

City Council Regular Meeting

Regular Meeting
Tuesday, October 4, 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

October 4, 2016

City Council Meeting Agenda Packet

Agenda Item No.	Starting Page	Ending Page
AGENDA	1	8
1	9	10
2	11	14
3	15	22
4	23	78
5	79	118
6	119	144
7	145	156
8	157	162
9	163	170
10	171	182

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 Certificates of Recognition to Paula Packwood and Jill Brunkhardt for their Ongoing Support and Dedication to the Manhattan Beach Fire Foundation.

[16-0462](#)

PRESENT

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Wednesday, September 28, 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. Completion of the Construction Contract by Monet Construction, Inc. for the Pier Comfort Station Rehabilitation Project (Interim Public Works Director Saenz). [16-0434](#)
APPROVE
3. Approve Contract Amendment No. 3 to the Professional Services Agreement with Community Works Design Group for Additional Design Services for the Strand Stairs Rehabilitation Project in the amount of \$33,600 (Interim Public Works Director Saenz). [16-0437](#)
APPROVE

Attachments: [Contract Amendment No 3 Community Works Design Group Strand Stairs Rehabilitation Project Budget and Expenditures](#)

-
4. Award a Professional Services Contract to Iteris, Inc. for Engineering Services for the Downtown Traffic Signal Pole Replacement Project and a City-Wide Traffic Signal Inventory/Condition Assessment Project in the Amount Not-to-Exceed \$89,910 (Interim Public Works Director Saenz). [CON 16-0028](#)
APPROVE AND APPROPRIATE

Attachments: [Budget & Expenditures](#)
[Traffic Signals Location Map](#)
[Professional Services Agreement for Iteris](#)

5. Financial Report: [16-0425](#)
Schedules of Demands: September 1, 2016 (Finance Director Moe).
ACCEPT REPORT AND DEMANDS

Attachments: [Schedule of Demands for September 1, 2016](#)

6. City Council Minutes: [16-0431](#)
This Item Contains Minutes of the following City Council Meeting:
a) City Council Adjourned Regular Meeting Minutes of September 13, 2016
b) City Council Special Meeting - Closed Session Minutes of September 14, 2016
c) City Council Regular Meeting Minutes of September 20, 2016 (City Clerk Tamura).
APPROVE

Attachments: [City Council Adjourned Regular Meeting Minutes of September 13, 2016](#)
[City Council Special Meeting - Closed Session Minutes of September 14, 2016](#)
[City Council Regular Meeting Minutes of September 20, 2016](#)

L. PUBLIC HEARINGS (2 MINUTES PER PERSON)

M. OLD BUSINESS

7. Ordinance Consolidating and Codifying Manhattan Beach's Existing Construction Rules (Community Development Director Lundstedt). [ORD 16-0020](#)
INTRODUCE ORDINANCE NO 16-0020, AN ORDINANCE CONSOLIDATING AND CODIFYING EXISTING CONSTRUCTION RULES

Attachments: [Draft Construction Rules Ordinance](#)

N. NEW BUSINESS

8. Adopt Resolution No. 16-0055 which Supports and Endorses the Sepulveda Boulevard at Rosecrans Avenue, 33rd Street, Cedar Avenue, 14th Street and 2nd Street - Operational Improvements Project to be Implemented through the South Bay Measure R Highway Program for the City of Manhattan Beach (Interim Public Works Director Saenz).

[RES 16-0055](#)**ADOPT RESOLUTION NO. 16-0055**

Attachments: [Resolution No. 16-0055](#)

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

Request by Councilmember Powell to Discuss the Independent Cities Association (ICA) and his Resignation as Liaison from the ICA

P. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

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

[16-0450](#)

Attachments: [September 28, 2016 Agenda Forecast](#)

Q. INFORMATIONAL ITEMS

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

10. Commission Minutes:
This Item Contains Minutes of the following City Commission Meetings:
a) Library Commission Meeting Minutes of July 11, 2016
(Parks and Recreation Director Leyman)
b) Cultural Arts Commission Meeting Minutes of August 9, 2016
(Parks and Recreation Director Leyman)

[16-0451](#)**INFORMATION ITEM ONLY**

Attachments: [Library Commission Meeting Minutes of July 11, 2016](#)
[Cultural Arts Commission Meeting Minutes of August 9, 2016](#)

R. ADJOURNMENT

S. FUTURE MEETINGS**CITY COUNCIL MEETINGS**

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
Dec. 6, 2016 - Tuesday -- 6:00 PM - City Council Meeting
Dec. 20, 2016 - Tuesday -- 6:00 PM - City Council Meeting
Jan. 3, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Jan. 17, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Feb. 7, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Feb. 21, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Mar. 8, 2017 - Wednesday -- 6:00 PM - City Council Meeting
Mar. 21, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Apr. 4, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Apr. 18, 2017 - Tuesday -- 6:00 PM - City Council Meeting
May 2, 2017 - Tuesday -- 6:00 PM - City Council Meeting
May 16, 2017 - Tuesday -- 6:00 PM - City Council Meeting
June 6, 2017 - Tuesday -- 6:00 PM - City Council Meeting
June 20, 2017 - Tuesday -- 6:00 PM - City Council Meeting
July 5, 2017 - Tuesday -- 6:00 PM - City Council Meeting
July 18, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Aug. 1, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Aug. 15, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Sept. 5, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Sept. 19, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Oct. 3, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Oct. 17, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Nov. 7, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Nov. 21, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Dec. 5, 2017 - Tuesday -- 6:00 PM - City Council Meeting
Dec. 19, 2017 - Tuesday -- 6:00 PM - City Council Meeting

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

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

T. CITY OFFICES CLOSED

CITY HOLIDAYS:

*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 - Presindets Day
May 29, 2017 – Monday – Memorial Day
Jul. 4, 2017 - Tuesday - Independence Day
Sep. 4, 2017 - Monday - Labor Day*

CITY OFFICES CLOSED ON FOLLOWING ALTERNATIVE FRIDAYS:

*Oct. 14, 2016 - Friday
Oct. 28, 2016 - Friday
Nov. 11, 2016 - Friday
Nov. 25, 2016 - Friday
Dec. 9, 2016 - Friday
Dec. 23, 2016 - Friday
Jan. 6, 2017 - Friday
Jan. 20, 2017 - Friday
Feb. 3, 2017 - Friday
Feb. 17, 2017 - Friday
Mar. 3, 2017 - Friday
Mar. 17, 2017 - Friday
Mar. 31, 2017 - Friday
Apr. 14, 2017 - Friday
Apr. 28, 2017 - Friday*

Agenda Date: 10/4/2016

TO:

Members of the City Council

FROM:

Mayor D'Errico

SUBJECT:

Presentation of Certificates of Recognition to Paula Packwood and Jill Brunkhardt for their Ongoing Support and Dedication to the Manhattan Beach Fire Foundation.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize
Paula Packwood and Jill Brunkhardt
for their Ongoing Support and Dedication to the
Manhattan Beach Fire Foundation.**

Agenda Date: 10/4/2016

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:

Completion of the Construction Contract by Monet Construction, Inc. for the Pier Comfort Station Rehabilitation Project (Interim Public Works Director Saenz).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Formally accept the construction contract for the Pier Comfort Station Rehabilitation Project as complete;
2. Authorize filing of the appropriate Notice of Completion and the release of retention in the amount of \$28,731 to Monet Construction, Inc.

FISCAL IMPLICATIONS:

On March 1, 2016, the City Council awarded the construction contract for the Pier Comfort Station in the amount of \$519,583 to Monet Construction, Inc. and authorized a construction contract contingency in the amount of \$77,978 for a grand total of \$597,561. The final completed construction contract cost is \$574,617.

BACKGROUND:

This Pier Comfort Station is a part of the Pier complex which includes the Pier, adjoining structures and the four parking lots west of Ocean Avenue. The City must periodically perform maintenance and rehabilitation to the Pier and related structures to maintain aesthetics and structural integrity. The Pier complex exists adjacent to and within the marine environment and is constantly exposed to corrosion, humidity and other ocean related stressors. The condition of the Pier Roundhouse and Comfort Station were assessed as part of the 2013 Citywide Facility Assessment Study (FSA).

The FSA recommended work to be performed at the Pier Comfort Station included the replacement of existing sewer lines, plumbing fixtures, toilet partitions and accessories; repair cracking at the CMU block exterior wall; repair the concrete floor and placement of epoxy coating on the floor; installation of wall finishes; re-painting of the exterior of the building; and the replacement of the shower heads and valves. These items were incorporated into the scope-of-work for this Pier Comfort Station Rehabilitation Project.

On March 1, the City Council awarded the construction contract for the project in the amount of \$519,583 to Monet Construction, Inc. and authorized a construction contract contingency in the amount of \$77,978 for a grand total of \$597,561. Construction started on the project in March 2016 and was completed in early July 2016.

DISCUSSION:

The final completed construction contract cost is \$574,617. In order to complete construction of the project, change orders were issued to the Contractor. The Contractor performed additional work in the amount of \$54,764. Payment for this additional work is included in the recommended final payment and is within the construction contingency amount (\$77,978) previously approved by the City Council.

Contract change orders were issued during the course of construction because additional work items were required for the project. The additional work items include:

- Sawcut and remove additional existing concrete floor slab because slab is thicker than what is shown on the as-built drawings
- Install electrical conduit and light fixtures at the exterior of the building
- Moisture mitigation at the existing concrete slab since the water moisture content was high when measured
- Install new plumbing pipes for a new water pressure washer to clean the floors
- Paint the existing walls at the exterior stairs down to the beach level

The Public Works Department has determined that the Contractor has completed the work in accordance with the contract documents. Therefore, City Council is requested to:

1. Formally accept the construction contract for the Pier Comfort Station Rehabilitation Project as complete;
2. Authorize filing of the appropriate Notice of Completion and the release of retention in the amount of \$28,730 to Monet Construction, Inc.

POLICY ALTERNATIVES:

Do not accept the construction contract as complete and do not release the retention amount.

PROS:

Funds would not be expended because the retention amount would not be released. However this would be inconsistent with the provisions of the executed contract that the contractor must be fully paid for the work completed.

CONS:

The contractor may be entitled to contract dispute claims resulting in additional costs

incurred by the City.

PUBLIC OUTREACH/INTEREST:

City staff performed outreach to residents and businesses before construction started.

ENVIRONMENTAL REVIEW

Based on the California Quality Act (CEQA) requirements, a Notice of Exemption was filed for the project with the Los Angeles County Clerk's office.

LEGAL REVIEW

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

Attachments:

None

Agenda Date: 10/4/2016

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 Contract Amendment No. 3 to the Professional Services Agreement with Community Works Design Group for Additional Design Services for the Strand Stairs Rehabilitation Project in the amount of \$33,600 (Interim Public Works Director Saenz).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

- a) Approve Contract Amendment No. 3 in the amount of \$33,600 with Community Works Design Group for additional design services for the Strand Stairs Rehabilitation Project - Attachment 1.
- b) Authorize City Manager to execute the Contract Amendment.

FISCAL IMPLICATIONS:

The funding request of \$33,600 for Contract Amendment No. 3 is available in the Strand Stairs Rehabilitation Project account. See Attachment 2 for Strand Stairs Rehabilitation Project Budget and Expenditures to date.

BACKGROUND:

A pedestrian walkway (The Strand) owned and maintained by the City and a bike path (Marvin Braude Bike Path) owned and operated by the County of Los Angeles Department of Public Works exists along the City's entire two-mile coastline. The bike path is situated to the west and is separated from The Strand by a vegetated slope of varying widths and grades. Connecting The Strand and the bike path are thirty-six pedestrian access points. Twenty-seven of these access ways possess stairs of varying designs and condition. In addition to stairs, there are three handicap accessible ramps; two leading from The Strand to the El Porto parking lots at 41st and 43rd Streets and a third leading from the parking lot

to the bike path at 42nd Street.

The original contract with Community Works Design Group (CWDG) was approved by City Council at its May 1, 2012 meeting in the amount of \$200,885 to conduct public meetings and prepare plans and specifications for construction for the Strand Wall Repair and Enhancement Project as well as the Strand Stairs Rehabilitation Project.

On April 15, 2014, the City Council approved Amendment No.1 in the amount of \$25,000 to the agreement with CWDG for additional design services for aesthetic enhancements of the five retaining walls in the Strand Wall Repair and Enhancement Project. City Council appropriated \$25,000 from the Public Art Trust Fund for Amendment No. 1.

On November 18, 2014, the City Council approved Amendment No. 2 in the amount of \$11,310 to the agreement with CWDG. After the Strand Stairs Rehabilitation project was placed out to bid with the goal of completing construction by Summer, 2015, the bids came in higher than anticipated and this contract amendment was issued to CWDG to assess the scope and recommend changes in order to obtain lower bids within the project budget.

Total project funding in the amount of \$2,491,249 is made available as follows:

- The City identified the need to improve the stairs and requested and secured earmark funding through the Federal surface transportation bill in 2005. The bill, entitled the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" (Safetea-Lu) lists the Strand Stairs improvement project as a High Priority Project in the total amount of \$1,600,000.
- On September 15, 2015, Council approved the appropriation of additional Surface Transportation Program - Local (STPL) Funding in the amount of \$481,249 for this project.
- FY 2008-2009 Capital Improvement Funds in the amount of \$320,000 were made available for this project.
- On February 25, 2014, City Council designated \$25,000 from the Public Arts Trust Fund for the design of the Strand Stairs/Wall Rehabilitation Project.
- On March 4, 2015, City Council designated \$65,000 from the Public Arts Trust Fund for the construction of the Strand Stairs/Wall Rehabilitation Project.

DISCUSSION:

CWDG's original contract envisioned that the construction at the Strand walls and at the Strand stairs would occur concurrently. However, the scope of work for the stairs was expanded, which necessitated that the project be split in two phase. Phase 1 included the wall rehabilitation and Phase 2 includes stair rehabilitation. As such, the entire duration of the project was extended beyond what is included in CWDG's original contract. Therefore, CWDG's contract needs to be amended in the amount of \$33,600 to include additional design and field support services during construction. The field services of a licensed structural engineer will be required because there may be structural issues related to attaching the new stair balustrades to the existing concrete curbs when construction begins.

POLICY ALTERNATIVES:

ALTERNATIVE # 1:

Do not approve Amendment No. 3 for additional design support services during construction and structural engineering services.

PROS:

Capital Improvement Plan Funds would not be expended for the design support services during construction and structural engineering services.

CONS:

If issues arise during construction and the architect and engineer are not contracted to provide solutions to these issues, then the completion of the project could be delayed.

PUBLIC OUTREACH/INTEREST:

City staff performed significant outreach to residents before construction started for this project.

ENVIRONMENTAL REVIEW

Based on the California Environmental Quality Act (CEQA) requirements, a Notice of Exemption was filed for the project with the Los Angeles County Clerk's office.

LEGAL REVIEW

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

Attachments:

1. Contract Amendment No. 3 to the Agreement with Community Works Design Group
2. Strand Stairs Rehabilitation Project - Budget and Expenditures

**AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF MANHATTAN BEACH AND T.I. MALONEY, INC
dba COMMUNITY WORKS DESIGN GROUP**

This Third Amendment ("Amendment No. 3") to that certain agreement dated May 5, 2012 ("Agreement") by and between the City of Manhattan Beach, a California municipal corporation ("City") and T.I. Maloney, Inc., a California corporation dba Community Works Design Group ("Consultant") (collectively, the "Parties") is hereby entered into as of this 5th day of October, 2016 ("Effective Date").

RECITALS

- A. On May 5, 2012, the City and Consultant entered into an agreement to conduct public meetings and prepare plans and specifications for the Strand Stairs Rehabilitation project, which agreement was amended by that certain Amendment No. 1 dated April 15, 2014, and that certain Amendment No. 2 dated December 30, 2014 (as amended, the "Agreement");
- B. The City requires continued services from Consultant and Consultant desires to provide the services; and
- C. The Parties now desire to amend the Agreement to allow Consultant to continue to provide specified services to the City, and to allow the City to provide compensation for the services provided.

NOW, THEREFORE, in consideration of the Parties' performance of the promises, covenants, and conditions stated herein, the Parties hereby amend the Agreement as follows:

Section 1. Exhibit A (Scope of Services) and Exhibit B (Fee Proposal) of the Agreement are hereby amended to include the additional services and fees described in the letter from Consultant dated August 2, 2016, attached hereto and incorporated herein by this reference. IDS Group is a subconsultant to the Consultant.

Section 2. Section 3.1 of the Agreement is hereby amended to increase the maximum compensation to \$270,795.00, an increase of \$33,600.00. For the services provided pursuant to Amendment No. 3, compensation shall be provided in accordance with the Fee Proposal included in Exhibit A to Amendment No. 3."

Section 3. Except as specifically amended by this Amendment No. 3, all other provisions of the Agreement shall remain in full force and effect.

IN WITNESS THEREOF, the Parties hereto have executed this Amendment No. 3 on the day and year first shown above.

City:

City of Manhattan Beach,

a California municipal corporation

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: Liza Tamura

Title: City Clerk

APPROVED AS TO FORM:

By: Quinn M. Barrow

Name: Quinn M. Barrow

Title: City Attorney

APPROVED AS TO CONTENT:

By: _____

Name: Bruce Moe

Title: Finance Director

Consultant:

T.I. Maloney, Inc.,

a California Corporation dba Community Works Design Group

By: Tim Maloney

Name: TIM MALONEY

Title: PRESIDENT

By: _____

Name: _____

Title: _____

EXHIBIT A FEE PROPOSAL

See attached Additional Fee Request prepared by Community Works Design Group, Inc. dated August 2, 2016 and Proposal for Structural Engineering Services by IDS Group dated September 2, 2016.

ORIGINAL PROFESSIONAL SERVICES AGREEMENT AMOUNT:	\$ 200,885.00
AMENDMENT NO. 1 (Design Services for Aesthetic Enhancements of (5) Retaining Walls, April 15, 2014)	\$ 25,000.00
AMENDMENT NO. 2 (Additional Design Services for (4) Additional Stair Locations 17th, 19th, 38th, 42nd St, November 18, 2014)	\$ 11,310.00
PROPOSED AMENDMENT NO. 3 (Additional Construction Administration Services and Structural Design Services/ <u>Construction Administration Services for the New Stair Balustrades)</u>	\$ <u>33,600.00</u>
TOTAL REVISED CONTRACT AMOUNT:	\$ 270,795.00

ATTACHMENT 2
 BUDGET AND EXPENDITURES
 Strand Stairs Rehabilitation Project

Table 1		
BUDGET		
	Year/Appropriation	Amount
Federal Earmark (Safetea-Lu)	FY 2009-2010	\$1,600,000
STP-L Funds	FY 2015-2016	\$481,249
Capital Improvement Funds	FY2008-2009	\$320,000
Public Arts Trust Fund (Design)	February 25, 2014	\$25,000
Public Arts Trust Fund (Construction)	March 4, 2015	\$65,000
TOTAL BUDGET		\$2,491,249

Table 2	
EXPENDITURES	
DESIGN	
Original Design and Public Outreach Contract, Community Works Design Group (Awarded 5/1/12, Capital Improvement Fund, 09825E)	\$200,885
Contract Amendment #1 for Additional Work on 5 Retaining Walls (4/15/14, Public Art Trust Fund)	\$25,000
Contract Amendment #2 for Additional Work on 5 Additional Stair Locations	\$11,310
Contract Amendment #3 for Additional Design Support Services and Structural Engineering Expertise (RECOMMENDED)	\$33,600
CONSTRUCTION	
Original Construction Contract, RSB Group (Awarded 02/16/16, Safetea-Lu, 10824E)	\$1,701,000
Construction 15% Contingency	\$255,150
Construction Management Services (On-Call Services)	\$173,925
Construction Testing and Inspection Services (On-Call Services)	\$69,198
Total Expenditures	\$2,470,068
Balance	\$21,181

Agenda Date: 10/4/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Raul Saenz, Interim Director of Public Works

Prem Kumar, City Engineer

Erik Zandvliet, City Traffic Engineer

SUBJECT:

Award a Professional Services Contract to Iteris, Inc. for Engineering Services for the Downtown Traffic Signal Pole Replacement Project and a City-Wide Traffic Signal Inventory/Condition Assessment Project in the Amount Not-to-Exceed \$89,910 (Interim Public Works Director Saenz).

APPROVE AND APPROPRIATE

RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to:

- a) Execute a contract with Iteris, Inc. (Iteris) for engineering services for the Downtown Traffic Signal Pole Replacement Project (\$71,090) and a City-Wide Traffic Signal Inventory/Condition Assessment/Design Project (\$18,820),
- b) Appropriate \$18,820 from Measure R fund balance for the City-Wide Signal Inventory/Condition Assessment portion of the project.

FISCAL IMPLICATIONS:

Funding for the Downtown Streetscape Traffic Signal Pole Replacement project was approved with the FY 2012-13 Capital Improvement Plan. The Budget and Expenditures for this project are indicated in Attachment No. 1.

While not budgeted, staff determined that it is timely and efficient to authorize Iteris to also prepare a comprehensive inventory and condition assessment for all traffic signal equipment in the City. The incremental cost of this portion of the project is \$18,820, for which staff recommends an appropriation of Measure R unreserved fund balance.

BACKGROUND:

The City of Manhattan Beach has 38 locally owned traffic signal locations, both as sole

operator and as shared operator with neighboring cities. The scope of this project includes thirty-two (32) of these traffic signals citywide excluding Aviation Boulevard as identified in Attachment 1. \$1.1 million has been budgeted in the CIP fund to replace aging and weathered traffic signal equipment in the Downtown area at the following intersections:

- Manhattan Beach Boulevard at Valley Drive/Ardmore Avenue,
- Highland Avenue at Manhattan Beach Boulevard,
- Manhattan Avenue at Manhattan Beach Boulevard,
- 15th Street at Highland Avenue, and
- 15th Street at Valley Drive/Ardmore Avenue.

The condition of the traffic signal heads and poles at these locations were found to be extremely weathered.

Traffic signal equipment citywide shows varying degrees of weathering. It is timely and efficient to utilize Iteris to also prepare a comprehensive inventory and assessment for all traffic signal equipment in the City. The incremental effort to do the citywide inventory and assessment can be done at a cost of \$18,820.

The inventory effort will first focus on the five Downtown intersections. The results of the survey and prioritization of those poles and traffic signal heads will determine what traffic signal equipment will be replaced immediately while the remainder of the citywide traffic signal installations are inventoried. Many of the poles are located in areas of limited space and heavy pedestrian usage. The design and subsequent construction will take into account the need for the lowest possible impact on residents, visitors and business owners.

DISCUSSION:

The Public Works Department issued a Request for Proposals on June 15, 2016 for professional engineering services for the project. A total of nine (9) proposals were received by July 11, 2016. Proposals were evaluated and ranked by an evaluation committee of City staff according to the following selection criteria:

- Demonstrated understanding of City-identified scope of services,
- Key personnel qualifications and experience with traffic signal system projects,
- Project management methods and quality control/assurance,

Downtown Traffic Signal Inventory/Condition Assessment (Phase 1A):

The scope of work will consist of a field survey of the five (5) existing traffic signals in the Downtown area of the City of Manhattan Beach, the preparation of an inventory database with all necessary data and the provision of recommendations for the traffic signal equipment in greatest need of replacement. This task will culminate in a meeting with City staff to identify the downtown locations recommended for immediate action appropriate for the project budget.

Citywide Traffic Signal Inventory/Condition Assessment (Phase 1B):

The scope of work will consist of a field survey of the twenty-seven (27) remaining existing traffic signals in the City of Manhattan Beach, the preparation of an inventory database with all necessary data and recommendations for the traffic signal equipment in greatest need of replacement. This task will culminate in a meeting with City staff to prioritize maintenance and ensure longevity of a robust traffic signal system.

Design of Replacement of the Existing Signal Equipment (Phase 2):

The scope of work will consist of the preparation of plans, specifications and estimates in accordance with City, County and State standards, methods and practices, including structural design of footings and ongoing budgetary recommendations for the maintenance of a robust traffic signal system.

Based on the selection criteria, Iteris had the best overall proposal. Iteris has excellent experience on similar projects, identified and understands the key project issues, proposed an appropriate level of staffing for the size and complexity of the project, and their scope of work and methodology was clearly outlined to complete the project in a timely manner. The total not-to-exceed cost for the Scope of Work for the engineering services of the City-Wide Traffic Signal Inventory and Design Project is \$89,910.

POLICY ALTERNATIVE:

Do not approve the proposed professional services agreement for this project.

PROS:

Funding would not have to be spent for this project. There will be no disruption to the public due to construction activity.

CONS:

Several of the Downtown traffic signals are deemed to be in need of immediate attention and replacement. Further degradation of the existing equipment will lead to loss of use and other undesirable outcomes affecting the public as well as significant increase in extraordinary maintenance costs. The inventory, prioritization and design work will facilitate the timely attention to these traffic signals.

PUBLIC OUTREACH/INTEREST:

The professional services agreement (Attachment 3) includes community outreach meetings during the design process and additional project presentations at City Council Meetings. Depending on the outcome of these initial public meetings, additional public meetings can be scheduled, if needed.

ENVIRONMENTAL REVIEW:

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(c) categorical exemption pursuant to Section 15301, Existing Facilities of the State CEQA Guidelines. Thus, no further environmental review is necessary.

LEGAL REVIEW:

The City Attorney has reviewed and approved the proposed Professional Services Agreement as-to-form.

Attachments:

1. Budget and Expenditures
2. Traffic Signals Location Map
3. Professional Services Agreement for Iteris

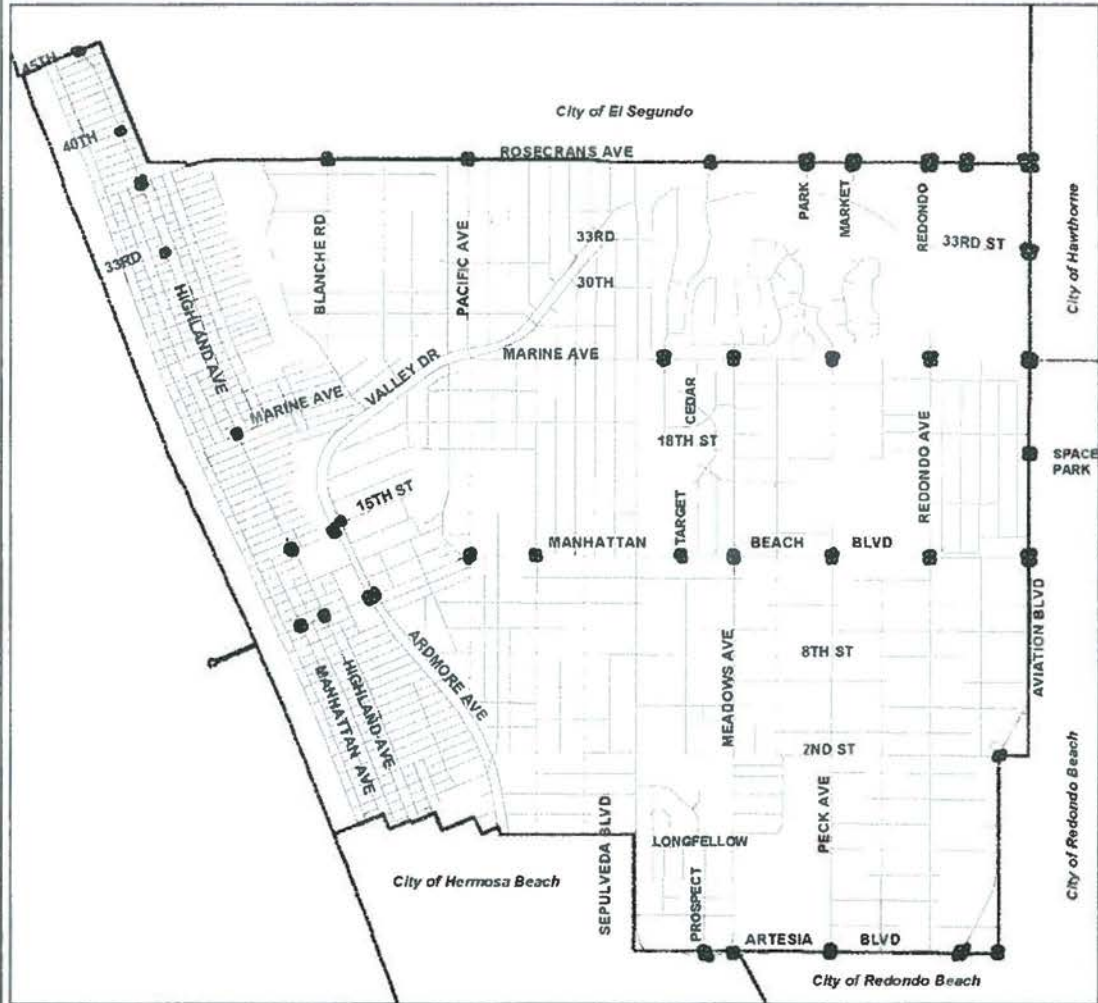
ATTACHMENT 1

**Downtown Traffic Signal Pole Replacement Project
and City-Wide Traffic Signal Inventory Project**

Budget and Expenditures

BUDGET	
FY 16/17 General Engineering Account (Measure R Appropriation)	\$ 18,820
Downtown Streetscape Traffic Signal Poles Project	\$1,099,740
TOTAL BUDGET	\$1,118,560
EXPENDITURES	
Design: Iteris, Inc.	\$ 89,910
TOTAL DESIGN EXPENDITURES	\$ 89,910
Construction Contract (TBD)	\$ 950,000
Amount Available for Construction Management/Inspection	\$ 78,650
TOTAL ESTIMATED CONSTRUCTION EXPENDITURES	\$1,028,650
TOTAL ESTIMATED EXPENDITURES	\$1,118,560

City of Manhattan Beach Traffic Signal Poles



06/13/2016



PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated October 4, 2016 ("Effective Date") and is between the City of Manhattan Beach, a California municipal corporation ("City") and Iteris, Inc., a Delaware corporation ("Contractor"). City and Contractor are sometimes referred to herein as the "Parties", and individually as a "Party".

RECITALS

A. City issued Request for Proposals No. 1075-16 on June 11, 2016, seeking proposals for the provision of traffic and civil engineering services.

B. Contractor submitted a proposal dated July 11, 2016 in response to the RFP. Per City's request, the Scope of Services and budget were revised in Iteris' Addendum dated August 3, 2016.

C. City desires to utilize the services of Contractor as an independent contractor to provide engineering services for the Downtown Traffic Signal Pole Replacement Project and City-Wide Traffic Signal Inventory/Condition Assessment/Design Project.

D. Contractor represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

E. City desires to retain Contractor and Contractor desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The Parties therefore agree as follows:

1. Contractor's Services.

A. Scope of Services. Contractor shall perform the services described in the Scope of Services (the "Services"), attached as **Exhibit A**. City may request, in writing, changes in the Scope of Services to be performed. Any changes mutually agreed upon by the Parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Contractor Representative shall be Paul Frislie, Project Manager (the "Contractor Representative"). The Contractor Representative shall directly manage Contractor's Services under this Agreement. Contractor shall not change the Contractor Representative without City's prior written consent.

C. Time for Performance. Contractor shall commence the Services on the Effective Date and shall perform all Services in conformance with the project timeline, set forth in **Exhibit A**.

D. Standard of Performance. Contractor shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

E. Personnel. Contractor has, or will secure at its own expense, all personnel required to perform the Services required under this Agreement. All of the Services required under this Agreement shall be performed by Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such Services.

F. Compliance with Laws. Contractor shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements.

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

2. Term of Agreement. The term of this Agreement shall be from the Effective Date through March 20, 2017, unless sooner terminated as provided in Section 12 of this Agreement or extended.

3. Compensation.

A. Compensation. As full compensation for Services satisfactorily rendered, City shall pay Contractor at the hourly rates set forth in the Approved Fee Schedule attached hereto as Exhibit B. In no event shall Contractor be paid more than \$89,910 (the "Maximum Compensation").

B. Expenses. City shall only reimburse Contractor for those expenses expressly set forth in Exhibit B.

C. Additional Services. City shall not allow any claims for additional Services performed by Contractor, unless the City Council or City Representative, if applicable, and the Contractor Representative authorize the additional Services in writing prior to Contractor's performance of the additional Services or incurrence of additional expenses. Any additional Services or expenses authorized by the City Council or City Representative shall be compensated at the rates set forth in Exhibit B, or, if not specified, at a rate mutually agreed to by the Parties. City shall make payment for additional Services and expenses in accordance with Section 4 of this Agreement.

4. Method of Payment.

A. Invoices. Contractor shall submit to City an invoice, on a monthly basis for the Services performed pursuant to this Agreement. Each invoice shall itemize the Services rendered during the billing period, hourly rates charged, if applicable, and the amount due. City shall review each invoice and notify Contractor in writing within ten business days of receipt of any disputed invoice amounts.

B. Payment. City shall pay all undisputed invoice amounts within 30 calendar days after receipt up to the maximum compensation set forth in Section 3 of this Agreement. City does not pay interest on past due amounts. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Contractor.

C. Audit of Records. Contractor shall make all records, invoices, time cards, cost control sheets and other records maintained by Contractor in connection with this Agreement available during Contractor's regular working hours to City for review and audit by City.

5. Independent Contractor. Contractor is, and shall at all times remain as to City, a wholly independent contractor. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of City.

6. Information and Documents.

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

B. Contractor shall promptly notify City should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City may, but has no obligation to, represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any

response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct or rewrite the response.

C. All Data required to be furnished to City in connection with this Agreement shall become City's property, and City may use all or any portion of the Data submitted by Contractor as City deems appropriate. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the Services, surveys, notes, and other documents prepared in the course of providing the Services shall become City's sole property and may be used, reused or otherwise disposed of by City without Contractor's permission. Contractor may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Contractor.

D. Contractor's covenants under this Section 6 shall survive the expiration or termination of this Agreement.

7. Conflicts of Interest. Contractor and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Contractor's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Contractor may perform similar Services for other clients, but Contractor and its officers, employees, associates and subcontractors shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Contractor is not currently performing work that would require Contractor or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Contractor shall incorporate a clause substantially similar to this Section 7 into any subcontract that Contractor executes in connection with the performance of this Agreement.

8. Indemnification.

A. Indemnity for Design Professional Services. To the fullest extent permitted by law, Contractor shall, at its sole cost and expense, protect, indemnify, and hold harmless City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith, and reimbursement of attorney's fees and costs of defense (collectively "Liabilities"), whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of Contractor, its officers, agents, servants, employees, subcontractors, material men, contractors or their officers, agents, servants or

employees (or any entity or individual that Contractor shall bear the legal liability thereof) in the performance of design professional services under this Agreement by a "design professional," as the term is defined under California Civil Code Section 2782.8(c)(2).

B. Other Indemnities.

1) Other than in the performance of design professional services, and to the fullest extent permitted by law, Contractor shall, at its sole cost and expense, defend, hold harmless and indemnify the Indemnitees from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Claims"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Contractor, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Contractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the Parties. Contractor shall defend the Indemnitees in any action or actions filed in connection with any Claim with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Contractor shall reimburse the Indemnitees for any and all legal expenses and costs incurred by the Indemnitees in connection therewith.

2) Contractor shall pay all required taxes on amounts paid to Contractor under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Contractor shall fully comply with the workers' compensation law regarding Contractor and Contractor's employees. Contractor shall indemnify and hold City harmless from any failure of Contractor to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this subparagraph B.2).

3) Contractor shall obtain executed indemnity agreements with provisions identical to those in this Section 8 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement. If Contractor fails to obtain such indemnities, Contractor shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Claims in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Contractor's subcontractor, its officers, agents, servants,

employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Contractor's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the Parties.

C. Workers' Compensation Acts not Limiting. Contractor's obligations under this Section 8, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

D. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Contractor because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The hold harmless and indemnification provisions in this Section 8 shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, Claims, tax, assessment, penalty or interest asserted against City.

E. Survival of Terms. The indemnification in this Section 8 shall survive the expiration or termination of this Agreement.

9. Insurance.

A. Minimum Scope and Limits of Insurance. Contractor shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$2,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$2,000,000.00 per project or location. If Contractor is a limited liability company, the commercial general liability coverage shall be amended so that Contractor and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$2,000,000.00 per accident for bodily injury and property damage. If Contractor does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Contractor shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under subparagraph A.1) of this Section 9.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Contractor has no employees while performing

Services under this Agreement, workers' compensation policy is not required, but Contractor shall execute a declaration that it has no employees.

4) Errors and Omissions Insurance with minimum limits of \$2,000,000.00 per claim and in aggregate.

B. Acceptability of Insurers. The insurance policies required under this Section 9 shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self-insurance shall not be considered to comply with the insurance requirements under this Section 9.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming City, its officers, employees, agents and volunteers as additional insureds.

D. Primary and Non-Contributing. The insurance policies required under this Section 9 shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

E. Contractor's Waiver of Subrogation. The insurance policies required under this Section 9 shall not prohibit Contractor and Contractor's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Contractor hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Contractor shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Contractor shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Contractor shall not cancel, reduce or otherwise modify the insurance policies required by this Section 9 during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Section 9 is canceled or reduced in coverage or limits, Contractor shall, within two business days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Contractor does not maintain the policies of insurance required under this Section 9 in full force and effect during the term of this Agreement, or in the event any of Contractor's policies do not comply with the requirements under this Section 9, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Contractor's expense, the premium

thereon. Contractor shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Contractor.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Contractor shall furnish City's Risk Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section 9. The endorsements are subject to City's approval. Contractor may provide complete, certified copies of all required insurance policies to City. Contractor shall maintain current endorsements on file with City's Risk Manager. Contractor shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Contractor shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Contractor shall not be construed as a limitation of Contractor's liability or as full performance of Contractor's duty to indemnify City under Section 8 of this Agreement.

K. Subcontractor Insurance Requirements. Contractor shall require each of its subcontractors that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section 9.

10. Mutual Cooperation.

A. City's Cooperation. City shall provide Contractor with all pertinent Data, documents and other requested information as is reasonably available for Contractor's proper performance of the Services required under this Agreement.

B. Contractor's Cooperation. In the event any claim or action is brought against City relating to Contractor's performance of Services rendered under this Agreement, Contractor shall render any reasonable assistance that City requires.

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

12. Termination of Agreement.

A. Right to Terminate. City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Contractor at least five calendar days before the termination is to be effective. Contractor may terminate this

Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least 60 calendar days before the termination is to be effective.

B. Obligations upon Termination. Contractor shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Contractor, City shall pay Contractor based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the Services required by this Agreement. Contractor shall have no other claim against City by reason of such termination, including any claim for compensation.

13. Force Majeure. Contractor shall not be liable for any failure to perform its obligations under this Agreement if Contractor presents acceptable evidence, in City's sole judgment, that such failure was due to strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Contractor's reasonable control and not due to any act by Contractor.

14. Default.

A. Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default.

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

15. Notices. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Contractor's and City's regular business hours, or (c) three business days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

If to City:
City of Manhattan Beach

If to Contractor:
Iteris, Inc.

Attn: Ross Anderson
Engineering Division
1400 Highland Avenue
Manhattan Beach, California 90266
Telephone: (310) 802-5356
Email: randerson@citymb.info

Attn: Dan Gilliam
Vice President, Contracts
1700 Carnegie Ave., Ste. 100
Santa Ana, CA 92705
Telephone: (949) 270-9606
Email: contracts@iteris.com

With a courtesy copy to:

Quinn M. Barrow, City Attorney
1400 Highland Avenue
Manhattan Beach, CA 90266
Telephone: (310) 802-5061
Email: qbarrow@citymb.info

16. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Contractor shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Contractor will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

17. Prohibition of Assignment and Delegation. Contractor shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Contractor from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section 17 shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section 17, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

18. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19. Waiver. No delay or omission to exercise any right, power or remedy accruing to City under this Agreement shall impair any right, power or remedy of City, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be

(1) effective unless it is in writing and signed by the Party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

20. Final Payment Acceptance Constitutes Release. The acceptance by Contractor of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Contractor for anything done, furnished or relating to Contractor's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Contractor, its employees, sub-contractors and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Contractor, its employees, sub-contractors and agents.

21. Corrections. In addition to the above indemnification obligations, Contractor shall correct, at its expense, all errors in the work which may be disclosed during City's review of Contractor's report or plans. Should Contractor fail to make such correction in a reasonably timely manner, such correction may be made by City, and the cost thereof shall be charged to Contractor. In addition to all other available remedies, City may deduct the cost of such correction from any retention amount held by City or may withhold payment otherwise owed Contractor under this Agreement up to the amount of the cost of correction.

22. Non-Appropriation of Funds. Payments to be made to Contractor by City for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that City does not appropriate sufficient funds for payment of Contractor's services beyond the current fiscal year, the Agreement shall cover payment for Contractor's services only to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

23. Exhibits. Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Contractor's proposal, the provisions of this Agreement shall control.

24. Entire Agreement and Modification of Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty

except those expressly set forth in this Agreement. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by both Parties.

25. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the Parties to this Agreement.

26. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

27. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

28. Business Days. "Business days" means days Manhattan Beach City Hall is open for business.

29. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a municipal, superior or federal court with geographic jurisdiction over the City of Manhattan Beach.

30. Attorneys' Fees. In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party shall be entitled to recover actual attorneys' fees, experts' fees, and other costs, in addition to all other relief to which that Party may be entitled.

31. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

32. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which will constitute one and the same instrument.

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

[SIGNATURE PAGE FOLLOWS]

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

City of Manhattan Beach,
a California municipal corporation

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: Liza Tamura
Title: City Clerk

APPROVED AS TO FORM:

By: Quinn M. Barrow
Name: Quinn M. Barrow
Title: City Attorney

APPROVED AS TO CONTENT:

By: _____
Name: Bruce Moe
Title: Finance Director

Contractor:

Iteris,
a Delaware Corporation

By: Andy Schmidt
Name: VP Finance & CFO
Title: VP Finance & CFO

By: Kristina Arabaki
Name: VP Legal
Title: VP Legal



**EXHIBIT A
SCOPE OF SERVICES**



August 4, 2016

Mr. Ross Anderson
Project Manager
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266

Re: Addendum to Proposal for RFP #1075-16, Traffic Signal Inventory & Design

P17-0074.17

Dear Mr. Anderson,

Iteris, Inc. (Iteris) is submitting an Addendum to Iteris' Response to the Request for Proposal (RFP) that will provide Traffic Signal Inventory and Design Services to the City of Manhattan Beach dated July 11, 2016. Per discussions with the City, the Addendum serves to add potholing option in Task 4. Enclosed in this addendum is the updated Scope of Work and Fee Schedule, which includes the following additions:

- Sub-consultant to perform ten (10) potholes that will be identified once additional field work has been performed to identify highest risk corners;
- Additional hours for Iteris staff to identify and schedule potholing locations; and
- Additional task to perform engineering and field investigation, as directed by City staff.

Thank you for the opportunity to submit this addendum. Please contact me at (949) 270-9527 or rmm@iteris.com, or the designated Project Manager, Mr. Frislie, at (949) 270-9597 or pmf@iteris.com, should you have any questions.

Sincerely,

Iteris, Inc.

A handwritten signature in blue ink, appearing to read "Ramin Massoumi".

Ramin Massoumi
Senior Vice President & General Manager
Transportation Systems



TABLE OF CONTENTS

1 Understanding Scope of Services.....	1
2 Methodology and Work Plan	5
3 Project Management.....	14
4 Statement of Qualifications	19
5 Resource Allocation Matrix.....	28
6 Project Schedule.....	29
7 Contract Exceptions	30

TABLES AND FIGURES

Figure 1 – Project Study Area.....	1
Figure 2 – LA Metro ITS FIRST Database	5
Figure 3 – Iteris Project Approach	6
Figure 4 – Example of Equipment Inventory Summary	8
Figure 5 – Citywide Communication.....	13
Figure 6 – Project Team Organizational.....	15
Figure 7 – QA/QC Flowchart	18
Table 1 – Project Manager’s Contact Information	14
Table 2 – Relevant Project Experience Matrix.....	23
Table 3 – Key Staff and Availability.....	28
Table 4 – Project Schedule.....	29

APPENDICES

Appendix A – Resumes



1 | UNDERSTANDING SCOPE OF SERVICES

The City of Manhattan Beach has forty-nine (49) signalized intersections including one (1) flashing beacon within its boundaries, ten (10) of which are Caltrans owned and seven (7) are on Aviation Boulevard along the east City border and outside of the scope of this project, as shown below in **Figure 1**. As part of this project, a detailed inventory, design, and construction will be provided for the five (5) project intersections in the City's Downtown. The project will also include a detailed inventory and maintenance plan to upgrade the remaining twenty-seven (27) signalized intersections in the City.

Figure 1 – Project Study Area





Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design RFP No. 1075-16

The challenge many agencies, big or small, face is usually not the actual maintenance of the signals but the maintenance of records pertaining to the status of the signal equipment along with a central location for maintenance logs. Agencies who have a maintenance contractor may have a database of what has been serviced, but this will not provide an inventory of existing equipment, especially the condition of the equipment.

This project will provide the City of Manhattan Beach with an up-to-date database of not only the location of all traffic equipment (e.g. traffic poles, push buttons, cabinet, controller, etc.), but also the specific vendor, type, and condition. The City may choose to keep this database in any centrally located database in the City's network (e.g. Excel, ArcGIS, etc.) for ease of updating every time there is a maintenance call to either modify or replace an equipment. Furthermore, any relevant information that can be populated in the LA Metro ITS FIRST database to ensure future project funding from LA Metro.

Once the existing conditions are collected, similar to any ITS Master Plan, it is expected that there would be a plan to upgrade the necessary equipment, whether in one large project or multiple phases due to funding options, to get the City to where they need and want to be in the future. As the design and implementation of recommended upgrades in the Downtown area will be a part of this project, Iteris has performed a preliminary field visit of the five Downtown signalized intersections to get an idea of the condition of traffic signal equipment in the area. Our preliminary observations and recommendations are as follows:

MANHATTAN BEACH BOULEVARD AT VALLEY DRIVE/ARDMORE AVENUE



Existing Conditions

- Type 332 Cabinet (NW Corner) w/ BBS
- 1 Signal Pole with Mast Arm in Poor Condition
- All Push Buttons (14 total) in Poor Condition
- 5 Pedestrian Heads in Poor Condition
- All Pedestrian Heads (12 total) Non-Countdown
- 13 Signal Heads in Poor Condition (Including One Signal Head with 8" Lenses)
- 1 IISNS in Poor Condition and 1 Mast Arm with No IISNS
- EVP Installed on Two Mast Arms

Recommendations

- 1 New Signal Pole and Mast Arm (Matching Existing Poles)
- 13 New LED Signal Heads with 12" Lenses
- 14 New ADA Push Buttons
- 12 New Countdown Pedestrian Heads
- 2 New LED IISNS



Iteris' Response to Request for Proposal for
Traffic Signal Inventory & Design
 RFP No. 1075-16

MANHATTAN BEACH BOULEVARD AT HIGHLAND AVENUE



Existing Conditions

- Type 336 Cabinet (SE Corner) w/ BBS
- 3 Signal Poles with Mast Arms in Poor Condition
- 3 Type 1A Signal Poles in Poor Condition
- 6 Push Buttons in Poor Condition
- 3 Pedestrian Heads in Poor Condition
- All Pedestrian Heads (8 total) Non-Countdown
- 8 Signal Heads in Poor Condition (Including 2 Signal Heads with 8" Lenses)
- 3 Signal Heads in Good Condition with 8" Lenses
- 3 IISNS in Poor Condition
- EVP Installed on Two Mast Arms

Recommendations

- 3 New Signal Poles and Mast Arms (Matching Existing Poles)
- 3 New Type 1A Signal Poles
- 11 New LED Signal Heads with 12" Lenses
- 6 New ADA Push Buttons
- 8 New Countdown Pedestrian Heads
- 3 New LED IISNS

MANHATTAN BEACH BOULEVARD AT MANHATTAN AVENUE



Existing Conditions

- Type 336 Cabinet (SE Corner) w/ BBS
- 4 Signal Poles with Mast Arms in Poor Condition
- 3 Type 1A Signal Poles in Poor Condition
- All Push Buttons (8) in Poor Condition
- 7 Pedestrian Heads in Poor Condition
- All Pedestrian Heads (8 total) Non-Countdown
- All Signal Heads (14 total) in Poor Condition (Including 7 Signal Heads with 8" Lenses)
- 1 IISNS in Poor Condition and 3 Mast Arms with No IISNS
- EVP Installed on Two Mast Arms

Recommendations

- 4 New Signal Poles and Mast Arms (Matching Existing Poles)
- 3 New Type 1A Signal Poles
- 14 New LED Signal Heads with 12" Lenses
- 8 New ADA Push Buttons
- 8 New Countdown Pedestrian Heads
- 4 New LED IISNS



Iteris' Response to Request for Proposal for
Traffic Signal Inventory & Design
 RFP No. 1075-16

FIFTEENTH STREET AT HIGHLAND AVENUE



Existing Conditions

- Type 336 Cabinet (SW Corner) w/ BBS
- 4 Signal Poles with Mast Arms in Poor Condition
- 3 Type 1A Signal Poles in Poor Condition
- All Push Buttons (8) in Poor Condition
- 6 Pedestrian Heads in Poor Condition
- All Pedestrian Heads (8 total) Non-Countdown
- All Signal Heads (14 total) in Poor Condition (Including 9 Signal Heads with 8" Lenses, 1 "Doghouse" Protected-Permissive Signal Head, and 1 "Straight Line" Protected-Permissive Signal Head)
- 2 IISNS in Poor Condition and 1 Mast Arm with No IISNS
- EVP Installed on Two Mast Arms

Recommendations

- 4 New Signal Poles and Mast Arms (Matching Existing Poles)
- 3 New Type 1A Signal Poles
- 14 New LED Signal Heads with 12" Lenses (Including 1 "Doghouse" Protected-Permissive and 1 "Straight Line" Protected-Permissive Signal Head)
- 8 New ADA Push Buttons
- 8 New Countdown Pedestrian Heads
- 3 New LED IISNS

FIFTEENTH STREET AT VALLEY DRIVE/ARDMORE AVENUE



Existing Conditions

- Type 332 Cabinet (South Side Median) w/o BBS
- 3 Signal Poles with Mast Arms in Poor Condition
- 5 Type 1A Signal Poles in Poor Condition
- All Push Buttons (10) in Poor Condition
- 8 Pedestrian Heads in Poor Condition
- All Pedestrian Heads (10 total) Non-Countdown
- All Signal Heads (24 total) in Poor Condition (Including 5 Signal Heads with Visors)
- 1 IISNS in Poor Condition and 1 Mast Arm with No IISNS
- EVP Installed on Two Mast Arms

Recommendations

- 3 New Signal Poles and Mast Arms (Matching Existing Poles)
- 5 New Type 1A Signal Poles
- 24 New LED Signal Heads with 12" Lenses (Including 5 Signal Heads with Visors)
- 10 New ADA Push Buttons
- 10 New Countdown Pedestrian Heads
- 2 New LED IISNS



2 | METHODOLOGY AND WORK PLAN

Iteris is uniquely qualified to perform this project as it has already assisted in uploading information on traffic signal equipment within the City of Manhattan Beach to LA Metro's ITS FIRST database as part of the Metro Countywide ITS Inventory Data Collection project (see **Statement of Qualifications**), as shown in **Figure 2**. This information includes data such as cabinet and controller types, controller firmware, types of communication present, and CCTVs. In the future, LA Metro will be requiring that the ITS FIRST inventory be updated when requesting funding as part of Calls for Projects. While this database is focused on determining potential ITS upgrades, the database can serve as a starting point for a robust GIS-based database focused on necessary maintenance for the City's equipment that details the condition and priority for upgrading or replacement of each individual signal pole, signal head, pedestrian head, pedestrian push button, etc.

Figure 2 – LA Metro ITS FIRST Database





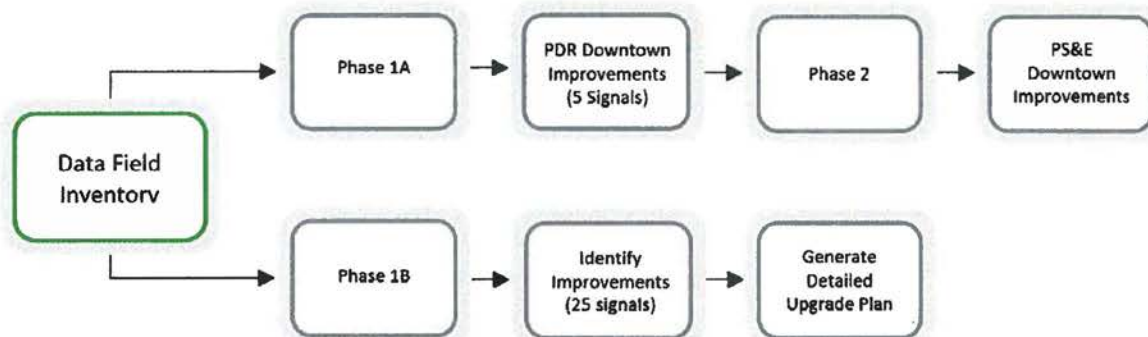
Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design

RFP No. 1075-16

Iteris proposes to use the information obtained from this database as a basis for a GIS-based database customized to the needs of the City of Manhattan Beach, detailing the condition and need for replacement of each individual traffic signal element at each of the thirty-two (32) signalized intersections included in this project.

With extensive traffic engineering and transportation planning knowledge and experience the staff possesses, Iteris' approach to this project is similar to an approach for generating an ITS Master Plan. **Figure 3**, on the following page, describe Iteris' general approach to providing traffic signal inventory and PS&E services to the City.

Figure 3 – Iteris Project Approach



Iteris staff will be present during the bid process to assist with any requests as well as provide construction management support during the construction of the Downtown signals. Iteris will also perform community outreach to discuss this project with the City's constituency. As the City of Manhattan Beach holds the input of its residents in high regard, at a minimum, community outreach meetings will be held both once the project scope is agreed upon as well as at the 90% completion stage in order to ensure that the public can still influence the direction of this project.

While the City has envisioned this project as being completed on a six month schedule, due to the potentially lengthy nature of the bid and construction process, Iteris has allotted a seven month schedule for this project. See **Section 6** for a detailed overview of Iteris' approach to scheduling for this project.

Iteris has organized the project scope into the six tasks noted below:

- Task 1: Project Management and Meetings
- Task 2: Survey, Inventory and Prioritizations (Downtown)
- Task 3: Survey, Inventory and Prioritizations (Citywide)
- Task 4: Project PS&E Package
- Task 5: Engineering and Field Investigation (As Directed by City)
- Task 6: Public Outreach
- Task 7: Bid and Construction



Scope of Work

Iteris developed the scope as presented in this section based on the firms' understanding of the goals and objectives of the project and Iteris' extensive experience on similar projects.



Task 1. Project Management and Meetings

Iteris will hold a "kick-off" meeting with City staff at the onset of the project to discuss project approach and understanding as well as to review the project schedule. After completion of Phase 1A, Downtown traffic signal inventory, Iteris will meet again with City staff to discuss the direction of the design effort for Phase 2, design of the Downtown signal equipment, including design criteria, requirements, and procedures. After completion of Phase 1B, citywide traffic signal inventory, another meeting will be held to prioritize maintenance for the remaining traffic signal locations and discuss long-term budgetary expectations for future traffic signal maintenance.

Iteris' ability to implement high-quality deliverables is a result of the adherence to a quality assurance program that ensures accuracy, product usability and an overall commitment to product excellence and user satisfaction. Mr. Paul Frislie, Iteris Project Manager (PM), will ensure the team's commitment to these objectives by identifying goals at the outset of the project, and monitoring the product implementation and delivery process. Iteris strives to improve the processes and tools used to provide high-quality products and services.

Iteris' quality assurance procedures include internal management reviews. Mr. Alek Hovsepian, QA/QC Manager, is committed to maintaining a proper environment of the successful execution of the project, providing projects with adequate resources, and monitoring the effectiveness of the project PM and the project team.

Iteris will prepare monthly progress reports, progress schedule updates, and supporting data. In addition to the three meetings detailed above, Iteris will be available for any number of conference calls as requested.

Deliverables:

- Meeting agendas
- Meeting minutes with an Action Item list
- Critical path progress schedule
- Monthly progress reports with project invoices
- Progress schedule reports



Task 2. Survey, Inventory and Prioritization (Downtown)

As part of Phase 1A, Iteris will conduct a detailed field inventory at each of the five (5) existing traffic signals in the City's Downtown area. Iteris has extensive experience in conducting traffic signal inventories and has developed a thorough checklist that is used on projects of this nature. This checklist will be customized to meet the specific needs of the City of Manhattan Beach and employed by all project staff to ensure that the same information is collected by all Iteris personnel. A custom checklist to identify the



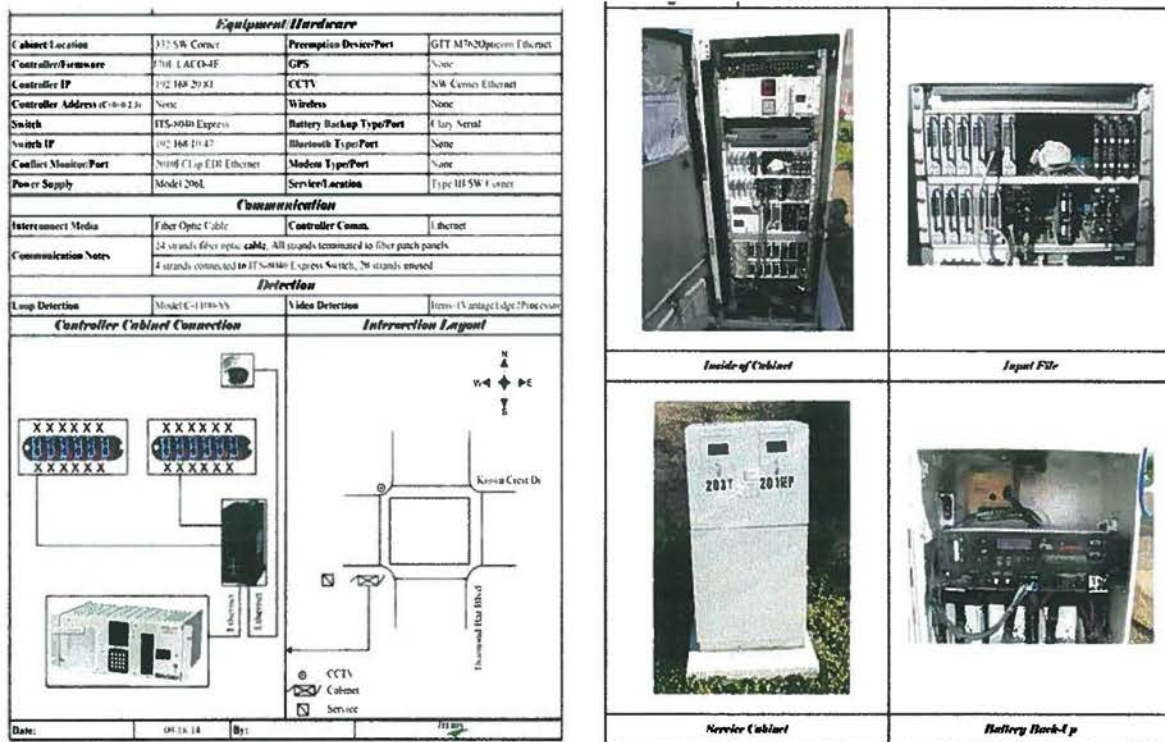
Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design

RFP No. 1075-16

condition of all above-ground equipment at the five Downtown signals will be presented to the City for review during the kick-off meeting. This provides the City with an opportunity to review this checklist in advance of any field work performed to ensure a mutual understanding of the data that will be collected to ensure all the information necessary for detailed project plans meet the City's current and future needs. **Figure 4** on the following page illustrates an example of the level of detail Iteris provides in an equipment inventory.

Upon completion of the inventory of the Downtown signals, Iteris will prepare a database in GIS or City-preferred formats that includes all obtained information for the City's use and that identifies the equipment in greatest need of replacement. This database will include labeling the physical condition of each signal pole, signal head, cabinet, battery backup system, pedestrian head, pedestrian push button, and any other above-ground equipment. In addition to populating the City-preferred database, Iteris will also make updates to necessary City layers in the LA Metro's ITS FIRST database.

Figure 4 – Example of Equipment Inventory Summary



Iteris will draft a Preliminary Design Report (PDR) containing recommended improvements based on the field inventory. A meeting will be scheduled with the City, as identified above in Task 1, to discuss these recommendations and design approach. Upon the City's approval, a final PDR will be submitted.

Deliverables:

- Populated inventory database (electronic GIS or City-preferred and ITS FIRST formats)
- Draft and Final Preliminary Design Report



Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design RFP No. 1075-16



Task 3. Survey, Inventory and Prioritization (Citywide)

As part of Phase 1B, Iteris will conduct a field inventory at the remaining 27 signalized intersections identified by the City (those not on Sepulveda or Aviation Boulevards). The field inventory process will be identical to that outlined in Task 2. The City database developed for the Downtown, as well as the LA Metro ITS FIRST database, will be updated to include the inventory information gathered as part of this phase.

Based on the field conditions of the remaining City signals, Iteris will identify the traffic signal equipment at these locations in greatest need of replacement and recommend a long-term plan for this maintenance that includes any budgetary restrictions noted by the City. These recommendations will be detailed in a technical memorandum to the City for review. A meeting will be scheduled to discuss these recommendations and upon the City's approval, a final Maintenance Recommendations Plan will be submitted for the City's future use.

Deliverables:

- Populated inventory database
- Draft Maintenance Recommendations Plan
- Final Maintenance Recommendations Plan



Task 4. Project PS&E Package

Upon completion of Phase 1A, Iteris will proceed to Phase 2 and begin preparing design plans for the final set of recommended upgrades and replacements to the five Downtown signalized intersections. Iteris will prepare Plans, Specifications and Estimates (PS&E) submittals at 60%, 90%, and 100% stages, with plan sets submitted to the City for review at each stage.

Iteris has extensive experience in providing the type of signal modification design requested for this project, including the replacement and installation of signal heads, signal poles, pedestrian heads, wiring, battery backup, and other above-ground signal equipment. Iteris is capable of providing these services in accordance with the design policies and standards of the City of Manhattan Beach, which include:

- Caltrans Section 86 and Los Angeles County Public Works specifications
- City of Manhattan Beach Standard Plans
- Americans with Disabilities Act Requirements
- California Manual on Uniform Traffic Control Devices (MUTCD)
- Plans prepared and delivered in AutoCAD format with City templates

Iteris will further perform the utility research and other field work necessary to provide an accurate set of design plans and is able to do so with expedience as to not impact the project schedule. Typical construction detail sheets will also be prepared to support construction of items shown on the field element design plans. These sheets will cover details such as signal head and pedestrian head mounting configuration, traffic signal pole foundations, and others needed to clearly illustrate the work required.



Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design RFP No. 1075-16

Utility Potholing

Iteris will further provide the services of its potholing subcontractor, C-Below, to perform potholing during the design phase of this project in order to minimize possible delays and cost overruns in the construction phase of the project. Iteris proposes to perform ten (10) potholes at those locations where possible utility conflicts may be most concerning. Iteris and C-Below will take into consideration the impacts of the potholing in the downtown area with minimal disturbance to the surrounding businesses. If needed, 24 to 48-hour notices will be distributed to the businesses notifying them of the work hours and locations.

A standard pothole is defined as 1'x1'x5' deep. Deviations from the standard pothole dimensions to locate a utility require additional time and material to facilitate. After documenting our findings, each pothole will be backfilled, compacted, and a perm-a-patch applied if applicable. If it is deemed necessary to repair the surface beyond a perm-a-patch, additional fees will apply and must be agreed upon prior to dispatch. A potholing report complete with photographs will be provided at the conclusion of the job documenting the location, utility found, depth to the top of the pipe, utility size, material, and the soil conditions. If no utility is found within the predetermined depth of the pothole, it will be considered a dry hole. Additional holes may be necessary to provide a positive location of the utility. All traffic control, permitting, and potholing will be provided by C-Below.

Design Plans

The design plans will be prepared by or under the direction of a Civil Engineer registered in the State of California, such as the Iteris PM and project Task Lead. Each plan sheet will bear the professional seal, certificate number, registration classification, and signature of the professional engineer responsible for its preparation.

Upon receiving comments from the City, utilities, and third party entities after submittal of a 100% PS&E package, Iteris will prepare the final PS&E submittal. This submittal will reflect all applicable comments provided by the reviewing parties. The final design plans will show all necessary information in adequate detail to permit construction and indicate and delineate all details necessary for a construction contractor. Final construction cost estimates will be provided in the form of a bid schedule. A detailed breakdown by project tasks, materials, components, etc. will be included in the bid package. The bid package will include detailed bid item descriptions for each bid listed in the bid schedule and prepared for the purpose of soliciting construction bids. The final estimates will be updated to reflect any revisions presented by the City in the 100% PS&E deliverable.

Deliverables:

- Pot Hole Report
- 60% PS&E package prepared in 20-scale AutoCAD format and submitted in 11"x17" sheet PDF format (physical and electronic copies)
- 90% PS&E package prepared in 20-scale AutoCAD format and submitted in 11"x17" sheet PDF format (physical and electronic copies)
- 100% PS&E package prepared in 20-scale AutoCAD format and submitted in 11"x17" sheet PDF format (physical and electronic copies)



Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design RFP No. 1075-16

- Final PS&E package on CD-RW containing:
 - All design plans prepared in 20-scale AutoCAD format in 24"x36" AutoCAD and PDF formats with seal and signature of a registered Professional Engineer
 - Engineering Cost Estimate in standard Microsoft Excel format
 - Field review photographs and other studies



Task 5. Engineering and Field Investigation (As Directed by City)

Iteris will perform additional field investigation and/or engineering tasks as directed by the City staff throughout the life of the project.



Task 6. Public Outreach

Iteris understands that a major goal for the City of Manhattan Beach during construction projects is obtaining a deep link between the desires and needs of both the City and the public. Because of this, Iteris will be assisting the City in conducting extensive public outreach throughout the life of the project. As part of this project, Iteris will be attending at least two community outreach meetings to meet with residents and businesses that will be affected by this project. To better serve the City's constituents, these meetings will be held at times when the public's influence, concerns, and ideas can be effectively incorporated into the design package. This allows the public to take on an active role in the project to ensure the project satisfies the needs of all stakeholders. The first of the two public meetings will be held after Iteris and the City have had their meeting at the conclusion of Phase 1A to finalize the scope of the PS&E package, and the second public meeting will be held once the PS&E package is 90% complete.

Iteris will also attend at least three City Council and/or Commission meetings to keep the City's elected officials apprised of project status, schedule, and budget.

Deliverables:

- Presentations and handouts provided at meetings
- Project specific descriptions and summaries for staff reports
- Summary of meeting comments and outcomes



Task 7. Bid and Construction

Iteris staff will be available to assist the City with Request for Information (RFI) support throughout the bidding process. During the bid process, Iteris will be available to attend the pre-bid conference and answer technical questions from prospective bidders. Iteris will provide interpretation and/or clarification of the approved construction documents as they specifically relate to the design, design intent and execution of the project.

After the bid is awarded, Iteris will continue to support the selected Contractor by answering technical questions. Iteris will prepare final as-built drawings that incorporate all redline comments provided by the



Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design RFP No. 1075-16

Contractor and City project inspector and provide these drawings to the City on a CD-RW disk in AutoCAD and PDF formats.

Though a schedule has been provided with some assumptions, Iteris understands that the schedule for the bid process and construction will not be determined and/or finalized until the PS&E packages are complete; however, Iteris is committed to providing the City with the support needed during this process.

Deliverables:

- As-Built PS&E package on CD-RW containing all design plans prepared in 20-scale AutoCAD format in 24"x36" AutoCAD and PDF formats with seal and signature of a registered Professional Engineer



Task 8 (Optional): ITS Recommendations

Iteris understands that the City is interested in creating a database for only above-ground signal equipment, which does not include opening the traffic signal controller cabinets. However, there is potential in generating a more detailed City inventory if it were to also include information on ITS devices that can only be inventoried inside of the controller cabinet, such as controller type/condition, emergency vehicle preemption, detection vendor/status, and communications. A maintenance plan that incorporates all signal equipment will be more robust and complete, even if some of the maintenance is shared with a different agency, as this will ensure the City is always up-to-date in all items. As an optional task, Iteris proposes to add information on ITS devices to the database that will be developed in Tasks 2 and 3 and incorporate recommendations for ITS improvements into the deliverables for those tasks.

In addition, Iteris proposes the option for the City to incorporate ITS upgrades into the PS&E package that will be developed for Task 4. In particular, Iteris proposes the option to design additional communication infrastructure for the five (5) Downtown signalized intersections to link these signals to those throughout the City. **Figure 5**, next page, details the information Iteris has on the City's wireless communication infrastructure, which specifically notes that none of the five Downtown signalized intersections possess communication equipment.



Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design RFP No. 1075-16

Figure 5 – Citywide Communication



Iteris allows the City the option to pursue all parts, some parts, or no part of this optional task as part of this proposal as Iteris understands that the recommendations in this task are exclusively outside the scope of work as stated in the RFP. However, Iteris believes that the addition of this information will help optimize the functionality of the database that will be created for the City in this project.

Deliverables:

- ITS Improvements to previous deliverables in Tasks 2, 3, and 4



3 | PROJECT MANAGEMENT

Work Assignments

Mr. Paul Frislie will serve as the Project Manager for this project. He will be the principal contact with the City and other entities per the City's direction. As Project Manager, Mr. Frislie will be responsible for coordinating the staff activities, coordinating meetings, project strategy, and will oversee work from project inception to completion. Mr. Frislie is a registered Professional Civil Engineer, a certified Traffic Signal Inspector and Technician, and has over 16 years of professional engineering experience in public and private sectors. He has served as the Project Manager for the cities of Gardena and Oxnard for over 5 years. He was also the Project Manager for the City of Cypress ITS Master Plans Project between 2010 and 2015. Besides on-call services, Mr. Frislie has also served as the Project Manager or Principal-In-Charge on numerous design/construction projects, operational analysis, and feasibility studies. With his extensive background and experience on other projects similar to this one, Mr. Frislie is the ideal Project Manager for the City. Mr. Frislie's contact information is provided in **Table 1**:

Table 1 – Project Manager's Contact Information

PROJECT MANAGER
<p>Paul Frislie, PE, IMSA II Iteris, Inc. 1700 Carnegie Avenue, Suite 100 Santa Ana, CA 92705-5551 Phone: 949-270-9597 Fax: 949-270-9401 Email: pmf@iteris.com</p>

KEY PERSONNEL ORGANIZATION

With offices in Santa Ana (headquarters), Los Angeles, and Berkeley, Iteris has the resources of over 100 staff throughout California dedicated to Traffic Engineering, Transportation Planning, and ITS, available to meet all the needs of the City.

Iteris' organization of proposed key staff is provided in **Figure 6**, followed by brief bios for each team member. Resumes for the Iteris Team are located in **Appendix A**.



Iteris' Response to Request for Proposal for
Traffic Signal Inventory & Design
 RFP No. 1075-16

Figure 6 – Project Team Organizational



Iteris Staff Bios



Paul Frislie, PE, IMSA I, IMSA II – Project Manager

Mr. Frislie serves as a Senior Transportation Engineer of Iteris' Transportation Systems division and has been with firm since January 2001. For over 16 years, Mr. Frislie has been involved in several transportation and traffic engineering projects that include both planning as well as design and deployment of ITS, systems integration, and traffic signal design. Recently, he has served as the Project Manager for the Rosecrans Avenue Arterial Improvement Project, Cypress Phase 1 through 3 ITS Projects, the Santa Clarita Phase 4 Master Plan project, the Newport Beach ITS Phase 5 through 8 Projects, the Santa Monica ATMS Phase 4c project. He has also been the Lead Design Engineer for the development of design plans for the Oxnard ITS Master Plan Design Project, Vermont Avenue Arterial Improvement project, the Santa Monica ATMS 4a/4b Project, SR-710 ITS Design Project, Newport Beach ITS Phase 1, 2, 3, 4 and 7 Projects and the Fountain Valley Phase IV project, as well as the Signal Construction Inspector for completion of the Oxnard ITS Master Plan and the Rosecrans and Vermont Arterial Improvements.



Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design RFP No. 1075-16



Alek Hovsepian – QA/QC

Mr. Hovsepian serves as an Associate Vice President of Iteris' Transportation Systems division and has over 18 years of experience in managing high profile complex projects involving Intelligent Transportation Systems (ITS), ITS design and Inventory, Transit Priority and Communications systems. His experience includes ITS applications, project management, engineering design, procurement, construction management, Quality Control and Assurance, System maintenance and operations including five years of design build projects nationwide. The ITS applications have included the use of systems engineering practices to plan, inventory, design, deploy and integrate ITS elements; advanced transportation management systems; transit signal priority system, deploy fiber optic, IP wireless radio for Ethernet/Gigabit Ethernet communication systems; as well as traditional analog/serial fiber optic transmissions. Recent project responsibilities include Project Management for the ITS Data Inventory Project, Metro Countywide Phase II Bus Signal Priority, Program Manager for City of Long Beach Public Works Department projects, and other systems design, installation, operation, testing and maintenance of ITS and communications systems project in Los Angeles area, South Bay Cities, North County, Gateway Cities, Orange County, City of Long Beach, City of San Mateo and San Francisco, CA.



Braulio Ramirez, PE – Task Lead

Mr. Ramirez has served as Transportation Engineer of Iteris' Transportation Systems division since August 2007. He has over eight years of experience with a background in Intelligent Transportation Systems (ITS) Design, Traffic Engineering, and has served as Project Engineer on numerous ITS and traffic engineering projects. Mr. Ramirez' experience includes field data investigations of traffic signals and interconnect; design of Gigabit Ethernet networks, wireless communication systems, fiber optic communication systems, Video Detection Systems (VDS), CCTV cameras, Changeable Message Signs (CMS), signing & striping, traffic control, stage construction, neighborhood traffic management, traffic signal design, and operations of other ITS elements. He has worked with multiple agencies including Caltrans, LADOT, Minnesota DOT, Utah DOT, Kansas DOT, Texas DOT, and Missouri DOT, and is familiar with their design and CAD standard plans. Mr. Ramirez' software knowledge includes MicroStation, CADConform, AutoCAD, Synchro, and Tru-Traffic.



Chris Curd – Project Engineer

Mr. Curd has served as an Assistant Transportation Engineer of Iteris' Transportation Systems division since May 2015. Prior to joining Iteris, Mr. Curd served in the Traffic Engineering division of the City of Long Beach Public Works Department. Mr. Curd has been involved in several projects involving traffic signal inventory, design of traffic signal modifications and the design and installation of ITS equipment. With Iteris, Mr. Curd served on the project team for the Metro Countywide ITS Inventory Data Collection project, consisting of gathering data and creating a database on the traffic signal equipment of 86 agencies in Los Angeles County. Mr. Curd has also served on the project team for the Long Beach Blue Line Fiber Design project, Oxnard SCADA project, and the IowaDOT I-74 Bridge Reconstruction project. Mr. Curd's software knowledge includes AutoCAD, Microstation, Synchro, ArcGIS, as well as the i2, QuicNet, SCATS, MaxView, and ATSAC central traffic control systems.



Eunise Reynon – Project Engineer

Ms. Reynon serves as an Assistant Transportation Engineer for Iteris' Transportation Systems division and has been with the firm since July 2013. Ms. Reynon has over four years of experience in traffic operations and design. She has served as a Project Engineer on various traffic engineering projects, assisting in tasks such as field data collection and signal inventory, base plan preparation and signal design, and signal timing optimization. Ms. Reynon's specialized software knowledge includes ACTRA, CENTRACS, i2, MaxView, TACTICS, and ATMS.Now, and various traffic controller firmware such as ASC/2 and ASC/3, SEPAC, and McCain/BiTran 233/2033.



Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design RFP No. 1075-16



Dina Saleh – Project Engineer

Ms. Saleh has served as an Assistant Transportation Engineer for Iteris' Transportation Systems division since June 2014. She has participated in and provided support for the development of analysis for roadway modification projects, traffic signal synchronization projects, existing and future intersection traffic operations for land developments, Intelligent Transportation Systems (ITS), and Traffic Management Centers (TMC). Ms. Saleh has performed tasks such as field data collection, signal timing optimization, and traffic signal modification. Ms. Saleh's software and traffic control system knowledge includes Synchro, Traffix, AutoCAD, ArcGIS, HCS, and Tru-Traffic. She is also well versed with design standards, HCM, MUTCD, AASHTO, and the California Highway Design Manual.



Wesley Luong – Assistant Engineer

Mr. Luong serves as an Assistant Transportation Engineer for Iteris' Transportation Systems division and has been with the firm since July 2015. Prior to joining Iteris, Mr. Luong served in the Traffic Studies Unit and Project Development Unit of Orange County Public Works. He has served as a Project Engineer on various traffic engineering, Intelligent Transportation Systems (ITS), and traffic signal synchronization projects, performing tasks such as field data collection, traffic signal design, signal optimization, and citywide traffic signal inventory. Mr. Luong's design experience includes wireless communication systems, fiber optics and copper communication systems, Video Detection Systems, CCTV cameras, Battery Backup Systems, and signing and striping. Luong's software knowledge includes AutoCAD, Synchro, ArcGIS, CityGIS, and Microstation.



Abigail Roque – Assistant Engineer

Ms. Roque has served as an Assistant Transportation Engineer of Iteris' Transportation Systems division since June 2015. She currently works as a Project Engineer on various traffic engineering and traffic signal synchronization projects, performing tasks such as field data collection, traffic signal design, and signal optimization. Types of Data Collections that Ms. Roque has done includes Traffic Signal Inventory, Field Review, and Signal Timing Field Work. Traffic Signal Inventory includes opening up Traffic Signal Cabinets and identifying equipment as well as the condition of the equipment, taking numerous pictures and creating a report to provide the City with up to date information. Field Review requires going on site and taking note of the existing conditions such as traffic signals, pull boxes, conduit runs, signing/striping, right of way, utilities and any damaged or missing items to accurately portray the City's intersections. With the existing conditions information, Ms. Roque is able to make traffic signal designs such as new conduit runs, changing permissive phasing to protected/permissive, changing protected/permissive to protected left turns, and upgrading a traffic signal from loops to Video Detection System. Ms. Roque has taken the lead in performing Signal Timing Field Work by verifying existing Traffic Signal phasing and operations such as permissive/protected phases, splits, overlaps, lead/lagging left turn phases and taking note of the lane configurations, signage and the traffic signal surrounding. Ms. Roque's software and traffic control systems knowledge includes AutoCAD, MicroStation, Synchro, TruTraffic and ArcGIS.



Delbert Smith-Lavezzari – Assistant Engineer

Mr. Lavezzari served as Junior Transportation Engineer of Iteris' Transportation Systems division since April 2016 and is now an Assistant Transportation Engineer. Mr. Lavezzari is a recent graduate, earning an undergraduate degree in Civil Engineering with an emphasis in Transportation Systems Engineering. Mr. Lavezzari has provided support on various ITS projects by performing field inventory, generating base AutoCAD design plans, and drafting summary reports of the field data collected. Mr. Lavezzari's software knowledge includes AutoCAD, MicroStation, and Synchro.



Quality Assurance / Quality Control (QA/QC)

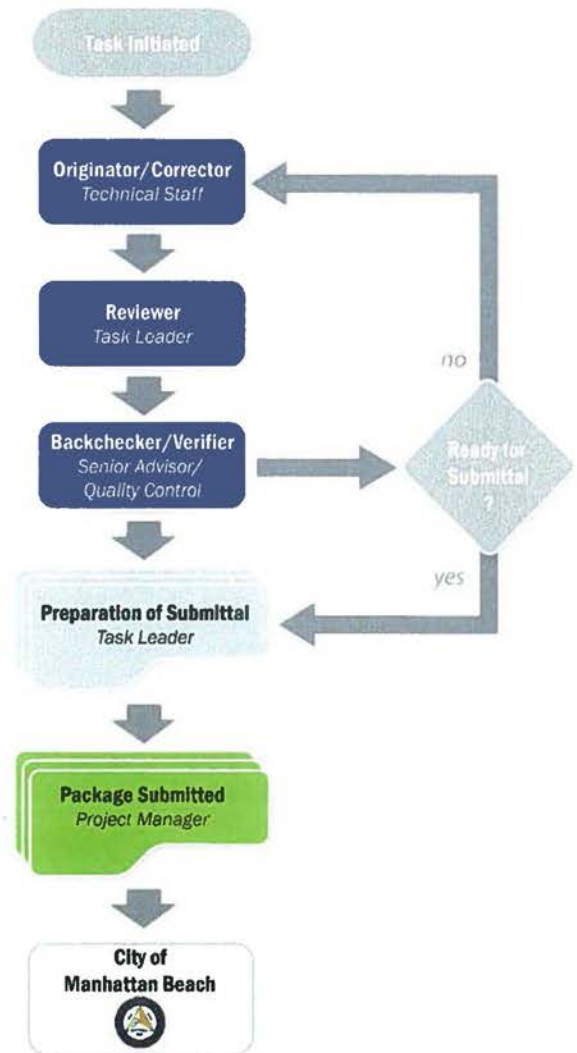
Quality Control is a key component of any successful project. Iteris' number one goal is the production of top quality products for clients. This is something that is kept in mind by employees at all times. It does not just apply to quality control for design plans or reports – something that has been standard procedure at Iteris for many years; but rather relates to all aspects of Iteris staff jobs and professional careers. As a firm and as individuals, Iteris always strives for excellence.

Superior technical quality is initiated through sound study and design procedures along with appropriate design review to ensure compliance with applicable design standards and accepted engineering practice. Technical quality is impacted significantly by appropriate staffing and ensured through appropriate quality control reviews by experienced, but otherwise uninvolved staff.

Mr. Alek Hovsepian, will be responsible for the overall Quality Control/Quality Assurance (QC/QA) aspect of this project. Within this role, he will develop an internal QC/QA team to review the products prior to delivery to the City for review and approval. In addition to the responsibilities previously listed, as Project Manager, Mr. Paul Frislie will work closely with Mr. Hovsepian during project execution so that he is aware of project deadlines as well as expected delivery dates of the individual products. Through similar experience on other recent projects, Mr. Frislie has extensive knowledge of the project scope and will have an integral role in this project with the overall QC/QA process. **Figure 7** to right illustrates our QA/QC flowchart. Quality control checklists, tailored to the specific requirements of the City of Manhattan Beach's Traffic Signal Inventory and Design Project, will be developed and used throughout the QC process.

Iteris is certified with the International Organization for Standardization (ISO) 9001 Quality Management Program. This certification requires Iteris to be audited annually and our ISO 9001 certificate renewed every three years. As such, Iteris is recognized for establishing and applying a quality system for the design and implementation of all transportation engineering projects. This project is no exception. Iteris staff will ensure that appropriate quality control procedures are implemented and that independent reviews are carried out for all key deliverables, and the guidelines set forth within the certified corporate ISO 9001 Quality Management Program are strictly followed.

Figure 7 – QA/QC Flowchart





4 | STATEMENT OF QUALIFICATIONS

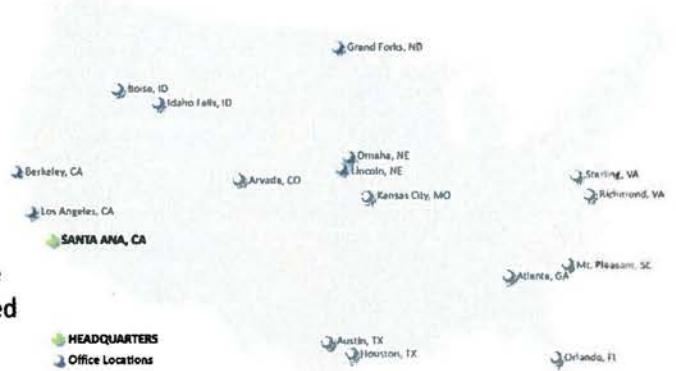
About Iteris, Inc.

The City of Manhattan Beach has requested qualifications to provide a citywide traffic signal inventory and design services for the Downtown signals. This proposal focuses on our firm's core areas of expertise—Transportation Planning and Traffic Engineering / Intelligent Transportation Systems (ITS). For each of the areas mentioned above, the City will require the expertise of a mix of transportation and engineering professionals that are best suited to successfully complete a different variety of projects. Iteris has the staff expertise and availability to achieve success for the City on these types of projects.



Company Background

Iteris, Inc. (Iteris) is the market leader in applying informatics solutions to the transportation industry. Decades of expertise in traffic management, along with superior services and patented products help detect, measure, and manage traffic and vehicular performance; minimize traffic congestion; and empower Iteris clients with solutions to better manage their transportation networks. The firm is headquartered in Santa Ana, CA with offices nationwide.



Iteris combines the knowledge of transportation engineers, systems engineers, system integrators, software engineers, and transportation planners to offer an unmatched combination of talent and experience. The innovative solutions Iteris develops and deploys help public agencies reduce traffic congestion, enhance transit use, monitor and manage transportation networks, and provide greater access to reliable traveler information.

Iteris was founded based on the principle of providing quality solutions on time and within budget. Iteris is committed to the transportation industry, striving to apply in depth knowledge to solve the most challenging problems associated with the movement of people and goods to enhance a growing economy. Iteris promises principal-level commitment to all projects and takes a disciplined approach to each project based on ISO 9001 standards, starting with an understanding of end-user needs. Iteris delivers precise solutions that meet customer needs and expectations based on the following core competencies:

- Traffic Signal Timing and Synchronization
- Planning and Design
 - Travel Demand Modeling and Forecasting
 - Traffic Engineering and Transportation Planning
 - Transit
 - ITS Planning and Design
 - Goods Movement
- System Integration
- Analytics
- Performance Monitoring and Management
- Research and Education
- Traveler Information
 - Road Maintenance Weather Services
 - Traveler Information / 511



Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design

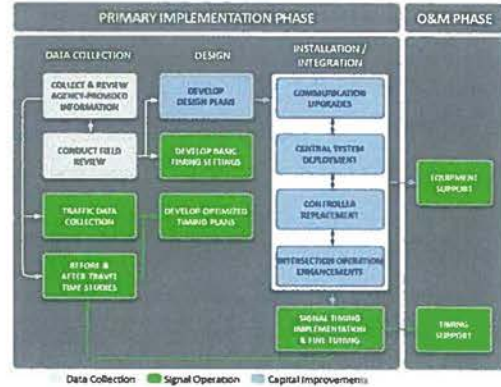
RFP No. 1075-16

Relevant Services

Iteris has extensive relevant experience with metropolitan planning organizations, municipalities, and other agencies throughout California from planning to design to implementation, including all modes of transportation.

TRAFFIC ENGINEERING AND OPERATIONS

Iteris specializes in the design, evaluation and operation of intersections and arterials to improve the efficiency and safety of vehicular traffic flow, pedestrian mobility, transit operations and bicycle traffic. Services range from intersection layout; traffic signal design; re-striping plans; lighting plans; pedestrian safety studies; traffic control plans; development of arterial traffic calming measures; area-wide street network analysis; on-street parking improvements; inter-jurisdictional agreements; "before" and "after" evaluation studies; transit signal priority timing; and signal timing/coordination analysis. Iteris has co-authored the industry standard *FHWA Traffic Control Systems Handbook* and has assisted multiple agencies throughout the United States in developing signal operation standards.

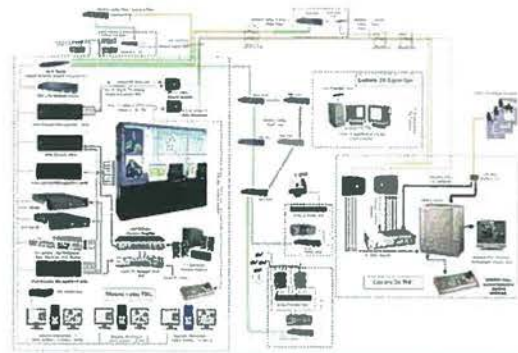


Iteris offers expertise in:

- Traffic Engineering and Operations
- Traffic Simulation
- Signal System Selection
- Signal System Deployment
- Warrant Studies
- Parking Design
- Road Widening/ Realignment
- Pedestrian Crosswalk Enhancement
- Bicycle Lane Design
- Signal Design
- Signal Operation/ Coordination
- Lighting Design
- Traffic Control Plans
- Training & Research
- Intersection Modifications
- Traffic Circles Planning/ Design
- Bulb-outs Design

ITS PLANNING

ITS embrace complex multimodal surface transportation improvement solutions at a regional; sub-regional; corridor basis; and small area level. ITS employ communication networks and technologies that are networked together to exchange information; support coordinated cross-modal applications; and enhance interagency coordination. Careful planning for deployment of ITS systems requires a comprehensive understanding of local and regional ITS components, their interaction and their operation. Iteris has completed many ITS Planning projects, paving the way for ITS systems architecture, design, and deployment. Iteris has a wealth of experience working in large and small regions and with a wide variety of ITS stakeholders from cities to states, transit agencies, public safety agencies, emergency management agencies and the private sector.



Iteris offers expertise in:

- Regional ITS Architecture Development and Maintenance
- Communications Master Plan Development
- Traffic Signal System Planning and Design
- ITS Master Plan Development



Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design RFP No. 1075-16

ITS DESIGN



Iteris provides agencies worldwide with innovative and cost-effective approaches to the design and implementation of Intelligent Transportation Systems (ITS) field elements, communications networks, traffic management systems and Traffic Management Centers (TMC). Iteris produces complete Plans, Specifications and Estimates (PS&E) packages for CCTV cameras, Dynamic/ Changeable Message Signs (DMS/CMS), detection, information distribution (e.g. HAR), and Traffic Management Centers and communications networks. Iteris' communication designs include numerous corridor and agency-wide Gigabit Ethernet networks for traffic management and agency-wide area networks (WAN), as well as SONET, ATM and serial networks. Iteris has designed communication networks comprised of fiber optics, twisted pair cable, spread spectrum and up to 1.4GB microwave wireless communications. Additionally, several of Iteris' communication network projects have included the procurement, integration and installation of Ethernet and Gigabit Ethernet hardware, providing agencies with a turnkey solution to implementing a Gigabit Ethernet network. Iteris' TMC design services include feasibility analysis; functional operations and maintenance requirements; staffing analysis; conceptual layout; and final design. A state-of-the-art TMC must incorporate flexibility and expandability to allow for the integration of future technologies and growth. Iteris not only designs each TMC in concert with clients' current requirements, but also with accommodation for future needs and expansion.

Iteris offers expertise in:

- Communication Systems
- Detection Systems
- Surveillance Systems (CCTV)
- Information Delivery Systems
- Traffic Management Centers

SYSTEMS INTEGRATION



Systems integration is the key to success in today's multimodal, multi-agency complex operating environments, where engineering expertise and the skills needed to overcome institutional challenges are equally important. Whether deploying a new system, expanding a legacy system, or aggregating subsystems so that the system is able to deliver over-arching functionality, Iteris integrates hardware, software and the user-interface into a fully functional system that delivers the most cost-effective turnkey solution. Iteris has extensive experience in complex system engineering; design; product development; systems integration; and implementation, including system acceptance testing. Iteris is committed to providing high-quality product and integration solutions to meet the client's needs during the entire life cycle of the program. Iteris understands customer relationships and what it takes to facilitate agreements among departments and agencies, as well as implementing and operating multi-jurisdictional or intermodal systems. When it comes to understanding the connection between the subsystems, program phasing, interagency communications and integration, Iteris has the experience to deliver superior results. With backgrounds in systems engineering, object-oriented development and hardware/ software development, Iteris provides integrated solutions to solve current and future transportation challenges. The Iteris team develops and documents system requirements as well as performs system acceptance testing to ensure the results have met system requirements.

Iteris offers expertise in:

- Systems Management
- Systems Engineering
- Systems Installation
- Systems Design
- Systems and Software Development



Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design RFP No. 1075-16

CONSTRUCTION ASSISTANCE



Iteris helps keep traffic moving during project construction. The company's ITS, traffic engineers and transportation planning experts provide the combination of skills to anticipate traffic management challenges and implement traffic control plans and design. Iteris has significant experience in building consensus on construction period traffic patterns among public agencies, business owners and the public. Iteris also designs temporary installations of traffic control devices such as video/radar detectors, variable message signs and ramp meters that can be relocated during various stages of construction. Traffic Management Plans (TMP) also frequently utilize portable variable message signs and highway advisory radio. Iteris experts prepare plans for temporary parking, temporary access to adjoining properties, and transit service and mitigation measures on detour routes. Iteris is fully acquainted with many local agency and Department of Transportation guidelines and requirements for TMP. Iteris also provides program and project management assistance to agencies during project construction by serving as an extension of agency staff, and directly interfacing with third party contractors. The company will ensure that the project is deployed according to plans and specifications on schedule and within budget.

Iteris offers expertise in:

- ITS Surveillance Elements
- Communications Infrastructure
- Traffic Management Planning
- Traffic Maintenance During Construction
- Staged Construction Analysis
- Community Outreach / Consensus Building
- Traffic Signals
- Traffic Management Centers
- Signing and Striping Plans
- Detour Plans
- Pre-construction Planning

Project Qualifications

Iteris has a history of successful projects with similar scope and work content for the many agencies throughout California. Iteris has a proven track record of on-time, within-budget performance on projects; and encourages the City to check with references provided with our project qualifications below. Iteris is proud of the reputation the company has earned, and the resulting numerous repeat clients. Iteris has initiated over 850 ITS/Engineering and Planning projects in the last five years. These projects include a wide range of public and private entities including local agencies, counties, MPO and Caltrans. Of these 850 projects, approximately 70% represent repeat clients - a testament to Iteris' ultimate client satisfaction goal.

Iteris' extensive traffic engineering, transportation planning and ITS experience is demonstrated by the following showcase listing of recent, relevant projects throughout California that encompass all the aspects of the City's project. In accordance with the RFP, Iteris has provided client contact references, along with projects completed for each reference. The projects are summarized in **Table 2** below followed by a detailed description of each project:



Iteris' Response to Request for Proposal for
Traffic Signal Inventory & Design
 RFP No. 1075-16

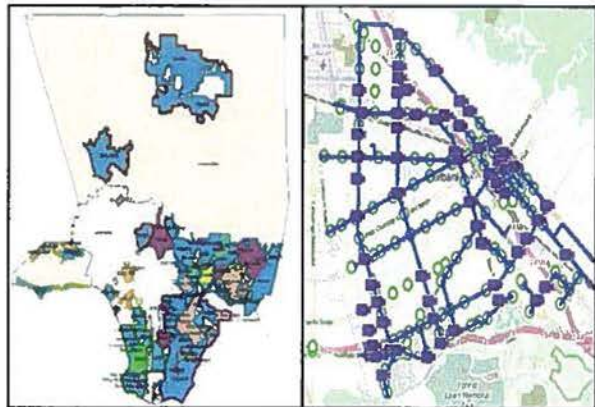
Table 2 – Relevant Project Experience Matrix

PROJECT QUALIFICATIONS	AREAS OF EXPERTISE				
	Detailed Field Inventory	Inventory Summary/Database	ITS Planning	PDR and PS&E	Community Outreach
Iteris, Inc.					
Los Angeles County Metropolitan Transportation Authority (Metro) Countywide ITS Inventory Data Collection – Los Angeles County, CA	✓	✓			✓
ITS Phase 4 Master Plan – City of Santa Clarita, CA	✓	✓	✓	✓	
Traffic Signal Modernization Projects – City of Newport Beach, CA	✓	✓	✓	✓	✓
Citywide Ethernet Upgrade Design – City of San Marcos, CA	✓	✓			
Citywide Master Plan, Valley View Design, Phase 2 and Phase 3 Projects – City of Cypress, CA	✓	✓	✓	✓	
Mobility Element Update 2014 – City of Manhattan Beach, CA					✓
Engineering Services and Inventory Project – City of Buena Park, CA	✓	✓			

ITERIS QUALS

Metro Countywide ITS Inventory Data Collection – Los Angeles County, CA

Iteris was responsible for developing a project approach and methodology that enabled the collection and verification of ITS field inventory data for 86-agencies throughout the Los Angeles County area. Iteris attended sub-regional Council of Government technical advisory meetings to formally present the project approach and to facilitate the data collection process for participating municipalities. In addition, Iteris staff coordinated with the local cities to perform the necessary data collection from each agency, verified the data, and uploaded the data into Metro's ITS FIRST database. To enhance the data collection, Iteris staff worked in conjunction with Metro to identify park and ride lots and conducted field verification of ITS equipment at 71 park and ride locations of integral transportation centers.



Iteris staff worked in conjunction with Metro to identify park and ride lots and conducted field verification of ITS equipment at 71 park and ride locations of integral transportation centers.



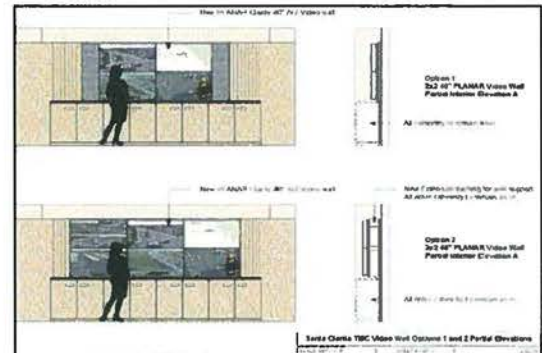
Iteris' Response to Request for Proposal for Traffic Signal Inventory & Design RFP No. 1075-16

Key Personnel	Alek Hovsepian (Project Manager), Chris Curd (Project Engineer), Dina Saleh (Project Engineer)
Client Reference	Eva Pan, Transportation Planning Manager, LA Metro, (213) 922-5602, PanE@metro.net
Project Duration	Aug 2014 to Aug 2016

ITS Phase 4 Master Plan— City of Santa Clarita, CA

The City of Santa Clarita developed a Master Plan in 2004, which detailed the City's traffic and ITS needs at that time. Iteris assisted in preparing a detailed update to the City's ITS Master Plan to help serve the City for the next 10 years. Iteris served as the sub-consultant for this project. The ITS Master Plan detailed the long-term deployment of the following:

1. The layout and requirements for upgrading the City's existing Traffic Management Center (TMC) and Backup TMC, based on a footprint area of the existing TMC.
2. Two-way communications with all City of Santa Clarita signalized intersections.
3. Interties with Caltrans and the County of Los Angeles.
4. Expansion of the existing high-bandwidth, reliable and sustainable communications network that supports not only Traffic, but also citywide communications for the City Information Technology (IT) department, as well as other City departments, representing a means to deploying an integrated communications network.
5. Evaluation of new adaptive traffic signal systems.
6. Evaluation of the future of Connected Vehicles.
7. Identification of candidate locations for Closed Circuit Television (CCTV) cameras, system detection, and video detection systems and corresponding communication requirements.
8. Development of comprehensive capital cost estimates, and corresponding Operations and Maintenance costs, associated with the recommendations of the Traffic Signal System Master Plan.



Key Personnel	Paul Frislie (PM)
Client Reference	Cesar Romo, Traffic Signal System Administrator, City of Santa Clarita, (661) 286-4002, cromo@santa-clarita.com
Project Duration	Sep 2015 to Dec 2016

Traffic Signal Modernization Projects – City of Newport Beach, CA

Iteris served as the consultant for the City of Newport Beach on six ITS projects: (1) the Master Plan and Phase 1 Project in 2007; (2) the Phase 2 & 3 Project in 2008, (3) the Phase 4 & 7 Project in 2009; (4) the Phase 5 Project in 2010; (5) the Phase 6 Project (ongoing); and (6) the Phase 8 Project (ongoing). The Communications Master Plan detailed the upgrade of the leased T1 lines and VMS-330 traffic signal system with 820 traffic signal controllers to a combination of fiber optic cable and microwave radio supported by a new Centrac traffic signal system and ASC/3 traffic signal controllers. The



Iteris' Response to Request for Proposal for
Traffic Signal Inventory & Design
 RFP No. 1075-16

Communications Master Plan also detailed the deployment of ITS strategies including CCTV cameras and a new Traffic Management Center.

Based on the details of the Master Plan, Iteris completed the PS&E for all ITS projects. The projects replaced the existing twisted pair cable with fiber optic cable, upgraded the 820 traffic signal controllers with ASC/3 controllers, and deployed Cohu CCTV cameras. To date, approximately 90 of the City's 120 signalized intersections have been upgraded as part of the ITS Projects and approximately 23 CCTV cameras have been deployed.



In addition to the design, the project also included the analysis of signalized intersections encompassing each phase (100 signals total for all phases) for coordination timing during the AM, midday, PM and Saturday (Phase 1 only) peak periods. This analysis included data collection (average daily traffic and peak period turning movement counts with pedestrian and bicycle); review of the existing conditions; review of the existing actuated settings for coordinated and non-coordinated periods; and generating the optimum cycle lengths, offset and splits for each study intersection. Furthermore, Iteris conducted two days of signal timing training to City staff, which included basic phasing to implementation and fine-tuning using Centrac and Synchro.

Key Personnel	Paul Frislie (Design Lead), Braulio Ramirez, Eunise Reynon, Delbert Smith-Lavezzari
Client Reference	Brad Sommers, Senior Civil Engineer, City of Newport Beach, 949-644-3326, bsommers@city.newport-beach.ca.us
Project Duration	Apr 2007 to Present

Citywide Ethernet Upgrade Design – City of San Marcos, CA

Iteris was selected by the City of San Marcos to develop a modern design of the City's ITS communication system. This project identified the pre-existing conditions for every traffic signal in the project area and documented existing ITS and communication hardware. Based on the conditions, a design was developed to accommodate a redundant Gigabit backbone and all current and future ITS hardware. Iteris also provided construction support and integration services to have a fully operational ITS communication system at project completion.



Key Personnel	Braulio Ramirez, Paul Frislie (Project Engineers)
Client Reference	Michael Rafael, Senior Traffic Engineer, City of San Marcos, 760-744-1050x3274, mrafael@san-marcos.net
Project Duration	Aug 2014 to Aug 2016



Iteris' Response to Request for Proposal for
Traffic Signal Inventory & Design
 RFP No. 1075-16

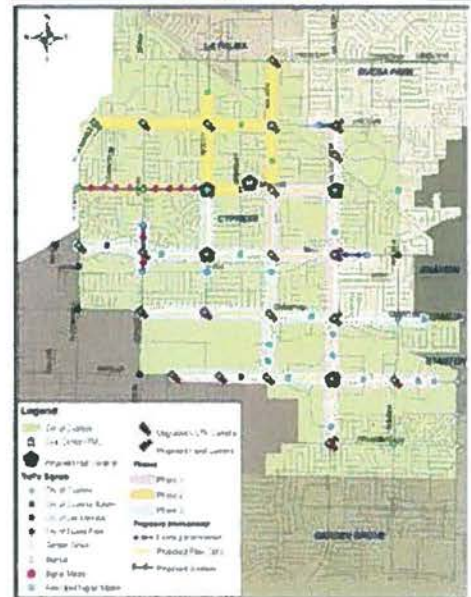
Citywide Master Plan, Valley View Design, Phase 2 and Phase 3 Projects – City of Cypress, CA

Iteris served as the consultant for the City of Cypress on three ITS projects, including the Citywide Communication Design Master Plan and Phase 1 Valley View Project in 2010, the Phase 2 Project in 2010, and the Phase 3 project in 2014. The Citywide Communication Design report, which could also be considered a Master Plan, details the upgrade of the City's current traffic signal system along with the deployment of ITS strategies. The report includes a multi-phase plan for the communication build-out of the entire City on fiber optic cable, upgrading of existing CCTV cameras, and installation of fixed CCTV cameras.

Based on the details of the Master Plan, Iteris completed the PS&E for three ITS projects. The projects replace the existing twisted pair cable with fiber optic cable, upgrade the ASC/2 traffic signal controllers with ASC/3 controllers, and deploy Pelco encoders and Pelco fixed CCTV cameras.

During construction for each phase, Iteris is responsible for the network design, IP schema, and configuration of all the ITS elements including the field Ethernet Switches, aggregation hub switches, and CCTV encoders. The final task includes the integration of the new Communication Network with the development of a City Video Website broadcasting the new CCTV cameras. This website will include all the fixed cameras from each Phase once construction has been completed.

To date, all the City's signalized intersections have been upgraded as part of the three ITS Projects, 25 CCTV cameras have been upgraded and 45 fixed cameras have been deployed. The TMC was also upgraded with new LED monitors, CISCO router, and CCTV servers including an Aries Traffic Control system upgrade. During Phase 3 the traffic control system will be upgraded to Centrac by Econolite.



Key Personnel	Paul Frislie (Project Manager) Braulio Ramirez (Integration lead)
Client Reference	Keith Carter, Associate Traffic Engineer , City of Cypress, (714) 229-6750, kcarter@ci.cypress.ca.us
Project Duration	Communication Plan and Phase 1 – Feb 2010 to Mar 2012; Phase 2 – Nov 2010 to Present; Phase 3 – Sep 2011 to Dec 2014

Mobility Element Update 2014 – City of Manhattan Beach, CA

Iteris completed the City of Manhattan Beach Circulation Element as part of the General Plan update in 2003 and updated the Mobility Plan in 2014. While a major focus of the prior Circulation Element in 2003 was automobile oriented and development of a Neighborhood Traffic Management Program (NTMP), the 2014 Mobility Plan update is a multi-modal plan that includes emphasis on all modes including bicycles, pedestrians, transit users as well as those who use automobiles. The new mobility plan responds to State of California mandates such as 2008 California Complete Streets Act (AB 1358), the 2006 California Global Warming Solutions Act (AB 32) and the 2008 Sustainable Communities and Climate Protection Act (SB



Iteris' Response to Request for Proposal for
Traffic Signal Inventory & Design
 RFP No. 1075-16

375). The mobility plan development process included a series of public meetings, stakeholder meetings with residents, staff, police, fire, school district official and others. During the public input process, all modes of travel were discussed and specific issues and areas/neighborhoods for follow-up study were recommended. Recommendations for a phased bicycle plan, a phased pedestrian plan and transit improvements were included in the Mobility Element update. The plan also includes a review of best practices related to Complete Streets policies and programs as well as a review of multi-modal level of service (MMLOS) and how it may be applied to the City's infrastructure. The final plan includes updated goals and policies for mobility that ensure a balanced multi-modal transportation system that is oriented to Complete Streets, Living Streets and Active Transportation.

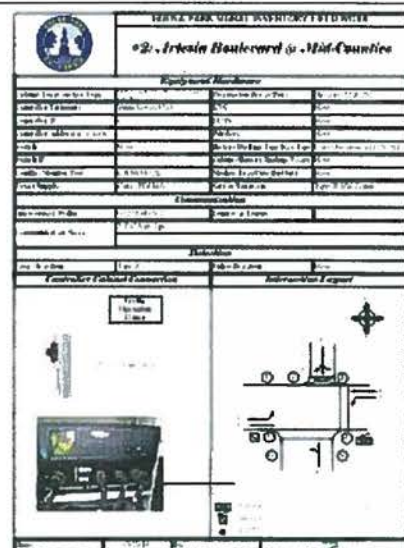
Key Personnel	Dina Saleh
Client Reference	Laurie Jester, City of Manhattan Beach, 310-545-5621, ljester@citymb.info
Project Duration	Nov 2012 to Jun 2016

Engineering Services and Inventory Project – City of Buena Park, CA

Iteris was selected to perform a complete signal inventory and assessment for Buena Park's 78 Intersections. The inventory includes:

- **Controller Cabinet and equipment**
 - Inventory of equipment as well as testing functionality of all devices
- **Battery Back-up cabinet and equipment**
 - Tested functionality of devices
- **Traffic signal poles, signal heads, pedestrian heads and pushbuttons**
- **Assessment of intersection geometry**
- **Assessment of intersection signal phasing**
- **Signal service**

The results of the inventory and assessment will serve as the basis in determining required upgrades and modifications needed to ensure improved and safer traffic conditions for City travelers. This analysis will be used to determine future City projects and budgets.



Key Personnel	Braulio Ramirez, Chris Curd, Eunise Reynon, Dina Saleh, Wesley Luong, Abigail Roque
Client Reference	David Jacobs, PE, LS, Assistant City Engineer, City of Buena Park, djacobs@buenapark.com, 714-562-3679
Project Duration	Dec 2015 to Jul 2016



5 | RESOURCE ALLOCATION MATRIX

Table 3 – Key Staff and Availability

TASKS	STAFF				
	QA/QC Manager	Project Manager	Task Leader	Project Engineer	Assistant Engineer
TASKS					
Task 1. Project Management and Meetings	4	24	16	-	-
Task 2. Survey, Inventory and Prioritization (Downtown)	2	8	12	20	20
Task 3. Survey, Inventory and Prioritization (Citywide)	6	14	24	60	60
Task 4. Project PS&E Package	10	22	48	80	80
Task 5. Engineering and Field Investigation (As Directed by City)	4	8	14	27	17
Task 6. Public Outreach	2	20	-	20	-
Task 7. Bid and Construction	4	10	10	-	10
Total Hours Labor	32	106	124	207	187

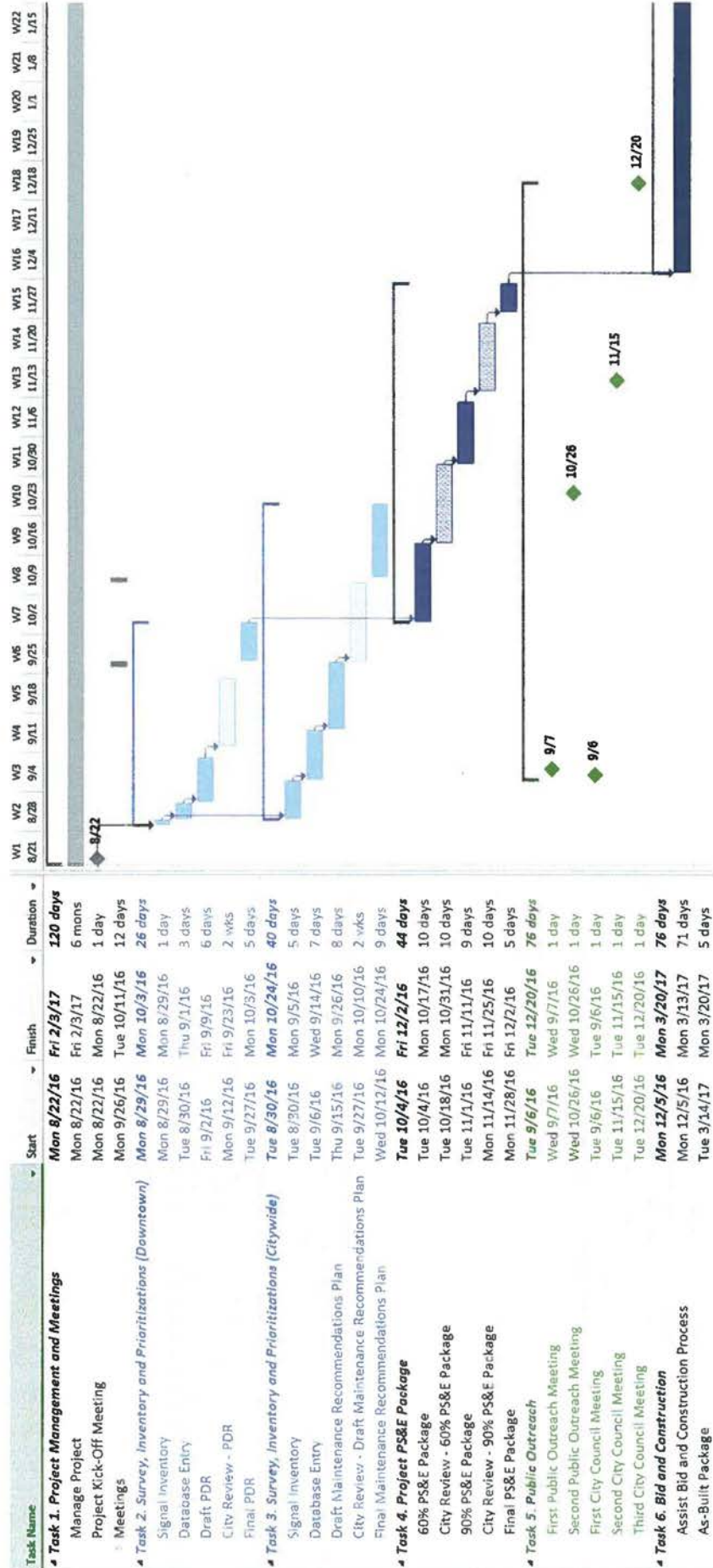


Iteris' Response to Request for Proposal for
Traffic Signal Inventory & Design
 RFP No. 1075-16

6 | PROJECT SCHEDULE

Iteris has provided proposed project schedule below in Table 4.

Table 4 – Project Schedule





Iteris' Response to Request for Proposal for
Traffic Signal Inventory & Design
RFP No. 1075-16

7 | CONTRACT EXCEPTIONS

Iteris, Inc. takes no formal exceptions to the proposal or sample agreement.

**EXHIBIT B
APPROVED FEE SCHEDULE**



August 4, 2016

Mr. Ross Anderson
Project Manager
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266

Re: RFP #1075-16, Traffic Signal Inventory & Design - Addendum

P17-0074.17

Dear Mr. Anderson,

Iteris, Inc. (Iteris) is pleased to submit this fee schedule in response to Request for Proposal (RFP) to provide Traffic Signal Inventory and Design Services to the City of Manhattan Beach. Enclosed in this addendum is the updated Fee Schedule, which includes the following additions:

- Sub-consultant to perform ten (10) potholes that will be identified once additional field work has been performed to identify highest risk corners;
- Additional hours for Iteris staff to identify and schedule potholing locations; and
- Additional task to perform engineering and field investigation, as directed by City staff.

Iteris looks forward to assisting the City of Manhattan Beach on this important and successful inventory and design project. Please contact me at (949) 270-9527 or rmm@iteris.com, or the designated Project Manager, Mr. Frislie, at (949) 270-9597 or pmf@iteris.com, should you have any questions.

Sincerely,

Iteris, Inc.

A handwritten signature in blue ink, appearing to read "Ramin Massoumi".

Ramin Massoumi
Senior Vice President & General Manager
Transportation System



Iteris' Response to Request for Proposal for
Traffic Signal Inventory & Design
 RFP No. 1075-16

FEE PROPOSAL

TASKS	STAFF RATES					LABOR HOURS	STAFF COSTS
	QA/QC Manager	Project Manager	Task Leader	Project Engineer	Assistant Engineer		
	\$200.00	\$170.00	\$135.00	\$105.00	\$95.00		
1 Project Management and Meetings	4	24	16	-	-	44	\$ 7,040.00
2 Survey, Inventory and Prioritization (Downtown)	2	8	12	20	20	62	\$ 7,380.00
3 Survey, Inventory and Prioritization (Citywide)	6	14	24	60	60	164	\$ 18,820.00
4 Project PS&E Package	10	22	48	80	80	240	\$ 28,220.00
5 Engineering and Field Investigation (As Directed by City)	4	8	14	27	17	70	\$ 8,500.00
6 Public Outreach	2	20	-	20	-	42	\$ 5,900.00
7 Bid and Construction	4	10	10	-	10	34	\$ 4,800.00
TOTAL HOURS LABOR	32	106	124	207	187	656	
						TOTAL LABOR	\$ 80,660.00
						POTHOLING (10 POTHOLE)	\$ 8,000.00
						OTHER COSTS (MILEAGE, ETC.)	\$ 1,250.00
						TOTAL COST ESTIMATE	\$ 89,910.00



Agenda Date: 10/4/2016

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: September 1, 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 September 1, 2016 is \$3,087,023.20.

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.

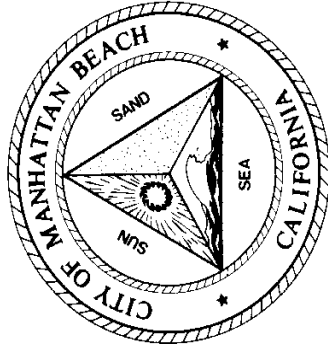
CONCLUSION:

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

Attachments:

1. Schedules of Demands for September 1, 2016

City of Manhattan Beach

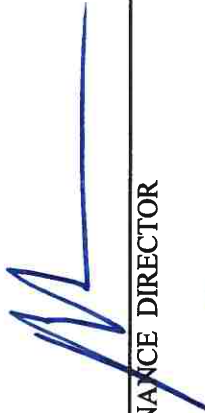


Schedule of Demands September 1, 2016

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT(S) WR 5A & WR 5B
DATED: 09/01/2016

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$3,087,023.20 HAVE BEEN REVIEWED AND THAT SAID CLAIMS OR DEMANDS ARE ACCURATE, ARE IN CONFORMANCE WITH THE ADOPTED BUDGET, AND THAT THE FUNDS ARE AVAILABLE THEREOF.



FINANCE DIRECTOR

THIS 4TH DAY OF OCTOBER



CITY MANAGER

WARRANT REGISTER(S)	WR 5A & WR 5B	WARRANT(S)	5A	5B
PREPAID WIRES / MANUAL CKS			761,488.74	1,066,059.81
				303,087.37
				0.00
		SUBTOTAL WARRANTS	<u>2,130,635.92</u>	
VOIDS			5A	(1,090.50)
			5B	0.00
PAYROLL	PE 08/19/2016		PY	957,477.78
		TOTAL WARRANTS	<u><u><u>3,087,023.20</u></u></u>	

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WT 5a

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525729	8/25/2016	N	ADVANCED HEALTHSTYLES FIT EQUI	FITNESS EQUIPMENT	6,552.51
525730	8/25/2016	N	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS	305,777.07
525731	8/25/2016	N	BRIAN CAMPI	PARKING METER REFUND	1.50
525732	8/25/2016	N	FREDRICK CARR	PARKING METER REFUND	0.75
525733	8/25/2016	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	918.50
525734	8/25/2016	N	SISSI DAVIS	PARKING METER REFUND	4.75
525735	8/25/2016	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS-SEPT 2016	29,325.38
525736	8/25/2016	N	BILL ESPINOSA	PARKING METER REFUND	2.00
525737	8/25/2016	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - CITY MANAGER: PAYMENT	847.27
525738	8/25/2016	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,704.71
525739	8/25/2016	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY	68,921.67
525740	8/25/2016	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	6,415.64
525741	8/25/2016	N	IMPRES TECHNOLOGY SOLNS INC	HEWLETT PACKARD 6625 HARD DRIVES	14,832.72
525742	8/25/2016	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
525743	8/25/2016	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	399.00
525744	8/25/2016	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	6,468.69
525745	8/25/2016	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,774.75
525746	8/25/2016	N	NADINE NADER	NADER CONSTRUCTION LOAN #28	21,670.20
525747	8/25/2016	N	CINDY OANG	PARKING METER REFUND	2.00
525748	8/25/2016	N	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	272,875.14
525749	8/25/2016	N	KEVIN RODRIGUEZ	PARKING METER REFUND	1.50
525750	8/25/2016	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	1,074.93

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

WT 5a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525751	8/25/2016	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILDI25 (CHILD 125 PLAN): PAYMENT	8,444.94
525752	8/25/2016	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	5,237.71
525753	8/25/2016	N	VANTAGEPOINT TRANSFER AGENTS	RETMT HLTH SAVINGS CONTRIB: PAYMENT	1,670.03
525754	8/25/2016	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
525755	8/25/2016	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	3,826.91
SUBTOTAL					761,488.74
COMBINED TOTAL					761,488.74

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:

WT 5a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525729	8/25/2016	N	ADVANCED HEALTHSTYLES FIT EQUI	FITNESS EQUIPMENT	6,552.51
525730	8/25/2016	N	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS	305,777.07
525735	8/25/2016	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS-SEPT 2016	29,325.38
525738	8/25/2016	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,704.71
525739	8/25/2016	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY	68,921.67
525740	8/25/2016	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	6,415.64
525741	8/25/2016	N	IMPRES TECHNOLOGY SOLNS INC	HEWLETT PACKARD 6625 HARD DRIVES	14,832.72
525744	8/25/2016	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	6,468.69
525745	8/25/2016	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,774.75
525746	8/25/2016	N	NADINE NADER	NADER CONSTRUCTION LOAN #28	21,670.20
525748	8/25/2016	N	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	272,875.14
525751	8/25/2016	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	8,444.94
525752	8/25/2016	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	5,237.71
525755	8/25/2016	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	3,826.91

SUBTOTAL

COMBINED TOTAL

755,828.04

755,828.04

PAYMENT LEGEND:

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

Check History Listing
 CITY OF MANHATTAN BEACH

apCkHist 08/23/2016 2:39PM

Bank code:	union	Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
521794		11/05/2015	34629	GRACE E POIRIER	V	08/23/2016	21567342	04/30/2015	1,090.50	1,090.50
union Total:									1,090.50	1,090.50
Total Checks:									1,090.50	1,090.50

1 checks in this report

**Report of Warrant Disbursements
 wr 5a**

Description	Amount
General	745,725.02
Parking	12.50
Information Services	14,832.72
Building Maintenance	918.50
	<u>761,488.74</u>
	<u><u>761,488.74</u></u>

Fund

600
 520

605

615

wr 5a

CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 08/06/16 TO 08/19/16
PAY DATE: 08/26/16

NET PAY 957,477.78

8/6/2016
CITY OF MANHATTAN BEACH PAYROLL REPORT
PAYROLL PERIOD ENDING DATE 8/19/2016

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,311,008.73
210	Asset Forfeiture Fund	1,591.10
230	Prop. A Fund	18,597.74
232	AB 2766 Air Quality Fund	1,080.00
501	Water Fund	28,223.75
502	Stormwater Fund	2,515.85
503	Wastewater Fund	10,062.70
510	Refuse Fund	4,072.86
520	Parking Fund	3,167.33
521	County Parking Lots Fund	841.11
522	State Pier and Parking Lot Fund	841.09
601	Insurance Reserve Fund	13,156.43
605	Information Technology Fund	29,335.71
610	Fleet Management Fund	9,277.50
615	Building Maintenance & Operations Fund	11,390.94
801	Pension Trust Fund	8,826.70
	Gross Pay	<u>1,453,989.54</u>
	Deductions	<u>496,511.76</u>
	Net Pay	<u><u>957,477.78</u></u>

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 5b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525756	9/1/2016	N	DELMA ABARCA	CITATION REFUND	53.00
525757	9/1/2016	N	ADMINSURE INC	CLAIMS ADMINISTRATION	19,175.89
525758	9/1/2016	N	ALEXANDER CONSTRUCTION AND ENG	RIGHT OF WAY DEPOSIT REFUND	496.00
525759	9/1/2016	N	AMERICAN ASPHALT SOUTH INC	SLURRY SEAL AREA 2 & 3	166,660.67
525760	9/1/2016	N	AMERICAN MARTYRS CHURCH	SUNSET BASKETBALL LEAGUE GYM USAGE	1,840.00
525761	9/1/2016	N	ANI ACQUISITION SUB DOCULYNX	CONTRACT SERVICES	41.43
525762	9/1/2016	N	AQUA FLO	IRRIGATION SUPPLIES CONTRACT	5,331.87
525763	9/1/2016	N	ART TO GROW ON	YOUTH ART INSTRUCTOR	2,170.00
525764	9/1/2016	N	AT&T	REVERSE 911 PHONE UPDATES	444.34
525766	9/1/2016	N	AT&T MOBILITY	CELLULAR CHARGES	7,669.07
525767	9/1/2016	N	FAWAZ BABA	CITATION REFUND	53.00
525768	9/1/2016	N	EILEEN BARAL	CASH KEY REFUND	24.00
525769	9/1/2016	N	WANDA BOYNE BORGERDING	MUSIC INSTRUCTOR	509.60
525770	9/1/2016	N	KEVIN BRADY	TENNIS INSTRUCTOR	5,206.50
525771	9/1/2016	N	BRIT WEST SOCCER INC	SOCCER INSTRUCTOR	30,013.90
525772	9/1/2016	N	CHRISTINA MARIE BROOME	WATER AEROBICS INSTRUCTOR	900.00
525773	9/1/2016	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	4,876.00
525774	9/1/2016	N	CANNON CORPORATION	2013-14 WATER MAIN REPLACEMENT DESIGN	165.00
525775	9/1/2016	N	ERNEST CASTILLO	DISC JOCKEY OLDER ADULT PROGRAM	350.00
525776	9/1/2016	N	LEONARD CATAUDELLA	CASH KEY REFUND	10.00
525777	9/1/2016	N	CELLCO PARTNERSHIP	CARDIAC MONITOR DATA LINES	35.10
525778	9/1/2016	N	CITY OF LOS ANGELES	LARA ANNUAL MEMBERSHIP	4,583.83

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 5b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525779	9/1/2016	N	CIVIL SOURCE INC	STAFF AUGMENTATION SERVICES	21,840.00
525780	9/1/2016	N	CIVIL SOURCE INC	STAFF AUGMENTATION SERVICES	21,120.00
525781	9/1/2016	N	CIVIL SOURCE INC	STAFF AUGMENTATION SERVICES	20,640.00
525782	9/1/2016	N	CIVIL SOURCE INC	STAFF AUGMENTATION SERVICES	19,800.00
525783	9/1/2016	N	CLEANSTREET	LANDSCAPE SERVICES EXTRAS	18,978.73
525784	9/1/2016	N	CLINICAL LAB OF SAN BERNARDINO	WATER QUALITY TESTING SERVICES CONTRAC	1,750.37
525785	9/1/2016	N	COASTAL CREATIONS FINE HOME DS	RIGHT OF WAY DEPOSIT REFUND	496.00
525786	9/1/2016	N	DORENE COLES	YOGA INSTRUCTOR	2,079.00
525787	9/1/2016	N	CONTEMPORARY SERVICES CORP	UNARMED SECURITY SERVICES	6,591.98
525788	9/1/2016	N	CORAL BAY HOME LOANS	SKATEBOARD CAMP INSTRUCTOR	918.40
525789	9/1/2016	N	CORELOGIC INFO SOLUTIONS INC	CONTRACT SERVICES	572.00
525790	9/1/2016	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	9,072.79
525791	9/1/2016	N	MARK DANAJ	REIMBURSEMENT-LOAN OVERPAYMENT-ICMA	74.24
525792	9/1/2016	N	RAMI DAVIDOFF	WATER AEROBICS INSTRUCTOR	800.00
525793	9/1/2016	N	DENTON DEVELOPMENTS INC	RIGHT OF WAY DEPOSIT REFUND	496.00
525794	9/1/2016	N	PETER OR GRACE DONAHUE	CITATION REFUND	53.00
525795	9/1/2016	N	DUNCAN PKG TECHNOLOGIES INC	AUTOCITE MAINTENANCE AND SOFTWARE AG	12,810.84
525796	9/1/2016	N	FEDERAL EXPRESS CORPORATION	DELIVERY SERVICE	113.89
525797	9/1/2016	N	MARY FENDER	CASH KEY REFUND	54.00
525798	9/1/2016	N	FIRST CALL STAFFING INC	TEMPORARY EMPLOYEE SERVICES	2,123.50
525799	9/1/2016	N	BETH FORD	CASH KEY REFUND	20.00
525800	9/1/2016	N	ARTHUR FRAZIER	CITATION REFUND	53.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 5b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525801	9/1/2016	N	FRITZ CONSTRUCTION	REFUND PERMIT FEES	1,192.34
525802	9/1/2016	N	GARDA CL WEST INC	ARMORED SERVICE	714.24
525803	9/1/2016	N	ERIN GETTY	CASH KEY REFUND	38.00
525804	9/1/2016	N	MARK LEE GROH	CONTRACT SERVICES	544.00
525805	9/1/2016	N	DAMON HABER	CITATION REFUND	7.00
525806	9/1/2016	N	TIMOTHY HAGEMAN	REIMBURSEMENT-TRAVEL EXPENSE	42.50
525807	9/1/2016	N	MARK HANLON	CASH KEY REFUND	20.00
525808	9/1/2016	N	HDL COREN & CONE	CONTRACT SERVICES PROPERTY TAX	1,200.29
525809	9/1/2016	N	KATHRYN HERRING	PARKS & RECREATION REFUND	190.00
525810	9/1/2016	N	TIKESHEA HICKS	REIMBURSEMENT-TRAVEL EXPENSE	1,251.84
525811	9/1/2016	N	HINDERLITER DE LLAMAS & ASSOC	CONTRACT SERVICES	2,347.05
525812	9/1/2016	N	HOME DEPOT CREDIT SERVICES	BUILDING SUPPLIES	549.19
525813	9/1/2016	N	HORIST CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
525814	9/1/2016	N	HSBC RETAIL CREDIT USA INC	ANNUAL MEMBERSHIP	110.00
525815	9/1/2016	N	LISA HVOLBOLL	RIGHT OF WAY DEPOSIT REFUND	496.00
525816	9/1/2016	N	IDEAS WORTH DOING IN LA INC	SPONSORSHIP	5,000.00
525817	9/1/2016	N	INFOSEND INC	UB BILL/WEB PORTAL/BL	3,888.64
525818	9/1/2016	N	IPS GROUP INC	PARKING METER CC FEES	24,143.54
525819	9/1/2016	N	IVA SOLUTIONS INC	SECURITY SYSTEMS REPAIR	230.00
525820	9/1/2016	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	7,865.00
525821	9/1/2016	N	BERNARD JIANG	CASH KEY REFUND	10.00
525822	9/1/2016	N	JMJ CUSTOM BUILDERS INC	RIGHT OF WAY DEPOSIT REFUND	427.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 5b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525823	9/1/2016	N	JOHN WILLIAMS CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00
525824	9/1/2016	N	VICTORIA HELEN JOHNSON	WATER AEROBICS INSTRUCTOR	810.00
525825	9/1/2016	N	KEVORK ENTERPRISES INC	AUTO BODY REPAIRS	200.00
525826	9/1/2016	N	KING FENCE INC	FENCE RENTAL	30.00
525827	9/1/2016	N	KNORR SYSTEMS INC	THERMAL POOL COVER	6,274.63
525828	9/1/2016	N	KNOX ASSOCIATES	MASTER KEY RETENTION SYSTEM	6,930.22
525829	9/1/2016	N	L A COUNTY MTA	JUNE 2016 TAP	471.50
525830	9/1/2016	N	L A COUNTY SHERIFFS DEPT	POLICE DEPT JAIL SUPPLIES	719.14
525831	9/1/2016	N	L3 COM MOBILE-VISION INC	IN-CAR VIDEO AND BODY CAMERA SERVER	44,275.67
525832	9/1/2016	N	ROSEMARY A LACKOW	RECORDING SERVICES	187.50
525833	9/1/2016	N	LEANNE LAGOYDA	CONCERTS IN THE PARK 2016	2,000.00
525834	9/1/2016	N	HEDI LEE	CASH KEY REFUND	41.00
525835	9/1/2016	N	MICHAEL LENNON	2016 CONCERTS IN THE PARK	3,000.00
525836	9/1/2016	N	DAVID LEVINE	CASH KEY REFUND	52.00
525837	9/1/2016	N	ANNE GRAY LEWIS	TENNIS INSTRUCTOR	2,901.60
525838	9/1/2016	N	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	9,569.00
525839	9/1/2016	N	MATTHEW LINDLEY	2016 SUNSET BASKETBALL LEAGUE	132.00
525840	9/1/2016	N	KATHLEEN MARY LLORENS	DANCE INSTRUCTOR	434.70
525841	9/1/2016	N	LOS ANGELES XTREME BASEBALL	BASBALL CAMP INSTRUCTOR	10,403.40
525842	9/1/2016	N	LYNN KLEINERS MUSIC RHAP INC	MUSIC INSTRUCTOR	4,508.00
525843	9/1/2016	N	M B CHAMBER OF COMMERCE	SPONSORSHIP	11,000.00
525844	9/1/2016	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	4,435.13

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 5b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525845	9/1/2016	N	DENNIS MC NEIL	2016 SALUTE TO THE TROOPS	500.00
525846	9/1/2016	N	DAVID MEAKAWA	CITATION REFUND	53.00
525847	9/1/2016	N	ERLINDA MEIGHAN	FITNESS INSTRUCTOR	3,388.00
525848	9/1/2016	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	3,790.00
525849	9/1/2016	N	MERRIMAC ENERGY GROUP	BULK FUEL DELIVERIES	16,221.11
525850	9/1/2016	N	AMERICA MICHAEL	CASH KEY REFUND	11.00
525851	9/1/2016	N	MILLER MANAGEMENT & CONSULT GRP	MASTER MUNICIPAL CLERKS ACADEMY	1,375.00
525852	9/1/2016	N	IAN THOMAS MILLS	LACROSSE INSTRUCTOR	3,762.50
525853	9/1/2016	N	MOORE IACOFANO GOLTSMAN INC	CONTRACT SERVICES	4,000.00
525854	9/1/2016	N	MORNINGSTAR PRODUCTIONS LLC	AUDIO PRODUCTION SERVICES	2,760.00
525855	9/1/2016	N	MOVIES BY KIDS	FILM MAKER INSTRUCTOR	2,079.00
525856	9/1/2016	N	NARM CORPORATION	RIGHT OF WAY DEPOSIT REFUND	427.00
525857	9/1/2016	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING SVCS	30,728.95
525858	9/1/2016	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE	3,937.32
525859	9/1/2016	N	PRO OUTDOOR MOVIES INC	OUTDOOR MOVIE SCREENING	2,000.00
525860	9/1/2016	N	QUANTUM QUALITY CONSULTING INC	RADIO SCADA SYSTEM	8,473.50
525861	9/1/2016	N	RELIANT IMMED CARE MED GRP INC	CONTRACT SERVICES	1,729.18
525862	9/1/2016	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES-JUNE 2016	59,649.86
525863	9/1/2016	N	RIGHT OF WAY INC	RIGHT OF WAY DEPOSIT REFUND	496.00
525864	9/1/2016	N	JENNIFER RINGLER	ADVANCE DISABILITY RETIREMENT	3,234.26
525865	9/1/2016	N	LANA RIZIKA	FITNESS INSTRUCTOR	252.00
525866	9/1/2016	N	WARREN J ROHN	2016 CONCERTS IN THE PARK	1,000.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 5b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525867	9/1/2016	N	DONNA ROJAS	WATER AEROBICS INSTRUCTOR	450.00
525868	9/1/2016	N	ROUTEMATCH SOFTWARE INC	MOBILE DATA SYSTEM FOR DIAL-A-RIDE BUSE	7,497.25
525869	9/1/2016	N	ROMAIN RUSSO	CITATION REFUND	53.00
525870	9/1/2016	N	SANTA MONICA BAY	CLEAN BAY PROGRAM	269.61
525871	9/1/2016	N	DIANE SAUNDERS	CASH KEY REFUND	11.00
525872	9/1/2016	N	SBRPCA	COMMUNICATIONS EQUIPMENT	25,000.00
525873	9/1/2016	N	SHAKESPEARE BY THE SEA	PERFORMANCES	4,000.00
525874	9/1/2016	N	GRETCHEN SILVA	ANIMAL LICENSE REFUND	20.00
525875	9/1/2016	N	ROBERT SIMCIK	CERAMICS INSTRUCTOR	2,210.65
525876	9/1/2016	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICES	20,466.49
525877	9/1/2016	N	SO CA MUNICIPAL ATHLETIC FED	MEMBERSHIP RENEWAL	400.00
525878	9/1/2016	N	THOMAS OR CYNTHIA SPEAR	CITATION REFUND	53.00
525879	9/1/2016	N	EVELYN ST GERMAIN	CASH KEY REFUND	20.00
525880	9/1/2016	N	STATE CONTROLLER'S OFFICE	2015 OFFSET PROGRAM	365.81
525881	9/1/2016	N	STATE OF CALIFORNIA	PARAMEDIC RECERTIFICATION	200.00
525882	9/1/2016	N	KEVIN STEVENS	2016 CONCERTS IN THE PARK	4,500.00
525883	9/1/2016	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	875.97
525884	9/1/2016	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE-JULY 2016	66,395.20
525885	9/1/2016	N	CHAD SWANSON	REIMBURSEMENT-TRAVEL EXPENSE	1,061.95
525886	9/1/2016	N	TERI BLACK & COMPANY LLC	BUILDING OFFICIAL RECRUITMENT	6,390.00
525887	9/1/2016	N	PRAVEEN THADHANI	CASH KEY REFUND	59.00
525888	9/1/2016	N	THE DARDANELLE GROUP INC	SEPULVEDA BLVD BRIDGE WIDENING	1,125.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 5b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525889	9/1/2016	N	THE PITNEY BOWES BANK INC	POSTAGE FUND RESERVE ACCOUNT	4,000.00
525890	9/1/2016	N	TERRELL LYNN THOMPSON	SENIOR YOGA INSTRUCTOR	672.00
525891	9/1/2016	N	TIME WARNER CABLE INC	CABLE SERVICES	206.06
525892	9/1/2016	N	TIRE CENTERS LLC	REPLACEMENT TIRES	3,087.53
525893	9/1/2016	N	SEAN TRAVIS	CITATION REFUND	106.00
525894	9/1/2016	N	STEPHANIE TRELAK	CASH KEY REFUND	23.00
525895	9/1/2016	N	THOMAS EDWARD TRULOVE	CERAMICS INSTRUCTOR	4,908.80
525896	9/1/2016	N	TURBO DATA SYSTEMS INC	CITATION PROCESSING-JULY 2016	11,857.17
525897	9/1/2016	N	UC REGENTS	NURSE EDUCATOR CONTRACT	4,897.58
525898	9/1/2016	N	UNDERGROUND SERVICE ALERT	UNDERGROUND SCHEMATIC NOTIFICATION	148.50
525899	9/1/2016	N	UNISPEC CONSTRUCTION INC	18-08818PF WELL 11-A GENERATOR INSTALL P	9,247.00
525900	9/1/2016	N	UNITED SITE SVCS OF CA INC	PORTABLE RESTROOMS	1,646.72
525901	9/1/2016	N	UNITED STATES SWIMMING INC	2016 ANNUAL MEMBERSHIP	284.00
525902	9/1/2016	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	159,811.29
525903	9/1/2016	N	VAN LINGEN BODY SHOP INC	TOWING AND VEHICLE STORAGE	152.00
525904	9/1/2016	N	WALTERS WHOLESale ELECTRIC CO	ELECTRICAL SUPPLIES	3,201.40
525905	9/1/2016	N	WEST COAST ARBORISTS INC	TREE MAINTENANCE	3,190.00
525906	9/1/2016	N	WESTWOOD BUILDING MATERIALS	BLDG MATERIALS/CEMENT	25.17
525907	9/1/2016	N	JENNIFER WINDHAM	CERAMICS INSTRUCTOR	5,763.80
525908	9/1/2016	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	2,679.12
525909	9/1/2016	N	JOHN EDWARD ZIELLO	COED SLO PITCH/COED KICKBALL	8,160.00

SUBTOTAL

1,066,059.81

WARRANT BATCH NUMBER:

wr 5b

CITY OF MANHATTAN BEACH
WARRANT REGISTER

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
COMBINED TOTAL					1,066,059.81

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 5b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525757	9/1/2016	N	ADMINSURE INC	CLAIMS ADMINISTRATION	19,175.89
525759	9/1/2016	N	AMERICAN ASPHALT SOUTH INC	SLURRY SEAL AREA 2 & 3	166,660.67
525762	9/1/2016	N	AQUA FLO	IRRIGATION SUPPLIES CONTRACT	5,331.87
525766	9/1/2016	N	AT&T MOBILITY	CELLULAR CHARGES	7,669.07
525770	9/1/2016	N	KEVIN BRADY	TENNIS INSTRUCTOR	5,206.50
525771	9/1/2016	N	BRIT WEST SOCCER INC	SOCCER INSTRUCTOR	30,013.90
525773	9/1/2016	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	4,876.00
525778	9/1/2016	N	CITY OF LOS ANGELES	LARA ANNUAL MEMBERSHIP	4,583.83
525779	9/1/2016	N	CIVIL SOURCE INC	STAFF AUGMENTATION SERVICES	21,840.00
525780	9/1/2016	N	CIVIL SOURCE INC	STAFF AUGMENTATION SERVICES	21,120.00
525781	9/1/2016	N	CIVIL SOURCE INC	STAFF AUGMENTATION SERVICES	20,640.00
525782	9/1/2016	N	CIVIL SOURCE INC	STAFF AUGMENTATION SERVICES	19,800.00
525783	9/1/2016	N	CLEANSTREET	LANDSCAPE SERVICES EXTRAS	18,978.73
525787	9/1/2016	N	CONTEMPORARY SERVICES CORP	UNARMED SECURITY SERVICES	6,591.98
525790	9/1/2016	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	9,072.79
525795	9/1/2016	N	DUNCAN PKG TECHNOLOGIES INC	AUTOCITE MAINTENANCE AND SOFTWARE AG	12,810.84
525816	9/1/2016	N	IDEAS WORTH DOING IN LA INC	SPONSORSHIP	5,000.00
525817	9/1/2016	N	INFOSEND INC	UB BILL/WEB PORTAL/BL	3,888.64
525818	9/1/2016	N	IPS GROUP INC	PARKING METER CC FEES	24,143.54
525820	9/1/2016	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	7,865.00
525827	9/1/2016	N	KNORR SYSTEMS INC	THERMAL POOL COVER	6,274.63
525828	9/1/2016	N	KNOX ASSOCIATES	MASTER KEY RETENTION SYSTEM	6,930.22

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

WARRANT BATCH NUMBER:

wr 5b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525831	9/1/2016	N	L3 COM MOBILE-VISION INC	IN-CAR VIDEO AND BODY CAMERA SERVER	44,275.67
525835	9/1/2016	N	MICHAEL LENNON	2016 CONCERTS IN THE PARK	3,000.00
525837	9/1/2016	N	ANNE GRAY LEWIS	TENNIS INSTRUCTOR	2,901.60
525838	9/1/2016	N	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	9,569.00
525841	9/1/2016	N	LOS ANGELES XTREME BASEBALL	BASBALL CAMP INSTRUCTOR	10,403.40
525842	9/1/2016	N	LYNN KLEINERS MUSIC RHAP INC	MUSIC INSTRUCTOR	4,508.00
525843	9/1/2016	N	M B CHAMBER OF COMMERCE	SPONSORSHIP	11,000.00
525844	9/1/2016	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	4,435.13
525847	9/1/2016	N	ERLINDA MEIGHAN	FITNESS INSTRUCTOR	3,388.00
525848	9/1/2016	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	3,790.00
525849	9/1/2016	N	MERRIMAC ENERGY GROUP	BULK FUEL DELIVERIES	16,221.11
525852	9/1/2016	N	IAN THOMAS MILLS	LACROSSE INSTRUCTOR	3,762.50
525853	9/1/2016	N	MOORE IACOFANO GOLTSMAN INC	CONTRACT SERVICES	4,000.00
525854	9/1/2016	N	MORNINGSTAR PRODUCTIONS LLC	AUDIO PRODUCTION SERVICES	2,760.00
525857	9/1/2016	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING SVCS	30,728.95
525858	9/1/2016	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE	3,937.32
525860	9/1/2016	N	QUANTUM QUALITY CONSULTING INC	RADIO SCADA SYSTEM	8,473.50
525862	9/1/2016	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES-JUNE 2016	59,649.86
525864	9/1/2016	N	JENNIFER RINGLER	ADVANCE DISABILITY RETIREMENT	3,234.26
525868	9/1/2016	N	ROUTEMATCH SOFTWARE INC	MOBILE DATA SYSTEM FOR DIAL-A-RIDE BUSE	7,497.25
525872	9/1/2016	N	SBRPCA	COMMUNICATIONS EQUIPMENT	25,000.00
525873	9/1/2016	N	SHAKESPEARE BY THE SEA	PERFORMANCES	4,000.00

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

WARRANT BATCH NUMBER:

wr 5b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
525876	9/1/2016	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICES	20,466.49
525882	9/1/2016	N	KEVIN STEVENS	2016 CONCERTS IN THE PARK	4,500.00
525884	9/1/2016	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE-JULY 2016	66,395.20
525886	9/1/2016	N	TERI BLACK & COMPANY LLC	BUILDING OFFICIAL RECRUITMENT	6,390.00
525889	9/1/2016	N	THE PITNEY BOWES BANK INC	POSTAGE FUND RESERVE ACCOUNT	4,000.00
525892	9/1/2016	N	TIRE CENTERS LLC	REPLACEMENT TIRES	3,087.53
525895	9/1/2016	N	THOMAS EDWARD TRULOVE	CERAMICS INSTRUCTOR	4,908.80
525896	9/1/2016	N	TURBO DATA SYSTEMS INC	CITATION PROCESSING-JULY 2016	11,857.17
525897	9/1/2016	N	UC REGENTS	NURSE EDUCATOR CONTRACT	4,897.58
525899	9/1/2016	N	UNISPEC CONSTRUCTION INC	18-08818PF WELL 11-A GENERATOR INSTALL P	9,247.00
525902	9/1/2016	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	159,811.29
525904	9/1/2016	N	WALTERS WHOLESale ELECTRIC CO	ELECTRICAL SUPPLIES	3,201.40
525905	9/1/2016	N	WEST COAST ARBORISTS INC	TREE MAINTENANCE	3,190.00
525907	9/1/2016	N	JENNIFER WINDHAM	CERAMICS INSTRUCTOR	5,763.80
525908	9/1/2016	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	2,679.12
525909	9/1/2016	N	JOHN EDWARD ZIELLO	COED SLO PITCH/COED KICKBALL	8,160.00
SUBTOTAL					1,013,565.03
COMBINED TOTAL					1,013,565.03

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

Report of Warrant Disbursements
wr 5b

Description	Amount
General	720,052.83
Street Light	6,256.67
Streets & Highways	166,660.67
Asset Forfeiture	44,318.17
Prop A	8,074.35
Prop C	2,085.00
Capital Improvements	4,689.19
Water	17,824.11
Storm	269.61
Waste Water	2,399.47
Refuse	5,213.83
Parking	31,517.59
County Parking Lot	1,744.81
State Pier Lots	5,392.92
Insurance	19,253.64
Information Services	968.94
Vehicle Fleet	17,776.35
Building Maintenance	11,561.66
	<u>1,066,059.81</u>
	<u>1,066,059.81</u>

Report of D-Card Transactions

Account Date	Department Management Services	Amount
100-11-011-5205	Training, Conferences & Meetings	
08/10/2016	PAYPAL *LACOLATRUST	120.00
08/10/2016	PAYPAL *LACOLATRUST	20.00
100-11-011-5205	Training, Conferences & Meetings	<hr/> 140.00
11	Management Services	<hr/> 140.00

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Human Resources	Amount
100-13-011-5214	Employee Awards & Events	
08/10/2016	SMARTNFINAL52910305290	56.63
100-13-011-5214	Employee Awards & Events	56.63
601-13-021-5101	Contract Services	
08/10/2016	AMAZON MKTPLACE PMTS	11.98
08/10/2016	AMAZON MKTPLACE PMTS	6.95
08/10/2016	THE FLAME BROILER	265.91
601-13-021-5101	Contract Services	284.84
13	Human Resources	341.47

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-011-5101	Contract Services	
08/10/2016	ENPLUG, INC.	98.67
08/10/2016	MJRENTALS	801.10
08/10/2016	SQ *PELICON	2,100.00
100-14-011-5101	Contract Services	2,999.77
100-14-011-5201	Office Supplies	
08/10/2016	OFFICE DEPOT #1078	26.59
08/10/2016	OFFICE DEPOT #1105	4.99
08/10/2016	OFFICE DEPOT #2740	11.16
08/10/2016	OFFICE DEPOT #5125	11.42
08/10/2016	OFFICE DEPOT #5125	147.43
08/10/2016	OFFICE DEPOT #5125	149.88
08/10/2016	OFFICE DEPOT #5125	204.09
08/10/2016	OFFICE DEPOT #5125	31.88
08/10/2016	OFFICE DEPOT #5125	329.18
08/10/2016	OFFICE DEPOT #5125	474.75
08/10/2016	OFFICE DEPOT #5125	586.42
08/10/2016	OFFICE DEPOT #5125	59.81
08/10/2016	OFFICE DEPOT #5125	88.15
08/10/2016	SMARTNFINAL52910305290	13.06
08/10/2016	THE HOME DEPOT #0620	33.10
100-14-011-5201	Office Supplies	2,171.91
100-14-011-5208	Postage	
08/10/2016	USPS 05471802231805609	29.24
08/10/2016	USPS 05471802231805609	72.76
08/10/2016	USPS 05471802231805609	21.21
100-14-011-5208	Postage	123.21
100-14-011-5217	Departmental Supplies	
08/10/2016	ACT*ACTIVE NETWORK INV	637.66
08/10/2016	ACT*ACTIVE NETWORK INV	956.48
08/10/2016	AMERICAN SOLUTIONS4 BUS	1,418.95
100-14-011-5217	Departmental Supplies	3,013.09
100-14-011-5225	Printing	
08/10/2016	SMARTSOURCE OF CALIF	141.70
08/10/2016	SMARTSOURCE OF CALIF	28.34
08/10/2016	SMARTSOURCE OF CALIF	28.34
08/10/2016	SMARTSOURCE OF CALIF	28.34

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
08/10/2016	SMARTSOURCE OF CALIF	28.34
100-14-011-5225	Printing	255.06
100-14-021-5205	Training, Conferences & Meetings	
08/10/2016	SKILLPATH NATIONAL	149.00
08/10/2016	SKILLPATH NATIONAL	149.00
08/10/2016	SKILLPATH NATIONAL	149.00
08/10/2016	SKILLPATH NATIONAL	149.00
100-14-021-5205	Training, Conferences & Meetings	596.00
100-14-021-5210	Computers, Supplies & Software	
08/10/2016	IDU*INSIGHT PUBLIC SEC	-2,392.50
100-14-021-5210	Computers, Supplies & Software	-2,392.50
100-14-021-5217	Departmental Supplies	
08/10/2016	MANHATTAN VILLAGE FLORIST	354.25
08/10/2016	PCH LOCK AND KEY	4.91
08/10/2016	SMARTNFINAL52910305290	9.98
08/10/2016	TARGET 00001990	8.71
08/10/2016	THE HOME DEPOT #0620	25.32
08/10/2016	THE HOME DEPOT #0620	45.06
08/10/2016	THE HOME DEPOT #0620	72.20
100-14-021-5217	Departmental Supplies	520.43
100-14-024-5217	Departmental Supplies	
08/10/2016	BED BATH & BEYOND #383	139.40
08/10/2016	TARGET 00001990	35.48
08/10/2016	TARGET 00001990	5.45
08/10/2016	VONS STORE00016238	152.19
100-14-024-5217	Departmental Supplies	332.52
100-14-025-5101	Contract Services	
08/10/2016	MJRENTALS	330.00
08/10/2016	MJRENTALS	550.50
100-14-025-5101	Contract Services	880.50
100-14-025-5217	Departmental Supplies	
08/10/2016	99 CENTS ONLY STORES #310	97.85
08/10/2016	AMERICAN SOLUTIONS4 BUS	182.53
08/10/2016	BEST BUY MHT 00010116	1,531.27
08/10/2016	BIG LOTS STORES - #4111	26.16

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
08/10/2016	BIG LOTS STORES - #4111	89.38
08/10/2016	DOMINO'S 7842	156.76
08/10/2016	DOMINO'S 7842	174.18
08/10/2016	DOMINO'S 7842	34.84
08/10/2016	MICHAELS STORES 3048	149.19
08/10/2016	MULLIGAN FAMILY TORRAN	1,986.63
08/10/2016	MULLIGAN FAMILY TORRAN	23.99
08/10/2016	PARADISE AWARDS	233.26
08/10/2016	PARTY CITY 0164	116.13
08/10/2016	PARTY CITY 0164	32.68
08/10/2016	PARTY CITY 0164	89.79
08/10/2016	S&S WORLDWIDE	243.86
08/10/2016	SMARTNFINAL52910305290	107.47
08/10/2016	SMARTNFINAL52910305290	165.80
08/10/2016	SMARTNFINAL52910305290	220.10
08/10/2016	SMARTNFINAL52910305290	234.33
08/10/2016	SMARTNFINAL52910305290	365.52
08/10/2016	TARGET 00001990	155.79
08/10/2016	TARGET 00001990	207.09
08/10/2016	TARGET 00001990	68.08
08/10/2016	VONS STORE00022756	31.43
100-14-025-5217	Departmental Supplies	6,724.11
100-14-026-5101	Contract Services	
08/10/2016	MJRENTALS	175.50
08/10/2016	MJRENTALS	690.00
08/10/2016	SQ *BIG BEAR WATERS	608.00
08/10/2016	SQ *PINE KNOT MARIN	750.00
08/10/2016	USH PARKING RC	43.00
100-14-026-5101	Contract Services	2,266.50
100-14-026-5217	Departmental Supplies	
08/10/2016	COSTCO WHSE #0671	577.09
08/10/2016	RALPHS #0221	22.93
08/10/2016	RALPHS #0221	42.70
08/10/2016	SAN CLEMENTE CINEMAS LLC	360.00
08/10/2016	SCOOTERS JUNGLE - SOUT	447.48
08/10/2016	SCOOTERS JUNGLE - SOUT	703.18
08/10/2016	SPEEDPRO IMAGING	462.92
08/10/2016	TARGET 00001990	125.05
08/10/2016	TARGET 00001990	17.27
08/10/2016	UHI*U-HAULA&K POWER EQUIP	143.73

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
08/10/2016	UHI*U-HAULA&K POWER EQUIP	25.63
08/10/2016	VONS STORE00016238	44.51
100-14-026-5217	Departmental Supplies	2,972.49
100-14-027-5217	Departmental Supplies	
08/10/2016	PARADISE AWARDS	348.36
100-14-027-5217	Departmental Supplies	348.36
100-14-028-5205	Training, Conferences & Meetings	
08/10/2016	AMERICAN AIR0017850216179	314.20
08/10/2016	EXPEDIA*1142083910430	22.00
08/10/2016	PLN*PRICELINE HOTELS	693.08
100-14-028-5205	Training, Conferences & Meetings	1,029.28
100-14-028-5206	Uniforms/Safety Equipment	
08/10/2016	IN *MANHATTAN STITCHING C	730.30
100-14-028-5206	Uniforms/Safety Equipment	730.30
100-14-028-5207	Advertising	
08/10/2016	ENPLUG, INC.	98.67
08/10/2016	IN *EASY READER, INC.	700.00
08/10/2016	SIGNVERTISE	218.79
100-14-028-5207	Advertising	1,017.46
100-14-028-5217	Departmental Supplies	
08/10/2016	AMERICAN SOLUTIONS4 BUS	1,369.52
08/10/2016	AMERICAN SOLUTIONS4 BUS	164.88
08/10/2016	BECKERS BAKERY	540.00
08/10/2016	COSTCO WHSE #0671	150.12
08/10/2016	CRENSHAW LUMBER CO	732.29
08/10/2016	HOMEDEPOT.COM	1,087.82
08/10/2016	PCH LOCK AND KEY	39.24
08/10/2016	SHERWIN WILLIAMS 708624	107.47
08/10/2016	SIGNVERTISE	1,527.78
08/10/2016	SPEEDPRO IMAGING	2,704.29
08/10/2016	SPEEDPRO IMAGING	-90.83
08/10/2016	SQ *HERMOSA CELEBRA	595.57
08/10/2016	TARGET 00001990	21.79
08/10/2016	TARGET 00001990	22.21
08/10/2016	THE HOME DEPOT #0620	213.46
08/10/2016	THE HOME DEPOT #0620	63.24

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
08/10/2016	THE HOME DEPOT #6208	830.32
08/10/2016	TRADER JOE'S #034 QPS	20.66
08/10/2016	UNITED SITE SERVICE	97.15
08/10/2016	UNITED SITE SERVICE	97.15
08/10/2016	VARIDESK	817.50
100-14-028-5217	Departmental Supplies	11,111.63
100-14-031-5207	Advertising	
08/10/2016	ENPLUG, INC.	98.67
100-14-031-5207	Advertising	98.67
100-14-031-5217	Departmental Supplies	
08/10/2016	99 CENTS ONLY STORES #310	20.67
08/10/2016	99 CENTS ONLY STORES #310	63.00
08/10/2016	99-CENTS-ONLY #0065	19.55
08/10/2016	AARON BROTHERS269	62.78
08/10/2016	AARON BROTHERS312	96.13
08/10/2016	CUSTOM QUICK SIGN	262.80
08/10/2016	CVS/PHARMACY #09544	27.24
08/10/2016	FRY'S ELECTRONICS #5	87.19
08/10/2016	JOANN ETC #1919	13.04
08/10/2016	JOANN ETC #1919	4.35
08/10/2016	JOANN ETC #1919	83.19
08/10/2016	JOE'S AUTO PARKS LOT 126	4.00
08/10/2016	LA CITY PARKING METER	1.00
08/10/2016	LAKESHORE LEARNING #12	114.60
08/10/2016	MARUYA	88.21
08/10/2016	MICHAELS STORES 3008	12.51
08/10/2016	MICHAELS STORES 3048	33.90
08/10/2016	MICHAELS STORES 3048	68.07
08/10/2016	NOAH'S BAGELS #2546	17.09
08/10/2016	SMART AND FINA11209228	193.05
08/10/2016	SPORTS AUTHORITY 0649	190.75
08/10/2016	SPORTS AUTHORITY 0649	21.80
08/10/2016	SPORTS AUTHORITY 0649	3.27
08/10/2016	TARGET 00001990	111.01
08/10/2016	THE HOME DEPOT #0618	27.08
08/10/2016	THE HOME DEPOT #0618	51.12
08/10/2016	THE HOME DEPOT #0620	112.29
08/10/2016	TRADER JOE'S #034 QPS	50.42
08/10/2016	VONS STORE00016238	104.81
100-14-031-5217	Departmental Supplies	1,944.92

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-031-5225	Printing	
08/10/2016	DRI*NEXTDAYFLYERS	355.24
08/10/2016	DRI*NEXTDAYFLYERS	43.55
08/10/2016	SPEEDPRO IMAGING	372.78
100-14-031-5225	Printing	<hr/> 771.57
100-14-034-5217	Departmental Supplies	
08/10/2016	AARDVARK CLAY & SUPPLIES	1.89
08/10/2016	AARDVARK CLAY & SUPPLIES	1,199.93
08/10/2016	AARDVARK CLAY & SUPPLIES	40.82
08/10/2016	HARBOR FREIGHT TOOLS 34	105.24
08/10/2016	HARBOR FREIGHT TOOLS 425	163.47
08/10/2016	LAGUNA CLAY CO CA	51.23
08/10/2016	LAGUNA CLAY CO CA	515.90
08/10/2016	LOWES #00785*	124.33
08/10/2016	STAPLES 00100909	9.12
08/10/2016	TARGET 00001990	80.15
08/10/2016	THE HOME DEPOT #0648	294.53
100-14-034-5217	Departmental Supplies	<hr/> 2,586.61
100-14-036-5101	Contract Services	
08/10/2016	CHOURA EVENTS	725.00
100-14-036-5101	Contract Services	<hr/> 725.00
100-14-036-5217	Departmental Supplies	
08/10/2016	CALIFORNIA PIZZA 059	25.00
08/10/2016	CHOURA EVENTS	725.00
08/10/2016	CHOURA EVENTS	725.00
08/10/2016	CHOURA EVENTS	725.00
08/10/2016	THE HOME DEPOT #0618	47.14
08/10/2016	THE HOME DEPOT #0618	92.42
08/10/2016	THE HOME DEPOT #0620	116.42
100-14-036-5217	Departmental Supplies	<hr/> 2,455.98
100-14-036-5225	Printing	
08/10/2016	DRI*NEXTDAYFLYERS	88.24
08/10/2016	SPEEDPRO IMAGING	627.84
100-14-036-5225	Printing	<hr/> 716.08
100-14-041-5101	Contract Services	
08/10/2016	SQ *PELICON	1,575.00

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-041-5101	Contract Services	1,575.00
100-14-041-5205	Training, Conferences & Meetings	
08/10/2016	PAYPAL *LACOLATRUST	60.00
100-14-041-5205	Training, Conferences & Meetings	60.00
100-14-041-5217	Departmental Supplies	
08/10/2016	AAA FLAG AND BANNER	4,963.65
08/10/2016	BEST BUY MHT 00010116	10.88
08/10/2016	MANHATTAN MEATS INC	90.00
08/10/2016	MANHATTEN BEACH MARKET	25.13
08/10/2016	MANHATTEN BEACH MARKET	34.59
08/10/2016	PARADISE AWARDS	163.50
08/10/2016	THE HOME DEPOT #0620	32.63
100-14-041-5217	Departmental Supplies	5,320.38
100-14-042-5217	Departmental Supplies	
08/10/2016	SMARTNFINAL52910305290	74.93
100-14-042-5217	Departmental Supplies	74.93
100-14-043-5101	Contract Services	
08/10/2016	KNORR SYSTEMS, INC	541.00
08/10/2016	WATERLINE TECHNOLOGIES IN	400.07
08/10/2016	WATERLINE TECHNOLOGIES IN	584.03
100-14-043-5101	Contract Services	1,525.10
100-14-043-5205	Training, Conferences & Meetings	
08/10/2016	AMERICAN RED CROSS	2,000.00
100-14-043-5205	Training, Conferences & Meetings	2,000.00
100-14-043-5217	Departmental Supplies	
08/10/2016	PATTERSON CLEANERS PHOTO	12.50
08/10/2016	AMERICAN SOLUTIONS4 BUS	917.38
08/10/2016	COSTCO WHSE #0671	45.30
08/10/2016	DOMINO'S 7842	131.97
08/10/2016	RAGING WATERS SAN DIMA	996.54
08/10/2016	RAINBOW RACING SYSTEM INC	199.26
08/10/2016	THE LIFEGUARD STORE IN	234.33
08/10/2016	COSTCO WHSE #0671	145.85
08/10/2016	COSTCO WHSE #0671	246.70
08/10/2016	THE LIFEGUARD STORE IN	645.00

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
08/10/2016	LESLIES POOLMART WEB	176.56
08/10/2016	THE HOME DEPOT #0620	124.78
08/10/2016	THE HOME DEPOT 620	52.41
08/10/2016	THE LIFEGUARD STORE IN	2,131.60
08/10/2016	THE LIFEGUARD STORE IN	361.00
08/10/2016	WATERLINE TECHNOLOGIES IN	28.88
100-14-043-5217	Departmental Supplies	6,450.06
100-14-043-5501	Telephone	
08/10/2016	CTS*FRONTIER ONLINEPAY	79.95
100-14-043-5501	Telephone	79.95
100-14-051-5217	Departmental Supplies	
08/10/2016	TR TRADING COMPANY	160.78
100-14-051-5217	Departmental Supplies	160.78
100-14-061-5217	Departmental Supplies	
08/10/2016	LOMELIS ITALIAN RESTARNT	210.64
08/10/2016	LOMELIS ITALIAN RESTARNT	216.31
08/10/2016	PICK UP STIX - CATERING 0	474.15
08/10/2016	SMART AND FINA11209384	29.98
08/10/2016	VONS STORE00022756	25.92
100-14-061-5217	Departmental Supplies	957.00
100-14-062-5101	Contract Services	
08/10/2016	SPEARS APPLIANCE S	334.78
08/10/2016	TWC*TIME WARNER CABLE	69.95
100-14-062-5101	Contract Services	404.73
100-14-062-5203	Reference Books & Periodicals	
08/10/2016	LA TIMES SUBSCRIPTION	59.78
08/10/2016	TORRANCE DAILY BREEZE	231.29
100-14-062-5203	Reference Books & Periodicals	291.07
100-14-062-5217	Departmental Supplies	
08/10/2016	ARTBEADS COM	24.44
08/10/2016	COSTCO WHSE #0671	208.35
08/10/2016	COSTCO WHSE #0671	241.02
08/10/2016	FIRE MOUNTAIN GEMS INC	49.77
08/10/2016	PADDLE PALACE TABLE TE	149.85
08/10/2016	PARADISE AWARDS	45.56

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
08/10/2016	PIZZA HUT 026181	230.99
08/10/2016	REDBOX *DVD RENTAL	1.64
08/10/2016	REDBOX *DVD RENTAL	1.64
08/10/2016	REDBOX *DVD RENTAL	1.64
08/10/2016	REDBOX *DVD RENTAL	1.64
08/10/2016	SMART AND FINA11209384	29.26
08/10/2016	SMART AND FINA11209384	79.67
08/10/2016	SMARTNFINAL52910305290	134.89
08/10/2016	SMARTNFINAL52910305290	206.88
08/10/2016	SMARTNFINAL52910305290	216.04
08/10/2016	SMARTNFINAL52910305290	324.72
08/10/2016	SMARTNFINAL52910305290	44.38
100-14-062-5217	Departmental Supplies	<u>1,992.38</u>
230-14-091-5217	Departmental Supplies	
08/10/2016	TR TRADING COMPANY	160.77
230-14-091-5217	Departmental Supplies	<u>160.77</u>
230-14-091-5224	Recreation Bus Trips	
08/10/2016	VAN RENTAL CENTER	1,275.96
230-14-091-5224	Recreation Bus Trips	<u>1,275.96</u>
14	Recreation	<u><u>66,327.06</u></u>

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Police	Amount
100-15-011-5101	Contract Services	
08/10/2016	DTV*DIRECTV SERVICE	244.97
100-15-011-5101	Contract Services	244.97
100-15-011-5202	Memberships & Dues	
08/10/2016	ICPC	125.00
100-15-011-5202	Memberships & Dues	125.00
100-15-011-5205	Training, Conferences & Meetings	
08/10/2016	AMERICAN AIR0012384590556	87.10
08/10/2016	BUDGET RENT-A-CAR	142.61
08/10/2016	MARRIOTT ALBUQUERQUE P	691.20
08/10/2016	SOUTHWES 5262432915155	-117.96
08/10/2016	SOUTHWES 5262432915155	117.96
08/10/2016	SOUTHWES 5262433219439	97.98
08/10/2016	SUPERSHUTTLE EXECUCARSAC	33.04
100-15-011-5205	Training, Conferences & Meetings	1,051.93
100-15-011-5217	Departmental Supplies	
08/10/2016	HOLLYWOOD SPORTS PARK, LL	393.72
08/10/2016	AMAZON MKTPLACE PMTS	135.12
08/10/2016	PACHANGA MEXICAN G	19.46
08/10/2016	VARIDESK	-80.93
08/10/2016	ZAGG INC	5.99
100-15-011-5217	Departmental Supplies	473.36
100-15-011-5220	POST Training	
08/10/2016	BEHAVIOR ANALYSIS	481.00
08/10/2016	BEHAVIOR ANALYSIS	962.00
08/10/2016	DOUBLE TREE HILTON SB	99.18
08/10/2016	MARIN CONSULTING ASSOCIA	300.00
100-15-011-5220	POST Training	1,842.18
100-15-021-5202	Memberships & Dues	
08/10/2016	IN *CALIFORNIA RESERVE PE	125.00
100-15-021-5202	Memberships & Dues	125.00
100-15-021-5205	Training, Conferences & Meetings	
08/10/2016	IN *CALIFORNIA RESERVE PE	330.00
08/10/2016	PAYPAL *NTOA	319.00

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Police	Amount
08/10/2016	PAYPAL *NTOA	319.00
100-15-021-5205	Training, Conferences & Meetings	968.00
100-15-021-5206	Uniforms/Safety Equipment	
08/10/2016	GALLS	118.80
08/10/2016	GALLS	70.84
100-15-021-5206	Uniforms/Safety Equipment	189.64
100-15-021-5217	Departmental Supplies	
08/10/2016	BIG 5 SPORTING GOODS 137	653.93
08/10/2016	COSTCO WHSE #0671	114.51
08/10/2016	COSTCO WHSE #0671	268.53
08/10/2016	DOOLEY ENTERPRISES INC	4,944.56
08/10/2016	MIDWAYUSA COM	120.16
08/10/2016	SMART AND FINA11209210	28.17
08/10/2016	TACTICAL WORKS INC	44.95
08/10/2016	TARGET 00001990	22.86
08/10/2016	VARIDESK	1,226.25
08/10/2016	VARIDESK	503.23
100-15-021-5217	Departmental Supplies	7,927.15
100-15-031-5205	Training, Conferences & Meetings	
08/10/2016	NOAH'S-ONLINE CATERING	45.97
100-15-031-5205	Training, Conferences & Meetings	45.97
100-15-041-5101	Contract Services	
08/10/2016	PODS #49	200.56
100-15-041-5101	Contract Services	200.56
100-15-041-5206	Uniforms/Safety Equipment	
08/10/2016	WESTWAY UNIFORMS INC	355.13
100-15-041-5206	Uniforms/Safety Equipment	355.13
100-15-041-5217	Departmental Supplies	
08/10/2016	COPQUEST INC	75.79
100-15-041-5217	Departmental Supplies	75.79
100-15-051-5217	Departmental Supplies	
08/10/2016	VARIDESK	1,006.42

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Police	Amount
100-15-051-5217	Departmental Supplies	<u>1,006.42</u>
100-15-061-5101	Contract Services	
08/10/2016	R. H. F., INC.	85.00
100-15-061-5101	Contract Services	<u>85.00</u>
100-15-061-5206	Uniforms/Safety Equipment	
08/10/2016	WESTWAY UNIFORMS INC	15.81
08/10/2016	WESTWAY UNIFORMS INC	39.24
100-15-061-5206	Uniforms/Safety Equipment	<u>55.05</u>
100-15-071-5101	Contract Services	
08/10/2016	MISSION LINEN	441.72
100-15-071-5101	Contract Services	<u>441.72</u>
100-15-071-5217	Departmental Supplies	
08/10/2016	BOB BARKER COMPANY INC	241.32
08/10/2016	BOB BARKER COMPANY INC	980.84
100-15-071-5217	Departmental Supplies	<u>1,222.16</u>
100-15-081-5205	Training, Conferences & Meetings	
08/10/2016	FREDPRYOR CAREERTRACK	158.00
08/10/2016	FREDPRYOR CAREERTRACK	79.00
100-15-081-5205	Training, Conferences & Meetings	<u>237.00</u>
100-15-081-5206	Uniforms/Safety Equipment	
08/10/2016	WESTWAY UNIFORMS INC	447.67
08/10/2016	WESTWAY UNIFORMS INC	447.67
08/10/2016	WESTWAY UNIFORMS INC	464.02
100-15-081-5206	Uniforms/Safety Equipment	<u>1,359.36</u>
15	Police	<u><u>18,031.39</u></u>

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department Fire	Amount
100-16-011-5202	Memberships & Dues	
08/10/2016	HDS*FIRE ENGINEERING	29.00
100-16-011-5202	Memberships & Dues	<u>29.00</u>
100-16-031-5101	Contract Services	
08/10/2016	SOUTH COAST E.V.S.	2,458.58
08/10/2016	SOUTH COAST E.V.S.	2,751.84
08/10/2016	SOUTH COAST E.V.S.	2,827.19
08/10/2016	SOUTH COAST E.V.S.	533.19
08/10/2016	TURNOUT MAINTENANCE CO	422.92
100-16-031-5101	Contract Services	<u>8,993.72</u>
100-16-031-5217	Departmental Supplies	
08/10/2016	AIRGAS WEST	162.49
08/10/2016	AIRGAS WEST	166.54
08/10/2016	AIRGAS WEST	171.30
08/10/2016	AIRGAS WEST	39.04
08/10/2016	AIRGAS WEST	414.36
08/10/2016	EDDINGS 0026741	11.90
08/10/2016	THE HOME DEPOT #0620	211.77
08/10/2016	THE HOME DEPOT #0620	53.31
100-16-031-5217	Departmental Supplies	<u>1,230.71</u>
100-16-041-5217	Departmental Supplies	
08/10/2016	AIR SOURCE INDUSTRIES	193.30
100-16-041-5217	Departmental Supplies	<u>193.30</u>
16	Fire	<u><u>10,446.73</u></u>

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Report of D-Card Transactions

Account Date	Department	Amount
100-21610	Polc-Equipment Deposits	
08/10/2016	AMERICAN AIR0010284977276	25.00
08/10/2016	AMERICAN AIR0010284977421	25.00
08/10/2016	AMERICAN AIR0010284977710	60.00
08/10/2016	AMERICAN AIR0010285302526	25.00
08/10/2016	AMERICAN AIR0010285302532	25.00
08/10/2016	AMERICAN AIR0010285302537	25.00
08/10/2016	AMERICAN AIR0010285302548	25.00
08/10/2016	AMERICAN AIR0010633691553	33.71
08/10/2016	AMERICAN AIR0010633691554	33.71
08/10/2016	AMERICAN AIR0010633691555	33.71
08/10/2016	AMERICAN AIR0010633691556	33.71
08/10/2016	AMERICAN AIR0012381835102	356.20
08/10/2016	AMERICAN AIR0012381835103	356.20
08/10/2016	AMERICAN AIR0012381835104	356.20
08/10/2016	AMERICAN AIR0012381835105	356.20
08/10/2016	BUDGET RENTACARTOLLS	30.20
08/10/2016	BUDGET.COM PREPAY RESERV	-145.73
08/10/2016	BUDGET.COM PREPAY RESERV	218.42
08/10/2016	BUDGET.COM PREPAY RESERV	-5.75
08/10/2016	BUDGET.COM PREPAY RESERV	582.91
08/10/2016	COURTYARD BY MARRIOTT	-13.75
08/10/2016	COURTYARD BY MARRIOTT	423.75
08/10/2016	COURTYARD BY MARRIOTT	437.50
08/10/2016	SPRINGHILL SUITES BATO	180.12
08/10/2016	SPRINGHILL SUITES BATO	180.12
08/10/2016	UNITED 0162311168619	653.20
08/10/2016	UNITED 0162311168620	653.20
08/10/2016	UNITED 0162600417050	85.00
08/10/2016	UNITED 0162920496707	39.00
08/10/2016	UNITED 0162920496708	99.00
08/10/2016	UNITED 0162920496709	56.00
08/10/2016	UNITED 0162920496710	99.00
08/10/2016	UNITED 0162920496711	39.00
08/10/2016	UNITED 0162920496713	56.00
100-21610	Polc-Equipment Deposits	5,436.83
21610		5,436.83
Report Totals		100,723.48

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 4b, dated 8/18/2016; Check number 525713.

Agenda Date: 10/4/2016

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 Meeting:

- a) City Council Adjourned Regular Meeting Minutes of September 13, 2016
- b) City Council Special Meeting - Closed Session Minutes of September 14, 2016
- c) City Council Regular Meeting Minutes of September 20, 2016

(City Clerk Tamura).

APPROVE

RECOMMENDATION:

The attached minutes are for information only.

Attachments:

- 1. City Council Adjourned Regular Meeting Minutes of September 13, 2016
- 2. City Council Special Meeting - Closed Session Minutes of September 14, 2016
- 3. City Council Regular Meeting Minutes of September 20, 2016

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, September 13, 2016

6:00 PM

Adjourned Regular Meeting

City Council Chambers

City Council Adjourned 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. CALL MEETING TO ORDER

B. PLEDGE TO THE FLAG

Legal Counsel Mike Estrada led the Pledge of Allegiance.

C. ROLL CALL

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

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 PER ITEM, A MAXIMUM OF 6 MINUTES IF A SPEAKER WANTS TO COMMENT ON MORE THAN ONE ITEM)

The following individuals provided public comment:

Will Arvizo spoke on the unfunded liability and setting up a separate trust fund account.

Bill Victor spoke about putting money away for the unfunded liability and his opposition to having a separate trust fund account.

F. OLD BUSINESS

1. Update on CalPERS Investment Results for Fiscal Year 2015-2016; Impacts to the City's Pension Contribution Rates and Economic Forecasts (Finance Director Moe).

[16-0410](#)

RECEIVE REPORT

Mayor D'Errico stated that it is a challenging subject and there needs to be a meaningful discussion to have a long range plan to manage the unsustainable pension costs.

Mayor D'Errico introduced Finance Director Bruce Moe who provided the staff presentation and also introduced John Bartel, President of Bartel Associates, who provided a PowerPoint presentation

Director Moe, President Bartel and City Manager Mark Danaj responded to City Council questions.

Mayor D'Errico opened the floor to public comment.

The following individual provided public comment:

Will Arvizo noted that a pension trust would be good if you are 100% funded, but not when you are already in debt.

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

At 7:44 PM City Council recessed and reconvened at 7:51 PM with all Councilmembers present.

City Council discussion continued.

Legal Counsel Estrada explained that the discussion had slipped into Agenda Item No. 2 and it should be opened for public comment.

Mayor D'Errico opened the floor to public comment.

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

City Manager Danaj clarified that the discussion was:

How to pay off the unfunded pension liability with the intention of reducing the amount of time, assuming the City has the money to pay it off earlier.

Option 1: Shorter Amortization

Option 2: Pay down earlier period in a time chosen by the City

Option 3. Supplemental Trust

Councilmember Burton made a motion, seconded by Councilmember Howorth, to explore Option No.2 (paying down in an earlier period of time chosen by the City) and direct Staff to come back with any proposed policies at the first budget meeting in February. A friendly amendment, accepted by the maker was to direct Staff to explore Option No.2 as an alternative to a stabilization fund with the intent of creating a mechanism to stabilize the unfunded pension obligation with the intent to continue to address this issue. (Decrease the City's liability and volatility.) The motion carried by the following vote:

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

G. NEW BUSINESS

2. Establishment of a Pension Stabilization Trust Fund (Finance Director Moe).

[RES 16-0053](#)

ADOPT RESOLUTION NO. 16-0053; APPROPRIATE

City Manager Mark Danaj explained the role of a pension stabilization fund noting that it is for entities that have the wherewithal to set aside additional dollars in order to mitigate future rate increases coming from CalPERS.

Mayor D'Errico introduced Finance Director Bruce Moe who listed some of the benefits of setting up a trust and stated that the PARS Senior Vice President Dennis Yu would be available to answer questions.

Finance Director Moe, City Manager Danaj, Senior Vice President Yu and President John Bartel responded to City Council questions.

Mayor D'Errico opened the floor to public comment.

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

Councilmember Burton made a motion, seconded by Mayor Pro Tem Lesser, to develop an investment guideline policy in conjunction with the Finance Subcommittee as soon as practicable, as well as develop a draft distribution plan with options and report back at the midyear budget meeting to the City Council with both at the same time. The motion carried by the following vote:

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

H. ADJOURNMENT

At 9:14 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

Wednesday, September 14, 2016

2:00 PM

CALL AND NOTICE OF A SPECIAL MEETING - 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

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 SPECIAL CLOSED SESSION MEETING TO ORDER

B. PLEDGE TO THE FLAG

Mayor D'Errico led the Pledge of Allegiance.

C. ROLL CALL

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

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

E. PUBLIC COMMENTS (2 MINUTES PER PERSON)

None.

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

City Attorney Quinn Barrow read into the record that pursuant to Government Code Section 54956.9 (d) (1) the City Council will recess into Closed Session to discuss existing litigation concerning the Manhattan Village Mall, as identified on the agenda with legal counsel.

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

Name of Cases:

**Sensible Citizens of Manhattan Beach v. City of Manhattan Beach
Los Angeles County Superior Court
RREEF AMERICA REIT CORP. BBB II
Case Numbers. BC 570884 and BS 152854**

The Sensible Citizens of Manhattan Beach filed two lawsuits challenging the City Council's approval of the Mall renovation project, and the parties have engaged in settlement discussions. Trial is scheduled for November 2, 2016.

G. RECESS INTO CLOSED SESSION

At 2:02 PM the City Council recessed into Closed Session.

H. RECONVENE INTO OPEN SESSION

At 2:45 PM the City Council reconvened into Open Session.

I. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

City Attorney Quinn Barrow announced that the City Council discussed the item identified on the agenda and by a 5-0 vote gave direction to its Subcommittee with respect to the Manhattan Village Mall Litigation and there was no other reportable action taken.

J. ADJOURNMENT

At 2:46 PM Mayor D'Errico adjourned the City Council Special 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, September 20, 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

Charlotte Lesser 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 a Commendation to Police Officer Stephanie Martin in Recognition of her 28 Years of Dedicated Service to the City of Manhattan Beach.

PRESENT

Mayor D'Errico, on behalf of the City Council, recognized Police Officer Stephanie Martin.

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

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

Councilmember Burton pulled Item No.4 Agreement for Special Services with Liebert, Cassidy and Whitmore to Provide Representational and Legal Services Pertaining to Employment Relations Matters and requested to be heard as the last item of New Business. (After Item No. 11)

Councilmember Powell noted a correction to be made in Item No. 2 Adopt Resolution No. 16-0048 Approving the 2017 Conflict of Interest Code for the City of Manhattan Beach - Economic Development Manager should be changed to Economic Vitality Manager.

A motion was made by Mayor Pro Tem Lesser, seconded by Councilmember Burton, to approve the agenda moving Item No. 4 as the last item of New Business and make the change in the title of Item No.2. The motion carried by the following vote:

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

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

The following individuals provided community announcements:

John Roberts, From the Roundhouse Aquarium, announced a fundraiser on Tuesday, October 25, 2016, at the Manhattan Beach Country Club.

Charlotte Lesser invited the community to join the annual 10 K run, at 7:30 AM on October 1, 2016.

Lauren Nakano, Director of Blue Zones Projects at Beach Cities Health District, announced a "Safe Streets for All" campaign in October.

Melissa McCullum, Librarian reported on upcoming Library events and that the month of September is "Library Card" sign-up month.

Councilmember Powell announced that the annual Hometown Fair will be October 1-2, 2016.

G. CITY MANAGER REPORT

City Manager Mark Danaj presented Police Chief Eve Irvine who introduced Sgt. Tim Zins as the new Community Affairs Officer.

Chief Irvine promoted the breast cancer awareness t-shirts and the Pink Patch Project.

City Manager Danaj noted that employees will have a chance to purchase the t-shirts and in October employees can wear as uniform on Thursdays.

City Manager Danaj introduced Information Technology Director Sanford Taylor and Economic Vitality Manager Andy Swyak who spoke on the Frontier outages.

Randy Campbell, Area General Manager for Frontier Communications apologized for the August 28th intermittent service interruptions.

H. CITY ATTORNEY REPORT

None.

Councilmember Burton asked for a Manhattan Beach Mall trial date and City Attorney Barrow responded that the trial date is November 2, 2016.

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)

The following individuals provided public comment:

Chris Cagle, Southbay Workforce Investment Board, distributed the 4th Quarterly Report to the City Council and reported on various job opportunities available in the region.

Robert Schumann spoke about abandoned property ordinance/abatement, noting that he doesn't think that his property should be considered abandoned.

Steve Packwood, asked about outside contractors, about the bidding process, term limits and the Manhattan Village Mall lawsuit.

Paul Barkopoulos, spoke about the White Day Mortuary property being changed into an Urgent Care Facility.

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

None.

K. CONSENT CALENDAR (APPROVE)

A motion was made by Councilmember Burton, seconded by Councilmember Powell to approve the Consent Calendar as amended with the following changes: to move Item No. 4 (Agreement for Special Services with Liebert, Cassidy and Whitmore to Provide Representational and Legal Services Pertaining to Employment Relations Matters) and requested this item to be heard after Item No. 10 New Business.(Previously moving after Item No. 11) and a correction to be made in Item No. 2 (Adopt Resolution No. 16-0048 Approving the 2017 Conflict of Interest Code for the City of Manhattan Beach - Economic Development Manager should be changed to Economic Vitality Manager). The motion carried by the following vote:

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

2. Adopt Resolution No. 16-0048 Approving the 2017 Conflict of Interest Code for the City of Manhattan Beach (City Clerk Tamura).

ADOPT RESOLUTION NO. 16-0048

The recommendation for this item was approved on the Consent Calendar with the following change: Economic Development Manager should be changed to Economic Vitality Manager.

3. Second Reading of Ordinance No. 16-0016 Amending Speed Limits on Ardmore Avenue (Community Development Director Lundstedt).

ADOPT ORDINANCE NO. 16-0016

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

4. Agreement for Special Services with Liebert, Cassidy and Whitmore to Provide Representational and Legal Services Pertaining to Employment Relations Matters (Human Resources Director Zadroga-Haase).

APPROVE

This item was moved to Section N. New Business and heard after Item No. 10.

5. Designation of Voting Delegate and Alternate to the 2016 League of California Cities Annual Conference and Authorize Delegate and Alternate Voting Authority on Proposed Resolution Being Considered at the Conference (City Clerk Tamura).

APPROVE VOTING DELEGATE AND AUTHORIZE VOTING AUTHORITY

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

- 6. Financial Report:
 - a) Schedule of Demands: August 18, 2016
 - b) Investment Portfolio for the Month Ending July 31, 2016
 - c) Month End Report for July 31, 2016
(Finance Director Moe).

ACCEPT REPORT AND DEMANDS

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

- 7. City Council Minutes:

This Item Contains Minutes of the following City Council Meeting:

 - a) City Council Regular Meeting Minutes of September 6, 2016
 - b) Special City Council Meeting - Closed Session Minutes of September 9, 2016
(Clerk Tamura).

APPROVE

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

L. PUBLIC HEARINGS (2 MINUTES PER PERSON)

None.

M. OLD BUSINESS

8. Award a Construction Contract to Salix Development Company for the Marine Avenue Park Skate Spot Project in an Amount Not-to-Exceed \$359,066; and Appropriate \$170,000 from the Capital Improvement Fund (Interim Public Works Director Saenz/Parks and Recreation Director Leyman).

APPROVE AND APPROPRIATE FUNDS

Mayor D'Errico introduced Parks and Recreation Director Mark Leyman who provided the staff presentation along with City Engineer Prem Kumar.

Parks and Recreation Director Leyman and City Engineer Kumar responded to City Council questions.

Mayor D'Errico opened the floor to public comment.

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

Councilmember Howorth supports the project, noting the length of time it has taken to get to this point, receiving the \$300,000 grant and that there is \$170,000 available in the CIP (Capital Improvement Plan) Fund.

Mayor Pro Tem Lesser echoes Councilmember Howorth's comments and the City is very fortunate to get the grant from Supervisor Knabe and he supports moving forward.

Councilmember Powell concurs with his colleagues and also thanked Supervisor Knabe for the \$300,000 grant and agrees that the necessary money should come from the CIP Fund.

Councilmember Burton thanked Director Leyman for reaching out to Supervisor Knabe and getting the grant. He further added that he is disappointed that costs went up, but doesn't want to take from the CIP Fund. He suggested taking \$100,000 from the City Council Contingency Fund.

Mayor D'Errico stated that while he supports the skate park, numerous discussions favored not using tax payers money. CIP money could be used for aging infrastructure. It's troubling to be fair to colleagues and the community who worked tirelessly to get this skate park approved. He further added that he cannot support taking the money from the CIP Fund.

Councilmember Burton emphasized that he supported this because it had no tax payers dollars and now doesn't want to use CIP Funds.

City Manager Danaj responded to City Council questions and confirmed that there is \$100,000 in the City Council Contingency Fund.

A motion was made by Councilmember Howorth, seconded by Mayor Pro Tem Lesser, to award a construction contract to Salix Development Company for the Marine Avenue Park Skate Spot Project in an amount not-to-exceed \$359,066; and appropriate \$170,000 from the Capital Improvement Fund. The motion carried by the following vote:

Aye: 3 - Lesser, Howorth and Powell

Nay: 2 - D'Errico and Burton

At 7:29 PM City Council recessed and reconvened at 7:39 PM with all Councilmembers present.

- 9. Adopt Resolution No. 16-0052 to Amend the Contract Between the Board of Administration California Public Employees Retirement System and the City of Manhattan Beach to Provide Provisions of Retirement Law Section 20516 - Employee Cost Sharing (Human Resources Director Zadroga-Haase).

ADOPT RESOLUTION NO. 16-0052

Mayor D'Errico introduced Human Resources Director Teresia Zadroga-Haase who provided the staff presentation.

Human Resources Director Zadroga-Haase responded to City Council questions.

Mayor D'Errico opened the floor to public comment.

The following individual provided public comment:

Steve Packwood questioned the compensation.

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

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to adopt Resolution No. 16-0052 to amend the Contract Between the Board of Administration California Public Employees Retirement System and the City of Manhattan Beach to provide provisions of Retirement Law Section 20516 - Employee Cost Sharing. The motion carried by the following vote:

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

N. NEW BUSINESS

- 10. Risk Pooling Analysis and Options (Human Resources Director Zadroga-Haase).

RECEIVE REPORT AND PROVIDE DIRECTION

Mayor D'Errico introduced Human Resource Director Teresia Zadroga-Haase who provided the PowerPoint presentation.

Human Resources Director Zadroga-Haase and Risk Manager Greg Barboa responded to City Council questions.

Mayor D'Errico opened the floor to public comment.

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

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to receive the report and direct the City Manager and Staff to initiate the process of applying for membership in the California State Association of Counties-Excess Insurance Authority (CSAC-EIA) . The motion carried by the following vote:

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

- 4. Agreement for Special Services with Liebert, Cassidy and Whitmore to Provide Representational and Legal Services Pertaining to Employment Relations Matters (Human Resources Director Zadroga-Haase).

APPROVE

Item No.4 was taken out of order.

Mayor D'Errico introduced Human Resources Director Teresia Zadroga-Haase who responded to City Council questions.

Mayor D'Errico opened the floor to public comment.

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

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to approve the agreement for Special Services with Liebert, Cassidy and Whitmore to Provide Representational and Legal Services Pertaining to Employment Relations Matters. The motion carried by the following vote:

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

- 11. Review Southern California Edison (SCE) Streetlight Valuation and Acquisition Process, and Discuss Option to Retrofit SCE-Owned Street Lights (Interim Public Works Director Saenz and Information Technology Director Taylor).

DISCUSS AND PROVIDE DIRECTION

Mayor D'Errico introduced Environmental Programs Manager Sona Coffee provided the PowerPoint presentation

Environmental Programs Manager Coffee, Finance Director Bruce Moe, City Manager Mark Danaj and Facilities Manager Keith Darling responded to City Council questions

Information Technology Director Sanford Taylor also responded to City Council questions.

Mayor D'Errico opened the floor to public comment.

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

A motion was made by Councilmember Burton, seconded by Mayor Pro Tem Lesser, to explore the three options:

1. Purchase eligible SCE-owned streetlights (approximately 800-900);
2. Retrofit eligible streetlights to LED technology; and
3. Participate in SCE's Option-E financing to retrofit non-sellable SCE-owned streetlights to LEDs (approximately 900).

and further direct Staff to come back and discuss the energy savings as a part of these 3 options when they are discussing the energy audit and for someone from SCE (Southern California Edison) to return with information as well. A friendly amendment, accepted by the maker, to keep the revenue generation and communications technology information in mind when Staff brings the report back. The motion carried by the following vote:

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

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

Councilmember Burton reported that the Hermosa Beach Fire Association supported the move to the county. He further noted his concerns with the loop project and wants a copy of the EIR (Environmental Impact Report) and also wants to make sure that the City has a representative from the gas company to answer all of the City's concerns and questions.

Mayor ProTem Lesser stated that he is the alternate delegate to the Los Angeles Sanitation District and he has requested the district to agendize what would be involved to increase productivity of purple pipe and recycled water at the Carson Facility, the financial costs for increasing capacity, the infrastructure costs and how to pipe it to get it out to the other regions.

Councilmember Powell pointed out that he serves as the liaison to the ICA (Independent Cities Association) and wants to agendize this item and also wants to be relieved of being the liaison.

City Attorney Barrow clarified that it could be put on an agenda in two weeks, with no staff report needed and placed under "Other Council Business".

12. City Council Retreat Documents INFORMATION ONLY

No action taken.

P. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

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

Mayor D'Errico noted that the ICA (Independent Cities Association) item would be agendized.

Mayor Pro Tem Lesser requested that Item No. 2 (Award of contract to PEGasus Studios for broadcast Contract Services with an estimated annual value of \$59,080) be moved from the Consent Calendar.

Councilmember Powell asked when the Downtown Specific Plan would be returning. Councilmember Powell also asked about the initiatives on marijuana on the November ballot.

City Attorney Quinn Barrow responded to City Council questions and the City Council concurred that it would be discussed after the November Election.

Q. INFORMATIONAL ITEMS

None.

R. CLOSED SESSION

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

City Attorney Quinn Barrow read into the record that pursuant to Government Code Section 54956.9(d)(2) the City Council will recess into Closed Session to discuss anticipated litigation with Legal Counsel.

II. RECESS INTO CLOSED SESSION

At 9:35 PM the City Council recessed into Closed Session.

**CONFERENCE WITH LEGAL COUNSEL (ANTICIPATED LITIGATION)
(Government Code Section 54956.9(d)(2))**

A point has been reached where, in the opinion of the City Council on the advice of the City Attorney, based upon existing facts and circumstances, there is a significant exposure to litigation against the City.

Number of Cases: 1 potential case

III. RECONVENE INTO OPEN SESSION

At 9:46 PM the City Council reconvened into Open Session.

IV. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

City Attorney Quinn Barrow announced that the City Council discussed the item with no reportable action taken

S. ADJOURNMENT

At 9:47 PM Mayor D'Errico adjourned the City Council Meeting.

Martha Alvarez
Recording Secretary

Tony D'Errico
Mayor

ATTEST:

Liza Tamura
City Clerk

Agenda Date: 10/4/2016

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

SUBJECT:

Ordinance Consolidating and Codifying Manhattan Beach's Existing Construction Rules
(Community Development Director Lundstedt).

**INTRODUCE ORDINANCE NO 16-0020, AN ORDINANCE CONSOLIDATING AND
CODIFYING EXISTING CONSTRUCTION RULES**

RECOMMENDATION:

Staff recommends that the Council introduce Ordinance No. 16-0020, An Ordinance Consolidating and Codifying Construction Rules.

FISCAL IMPLICATIONS:

No fiscal impact.

BACKGROUND:

The City Council has directed staff to consolidate and codify the City's existing regulations and rules governing construction activity. On August 16, 2016, staff presented a draft construction rules ordinance for discussion purposes. The attached ordinance contains the same substance as the draft ordinance that was presented on August 16. In addition, the attached ordinance contains additional, non-substantive clean up language and cross-references to other chapters addressing construction activity.

DISCUSSION:

Currently, construction activity in the City is addressed in various sections of the Municipal Code, state law, and by the City's non-codified Construction Rules. The City's Noise Ordinance (Chapter 5.48) contains most of the provisions related to construction. However, other Municipal Code sections such as Chapter 5.26, relating to construction debris waste reduction and recycling requirements, and Chapter 5.84, storm water and urban runoff pollution control, contain provisions governing

construction activity. If adopted, Ordinance 16-0020 would establish a new Chapter 9.44 consolidating existing Code provisions and codifying existing construction rules.

Section 9.44.010 (Definitions) contains three definitions, “construction activity” (essentially cut and pasted from the noise ordinance; “Director” and a new definition-“Vehicular Activity”- to encompass deliveries, hauling, and loading and unloading in the right-of-way.

Section 9.44.020 (General Requirements for Construction Activities) codifies general conditions and restrictions for all construction and construction related activities occurring within the City (which are substantively identical to the existing Construction Rules and, in some cases, state law). As noted above, staff has fine-tuned the language, removed ambiguities, provided the cross references mentioned above, and streamlined the general requirements to make the ordinance user-friendly. (Subsection X of 9.44.020) has also been added regarding the requirement to retain all permits onsite for the duration of the project.

Section 9.44.030 (Construction Hours) replaces old Section 5.48.060 relating to the days and hours of construction, as recently amended by the City Council by Ordinance 16-0007. There is no substantive change.

Section 9.44.040 (Construction Management and Parking Plan Requirement for Residential Areas III and IV) codifies the Construction Management and Parking Plans for Residential Areas III and IV (sand section) developed pursuant to Council direction on September 1, 2015.

Section 9.44.050 (Street and Lane Closures) requires right-of-way permits for street and lane closures in the City.

Section 9.44.060 codifies existing construction rules related to deliveries. Staff has identified two topics that the Council may want to discuss:

1. The construction rules require a right-of-way permit for construction deliveries in Residential Districts III and IV that last more than two hours in duration, which has been codified in Section 9.44.040. Staff has imposed the same requirement throughout the City.
2. There are a number of provisions that were developed by staff during 2013-2015 to alleviate impacts from construction. During that time, there were complaints from residents about hauling, deliveries and unloading and loading on the right-of-way. To address these concerns, Staff now requires contractors to take certain measures to alleviate the impacts from hauling, deliveries and unloading and loading, and those have been included in Section 9.44.060 of the draft ordinance.

Finally, Section 4 of the ordinance merely replaces the cross reference in existing Section 5.48.250 with new Chapter 9.44.

Excavation

In addition, the Council directed staff to come back at a later date with a report summarizing public feedback regarding impacts on neighboring properties due to

excavation.

ENVIRONMENTAL REVIEW

The proposed ordinance is not a “Project” within the meaning of CEQA, because there is no potential for resulting physical change in the environment, directly or indirectly. Further, it can be seen with certainty that there is no possibility that the adoption of this ordinance, and the prohibition established hereby, may have a significant effect on the environment, because the ordinance will, at most, only impose greater limitations on activities in the City, and will thereby serve to eliminate potentially adverse environmental impacts. It is therefore not subject to the California Environmental Quality Act review pursuant to Title 14, Chapter 3, Section 15061(b)(3) of the California Code of Regulations.

PUBLIC OUTREACH/INTEREST

As directed by the City Council, staff has provided notification of this item to the Community Development’s Construction Community interested parties list.

LEGAL REVIEW

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

Attachments:

1. Draft Construction Rules Ordinance

ORDINANCE NO. 16-0020

AN ORDINANCE OF THE CITY OF MANHATTAN BEACH
ADDING CHAPTER 9.44 (CONSTRUCTION RULES) TO
TITLE 9 (BUILDING REGULATIONS) OF THE MUNICIPAL
CODE TO CONSOLIDATE AND CODIFY THE CITY'S
EXISTING CONSTRUCTION RULES

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Title 9 (Building Regulations) is hereby amended to add a new Chapter 9.44 (Construction Rules) as follows:

“Chapter 9.44 CONSTRUCTION RULES

- 9.44.010 Definitions**
- 9.44.020 General Requirements for Construction Activities**
- 9.44.030 Construction Hours**
- 9.44.040 Construction Management and Parking Plan Requirement for Residential Areas III and IV**
- 9.44.050 Street, Lane and Sidewalk Closures**
- 9.44.060 Vehicular Activity**

9.44.010 Definitions

For the purposes of this Chapter, the following words and phrases are defined as follows:

- A. “Construction Activity” includes, but is not limited to:
 - 1. The operation of any tool, machine or equipment, including but not limited to, vehicles and helicopters being used by contractors or subcontractors and their employees to perform work requiring a City permit.
 - 2. Performing any construction, demolition, excavating, grading, maintenance or repair work on buildings, structures or property.
 - 3. Any remodeling, improvements, or additions to residential homes requiring a City permit, such as, but not limited to, roof replacement, window replacement, and/or patio construction.
 - 4. Any painting using motorized equipment.
 - 5. Arrival or departure of vehicles bringing construction equipment, materials or supplies to the construction site, loading and unloading thereof, and the staging of such vehicles on public streets.

6. Arrival or departure of any food service vehicles providing food to persons working at a site of construction activity.

Notwithstanding the above, home improvements, routine maintenance, and repairs do not constitute construction activity as defined in this Chapter, provided such work does not require a City permit.

B. "Director": Director of Community Development.

C. "Vehicular Activity": Delivery and hauling of construction equipment, materials, supplies and construction debris to and from the site, and the loading and unloading thereof on the public right-of-way.

9.44.020 General Requirements for Construction Activities

A. All construction sites shall be posted with "Construction Rules" consistent with the provisions of this Chapter, which may be subsequently amended or supplemented by the City.

B. No construction activity shall impede or block access to private property or driveways except as authorized herein.

C. No construction activity shall impede or block the normal and reasonable movement of traffic except as authorized by a right-of-way permit.

D. Construction vehicles are subject to all posted parking restrictions and other applicable State and municipal codes.

E. Street and public parking spaces shall not be reserved for construction vehicles or workers at any time.

F. No audio devices shall be audible beyond the construction site property line.

G. Construction vehicles shall not dump or wash debris, litter, or toxins into storm drains, streets or other public or private places. Sandbags may be required on the perimeter of a site to prevent water runoff. Contractors shall comply with the storm water and urban pollution control requirements set forth in Chapter 5.84.

H. Existing sidewalks shall not be obstructed at any time, except as authorized by Section 9.44.050. Public areas and rights-of-way shall be kept clear of debris, in the same manner as the clean-up of excavation work in accordance with Section 7.16.150.

I. Prior to commencing demolition or construction, the contractor shall erect a green mesh construction fence at the perimeter of the construction site.

J. Contractors shall use water to prevent dust migration to surrounding properties as needed, and in accordance with all requirements of the South Coast Air Quality Management District.

K. Containers for waste and recyclables are required at every site of construction activity. Food waste shall be removed on a weekly basis.

L. The contractor shall maintain all portable toilets in a sanitary condition. Such toilets shall be serviced on a regular basis. The City will not issue a Certificate of Occupancy until all portable toilets have been removed from the site.

M. Temporary power poles, if required by the Director, must be installed at the site of construction activity before any demolition and construction begins.

N. All CAL/OSHA requirements and guidelines shall be followed on the construction site.

O. Shoring construction and excavation is to be performed according to City shoring guidelines, and performed in such a manner so as to not damage adjoining property. At its expense, the contractor shall at all times preserve and protect from damage any adjoining property by providing proper foundations and taking all other necessary measures.

P. Contractors shall comply with the construction and demolition debris waste reduction and recycling requirements set forth in Chapter 5.26.

Q. Contractors shall comply with the construction site temporary encroachment requirements set forth in Chapter 7.40.

R. No smoking, including electronic devices, is permitted on any construction site or in any public area at any time.

S. An on-site meeting between each subcontractor and the Director's designee is required prior to the subcontractor starting work.

T. In the event of a claim from a neighboring property owner that construction has physically damaged the neighboring property, and the owner of the property where the construction occurred or owner's agent (collectively "owner") has refused to repair the damage, upon request of the neighbor or the City, the owner has a mandatory duty to enter a mediation program either administered by the City, or implemented by a third-party mediator subject to the City's approval, to resolve the claim.

U. The Director may waive any requirements set forth in this section that are inapplicable due to the magnitude of the construction.

V. All permits issued by the City pertaining to any onsite construction activities and any authorized right-of-way activity are required to be retained onsite for the duration of the project.

9.44.030 Construction Hours and Days

A. Construction activity shall occur only between 7:30 a.m. and 6:00 p.m. on weekdays, and between 9:00 a.m. to 6:00 p.m. on Saturdays.

B. There shall be no construction activity on Sundays or on City-recognized holidays, including the following:

1. New Year's Day;
2. Martin Luther King Jr's Day;
3. President's Day
4. Memorial Day;
5. Independence Day;
6. Labor Day;
7. Columbus Day;
8. Veterans Day;
9. Thanksgiving Day;
10. Friday after Thanksgiving, and
11. Christmas Day.

C. The presence of workers or delivery trucks at the site of construction, even if no actual work or unloading is being done, constitutes construction activity for purposes of this section.

D. The presence of equipment, tools or supplies, vehicles being started, idled or unloaded and loud talking at the site of construction activity constitutes construction activity for purposes of this section.

E. In connection with any project that requires a discretionary permit, the Planning Commission or City Council may impose more restrictive hours of construction.

F. The City Council or Director may modify construction hours as follows:

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 shall provide prior notice to persons and businesses in the vicinity, at the owner's expense. The Director shall notify the Council of the decision at the next City Council meeting. The Director may forward a 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 shall provide prior notice to persons and businesses in the vicinity, at the owner's expense.

G. Exceptions.

1. An owner-builder who resides on the property while that property is under construction may perform construction activity between the hours of 9:00 a.m. and 6:00 p.m. on Sundays and City-recognized holidays; provided, however, that no subcontractors perform any work on Sundays or City-recognized holidays.

2. In the case of an emergency, the Building Official may authorize construction activity at times other than the hours and days permitted in subsections A and B of this Section. For the purpose of this subsection 2, an emergency is defined as substantial property damage or a threat to the public health or safety. Such authority shall lapse once the site and structure(s) are safe. The Building Official may require the permittee to notify affected residents.

9.44.040 Construction Management and Parking Plan Requirement for Residential Areas III and IV

A. The contractor or owner shall prepare and submit a Construction Management and Parking Plan ("CMPP") pursuant to City requirements, and in conjunction with building plan check submittal or a rough grading permit application, whichever occurs first. The CMPP must describe the manner in which potential construction traffic and parking impacts will be mitigated. No demolition or construction may commence until such time that the CMPP has been approved by the Director or his or her designee.

B. The Director's designee will visit the site to determine which residents will be impacted by the proposed construction activity. At least ten days before construction commences, the contractor or owner shall provide written notification to each resident identified by the designee in a form approved by the City.

C. The CMPP shall require that the contractor or owner obtain a right-of-way permit prior to any delivery and hauling of construction equipment, materials, supplies and construction debris to and from the site, and the loading and unloading thereof on the public right-of-way, that lasts more than two hours in duration.

D. The CMPP's terms or conditions cannot be changed or modified unless the contractor or owner receives written approval by the Director.

9.44.050 Street, Lane and Sidewalk Closures

The contractor must receive a right-of-way permit prior to any construction activity encroaching on the public right-of-way that requires a closure. The Director, in

consultation with the City Traffic Engineer and Director of Public Works, may impose conditions to eliminate, mitigate and reduce the impacts arising from the encroachment. In addition, the Director may require a traffic control plan. Contractor shall provide 72-hour minimum notice to all impacted properties prior to any street closure.

9.44.060 Vehicular Activity

A. General Rules.

1. A contractor must receive a right-of-way permit prior to any delivery and hauling of construction equipment, materials, supplies and construction debris to and from the site, and the loading and unloading thereof on the public right-of-way ("Vehicular Activity") that lasts more than two hours. The Director, in consultation with the City Traffic Engineer and Director of Public Works, may impose conditions to eliminate, mitigate and reduce the impacts arising therefrom. In addition, the Director may require a traffic control plan and establish a hauling route.

2. A right-of-way permit is not required for Vehicular Activity of less than two hours, provided there is no street, lane or sidewalk closure.

B. Additional Rules. The following rules apply to each Vehicular Activity:

1. Vehicular Activity shall occur only between 9:30 a.m. and 4:00 p.m. on weekdays, and between 9:00 a.m. to 6:00 p.m. on Saturdays.

2. Drivers shall comply with all traffic and parking regulations.

3. Drivers shall be available, upon request, to immediately move the vehicle to avoid blocking access to adjacent properties.

4. Vehicular Activity shall not occur on the respective scheduled waste collection day for Residential Area Districts III and IV.

5. Vehicular Activity shall not occur on residential streets except directly to or from the site of construction activity or on an approved hauling route.

6. Vehicular Activity shall not block access to any street, driveway or adjacent properties at any time except as authorized by Section 9.44.050.

7. There shall be no truck queuing or staging on residential streets.

8. Where feasible, parking pads located at the construction site shall be used for loading, unloading, deliveries and hauling in order to reduce or avoid construction activity encroaching into traffic lanes."

9. One travel lane shall remain open at all times for deliveries on a local residential street or a dead-end alley.

SECTION 2. Section 5.48.060 of this Code is hereby deleted in its entirety.

SECTION 3. Section 5.48.310 of this Code is hereby deleted in its entirety.

SECTION 4. Section 5.48.250 is hereby amended to read as follows:

“Construction activities.

Construction activities as defined in Section 9.44.010 are exempt from the provisions of this chapter except as provided in Chapter 9.44.”

SECTION 5. CEQA. The City Council hereby finds that it can be seen with certainty that there is no possibility that the adoption of this Ordinance, and the prohibitions established hereby, may have a significant effect on the environment, because the Ordinance will only impose greater limitations on activities in the City, and will thereby serve to eliminate potentially significant adverse environmental impacts. It is therefore not subject to the California Environmental Quality Act review pursuant to Title 14, Chapter 3, Section 15061(b)(3) of the California Code of Regulations. A Notice of Exemption will be prepared.

SECTION 6. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 7. Savings Clause. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

SECTION 8. Certification. 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 9. Effective Date. 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.

ADOPTED _____, 2016.

AYES:

NOES:

ABSENT:
ABSTAIN:

TONY D'ERRICO
Mayor

ATTEST:

LIZA TAMURA
City Clerk

APPROVED AS TO FORM:

QUINN M. BARROW
City Attorney

Agenda Date: 10/4/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Raul Saenz, Interim Director of Public Works
Prem Kumar, City Engineer

SUBJECT:

Adopt Resolution No. 16-0055 which Supports and Endorses the Sepulveda Boulevard at Rosecrans Avenue, 33rd Street, Cedar Avenue, 14th Street and 2nd Street - Operational Improvements Project to be Implemented through the South Bay Measure R Highway Program for the City of Manhattan Beach (Interim Public Works Director Saenz).

ADOPT RESOLUTION NO. 16-0055

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 16-0055 indicating support and endorsement of the Sepulveda Boulevard at Rosecrans Avenue, 33rd Street, Cedar Avenue, 14th Street and 2nd Street - Operational Improvements Project to be implemented through the South Bay Measure R Highway Program for the City of Manhattan Beach.

FISCAL IMPLICATIONS:

The Sepulveda Boulevard at Rosecrans Avenue, 33rd Street, Cedar Avenue, 14th Street and 2nd Street - Operational Improvements Project will be funded by the South Bay Measure R Highway Program in the amount of \$900,000. Funds for these projects would be provided on a reimbursement basis with no local match required.

BACKGROUND:

The City Council previously approved Resolution 15-0060 in November 2015 endorsing its commitment to the Sepulveda Boulevard at Rosecrans Avenue, 33rd Street, Cedar Avenue, 14th Street and 2nd Street - Operational Improvements Project and authorizing City staff to submit the project for South Bay Measure R Program funding consideration at a cost of \$900,000. Subsequently, South Bay Council of Government (SBCOG) has included this project in their approved list of projects funded in FY16/17. Now that the project is funded, SBCOG requires the City to reaffirm its commitment to this project with the adoption of Resolution No. 16-0055. This project is currently included in the most recent City Council

approved Fiscal Years 2017 - 2021 Capital Improvement Plan (CIP) funded with local Proposition C funds and will now be reimbursed fully with South Bay Measure R funds.

DISCUSSION:

Measure R is a one-half cent (0.5%) sales tax approved by Los Angeles County voters in November, 2008 to meet the transportation needs of Los Angeles County.

Measure R provides funding in several categories. Two categories, Local Return and Highway Capital Projects will provide funding to the City of Manhattan Beach.

Local Return

Measure R Local Return funds are provided to cities on a per capita basis. The City began receiving these funds in January 2010 and should receive an estimated \$330,000 per year. The funds can be used for street maintenance, bicycle and pedestrian facilities, and transit purposes.

Highway Capital Projects

This program provides funding for projects in 17 regional project group categories. South Bay agencies receive funding under the subcategory titled "Interstate 405, I-110, I-105, and SR-91 Ramp and Interchange Improvements (South Bay)". It is estimated that \$906 million will be available to South Bay agencies over 30 years to fund capacity improvements that benefit the state highway system. Eligibility provisions in the measure have been interpreted to include routes parallel to state highways as well. This funding is identified as "South Bay Measure R Funds". The Metropolitan Transportation Authority (Metro) oversees the distribution of South Bay Measure R Funds through specific funding agreements with the local agency.

This project consists of improving intersection operations by adding or extending lanes to improve intersection level-of-service (LOS) including extending left-turn pockets to reduce or eliminate queuing. The intersections slated for improvement are Sepulveda Boulevard at Rosecrans Avenue, Sepulveda Boulevard at 33rd Street, Cedar Avenue at Marine Avenue, Sepulveda Boulevard at 14th Street and Sepulveda Boulevard at 2nd Street.

South Bay Council of Government (SBCOG) has included this project in their approved list of projects funded in FY16/17. Now that the project is funded, SBCOG requires the City to reaffirm its commitment to this project with the adoption of Resolution No. 16-0055.

POLICY ALTERNATIVES:

ALTERNATIVE:

Do not approve attached Resolution supporting and endorsing the project to be implemented through the South Bay Measure R Highway Program.

PROS: The City Council may decide to no longer pursue the described improvements or fund the improvements with other available funding sources

CONS:

The City would lose its share of South Bay Measure R Highway Program funds since it is not used for its intended purpose. Much needed infrastructure work to improve traffic flow would not occur.

PUBLIC OUTREACH/INTEREST:

Public outreach was part of the City's Fiscal Years 2017 - 2021 Capital Improvement Plan adoption process.

ENVIRONMENTAL REVIEW:

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

LEGAL REVIEW:

The City Attorney has reviewed the draft resolution as to form.

Attachments:

1. Resolution No. 16-0055

RESOLUTION NO. 16-0055

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
IN SUPPORT OF THE SEPULVEDA BOULEVARD AT
ROSECRANS AVENUE, 33RD STREET, CEDAR
AVENUE, 14TH STREET AND 2ND STREET –
OPERATIONAL IMPROVEMENTS PROJECT TO BE
IMPLEMENTED THROUGH THE SOUTH BAY MEASURE
R HIGHWAY PROGRAM

WHEREAS, the Measure R Expenditure Plan as approved by the voters of Los Angeles County in November 2008 will provide approximately \$906 million (in 2008 dollars), or roughly \$1.4 billion in inflated dollars, over 30 years for much needed ramp and interchange investments to improve the operation of 1-405, 1-110, 1-105 and SR-91 in the South Bay;

WHEREAS, as a result of collaborative efforts involving the South Bay Cities Council of Governments (SBCCOG), its member jurisdictions, the Infrastructure Working Group (IWG), Caltrans and Los Angeles County Metropolitan Transportation Authority (Metro), the scope of eligible investments also includes local arterial, signal synchronization and park-and-ride projects that can be demonstrated to have a significant operational nexus to the state highway system;

WHEREAS, on January 18, 2011, Council adopted Resolution No. 6290 supporting the South Bay Measure R Highway Program and that as the lead agency of its projects, enter into agreements with Metro to establish project commitments; and

WHEREAS, Manhattan Beach has been identified as being the Lead Agency for implementation of local jurisdictional projects for Measure R Highway Program funding.

NOW, THEREFORE, THE MANHATTAN BEACH CITY COUNCIL DOES HEREBY ORDER AND RESOLVE AS FOLLOWS:

SECTION 1. The Council supports and endorses the Sepulveda Boulevard at Rosecrans Avenue, 33rd Street, Cedar Avenue, 14th Street and 2nd Street - Operational Improvements Projects to be implemented through the South Bay Measure R Highway Program funding.

SECTION 2. The Council directs staff to take all the necessary actions to implement this project, with the understanding that, it is the lead agency, it will be required by Metro to enter into a Funding Agreement (FA) with Metro to establish project commitments.

SECTION 3. The Council endorses and commits to making every good faith effort to complete the project for which it is the Lead Agency pursuant to the established project commitments.

SECTION 4. The Council acknowledges that the Measure R Highway Program is a cost-reimbursement program subject to annual audit requirements by Metro.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

ADOPTED October 4, 2016.

Ayes:
Noes:
Absent:
Abstain:

Tony D'Errico
Mayor, City of Manhattan Beach

ATTEST:

LIZA TAMURA
City Clerk

Agenda Date: 10/4/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Liza Tamura, City Clerk

Martha Alvarez, Senior Deputy City Clerk

Patricia Matson, Administrative Clerk II

SUBJECT:

Agenda Forecast (City Clerk Tamura).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Attached is the most recent Agenda Forecast for City Council Review.

ATTACHMENT:

September 28, 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)

10/18/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Older Adult
	1. Planning Commission Approval of Use Permit for Proposed On-Site Instructional Alcohol Tasting (Type 86) at an Existing Supermarket at 2700 Sepulveda Boulevard (Ralph’s Manhattan Village Mall) (Community Development Director Lundstedt) (Planning Commission Quasi-Judicial)
	2. Election Resolutions Regarding March 7, 2017 General Municipal Elections (City Clerk Tamura) (Consent)
	3. Award Contract with Martin & Chapman in the Amount Not-to-Exceed \$76,000 for Election Services Related to the Tuesday, March 7, 2017 General Municipal Election (City Clerk Tamura) (Consent)
	4. Resolution to Amend the Personnel Rules, Rule XI Section 12. Overtime Work (Human Resources Director Zadroga-Haase) (Consent)
	5. Completion of the Construction Contract/Final Payment for the Parking Structure No. 2 Rehabilitation Project (Interim Public Works Director Saenz) (Consent)
	6. Approve Contract Amendment No. 1 to the Agreement with Griffin Structures for the Preparation of a Building Condition Assessment for Fire Station No. 2 (Interim Public Works Director Saenz) (Consent)
	7. Provide Direction to Planning Commission to Provide a Recommendation Regarding the Zoning Text Amendment and Local Coastal Program Amendment Proposal for Detached Condominiums (Community Development Director Lundstedt) (Consent)
	8. First Reading of Ordinance Adopting by Reference the 2016 Edition of the California Fire Code and Certain Amendments, Deletions, and Additions, and Amending Title 3 of the Manhattan Beach Municipal Code (Fire Chief Espinosa) (Consent)
	9. Award a Professional Services Contract to GHD, Inc. for Engineering Services for the Manhattan Avenue/Highland Avenue Improvement Project and the Parkview Avenue Sidewalk and Access Ramp Improvement Project in the Amount Not-to-Exceed \$119,053 (Interim Public Works Director Saenz) (Consent)
	10. Financial Report: Schedules of Demands: September 15, 2016 (Finance Director Moe) (Consent)
	11. City Council Minutes (City Clerk Tamura) (Consent)
	12. Ordinance to Authorize an Amendment to the Contract Between the Board of Administration of the California Public Employees’ Retirement System and the City of Manhattan Beach (Employee Cost Sharing and First Reading of the Ordinance) (Human Resources Director Zadroga-Haase) (Public Hearing)
	13. Report on Southern California Gas Company’s Loop Project (Interim Public Works Director Saenz) (Old Business)
	14. Update Report on the Fire and Medical Services in Manhattan Beach if Hermosa Beach Contracts Fire Services with Los Angeles County Fire Department (Fire Chief Espinosa) (Old Business)
	15. Approval of Revised Boards and Commissions Handbook and Commission Work plans (City Clerk Tamura, Parks and Recreation Director Leyman and Community Development Director Lundstedt) (New Business)
	16. Report on California Senate Bill 1107 (SB 1107) Amending the Political Reform Act of 1974 by Restoring Local Control Over Campaign Finance Policies (City Clerk Tamura) (Informational Items)

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

(Items placed on the Forecast may not necessarily be in the order in which they will appear on the Agenda)

11/1/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Meadows Elementary School
	Pledge – Older Adult
	1. Proclamation Declaring November 2016 as National Family Caregivers Month (Ceremonial)
	2. Presentation of Certificates of Recognition to the Winners of the 2016 Fire Department Annual “Home Escape Plan” Contest (Ceremonial)
	3. Award of a Three-Year Contract to Frontier Communications for Redundant Internet Access Services Connectivity with an Estimated Annual Value of \$53,820, also, Approve and Award a Contract to Vector USA to Install Wide Area and Wireless Network Equipment Installation in an Amount Not- to-Exceed \$250,000 to VectorUSA and Authorize the City Manager to Negotiate a Contract (Information Technology Director Taylor) (Consent)
	4. Approve a Three-Year Agreement to ESRI for Enterprise Wide Geographic Information Systems (GIS) Software Licensing with Annual Amount of \$35,000 (Information Technology Director Taylor) (Consent)
	5. Financial Report: Schedules of Demands: September 29, 2016 (Finance Director Moe) (Consent)
	6. City Council Minutes (City Clerk Tamura) (Consent)
	7. Tri-Annual Public Hearing on the Public Health Goals for Chemicals in H2O (Interim Public Works Director Saenz) (Public Hearing)
	8. 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)
	9. Report from Public Works on Potential Downtown Maintenance Enhancements (With Input From Community Development) (Interim Public Works Director Saenz) (Old Business)
	10. 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)
	11. Policies and Processes for Funding and Sponsoring Non-Profit Organizations (Finance Director Moe) (New Business)
	12. Status Update on Accela Automation Project Implementation (Community Development Director Lundstedt) (New Business)
	13. Review Energy Efficiency and Renewable Energy Recommendation from Energy Audit (Interim Public Works Director Saenz) (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)

11/15/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Older Adult
	1. Presentation of Certificates of Recognition to the Winners of the 2016 Manhattan Beach Public Library Bookmark Contest (Ceremonial)
	2. First Reading and Adoption of Ordinance Requiring Riders of Skateboards and Other Wheeled Recreational Devices to Wear a Helmet, Elbow Pads, and Knee Pads at the Skate Park (Parks and Recreation Director Leyman) (consent)
	3. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	4. City Council Minutes (City Clerk Tamura) (Consent)
	5. Public Hearing and Second Reading of Uniform Fire Code (Fire Chief Espinosa) (Public Hearing)
	6. Update on Report on Power Reliability with Discussion on Undergrounding from Edison’s Perspective (Interim Public Works Director Saenz) (Old Business)
	7. Report on the Timeline Estimates for Staff to Gather Stakeholder Feedback Regarding Subterranean Guidelines (Community Development Director Lundstedt) (Old Business)
	8. Quarter One – Budget Report (Finance Director Moe) (New Business)
12/6/2016	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Robinson Elementary School
	Pledge – Older Adult
	1. Longstanding Business Awards (Ceremonial)
	2. Second Reading and Adoption of Ordinance Requiring Riders of Skateboards and Other Wheeled Recreational Devices to Wear a Helmet, Elbow Pads, and Knee Pads at the Skate Park (Parks and Recreation Director Leyman) (consent)
	3. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	4. City Council Minutes (City Clerk Tamura) (Consent)
	5. Downtown Specific Plan (Community Development Director Lundstedt) (Old Business)
	6. Joslyn Tennis Court Connectivity (Interim Public Works Director Saenz) (New Business)
	7. Environmental Program Work Plan (Interim Public Works Director Saenz) (New Business)
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)
	3. Contingency Report for the Capital Improvement Plan Projects Completed in Fiscal Year 2015-2016 (Interim Public Works Director Saenz) (Old Business)
	4. Veterans Parkway Preliminary Design Presentation (Interim Public Works Director Saenz) (Old Business) - CONTINUED FROM JUNE 21 MEETING
	5. Award of a Three-Year Contract to PEGasus Studios for Broadcast Contract Services with an Estimated Annual Value of \$148,170. (Information Technology Director Taylor) (New Business)

TENTATIVE DRAFT – SUBJECT TO CHANGE

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

(Items placed on the Forecast may not necessarily be in the order in which they will appear on the Agenda)

1/3/2017	<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 – Older Adult
	1. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Budget Policies and Guidelines (CIP Focus for Year Two) (Finance Director Moe) (New Business)
2/7/2017	<i>Regular Meeting – 6:00 PM Tuesday – City Council Reorganization Mayor Lesser/Mayor Pro Tem Howorth</i>
	Pledge – Manhattan Beach Middle School
	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 – 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)
	4. Mid-Year Budget Including Options for Addressing Unfunded Liabilities and Rate Stabilization Program (Finance Director Moe)(New Business)
3/8/2017	<i>Regular Meeting – 6:00 PM Wednesday</i>
	Pledge – Mira Costa High School
3/21/2017	<i>Regular Meeting – 6:00 PM Tuesday- City Council Reorganization Oath of Office Ceremony and Recognition of Outgoing Councilmember Powell</i>
	Pledge –
4/4/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Pennekamp Elementary School
4/18/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
5/2/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Grand View Elementary School
5/16/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
6/6/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Pacific Elementary School

TENTATIVE DRAFT – SUBJECT TO CHANGE

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

(Items placed on the Forecast may not necessarily be in the order in which they will appear on the Agenda)

6/20/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
7/5/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
7/18/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
8/1/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
8/15/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
9/5/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
9/19/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
10/3/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
10/17/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
11/7/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
11/21/2017	<i>Regular Meeting – 6:00 PM Tuesday – City Council Reorganization Mayor Howorth/Mayor Pro Tem (TBD)</i>
	Pledge –
12/5/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
12/19/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –

TENTATIVE DRAFT – SUBJECT TO CHANGE

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

(Items placed on the Forecast may not necessarily be in the order in which they will appear on the Agenda)

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	
4. Report on Details of Land Use and Soil Report for Parkview Site	8-2-16
5. Older Adults Program Update	

FUTURE AGENDA ITEMS (Date TBD)

Item	City Council Date Requested
1. HR 4871 Informational Item (Parks and Recreation Director Leyman)	5-17-16
2. Annual Fee Waiver Requests Associated with Non-Profit Special Events : Manhattan Beach Hometown Fair	7-19-16
3. City Manager and City Attorney Annual Review	
4. Update on Southern California Edison (SCE) Streetlight Valuation and Acquisition Process	9-20-16

FUTURE MEETINGS TO BE SCHEDULED

Item
1. Joint City Council/Beach Cities Health District Meeting
2. Joint City Council/Manhattan Beach Unified School District Meeting
3. Joint City Council/Planning Commission Meeting - Mansionization
4. Study Session Regarding Potential Impacts of Fire and Medical Services in Manhattan Beach (Presentation in Two Months)
5. City Council Retreat (May)

Agenda Date: 10/4/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Mark Leyman, Parks and Recreation Director

SUBJECT:

Commission Minutes:

This Item Contains Minutes of the following City Commission Meetings:

- a) Library Commission Meeting Minutes of July 11, 2016
(Parks and Recreation Director Leyman)
- b) Cultural Arts Commission Meeting Minutes of August 9, 2016
(Parks and Recreation Director Leyman)

INFORMATION ITEM ONLY

The attached minutes are for information only.

Attachments:

- 1. Library Commission Meeting Minutes of July 11, 2016
- 2. Cultural Arts Commission Meeting Minutes of August 9, 2016

**CITY OF MANHATTAN BEACH
MINUTES OF THE LIBRARY COMMISSION**

July 11, 2016
6:30 p.m.

Manhattan Beach City Council Chambers

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:36 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Kunkee, Casady, Elasowich, Cleamons and Hustvedt

Absent: None

Others Present: Recreation Services Manager, Eve Kelso and recording secretary, Linda Robb

D. APPROVAL OF MINUTES

June 13, 2016 - Commissioner Casady moved to approve the June 13, 2016 minutes as written. Commissioner Cleamons seconded the motion. The motion passed.

Ayes: Commissioners Kunkee, Casady, Elasowich, Cleamons and Hustvedt

Nays: none

Abstain: none

Absent: none

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Commissioner Kunkee opened the floor to audience participation.

Melissa McCollum, Library Manager –Ms. McCollum presented the following regarding library programs:

Programming highlights – very high attendance for programs, beyond capacity for some. 230 children and parents were in attendance.

Ron Kovic Author Talk - very successful – over 100 people were in attendance. The author was very warm and generous with his time. Pages bookstore was pleased and may want to collaborate again.

Teen Programs –

Sewing – Donut pillows

Drawbots – over capacity – made robots that drew circles and shapes

Community Service – many teens doing community service – over 90 teen volunteers for over 500 hours in June

Fitcamp (Pre-K -2nd) and Strawbees - new programs in coordination with PE specialist Jesus Mejia (give straws and connector to build and play games with things they build)

Book clubs going well

Yoga and meditation quadrupled in size from the first month to the second month.

Community Interactive forums have been successful. Former Commissioner Gary Hartzell will be speaking on the Ancient Library of Alexandria on July 18th.

Over 17,000 people came through the library in June with 22,004 items in circulation. 1,272 kids/teens attended programs offered.

Staffing update – A new library assistant has been hired. Teen Librarian, Laura Ishikawa will be leaving.

Ms. McCollum is waiting for County approval to use NextDoor an online social media site recommended by Commissioner Hustvedt.

500 postcards have been printed and donated to the library. The postcard features a beautiful photograph of the library. The cards were generously donated by resident and amateur photographer, Dennis White.

Commissioner Casady inquired about teen volunteers receiving credit for their hours leading to a conversation regarding utilization of the National Charity League, a mother-daughter volunteer organization with two nearby branches.

Commissioner Kunkee asked about Teen Librarian, Laura Ishizaka leaving and if the 28 student volunteers would still be supported. Ms. McCollum stated that staff will cover until a new librarian is hired. Commissioner Kunkee inquired about the inter-library van and the time it takes to receive a requested book from another branch. Ms. McCollum stated that it varies depending on where you are in the queue and how many copies are available. Ms. McCollum stated that the number of books being requested is significant so people are using the service.

Commissioner Kunkee asked if any steps have been made to become a Family Place Library. Ms. McCollum stated that there is budget involved so the City would need to allocate funds for additional furniture, toys, books, etc. to get official designation. She said that the library currently follows best practices for Family Place but does not have the license.

Ms. McCollum added that the board will be voting whether or not to approve patio furniture for the outdoor area in the next week.

Commissioner Clemons inquired on how long the patio furniture would take to arrive once approved. Ms. McCollum stated that there is a process and she cannot predict exactly when it would be installed. The proposal is for benches, chairs and an umbrella. Commissioner Clemons asked if trashcans are part of the plan so that the area is kept tidy. Currently trashcans are not in the plan but it will be monitored.

Commissioner Elasowich asked if the patio furniture would interfere with performances

in the outdoor space. Ms. McCollum stated that outdoor events were considered when planning.

The floor was closed to public comment.

G. GENERAL BUSINESS

None

H. COMMISSION ITEMS

Commissioner Casady reported that he submitted a letter requesting permission to discuss a Commission work plan. The letter will be attached to the approved June minutes for Council approval.

The Commissioners decided to have an August meeting. Commissioner Elasowich will not be able to attend.

Commissioner Casady reported that the Ron Kovic event at the Library was very impressive. He thought that a similar event at lunchtime with sandwiches might be a great experiment to talk about.

Commissioner Hustvedt stated that he loves to receive Gary Hartzell's emails that bring him up to speed. He asked where he should refer citizens who approach him with ideas for the library. Ms. McCollum stated that they are welcome to call or email her or they may contact the County Librarian through the library website. She stated that the County library is responsive at every level. Commissioner Clemons also stated that they should be invited to a commission meeting and added that often times questions that seem like Library commission questions turn out to be questions for City Council.

I. STAFF ITEMS

Recreation Manager Eve Kelso announced that there will be a Commissioner orientation in September with a Dial a Ride tour of the City. The exact date has not been decided.

The new Commissioner handbook will be going to council in August or September and will be discussed at the orientation.

Staff has not been made aware if a date has been set for the annual County/City library meeting.

J. ADJOURNMENT

Commissioner Elasowich moved to adjourn. Commissioner Casady seconded the motion. The motion passed.

Ayes: Commissioners Kunkee, Casady, Elasowich, Clemons and Hustvedt

Nays: None

Abstain: None

Absent: None

The meeting was adjourned at 07:13 PM.

CITY OF MANHATTAN BEACH
MINUTES OF THE CULTURAL ARTS COMMISSION

August 9, 2016

Manhattan Beach City Council Chambers
1400 Highland Avenue
Manhattan Beach, CA 90266

A. CALL TO ORDER

Chairperson May called the meeting to order at 6:10 PM.

B. ROLL CALL

Present: Gill, Prigozhin, Manna, Chair May.

Absent: Dunn

Others present: Martin Betz, Cultural Arts Manager, Eilen Stewart, Ceramics Supervisor, Rebecca Diaz, Intern and Rosemary Lackow, Recording Secretary

C. APPROVAL OF MINUTES – April 26, 2016 and July 12, 2016

April 26, 2016:

A motion was made and seconded (Gill/May) to approve subject to the following changes:

Page 3, last paragraph: correct Eilen's last name to read "Stewart"

Page 4: middle large paragraph, line starting "leaves...": insert "temporary" to read "leaves, a temporary plaque....."

Page 5: last paragraph: strike "by" and replave with "be": STEM ~~by~~ be STEAM

Roll Call:

Ayes: Gill, Chair May

Noes: None

Abstain: Manna, Prigozhin

Absent: Dunn

Manager Betz made the following clarifications as requested by the Chair:

Pg. 2, second paragraph: Mr. Betz clarified regarding comments about the staff goal to have programs "that would expose students to art at a professional level" means, in the context of Mira Costa High School, that, because the high school has such a strong art program, the art students are already at a very advanced level and Staff saw that, through implementing the StArt program at Mira Costa there was an opportunity to help students advance to an even higher near professional level of art. Mr. Betz also clarified that when it was proposed that the StArt program use the woodshop space, this was an issue only about use of that space, and was not about making a cut in its graphics program.

Pg. 4, paragraph under bullets, last sentence regarding "looking for alternative spaces for local artists to showcase their work": Manager Betz clarified that, due to limited staff resources, it would be desirable if the local artist group that the Chair is working with would follow through in identifying spaces to showcase local art.

July 12, 2016:

A motion was made and seconded (Gill/Mann) to approve subject to the following changes:

Pg. 1: in approval of the minutes, third line down: add a second "I" to read "Gill"

Pg. 2: first paragraph, second sentence, revise to read: "Chair May stated that John Fitzgerald, who puts on the film festivals in Hermosa Beach has expressed interest in working with her art group ~~and maybe in the future the Manhattan Beach Cultural Arts Commission can collaborate with the City of Hermosa Beach on times.~~"

Pg. 2: third item from the top: strike "Concert" and replace with "Review" to read: "Fab Five ~~Concert~~ Review on August...."

Page 2: eighth item from top: revise the second sentence to read: "A joint meeting is being scheduled ~~for~~ between the City Council and, concurrently with all of the Park and Recreation Department commissions.

Pg. 2: Commission items, second paragraph, first sentence revise to read: Commissioner Manna mentioned that ~~the City is~~ he is aware of some talking about a potential crosswalk going from the MBAC across Manhattan Beach Boulevard.

Pg. 3: 3rd paragraph from top, second line: add an "s" to meeting: meetings

Roll Call:

Ayes: Gill, Manna, Chair May

Nays: None

Abstain: Prigozhin

Absent: Dunn

Manager Betz made the following clarification requested by the Chair:

Pg. 1, Staff Item number one: regarding lack of email notification regarding the Older Adult Program show: this program is currently hosted, but not run by the City and so, pre-show notification is not currently handled by the City. It is hoped that that City will collaborate more closely for next year's program/exhibit.

D. CEREMONIAL None

E. AUDIENCE PARTICIPATION (3-Minute Limit) None

F. STAFF ITEMS:

Update on future work plan

Cultural Arts Manager Betz explained that this matter is partially a Staff Item and partially a Commission Business item but suggested this be discussed at this time.

Mr. Betz informed the Commission that Staff has drafted a letter to be sent on behalf of the Cultural Arts Commission to the City Council, requesting permission for the Commission to place on its next agenda, discussion of a preliminary Draft Work Plan. Mr. Betz explained, with approval by the Commission tonight, he will submit the letter tomorrow, so that it can be included on the City Council agenda on September 6th. With permission from the City Council,

the Cultural Arts Commission would then be able to formally discuss a Draft Work Plan on September 13th. Mr. Betz read the full letter to the Commission.

It was moved and seconded (Gill/Prigozhin) that staff send the letter as written to the City Council. Brief discussion followed on the pending motion. Manager Betz clarified for Commissioner Gill that the letter is more generally worded because it was being sent concurrently by each of the Department's commissions.

The motion passed with the following hand vote:

Ayes: Gill, Manna, Prigozhin, Chair May

Noes: None

Abstain: None

Absent: Dunn

Cultural Arts Manager Betz advised that also in September, Staff is organizing a joint meeting of all three Parks and Recreation Commissions starting with a tour of facilities and then a reception. He will start polling the Commissioners for available dates.

Mr. Betz shared some thoughts about how to manage the Draft Work Plan program once it gets started. One thought is that each Commissioner might "adopt" a work plan item, and/or form a subcommittee with a liaison to staff to get this project on task. Manager Betz clarified for the Commission that upon grant of council approval to start discussion on a work plan, then a list would be compiled as to possible plan programs or projects, and this list would also be submitted for Council for approval to discuss each topic. A time frame will be established, after the basic list of projects is identified. Until the Council authorizes the work plan discussion, the Sculpture Garden and bench programs will be essentially on hold for any substantive discussion.

Other Staff Items

Ceramics Supervisor Eilen Stewart informed the Commission inforthat the base portion of the Asher Kelman sculpture will be delivered this week to its location at City Hall and will soon be installed which includes getting hooked up to an electricity source. Commissioner Gill requested and Staff assured that all of the Cultural Art Commissioners would be invited to the final installation.

Cultural Arts Manager Betz introduced intern Rebecca Diaz, the intern provided through the Los Angeles County Arts Commission. Ms. Diaz stated her goal is to be a digital artist. She will be with the City for ten weeks, until the end of August, at which time she will return to school. She appreciates the opportunity and is learning a lot.

Cultural Arts Manager Betz reminded that the John Van Hammersveld show starts August 25th and tomorrow there will be an opening for the frieze installation on the exterior of the Art Center building at 9:00 a.m. Staff shared photos of the frieze installation in process and noted more information is provided in the show catalog.

The Commission briefly discussed the Art Center building appearance and the need to update the building with landscaping, paint, an architectural feature, lighting or signage (as cost effective examples) so it might function more effectively and draw attention as a home base of the City's

art program. It was determined that this topic might be an appropriate Work Plan item. Manager Betz suggested that there are some round public cultural arts oriented buildings in Balboa Park in San Diego that are similar to the Art Center and are good examples of what can be done.

Manager Betz reported briefly on the following additional items:

- There may be an additional screening of Endless Summer in Polliwog Park during the Van Hammersveld show. Staff is working on this with the Downtown Business and Professional Association.
- Staff is actively working with the South Bay Film and Music Festival for next year, and the focus of Manhattan Beach will be on youth including some film training. Staff likely will present this in more detail to the Commission at some point in the future.
- City Parks and Recreation staff has collaborated with Gary McAuley of the Historical Society on a great exhibit covering the history of the Parks and Recreation Department. The exhibit can be viewed at the Historical Society bungalow in Polliwog Park on Saturday and Sunday from noon to 3 pm.

Formal recognition of community members working in the arts

Manager Betz suggested that this topic, raised by Chair May, be discussed under Commission Items.

G. COMMISSION ITEMS

Commissioner Manna noted a couple of ideas: 1) he had a conversation with a person who is with the Malibu Film Society and he suggested this may be a great organization for the city to explore collaborating with, and 2) he had a conversation with Candy Duncan, past Arts Commissioner, who suggested that the City look into installing solar powered lighting the City's outdoor public art installations. Manager Betz suggested that these are concepts that are potential Work Plan items.

Commissioner Prigozhin attended the High School StArt exhibit and complimented staff on a great job with this program, noting that the student art produced was at a very high level.

Chair May raised the following questions, issues or suggestions: 1) noted that the lights (possibly solar) at the Light Gate installation do not seem to be very effective; 2) wondered if the public art programs being initiated downtown with the Downtown Business and Professional Association such as installations or art walks should involve the Cultural Arts Commission? Manager Betz commented that he has not heard from anyone downtown regarding this and he would look into this. 3) suggested and requested feedback on possibly providing formal recognition in the way of a plaque or certificate, ongoing at Cultural Art Commission meetings, for community members for their service or contributions to the arts. Manager Betz stated that this is at the discretion of the Chair and staff would support adding such recognition during the Cermonial portion of the agenda; 4) suggested and requested feedback of the Cultural Arts Commission becoming more involved with the "I heart Manhattan" art contest. Commissioner Gill noted that he thought this was a great program, but suggested that if the Cultural Arts Commission were to take this on, it would need to be included in the Draft Work Plan; 5) requested feedback on a suggestion from the local artist group she supports - that Manhattan Beach have a "Glow" light/art fundraising event as is done in Santa Monica at the Pier, perhaps at Sand Dune Park, if it can be done quietly.

Commissioner Manna wondered if such would be a problem with recreational users of the dune. Commissioner Prigozhin inquired as to whether this is something that can occur on the beach and Manager Betz noted that use of the Beach is regulated by the County and to some degree the Coastal Commission and permits would be required; 6) reported that her art group has been looking at the new Toyota dealership showroom as a venue for displaying art.

Manager Betz noted that many communities that have strong public art programs have assistance from grass roots art groups or foundations. He advised the Commission that many if not all of the suggestions raised tonight would be appropriate to be considered as part of the Commission Work Plan and asked that the Commissioner all between now and September think about which projects should be brought for discussion as part of the Work Plan.

Brief discussion among the Commissioners followed. Commissioner Prigozhin suggested that the City could do a sort of crowdfunding concept, but as a mailout to the community at large to gauge interest in art programs and events and whether there is a willingness to support financially. Commissioner Gill reminded that there is an existing art group that perhaps, with more people involved could be more active in supporting community wide art programs and also reminded that there is a healthy positive balance in the public art fund.

H. GENERAL BUSINESS

For approval of letter from Cultural Arts Commission to the City Council, see “Staff Items”

I. ADJOURNMENT:

It was moved and seconded (Manna/Gill) to adjourn the meeting at 7:36 PM to 6:00 PM on September 13, 2016 in the Council Chambers. The motion passed with the following roll-call vote:

Ayes: Gill, Manna, Prigozhin, Chairperson May
Nays: None
Abstain: None
Absent: Dunn,

