a recession is on the horizon. She talked about funding storm water in past budget and how Finance Director Moe has done an excellent job with the City's finances, and is in general disagreement with some of the comments that have been made tonight. Councilmember Howorth spoke about the growth of the Information Technology department and the need for it. She commented on how things have changed, not necessarily population or size, but how the City has become a much more complex city over the years. She also stated that to vote no on a budget is not being responsible. She also talked about unfunded pension liabilities and how the proposed hiring of two additional police officers would add to that. Councilmember Howorth was not in favor of hiring two additional police officers at this point.

Councilmember Burton made a motion to direct city staff to prepare a status quo budget for the Fiscal Year 16-17 and report back mid-year on salary ranges for management confidential. In addition, direct the City Manager to conduct an increased productivity report in regards to the 9/80 program, and would like to see if there were any productivity increases.

Mayor D'Errico seconded the motion.

Mayor Pro Tem Lesser indicated he was not in support of this motion and expressed frustration with the whole budget process over the past few months. He pointed out that City Council has had multiple meetings on the budget and that if there were problems with spending that was the time to discuss that, when those allocations were authorized. He stated there has been false assertions about the budget and a manufactured crisis, and is hoping for a modest substitute motion. Mayor Pro Tem Lesser stated he was supportive of adding two police officers due to anticipated vacancies in the Police department, he expressed his support for authorizing the Older Adult Coordinator position, he is supportive of the administrative position for the Neighborhood Watch program, and the conversion of the Management Fellow position to a Management Analyst, and he is also supportive of the administrative position for the Community Development department. Mayor Pro Tem Lesser stated he likes the notion of allocating \$500,000 into both the proposed pension stabilization fund and storm water funding, and is also in favor of the sequestration of funds for a year end surplus fund, and is also supportive of the proposed cap on head count.

Mayor D'Errico indicated he had several friendly amendments to the motion presented by Councilmember Burton. Mayor D'Errico suggested not approving adding any money which would increase salary ranges until City Council has had a chance in 3-6 months to address those issues and return with revised management confidential salary and ranges, the deferred compensation issue, setting aside substantial money to deal with aging infrastructure needs and the removal of the

assumed revenues in the budget. He stated that the objective here is not to penalize our employees by not reducing existing employees' compensation but finding solutions going forward.

Councilmember Burton accepted all of Mayor D'Errico's friendly amendments.

Councilmember Howorth presented a substitute motion to approve the budget with the authorization of the following positions including the Older Adult Coordinator, the Neighborhood Watch support position, the conversion of the Management Fellow position to Management Analyst at a zero net cost, and at this time to not approve the position for Community Development, to discuss a head count cap for full-time employees, and conduct a future discussion about salary compensation in 6 months. She stated that this motion with these actions would set up the City Council to have an in-depth discuss for the following year.

Councilmember Powell indicated he would second the substitute motion introduced by Councilmember Howorth with the inclusion of one friendly amendment.

Mayor D'Errico inquired if Councilmember Howorth's substitute motion included the 2 percent Cost of Living Adjustment increase and not an increase in the salary ranges for Management Confidential.

City Manager Mark Danaj also provided additional clarification regarding the 2 percent Cost of Living Adjustment and the salary ranges for Management Confidential.

Councilmember Howorth indicated she would put a hold on the 2 percent increase, which was not included in her original motion.

Councilmember Powell introduced his friendly amendment, and that the City should not have a status quo budget for 6 months, and amend the motion so that within 6 months City Council will review year 2 of the budget, particularly the structural deficit for the two funds. He also commented that when it comes time for mid-year review, or between then and now, to take a serious look at all these measures and address all things being proposed.

Mayor Pro Tem Lesser sought confirmation that Councilmember Howorth's substitute motion included the \$500,000 for an irrevocable pension trust.

Councilmember Powell also reiterated that his substitute motion includes the sequestration of funds.

Mayor Pro Tem Lesser sought further clarification that the substitute motion includes a 2.23% Cost of Living Adjustment increase for Management Confidential employees.

Councilmember Howorth stated that her motion includes a 2.23% merit increase but not a 2% increase in salary ranges for Management Confidential.

City Manager Mark Danaj reminded City Council that there are two separate items for consideration. He reiterated that City Council may authorize a move in the salary ranges, or that City Council may authorize a 2.23% merit pool for Management Confidential employees.

City Council budget discussions continued including: the two set asides for \$500,000 for the pension stabilization fund and for Capital Improvement fund, the funds and transfer amounts to allocate to the future Capital Improvement projects, the actual

amount of money being reduced from the general fund, the remaining sequestered funds and if those can be used, a hard cap on the head count, cutting contract services, and the intent not to have layoffs.

Councilmember Howorth indicated she would include a cap on head count at 295 in her motion.

Councilmember Powell approved and seconded the cap on head count at 295, but indicated that he originally thought spending was being reduced by \$1 million in Fiscal Year 16-17. He suggested that the \$1 million goal be set for year two, and that it come out of operating revenue totals. He stated that this could be accomplished by the end of the year by bringing the additional \$500,000 out of operating expenses.

City Attorney Quinn Barrow restated the substitute motion introduced by Councilmember Howorth that the substitute motion is to approve the two year operating budget, with the authorization of 3 positions including the Older Adult Coordinator, the Administrative Clerk for the Police department's Neighborhood Watch program, the conversion of the Management Fellow position to Management Analyst, a cap on head count set at 295 employees, the authorization of a 2.23% merit pool for Management Confidential, a freeze on salary ranges for Management Confidential, and a \$500,000 allocation for both Capital Improvement projects and a irrevocable pension stabilization fund.

City Manager Mark Danaj asked for clarification that in year two the \$500,000 surplus would be dedicated for infrastructure needs.

Councilmember Powell stated that he would like any additional funds that are sequestered to be added to the infrastructure, Capital Improvement projects and not taken out of the General Fund. He stated that is should be considered as a built in expenditure in year two of the budget.

Mayor D'Errico commented that the difference to him is that if the money was for an employee, there would be no way to get that money back. He stated that if the amount is not there, where would City Council take additional funds from.

Councilmember Burton commented that he applauds his colleagues but he won't be supporting this budget. He stated that the City Council is making a small step and heading in the right direction.

City Attorney Quinn Barrow recited the motion to adopt Resolution No. 16-0035 the Fiscal Year 2016-2017 operating budget, and approving the Fiscal Year 2017 – 2018 operating budget, as amended by the motion with three additional positions the Older Adult position, the Neighborhood Watch position, the conversion of the Management Fellow to Management Analyst, a head count cap on employees set at 295, authorize a 2.2% merit pool, a freeze on salary ranges for Management Confidential, include a \$500,000 allocation for Capital Improvement projects, and a \$500,000 allocation for a pension stabilization fund. Including Councilmember Powell's friendly amendment that an additional \$500,000 be dedicated to Capital Improvement projects in year two coming out of expenditures.

A motion was made by Councilmember Howorth, seconded by Councilmember Powell, to adopt Resolution No. 16-0035 Adopting the Fiscal Year 2016-2017 Operating Budget, and Approving the Fiscal Year 2017 – 2018 Operating Budget, with the Authorization of three positions including the Older Adult Coordinator, the Administrative Clerk for the Police department's Neighborhood Watch program, the Conversion of the Management Fellow position to Management Analyst, a Cap On Head Count Set at 295 Employees,

the Authorization of a 2.2% Merit Pool for Management Confidential, a Freeze on Salary Ranges for Management Confidential, and a \$500,000 Allocation for a Pension Stabilization Fund. Including Councilmember Powell's Friendly Amendment for an Additional \$500,000 to be Dedicated to Capital Improvement Projects in Year Two Coming Out of Expenditures. The motion carried by the following vote:

Aye: 3 - Lesser, Howorth and Powell

Nay: 2 - Burton and D'Errico

9. Conduct Public Hearing to Consider Resolution No. 16-0036
Establishing the Gann Appropriations Limit for the Fiscal Year
2016-2017 (Finance Director Moe).

[RES 16-0036](#)

**CONDUCT PUBLIC HEARING; ADOPT RESOLUTION NO. 16-0036
AS PART OF THE OPERATING BUDGET**

AGENDA ITEM NO. 9 WAS HEARD CONCURRENTLY WITH AGENDA ITEM NO. 8.

A motion was made by Councilmember Powell, seconded by Councilmember Howorth, to Adopt Resolution 16-0036 Establishing the Gann Appropriations Limit for the Fiscal Year 2016-2017. The motion carried by the following vote:

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

10. Conduct Public Hearing to Consider Resolution No. 16-0037 Adopting the Fiscal Year 2016-17 to Fiscal Year 2018-2019 Citywide Cost Recovery Fees (Finance Director Moe).

[RES 16-0037](#)

CONDUCT PUBLIC HEARING; ADOPT

Councilmember Burton made a motion to continue Agenda Item No. 10 to a future meeting.

Further discussion ensued among City Council on whether or not to defer the item to a future meeting.

Councilmember Howorth suggested continuing the item to a future public hearing, and then revisit the item for further discussion at another City Council meeting and possible adoption at that time.

City Attorney Barrow suggested opening the public hearing and continuing the item to the July 5 meeting.

There was discussion amongst City Council regarding continuing the item. Councilmember Howorth clarified her motion to continue the public hearing to the next City Council meeting, remove the recommendation to adopt the resolution, and then consider the item at the next regularly scheduled City Council meeting to consider adoption.

There was further discussion among City Council and City Attorney Quinn Barrow on how to continue the item as a public hearing. A Councilmember suggested conducting a study session on July 5, 2016, regarding the agenda item.

City Attorney Quinn Barrow then stated that City Council does not need to open the public hearing tonight and at the next City Council meeting on July 5, 2016, City Council can consider the item and have public discussion on the agenda item at that time.

A motion was made by Councilmember Burton, seconded by Councilmember Powell, that this item be continued. The motion carried by the following vote:

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

Mayor Pro Tem Lesser inquired given the late hour under the current Meeting Management Rules that the City Council meeting must end by 10:30 PM. He inquired if City Council has ability to extend this meeting after 10:30 PM.

City Attorney Quinn Barrow answered yes with a 4/5 vote by the City Council.

Mayor D'Errico asked his fellow Councilmembers if they were in favor of extending the meeting and which other agenda items should be considered tonight.

Councilmember Howorth made a motion to address all the remaining agenda items and tonight's meeting.

Councilmember Burton introduced a friendly amendment to have a hard stop time at 12:00 AM.

Councilmember Powell offered an additional amendment to have a reevaluation at 12:00 AM at which time City Council should consider extending the meeting to 12:30 AM.

A motion was made by Councilmember Howorth, seconded by Councilmember Powell, to extend the City Council meeting until 12:00AM at which time the City Council will reevaluate their progress and possibly continue the meeting until 12:30AM. The motion carried by the following vote:

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

11. Conduct Public Hearing Regarding Annual Levy and Collection of Street Lighting and Landscaping District Maintenance Assessments for Fiscal Year 2016-2017 (Finance Director Moe).

[RES 16-0019](#)

CONDUCT PUBLIC HEARING, ADOPT RESOLUTION NO. 16-0019

Controller Henry Mitzner provided the presentation on the item.

Mayor D'Errico opened floor to public comment at 10:31PM.

Bill Victor asked for confirmation that there would be no increase in fees based off this proposal.

Seeing no further speakers Mayor D'Errico closed the floor to public comment at 10:32PM.

Controller Henry Mitzner responded to City Council questions stating that there would be no increase in fees.

Councilmember Burton made a motion to adopt Resolution No. 16-0019 regarding the annual levy and collection of street lighting and landscaping district maintenance assessment for Fiscal Year 2016-2017.

A motion was made by Councilmember Burton, seconded by Mayor Pro Tem Lesser, that this item be adopted. The motion carried by the following vote:

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

M. OLD BUSINESS

12. Appointment of Seat No. 5 of the Parks and Recreation Commission (Commissioner Thomas Allard) (City Clerk Tamura) [16-0277](#)
CONTINUE (DUE TO SCHEDULING CONFLICTS, THIS ITEM IS BEING CONTINUED TO THE JULY 5, 2016, REGULAR CITY COUNCIL MEETING)

Mayor D'Errico introduced the item.

City Clerk Liza Tamura explained the need to continue this agenda item to a future City Council meeting.

Mayor D'Errico indicated by order of the chair that this item be continued.

By order of the chair this item was continued.

13. Council Consideration of Meeting Management Rules (Continued from the June 7, 2016 City Council Regular Meeting under "City Council Reports") (Mayor D'Errico).

[16-0305](#)

DISCUSS AND PROVIDE DIRECTION

Mayor D'Errico opened up the agenda item to City Council comments.

Councilmember Burton made a motion to change the meeting management rules so that the public can comment at speakers option at the beginning of the meeting or at the time the item is heard, and change time limits to 3 minutes per item for a maximum of 6 minutes per person and change the hard stop time to 11:00 PM, and accept the friendly amendment to 11:30PM.

Councilmember Powell seconded the motion.

Councilmember Burton explained that the initial reasoning for these meeting management rules was due to certain number of problems, however, after meeting with various stakeholders it has become clear we needed to address these concerns.

Councilmember Powell commented on how he was opposed to the original meeting management rules, but he supports this motion which allows for more time for members of the public to speak. Councilmember Powell also wanted clarification that these new rules will not limit additional public comment on quasi-judicial items.

City Attorney Quinn Barrow responded to City Council questions and confirmed that it will not.

Councilmember Howorth thanked Councilmember Burton for bringing this issue forward and providing these new modifications.

Mayor Pro Tem Lesser is also in favor of these modifications and appreciative of the new direction. Mayor Pro Tem Lesser commented that he did have one issue regarding the "Consent Calendar" and commented on how City Council is using the "Approval of the Agenda" section to pull items. He suggested that City Council should pull items at the time of "Consent Calendar" instead of "Approval of Agenda."

Councilmember Burton stated he would accept Mayor Pro Tem Lesser's friendly amendment. Councilmember Burton also commented that he was supportive of making the hard stop at 11:30PM.

Mayor D'Errico commented on how the new proposed meeting management rules were the best of both worlds, how it will increase public engagement and provided additional comments in support of the revised meeting management rules.

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to revise the meeting management rules to allow speakers the option at the beginning of the meeting or at the time the agenda item is heard for public comment, revise public comment time limits to 3 minutes per item for a maximum of 6 minutes, and change the hard stop time for City Council meetings to 11:30 PM. The motion carried by the following vote:

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

14. Six Month Update on Pedestrian Safety at the Bike Path in the Area of the Pier (Police Chief Irvine).

[16-0162](#)

RECEIVE UPDATE

City Manager Mark Danaj asked City Council for direction on the remaining agenda items, if they would prefer having a presentation or proceeding directly to questions, given the late hour.

Mayor D'Errico stated he would like to have a presentation if it can be accomplished in 3 minutes.

Police Chief Eve Irvine provided a brief presentation on the item.

Police Chief Irvine and Public Works Director Tony Olmos responded to City Council questions.

Mayor Pro Tem Lesser inquired about the pier bollards and when they were going to be installed.

Public Works Director Olmos stated the goal was Memorial Day but city workers encountered utilities under the cement which complicated the installation, and Public Works is anticipating having the bollards installed by next summer or the earlier part of next year. Public Works Director Olmos also stated they are looking at decorative bollards.

Councilmember Powell asked if it is possible to paint on the pavement that notifies the public there is a pedestrian crossing.

Public Works Director Tony Olmos confirmed.

Councilmember Burton asked city staff to look at Redondo Beach's model on a walk zone only on their pier, and asked if Police Chief Eve Irvine could reach out to them for more information.

Mayor D'Errico stated by order of the chair the report was received.

By order of the chair this item was received.

15. Pilot Sunscreen Dispenser Program Recommended by the Parks and Recreation Commission (Parks and Recreation Director Leyman).

[16-0147](#)

DISCUSS AND PROVIDE DIRECTION

Parks and Recreation Director Mark Leyman provided a brief update regarding the pilot program.

City Attorney Quinn Barrow and Parks and Recreation Director Leyman responded to City Council questions.

City Council expressed concerns regarding permanent funding, potential risk management issues, possibly exposing the City to liability and the commercialization of the beach.

After lengthy discussion the City Council commended Commissioner Janet Jones for bringing this proposal forward and thanked the Commission for their efforts. The City Council also suggested a future Manhappenings newsletter to highlight the importance of wearing sun screen and a hat.

A motion was made by Councilmember Howorth, seconded by Councilmember Burton, to not authorize the Pilot Sunscreen Dispenser program. The motion carried by the following vote:

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

N. NEW BUSINESS

Mayor D'Errico reminded the public that at the beginning of the meeting, the City Council moved Agenda Item No. 18 to be heard as the first item under New Business.

18. Possible Pilot Program for an Ad-Supported Electric Vehicle Shuttle Service within Manhattan Beach (Economic Vitality Manager Sywak).
PROVIDE DIRECTION

[16-0273](#)

Economic Vital Manager Andy Sywak provided the staff presentation.

City Manager Mark Danaj, City Attorney Quinn Barrow and Economic Vitality Manager Andy Sywak responded to City Council questions.

City Council discussion included: what criteria was going to be used by staff to decide when choosing between the two proposed vendors, the advertising on the side of the vehicles and if the City has the ability to restrict the types of advertising, how this program would supplement Lyft and Uber and other rideshare programs, the cost of the pilot program and the length of the pilot program, if enough data could be gathered in 6 months, and if City Council could get an interim update on whether or not to move forward with a city-wide expansion and how many parking spaces this program would eliminate the need for in Downtown.

Councilmember Burton made a motion to support the neighborhood electric vehicle pilot program for ad-supported shuttle service, and authorize the City Manager to evaluate the proposals and select a vendor, negotiate just compensation for the use of Metlox garage, authorize the City Manager to examine if charging stations require an amendment to City's master use permit and coastal permit, operate for a 6 month trial period, and operate no later than 11:00 PM at night.

Councilmember Burton added to his motion to direct the City Manager to research if Measure R Funds could be used to sponsor a City run electric vehicle program and to report back at the end of the 6 month pilot program to provide City Council with more options.

Councilmember Powell accepted the friendly amendment and seconded the motion.

Mayor Pro Tem Lesser is supportive of this pilot program and would like to see this expand to east Manhattan Beach, but is concerned about the advertising aspect of the program.

City Attorney Quinn Barrow reiterated the stipulations directed by City Council and the authority delegated to the City Manager proceed with the program.

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to support the neighborhood electric vehicle pilot program for ad-supported shuttle service, authorize the City Manager to evaluate the proposals and select a vendor, negotiate just compensation for the use of Metlox garage, authorize the City Manager to examine if charging stations require an amendment to the City's master use permit and coastal permit, operate for a 6 month trial period, operate no later than 11:00 PM at night, and to direct the City Manager to research if Measure R Funds could be used to sponsor a City run electric vehicle program and to report back at the end of the 6 month pilot program to provide City Council with more options. The motion carried by the following vote:

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

The meeting recessed at 11:25 PM.

The meeting reconvened at 11:34 PM with Councilmember Howorth absent. The City Council decided to consider Agenda Item No. 17 before Agenda Item No. 16.

17. Veterans Parkway Preliminary Design Presentation (Public Works Director Olmos).

[16-0172](#)

RECEIVE REPORT AND PROVIDE DIRECTION

This item was taken out of order and heard before Agenda Item No. 16.

Public Works Director Tony Olmos provided the staff presentation on the agenda item.

David Volz, David Volz Designs, provided additional presentation and background information on the project.

Councilmember Howorth arrived in Council Chambers at 11:39 PM

City Manager Mark Danaj, Public Works Director Tony Olmos and Contractor David Volz responded to City Council questions.

Mayor Pro Tem Lesser made a motion to receive the report, direct staff to return as soon as practicable with better renderings and more specifics regarding the Veterans Memorial at 15th Street, and the types of rocks proposed for better visualization with the goal of having them fit in naturally and not impeding the trail.

Councilmember Powell second.

Mayor Pro Tem Lesser asked for a possible time line for this item to return to City Council.

Public Works Director Tony Olmos stated that staff could possibly return by second meeting in July or early part of August with the new renderings.

A motion was made by Mayor Pro Tem Lesser, seconded by Councilmember Powell, to receive the report, direct staff to return as soon as practicable with better renderings and more specifics regarding the Veterans Memorial at 15th Street, and the types of rocks proposed for better visualization with the goal of having them fit in naturally and not impeding the trail. The motion carried by the following vote:

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

16. Review Alternative Uses for Site and Draft for Request for Proposal for Hotel Developer at Parkview Site (Finance Director Moe).

[16-0284](#)

PROVIDE DIRECTION

This item was taken out of order and heard after Agenda Item No. 17.

Councilmember Howorth proposed moving this agenda item to another meeting to allow for more public input on the item.

Councilmember Burton made a motion to continue this agenda item to the first item under Old Business at the July 5, 2016, Regular City Council meeting.

A motion was made by Councilmember Burton, seconded by Councilmember Powell, that this item be continued to the first item under Old Business at the July 5, 2016, Regular City Council meeting. The motion carried by the following vote:

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

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

None.

P. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

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

[16-0308](#)

Councilmember Powell inquired about the July 19, 2016, meeting regarding the Beach Cities Transit item, and requested for them to come back with presentation and business plan on how they are going to cut their losses and reduce the City's subsidy. Councilmember Powell stated he wanted to them to return to City Council and provide an explanation as an agenda item.

Councilmember Burton supports Councilmember Powell's suggestion.

City Attorney Quinn Barrow reminded City Council that they wanted to discuss the proposed ordinance for the Downtown Specific Plan. City Attorney Quinn Barrow also advised Mayor D'Errico that he should recuse himself from the discussion based on the last letter received from the FPPC.

Mayor D'Errico recused himself from the meeting and left the dais at 12:00AM.

Mayor Pro Tem Lesser inquired with other Councilmembers if the consensus was for staff to return at the next meeting with various options for City Council consideration regarding Downtown in light of the expiration of the moratorium.

Councilmember Burton confirmed.

City Attorney Quinn Barrow responded to City Council questions stating that it will return as an interim ordinance and require a use permit for certain uses of the first floor and other various options will also be presented to City Council for consideration.

There was consensus from all City Councilmembers to direct staff to return at next meeting with the interim ordinance and various options.

Mayor D'Errico returned to the dais at 12:02AM.

Q. INFORMATIONAL ITEMS

None.

R. CLOSED SESSION

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

At 12:02AM City Attorney Quinn Barrow read the title of Agenda Item No. I(2).

1.) CONFERENCE WITH LEGAL COUNSEL (EXISTING LITIGATION)

Government Code Section 54956.9(d)(1)

Name of Case: City of Manhattan Beach v. Swinerton

Los Angeles County Superior Court, Case Number: YC 07056

This Agenda Item was continued to a future meeting.

2.) CONFERENCE WITH PROPERTY NEGOTIATORS

(Government Code Section 54956.8)

Property: 1401 11th Street

City Negotiator: City Manager

Negotiating Party: Derrick Levy (Property Owner)

Under Negotiation: Price and terms of payment

II. RECESS INTO CLOSED SESSION

III. RECONVENE INTO OPEN SESSION

IV. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

The City Council reconvened into Open Session at 12:15AM.

City Attorney Barrow stated that by a 4-1 vote, with Mayor Pro Tem Lesser dissenting, direction was given to its negotiators and no other reportable action was taken.

Mayor D'Errico announced that by order of the chair Agenda Item's No. 2, Item No. 3, and Item No. 6 (a) would be continued to the next City Council meeting.

S. ADJOURNMENT

The meeting was adjourned at 12:16AM.

Matthew Cuevas
Recording Secretary

Tony D'Errico
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, July 5, 2016

6:00 PM

Regular Meeting

City Council Chambers

AMENDED AGENDA

City Council Regular Meeting

Mayor Tony D'Errico

Mayor Pro Tem David J. Lesser

Councilmember Amy Howorth

Councilmember Wayne Powell

Councilmember Mark Burton

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

Janet Murphy led the Pledge of Allegiance.

B. ROLL CALL

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

C. CEREMONIAL CALENDAR

1. Proclamation Declaring the Month of July, 2016 as "Parks and Recreation Month".

[16-0325](#)

PRESENT

Mayor D'Errico on behalf of the City Council, presented the Proclamation Parks and Recreation Director Mark Leyman received the Proclamation for the month of July as "Parks and Recreation Month" on behalf of the Parks and Recreation Department for the City of Manhattan Beach.

2. Presentation of Certificates of Recognition to the Mira Costa High School's Model U.N. Program for Being Ranked as No. 1 in the Nation.

[16-0344](#)

PRESENT

Mayor D'Errico on behalf of the City Council, presented certificates to thirteen Mira Costa Model United Nations students in recognition of being one of the top three programs in the nation.

D. MEETING MANAGEMENT

3. Revised City Council Meeting Management Rules (City Clerk Tamura).
ADOPT RESOLUTION NO. 16-0049

[RES 16-0049](#)

Mayor D'Errico introduced the item.

City Attorney Quinn Barrow provided the staff presentation and summarized the five changes as identified in the resolution with the changes that will take effect beginning with the July 5, 2016 City Council meeting.

Mayor Pro Tem Lesser requested to have clarification on the resolution that the City Council can pull items during "Consent" only and not during "Approval of the Agenda" and would like for the 4/5 vote rule to be part of the resolution when items are continued or a meeting is extended past the set time of conclusion.

Councilmember Howorth requested to clarify in the resolution that 4/5 vote is needed in order to continue an item to the next meeting and to include when meetings conflict with a holiday during the first Tuesday of the month what will be City Council's decision.

Councilmember Powell requested to add the 4/5 vote to the resolution and that items should continued to be pulled only during "Consent" as it has been the long practice by the City Council.

Mayor D'Errico clarified that based on public input, he wanted to allow for public comments throughout the meeting and not just during public comments at the beginning of the meeting and suggested for public comments to be counted in 30 second intervals or the whole minute.

The following were Public Comments received during this item.

Tom Callwalder spoke in favor of allowing public comments through the night during the presentations for the items.

City Council agreed: that public comments will be open at the beginning of the meeting and then throughout the meeting during each Agenda Item, the member of the public will have 6 minutes total through the night for their public comments with the exception of items under "Consent", and the minutes will be rounded to 30 seconds intervals.

City Attorney Barrow confirmed that the item would be back as an "Informational Item" on the next City Council meeting of July 19, 2016 with the requested changes by the City Council.

A motion was made by Councilmember Powell, seconded by Mayor Pro Tem Lesser, that this item be adopted with the following changes; include the 4/5 vote needed in order to continue an item and to extend a City Council meeting past the time determined, items can only be pulled by the City Council during "Consent", and the public can make comments during "Public Comments" and items under "Public Hearing", "Old Business" and "New Business". The motion carried by the following vote:

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

E. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

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

Mayor D'Errico requested to move Agenda Item No. 18 - Review Alternative Uses for Site and Draft for Request for Proposal for Hotel Developer at Parkview Site to be presented before "Public Hearings".

Councilmember Burton requested to pull Agenda Item No. 6 - First Reading of Ordinance No. 16-0010 Prohibiting Targeted Residential Picketing to be heard last during "New Business" and Agenda Item No. 8 - Written Report Regarding Interim Zoning Ordinance U 15-0017 to be heard prior to Agenda Item No. 23 - An Interim Ordinance Requiring a Use Permit for the Following Uses in the Downtown Commercial Zone.

Councilmember Howorth added a friendly amendment to hear Agenda Item No. 6 first under "New Business".

Councilmember Powell requested to continue Agenda Item No. 24 - Discussion of Statement of Intent Process to Address Blight to the July 19, 2016 City Council Meeting and for staff to bring the item as an Ordinance.

Mayor D'Errico clarified that Agenda Item No. 9 - Appointment of Seat No. 5 of the Parks and Recreation Commission will be continued to the July 19, 2016 City Council meeting after the interviews take place on July 7, 2016.

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

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

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

Melissa McCollum, Manager of the Manhattan Beach Library announced that thanks to "Friends of the Library" and Jesus Mejia, the Library will be offering healthy living programs throughout the summer. Also Thursday, July 7, 2016 from 12:30 PM - 1:15 PM, Julie Rader will be teaching a Mindfulness Meditation workshop in the Meeting Room and there are is also a monthly Yoga Class led by Manhattan Beach local Anne Spinner.

Councilmember Burton announced that the Manhattan Beach Farmer's Market will be celebrating their 10th Anniversary on Tuesday, July 12, 2016 from 11:00 AM - 5:00 PM, the event will kickoff with a group photo at 10:45 AM at the community quad, there will be a raffle every hour and vendors will have items that will only be available for this one day on their 10th Anniversary.

Councilmember Powell announced that the Older Adult Program will be having an "Outside the Lines: A Senior Art Show" from July 21, 2016 through August 6, 2016; the opening reception will be on July 21, 2016 from 5:00 PM - 7:00 PM and Dial-A-Ride is available.

H. CITY MANAGER REPORT

City Manager Mark Danaj provided an update on the Manhattan Village Mall.

I. CITY ATTORNEY REPORT

City Attorney Quinn Barrow provided update on two pending litigation cases:

1- Kenneth Kayter v City of Manhattan Beach, person who slipped on the blue tiles, settled for \$10,000, dismissed the lawsuit and has been paid the \$10,000.

2- The case regarding the frisbee incident at Polliwog Park, as previously reported the case settled for \$20,000, the minor's attorney is seeking the Court's approval of the settlement.

J. PUBLIC COMMENTS (3 MINUTES PER PERSON PER MATTER, A MAXIMUM OF 6 MINUTES IF A SPEAKER WANTS TO COMMENT ON MORE THAN ONE MATTER)

Lester Silverman spoke in support of the Farmers Market and thinks its great that the event was started 10 years ago by the Downtown Business and Professional Association and spoke on the moratorium that is about to expire.

Janet Murphy is opposed to the Parkview Hotel, mentioned the letter submitted by Attorney Oderman on June 21, 2016. (Speaker spoke on behalf of 16 members, including herself regarding the opposition to the project)

Tom Corley is one of the owner's of the Manhattan Senior Villas and is opposed to the Parkview Hotel, has stopped by City Hall to look and review documents.

Martha Andreani spoke about Ordinance No. 16-0009U and suggested that the Ordinance continue until September.

Robert Bush spoke about the City Council, Bill Victor's appeal with Coastal Commission for the Manhattan Beach Open, Parkview Hotel, Sunscreen Dispenser, four new staff position, Management Services Door and the City Hall Building.

Linda McLaughlin Fijel is one of the co-owners of Pages, spoke in support of the valet parking item.

Bill Victor requested clarification regarding the new times for public comments and determined that he would speak later during Agenda Item No. 22.

Carrol Perrin (statement read into record by Tami Zamzaril) in support of the Interim Zoning Ordinance.

Tami Zamzaril spoke in support of the Interim Zoning Ordinance and is also in support of the valet parking.

Neil Leventhal spoke in support of the Interim Zoning Ordinance and is opposed to the expansion of the valet parking.

Michael Zislis spoke in support of: the valet parking expansion, the Parkview Hotel, and the Interim Zoning Ordinance.

Bill Victor requested clarification once again regarding Public Comments throughout the meeting.

Susan Saroian is opposed to the valet parking expansion, her street is very busy with valet parking traffic.

Niko Nikau spoke in support of the valet parking and wants to make sure that space on the streets are respected by all and shared.

Tony Choueke, Secretary for the Manhattan Beach Commercial Property Owners Association, would like for the City Council to take into consideration the commercial property owners and spoke in support of the Interim Zoning Ordinance.

Bill Victor submitted photos of violations of the valet program, is opposed to the valet program, and spoke about the Mayor recusing himself regarding Agenda Items Nos.

16, 17, and 23.

Chris Gebert with Hyatt Hotels, spoke in favor of the Parkview Hotel site.

Anita Rodal is opposed to the Parkview Hotel, there is traffic due to "The Point" in El Segundo and the hotel will create more traffic as well.

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

4. Planning Commission Approval of a Variance for a Remodel/Addition to a Nonconforming Home at 2615 N. Valley Drive (Community Development Director Lundstedt). [16-0322](#)

BY ORDER OF THE CHAIR, RECEIVE AND FILE

By order of the Chair, report was received and filed.

5. Planning Commission Approval of a Coastal Development Permit for the construction of a new single family residence at 128 21st Street, (Community Development Director Lundstedt). [16-0338](#)

BY ORDER OF THE CHAIR, RECEIVE AND FILE

Councilmember Powell inquired about the plans not provided regarding property Agenda Item No. 5 - Planning Commission Approval of a Coastal Development Permit for the construction of a new single family residence at 128 21st Street but being provided for Agenda Item No. 4 - Planning Commission Approval of a Variance for a Remodel/Addition to a Nonforming Home at 2615 North Valley Drive.

Community Development Director Marisa Lundstedt and City Attorney Quinn Barrown responded to City Council questions.

Bunny Srour stated for the record that the issue before the commission and the reason why the item is being presented to the City Council is due to neighbors objecting to the construction and not to the project.

A motion was made by Mayor D'Errico, seconded by Councilmember Powell, to continue the item to the July 19, 2016 City Council meeting and for staff to provide the plans for the single family residence at 128 21st Street. The motion was carried by the following vote:

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

L. CONSENT CALENDAR (APPROVE)

Previously the City Council made the following changes regarding "Consent" items.

Councilmember Burton requested to pull Agenda Item No. 6 - First Reading of Ordinance No. 16-0010 Prohibiting Targeted Residential Picketing to be heard last during "New Business" and Agenda Item No. 8 - Written Report Regarding Interim Zoning Ordinance U 15-0017 to be heard prior to Agenda Item No. 23 - An Interim Ordinance Requiring a Use Permit for the Following Uses in the Downtown Commercial Zone.

Councilmember Howorth added a friendly amendment to hear Agenda Item No. 6 first under "New Business".

Mayor D'Errico clarified that Agenda Item No. 9 - Appointment of Seat No. 5 of the Parks and Recreation Commission will be continued to the July 19, 2016 City Council meeting after the interviews take place on July 7, 2016.

No additional changes were requested.

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to approve the Consent Calendar, Item Nos. 7 and 10-14. The motion carried by the following vote:

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

6. First Reading of Ordinance No. 16-0010 Prohibiting Targeted Residential Picketing (City Attorney Barrow). [ORD 16-0010](#)
WAIVER FURTHER READING; INTRODUCE ORDINANCE NO. 16-0010

Item has been moved to be presented as first item under "New Business".

7. Contract with AdminSure, Inc., for Third Party Administration Services in Support of the Self-Insured General Liability Program (Human Resources Director Zadroga-Haase). [CON 16-0024](#)
APPROVE AND APPROPRIATE

The recommendation for this item was approved.

8. Written Report Regarding Interim Zoning Ordinance U 15-0017 (Community Development Director Lundstedt). [16-0347](#)
ISSUE 10-DAY REPORT

Item has been moved to be presented before Agenda Item No. 23.

9. Appointment of Seat No. 5 of the Parks and Recreation Commission (Commissioner Thomas Allard) (City Clerk Tamura). [16-0277](#)
CONTINUE (DUE TO SCHEDULING CONFLICTS, THIS ITEM IS BEING CONTINUED TO THE JULY 19, 2016, REGULAR CITY COUNCIL MEETING)

Item has been continued to the July 19, 2016 City Council Meeting.

10. Resolution Approving the Agreement with the City of Manhattan Beach Police Management Association modifying Chapter 2, Article 5 Compensation/Salaries of the Memorandum of Understanding (Human Resources Director Zadroga-Haase). [RES 16-0038](#)
ADOPT RESOLUTION NO. 16-0038
The recommendation for this item was approved.
11. Resolution Approving the Agreement with the City of Manhattan Beach Police Management Association modifying Chapter 3, Article 11 Retirement of the Memorandum of Understanding (Human Resources Director Zadroga-Haase). [RES 16-0039](#)
ADOPT RESOLUTION NO. 16-0039
The recommendation for this item was approved.
12. Resolution Approving the Agreement with the City of Manhattan Beach Police Officers' Association modifying Article 20 Retirement of the Memorandum of Understanding (Human Resources Director Zadroga-Haase) [RES 16-0040](#)
ADOPT RESOLUTION NO. 16-0040
The recommendation for this item was approved.
13. Financial Report: [16-0317](#)
Schedules of Demands: June 9, 2016 (Finance Director Moe).
ACCEPT REPORT AND DEMANDS
The recommendation for this item was approved.

14. City Council Minutes:[16-0326](#)

This Item Contains Minutes of the following City Council Meeting:

- a) City Council Adjourned Regular Meeting - City Council Retreat Minutes of April 7, 2016 (Continued from June 7, 2016 City Council Meeting).

APPROVE

- b) City Council Regular Meeting Minutes of May 3, 2016 (Continued from June 21, 2016 City Council Meeting).

APPROVE

- c) City Council Adjourned Regular Meeting - Closed Session Minutes of

May 16, 2016

(Continued from June 7, 2016 City Council Meeting).

APPROVE

- d) City Council Adjourned Regular Meeting - Budget Study Session #2 Minutes of May 23, 2016. **APPROVE**

- e) City Council Adjourned Regular Meeting - Budget Study Session #3 Minutes of May 31, 2016. **APPROVE**

- f) City Council Regular Meeting Minutes of June 7, 2016. (Continued from the June 21, 2016 City Council Regular Meeting)

APPROVE

- g) City Council Adjourned Regular Meeting - Budget Study Session #4 Minutes of June 9, 2016. **APPROVE**

- h) City Council Regular Meeting - Closed Session Minutes of June 20, 2016

APPROVE

- i) City Council Regular Meeting Minutes of June 21, 2016

CONTINUE TO THE JULY 19, 2016 CITY COUNCIL MEETING

(City Clerk Tamura)

APPROVE

The recommendation for this item was approved.

At 7:45 PM City Council recessed and reconvened at 7:56 PM with all Councilmembers present.

18. Review Alternative Uses for Site and Draft for Request for Proposal for Hotel Developer at Parkview Site (Finance Director Moe).

[16-0284](#)

PROVIDE DIRECTION

Economic Vitality Manager Andy Swyak provided the staff presentation utilizing the PowerPoint slides in the staff report on the document reader.

Economic Vitality Manager Sywak, City Attorney Quinn Barrow, City Manager Mark Danaj, and Planning Manager Laurie Jester responded to City Council questions.

Councilmember Powell expressed concern about the fiscal implications, traffic, emergency access, contaminated soil from its previous use by Chevron, the lack of completion of the soil study, parking availability, the inconvenience for the Senior Villa residents with the construction and the property itself and suggested other places for the location of the hotel.

Mayor Pro Tem Lesser inquired about the possible legal matters that have been brought to the City Council's attention regarding the property, inquired about the soccer field and Senior Villas, parking availability to be addressed, if the City would have any cost obligations for the hotel, and is in support of the hotel but not at the proposed site.

Councilmember Howorth stated that she is in support of the hotel, but not on the proposed site, and not at this time. She asked that the City Council put this project aside and focus on the Mall (looking at what changes the Mall brings with traffic and then bring back the hotel item for discussion). She also suggested that the soil study should not continue at this time because of the cost.

The following individuals provided public comments and are not in support of the Parkview Hotel site:

Coleen Corley

Bill Victor

The following individual provided public comments and spoke in support of the Parkview Hotel site:

Michael Dieden

Motion made by Councilmember Burton, seconded by Mayor D'Errico, for the City Attorney to do a full legal analysis regarding the property and report back on a future date. A friendly amendment by Councilmember Powell, accepted by the maker for staff to look at alternative sites for the hotel.

Mayor D'Errico stated that he agrees the City has valuable property but there should be more thorough evaluation done on the property and explore other alternatives for use of this property. He also expressed concern regarding the soil study and requested that the City Attorney conduct legal research regarding the property.

Councilmember Burton spoke on the importance of exploring opportunities. He stated that he does not think the soil study should continue and that the soil study should have been done before the RFQ was sent out. He further stated that he likes the idea of a hotel in the City, but does not approve of the proposed location. Lastly mentioned that there are a lot of unanswered legal questions at this time.

Councilmember Burton then amended his motion to Table the subject matter.

A motion was made by Councilmember Burton, seconded by Mayor D'Errico to Table the Matter. The motion was carried by the following vote:

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

M. PUBLIC HEARINGS (3 MINUTES PER PERSON)

15. Public Hearing Regarding the Renewal of Downtown Business Improvement District (BID) for Fiscal Year 2016-2017 Including Authorization to Collect Assessments; Ratification of the District Advisory Board; Authorization to Enter Into an Agreement with the Downtown Manhattan Beach Business and Professional Association; and Authorization to Disburse Fiscal Year 2015-2016 Assessments Collected (Finance Director Moe). [RES 16-0044](#)
- CONDUCT PUBLIC HEARING; ADOPT RESOLUTION NO. 16-0044; RATIFY BOARD; APPROVE**

Revenue Services Manager Steve Charilian provided the staff presentation.

Mayor D'Errico opened the Public Hearing for public comments.

Seeing no requests to speak he closed the floor for public comments.

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to adopt Resolution 16-0044 ratify the nominees for Fiscal Year 2016-2017 Business Improvement District Advisory Board, authorize the City Manager and Chairperson of the Business Improvement District Advisory Board Michael Zislis to stand in agreement with the Downtown Manhattan Beach Businesses and Professionals Association provide the services and implement the programs identified in the Downtown Manhattan Beach Businesses Improvement District Plan and authorize the disbursement of funds collected for the Business Improvement District for Fiscal Year 2015-2016, approximately \$111,000. The motion was carried by the following vote:

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

16. Public Hearing and Adoption of Resolution No. 16-0041 for a Coastal Development Permit to Modify the Downtown Valet Parking Program in the Appealable Coastal Zone (Community Development Director Lundstedt).

[RES 16-0041](#)

CONDUCT PUBLIC HEARING AND ADOPT RESOLUTION NO. 16-0041

Community Development Director Marisa Lundstedt provided a brief clarification regarding Agenda Item No. 16 and No. 17. Agenda Item No. 16 is only a proposal to increase rates.

City Traffic Engineer Erik Zandvliet provided the PowerPoint presentation.

City Traffic Engineer Zandvliet, City Attorney Quinn Barrow, and Community Development Director Lundstedt responded to City Council questions.

Mayor D'Errico opened the Public Hearing for public comments and the following comments received were for both Agenda Item No. 16 and Agenda Item No. 17.

Martha Andreani spoke on the differences in business hours due to the season, that the report should include the changes, and extended hours are not needed for valet during the week.

Jackie May read into the record a handout she provided for the record, spoke on the difficulty of parking for residents, is opposed to valet parking.

Craig Cadwallader concerned about the Coastal Act regarding this matter.

Bill Victor is opposed to valet parking, lack of enforcement, and lack of compliance.

Mike Simms, owner of MB Post spoke in support of the extension of valet parking.

Kyle Stigfern has been operating the valet parking in the City for the last seven years, is in support of the extension for the valet parking and suggested benchmarks for the future.

Mayor D'Errico closed the Public Hearing.

City Council discussed their concerns.

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to adopt Resolution No. 16-0041 as revised and direct the City Manager to return to City Council with an RFP with stricter requirements for the program including; required signage with hours of operation for that valet area specifically, maximum number of parking spaces/diagram, no double/triple/roadway blocking traffic allowed, 15 minutes maximum of temporary parking time allowed before the car is permanently parked elsewhere, and contact information for the Police Department. A friendly amendment by Councilmember Howorth, accepted by the maker to have portable signage. The motion carried by the following vote:

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

17. Public Hearing and Adoption of Resolution No. 16-0042 for a Coastal Development Permit to Modify the Existing Downtown Valet Parking Program in the Non-Appealable Coastal Zone (Community Development Director Lundstedt).

[RES 16-0042](#)

CONDUCT PUBLIC HEARING AND ADOPT RESOLUTION NO. 16-0042

There was no staff presentation.

Mayor D'Errico opened the Public Hearing for public comments and the following are the public comments received.

Martha Andreani requested clarification regarding the new proposed site and requested for enforcement to be in place and not enough valet parking.

Jackie May agrees with Martha Andreani and provided an article to be included with her comment for the record.

Bill Victor agrees with Jackie May and requested for the article submitted by Jackie May to be part of his comment and is opposed to the valet parking.

Kelly Stroman, Director for the Downtown Business and Professionals Association, spoke on the Skechers private parking garage and it will most likely not be available to the public due to insurance policy and inquired about the \$10 fee being in effect immediately.

Michael Simms suggested a benchmark for increase in parking prices.

Craig Cadwallader suggested the use of private parking facility for valet use.

Mayor D'Errico closed the Public Hearing for public comments.

City Attorney Quinn Barrow responded to City Council questions.

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to adopt Resolution No. 16-0042 and direct the City Manager to return to City Council with an RFP with stricter requirements for the program including; required signage with hours of operation for that valet area specifically, maximum number of parking spaces/diagram, no double/triple/roadway blocking traffic allowed, 15 minutes maximum of temporary parking time allowed before the car is permanently parked elsewhere, and contact information for the Police Department. Adding condition no. 6, "any proposed increases to the rate should be approved by the City Manager or his or her designee" and 1 B7 – Signing and directional aides, add "and including hours to the City Council". A friendly amendment by Councilmember Howorth, accepted by the maker to have portable signage. The motion carried by the following vote:

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

At 10:03 PM City Council recessed and reconvened at 10:08 PM with all Councilmembers present.

N. OLD BUSINESS

18. Review Alternative Uses for Site and Draft for Request for Proposal for Hotel Developer at Parkview Site (Finance Director Moe). [16-0284](#)

PROVIDE DIRECTION

This item was taken out of order by Mayor D'Errico, and was presented before Agenda Item No. 15 - Public Hearing.

19. Review of Proposed FY 2017-2019 Cost Recovery Fees (Finance Director Moe). [16-0339](#)

DISCUSS AND PROVIDE DIRECTION

Revenue Services Manager Steve Charelian provided brief overview to City Council.

Courtney Ramos, Consultant from Matrix Consulting Group, provided the PowerPoint presentation.

Consultant Ramos and City Manager Mark Danaj responded to City Council questions.

Mayor D'Errico invited public comments:

Bill Victor inquired about the measures for employee tasks and comparisons.

Mayor D'Errico closed public comments.

City Manager Danaj stated there would be a Public Hearing on this subject on July 19, 2016.

20. Update of El Porto Beach Traffic Circulation Study (Community Development Director Lundstedt).

[16-0291](#)

MAINTAIN EXISTING TURN RESTRICTIONS; APPROVE FUNDING APPROPRIATION AND INSTALLATION OF DYNAMIC TURN RESTRICTION SIGNS

City Traffic Engineer Erik Zandvleit provided the PowerPoint presentation and responded to City Council questions.

Mayor D'Errico opened the Public Hearing for public comments and the following are the public comments received.

Bobbi Buescher is opposed to the proposed signage.

Art Merkin is opposed to the removal of the barriers and the signage.

Mayor D'Errico closed the Public Hearing for public comments.

City Council directed staff to return with a solution and use 40th Street traffic as a benchmark and not Highland.

6. First Reading of Ordinance No. 16-0010 Prohibiting Targeted Residential Picketing (City Attorney Barrow).

[ORD 16-0010](#)

WAIVER FURTHER READING; INTRODUCE ORDINANCE NO. 16-0010

This item was taken out of order.

City Attorney Quinn Barrow provided the staff presentation and responded to City Council questions.

Mayor D'Errico invited public comments:

Greg Geiser read into record a brief statement and is in support of the Ordinance.

Mayor D'Errico closed public comments..

Councilmember Burton spoke on the possibilities of a lawsuit and Nuisance Law.

Mayor Pro Tem Lesser and Councilmember Howorth support the Ordinance drafted by the City Attorney.

Mayor D'Errico feels that there is a need to have more discussion regarding the item before the City Council makes a decision.

Councilmember Burton would like to discuss this item more with the City Attorney before voting.

A motion was made by Mayor Pro Tem Lesser, seconded by Councilmember Howorth, to introduce Ordinance No. 16-0010 adding Chapter 4.142 the title for prohibiting targeted residential picketing. The motion carried by the following vote:

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

Abstain: 1 - Burton

21. Acceptance of Donated Real Property, APN 4138-020-002, by Chevron U.S.A. Inc. to City of Manhattan Beach (Interim Public Works Director Saenz).

[RES 16-0043](#)

APPROVE AND ADOPT RESOLUTION NO. 16-0043

This item was continued to the July 19, 2016 City Council Meeting.

22. Award of Contract to NexLevel Information Technology, Inc. for Enterprise Resource Planning Software Consulting Services in the amount of \$61,415 (Information Technology Director Taylor).

[CON 16-0020](#)

APPROVE;APPROPRIATE

This item was continued to the July 19, 2016 City Council Meeting.

O. NEW BUSINESS

8. Written Report Regarding Interim Zoning Ordinance U 15-0017 (Community Development Director Lundstedt).

[16-0347](#)

ISSUE 10-DAY REPORT

This item was pulled from "Consent" by Councilmember Burton to be heard before Agenda Item No. 23.

Mayor D'Errico recused himself at 11:11 PM before Agenda Item No. 8 and Agenda Item No. 23 - An Interim Ordinance Requiring a Use Permit for the Following Uses in the Downtown Commercial Zone, were presented.

Community Development Director Marisa Lundstedt provided the staff presentation.

Mayor Pro Tem Lesser invited public comments. Seeing no requests to speak, he closed the floor for public comments.

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to issue a ten day report. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

23. An Interim Ordinance Requiring a Use Permit for the Following Uses in the Downtown Commercial Zone: (1) Any Office, Business or Professional; Banks and Savings & Loans; Catering Services; or Communications Facilities, Proposed to be Located on The Ground Floor Streetfront; (2) Any Use Proposed to Have More Than 35 Feet of Tenant Frontage on Lots More Than 35 Feet In Depth; (3) Any Use Proposed to Have More Than 50 Feet of Tenant Frontage on Lots 35 Feet or Less In Depth; and (4) Any Retail Sales Use Proposed to Have More Than 1,600 Square Feet of Buildable Floor Area. (Community Development Director Lundstedt).

[ORD
16-0009U](#)

ADOPT URGENCY ORDINANCE NO. ORD 16-0009U

Mayor D'Errico recused himself at 11:11 PM before Agenda Item No. 8 - Written Report Regarding Interim Zoning Ordinance U 15-0017 and Agenda Item No. 23 were presented.

Mayor Pro Tem Lesser presented the item.

Community Development Director Lundstedt provided the PowerPoint presentation.

Motion made by Councilmember Powell, seconded by Councilmember Howorth, to continue with Agenda Item No. 23 only past 11:30 PM. The motion was carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Community Development Director Lundstedt and City Attorney Quinn Barrow responded to City Council questions.

Mayor Pro Tem Lesser invited public comments:

Bill Victor suggested prohibition for any restaurant if they do not have adequate parking based on the number of tables that are inside their restaurant.

Mayor Pro Tem Lesser closed public comments.

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

A motion was made by Councilmember Howorth, seconded by Councilmember Burton, to adopt Ordinance 16-0009U, an interim Ordinance requiring a use permit for the following uses in the Downtown Commercial Zone: (1) any office, business or professional; banks and savings & loans; catering services; or communication facilities, proposed to be located on the ground floor streetfront; (2) any retail sales use proposed to have more than 1,600 square feet of buildable floor area; add a friendly amendment by Councilmember Powell, accepted by the maker to add (e) additional findings that this will not adversely impact parking availability, traffic, noise, pollution, public health, safety and welfare; change Ordinance to "Proliferation of the uses listed in Section 3 without the review afforded by a use permit". A friendly amendment by Councilmember Burton, accepted by the maker to have the Public Hearing on August 16, 2016. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Mayor D'Errico returned to the dais after City Council voted on Agenda Item No. 23 - An Interim Ordinance Requiring a Use Permit for the Following Uses in the Downtown Commercial Zone

- 24.** Discussion of Statement of Intent Process to Address Blight [16-0342](#)
(Community Development Director Lundstedt).

PROVIDE DIRECTION

This item was continued. Councilmember Powell requested a draft Ordinance on the July 19, 2016 City Council Meeting.

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

Councilmember Powell reported that he attended the Independent California Associations Conference, briefly discussed the conference and stated that he served on one of the panels.

Q. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

- 25.** Agenda Forecast (City Clerk Tamura). [16-0327](#)
DISCUSS AND PROVIDE DIRECTION

R. INFORMATIONAL ITEMS

- 26.** Commission Minutes: [16-0332](#)
This Item Contains Minutes of the following City Commission Meetings:
- a.) Library Commission Minutes of May 9, 2016
(Parks and Recreation Director Leyman)
 - b.) Cultural Arts Commission Minutes of May 10, 2016
(Parks and Recreation Director Leyman)
 - c.) Finance Subcommittee Draft Action Minutes of June 16, 2016
(Finance Director Moe)
 - d.) Planning Commission Draft Action Minutes of June 22, 2016
(Community Development Director Lundstedt)
- INFORMATION ITEM ONLY**

S. CLOSED SESSION

City Attorney Quinn Barrow requested to continue the Closed Session item to a Closed Session on Thursday, July 7, 2016 at 1:30 PM in Council Chambers.

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

**1.) CONFERENCE WITH LEGAL COUNSEL (EXISTING LITIGATION)
(Government Code Section 54956.9 (d)(1))**

**Sensible Citizens of Manhattan Beach v. City of Manhattan Beach,
RREEF AMERICA REIT CORP. BBB II;
RREEF AMERICA REIT II CORP. BBB
Case No. BS152854**

**Sensible Citizens of Manhattan Beach v. City of Manhattan Beach
Case No. BC570884**

After the City Council certified an Environmental Impact Report and approved the Village Mall renovation project, the Sensible Citizens of Manhattan Beach filed two lawsuits to challenge the City Council's actions. Trial is scheduled for October 12, 2016.

II. RECESS INTO CLOSED SESSION

III. RECONVENE INTO OPEN SESSION

IV. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

T. ADJOURNMENT

At 11:05 PM, the Mayor adjourned the meeting.

Martha Alvarez
Recording Secretary

Tony D'Errico
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, July 19, 2016

5:30 PM

Closed Session

City Council Chambers

City Council Special Meeting

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

CALL AND NOTICE OF A SPECIAL CITY COUNCIL MEETING

TO THE MEMBERS OF THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH:

NOTICE IS HEREBY GIVEN that the Mayor has called a Special Closed Session Meeting of the City Council of the City of Manhattan Beach, California, to be held at Manhattan Beach City Hall, in the City Council Chambers, 1400 Highland Avenue, Manhattan Beach, California, 90266, at 5:30 p.m. on Tuesday, July 19, 2016, for the purpose of convening a Closed Session of the City Council. The agenda for the meeting is set forth below.

**/s/ Tony D'Errico
Tony D'Errico, Mayor**

**/s/ Liza Tamura
Liza Tamura, City Clerk**

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. CALL MEETING TO ORDER

At 5:30 PM, Mayor D'Errico called the meeting to order.

B. PLEDGE TO THE FLAG

Mayor Pro Tem Lesser led the Pledge of Allegiance.

C. ROLL CALL

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

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

E. PUBLIC COMMENTS (3 MINUTES PER PERSON)

None.

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

At 5:32 PM, City Attorney Quinn Barrow announced the following Closed Session.

City Attorney Quinn Barrow responded to City Council questions.

**1. CONFERENCE WITH LEGAL COUNSEL (EXISTING LITIGATION)
(Government Code Section 54956.9 (d)(1))**

Claim of Brian A. Sweeney for Refund of \$80,000 Donation for Engineering Costs associated with Undergrounding District.

G. RECESS INTO CLOSED SESSION

At 5:37 PM, Mayor D'Errico announced that City Council would recess into Closed Session.

H. RECONVENE INTO OPEN SESSION

At 5:47 PM, the City Council reconvened into Open Session with all Councilmembers present.

I. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

City Attorney Quinn Barrow announced that Council discussed the item but no reportable action was taken.

J. ADJOURNMENT

At 5:48 PM Mayor D'Errico adjourned the meeting.

Martha Alvarez
Recording Secretary

Tony D'Errico
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, July 19, 2016

6:00 PM

Regular Meeting

City Council Chambers

City Council Regular Meeting

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

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

Mayor Pro Tem Lesser led the Pledge of Allegiance.

Councilmember Burton requested 30 seconds of silence for the Police Officers who have lost their lives across the nation.

B. ROLL CALL

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

C. CEREMONIAL CALENDAR

1. Presentation of Certificates of Recognition to the 2016 Graduating Class of the Manhattan Beach Community Emergency Response Team (CERT).

[16-0366](#)

PRESENT

Mayor D'Errico on behalf of the City Council, presented certificates of recognition to the 2016 Graduating Class of the Manhattan Beach Community Emergency Response Team.

President of the Manhattan Beach Community Emergency Response Team Association George Butts announced that the next C.E.R.T. Training Classes will take place from November 3 - November 6, 2016.

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

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

Councilmember Burton requested the following agenda changes:

Move Agenda Item No. 3 – Approve Continued Use of As-Needed Professional Services Agreement with Quantum Quality Consulting, Inc. and SA Associates, Inc. for Utility Design Services to be presented last under “Old Business”;

Move Agenda Item No. 4 – Creation of a Joint Powers Agency to Form the Interoperability Network of the South Bay to be presented last under “New Business”; and

Move Agenda Item No. 17 – Revised City Council Meeting Management Rules to be presented first under “Old Business”

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

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

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

Melissa McCollum, Manager of the Manhattan Beach Library announced that 593 kids are tracking their reading during the Summer Reading Program and earning prizes for this summer. All children are welcome to attend the Bubblemania Show on July 20, 2016 at 11:00 AM and on July 27, 2016 at 11:00 AM for a special music concert and that the Summer Reading Game Cards will end August 20, 2016.

Councilmember Powell reminded everyone about the Older Adult Program will be having the "Outside the Lines : A Senior Art Show" from July 21, 2016 through August 6, 2016 at the Art Center and the opening reception will be on July 21, 2016 from 5:00 PM - 7:00 PM. Thanked and supports fully the Manhattan Beach Police Department for all their community service.

G. CITY MANAGER REPORT

City Manager Mark Danaj reported on the following items:

-the 57th Annual Manhattan Beach Open event and thanked the departments that were involved in making this event a successful and safe event for the public;

-the water desalination and environmental impact report and how the City will be using the information released by the West Basin report to hire consultants and assist the City in the desalination project;

-the Gelson's Supermarket release of the mitigated negative declaration draft for public review on July 21, 2016 and all public comments are welcomed from July 21, 2016 through August 20, 2016, copies will be available at City Hall, Police Department, Fire Department, Library, Joslyn Community Center, and online; and

-the subcommittee and staff met with the Los Angeles Director this month to discuss library finances, future program and service enhancements.

City Manager Danaj responded to City Council questions.

H. CITY ATTORNEY REPORT

None.

I. PUBLIC COMMENTS (3 MINUTES PER PERSON FOR ONE ITEM, A MAXIMUM OF 6 MINUTES IF A SPEKER WANTS TO COMMENT ON MORE THAN ONE ITEM)

Mayor D'Errico opened the floor to public comment.

The following individuals provided public comment:

Janet Murphy thanked the City Council for voting against the hotel and spoke on Agenda Item No. 13 against a November 2016 City Council Election.

Martha Andreani spoke on Agenda Item No. 10 in support of the item, but opposed to the memorial plaque. On Item No. 13 in support of SB415 and extending the terms of City Councilmembers. She further added support for the ground floor usage in downtown, thanked the Manhattan Beach Police Officers and Firefighters and said it was a great Manhattan Beach Open.

Jeanne Hendricks supports extension of City Council terms, not reducing them.

Anne Kelly spoke on Agenda Item No. 8 and requested a 100% fee waiver for the Old Hometown Fair.

Bill Victor remarked about a lack of handicap parking for the Manhattan Beach Open.

Kathy Clark reported that the residents of 7th Street are happy with the repairs done to their street and asked about enacting parking limits during the Farmers Market.

Russ Lesser noted that he was a former City Councilmember and not in favor of extending Councilmembers terms regarding Agenda Item No. 13.

Tony Choueke thanked the City Council for all of their responses to e-mails.

Craig Cadwallader mentioned a Town Hall Meeting this Thursday at the Joslyn Community Center on Desalination.

Bob Holmes remarked that extending Councilmember terms was inappropriate.

Will Arvizo brought up pension shortfalls, and wants to see the website changed to reflect correct dollars of what the City owes.

Seeing no further requests to speak, Mayor D'Errico closed the public comments.

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

2. Planning Commission Approval of a Coastal Development Permit for the construction of a new single family residence at 128 21st Street (Community Development Director Lundstedt).
CONTINUED FROM THE JULY 5, 2016 CITY COUNCIL MEETING
BY ORDER OF THE CHAIR, RECEIVE AND FILE

[16-0338](#)

By order of the Chair, report was received and filed.

K. CONSENT CALENDAR (APPROVE)

Previously City Council made the following changes regarding "Consent" items.

Councilmember Burton requested the following agenda changes:

Move Agenda Item No. 3 – Approve Continued Use of As-Needed Professional Services Agreement with Quantum Quality Consulting, Inc. and SA Associates, Inc. for Utility Design Services to be presented last under "Old Business"; and

Move Agenda Item No. 4 – Creation of a Joint Powers Agency to Form the Interoperability Network of the South Bay to be presented last under "New Business"

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to approved the Consent Calendar, Item Nos. 5-7. The motion carried by the following vote:

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

3. Approve Continued Use of As-Needed Professional Services Agreement with Quantum Quality Consulting, Inc. and SA Associates, Inc. for Utility Design Services (Interim Public Works Director Saenz). [16-0353](#)
APPROVE

Item has been moved to be presented as last item under "Old Business".

4. Creation of a Joint Powers Agency to Form the Interoperability Network of the South Bay (Fire Chief Espinosa). [16-0350](#)
APPROVE

Item has been moved to be presented as last item under "New Business".

5. Agreement with the Beach Cities Health District for Grant Funding for Paramedic Education and Medical Supplies (Fire Chief Espinosa). [16-0360](#)
APPROVE

The recommendation for this item was approved.

6. Financial Report: [16-0318](#)
a) Schedule of Demands: June 23, 2016
b) Investment Portfolio for the Month Ending May 31, 2016
c) Month End Report for May 31, 2016
(Finance Director Moe).
ACCEPT REPORT AND DEMANDS

The recommendation for this item was approved.

7. City Council Minutes:

[16-0351](#)

This Item Contains Minutes of the following City Council Meeting:

a) City Council Regular Meeting Minutes of June 21, 2016

CONTINUE TO THE AUGUST 2, 2016 CITY COUNCIL MEETING

b) City Council Regular Meeting Minutes of July 5, 2016

CONTINUE TO THE AUGUST 2, 2016 CITY COUNCIL MEETING

c) City Council Adjourned Meeting - Closed Session Minutes of July 7, 2016

APPROVE

d) City Council Adjourned Meeting - Boards & Commissions Interviews Minutes of July 7, 2016

APPROVE

(City Clerk Tamura).

The recommendation for this item was approved.

L. PUBLIC HEARINGS (3 MINUTES PER PERSON)

8. Adoption of Fiscal Year 2016-17 Through Fiscal Year 2018-2019
Citywide Cost Recovery Fees (Finance Director Moe).

[RES 16-0037](#)

- a) **CONDUCT PUBLIC HEARING**
b) **ADOPT RESOLUTION NO. 16-0037**

Mayor D'Errico introduced the item.

Revenue Services Manager Steve Charelian provided the staff presentation.

Courtney Ramos Consultant from Matrix Consulting Group responded to City Council questions.

Mayor D'Errico opened the floor for Public Comments and the following members of the public provided comments:

Bill Victor spoke on the non-comparison to other municipalities and see how the City measures to other cities.

Will Arvizo spoke on Proposition 218 and that spending should be limited within the City.

Phil Reimert spoke on the confusion of tickets and fees within the City.

Mayor D'Errico closed the floor for Public Comments.

Consultant Ramos, City Manager Mark Danaj, Finance Director Bruce Moe, Community Development Director Marisa Lundstedt and City Attorney Quinn Barrow responded to City Council questions.

Councilmember Burton requested for staff to provide the City Council with a copy of the Community Development Efficiency Report.

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to adopt Resolution No. 16-0037 for Fiscal Year 2016-17 through Fiscal Year 2018-19 Citywide cost recovery fees. The motion carried by the following vote:

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

9. Adoption of Annual Storm Water Service Fee for Fiscal Year
2016-2017 (Finance Director Moe).

[RES 16-0025](#)

- a) **CONDUCT PUBLIC HEARING**
b) **ADOPT RESOLUTION NO. 16-0025**

Mayor D'Errico introduced the item.

Finance Director Bruce Moe provided the staff presentation and responded to City Council questions.

Mayor D'Errico opened the floor for Public Comments, seeing none he closed Public Comments.

A motion was made by Councilmember Burton, seconded by Mayor Pro Tem Lesser, to adopt Resolution No. 16-0025 regarding the annual storm water service fee for fiscal year 2016-2017. The motion carried by the following vote:

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

At 7:22 PM City Council recessed and reconvened at 7:28 PM with all Councilmembers present.

M. OLD BUSINESS

17. Revised City Council Meeting Management Rules (City Clerk Tamura).

[RES 16-0049](#)

ADOPT RESOLUTION NO. 16-0049

This item was pulled by Councilmember Burton to be presented as first item under "Old Business".

Mayor D'Errico introduced the item.

City Attorney Quinn Barrow presented the staff presentation and responded to City Council questions.

Mayor Pro Tem Lesser requested for the word "to" (page 319, "to extend the meeting") to be removed from Section 2A to read, "extend the meeting". City Council concurred.

Councilmember Burton concerned with the meetings ending at 11:30 PM, recommended 11:00 PM.

Mayor D'Errico invited public comments:

Jan Dennis spoke on the elections item, will return to provide comment later during Agenda Item No. 13.

Will Arvizo asked for clarification regarding the allotted minutes during public comments and throughout the meeting.

Bill Victor asked for a staff presentation regarding the item.

Mayor D'Errico closed public comments.

City Council agreed that the changes made to the resolution are the right changes to allow Public Comments throughout the meeting and having an 11:00 PM ending time for the time but with the availability for City Council to vote and extend the meeting if needed.

Motion by Councilmember Burton, seconded by Councilmember Powell, to adopt Resolution No. 16-0049 City Council Meeting Management as amended with a City Council Regular Meeting ending time at 11:00 PM. The motion carried by the following vote:

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

10. Cooperative Agreement Between City of Manhattan Beach, Oceanographic Teaching Stations, Inc., and Harrison Greenberg Foundation for Improvements to Roundhouse Aquarium (Interim Public Works Director Saenz).

[CON 16-0025](#)

APPROVE

Mayor D'Errico introduced the item.

Mayor Pro Tem Lesser disclosed that he had made a contribution to the foundation, which is a party to the agreement, but he felt that he could act impartial to the item and the decisions made regarding Agenda Item No. 10 and decided that he will be sitting for the proceeding.

Councilmember Howorth, Mayor D'Errico and Councilmember Powell disclosed that individually they have met with the Greenberg Foundation and with the OTS to have discussions.

Councilmember Burton disclosed that he too had made a personal donation and has had discussions with both the Greenberg Foundation and OTS.

Interim Public Works Director Raul Saenz provided the staff presentation and responded to City Council questions.

Mayor D'Errico invited public comments:

Bill Victor suggested a Cafe to be available for the visitors and would like for the exterior of the Roundhouse not to change.

Will Arvizo spoke on the plaque and the previous plaques from donors at the Roundhouse.

Mayor D'Errico closed public comments.

City Council thanked staff and everyone who has worked together regarding the Roundhouse.

Mayor D'Errico requested recognition of Lynne Gross at a future City Council Meeting for her participation and work done regarding the Roundhouse.

A motion was made by Councilmember Powell, seconded by Mayor Pro Tem Lesser, to approve the cooperative agreement between City of Manhattan Beach, Oceanographic Teaching Stations, Inc. and Harrison Greenberg Foundation for Improvements to Roundhouse Aquarium, allow the City Manager to approve and continue with the contract as amended and to approve the transition for the Mayor Pro Tem Lesser's membership to the subcommittee. The motion carried by the following vote:

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

11. Award of Contract to NexLevel Information Technology, Inc. for Enterprise Resource Planning Software Consulting Services in the amount of \$61,415 (Information Technology Director Taylor).
CONTINUED FROM THE JULY 5, 2016 CITY COUNCIL MEETING
APPROVE;APPROPRIATE

[CON 16-0020](#)

Information Technology Director Sanford Taylor presented the PowerPoint presentation.

Information Technology Director Taylor and Finance Director Bruce Moe responded to City Council questions.

Mayor D'Errico invited public comments:

Bill Victor spoke on consultants hired by the City.

Mayor D'Errico closed public comments.

Mayor D'Errico addressed the hiring of consultants for the City regarding IT items.

A motion made by Councilmember Howorth, seconded by Mayor Pro Tem Lesser, to approve the contract to NexLevel Information Technology, Inc. for enterprise resource planning software consulting services in the amount of \$61,415. The motion carried by the following vote:

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

12. Appointment of Seat No. 5 of the Parks and Recreation Commission (Commissioner Thomas Allard) (City Clerk Tamura).
APPOINT

[16-0346](#)

City Clerk Liza Tamura responded to the City Council question.

Mayor D'Errico provided brief description of the process taken by City Council.

Mayor D'Errico invited public comments. Seeing no requests to speak, he closed public comments.

Motion made by Councilmember Burton, seconded by Councilmember Powell to appoint Sue Allard to Seat No. 5 of the Parks and Recreation Commission. The motion carried by the following vote:

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

Mayor D'Errico thanked all the candidates that interviewed for Seat No. 5. Encouraged all interviewees to come back again for other seats that open in any of the Commissions.

13. Consideration of Potential Election Date Change Alternatives to Meet the California Voter Participation Rights Act (California State Senate Bill 415) Requirements for the City of Manhattan Beach Including Introduction of Ordinance No. 16 0014 Changing the City's Election Date and Extending Current Elected Officials Terms by Eight Months (City Clerk Tamura).
- DISCUSS AND PROVIDE DIRECTION; WAIVE FURTHER READING AND INTRODUCE ORDINANCE NO. 16-0014**

[ORD 16-0014](#)

Mayor D'Errico introduced the item.

City Clerk Liza Tamura provided the staff presentation.

City Attorney Quinn Barrow and City Clerk Tamura responded to City Council questions.

Mayor D'Errico invited public comments:

Jan Dennis in support of extending the Councilmember terms.

Craig Cadwalder in support of extending the Councilmember terms.

Bill Victor in support of getting the highest voter turnout possible for any of the City elections.

Mayor D'Errico closed public comments..

Councilmember Powell responded to comments made earlier by members of the public.

Motion by Councilmember Howorth, seconded by Mayor Pro Tem Lesser, for staff to come back with a draft resolution that includes option 1, that on the March 17 election there will be three elected for three years and eight months and on the March 2019 election there will be two elected for three years and eight months terms.

City Clerk Tamura and City Attorney Barrow responded to City Council questions.

Substitute motion by Councilmember Burton, seconded by Mayor D'Errico, to place ballot measure on the March 2017 elections and have the residents vote if Council should decide for extended or short election terms.

Councilmember Powell does not agree with the substitute motion because he would like to see the maximum voter turnout during the November election.

Councilmember Howorth agrees that it is important for public input but it will require a lot of public outreach and does not support the substitute motion.

Mayor Pro Tem Lesser does not support the substitute motion but requested the logistics of the substitute motion.

Councilmember Burton withdrew substitute motion.

Mayor D'Errico is concerned with the first motion because the November election might still receive a low voter turnout, the substitute motion allowed for higher voter

turnout during the March elections.

All Councilmembers agreed that they were not attempting to extend their own terms while making the decision for this item.

A motion by Councilmember Howorth, seconded by Mayor Pro Tem Lesser, for staff to come back with a draft resolution that includes option 1, for staff to come back with a draft resolution that includes option 1, that on the March 17 election there will be three councilmembers elected for three years and eight months and on the March 2019 election there will be two Councilmembers elected for three years and eight months terms. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Nay: 1 - D'Errico

14. Second Reading of Ordinance No. 16-0010 Prohibiting Targeted Residential Picketing (City Attorney Barrow).

[ORD 16-0010](#)

ADOPT ORDINANCE NO. 16-0010

City Attorney Quinn Barrow provided the staff presentation.

City Attorney Barrow and City Manager Mark Danaj responded to City Council questions.

Mayor D'Errico invited public comments. Seeing no requests to speak, he closed public comments.

Motion by Councilmember Howorth, seconded by Mayor Pro Tem Lesser, to adopt Ordinance No. 16-0010 Prohibiting Targeted Residential Picketing.

Councilmember Burton wants the ordinance to provide more details and limitations as to what officers should do.

Friendly amendment by Councilmember Burton to have the City Attorney, the Police Chief and the Risk Manager to work together and include limited restrictions on the ordinance.

Friendly amendment not accepted by Councilmember Howorth, the maker of the motion.

Mayor D'Errico, Councilmember Burton and Councilmember Powell would like the ordinance to contain more details and specifications.

A motion was made by Councilmember Howorth, seconded by Mayor Pro Tem Lesser, for the City Attorney to return and provide the Klein opinion and other court opinions and options for narrowing the ordinance. The motion carried by the following vote:

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

At 9:49 PM City Council recessed and reconvened at 9:55 PM with all Councilmembers present.

3. Approve Continued Use of As-Needed Professional Services [16-0353](#)
Agreement with Quantum Quality Consulting, Inc. and SA Associates,
Inc. for Utility Design Services (Interim Public Works Director Saenz).
APPROVE

This item was pulled from "Consent" by Councilmember Burton.

City Manager Mark Danaj responded to City Council questions.

Councilmember Burton is concerned with the amounts of money that are coming back for "as-needed" contracts at different times and there are projects that have not been started.

A motion was made by Councilmember Howorth, seconded by Mayor Pro Tem Lesser, to approve Item No. 3, continued use of as needed professional services agreement. The motion carried by the following vote:

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

Nay: 1 - Burton

N. NEW BUSINESS

15. Petition to File Late Claim for Refund of Underground Utilities, or, Alternatively, Petition for Reconsideration (City Attorney Barrow).

[16-0370](#)

CONSIDER REQUEST AND PROVIDE DIRECTION

City Attorney Quinn Barrow provided a brief presentation and responded to City Council questions. Mr. Sweeney donated \$80,000 for engineering costs for an undergrounding district that was dissolved.

Mayor D'Errico invited public comments:

Brian Sweeney provided details as to the circumstances and responded to City Council questions.

Mayor D'Errico closed public comments.

City Attorney Barrow responded to City Council questions.

Each of the Councilmembers expressed sympathy for Mr. Sweeney.

Mayor Pro Tem Lesser and Councilmember Howorth each stated they would not like for the City to open themselves for a lawsuit by accepting the late claim.

Mayor D'Errico and Councilmember Burton stated that, by granting leave, the Council was not approving the claim, it will allow for the claim to follow the normal process.

A motion was made by Councilmember Burton, seconded by Mayor D'Errico, to accept a late file claim petition for refund of the donation for Brian Sweeney.

The motion failed by the following vote:

Aye: 2 - Burton and Mayor D'Errico

Nay: 3 - Lesser, Howorth and Powell

4. Creation of a Joint Powers Agency to Form the Interoperability Network of the South Bay (Fire Chief Espinosa).

[16-0350](#)

APPROVE

Item was pulled from "Consent" by Councilmember Burton.

Fire Chief Robert Espinosa presented the staff presentation.

Fire Chief Espinosa, City Manager Mark Danaj, and City Attorney Quinn Barrow responded to City Council questions.

Mayor D'Errico invited public comments. Seeing no requests to speak, he closed public comments.

Councilmember Burton requested for a joint meeting with Hermosa Beach to be scheduled as soon as possible.

Councilmember Howorth suggested for an item presentation and not a full joint meeting.

Mayor Pro Tem Lesser requested for discussion to begin as an agenda item and later move forward to a joint/study session.

A motion was made by Mayor Pro Tem Lesser, seconded by Councilmember Howorth, to approve the creation of a joint powers agency to form the interoperability network of the South Bay and agenda the item for discussion of potential impacts to service delivery to Manhattan Beach if Hermosa Beach no longer is an automatic aid partner, to begin the discussions which should continue to a study session. The motion carried by the following vote:

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

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

Councilmember Howorth for the record stated that she handed documents from all the meetings attended to the City Clerk's office.

Mayor Pro Tem Lesser attended the County Librarian meeting, would like for money from the budget to be brought forward to the entire City Council in order for the money to go to other groups.

P. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

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

[16-0355](#)

Councilmember Powell requested for the blight item to be presented on Aug. 16 as first item under "Old Business".

Mayor Pro Tem Lesser requested for the "Report on the Potential Impacts of Fire and Medical Services in Manhattan Beach if Hermosa Beach Contracts Fire Services with the Los Angeles County Fire Department" that was just discussed to return for discussion.

City Manager Mark Danaj suggested August 2, 2016 and responded to City Council questions.

Councilmember Howorth requested for the "Ordinance No. 16-0010 Prohibiting Targeted Residential Picketing" to return on August 16, 2016.

City Attorney Quinn Barrow responded to the City Council questions and suggested that the "Ten Day Report - IZO" be moved from "New Business" to "Consent" on the August 2, 2016.

Councilmember Burton requested an update on "Short Term Rentals", to schedule an Emergency Study Session regarding CALPers to discuss the impacts, and a status report on Fire Station No. 2.

Councilmember Powell and Councilmember Burton requested for staff to come back and present a report on the Hometown Fair fees.

Q. INFORMATIONAL ITEMS

17. Revised City Council Meeting Management Rules (City Clerk Tamura).
ADOPT RESOLUTION NO. 16-0049

[RES 16-0049](#)

This item was pulled by Councilmember Burton and presented as the first item under "Old Business".

R. CLOSED SESSION

None.

S. ADJOURNMENT

At 10:57 PM Mayor D'Errico adjourned the meeting.

Agenda Date: 8/2/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Marisa Lundstedt, Community Development Director
Andy Sywak, Economic Vitality Manager

SUBJECT:

Second Reading of Ordinance No. 16-0007 Amending the Municipal Code to Provide a Process for Modifying Construction Hours Under Limited Circumstances (Community Development Director Lundstedt).

SECOND READING AND ADOPT ORDINANCE NO. 16-0007

RECOMMENDATION

Staff recommends that City Council adopt Ordinance No. 16-0007.

FISCAL IMPLICATIONS:

The adoption of the ordinance will have no direct fiscal impacts. However, sales tax revenue could ultimately be affected depending on whether the City modifies construction hours on a case-by-case basis.

BACKGROUND:

After reviewing draft ordinances at the June 7, 2016 City Council meeting, the City Council adopted a revised Urgency Ordinance No. 16-0007U and introduced a revised Ordinance No. 16-0007 amending Municipal Code Section 5.48.060 to provide a process for allowing modified construction hours on a case-by-case basis. The attached Legislative Digest includes all of the proposed revisions to the Code, including those revisions added by the Council prior to first reading.

DISCUSSION:

Ordinance No. 16-0007, as revised prior to first reading, is returning to the City Council for second reading and adoption.

ENVIRONMENTAL REVIEW

The ordinance is not a project within the meaning of the California Environmental Quality

Act because the ordinance is only an enabling ordinance allowing persons to request modified construction hours, at which time the City can consider any environmental impacts arising from the specific request.

LEGAL REVIEW

The City Attorney has approved the draft ordinance as to form.

Attachments

1. Ordinance No. 16-0007
2. Legislative Digest
3. City Council Regular Meeting Minutes of June 7, 2016 (Excerpt)

ORDINANCE NO. 16-0007

AN ORDINANCE OF THE CITY OF MANHATTAN BEACH AMENDING SECTION 5.48.060 (CONSTRUCTION) OF CHAPTER 5.48 (NOISE REGULATIONS) OF THE MANHATTAN BEACH MUNICIPAL CODE TO ALLOW THE CITY COUNCIL AND DIRECTOR TO MODIFY CONSTRUCTION HOURS UNDER LIMITED CIRCUMSTANCES

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. The City Council hereby amends Subsection a of Section 5.48.060 to read as follows:

“Except as provided in this Section, all construction activities shall be prohibited, except between the following hours:

Mondays through Fridays	7:30 a.m. and 6:00 p.m.
Saturdays	9:00 a.m. and 6:00 p.m.”

SECTION 2. The City Council hereby amends and re-letters Subsection 5.48.060 B 8 as Subsection 5.48.060 G to read as follows:

“G. Exceptions. The following activities may occur at hours other than those specified in Subsection A, provided such activities do not violate the noise disturbance provisions set forth in Section 5.48.140:

1. Home improvements or repairs not requiring a City permit, such as carpeting, cabinet work, or any painting not described in subsection (B)(5) of this Section, and
2. Routine maintenance or replacement of such items as, but not limited to, water heaters, dishwasher units, and garbage disposals.”

SECTION 3. The City Council hereby adds a new Subsection 5.48.060 H to read as follows:

“H. Modification of Hours.

1. Director Authorization. Upon request, the Director may modify the hours for interior construction activity on commercial property under limited circumstances. The Director shall consider the noise disturbance criteria listed in Section 5.48.140 in determining whether to modify the hours. The Director may impose conditions to mitigate or eliminate any potential adverse impacts arising from the activities and may require prior notice to persons and businesses in the vicinity. The Director may forward the

request to the City Council for its consideration.

2. Council Authorization. Upon request, the City Council may modify the hours for construction activity under limited circumstances. The Council shall consider the noise disturbance criteria listed in Section 5.48.140 in determining whether to modify the hours. The Council may impose conditions to mitigate or eliminate any potential adverse impacts arising from the activities and may require prior notice to persons and businesses in the vicinity.”

SECTION 4. The City Council hereby directs the City Clerk to re-letter Subsection 5.48.060 G (Penalties) as Subsection 5.48.060 I.

SECTION 5. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Government Code Section 36933.

PASSED, APPROVED and ADOPTED this 2nd day of August, 2016

AYES:
NOES:
ABSENT:
ABSTAIN:

TONY D'ERRICO
Mayor

ATTEST:

LIZA TAMURA
City Clerk

APPROVED AS TO FORM:



QUINN M. BARROW
City Attorney

LEGISLATIVE DIGEST FOR ORDINANCE NO. 16- 0007

1. “Except as provided in this Section” has been added to the first paragraph of Subsection 5.48.060 A as follows:

“A. Except as provided in this Section, all construction activities shall be prohibited, except between the following hours:

7:30 a.m. and 6:00 p.m.	Mondays through Fridays
9:00 a.m. and 6:00 p.m.	Saturdays”

2. Subsection 5.48.060 (B)(8) (Exception) has been clarified and moved to Subsection G, to read as follows:

“G. Exceptions. The following activities may occur at hours other than those specified in Subsection A, ~~The following are exempt from the hours of construction activity prohibited in this section,~~ provided such activities do not violate the noise disturbance provisions set forth in Section 5.48.140: ~~noise disturbances, as described in Section 5.48.140 of this chapter, are not violated.~~

- a. Home improvements or repairs not requiring a City permit, such as carpeting, cabinet work, or any painting not described in subsection (B)(5) of this Section, and
- b. Routine maintenance or replacement of such items as, but not limited to, water heaters, dishwasher units, and garbage disposals.”

3. A new Subsection 5.48.060 H has been added to read as follows:

“H. Modification of Hours.

1. Director Authorization. Upon request, the Director may modify the hours for interior construction activity on commercial property under limited circumstances. The Director shall consider the noise disturbance criteria listed in Section 5.48.140 in determining whether to modify the hours. The Director may impose conditions to mitigate or eliminate any potential adverse impacts arising from the activities and may require prior notice to persons and businesses in the vicinity. The Director may forward the request to the City Council for its consideration.

2. Council Authorization. Upon request, the City Council may modify the hours for construction activity under limited circumstances. The Council shall consider the noise disturbance criteria listed in Section 5.48.140 in determining whether to modify the hours. The Council may impose conditions to mitigate or eliminate any potential adverse impacts arising from the activities and may require prior notice to persons and businesses in the vicinity.”

4. Subsection 5.48.060 G (Penalties) has been moved to Subsection I.

14. Ordinance Amending the Municipal Code to Allow the City Council to Modify Construction Hours Under Limited Circumstances (Community Development Director Lundstedt).

ORD 16-0007

Adopt Urgency Ordinance 16-0007U and Introduce Ordinance to No. 16-0007 to Amend Municipal Code Section 5.48.060 to Provide City Council the Authority to Modify Construction Hours Under Limited Circumstances.

Agenda Item No. 14 and Agenda Item No. 15 were presented concurrently per Councilmember Burton's request.

Community Development Director Marisa Lundstedt provided the City Council presentation.

City Attorney Quinn Barrow and Community Development Director Lundstedt responded to City Council questions.

City Attorney Barrow read the title of Urgency Ordinance No. 16-0007U and Ordinance No. 16-0007.

Motion made by Councilmember Burton, seconded by Councilmember Powell, to adopt Urgency Ordinance No. 16-0007U an urgency ordinance of the City of Manhattan Beach amending section 5.48.060 Construction of Chapter 5.48 noise regulations of the Manhattan Beach Municipal Code to allow the City Council and Director to modify the construction hours under limited circumstances. Section 3 new subsection 1 and will have modification of Hours and will have Director Authorization, upon request the Director may extend the hours for interior construction activity for Commercial properties under limited circumstances, the Director should consider the noise disturbance criteria listed in Section 5.48.140 in determining whether to modify the hours. The Director may impose condition to mitigate or eliminate any potential adverse impact rising from the activities and may require prior notice to persons and businesses in the vicinity, the Director may forward the request to the City Council for its consideration. H will now be subsection 2 of H. The motion was carried by the following vote:

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

Motion made by Councilmember Burton, seconded by Councilmember Powell, to introduce Ordinance 16-0007 to allow the City Council and director to modify construction hours under limited circumstances and to reflect the changes for Ordinance 16-0007U. The motion was carried by the following vote:

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

Agenda Date: 8/2/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Bruce Moe, Finance Director

Raul Saenz, Interim Public Works Director

SUBJECT:

Review of Potential Revenue Enhancement Options; Status Report on Fire Station #2, Municipal Pool and Parking Structure/City Hall Feasibility Studies; Report on Water and Wastewater Utility Rate Studies (Finance Director Moe/Public Works Director Saenz).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council: a) discuss various options available to enhance revenues in order to fund Storm Water, Street Lighting and various capital improvements; b) receive a status report regarding Fire Station #2, municipal pool and parking structure/new City Hall feasibility studies; c) receive a report on water and wastewater utility rate studies, and d) provide direction on whether or not to continue with the capital project feasibility studies, and with polling and public outreach related to ballot revenue measures.

EXECUTIVE SUMMARY:

This report draws together fiscal discussions over the past several years ranging from Storm Water and Street Lighting/Landscape District subsidies and funding, to capital projects and utility rates. The purpose is to provide the City Council with a refresher on past discussions, and to seek direction on the approaches to be undertaken in addressing those unfunded needs. Funding sources for those needs range from fees and assessments to increasing existing taxes, or implementing entirely new tax measures. Each option includes a public approval process described in the report. Past staff reports and relevant materials are provided as a basis for review and discussion.

FISCAL IMPLICATIONS:

The City has unmet funding needs which ultimately may require additional revenues to provide sufficient resources to satisfy those needs. For example, the City currently subsidizes Storm Water and Street Lighting and Landscaping District activities. Over the

next five years, those subsidies, if no new revenues are generated, are expected to total approximately \$6.5 million, which reduces funds available for General Fund purposes including police, fire and paramedics, as well as general non-enterprise capital improvement projects.

Additionally, there is currently not a regular funding stream for non-enterprise capital projects such as the replacement of Fire Station #2, a municipal pool and additional downtown parking/City Hall replacement. Without such funding sources, projects must rely primarily on year-end General Fund surpluses, which are subject to fluctuation based fiscal performance, leaving capital projects as an afterthought to operations.

Revenue enhancement options that may be used to address these unfunded needs are discussed within this report.

BACKGROUND:

At the February 2, 2016 City Council meeting, City Council authorized funds for a feasibility study and revenue polling for three high priority projects: Fire Station #2, a municipal pool and additional downtown parking/replacement of City Hall. Separately, City Council also requested a report on various revenue enhancement options that might be considered in an effort to address unfunded needs including Storm Water, Street Lighting and Capital Improvements (such as Fire Station #2 replacement).

DISCUSSION:

Over the past few years, City Council has discussed a number of revenue enhancements in order to address various needs. These include storm water fees, street lighting and landscaping district assessments, transient occupancy taxes, and a sales transaction tax. Adjustments/implementation of these revenues requires various levels of voter approval in order to enact.

Storm Water and Street Lighting

The initial revenue discussions centered on repairing the underfunding of Storm Water and Street Lighting/Landscape District activities which have resulted in General Fund subsidies estimated to be \$5 million for both activities over the coming five years. In 2015, staff presented preliminary studies, options and survey results for increased Storm Water and Street Lighting fees and assessments (Attachments #1 - #5). Increases in both of these existing revenue sources are needed since costs for these activities exceed existing revenues, which have remained fixed since 1996. The study performed by Harris and Associates determined that the annual Storm Water fee would need to be increased from a typical charge of \$19 to \$192, and the Street Lighting assessments would need to be increased from \$17 to \$39 (standard lighting) in order to fully fund these activities without continued General Fund subsidies.

In public opinion polling on these topics, neither Storm Water or Street Lighting and Landscaping garnered the majority required for passage of the full fees and assessments. Property owner support for the Street Lighting and Landscaping measure, in particular, was quite low. Even when the proposed assessment was reduced to 60% of the requirement, support never eclipsed 38% once the weighted votes were factored in.

Support was stronger for the Storm Water fee (reaching 44% at 60% of the required fee, but it's clear that for a measure to have a reasonable chance of success a more modest fee (e.g., \$35 to \$49 per year for the typical property) would be required, along with a number of other conditions spelled out in the report (clear support from the City Council, effective public education, a well-organized independent campaign, etc.).

It is clear that without new sufficient revenues to support the Storm Water and Street Lighting activities, the General Fund will continue to be the primary source of funding. This syphons moneys from mission critical operations in the General Fund including Police, Fire, Paramedics, Building and Planning, Parks and Recreation, Code Enforcement and general governmental activities. Further, as the City Council looks for funding sources to address capital projects, this subsidy may obstruct those goals.

Given the survey results on Storm Water and Street Lighting, City Council discussed other possible revenue enhancements including an increase in the Transient Occupancy Tax, implementation of a Utility User Tax, and creation of a Sales Transaction Tax. Those are discussed below:

Other Potential Revenues

Transient Occupancy Tax (TOT)

The City currently collects a 10% TOT on all hotel and motel room rentals. The City allocates fifteen percent of the hotel and motel TOT to the City's Capital Improvement Project (CIP) fund for debt service on the Police/Fire facility and to fund general non-enterprise or Special Revenue fund improvements. The balance is deposited in the General Fund. The TOT for FY 2016-2017 is projected to generate \$5.2 million. As a result, each 1% increase in the TOT rate would be expected to generate \$520,000.

Attachment #6 includes a survey of TOT and UUT rates of surrounding cities. Other agencies' TOT rates range from 10% in Hermosa Beach to 14% in Santa Monica, Beverly Hills, Inglewood and Los Angeles (these rates exclude any tourism or hotel improvement district fees).

Changes to the TOT require a vote by the electorate. If the funds will be used for general purposes then a simple majority is required for passage. If the funds are to be dedicated to a particular purpose, then a super majority (2/3rds) approval is required.

Utility User Tax (UUT)

While the City of Manhattan Beach does not currently have this tax, it is common for cities to impose (with voter approval) a tax on the use of utilities. These typically include cable television, telephone service, natural gas, electricity, water, sewer, etc.

Attachment #6 includes the UUT rates for other communities, which range from 0% to 10% depending upon the utility being taxed. The City of Beverly Hills does not impose or collect the tax. The other cities listed range from 2% to 10%.

A preliminary analysis of a UUT in Manhattan Beach indicates potential annual revenue of

approximately \$825,000 from each 1% if charged on the aforementioned services (with the exception of telephone services for which we have no current data on revenues generated by the carriers). Imposing a UUT requires a vote of the electorate. If the funds will be used for general purposes then a simple majority is required for passage. If the funds are to be dedicated to a particular purpose, then a super majority (2/3rds) approval is required.

Sales Transaction Tax (STT)

An increasingly popular method for cities to generate revenue is through an increase in the local sales tax (a transaction tax). Cities have used this tool to fund general needs as well as specific purposes including police/fire services, flood control, streets and road, etc. This is also a way to have some of the burden be carried by Manhattan Beach's non-resident/visitor population.

Like the TOT and UUT, imposing a STT requires a vote by the electorate. If the funds will be used for general purposes then a simple majority is required for passage. If the funds are to be dedicated to a particular purpose, then super majority (2/3rds) approval is required. Statistics on statewide ballot measures in June 2016 indicate that 75% of city general purpose sales transaction tax ballot measures were successful (6 out of 8 measures). **Specific purpose** city sales transaction tax measures have been less successful; only one out of six such measures passed (largely due to the higher approval threshold).

By way of mechanics, the sales transaction tax would be added to the existing sales tax rate in Manhattan Beach (9%), and collected on all retail transactions. Staff estimates each one-quarter percent (.25%) of sales transaction tax would generate approximately \$2.2 million annually. The maximum transaction tax allowable by law is 2%.

Timing

With the options listed above, some form of voter approval is required. For any of the taxes (UUT, TOT, STT), voter approval in the form of a ballot measure concomitant with a City Council election is required if the tax is a general tax requiring a simple majority for passage, unless the City can make emergency findings. If, however, the use of the proceeds is for a specific purpose, two-thirds voter approval is required, but the election may be held at a time other than a City Council election. Consideration should be given to availability of any subject matter experts (community surveys, public outreach and information) vis-à-vis the election date to ensure adequate time for preparation and planning.

Status of Council Priority Projects

At the July 19 meeting, City Council requested status of the feasibility studies on the top three priority capital projects. The following is a brief synopsis of each.

Fire Station #2

The assessment firm retained for these projects conducted interviews to identify future staffing needs and space requirements. This program was reviewed and approved to proceed to floor plan and site plan development. The firm was then instructed to develop three plans based on several site configurations the City Council was contemplating as options, which range from retrofitting the current Fire Station 2 on the existing lot, to expanding and rebuilding fire station 2 on an expanded lot by acquiring adjacent properties.

Municipal Pool

The firm reviewed current operations and, based on the requested aquatic program, provided a detailed future space assessment. These space requirements were then translated into two site plan options: one at Polliwog Park and one at the Adventure Plex location. Related floor plan options were developed as well. The firm is in the process of preparing a cost estimate for this project. This task is 90% completed.

Parking/City Hall

The firm collected information relative to current and future staffing / space projections in a parallel effort with space planner Environ Architecture, hired for short term space planning solutions. They have developed a space assessment based on all information received. Once all of the information is collected, they will update the assessment and issue a report for staff review. Once approved, site and floor plan options will be developed, which will be the basis for the cost estimate. Parking will be included and reviewed as part of City Hall site planning. The firm will base the quantity of stalls off of existing conditions plus a growth factor. This task is 70% completed.

General Fund Reserves

Any discussion about potential revenues should be considered in the context of the City's General Fund reserves. The City's current policy (which is included in the Appendix of the budget) is as follows:

The General Fund Unassigned Fund Balance will be maintained in an amount equal to at least 20 percent of the annual General Fund expenditure budget. These funds are designed to be used in the event of significant financial emergency. Council may, at its discretion, set aside additional funds above the 20% minimum. Such additional amounts may be allocated for specific purposes, such as capital projects or for known significant future cost items. Any residual balance shall be available for general operational working capital uses.

The optimal level of reserves is subject to interpretation. While the Government Finance Officers Association (GFOA) recommends a minimum of no less than two months of regular General Fund operating revenues or expenditures (approximately 17%) the amount can and does vary among public agencies. In order to further analyze what is appropriate for Manhattan Beach, staff utilized GFOA's tool which helps analyze risks and then suggests appropriate levels based on the resulting profile. Based on the assessment performed in March 2016 (Attachment #7) reserve levels of between 26% to 35% are suggested (\$17.5 million to \$23.6 million). The FY 2016-2017 budget provides for 22.8% (\$15.3 million) between Policy reserves and the EUR.

In an effort to validate the GFOA results, staff consulted with the City's Financial Advisor, Mark Young of KNN Public Finance (see Attachment #8). Mr. Young's memorandum concluded that "for a variety of reasons, including increased pension costs and significant capital expenditures, we [KNN] would recommend that the City set a target at the high side of that range -- 35% -- as its minimum reserve." A reserve at that level for FY 2016-2017 would be equal to \$23.6 million, up from the existing (adopted) reserve of \$15.3 million (Policy and Economic Uncertainty combined).

Given the broad reserve policy spectrum, from the minimum GFOA recommendation of

17%, to the suggested 35% utilizing the GFOA analytic tool, these amounts may be considered “bookends,” which assist in setting the appropriate reserve amount falling somewhere between those parameters.

While not included in General Fund reserves, as a reminder, the City’s Financial Policies state that Enterprise Funds will maintain reserves equal to four months of operating expenses. For Fiscal Year 2016-2017 that reserve for Storm Water should be approximately \$297,000. However, because there is no fund balance in Storm Water, there are no funds available for that policy reserve. Unfortunately, the General Fund is now the de facto backstop for the Storm Water Fund.

Finally, it is important to note that the Storm Water and Street Lighting funds are not only directly subsidized through cash transfers; the support provided to those enterprises by General Fund resources, which should be reimbursed, is not being collected due to the lack of funds. The total loss to the General Fund from non-reimbursement is approximately \$162,000 per year.

Water and Wastewater Rates

While not directly related to the revenue discussion above due to the restricted nature of utility funds, future consideration should be given to studying rates for both water and wastewater utilities. Rates were last adjusted in January 2014 as part of a Utility Master Plan and five year rate plan adopted by the City Council in 2009, with annual increases commencing in January 2010 and each subsequent January until 2014.

According to industry sources, best practice would be to perform utility rate studies in conjunction with creation of or updates to a Utility Master Plan. The Master Plan sets the course for maintenance and improvements, while the subsequent rate study develops utility rates that support the plan, as well as on-going operational needs.

Several benefits of a thorough rate analysis include establishing specific financial policies for the utilities to ensure fiscal stability, adequate reserves and sufficient capital funding strategies for system investments such as rehabilitation and replacement. Another component is a Cost of Service analysis to support the development of equitable rate structures.

The last rate study in 2009 was performed in conjunction with a Utility Master Plan. The plan identified system capital needs, which laid the ground work for the appropriate rate setting. Staff recommends that once the new Public Works Director is hired, the Utility Master Plan should be reviewed, and if warranted, updated. If updated, a new rate study should be performed based on the updated Mater Plan.

CONCLUSION:

The City currently subsidizes Storm Water and Street Lighting and Landscaping District activities. Over the next five years, those subsidies, if no new revenues are generated, are expected to total approximately \$6.5 million, which reduces funds available for General Fund purposes including police, fire and paramedics, as well as general non-enterprise capital improvement projects.

The studies performed by Harris and Associates indicate that sizeable increases are needed in both Storm Water fees and Street Lighting and Landscaping District assessments in order to fully fund these enterprises. However, the survey conducted on these topics concluded that there is not sufficient support for full cost recovery fees and assessments, but that the Storm Water fee may have a reasonable chance of success if a more modest fee were pursued. It also listed other conditions that need to be present for success, including clear support from the City Council, effective public education, a well-organized independent campaign, etc.

As an alternative, staff has presented several potential General Fund revenue sources. While these are presented as possible funding for the Storm Water, and Street Lighting and Landscaping Districts, it is important to note that TOT, UUT and STT are General Fund revenues that can be used for many other purposes, including capital improvements, additional services, pension stabilization, etc.

City Council had authorized feasibility studies of the top three priority projects: Fire Station #2, a pool and added parking/City Hall replacement. The studies are in various stages of completion. Staff is seeking direction on continuation or termination of those studies. Additionally, direction on public polling and public outreach on revenue measures is requested.

PUBLIC OUTREACH/INTEREST:

None.

ENVIRONMENTAL REVIEW:

Not Applicable.

LEGAL REVIEW:

The City Attorney has reviewed this report as to Proposition 218 requirements.

Attachments:

1. City Council Staff report from 2013 on Funding Options for Storm Water and Street Lighting
2. City Council Staff report from 2015 on Storm Water and Street Lighting Preliminary Study Results
3. Storm Water Utility Fee Preliminary Study
4. Street Lighting and Landscaping District Assessment Preliminary Study
5. Revenue Measure Survey results
6. Utility User Tax and Transient Occupancy Tax Comparison Chart
7. Government Finance Officers Association Reserve Risk Assessment
8. KNN Public Finance Analysis/Opinion Memorandum



Legislation Text

File #: 13-0328, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

David N. Carmany, City Manager

FROM:

Bruce Moe, Finance Director

SUBJECT:

Funding Options and Processes to Mitigate Storm Water and Street Lighting & Landscaping District Deficits.

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council discuss and provide direction regarding funding options and processes to mitigate Storm Water, and Street Lighting and Landscaping District deficits.

FISCAL IMPLICATIONS:

Both the Storm Water and Street Lighting & Landscape District funds operate at a deficit. Further, over the next five years, General Fund subsidies of these funds are projected to total \$4,058,555. These subsidies draw resources away from other important General Fund needs as well as diminishing the City's ability to fund certain general capital improvement projects. Under current conditions, the City's five year forecast projects the use of Economic Uncertainty funds of \$2.7 million between fiscal year 2015 and 2018, and reduced capital improvement funding below the annual goal of \$2 million per year starting in fiscal year 2016-2017. The subsidies to Storm Water and Street Lighting and Landscaping funds are directly related to these projections.

Additionally, while yet to be fully identified, the costs of compliance with the National Pollution Discharge Elimination System (NDPES) will certainly add significant costs to the Storm Water utility in the coming years, which may require further fee increases in order to fund these federal mandates.

BACKGROUND:

One of the City Council Strategic Plan goals is for staff to present to the City Council for action, alternative funding for existing Street Lighting and Landscaping District, Storm Water utility, and streets and sidewalks. This report addresses the first two activities. The remaining issue, Streets and Sidewalks, which focuses on resident responsibility for maintenance and repair of sidewalks and parkway trees, and the potential for the City to takeover that responsibility, is a much broader topic than addressing the existing deficits in the other two funds. Further, Streets and Sidewalks require two separate processes under two separate State laws, further complicating the overall goal of correcting the Storm Water and Street Lighting deficits. As a result, staff will present that topic and related issues and options at a future meeting.

DISCUSSION:

The purpose of this report is to highlight the insufficient funding of the City's Storm Water utility and Street Lighting and Landscaping Districts, and provide information on the steps necessary to mitigate the funding shortfalls. The report is designed to provide a high level overview. This report does not estimate the fees or assessments necessary to fully fund these operations; that determination will require further analysis as well as assistance from outside parties. Depending upon the City Council's discussion, staff would anticipate receiving direction to pursue a course of action which will necessitate additional funding and hiring such consultants necessary to fully vet the issues and develop plans (e.g., assessment engineers, polling and public relations firms, etc.).

Storm Water

The City's Storm Water system is designed to channel water generated as a result of storm flows from public right of ways and private properties to its ultimate drainage destination, the Pacific Ocean. Because run-off water travels directly to the ocean without the benefit of treatment, operators of storm drain systems must comply with the conditions of the National Pollutant Discharge Elimination System (NPDES) permit. The Storm Drain system is comprised of: 83,538 feet of Manhattan Beach storm lines and 43,805 feet of Los Angeles County storm lines; 800 catch basins; eight continuous deflection systems; two dry weather storm water diversions; five storm water sumps; and one lift station.

The Storm Water utility is funded through the Storm Water Fund. The annual Storm Water fee is approximately \$19 per year per single family residence but varies with land use. It is collected by Los Angeles County through the property tax rolls, and remitted to the City. This fee generates approximately \$346,000 per year and has remained unchanged since 1996. However, total costs to operate this service are growing due to federal clean water mandates.

The City's Storm Water Fund is utilized to promote storm water pollution awareness to the citizens of Manhattan Beach in order to prevent property damage due to flooding, and minimize pollution run-off into the ocean consistent with the National Pollution Discharge Elimination System requirements. Other current activities in the fund include updating the City's Storm Drain System Master Plan; developing storm water runoff monitoring and capture programs that will reduce trash and pollutants that enter the sea; identifying and mitigating storm system illicit discharge and illicit connection violations; performing maintenance of catch basins, continuous deflector separators and Polliwog Pond to minimize trash conveyance to the sea in compliance with NPDES Total Daily Maximum Load (TMDL) requirements for trash and bacteria; and maintaining dry weather diversion sump to assure dry weather run-off is conveyed away from the ocean and to the Los Angeles Sanitation District in an effort to reduce bacteria contamination at the shore line.

While the total costs of compliance with the NPDES Municipal Separate Sanitary Storm System (MS4) permit are yet to be determined, the City's current five year forecast (included in the FY 2013-2014 budget) projects General Fund subsidies totaling \$2,726,332 from Fiscal Year (FY) 2013-2014 through FY 2017-2018. This excludes the General Fund overhead charge for services provided by General Fund to the Storm Water utility of \$375,000 per year, which is not being recovered due to insufficient fund balance in the Storm Water Fund. These subsidies have a deleterious effect on the General Fund and take away from other services that are provided by the City with General Fund dollars (e.g., Police, Fire, Paramedics, Parks and Recreation, etc.). It also has a direct effect on the City's ability to fund capital improvement projects since General Fund surpluses are relied upon to

fund such activities.

The City's current fee is insufficient to fully fund the Storm Water utility and its long range requirements. Increasing the fee to offset these costs is a logical starting point to correct the existing problem, while at the same time recognizing future costs are yet to be determined and may require further action by the City Council to offset those costs.

Substantive Requirements

Adjusting the funding for the Storm Water operation can be accomplished through updating the annual fee under the authority of the California Health and Safety Code Section 5471 et seq. The fee is also governed by Article XIII D of the California Constitution (Proposition 218) Section 6. Section 6 of Proposition 218 identifies five (5) specific requirements:

1. Revenues derived from the fee shall not exceed the funds required to provide the property related service.
2. Revenues derived shall not be used for any purpose other than that for which the fee was imposed.
3. The amount of the fee imposed upon any parcel as an incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel.
4. No fee may be imposed for a service unless that service is actually used by or immediately available to the owner of the property. Fees or charges based on potential or future use of a service are not permitted.
5. No fee may be imposed for general governmental services.

Procedural Requirements

Once the above conditions are met, the following steps are necessary to gain approval for the new fee:

1. Prepare a storm water runoff analysis using an engineer
2. Prepare a preliminary cost and fee analysis (including the City's triennial cost allocation plan scheduled to begin in Fall 2013)
3. Conduct public education and outreach/opinion polling
4. Prepare an Engineer's Report
5. Mail a notice of Protest Hearing (45 days prior to hearing) to all property owners
6. Conduct Protest Hearing; if no majority protest is received, then submit the proposed fee increase to the voters for approval at an election that is not less than 45 days after the public hearing.
7. Conduct election. The proposed fee increase must be approved by a majority vote of the property owners of the property subject to the fee or, at the option of the City, by a two-thirds vote of the

electorate of the City.

This process typically lasts 12 to 18 months. It involves a tremendous amount of research, community outreach and information dissemination. Often times, community surveys are performed and public relations firms are retained in order to publicize the need and explain the purpose of the funding requirement. The total process from start to finish costs an estimated \$125,000 to \$175,000 plus mailing costs. It is possible to recover those costs through the fee, perhaps over an extended period of time (several years in order to keep the fee as low as possible). The City Council could also consider a sunset clause on the fee; the City of Rancho Palos Verdes included a 30 year sunset clause in their recent voter-approved storm drain fee.

Before committing to any large scale process, the City Council may wish to perform a preliminary analysis of the issue with the community. This can include an engineer's calculation of the estimated fee increase and early polling. This can be accomplished in a timeframe of 4 to 6 months with an estimated cost of \$30,000. The Council may consider combining polling of both the Storm Water and Street Lighting and Landscaping District issues in one survey for efficiency.

City Council's alternatives to increasing the Storm Water fee include continued General Fund subsidization; seeking voter approval for a general tax increase, the proceeds of which may be used to continue that subsidy; or seeking a special tax increase specifically for Storm Water funding purposes (requiring 2/3 voter approval).

Street Lighting & Landscaping Districts

In the early 1970's, the City formed several Street Lighting & Landscaping Assessment Districts under the State Landscaping and Lighting Act of 1972. Through an assessment paid by property owners, this program provides for the payment of energy and maintenance costs of one thousand, eight hundred and eighty five (1,885) street lights, and landscaping in the downtown streetscape district. The method of assessment, which was approved at the time of the districts' formation, is based on zones and dwelling units for street lighting, and frontage area in the landscaping district. It is collected by Los Angeles County through the property tax rolls, and remitted to the City.

Like the Storm Water utility, the revenues generated are insufficient to support existing operations, as well as funding for capital improvements. The assessments have remained unchanged since 1996 when Proposition 218 took effect, which imposed strict limitations on the City's authority to assess. As a result, the City has not changed the assessments since that time.

The result of unchanged assessments and rising costs has resulted in General Fund subsidies of SLLD of \$1,332,223 over the next five years. Like Storm Water subsidies, these will directly impact the City's ability to fund general capital projects and offer expanded services to the community. The original assessments were created to fund these services and the fees required to meet that goal should be updated to reflect the actual costs.

Updating and increasing the assessments would be subject to the limitations in Proposition 218. As relevant here, the requirements to increase the assessment are as follows:

Substantive Requirements

Under Proposition 218, only special benefits, defined as "particular and distinct benefit over and above general benefits conferred on real property located in the [assessment district] or to the public

at large” are assessable. General enhancement of property value does not constitute *special* benefit. Furthermore, no assessment may be levied against a parcel that exceeds the reasonable cost of the proportional special benefit conferred on the parcel (This is a change from the requirements in place when the district was originally established). Funds other than assessment proceeds must be used to pay for the general benefits associated with a project. If an assessment is challenged in court, the City would bear the burden of showing that these requirements have been met.

Proposition 218 requires that an assessment be supported by a detailed engineer’s report, prepared by a registered professional engineer. The report must, among other things, (i) identify all parcels which will have a special benefit conferred upon them by the assessment, (ii) determine the proportionate special benefit derived by each parcel in relation to the entire cost of the improvement being built or the service being provided, (iii) separate the general benefits from the special benefits conferred upon each parcel, and (iv) identify the amount of the assessment to be levied against each parcel.

As a practical matter, these requirements mean that, should the City decide to undertake proceedings to increase the assessment, it must be prepared to utilize some alternate source of funds to pay for a portion of the costs. This is because an assessment engineer likely will find at least some general benefit is generated by the street light services. As has been noted, such general benefits may not be assessed against real properties.

Procedural Requirements

Proposition 218 also requires that the City conduct a hearing and mail ballot proceeding prior to the imposition of a new or increased assessment. Mailed notice must be sent to each owner of property that will be subject to the assessment. Along with this notice, the City must include an assessment ballot, which may be cast by the property owner at any time before the close of the hearing on the assessment. If, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment, then the assessment may not be imposed. Ballots are weighted according to the proportional financial obligation that the property would bear if the assessment is imposed. Thus, for example, a ballot for a property that would be subject to a \$1,000 assessment would have ten times as much weight as a ballot for a property subject to a \$100 assessment.

Assuming no majority protest, the City Council may approve the assessment.

Similar to the Storm Water fee, this process typically lasts 12 to 18 months. It involves a tremendous amount of research, community outreach and information dissemination. Often times, community surveys are performed and public relations firms are retained in order to publicize the need and explain the purpose of the funding requirement. The total process from start to finish costs an estimated \$100,000 to \$150,000 plus mailing costs. It is possible to recover those costs through the assessment, perhaps over an extended period of time (several years in order to keep the assessment as low as possible).

Before committing to any large scale process, the City Council may wish to perform a preliminary analysis of the issue. This can include an engineer’s calculation on benefit-nexus and early polling. This can be accomplished in a timeframe of 4 to 6 months with an estimated cost of \$25,000. The Council may consider combining polling of both the Storm Water and Street Lighting and Landscaping District issues in one survey for efficiency.

City Council's alternatives to increasing the Street Lighting & Landscaping assessments include continued General Fund subsidization; seeking voter approval for a general tax increase, the proceeds of which may be used to continue that subsidy, or seeking a new special tax specifically for Street Lighting and Landscaping funding purposes.

Other Considerations

Aside from the procedural requirements listed for both the Storm Water, and Street Lighting and Landscaping District issues, there are other considerations. For example, when scheduling the election process, it may be helpful to avoid general elections to minimize distractions from important community issues such as this. This would suggest a target of late 2013 or mid 2015 to commence the City's efforts. Additionally, asking the community to address both issues at the same time may prove to be too much, and could result in neither succeeding. Finally, it is important that any efforts be supported by the entire City Council, and that the City Council actively engages the public in dialog and education on the needs.

CONCLUSION:

The Storm Water, and Street Lighting and Landscaping District services are operating at deficits, and will require continued General Fund subsidies unless action is taken to increase the fees/assessments to recover costs. If the City Council wishes to proceed with addressing these issues, staff recommends that the City Council authorize a preliminary analysis of Storm Water *and/or* Street Lighting Assessment District costs and the resulting estimated fees/assessments. If so directed, staff will seek proposals for the assessment engineer and polling firm needed to perform the work and return to the City Council for contractual approval and appropriation.

ALTERNATIVES:

1. Authorize preliminary analysis/polling for Storm Water fees (\$30,000 and 4-6 months after contract award)
2. Authorize preliminary analysis/polling for Street Lighting and Landscaping District assessments (\$25,000 and 4-6 months after contract award)
3. Authorize preliminary analyses for both Storm Water fees and Street Lighting and Landscaping District assessments (\$55,000 and 4-6 months after contract award)
4. Take no action at this time (continue subsidies)



Legislation Text

File #: 15-0036, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Bruce Moe, Finance Director

SUBJECT:

Results of Preliminary Studies of Updated Storm Water Utility Fees and Landscape and Street Lighting Maintenance District Assessments; Revenue Measure Feasibility Study Survey Report; Information on Potential General Fund Revenues (Finance Director Moe)

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council receive presentations, and discuss and provide direction on the preliminary studies (including survey results) for the Storm Water funding and Street Lighting and Landscaping District funding, as well as information regarding other General Fund revenues.

FISCAL IMPLICATIONS:

Both the Storm Water and Street Lighting & Landscape District funds have no fund balance and operate at a deficit. Further, over the next five years, General Fund subsidies of these funds are projected to total approximately \$7 million (including unreimbursed support costs incurred in the General Fund). These subsidies draw resources away from other important General Fund needs as well as diminishing the City's ability to fund certain general capital improvement projects.

Additionally, while yet to be fully identified, the costs of compliance with the National Pollution Discharge Elimination System (NDPES) will certainly add significant costs to the Storm Water utility in the coming years, which may require further fee increases in order to fund these federal mandates.

Fiscal implications are discussed further later in this report.

BACKGROUND:

The City established separate funding sources for Storm Water activities (1995), as well as Street Lighting and Landscaping districts (SLLD, 1972). These funds segregated the activities from the General Fund, and included dedicated revenue sources to pay for the services provided. In the case of Storm Water it is a fee collected on parcels based on a 1996 independent study by the firm of Kennedy Jenks, which allocated costs based on storm water runoff factors for each parcel. An assessment is collected for SLLD which is designed to cover the costs of operations (including energy costs) and maintenance of street lights. Both the fees and assessments are land use based and are collected through the annual property tax bill (even though these are not taxes).

Like other enterprise funds (water, wastewater, parking, etc.), Storm Water and SLLD funds are designed to be self-sustaining (e.g., fees and assessments sufficient to provide the service and maintain adequate reserves). However, these activities are not adequately funded; neither the Storm Water fees or the Street Lighting and Landscaping District assessments have been changed since 1996 (pre Proposition 218), while at the same time costs have risen, and mandates have been imposed. As a result, the General Fund is subsidizing both activities.

Given the aforementioned structural imbalances in the Storm Water and Landscaping and Lighting funds, the City Council authorized preliminary studies of increased fees/assessments. Through a competitive process, the firm of Harris and Associates was retained to conduct the studies, which also included a survey on the community's capacity for increased fees. Please see Attachment #1 for the initial staff report on funding options for Storm Water and Street Lighting and Landscaping Districts.

DISCUSSION:

Attached to this staff report are the preliminary studies as well as the survey results. Staff recommends that City Council read those reports as a basis for the discussion at the Study Session. Dennis Anderson of Harris and Associates will present the information contained in the reports at the Study Session, and will be available for questions.

By way of a high level overview of the reports, the following summarizes the increased fees as determined by Harris and Associates:

Storm Water Analysis (Attachment #2)

Currently, typical single family residence (SFR) owners are charged \$19.12 per year for Storm Water services. These parcels, as well as non SFR housing, commercial properties, and school district properties generate approximately \$350,000 per year. The estimated annual costs of the Storm Water system for analytical purposes was the FY 2014-2015 operating budget and a placeholder for capital improvement projects of \$1 million. The total theoretical cost equals \$2,488,545.

Using standard methodology, Harris and Associates engineers developed a technique to allocate those costs (\$2.49 million) based on size, use of parcel and runoff factors. The allocation tool is referred to as the Drainage Measurement Unit, or DMU. Full cost recovery would result in a maximum first year fee for each DMU of \$191.80. A parcel of .08 to .14 acres (3,500 square feet to 6,100 square feet) equates to 1 DMU. Parcels with fewer than 3,500 square feet carry a DMU of 0.791789, while larger parcels may have DMUs of 13-14.

These DMUs are multiplied by the \$191.80 fee to arrive at the annual maximum fee for the first year (which may be adjusted by the Consumer Price Index thereafter if approved by voters). The results of these calculations are shown on Table 4 of Attachment #2 - the Storm Water Utility Fee Preliminary Analysis. First year fees based on the DMUs would range from a low of \$151.87 per year to a high of \$23,061.51.

Street Lighting and Landscaping Districts (Attachment #3)

Street lighting charges across the City vary based on the type of lighting (standard, gas lamp, Strand,

etc.) as well as the type of use (single family, condo, etc.). Current charges range from a low of \$2.70 for vacant residential walk street to \$208.99 for a triplex in the Gas Lamp area. A typical single family residence (SFR) with standard street lighting pays \$17.03 per year. These assessments have not been changed since 1996.

The preliminary analysis by Harris and Associates calculates the fee required for a SFR with standard lighting (Zone A) at \$38.79 (an increase of \$21.76 or 128%). Further, the Landscaping and Lighting District assessments for SFR within each identified zones would increase as follows:

<u>Description</u>	<u>Current</u>	<u>Required</u>	<u>Increase %</u>
Zone A - Standard Lighting	\$17.03	\$38.79	128%
Zone B - Gas Light Area	\$87.08	\$155.17	78%
Zone C - The Strand	\$10.52	\$116.37	1006%
Zone D - Walkway Streets	\$10.80	\$38.79	259%
Zone E - Arbolado Tract	\$126.34	\$155.17	23%

These figures are based on first year costs of \$657,326 as outlined in the report.

While technically classified as a Special Revenue Fund, Street Lighting and Landscaping Districts are quasi enterprises; they are designed to function in the same manner as enterprises, meaning charges (assessments) for service should be sufficient for the operations to be self-supporting.

Survey Results

Through Harris and Associates, a survey was conducted by the firm of True North Research based on the above fees and assessments (please see Attachment #4). By way of a summary, staff recommends a review of pages 5 through 10 of the report, which includes the main factual findings and conclusions.

As described in more detail in the report, neither measure (Storm Water or Street Lighting and Landscaping) garnered the majority required for passage in the survey. Property owner support for the Lighting and Landscaping measure, in particular, was quite low. Even when the rate was reduced to 60% of the proposed fee, support never eclipsed 38% once the weighted votes were factored in.

Support was stronger for the Storm Water fee (reaching 44% at 60% of the proposed fee), but it's clear that for a measure to have a reasonable chance of success a more modest fee (e.g., \$35 to \$49 per year for the typical property) will be required, along with a number of other conditions spelled out in the report (clear support from the City Council, effective public education, a well-organized independent campaign, etc.).

Dr. Timothy McLarney from True North Research will present the survey results and will be available to answer questions at the Study Session.

Risks from Continued Subsidies

While already stated, the importance of correcting the funding imbalance, particularly in Storm Water, cannot be overemphasized. Recognized experts and organizations in public finance recommend

several practices with regard to enterprise funds. For example, the Government Finance Officers Association (GFOA) states that “it is essential that a government maintain adequate levels of working capital in its enterprise funds to mitigate current and future risks and to ensure stable services and fees.”

Additionally, Michael Coleman, recognized in the state of California as an expert on local government finance, says that “unless there is a specific reason otherwise, enterprise funds should be self-supporting; cities get into trouble when they continue to subsidize a worsening condition, unless there is a strong public benefit and the subsidy is maintained at a static level” (the latter of which is clearly not the case for Storm Water and Street Lighting).

In 2011, Moody’s Investors Service downgraded the City of Fresno, California from Aa2 to A2 (four ratings lower) in part because of increasing General Fund subsidies for underperforming enterprises, and indicated that the rating could improve if there were to be increased self-sufficiency and decreased subsidies for those troubled enterprises.

More recently, in 2012, Moody’s downgraded the City of Burlington, Vermont from A3 to Baa3 (four ratings lower) due to strains on the City’s resources caused by non-self-supporting enterprise funds, and cited the situation as being caused by inadequate rate increases in prior years.

While the City of Manhattan Beach may not be in the same situation as Fresno or Burlington, it is clear that the rating agencies view on-going enterprise fund subsidies negatively. As a Triple-A rated city, Manhattan Beach would be expected to proactively correct these subsidies.

As a reminder, the City’s Financial Policies state that Enterprise Funds will maintain reserves equal to four months of operating expenses. For Fiscal Year 2014-2015 that reserve for Storm Water should be approximately \$250,000. However, because we are projecting that by June 30, 2015 there will be no fund balance in Storm Water, there are no funds available for that policy reserve. Street Lighting should also have a reserve of \$217,000 but there is no available fund balance. Unfortunately, the General Fund is now the de facto backstop for these enterprises.

Finally, it is important to note that the Storm Water and Street Lighting funds are not only directly subsidized through cash transfers; the support provided to those enterprises by General Fund resources, which should be reimbursed, is not being collected due to the lack of funds. The total loss to the General Fund from non-reimbursement is approximately \$200,000 per year.

The most salient question when considering the risks of continued subsidies is this: What could the City do with \$7 million over the next five years if it wasn’t needed to support programs that by design should be self-sustaining?

Next Steps

Given the information provided by the preliminary studies and survey, the City Council needs to determine if the City should proceed with a Proposition 218 process for Storm Water fees and/or Street Lighting and Landscaping District assessments. This would include further assistance from the engineering firm, public education and outreach, and polling among other steps. The estimated cost is \$125,000 to \$175,000 for each process (Storm Water and Street Lighting), which may be recovered through the fees and assessments. The timeline for such processes is 12-18 months.

If the City Council wishes to proceed, staff will return with the necessary contracts and specific details of the processes.

Other Potential Revenues

At the request of City Council, staff has included information on potential General Fund revenues, including the Transient Occupancy Tax (TOT), a Utility User Tax (UUT) and a Sales Transaction Tax (STT). While these are presented as part of the report on funding for the Storm Water, and Street Lighting and Landscaping Districts, it is important to note that TOT, UUT and STT are General Fund revenues that can be used for many purposes (capital improvements, additional services, etc.) and should not be used as a long term solution to the funding of Storm Water and Street Lighting, which have dedicated sources for which corrective action is needed.

Transient Occupancy Tax (TOT)

The City currently collects a 10% TOT on all hotel and motel room rentals, as well as vacation rentals, of 30 days or less. Fifteen percent of the hotel and motel TOT is directed to the City's Capital Improvement Project (CIP) fund for debt service on the Police/Fire facility and to fund general non-enterprise or Special Revenue fund improvements. The balance is deposited in the General Fund (the vacation rental TOT revenue is purely General Fund). The TOT for FY 2014-2015 is projected to generate \$3,769,000. As a result, each 1% increase in the TOT rate would be expected to generate \$376,900.

Attachment #5 includes a survey of TOT and UUT rates of surrounding cities. Other agencies' TOT rates range from 8% in El Segundo to 14% in Santa Monica, Beverly Hills, Inglewood and Los Angeles (these rates exclude any tourism or hotel improvement district fees).

Changes to the TOT require a vote by the electorate. If the funds will be used for general purposes then a simple majority is required for passage. If the funds are to be dedicated to a particular purpose, then a super majority (2/3rds) approval is required.

Utility User Tax (UUT)

While the City of Manhattan Beach does not currently have this tax, it is common for cities to impose (with voter approval) a tax on the use of utilities. These typically include cable television, telephone service, natural gas, electricity, water, sewer, etc.

Attachment #5 includes the UUT rates for other communities, which range from 0% to 10% depending upon the utility being taxed. The cities of Beverly Hills, Palos Verdes Estates and Rolling Hills along with Manhattan Beach do not impose or collect the tax. The other cities listed range from 2% to 10%.

A preliminary analysis of a UUT in Manhattan Beach indicates potential annual revenue of approximately \$880,000 from each 1% if charged on the aforementioned services (with the exception of telephone services for which we have no current data on revenues generated by the carriers). Imposing a UUT requires a vote by the electorate. If the funds will be used for general purposes than a simple majority is required for passage. If the funds are to be dedicated to a particular purpose, then a super majority (2/3rds) approval is required.

Add-On Sales Transaction Tax (STT)

An increasingly popular method for cities to generate revenue is through an increase in the local sales tax (a transaction tax). Cities have used this tool to fund general needs as well as specific purposes including police/fire services, flood control, streets and road, etc.

Like the TOT and UUT, imposing a STT requires a vote by the electorate. If the funds will be used for general purposes than a simple majority is required for passage. If the funds are to be dedicated to a particular purpose, then a super majority (2/3rds) approval is required. Recent statistics show that 68% of city general purpose sales transaction tax ballot measures have been successful. Specific purpose city sales transaction tax measures have been less successful at 50% approval.

By way of mechanics, the sales transaction tax would be added to the existing sales tax rate in Manhattan Beach (9%), and collected on all retail transactions. Staff estimates each one-quarter percent (.25%) of sales transaction tax would generate approximately \$2,225,000 annually. The maximum transaction tax allowable by law is 2%.

CONCLUSION:

The City currently subsidizes Storm Water and Street Lighting and Landscaping District activities. Over the next five years, those subsidies are expected to total approximately \$7 million, which reduces funds available for General Fund purposes including police, fire and paramedics, as well as general non-enterprise capital improvement projects.

The studies performed by Harris and Associates indicate that sizeable increases are needed in both Storm Water fees and Street Lighting and Landscaping District assessments in order to fully fund these enterprises. However, the survey conducted on these topics concluded that there is not sufficient support for full cost recovery fees and assessments, but that the Storm Water fee may have a reasonable chance of success if a more modest fee were pursued. It also listed other conditions that need to be present for success, including clear support from the City Council, effective public education, a well-organized independent campaign, etc.

Staff has also presented several potential General Fund revenue sources which may be used to fund enhanced services. While these are presented as part of the report on funding for the Storm Water, and Street Lighting and Landscaping Districts, it is important to note that TOT, UUT and STT are General Fund revenues that can be used for many purposes (capital improvements, additional services, etc.) and should not be used as a long term solution to the funding of Storm Water and Street Lighting, which have dedicated sources for which corrective action is needed.

Attachments:

1. City Council Staff report from 8/21/2013 on Funding Options for Storm Water and Street Lighting
2. Storm Water Utility Fee Preliminary Study
3. Street Lighting and Landscaping District Assessment Preliminary Study

4. Revenue Measure Survey results
5. Utility User Tax and Transient Occupancy Tax Comparison Chart



DRAFT

Preliminary Analysis

for the

Stormwater Utility Fee

For the

City of Manhattan Beach



June 18, 2014

Introduction

The City of Manhattan Beach is looking at the feasibility of updating their Stormwater Utility Fee per the California Health and Safety Code Section 5471 et seq.

The purpose of this Preliminary Analysis is to:

- Review the Stormwater Utility Fee and improvements to be funded.
- Review the requirements of Article XIID of the State Constitution (Proposition 218) relating to requirements for apportioning the costs associated with the City's stormwater runoff system.
- Analyze and recommend an appropriate rate structure and provide estimated rates based on cost data information provided by the City.

Proposition 218 Requirements

This fee must comply with the provisions of Article XIID of the California Constitution (Proposition 218). Section 6 of Proposition 218 has the following requirements for all "new, extended, imposed or increased" fees and charges:

- 1) "Revenues derived from the fee or charge shall not exceed the funds required to provide the property-related service."
- 2) "Revenues derived from the fee or charge shall not be used for any purpose other than that for which the fee or charge was imposed."
- 3) "The amount of a fee or charge imposed upon any parcel or person as an incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel."
- 4) "No fee or charge may be imposed for a service unless that service is actually used by, or immediately available to, the owner of the property in question. Fees or charges based on potential or future use of service are not permitted. Standby charges, whether characterized as charges or assessments, shall be classified as assessments and shall not be imposed without compliance with [the assessment section of this code]."
- 5) "No fee or charge may be imposed for general governmental services including, but not limited to, police, fire, ambulance or library services where the service is available to the public at large in substantially the same manner as it is to property owners."

Background Information

In accordance with the Federal Clean Water Act of 1972, the United States Environmental Protection Agency (EPA) is required to establish regulations setting forth National Pollution Discharge Elimination System (NPDES) permit standards. The enactment of 1987 amendments to the Federal Clean Water Act (Act) of 1972 imposes permit requirements for discharge of storm waters. The Act allows the EPA to delegate its NPDES permitting authority to states with an approved environmental regulatory program. The State of California is one of the delegated states.

The responsibility for implementing various NPDES permits in the State of California has been delegated to the State Water Resources Control Board (SWRCB). The SWRCB administers NPDES authority through its nine Regional Boards. As an NPDES permittee, the City is required to manage stormwater pollution within its jurisdiction.

In order to provide for the safety of the residents of the City and protect property in the City from the damage associated with flooding and to meet the requirements of the NPDES permit, it is necessary to design, construct, operate, maintain, improve and replace storm drainage facilities which collect storm and surface water runoff and convey and treat such runoff in a safe manner to an acceptable point of discharge. It is also necessary to inspect, monitor, and take enforcement action related to illegal dumping, and illicit discharges. In order to properly fund such facilities and activities, the City has determined that it is necessary to update the user charge for storm drainage service.

Harris reviewed the City’s parcel data and stormwater sheds to determine the applicable properties that would be subject to this user fee. For purposes of the feasibility analysis, any properties that are in sheds where the storm water drains outside the City limits, have been removed from this analysis. Table 1 summarizes the land uses currently in the City that would be subject to the fee.

Table 1 – Land Use

Landuse	Units	Acres
Single Family Residential lot size less than 0.08	1896	
Single Family Residential lot size 0.08-0.14	4609	
Single Family Residential lot size 0.15-0.19	1917	
Single Family Residential lot size 0.20-0.24	219	
Single Family Residential lot size 0.25-0.49	115	
Single Family Residential lot size 0.49-1	17	
Condo	693	
MFR	1412	
Commercial		120.99
Schools		3.42
Parks/Greenbelts		5.71
Parking Lots		2.83
Government Offices		9.79
Beach		55.89
Median		6
Easements		0.17

Services Funded

Expenditures from the revenue generated from the Stormwater Utility Fee are intended to comply with the requirements set forth in the NPDES permit and routine maintenance and capital replacement.

Rate Structure Analysis

Section 6.b of Article XIID of the State Constitution (Proposition 218) states that:

“The amount of a fee or charge imposed upon any parcel or person as an incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel.”

and

“No fee or charge may be imposed for a service unless that service is actually used by, or immediately available to, the owner of the property in question.”

By definition, all properties that shed stormwater into the City's stormwater drainage system use, or are served by, the City's stormwater drainage system. The amount of use attributed to each parcel is measurable by the amount of storm runoff contributed by the property, which is directly proportional to the amount of impervious area on a parcel (such as buildings and concrete). The more impervious area on a property, the more storm runoff the property generates, the more demand placed on the storm drain system.

The amount each parcel uses the stormwater drainage system is computed by the following formula:

$$(\text{Parcel Area}) \times (\text{Impervious Percentage}) = \text{Drainage Units}$$

The typical percent impervious (% Impervious) for residential land uses in the City, were obtained by reviewing available parcel data and aerial photos. These percentages have been applied for the purposes of estimating the runoff generated by each property. For non-residential landuses, the LA County drainage manual percent impervious areas were used. These impervious areas are shown in Appendix A.

The more Drainage Units a parcel has, the more storm run-off it generates, and the more it uses and impacts the stormwater drainage system.

It is standard practice to relate other land uses to a developed single family residential (SFR) parcel, instead of working exclusively with drainage units. The median size of a SFR parcel will be approximately 0.11 acre. Therefore, it makes sense to relate all parcels to this median residential property. The runoff from a 0.11-acre SFR parcel is set equal to one Drainage Measurement Unit (DMU) and this base DMU is calculated as follows:

$$(0.11 \text{ acres of area}) \times 62\% = 0.0682 \text{ Impervious Area} = 1 \text{ DMU}$$

Single Family Residential Parcels

As a SFR property increases in size over the median parcel size, the typical percentage of impervious area decreases, as shown in Appendix A. Conversely, as a SFR parcel decreases in size below the median parcel size, the typical percentage of impervious area increases, and such increase is typically proportional to the decrease in size. Therefore, SFR properties are separated into six (6) groups. The median parcel area for each group was used and their DMUs are calculated as follows:

<u>SFR Category</u>	<u>DMU/ Formula</u>
SFR parcels 0.07 acres or less	0.7918 DMUs
SFR parcels 0.08 - 0.14 acres	1.00 DMU
SFR parcels 0.15 – 0.19 acres	1.246 DMUs
SFR parcels 0.20 – 0.24 acres	1.386 DMUs
SFR parcels 0.25 – 0.49 acres	1.560 DMUs
SFR parcels 0.50 – 1.00 acres	1.865 DMUs

Multi-Family Residential Parcels

Multi-Family Residential (MFR) and Condominiums (Condos) would pay a fee based on the lot acreage as follows:

<u>MFR Category</u>	<u>% Impervious</u>
MFR	90%
Condo	93%

$$\frac{\text{Acreage} \times \% \text{Impervious}}{0.0682} = \text{DMUs}$$

Condominium unit parcel areas are calculated by dividing the total area of the condominium complex (which includes the common area) by the number of condominium units, and the total imperviousness of the entire complex is attributed to each individual condo parcel in the complex. (This divides the runoff of the entire complex to each of the individual units.) Because these condominium common areas are taken into consideration in this manner, they are exempt from the charge.

Non- Residential Parcels

All non-residential parcel DMUs will be based on the impervious area (runoff coefficient) table shown in Exhibit B, using the following formula:

$$\frac{\text{Acreage} \times \% \text{Impervious}}{0.0682} = \text{DMUs}$$

All parcels draining into the Manhattan Beach Stormwater Utility Fee-maintained drainage infrastructure are proposed to be charged the same user fee rate per DMU for stormwater runoff treatment. The Manhattan Beach Stormwater Utility Fee is proposed in perpetuity.

For the purposes of this report, City-maintained drainage infrastructure includes streets, pipes, inlets, outlets, and natural drainage courses. Parcels related to these types of property uses are exempt from the runoff charge, as they are part of the infrastructure being funded.

Drainage units may be adjusted based on appeal from the property owner. See the Appeals Process below.

Table 2, below, provides a preliminary summary of DMUs for the various land uses in Manhattan Beach.

Table 2 – Drainage Measurement Unit Summary Table

Landuse		Number of Units	Acres	DMUs
SFR	lot size less than 0.08	1896		1501
SFR	lot size 0.08-0.14	4609		4609
SFR	lot size 0.15-0.19	1917		2389
SFR	lot size 0.20-0.24	219		303
SFR	lot size 0.25-0.49	115		179
SFR	lot size 0.49-1	17		32
Condos		693		851
MFR		1412		1296
Commercial			120.99	1635
Public Parcels			83.81	178
Total:		10878	204.8	12,974

Cost Estimate

Table 3 below shows the estimated costs to maintain infrastructure in the City. The annual maintenance costs were derived from the FY 14-15 proposed budget. The City’s 5-year CIP budget was used to derive the annual cost for repairs. A ten (10) percent contingency was added as well as a ten (10) percent overhead and administration allowance. The detailed budget information is shown in Appendix B.

Table 3 – Estimated Costs

Item	FY 14/15 Budget
Storm Drainage Maintenance	\$ 623,454
Repairs and Replacements	\$ 608,000
CCTV	\$ 9,000
Subtotal:	\$ 1,240,454
Contingency	\$ 124,045
Overhead and Administration	\$ 124,045
Capital Projects	\$ 1,000,000
Total Annual Cost	\$ 2,488,545

Fee Calculations

The estimated annual costs for the proposed storm drain improvements are \$2,488,545 as shown in Table 3 above. Dividing that by the total number of proposed DMU's in Manhattan Beach (12,974), the maximum estimated annual Stormwater Utility Fee rate is **\$191.80 per DMU**.

This would be the proposed maximum fee rate for fiscal year 2014-15. The maximum rate will be increased each subsequent Fiscal Year by the annual change in the Consumer Price Index (CPI), during the preceding year, for All Urban Consumers, for the Los Angeles area, published by the United States Department of Labor, Bureau of Labor Statistics (or a reasonably equivalent index should the stated index be discontinued, as determined by the Director of Public Works).

The actual rate to be levied each year will be as approved by the City at a public hearing, after they consider an Annual Fee Report outlining the estimated annual costs of the program for the ensuing fiscal year.

Table 4 provides sample fee calculations for various land uses and parcel sizes.

Table 4 – Sample Calculations

Category	Lot Size	Total Area (acres)	Runoff Coefficient	DMU's	Sample Fee
Single Family Residential	lot size less than 0.08	0.06		0.791789	\$ 151.87
Single Family Residential	lot size 0.08-0.14	0.1		1	\$ 191.80
Single Family Residential	lot size 0.15-0.19	0.17		1.246334	\$ 239.05
Single Family Residential	lot size 0.20-0.24	0.22		1.38563	\$ 265.77
Single Family Residential	lot size 0.25-0.49	0.3		1.560117	\$ 299.24
Single Family Residential	lot size 0.49-1	0.75		1.865103	\$ 357.73
Condo		1	93%	13.63636	\$ 2,615.51
MFR		1	90%	13.19648	\$ 2,531.14
Commercial		1	96%	14.07625	\$ 2,699.88
Schools		10	82%	120.2346	\$ 23,061.51
Parks/Greenbelts		5	10%	7.331378	\$ 1,406.19
Parking Lots		1	91%	13.34311	\$ 2,559.27
Government Offices		1	91%	13.34311	\$ 2,559.27

Respectfully submitted:

Harris & Associates

Dennis A. Anderson
 Senior Project Manager

APPENDIX A

Runoff Coefficient

Category	Lot Size	Percent Impervious
Single Family Residential	lot size less than 0.08	90%
Single Family Residential	lot size 0.08-0.14	62%
Single Family Residential	lot size 0.15-0.19	50%
Single Family Residential	lot size 0.20-0.24	45%
Single Family Residential	lot size 0.25-0.49	38%
Single Family Residential	lot size 0.49-1	24%
Condo		93%
MFR		90%
Commercial		96%
Schools		82%
Parks/Greenbelts		10%
Parking Lots		91%
Government Offices		91%
Beach Parks		10%

Residential percent impervious were taken by looking at the average impervious area by lot size.

Non-residential percent impervious were taken from the LA County Drainage Manual.

Appendix B

Cost Information

**CITY OF MAHNHATTAN BEACH
 10-Year Storm Drain Condition Assessment CIP Summary**

CIP Year	Stuctural Repairs	Design, CM, and Admin	Contingency	CCTV (7.5-Miles)	Grand Total
2014/2015	\$195,744	\$78,298	\$19,574		\$293,616
2015/2016	\$216,212	\$86,485	\$21,621		\$324,318
2016/2017	\$353,436	\$141,374	\$35,344		\$530,154
2017/2018	\$353,128	\$141,251	\$35,313		\$529,692
2018/2019	\$315,452	\$126,181	\$31,545	\$45,000	\$518,178
2019/2020	\$315,776	\$126,310	\$31,578		\$473,664
2020/2021	\$280,456	\$112,182	\$28,046		\$420,684
2021/2022	\$243,204	\$97,282	\$24,320		\$364,806
2022/2023	\$223,896	\$89,558	\$22,390		\$335,844
2023/2024	\$117,072	\$46,829	\$11,707	\$45,000	\$220,608
TOTAL	\$2,614,376	\$1,045,750	\$261,438	\$90,000	\$4,011,564

glbddcep 03/12/2014 4:49:26PM **Budget Preparation Posting List**
CITY OF MANHATTAN BEACH Page: 169

Reference : 15-18-311 Description : PWKS - Storm Drain Maint Document No : 8138
Date : 03/03/2014 Fiscal Year : 2015 Group : pwks15

Account Mask : *-18-311-*
Account Class : DE Department Budgeting Exp

- Column 1 : Content : * 2013 Actuals
Formula :
- Column 2 : Content : * 2014 CC ADOPTED VI
Formula :
- Column 3 : Content : * 2014 Actuals
Formula :
- Column 4 : Content : 2014 Yr. End Est
Formula :
- Column 5 : Content : 2015 DEPT REQ II
Formula : *FY 12/13 Actual 13/14*

Proposed 14/15

13/14 Revised Estimate

Account Number & Title	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
502-18-311-4103 Part Time Employee Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-4111 Overtime Regular Employees	0.00	3,932.00	96.50	500.00	3,515.00	0.00	0.00
502-18-311-5101 Contract Services	96,995.67	665,314.00	286,120.21	635,400.00	595,188.00	0.00	0.00
502-18-311-5102 Contract Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5103 Audit Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5104 Computer Contract Services	663.06	2,340.00	0.00	2,300.00	2,410.00	0.00	0.00
502-18-311-5108 Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5201 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5202 Memberships & Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5203 Reference Books & Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5204 Conferences & Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5205 Training	0.00	20,000.00	0.00	2,000.00	2,000.00	0.00	0.00
502-18-311-5206 Uniforms/Safety Equipment	279.54	675.00	31.69	700.00	1,422.00	0.00	0.00
502-18-311-5207 Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5209 Tools & Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5210 Computers, Supplies & Softwre	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5212 Office Equipment Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5213 Computer Maintenance & Rep	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5214 Employee Awards & Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5216 Tuition Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* = View-only field | = Formula does not apply

Budget Preparation Posting List
 CITY OF MANHATTAN BEACH

(Continued)

Document No : 8138
 Group : PWKS15

Description : PWKS - Storm Drain Maint
 Fiscal Year : 2015

Reference : 15-18-311
 Date : 03/03/2014

Account Number & Title	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
502-18-311-5217 Departmental Supplies	15,851.34	10,947.00	4,108.96	10,000.00	8,764.00	0.00	0.00
502-18-311-5218 Recruitment Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502-18-311-5225 Printing	0.00	20,000.00	0.00	2,000.00	10,000.00	0.00	0.00
502-18-311-5611 Warehouse Purchases	79.80	450.00	23.23	100.00	155.00	0.00	0.00
Total :	113,867.56	722,458.00	290,376.29	653,000.00	623,454.00	0.00	0.00

proposed 14/15

13/14 budget

* = View-only field | = Formula does not apply

Budget Preparation Posting List
 CITY OF MANHATTAN BEACH

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Reference: 15-18-311 Description: PWKS - Storm Drain Maint Document No: 3138

CC ADOPTED VI : 502-18-311-4111 Overtime Regular Employees		Amount
Qty	Unit	
(1)	85.00 hrs	3,931.25
	Emergency overtime for 1 Stormwater Worker 85	
	Hours at new MWU-OT rate for average Sewer Maint	
	Worker (no Stormwater MWU avail)	
(2)	0.00	0.75
	Rounding	
	Total :	3,932.00
DEPT REQ II : 502-18-311-4111 Overtime Regular Employees		
Qty	Unit	Amount
(1)	76.00 hrs	3,515.00
	After-Hours overtime for water related	
	emergencies - 22 hours @ \$46.25/Hour	
	Total :	3,515.00

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proposed
14/15

* = View-only field | = Formula does not apply

Budget Preparation Posting List
 CITY OF MANHATTAN BEACH

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Reference: 15-18-311 Description: PMKS - Storm Drain Maint Document No: 8138

CC ADOPTED V1: 502-18-311-5101 Contract Services

	Qty	Unit	Unit Cost	Amount
(1)	12.00		260.00	3,120.00
	Landscape maintenance at Aviation Sump (601 Aviation Way) \$260 per month			
(2)	12.00		88.00	1,056.00
	Landscape maintenance at Meadows and Bryant per month \$88			
(3)	0.00		0.00	3,700.00
	Landscape extras - tree trimming, plant replacements, extra work			
(4)	12.00		89.00	1,068.00
	Landscape maintenance at Parkview Avenue E/O Parkway - Marriott Sump \$89 per month			
(5)	0.00		0.00	6,700.00
	Sump Pump & Control Repairs.			
	Marriot Pumps - 3 @ \$1,600			
	Metlox Pumps - 2 @ \$600			
(6)	12.00		80.00	960.00
	Live Oak Pumps - 1 @ \$700			
(7)	0.00		0.00	240,000.00
	Landscape Maintenance at Martyr's Sump (Laurel Ave & 15th St) \$60 per month			
	National Pollution Discharge Elimination System Permit Compliance Programs			
	Integrated Stormwater Management Plan \$40k			
	Enhanced Stormwater Management Plan \$100k			
	Consultant Implementation Plan \$100k			
(8)	0.00		0.00	11,440.00
	NPDES Santa Monica Bay Beaches Backlog Total			
	Maximum Daily Load Testing Program of Ocean Shoreline Water Quality Per Memorandum of Agreement with the City of Redondo Beach			
(9)	0.00		0.00	2,905.00
	Southern California Edison Pump Efficiency and Diagnostic Testing (7 Pumps @ \$415/Pump)			
(10)	0.00		0.00	39,260.00
	Clean Bay Restaurant Certification Inspections Per NPDES Permit Requirements - Contract with John Hunter & Associates			

13/14

* = View-only field | = Formula does not apply

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Budget Preparation Posting List
CITY OF MANHATTAN BEACH

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Reference: 15-18-311 Description: PWKS - Storm Drain Maint Document No: 8118

	Qty	Unit	Unit Cost	Amount
(11)	0.00		0.00	8,755.00
Los Angeles County Sanitation District Wastewater/Stormwater Treatment Surcharge - NPDES Point Source Low-Flow Stormwater Diversion at the Pier Weir Preventing				
(12)	0.00		0.00	1,850.00
NPDES Annual Testing and Calibration of Pier Weir - 1 @ \$1,850				
(13)	3.00		1,500.00	4,500.00
Rebuild Optic Water Level Controller - 3 @ \$1,500.00 each				
(14)	0.00		0.00	15,000.00
Replace Circuit Breaker System at the 23rd/Peck Storm Lift Station				
(15)	0.00		0.00	325,000.00
Streetsweeping Contract Moved from 510-18-411-5101 per Bruce Estimate based on contract with Atrakelian				
Total:				665,314.00

13/14

DEPT REQ If: 502-18-311-5101 Contract Services

	Qty	Unit	Unit Cost	Amount
(1)	12.00		258.00	3,096.00
Landscape maintenance at Aviation Sump (601 Aviation Way) \$258 per month				
(2)	12.00		133.00	1,596.00
Landscape maintenance at Meadows and Bryant \$133 per month				
(3)	0.00		0.00	3,748.00
Landscape extras - tree trimming, plant replacements, extra work				
(4)	12.00		66.00	792.00
Landscape maintenance at Parkview Avenue E/O Parkway - Marnot Sump \$66 per month				
(5)	0.00		0.00	6,910.00
Sump Pump & Control Repairs Marnot Pumps - 3 @ \$1,650 Metlox Pumps - 2 @ \$620 Live Oak Pumps - 1 @ \$720				
(6)	12.00		81.00	972.00
Landscape Maintenance at Martyr's Sump (Laurel)				

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* = View-only field { = Formula does not apply

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Budget Preparation Posting List
 CITY OF MANHATTAN BEACH

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Reference: 15-18-011 Description: PWS - Storm Drain Maint Document No: 0138

(7)	Ave & 15th St) \$81 per month 0.00			165,000.00
	National Pollution Discharge Elimination System Permit Compliance Programs	0.00		
(8)	Integrated Stormwater Management Plan and Enhanced Wastewater Management Plans @ \$95k; Consultant Implementation Plan \$70k 0.00	0.00		30,000.00
(9)	NPDES Santa Monica Bay Beaches Bacteria Total Maximum Daily Load Testing Program of Ocean Shoreline Water Quality and Coordinated Integrated Monitoring Plan 7.00	427.00		2,989.00
(10)	Southern California Edison Pump Efficiency and Diagnostic Testing - 7 Pumps @ \$427/Pump 0.00	0.00		-40,440.00
(11)	Clean Bay Restaurant Certification Inspections Per NPDES Permit Requirements - Contract with John Hunter & Associates 0.00	0.00		9,040.00
(12)	Los Angeles County Sanitation District Wastewater/Stormwater Treatment Surcharge - NPDES Point Source Low-Flow Stormwater Diversion at the Pier Weir Preventing 0.00	0.00		1,905.00
(13)	NPDES Annual Testing and Calibration of Pier Weir. 0.00	0.00		328,700.00
	Streetsweeping Contract			
			Total	595,188.00

*proposed
14/15*

* = View-only field - Formula does not apply

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Budget Preparation Posting List
 CITY OF MANHATTAN BEACH

Page: 175

Reference : 15-18-311 Description : PWS - Storm Drain Maint Document No: 8138

CC ADOPTED VI : 502-18-311-5104 Computer Contract Services

	Qty	Unit	Unit Cost	Amount
(1)	0.00		0.00	2,340.00
SCADA Maintenance Repairs, Hardware, Diagnostics, Programming, and Rockwell SCADA Software Technical Support (Represents 3 year average, and 15% distribution of expenses for all Utilities Accounts)				
Total				2,340.00

13114

DEPT REQ II : 502-18-311-5104 Computer Contract Services

	Qty	Unit	Unit Cost	Amount
(1)	0.00		0.00	2,410.00
SCADA Maintenance Repairs, Hardware, Diagnostics, Programming, and Rockwell SCADA Software Technical Support (40% distribution of expenses for all Utilities Accounts)				
Total				2,410.00

proposed
 14115

* = View-only field. ! = Formula does not apply

Page: 175

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Budget Preparation Posting List
 CITY OF MANHATTAN BEACH

Page: 176

Reference: 15-18-311 Description: PWKS - Storm Drain Maint. Document No: 8138

CC ADOPTED VI :	502-18-311-5205	Training	Unit	Unit Cost	Amount
(1)	0.00			0.00	20,000.00
NPDES Permit Compliance Training for Staff					
Total :					20,000.00

13/14

DEPT REQ II :	502-18-311-5205	Training	Unit	Unit Cost	Amount
(1)	0.00			0.00	2,000.00
NPDES Permit Compliance Training for Staff					
Total :					2,000.00

prop
 14/15

* = View-only field ! = Formula does not apply

Budget Preparation Posting List
 CITY OF MANHATTAN BEACH

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Reference: 15-18-311 Description: PWKS - Storm Drain Maint Document No: 8138

CC ADOPTED VI : 502-18-311-5206 Uniforms/Safety Equipment

Qty	Unit	Unit Cost	Amount
(1)	1.00	675.00	675.00
Uniform package per employee-\$675 x 1 employee			
Uniforms-\$220			
T-Shirts-\$70 - \$10 per shirt, 7 shirts per employee			
Safety Jacket-\$50			
Boot allowance-\$335			
Total			675.00

13114

DEPT REQ II : 502-18-311-5206 Uniforms/Safety Equipment

Qty	Unit	Unit Cost	Amount
(1)	1.00	1,422.00	1,422.00
Uniform packages @ 2 employee			
Uniforms - 462			
T-Shirts-\$150			
Safety Jacket - \$106			
Boot allowance - \$704			
Total			1,422.00

Proposed
 14115

* = View-only field 1 = Formula does not apply

glbdddcep
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Budget Preparation Posting List
 CITY OF MANHATTAN BEACH

Reference: 15-16-311 Description: PWKS - Storm Drain Maint Document No: 8138

CC ADOPTED VI : 502-18-311-5217 Departmental Supplies

	Qty	Unit	Unit Cost	Amount
(1)	0.00		0.00	2,575.00
	Sand Bags for Stormwater and Wastewater Containment			
(2)	0.00		0.00	2,372.00
	Miscellaneous Supplies			
	Pollwog Bubbler Air Filters - 12 @ \$ 26 Each			
	Nozzels for Hydro - 2 @ \$515 each			
	Vac-Con Canna-Flex Hose - 1 @ \$ 515 Each			
(3)	0.00		0.00	900.00
	Water Elevation Transducer for Pier Weirs - 1 @ \$900.00			
(4)	0.00		0.00	3,700.00
	Electrical Control hardware, transformers, switches, overloads, fuses, brakers, wire, and relays			
(5)	0.00		0.00	500.00
	Small hand tools/minor equipment, shovels, manhole hooks, disposable coveralls JG			
				10,047.00

13/14

DEPT REQ II : 502-18-311-5217 Departmental Supplies

	Qty	Unit	Unit Cost	Amount
(1)	0.00		0.00	2,650.00
	Sand Bags for Stormwater and Wastewater Containment			
(2)	0.00		0.00	1,914.00
	Miscellaneous Supplies:			
	Pollwog Bubbler Air Filters - 12 @ \$ 27 Each			
	Nozzels for Hydro - 2 @ \$530 each			
	Vac-Con Canna-Flex Hose - 1 @ \$ 530 Each			
(3)	0.00		0.00	3,700.00
	Electrical Control hardware, transformers, switches, overloads, fuses, brakers, wire, and relays			
(4)	0.00		0.00	500.00
	Small hand tools/minor equipment, shovels, manhole hooks, disposable coveralls			
				8,764.00

Proposed
 14/15

* = View-only field ! = Formula does not apply

Budget Preparation Posting List
 CITY OF MANHATTAN BEACH

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Reference: '5-18-31' Description: PWKS - Storm Drain Maint Document No: 8138

CC ADOPTED VI : 502-18-311-5225	Printing	Amount
Qty	Unit	Unit Cost
(1)	0 00	0 00
NPDES Stormwater Management Education and Outreach - Direct Mailings, Calendars, Posters, Publications.		
Total		20,000.00
		13114
DEPT REQ II : 502-18-311-5225	Printing	Amount
Qty	Unit	Unit Cost
(1)	0 00	0 00
NPDES Stormwater Management Education and Outreach - Direct Mailings, Calendars, Posters, Publications.		
Total		10,000.00
		proposed 14/15

* = View-only field | = Formula does not apply

Budget Preparation Posting List
 CITY OF MANHATTAN BEACH

Reference: 15-18-311 Description: PWKS - Storm Drain Maint Document No: 8139

CC ADOPTED VI: 502-18-311-5611 Warehouse Purchases

Qty	Unit	Unit Cost	Amount
(1)		0.00	150.00
Warehouse Allocation Charges - safety glasses, gloves, hard hats, rain gear, reflective vests, particle masks, batteries			
Total			150.00

13/14

DEPT REQ II: 502-18-311-5611 Warehouse Purchases

Qty	Unit	Unit Cost	Amount
(1)		0.00	155.00
Warehouse Allocation Charges - safety glasses, gloves, hard hats, rain gear, reflective vests, particle masks, batteries			
Total			155.00

proposed
14/15

* = View-only field | = Formula does not apply

DRAFT
 2015-2019 PROPOSED Capital Improvement Plan Projects by Type

City of Manhattan Beach, Capital Improvement Plan 2015-2019 DRAFT PROJECTS BY TYPE FOR FY2014-15 THRU FY2018-19											BY TYPE	
PROJECT TITLE	Carryover Project Number	Carryover Project Original Funding Yr	Status as of 06/04/14	Carryover Project Funds Remaining	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FIVE YEAR TOTAL (Includes Carryover Project Funds Remaining & New Funds)	FUND SOURCE(S)	
STORMWATER PROJECTS												
STORMWATER PROJECTS												
1 Stormwater Quality Improvement - Catch Basin Inserts					\$ -	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 840,000	Storm Drain Fund	
2 Storm Drain Projects (spot repairs & sections)					\$ 440,000	\$ 440,000	\$ 440,000	\$ 440,000	\$ 440,000	\$ 1,760,000	Storm Drain Fund	
Stormwater Projects TOTAL				\$ -	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 3,040,000		



Preliminary Analysis

FOR

LANDSCAPING AND STREET LIGHTING
MAINTENANCE ASSESSMENT DISTRICT

For the

CITY OF MANHATTAN BEACH
LOS ANGELES COUNTY, CALIFORNIA

May 28, 2014

INTRODUCTION

The City of Manhattan Beach formed the Landscaping and Street Lighting Assessment District in the early 1970's pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15, Sections 22500 through 22679, of the Streets and Highways Code of the State of California. The District is being renewed annually. City Council reviews the proposed costs and reserves for the ensuing fiscal year and considers accumulated fund balances from the current year in the setting of the annual assessment. The method of assessment has been approved at the time of formation of the District. This year's report includes projected costs and fund balances, and is submitted for City Council's determination of the assessment for Fiscal Year 2014-15. No increase in the assessment rate is proposed for Fiscal Year 2014-15.

The maintenance and operation of the facilities within the District is consistent with the Landscaping and Lighting Act of 1972 and is administered pursuant to Manhattan Beach ordinances and regulations.

The City Council of the City of Manhattan Beach adopted its General Plan with various elements to provide guidelines for orderly development within the community. The City Council further adopted ordinances and regulations governing the development of land providing for the installation and construction of certain landscaping, lighting and appurtenant facilities to enhance the quality of life and to benefit the value of property.

The requirement for the construction and installation of landscaping, lighting and appurtenant facilities is a condition of development provided for in the City's Subdivision Ordinance and is a requirement of issuance of a permit for construction of any commercial, industrial, and planned unit development.

Landscaping and appurtenant facilities generally include trees, shrubs, plants, turf, irrigation systems, and necessary appurtenances including curbs, hardscape, monumentation, fencing, drainage detention facilities, drainage structures (including percolation wells) located in public rights-of-way, medians, parkways, and/or easements adjacent to public rights-of-way, in and along major thoroughfares and certain designated primary and secondary arterials as defined in the General Plan's Infrastructure Element.

Lighting and appurtenant facilities include poles, lighting fixtures, conduits and the necessary equipment to maintain, operate and replace a lighting system at designated intersections, in medians, parkways and adjacent to certain public facilities in and along certain streets, rights-of-way and designated lots.

The installation of landscaping and lighting systems and the construction of the necessary appurtenant facilities is the responsibility of the property owner/applicant, triggered by the approval of a development application.

The City may cause the installation by property owners directly, or accept financial arrangements for installation of these facilities as provided for by the City's ordinances and regulations. When on any given street of the approved system, a majority of the required facilities have been provided, but gaps exist, and it has been determined that these facilities in front of, or adjacent to certain already developed properties, are required to bridge missing gaps, and/or where the future development or redevelopment of existing property is not likely to occur in a foreseeable future, the City Council may deem it appropriate to retrofit such missing gaps pursuant to the provisions of the Landscaping and Lighting Act of 1972.

The servicing, operation, maintenance, repairs and replacement of the landscaping, lighting and appurtenant facilities in turn becomes the responsibility of the benefiting properties.

The City is presently administering one Landscaping Zone within the District.

The City of Manhattan Beach also administers a lighting system for the benefit of all parcels of land within the City. The lighting benefit is directly related to public safety and property protection. These benefits have been studied widely, locally, regionally and nationally.

ESTIMATE OF COST

The estimated cost of the operation, servicing and maintenance of the street and sidewalk improvements for fiscal year 2014-15, are summarized herein and described below. All costs include administration and utilities where applicable.

	<u>Zone A - F</u>	<u>Zone G</u>
Operation and Maintenance	\$483,737.09	\$ 217,161
Cashflow Reserves (projected as of 30-Jun-15) pursuant to Streets & Highways Code Section 22569(a)	\$ 241,869	\$ 108,581
Total	\$ 725,606	\$ 325,742
General Fund Transfer for General Benefit	\$ (68,279)	\$ -
Total to Assessment	\$ 657,326	\$ 325,742
Benefit Units	16,945	4,823
Assessment per Benefit Unit	\$ 38.79	\$ 67.54

METHOD OF APPORTIONMENT OF ASSESSMENT

GENERAL

Part 2 of Division 15 of the Streets and Highways Code, the Landscaping and Lighting Act of 1972, permits the establishment of assessment districts by cities for the purpose of providing certain public improvements which include operation, maintenance and servicing of street lights, traffic signals, parks and landscaping.

The 1972 Act requires that maintenance assessments be levied according to benefit rather than according to assessed value. Section 22573 provides that:

The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

The Act permits the designation of zones of benefit within any individual assessment district if "by reason of variations in the nature, location, and extent of the improvements, the various areas will receive different degrees of benefit from the improvement" (Sec. 22574). Thus, the 1972 Act requires the levy of a true "benefit assessment" rather than a "special tax."

Excepted from the assessment would be the areas of all publicly owned property in use in the performance of a public function.

BENEFIT DETERMINATION

Landscaping. Trees, landscaping and parks, if well maintained, provided beautification, shade and enhancement of the desirability of the surroundings, and therefore increase property value.

The landscaping maintenance provided by the District is deemed to benefit business properties on Manhattan Beach Boulevard, Highland Avenue and Manhattan Avenue, which are designated as Zone 10.

Lighting. Street lighting is for the benefit of all parcels within the District as all property in the City derives benefit from the convenience, safety and protection of people and property they provide.

METHODOLOGY

ZONES OF BENEFIT

The Assessment District previously consisted of 7 zones of benefit, 6 lighting benefit zones and 1 benefit landscaping zone, as described as follows:

LIGHTING BENEFIT ZONES

ZONE A (1) - Includes the majority of parcels within the City which have standard levels and types of street lighting. Assigned a benefit factor of 1.0 for basic lighting.

ZONE B (5) - Properties utilizing natural gas lighting. Assigned a lighting benefit factor of 4.0 as follows: 1 for basic lighting, 1 for decorative lighting, and 2 for 2 times the illumination.

ZONE C (6) - Properties on the Strand. Assigned a lighting benefit factor of 3 as follows: 1 for basic lighting and 2 for 2 times the illumination.

ZONE D (7) - Properties on walkway streets in the area bounded by 15th Street on the south, 21st Street on the north, Ocean Drive on the west and Live Oak Park on the east. Assigned a lighting benefit factor of 1.0 for basic lighting.

ZONE E (9) - Tract No. 44884, Arbolado Tract. Assigned a lighting benefit factor of 5.0 as follows: 1 for basic lighting, 1 for decorative lighting, and 3 for 3 times the illumination.

ZONE F (10) - Business properties on Manhattan Beach Boulevard from the Strand to Valley Drive, Highland Avenue from 11th Street to 15th Street and Manhattan Avenue from 8th Street to 13th Street. Assigned a lighting benefit factor of 4.0 as follows: 1 for basic lighting, and 3 for 3 times the illumination.

LANDSCAPING BENEFIT ZONES

ZONE G (10) Business properties on Manhattan Beach Boulevard from the Strand to Valley Drive, Highland Avenue from 11th Street to 15th Street and Manhattan Avenue from 8th Street to 13th Street. Assigned a landscaping benefit factor of 1.0 for benefit from adjacent landscaping.

ZONES A-F

Equivalent Dwelling Units

The Equivalent Dwelling Unit method uses the single family home as the basic unit of assessment. A single family home equals one Equivalent Dwelling Unit (EDU). Every other land-use is converted to EDU's based on an assessment formula appropriate for the City. Multi-family and condominium parcels are converted to EDU's based on the number of dwelling units on each parcel of land; Commercial and Industrial parcels are converted to EDU's based on the lot size of each parcel of land.

Single Family Residential. The single family parcel has been selected as the basic unit for calculation of the benefit assessments. This basic unit shall be called an Equivalent Dwelling Unit (EDU). Parcels designated as single family residential per the Los Angeles County land-

use code are assessed 1 EDU.

Multiple Residential. Multiple family uses, as well as condominiums, are given a factor of .80 EDU per dwelling unit. Based on data from representative cities in Southern California, the multiple residential factor of 80 percent is determined by the statistical proportion of relative trip generation from various types of residential uses, in combination with population density per unit.

Commercial/Industrial. Commercial/Industrial properties are designated as commercial, industrial, recreational, institutional or miscellaneous uses per the Los Angeles County land-use codes. In converting improved Commercial/Industrial properties to EDUs, the factor used is the City of Manhattan Beach's highest requirement for a single family residential lot, which is 1 dwelling unit per 7,500 sq. ft, or 5.808 dwelling units per acre. The Commercial/Industrial parcels will be assessed 5.808 EDU for the first acre or any portion thereof, and then 25% of 5.808 EDUs (1.4520) for every additional acre or portion thereof, as the utilization of that portion of non-residential property greater than one acre is reduced and will be treated as vacant land. The minimum number of EDUs per parcel will be 1 EDU.

Vacant Property

Vacant property is described as parcels with no improved structures. Because property values in a community are increased when public infrastructure are in place, improved, operable, safe, clean and maintained, all properties, including vacant parcels, receive benefits based on their land, as this is the basis of their value. Based upon the opinions of professional appraisers, appraising current market property values for real estate in Southern California, the land value portion of a property typically ranges from 20 to 30 percent; in Manhattan Beach, we find that the average is about 50 percent. Additionally, the utilization of vacant property is significantly less than improved property and vacant property has a traffic generation rate of 0. Therefore, we recommend that vacant property be assessed at the rate of 25 percent of improved property.

Vacant Residential. Parcels defined as single family residential parcels which do not have structures on the parcels are assessed 25% of a single family dwelling. The parcels will be assessed 0.25 EDU per parcel.

Vacant Non-Residential. Parcels defined as parcels which are not single family residential and which do not have structures on the parcel are assessed based upon the acreage of the parcel. The parcels will be assessed at the rate of 25% of the developed non-residential properties, or 1.4520 EDU per acre or any portion thereof, with a minimum of .25 EDU per parcel.

Exempt. All publicly owned property and utility rights-of-way are exempt from assessment. Also excepted from assessment is the residential area bounded by Village Drive, Marine Avenue, Redondo Avenue, and Park View Avenue, which has all private streets.

The land-use classification for each parcel has been based on the 2014-15 Los Angeles County Assessor's Roll.

ZONE G

The Zone 10 improvements maintained and operated by the District consist of a higher level of landscaping than are found in other parts of the City. These facilities increase the aesthetic appeal of the area and promote business in the downtown area. Front footage is the best approach for this type of improvement, as each parcel's benefit is proportional to its frontage along the improved street. Therefore, it is recommended that the assessments for Zone 10 be on an Adjusted Front Footage (AFF) basis.

ASSESSMENTS

ZONES A-F

Benefit Units (BUs) are calculated as follows:

$$\text{EDUs} \times \text{Benefit Factor} = \text{Benefit Units (BUs)}$$

The distribution of BUs per Zone is as follows:

LIGHTING BENEFIT ZONES							
New Zone	A	B	C	D	E	F	Totals
Old Zone	1	5	6	7	9	10	
EDUs	13,274.26	386.60	395.00	388.25	18.40	114.79	14,577.30
Benefit Factor	1	4	3	1	5	4	
Benefit Units	13,274.26	1,546.40	1,185.00	388.25	92.00	459.15	16,945.07

Zone G

Benefit Units (BUs) are calculated as follows:

$$\text{AFF} \times \text{Benefit Factor} = \text{Benefit Units (BUs)}$$

The distribution of BUs per Zone is as follows:

LANDSCAPING BENEFIT ZONES	
New Zone	G
Old Zone	10
EDUs	4,823.00
Benefit Factor	1
Benefit Units	4,823.00

Sample calculations for various zones and land-use types are provided on the following page.

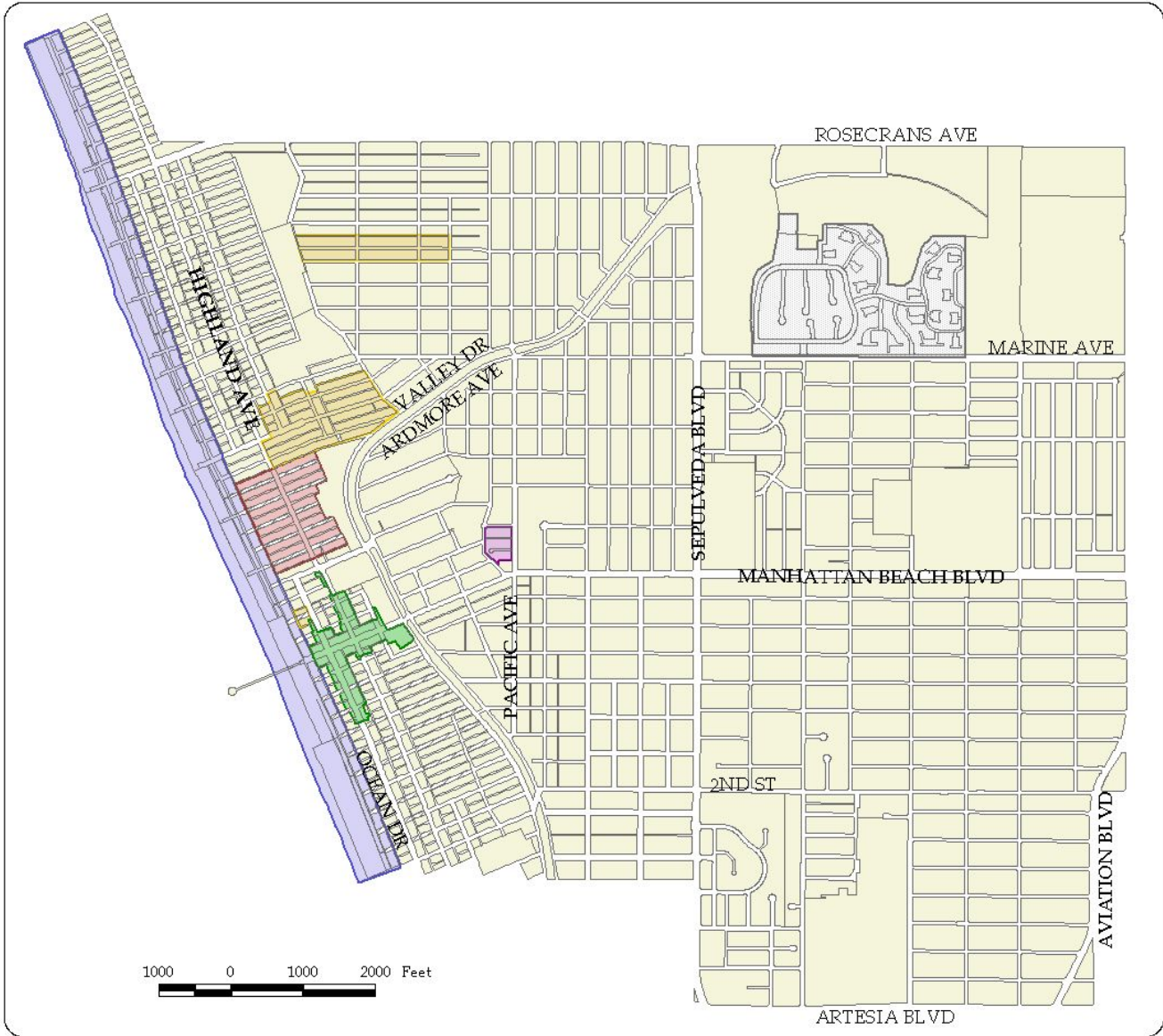
SAMPLE CALCULATIONS – LIGHTING ZONES

ZONE A - Standard Lighting				FY 14-15	Current
				Asmt	Rates
		EDU	BU		
Single Family Residential		1.0	1.0	\$38.79	\$17.03
Condominium		0.8	0.8	\$31.03	\$13.62
Vacant Residential		0.25	0.25	\$9.70	\$4.26
Multi-Family Residential	Duplex	1.6	1.6	\$62.07	\$27.25
	Triplex	2.4	2.4	\$93.10	\$40.87
Commercial/Industrial	1/4 acre	1.425	1.425	\$55.28	\$24.27
	1/2 acre	2.904	2.904	\$112.65	\$49.46
	1 acre	5.8	5.8	\$225.30	\$98.91
Vacant Commercial/Industrial	1/4 acre	0.363	0.363	\$14.08	\$6.18
	1/2 acre	0.726	0.726	\$28.16	\$12.36
ZONE B - Gas Light Area					
Single Family Residential		1.0	4.0	\$155.17	\$87.08
Condominium		0.8	3.2	\$124.13	\$69.66
Vacant Residential		0.25	1.00	\$38.79	\$21.77
Multi-Family Residential	Duplex	1.6	6.4	\$248.27	\$139.33
	Triplex	2.4	9.6	\$372.40	\$208.99
ZONE C - The Strand					
Single Family Residential		1.0	3.0	\$116.37	\$10.52
Condominium		0.8	2.4	\$93.10	\$8.42
Vacant Residential		0.25	0.75	\$29.09	\$2.63
Multi-Family Residential	Duplex	1.6	4.8	\$186.20	\$16.83
	Triplex	2.4	7.2	\$279.30	\$25.25
	4-plex	3.2	9.6	\$372.40	\$33.66
	10-unit Apt	8.0	24.0	\$931.00	\$84.16
ZONE D - Walkway Streets					
Single Family Residential		1.0	1.0	\$38.79	\$10.80
Condominium		0.8	0.8	\$31.03	\$8.64
Vacant Residential		0.25	0.25	\$9.70	\$2.70
Multi-Family Residential	Duplex	1.6	1.6	\$62.07	\$17.28
	Triplex	2.4	2.4	\$93.10	\$25.92
ZONE E - Arbolado Tract					
Condominium		0.8	4.0	\$155.17	\$126.34
ZONE F - Formerly Zone 10					
Commercial	0.16 acre	1.000	4.000	\$155.17	
	1/4 acre	1.452	5.808	\$225.30	
	0.33 acre	1.917	7.667	\$297.40	

SAMPLE CALCULATIONS – LANDSCAPING ZONES

ZONE G - Formerly Zone 10		AFF	BU	FY 14-15 Asmt
Commercial		30.00	30.00	\$2,026.18
		60.00	60.00	\$4,052.35
		90.00	90.00	\$6,078.53

City of Manhattan Beach Lighting and Landscape Assessment Districts



August 2001

		Total Area (Acres)	
Zone 1	A General	2231.7	
Zone 5	B Gas Lights	39.0	
Zone 6	C The Strand	127.5	
Zone 7	D Walkway Streets	25.7	
Zone 9	E Arbolado Tract	2.9	
Zone 10	F/G Downtown Streetscape	15.4	
	 Excepted	82.5	



REVENUE MEASURE FEASIBILITY STUDY
SUMMARY SURVEY REPORT

PREPARED FOR THE
CITY OF MANHATTAN BEACH



OCTOBER 20, 2014



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INTRODUCTION

Located along the coastal edge of Los Angeles County, the City of Manhattan Beach is home to an estimated 35,619 residents.¹ Incorporated in 1912 as a General Law city, Manhattan Beach's current team of full-time and part-time employees provides a full suite of services through various departments including City Attorney, City Clerk, City Manager, Community Development, Finance, Fire, Parks & Recreation, Human Resources, Police, and Public Works.

As Manhattan Beach has grown, so too have the demands placed upon its facilities, services, infrastructure, and staff. Unfortunately, the City's revenue streams have not kept pace with the growing demands and escalating costs, leading to shortfalls in recent years in the funding required to provide essential municipal services at the desired levels of service. Two areas, in particular, are experiencing costs that are well in excess of dedicated revenue streams: addressing stormwater pollution and providing landscape maintenance and street lighting.

Stormwater Pollution Under the Federal Clean Water Act, each county and municipality throughout the nation is issued a National Pollutant Discharge Elimination System (NPDES) Permit. The goal of the permit is to stop polluted discharges from entering the storm drain system, local water sources, and coastal waters. The City of Manhattan Beach is responsible for developing and implementing public improvements and services designed to not only meet the requirements of the federal NPDES Permit, but also improve public health by identifying, controlling and removing pollution from the stormdrain system, local water sources, and coastal waters.

In order to provide for the safety of the residents, protect property in the city from damage associated with flooding, and to meet the requirements of the NPDES permit, it is necessary to design, construct, operate, maintain, improve and replace storm drainage facilities which collect storm and surface water runoff, as well as convey and treat such runoff in a safe manner to an acceptable point of discharge. It is also necessary to inspect, monitor, and take enforcement action related to illegal dumping and illicit discharges. In order to adequately fund such facilities and activities, the City has determined that it is necessary to update and increase the fee for storm drainage services.²

Landscape & Lighting Part 2 of Division 15 of the Streets and Highways Code, the Landscaping and Lighting Act of 1972, permits the establishment of assessment districts by cities for the purpose of providing certain public improvements which include the operation, maintenance and servicing of street lights, traffic signals, parks, and landscaping. Trees, landscaping and parks, if well maintained, provided beautification, shade and enhancement of the desirability of the surroundings, and therefore increase property values. Similarly, street lighting benefits all parcels within the city by enhancing the convenience, safety, and protection of people and property.³

Although the City of Manhattan Beach has had an assessment district in place since the early 1970's to fund landscape maintenance and street lighting, the costs of providing these services have escalated beyond the revenues generated by the existing assessment district. Accordingly,

1. Source: California Department of Finance estimate, January 2014.
2. Source: *Preliminary Analysis for the Stormwater Utility Fee* conducted for the City of Manhattan Beach by Harris & Associates, 2014.
3. Source: *Preliminary Analysis for Landscaping and Street Lighting Maintenance Assessment District* conducted for the City of Manhattan Beach by Harris & Associates, 2014.

to adequately fund landscape maintenance and street lighting in future years, the City is considering increasing assessments for this purpose.

MOTIVATION FOR RESEARCH The primary purpose of this study was to produce an unbiased, statistically reliable evaluation of property owners' interest in supporting local revenue measures to address stormwater pollution and landscape & lighting, respectively, in the City of Manhattan Beach. Additionally, should the City decide to move forward with a measure, the survey data provides guidance as to how to structure a measure so that it is consistent with the community's priorities and expressed needs. Specifically, the study was designed to:

- Gauge current, baseline support for a local revenue measure (stormwater fee or landscaping & lighting assessment)
- Identify the fee rate that the community is willing to support
- Identify the types of services and improvements that property owners are most interested in funding, should the measure pass
- Expose property owners to arguments in favor of, and against, the proposed measure to gauge how information affects support for the measure, *and*
- Estimate support for the measure once property owners are presented with the types of information they will likely be exposed to during the ballot proceeding.

It is important to note at the outset that property owners' opinions about revenue measures are often somewhat fluid, especially when the amount of information they initially have about a measure is limited. How property owners think and feel about a measure today may not be the same way they think and feel once they have had a chance to hear more information about the measure in the months leading up to a vote. Accordingly, to accurately estimate the feasibility of establishing a revenue measure, it was important that in addition to measuring *current* opinions about the measure, the survey expose respondents to the types of information property owners are likely to encounter prior to a vote—including arguments in favor and opposed to the measure—and gauge how this information ultimately impacts their voting decision.

TESTING TWO ALTERNATIVES: STORMWATER FEE AND LANDSCAPING & LIGHTING ASSESSMENT One of the objectives of the study was to determine how support for a local measure may vary depending on the type of measure employed: a property-related fee to address stormwater pollution, or a benefit assessment to fund landscaping & lighting.

To raise the funds needed to address stormwater pollution, the City is considering a **property-related fee**. A property-related fee is voted on by all property owners in the city who are being asked to pay the new fee. In addition to residential property owners, owners of other types of properties (i.e., commercial, industrial, apartments, etc.) as well as absentee owners are eligible to participate. Because all affected property owners can participate in a property-related fee, a majority of ballots returned (one vote per parcel) is required for approval. In a property-related fee ballot proceeding, all property owners are typically mailed a ballot that includes an information sheet, but does not include arguments in support or opposition as is the case with a special tax. Most of the funding measures for similar water and stormwater quality programs in California have been property-owner balloted, property-related fees.⁴

4. Examples include fees established in Rancho Palos Verdes, Palo Alto, Burlingame, and San Clemente.

To fund landscape maintenance and lighting, the City is considering a **benefit assessment**. Although a benefit assessment shares many of the same features outlined above for a property-related fee, the key difference is that the returned votes are weighted proportionately according to the amount of the fee charged to each property owner. The greater the fee levied for a parcel, the more that property owner's vote will count toward the outcome of the ballot proceeding.

To ensure a reliable estimate of property owner support for the respective measures being considered, two separate surveys were conducted using mutually-exclusive random samples of Manhattan Beach property owners. One survey focused on a property-related fee to address stormwater pollution, whereas the second survey focused on a landscape & lighting assessment. A combination of mailed invitations and phone calls were employed to recruit participation in the surveys. In total, 760 property owners participated online or by telephone between September 11 and October 7, 2014, with the interviews divided evenly between the stormwater (382) and landscape & lighting surveys (378). The telephone interviews averaged 15 minutes in length. For a full discussion of the research methods and techniques used in this study, turn to *Methodology* on page 36.

ORGANIZATION OF REPORT This report is designed to meet the needs of readers who prefer a summary of the findings as well as those who are interested in the details of the results. For those who seek an overview of the findings, the sections titled *Just the Facts* and *Conclusions* are for you. They provide a summary of the most important factual findings of the surveys in bullet-point format and a discussion of their implications. For the interested reader, this section is followed by a more detailed question-by-question discussion of the results from the surveys by topic area (see *Table of Contents*), as well as a description of the methodology employed for collecting and analyzing the data. And, for the truly ambitious reader, the questionnaires used for the interviews are contained at the back of this report (see *Questionnaire & Toplines* on page 40) and a complete set of crosstabulations for the survey results are contained in Appendix A for the stormwater version, Appendix B for the landscape & lighting version.

ACKNOWLEDGMENTS True North thanks the City of Manhattan Beach for the opportunity to assist the City in this important effort, as well as Dennis Anderson of Harris & Associates for contributing to the design of the study. Their collective expertise, insight, and local knowledge improved the overall quality of the research presented here.

DISCLAIMER The statements and conclusions in this report are those of the authors (Dr. Timothy McLarney and Richard Sarles) at True North Research, Inc. and not necessarily those of the City of Manhattan Beach. Any errors and omissions are the responsibility of the authors.

ABOUT TRUE NORTH True North is a full-service survey research firm that is dedicated to providing public agencies with a clear understanding of the values, perceptions, priorities and concerns of their residents and voters. Through designing and implementing scientific surveys, focus groups and one-on-one interviews, as well as expert interpretation of the findings, True North helps its clients to move with confidence when making strategic decisions in a variety of areas—such as planning, policy evaluation, performance management, organizational development, establishing fiscal priorities, passing revenue measures, and developing effective public information campaigns.

During their careers, Dr. McLarney and Mr. Sarles have designed and conducted over 800 survey research studies for public agencies, including more than 300 revenue measure feasibility studies. Of the measures that have gone to ballot based on Dr. McLarney's recommendation, more than 93% have been successful. In total, the research that Dr. McLarney has conducted has led to over \$22 billion in successful local revenue measures.



JUST THE FACTS

The following section is an outline of the main factual findings from the survey. For the reader's convenience, we have organized the findings according to the section titles used in the body of this report. Thus, if you would like to learn more about a particular finding, simply turn to the appropriate report section.

QUALITY OF LIFE & CITY SERVICES

- Among those who were administered the **landscape & lighting** survey, more than nine-in-ten respondents shared favorable opinions of the quality of life in Manhattan Beach, with 60% reporting it is excellent and 34% stating it is good. An additional 4% of respondents indicated that the quality of life in the City is fair, and no one used poor or very poor to describe the quality of life in Manhattan Beach.
- The results were strikingly similar among property owners who were administered the **stormwater** version of the survey, with 58% reporting it is excellent, 36% stating it is good, and 6% offering that the quality of life in Manhattan Beach is fair.
- Nearly nine-in-ten respondents (89%) who received the **landscape & lighting** version of the survey indicated that they were satisfied with the City's overall performance in providing municipal services, whereas 9% were dissatisfied and 2% were unsure.
- Similarly, 87% of property owners administered the **stormwater** survey indicated that they were satisfied with the City's overall performance in providing municipal services, whereas 10% were dissatisfied and 3% were unsure.

INITIAL BALLOT TEST

- In an *unweighted* scenario (each vote counts equally), 47% of property owners initially indicated that they would support the **landscape & lighting** assessment at the highest fee rate proposed, whereas 45% stated they would oppose the assessment and 8% were unsure. Once weighted proportionately according to the fee proposed for each property, overall support for the measure declined to 36%, with 54% opposed and 10% unsure.
- Overall, 41% of property owners initially indicated that they would support the **stormwater** measure at the highest fee rate proposed, whereas 51% stated that they would oppose the measure, and 8% were unsure or unwilling to share their vote choice.
- The most frequently-mentioned reasons for opposing the **landscape & lighting** assessment were a perception that taxes/fees are already too high (26%), concern that the money will be mismanaged (22%), a perception that the City already has enough funding (14%), and a need for more information (13%).
- The reasons expressed for not supporting the **stormwater** measure were similar, including a perception that taxes/fees are already too high (40%), concern that the money will be mismanaged (20%), a perception that the City already has enough funding (14%), and a need for more information (11%).

FEE THRESHOLD

- At the highest proposed rate for each property based on the engineer's assessment (Rate A), just 23% of property owners (weighted) indicated they would support the **landscape & lighting** measure. Incremental reductions in the fee rate resulted in incremental increases in support for the measure, with 38% of property owners indicating that they would support the landscape & lighting assessment at 60% of the highest proposed rate (Rate C).

- Converting the rates to dollar ranges, support for the proposed **landscape & lighting** assessment was found among a majority (52%) of property owners when the annual fee to their property was less than \$25. As the fee escalated, support declined—with just 28% of property owners indicating that they would support a fee of \$100 or more per year.
- At the highest proposed rate for each property based on the engineer’s assessment for the **stormwater** measure, 38% of property owners indicated they would support the measure. As the fee rate was lowered to 80% (Rate B) and 60% (Rate C) of original rate (Rate A), support climbed to 40% and 44%, respectively.
- Converting the rates to actual dollar amounts reveals that support for the **stormwater** measure was not particularly sensitive to the amount of the fee within the range of fees being considered by the City. At an annual amount of less than \$90, for example, 45% of property owners stated they would support the measure. The comparable figure for fees of \$150 or more per year was 41%.

PROGRAMS & PROJECTS

- Among the items that could be funded by the **landscape & lighting** assessment, property owners most strongly favored using the funds to operate, maintain and repair street lights on a timely basis (78%), fix broken or burnt-out street lights (77%), and replace outdated lighting systems that are expensive to operate and repair with new energy efficient lights that will be more cost-effective (74%).
- For the **stormwater** measure, property owners most strongly favored using the funds to reconstruct or replace storm drains that are identified by engineers as being high risk for collapse or failures (79%), install and maintain devices in storm drains that capture trash and pollution before they enter our waterways (76%), reduce illegal discharges of pollution into water sources through improved monitoring, investigation and prosecution (70%), and keep trash and pollution off our beaches and out of local waterways and the ocean (70%).

POSITIVE ARGUMENTS

When presented with arguments in favor of the **landscape & lighting** measure, property owners found the following arguments to be the most persuasive:

- *Street lights are a matter of public safety. Good street lights deter crime, prevent car accidents, and protect pedestrians.*
- *By switching to energy efficient lights, this measure will allow the City to be more cost-effective and environmentally friendly in the future.*
- *Quality street lighting improves the appearance, character and quality of life in a neighborhood.*

When presented with arguments in favor of the **stormwater** measure, property owners found the following arguments to be the most persuasive:

- *It is a lot cheaper to fix a storm drain now than to pay for reconstruction, property damage and lawsuits when it fails.*
- *Stormwater runoff carries tons of trash, infectious bacteria and toxic pollutants directly to the ocean and local beaches. This measure is one of the best ways to protect our water quality and public health.*

- *Every year, thousands of pounds of trash from our streets washes up on local beaches. This measure will help prevent and clean up trash and pollution before it ends up in our water and on our shorelines and beaches.*

INTERIM BALLOT TEST

- After exposing respondents to the types of positive arguments they may encounter during an election cycle, as well as the services and facilities that may be funded by the measures, overall support for the **landscape & lighting** measure declined to 22% in a weighted-vote scenario using the proposed Rate A, with 50% of respondents opposed to the measure and an additional 28% unsure or unwilling to state their vote choice.
- At the Interim Ballot Test, 39% of property owners indicated they would support the **stormwater** measure at the highest proposed rate (Rate A), whereas 54% opposed the measure and 7% were unsure or unwilling to share their opinion.

NEGATIVE ARGUMENTS

Of the arguments in opposition to the **landscape & lighting** assessment, property owners found the following arguments to be the most persuasive:

- *Property owners already pay an assessment for street lighting to the City. Now they want another one? That's not fair to taxpayers.*
- *This measure is unfair because it can be passed with a majority vote rather than the usual two-thirds requirement, and many voters are not allowed to participate.*
- *The City can't be trusted with this tax. They will mismanage the money.*

Of the arguments in opposition to the **stormwater** measure, property owners found the following arguments to be the most persuasive:

- *This measure won't make a difference. Most of the water pollution is coming from Los Angeles and other cities, and they aren't doing much to stop it.*
- *The City can't be trusted with this tax. They will mismanage the money.*
- *People are having a hard time making ends meet with high unemployment and a sluggish economy. Now is NOT the time to be raising taxes.*

FINAL BALLOT TEST

- After providing respondents with the wording of the proposed measures, possible fee rates, programs and projects that could be funded by the measures, as well as arguments in favor and against the proposals, support for the **landscape & lighting** measure was found among 21% of property owners in a weighted-vote scenario using the proposed Rate A, with 57% of respondents opposed to the measure and an additional 22% unsure or unwilling to state their vote choice.
- Support for the proposed **stormwater** measure remained steady at the Final Ballot Test, with 38% of property owners indicating they would support the stormwater measure at the highest proposed rate (Rate A), 55% opposed, and 7% unsure or unwilling to share their opinion.



CONCLUSIONS

The bulk of this report is devoted to conveying the details of the study findings. In this section, however, we attempt to ‘see the forest through the trees’ and note how the collective results of the survey answer the key questions that motivated the research. The following conclusions are based on True North’s interpretations of the survey results and the firm’s collective experience conducting revenue measure studies for public agencies throughout the State.

Do local property owners support establishing a revenue measure?

The vast majority of property owners in the City of Manhattan Beach have high opinions of the quality of life in city, are satisfied with the City’s performance in providing municipal services, and clearly value the services that they receive from the City. When it comes to *funding* municipal services and facilities, however, property owners’ interest in maintaining the quality of city services is in tension with their sensitivity to increasing local taxes or fees.

The results of the **landscape & lighting** assessment survey indicate that Manhattan Beach property owners are not prepared at this juncture to support a new assessment to keep pace with the increasing costs of electricity and operating, maintaining, and repairing street lights throughout the City, avoid reductions in street lighting service, and replace outdated light systems with energy efficient lights that are less costly to operate and maintain and are better for the environment. Even at a fee rate that was 60% of the full rate proposed in the *Preliminary Analysis for Landscaping and Lighting Maintenance Assessment District* report for each parcel, support for the assessment was found among just 38% of property owners in a *weighted* vote scenario. Moreover, weighted support for the assessment generally declined as property owners learned more about the measure, with approximately one-in-five property owners (21%) supporting the assessment at the Final Ballot Test.

The results of the **stormwater** measure survey were more positive, although still below the majority required for passage at the full fee rate proposed in the *Preliminary Analysis for the Stormwater Utility Fee* report. At the Initial Ballot Test, 41% of Manhattan Beach property owners indicated they would support a measure to protect public health and reduce water pollution in Manhattan Beach, repair, reconstruct, and maintain the storm drain system throughout the City, remove pollutants, toxic chemicals, and infectious bacteria from runoff, keep trash and pollution off our beaches and out of local waterways and the ocean, and reduce illegal discharges of pollution into water sources through improved monitoring, investigation and prosecution. Support for the stormwater measure remained fairly consistent throughout the interview as property owners learned more about what the measure would fund, alternative fee rates, as well as arguments pro and con.

If the City is inclined to pursue a stormwater measure, a number of conditions will need to be met for the measure to have a reasonable chance of success—including that it is packaged appropriately, kept affordable, has clear support from the City Council, and is combined with effective public education from the City and a well-organized, independent campaign. The following paragraphs discuss some of the challenges and the next steps that True North recommends in packaging a stormwater measure for success.

How will the fee rate affect support for the measure?

Naturally, the willingness of property owners to support a specific revenue measure is contingent—in part—on the fee rate associated with a measure. The higher the rate, all other things being equal, the lower the level of aggregate support that can be expected. It is critical that the rate be set at a level that the necessary proportion of property owners view as affordable.

Although Manhattan Beach property owners did not exhibit significant price sensitivity in their support for the proposed stormwater measure, this pattern likely reflects the comparatively high fees being considered by the City. For the most common residential property (single family residential with a lot size of 0.1 acres) the proposed fee was \$114.73 per year, which means that even at the lowest rate tested in the survey (60% of the proposed fee) the annual amount was still nearly \$70 per year. A fee of \$70 per year for stormwater services is outside the comfort zone for a majority of Manhattan Beach property owners.

For the stormwater measure to have a reasonable chance for success, it will require a more modest fee increase (\$35 to \$49 per year) for the typical residential property. Although rates at this level were not tested in this study, past research has shown that fees in this range tend to garner significantly higher support when compared to fees of \$50 or more.

How might public education affect support for the stormwater measure?

As noted in the body of this report, individuals' opinions about revenue measures are often not rigid, especially when the amount of information presented to the public on a measure has been limited. Thus, in addition to gauging current support for the measure, one of the goals of the stormwater survey was to explore how the introduction of additional information about the measure may affect property owners' opinions about the proposed stormwater measure.

It is clear from the survey results that property owners' opinions about the stormwater measure are somewhat sensitive to the nature—and amount—of information that they have about the measure. Information about the specific services and projects that could be funded by the measure, as well as arguments in favor of the measure, were found by many respondents to be compelling reasons to support the measure. Moreover, this information played an important role in limiting the erosion of

support for the measure once respondents were exposed to the types of opposition arguments they will likely encounter during an election cycle.

Accordingly, one of the keys to building and sustaining support for a stormwater measure will be the presence of an effective, well-organized public outreach effort and independent campaign to that focuses on the need for the measure as well as the many benefits it will bring.

How might the economic or political climate alter support for the measure?

A survey is a snapshot in time—which means the results of this study and the conclusions noted above must be viewed in light of the current economic and political climates. Ongoing concerns about unemployment, economic uncertainty, and the lingering effects of the recession continue to weigh on property owners' minds, and these concerns are factored into the results of this survey. Should the economy and/or political climate continue to improve, support for a measure could increase. Conversely, negative economic and/or political developments, especially at the local level, could dampen support for a measure below what was recorded in this study.

QUALITY OF LIFE & CITY SERVICES

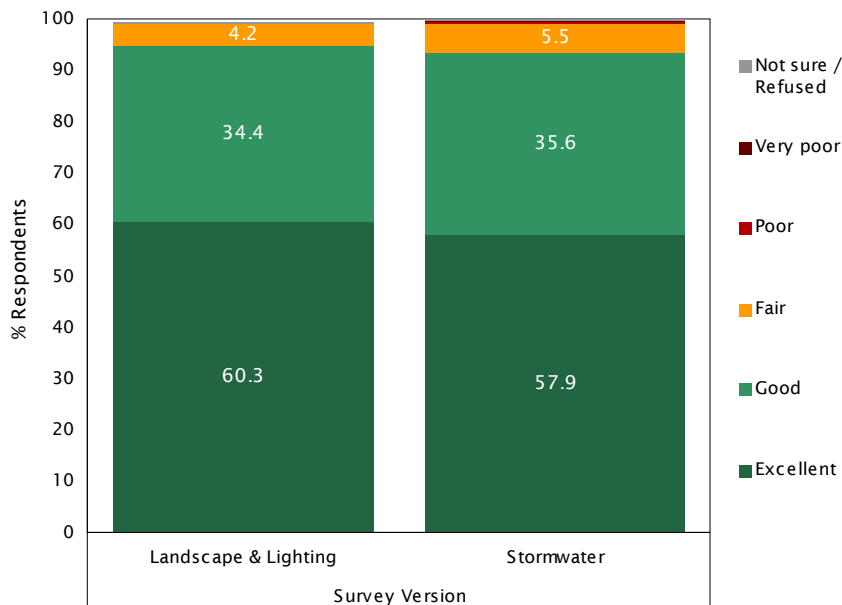
The opening series of questions in the survey were designed to profile property owners' opinions regarding the quality of life in Manhattan Beach, as well as their assessment of the City's overall performance in providing municipal services.

OVERALL QUALITY OF LIFE At the outset of the interview, respondents were asked to rate the overall quality of life in the City using a five-point scale of excellent, good, fair, poor, or very poor. Following a convention that will be used throughout this report, Figure 1 presents the results to Question 2 separately for each version of the survey.

Among those who were administered the landscape & lighting survey, more than nine-in-ten respondents shared favorable opinions of the quality of life in Manhattan Beach, with 60% reporting it is excellent and 34% stating it is good. An additional 4% of respondents indicated that the quality of life in the City is fair, and no one used poor or very poor to describe the quality of life in Manhattan Beach. The results were strikingly similar among property owners who were administered the stormwater version of the survey, with 58% reporting it is excellent, 36% stating it is good, and 6% offering that the quality of life in Manhattan Beach is fair.

Question 2: Landscape & Lighting/Stormwater *How would you rate the overall quality of life in the City? Would you say it is excellent, good, fair, poor or very poor?*

FIGURE 1 QUALITY OF LIFE

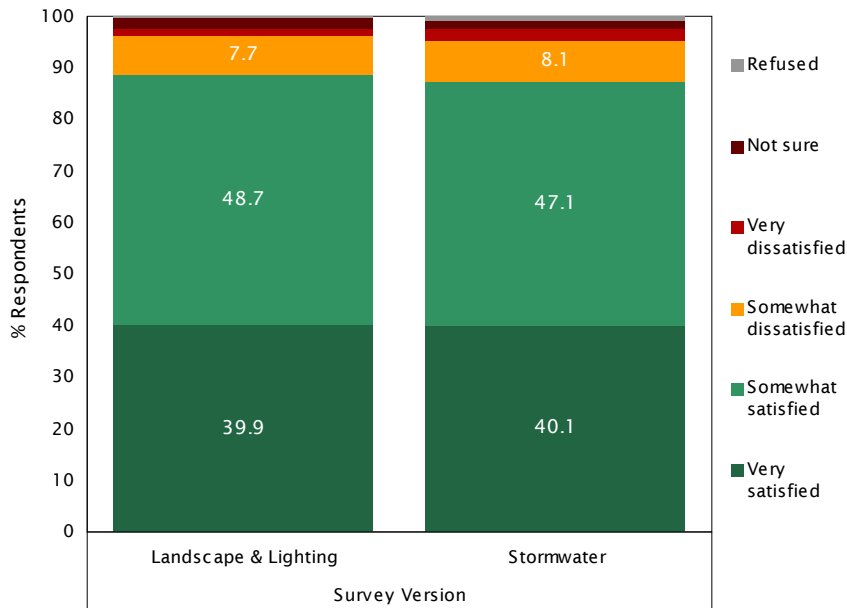


OVERALL SATISFACTION WITH CITY SERVICES Respondents were next asked if, overall, they were satisfied or dissatisfied with the job the City of Manhattan Beach is doing to provide city services. Because this question does not reference a specific program, facility, or service and requested that the respondent consider the City's performance in general, the findings of this question may be regarded as an *overall performance rating* for the City.

As shown in Figure 2, nearly nine-in-ten respondents (89%) who received the landscape & lighting version of the survey indicated that they were satisfied with the City’s overall performance in providing municipal services, whereas 9% were dissatisfied and 2% were unsure. Similarly, 87% of property owners administered the stormwater survey indicated that they were satisfied with the City’s overall performance in providing municipal services, whereas 10% were dissatisfied and 3% were unsure.

Question 3: Landscape & Lighting/Stormwater *Generally speaking, are you satisfied or dissatisfied with the job the City of Manhattan Beach is doing to provide city services?*

FIGURE 2 OVERALL SATISFACTION WITH CITY





INITIAL BALLOT TEST

The primary research objective of this survey was to estimate property owners' interest in supporting local revenue measures to address stormwater pollution and landscaping & lighting, respectively. To accommodate the City's interest in understanding how support for a measure may vary depending on the type and purpose of the measure, two separate surveys were conducted using mutually-exclusive random samples of Manhattan Beach property owners. One survey focused on a property-related fee to address stormwater pollution, whereas the second survey focused on a landscaping & lighting assessment. Question 4 was designed to take an early assessment of property owners' support for the respective measures.

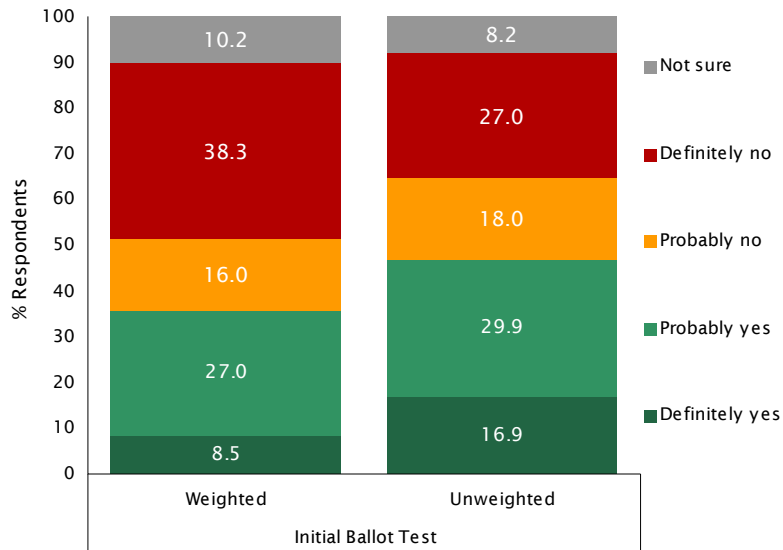
The motivation for placing Questions 4 up-front in the survey is twofold. First, property owner support for a measure can often depend on the amount of information they have about a measure. At this point in the survey, the respondent has not been provided information about the proposed measure beyond what is presented in the ballot language. This situation is analogous to a person casting a ballot with limited knowledge about the measure, such as what might occur in the absence of an effective education campaign. Question 4, also known as the Initial Ballot Test, is thus a good measure of property owner support for the proposed measure *as it is today*, on the natural. Because the Initial Ballot Test provides a gauge of natural support for the measure, it also serves a second purpose in that it provides a useful baseline from which to judge the impact of various information items conveyed later in the survey on property owner support for the measure.

SUPPORT FOR LANDSCAPE & LIGHTING MEASURE Figure 3 on the next page presents the results of the Initial Ballot Test for the landscape & lighting measure that would raise funds to keep pace with the increasing costs of electricity and operating, maintaining, and repairing street lights throughout the City, avoid reductions in street lighting service, and replace outdated light systems with energy efficient lights that are less costly to operate and maintain and are better for the environment. Note that each property owner was presented with a rate that was specific to their property based on the *Preliminary Analysis for Landscaping and Street Lighting Maintenance Assessment District* conducted for the City of Manhattan Beach by Harris & Associates in 2014.

Figure 3 presents the results unweighted, as well as weighted to account for the fact that in a benefit assessment each vote is weighted according to the proposed fee for the parcel. In an *unweighted* scenario (each vote counts equally), 47% of property owners indicated that they would support the landscape & lighting assessment, whereas 45% stated they would oppose the assessment and 8% were unsure. Once weighted proportionately according to the fee proposed for each property, overall support for the measure declines to 36%, with 54% opposed and 10% unsure. The decline in support in the weighted scenario reflects the tendency for property owners who receive comparatively high assessments to be more likely to oppose the measure.

Question 4: Landscape & Lighting Next year, property owners in the City of Manhattan Beach may be asked to vote on a local ballot measure. Let me read you a summary of the measure. In order to keep pace with the increasing costs of electricity and operating, maintaining, and repairing street lights throughout the City; avoid reductions in street lighting service; and replace outdated light systems with energy efficient lights that are less costly to operate and maintain and are better for the environment. Shall property owners in Manhattan Beach be assessed an annual fee for each property that they own? The fee increase for your property would be approximately: \$<Rate A> per year. If the election were held today, would you vote yes or no on this measure?

FIGURE 3 INITIAL BALLOT TEST: LANDSCAPE & LIGHTING



LANDSCAPE & LIGHTING: SUPPORT BY SUBGROUPS For the interested reader, Table 1 on the next page shows how support at the Initial Ballot Test for the landscape & lighting measure varied by key demographic traits. The blue column (Approximate % of Universe) indicates the percentage of the weighted voter universe that each subgroup category comprises.

When compared with their respective counterparts, those who live in a condominium, property owners who reside in a Dual Democratic household, households for which the assessors file information allowed for a match to the voter file, individuals who received comparatively low proposed fees (less than \$33 annually), and males were the most likely to support the landscape & lighting measure at the Initial Ballot Test.

TABLE 1 DEMOGRAPHIC BREAKDOWN OF SUPPORT AT INITIAL BALLOT TEST: LANDSCAPING & LIGHTING

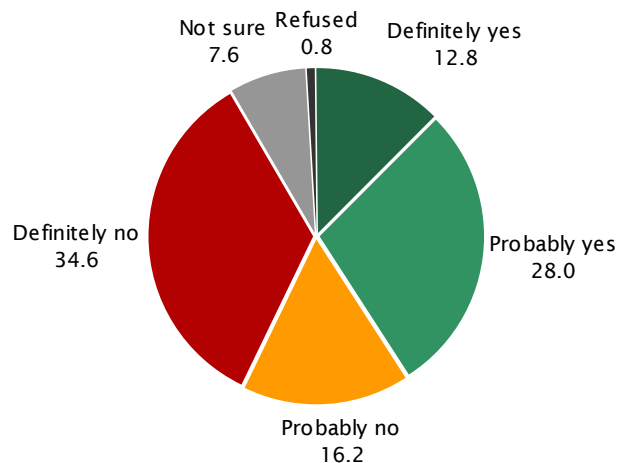
		Approximate % of Weighted Voter Universe	% Probably or Definitely Yes	% Not sure
Overall		100	35.5	10.2
Years in Manhattan Beach (Q1)	Less than 5	8	50.8	8.1
	5 to 9	7	50.0	8.8
	10 to 14	31	49.2	1.2
	15 or longer	54	33.9	18.4
Land Use Category	Commercial	46	25.8	12.5
	Condo	5	60.7	5.3
	Mult Family	13	25.6	7.7
	Single Family	36	48.1	8.8
Household Party Type	Single dem	6	46.7	16.5
	Dual dem	4	62.8	2.7
	Single rep	6	24.7	18.5
	Dual rep	6	58.3	5.2
	Other	5	46.7	14.0
	Mixed	6	46.1	8.3
	No voter ID	67	29.9	9.8
Voter Hsld Identified	Yes	33	47.0	11.0
	No	67	29.9	9.8
Rate A Group	Low (<\$33)	2	64.4	0.0
	Mid (\$33~\$66)	34	47.3	8.4
	High (\$66+)	64	28.4	11.4
Gender	Male	75	37.7	3.3
	Female	25	28.8	31.5

SUPPORT FOR STORMWATER MEASURE Figure 4 on the next page presents the results of the Initial Ballot Test for the stormwater measure that would raise funds to protect public health and reduce water pollution in Manhattan Beach, repair, reconstruct, and maintain the storm drain system throughout the City, remove pollutants, toxic chemicals, and infectious bacteria from runoff, keep trash and pollution off our beaches and out of local waterways and the ocean, and reduce illegal discharges of pollution into water sources through improved monitoring, investigation and prosecution. As was the case with the landscape & lighting survey, each property owner was presented with a rate that was specific to their property based on the *Preliminary Analysis for the Stormwater Utility Fee* conducted for the City of Manhattan Beach by Harris & Associates in 2014.

Overall, 41% of property owners indicated that they would definitely or probably support the stormwater measure at this stage in the survey, whereas 51% stated that they would oppose the measure, and 8% were unsure or unwilling to share their vote choice.

Question 4: Stormwater Next year, property owners in the City of Manhattan Beach may be asked to vote on a local ballot measure. Let me read you a summary of the measure. In order to protect public health and reduce water pollution in Manhattan Beach; repair, reconstruct, and maintain the storm drain system throughout the City; remove pollutants, toxic chemicals, and infectious bacteria from runoff; keep trash and pollution off our beaches and out of local waterways and the ocean; and reduce illegal discharges of pollution into water sources through improved monitoring, investigation and prosecution. Shall property owners in Manhattan Beach be assessed an annual fee for each property that they own? The fee for your property would be approximately: \$<Rate A> per year. If the election were held today, would you vote yes or no on this measure?

FIGURE 4 INITIAL BALLOT TEST: STORMWATER



STORMWATER: SUPPORT BY SUBGROUPS Table 2 on the next page shows how support at the Initial Ballot Test for the stormwater measure varied by key demographic traits. The blue column (Approximate % of Universe) indicates the percentage of the voter universe that each subgroup category comprises. When compared with their respective counterparts, those who had lived in Manhattan Beach less than 10 years, those living in a condominium or single family residence, Single and Dual Democratic households, and property owners whose proposed fee was less than \$200 were the most likely to exhibit support for the measure.

TABLE 2 DEMOGRAPHIC BREAKDOWN OF SUPPORT AT INITIAL BALLOT TEST: STORMWATER

		Approximate % of Voter Universe	% Probably or Definitely Yes	% Not sure
Overall		100	40.8	7.6
Years in Manhattan Beach (Q1)	Less than 5	7	44.4	14.8
	5 to 9	11	47.6	4.8
	10 to 14	13	42.6	8.5
	15 or longer	69	39.5	7.0
Land Use Category	Commercial	3	16.7	0.0
	Condo	8	45.2	3.2
	Mult Family	14	30.8	5.8
	Single Family	75	43.2	8.7
Household Party Type	Single dem	12	55.6	11.1
	Dual dem	7	50.0	3.8
	Single rep	11	41.9	7.0
	Dual rep	11	29.3	4.9
	Other	10	26.3	18.4
	Mixed	17	45.5	4.5
	No voter ID	32	39.0	6.5
Voter Hsld Identified	Yes	68	41.7	8.1
	No	32	39.0	6.5
Rate A Group	Low (<\$150)	6	39.1	4.3
	Mid (\$150~\$200)	85	41.8	8.0
	High (\$200+)	9	32.4	5.9
Gender	Male	68	41.7	5.8
	Female	32	39.0	11.4

REASONS FOR OPPOSING MEASURE Respondents who opposed the measures at Questions 4 were subsequently asked if there was a particular reason for their position. Question 5 was asked in an open-ended manner, thereby allowing respondents to mention any reason that came to mind without being prompted by or restricted to a particular list of options. True North later reviewed the verbatim responses and grouped them into the categories shown in Figure 5 for the landscape & lighting assessment, Figure 6 for the stormwater measure.

The most frequently-mentioned reasons for opposing the landscape & lighting assessment were a perception that taxes/fees are already too high (26%), concern that the money will be mismanaged (22%), a perception that the City already has enough funding (14%), and a need for more information (13%). The reasons expressed for not supporting the stormwater measure were similar, including a perception that taxes/fees are already too high (40%), concern that the money will be mismanaged (20%), a perception that the City already has enough funding (14%), and a need for more information (11%).

Question 5 *Is there a particular reason why you do not support the measure I just described?*

FIGURE 5 REASONS FOR NOT SUPPORTING MEASURE: LANDSCAPE & LIGHTING

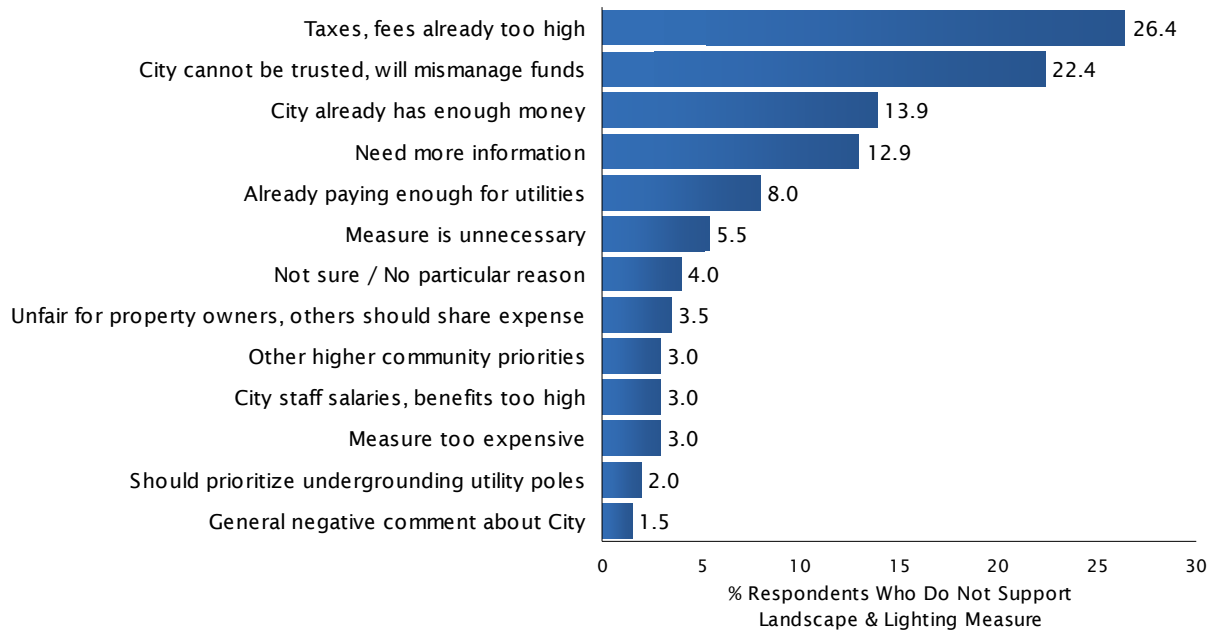
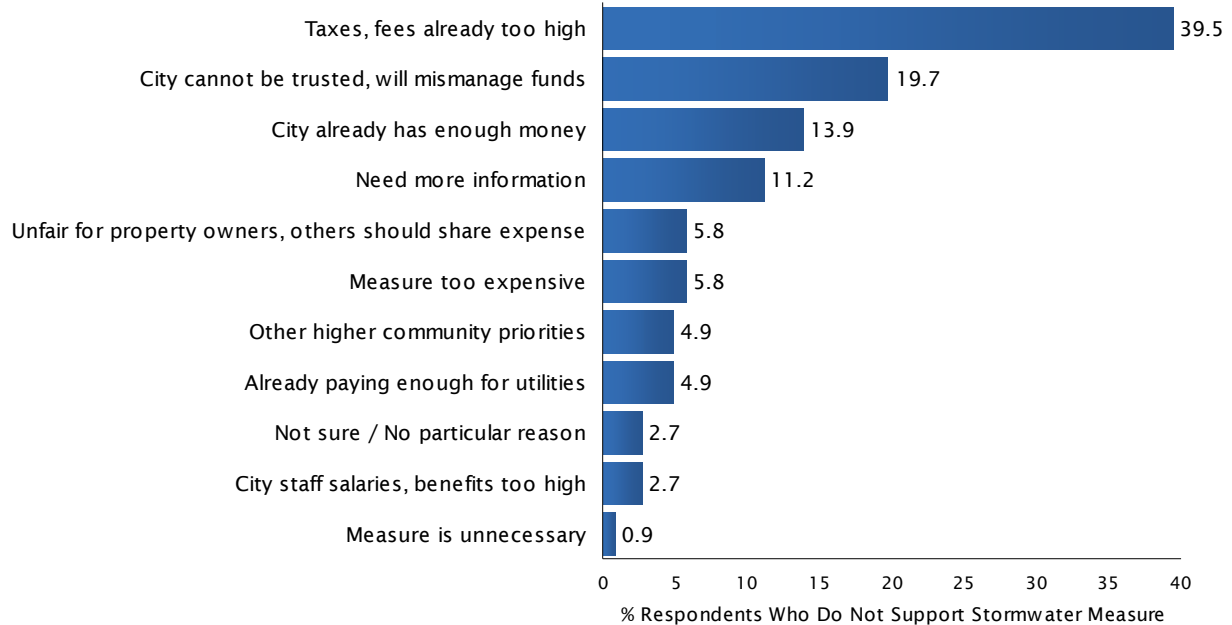


FIGURE 6 REASONS FOR NOT SUPPORTING MEASURE: STORMWATER



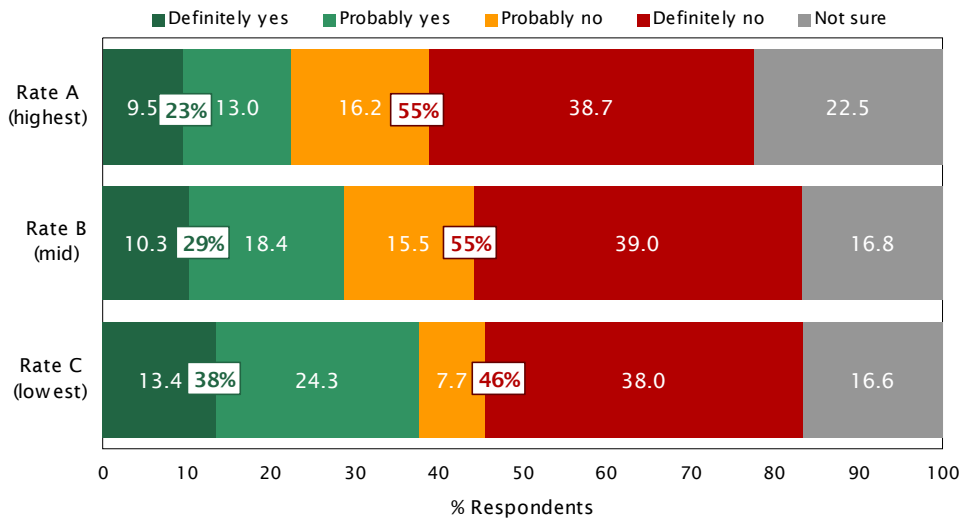
FEE THRESHOLD

Naturally, property owner support for a revenue measure is often contingent on the cost of the measure. The higher the tax rate or fee, all other things being equal, the less likely an individual is to support the measure. One of the goals of this study was thus to gauge the impact that changes in the fee rate can be expected to have on property owner support for the proposed revenue measures.

Question 6 was designed to do just that. Respondents were first instructed that the fee rate for the measure had yet to be determined, although several rates were being considered. They were then presented with the highest amount for their property based on the preliminary engineer’s analysis (Rate A) and asked if they would support the proposed measure at that amount. If a respondent did not answer ‘definitely yes’, they were asked whether they would support the measure at the next lowest rate (Rate B), and so on. Note that Rate B was 80% of the Rate A amount, whereas Rate C was 60% of Rate A. The three rates tested, as well as the percentage of respondents who indicated they would vote in favor of the measure at each rate, are shown below in Figure 7 for the landscape & lighting assessment, Figure 9 for the stormwater measure.

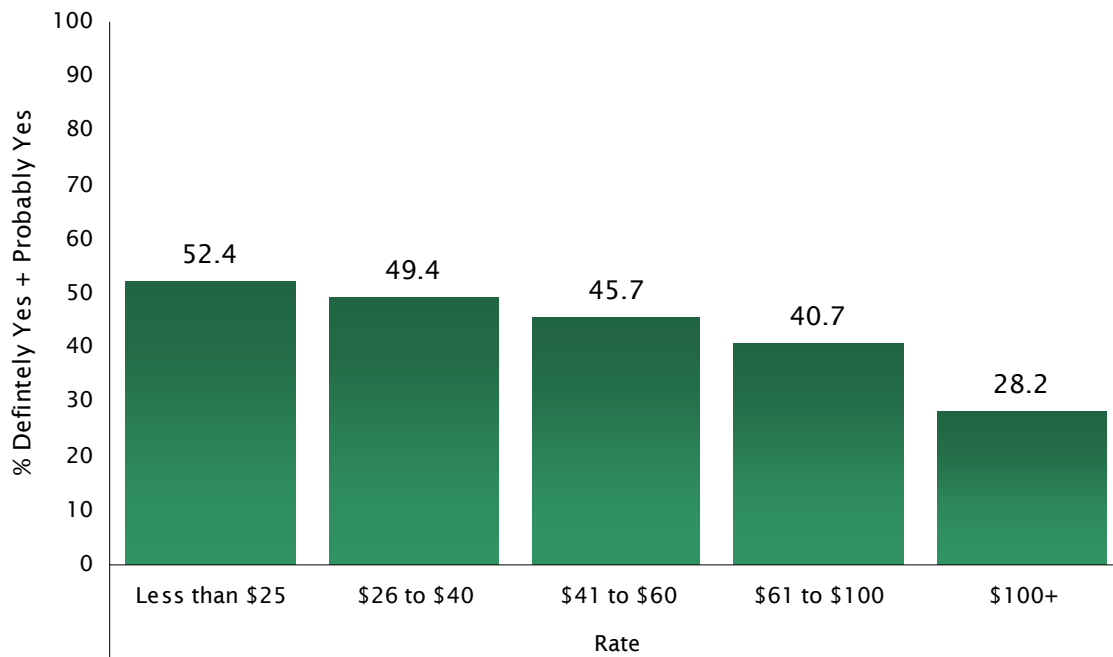
Question 6: Landscape & Lighting *The measure I just described would raise money through annual property taxes paid by residential and commercial property owners in the City. However, the amount to be charged to each parcel has not been determined yet. If you heard that your household would pay an additional _____ per year for each property you own in Manhattan Beach, would you vote yes or no on the measure?*

FIGURE 7 TAX THRESHOLD: LANDSCAPE & LIGHTING



At the highest proposed rate for each property based on the engineer’s assessment, just 23% of property owners (weighted) indicated they would support the measure. Incremental reductions in the fee rate resulted in incremental increases in support for the measure, with 38% of property owners indicating that they would support the landscape & lighting assessment at 60% of the highest proposed rate (Rate C).

FIGURE 8 SUPPORT FOR LANDSCAPE & LIGHTING MEASURE BY DOLLAR AMOUNT



Whereas Figure 7 shows support at each of the proposed rate structures (recognizing that the amount will vary by parcel), Figure 8 illustrates how support varied depending on the specific dollar amount presented to property owners. As note in the figure, support for the proposed landscape & lighting assessment was found among a majority (52%) of property owners when the annual fee to their property was less than \$25. As the fee escalated, support declined—with just 28% of property owners indicating that they would support a fee of \$100 or more per year.

When compared to the landscape & lighting assessment, support for the proposed stormwater measure was somewhat higher (see Figure 9 on the next page). At the highest proposed rate for each property based on the engineer’s assessment, 38% of property owners indicated they would support the measure. As the fee rate was lowered to 80% (Rate B) and 60% (Rate C) of original rate (Rate A), support climbed to 40% and 44%, respectively.

Converting the rates to actual dollar amounts reveals that support for the stormwater measure was not particularly sensitive to the amount of the fee within the range of fees being considered by the City (see Figure 10). At an annual amount of less than \$90, for example, 45% of property owners stated they would support the measure. The comparable figure for fees of \$150 or more per year was 41%. It is likely, however, that a more modest fee (less than \$50, for example), would generate a spike in support.

Question 6: Stormwater *The measure I just described would raise money through annual property taxes paid by residential and commercial property owners in the City. However, the amount to be charged to each parcel has not been determined yet. If you heard that your household would pay _____ per year for each property you own in Manhattan Beach, would you vote yes or no on the measure?*

FIGURE 9 TAX THRESHOLD: STORMWATER

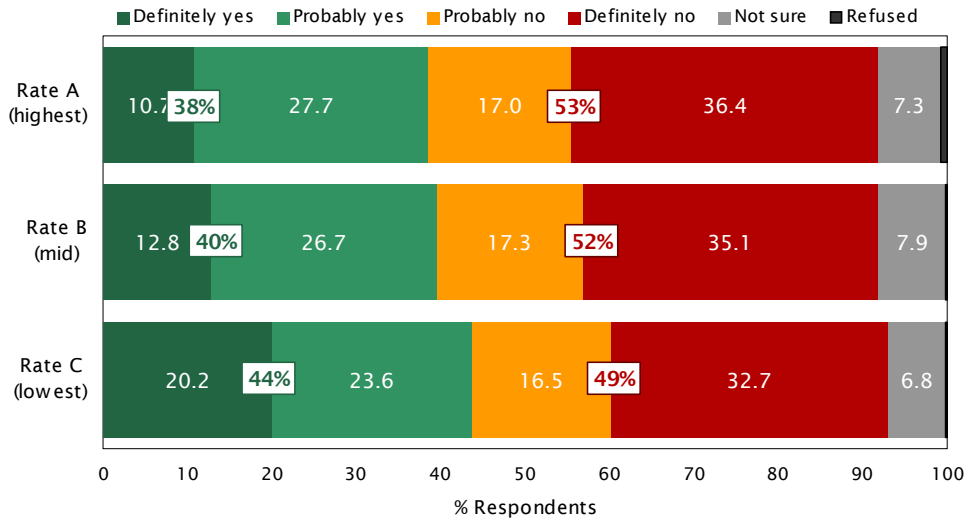
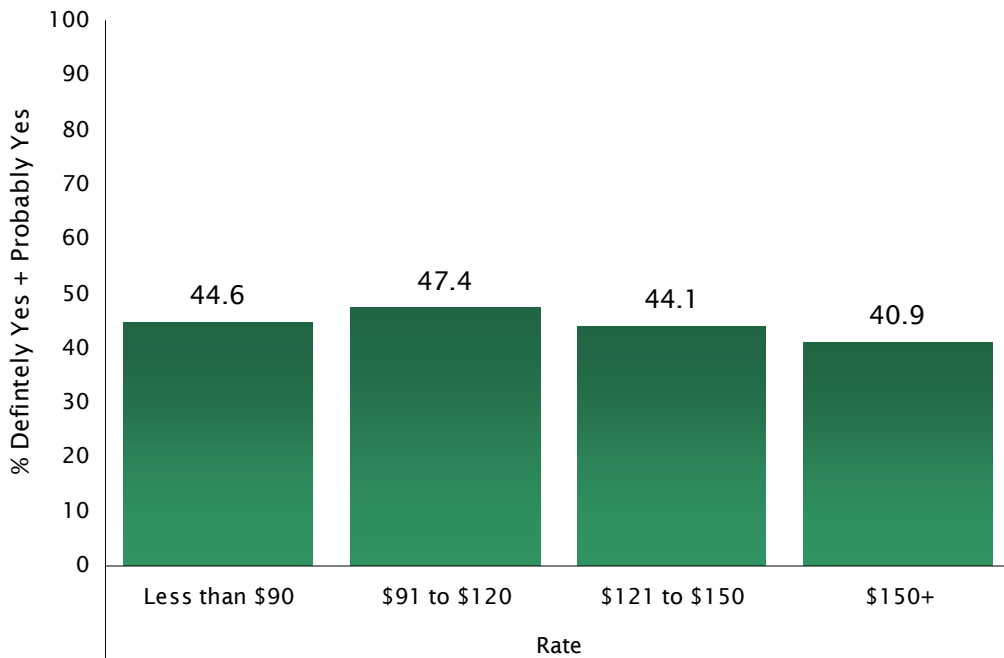


FIGURE 10 SUPPORT FOR STORMWATER MEASURE BY DOLLAR AMOUNT



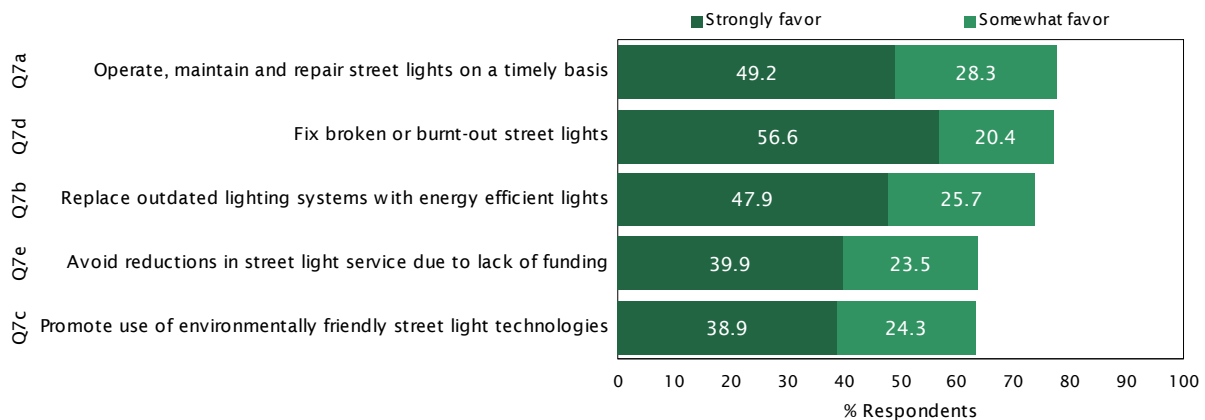
PROGRAMS & PROJECTS

The ballot language presented in Question 2 indicated that the proposed landscape & lighting assessment would raise funds to keep pace with the increasing costs of electricity and operating, maintaining, and repairing street lights throughout the City, avoid reductions in street lighting service, and replace outdated light systems with energy efficient lights that are less costly to operate and maintain and are better for the environment. The ballot language for the stormwater measure was similarly succinct, stating that the measure would raise funds to protect public health and reduce water pollution in Manhattan Beach, repair, reconstruct, and maintain the storm drain system throughout the City, remove pollutants, toxic chemicals, and infectious bacteria from runoff, keep trash and pollution off our beaches and out of local waterways and the ocean, and reduce illegal discharges of pollution into water sources through improved monitoring, investigation and prosecution. The purpose of Question 7 was to provide respondents with the full range of services and infrastructure improvements that may be funded by the proposed measures, as well as identify which of these improvements property owners most favored funding with measure proceeds.

After reading each service or project that may be funded by the measure, respondents were asked if they would favor or oppose spending some of the money on that particular item assuming that the measure passes. Truncated descriptions of the improvements tested, as well as property owners' responses, are shown in Figure 11 for the landscape & lighting assessment, Figure 12 for the stormwater measure.⁵

Question 7: Landscape & Lighting/Stormwater *The measure we've been discussing will fund a variety of projects and services in the City. If the measure passes, would you favor or oppose using some of the money to: _____, or do you not have an opinion?*

FIGURE 11 PROGRAMS & PROJECTS: LANDSCAPE & LIGHTING



Among the items that could be funded by the landscape & lighting assessment, property owners most strongly favored using the funds to operate, maintain and repair street lights on a timely basis (78%), fix broken or burnt-out street lights (77%), and replace outdated lighting systems that are expensive to operate and repair with new energy efficient lights that will be more cost-

5. For the full text of the items tested, turn to Question 6 in *Questionnaire & Toplines* on page 40.

effective (74%). For the interested reader, Table 3 ranks the five projects and services (showing the percentage of respondents who *strongly* favor each) by position at the Initial Ballot Test.

TABLE 3 TOP PROGRAMS & PROJECTS BY POSITION AT INITIAL BALLOT TEST: LANDSCAPE & LIGHTING

Position at Initial Ballot Test (Q4)	Item	Program or Project Summary	% Strongly Favor
Probably or Definitely Yes (n = 177)	Q7d	Fix broken or burnt-out street lights	77
	Q7b	Replace outdated lighting systems with energy efficient lights	73
	Q7a	Operate, maintain and repair street lights on a timely basis	69
	Q7e	Avoid reductions in street light service due to lack of funding	59
	Q7c	Promote use of environmentally friendly street light technologies	58
Probably or Definitely No (n = 170)	Q7d	Fix broken or burnt-out street lights	39
	Q7a	Operate, maintain and repair street lights on a timely basis	32
	Q7e	Avoid reductions in street light service due to lack of funding	24
	Q7b	Replace outdated lighting systems with energy efficient lights	22
	Q7c	Promote use of environmentally friendly street light technologies	19
Not Sure (n = 31)	Q7b	Replace outdated lighting systems with energy efficient lights	42
	Q7c	Promote use of environmentally friendly street light technologies	42
	Q7d	Fix broken or burnt-out street lights	32
	Q7a	Operate, maintain and repair street lights on a timely basis	26
	Q7e	Avoid reductions in street light service due to lack of funding	19

For the stormwater measure (see Figure 12), property owners most strongly favored using the funds to reconstruct or replace storm drains that are identified by engineers as being high risk for collapse or failures (79%), install and maintain devices in storm drains that capture trash and pollution before they enter our waterways (76%), reduce illegal discharges of pollution into water sources through improved monitoring, investigation and prosecution (70%), and keep trash and pollution off our beaches and out of local waterways and the ocean (70%). Table 4 on the next page ranks the five projects and services (showing the percentage of respondents who *strongly* favor each) by position at the Initial Ballot Test.

FIGURE 12 PROGRAMS & PROJECTS: STORMWATER

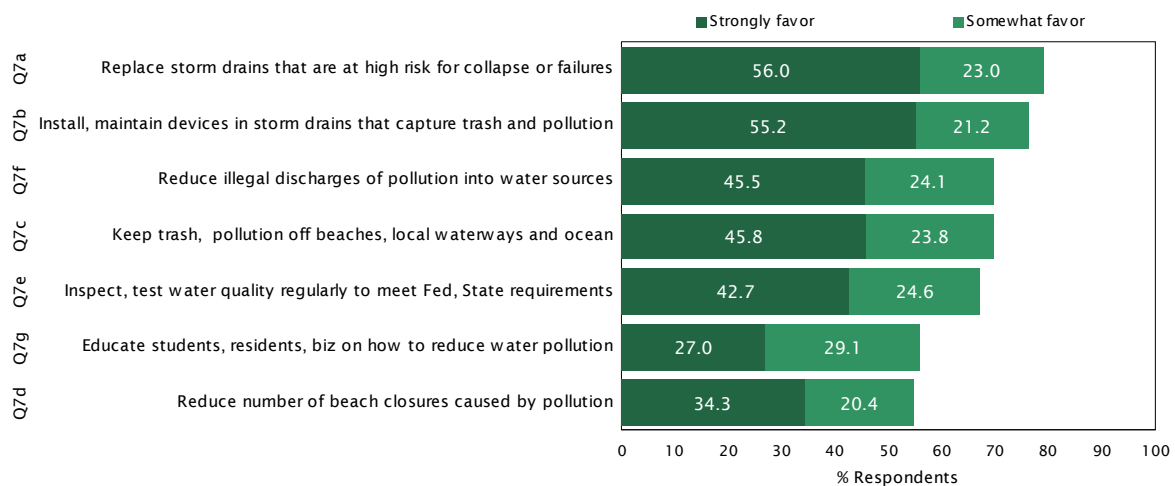


TABLE 4 TOP PROGRAMS & PROJECTS BY POSITION AT INITIAL BALLOT TEST: STORMWATER

Position at Initial Ballot Test (Q4)	Item	Program or Project Summary	% Strongly Favor
Probably or Definitely Yes (n = 156)	Q7a	Replace storm drains that are at high risk for collapse or failures	85
	Q7b	Install, maintain devices in storm drains that capture trash and pollution	85
	Q7c	Keep trash, pollution off beaches, local waterways and ocean	79
	Q7f	Reduce illegal discharges of pollution into water sources	73
	Q7e	Inspect, test water quality regularly to meet Fed, State requirements	71
Probably or Definitely No (n = 194)	Q7a	Replace storm drains that are at high risk for collapse or failures	31
	Q7b	Install, maintain devices in storm drains that capture trash and pollution	31
	Q7f	Reduce illegal discharges of pollution into water sources	23
	Q7e	Inspect, test water quality regularly to meet Fed, State requirements	21
Not Sure (n = 29)	Q7c	Keep trash, pollution off beaches, local waterways and ocean	18
	Q7a	Replace storm drains that are at high risk for collapse or failures	66
	Q7b	Install, maintain devices in storm drains that capture trash and pollution	59
	Q7c	Keep trash, pollution off beaches, local waterways and ocean	55
	Q7f	Reduce illegal discharges of pollution into water sources	52
	Q7e	Inspect, test water quality regularly to meet Fed, State requirements	38

POSITIVE ARGUMENTS

If the City Council chooses to place a measure on an upcoming ballot, voters will be exposed to various arguments about the measure in the ensuing months. Proponents of the measure will present arguments to try to persuade property owners to support the measure, just as opponents may present arguments to achieve the opposite goal. For this study to be a reliable gauge of property owner support for a measure, it is important that the survey simulate the type of discussion and debate that will occur prior to the vote taking place and identify how this information ultimately shapes property owners' opinions about the measure.

The objective of Question 8 was thus to present respondents with arguments in favor of the proposed measures and identify whether they felt the arguments were convincing reasons to support the measures. Arguments in opposition to the measures were also presented and are discussed later in this report (see *Negative Arguments* on page 31). Within each series, specific arguments were administered in random order to avoid a systematic position bias.

Question 8: Landscape & Lighting/Stormwater *What I'd like to do now is tell you what some people are saying about the measure we've been discussing. Supporters of the measure say: _____. Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to SUPPORT the measure?*

FIGURE 13 POSITIVE ARGUMENTS: LANDSCAPE & LIGHTING

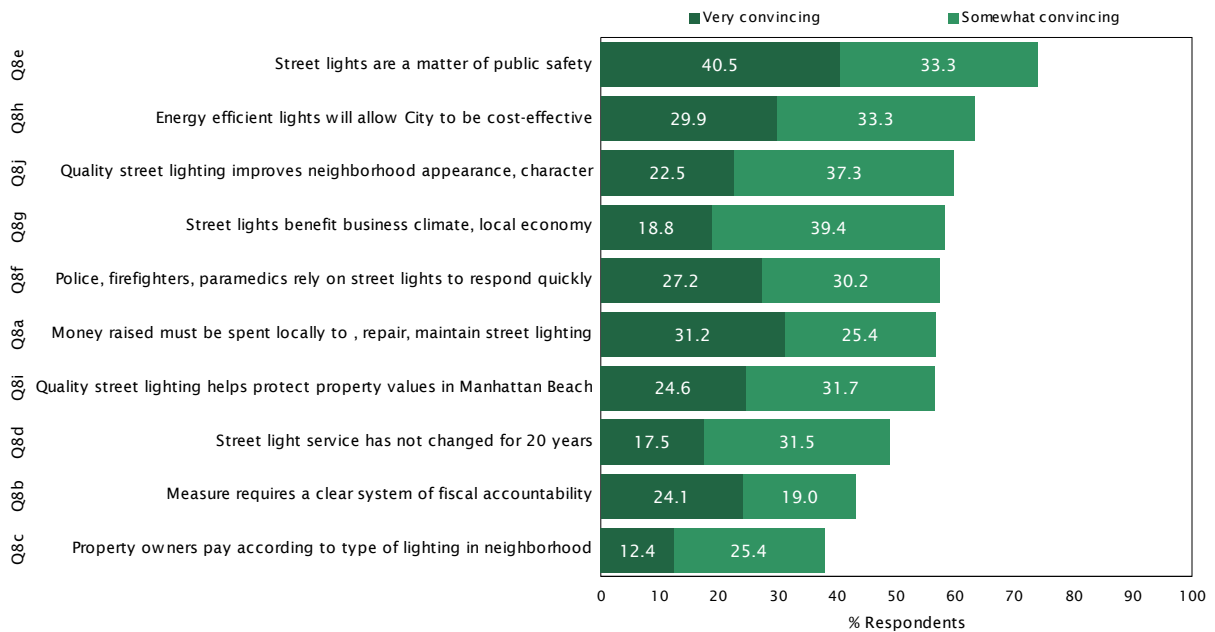


Figure 13 presents the truncated positive arguments tested in the landscape & lighting survey, as well as property owners' reactions to the arguments. The arguments are ranked from most convincing to least convincing based on the percentage of respondents who indicated that the argument was either a 'very convincing' or 'somewhat convincing' reason to support the measure. Using this methodology, the most compelling positive argument was: *Street lights are a matter of public safety. Good street lights deter crime, prevent car accidents, and protect pedestrians (74%)*, followed by *By switching to energy efficient lights, this measure will allow the City to be more cost-effective and environmentally friendly in the future (63%)*, and *Quality street*

lighting improves the appearance, character and quality of life in a neighborhood (60%). Table 5 lists the top five most convincing positive arguments for the landscape & lighting measure (showing the percentage of respondents who cited each as very convincing) according to respondents' vote choice at the Initial Ballot Test.

TABLE 5 TOP POSITIVE ARGUMENTS BY POSITION AT INITIAL BALLOT TEST: LANDSCAPE & LIGHTING

Position at Initial Ballot Test (Q4)	Item	Positive Argument Summary	% Very Convincing
Probably or Definitely Yes (n = 177)	Q8e	Street lights are a matter of public safety	66
	Q8a	Money raised must be spent locally to operate, repair, maintain street lighting	54
	Q8h	Energy efficient lights will allow City to be cost-effective, environmentally friendly	51
	Q8f	Police, firefighters, paramedics rely on street lights to respond quickly	48
	Q8i	Quality street lighting helps protect property values in Manhattan Beach	45
Probably or Definitely No (n = 170)	Q8e	Street lights are a matter of public safety	18
	Q8a	Money raised must be spent locally to operate, repair, maintain street lighting	10
	Q8h	Energy efficient lights will allow City to be cost-effective, environmentally friendly	9
	Q8f	Police, firefighters, paramedics rely on street lights to respond quickly	9
	Q8b	Measure requires a clear system of fiscal accountability	7
Not Sure (n = 31)	Q8e	Street lights are a matter of public safety	23
	Q8h	Energy efficient lights will allow City to be cost-effective, environmentally friendly	23
	Q8a	Money raised must be spent locally to operate, repair, maintain street lighting	19
	Q8g	Street lights benefit business climate, local economy	16
	Q8j	Quality street lighting improves neighborhood appearance, character, quality of life	16

For the stormwater measure (see Figure 14), the most compelling positive arguments were: *It is a lot cheaper to fix a storm drain now than to pay for reconstruction, property damage and lawsuits when it fails* (61%), *Stormwater runoff carries tons of trash, infectious bacteria and toxic pollutants directly to the ocean and local beaches. This measure is one of the best ways to protect our water quality and public health* (57%), and *Every year, thousands of pounds of trash from our streets washes up on local beaches. This measure will help prevent and clean up trash and pollution before it ends up in our water and on our shorelines and beaches* (53%).

FIGURE 14 TOP POSITIVE ARGUMENTS: STORMWATER

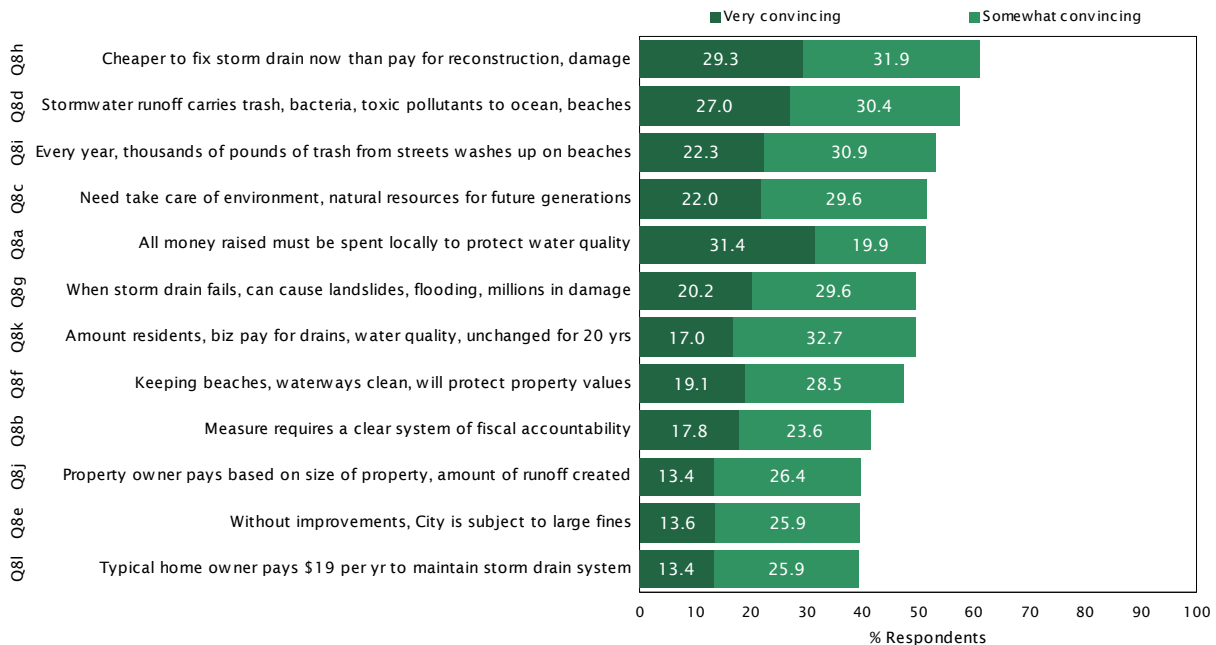


Table 6 lists the top five most convincing positive arguments for the stormwater measure (showing the percentage of respondents who cited each as *very convincing*) according to respondents' vote choice at the Initial Ballot Test.

TABLE 6 TOP POSITIVE ARGUMENTS BY POSITION AT INITIAL BALLOT TEST: STORMWATER

Position at Initial Ballot Test (Q4)	Item	Positive Argument Summary	% Very Convincing
Probably or Definitely Yes (n = 156)	Q8a	All money raised must be spent locally to protect water quality	60
	Q8d	Stormwater runoff carries trash, bacteria, toxic pollutants to ocean, beaches	58
	Q8h	Cheaper to fix storm drain now than pay for reconstruction, damage, lawsuits	50
	Q8i	Every year, thousands of pounds of trash from streets washes up on beaches	46
	Q8c	Need take care of environment, natural resources for future generations	44
Probably or Definitely No (n = 194)	Q8h	Cheaper to fix storm drain now than pay for reconstruction, damage, lawsuits	11
	Q8a	All money raised must be spent locally to protect water quality	8
	Q8g	When storm drain fails, can cause landslides, flooding, millions in damage	7
	Q8c	Need take care of environment, natural resources for future generations	5
	Q8i	Every year, thousands of pounds of trash from streets washes up on beaches	4
Not Sure (n = 29)	Q8h	Cheaper to fix storm drain now than pay for reconstruction, damage, lawsuits	41
	Q8g	When storm drain fails, can cause landslides, flooding, millions in damage	34
	Q8a	All money raised must be spent locally to protect water quality	31
	Q8f	Keeping beaches, waterways clean, pollution-free will protect property values	24
	Q8b	Measure requires a clear system of fiscal accountability	21

INTERIM BALLOT TEST

After exposing respondents to the types of positive arguments they may encounter during an election cycle, as well as the services and facilities that may be funded by the measures, the survey again presented property owners with the ballot language used previously to gauge how their support for the proposed measures may have changed.

LANDSCAPE & LIGHTING ASSESSMENT As shown in Figure 15, overall support for the landscape & lighting measure at this point declined to 22% in a weighted-vote scenario using the proposed Rate A, with 50% of respondents opposed to the measure and an additional 28% unsure or unwilling to state their vote choice. When the votes were not weighted, support at the Interim Ballot Test was higher (43%) yet still below the majority required for passage. Table 7 on the next page displays how support for the landscape & lighting assessment at this point in the survey varied by key demographic subgroups, as well as the percentage change in subgroup support when compared to the Initial Ballot Test. Positive differences appear in green, whereas negative differences appear in red.

Question 9: Landscape & Lighting *Sometimes people change their mind about a measure once they have more information about it. Now that you have heard a bit more about the measure, let me read you a summary of it again. In order to keep pace with the increasing costs of electricity and operating, maintaining, and repairing street lights throughout the City; avoid reductions in street lighting service; and replace outdated light systems with energy efficient lights that are less costly to operate and maintain and are better for the environment. Shall property owners in Manhattan Beach be assessed an annual fee for each property that they own? The fee increase for your property would be approximately: \$<Rate A> per year. If the election were held today, would you vote yes or no on this measure.*

FIGURE 15 INTERIM BALLOT TEST: LANDSCAPE & LIGHTING

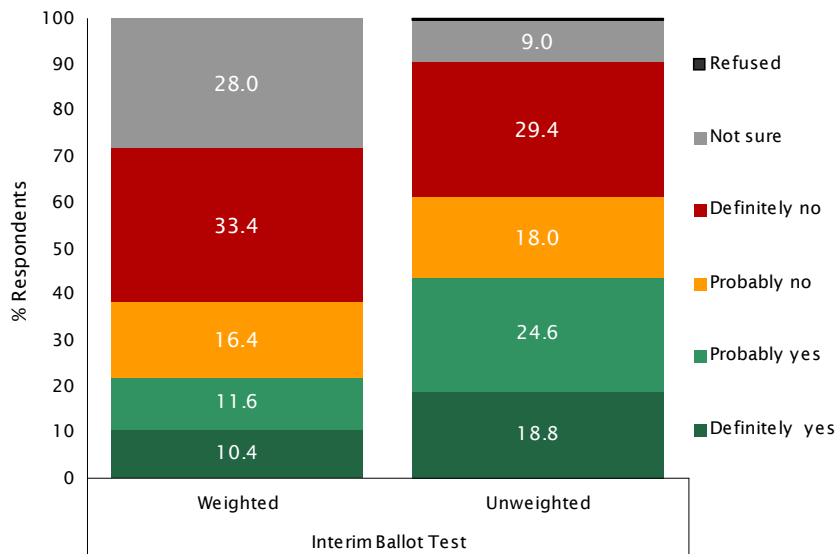


TABLE 7 DEMOGRAPHIC BREAKDOWN OF SUPPORT AT INTERIM BALLOT TEST: LANDSCAPE & LIGHTING

		Approximate % of Weighted Voter Universe	% Probably or Definitely Yes	Change From Initial Ballot Test (Q4)
Overall		100	22.1	-13.4
Years in Manhattan Beach (Q1)	Less than 5	8	53.2	+2.4
	5 to 9	7	46.5	-3.5
	10 to 14	31	5.8	-43.4
	15 or longer	54	30.0	-3.9
Land Use Category	Commercial	46	0.2	-25.6
	Condo	5	48.2	-12.5
	Mult Family	13	25.0	-0.6
	Single Family	36	45.1	-3.0
Household Party Type	Single dem	6	43.0	-3.7
	Dual dem	4	57.4	-5.3
	Single rep	6	27.8	+3.1
	Dual rep	6	50.3	-8.0
	Other	5	46.7	No change
	Mixed	6	39.4	-6.6
	No voter ID	67	11.6	-18.3
Voter Hsld Identified	Yes	33	43.4	-3.6
	No	67	11.6	-18.3
Rate A Group	Low (<\$33)	2	55.8	-8.6
	Mid (\$33~\$66)	34	44.1	-3.2
	High (\$66+)	64	9.4	-19.0
Gender	Male	75	20.7	-17.0
	Female	25	26.4	-2.4

STORMWATER MEASURE When compared to support for the landscape & lighting assessment, support for the proposed stormwater measure was more consistent between the Initial and Interim Ballot Tests, as well as higher overall. At the Interim Ballot Test, 39% of property owners indicated they would support the stormwater measure at the highest proposed rate (Rate A), whereas 54% opposed the measure and 7% were unsure or unwilling to share their opinion. Table 8 shows that the relative stability of property owner support for the measure in the aggregate was also shared at the subgroup level, with nearly every subgroup exhibiting little or no change in support for the stormwater measure between the Initial and Interim Ballot Tests.

Question 9: Stormwater *Sometimes people change their mind about a measure once they have more information about it. Now that you have heard a bit more about the measure, let me read you a summary of it again. In order to protect public health and reduce water pollution in Manhattan Beach; repair, reconstruct, and maintain the storm drain system throughout the City; remove pollutants, toxic chemicals, and infectious bacteria from runoff; keep trash and pollution off our beaches and out of local waterways and the ocean; and reduce illegal discharges of pollution into water sources through improved monitoring, investigation and prosecution. Shall property owners in Manhattan Beach be assessed an annual fee for each property that they own? The fee for your property would be approximately: \$<Rate A> per year. If the election were held today, would you vote yes or no on this measure?*

FIGURE 16 INTERIM BALLOT TEST STORMWATER

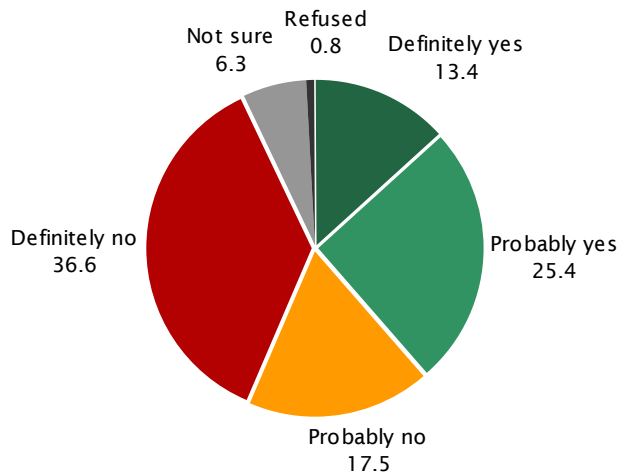


TABLE 8 DEMOGRAPHIC BREAKDOWN OF SUPPORT AT INTERIM BALLOT TEST: STORMWATER

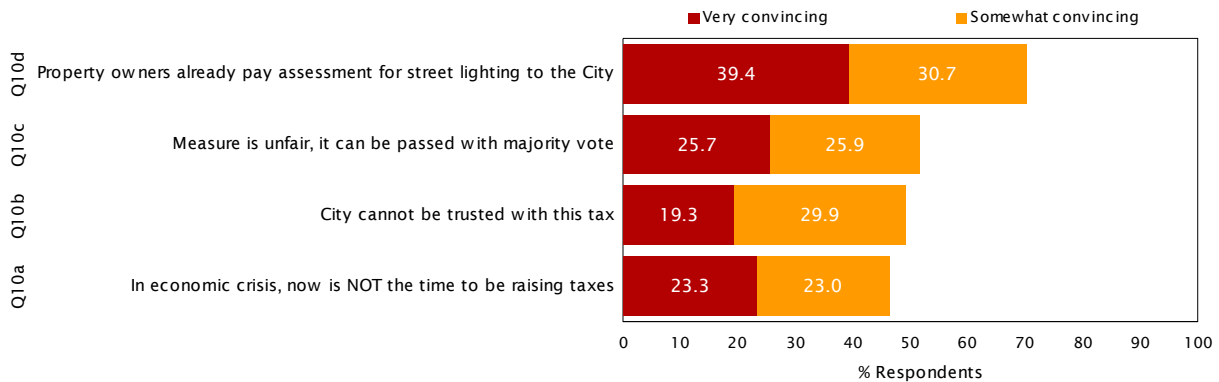
		Approximate % of Voter Universe	% Probably or Definitely Yes	Change From Initial Ballot Test (Q4)
Overall		100	38.7	-2.1
Years in Manhattan Beach (Q1)	Less than 5	7	44.4	No change
	5 to 9	11	40.5	-7.1
	10 to 14	13	46.8	+4.3
	15 or longer	69	37.1	-2.3
Land Use Category	Commercial	3	16.7	No change
	Condo	8	41.9	-3.2
	Mult Family	14	30.8	No change
	Single Family	75	40.8	-2.4
Household Party Type	Single dem	12	53.3	-2.2
	Dual dem	7	50.0	No change
	Single rep	11	37.2	-4.7
	Dual rep	11	26.8	-2.4
	Other	10	26.3	No change
	Mixed	17	40.9	-4.5
	No voter ID	32	38.2	-0.8
Voter Hsld Identified	Yes	68	39.0	-2.7
	No	32	38.2	-0.8
Rate A Group	Low (<\$150)	6	39.1	No change
	Mid (\$150~\$200)	85	39.4	-2.5
	High (\$200+)	9	32.4	-0.0
Gender	Male	68	38.6	-3.1
	Female	32	39.0	No change

NEGATIVE ARGUMENTS

Whereas Question 8 presented respondents with arguments in favor of the measures, Question 10 presented respondents with arguments designed to elicit opposition to the measures. In the case of Question 10, however, respondents were asked whether they felt that the argument was a very convincing, somewhat convincing, or not at all convincing reason to *oppose* the measure. The arguments tested, as well as property owners' opinions about the arguments, are presented in Figure 17 for the landscape & lighting measure and Figure 18 for the stormwater measure.

Question 10: Landscape & Lighting/Stormwater *Next, let me tell you what opponents of the measure are saying. Opponents of the measure say: _____. Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to OPPOSE the measure?*

FIGURE 17 NEGATIVE ARGUMENTS: LANDSCAPE & LIGHTING



Among the negative arguments tested for the landscape & lighting assessment, the most compelling were: *Property owners already pay an assessment for street lighting to the City. Now they want another one? That's not fair to taxpayers* (70%), *This measure is unfair because it can be passed with a majority vote rather than the usual two-thirds requirement, and many voters are not allowed to participate* (52%), and *The City can't be trusted with this tax. They will mismanage the money* (49%). Table 9 ranks the negative arguments (showing the percentage of respondents who cited each as very convincing) according to respondents' vote choice at the Initial Ballot Test for the landscape & lighting measure.

TABLE 9 NEGATIVE ARGUMENTS BY POSITION AT INITIAL BALLOT TEST: LANDSCAPE & LIGHTING

Position at Initial Ballot Test (Q4)	Item	Negative Argument Summary	% Very Convincing
Probably or Definitely Yes (n = 177)	Q10d	Property owners already pay assessment for street lighting to the City	15
	Q10c	Measure is unfair, it can be passed with majority vote	12
	Q10a	In economic crisis, now is NOT the time to be raising taxes	5
	Q10b	City cannot be trusted with this tax	5
Probably or Definitely No (n = 170)	Q10d	Property owners already pay assessment for street lighting to the City	68
	Q10a	In economic crisis, now is NOT the time to be raising taxes	44
	Q10c	Measure is unfair, it can be passed with majority vote	41
	Q10b	City cannot be trusted with this tax	35
Not Sure (n = 31)	Q10d	Property owners already pay assessment for street lighting to the City	26
	Q10c	Measure is unfair, it can be passed with majority vote	19
	Q10b	City cannot be trusted with this tax	16
	Q10a	In economic crisis, now is NOT the time to be raising taxes	13

Among the negative arguments tested for the stormwater measure, the most compelling were: *This measure won't make a difference. Most of the water pollution is coming from Los Angeles and other cities, and they aren't doing much to stop it* (69%), *The City can't be trusted with this tax. They will mismanage the money* (56%), and *People are having a hard time making ends meet with high unemployment and a sluggish economy. Now is NOT the time to be raising taxes* (52%). Table 10 ranks the negative arguments (showing the percentage of respondents who cited each as very convincing) according to respondents' vote choice at the Initial Ballot Test for the stormwater measure.

FIGURE 18 NEGATIVE ARGUMENTS: STORMWATER

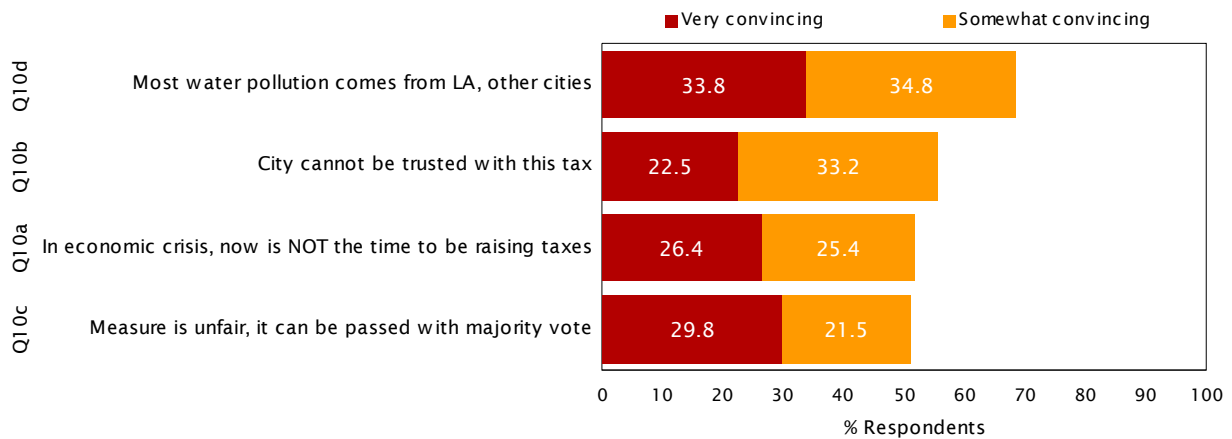


TABLE 10 NEGATIVE ARGUMENTS BY POSITION AT INITIAL BALLOT TEST: STORMWATER

Position at Initial Ballot Test (Q4)	Item	Negative Argument Summary	% Very Convincing
Probably or Definitely Yes (n = 156)	Q10d	Most water pollution comes from LA, other cities	15
	Q10c	Measure is unfair, it can be passed with majority vote	8
	Q10a	In economic crisis, now is NOT the time to be raising taxes	6
	Q10b	City cannot be trusted with this tax	4
Probably or Definitely No (n = 194)	Q10c	Measure is unfair, it can be passed with majority vote	49
	Q10d	Most water pollution comes from LA, other cities	48
	Q10a	In economic crisis, now is NOT the time to be raising taxes	46
	Q10b	City cannot be trusted with this tax	39
Not Sure (n = 29)	Q10d	Most water pollution comes from LA, other cities	38
	Q10c	Measure is unfair, it can be passed with majority vote	14
	Q10b	City cannot be trusted with this tax	10
	Q10a	In economic crisis, now is NOT the time to be raising taxes	7

FINAL BALLOT TEST

Property owners' opinions about revenue measures are often not rigid, especially when the amount of information presented to the public on a measure has been limited. An important goal of the survey was thus to gauge how property owners' opinions about the proposed measures may be affected by the information they could encounter during the course of an election cycle. After providing respondents with the wording of the proposed measures, possible fee rates, programs and projects that could be funded by the measures, as well as arguments in favor and against the proposals, respondents were again asked whether they would vote 'yes' or 'no' on the proposed landscape & lighting assessment and stormwater measure.

LANDSCAPE & LIGHTING ASSESSMENT Support for the landscape & lighting measure at this point in the survey was found among 21% of property owners in a weighted-vote scenario using the proposed Rate A, with 57% of respondents opposed to the measure and an additional 22% unsure or unwilling to state their vote choice. When the votes were not weighted, support at the Interim Ballot Test was considerably higher (41%) yet still below the majority required for passage.

Question 11: Landscape & Lighting *Now that you have heard a bit more about the measure, let me read you a summary of it one more time. In order to keep pace with the increasing costs of electricity and operating, maintaining, and repairing street lights throughout the City; avoid reductions in street lighting service; and replace outdated light systems with energy efficient lights that are less costly to operate and maintain and are better for the environment. Shall property owners in Manhattan Beach be assessed an annual fee for each property that they own? The fee increase for your property would be approximately: \$<Rate A> per year. If the election were held today, would you vote yes or no on this measure.*

FIGURE 19 FINAL BALLOT TEST LANDSCAPE & LIGHTING

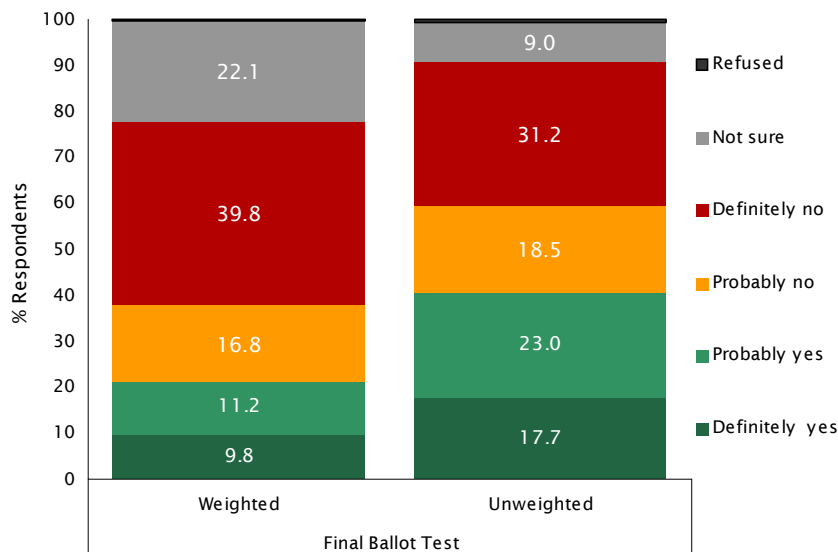


Table 11 provides a closer look at how support for the landscape & lighting assessment changed over the course of the interview by calculating the difference in support between the Initial, Interim, and Final Ballot Tests within various subgroups of property owners. The percentage of support for the measure at the Final Ballot Test is shown in the column with the heading *% Probably or Definitely Yes*. The columns to the right show the difference between the Final and the Initial, and the Final and Interim Ballot Tests. Positive differences appear in green, negative differences in red.

TABLE 11 DEMOGRAPHIC BREAKDOWN OF SUPPORT AT FINAL BALLOT TEST: LANDSCAPE & LIGHTING

		Approximate % of Weighted Voter Universe	% Probably or Definitely Yes	Change From Initial Ballot Test (Q4)	Change From Interim Ballot Test (Q9)
Overall		100	21.0	-14.5	-1.0
Years in Manhattan Beach (Q1)	Less than 5	8	50.2	-0.6	-3.0
	5 to 9	7	43.0	-7.1	-3.5
	10 to 14	31	5.8	-43.4	No change
	15 or longer	54	28.6	-5.2	-1.3
Land Use Category	Commercial	46	0.2	-25.6	No change
	Condo	5	46.4	-14.3	-1.8
	Mult Family	13	25.0	-0.6	No change
	Single Family	36	42.5	-5.6	-2.7
Household Party Type	Single dem	6	39.3	-7.4	-3.7
	Dual dem	4	57.4	-5.3	+0.0
	Single rep	6	25.8	+1.1	-1.9
	Dual rep	6	48.6	-9.7	-1.7
	Other	5	40.6	-6.1	-6.1
	Mixed	6	37.8	-8.3	-1.7
	No voter ID	67	11.3	-18.6	-0.3
Voter Hsld Identified	Yes	33	40.9	-6.1	-2.5
	No	67	11.3	-18.6	-0.3
Rate A Group	Low (<\$33)	2	51.5	-12.9	-4.3
	Mid (\$33~\$66)	34	41.3	-6.0	-2.8
	High (\$66+)	64	9.4	-19.0	-0.0
Gender	Male	75	19.7	-18.0	-1.0
	Female	25	25.1	-3.7	-1.3

STORMWATER MEASURE Support for the proposed stormwater measure remained steady at the Final Ballot Test, with 38% of property owners indicating they would support the stormwater measure at the highest proposed rate (Rate A), 55% opposed, and 7% unsure or unwilling to share their opinion (see Figure 20). Table 12 on the next page shows how support for the stormwater measure changed over the course of the interview by calculating the difference in support between the Initial, Interim, and Final Ballot Tests within various subgroups of property owners.

Question 11: Stormwater *Now that you have heard a bit more about the measure, let me read you a summary of it one more time. In order to protect public health and reduce water pollution in Manhattan Beach; repair, reconstruct, and maintain the storm drain system throughout the City; remove pollutants, toxic chemicals, and infectious bacteria from runoff; keep trash and pollution off our beaches and out of local waterways and the ocean; and reduce illegal discharges of pollution into water sources through improved monitoring, investigation and prosecution. Shall property owners in Manhattan Beach be assessed an annual fee for each property that they own? The fee for your property would be approximately: \$<Rate A> per year. If the election were held today, would you vote yes or no on this measure?*

FIGURE 20 FINAL BALLOT TEST: STORMWATER

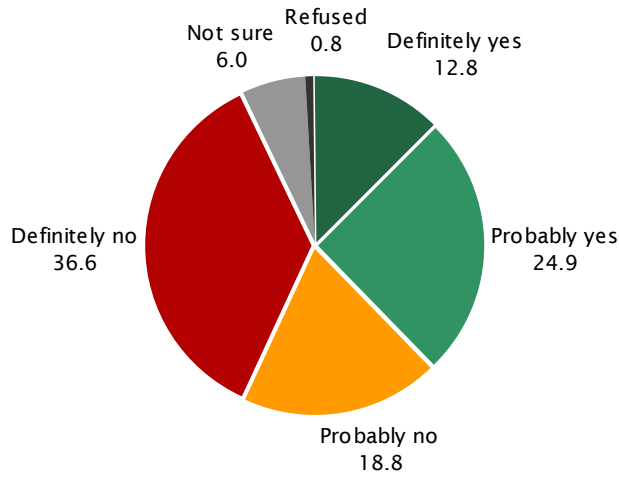


TABLE 12 DEMOGRAPHIC BREAKDOWN OF SUPPORT AT FINAL BALLOT TEST: STORMWATER

		Approximate % of Voter Universe	% Probably or Definitely Yes	Change From Initial Ballot Test (Q4)	Change From Interim Ballot Test (Q9)
Overall		100	37.7	-3.1	-1.0
Years in Manhattan Beach (Q1)	Less than 5	7	44.4	No change	No change
	5 to 9	11	38.1	-9.5	-2.4
	10 to 14	13	40.4	-2.1	-6.4
	15 or longer	69	37.1	-2.3	No change
Land Use Category	Commercial	3	16.7	No change	No change
	Condo	8	45.2	No change	+3.2
	Mult Family	14	28.8	-1.9	-1.9
	Single Family	75	39.4	-3.8	-1.4
Household Party Type	Single dem	12	48.9	-6.7	-4.4
	Dual dem	7	50.0	No change	No change
	Single rep	11	37.2	-4.7	No change
	Dual rep	11	26.8	-2.4	No change
	Other	10	28.9	+2.6	+2.6
	Mixed	17	39.4	-6.1	-1.5
	No voter ID	32	36.6	-2.4	-1.6
Voter Hsld Identified	Yes	68	38.2	-3.5	-0.8
	No	32	36.6	-2.4	-1.6
Rate A Group	Low (<\$150)	6	39.1	No change	No change
	Mid (\$150~\$200)	85	38.5	-3.4	-0.9
	High (\$200+)	9	29.4	-2.9	-2.9
Gender	Male	68	38.6	-3.1	No change
	Female	32	35.8	-3.3	-3.3



M E T H O D O L O G Y

The following sections outline the methodology used in the study, as well as the motivation for using certain techniques.

QUESTIONNAIRE DEVELOPMENT Dr. McLarney of True North Research worked closely with the City of Manhattan Beach and Harris & Associates to develop a questionnaire that covered the topics of interest and avoided possible sources of systematic measurement error, including position-order effects, wording effects, response-category effects, scaling effects, and priming. Several questions included multiple individual items. Because asking the items in a set order can lead to a systematic position bias in responses, items were asked in random order for each respondent.

Some of the questions asked in this study were presented only to a subset of respondents. For example, only individuals who did not support the measure at Question 4 were asked the follow-up open-ended Question 5 regarding their reasons for not supporting the measure. The questionnaires included with this report (see *Questionnaire & Toplines* on page 40) identify the skip patterns that were used during the interview to ensure that each respondent received the appropriate questions.

PROGRAMMING & PRE-TEST Prior to fielding the survey, the questionnaire was CATI (Computer Assisted Telephone Interviewing) programmed to assist interviewers when conducting the telephone interviews, as well as web programmed to allow online participation. Both programs automatically navigate skip patterns, randomize the appropriate question items, and alert the interviewer (phone) or participant (web) to certain types of keypunching mistakes should they occur. The integrity of the questionnaire was pre-tested internally by True North prior to formally commencing the interviewing.

SAMPLE, RECRUITING & DATA COLLECTION To ensure a reliable estimate of property owner support for the respective measures being considered, two separate surveys were conducted using mutually-exclusive random samples of Manhattan Beach property owners. One survey focused on a property-related fee to address stormwater pollution, whereas the second survey focused on a landscaping & lighting assessment. A combination of mailed invitations and phone calls were employed to recruit participation in the surveys.

A total of 6,000 property owners were mailed letters that invited them to participate in the study either online at a secure website or by telephone. Each property owner was assigned a unique personal identification number (PIN), which prevented outsiders from participating in the survey and ensured that property owners completed the survey only once.⁶ Following a three-week period of online data collection, True North began calling households that had not yet participated in the online survey. In total, 760 property owners participated online or by telephone between September 11 and October 7, 2014, with the interviews divided evenly between the stormwater (382) and landscaping & lighting surveys (378). The telephone interviews averaged 15 minutes in length.

6. In cases where an individual owned multiple properties, they were eligible to receive multiple survey invitations—one per parcel.

STATISTICAL MARGIN OF ERROR The final samples of property owners were representative of property owners who are eligible and likely to participate in a ballot proceeding. The results of the samples can thus be used to estimate the opinions of *all* property owners likely to cast a vote in an upcoming landscape & lighting or stormwater measure election. Because not all property owners participated in the study, however, the results have what is known as a statistical margin of error due to sampling. The margin of error refers to the difference between what was found in the survey of property owners for a particular question and what would have been found if *all* of the approximately 12,360 property owners who are eligible to cast a ballot had been surveyed for the study.

For example, in estimating the percentage of property owners that would *definitely* support the stormwater measure at the Initial Ballot Test (Question 4 in the survey), the margin of error can be calculated if one knows the size of the population, the size of the sample, a confidence level, and the distribution of responses to the question. The appropriate equation for estimating the margin of error, in this case, is shown below.

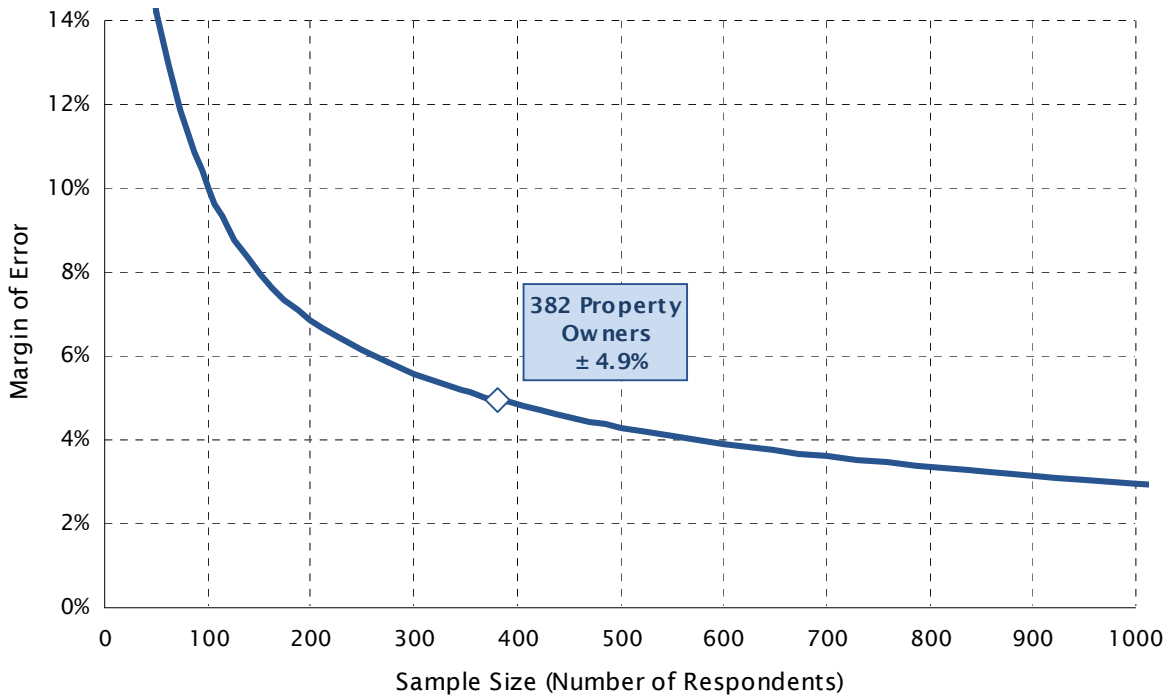
$$\hat{p} \pm t \sqrt{\left(\frac{N-n}{N}\right) \frac{\hat{p}(1-\hat{p})}{n-1}}$$

Where \hat{p} is the proportion of property owners who said *definitely yes* (0.13 for 13% in this example), N is the population size of eligible property owners (12,360), n is the sample size that received the question (382) and t is the upper $\alpha/2$ point for the t-distribution with $n-1$ degrees of freedom (1.96 for a 95% confidence interval). Solving the equation using these values reveals a margin of error of $\pm 3.32\%$. This means that with 13% of survey respondents indicating they would *definitely* support the measure at the Initial Ballot Test, we can be 95% confident that the actual percentage of all property owners that would definitely support the measure is between 10% and 16%.

Figure 21 on the next page provides a graphic plot of the *maximum* margin of error in this study. The maximum margin of error for a dichotomous percentage result occurs when the answers are evenly split such that 50% provide one response and 50% provide the alternative response. For *each* survey, the maximum margin of error is approximately $\pm 4.9\%$.

Within this report, figures and tables show how responses to certain questions varied by subgroups such as age, gender, and partisan affiliation. Figure 21 is thus useful for understanding how the maximum margin of error for a percentage estimate will grow as the number of individuals asked a question (or in a particular subgroup) shrinks. Because the margin of error grows exponentially as the sample size decreases, the reader should use caution when generalizing and interpreting the results for small subgroups.

FIGURE 21 MAXIMUM MARGIN OF ERROR DUE TO SAMPLING



DATA PROCESSING Data processing consisted of checking the data for errors or inconsistencies, coding and recoding responses, and preparing frequency analyses, and crosstabulations.

ROUNDING Numbers that end in 0.5 or higher are rounded up to the nearest whole number, whereas numbers that end in 0.4 or lower are rounded down to the nearest whole number. These same rounding rules are also applied, when needed, to arrive at numbers that include a decimal place in constructing figures and charts. Occasionally, these rounding rules lead to small discrepancies in the first decimal place when comparing tables and pie charts for a given question.



BACKGROUND & DEMOGRAPHICS

TABLE 13 DEMOGRAPHICS OF SAMPLE

	Survey Version	
	Landscape & Lighting	Stormwater
<i>Total Respondents</i>	378	382
Years in Manhattan Beach (Q1)		
Less than 5	12.2	7.1
5 to 9	9.8	11.0
10 to 14	9.0	12.3
15 or longer	67.5	67.0
Refused	1.6	2.6
Land Use Category		
Commercial	3.7	3.1
Condo	8.5	8.1
Mult Family	12.7	13.6
Single Family	74.9	75.1
Other	0.3	0.0
Household Party Type		
Single dem	10.3	11.8
Dual dem	6.9	6.8
Single rep	9.8	11.3
Dual rep	12.7	10.7
Other	10.8	9.9
Mixed	14.3	17.3
No voter ID	35.2	32.2
Voter Hsld Identified		
Yes	64.8	67.8
No	35.2	32.2
Rate A Group		
Low	6.3	6.0
Mid	79.4	85.1
High	14.3	8.9
Gender		
Male	67.2	67.8
Female	32.8	32.2

In addition to questions directly related to the proposed measures, the study collected basic demographic information about respondents and their households. Some of this information was gathered during the interview, although much was collected from the assessor's file or voter file. The profile of the property owner samples used for this study are shown in Table 13.

QUESTIONNAIRE & TOPLINES

STORMWATER VERSION



City of Manhattan Beach
Stormwater Fee Survey
Final Toplines
September 2014

Section 1: Introduction to Study

Hi, may I please speak to _____. My name is _____, and I'm calling on behalf of TNR, an independent public opinion research firm. We're conducting a survey of property owners about important issues in Manhattan Beach and I'd like to get your opinions.

If needed: This is a survey about important issues in your community. I'm NOT trying to sell anything and I won't ask for a donation.

If needed: The survey should take about 12 minutes to complete.

If needed: If now is not a convenient time, can you let me know a better time so I can call back?

If the person asks why you need to speak to the listed person or if they ask to participate instead, explain: For statistical purposes, at this time the survey must only be completed by this particular individual.

If the person says they are an elected official or is somehow associated with the survey, politely explain that this survey is designed to measure the opinions of those not closely associated with the study, thank them for their time, and terminate the interview.

Section 2: Screener for Inclusion in the Study

SC1	Before we begin, could you please tell me whether you currently rent or own your home in Manhattan Beach?		
	1	Rent	Terminate
	2	Own	Go to intro preceding Q1
	99	Not sure/Refused	Terminate

Section 3: Quality of Life & City Services

I'd like to begin by asking you a few questions about what it is like to live in the City of Manhattan Beach.

Q1	How long have you lived in the City of Manhattan Beach?		
	1	Less than 1 year	1%
	2	1 to 2 years	3%
	3	3 to 4 years	4%
	4	5 to 9 years	11%
	5	10 to 14 years	12%
	6	15 years or longer	67%
	99	Not sure/Refused	3%

Q2			How would you rate the overall quality of life in the City? Would you say it is excellent, good, fair, poor or very poor?
	1	Excellent	58%
	2	Good	36%
	3	Fair	5%
	4	Poor	1%
	5	Very poor	0%
	98	Not sure	0%
	99	Refused	0%
Q3			Generally speaking, are you satisfied or dissatisfied with the job the City of Manhattan Beach is doing to provide city services? <i>Get answer, then ask:</i> Would that be very (satisfied/dissatisfied) or somewhat (satisfied/dissatisfied)?
	1	Very satisfied	40%
	2	Somewhat satisfied	47%
	3	Somewhat dissatisfied	8%
	4	Very dissatisfied	2%
	98	Not sure	2%
	99	Refused	1%

Section 4: Initial Ballot Test

Next year, property owners in the City of Manhattan Beach may be asked to vote on a local ballot measure. Let me read you a summary of the measure:

Q4	In order to:		
	<ul style="list-style-type: none"> ◊ Protect public health and reduce water pollution in Manhattan Beach ◊ Repair, reconstruct, and maintain the storm drain system throughout the City ◊ Remove pollutants, toxic chemicals, and infectious bacteria from runoff ◊ Keep trash and pollution off our beaches and out of local waterways and the ocean ◊ And reduce illegal discharges of pollution into water sources through improved monitoring, investigation and prosecution 		
	Shall property owners in Manhattan Beach be assessed an annual fee for each property that they own? The fee for your property would be approximately: \$<Rate A> per year. If the election were held today, would you vote yes or no on this measure? <i>Get answer, then ask:</i> Would that be definitely (yes/no) or probably (yes/no)?		
	1	Definitely yes	13%
	2	Probably yes	28%
	3	Probably no	16%
	4	Definitely no	35%
	98	Not sure	8%
99	Refused	1%	

Q5	Is there a particular reason why you do <u>not</u> support the measure I just described? <i>If yes, ask: Please briefly describe your reason. Verbatim responses recorded and later grouped into the categories shown below.</i>	
	Taxes, fees already too high	39%
	City cannot be trusted, will mismanage funds	20%
	City already has enough money	14%
	Need more information	11%
	Prefer not to answer	11%
	Measure too expensive	6%
	Unfair for property owners, others should share expense	6%
	Already paying enough for utilities	5%
	Other higher community priorities	5%
	City staff salaries, benefits too high	3%
	Not sure / No particular reason	3%
	Measure is unnecessary	1%

Section 5: Tax Threshold

Q6 The measure I just described would raise money through annual property taxes paid by residential and commercial property owners in the City. However, the amount to be charged to each parcel has not been determined yet.

If you heard that your household would pay _____ per year for each property you own in Manhattan Beach, would you vote yes or no on the measure? *Get answer, then ask: Is that definitely (yes/no) or probably (yes/no)?*

Read in sequence starting with the highest amount (A), then the next highest (B), and so on. If respondent says 'definitely yes', record 'definitely yes' for all LOWER dollar amounts and go to next section.

	<i>Ask in Order</i>	Definitely Yes	Probably Yes	Probably No	Definitely No	Not Sure	Refused
A	Rate A	11%	28%	17%	36%	7%	1%
B	Rate B	13%	27%	17%	35%	8%	0%
C	Rate C	20%	24%	16%	33%	7%	0%

Section 6: Programs & Projects							
Q7	The measure we've been discussing will fund a variety of water-related projects and services in the City. If the measure passes, would you favor or oppose using some of the money to: _____, or do you not have an opinion? <i>Get answer, if favor or oppose, then ask: Would that be strongly (favor/oppose) or somewhat (favor/oppose)?</i>						
	<i>Randomize</i>	Strongly Favor	Somewhat Favor	Somewhat Oppose	Strongly Oppose	No Opinion	Refused
A	Reconstruct or replace storm drains that are identified by engineers as being high risk for collapse or failures	56%	23%	2%	9%	4%	5%
B	Install and maintain devices in storm drains that capture trash and pollution <u>before</u> they enter our waterways	55%	21%	6%	9%	3%	5%
C	Keep trash and pollution off our beaches and out of local waterways and the ocean	46%	24%	5%	12%	7%	7%
D	Reduce the number of beach closures caused by pollution	34%	20%	7%	14%	18%	7%
E	Inspect and test water quality on a regular basis to ensure that it meets Federal and State clean water requirements	43%	25%	7%	15%	6%	5%
F	Reduce illegal discharges of pollution into water sources through improved monitoring, investigation and prosecution	46%	24%	8%	13%	5%	4%
G	Educate students, residents and businesses on how they can reduce water pollution	27%	29%	11%	20%	8%	4%

Section 7: Positive Arguments							
What I'd like to do now is tell you what some people are saying about the measure we've been discussing.							
Q8	Supporters of the measure say: _____. Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to SUPPORT the measure?						
	<i>Randomize</i>	Very Convincing	Somewhat Convincing	Not At All Convincing	Don't Believe	Don't Know/No Opinion	Refused
A	By law, all of the money raised by this measure must be spent locally to protect our water quality. It cannot be taken away by the State or be used for other purposes.	31%	20%	18%	20%	5%	6%
B	There will be a clear system of accountability including annual independent audits to ensure that the money is spent properly.	18%	24%	24%	24%	4%	6%

C	It's our responsibility to take care of the environment and our natural resources for future generations. This measure will help improve our quality of life as well as theirs.	22%	30%	25%	13%	4%	7%
D	Stormwater runoff carries tons of trash, infectious bacteria and toxic pollutants directly to the ocean and local beaches. This measure is one of the best ways to protect our water quality and public health.	27%	30%	19%	14%	4%	6%
E	Without these improvements, the City is subject to large fines because it can't meet the new laws for stormwater pollution control.	14%	26%	24%	21%	8%	7%
F	By keeping our local beaches and waterways clean and free of pollution, this measure will help protect property values in Manhattan Beach.	19%	29%	24%	18%	4%	6%
G	When a storm drain fails, it can cause landslides, flooding, and millions of dollars in damage to property.	20%	30%	26%	13%	5%	6%
H	It is a lot cheaper to fix a storm drain now than to pay for reconstruction, property damage and lawsuits when it fails.	29%	32%	18%	9%	5%	6%
I	Every year, thousands of pounds of trash from our streets washes up on local beaches. This measure will help prevent and clean up trash and pollution before it ends up in our water and on our shorelines and beaches.	22%	31%	21%	15%	4%	7%
J	This measure is designed to be fair. The amount each property owner pays is based on the size of their property and the amount of runoff it creates.	13%	26%	24%	25%	4%	7%
K	The amount residents and local businesses pay for storm drains and water quality projects has not changed for nearly 20 years, even though the costs to the City have grown every year. This measure is needed to close this gap and keep up with inflation.	17%	33%	22%	17%	5%	6%
L	The typical home owner in Manhattan Beach currently pays 19 dollars per year to help maintain the storm drain system. This measure will replace that fee.	13%	26%	29%	16%	9%	6%

Section 8: Interim Ballot Test

Sometimes people change their mind about a measure once they have more information about it. Now that you have heard a bit more about the measure, let me read you a summary of it again:

Q9	In order to:		
	<ul style="list-style-type: none"> ◊ Protect public health and reduce water pollution in Manhattan Beach ◊ Repair, reconstruct, and maintain the storm drain system throughout the City ◊ Remove pollutants, toxic chemicals, and infectious bacteria from runoff ◊ Keep trash and pollution off our beaches and out of local waterways and the ocean ◊ And reduce illegal discharges of pollution into water sources through improved monitoring, investigation and prosecution 		
	Shall property owners in Manhattan Beach be assessed an annual fee for each property that they own? The fee for your property would be approximately: \$<Rate A> per year.		
	If the election were held today, would you vote yes or no on this measure? <i>Get answer, then ask:</i> Would that be definitely (yes/no) or probably (yes/no)?		
	1	Definitely yes	13%
	2	Probably yes	25%
	3	Probably no	18%
4	Definitely no	37%	
98	Not sure	6%	
99	Refused	1%	

Section 9: Negative Arguments

Next, let me tell you what opponents of the measure are saying.

Q10	Opponents of the measure say: ----- Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to OPPOSE the measure?						
	<i>Randomize</i>	Very Convincing	Somewhat Convincing	Not At All Convincing	Don't Believe	Don't Know/No Opinion	Refused
A	People are having a hard time making ends meet with high unemployment and a sluggish economy. Now is NOT the time to be raising taxes.	26%	25%	32%	10%	3%	3%
B	The City can't be trusted with this tax. They will mismanage the money.	23%	33%	22%	12%	7%	4%
C	This measure is unfair because it can be passed with a majority vote rather than the usual two-thirds requirement, and many voters are not allowed to participate.	30%	21%	30%	7%	9%	3%

D	This measure won't make a difference. Most of the water pollution is coming from Los Angeles and other cities, and they aren't doing much to stop it.	34%	35%	17%	5%	6%	3%
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Section 10: Final Ballot Test

Now that you have heard a bit more about the measure, let me read you a summary of it one more time:

Q11	In order to:	
	<ul style="list-style-type: none"> ◇ Protect public health and reduce water pollution in Manhattan Beach ◇ Repair, reconstruct, and maintain the storm drain system throughout the City ◇ Remove pollutants, toxic chemicals, and infectious bacteria from runoff ◇ Keep trash and pollution off our beaches and out of local waterways and the ocean ◇ And reduce illegal discharges of pollution into water sources through improved monitoring, investigation and prosecution 	

Shall property owners in Manhattan Beach be assessed an annual fee for each property that they own? The fee for your property would be approximately: \$<Rate A> per year.

If the election were held today, would you vote yes or no on this measure? *Get answer, then ask:* Would that be definitely (yes/no) or probably (yes/no)?

1	Definitely yes	13%
2	Probably yes	25%
3	Probably no	19%
4	Definitely no	37%
98	Not sure	6%
99	Refused	1%

Those are all of the questions that I have for you. Thanks so much for participating in this important survey.

Post-Interview & Sample Items

S1	Gender	
1	Male	68%
2	Female	32%
S2	Voter Household Identified	
1	Yes	68%
2	No	32%

S3 Household Party Type		
1	Single Dem	12%
2	Dual Dem	7%
3	Single Rep	11%
4	Dual Rep	11%
5	Single Other	8%
6	Dual Other	2%
7	Dem & Rep	6%
8	Dem & Other	3%
9	Rep & Other	7%
0	Mixed (Dem + Rep + Other)	1%
	No voter ID	32%
S4 Land Use Category		
	Commercial	3%
	Condo	8%
	Mult Family	14%
	Single Family	75%
S5 Rate A Group		
1	Low (<\$150)	6%
2	Mid (\$150~\$200)	85%
3	High (\$200+)	9%

LANDSCAPING & LIGHTING VERSION



City of Manhattan Beach
Landscape & Lighting Survey
Final Toplines
September 2014

Section 1: Introduction to Study

Hi, may I please speak to _____. My name is _____, and I'm calling on behalf of TNR, an independent public opinion research firm. We're conducting a survey of property owners about important issues in Manhattan Beach and I'd like to get your opinions.

If needed: This is a survey about important issues in your community. I'm NOT trying to sell anything and I won't ask for a donation.

If needed: The survey should take about 12 minutes to complete.

If needed: If now is not a convenient time, can you let me know a better time so I can call back?

If the person asks why you need to speak to the listed person or if they ask to participate instead, explain: For statistical purposes, at this time the survey must only be completed by this particular individual.

If the person says they are an elected official or is somehow associated with the survey, politely explain that this survey is designed to measure the opinions of those not closely associated with the study, thank them for their time, and terminate the interview.

Section 2: Screener for Inclusion in the Study

SC1	Before we begin, could you please tell me whether you currently rent or own your home in Manhattan Beach?		
	1	Rent	Terminate
	2	Own	Go to intro preceding Q1
	99	Not sure/Refused	Terminate

Section 3: Quality of Life & City Services

I'd like to begin by asking you a few questions about what it is like to live in the City of Manhattan Beach.

Q1	How long have you lived in the City of Manhattan Beach?		
	1	Less than 1 year	1%
	2	1 to 2 years	4%
	3	3 to 4 years	7%
	4	5 to 9 years	10%
	5	10 to 14 years	9%
	6	15 years or longer	67%
	99	Not sure/Refused	2%

Q2	How would you rate the overall quality of life in the City? Would you say it is excellent, good, fair, poor or very poor?		
	1	Excellent	60%
	2	Good	34%
	3	Fair	4%
	4	Poor	0%
	5	Very poor	0%
	98	Not sure	0%
	99	Refused	1%
Q3	Generally speaking, are you satisfied or dissatisfied with the job the City of Manhattan Beach is doing to provide city services? <i>Get answer, then ask:</i> Would that be very (satisfied/dissatisfied) or somewhat (satisfied/dissatisfied)?		
	1	Very satisfied	40%
	2	Somewhat satisfied	49%
	3	Somewhat dissatisfied	8%
	4	Very dissatisfied	1%
	98	Not sure	0%
	99	Refused	2%

Section 4: Initial Ballot Test

Next year, property owners in the City of Manhattan Beach may be asked to vote on a local ballot measure. Let me read you a summary of the measure:

Q4	In order to:				
	<ul style="list-style-type: none"> ◊ Keep pace with the increasing costs of electricity and operating, maintaining, and repairing street lights throughout the City ◊ Avoid reductions in street lighting service ◊ And replace outdated light systems with energy efficient lights that are less costly to operate and maintain and are better for the environment <p>Shall property owners in Manhattan Beach be assessed an annual fee for each property that they own? The fee increase for your property would be approximately: \$<Rate A> per year. If the election were held today, would you vote yes or no on this measure? <i>Get answer, then ask:</i> Would that be definitely (yes/no) or probably (yes/no)?</p>				
			Weighted	Unweighted	
	1	Definitely yes	8%	17%	Skip to Q6
	2	Probably yes	27%	30%	Skip to Q6
	3	Probably no	16%	18%	Ask Q5
	4	Definitely no	38%	27%	Ask Q5
	98	Not sure	10%	8%	Ask Q5
	99	Refused	0%	0%	Skip to Q6

Q5	Is there a particular reason why you do <u>not</u> support the measure I just described? <i>If yes, ask: Please briefly describe your reason. Verbatim responses recorded and later grouped into the categories shown below.</i>	
	Taxes, fees already too high	26%
	City cannot be trusted, will mismanage funds	22%
	City already has enough money	14%
	Need more information	13%
	Prefer not to answer	11%
	Already paying enough for utilities	8%
	Measure is unnecessary	5%
	Not sure / No particular reason	4%
	Measure too expensive	3%
	City staff salaries, benefits too high	3%
	Other higher community priorities	3%
	Unfair for property owners, others should share expense	3%
	Should prioritize undergrounding utility poles	2%
	General negative comment about City	1%

Section 5: Tax Threshold

Q6 The measure I just described would raise money through annual property taxes paid by residential and commercial property owners in the City. However, the amount to be charged to each parcel has not been determined yet.

If you heard that your household would pay an additional _____ per year for each property you own in Manhattan Beach, would you vote yes or no on the measure? *Get answer, then ask: Is that definitely (yes/no) or probably (yes/no)?*

Read in sequence starting with the highest amount (A), then the next highest (B), and so on. If respondent says 'definitely yes', record 'definitely yes' for all LOWER dollar amounts and go to next section.

<i>Ask in Order</i>		Definitely Yes	Probably Yes	Probably No	Definitely No	Not Sure	Refused
Weighted							
A	Rate A	10%	13%	16%	39%	23%	0%
B	Rate B	10%	18%	16%	39%	17%	0%
C	Rate C	13%	24%	8%	38%	16%	0%
Unweighted							
A	Rate A	17%	27%	18%	28%	9%	0%
B	Rate B	19%	27%	17%	28%	8%	0%
C	Rate C	25%	25%	15%	26%	8%	1%

Section 6: Programs & Projects							
Q7	The measure we've been discussing will fund a variety of projects and services in the City. If the measure passes, would you favor or oppose using some of the money to: _____, or do you not have an opinion? <i>Get answer, if favor or oppose, then ask: Would that be strongly (favor/oppose) or somewhat (favor/oppose)?</i>						
	<i>Randomize</i>	Strongly Favor	Somewhat Favor	Somewhat Oppose	Strongly Oppose	No Opinion	Refused
A	Operate, maintain and repair street lights on a timely basis	49%	28%	3%	8%	8%	3%
B	Replace outdated lighting systems that are expensive to operate and repair with new energy efficient lights that will be more cost-effective	48%	26%	4%	12%	8%	2%
C	Promote the use of environmentally friendly street light technologies	39%	24%	10%	14%	11%	3%
D	Fix broken or burnt-out street lights	57%	20%	3%	9%	8%	3%
E	Avoid reductions in street light service due to lack of funding	40%	24%	7%	13%	12%	4%

Section 7: Positive Arguments							
What I'd like to do now is tell you what some people are saying about the measure we've been discussing.							
Q8	Supporters of the measure say: _____. Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to SUPPORT the measure?						
	<i>Randomize</i>	Very Convincing	Somewhat Convincing	Not At All Convincing	Don't Believe	Don't Know/No Opinion	Refused
A	By law, all of the money raised by this measure must be spent locally to operate, repair and maintain quality street lighting. It cannot be taken away by the State or be used for other purposes.	31%	25%	21%	14%	6%	3%
B	There will be a clear system of accountability including annual independent audits to ensure that the money is spent properly.	24%	19%	25%	23%	6%	4%
C	This measure is designed to be fair. The amount each property owner pays is based on the quality and type of lighting they have in their neighborhood.	12%	25%	30%	21%	7%	4%

D	The amount residents and local businesses pay for street light service has not changed for nearly 20 years, even though the costs to the City have grown every year. This measure is needed to close this gap and keep up with inflation.	17%	31%	25%	17%	6%	3%
E	Street lights are a matter of public safety. Good street lights deter crime, prevent car accidents, and protect pedestrians.	40%	33%	15%	4%	3%	4%
F	Police, firefighters, and paramedics rely on good street lights to help them respond quickly to emergencies after dark.	27%	30%	26%	8%	5%	3%
G	By keeping commercial areas well lit after dark, street lights benefit the business climate and local economy.	19%	39%	24%	8%	6%	4%
H	By switching to energy efficient lights, this measure will allow the City to be more cost-effective and environmentally friendly in the future.	30%	33%	16%	11%	6%	4%
I	Quality street lighting helps protect property values in Manhattan Beach.	25%	32%	23%	12%	5%	4%
J	Quality street lighting improves the appearance, character and quality of life in a neighborhood.	22%	37%	22%	11%	4%	4%

Section 8: Interim Ballot Test

Sometimes people change their mind about a measure once they have more information about it. Now that you have heard a bit more about the measure, let me read you a summary of it again:

Q9 In order to:

- ◊ Keep pace with the increasing costs of electricity and operating, maintaining, and repairing street lights throughout the City
- ◊ Avoid reductions in street lighting service
- ◊ And replace outdated light systems with energy efficient lights that are less costly to operate and maintain and are better for the environment

Shall property owners in Manhattan Beach be assessed an annual fee for each property that they own? The fee increase for your property would be approximately: \$<Rate A> per year.
If the election were held today, would you vote yes or no on this measure? *Get answer, then ask: Would that be definitely (yes/no) or probably (yes/no)?*

		Weighted	Unweighted
1	Definitely yes	10%	19%
2	Probably yes	12%	25%
3	Probably no	16%	18%
4	Definitely no	33%	29%
98	Not sure	28%	9%
99	Refused	0%	0%

Section 9: Negative Arguments

Next, let me tell you what opponents of the measure are saying.

Q10	Opponents of the measure say: ----- Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to OPPOSE the measure?						
	<i>Randomize</i>	Very Convincing	Somewhat Convincing	Not At All Convincing	Don't Believe	Don't Know/No Opinion	Refused
A	People are having a hard time making ends meet with high unemployment and a sluggish economy. Now is NOT the time to be raising taxes.	23%	23%	31%	16%	4%	2%
B	The City can't be trusted with this tax. They will mismanage the money.	19%	30%	27%	13%	8%	3%
C	This measure is unfair because it can be passed with a majority vote rather than the usual two-thirds requirement, and many voters are not allowed to participate.	26%	26%	31%	5%	10%	2%
D	Property owners already pay an assessment for street lighting to the City. Now they want another one? That's not fair to taxpayers.	39%	31%	19%	4%	6%	2%

Section 10: Final Ballot Test

Now that you have heard a bit more about the measure, let me read you a summary of it one more time:

Q11 In order to:

- ◊ Keep pace with the increasing costs of electricity and operating, maintaining, and repairing street lights throughout the City
- ◊ Avoid reductions in street lighting service
- ◊ And replace outdated light systems with energy efficient lights that are less costly to operate and maintain and are better for the environment

Shall property owners in Manhattan Beach be assessed an annual fee for each property that they own? The fee increase for your property would be approximately: \$<Rate A> per year. If the election were held today, would you vote yes or no on this measure? *Get answer, then ask: Would that be definitely (yes/no) or probably (yes/no)?*

		Weighted	Unweighted
1	Definitely yes	10%	18%
2	Probably yes	11%	23%
3	Probably no	17%	19%
4	Definitely no	40%	31%
98	Not sure	22%	9%
99	Refused	0%	1%

Those are all of the questions that I have for you. Thanks so much for participating in this important survey.

Post-Interview & Sample Items

S1	Gender		
	1	Male	67%
	2	Female	33%
S2	Voter Household Identified		
	1	Yes	65%
	2	No	35%
S3	Household Party Type		
	1	Single Dem	10%
	2	Dual Dem	7%
	3	Single Rep	10%
	4	Dual Rep	13%
	5	Single Other	8%
	6	Dual Other	3%
	7	Dem & Rep	5%
	8	Dem & Other	4%
	9	Rep & Other	3%
	0	Mixed (Dem + Rep + Other)	2%
		No voter ID	35%
S4	Land Use Category		
		Commercial	4%
		Condo	8%
		Mult Family	13%
		Single Family	75%
		VRS	<1%

S5	Rate A Group		
	1	Low (<\$33)	6%
	2	Mid (\$33~\$66)	79%
	3	High (\$66+)	14%

Utility User Tax and Transient Occupancy Tax Comp Cities Survey - July 2016

		Utility User Tax Rates						TOT
City	Electric	Gas	Cable	Water / Sewer	Telephone (Landline / Cellular)	Transient Occupancy		
3 El Segundo	3%	3%	3%	3%	2%	12%		
4 Hermosa Beach	6%	6%	5.5%	6%	5.5%	12%		
6 Manhattan Beach	0%	0%	0%	0%	0%	10%		
7 Torrance	6.5%	6.5%	6%	5.5%	6.5%	11%		
8 Redondo Beach	4.75%	4.75%	4.75%	4.75%	4.75%	12%		
9 Hawthorne	5%	5%	5%	5%	5%	12%		
11 Los Angeles	10%	10%	9%	0%	9%	14%		
12 Beverly Hills	0%	0%	0%	0%	0%	14%		
13 Santa Monica*	10%	10%	10%	10%	10%	14%		

Cable Franchisees & Other Utilities - Gross Receipts & Potential U.U.T. Revenue

Company	Gross Receipts (FY 2015)	Potential Revenue Per 1%
Time Warner	\$ 3,617,200	\$ 36,172
Verizon	\$ 11,333,789	\$ 113,338
So Cal Gas	\$ 8,385,856	\$ 83,859
So Cal Edison	\$ 39,267,350	\$ 392,674
MB Water (FY 2015)	\$ 16,298,725	\$ 162,987
MB Sewer (FY 2015)	\$ 3,613,357	\$ 36,134
* Telephone (Landline & Cellular)	TBD	TBD
Total:	\$ 82,516,277	\$ 825,163

*Gross Receipts to be determined (TBD)

Vulnerability to Extreme Events

1. Identify Risks

What extreme events are you at risk for?

A	Earthquake
B	Severe weather damage (flooding/high winds) due to heavy rains, tsunami, etc.
C	

2. Assess Risks

What is your vulnerability to each extreme event, given past experience?

A	Past damages have been minimal, but potential impacts could be severe
B	Past damages have been minimal, but potential impacts could be severe
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk (i.e., manage it without reserves)

A	Advanced planning for extreme events and mitigate impacts
B	Keep Hazardous Mitigation Plan current and train staff on emergency operations protocols
C	

4. Considering the above, how important for you is it to retain the risks of extreme events through reserves ?

5 < Enter your score here

- 5 **Very important.** We are subject to extreme events of severe potential magnitude which would require a quick and decisive response from our government. There are few alternative risk management approaches.
- 4 **Important.** We are subject to extreme events of severe potential magnitude, but our government does not have an important disaster response role and/or we have other risk management alternatives.
- 3 **Neutral.** We do not face an unusually high or low level of risk from extreme events.
- 2 **Unimportant.** We are subject to one or two types of significant extreme events and we have other risk management options.
- 1 **Very unimportant.** We are subject to very few, if any, potential extreme events of significant potential damage

Revenue Source Stability

1. Identify Risks

What are your major revenue sources?

A	Property Tax
B	Sales Tax
C	Transient Occupancy Tax

2. Assess Risks

How stable are your revenue sources?

A	Very stable due to high demand for properties even in downturns
B	Trending flat; Lost significant sales tax producer (4% of total receipts) in April 2015
C	Very stable but susceptible to downward trends in economy and tourism industry

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk (i.e., manage it without reserves)

A	
B	Diversify Industry mix + hired an Economic Vitality Manager
C	Encourage expansion and/or upgrade of lodging offerings

4. Considering the above, how important for you is it to retain the risks of revenue instability through reserves ?

- 4 < Enter your score here
- 5 **Very important.** We rely on just one or two sources of revenue, and they are unstable
- 4 **Important.** We rely on unstable sources for a significant portion of our revenue and/or have particular unstable payers as part of our tax base (e.g., sales tax from an industry with volatile sales)
- 3 **Neutral.** We do not face an unusually high or low level of risk from revenue instability
- 2 **Unimportant.** While some portion of our revenue base has instability, the majority of revenues are pretty stable.
- 1 **Very unimportant.** Our revenues are very stable and diverse.

Expenditure Volatility

1. Identify Risks

What are sources of potential expenditure spikes?

A	Workers Compensation and Liability Claims
B	Pension Costs
C	

2. Assess Risks

What is the potential cost of these spikes?

A	\$2 million this year
B	Bartel Analysis indicates rates increasing by roughly 38% from FY16 to FY23 (Annual PERS payments would increase by \$2.1 million from current budget)
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of these potential spikes? (i.e., manage it without reserves)

A	Improve employee safety awareness/selection of cost effective partners (e.g. TPA)
B	Establish a pension trust fund for unfunded liabilities/Employee cost sharing
C	

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

- < Enter your score here
- 5 **Very important.** There are expenditure spikes with very high potential to open a significant hole in our budget.
- 4 **Important.** We are subject to important potential expenditure spikes, such that we need reserves but we also have other risk mitigation approaches available.
- 3 **Neutral.** We do not face an unusually high or low level of risk from expenditure spikes
- 2 **Unimportant.** There are one or a few potential spikes but the risk of them occurring is low, the impact not great and/or we have other risk management options.
- 1 **Very unimportant.** We have no important risk from expenditure spikes.

Leverage

1. Identify Risks

What are major sources of leverage you are subject to?

A	Police/Fire Refunding Bonds (CIP Fund supported by dedicated General Fund revenues)
B	Metlox/Water/Wastewater Bonds (Parking/Water/Wastewater Funds)
C	Underground Utility Assessment Districts (UAD and Special Assessment Funds) (Pass through)
D	Marine Avenue Sports Fields (General Fund)

2. Assess Risks

What are the implications of leverage for the organization's financial flexibility?

A	CIP Fund will need GF transfers over the next five years for planned projects
B	Reduced Borrowing Capacity
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of leverage? (i.e., manage it without reserves)

A	Increase taxes, assessments and fees
B	
C	

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

- < Enter your score here
- 5 **Very important.** We are subject to significant leverage and have no other risk management approach
- 4 **Important.** We are subject to significant leverage and do not have equally significant offsetting risk management approaches.
- 3 **Neutral.** We do not face an unusually high or low level of risk from leverage
- 2 **Unimportant.** We have one or two sources of leverage, but these are largely addressed with other risk management strategies.
- 1 **Very unimportant.** We have no important sources of leverage that aren't already managed with out reserves.

Liquidity

1. Identify Risks

What are your major sources of potential intra-period cash imbalances?

A	Significant reliance on Property Tax revenues received in April, May, December and January
B	Typically run a GF deficit until 10th month of fiscal year due to timing of property tax receipts
C	

2. Assess Risks

How likely are these risks to occur and what is their potential magnitude?

A	Highly likely to occur - rely on LAIF liquidity during periods of low cash inflows
B	Highly likely to occur - rely on LAIF liquidity during periods of low cash inflows
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of liquidity? (i.e., manage it without reserves)

A	Maintain adequate LAIF balances for cashflow needs
B	
C	

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

< Enter your score here

- 5 **Very important.** We have very important potential intra-period imbalances with few risk management alternatives.
- 4 **Important.** We have important potential intra-period imbalances, but do have some off-setting risk management alternatives.
- 3 **Neutral.** We do not face an unusually high or low level of risk from intra-period cash imbalances.
- 2 **Unimportant.** We have some minor potential intra-period cash imbalances.
- 1 **Very unimportant.** Our cash flows are very stable.

Other Funds Dependency

1. Identify Risks

What other funds rely on the general fund for an important part of their funding?

A	Stormwater Fund
B	Street Lighting Fund
C	CIP Fund

2. Assess Risks

How likely is it that these funds will need the general fund to "backstop" them in an emergency?

A	Highly likely
B	Highly likely
C	Highly likely

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of other funds' dependency? (i.e., manage it without reserves)

A	Increase Stormwater fees through Prop 218 Vote
B	Increase Street Lighting assessments through Prop 218 Vote
C	Increase existing CIP dedicated revenue sources and add increment to CIP funding

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

4 < Enter your score here

- 5 **Very important.** A number of funds rely on the general fund for backstopping, with few, if any, risk management alternatives.
- 4 **Important.** We have at least some funds that rely on the general fund and this includes reliance for backstopping.
- 3 **Neutral.** We do not face an unusually high or low level of risk from other fund dependency.
- 2 **Unimportant.** There are a small number of funds that rely on the general fund, and the potential for the general fund to need to backstop them is small.
- 1 **Very unimportant.** No other funds rely on the general fund for backstopping.

Growth

1. Identify Risks

What are potential major sources of growth in the next three to five years?

A	Minimal Growth expected
B	
C	

2. Assess Risks

What is the potential for these sources of growth to cause imbalances in the revenue received from the growth and the expenditures needed to serve it?

A	N/A
B	
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of growth? (i.e., manage it without reserves)

A	N/A
B	
C	

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

3

< Enter your score here

- 5 **Very important.** We expect significant growth with imbalances in the timing of revenues and expenditures
- 4 **Important.** We have some growth that will cause imbalances in the timing of revenues and expenditures.
- 3 **Neutral.** We do not face an unusually high or low level of risk from growth
- 2 **Unimportant.** We have a small potential for future growth and/or only minor potential imbalances in the timing between revenues and expenditures.
- 1 **Very unimportant.** We expect no growth or growth will fully pay for itself as expenditures are incurred.

Capital Projects

1. Identify Risks

What high priority capital projects don't have a funding source?

A	Parking
B	Stormwater Projects
C	Fire Station #2
D	Pool
E	City Hall

2. Assess Risks

What is the likelihood that reserves will be looked to as a funding source for the project?

A	Very likely
B	
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of capital projects using reserves as a funding source? (i.e., manage it without reserves)

A	Increase Parking Fees
B	Increase Stormwater Assessments (*Prop 218 Vote Required)
C	Sales Transaction Tax, TOT or other new revenue source
D	Sales Transaction Tax, TOT or other new revenue source
	Sales Transaction Tax, TOT or other new revenue source

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

5 < Enter your score here

- 5 **Very important.** There are very high profile projects with out a funding source and reserves are likely to be considered as a funding source.
- 4 **Important.** There are at least some high profile projects where reserves may be called upon to provide at least some of the funding.
- 3 **Neutral.** We do not face an unusually high or low level of risk from unfunded high-priority projects
- 2 **Unimportant.** High priority capital projects will probably have funding sources, if they don't already.
- 1 **Very unimportant.** All high priority capital projects have funding sources.

Guiding Your Selection of a Fund Balance Target

Step 1. Determine your total score from the risk factors

31 Your total score from the risk factors (calculated if you entered a score in other sheets)

Step 2. Preliminary Analysis

Compare your score from Step 1 to the guidelines below.

Your Score

Analytical Guidance

- | | |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 - 16 | You face minimal risk to retain through reserves. Consider a target equal to the GFOA minimum recommended reserve of 16.6% of revenues/expenditures. |
| 17-24 | You face a low to moderate level of risk to retain through reserves. Consider adopting a reserve target somewhat higher than the GFOA minimum (e.g. 17-25% of revenues/expenditures). Since risk is low, do not invest excessive analytical effort in determining an exact target amount. Consider a short, informal benchmarking study with peer agencies to provide guidance. |
| 25-31 | You face a moderate to high level of risk to retain through reserves. Consider adopting a target amount of reserves significantly higher than the GFOA recommended minimum (e.g., 26 - 35%). Consider a short, informal benchmarking survey as a starting point, but then analyze your most significant risk factors to make sure they are adequately covered by what the survey suggests is reasonable. |
| 32 - 40 | You face a high level of risk to retain through reserves. Consider adopting a much higher target than the GFOA minimum (e.g., greater than 35%). Consider performing a more indepth analysis of the risks you face to arrive at target level of reserved that provides sufficient coverage. |

Step 3. Consider Impact of Government Size, Budget Practices, & Borrowing Capacity

For each driver pick which description best fits you and enter the appropriate number of points.

2 Government Size

- +2 We are under 50,000 in population
- 0 We are between 50,000 and 300,000 in population
- 4 We are over 300,000 in population

-3 Budget Practices

- 3 The budget has a formal contingency beyond what is being considered for this reserve.
- 2 The budget has informal contingencies beyond what is being considered for the reserve.
- 0 The budget is lean and has no contingencies in it.

-3 Borrowing Capacity

- 3 We have excellent external and internal borrowing capacity, including a good rating, little existing debt, and political will to use it.
- 2 We have some external and/or internal borrowing capacity and political will could be mobilized to use it.

0 We have little or no borrowing capacity.

Step 4. Consider Impact of Commitments/Assignments, Outsider Perceptions & Political Support

Place an "X" next to each statement that applies to you.

Commitments and Assignments

We we have commitments or assignments that designate fund balance for uses other than retaining the types of risk described in this analysis. If so, these commitments/assignments should not be included in the total reserve used to reach your target.

Outsider Perceptions

Rating agencies have given us a target level of reserve for getting a good rating. If so, use that target in place of or in addition to a benchmarking survey to provide guidance on starting poitn for your target.

The public is likely to question reserve levels as too high. If so, be sure to document your analysis findings in the other sheets.

Political Support

The governing board places great weight on the policies of comparable jurisdictions. If so, conduct a benchmarking survey that includes governments the board preceives as relevant.

The board places great weight on rating agency recommendations. If so, tie the reserve target recommendation to rating agency recommendations or standards.

The board places great weight on GFOA recommendations. If so, use this analysis and GFOA's Best Practices to support your recommendation.

Step 5. Putting it All Together

A. Consider your adjusted risk score and re-consult the analytical guidance.

< Your adjusted risk score (risk score modified with results from Step 3)

B. Review results of Step 4.

Review each item you checked from Step 4 and add the advice to your analytical guidance.

C. Proceed with finalizing target

Proceed with setting a final reserve target based on analytical guidance.

Date: May 13, 2016

To: Bruce Moe, Finance Director
City of Manhattan Beach

From: Mark Young, Managing Director
KNN Public Finance

Re: **Review of the City of Manhattan Beach's Reserve Fund Policy**

A REVIEW OF GOVERNMENTAL RESERVES AND FUND BALANCE

There is probably no single number in a local government's financial statements that attracts more attention and discussion—especially from rating agencies and other outside observers—than fund balance. This accounting term represents a component of the balance sheet derived from the modified accrued accounting that is the basis for generally accepted accounting principles (GAAP) of a city's General Fund (and other "governmental" funds). It consists of liquid assets (such as cash and investments) and less liquid assets (such as receivables). The fund balance reconciles the difference between a government's assets and its liabilities, and serves as a key measure of financial strength. Positive fund balance suggests that an agency has resources to apply to the various contingencies that can challenge a local government. A growing fund balance means that a government is earning more than it spends, and is better preparing itself for a rainy day.

There is no real consensus as to what is the appropriate amount for a government's reserves. Rating agencies measure reserves and compare results to State-wide and national averages, but such medians are not meant to be prescriptive. Organizations such as the GFOA provide some guidance on the matter, but it is (appropriately) general. For example, for many years the GFOA recommended that "general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures", which would be about 17%. But the GFOA noted that the adequacy of unrestricted fund balance in the general fund should be assessed based upon a government's own specific circumstances. The tool employed the following section is a further attempt by the GFOA to assist in this examination of specific circumstances.

USING THE GFOA RESERVE ANALYSIS WORKSHEET

Determining the appropriate size for a municipal reserve requires quantifying the various risks that face the City, from the anticipated (the need for capital expenditures) through the cyclical (economic downturns) and highly uncertain events (like natural disasters). The GFOA has developed a tool to assist an agency in assessing its risks, which they refer to as "The Triple-A Approach:"

- Accept that we are subject to uncertainty, including events that we haven't even imagined.
- Assess the potential impact of the uncertainty. Historical reference cases are a useful baseline.
- Augment the results, as the range of uncertainty we really face will almost always be greater than we assess it to be, so we should augment that range. Historical reference cases provide a baseline, but that baseline may not be adequate to account for all future possibilities.

We find that this approach helps to craft a reserve policy based on the specific risk exposure of a jurisdiction, while recognizing the imprecision of attempting to quantify the uncertain. The GFOA tool, like the exercise of putting together our report, offers an opportunity for reflection and dialogue on the topic, providing a foundation for decision makers to build the policies that they determine are appropriate for their own jurisdiction.

City staff reviewed the GFOA worksheet, and scored the various risk factors contained in the tool examining risks (such as “extreme events,” revenue and expenditure volatility, capital needs, and other factors that can create financial pressure). This scoring was reviewed with KNN, and some of the scores revised. (See Attachment for this revised worksheet.) Some of the issues raised by the analysis that are worth highlighting are:

- The City's revenue structure includes a mix of revenue types, including the very stable property tax base (representing the City's largest recurring revenue source) and more volatile revenues, such as sales tax (the City lost a significant sales tax producer, 4% of total receipts in April 2015), transient occupancy tax, business license fees and building permit and plan check fees.
- Capital costs, including parking, streets, storm drains and stormwater mitigation and fire station 2, will continue to require support from the General Fund.
- Other large expenditure risks may come from liability claims and increased pension costs.
- Like all California communities, you are exposed to earthquake and other natural disaster risk.

Based on the scoring of the various components, the worksheet suggests that the City's risk profile was “moderate to high.” At this level of risk, the GFOA advises that a city “consider adopting a reserve target somewhat higher than the GFOA minimum (e.g. establish a reserve goal of 26-35% of revenues/expenditures).” Based on your risk level, the GFOA does not recommend investing “excessive analytical effort in determining an exact reserve.” For a variety of reasons, including increased pension costs and significant capital expenditures, we would recommend that the City set a target at the high side of that range—35%—as its minimum reserve.

With estimated reserves for FY15/16 expected to be \$17,559,147, and FY 15/16 budgeted expenditures at \$63,565,162, the City currently has an unassigned balance of 27.6%, at the low range of the recommended goal. The City should also consider reviewing its current policy of a minimum 20% reserve balance in light of the results from the GFOA worksheet.

I am available to discuss our recommendation with you, the City Manager or members of the City Council.

Agenda Date: 8/2/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Raul Saenz, Interim Public Works Director
Sona Coffee, Environmental Programs Manager

SUBJECT:

Introduce Ordinance No. 16-0015 to Amend Municipal Code Provisions Regulating the Retail Sale of Tobacco Products to Change the Minimum Smoking Age to 21 to be Consistent with State Law (Interim Public Works Director Saenz).

INTRODUCE ORDINANCE

RECOMMENDATION:

Staff recommends that City Council Introduce Ordinance No. 16-0015 to amend Municipal Code regulations concerning the retail sale of tobacco products to change the minimum smoking age to 21 to be consistent with State Law.

FISCAL IMPLICATIONS:

No fiscal implications associated with the recommended action.

DISCUSSION:

California recently enacted legislation raising the minimum age for smoking to 21, and including electronic cigarettes in the definition of tobacco products. The City's tobacco retailers ordinance already addresses electronic cigarettes, but the age limit for sale of tobacco products should be updated to conform to State law. In addition, state law includes an exception for those active duty military personnel who are 18 years of age or older.

Staff recommends that City Council introduce Ordinance No. 16-0015 to amend Chapter 4.118 by changing the various references to minimum age related to sale of tobacco products from 18 to 21 years of age, and including an exception for those active duty military personnel who are 18 years of age or older.

PUBLIC OUTREACH/INTEREST:

Public outreach was not required for this amendment because the City is merely amending its Code to be consistent with state law.

ENVIRONMENTAL REVIEW

The amendment to the City's existing regulations concerning smoking is not a "Project" within the meaning of the California Environmental Quality Act because the amendment has no potential for resulting in a physical change in the environment, directly or indirectly.

LEGAL REVIEW

The City Attorney has approved as to form the draft ordinance.

Attachments:

1. Ordinance No. 16-0015
2. Legislative Digest

ORDINANCE NO. 16-0015

AN ORDINANCE OF THE CITY OF MANHATTAN BEACH
AMENDING MUNICIPAL CODE CHAPTER 4.118
(PERMITS FOR RETAILERS OF TOBACCO PRODUCTS
AND/OR ELECTRONIC SMOKING DEVICES) TO
INCREASE THE MINIMUM AGE TO 21 CONSISTENT
WITH STATE LAW

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Title 4 (Public Welfare, Morals and Conduct), Chapter 4.118, Section 4.118.030 D, related to posting of notices, is hereby amended to read as follows:

“D. Notice of Minimum Age for Purchase of Tobacco Products and Electronic Smoking Devices. Retailers shall post conspicuously, at each point of purchase, a notice stating that selling tobacco products and electronic smoking devices to anyone under 21 years of age is illegal and subject to penalties. Such notice shall be subject to the approval of the City.”

SECTION 2. Title 4 (Public Welfare, Morals and Conduct), Chapter 4.118, Section 4.118.030 H is hereby amended to read as follows:

“H. Flavored Tobacco Products. No retailer shall sell a tobacco product, or any product used in an electronic smoking device, containing, as a constituent or additive, an artificial or natural flavor or an herb or spice (with the exception of mint, menthol, spearmint or wintergreen), including but not limited to strawberry, grape, orange, clove, cinnamon, pineapple, vanilla, coconut, licorice, cocoa, chocolate, cherry, or coffee, that is a characterizing flavor of the tobacco product or smoke produced by the tobacco product. The prohibition in the preceding sentence shall not apply to a retailer that permits only patrons 21 years of age or older, or active duty military personnel who are 18 years of age or older, to enter the location where the tobacco product is sold.”

SECTION 3. Subsections 2.c. and 2.e. of Section 4.118.030 J (Self-Service Display Prohibited) are hereby amended to read as follows:

“c. Does not permit any person under 21 years of age, except for active duty military personnel who are 18 years of age or older, to be present or enter the premises at any time;”

“e. Posts a sign outside the retail location that clearly, sufficiently and conspicuously informs the public that persons under 21 years of age, except for active duty military personnel who are 18 years of age or older, are prohibited from entering the premises.”

SECTION 4. If any sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining provisions of this Ordinance. The City Council hereby declares

that it would have passed this Ordinance and each sentence, clause or phrase thereof irrespective of the fact that any one or more sentence, clauses or phrases be declared unconstitutional or otherwise invalid.

SECTION 5. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

SECTION 6. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the 31st day after its passage.

PASSED, APPROVED AND ADOPTED _____, 2016.

AYES:
NOES:
ABSENT:
ABSTAIN:

Tony D'Errico
Mayor

ATTEST:

LIZA TAMURA
City Clerk

APPROVED AS TO FORM:

QUINN M. BARROW
City Attorney

LEGISLATIVE DIGEST

ORDINANCE NO. 16-0015

AN ORDINANCE OF THE CITY OF MANHATTAN BEACH AMENDING MUNICIPAL CODE CHAPTER 4.118 (PERMITS FOR RETAILERS OF TOBACCO PRODUCTS AND/OR ELECTRONIC SMOKING DEVICES) TO INCREASE THE MINIMUM AGE TO 21 CONSISTENT WITH STATE LAW

SECTION 1. Section 4.118.030 D is amended to change the required notice that it is illegal to sell tobacco products and electronic smoking devices to anyone under 21 years of age:

“D. Notice of Minimum Age for Purchase of Tobacco Products and Electronic Smoking Devices. Retailers shall post conspicuously, at each point of purchase, a notice stating that selling tobacco products and electronic smoking devices to anyone under ~~18~~ 21 years of age is illegal and subject to penalties. Such notice shall be subject to the approval of the City.”

SECTION 2. Section 4.118.030 H is amended to change “18” to “21” (and to add the state exception for active duty military personnel):

“H. Flavored Tobacco Products. No retailer shall sell a tobacco product, or any product used in an electronic smoking device, containing, as a constituent or additive, an artificial or natural flavor or an herb or spice (with the exception of mint, menthol, spearmint or wintergreen), including but not limited to strawberry, grape, orange, clove, cinnamon, pineapple, vanilla, coconut, licorice, cocoa, chocolate, cherry, or coffee, that is a characterizing flavor of the tobacco product or smoke produced by the tobacco product. The prohibition in the preceding sentence shall not apply to a retailer that permits only patrons ~~18~~ 21 years of age or older, or active duty military personnel who are 18 years of age or older, to enter the location where the tobacco product is sold.”

SECTION 3. Subsections 2.c. and 2.e of Section 4.118.030 (Self-Service Display Prohibited) are amended to be consistent with H above:

“c. Does not permit any person under ~~18~~ 21 years of age, except for active duty military personnel who are 18 years of age or older, to be present or enter the premises at any time;”

“e. Posts a sign outside the retail location that clearly, sufficiently and conspicuously informs the public that persons under ~~18~~ 21 years of age, except for active duty military personnel who are 18 years of age or older, are prohibited from entering the premises.”

Agenda Date: 8/2/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Raul Saenz, Interim Public Works Director

Keith Darling, Maintenance Manager

Anna Luke-Jones, Public Works Senior Management Analyst

SUBJECT:

Potential Downtown Maintenance Enhancements (Interim Public Works Director Saenz).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff Recommends that City Council Discuss and provide direction on Potential Downtown Manhattan Beach Maintenance Enhancements.

EXECUTIVE SUMMARY:

The City has made an effort to engage residents and community members in dialogue regarding visions to improve the Downtown and North Manhattan Beach experience. During this evaluation time, multiple comments were made from residential and commercial stakeholders about changes in regards to maintenance practices. The input received has been categorized into five main areas:

- Area 1: Cleaning Practices
- Area 2: Refuse Management
- Area 3: Code Enforcement/Municipal Code
- Area 4: Parking Control
- Area 5: Education/Outreach

The following report is organized as follows:

The Discussion section identifies specific complaints within each of the five areas, a summary of current practices, along with only those solutions where consensus was reached based on stakeholder input. More detail is included in Attachment 1, where staff has provided a thorough explanation of each complaint, existing practices in place to

address the issue, all solutions provided by Staff and stakeholders, and any additional feedback provided by stakeholders. Attachments 2 - 6 are charted quick lists of the complaints and all solutions, and will be utilized during the Staff presentation at the Council Meeting to address each area. Attachment 7 includes a summary of the correspondence with stakeholders through multiple meetings. With this information, Staff recommends that City Council discuss the options and provide direction on which, if any, solutions to explore.

FISCAL IMPLICATIONS:

Several potential options for maintenance enhancements are provided for Council consideration. Based on Council discussion and direction on which if any items to explore, staff will return to Council with a resource analysis, feasibility of items, and overall costing.

BACKGROUND:

At the April 18, 2016 City Council Meeting, City Council directed Staff to return with a report and presentation addressing the beautification of Downtown. Staff established correspondence with the stakeholders through multiple meetings, and those meetings are summarized in Attachment 7. Stakeholders in this process have included the Downtown Residents Group, the Downtown Business Association, the Manhattan Commercial Property Owners Association, Waste Management, Athens, and Cleanstreet.

As a point of reference, the Downtown Streetscape boundaries run east to west on Manhattan Beach Blvd. from Valley Dr. to the Manhattan Beach Pier, and north to south on Highland Ave. from 15th St. to 9th St., and north to south on Manhattan Ave. from 13th St. to 6th St.

DISCUSSION:

Due to the requests of maintenance enhancements in Downtown Manhattan Beach, staff has prepared a summary of potential solutions. The North Manhattan Beach Business Improvement District, although not the main focus of this report, provided input as well. This report will serve as a model for other commercial districts requesting assistance with similar issues. The suggestions and/or new approaches City Council directs staff to explore may be considered for another business district in the city if the request arises.

As noted above, concerns, current practices, and solutions within the following areas were provided by staff and stakeholders:

- Area 1: Cleaning Practices
- Area 2: Refuse Management
- Area 3: Code Enforcement/Municipal Code
- Area 4: Parking Control
- Area 5: Education/Outreach

The stakeholders who met at the June 17, 2016 meeting wanted staff to convey the importance of enforcement, and its necessity regardless of the maintenance changes pursued.

Attachments 2-6 provide a charted summary of the concerns, existing practices, possible solutions provided by Staff or Stakeholders for City Council consideration, and identifies

whether the Stakeholders reached consensus to recommend a solution. The identified concerns and solutions which were agreed upon by the stakeholders are presented below. City Council direction is needed on which, if any, solutions to explore.

Maintenance Enhancements for Consideration

The following areas include the specific concerns, a brief current practices overview, and solutions which reached consensus among the stakeholders. The complete list of solutions is available in Attachment 1 or by category in Attachments 2-6:

Area 1: Cleaning Practices

There are three main areas of concern regarding cleaning practices:

- 1.1: The alleys are dirty and need maintenance similar to the main thoroughfares (Manhattan Beach Blvd., Highland Ave., Manhattan Ave, etc.).
- 1.2: Downtown area is especially messy looking the day after a major event.
- 1.3: Pest control needs additional attention.

Summary of Current Practices: The City currently contracts to street sweep the Downtown twice per week, power wash the main streetscape thoroughfares (Manhattan Beach Blvd., Highland Ave., Manhattan Ave., Metlox & Civic Plaza) and “hot spots” and provide porter service 7 days per week (mornings M-F, all day on weekends). Pest control is handled on a case-by-case basis.

Consensus was reached amongst stakeholders on the following enhancements:

- 1.1: Expand porter service/hand sweeping, and power washing to entire right-of-way in Downtown & North Manhattan Beach Business District (including alleys) once per week. Initial cost estimates range from \$104,000 - \$312,000 annually.
- 1.2: As part of event permit, the Maintenance Manager will determine during the event permit process whether additional Downtown porter service is needed, as well as street cleaning after an event that takes place in the Downtown area. Initial cost estimates for porter service are \$600 per day, and street cleaning at least \$2,000 per cleaning.
- 1.3: Schedule all utility boxes to be sprayed 2-4 days per year for pest control. Initial cost estimate is \$7,000 per day of spraying for all boxes in the Downtown & NBID. 4 days of spraying annually is estimated at \$28,000.

City Council Direction Needed

Attachment 2 includes a summarized list of all possible solutions for City Council to consider and provide direction to staff on following up with further information. Upon City Council direction, staff will return with final costs, information and program details.

Area 2: Refuse Management

There are six main areas of concern regarding Refuse Management

- 2.1: Businesses who have inadequate or outdated refuse facilities need to be addressed.
- 2.2: Some businesses experience overflow issues with trash and recyclables.
- 2.3: Cigarette butts are littered throughout the Downtown area.
- 2.4: Public (City-owned) refuse containers are not sufficiently meeting volume needs.
- 2.5: City-owned containers compensate for the waste levels of businesses who distribute a lot of disposable products.
- 2.6: Create Municipal Code mandating participation in Food Waste recycling.

Summary of Current Practices: Refuse enclosures are evaluated upon new construction or improvements greater than 50% of the property. Commercial customers set their own collection schedules. Waste Management is currently performing an in-depth commercial audit to assist businesses with adjusting their service levels.

Consensus was reached amongst stakeholders on the following enhancements:

- 2.1.A: Adjust Municipal Code to require all refuse enclosures be evaluated every time a business changes hands or any size tenant improvement is performed.
- 2.2.A: Develop and enforce a refuse management plan throughout the city.
- 2.2.B: Food service establishments should utilize compactors in their kitchens when able.
- 2.3.A: Inform and empower the public on what they can do when encountering someone smoking.
- 2.3.B: Close off the west end of the Manhattan Beach Pier late at night to prohibit smokers who congregate at the end of the Pier.
- 2.3.C: Increase the size of Non-Smoking signs.
- 2.3.D: Add ash trays throughout Downtown with signage that says "Put your cigarette out - Manhattan Beach is a smoke-free city."
- 2.3.E: Spend some time educating and enforcing the smoking ban with taxi cab drivers
- 2.4.A: Replace 6 Downtown public container locations with Big Belly Solar Compactor units. Initial cost estimate is apx. \$250 p/month, p/location - annual cost \$18,000.
- 2.5.A: Establish a fee for "to-go" disposable food establishments to help cover the cost of additional refuse collection and street collection.

City Council Direction Needed

Attachment 3 includes a summarized list of all possible solutions for City Council to consider and provide direction to staff on following up with further information. Upon City Council direction, staff will return with final costs, information and program details.

Area 3: Code Enforcement

There are three main areas of concern regarding Code Enforcement:

- 3.1: Individual businesses instead of landlords are handling trash complaints.
- 3.2: Best Management Practices such as breaking down boxes should be required in the Municipal Code.
- 3.3: There is not enough proactive enforcement of current codes.

Summary of Current Practices: Enforcement is "complaint-based" and issues regarding sanitary conditions are addressed with the user/generator of the waste. If a letter is sent to a commercial business, the property owner is often included. Enclosure issues may involve both parties as owners may make tenants responsible for enclosure maintenance in tenant agreements.

Consensus was reached amongst stakeholders on the following enhancements:

- 3.1.C: Require property owners to include a refuse clause in tenant agreements, requiring 30 minute training with city on proper refuse practices.
- 3.2.A: Create refuse related Best Management Practices in the Municipal Code.
- 3.3.A: Increase enforcement of the city's current smoking ban.
- 3.3.B: Integrate the efforts of Code Enforcement and the Police Department.
- 3.3.C: Designate one Code Enforcement Officer for "Environmental Codes" such as refuse, smoking, plastic bags, NPDES (storm water), etc.

City Council Direction Needed

Attachment 4 includes a summarized list of all possible solutions for City Council to consider and provide direction to staff on following up with further information. Upon City Council direction, staff will return with final costs, information and program details.

Area 4: Parking

There are two main areas of concern regarding Parking:

- 4.1: Parking regulations are not being adhered to, and refuse and emergency vehicles may not be able to have access in key alleys.
- 4.2: Delivery vehicles illegally park during non-operational hours, congesting the Downtown.

Summary of Current Practices: Waste Management works with Code Enforcement to assist with vehicles impeding enclosures.

Consensus was not reached by all stakeholders in this area.

City Council Direction Needed

Attachment 5 includes a summarized list of all possible solutions for City Council to consider and provide direction to staff on following up with further information. Upon City Council direction, staff will return with final costs, information and program details.

Area 5: Outreach

There are four main suggestions for new outreach programs to inspire the community to keep Downtown beautiful:

- 5.1.A: Community competition to beautify Downtown through Streetscape service projects (City recognizes participants).
- 5.1.B: Create a beautification award program for the cleanest businesses.
- 5.1.C: "Adopt a Street" program where businesses & property owners keep a specific street clean (City recognizes participants).
- 5.1.D: Create educational campaign on impacts of sanitation on health and environment.

The stakeholders had no additional comment on the outreach enhancements.

Summary of Current Practices: Outreach is spearheaded by Staff or one of its contractors.

City Council Direction Needed

Attachment 6 includes a summarized list of all possible solutions for City Council to consider and provide direction to staff on following up with further information. Upon City Council direction, staff will return with final costs, information and program details.

PUBLIC OUTREACH/INTEREST:

Attachment 7 of this report includes a list of all stakeholders who provided input for this report and detail regarding specific outreach meetings and correspondence. Staff also provided an update of this item to a Downtown Business Association meeting on July 14, 2016.

ENVIRONMENTAL REVIEW

Some of the Parking suggestions may require Coastal Commission approval.

Categorical Exemption

The City has reviewed the proposed project for compliance with the California Environmental Quality Act (CEQA) and has determined that the project qualifies for a Class 1, categorical exemption pursuant to Section 15301 (Existing Facilities) and Class 21, categorical exemption pursuant to Section 15321(Enforcement Actions by Regulatory Agencies) of the State CEQA Guidelines. Thus, no further environmental review is necessary.

Statutory Exemption

The City has reviewed the proposed project for compliance with the California Environmental Quality Act (CEQA) and has determined that the project falls under the statutory exemption pursuant for Feasibility and Planning Studies in accordance with to Section 15262 of the State CEQA Guidelines. Thus, no further environmental review is necessary.

LEGAL REVIEW

If City Council directs staff to explore changes to Municipal Code(s) or make amendments to contracts, City Staff will consult with the City Attorney on those draft adjustments.

Attachments:

1. Details on Each Enhancement Option
2. Area 1: Cleaning Practices Enhancement Quick List
3. Area 2: Refuse Management Enhancement Quick List
4. Area 3: Code Enforcement Enhancement Quick List
5. Area 4: Parking Enhancement Quick List
6. Area 5: Outreach Enhancement Quick List
7. Summary of Stakeholder Meetings in 2016
8. Downtown Enhancements PowerPoint Presentation

Details on Potential Downtown Maintenance Enhancement Options

The purpose of this document is to explain the context for the complaints that were received regarding maintenance issues in the Downtown Manhattan Beach area, summarize the existing maintenance practices, and highlight the suggested new approaches.

This document provides a detailed explanation of each of the Maintenance Enhancement Options that are summarized in Attachments 2-6, including the options that reached consensus and were presented in the Staff Report to City Council.

The report is organized into five main issue areas:

1. Cleaning Practices
2. Refuse Management
3. Code Enforcement/Municipal Code
4. Parking Control
5. Education/Outreach

And the format of each section in this attachment is outlined in the following way:

- COMPLAINT: A description of the complaint/issue that has been communicated.
- EXISTING PRACTICES: What systems, schedules or tasks are currently in place to address the complaint/issue.
- SUGGESTIONS/NEW APPROACH: The ideas that may better solve the complaint/issue. These ideas may have come from Staff or any of the stakeholders engaged during the process of creating this report.
- Feedback from June 17, 2016 Stakeholder Meeting: This section summarizes any areas which the stakeholders were in consensus or any special comments from the stakeholders.

Area 1.1, Cleaning Practices

Street Sweeping, Power Washing, Porter Service/Hand Sweeping

COMPLAINT: The alleys are dirty too often and should receive the same maintenance from City services as the main streetscape because they are used as walkways and thoroughfares just like the main streets. Debris accumulates in the alleys along the wall/property line of the businesses. The street sweeper cannot clean all the way to the edge because of infrastructure (utilities), refuse carts, or cars obstructing the property line.

North End Business District (NBID) has the same issue and the NBID pays for their own quarterly power washing from their own fund. NBID would like the same power washing schedule as the Downtown area, covered through City contracts.

Details on Potential Downtown Maintenance Enhancement Options

EXISTING PRACTICES:*Street Sweeping*

The City has a service contract with Athens Services to perform street sweeping citywide. The street sweeper services the Downtown area twice per week.

Municipal Code 5.24.040.B requires that the property owner maintain the sanitary condition of the street or alley from their property line to the center of the alley.

Power Washing

The City has a service contract with Cleanstreet to perform power washing of the main streetscape thoroughfares. Manhattan Beach Blvd, Highland Ave, and Manhattan Ave are serviced three times per week and the Metlox Plaza is serviced once per week. During summer months, there are additional “hot spots” that are cleaned on Tuesdays, Thursdays and Saturdays.

Porter Service/Hand Sweeping

The City has a service contract with Cleanstreet to perform general porter service in the downtown area two hours per day, seven days per week, along the main business corridors (Manhattan Beach Blvd, Highland Ave, and Manhattan Ave). Their duties include hand sweeping and “spot cleaning” – picking up litter in the streetscape planters, gutter, sidewalks and streets. The alleys are not included in the current contract. The parking lots are deep cleaned once per year. The Metlox and Civic Center Plazas have porter service seven days per week in the early morning from 5:00 a.m. – 1:30 p.m. Their duties are not limited to, but include planters, picking up litter, and the escalators.

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?**SUGGESTIONS/NEW APPROACH (provided by Staff or Stakeholders):**

Area 1.1 Cleaning Practices, Option A (Downtown & North Business Improvement District): Once per week, expand cleaning services to the entire Downtown district right-of-way footprint, including all “alleys” and parking lots/structures. Area would be hand swept to clean all debris around utilities, carts, etc. Then, the area would be power washed and the run-off would be captured.

Once per week, expand cleaning services to the North Business Improvement District right-of-way (from 32nd Place to 42nd Place), including all “alleys” and Lot 4 (located at Rosecrans & Highland). Area would be hand swept to clean all debris around utilities, carts, etc. Then, the area would be power washed and the run-off would be captured.

Preliminary estimates include cleaning both Downtown *and* the North Business Improvement District and range from \$2,000 - \$6,000 per cleaning. If performed weekly, annual costs to clean both Downtown & the North Business Improvement District could range from \$104,000 - \$312,000.

Details on Potential Downtown Maintenance Enhancement Options

Feedback from June 17, 2016 Stakeholder Meeting: The stakeholders at the June 17, 2016 meeting were in consensus of recommending Option A and Option B in Cleaning Practices. Also, the Downtown Business Association stated that they would be open to partnering in financial contributions for OPTION A.

In addition, the stakeholders stated the property owners and businesses should still be held accountable and educated regarding specific cleanliness issues at their locations.

Area 1.2, Cleaning Practices

COMPLAINT: The Downtown area is dirty the day after a major event. The event visitors rarely stay just at the event site and the influx in the Downtown area impacts cleanliness.

EXISTING PRACTICES: City-Sponsored events have porter service and streets are cleaned after the event. Non-City Sponsored events are required to clean the event location.

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?

SUGGESTIONS/NEW APPROACH:

Area 1.2, Cleaning Practices, OPTION A: As part of the event permit, the Maintenance Manager will determine during the event permit process whether additional Downtown porter service is needed, as well as street cleaning after an event that takes place in the Downtown area (initial cost estimates for porter service are \$600 per day, and street cleaning at least \$2,000). These costs will be added during the application process by the Maintenance Manager.

Feedback from June 17, 2016 Stakeholder Meeting: The stakeholders at the June 17, 2016 meeting were in consensus of recommending OPTION A.

Area 1.3, Cleaning Practices (Pest Control)

COMPLAINT: Roaches can be found on downtown sidewalks, near utility boxes & in the alley areas.

EXISTING PRACTICES: Currently, there is no contract in place for Downtown streetscape pest control. Any treatment that is performed in the public-right-of-way is done so on a case-by-case basis. Any roaches that are by trash cans should be addressed through refuse management because pest control spray cannot be used by a refuse can. Private properties must perform their own abatement.

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?

Details on Potential Downtown Maintenance Enhancement Options

SUGGESTIONS/NEW APPROACH (provided by Staff or Stakeholders):

Area 1.3 Pest Control, OPTION A: Schedule utility boxes to be sprayed two to four times per year. Initial cost estimate is \$7,000 to spray all utility boxes in the Downtown and North Business Improvement District.

Area 1.3 Pest Control, OPTION B: Coordinate with a pest control company to create a pest control service plan for the Downtown right-of-way. Costs will be determined upon completion of recommended service plan.

Area 1.3 Pest Control, OPTION C: Begin using Diatomaceous Earth. It can be lined on the inside of sewer lids (not accessible to passersby/dogs because it is underneath the lid). It will exterminate roaches. However, with increased power washing, the substance would be washed away more often. This option is not recommended as it would need to be reapplied after every power washing.

Feedback from June 17, 2016 Stakeholder Meeting: The stakeholders at the June 17, 2016 meeting were in consensus of recommending Option A, spraying the utility boxes two to four times per year.

Area 2.1, Refuse Management

COMPLAINT: Many businesses do not have adequate refuse facilities. Infrastructure is outdated with relation to demand/needs for proper refuse storage.

EXISTING PRACTICES: Refuse enclosures are evaluated upon new construction or tenant improvements greater than 50% of the property. The City has a Standard Drawing for a refuse enclosure available on the City's website for inclusion into plans/specs.

Curbside recycling, commercial green waste recycling, and food waste recycling were established after some enclosures had been constructed.

Commercial businesses set their own refuse collection schedule with Waste Management, based on the volume and types of materials for disposal. In the Downtown area, it is not uncommon for businesses to share enclosures and bins because of space constraints. Many food service establishments have 7 days per week service (some have twice per day, 7 days per week service).

Waste Management performs a citywide Commercial Audit every other year to rectify any discrepancies in their system.

In terms of enforcement, the City is currently "complaint-based" which means that issues are pursued on a complaint basis.

Details on Potential Downtown Maintenance Enhancement Options

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?

SUGGESTIONS/NEW APPROACH (provided by Staff or Stakeholders):

Area 2.1 Refuse Management, OPTION A: Adjust Municipal Code to require that all refuse enclosures be evaluated every time a business changes hands or any size tenant improvement is performed.

Area 2.1 Refuse Management, OPTION B: Outline adequate refuse enclosures in the CUP for each building/business.

Area 2.1 Refuse Management, OPTION C: Actively renew, implement, and enforce refuse related conditions of the old CUPs and new CUPs.

Area 2.1 Refuse Management, OPTION D: Create communal refuse areas and have them strictly managed for efficiency and effectiveness.

Area 2.1 Refuse Management, OPTION E: Proactively cite the businesses and property owners (move away from “complaint-based” enforcement).

Area 2.1 Refuse Management, OPTION F: Require (via Municipal Code & CUPs) all businesses to store their recyclables inside their premises. Convert select current parking spaces into commercial zones (not adjacent or close to residents) that will be reserved for specific hours for the use of refuse collection trucks and commercial delivery trucks. Business recycling can be walked/delivered to the collection truck during the reserved hours by the business staff. The remaining hours those parking places are not reserved for refuse collection and business deliveries will be available for public parking.

Feedback from June 17, 2016 Stakeholder Meeting: The stakeholders at the June 17, 2016 meeting were in consensus of recommending Option A.

The businesses were not in favor of Option F, due to storage space inside businesses, varying staffing schedules (availability to transport materials to collection truck on demand), and scheduling needs with delivery trucks (i.e.: a restaurant is part of a chain and cannot adjust its delivery times quickly, those are maintained by the corporate headquarters).

Area 2.2, Refuse Management

COMPLAINT: Some businesses have overflow issues with trash and recyclables in the Downtown area.

EXISTING PRACTICES: Commercial collection services are established by each

Details on Potential Downtown Maintenance Enhancement Options

business. Collection can be scheduled a minimum of once per week; though there are businesses with seven day, twice per day service.

Waste Management offers all businesses free Commercial Audits to help them “right-size” their service levels.

When a complaint is received from the City regarding refuse overflow, it is initially directed to Public Works. Public Works responds in the following way:

- Contact refuse hauler immediately to have the material removed as soon as possible 2.
- Ask refuse hauler to perform a Commercial Audit of the business to increase service levels if necessary (determine if it is a consistent change or if it was a rare occurrence). If it is a public container, Staff will likely increase service levels or increase the number of containers in the area
- Location is reminded of best management practices such as the need to break down boxes and place them inside recycling bins prior to “stacking” materials outside the container
- Code Enforcement may issue a warning or citation if the location has consistent overflow issues due to negligence.

SPECIAL NOTE: Waste Management began a commercial canvassing program on June 20, 2016. They have enlisted three Full-Time Staff members to visit EVERY business in the City over the next several months (citywide). The purpose of the visit is to evaluate service levels, perform waste reduction education, and find out what other needs the businesses have that Waste Management is contracted to assist with – and get those needs met. Waste Management is estimating a half-hour visit for each business, but that will depend on the willingness and availability of the business staff.

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?

SUGGESTIONS/NEW APPROACH (provided by Staff or Stakeholders):

Area 2.2 Refuse Management, OPTION A: Develop and enforce a refuse management plan throughout the city.

Area 2.2 Refuse Management, OPTION B: Food service establishments should utilize compactors in their kitchens when able.

Area 2.2 Refuse Management, OPTION C*: Valet Service. Negotiate with Waste Management to provide a dedicated Porter Truck circling Downtown on a route (valet service) so that collection can be performed whenever there is refuse set out.

Area 2.2 Refuse Management, OPTION D*: Butler Service. Negotiate with Waste Management to obtain a branded Waste Management “call button” given to each business. Each business can push the button to alert the collection truck driver when they need material collected.

Details on Potential Downtown Maintenance Enhancement Options

Area 2.2 Refuse Management, OPTION E*: Guest Experience Engineers. Negotiate with Waste Management to provide Guest Experience Engineers who are assigned specific territories with mobile radio. They alert collection drivers of locations which need immediate service, they can hand sweep/clean the streets, monitor containers for overfilling and address immediate refuse needs in the field.

Area 2.2 Refuse Management, OPTION F: Require all Downtown businesses to have refuse collection service 2-3 times daily.

*Waste Management has stated that they can assist with the problem by increasing collection frequency, personnel, and/or equipment. In addition to determining rates for these, Waste Management would also need to be guaranteed that the solution would be in place for a multi-year period of time if there are capital expenditures (like a new truck for Valet Service).

Feedback from June 17, 2016 Stakeholder Meeting: The stakeholders at the June 17, 2016 meeting were in consensus of recommending Option A. Many in the group were also favorable of Option B. Option C was well-received, but there was not a consensus due to probable cost increases.

Area 2.3 Refuse Management

COMPLAINT: Sidewalks, gutters, and alleyways are littered with cigarette butts. Because of it the walkways are visibly trashy and harmful to the ocean and our environment. Once someone learns they cannot smoke, there is nowhere safe (like an ashtray) to put out and dispose of their cigarette butts.

EXISTING PRACTICES: The street cleaning practices were covered in area 1.1 of this report. The City has a Municipal Code in place making it illegal to smoke in any public-right-of-way in the city except for a moving vehicle. Signs have been placed throughout the Downtown area with the city's "Breathe Free" No Smoking campaign. Information on this program is also provided to businesses upon signing up for a business license. Enforcement is currently focused on education.

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?

SUGGESTIONS/NEW APPROACH:

Area 2.3 Refuse Management, OPTION A: Inform and empower the public on what they can do when encountering someone smoking.

Area 2.3 Refuse Management, OPTION B: Close off the west end of the Manhattan Beach Pier late at night to prohibit smokers who congregate at the end of the Pier.

Details on Potential Downtown Maintenance Enhancement Options

Area 2.3 Refuse Management, OPTION C: Increase the size of the Non-Smoking signs.

Area 2.3 Refuse Management, OPTION D: Add ash trays throughout Downtown with signage that says “Put your cigarette out – Manhattan Beach is a smoke free city.”

Area 2.3 Refuse Management, OPTION E: Spend some time educating and enforcing the smoking ban with taxi cab drivers.

Feedback from June 17, 2016 Stakeholder Meeting: The stakeholders at the June 17, 2016 meeting were in consensus of recommending Option A, Option B, Option E, Option G, and Option H. The group was also open to a “pilot” of Option D to see if that decreased smoking.

Area 2.4 Refuse Management

COMPLAINT: Public refuse cans/bins should be serviced more often, and maintained and cleaned on a greater basis. The City should utilize more Big Belly solar trash compactor units in the Downtown area. Specific locations Big Belly’s should be installed are as follows: west side of 10th/Manhattan Ave, west side of 11th/Manhattan Ave, SE corner of MBB/Manhattan Ave, NE corner of MBB/Manhattan Ave, NW corner of MBB & Highland, NW corner of Morningside/MBB.

EXISTING PRACTICES: There are over 500 public refuse containers in the City of Manhattan Beach. The Downtown area includes at least 100 public refuse containers. City-owned public refuse containers are serviced by Waste Management, and they are cleaned and maintained by the Public Works Department. The container style in the Downtown (tiled with metal hover lids) have been in the Downtown for over 10 years. The metal hover lids are cleaned as needed and refurbished/replaced at least once per year. The pre-cast concrete containers are power washed and replaced as needed. The hard plastic liners inside the containers are replaced at least once per year, depending on condition.

Public refuse containers in the Downtown are serviced based on the time of year. From early September – late May (Labor Day to Memorial Day) they are serviced once per day, seven days per week. From late May – early September (Memorial Day to Labor Day – summer) they are serviced twice per day, seven days per week. There are select locations which may have additional collection, three times per day, seven days per week.

The city currently has a few older models of Big Belly solar compactors (Polliwog Park and one at the corner of MBB and Morningside by Jamba Juice). The compactor is one of the company’s oldest models and that model is no longer in production.

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should

Details on Potential Downtown Maintenance Enhancement Options

staff pursue?

SUGGESTIONS/NEW APPROACH:

Replace current containers with Big Belly Solar Compactors – please see Option A and B for specific quantities.

Learn more about Big Belly Solar Compactors: Big Belly containers are solar powered compactors which can hold two to three times the liner's gallon size. The newest models have built in "Smart" technology for tracking capacity levels. When a container is full, the city or hauler who has access to the software receives a notification that the bin is in need of service. The capacity status of each container can also be checked at any time by the city or hauler through this program (interactive status maps, heat maps, real-time status reports, efficiency reporting and historical analysis). The trash (landfill) compactor can hold up to 250 gallons of compacted material. The recycling compactor can hold up to 100-150 gallons of compacted material. The recycling compactor provides enough pressure to compact paper, but will not break glass. The units have pull down doors (think Library drop off box-style) and therefore keep rodents and bugs at bay.

All units are rented for 60 month terms and can no longer be purchased outright. This is because Big Belly includes annual maintenance and deep cleaning of all the solar compactors, rather than leaving it up to the cities to obtain maintenance. After five years, the user can replace all the stations for new ones.

Three years ago the City of Santa Monica installed 70 pairs (trash and recycling) in their Downtown, Promenade, and Pier area and have seen a reduction in collection. Their (landfill) trash collection has gone from 11 times per week to 3 times per week.

The City can design its own wrap – which can cover some or all of the Big Belly. Outreach, oceanic images, a solid color, or even historic city photos can be utilized. The following sample photos demonstrate a variety of styles Big Belly customers have chosen:



Area 2.4 Refuse Management, OPTION A: Replace ALL current Downtown containers (up to 50 locations) with Big Belly solar compactor containers. Initial cost estimate is \$250 per month, per location, so the approximate annual cost for 50 locations would be \$150,000.

Details on Potential Downtown Maintenance Enhancement Options

Area 2.4 Refuse Management, OPTION B: Replace SELECT Downtown container locations (approximately six locations) with the Big Belly model to address overflow issues (reduce collection needs because more material can be stored for a longer period of time before needing to be collected. Locations would likely be those stated in the complaint section. Initial cost estimate is \$250 per month, per location, so the approximate annual cost for six locations would be \$18,000.

Feedback from June 17, 2016 Stakeholder Meeting: The stakeholders at the June 17, 2016 meeting were in consensus of recommending OPTION B.

Area 2.5 Refuse Management

COMPLAINT: City-owned containers compensate for the waste levels of businesses who distribute a lot of disposable products (cups, bowls, spoons, etc.). Disposable products pile up in containers in the Downtown area because patrons walk around while eating or drinking these specific items.

EXISTING PRACTICE: As mentioned previously, city owned containers in the Downtown are serviced daily, and in the summer months twice daily. If the City receives calls/complaints about overflowing City containers then they are serviced on demand. A Big Belly compactor unit was installed several years ago outside an area that was inundated with disposable products. A newer section of town experiencing this issue is the southwest section of Downtown. City Staff recently added another public container at an area which experiences frequent overflow. City Staff has contacted some of these businesses regarding their choice of disposable product, asking that the employees encourage patrons to fold the cup/bowl before tossing so that more material can fit. These types of places typically have a small brick/mortar footprint to place sufficient containers at their locations for their patrons.

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?

SUGGESTIONS/NEW APPROACH:

Area 2.5 Refuse Management, OPTION A: Install Big Belly Solar Compactors in locations with the greatest overflow issues. These locations, Big Belly product information and pricing were discussed in the previous section.

Area 2.5 Refuse Management, OPTION B: Establish a fee for “to-go” disposable food establishments to help cover the cost of additional refuse collection and street cleaning because of the impact of their products. This can be accomplished by establishing an annual “to-go or disposable product permit” for businesses which utilize to-go service with disposable products.

Feedback from June 17, 2016 Stakeholder Meeting: The stakeholders at the June 17,

Details on Potential Downtown Maintenance Enhancement Options

2016 meeting were in consensus of recommending OPTION A and OPTION B.

Area 2.6, Refuse Management

COMPLAINT: Explore making business food waste recycling mandatory for all food service.

EXISTING PRACTICE: Food waste recycling is now included as part of the customer's base rate. Weekly participation is not mandated by the Municipal Code.

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?

SUGGESTIONS/NEW APPROACH:

Area 2.6, Refuse Management, OPTION A: Adjust Municipal Code to mandate food waste recycling for all food service establishments.

Feedback from June 17, 2016 Stakeholder Meeting: Although this was suggested by a stakeholder, the stakeholders at the June 17, 2016 meeting did not have any direct comments on this topic.

Area 3.1, Code Enforcement

COMPLAINT: Individual businesses are being asked to handle complaints regarding trash discrepancies and trash complaints for buildings.

EXISTING PRACTICE: If there is an issue or complaint about daily operations with refuse containers, sanitary conditions, etc. the user/generator is contacted to resolve the matter. If there is a letter sent, oftentimes the property owner is included (if it is different than the business owner). If the issue is regarding a refuse enclosure, both parties may be contacted, and the tenant and owner will need to resolve the issue (there may be restrictions within the tenant agreement making the tenant responsible for all enclosure maintenance).

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?

SUGGESTIONS/NEW APPROACH:

Area 3.1, Code Enforcement, OPTION A: Shift all responsibility for mitigating refuse issues and complaints to the landlords.

Area 3.1, Code Enforcement, OPTION B: Create a “blanket” Downtown Use Permit specific to the issues and needs in the Downtown area.

Details on Potential Downtown Maintenance Enhancement Options

Area 3.1 Code Enforcement, OPTION C: Require all property owners to include a refuse clause in their tenant agreements, requiring tenants to be educated by the city at a 30 minute training on proper refuse practices. This will be notified to all property owners through the business license process.

Feedback from June 17, 2016 Stakeholder Meeting: The stakeholders at the June 17, 2016 meeting were in consensus of recommending OPTION C.

Area 3.2, Code Enforcement

COMPLAINT: Best Management Practices such as breaking down boxes should be required in the Municipal Code.

EXISTING PRACTICES: There is a list of pre-collection, post-collection requirements as well as prohibited activities currently included in the Municipal Code. There is not currently a “Best Management Practices” list in the Municipal Code, such as breaking down boxes.

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?

SUGGESTIONS/NEW APPROACH:

Area 3.2, Code Enforcement, OPTION A: Create a list of Refuse related Best Management Practices in the Municipal Code, including the requirement for all residents and businesses to break down boxes and place them inside their containers (as space provides). The purpose is to give Code Enforcement the ability to cite on issues that may be considered “good neighbor” rules.

Feedback from June 17, 2016 Stakeholder Meeting: The stakeholders at the June 17, 2016 meeting were in consensus of recommending OPTION A.

Area 3.3, Code Enforcement

COMPLAINT: There is not enough proactive enforcement of current codes.

EXISTING PRACTICES: Enforcement is “complaint-based.” The City’s Code Enforcement Division operates during regular business hours. With regards to smoking, Code Enforcement has a list of “hot spot” areas which have consistently high volumes of smoking/cigarette butts in the area. Code Enforcement will issue a warning on the first offense, and a citation on the second offense.

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?

SUGGESTIONS/NEW APPROACH:

Details on Potential Downtown Maintenance Enhancement Options

Area 3.3, Code Enforcement, OPTION A: Increase enforcement of the city's current smoking ban.

Area 3.3, Code Enforcement, OPTION B: Integrate the efforts of Code Enforcement and the Police Department (move away from "Complaint-Based" enforcement).

Area 3.3, Code Enforcement, OPTION C: Designate one Code Enforcement Officer for "Environmental Codes" such as refuse, smoking, plastic bags, NPDES (storm water), etc.

Area 4.1, Parking

COMPLAINT: Examine parking regulations in key alleys to make sure they do not impede refuse pickup or, of course, emergency vehicles. Especially areas like Center Place, from Morningside to Ocean is problematic. Residential vehicles often partially block alleys, particularly on Center Place between Manhattan Ave and Ocean. Business hour deliveries cause problems with blocking alleys and street parking.

EXISTING PRACTICES: When Waste Management (WM) arrives at a location and a delivery vehicle is blocking the enclosure, the WM driver will see if the delivery employee is nearby and ask them to move the vehicle. There are times that WM is forced to wait for the delivery driver to return, so WM will service other locations and come back. If the vehicle is still blocking the location and the delivery driver is not easily accessible or refuses to move, then the WM driver will contact their dispatch who will then contact Manhattan Beach Police Dispatch for assistance.

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?

SUGGESTIONS/NEW APPROVAL:

Area 4.1, Parking, OPTION A: Delivery hours should be re-examined and allow for early morning deliveries again.

Feedback from June 17, 2016 Stakeholder Meeting: The stakeholders at the June 17, 2016 meeting were in consensus of recommending OPTION A.

Area 4.2, Parking

COMPLAINT: There is an issue of illegal parking of delivery vehicles, deliveries during non-operational hours and congestion from delivery supply vehicles in the Downtown area.

EXISTING PRACTICES: Parking violations are cited by Parking Control. There are specific metered spaces which act as commercial loading spaces for certain hours.

Details on Potential Downtown Maintenance Enhancement Options

NEED CITY COUNCIL DIRECTION – Which, if any, of the below options should staff pursue?**SUGGESTIONS/NEW APPROVAL:**

Area 4.2, Parking, OPTION A: Strategically place delivery parking places in the commercial zones (not adjacent or close to residents) that are reserved for specific hours for delivery trucks to make their deliveries to downtown businesses. The remaining hours those parking places are not reserved for commercial deliveries will be available for public parking.

Area 4.2, Parking, OPTION B: Work in partnership with businesses to monitor and insure compliance with delivery vendors.

Area 4.2, Parking, OPTION C: Service downtown with smaller trucks and do not leave truck engines running while making deliveries.

Area 4.2, Parking, OPTION D: Create a Municipal Code that limits all commercial deliveries citywide to certain hours of the day.

Feedback from June 17, 2016 Stakeholder Meeting: The stakeholders at the June 17, 2016 meeting had a mixed response to this issue. Most were in favor of OPTION B. Some stakeholders said that OPTION C could not be done because the business cannot dictate the size of the delivery trucks. OPTION D was suggested after the June 17th meeting.

Area 5.1, Outreach Suggestions

This section arose from stakeholder suggestions on new outreach programs for the Downtown area.

OUTREACH IDEAS FROM STAKEHOLDERS:

Area 5.1, Outreach Suggestion, OPTION A: Initiate a competition to beautify Downtown Manhattan Beach. Volunteer groups can do beautification service projects to the Streetscape. This program can have City or group oversight.

Area 5.1, Outreach Suggestion, OPTION B: Start a beautification award program for the cleanest businesses.

Area 5.1, Outreach Suggestion, OPTION C: “Adopt a Street” program. Businesses or property owners can “Adopt a Street” and be responsible for keeping that street clean. The city can recognize the participating business or property owner.

Area 5.1, Outreach Suggestion, OPTION D: Create an educational campaign for business owners, employees, customers, partnering with the Downtown Business

Details on Potential Downtown Maintenance Enhancement Options

Association, the Chamber, Heal the Bay, residents, schools, and others to raise awareness of the impacts (aesthetics, sanitation, health, safety, environment, etc.) of trash on the streets, alleys, sidewalks, and the beach.

This concludes the areas of potential Downtown enhancements. Staff asks that City Council review each area and provide direction to Staff whether or not any of the options should be pursued. Depending on the option(s) chosen, the timeline to return to a future Council meeting to present an update may vary.

Area 1: Cleaning Practices Enhancement Quick List

Several issues have been raised by residents and businesses regarding cleanliness and maintenance needs in the Downtown Manhattan Beach area. They have been organized by the overall complaint area, the itemized suggestions/new approach (determined by staff and stakeholders), and whether the stakeholders reached consensus. Items that reached consensus were provided in the staff report to City Council. Staff can obtain further information on any of the options summarized below if City Council is interested in pursuing these options. Additional details on each item summarized below are available in Attachment 1.

The direction Staff needs is as follows:

Which, if any, of the below “Suggestions/New Approach” options should staff pursue?

Complaint Area	Area	Issues	Option	Suggestions/New Approach	Stakeholder Feedback
Cleaning Practices	1.1	Alleys are dirty and should have the same maintenance schedule as the main thoroughfares.	A	<ul style="list-style-type: none"> Expand porter service/hand sweeping, and power washing to entire Downtown and North Business Improvement District right-of-way once per week (preliminary estimate: apx. \$2,000-6,000 per week). Determine partnership with Downtown Business Association and North Business Improvement District. 	<ul style="list-style-type: none"> Consensus Recommend Establish partnership with Downtown Business Association and North Business Improvement District to help cover costs.
Cleaning Practices	1.2	The Downtown is dirty after major events.	A	<ul style="list-style-type: none"> During event permit process, extra porter service and/or cleaning may be required for entire Downtown area 	<ul style="list-style-type: none"> Consensus Recommend

Area 1: Cleaning Practices Enhancement Quick List

				during/after an event (preliminary estimate: \$600 daily for porter service, at least \$2,000 for cleaning).	
Cleaning Practices	1.3	Roaches can be found on Downtown sidewalks & in alley areas.	A	<ul style="list-style-type: none"> Schedule utility boxes to be sprayed 2-4 times per year for pest control (preliminary estimate: \$7,000 per spray). 	<ul style="list-style-type: none"> Consensus Recommend
			B	<ul style="list-style-type: none"> Obtain plan from pest control company 	<ul style="list-style-type: none"> No consensus
			C	<ul style="list-style-type: none"> Begin using Diatomaceous Earth on the inside of sewer lids. 	<ul style="list-style-type: none"> No consensus, not recommended

Area 2: Refuse Management Enhancement Quick List

Several issues have been raised by residents and businesses regarding cleanliness and maintenance needs in the Downtown Manhattan Beach area. They have been organized by the overall complaint area, the itemized suggestions/new approach (determined by staff and stakeholders), and whether the stakeholders reached consensus. Items that reached consensus were provided in the staff report to City Council. Staff can obtain further information on any of the options summarized below if City Council is interested in pursuing these options. Additional details on each item summarized below are available in Attachment 1.

The direction Staff needs is as follows:

Which, if any, of the below “Suggestions/New Approach” options should staff pursue?

Complaint Area	Area	Issues	Option	Suggestions/New Approach	Stakeholder Feedback
Refuse Management	2.1	Many businesses do not have adequate refuse facilities.	A	Adjust Municipal Code to require that all refuse enclosures be evaluated every time a business changes hands or any size tenant improvement is performed.	<ul style="list-style-type: none"> • Consensus • Recommend
			B	Outline adequate refuse enclosures in the CUP for each building/business.	<ul style="list-style-type: none"> • No consensus
			C	Actively renew, implement, and enforce refuse related conditions of the old CUPs and new CUPs.	<ul style="list-style-type: none"> • No consensus
			D	Create communal refuse areas and have them strictly managed for efficiency and effectiveness.	<ul style="list-style-type: none"> • No consensus
			E	Proactively cite the businesses and property owners (move away from “complaint-based” enforcement.	<ul style="list-style-type: none"> • No consensus

Area 2: Refuse Management Enhancement Quick List

			F	Require (via Municipal Code & CUPs) all businesses to store their recyclables inside their premises.	<ul style="list-style-type: none"> No consensus
Refuse Management	2.2	Commercial refuse overflow issues.	A	Develop and enforce a refuse management plan throughout the city.	<ul style="list-style-type: none"> Consensus Recommend
			B	Food service establishments should utilize compactors in their kitchens when able.	<ul style="list-style-type: none"> Consensus Recommend
			C	Valet Service. Dedicated Porter Truck circling Downtown on a route.	<ul style="list-style-type: none"> No consensus
			D	Butler Service. A Waste Management “call button” given to each business, alerting driver of collection needs	<ul style="list-style-type: none"> No consensus
			E	Guest Experience Engineers. alert collection drivers of locations which need immediate service.	<ul style="list-style-type: none"> No consensus
			F	Require all Downtown businesses to have refuse collection service 2-3 times daily.	<ul style="list-style-type: none"> No consensus
Refuse Management	2.3	Downtown is littered with cigarette butts.	A	Inform and empower the public on what they can do when encountering someone smoking.	<ul style="list-style-type: none"> Consensus Recommend
			B	Close off the west end of the Manhattan Beach Pier late at night to prohibit smokers who congregate at the end of the Pier.	<ul style="list-style-type: none"> Consensus Recommend pilot
			C	Increase the size of the Non-Smoking signs.	<ul style="list-style-type: none"> Consensus Recommend

Area 2: Refuse Management Enhancement Quick List

			D	Add ash trays throughout Downtown with signage that says "Put your cigarette out – Manhattan Beach is a smoke free city." Spend some time educating and enforcing the smoking ban with taxi cab drivers.	<ul style="list-style-type: none"> • Consensus Recommend • Consensus Recommend
			E		<ul style="list-style-type: none"> • Consensus Recommend • Consensus Recommend
Refuse Management	2.4	Public refuse cans/bins not sufficient. City should get Big Belly containers.	A	Replace ALL current Downtown containers (up to 50 locations) with Big Belly solar compactor containers. At approximately \$250 per month, per location, the approximate annual cost for 50 locations would be \$150,000.	<ul style="list-style-type: none"> • No consensus
			B	Replace six Downtown container locations with the Big Belly model. At approximately \$250 per month per location, the approximate annual cost for six locations would be \$18,000.	<ul style="list-style-type: none"> • Consensus Recommend • Consensus Recommend
Refuse Management	2.5	City-owned containers compensate for high volume of disposable products.	A	Install Big Belly Solar Compactors in locations with the greatest overflow issues.	<ul style="list-style-type: none"> • See 2.4-B • Consensus Recommend • Consensus Recommend
			B	Establish a permit fee for "to-go" disposable food establishments to help cover the cost of additional refuse collection and street cleaning.	<ul style="list-style-type: none"> • Consensus Recommend • Consensus Recommend

Area 2: Refuse Management Enhancement Quick List

Refuse Management	2.6	Explore mandatory food waste recycling for all food service.	A	Adjust Municipal Code to mandate food waste recycling for all food service establishments.	<ul style="list-style-type: none"> No consensus
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Area 3: Code Enforcement Enhancement Quick List

Several issues have been raised by residents and businesses regarding cleanliness and maintenance needs in the Downtown Manhattan Beach area. They have been organized by the overall complaint area, the itemized suggestions/new approach (determined by staff and stakeholders), and whether the stakeholders reached consensus. Items that reached consensus were provided in the staff report to City Council. Staff can obtain further information on any of the options summarized below if City Council is interested in pursuing these options. Additional details on each item summarized below are available in Attachment 1.

The direction Staff needs is as follows:

Which, if any, of the below “Suggestions/New Approach” options should staff pursue?

Complaint Area	Area	Issues	Option	Suggestions/New Approach	Stakeholder Feedback
Code Enforcement	3.1	Businesses handling trash discrepancies and complaints for buildings.	A	Shift all responsibility for mitigating refuse issues and complaints to the landlords.	<ul style="list-style-type: none"> No consensus
			B	Create a “blanket” Downtown Use Permit specific to the issues and needs in the Downtown area.	<ul style="list-style-type: none"> No consensus
			C	Require property owners to include a refuse clause in tenant agreements, requiring 30 minute training on proper refuse practices.	<ul style="list-style-type: none"> Consensus Recommend
Code Enforcement	3.2	Breaking down boxes should be required in the	A	Create Refuse related Best Management Practices in the Municipal Code.	<ul style="list-style-type: none"> Consensus Recommend

Area 3: Code Enforcement Enhancement Quick List

Code Enforcement	3.3	Municipal Code. There is not enough proactive enforcement of current codes.	A	Increase enforcement of the city's current smoking ban.	<ul style="list-style-type: none"> • Consensus • Recommend 	
			B	Integrate the efforts of Code Enforcement and the Police Department (move away from "Complaint-Based" enforcement).	<ul style="list-style-type: none"> • Consensus • Recommend 	
			C	Designate one Code Enforcement Officer for "Environmental Codes" such as refuse, smoking, plastic bags, NPDES (storm water), etc.	<ul style="list-style-type: none"> • Consensus • Recommend 	

Area 4: Parking Enhancement Quick List

Several issues have been raised by residents and businesses regarding cleanliness and maintenance needs in the Downtown Manhattan Beach area. They have been organized by the overall complaint area, the itemized suggestions/new approach (determined by staff and stakeholders), and whether the stakeholders reached consensus. Items that reached consensus were provided in the staff report to City Council. Staff can obtain further information on any of the options summarized below if City Council is interested in pursuing these options. Additional details on each item summarized below are available in Attachment 1.

The direction Staff needs is as follows:
Which, if any, of the below “Suggestions/New Approach” options should staff pursue?

Complaint Area	Area	Issues	Option	Suggestions/New Approach	Stakeholder Feedback
Parking	4.1	Examine parking regulations; do not impede refuse pickup.	A	Delivery hours should be re-examined and allow for early morning deliveries again.	<ul style="list-style-type: none"> No consensus
Parking	4.2	Illegally parked delivery vehicles causing congestion.	A	Assign parking spaces for delivery trucks at specific hours.	<ul style="list-style-type: none"> No consensus
			B	Work in partnership with businesses to monitor and insure compliance with delivery vendors.	<ul style="list-style-type: none"> No consensus
			C	Require small delivery trucks and enforce against idling.	<ul style="list-style-type: none"> No consensus
			D	Create a Municipal Code that limits all commercial deliveries citywide to certain hours of the day.	<ul style="list-style-type: none"> No consensus

Area 5: Outreach Enhancement Quick List

Several issues have been raised by residents and businesses regarding cleanliness and maintenance needs in the Downtown Manhattan Beach area. They have been organized by the overall complaint area, the itemized suggestions/new approach (determined by staff and stakeholders), and whether the stakeholders reached consensus. Items that reached consensus were provided in the staff report to City Council. Staff can obtain further information on any of the options summarized below if City Council is interested in pursuing these options. Additional details on each item summarized below are available in Attachment 1.

The direction Staff needs is as follows:

Which, if any, of the below “Suggestions/New Approach” options should staff pursue?

Complaint Area	Area	Issues	Option	Suggestions/New Approach	Stakeholder Feedback
Outreach	5.1	Stakeholder suggestions on new outreach programs.	A	Initiate a competition to beautify Downtown.	<ul style="list-style-type: none"> No consensus
			B	Start a beautification award program for the cleanest businesses.	<ul style="list-style-type: none"> No consensus
			C	“Adopt a Street” program. Businesses or property owners can “Adopt a Street” and be responsible for keeping that street clean.	<ul style="list-style-type: none"> No consensus
			D	Create an educational campaign for all stakeholders.	<ul style="list-style-type: none"> No consensus

Stakeholder Meeting Summary: Potential Downtown Maintenance Enhancements

City staff and stakeholders have collaborated during the following meetings:

January 25, 2016: Downtown Update (Specific Plan beautification discussion)

On January 25, 2016, City Staff organized a stakeholder meeting to discuss some of the concerns raised during the Specific Plan meetings regarding Downtown beautification. Attendees included representatives from the Public Works Department, Community Development Department, Waste Management, the Downtown Commercial Property Owners Association, and residents involved in a subcommittee of the Specific Plan. The issues were eventually identified to be addressed outside the Specific Plan report and Staff was directed to return to City Council with a separate report on Downtown beautification.

May 31, 2016: Downtown Refuse Walk-Through

In preparation of the separate report on Downtown beautification, a walk-through was scheduled on May 31, 2016 with City Staff, a representative from the Downtown Business Association, and a few representatives from Waste Management. The group walked through the Downtown area to discuss current maintenance practices in key locations managed by businesses and the City. The purpose of this walk through was to help all parties understand the challenges for each affected group, the maintenance schedules and practices already in place, and to discuss potential enhancements.

Email request for input: Stakeholders

During the week of June 6, 2016, the City's Economic Vitality Manager emailed several stakeholders for input on Downtown beautification. Specifically, stakeholders were asked to provide information on what they or others within their organizations view as the issues Downtown faces with regards to beautification along with any recommendations for solutions. Responses were received from multiple stakeholders representing residents (including a member of the Downtown Residents Group), the Downtown Business Association, the Manhattan Beach Commercial Property Owners Association, as well as the third party contractors the City has franchise agreements with to provide services for maintenance-related activities.

Input was also sought by the North End Business District (NBID) through its City Staff representative. The NBID provided feedback and it is included in the Discussion section of this report.

June 17, 2016: Stakeholder Meeting

On Friday, June 17, 2016, City Staff held a meeting to gather stakeholders to review everyone's input and determine areas of consensus on solutions. Attendees included City Staff from Public Works and Community Development Departments, members of the Downtown Residents Group, business owners, property owners, representatives from the Downtown Business Association and the Manhattan Beach Commercial Property Owners Association, and representatives from Waste Management. The meeting was held at the Public Works Training Room and a Power Point Presentation summarizing the input received was given. There was an open discussion on each topic and feedback was received.

Potential Downtown Maintenance Enhancements

August 2, 2016
City Council Meeting

Anna Luke-Jones



Overview

- ▶ **Background**
- ▶ **Areas Needing Enhancements**
 - Area 1: Cleaning Practices
 - Area 2: Refuse Management
 - Area 3: Code Enforcement
 - Area 4: Parking
 - Area 5: Outreach
- ▶ **Discussion**
- ▶ **City Council Direction:** Which, if any, of the options should Staff pursue?



Background

- ▶ Downtown Specific Plan – beautification concerns
- ▶ April 18, 2016 City Council Meeting
- ▶ Correspondence with Stakeholders
- ▶ June 17, 2016 Stakeholder Meeting



Format of Staff Report & Tonight's Discussion

▶ Staff Report

- Attachment 1: thorough explanation of each component
- Attachments 2 – 6: Quick List of each Area for tonight's discussion
- Attachment 7: Summary of Stakeholder Correspondence

▶ Tonight's Discussion

- Follow along with Attachments 2 - 6
 - Each of the 5 Areas have their own attachment
- Presentation of Each Area
 - Complaint
 - Suggestions/New Approach
 - Whether reached consensus at Stakeholder meeting
- CC DIRECTION: Which solutions, if any, should Staff pursue?



Area 1: Cleaning Practices

Attachment 2

Complaint	Option	Suggestions/ New Approach	Stakeholder Feedback	Initial Cost Estimates
1.1 Alleys are dirty; need same maintenance to main thoroughfares	A	Once per week, expand porter service/hand sweeping, and power washing to entire Downtown & North Business Improvement District.	Consensus Reached	\$2,000 - \$6,000 per cleaning (\$104K - \$312K annually)
1.2 The Downtown is dirty after major events	A	During event permit process, additional porter service and/or cleaning may be required for entire Downtown area (determined by City's Maintenance Manager).	Consensus Reached	\$600 daily for porter service; at least \$2,000 for hand sweep & power washing

Area 1: Cleaning Practices

Attachment 2 (Continued)

Complaint	Option	Suggestions/ New Approach	Stakeholder Feedback	Initial Cost Estimates
1.3 Roaches can be found on Downtown sidewalks & in alley areas	A	Schedule all Downtown utility boxes to be sprayed 2-4 times per year for pest control.	Consensus Reached	\$7,000 to spray all Downtown boxes once (\$14K - \$28K annually)
	B	Obtain pest control management plan from pest control company.	No Consensus	Dependent on proposed plan
	C	Use Diatomaceous Earth on the inside of sewer lids.	No Consensus, not recommended (washed away during power washing)	N/A

Area 2: Refuse Management

Attachment 3

	Complaint	Option	Suggestions/ New Approach	Stakeholder Feedback	Initial Cost Estimates
2.1	Many businesses do not have adequate refuse facilities	A	Adjust Municipal Code to require that all refuse enclosures be evaluated every time a business changes hands or any size tenant improvement is performed.	Consensus Reached	To be Determined
		B	Outline adequate refuse enclosures in the CUP for each building/business.	No Consensus	To be Determined
		C	Actively renew, implement, and enforce refuse related conditions of the old CUPs and new CUPs.	No Consensus	To be Determined
		D	Create communal refuse areas and have them strictly managed for efficiency and effectiveness.	No Consensus	To be Determined
		E	Proactively cite the businesses and property owners.	No Consensus	To be Determined
		F	Require all businesses to store their recyclables inside their premises.	No Consensus	To be Determined

Area 2: Refuse Management

Attachment 3 (Continued)

Complaint	Option	Suggestions/ New Approach	Stakeholder Feedback	Initial Cost Estimates
2.2 Commercial refuse overflow issues	A	Develop and enforce a refuse management plan throughout the city.	Consensus Reached	To be Determined
	B	Food service establishments should utilize compactors in their kitchens when able.	Consensus Reached	To be Determined
	C	WM Valet Service. Dedicated Porter Truck circling Downtown on a route.	No Consensus	To be Determined
	D	WM Butler Service. Waste Management "call button" given to each business, alerting driver of collection needs	No Consensus	To be Determined
	E	WM Guest Experience Engineers. alert collection drivers of locations which need immediate service.	No Consensus	To be Determined
	F	Require all Downtown businesses to have refuse collection service 2-3 times daily.	No Consensus	To be Determined

Area 2: Refuse Management

Attachment 3 (Continued)

Complaint	Option	Suggestions/ New Approach	Stakeholder Feedback	Initial Cost Estimates
2.3 Downtown is littered with cigarette butts.	A	Inform and empower the public on what they can do when encountering someone smoking.	Consensus Reached	To be Determined
	B	Close off the west end of the Manhattan Beach Pier late at night to prohibit smokers who congregate at the end of the Pier.	Consensus Reached Recommend Pilot Program	To be Determined
	C	Increase the size of the Non-Smoking signs.	Consensus Reached	To be Determined
	D	Add ash trays throughout Downtown with signage that says "Put your cigarette out – Manhattan Beach is a smoke free city."	Consensus Reached	To be Determined
	E	Spend some time educating and enforcing the smoking ban with taxi cab drivers.	Consensus Reached	To be Determined

Area 2: Refuse Management

Attachment 3 (Continued)

Complaint	Option	Suggestions/ New Approach	Stakeholder Feedback	Initial Cost Estimates
2.4 Public refuse cans/bins not sufficient. City should get Big Belly containers.	A	Replace ALL Downtown public refuse containers (about 50 locations) with Big Belly solar compactor units.	No Consensus	\$250 p/mo p/location (rental only) (\$12K p/mo or \$150K annually)
	B	Replace six Downtown public container locations with Big Belly solar compactor units.	Consensus Reached	\$250 p/mo p/location (rental only) (\$1.5K p/mo or \$18,000 annually)

Area 2: Refuse Management

Attachment 3 (Continued)

	Complaint	Option	Suggestions/ New Approach	Stakeholder Feedback	Initial Cost Estimates
2.5	City-owned containers compensate for high volume of disposable products	A	Install Big Belly solar compactors with the greatest overflow issues	Consensus Reached	\$250 p/mo p/location (rental only)
		B	Establish a permit fee for “to-go” disposable food establishments to help cover the cost of additional refuse collection and street cleaning.	Consensus Reached	To be Determined
2.6	Explore mandatory food waste recycling participation for all food service	A	Adjust Municipal Code to mandate participation food waste recycling for all food service establishments.	No Consensus	No additional cost to participate, businesses already paying for service

Area 3: Code Enforcement

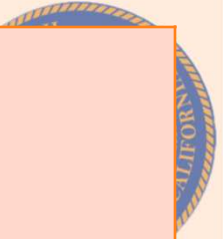
Attachment 4 (Continued)

Complaint	Option	Suggestions/ New Approach	Stakeholder Feedback	Initial Cost Estimates
3.1 Businesses handling trash discrepancies and complaints for buildings.	A	Shift all responsibility for mitigating refuse issues and complaints to the landlords.	No Consensus	N/A
	B	Create a “blanket” Downtown Use Permit specific to the issues and needs in the Downtown area.	No Consensus	To be Determined
	C	Require property owners to include a refuse clause in tenant agreements, requiring 30 minute training on proper refuse practices.	Consensus Reached	To be Determined
3.2 Breaking down boxes should be required in the Municipal Code.	A	Create Refuse related Best Management Practices in the Municipal Code.	Consensus Reached	To be Determined

Area 3: Code Enforcement

Attachment 4 (Continued)

	Complaint	Option	Suggestions/ New Approach	Stakeholder Feedback	Initial Cost Estimates
3.3	There is not enough proactive enforcement of current codes.	A	Increase enforcement of the city's current smoking ban.	Consensus Reached	To be Determined
		B	Integrate the efforts of Code Enforcement and the Police Department (move away from "Complaint-Based" enforcement).	Consensus Reached	To be Determined
		C	Designate one Code Enforcement Officer for "Environmental Codes" such as refuse, smoking, plastic bags, NPDES (storm water), etc.	Consensus Reached	To be Determined



Area 4: Parking Attachment 5

	Complaint	Option	Suggestions/ New Approach	Stakeholder Feedback	Initial Cost Estimates
4.1	Examine parking regulations; do not impede refuse pickup.	A	Delivery hours should be re-examined and allow for early morning deliveries again.	No Consensus	To be Determined
4.2	Illegally parked delivery vehicles causing congestion.	A	Assign parking spaces for delivery trucks at specific hours.	No Consensus	To be Determined
		B	Work in partnership with businesses to monitor and insure compliance with delivery vendors.	No Consensus	To be Determined
		C	Require small delivery trucks and enforce against idling.	No Consensus	To be Determined
		D	Create a Municipal Code that limits all commercial deliveries citywide to certain hours of the day.	No Consensus	To be Determined



Area 5: Outreach

Attachment 6

5.1	Complaint	Option	Suggestions/ New Approach	Stakeholder Feedback	Initial Cost Estimates
	The City needs additional outreach campaigns on Downtown beautification.	A	Initiate a competition to beautify Downtown.	No Consensus	To be Determined
			Start a beautification award program for the cleanest businesses.	No Consensus	To be Determined
			"Adopt a Street" program. Businesses or property owners can "Adopt a Street" and be responsible for keeping that street clean.	No Consensus	To be Determined
			Create an educational campaign for all Downtown stakeholders.	No Consensus	To be Determined

Council Direction

Which, if any, of the solutions should Staff pursue?



Agenda Date: 8/2/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Robert D. Espinosa, Fire Chief

SUBJECT:

Report on the Potential Impacts of Fire and Medical Services in Manhattan Beach If Hermosa Beach Contracts Fire Services with Los Angeles County Fire Department (Fire Chief Espinosa).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends City Council provide direction concerning the impacts to fire services in Manhattan Beach if the City of Hermosa Beach contracts fire and medical services with the County of Los Angeles.

FISCAL IMPLICATIONS:

There are no fiscal implications with this action.

BACKGROUND:

In March 2014, then City Manager John Jalili approved a shared-cost study with Hermosa Beach to analyze information and provide findings and recommendations for emergency responses in a joint operational area. This study was originally scheduled to be presented in January 2016 at which time, the City Council requested a comprehensive study session on fire services. Staff attempted to schedule this study session several times but due to calendaring conflicts, the presentation has been delayed.

At the July 19, 2016 Manhattan Beach City Council meeting, staff was directed to provide a report on the impacts to fire services in Manhattan Beach if the City of Hermosa Beach contracts fire and medical services with the County of Los Angeles. The following presentation provides information on the significant interdependence of service delivery between the two cities as well as the potential impacts of Hermosa Beach contracting their services to the County of Los Angeles.

As background, the Cities of Hermosa Beach and Manhattan Beach have been very interdependent on each other to provide fire and medical aid services for many years.

Since 2010, Manhattan Beach has relied upon Hermosa Beach almost daily for back up coverage through automatic aid for medical aid calls when our paramedic rescue ambulance or other resources were not available. Additionally, Manhattan Beach Fire Department alone does not have the resources to provide an effective firefighting force, but relies on agreements with our South Bay partners. On structure fires, our response model calls for four fire engines. Hermosa Beach is usually "our third" fire engine on working fires. It should also be noted that Hermosa Beach shares a common dispatch center with Manhattan Beach as well as an automatic aid agreement. By contrast, other firefighting resources from the South Bay communities are delayed in arriving on scene in Manhattan Beach because of disparate dispatch centers or lack of automatic aid agreements.

At the direction of the Hermosa Beach City Council, Hermosa Beach staff provided recommendations to solve long standing concerns on the effectiveness of the Hermosa Beach Fire Department. On January 9, 2016 Hermosa Beach Interim Fire Chief Pete Bonano presented the Hermosa Beach City Council an issue paper titled Fire Services Delivery. In his report Chief Bonano provides four options for the Hermosa Beach City Council to consider to continue effective fire services to the community; 1) continue to develop and implement the recommendations of the joint services study between Hermosa Beach and Manhattan Beach and evaluate a shared Administrative Consolidation, 2) contract fire services to a neighboring agency, 3) create internal administrative positions, including three Hermosa Beach Battalion Chiefs positions, 4) maintain status quo, a model that the Interim Hermosa Beach Fire Chief indicated is not sustainable. The Hermosa Beach City Council directed their staff to pursue Option #1, discussions with Manhattan Beach and research option #2, contract services with adjacent fire agencies.

At the March 26, 2016 Hermosa Beach City Council meeting Fire Chief Bonano presented a Delivery of Fire Services report. Hermosa Beach staff provided a cost analysis of contracting services and a cost for increasing the number of positions in the Hermosa Beach Fire Department. The Hermosa Beach City Council directed Hermosa Beach staff to create a citizens advisory committee to assist the City of Hermosa Beach in the delivering of the message on whether to rebuild the Hermosa Beach Fire Department or contract with Los Angeles County.

As a result, Hermosa Beach has requested a Los Angeles County survey for fire services. At the time of the writing of this staff report the survey report had not been made public. Hermosa Beach officials expect the Los Angeles County Supervisors to approve the report and make available to the public in 4-6 weeks.

DISCUSSION:

If Hermosa Beach contracts with Los Angeles County for fire services it could affect our ability to provide effective levels of firefighting and emergency medical resources in the manner we do today, impacting response times, emergency dispatch operations, timely access to adequate resources for our community, and the continuity services in the South Bay.

In addition to an automatic aid agreement, the two cities have agreements for equipment

and apparatus sharing, personnel sharing, and dispatch services. These long standing agreements exist to ensure our communities receive timely and professional services. For example, the information below describes exchange of automatic aid services between 2010 and 2015:

- **Number of Emergencies-** Hermosa Beach responded to 2,838 emergency incidents in Manhattan Beach, while Manhattan Beach responded to 1,795 incidents in Hermosa Beach.
- **Number of fire resources or vehicles-** Manhattan Beach requested fire units through automatic aid from Hermosa Beach 3,252 times. Manhattan Beach reciprocated 2,637 times.
- **Number of times resources were needed-** Hermosa Beach unit(s) arrived at emergency scenes in Manhattan Beach 1,694 times while a Manhattan Beach unit(s) arrived in Hermosa Beach 1,407 times. (This, the number of times an automatic aid unit actually arrived on scene of an emergency, reflects the greatest statistical demonstration of need and interdependence in the current service delivery model).

IMPACTS/POLICY CONSIDERATIONS/NEXT STEPS:

There will be challenges to the services the City of Manhattan Beach has become accustomed to with Hermosa Beach if the County is contracted to provide fire services, including:

- Los Angeles County and Manhattan Beach have different dispatch centers, thus eliminating the existing advantage of automatic aid from a shared dispatch facility.
- Manhattan Beach can transport patients with our ambulances while Los Angeles County has private ambulance contracts. This can delay transport of patients, if private ambulances are not available and delays our paramedic resources from returning to service after a medical call without transport reimbursement.
- When the Los Angeles County fire units are unavailable, it is unclear the demand this will place on Manhattan Beach to backfill service calls in Hermosa.

To review and address these and other concerns, the staff recommends we immediately explore the following:

1. Potential service models in which the two cities can maintain the status quo for fire and medical related service, or a version thereof. For example, we could implement a joint BLS ambulance program, develop common response goals and performance measures and research a shared command and training model.
2. Service models that could improve services through practical cooperative agreements. These could include dropping response borders and dispatching closest units to all emergency responses or determine what, if any services Manhattan Beach can contract to Hermosa Beach.
3. New substitute and/or augmented partnerships to maintain service levels to our community and begin a dialog with those service providers in the event Hermosa Beach contracts fire and medical services to Los Angeles County. This includes agreements with El Segundo, asking Los Angeles County to expand their traditional automatic aid agreements, or contract our BLS ambulance service to Los Angeles County Fire Department.

Staff is also working on finding a date to hold a larger and comprehensive discussion/study session with the City Council regarding fire services. Staff is currently looking at the fall for this larger study session.

Attachment:

1. Hermosa LA County Impacts PowerPoint Presentation

Report on the Impacts to Manhattan Beach if Hermosa Beach Contracts Fire Services to Los Angeles County



Current Status of Operations and Services



Three Measures of Interdependence

- ▶ Number of Emergencies
- ▶ Number of Resources or Fire Units Shared During Emergencies
- ▶ Number of Times Shared Resources Arrived On Scene

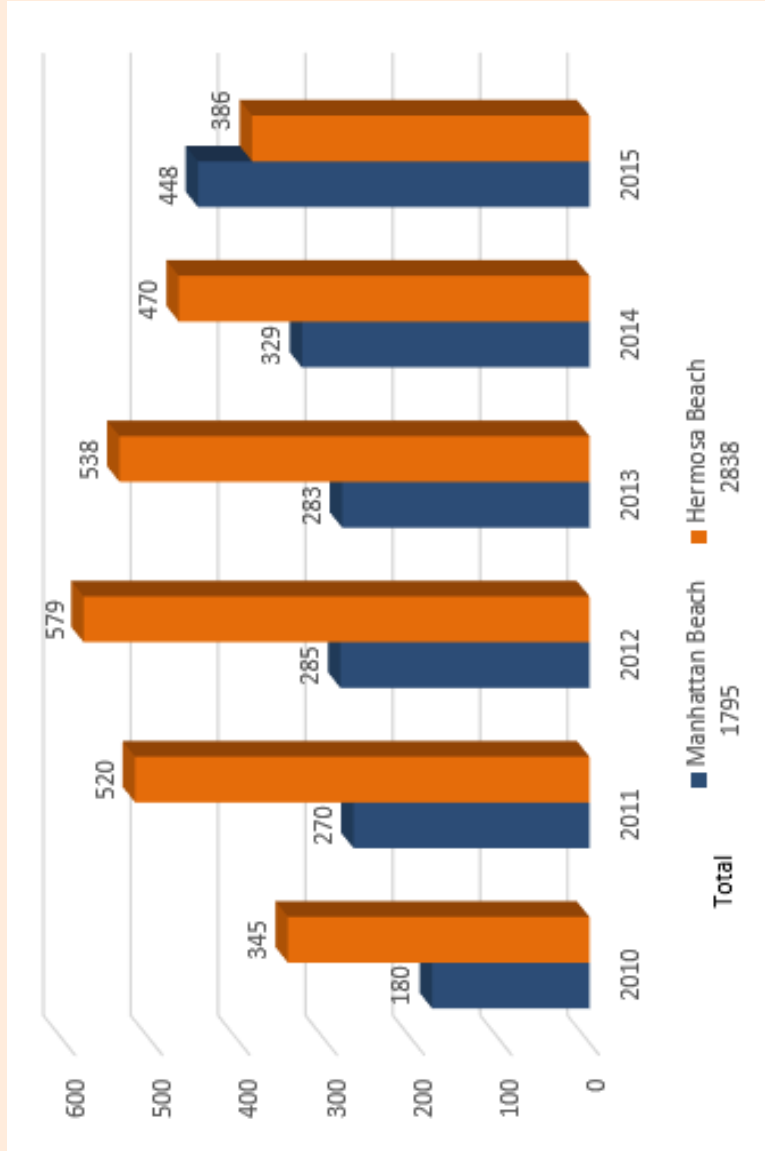


Number of Emergencies

Total number of emergency incidents each city provided automatic aid to the other



Number of Emergencies 2010-2015

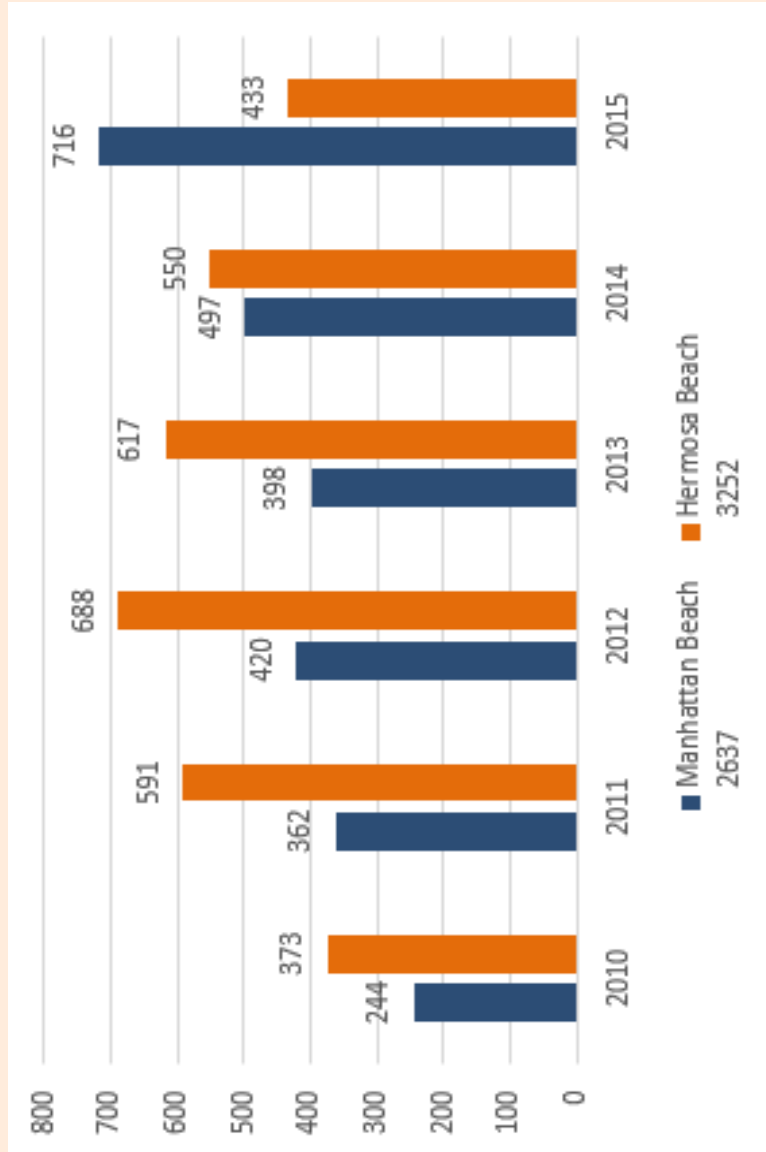


Number of Resources or Fire Units Shared During Emergencies

Total number of fire units each city provided to the other. More than one vehicle or unit can be requested per incident.



Number of Units Provided to the Other 2010 to 2015

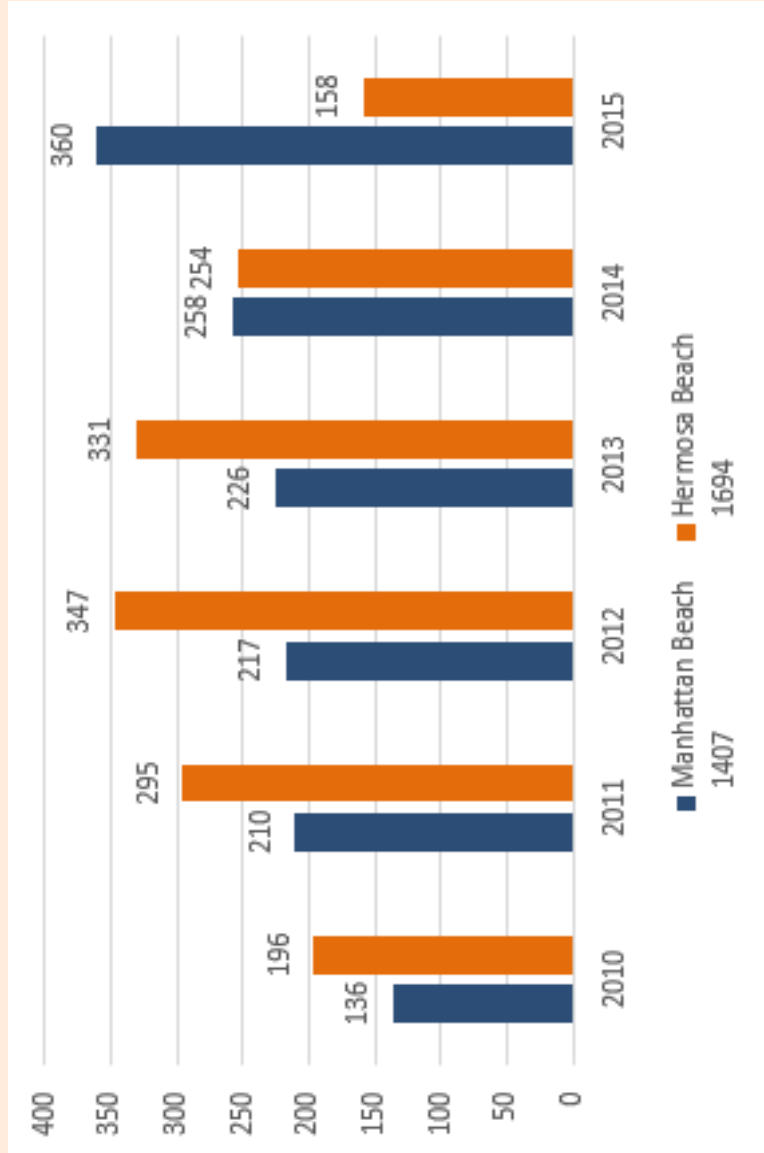


Number of Times Shared Resources Arrived On Scene

The best demonstration of need is whether a requested unit arrived on scene of an emergency



Units Arrived On Scene 2010 to 2015



Hermosa Beach Fire Department Status and Potential Impacts

- Delays in providing effective firefighting and rescue forces
- Impact to response times
- Emergency dispatch services
- Availability of Manhattan Beach resources
- Continuity of services throughout the South Bay
- Ambulance services



Ambulance Services in the South Bay

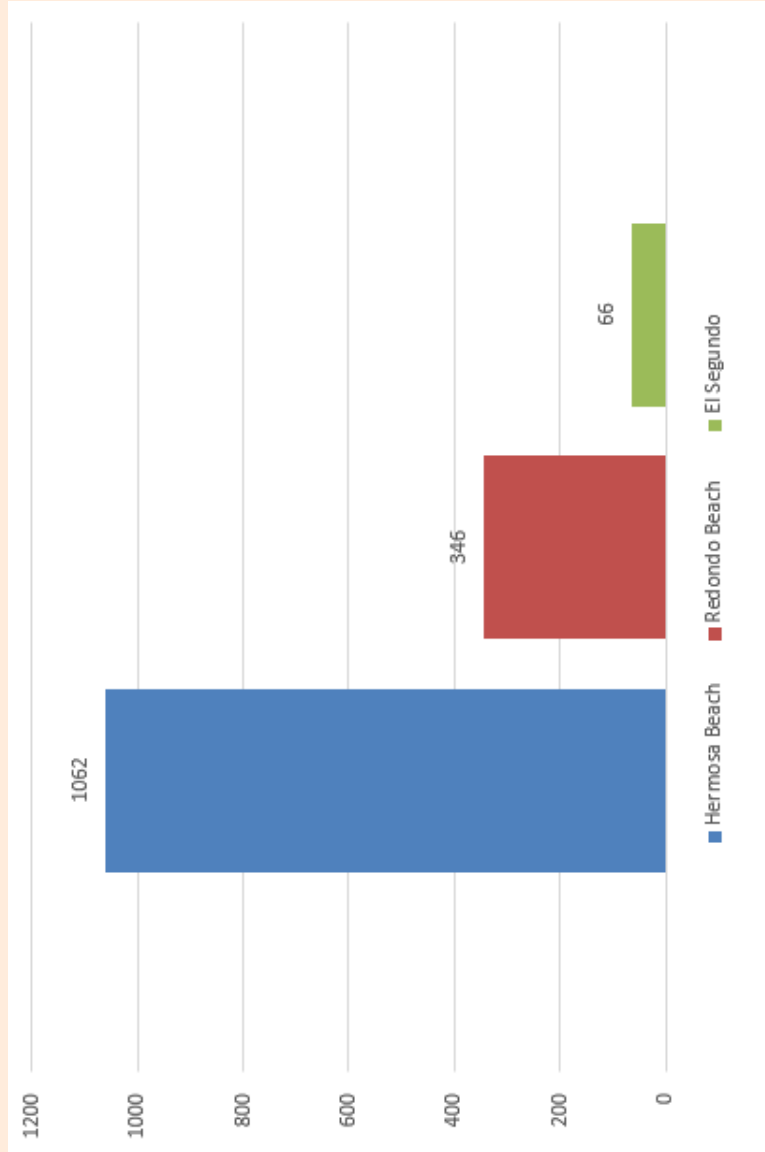


Automatic Aid and Emergency Medical Services

Manhattan Beach requests almost daily a Hermosa Beach unit for emergency medical services



Units Arrived On Scene to Assist 2013 to 2016*



*First six months of calendar year 2016



Recommendations/Policy Options

- Maintaining status quo with Hermosa Beach
- Enhancing services with Hermosa Beach
- Substituting or augmenting our services with other partners



Option #1

Explore potential service models in which the two cities can maintain the status quo for fire and medical related service



Option #2

Explore potential service models in which the two cities can maintain the status quo for fire and medical related service



Option #3

Substitute and/or augmented partnerships to maintain service levels to our community and begin a dialog with those service providers in the event Hermosa Beach contracts fire and medical services to Los Angeles County





Fire Services Update

Questions?

Agenda Date: 8/2/2016

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

SUBJECT:

Agenda Forecast (City Clerk Tamura).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Attached is the most recent Agenda Forecast for City Council Review

July 27, 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)

8/16/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Older Adult
	1. Resolution Adopting the 2017 Conflict of Interest Code for the City of Manhattan Beach (City Clerk Tamura) (Consent)
	2. Award of Professional Services Agreement with ---- for Project Management Services for the Roundhouse Aquarium Project and Authorize the City Manager to Execute Agreement in the Amount of \$---- (Interim Public Works Director Saenz) (Consent)
	3. Completion of the Construction Contract for the 2013-2014 Water Main Replacement Project (Interim Public Works Director Saenz) (Consent)
	4. Financial Report: Schedules of Demands: July 21, 2016 (Finance Director Moe) (Consent)
	5. City Council Minutes (City Clerk Tamura) (Consent)
	6. Public Hearing Regarding Downtown Commercial Zone (Extension of Interim Ordinance) (Community Development Director Lundstedt) (Public Hearing)
	7. Draft Ordinance for the Statement of Intent Process to Address Blight (Continued from the July 5, 2016 City Council Meeting) (City Attorney Barrow and Community Development Director Lundstedt) (Old Business)
	8. Administrative Citation Ordinance, and Discussion of Construction Rules and Neighborhood Bill of Rights (Community Development Director Lundstedt) (Old Business)
	9. Ordinance No. 16-0010 Prohibiting Targeted Residential Picketing (City Attorney Barrow) (Old Business)
	10. Fiscal Year 2015-2016 Fourth Quarter Budget and Capital Improvement Plan Status Reports (Finance Director Moe) (New Business)
	11. Report on Southern California Gas Company’s Capital Improvement Program (Interim Public Works Director Saenz) (New Business)
	12. Update Addressing Pension Unfunded Liabilities Including the Establishment of a Pension Stabilization Trust Fund and Report Regarding (Finance Director Moe) (New Business)

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

(Items placed on the Forecast may not necessarily be in the order in which they will appear on the Agenda)

9/6/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Older Adult
	1. Certificate of Recognition to Patti Panucci (Ceremonial)
	2. Certificate of Recognition to Shannon Ryan (Ceremonial)
	3. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	4. City Council Minutes (City Clerk Tamura) (Consent)
	5. Public Hearing for the Draft 2015 Urban Water Management and Consideration of Adoption of Resolution 16-0045 for the 2015 Urban Water Management Plan (Interim Public Works Director Saenz) (Public Hearing)
	6. Tri-Annual Public Hearing on the Public Health Goals for Chemicals in Drinking Water (Interim Public Works Director Saenz) (Public Hearing)
	7. Veterans Parkway Preliminary Design Presentation (Interim Public Works Director Saenz) (Old Business) - CONTINUED FROM JUNE 21 MEETING
	8. 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; Neumann Access Agreement and JLL Construction Access Agreement; Acceptance of Donated Real Property, APN 4138-020-002, by Chevron U.S.A. Inc. to City of Manhattan Beach (Interim Public Works Director Saenz) (Old Business)
	9. Revised Boards and Commissions Handbook and Commission Workplans (City Clerk Tamura, Parks and Recreation Director Leyman and Community Development Director Lundstedt) (New Business)
	10. Environmental Program Work Plan (Interim Public Works Director Saenz) (New Business)
	11. Introduce Ordinance No. 16-0016 Amending Speed Limits on Ardmore Avenue (Community Development Director Lundstedt) (New Business)
	12. Policies and Processes for Funding and Sponsoring Non-Profit Organizations (Finance Director Moe) (New Business)
	13. One-Year Cost-Sharing Agreement No-to-Exceed \$16,845 for Beach Cities Transit Line 109 for Fiscal Year 2016-2017 with the Cities of Redondo Beach, Hermosa Beach and El Segundo (Community Development Director Lundstedt) (New Business)
	14. Work Plans for Library and other City Commissions (City Clerk Tamura) (New Business)

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

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9/20/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Older Adult
	1. Second Reading Ordinance No. 16-0016 Amending Speed Limits on Ardmore Avenue (Community Development Director Lundstedt) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	3. City Council Minutes (City Clerk Tamura) (Consent)
	4. Risk Pooling Analysis and Options (Human Resources Director Zadroga-Haase) (New Business)
	5. Status Update on Accela Automation Implementation Project (Community Development Director Lundstedt and Information Technology Director Taylor) (Old Business)
	6. Resolution of Intention to Approve an Amendment to the Contract Between the Board of Administration of the California Public Employees’ Retirement System and the City of Manhattan Beach to Provide the Provisions of Retirement Law Section 20516, Employee Cost Sharing and First Reading of the Ordinance (Human Resources Director Zadroga-Haase) (New Business)
	7. Joslyn Tennis Court Connectivity (Interim Public Works Director Saenz) (New Business)
	8. Construction Contract – Marine Park Synthetic Field and Netting (Interim Public Works Director Saenz) (New Business)
	9. Agreement for Special Services with Liebert, Cassidy and Whitmore to Provide Representational and Legal Services Pertaining to Employment Relation Matters (Human Resources Director Zadroga-Haase) (New Business)
10/4/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – MBUSD Student
	Pledge – Older Adult
	1. Election Resolutions Regarding March 7, 2017 General Municipal Elections (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	3. City Council Minutes (City Clerk Tamura) (Consent)
10/18/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Older Adult
	1. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Older Adults Program Update (Parks and Recreation Director Leyman) (New Business)
11/1/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – MBUSD Student
	Pledge – Older Adult
	1. Proclamation Declaring November 2016 as National Family Caregivers Month (Ceremonial)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	3. City Council Minutes (City Clerk Tamura) (Consent)
	4. Approve Contract Amendment No. 1 with Accela, Inc. in the Amount Not-to-Exceed \$xxxx for Citywide Permitting Software and Appropriate Funds from ---- and Discuss Electronic Document Review Options and Provide Direction (Community Development Director Lundstedt and Information Technology Director Taylor) (New Business)

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11/15/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Older Adult
	1. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Update on Report on Power Reliability with Discussion on Undergrounding from Edison’s Perspective (Interim Public Works Director Saenz) (Old Business)
12/6/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – MBUSD Student
	Pledge – Older Adult
	1. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	2. City Council Minutes (City Clerk Tamura) (Consent)
12/20/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Older Adult
	1. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	2. City Council Minutes (City Clerk Tamura) (Consent)
1/3/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Older Adult
	1. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	2. City Council Minutes (City Clerk Tamura) (Consent)
1/17/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – MBUSD Student
	Pledge – Older Adult
	1. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	2. City Council Minutes (City Clerk Tamura) (Consent)
2/7/2017	<i>Regular Meeting – 6:00 PM Tuesday – City Council Reorganization Mayor Lesser/Mayor Pro Tem Howorth</i>
	Pledge – Older Adult
	1. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	2. City Council Minutes (City Clerk Tamura) (Consent)
2/21/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – MBUSD Student
	Pledge – Older Adult
	1. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Develop RFP for Sepulveda Corridor (Community Development Director Lundstedt) (New Business)

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

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INFORMATIONAL MEMOS

Memo	City Council Date Requested
1. Facility Strategic Planning	9-1-15
2. Update on Mediation Data	11-17-15
3. Six Month Update – Strategic Plan/Work Plan	

FUTURE AGENDA ITEMS (Date TBD)

Item	City Council Date Requested
1. Water and Waste Water Rate Study Update	
2. HR 4871 Informational Item (Parks and Recreation Director Leyman)	5-17-16
3. Cell Phone Service Towers (Community Development Director Lundstedt, Interim Public Works Director Saenz, and IT Director Taylor)	5-17-16
4. Annual Fee Waiver Requests Associated with Non-Profit Special Events : Manhattan Beach Hometown Fair	7-19-16

FUTURE MEETINGS TO BE SCHEDULED

Item
1. Joint City Council/Beach Cities Health District Meeting
2. Study Session Regarding Fire
3. 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
4. Joint City Council/Manhattan Beach Unified School District Meeting
5. Joint City Council/Planning Commission Meeting - Mansionization
6. CALPers Investment Returns

