

City Council Regular Meeting

Regular Meeting
Tuesday, January 3, 2017
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
Stephanie Katsouleas, Public Works Director
Mark Leyman, Parks & Recreation Director

Nadine Nader, Assistant City Manager
Marisa Lundstedt, Community Development Director
Bruce Moe, Finance Director
Liza Tamura, City Clerk
Sanford Taylor, Information Technology 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

January 3, 2017

City Council Meeting Agenda Packet

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MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!

Your presence and participation contribute to good city government.

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

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City's website at www.citymb.info, the Police Department located at 420 15th Street, and are also on file in the Office of the City Clerk for public inspection. Any person who has any question concerning any agenda item may call the City Clerk's office at (310) 802 5056.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Office of the City Clerk at (310) 802 5056 (voice) or (310) 546 3501 (TDD). Notification 36 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting. The City also provides closed captioning of all its Regular City Council Meetings for the hearing impaired.

BELOW ARE THE AGENDA ITEMS TO BE CONSIDERED. THE RECOMMENDED COUNCIL ACTION IS LISTED IMMEDIATELY AFTER THE TITLE OF EACH ITEM IN BOLD CAPITAL LETTERS.**A. PLEDGE TO THE FLAG****B. ROLL CALL****C. CEREMONIAL CALENDAR**

1. Presentation of a Plaque Recognizing Police Department Volunteer Millie Newton for 36 Years of Dedicated Service.
PRESENT

[16-0600](#)

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, December 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):

2. Planning Commission Action on a Variance and Vesting Tentative Parcel
Map No. 74210 for the Subdivision of a lot resulting in the creation of
two-substandard sized lots at 3000 Pacific Avenue (Community
Development Director Lundstedt).

[16-0586](#)

BY ORDER OF THE CHAIR, RECEIVE AND FILE

Attachments: [Planning Commission Staff Report and Attachments- December 14, 2016](#)
[Planning Commission Draft Minutes - December 14, 2016](#)

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.

3. Award a Professional Services Agreement to Michael Baker International for Engineering Design Services for the Aviation Boulevard at Artesia Boulevard Southbound to Westbound Right Turn Lane Improvement Project in the Amount Not to Exceed \$144,541.00 (Public Works Director Katsouleas). [16-0533](#)
APPROVE

Attachments: [Budget and Expenditure Report](#)
[Professional Services Agreement for Michael Baker International](#)
4. Award a Professional Services Agreement to Onward Engineering for Engineering Design Services for Intersection Improvements at Manhattan Beach Boulevard and Sepulveda Boulevard for an Amount Not to Exceed \$210,133.00 (Public Works Director Katsouleas). [16-0572](#)
APPROVE

Attachments: [Budget and Expenditures Report](#)
[Professional Services Agreement for Onward Engineering](#)
5. Award Construction Contract for Parking Structure Lot No. 2 Concrete Topping Slab (Public Works Director Katsouleas). [16-0577](#)
APPROVE

Attachments: [Budget and Expenditures Summary](#)
[Construction Contract](#)
6. Financial Report: [16-0596](#)
Schedules of Demands: November 23, 2016 (Finance Director Moe).
ACCEPT REPORT AND DEMANDS

Attachments: [Schedules of Demands for November 23, 2016](#)

7. City Council Minutes: [16-0578](#)
This Item Contains Minutes of the following City Council Meeting:
a) City Council Regular Meeting Minutes of December 6, 2016
(Continued from the December 20, 2016 City Council Regular Meeting)
APPROVE
b) City Council Special Meeting - Closed Session Minutes of December
16, 2016
APPROVE
c) City Council Regular Meeting Minutes of December 20, 2016
APPROVE
d) City Council Special Meeting - Closed Session Minutes of December
20, 2016
APPROVE
e) City Council Special Meeting - Closed Session Minutes of December
22, 2016
APPROVE
(City Clerk Tamura).

Attachments: [City Council Regular Meeting Minutes of December 6, 2016](#)
[City Council Special Meeting - Closed Session Minutes of December 16, 2016](#)
[City Council Regular Meeting Minutes of December 20, 2016](#)
[City Council Special Meeting - Closed Session Minutes of December 20, 2016](#)
[City Council Special Meeting - Closed Session Minutes of December 22, 2016](#)

L. PUBLIC HEARINGS (2 MINUTES PER PERSON)

8. Public Hearing for the Draft 2015 Urban Water Management and
Consideration of Adoption of Resolution No. 16-0045 for the 2015 Urban
Water Management Plan (Public Works Director Katsouleas). [RES 16-0045](#)
**CONDUCT PUBLIC HEARING AND ADOPT RESOLUTION NO.
16-0045**

Attachments: [Resolution No. 16-0045](#)
[California Water Code Changes](#)
[PowerPoint Presentation](#)

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9. Tri-Annual Public Hearing on the Public Health Goals for Chemicals in Water (Public Works Director Katsouleas). [16-0541](#)

CONDUCT PUBLIC HEARING, RECEIVE AND FILE

Attachments: [2016 Public Health Goals Report Chart A](#)
[Exhibit A](#)
[Exhibit B](#)
[Exhibit C](#)
[CCR 2013](#)
[CCR 2014](#)
[CCR 2015](#)

M. OLD BUSINESS

10. Award of a Three-Year Contract to PEGasus Studios for Broadcast Contract Services for an Annual Fee of \$49,390 (Information Technology Director Taylor). [16-0595](#)

APPROVE

Attachments: [RFP 1073-16 Broadcast Professional Services PEGasus Studios Response](#)
[Professional Services Agreement with PEGasus Studios](#)

N. NEW BUSINESS

11. Fiscal Year 2015-2016 Comprehensive Annual Financial Report (Finance Director Moe). [16-0593](#)

RECEIVE AND FILE

Attachments: [FY 2015-2016 General and Enterprise Fund Summary Results](#)
[FY 2015-2016 Comprehensive Annual Financial Report \(CAFR\)](#)
[Report on Internal Control \(Management Letter\)](#)
[Audit Committee Letter](#)
[Auditor Power Point Presentation](#)

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

P. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

12. Agenda Forecast (City Clerk Tamura). [16-0601](#)

DISCUSS AND PROVIDE DIRECTION

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

Q. INFORMATIONAL ITEMS

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

13. Commission Minutes:[16-0602](#)

This Item Contains Minutes of the following Subcommittee and City Commission Meetings:

- a) Finance Subcommittee Action Meeting Minutes of December 5, 2016
(Finance Director Moe)
- b) Planning Commission Action Meeting Minutes of December 14, 2016
(Community Development Director Lundstedt)

INFORMATION ITEM ONLY

Attachments: [Finance Subcommittee Action Meeting Minutes of December 5, 2016](#)
[Planning Commission Action Meeting Minutes of December 14, 2016](#)

R. CLOSED SESSION**S. ADJOURNMENT****T. FUTURE MEETINGS****CITY COUNCIL MEETINGS**

January 17, 2017 - Tuesday -- 6:00 PM - City Council Meeting
February 7, 2017 - Tuesday -- 6:00 PM - City Council Meeting
February 21, 2017 - Tuesday -- 6:00 PM - City Council Meeting
March 8, 2017 - Wednesday -- 6:00 PM - City Council Meeting
March 21, 2017 - Tuesday -- 6:00 PM - City Council Meeting
April 4, 2017 - Tuesday -- 6:00 PM - City Council Meeting
April 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 - Wednesday -- 6:00 PM - City Council Meeting
July 18, 2017 - Tuesday -- 6:00 PM - City Council Meeting
August 1, 2017 - Tuesday -- 6:00 PM - City Council Meeting
August 15, 2017 - Tuesday -- 6:00 PM - City Council Meeting

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

January 9, 2017 - Monday - 6:30 PM - Library Commission Meeting
January 10, 2017 - Tuesday - 6:00 PM - Cultural Arts Commission Meeting
January 11, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
January 23, 2017 - Monday - 6:30 PM - Parks and Recreation Commission Meeting
January 25, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
January 26, 2017 - Thursday - 6:30 PM - Parking and Public Improvements Commission
February 8, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
February 13, 2017 - Monday - 6:30 PM - Library Commission Meeting
February 14, 2017 - Tuesday - 6:00 PM - Cultural Arts Commission Meeting
February 22, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
February 23, 2017 - Thursday - 6:30 PM - Parking and Public Improvements Commission
February 27, 2017 - Monday - 6:30 PM - Parks and Recreation Commission Meeting
March 8, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
March 13, 2017 - Monday - 6:30 PM - Library Commission Meeting
March 14, 2017 - Tuesday - 6:00 PM - Cultural Arts Commission Meeting
March 22, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
March 23, 2017 - Thursday - 6:30 PM - Parking and Public Improvements Commission
March 27, 2017 - Monday - 6:30 PM - Parks and Recreation Commission Meeting

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

January 16, 2017 – Monday – Martin Luther King Day
February 20, 2017 - Monday - Presidents Day
May 29, 2017 – Monday – Memorial Day
July 4, 2017 - Tuesday - Independence Day
September 4, 2017 - Monday - Labor Day
October 9, 2016 – Monday – Columbus Day
November 11, 2017 – Saturday – Veterans Day (Non-Business Day)
November 23-24, 2017 - Thursday & Friday - Thanksgiving Holiday
December 25, 2017 - Monday - Christmas Day Observed
January 1, 2017 – Monday – New Years Day Observed

CITY OFFICES CLOSED ON FOLLOWING ALTERNATIVE FRIDAYS:

January 6, 2017 - Friday
January 20, 2017 - Friday
February 3, 2017 - Friday
February 17, 2017 - Friday
March 3, 2017 - Friday
March 17, 2017 - Friday
March 31, 2017 - Friday
April 14, 2017 - Friday
April 28, 2017 - Friday
May 12, 2017 - Friday
May 26, 2017 - Friday
June 9, 2017 - Friday
June 23, 2017 - Friday

Agenda Date: 1/3/2017

TO:

Members of the City Council

FROM:

Mayor D'Errico

SUBJECT:

Presentation of a Plaque Recognizing Police Department Volunteer Millie Newton for 36 Years of Dedicated Service.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize
Millie Newton
Police Department Volunteer
36 Years of Dedicated Service**

Agenda Date: 1/3/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Marisa Lundstedt, Community Development Director

Laurie Jester, Planning Manager

Rafael Garcia, Assistant Planner

SUBJECT:

Planning Commission Action on a Variance and Vesting Tentative Parcel Map No. 74210 for the Subdivision of a lot resulting in the creation of two-substandard sized lots at 3000 Pacific Avenue (Community Development Director Lundstedt).

BY ORDER OF THE CHAIR, RECEIVE AND FILE

RECOMMENDATION:

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

BACKGROUND/DISCUSSION:

On December 14, 2016, the Planning Commission approved a request for a Variance and Vesting Tentative Parcel Map for a lot split resulting in the creation of two substandard lots at 3000 Pacific Avenue. The subdivision proposes to split the existing lot into two, equal sized, 4,482 square foot lots with the dimension of 40' by 112'. The existing residence will be demolished and the lots will be developed with a new single-family residence on each lot. The MBMC requires a minimum area of 4,600 square feet per lot in that zone pursuant to MBMC Section 10.12.030. All of the other lots in this block on the east side are approximately 4,480 square feet with dimensions of 40' by 112' except for one other lot that is the same size as the subject site. The lot was originally 80' by 116' (9,280 square feet), however, in 1961 an easement was granted to the Manhattan Beach for street purposes which resulted in the development of a 4 foot sidewalk along the entire east side of Pacific Avenue on this block and a smaller 8,964 square foot lot. The right of way easement area cannot count towards the lot area pursuant to MBMC Section 10.04.030, the definition of "Area, Lot, Parcel or Site". Each lot created by a map is required to comply with the minimum contiguous lot area requirement of the zone pursuant to MBMC 11.04.040 D. A variance is required because the proposed subdivision will result in lots that will be substandard in lot area.

The city received comments prior to the public hearing from the two residents within the vicinity of the project area that were opposed to the project. They had concerns pertaining to residential density and obstruction of views that may result as part of the future development. One resident also spoke during the public hearing and was supportive of the project. The Planning Commission acknowledged the neighbors' concerns, but felt that the project complied with the code and variance findings. After discussion, the Planning Commission approved the proposed project (5:0) with conditions. Any future development will comply with all of the development standards and requirements of the Code.

In accordance with MBMC Section 10.100.020, any Councilmember may request review of a Planning Commission decision within 20 days, following the decision. For all requests for review, it shall be presumed that the reason for the request is that the decision may have significant and material effects on the quality of life within the City, or that the subject matter of the decision may have City-wide importance warranting review and determination by City's elected officials. Bias shall not be presumed or inferred due to a request for review.

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

Attachment:

1. Planning Commission Staff Report and Attachments- December 14, 2016
2. Planning Commission Draft Minutes - December 14, 2016

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

TO: Planning Commission

FROM: Marisa Lundstedt, Director of Community Development

BY: Rafael Garcia, Assistant Planner

DATE: December 14, 2016

SUBJECT: Variance and Vesting Tentative Parcel Map No. 74210 for the Subdivision of a lot resulting in the creation of two sub-standard sized lots at 3000 Pacific Avenue (Monfalcone Family Trust c/o Lucinda M. Monfalcone)

RECOMMENDATION

Staff recommends that the Planning Commission **CONDUCT** the Public Hearing, **DISCUSS** the project, and **ADOPT** the attached Resolution (Exhibit A), approving the project with conditions.

APPLICANT

Monfalcone Family Trust c/o Lucinda M. Monfalcone
120 31st Street, Manhattan Beach, CA 90266
Manhattan Beach, CA 90266

BACKGROUND

The subject site is an 8,964 square-foot, rectangular-shaped, interior lot, zoned Single Family Residential (RS) within Area District II. The site is developed with a single-story, single family home with an attached garage and an in-ground pool located at the rear. The subdivision request proposes to split the lot into two, equal sized, 4,482 square foot lots with dimensions of 40' by 112'. The existing residence will be demolished and the lots will be developed with a new single-family residence on each lot. The zone requires a minimum area of 4,600 square feet per lot pursuant to MBMC Section 10.12.030. All of the other lots in this block on the east side are approximately 4,480 square feet with dimensions of 40' by 112' except for one other lot that is the same size as the subject site. The lot was originally 80' by 116' (9,280 square feet), however, in 1961 an easement was granted to the City of Manhattan Beach for Street Purposes which resulted in the development of a 4 foot sidewalk along the entire east side of Pacific Avenue on this block and a smaller 8,964 square foot lot.

PROJECT OVERVIEW

LOCATION

Location 3000 Pacific Avenue
Legal Description TRACT # 1638 EX OF ST LOT 2 BLOCK 8
Area District II

LAND USE

General Plan Low Density Residential
Zoning RS, Single-Family Residential

Land Use Existing 1,857 sq. ft. single family residence with 2-car garage and in-ground pool Proposed Two Single Family Residences

Neighboring Zoning/Land Uses North RS/Single-Family Residential
South RS/Single-Family Residential
East RS/Single-Family Residential
West (Across Pacific) RS/Single-Family Residential

PROJECT DETAILS

Parcel Size: Proposed 4,482 sq. ft. (40' x 112') Requirement 4,600 sq. ft. min
Lot Width: 40 ft (each lot) 40 ft. min (each lot)

DISCUSSION

The project proposes to subdivide an existing 8,964 square foot lot (80' by 112') into two, equal size, smaller lots that are 4,482 square feet each (40' by 112'). Each new parcel will continue to have vehicular access from Pacific Avenue. The site is currently developed with one single family residence. The applicant intends to demolish the existing single family home and develop a single family residence on each of the two new lots. The parcels resulting from the subdivision will be substandard with regards to minimum required lot area, which is the purpose for the Variance. Otherwise the lots conform to all development standards and will be consistent with many of the existing lots in the area with respect to lot dimensions along the east side of Pacific Avenue, all except for one are now 40 feet wide by 112 feet in depth. The majority of the lots along the Pacific Avenue corridor are currently 40' by 112' with the exception of the lots along the west side of Pacific Avenue, in the same block as the subject site. Originally these lots were 65' by 116' and 75' by 116' instead of 80' by 116'. Through the decades, several of these lots have been split and developed as 50' by 112' and 42' by 112' lots which comply with the minimum required lot area.

The substandard lot area proposed is a result of an easement that was granted to the City of Manhattan Beach for right of way and street purposes (new 4 foot sidewalk) in 1961. The former (1958) Manhattan Beach Municipal Code contained a provision (Section 10-3.1423) which addressed lots where the area was reduced by a street dedication. If the area of the lot was reduced such that it did not comply with the development requirements of the Code, the lot was not penalized and a subdivision could be approved without a Variance. The current code does not include this provision and, therefore, a Variance is required. Subdivision requests for lot splits resulting in two new lots are usually approved administratively at staff level, but since the project requires approval of a Variance both requests are going before the Planning Commission for review and action.

Code Requirements:

Variances

Required Variance findings per MBMC Section 10.84.060 and how the project complies are as follows:

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

The subject property is located on the east side of Pacific Avenue between 27th Street and 31st Street. There are currently 13 other lots on the east side of the street. Twelve (12) of the lots are 40 feet wide and 112 feet in depth and only one other lot is 80 feet wide and 112 feet in depth. The lot pattern along both the east and west sides of Pacific Avenue between Valley Drive and Rosecrans Avenue is predominantly composed of lots that are 40 feet wide by 112 feet in depth (with 4' sidewalks). The City has previously approved subdivision requests (3600 Pacific Avenue in 1992) granting relief from the strict application of the Zoning Ordinance to lots which granted the City easements for street purposes. Past approvals established a precedent that lots should not be penalized because they were reduced for street widening purposes and the lot size places an undue hardship on the property suffering from the same unique set of conditions.

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

Approval of the Variance and VTPM 74210 will subdivide the existing site into two equal sized parcels with a net increase of one additional single family

residence, which will not generate any significant change in density to the immediate neighborhood or to the community. The lot pattern is compatible with the scale of development throughout most of the Pacific Avenue corridor where the majority of the lots are 40 feet wide and 112 feet in depth and approximately 4,480 square foot in area. All new construction will comply with current development standards and will be compatible with surrounding uses. Consequently, there will be no substantial detrimental impact to the public good or natural resources resulting from approval of the Variance and VTPM, nor will there be any impact on public health, safety or general welfare of the surrounding community.

The following General Plan goals and policies applicable to this project are:

Goal LU-1: Maintain the low-profile development and small town atmosphere of Manhattan Beach.

The project proposes to subdivide an 80' by 112' lot into two, smaller, 40' by 112' lots that will each be developed with a single family residence consistent with the code requirements. The new development will be consistent with the residential nature of the area and lot pattern along the east side of Pacific Avenue.

Policy LU-1.1: Limit the height of new development to three stories where the height limit is thirty feet, or to two stories where the height limit is twenty-six feet, to protect the privacy of adjacent properties, reduce shading, protect vistas of the ocean, and preserve the low profile image of the community.

The subject site is zoned RS, District II and the height limit is twenty-six feet. All new development will comply with all code requirements including height standards which will limit all future residential development to two stories. Required setbacks will further protect adjacent properties from privacy concerns.

Goal LU-2: Encourage the provision and retention of private landscaped open space.

All future development will comply with all development standards associated with RS zoned lots including setbacks and landscape requirements. A minimum of twenty percent of the required front yard setback must be landscaped and required setbacks along the front, side and rear yards will further encourage the preservation of landscape areas.

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

All future development will comply with all development standards associated with RS zoned lots including setbacks. Required setbacks along the front, side and rear yards will preserve open space throughout.

Goal LU-3: Achieve a strong, positive community aesthetic.

The new residential development will comply with all zoning development standards including, but not limited, to setbacks, landscaping, height and supplemental setback requirements. The provisions will help to maintain a strong aesthetic appeal as part of the new residential development.

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

Granting the request for a Variance is consistent with the purposes of the Municipal Code and will not constitute a grant of a special privilege to the parcel because many of the lots along Pacific Avenue already enjoy the same rights, benefits and opportunities as requested by the subject property. The proposed lot split will be consistent with the majority of the established lot pattern in the area as most lots are 40 feet wide by 112 feet in depth. All new construction will comply with current development standards, the goal of which is to ensure consistency with neighboring properties, adequate building separation, privacy, open space and parking.

Subdivisions

Parcel map findings per Title 11 of the Manhattan Beach Municipal Code and how the project complies are as follows:

1. The property is located within Area District II and is zoned RS.

The existing single family residence will be demolished and a new single family residence will be constructed on each of the new lots. The new single family residences will conform to the RS, Area District II zone development standards, as well as all other applicable codes as contained within Title 10 of the Manhattan Beach Municipal Code. The new development will continue to be residential in nature.

2. The General Plan designation for the property is Low Density Residential.

The General Plan land use designation for the property will continue to remain as Low Density Residential. No changes to the General Plan Designation or the underlying zoning district are proposed as part of the project.

3. The subdivision complies with the standards of Title 10 of the Manhattan Beach Municipal Code.

The project involves the subdivision of an existing lot into two, equal size, smaller lots that are 4,482 square feet each (40' by 112'). The RS, Area District II zone requires a minimum area of 4,600 square feet per lot pursuant to MBMC Section 10.12.030. The parcels resulting from the subdivision will be substandard with regards to minimum required lot area. Otherwise the lots conform to all development standards and will be consistent with the majority of the existing lots in the area with respect to lot dimensions and area. The project complies with all of the required Variance findings pursuant to MBMC Section 10.84.060 which allows deviations from development standards through the Variance process.

4. The proposed parcel map complies with the State Subdivision Map Act and the City's Subdivision Ordinance.

The subdivision complies with the Subdivision Map Act, as well as all of the provisions contained within Title 11 of the Manhattan Beach Municipal Code. The two new residences will also comply with all of the development standards contained within Title 10 of the MBMC.

Public Input

A public notice for the project was mailed to property owners within 500 feet of the site and published in the Beach Reporter newspaper. Staff has received no inquiries or responses to the project hearing notice.

DEPARTMENT COMMENTS

No comments were received from outside City department comments.

ENVIRONMENTAL DETERMINATION

The Project is Exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Sections 15061(b)(3) based on staff's determination that it can be seen with certainty that there is no possibility that the project will have a significant effect on the environment, as defined by CEQA, since the project is consistent with the predominant neighborhood lot pattern.

CONCLUSION

Staff recommends that the Planning Commission conduct the public hearing, discuss the information and testimony received, and adopt the attached resolution, approving the project with conditions

Exhibits:

- A. Draft Resolution
- B. Vicinity Map
- C. Applicant material
- D. VTPM No. 74210
- E. Parcel Maps for Pacific Avenue from Alma Avenue to Rosecrans Avenue

c: Monfalcone Family Trust c/o Lucinda M. Monfalcone
Srouer & Associates, Applicant Rep.

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RESOLUTION NO. PC 16-__

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH APPROVING A VARIANCE AND VESTING TENTATIVE PARCEL MAP NO. 74210 RESULTING IN THE CREATION OF TWO SUBSTANDARD SIZED LOTS (MONFALCONE FAMILY TRUST C/O LUCINDA M. MONFALCONE)

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

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

- A. The Planning Commission of the City of Manhattan Beach conducted a public hearing on December 14, 2016, pursuant to applicable law, and considered an application for a Variance and Vesting Tentative Parcel Map for the subdivision of a 8,964 square foot lot resulting in the creation of two, substandard, equal size lots with an area of 4,482 square feet each at 3000 Pacific Avenue in the City of Manhattan Beach. The minimum lot area required is 4,600 within the RS, Area District II zone pursuant to MBMC Section 10.12.030.
- B. The public hearing was advertised pursuant to applicable law, testimony was invited and received.
- C. The existing legal description of the site is Lot 2 in Block 18 of Tract No. 1638.
- D. The applicant for the subject project is Monfalcone Family Trust c/o Lucinda M. Monfalcone, the owner of the property.
- E. The project is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Sections 15061(b)(3) based on staff's determination that it can be seen with certainty that there is no possibility that the project will have a significant effect on the environment, as defined by CEQA.
- F. The project will not individually nor cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.
- G. The property is located within Area District II and is zoned RS, Single Family Residential. The surrounding properties consist of RS (Single Family Residential – to all sides) zoning.
- H. The General Plan designation for the property is Low Density Residential. The Low Density Residential land use classification provides for the development of single family residences and development is characterized by detached homes on individual lots. The project is specifically consistent with the General Plan Policies as follows:

Land Use Element:

Goal LU-1: Maintain the low-profile development and small town atmosphere of Manhattan Beach.

The project proposes to subdivide an 80' by 112' lot into two, smaller, 40' by 112' lots that will each be developed with a single family residence consistent with the code requirements. The new development will be consistent with the residential nature of the area and lot pattern along the east side of Pacific Avenue.

Policy LU-1.1: Limit the height of new development to three stories where the height limit is thirty feet, or to two stories where the height limit is twenty-six feet, to protect the privacy of adjacent properties, reduce shading, protect vistas of the ocean, and preserve the low profile image of the community.

**EXHIBIT A
PC MTG 12-14-16**

RESOLUTION NO. PC 16-__

The subject site is zoned RS, District II and the height limit is twenty-six feet. All new development will comply with all code requirements including height standards which will limit all future residential development to two stories. Required setbacks will further protect adjacent properties from privacy concerns.

Goal LU-2: Encourage the provision and retention of private landscaped open space.

All future development will comply with all development standards associated with RS zoned lots including setbacks and landscape requirements. A minimum of twenty percent of the required front yard setback must be landscaped and required setbacks along the front, side and rear yards will further encourage the preservation of landscape areas.

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

All future development will comply with all development standards associated with RS zoned lots including setbacks. Required setbacks along the front, side and rear yards will preserve open space throughout.

Goal LU-3: Achieve a strong, positive community aesthetic.

The new residential development will comply with all zoning development standards including, but not limited, to setbacks, landscaping, height and supplemental setback requirements. The provisions will help to maintain a strong aesthetic appeal as part of the new residential development.

I. The Planning Commission made findings required to approve the Variance pursuant to MBMC Section 10.84.060 as follows:

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

The subject property is located on the east side of Pacific Avenue between 27th Street and 31st Street. There are currently 13 other lots on the east side of the street. Twelve (12) of the lots are 40 feet wide and 112 feet in depth and only one other lot is 80 feet wide and 112 feet in depth. The lot pattern along both the east and west sides of Pacific Avenue between Valley Drive and Rosecrans Avenue is predominantly composed of lots that are 40 feet wide by 112 feet in depth (with 4' sidewalks). The City has previously approved subdivision requests (3600 Pacific Avenue in 1992) granting relief from the strict application of the Zoning Ordinance to lots which granted the City easements for street purposes. Past approvals established a precedent that lots should not be penalized because they were reduced for street widening purposes and the lot size places an undue hardship on the property suffering from the same unique set of conditions.

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

Approval of the Variance and VTPM 74210 will subdivide the existing site into two equal sized parcels with a net increase of one additional single family residence, which will not generate any significant change in density to the immediate neighborhood or to the community. The lot pattern is compatible with the scale of development throughout most of the Pacific Avenue corridor where the majority of the lots are 40 feet wide and

RESOLUTION NO. PC 16-__

112 feet in depth and approximately 4,480 square foot in area. All new construction will comply with current development standards and will be compatible with surrounding uses. Consequently, there will be no substantial detrimental impact to the public good or natural resources resulting from approval of the Variance and VTPM, nor will there be any impact on public health, safety or general welfare of the surrounding community.

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

Granting the request for a Variance is consistent with the purposes of the Municipal Code and will not constitute a grant of a special privilege to the parcel because many of the lots along Pacific Avenue already enjoy the same rights, benefits and opportunities as requested by the subject property. The proposed lot split will be consistent with the majority of the established lot pattern in the area as most lots are 40 feet wide by 112 feet in depth. All new construction will comply with current development standards, the goal of which is to ensure consistency with neighboring properties, adequate building separation, privacy, open space and parking.

- J. The project complies with the parcel map findings as required by Title 11 of the Manhattan Beach Municipal Code and are as follows:**

- 1. The property is located within Area District II and is zoned RS.**

The existing single family residence will be demolished and a new single family residence will be constructed on each of the new lots. The new single family residences will conform to the RS, Area District II zone development standards, as well as all other applicable codes as contained within Title 10 of the Manhattan Beach Municipal Code. The new development will continue to be residential in nature.

- 2. The General Plan designation for the property is Low Density Residential.**

The General Plan land use designation for the property will continue to remain as Low Density Residential. No changes to the General Plan Designation or the underlying zoning district are proposed as part of the project.

- 3. The subdivision complies with the standards of Title 10 of the Manhattan Beach Municipal Code.**

The project involves the subdivision of an existing lot into two, equal size, smaller lots that are 4,482 square feet each (40' by 112'). The RS, Area District II zone requires a minimum area of 4,600 square feet per lot pursuant to MBMC Section 10.12.030. The parcels resulting from the subdivision will be substandard with regards to minimum required lot area. Otherwise the lots conform to all development standards and will be consistent with the majority of the existing lots in the area with respect to lot dimensions and area. The project complies with all of the required Variance findings pursuant to MBMC Section 10.84.060 which allows deviations from development standards through the Variance process.

- 4. The proposed parcel map complies with the State Subdivision Map Act and the City's Subdivision Ordinance.**

The subdivision complies with the Subdivision Map Act, as well as all of the provisions contained within Title 11 of the Manhattan Beach Municipal Code. The two new residences will also comply with all of the development standards contained within Title 10 of the MBMC.

RESOLUTION NO. PC 16-__

K. This Resolution, upon its effectiveness, constitutes the Variance and the Vesting Tentative Parcel Map for the subject project.

Section 2. The Planning Commission of the City of Manhattan Beach hereby **APPROVES** the subject Variance and Vesting Tentative Parcel Map application for the subdivision of the subject property, subject to the following conditions:

Site Preparation

1. The project shall be constructed in substantial compliance with the submitted plans/parcel map and project description as approved by the Planning Commission on December 14, 2016. Any substantial deviation from the approval involving the subdivision of an 80' by 112' lot into two, smaller 40' by 112' lots must be reviewed and approved by the Planning Commission.
2. The final parcel map shall be submitted for city approval and recorded with the Los Angeles County Recorder prior to issuance of the certificate of occupancy. The map shall bear the following certificates for City signature: Director of Finance, City Engineer and Community Development Director.
3. All utilities serving the site shall be undergrounded consistent with the provisions and exceptions provided in Section 9.12.050, Services undergrounding of this code.
4. All defective or damaged curb, gutter, street paving, and sidewalk improvements shall be removed and replaced with standard improvements, subject to the approval of the Public Works Department.
5. Each new parcel shall have separate water and sewer laterals as approved by the Director of Public Works.
6. Property line cleanouts and backwater valves shall be installed as required by the Department of Public Works for each parcel.
7. The subject map shall be approved for an initial period of 3 years with the option of future extensions.

Procedural

8. This Resolution shall become effective when all time limits for appeals have been exhausted as provided in MBMC Section 10.100.010.
9. Pursuant to Public Resources Code section 21089(b) and Fish and Game Code section 711.4(c), the project is not operative, vested or final until the required filing fees are paid.
10. The applicant must submit in writing to the City of Manhattan Beach acceptance of all conditions within 30 days of approval of the Variance.
11. This Variance shall lapse two years after its date of approval, unless implemented or extended pursuant to 10.84.090 of the Municipal Code.
12. *Indemnity, Duty to Defend and Obligation to Pay Judgments and Defense Costs, Including Attorneys' Fees, Incurred by the City.* The applicant shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, volunteers, agents, and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees") from and against any claims, damages, actions, causes of actions, lawsuits, suits, proceedings, losses, judgments, costs, and expenses (including, without limitation, attorneys' fees or court costs) in any manner arising out of or incident to this approval,

RESOLUTION NO. PC 16-__

related entitlements, or the City's environmental review thereof. The applicant shall pay and satisfy any judgment, award or decree that may be rendered against City or the other Indemnitees in any such suit, action, or other legal proceeding. The City shall promptly notify the applicant of any claim, action, or proceeding and the City shall reasonably cooperate in the defense. If the City fails to promptly notify the applicant of any claim, action, or proceeding, or if the City fails to reasonably cooperate in the defense, the applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City or the Indemnitees. The City shall have the right to select counsel of its choice. The applicant shall reimburse the City, and the other Indemnitees, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Nothing in this Section shall be construed to require the applicant to indemnify Indemnitees for any Claim arising from the sole negligence or willful misconduct of the Indemnitees. In the event such a legal action is filed challenging the City's determinations herein or the issuance of the approval, the City shall estimate its expenses for the litigation. The applicant shall deposit that amount with the City or enter into an agreement with the City to pay such expenses as they become due.

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution as adopted by the Planning Commission at its regular meeting of December 14, 2016 and that said Resolution was adopted by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

MARISA LUNDSTEDT,
Secretary to the Planning Commission

Rosemary Lackow,
Recording Secretary

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Vicinity Map



City of Manhattan Beach

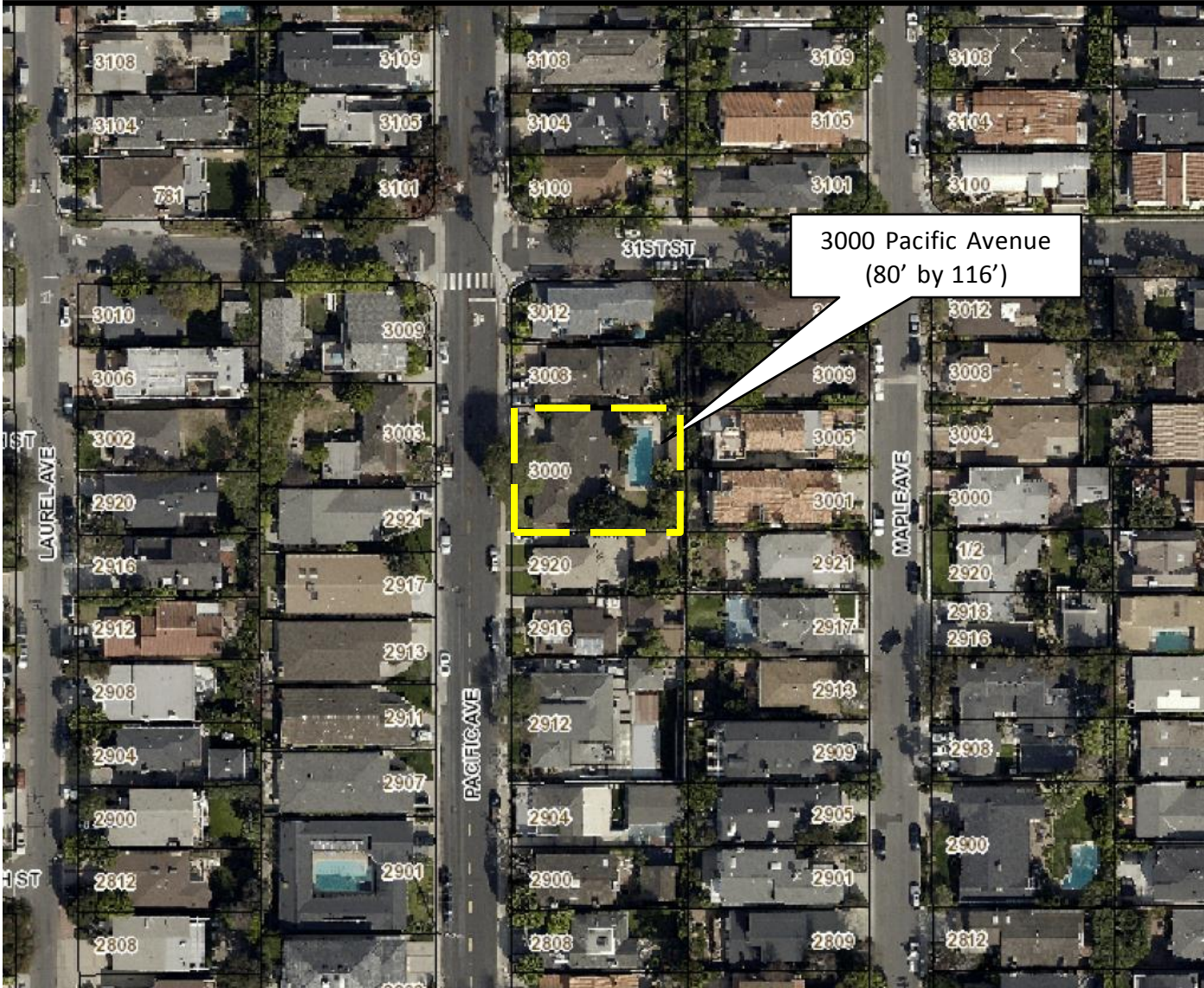


EXHIBIT B
PC MTG 12-14-16

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MASTER APPLICATION FORM

CITY OF MANHATTAN BEACH
 COMMUNITY DEVELOPMENT DEPARTMENT

001301-0059 Toni J. 8/23/16

Office Use Only
 Date Submitted: 8/23/16
 Received By: *To ERact.*
 F&G Check Submitted:

3000 Pacific Avenue, Manhattan Beach, CA 90266
 Project Address
 Lot 2, Block 18, Tract 1638

Legal Description
 General Plan Designation: RS Zoning Designation: RS Area District: ADII

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

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

Submitted Application (check all that apply)

<input type="checkbox"/> Appeal to PC/PPIC/BBA/CC	4225	<input type="checkbox"/> Use Permit (Residential)	4330
<input type="checkbox"/> Coastal Development Permit	4341	<input type="checkbox"/> Use Permit (Commercial)	4330
<input type="checkbox"/> Continuance	4343	<input type="checkbox"/> Use Permit Amendment	4332
<input type="checkbox"/> Cultural Landmark	4336	<input checked="" type="checkbox"/> Variance	4331 \$5,934
<input checked="" type="checkbox"/> Environmental Assessment	4225 \$215	<input type="checkbox"/> Park/Rec Quimby Fee	4425
<input type="checkbox"/> Minor Exception	4333	<input type="checkbox"/> Pre-application meeting	4425
<input type="checkbox"/> Subdivision (Map Deposit)	4300	<input type="checkbox"/> Public Hearing Notice	4339
<input checked="" type="checkbox"/> Subdivision (Tentative Map)	4334 \$1,343	<input type="checkbox"/> Lot Merger/Adjust. \$15 rec. fee	4225
<input type="checkbox"/> Subdivision (Final)	4334	<input type="checkbox"/> Zoning Business Review	4337
<input type="checkbox"/> Subdivision (Lot Line Adjust.)	4335	<input type="checkbox"/> Zoning Report	4340
<input type="checkbox"/> Telecom (New or Renewed)	4338	<input checked="" type="checkbox"/> Other Noticing	\$69

Fee Summary: (See fees on reverse side)

Total Amount: \$ 7561 (less Pre-Application Fee if applied within past 3 months)

Receipt Number: _____ Date Paid: _____ Cashier: _____

Applicant(s)/Appellant(s) Information

Monfalcone Family Trust c/o Lucinda M. Falcone
 Name

120 31st Street, Manhattan Beach, CA 90266
 Mailing Address

Property owner

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

Srouf & Associates, LLC/Elizabeth C. Srouf, 1001-6th St., #110, MB (310)372-8433 bunny@esrouf.com

Contact Person (include relation to applicant/appellant)

Phone number / email

Address

Lucinda Monfalcone Srouf
 Applicant(s)/Appellant(s) Signature

310-796-0555
 Phone number./email

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

Approval of VTPM 74210 for Division of Lot and Variance

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

OWNER'S AFFIDAVIT

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

STATE OF CALIFORNIA
 COUNTY OF LOS ANGELES Monfalcone Family Trust

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

Lucinda Monfalcone Simon, Trustee
 Signature of Property Owner(s) – (Not Owner in Escrow or Lessee)

Lucinda Monfalcone Simon, Trustee
 Print Name

120 31st Street, Manhattan Beach, CA 90266
 Mailing Address

310/796-0555
 Telephone/email

Subscribed and sworn to (or affirmed) before me this 29 day of July, 2016 by Lucinda Monfalcone Simon, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature Elizabeth C. Simon
 Notary Public



Fee Schedule Summary

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

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

Coastal Development Permit	
Public hearing – no other discretionary approval required:	\$ 4,673 <input checked="" type="checkbox"/>
Public hearing – other discretionary approvals required:	2,061 <input checked="" type="checkbox"/>
No public hearing required – administrative:	1,274 <input checked="" type="checkbox"/>
Use Permit	
Use Permit:	\$ 6,137 <input checked="" type="checkbox"/>
Master Use Permit:	9,468 <input checked="" type="checkbox"/>
Master Use Permit Amendment:	4,915 <input checked="" type="checkbox"/>
Master Use Permit Conversion:	4,512 <input checked="" type="checkbox"/>
Variance	
Filing Fee:	\$ 5,934 <input checked="" type="checkbox"/>
Minor Exception	
Without notice:	\$1,418
With notice:	1,908 <input checked="" type="checkbox"/>
Subdivision	
Certificate of Compliance:	\$ 1,586
Final Parcel Map + mapping deposit:	513
Final Tract Map + mapping deposit:	710
Mapping Deposit (paid with Final Map application):	500
Merger of Parcels or Lot Line Adjustment:	1,106
Quimby (Parks & Recreation) fee (per unit/lot):	1,817
Tentative Parcel Map (4 or less lots / units) No Public Hearing:	1,276
Tentative Parcel Map (4 or less lots / units) Public Hearing:	3,470 <input checked="" type="checkbox"/>
Tentative Tract Map (5 or more lots / units):	3,960 <input checked="" type="checkbox"/>
Environmental Review (contact Planning Division for applicable fee)	
Environmental Assessment (no Initial Study prepared):	\$ 215
Environmental Assessment (if Initial Study is prepared):	3,006
Fish and Game/CEQA Exemption County Clerk Posting Fee ² :	75
<input checked="" type="checkbox"/> Public Hearing Notice applies to all projects with public hearings and covers the City's costs of envelopes, postage and handling the mailing of public notices. Add this to filing fees above, as applicable:	\$ 69

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

ATTACHMENT TO APPLICATION FOR VARIANCE and APPROVAL OF VTPM 74210
3000 PACIFIC AVENUE
AUGUST 2016 - Revised

PURPOSE of Variance request: To allow subdivision of existing lot into two equal size parcels

Existing lot = 9280 sf gross area

8960 sf net area (+ 320 sf sidewalk easement area)

Proposed parcels = 4640 sf gross area

4480 sf net area (+ 160 sf sidewalk easement area)

Required Lot Area District II = 4600 sf

BACKGROUND:

- The Subject Property is located on the east side of Pacific Avenue and has been owned continuously by Joseph and Lucy Monfalcone, either individually or through their Trust, since 1947.
- At the time of purchase, the Subject Property was 80' wide x 116' deep, or 9,280 sf.
- In 1961, the City required the Monfalcons, along with all other property owners on the east side of Pacific Avenue, to grant the City a 4' wide easement for a sidewalk (the "Sidewalk Easement").
- Although the Sidewalk Easement reduced the Monfalcons' buildable lot dimensions to 80' wide x 112' deep (8,960 sf), former Municipal Code Section 10-3.1423 provided that a lot whose area is reduced by a street dedication shall not be penalized, and the proposed splitting of the lot could be approved without a variance.¹
- By 1991, the City had amended its Municipal Code. At some point, Section 10-3.1423 was repealed, and Section 10.04.030 was added. Section 10.04.030 defines an "Area, Lot, Parcel, or Site" to exclude "public-access corridors" such as the Sidewalk Easement that the Monfalcons gave to the City in 1961.
- Thus, while the Monfalcons could have split their lot prior to 1991, the elimination of Section 10-3.1423 and addition of Section 10.04.030 now precludes them from doing so unless a variance is granted.
- In 1992, in connection with the City's approval of a variance permitting an 80' wide x 112' deep lot split at 3600 Pacific Avenue (discussed below), the then City Attorney, Carl Newton, opined that "a Code Amendment should be initiated, out of equity and fairness, so that it is included in the ZORP document. The new Section should be similar to the subject matter of the former Code Section [10-3.1423]." See, Exhibit "A." For unknown reasons, a Code Amendment similar to Section 10-3.1423 was never enacted.
- To the best of their knowledge, the repeal of Section 10-3.1423 and enactment of Section 10.04.030 was done without specific notice to the Monfalcons, notwithstanding that it significantly affected the value of their property.

¹ According to the City of Manhattan Beach Department of Community Development's February 4, 1992 Memorandum regarding a lot split at 3600 Pacific Avenue, former Municipal Code Section 10-3.1423 was entitled "Required area reduced for Street and Highway purposes." That Code section "addressed lots whereby the area was reduced by street dedication. If the area of the lot was so reduced such that it could not comply with the development requirements in that Code, the lot was not penalized and the proposed splitting of the lot could be approved without a variance." See, Exhibit "A" attached hereto.

The Monfalcons have requested a copy of the former Municipal Code Section 10-3.1423 from the City to ascertain its precise language and effective dates. Despite its efforts, the City has been unable to locate the Code as of the time of this submission. The Monfalcons will submit a copy of the Code to the City at or prior to the time of hearing if and when the City locates the former Code.

- Between 1961 (the year the Monfalcons granted a Sidewalk Easement to the City) and 1992, at least five other similarly situated homeowners successfully sought the City's approval to split their 80' x 112' lots on Pacific Avenue.
 - In 1978, the City permitted the owners at 3524 Pacific Avenue to split their 80' wide x 112' deep lot into two 40' wide x 112' deep lots (resulting in 3524 and 3528 Pacific Avenue). The process was approved by the City Council by motion passed on March 16, 1978.
 - In 1978, the City permitted the owners at 3601 Pacific Avenue to split their 80' wide x 112' deep lot into two 40' wide x 112' deep lots (resulting in 3601 and 3605 Pacific Avenue). The process was approved by the Board of Zoning Adjustment by Resolution dated March 14, 1978.
 - In 1987, the City permitted the owners at 3308 Pacific Avenue to split their 80' wide x 112' deep lot into two 40' wide x 112' deep lots (resulting in 3308 and 3312 Pacific Avenue). The process was approved by the Board of Zoning Adjustment by Resolution dated April 28, 1987.
 - In 1988, the City permitted the owners at 2800 Pacific Avenue (eight lots south of the Subject Property) to split their 80' wide x 112' deep lot into two 40' wide x 112' deep lots (resulting in 2800 and 2804 Pacific Avenue). The process was handled by the Board of Zoning Adjustment by Resolution BZA 88-5 at its January 12, 1988 meeting and thereafter approved by the City Council on February 2, 1988.
 - In 1992, the City approved a variance permitting the owners at 3600 Pacific Avenue to split their 80' wide x 112' deep lot into two 40' wide x 112' deep lots (resulting in 3600 and 3604 Pacific Avenue). The process was handled by the Board of Zoning Adjustment by Resolution BZA 92-3 at its January 14, 1992 meeting and thereafter received and filed by the City Council.

SURROUNDING NEIGHBORHOOD COMPATIBILITY

- The Subject Property is located on the east side of Pacific Avenue between 27th Street and 31st Street. There are currently 13 other lots on the east side of the street. Twelve (12) of the lots are 40' wide x 112' deep.
- The lot pattern along both the east and west sides of Pacific Avenue between Valley Drive and Rosecrans Avenue is overwhelmingly characterized by 40' wide x 112' deep lots (with 4' sidewalks). There are 98 lots, of which 79 (80%) are 40' wide x 112' deep or less.
- The City has previously granted relief to homeowners who sought a lot split under similar circumstances. In doing so, the City has acknowledged, either expressly in Municipal Code Section 10-3.1423 or by approval of a variance, that homeowners who gave the City Sidewalk Easements should not be penalized because their lots were reduced by the street widening.
- In previous lot split cases along Pacific Avenue which were reviewed and approved by the City, the Findings of Fact recognized that the 40' wide x 112' deep parcels were fully consistent with the General Plan, Zoning Ordinance and lot pattern within the Area District.
- There is no justification to reverse the long-standing policy of permitting lot-splits on parcels which became sub-standard as a result of Sidewalk Easements. Rather, a change in policy at this time appears to be arbitrary and capricious inasmuch as there has been no change in circumstances throughout the neighborhood or the area to support such a change.

FINDINGS

1. SPECIAL CIRCUMSTANCES AND/OR CONDITIONS EXIST TO GRANT A VARIANCE.

The applicants and/or their parents ("Applicants") have owned the Subject Property continuously since 1947. At the time of acquisition, the Applicant's lot was 9,280 buildable square feet (80' wide x 116' deep) and could be split pursuant to the then-existing Municipal Code.

In 1961, the City required the Applicants (and all other homeowners along Pacific Avenue between 27th Street and 31st Street) to execute a Sidewalk Easement which granted the City the perpetual right to use a 4' wide x 80' long strip of land for public street and highway purposes. The Sidewalk Easement gave the City the right to use, but not own, the easement land. The Applicant's buildable lot dimension was reduced to 8,960 buildable square feet (80' wide x 112' deep) as a result of the Sidewalk Easement.

Between 1961 and 1992, the City continued to approve lot split requests from homeowners whose lots had been reduced by the Sidewalk Easements. Lot splits were approved at the following addresses: 2800 (and 2804) Pacific Avenue, 3600 (and 3604) Pacific Avenue, 3308 (and 3312) Pacific Avenue, 3601 (and 3605) Pacific Avenue, and 3524 (and 3528) Pacific Avenue.

Sometime prior to 1991, former Municipal Code §10-3.1423 provided that a lot whose area was reduced by a street dedication should not be penalized as a result of the area lost through the street dedication. Section 10-3.1423 was subsequently repealed.

In 1991, the Municipal Code was amended to add §10.04.30 – Definitions. The term "Area, Lot, Parcel, or Site" is defined as "The horizontal area within the property lines excluding public-access corridors, flood control and drainage easements, vehicular easements, and areas to be included in future street rights-of-way as established by easement, dedication or ordinance." This repeal of former Municipal Code §10-3.1423 and the addition of §10.04.030 transformed the Applicants' lot into a non-conforming lot for purposes of a lot split because the land encompassed by Sidewalk Easement could not be considered as part of the Applicants' lot.

There is no evidence that the City specifically intended to prohibit the Applicants from splitting their property when it enacted Municipal Code §10.04.30.

In 1992, the then City Attorney, Carl Newton, opined that "a Code Amendment should be initiated, out of equity and fairness, so that it is included in the ZORP document. The new Section should be similar to the subject matter of the former Code Section [10-3.1423]." For unknown reasons, a Code Amendment similar to Section 10-3.1423 was never enacted.

A strict application of Municipal Code §10.04.30's definition of "Area, Lot, Parcel, or Site" would cause an undue economic hardship to the Applicants. The value of their existing lot is likely substantially less than if it were split. This would be an unjust result inasmuch as it would deny the Applicants the same rights, benefits and opportunities of property ownership that have routinely been granted to other similarly-situated property owners throughout the immediate neighborhood.

The Commission finds that the proposed lot split will be entirely consistent with the immediate neighborhood and the Tree Section in general. There are 13 lots (not including the Applicant's lot) along the east side of Pacific Avenue between 27th Street and 31st Street. Currently, 12 of the 13 lots are 40' wide x 112' deep (*i.e.*, the same dimensions as the Applicant's lots if split). If the Applicants' request for a variance is approved, the east side of Pacific Avenue will be characterized by 14 lots measuring 40' wide x 112' deep, and one lot measuring 80' wide x 112' deep.

2. NO SUBSTANTIAL DETRIMENT TO THE PUBLIC GOOD

Approval of the Variance and VTPM 74210 will divide the existing site into two equal sized parcels with a net increase of one new home which will not generate any significant change in density to the immediate neighborhood or to the community. The proposed lot pattern is fully compatible with the scale of development throughout the Pacific Avenue corridor which is characterized by the same 40' wide x 112' deep lot pattern and 4,480 buildable square foot lot size. All new construction will be governed by current standards of development which seek compatibility with surrounding uses. Consequently, there will be no substantial detrimental impact to the public good or natural resources resulting from approval of the Variance and VTPM, nor will there be any impact on public health, safety or general welfare of the surrounding community.

3. THE APPLICANTS' REQUEST IS CONSISTENT WITH THE PURPOSE OF THIS MUNICIPAL CODE §10.84.060

Granting the Applicants' request for a Variance is consistent with the purposes of the Municipal Code and will not constitute a grant of a special privileges to the Applicants because the overwhelming majority of surrounding property owners already enjoy the same rights, benefits and opportunities as requested by the Applicants. The proposed lot split will be consistent with the established lot pattern in this area and as previously approved by the City elsewhere in the immediate neighborhood. Any new construction will comply with current development standards, the goal of which is to ensure consistency with neighboring properties, ensure adequate building separation, privacy, open space, parking, architectural character, appropriate drainage facilities and conservation of natural resources such as water and energy sources.



ENVIRONMENTAL INFORMATION FORM

(to be completed by applicant)

CITY OF MANHATTAN BEACH
COMMUNITY DEVELOPMENT DEPARTMENT

Date Filed: _____

APPLICANT INFORMATION

Name: Monfalcone Family Trust c/o Lucinda M. Falcone Contact Person: Srouer & Associates, LLC/Elizabeth Srouer
 Address: 120 31st Street, Manhattan Beach, CA 90266 Address: 1001-6th St., #110, Manhattan Beach, CA 90266
 Phone number: (310) 796-0555 Phone number: (310) 372-8433 bunny@esrouer.com
 Relationship to property: Property owner Association to applicant: Consultant

PROJECT LOCATION AND LAND USE

Project Address: 3000 Pacific Avenue, Manhattan Beach, CA 90266
 Assessor's Parcel Number: 4173-017-032
 Legal Description: Lot 2, Block 18, Tract 1638
 Area District, Zoning, General Plan Designation: ADII, RS, RS
 Surrounding Land Uses:
 North Residential West Residential
 South Residential East Residential
 Existing Land Use: Single Family Home

PROJECT DESCRIPTION

Type of Project: Commercial _____ Residential x Other _____
 If Residential, indicate type of development (i.e.; single family, apartment, condominium, etc.) and number of units: Division of lot to create 2 lots

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

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

Removed/

	Existing	Proposed	Required	Demolished
Project Site Area:	9284 sf - gross		4600 sf / lot	
Building Floor Area:	8964 sf - net			
Height of Structure(s)				
Number of Floors/Stories:				
Percent Lot Coverage:				
Off-Street Parking:				
Vehicle Loading Space:				
Open Space/Landscaping:				

N/A

No development proposed with this application

Proposed Grading: Not applicable
 Cut _____ Fill _____ Balance _____ Imported _____ Exported _____

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

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

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

* See attached

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

Signature: Elizabeth Scan Prepared For: Monfalcone Family Trust

Date Prepared: August 18, 2016
 Revised 7/97

ATTACHMENT TO ENVIRONMENTAL INFORMATION FORM
3000 PACIFIC AVENUE
August 2016

Approval of VTPM 74210 and Variance will divide the existing site into two equal sized parcels with a net increase of one new home. The existing single family residence and related improvements will subsequently be removed and a new SFD constructed on each of the resulting parcels. The addition of one new single family residence will not result in any significant change to the neighborhood. The proposed lot pattern is totally consistent with the well established lot pattern along Pacific Avenue between Valley Drive and Rosecrans in that:

Total number of parcels facing Pacific = 86 parcels
Of which 69 (80%) = 40 x 112' or less
 15 (20%) = 42 x 112' to 75 x 112'

Water Quality Impacts*

Given existing development on the subject site with substantial lot coverage containing the residential structure, concrete and wooden deck structures and pool area, the proposed use will cause negligible additional surface run-off. Existing drainage patterns will not be significantly altered in that any proposed development for each new lot will incorporate generous front and rear yard landscaped areas which serve to absorb a significant portion of surface run-off. The lots will be properly graded to obtain maximum onsite drainage and soil stability and gutters and downspouts will be incorporated to control roof run-off.

Municipal Services*

The increase of one residential unit is minimal and one that has already been anticipated by the General Plan. This change is not significant and will not compromise the ability of the City to provide public services. Taking into account the sidewalk easement area, the proposal complies with development standards and land use regulations established in the MB Zoning Code and is consistent with the Goals & Policies of the City's General Plan, all of which seek compatibility within the particular land use area and zoning district.

Fuel Consumption*

The proposed addition of one residential unit does not result in a marked increase in energy consumption and will not involve significant or wasteful use of non-renewable resources. All new construction is required to comply with energy conservation standards of the State's Uniform Building Code and an additional residence will not generate any noticeable increased demand. All new homes are required to incorporate energy conserving design features such as window glazing and insulation, and mandated energy conserving appliances.

There will be an insignificant increase in vehicle trips to and from the site and any increased fossil fuel consumption will be negligible.

Noise*

The project, when completed, will not substantially change existing noise or vibration levels in the vicinity. Any ambient noise that might emanate from Pacific Avenue will be buffered with incorporation of sound attenuation techniques such as insulation, double paned windows, etc.

The project will result in short term noise generated from heavy equipment during site preparation and construction. This will be temporary and subject to the City policy regulating hours of construction. Construction noise from the project would not represent unusual construction noise in this urban environment and will not be greater than for other similar projects in this area.

Solid Waste*

There will be considerable waste generated on a temporary basis as a result of demolition. Containment of dust & debris resulting from the demolition & grading and then disposal of the debris are all governed by Building Code and Waste Management provisions.

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EXHIBIT "A"

92/0204.24 Variance and Vesting Tentative Parcel Map No. 23262 to Allow a lot Split on the Property Located at 3600 Pacific Avenue (Ralls) (BZA Approved. Reso. BZA 92-3) CC 02-04-92

The Council received and filed the Board of Zoning Adjustment's decision of approval for the subject Variance and Vesting Tentative Parcel Map No. 23262 subject to conditions contained in BZA Reso. 92-3.

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

TO: Honorable Mayor and Members of the City Council
THROUGH: Bill Smith, City Manager
FROM: Byron L. Woosley, Director of Community Development
Bret B. Bernard, Planning Administrator
BY: Bradley Collin, Assistant Planner
DATE: February 4, 1992
SUBJECT: VARIANCE and VESTING TENTATIVE PARCEL MAP No. 23262 to
Allow a Lot Split on the Property Located at 3600 Pacific
Avenue
(Ralls)
(BZA Approved, Resolution No. BZA 92-3)

RECOMMENDATION

It is recommended that the City Council **RECEIVE AND FILE** the Board of Zoning Adjustment's decision of **APPROVAL** for the subject Variance and Vesting Tentative Parcel Map No. 23262 subject to conditions contained in the attached Resolution.

BUDGET IMPLICATION:

Other than Staff time expended no impact to the City's Budget is anticipated as a result of this project. The Staff time expended totals (approximately) 10 hours to date.

APPLICANT/OWNER IN ESCROW

W. R. Ralls
P.O. Box No. 504
Manhattan Beach, CA 90266

DISCUSSION

The Board of Zoning Adjustment, at its regular meeting of January 14, 1992 **APPROVED** a Variance and Vesting Tentative Parcel Map 23262 for a lot split located at 3600 Pacific Avenue. A copy of the Staff analysis and an excerpt from the BZA's Minutes are attached for reference.

VESTING TENTATIVE PARCEL MAP

This project includes a request to subdivide an existing (80' by 112') 8,960 square foot lot into two equal size smaller parcels, per Vesting Tentative Parcel No. 23262, copy attached. Each new parcel would have access from Pacific Avenue similar to the existing 80' wide lot. The site is currently developed with one single family residence. At a future date, subject to the approval and recordation of this Parcel Map, the applicant intends to develop each parcel with a single family dwelling. The parcels resulting from this Map action would be substandard with regards to required minimum area, which is the reason for the Variance. They would otherwise be conforming to the Area District's development standards and would be consistent with the other lots along this block of Pacific Avenue.

VARIANCE

The former Code had a provision, Section 10-3.1423, entitled "Required area reduced for Street and Highway purposes", which addressed lots whereby the area was reduced by a street dedication. If the area of the lot was so reduced such that it could not comply with the development requirements in that Code, the lot was not penalized and the proposed splitting of the lot could be approved without a Variance.

The lots on both sides of Pacific Avenue in this area were originally 80 feet in width and 116 feet in depth. Prior to the street widening they had sufficient total area to divide these original lots into two lots each, dimensioned 40 feet wide by 116 feet deep, or 4,640 square feet. The 4,640 square feet of lot area met the minimum requirement for (formerly) R-1 (now RS) lots within Area District II. However, following the required dedication of 4 feet from each lot to accommodate the widening of Pacific Avenue (in approximately 1961), each was reduced to an area of only 4,480 square feet (or 40' x 112'). Hence, the application of the aforementioned (former) Code Section No. 10-3.1423 to Pacific Avenue.

While under the purview of the former Code, 11 lots on this block were subdivided to 40 feet by 112 feet, or 4,480 square feet. This subdivision was consistent with the Code (with Section 10-3.1423) and did not require a Variance. Only one lot, 3600 Pacific Avenue (the subject site), retained its original 80 by 112 feet boundaries (with exception of the street dedication).

The current Code did not carry forth this type of relief (see Code Section 10.60.010, Development of Substandard Lots). Therefore, there is no provision in the current Code which would allow 3600 Pacific, or any other lot so reduced in land area due to a City (etc.) required street dedication, to subdivide without a Variance for sub-standard lot area.

It was the opinion of the City Attorney, Carl Newton, that a Code Amendment should be initiated, out of equity and fairness, so that it is included in the ZORP document. The new Section should be similar to the subject matter of the former Code Section. This Code Amendment will be considered by the Planning Commission during the review of the ZORP document.

NEIGHBOR CONCERNS

To date, no objections, written or verbal, have been received by Staff.

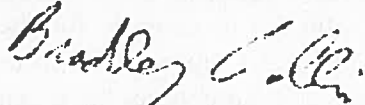
ALTERNATIVES

The alternatives available to the City Council include:

1. RECEIVE and FILE the Board's decision of APPROVAL for the Variance and Vesting Tentative Parcel Map No. 23262 to allow a Lot Split on the property located at 3600 Pacific Avenue.
2. APPEAL the Board's decision, and DIRECT Staff to schedule a new public hearing before the City Council.

Respectfully Submitted,

DEPARTMENT OF COMMUNITY DEVELOPMENT
Byron L. Hoosley, Director



Bradley Collin,
Assistant Planner

Attachments:

Resolution No. BZA 92-3
BZA Staff Report, datnd 1/14/92
Excerpt BZA Minutes, dated 1/14/92
Vesting Tentative Parcel Map No. 23262

xc: SUBTEC, Applicant's Representative
W.R. Ralls, Applicant

cc -> aicrallb.cc

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GRANT OF EASEMENT FOR
STREET PURPOSES

THIS INDENTURE, made this 6th day of July, 1961,
by and between JOSEPH MONFALCONE, a married man,

party of the first part, and CITY OF MANHATTAN BEACH, a municipal corporation of the County of Los Angeles, State of California, party of the second part,

FREE T
FEE \$360-37

WITNESSETH:

That the said party of the first part, for and in consideration of the sum of Two hundred forty dollars (\$240.00) lawful money of the United States of America, to him in hand paid by the said party of the second part, the receipt of which is hereby acknowledged, does by these presents grant and convey unto the said party of the second part a perpetual easement and/or right-of-way for public street and highway purposes, in, over and across a portion of Lot 2, Block 18, Tract No. 1638, Sheet No. 1,

in the City of Manhattan Beach, County of Los Angeles, State of California, as per map thereof recorded in Book 21, pages 46 and 47, of Maps, records of Los Angeles County, California, and more particularly described as follows, to wit:

The westerly 4 feet of Lot 2, Block 18, Tract No. 1638, Sheet No. 1.

AUG 8 1961

SUBJECT to conditions, reservations and rights-of-way of record.

TO HAVE AND TO HOLD, all and singular, the said premises unto the said party of the second part, to be used for public street

RECORDED IN OFFICIAL RECORDS
OF LOS ANGELES COUNTY, CALIF.
27 Min. 12 P.M. AUG 8 1961
RAY E. LEE, County Recorder

3539



or highway purposes only, and to be known as PACIFIC AVENUE.

IN WITNESS WHEREOF, the said party of the first part has hereunto subscribed his name the day and year first above written.

Joseph Monfalcone

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

On this 8th day of July, 1961, before me, the undersigned, a notary public in and for said County and State, personally appeared JOSEPH MONFALCONE known to me to be the person who executed the foregoing instrument, and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Wesley G. Simmons
Notary Public in and for the County of Los Angeles, State of California.
Wesley G. Simmons
My commission expires Sept., 17, 1962.

(SEAL)

CERTIFICATE OF ACCEPTANCE

THIS IS TO CERTIFY that the interest in real property conveyed by the within deed or grant to the City of Manhattan Beach, a municipal corporation of Los Angeles County, California, is hereby accepted under the authority of Resolution No. 2042 of the City Council of said City adopted at its regular meeting of January 7, 1958, and recorded in Book 56366, page 325, of Official Records of Los Angeles County, and the grantee consents to the recordation of said deed or grant by its duly authorized officer.

Dated:

Thomas R. Deardoff
City Clerk of the City of Manhattan Beach, California.

(SEAL)

AUG 8 1961

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State of California, County of Los Angeles, ss.
H.A. Eyer & Bonnie M. Eyer and
L.H. Snyder & Capitola Snyder, Mortgagees in the foregoing mortgage named and A.P. Manning,
and Mary J. Manning, the mortgagor in said mortgage named, each being duly sworn, each
for himself both before and say: That the aforesaid mortgage is made in good faith and
without any design to hinder, delay or defraud any creditor or creditors.

H.A. Eyer
Bonnie M. Eyer
L.H. Snyder
Capitola Snyder.

Subscribed and sworn to before me this 11th day of May, 1926.
(Notarial Seal) Louis J. Filley, Notary Public
in and for said County and State.
1170 Copy of original recorded at request of Mortgagee, May 14, 1926 at 5:30 min. past 10 A.M.
Copyist: J.C. Comper. S.L. Logan, County Recorder, By Deputy.
U.S. L.S. \$1.00 cancelled.

GRANT DEED

J.D. MILLAR REALTY COMPANY, a corporation organized under the laws of the State of California and FIDELITY SAVINGS AND LOAN ASSOCIATION, a corporation organized under the laws of the State of California, in consideration of Ten (\$10.00) Dollars, do hereby grant to CARRIE SPALDING, a widow, all the real property situated in the City of Manhattan Beach, County of Los Angeles, State of California, described as follows:

Lot Two (2) in Block Eighteen (18) of Tract 1638 Sheet 1, as per map of said tract filed in the office of the County Recorder of said county in Map Book 27, Pages 48 and 49, reserving, however, to the said J.D. MILLAR REALTY COMPANY, its successors or assigns, the right to enter upon the premises hereby conveyed to care for shade trees planted upon or near the front line thereof. Provided, however, that this conveyance is made and accepted on each of the following express conditions, viz:

That said premises shall be used for residence purposes only;
That any building erected upon said premises shall be located not less than twenty (20) feet from the front line thereof; That no residence building shall be erected upon said premises, or any part thereof, which shall cost and be fairly worth less than \$1000.00, unless such building be located seventy (70) feet from the front line of said premises. Provided, that all and each of the conditions, restrictions and covenants hereinbefore contained, shall, in all respect, terminate and end and be of no further effect either legal or equitable, and shall not be enforceable after January 1, 1935; And Provided Also, that said premises, or any part thereof, shall not be sold, conveyed, leased, rented to or occupied by any person of other than the Caucasian or White race. Provided, that each of the restrictions, conditions and covenants contained in the paragraph immediately preceding shall be perpetual and binding forever upon the parties hereto, their heirs, devisees, executors, administrators or assigns. Provided that a breach of any of the foregoing conditions shall cause said premises to revert to the said J.D. MILLAR REALTY COMPANY, its successors or assigns, each of whom, respectively, shall have the right of immediate re-entry upon said premises in the event of any such breach. Provided Also, that a breach of any of the foregoing conditions, or re-entry by reason of such breach, shall not defeat or render invalid the lien of any Mortgage or Deed of Trust made in good faith and for value as to said premises, or any part thereof; but said conditions shall be binding upon and effective against any owner of said premises whose title thereto is acquired by foreclosure, trustee's sale or otherwise.

TO HAVE AND TO HOLD to the said grantee her heirs or assigns, subject to the matters here shown. IN WITNESS WHEREOF, J.D. MILLAR REALTY COMPANY, and FIDELITY SAVINGS AND LOAN ASSOCIATION have hereunto caused their corporate names and seals to be affixed by their Presidents and Secretaries thereunto duly authorized, this 26th day of

August, 1925.
(Corporate Seal) J.D. MILLAR REALTY COMPANY,
By J.D. Millar, President
By G.T. Dolan, Secretary.
(Corporate Seal) FIDELITY SAVINGS AND LOAN ASSOCIATION
By S.W. Ruddle, Vice-President
By Clarence H. Lee, Secretary.

State of California, County of Los Angeles, ss. On this 26th day of August, 1925,
before me, Alice V. Beeble, a Notary Public in and for said County, personally appeared J.D. Millar, known to me to be the President, and G.T. Dolan, known to me to be the Secretary of J.D. MILLAR REALTY COMPANY, the corporation that executed the within and

foregoing instrument, and known to me to be the persons who executed the within instrument on behalf of the corporation therein named and acknowledged to me that such corporation executed the same. Witness my hand and official seal the day and year in this certificate first above written.

(Notarial Seal) Alice V. Deble, Notary Public
in and for the County of Los Angeles, State of California.

State of California, County of Los Angeles, 1925. On this 20th day of August, 1925, before me, Jess S. Montgomery, a Notary Public in and for said County, personally appeared S.W. Reddin, known to me to be the Vice President, and Clarence H. Lee, known to me to be the Secretary of FIDELITY SAVINGS AND LOAN ASSOCIATION, the corporation that executed the within and foregoing instrument, and known to me to be the persons who executed the within instrument on behalf of the corporation, therein named and acknowledged to me that such corporation executed the same. Witness my hand and official seal the day and year in this certificate first above written.

(Notarial Seal) Jess S. Montgomery, Notary Public
in and for the County of Los Angeles, State of California.

Recorded at request of Grantee, Nov. 16, 1925 at 27 min. past 10 A.M. in Book 4142, at Page 49 of Official Records, Los Angeles County, Cal., C.L. Logan, County Recorder.

702. Copy of original recorded at request of Title Guaranty & Tr. Co. Aug. 14, 1926 at 12 A.M. Copyist #109. Compared. C.L. Logan, County Recorder, by

THIS INDENTURE, made the 3rd day of May, A.D., 1926, between the FIDELITY SAVINGS AND TRUST COMPANY, a corporation organized and existing under the laws of the State of California, and having its principal place of business in the City of Los Angeles, County of Los Angeles, State of California, the party of the first part, and

Alwyn Litsinger and Mary Litsinger, husband and wife, as joint tenants, the parties of the second part,

WITNESSETH: that the party of the first part for and in consideration of the sum of Ten (\$10.00) Dollars paid to it in hand paid by the said parties of the second part, the receipt whereof is hereby acknowledged, does by these presents, grant, bargain and sell, convey and confirm unto the said parties of the second part, as joint tenants, all that certain real property situate in the City of Burbank, County of Los Angeles, State of California, and particularly described as follows:

Lot Twenty-two (22) in Block "K" of Tract 6994, as per map recorded in Book 77, Page 58, 59, 60, 61 in the office of the County Recorder of said County.

Subject to taxes for the fiscal year 1926-27.

(Subject to Conditions, Restrictions, Reservations and Rights of way of record)

Provided, however, that this conveyance is made subject to the following conditions, which shall apply to and be binding upon the grantees, their heirs, devisees, executors, administrators and assigns:

1. That all of the lots in said Tract 6994, except Lots 26 to 30, inclusive, in Block L, and 19 to 24 in Block M, shall be restricted and reserved to be used for residence purposes only. That said Lots 26 to 30, inclusive, in Block L, and Lots 19 to 24 inclusive, in Block M, may be used for residence purposes, for business purposes, and any store building erected on said lots shall cost and be built upon a lot less than \$3,000, and any permanent residence building shall cost less than \$2,000.

2. That any residence building erected on the front of any of the lots in said tract shall cost and be fairly worth not less than \$2,000, and shall be located on a lot fronting Boulevard in Blocks A, E, H and I, of said tract, and shall be located on a lot fronting said Boulevard shall be located nearer than 40 feet to the front line of said premises, and all the other residence lots in said tract, no part thereof shall be located less than 20 feet to the front line of said premises, provided, however, that any building erected on a lot costing less than this and may be placed or erected on a lot less than 20 feet from the front line thereof shall not be located nearer than 20 feet from the front line of said premises.

3. Buildings on the premises for residential purposes shall be of neat construction finished with a tiled roof and shall have a public roof (roof sloping both ways) with a pitch of at least seven eighths of an inch to the foot shall overhang on all sides at least eighteen inches, and shall have a sanitary toilet plumbing fixture properly connected up to a sewer pipe.

4. That all buildings, temporary or permanent, erected on any of the lots in this

#64
7-1

the overplus to the said Mortgagors, all of said costs, including ~~the~~ ^{notary} ~~sum~~ ^{fee}, being hereby secured. The said Mortgagors do hereby state, declare and warrant, that they are the sole and separate owners of all the within mentioned personal property and that there are no liens or incumbrances or adverse claims of any kind whatever on any part thereof.

Signed, Sealed and Delivered in the Presence of) A. P. Smith (Seal)
LeVerghne Smith (Seal)

State of California, County of Los Angeles)ss. On this 14th day of November, A.D.1925, before me Frank V. Hughes, a Notary Public in and for said County and State, residing therein, duly commissioned and sworn, personally appeared A.P.Smith & LeVerghne Smith, husband & wife, known to me to be the persons whose names are subscribed to the within Instrument, and acknowledged to me that they executed the same. In witness whereof, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

(Notarial Seal) Frank V. Hughes, Notary Public
in and for said County and State. My Com Exp Jan 15, 1928

State of California, County of Los Angeles)ss. A.P.Smith & LeVerghne Smith, Mortgagors, in the foregoing mortgage named and M.W.Rowe, the mortgagee in said mortgage named, each being duly sworn, each for himself doth depose and say: That the aforesaid mortgage is made in good faith and without any design to hinder, delay or defraud any creditor or creditors.

A.P.Smith
LeVerghne Smith
M.W.Rowe

Subscribed and sworn to before me this 14th day of November, 1925.

(Notarial Seal) Frank V. Hughes, Notary Public
in and for said County and State. My Com Exp Jan 15, 1928.

#1091 Copy of original recorded at request of Mortgagee Nov 16 1925 at 9 Min Past 12 M
Coylist #19 Compared C L Logan, County Recorder, By Deputy.

U.S.I.R.S. \$1.00 Canceled GRANT DEED

J.D.Miller Realty Company, a corporation organized under the laws of the State of California and Fidelity Savings and Loan Association, a corporation organized under the laws of the State of California, in consideration of Ten (\$10.00) Dollars, do hereby grant to Carrie Spalding, a widow all the real property situated in the City of Manhattan Beach, County of Los Angeles, State of California, described as follows: Lot Two (2) in Block Eighteen (18) of ^{Tract} ~~1010~~ ~~Sheet~~ Sheet 1, as per map of said tract filed in the office of the County Recorder of said county in Map Book 21, Pages 46 and 47. Reserving, however, to the said J.D.Miller Realty Company, its successors or assigns, the right to enter upon the premises hereby conveyed to care for shade trees planted on or near the front line thereof. Provided, however, that this conveyance is made and accepted on each of the following express conditions, viz: That said premises shall be used for residence purposes only; That any building erected upon said premises shall be located not less than twenty (20) feet from the front line thereof; that no residence building shall be erected upon said premises, or any part thereof, which shall cost and be fairly worth less than \$1000.00, unless such building be located seventy (70) feet from the front line of said premises. Provided that all and each of the conditions, restrictions and covenants hereinbefore contained, shall, in all respects, terminate and end and be of no further effect either legal or equitable, and shall not be enforceable after January 1, 1935;

And provided also, that said premises or any part thereof, shall not be sold, conveyed, leased, rented to or occupied by any person of other than the Caucasian or White race, Provided, that each of the restrictions, conditions and covenants contained in the paragraph immediately preceding shall be perpetual and binding forever upon the parties hereto, their heirs, devisees, executors, administrators or assigns. Provided that a breach of any of the foregoing conditions shall cause said premises to revert to the said J.D.Miller Realty Company, its successors or assigns, each of whom, respectively, shall have the right of

mediate re-entry upon said premises in the event of any such breach. Provided, also that a breach of any of the foregoing conditions, or re-entry by reason of such breach, shall not defeat or render invalid the lien of any Mortgage or Deed of Trust made in good faith and for value as to said premises, or any part thereof; but said conditions shall be binding upon and effective against any owner of said premises whose title thereto is acquired by foreclosure, trustee's sale or otherwise.

To have and to hold to the said grantee her heirs or assigns, subject to the matters above shown. In witness whereof, J.D.Millar Realty Company and Fidelity Savings and Loan Association have hereunto caused their corporate names and seals to be affixed by their Presidents and Secretaries thereunto duly authorized, this 26th day of August, 1925. (Corporate Seal)

J.D.MILLAR REALTY COMPANY
By J.D.Millar, President
By -- Secretary

(Corporate Seal)

FIDELITY SAVINGS AND LOAN ASSOCIATION
By S.W.Reddin, Vice President
By Clarence H. Lee, Secretary

State of California, County of Los Angeles) ss. On this 26th day of August, 1925, before me Alice V. Deeble, a Notary Public in and for said County, personally appeared J.D.Millar known to me to be the President, and G.T.Dolan, known to me to be the Secretary of J.D. Millar Real. Company, the corporation that executed the within and foregoing instrument and known to me to be the persons who executed the within instrument on behalf of the corporation therein named and acknowledged to me that such corporation executed the same. Witness my hand and official seal the day and year in this certificate first above written.

(Notarial Seal)

Alice V. Deeble, Notary Public
in and for the County of Los Angeles, State of California.

State of California, County of Los Angeles) ss. On this 26th day of August, 1925, before me Jess S. Montgomery, a Notary Public in and for said County, personally appeared S.W.Reddin known to me to be the Vice President, and Clarence H. Lee, known to me to be the Secretary of Fidelity Savings and Loan Association, the corporation that executed the within and foregoing instrument and known to me to be the persons who executed the within instrument on behalf of the corporation therein named and acknowledged to me that such corporation executed the same. Witness my hand and official seal the day and year in this certificate first above written.

(Notarial Seal)

Jess S. Montgomery, Notary Public
in and for the County of Los Angeles, State of California.

#942 Copy of original recorded at request of Grantee Nov 16 1925 at 27 Min Past 10 A M
Copyist #19 Compared L Logan, County Recorder, By Deputy.

GRANT DEED FOR STREET PURPOSES

We, Frank Le Favour and Thelma B. LeFavour, his wife, grant to the city of Long Beach, a municipal corporation, organized and existing under and by virtue of the laws of the state of California, and situated in the county of Los Angeles therein, for street and alley purposes, that real property situated in the city of Long Beach, county of Los Angeles, state of California, described as follows: The east fifteen (15) feet of Lot 17, "Tract No.5737" as per map recorded in book 61, pages 40 and 41 of Maps, Records of the County of Los Angeles, State of California. It is understood that each of the undersigned grantors grants only that portion of the above described parcel of land which is included within land owned by said grantor or in which said grantor is interested. Witness our hands this 30th day of October, 1925.

Frank Le Favour
Thelma B. Le Favour

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PARCEL MAP NO.74210



SUBDIVIDER
MONFALCONE ESTATE
C/O GARY RICHARDSON
950 ARTESIA BOULEVARD
HERMOSA BEACH, CA 90254
PHONE 310-480-7694

IN THE CITY OF MANHATTAN BEACH
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA

ENGINEER

DENN ENGINEERS

3914 DEL AMO BLVD., STE. 921
TORRANCE, CA 90503
310-542-9433

REV 10-20-2016
DATE 3-31-2016

Gary J. Roehl
GARY J. ROEHL R.C.E. 30826

LEGAL DESCRIPTION

LOT 2, BLOCK 18
TRACT NO. 1638
M.B. 21-46-47
APN 4173-017-032

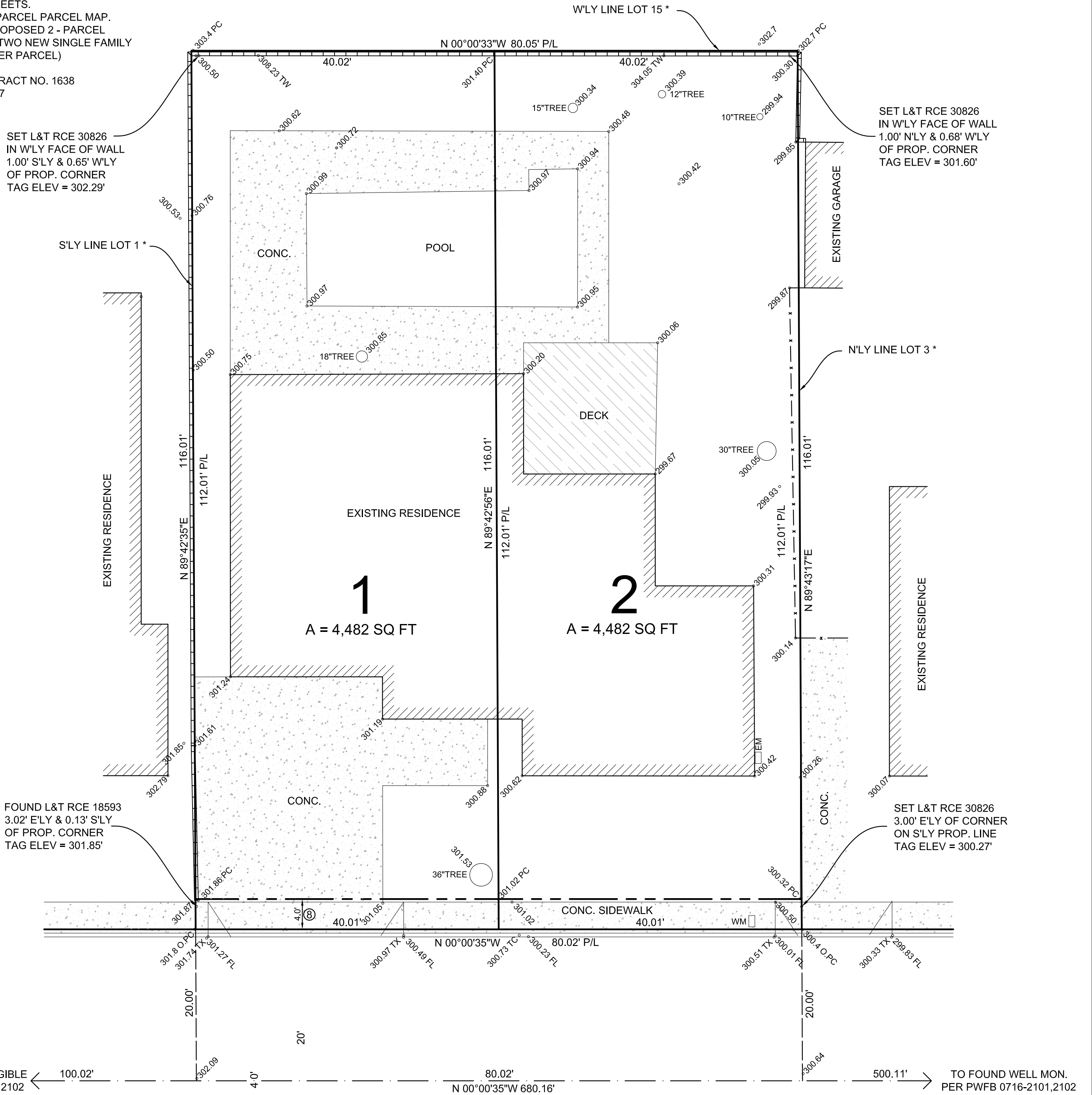
JOB ADDRESS

3000 PACIFIC AVENUE
MANHATTAN BEACH, CA 90266

NOTES

1. ALL EXISTING STRUCTURES TO BE REMOVED UNLESS OTHERWISE NOTED.
2. ALL UTILITIES ARE LOCATED IN ADJACENT STREETS.
3. THIS IS A 2-PARCEL PARCEL MAP.
4. THIS IS A PROPOSED 2 - PARCEL PROJECT FOR TWO NEW SINGLE FAMILY HOMES (ONE PER PARCEL)

* BLOCK 18, TRACT NO. 1638
M.B. 21-46-47



PACIFIC AVENUE

EXHIBIT D
PC MTG 12-14-16

NOTE:

A TITLE POLICY HAS BEEN PROVIDED AND REVIEWED BY DENN ENGINEERS AT THE TIME OF THIS SURVEY. ANY READILY AVAILABLE ITEMS AFFECTING THIS PROPERTY HAVE BEEN PLOTTED BASED ON PROVIDED DOCUMENTS.

Ⓢ ITEM #8 - EASEMENT FOR STREET RECORDED AUGUST 8, 1961 AS INSTRUMENT NO. 3539 OF O.R.

USA NATIONAL TITLE COMPANY, INC.
ORDER NO. 071631280-30
DATED MARCH 8, 2016

LEGEND		
	EXISTING BUILDING	PC PROPERTY CORNER
	CONCRETE	PL, P/L PROPERTY LINE
	BRICK	PP POWER POLE
	WOOD DECK	S&W SPIKE AND WASHER
	EXISTING ELEVATION	S'LY SOUTHERLY
	EXISTING CONTOUR	SPK SPIKE
	BLOCK WALL	STK STAKE
	EXISTING FENCE	TC TOP OF CURB
	BEGINNING OF CURB RET	TW TOP OF WALL
	EASTERLY FOUND	TX TOP OF DWVY APRON
	FINISH FLOOR	W'LY WESTERLY
	FLOW LINE	WM WATER METER
	GARAGE FINISH FLOOR	
	GUY WIRE	
	LEAD AND TAG	
	MANHOLE	
	NORTHERLY PROPERTY CORNER	
	ORIGINAL PROPERTY CORNER	

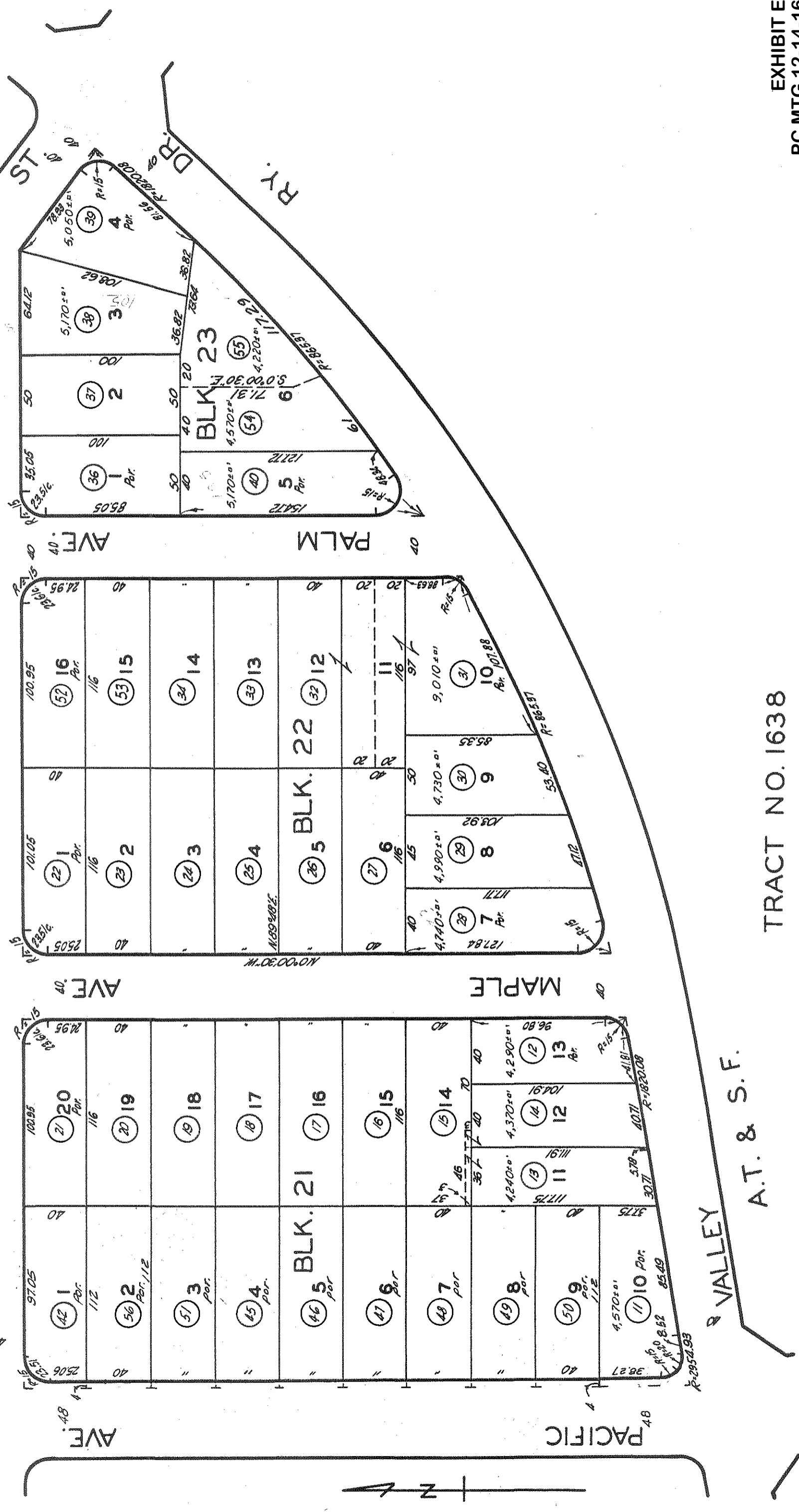
NOTE: ALL SETBACK DIMENSIONS SHOWN ARE MEASURED TO EXTERIOR SURFACE OF BUILDINGS UNLESS OTHERWISE NOTED.
BOUNDARY MONUMENTS ARE NOT NECESSARILY SET ON PROPERTY CORNERS. PLEASE REFER TO THE NOTATION ON THE PLANS FOR OFFSET DISTANCES. IF THERE ARE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT DENN ENGINEERS FOR CLARIFICATION AT: (310) 542-9433, M-F 8:00 AM TO 5:00 PM.

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City Council Meeting
 January 3, 2017



TRACT NO. 1638
 M.B. 22-142-143

EXHIBIT E
 PC MTG 12-14-16

CODE
 6174

FOR PREV. ASSMT. SEE: 166-219&228

TRACT NO. 1638
 M.B. 22 - 142-143

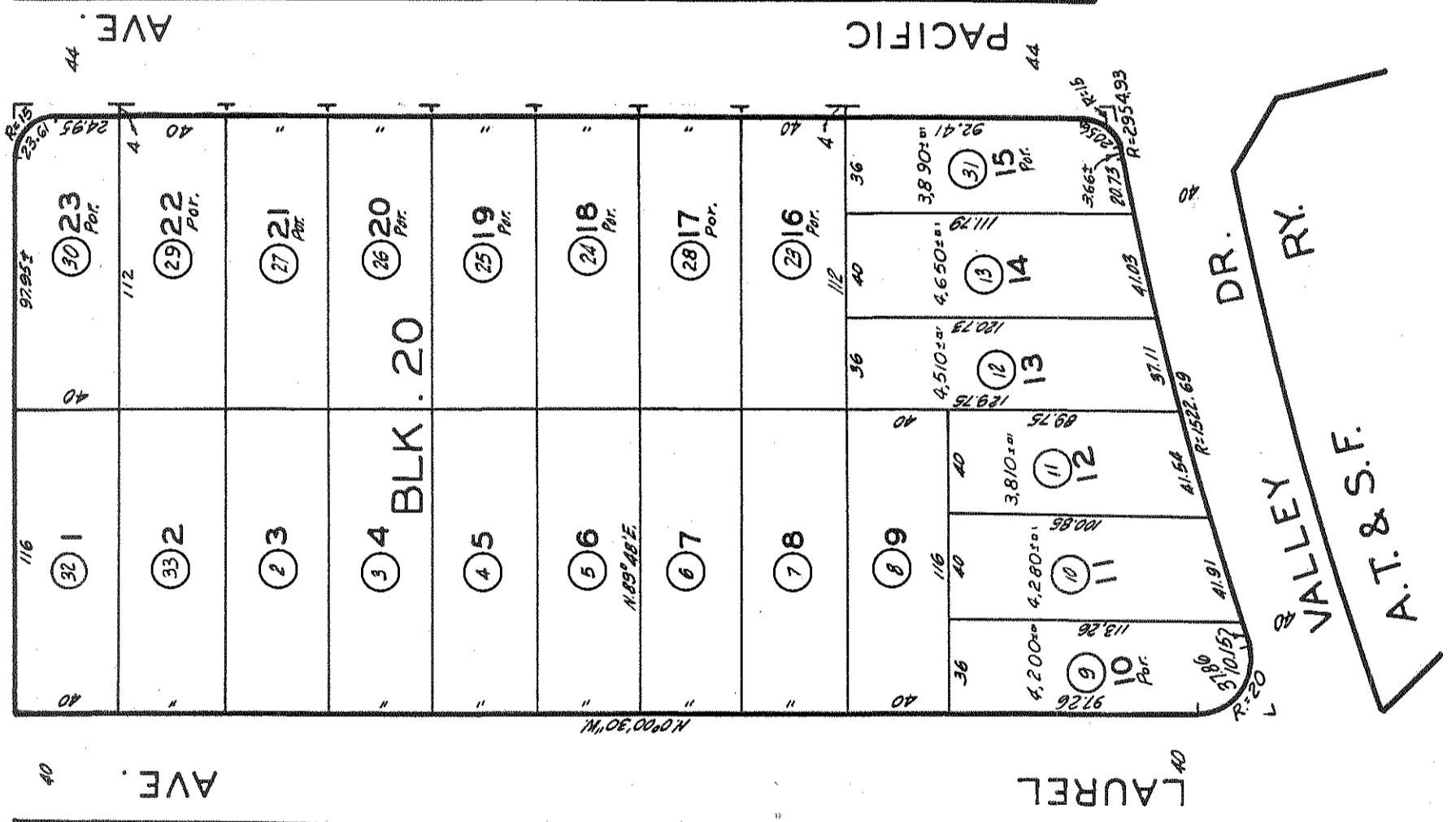


CODE
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FOR PREV. ASSMT. SEE: 166 - 218

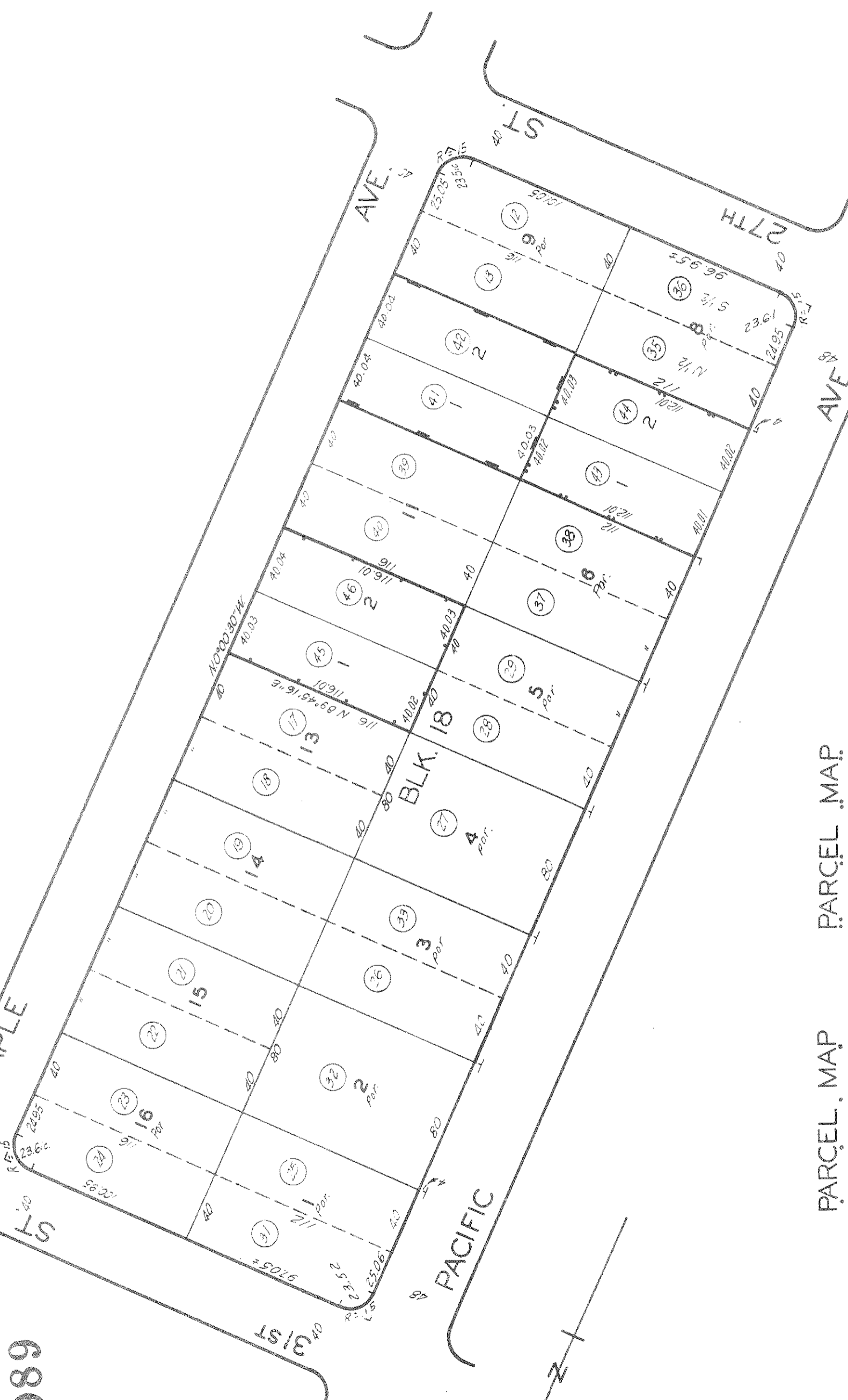
27TH ST.

26TH ST.



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PARCEL MAP P.M. 211-89-90

PARCEL MAP P.M. 207-95-96

TRACT NO. 1638

PARCEL MAP

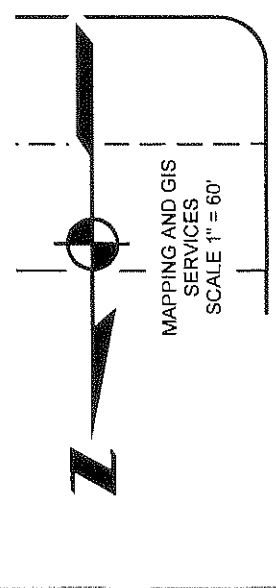
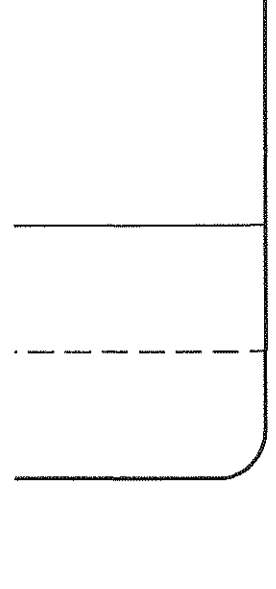
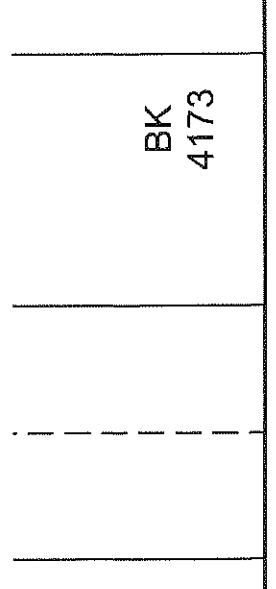
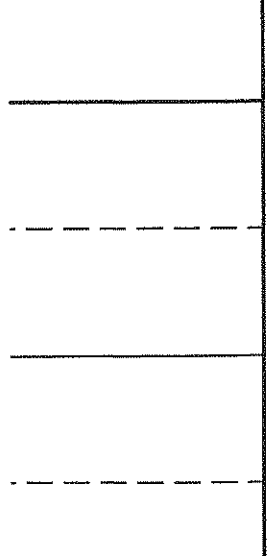
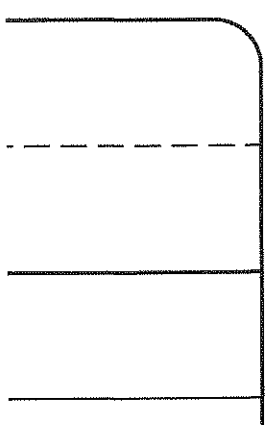
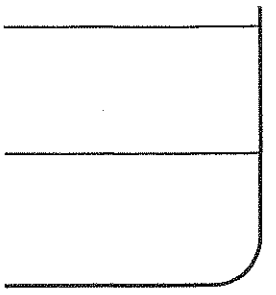
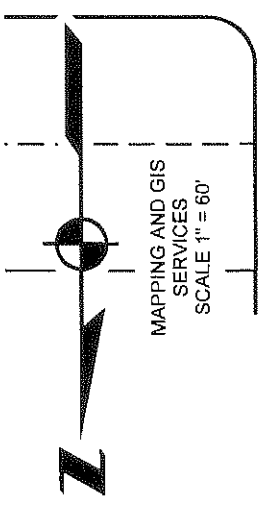
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FOR PREV. ASSMT. SEE: 166-209

M.B. 21-46-47

P.M. 115-28-29

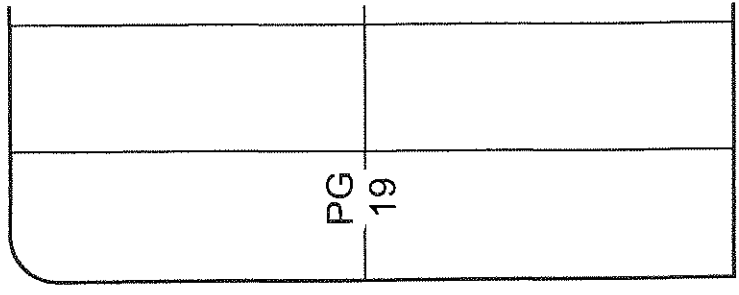
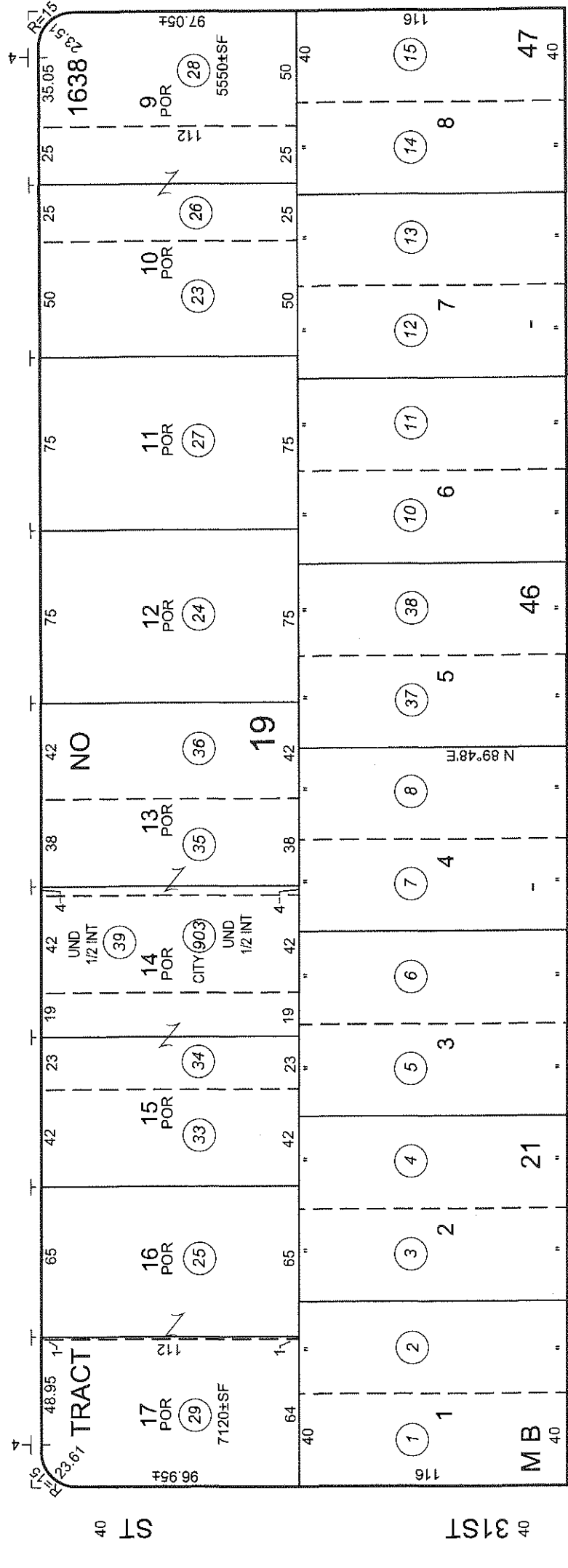
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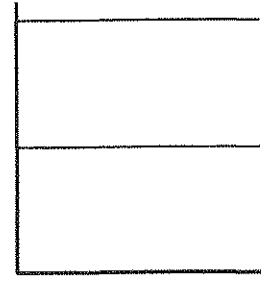
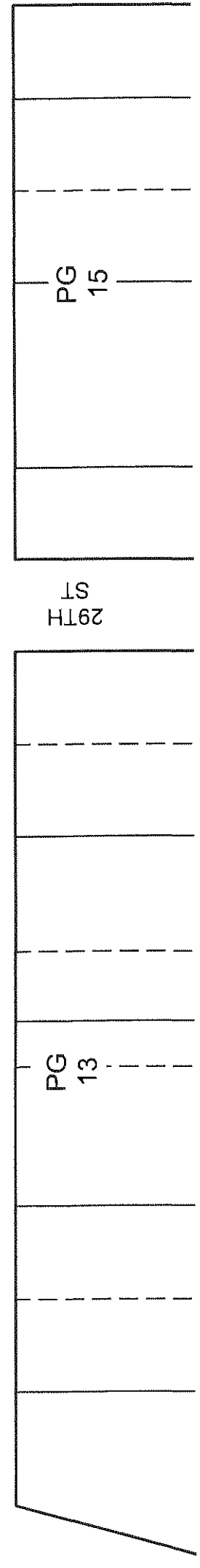
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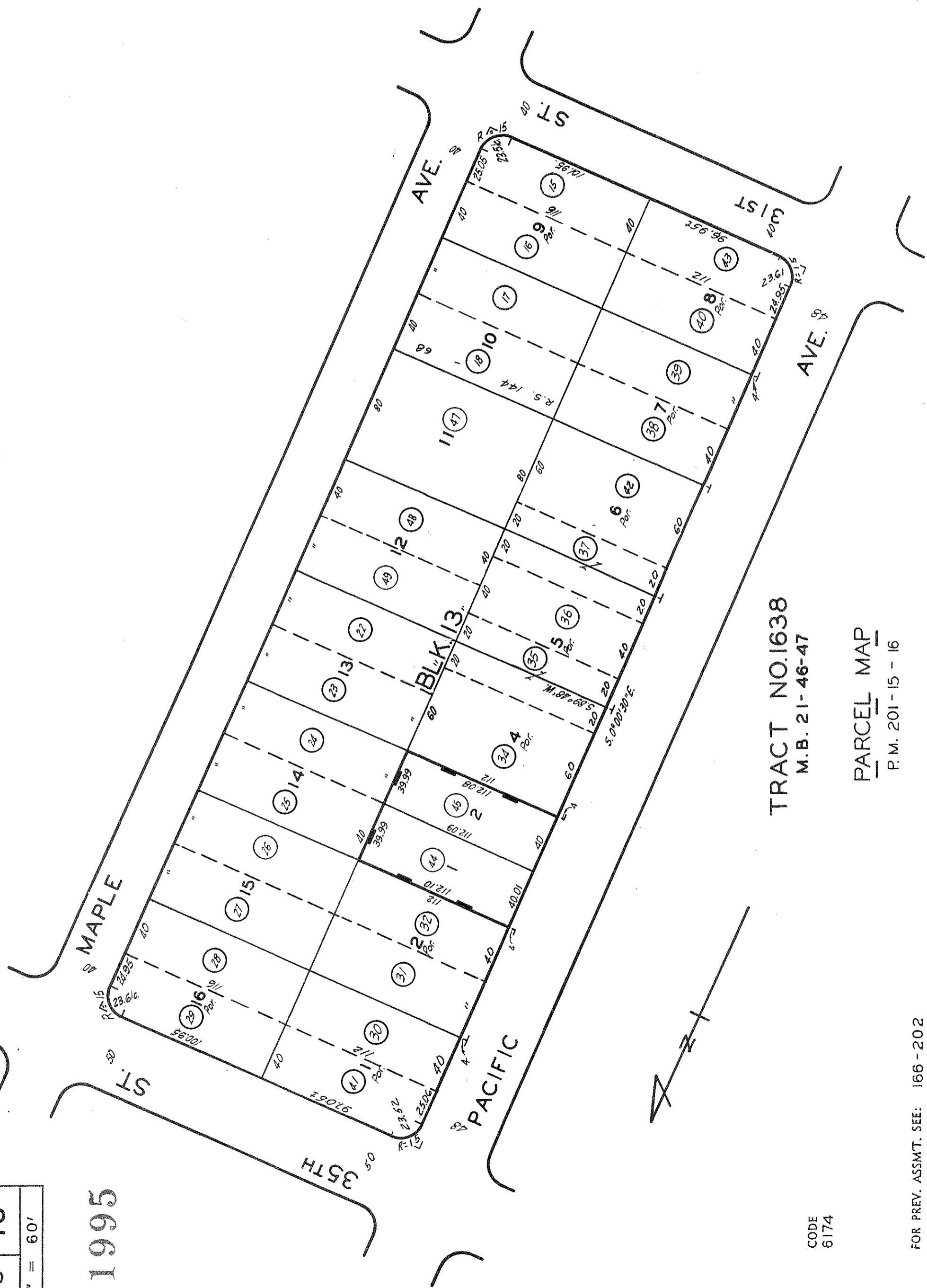
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TRACT NO. 1638
M.B. 21-46-47

PARCEL MAP
P.M. 201-15-16

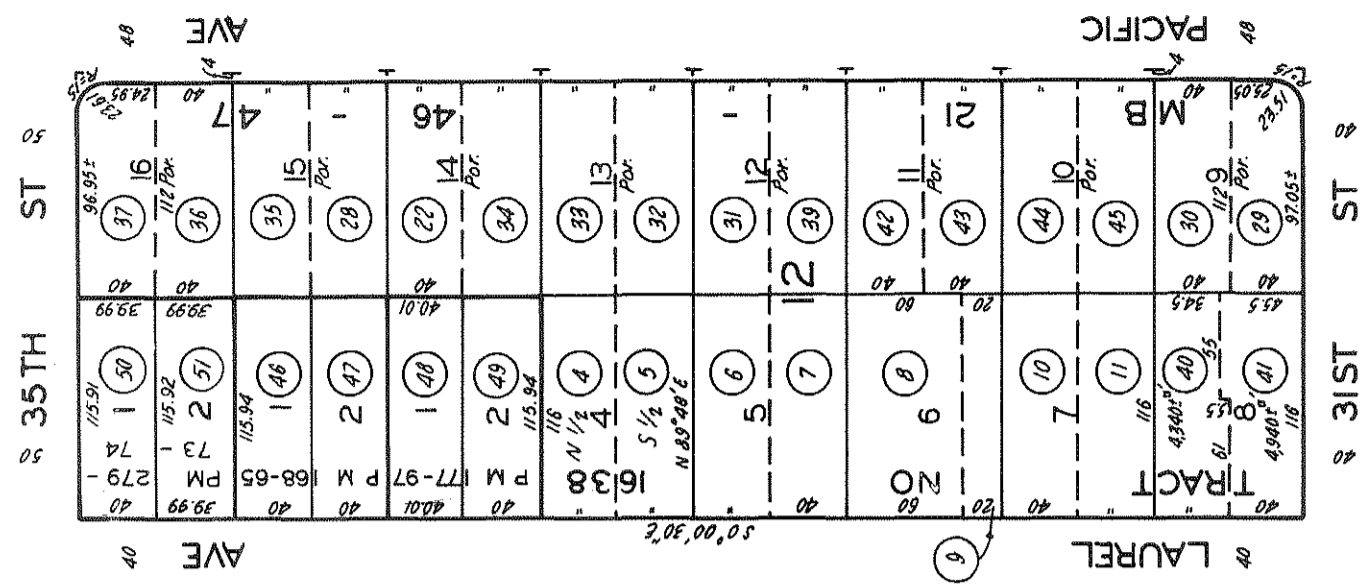
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PG 3



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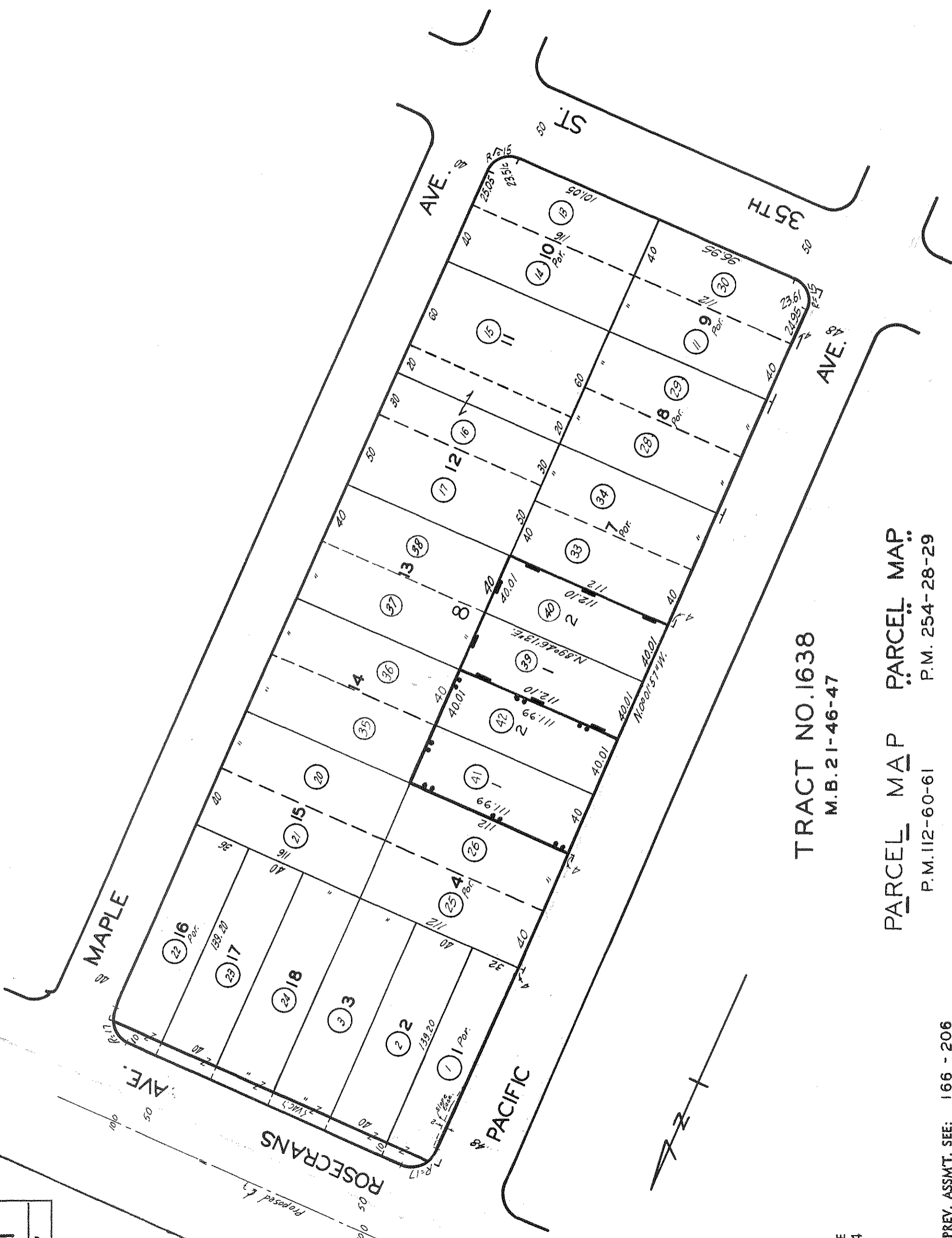
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 SCALE 1" = 60'
 1993
 City Council Meeting
 January 3, 2017



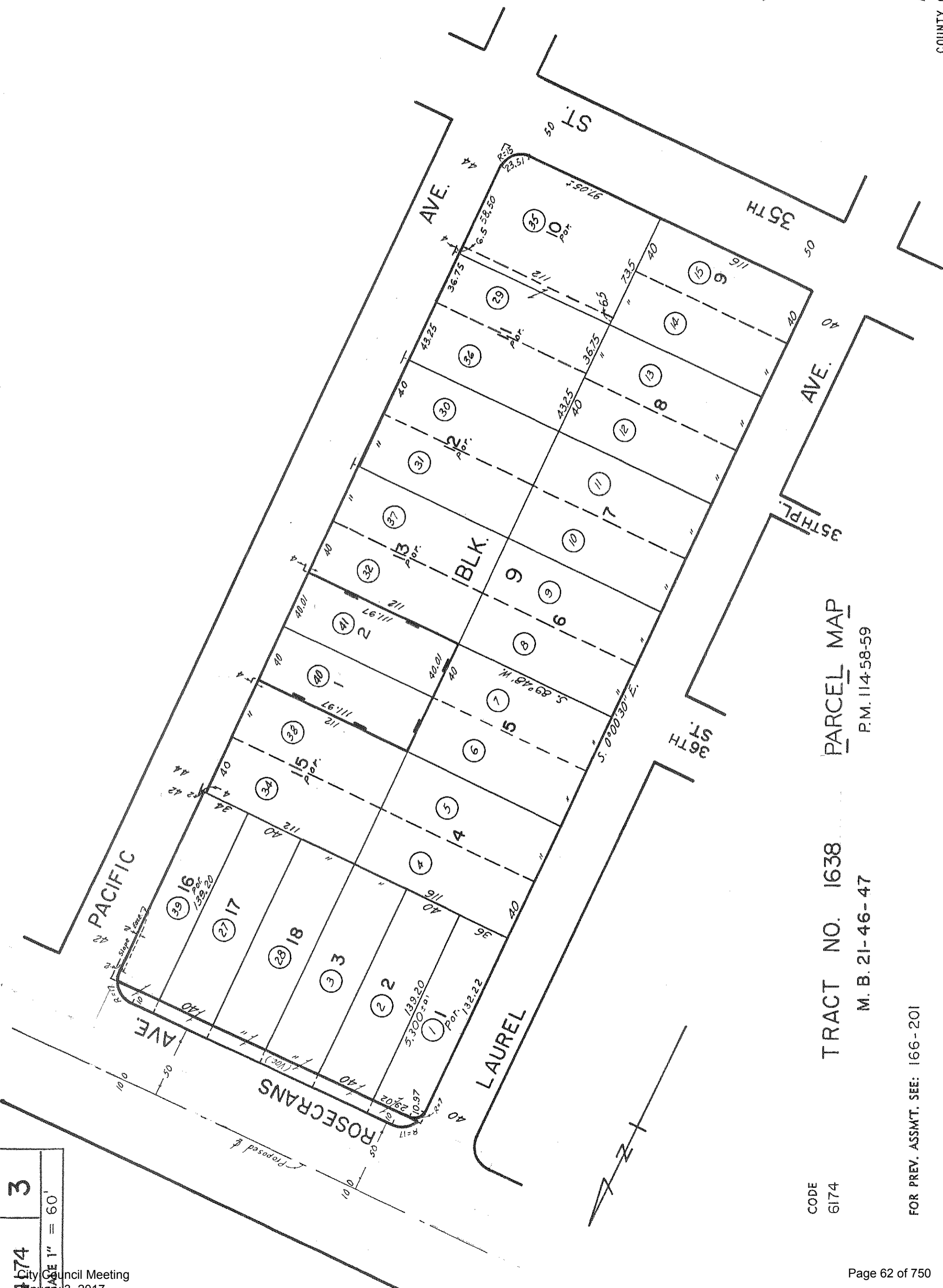
TRACT NO. 1638
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 PARCEL MAP
 P.M. 112-60-61

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FOR PREY. ASSM'T. SEE: 166 - 206

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 SCALE 1" = 60'

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CODE 6174
 TRACT NO. 1638
 PARCEL MAP
 M. B. 21-46-47
 P.M. 114-58-59

FOR PREV. ASSMT. SEE: 166-201

**CITY OF MANHATTAN BEACH
[DRAFT] PLANNING COMMISSION
MINUTES OF REGULAR MEETING
DECEMBER 14, 2016**

DRAFT

A Regular Meeting of the Planning Commission of the City of Manhattan Beach, California, was held on the 14th day of December, 2016, at the hour of 6:30 p.m., in the City Council Chambers, at 1400 Highland Avenue, in said City.

1. ROLL CALL

Present: Apostol, Bordokas, Conaway, Ortmann, Chairperson Hersman
Absent: None
Staff Present: Marisa Lundstedt, Director of Community Development
Laurie Jester, Planning Manager
Assistant Planner Rafael Garcia
Rosemary Lackow, Recording Secretary

2. AUDIENCE PARTICIPATION (3-minute limit) - None

3. APPROVAL OF THE MINUTES – November 9, 2016

A motion was MADE and SECONDED (Conaway/Bordokas) to **APPROVE** the minutes of November 9, 2016 with one change requested by the Chair that was handed to the minutes secretary: that at the top of page 2, just before the heading “Commission Discussion/Action” that the following be added: “Seeing no further input, Chair Hersman closed the public hearing.”

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

4. PUBLIC HEARING

12/14/16-2. Variance and Vesting Tentative Parcel Map No. 74210 for the Subdivision of a Lot Resulting in the Creation of Two Sub-Standard Sized Lots at 3000 Pacific Avenue (Monfalcone Family Trust c/o Lucinda M. Monfalcone)

Assistant Planner Rafael Garcia presented the staff report, indicating the nature of the variance to allow a lot-split to result in two equal sized lots, but containing slightly less than the required area for future development of two new single family homes. Mr. Garcia explained the background that 4 feet of land was granted to the city for right of way purposes from the adjoining lots on both sides of Pacific Avenue in 1961 for the purpose of widening Pacific Avenue to install sidewalks, without compromising the width of roadway being used for vehicles. He showed the setting of the proposed lot split within the neighborhood, noted the legal findings that the Commission must make, and concluded that staff recommends approval.

Chair Hersman asked whether the Commission had any questions of Staff; there being none, Chair Hersman opened the public hearing and invited input.

PUBLIC INPUT

Elizabeth Srour, Srour and Associates, introduced the Monfalcone family, Cindy and Clint and noted that attorney Mark Kawa would be addressing the Commission as well.

Lucinda Monfalcone Simon introduced her brother Joseph Clinton Monfalcone Jr. She lives on 31st Street and is a lifelong Manhattan Beach resident, noted her parents Joe and Lucy purchased the lot and built their home in the 1947, raising their family with the expectation that they would be able to split their lot in the future when they chose to do so. As trustees of the estate, she requested that the City grant the entitlement given to many other similar owners on Pacific from 27th Street to Rosecrans by approving the application.

Mark Kawa, attorney for the Monfalcone family, thanked Staff and noted that he reviewed the report and accepts the staff recommendation. He addressed what he believes is a misunderstanding in the staff report and in their application, in that he feels that the lot split can be approved without a variance. He provided details of the history of the code and concluded by stating recently he received a communication from the City Clerks Office stating that upon researching, that they could not find in the City files that the former section in the code (prior to 1991, and after the 1961 widening, MBMC 10-3.1423) was specifically rescinded. Other provisions are included in the Municipal Code but under a different provision (MBMC 10.12.030.A. addressing development on Substandard Lots).

Dr. Sunay lives at 2801 Laurel Avenue, one block west of Pacific. He noted his lot as others in the 2800 block has a depth of 103 feet. He speculates but has not researched whether his own lot depth resulted from a street dedication, but acknowledged that over the years he has been informed that he could NOT subdivide his property. However in this case he fully supports subdivision out of principles of fairness and equity and this should be the approach for similar lots in the future.

There being no other persons wishing to speak, Chair Hersman closed the hearing and invited Commission discussion.

COMMISSION DISCUSSION

Commissioner Ortmann believes he understands that the reason this particular case needs a variance now is that the current Code applies to those lots that are already existing and defined as “substandard” and this current lot is not currently “substandard”.

Assistant Planner Garcia and Planning Manager Jester further clarified that the exact provision formerly in the Zoning Ordinance is no longer in the current code. Creating new lots that would be nonconforming in size, or lot area, is what creates the need for the Variance.

Commissioner Bordokas spoke to the issue of equity and stated her understanding (confirmed by staff) that when the lot area is reduced, then the maximum square footage is in turn reduced, so even if the applicant is able to build a second unit if the application is approved, the maximum size of the new houses would be reduced. She asked about Maple Avenue, and Mr. Garcia stated that there was not a street dedication on that street and therefore regardless of whether there is a sidewalk or not, Maple Avenue does not have a similar condition, where lot area has been reduced. He explained that Pacific is one of just a few streets (Rosecrans being one other) where the condition of lot area reduction due to street dedication exists today. Mr. Garcia also explained the parking requirements which is based on size of a residence, but a minimum of 2-car garage is required.

Commissioner Ortmann stated he was still confused as to what happened to the former code, and Mr. Garcia explained that in the 1990’s “ZORP” rewrite of the code, the former code provision was not carried over exactly the same.

Commissioner Conaway acknowledged that two letters in opposition were received with concerns for increased density and view blockage. He stated that, while the City understands concerns for density and impacts, there

is no ordinance that would protect an existing view and further the purview of the Commission is to review a case and see if it can make findings that it must make as provided in the Zoning Ordinance. He believes that the findings have been adequately made therefore he supports the Variance.

Commissioner Apostol stated he believes the biggest issue for him is consistency with the neighborhood, and noted that, but for the dedication this site would have even more than the minimum area required. He fully supports the application.

Chair Hersman noted her agreement with her fellow Commissioners and added that she drove down Pacific and noted the common 40-foot lot frontages and believes that with the subdivision, the project will fit in to the neighborhood.

ACTION

It was moved and seconded (Apostol/Ortmann) to: **ADOPT the draft Resolution**, approving the subject subdivision (lot split) as submitted.

Roll Call:

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

5. DIRECTOR'S ITEMS

Director Lundstedt reported that the City Council adopted the Downtown Specific Plan on December 6 after a long hearing, and many compliments were given to the Commission on the hard work they gave to the Plan. She thanked the Commission as well, noting that their hard work lightened the staff workload as well.

Commissioner Bordokas noted it was odd to her that the issue of outdoor dining, which is allowed now, became a focal point of discussion. In response to Chair Hersman, Ms. Lundstedt explained that the subject of outdoor dining had been included in the draft plan originally to enhance the area's vibrancy.

6. **PLANNING COMMISSION ITEMS** - None.

7. **TENTATIVE AGENDA – December 28, 2016:**

Director Lundstedt noted that the meeting for December 28 would be likely cancelled and advised that the rotation of the Commission Chair will be on the January agenda.

8. ADJOURNMENT

The meeting was adjourned at 7:05 pm to Wednesday, January 11, 2017 (unless it happens that the meeting of December 28 is not cancelled) in the City Council Chambers, City Hall, 1400 Highland Avenue.

ROSEMARY LACKOW
Recording Secretary

ATTEST:

MARISA LUNDSTEDT
Community Development Director

DRAFT

Agenda Date: 1/3/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Stephanie Katsouleas, Public Works Director

Prem Kumar, City Engineer

Erlk Zandvliet, Traffic Engineer

SUBJECT:

Award a Professional Services Agreement to Michael Baker International for Engineering Design Services for the Aviation Boulevard at Artesia Boulevard Southbound to Westbound Right Turn Lane Improvement Project in the Amount Not to Exceed \$144,541.00 (Public Works Director Katsouleas).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

- Authorize the City Manager to execute a contract with Michael Baker International (MBI) for engineering design services for the Aviation Boulevard at Artesia Boulevard Southbound to Westbound Right Turn Lane Improvement Project in the total not to exceed amount of \$144,541.00.
- Authorize the City Manager to increase the compensation up to an additional \$28,908 (20%) if needed due to unforeseen additional design related work.

FISCAL IMPLICATIONS:

Funding for the Aviation Boulevard at Artesia Boulevard Southbound to Westbound Right Turn Lane Improvement Project was approved as part of the City's Capital Improvement Plan (CIP). The City received a \$1,500,000 grant from the Measure R South Bay Highway Program, which has been budgeted in the CIP for this project and should cover costs for design, project management, right-of-way acquisition, construction and all other components necessary for implementation. The Project's Budget and Expenditures Report is provided as Attachment 1.

BACKGROUND:

The City Council approved and staff executed a Funding Agreement for \$1,500,000 with the

Los Angeles County Metropolitan Transportation Authority (Metro) on September 1, 2015. Previously, on August 15, 2006 City Council passed Resolution Number 6055, which contained an offer of dedication to provide sufficient street width for this proposed right-turn lane on the property located at the northwest corner of Aviation Boulevard and Artesia Boulevard.

The City of Redondo Beach is also undertaking a turn lane improvement project on the southeast corner of the same intersection, adding a right turn lane from northbound Aviation Blvd. to eastbound Artesia Blvd. In addition, the County of Los Angeles is currently replacing much of the traffic signal equipment at this intersection. The City's project design has been coordinated with these two projects.

DISCUSSION:

The purpose of this project is to widen the west side of Aviation Boulevard north of Artesia Boulevard to provide a dedicated southbound to westbound right-turn lane. Due to the absence of a separate right turn lane, southbound traffic is often congested. This improvement, along with the other improvements performed by the City of Redondo Beach and the County of Los Angeles, will improve traffic flow, minimize commuter delay and improve overall intersection safety.

The anticipated engineering design work to prepare plans and specifications for construction bidding includes: 1) street widening at the northwest quadrant of the intersection, including new pavement, curb, gutters, sidewalk, driveway and retaining wall; 2) modifying the existing storm drain catch basin and connector pipe to address drainage issues; and 3) signing & striping layout, landscape/irrigation restoration and other appurtenant work. In order to complete these design tasks, records research, environmental analysis, agency/utility coordination, legal & plat mapping, utility potholing, field survey and geotechnical work will also be performed.

The Public Works Department issued a competitive Request for Proposals on August 3, 2016 for professional engineering design services for the project. A total of six (6) proposals were received by August 24, 2016. Proposals were evaluated and ranked by an evaluation committee of City staff according to the following selection criteria:

- Demonstrated understanding of the scope of services
- Key personnel qualifications and experience with similar projects
- Project management methods and quality control/assurance

Based on the selection criteria, the top three ranked firms were interviewed by a panel of City staff. Michael Baker International (MBI) was selected as the most qualified firm with the best overall proposal. MBI's assigned staff has excellent experience on similar projects, identified and understands the key project issues, and proposed an appropriate level of staffing for the size and complexity of the project. The consultant's scope of work and methodology was clearly outlined to complete the project in a timely manner. The total not to exceed cost for the engineering services is \$144,541.00.

MBI's Professional Services Agreement (Attachment 2) does include a provision for the City Manager to authorize an amendment to the agreement up to an additional \$28,908 if needed due to unforeseen additional design related work. There are many potential

variables when embarking on such a design effort that involves work within major arterial roadways that has been in existence for several decades. The 20% contingency is very applicable for such a street widening project in a very dense and fully built-out environment with major traffic conditions and utilities. The engineering design effort is a very dynamic and fluid process. Particularly, as subsurface issues are uncovered in the investigation and design process, extra effort must be expended to understand and ascertain complex yet economical solutions. The diligent effort spent in the design phase will directly result in significant reduction in major cost exposure during the construction phase. Examples of potential additional design effort that may be required than originally anticipated include topographical survey work, verification of property information and easements including title searches, field depth identification of existing utilities and structures, design for the drainage, grading, improvements and/or relocation of existing conflicting utilities and structures, additional coordination meetings and documentation for adjacent property owners, business tenants, agencies, utilities, etc. The available contingency allows for timely approval by City staff in an efficient streamlined manner without delaying the design effort which is critical in keeping the project momentum going forward with the involved stakeholders.

POLICY ALTERNATIVES:

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

PROS:

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

CONS:

Public Works staff has identified traffic flow issues that need to be addressed at this intersection. The Measure R grant will expire if the funds are not expended in a timely manner.

PUBLIC OUTREACH/INTEREST:

MBI's scope of work includes community outreach meetings during the design process. Depending on the outcome of these initial public meetings, additional public meetings can be scheduled, if needed.

ENVIRONMENTAL REVIEW:

As part of MBI's scope of work, all environmental concerns will be reviewed and discussed with City staff. Once the issues have been closely studied and evaluated, the appropriate findings in compliance with the California Environmental Quality Act (CEQA) will be prepared.

LEGAL REVIEW:

The City Attorney has reviewed and approved the proposed Professional Services Agreement (Attachment 2) as to form.

Attachments:

1. Budget and Expenditure Report
2. Professional Services Agreement for Michael Baker International

ATTACHMENT 1

Aviation Blvd. at Artesia Blvd. Right Turn Lane Project

Budget and Expenditures

BUDGET	
FY 16/17 General Engineering Account (Measure R)	\$1,492,790
TOTAL BUDGET	\$1,492,790
EXPENDITURES	
Design Contract: Michael Baker International	\$ 144,541
20% Design Contract Contingency	\$ 28,908
TOTAL DESIGN EXPENDITURES	\$ 173,449
Construction Phase (TBD)	\$1,319,341
TOTAL ESTIMATED CONSTRUCTION PHASE EXPENDITURES	\$1,319,341
TOTAL ESTIMATED EXPENDITURES	\$1,492,790

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is dated January 3, 2017 (“Effective Date”) and is between the City of Manhattan Beach, a California municipal corporation (“City”) and Michael Baker International, Incorporated (MB I), a Pennsylvania 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. 1081-17 (RFP) on August 3, 2016, seeking proposals for the provision of design services for the Aviation Boulevard to Artesia Boulevard Southbound to Westbound Right Turn Lane Improvement Project. An Addendum to this RFP was issued on August 17, 2016.

B. Contractor submitted a proposal dated August 24, 2016 in response to the RFP and Addendum.

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 Brian Anderson, 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 by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

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 completion and Project close-out, unless sooner terminated as provided in Section 12 of this Agreement or extended.

3. Compensation.

A. Compensation. As full compensation for Contractor's Services provided under this Agreement, City shall pay Contractor the total sum of \$144,541.00, as set forth in the Approved Fee Schedule attached hereto as **Exhibit B**.

The City Manager shall have authority to increase the Maximum Compensation by up to 20%; any further increase requires City Council approval.

B. Expenses. The amount set forth in paragraph 3.A. above shall include reimbursement for all actual and necessary expenditures reasonably incurred in the performance of this Agreement.

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:
Attn: Prem Kumar, City Engineer
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, California 90266
Telephone: (310) 802-5352
Email: pkumar@citymb.info

If to Contractor:
Brian Anderson, P.E., Group Mgr.
Michael Baker International, Inc.
14725 Alton Parkway
Irvine, CA 92618
Telephone: (949) 472-3505
Email: briananderson@mbakerintl.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 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.

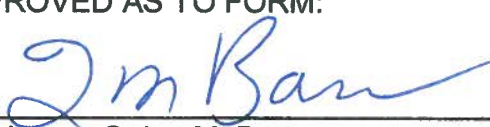
City: _____
City of Manhattan Beach,
a California municipal corporation
By: _____
Name: _____
Title: _____

Contractor: _____
Michael Baker International Incorporated,
a Pennsylvania Corporation
By: 
Name: Steve Huff
Title: Assistant Corporate Secretary

ATTEST:

By: _____
Name: Liza Tamura
Title: City Clerk

By: 
Name: Michael Bryz
Title: Vice President

APPROVED AS TO FORM:
By: 
Name: Quinn M. Barrow
Title: City Attorney

APPROVED AS TO CONTENT:

By: _____
Name: Bruce Moe
Title: Finance Director

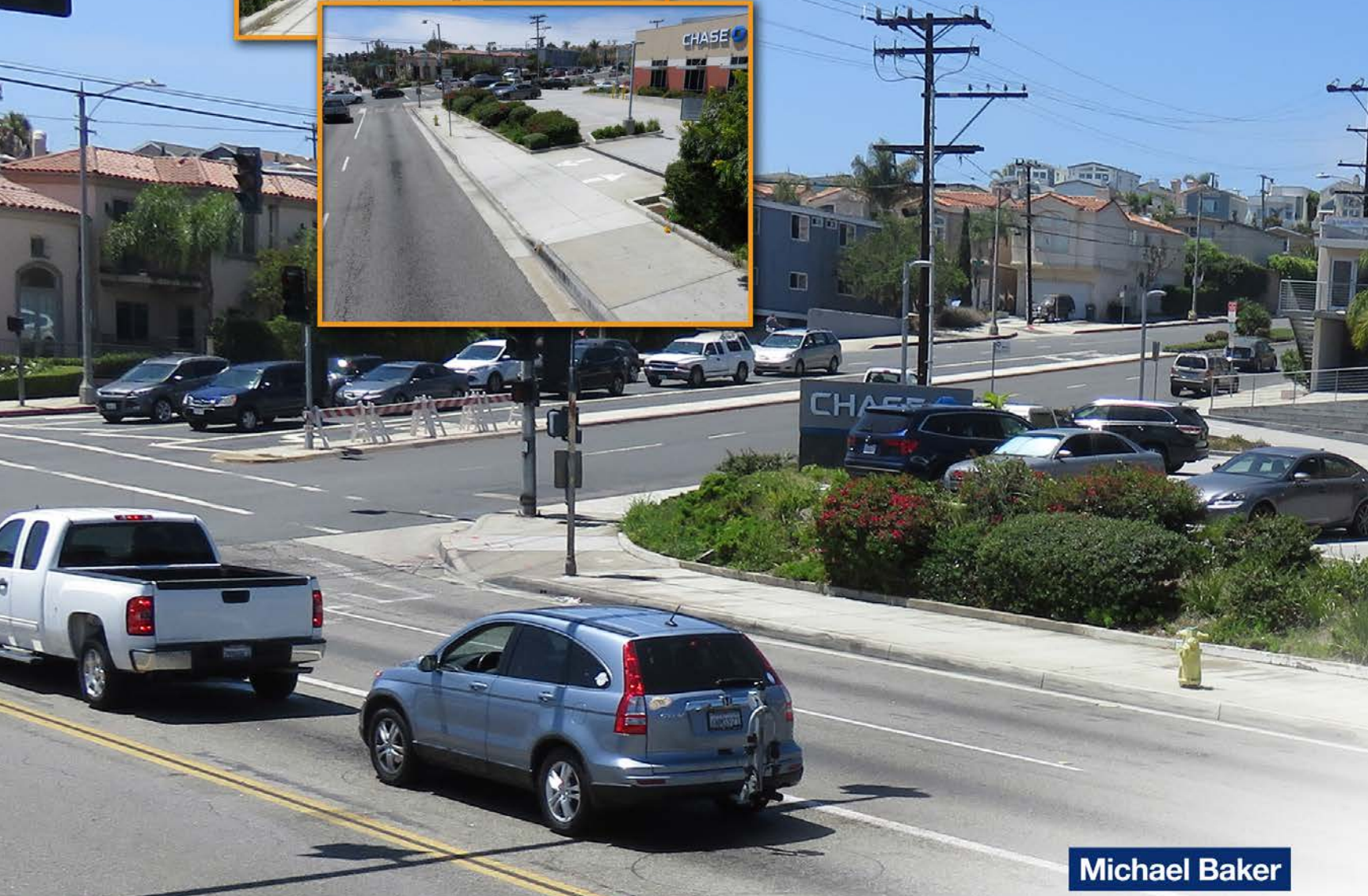
**EXHIBIT A
SCOPE OF SERVICES**



PROPOSAL



Professional Engineering Services Aviation Boulevard at Artesia Boulevard Southbound to Westbound Right Turn Lane Improvement Project | 1081-17



Our Mission

Make the world a better place through the application of the principle of sustainable development by providing professional design services that enhance the quality of life and the environment.

Provide development, infrastructure, planning and environmental services to private and public sector clients in local, regional and global markets.

Lead as professionals specializing in planning, design and construction.

Look forward to the future with a commitment to building opportunities and value for our clients and ourselves.



August 24, 2016

JN: 155207

City of Manhattan Beach
Office of City Clerk
1400 Highland Avenue
Manhattan Beach, CA 90266

SUBJECT: Proposal | Aviation Boulevard at Artesia Boulevard Southbound to Westbound Right Turn Lane Improvement Project #1081-17

Dear Selection Panel Members:

Michael Baker International, Inc. (Michael Baker) is pleased to submit our proposal to the City of Manhattan Beach (City) for design services for the Aviation Boulevard at Artesia Boulevard Southbound to Westbound Right-Turn Lane Improvement Project. As you may know, we are currently completing similar design services for the City of Redondo Beach in southeast quadrant of the Aviation Boulevard / Artesia Boulevard to provide a northbound right-turn lane from Aviation Boulevard to eastbound Artesia Boulevard and as a result we understand this intersection and its opportunities and constraints very well. Artesia Boulevard is shared by the Cities of Manhattan Beach and Redondo Beach and therefore, close coordination with Redondo Beach to align the roadway geometry and verify safe operations, will be paramount to the success of this project.

We have assembled a team of professionals who have the skills and experience needed to successfully deliver this project. Our team includes: **C Below** (utility potholing - currently providing utility potholing services in this intersection for our Redondo Beach project), **Hushmand Associates, Inc.** (geotechnical and pavement design) and **Paragon Partners** (right-of-way Services). Our team is well known for anticipating issues and developing effective strategies to minimize the potential for delays and/or adverse cost impacts.

Key attributes of the Michael Baker Team include:

- ✓ **Experienced Project Manager with a Proven Track Record** - The Michael Baker Team will be led by **Brian Anderson, PE**. Mr. Anderson has 30 years of directly relevant experience and in addition to his strong municipal / public works experience, he is managing the Aviation Boulevard / Artesia Boulevard Northbound Right-Turn Lane project for the City of Redondo Beach.
- ✓ **Depth of Resources** - Our seasoned team of professionals, paired with the resources of our full-service engineering capabilities, position our team to maximize efficiencies and provide added value to the City of Manhattan Beach throughout the project.
- ✓ **Thorough Understanding of the Project Elements** - We have identified key project tasks and strategies to successfully achieve the City's project goals and objectives. Michael Baker and our team of subconsultant firms are prepared to evaluate and discuss cost saving strategies and opportunities with the City.

Michael Baker acknowledges Addendum #1 issued on August 17, 2016 and our proposal is valid for ninety (90) days. Michael Baker is a Pennsylvania Corporation; National Headquarters located at 500 Grant Street, Suite 5400, Pittsburgh, PA 15219. Mr. Michael Tylman, Senior Vice President, has the authority to sign on the behalf of Michael Baker.

The Michael Baker Team sincerely appreciates the opportunity to submit the enclosed proposal and welcomes the opportunity to meet with you to further discuss your project goals. Please feel free to contact Brian Anderson at (949) 330-4145, briananderson@mbakerintl.com to discuss any aspect of this proposal.

Respectfully,

Michael Baker International, Inc.



Brian Anderson, PE | Project Manager



Michael Tylman, PE | Senior Vice President



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01 Understanding Scope of Services



01 UNDERSTANDING SCOPE OF SERVICES

The City of Manhattan Beach is requesting proposals to provide Professional Engineering Services to design a right-turn lane from southbound Aviation Boulevard to westbound Artesia Boulevard near the City’s southeastern limits.

Michael Baker’s approach to making this project successful is based on our extensive experience with similar projects. **Currently, our team is working with the City of Redondo Beach on the design of a right-turn lane located in the southeast corner of this intersection.** The key to successful delivery of this project is a complete understanding of the design requirements, combined with an effective approach that minimizes construction costs and disruption to the adjacent property owners and the motoring public.

Our primary task includes: Preparation of final plans, specifications, and cost estimates for a new right-turn lane from southbound Aviation to westbound Artesia Boulevard. In general, this effort includes providing the necessary documents required for project approval; including preliminary studies, final plans, specifications, and estimates (PS&E), right-of-way acquisition, and construction support services.

Aviation Boulevard is a major north-south arterial, designated truck and transit route, and is currently operating (in both the AM and PM peak hour operation) at Level of Service F. In addition, Artesia Boulevard is a major east-west arterial, which provides regional access to I-405 and it is also operating at Level of Service F for both the AM and PM peak periods. The limitations for the existing intersection at Aviation Boulevard and Artesia Boulevard are that traffic demands on these arterials exceed capacity, which is further impacted by the inadequate storage queues of the turn movements (left and right). The combined right-turn lanes for Redondo Beach and Manhattan Beach should provide a relief to the intersection for the off-peak hours of operation.



Traffic along Aviation Boulevard

The Aviation Boulevard and Artesia Boulevard project is funded by Los Angeles County Metropolitan Transportation Authority (Metro) utilizing local Measure R funding. For this project, the Manhattan Beach City Council passed Resolution Number 6055 which contained an offer for an eight (8) foot right-of-way dedication to be used for roadway widening for this right-turn lane on the property on the northwest corner of Aviation. **The key issues and our proposed strategies are outlined in the following table:**

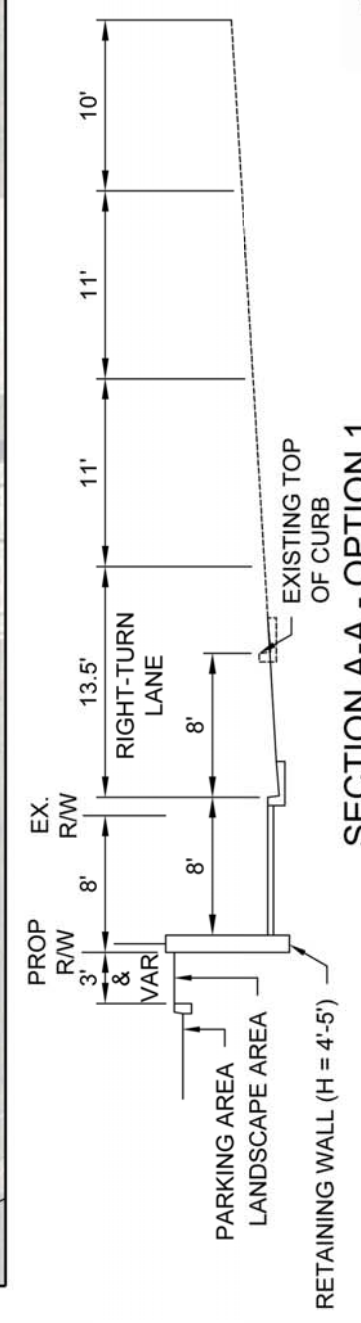
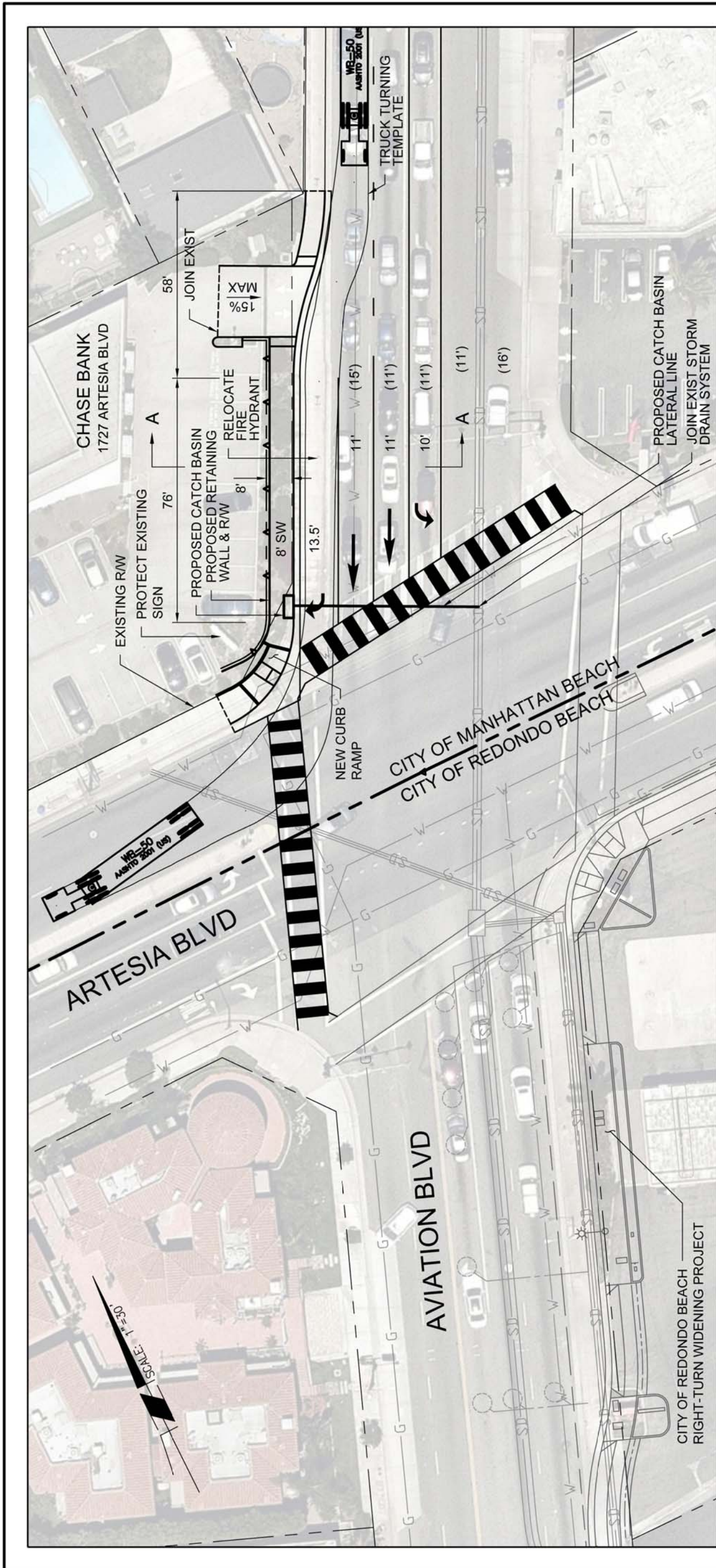
KEY PROJECT ISSUES	
ISSUES	STRATEGY
A. Traffic Impacts	Existing traffic volumes exceed capacity at this intersection and the intersection is operating a Level of Service F for peak hour operations. Since Aviation Boulevard is the second most used north-south arterial in Manhattan Beach, it is believed that incremental improvements to traffic flow will be realized during the off-peak hours. Therefore, lane queue length should be based on available right-of-way.
B. Pedestrian and Bicycle Traffic Circulation Analysis	It is understood the project is focused on traffic congestion, however, the South Bay Bicycle Master Plan has designated Aviation Boulevard as a Class II bicycle facility. To examine impacts to accommodate a future Class II bicycle lane, Michael Baker has developed two right-turn lane configurations (See Exhibit A): Option 1 provides a 13.5-foot wide right-turn lane with an 8-foot wide sidewalk, sufficient to accommodate truck turning and provide sidewalk access capacity; Option 2 provides an 11-foot wide right-turn lane and a Class II (5-foot) bicycle lane with a 5-foot wide sidewalk. Pedestrian access is consistent with the L.A. County’s “Complete Streets” policies and guidelines. As illustrated on Exhibit A, enhanced cross-walk markings are provided to improve visibility consistent with the City’s “Neighborhood Traffic Management Program” design tools. All proposed pedestrian and bicycle facilities will meet or exceed ADA requirements.



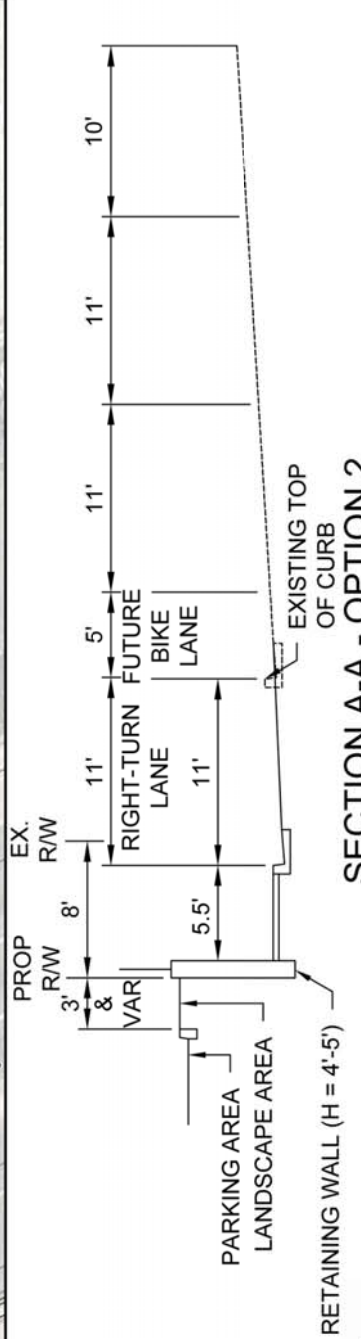
KEY PROJECT ISSUES	
ISSUES	STRATEGY
<p>C. Right-of-Way Analysis, Acquisition</p>	<p>Based on our research and experience with projects of similar scope and complexity, we have identified the following potential challenges that will be given consideration during the right-of-way acquisition process. Anticipated impacts to the property located at 1727 Artesia Boulevard include removal/relocation of the sidewalk, landscaping, irrigation system, and relocation of public utilities. Depending on the design of the retaining wall, the property acquisition may result in protection or relocation of the monument sign. The area is zoned as General Commercial, Area District 1, with a lot square footage of 22,026 sf. The property was recently sold to Angelen Gendian Trust in 2014 for \$6,250,000. The project does not require relocation of any of the businesses located on the property which include Chase Bank, Chase Mortgage and ATM Express. The area of property that would need to be acquired is limited to a portion of landscaping located along the property frontage on Artesia Boulevard and on Aviation Boulevard. The driveway will need to be modified to match the new elevation of the retaining walls to be constructed on Aviation Boulevard. A mitigation measure would include ensuring that access to all businesses is maintained during construction to avoid any loss of goodwill claims.</p> <p>The Michael Baker team will personally meet and negotiate in good faith with the property owner, their agent, or representative to present offers, explain the acquisition process, and gather information to obtain the required executed documents. Our goal will be to reach a successful acceptance of the offer, or justifiable settlement, with the property owner.</p>
<p>D. Environmental Review</p>	<p>Michael Baker understands that the City has acquired Measure R funds for the proposed project improvements. As such, clearance under the California Environmental Quality Act (CEQA) will be required. Michael Baker will assist the City in streamlining the CEQA process through preparation of a Categorical Exemption under Section 15300 of the CEQA Guidelines. To enhance the defensibility of the use of a Categorical Exemption and to support the expected finding that the project would not result in any significant impacts, the environmental work program also includes preparation of a brief Initial Study. The Initial Study will assess impacts as required under Appendix G of the CEQA Guidelines to a sufficient level of detail to substantiate use of the Exemption. The use of a Categorical Exemption is expected to result in substantial time savings, since the project would not be subject to a mandatory public review period or public hearings for approval of a CEQA document.</p>
<p>E. Utility Coordination</p>	<p>Michael Baker will perform an initial utility records search and notification process to coordinate and identify existing utilities within the project area. This approach will include review of the Underground Service Alert data base, collection of maps, road atlases, and record documents supplied by the utility agencies which will be plotted on the project base map. Michael Baker will request that the utility companies provide information pertaining to new or proposed facilities that are planned for the area, to verify potential impacts with the proposed improvements. A series of notices (3) will be issued to the utility companies during the development process. Four (4) potholes are budgeted for critical utility identification. A correspondence log will be kept containing all notifications and correspondence with the agencies. "Final Notice To Relocate" will be issued to facilities directly in conflict with the project improvements.</p>
<p>F. Construction Staging and Traffic Handling</p>	<p>Construction improvements for this project will be designed to minimize impacts to vehicle, truck, transit, bicyclist, and pedestrian traffic, in addition to the property access and operations, and on-site restoration. We will provide clear direction to the Contractor through our plans and specifications of all critical activities, work hour limitations, maximum lane closure durations, access requirements, coordination, and</p>



KEY PROJECT ISSUES	
ISSUES	STRATEGY
	notification requirements necessary to stage construction and address traffic handling. Michael Baker will utilize our experienced construction managers to perform a constructability review of our design to identify potential gaps in our design and identify appropriate measures to facilitate construction.
G. Drainage and Water Quality	Michael Baker will obtain record information from the County in addition to obtaining private drainage facility records from the adjacent property owners. Currently, the northwest quadrant of this intersection has a low-point which collects nuisance runoff and debris with no apparent outlet. To remedy this issue, Michael Baker will design a storm inlet catch basin to collect this runoff and convey the flow to the existing drainage system within Aviation Boulevard. This work will require coordination and permitting with Los Angeles County Public Works. Although the project is required to comply with the Los Angeles County NPDES requirements, based on our initial review of the area of disturbance, a Standard Urban Stormwater Mitigation Plan (SUSMP) and treatment BMP options would not be triggered. Our strategy is to design appropriate drainage measures specific to the project requirements being mindful of regional NPDES/SUSMP requirements.
H. Design Layout (Right-Turn Lane)	Michael Baker brings to the City the benefit of our current design work at the Aviation Boulevard and Artesia Boulevard intersection including: preliminary investigations, survey, and operational review of the intersection. We are able to provide this benefit due to our current right-turn lane design work for the City of Redondo Beach. Our approach will combine our understanding of the intersection operations and incorporate our knowledge for the design of this project right-turn lane. Specific to the project (northwest) right-turn lane at Artesia Boulevard, we have prepared a concept (Exhibit A) which illustrates the project understanding as described in the RFP. Features such as: travel lane width, shoulders, and ADA compliant parkways all meet or exceed the City's roadway design standards. Although much of the landscaping along Aviation Boulevard will be removed and replaced, a new retaining wall approximately 4 to 5 feet in height is shown which facilitates the protection of on-site improvements. Our proposed curb transition requires modification of the existing driveway, the approach, and the access ramp. The curb transition configuration promotes smooth lane crossing and limits property impacts to the corner property only. Proposed roadway impacts are minimized to the edge of the new right-turn lane and associated curb return improvements, and drainage improvements are identified showing a new conveyance lateral at the low point of the curb flowline. Traffic safety enhancements are illustrated showing the enhanced cross-walk markings and the reconfigured ADA access ramp. To clarify the intersection improvements, we have included the proposed right-turn lane configuration (Exhibit A) that we are designing for the City of Redondo Beach. As identified during the design process for the Redondo Beach right-turn lane, the lane transitions through the intersection for all four (4) roadway legs are skewed due to the angle of approach. The lane transition in the north-south direction on Aviation Boulevard is skewed by more than 8-feet. For this reason, we are coordinating with both Cities to provide "cat track" dashed lane line through the intersection to facilitate clear lane positioning and guidance for the traveling vehicles.
I. Truck Turning Analysis	We have completed a preliminary turn turning analysis (Exhibit A) and a detailed truck turning analysis will be performed at the geometric approval stage to identify potential design issues. Aviation Boulevard is classified as a truck and transit route, therefore, a balanced review of the STAA truck and other smaller trucks should be completed, such that right-of-way impacts and, pedestrian and bicycle impacts are clearly considered throughout the screening of the development process.



SECTION A-A - OPTION 1



SECTION A-A - OPTION 2



Michael Baker
 INTERNATIONAL

EXHIBIT A - LAYOUT & OPTIONS
 AVIATION BLVD RIGHT-TURN LANE WIDENING
 AUGUST 2016



02 Methodology and Work Plan



02 METHODOLOGY AND WORK PLAN

The work plan to accomplish this project consists of clearly defining the goals of the City and then establishing the appropriate work tasks to meet these goals. Our understanding of the project is based on information obtained from the Request for Proposal, review of the referenced materials and our current work in this intersection. The following table outlines the anticipated work plan required to complete this project. For clarity, Michael Baker has expanded on the scope of work provided with the Request for Proposal. The following items are proposed modifications or clarifications to the Scope of Services:

TASK DELIVERABLE(S)	TASK DESCRIPTION
PRELIMINARY DESIGN	
Task 1: Record Research and Site Investigation Deliverables: <ul style="list-style-type: none"> Site Photo Log 	This task includes a site review, collection and review of relevant documents including previous record drawings, traffic studies, utility maps, and other record information. Perform a site visit to assess the street, traffic, landscape, utilities, drainage, ADA access, driveway access, signage and striping, transit facility, and pavement conditions. Collect photos of the site and site improvements and catalog for reference purposes. Evaluate the City's General Circulation Element and other planning and design reports to anticipate or accommodate current and/or future roadway improvements.
Task 2: Topographic Survey/ Base Mapping Deliverables: <ul style="list-style-type: none"> Project Control (established) Topographic Survey Data CAD Base Mapping 	Michael Baker has established horizontal and vertical control for the intersection of Aviation Boulevard and Artesia Boulevard. Therefore, a supplemental field survey will be performed for the northwest property and adjoining roadway segments of Aviation Boulevard and Artesia Boulevard. Michael Baker will obtain locations, elevations and descriptions of improvements located within 50 feet of the immediate project impact area suitable for final design purposes. Topographic mapping at a plotting scale of 1"=20' with 1' interval contours will be provided. File formats will utilize AutoCAD Civil 3D following the City standards. Topographic Computer Aided (CAD) file of the survey points to show the existing elevations and features of the project will be collected for reference purposes. Standard notes and survey data will be submitted to the City for their records.
Task 3: Utility Research/ Coordination Deliverables: <ul style="list-style-type: none"> Utility Notification Utility Pothole investigation Utility Constraints mapping 	Michael Baker will prepare a series of three (3) utility notification letters for each utility identified in the Project. Michael Baker shall prepare a template letter and submit to the City to print on to City Letterhead. Correspondence and general coordination will be provided to the utility companies to identify impacts and possible relocations. Michael Baker will coordinate with utility owners via email and/or phone calls. Agency supplied maps will be logged and utility mapping data incorporated into our base maps. Utilities believed to be in conflict with the Project will be potholed and verified. Four (4) pothole investigations are budgeted for this project. The pothole field data will be incorporated in the design documents, as appropriate.
Task 4: Environmental Documentation Deliverables: <ul style="list-style-type: none"> CEQA NOE Initial Study (qualitative) 	Based on a review of the proposed improvements and existing setting, it is anticipated that a CEQA Categorical Exemption will apply to the proposed project. As such, Michael Baker will prepare a Notice of Exemption (NOE) as required under CEQA. The NOE will provide a brief project description, a description of the project site and affected area, and substantiation for the exemption. The NOE will be filed with the County Clerk and State Clearinghouse upon approval by the City. To substantiate the use of a Categorical Exemption, Michael Baker will prepare a brief, qualitative Initial Study intended to verify that the project would not result in a potential for significant impacts. The Initial Study will address environmental effects in the same topical manner as Appendix G of the CEQA Guidelines. Since the project would be considered exempt from CEQA as part of the NOE, the Initial Study would remain within City files and would not be subject to public review or a public hearing. This Initial Study would not be intended to serve as a stand-alone, formal CEQA document, but rather, serve as an informational document supporting the NOE. Technical studies and/or quantitative



TASK DELIVERABLE(S)	TASK DESCRIPTION
<p>Task 4: Environmental Documentation</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • CEQA NOE • Initial Study (qualitative) 	<p>analysis are specifically excluded from this task. This scope includes payment of any County Clerk filing fees required to support the CEQA process.</p> <p>A Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report, are not included in this scope of work. If it is determined that an alternate form of CEQA documentation is required, a separate scope and fee can be provided.</p>
<p>Task 5: Geotechnical Investigation</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Retaining Wall Design • Pavement Structural Section • Pole Foundation Design 	<p>The Michael Baker team will provide a geotechnical evaluation and design to support the pavement design, retaining wall design, and light pole foundation design for the project. Services include:</p> <ul style="list-style-type: none"> • File Review. We will review readily available information for the area including information in our files and/or available documents at the US Geological Survey and California Geological Survey offices/websites regarding local site conditions. If available, we will review preliminary project plans, as-built project plans and specifications, log of test boring sheets, and existing structure foundation reports. • Field Exploration. To characterize surface and subsurface conditions, we propose drilling two (2) borings to a depth of approximately 15 feet below the existing ground surface (bgs) or to refusal depth, whichever reached first for retaining wall and pavement design, and two (2) borings to a depth of approximately 5 feet bgs or to refusal depth, whichever reached first for pavement design. Boring locations will be selected with the City. <p>We will mark boring locations and notify the City and Underground Service Alert (USA) prior to beginning fieldwork so that public or private underground utilities can be identified.</p> <p>For the purpose of this proposal, it is the responsibility of utility owners to mark their utilities. We are not responsible for utilities not properly marked at the ground surface. We will obtain soil samples from our borings for visual classification and laboratory testing. Borings will be backfilled with soil cuttings and patched to restore its original condition and/or with cold asphalt concrete. Traffic control will be provided during our field investigation per the WATCH manual.</p> <p>This proposal specifically excludes the assessment of environmental characteristics, particularly those involving hazardous substances at the site. In the event that obviously suspicious subsurface materials are encountered visually or by odor in the geotechnical test boring, such boring will be immediately terminated until we receive direction from the City. Michael Baker will notify the City as soon as possible of such an occurrence, and we will both mutually decide whether to continue, modify, or cease the remainder of the drilling program and whether an environmental assessment should be conducted. All added costs incurred because of suspected hazardous substances will be charged on a time-and-expense basis over and above the established fees for the site investigation.</p> <ul style="list-style-type: none"> • Laboratory Testing. We will conduct laboratory testing on the sampled soils to evaluate their engineering properties. Laboratory testing may include: 1) Natural Moisture Content, 2) Atterberg Limits, 3) Grain Size Analysis, 4) Expansion Index, 5) Direct Shear, 6) R-value, and 7) Corrosion Potential. • Office Studies. We will review the field and laboratory data, and perform engineering analysis for retaining wall and pavement design recommendations. We will prepare a report that includes the results of our investigation, and our conclusions and



TASK DELIVERABLE(S)	TASK DESCRIPTION
<p>Task 5: Geotechnical Investigation (Continued)</p> <p>Deliverables:</p> <ul style="list-style-type: none"> Retaining Wall Design Pavement Structural Section Pole Foundation Design 	<p>geotechnical recommendations. Our report will include a site plan, boring logs, and laboratory test data, in addition to the following information.</p> <p>Site Conditions: We will review the surface, subsurface and groundwater conditions information, and the engineering properties of the soils encountered during the site investigation and obtained from the existing data review and our field investigation and laboratory tests.</p> <p>Earthwork: We will present earthwork criteria, including recommendations for clearing and site preparation, subgrade preparation, compaction, materials for fill, temporary cut and fill slopes, utility trench backfill, surface drainage, and landscaping considerations, as necessary.</p> <p>Retaining Walls: Where applicable, we will present retaining wall design criteria, including recommended foundation type, lateral static and dynamic earth pressures, drainage, and backfill.</p> <p>Temporary Excavations: We will provide geotechnical construction recommendations for temporary excavations for shoring design and excavation slope stability evaluation.</p> <p>Earthwork: We will present earthwork criteria, including recommendations for clearing and site preparation, subgrade preparation, compaction, materials for fill, temporary cut and fill slopes, utility trench backfill, surface drainage and landscaping considerations, as necessary.</p> <p>Corrosion: Site soils will be tested for sulfate and chloride content, pH, and resistivity for preliminary screening of corrosion potential.</p> <p>Pavements: We will perform flexible pavement design for new sections and/or flexible pavement overlay based on results of R-value tests and traffic index values provided by the Client/City.</p> <p>We will provide three (3) copies of the final report to the City. A final color, signed, wet-stamped report copy will be emailed to the City in Adobe Acrobat (pdf) format, if desired, so that you have report copies available for distribution at all times.</p>
<p>Task 6: Geometric Approval Drawings (GAD) 35% Roadway</p> <p>Deliverables:</p> <ul style="list-style-type: none"> Geometric Approval Drawing (1"=20' scale) 	<p>An initial design workshop will be held with the City to review the proposed project design. The Geometric Approval Drawing (GAD) shall incorporate the concept right-turn lane alignment, existing topographic, proposed improvements, and planimetric mapping, right-of-way, centerlines, geometric layout, and typical section. The Plan will be prepared at 1"=20' scale with title border. The project will not advance until approval by the City of the GAD.</p>
<p>Task 7: Hydrological/ Hydraulic Analysis</p> <p>Deliverables:</p> <ul style="list-style-type: none"> Drainage Design Report 	<p>Michael Baker will perform Hydraulic and Hydrologic calculations to properly size the proposed drainage inlet required to intercept surface stormwater flow for this project. Based on our initial review, no permanent BMP measurements nor a SUSMP will be required due to the minimal area of project disturbance. This meets both LA Region NPDES and the Construction General permits requirements.</p>
<p>Task 8: Preliminary Cost Estimate</p> <p>Deliverable:</p> <p>Preliminary Cost Estimate</p>	<p>Prepare a preliminary estimate of construction quantities and costs based upon the approved geometric approval drawings utilizing the current information from Caltrans Contract Cost Data and recent construction bid data from the City and surrounding areas.</p>



TASK DELIVERABLE(S)	TASK DESCRIPTION
<p>Task 9: Project Report 35% Design</p> <p>Deliverables: Compiled Project Issues and Preliminary Design Report</p>	<p>Michael Baker will prepare a Project Report which compiles the preliminary study information, field data, and record information. The Report will be submitted with the 35% GAD drawings. Design recommendations, strategies, and property acquisition processing will be addressed identifying the design approach. The Report will address the following:</p> <ul style="list-style-type: none"> • Project Background • Exiting Facilities • Right of Way • Traffic Information (Available) • Deficiencies and Justification • Project Costs and Funding • Scheduling • Environmental Clearance • Conclusions and Recommendations <p>This task assumes that any City comments will be incorporated into the final design and at maximum, there will only be one round of comments.</p>
<p>Task 10: Right of Way Appraisal and Acquisition</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Coordination and Meetings • Legal Exhibit and Plat • TCE Exhibit • Title Report • Site exhibit presentation • Appraisal • Agent Services 	<p>Michael Baker will provide right-of-way appraisal, acquisition, and/or vacation services as requested in the RFP. The following tasks will be performed for the Right of Way Acquisition and Appraisal for 1727 Artesia Boulevard Manhattan Beach, CA:</p> <ul style="list-style-type: none"> • One (1) plat and legal description describing permanent parcel acquisition of said property will be prepared • One (1) Temporary Construction Easement document showing limits of proposed construction beyond the permanent parcel acquisition • A title report will be order for this parcel • A presentation exhibit illustrating the proposed improvements, limits of work, and conceptual visualization will be prepared • A fair market appraisal will be performed for the parcel • Michael Baker will provide property owner coordination and chair meetings • Michael Baker will present an offer letter(s) and appraisal summary to the property owner • Michael Baker will conduct negotiations and act as the City's agent
<p>Task 11: (OPTIONAL) Phase I Hazardous Materials Assessment</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • Phase I ESA 	<p>Michael Baker will prepare a Phase I Environmental Site Assessment (ESA) for the proposed project (optional service). The Phase I ESA will be prepared, using methods consistent with the ASTM International (ASTM) E 1527-13 Standard Practice for Environmental Site Assessments, which complies with 40 Code of Federal Regulations (CFR) Part 312 (the All Appropriate Inquiries [AAI] Rule). Primary components of the work program will include:</p> <ul style="list-style-type: none"> • Site Visit. Michael Baker will perform a site visit, which will consist of a visual examination of the project site for visual evidence of potential environmental concerns, including existing or potential soil and groundwater contamination as evidenced by soil or pavement staining or discoloration; stressed vegetation; indications of waste dumping or burial; pits; ponds; or lagoons; containers of hazardous substances or petroleum products; electrical and hydraulic equipment that may contain PCBs, such as electrical transformers and hydraulic lifts; and underground and aboveground storage tanks. Michael Baker will examine the physical characteristics of the property (i.e., apparent runoff directions, location of paved areas, etc.). It should be noted that the site visit specifically excludes any subsurface investigation including, but not limited to, sampling and/or laboratory analysis. A preliminary visual examination of immediately adjacent property conditions and their general nature will be conducted. • Historical Use Investigation. An investigation of historical uses of the project site by examining locally available aerial photographs (including historical aerial photos),



TASK DELIVERABLE(S)	TASK DESCRIPTION																																										
<p>Task 11: (OPTIONAL) Phase I Hazardous Materials Assessment (Continued)</p> <p>Deliverable:</p> <ul style="list-style-type: none"> Phase I ESA 	<p>historical topographic maps, and other available documentation for evidence of potential environmental concerns associated with prior land uses. This analysis will be provided in table format within the ESA report. Other past investigations will also be considered, if provided by the City.</p> <ul style="list-style-type: none"> Interviews. Michael Baker will interview knowledgeable persons (i.e., current property owners, operators, occupants, adjacent residents, as well as applicable public agencies, if available) to identify operations conducted on the project site and neighboring properties, if any. Michael Baker will also identify the uses of all adjoining properties (i.e., those contiguous to the project site). If such operations are likely to affect the project site by contamination with hazardous substances or petroleum products, Michael Baker will describe the concerns presented to the project site within the ESA. Physical Setting Documentation. A review of information available on general geology and topography of the project site and local groundwater conditions will be conducted. Regulatory Database Search. Michael Baker will include a review of the commercial database summaries, provided by Environmental Data Resources, Inc. (EDR), regarding public agency records for the project site and surrounding area. Due to the length of the proposed alignment, this scope of work assumes that a 0.25-mile corridor radius will be searched by EDR. Other Documentation. A review of available property data for the project site, if applicable and available, will be conducted. <p>The results of the analysis will be compiled within a formal Phase I ESA report. This task assumes one round of City review, and one associated round of revisions by Michael Baker.</p>																																										
<p>FINAL DESIGN – PLANS, SPECIFICATIONS, & ESTIMATE</p>																																											
<p>Task 12: Final Design Drawings</p> <p>Deliverables:</p> <ul style="list-style-type: none"> 65% PS&E 95% PS&E Final Signed PS&E 	<p>All plan types shall be completed in conformance with City of Manhattan Beach standards. Plans will be submitted to the City for review and approval for each specified percent submittal. A comment/response matrix will be prepared and submitted with each successive submittal. The following plans are included:</p> <p>We estimate that each submittal shall include an update to the cost estimate and special provisions.</p> <table border="1" data-bbox="639 1381 1351 1940"> <thead> <tr> <th>Description</th> <th># Sheets</th> <th>Scale</th> </tr> </thead> <tbody> <tr> <td>Title Sheet</td> <td>1</td> <td>NTS</td> </tr> <tr> <td>Site Plan</td> <td>1</td> <td>NTS</td> </tr> <tr> <td>General Construction Notes</td> <td>1</td> <td>NTS</td> </tr> <tr> <td>Horizontal Control Plan</td> <td>1</td> <td>1"=20'</td> </tr> <tr> <td>Typical Sections</td> <td>1</td> <td>1"=20'</td> </tr> <tr> <td>Construction Details</td> <td>2</td> <td>Varies</td> </tr> <tr> <td>Roadway Plans & Profiles</td> <td>1</td> <td>1"=20'</td> </tr> <tr> <td>Offsite Improvements</td> <td>1</td> <td>1"=20'</td> </tr> <tr> <td>Drainage Plans/ Profile</td> <td>1</td> <td>1"=20'H, 1"=2'V</td> </tr> <tr> <td>Electrical Plans</td> <td>1</td> <td>NTS</td> </tr> <tr> <td>Landscape and Irrigation Plans</td> <td>2</td> <td>1"=20'</td> </tr> <tr> <td>Striping and Signing Plans</td> <td>1</td> <td>1"=40'</td> </tr> <tr> <td>TOTAL PLAN SHEETS</td> <td>14</td> <td></td> </tr> </tbody> </table>	Description	# Sheets	Scale	Title Sheet	1	NTS	Site Plan	1	NTS	General Construction Notes	1	NTS	Horizontal Control Plan	1	1"=20'	Typical Sections	1	1"=20'	Construction Details	2	Varies	Roadway Plans & Profiles	1	1"=20'	Offsite Improvements	1	1"=20'	Drainage Plans/ Profile	1	1"=20'H, 1"=2'V	Electrical Plans	1	NTS	Landscape and Irrigation Plans	2	1"=20'	Striping and Signing Plans	1	1"=40'	TOTAL PLAN SHEETS	14	
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TASK DELIVERABLE(S)	TASK DESCRIPTION
Task 13: Specifications (Greene Book Format) Deliverables: <ul style="list-style-type: none"> ● 95% PS&E ● Final Signed PS&E 	Technical Specifications will be prepared following Standard Plans for Public Works Construction format, 2015 edition. A final electronic copy of the specifications will be submitted in Microsoft Word format.
Task 14: Preliminary Cost Estimate Deliverables: <ul style="list-style-type: none"> ● 95% PS&E ● Final PS&E 	Final design construction cost estimate will be prepared including construction quantities. Costs will be based utilizing the current information from Caltrans Contract Cost Data and recent construction bid data from the City and surrounding areas.
Task 15: Structural Calculations and Details Deliverables: <ul style="list-style-type: none"> ● Design Calculations ● Design Details 	Michael Baker will perform structural calculations utilizing the geotechnical parameters provided from Task 5. Design details will be generated for the retaining wall.
Task 16: Project Management/ Coordination/ Administration Deliverables: <ul style="list-style-type: none"> ● Project Management ● Meeting Attendance ● Project Scheduling ● QA/QC 	This task includes overall project management, liaison with affected agencies, meeting leadership, project meetings, scheduling, and maintenance of project files, quality control and quality assurance. An important consideration is to keep City staff well informed of project development and schedules. Meetings will be led by Michael Baker and include other stakeholders, as needed, to facilitate project delivery. Michael Baker will monitor and review design for conformance with City Standards, policies and procedures. A total of six (6) meetings have been budgeted.
BID SUPPORT/ CONSTRUCTION SUPPORT	
Task 17: Bid/ Construction Support Services Deliverables: <ul style="list-style-type: none"> ● Bid/ Construction Meeting ● Shop Drawing Review ● RFI Response 	Provide bid support services by addressing RFI's; attending the pre-bid meeting; prepare a single bid addendum; review contractor bids. Provide construction support services including attending the pre-construction and periodic construction meetings; address RFI's; review revisions.



TECHNICAL WORK APPROACH

Michael Baker fully understands the design policies, standards, and procedures required to allow completion of the PS&E within the approved schedule and budget. This Project will include a variety of design tasks that are related to the alignment, profile, and construction sequencing of the project. These tasks must be performed in a logical sequence to complete the project improvements efficiently. The Michael Baker work approach divides this process into two (2) distinct Design Phases of Preliminary Engineering and Final PS&E as noted below:

Preliminary Design Phase

- Research of existing data regarding the proposed project
- Meeting with the City and reviewing agencies to discuss design criteria and known constraints
- Obtaining field and aerial topographic survey data including cross sections
- Perform right-of-way / boundary analysis and create property constraint map.
- Develop Environmental Clearance Documents.
- Conducting a geotechnical investigation and preparing the foundation report (by sub-consultant)
- Prepare the Precise Alignment and Geometric Approval Drawing and verify right-of-way requirements.
- Completing a hydrologic analysis of the site
- Prepare preliminary landscape plan
- Coordinate with utility companies for locations of existing and proposed facilities
- Prepare a Basis of Design Memorandum for review and approval of the City prior to final design
- Develop preliminary cost estimate

Final Plans, Specifications and Estimate Phase

- Prepare final improvement plans for roadway, wall structures, drainage, signals, signing, striping, traffic control, interconnect, landscaping and other related improvements
- Develop hydrology / hydraulics design report
- Develop Water Quality Management Plan / Best Management Practices (BMP's) as appropriate
- Prepare Project Specifications
- Develop final cost estimate
- Prepare legal descriptions and right-of-way maps for required right-of-way or construction easements
- Coordinate utility relocation agreements
- Submit complete PS&E for City review
- Prepare and process applicable regulatory permit agency applications
- Meet with the City and reviewing agencies to discuss review comments and make appropriate revisions
- Prepare construction bid documents
- Provide services during construction



03 Project Management



03 | PROJECT MANAGEMENT

In this section we will describe our management and technical approach to the successful delivery of this important project. The Michael Baker Team stands ready to provide to the City of Manhattan Beach with planning, engineering, and coordination services necessary for the successful completion of the Aviation Boulevard at Artesia Boulevard Southbound to Westbound Right Turn Lane Improvement Project. The approach outlined below demonstrates Michael Baker's commitment to developing a thorough work plan, identifying issues early, performing a detailed assessment of the various options to solve these issues, and then delivering a cost effective solution.

MANAGEMENT APPROACH

Michael Baker's management approach has been proven on past projects to be effective in meeting or exceeding client goals for completing projects on or ahead of schedule and within or below budget. The basic components of our approach to this project are as follows:

PROJECT MANAGEMENT

Leadership is important to the successful management of any project, even more so on projects that involve right of way acquisition. Successful project delivery starts with assigning a skilled manager who is responsive to the needs of the client and builds an effective team. Michael Baker has selected **Brian Anderson, PE**, to serve as Project Manager based upon his strong management abilities, comprehensive background with similar contracts, and familiarity with the project area (he **is leading Michael Baker's efforts for the City of Redondo Beach on the Northbound Aviation Boulevard to Eastbound Artesia Boulevard Right Turn Lane for the City of Redondo Beach**). Brian has an unmatched understanding of the intersection and its opportunities and constraints. Combining his 29-years of experience with a proactive leadership style and multitasking abilities means that his design team will effectively and efficiently deliver high quality products. Brian will be supported by highly qualified task leaders who will lead the technical work performed under Brian's direction. Quality Control will be performed throughout all phases of the project and specifically prior to each milestone (65%, 95%, final) submittal to ensure accuracy of the deliverables, and to ensure budget and schedule goals are met.

MANAGEMENT APPROACH

The Michael Baker Team will utilize the same techniques (which have proven to be successful on similar roadway improvement projects throughout Southern California) that require the resources of an experienced team that has the technical "know-how" and proven management skills necessary to successfully deliver this project. Subsequent to contract negotiations and upon notice to proceed, our Project Manager will schedule a "kick-off" meeting with the City staff to discuss (in detail) the project objectives, scope of work, schedule and budget.

Michael Baker's management approach has been proven to be effective in meeting or exceeding client goals on or ahead of schedule and within or below budget. With an effective management approach and continuous close coordination between City of Manhattan Beach staff and our project team, this project should logically progress through the various work tasks. **Continuous close coordination, communication and a focused project development process are the keys to successful completion of this project.**

Understanding Stakeholder Objectives | Prior to initiating our efforts, a thorough understanding of the various Stakeholder (City, Utility Owners, Property Owners) objectives is essential in order to successfully design and obtain timely approval of the project. Michael Baker will work closely with the various Stakeholders involved to identify specific goals, objectives and critical issues. This initial project scoping and understanding of the various Stakeholders needs is very important, since any changes can have an adverse impact to the schedule and budget for the project.

Project Scoping | A critical key to ensuring that an effective project schedule can be developed and maintained is preparing (and agreeing upon) a comprehensive scope of work that clearly identifies the various project tasks and the deliverables expected from those tasks. Michael Baker has developed a very detailed scope of work for this project (refer to the Scope of Work Section of this Proposal) that sequences the design process and identifies assumptions that are critical for understanding the intent of the project delivery process. Development of such a comprehensive scope



of work minimizes the chances of miscommunications or misdirection between all Project Team members, including Client / Consultant, Consultant / Subconsultant and amongst the various functional leaders for the Consultant.

Critical Path Method Scheduling | Michael Baker understands that the project schedule is a key communication tool in the management of a project. There are several key elements that maximize the effectiveness of a project schedule, including:

- Information should be easily communicated and understood
- Commitment is obtained from each functional design leader and the project team
- Inter-relationship of tasks is shown, including internal QA / QC and agency review periods
- Easy and flexible to update
- Office wide correlations of staffing and project commitments are considered

We have prepared a detailed Project Schedule (refer to the Project Schedule Section of this Proposal) that identifies the critical path items and key critical decisions that may affect plan production. The schedule will be updated on a regular basis to ensure the project schedule is met. Michael Baker will promptly notify the City of any changes in anticipated project progress and will submit an updated and detailed schedule to the City as appropriate. This approach also allows the City to schedule staffing for its reviews in advance and avoid any rescheduling that could delay other projects.

Our Project Manager will promote and maintain a sense of urgency with his Project Team to ensure that his team understands the importance of on-time delivery.

Project Initiation | Our Project Manager will develop a plan for “The First 30 Days” and deliver that to the City for concurrence. This plan will include tasks, expected outcomes and responsible parties. Our “First 30 Days” plan is included in the Schedule section of this proposal. The purpose of this plan is to jumpstart project initiation and maintain project momentum by outlining and following the establishing tasks, expected outcomes and responsible parties at the onset of the project. Project meetings will be scheduled and documented on a regular basis. Meeting documentation will include preparation of an agenda to provide structure for the participants. Decisions regarding items of discussion and critical issues requiring resolution are documented in meeting minutes that become part of the project file.

Basis of Design | A thorough understanding of the City’s design standards is required to design a successful project. Michael Baker regularly works with other affected Agencies, which also include utility companies and other regulatory agencies, to establish design criteria at the outset of a project that will serve as the basis of design. Specific critical elements will be considered at the beginning of a project to develop a comprehensive work plan.

Critical Issues | Every project involves matters that require discussion and agreement between the affected parties. Michael Baker works to foster a partnership between all members of the Project Team to achieve “buy-in” so that the stakeholder expectations are met. Early identification, resolution and documentation of critical issues is imperative to keeping each task order assignment on schedule and within budget.

Preliminary Design | To build a solid foundation of accurate scheduling, budgeting and funding of subsequent phases of project development, a thorough preliminary evaluation and comprehensive engineering analysis is essential. Michael Baker will conduct and document our field reviews and strongly encourage that at-least one Project Team Meeting is held in the field to provide a better understanding of project issues for all members of the Project Team. Our approach is two-fold to building this foundation for the preliminary development: 1) Preparation of a Geometric Approval Drawing (GAD) to illustrate the design improvements and clearly identify limits of proposed work. The GAD will be used to provide design information to the City and the property owner. The drawings will be design accurate, and after acknowledgement of acceptance, the GAD will be utilized to establish our final design documents; our second preliminary design tool is the development of a Project Issues Report which capsulate our field investigation, correspondence and meeting discussions, supplemental reports, and preliminary cost estimate associated with the accepted design. Both these tools are key to advancing the project forward and to supplemental to final design.

Contract Administration | Control of project costs and unnecessary design changes is an important element of Contract Administration. Our goal is to deliver the project within the budget and schedule agreed at the initiation of the project. However, the design process is in some ways a “voyage of discovery” and unforeseen conditions and/or delays are



often encountered. With that said, we are committed to informing the City as soon as possible of any potential or proposed design revisions that will affect the established budget. Michael Baker's adherence to the original scope of work and initial construction cost budget is achieved through timely, open/honest and continuous communications with City Staff.

Budget Control | Frequent monitoring and early identification of any design change affecting project costs will control engineering costs. This monitoring is accomplished easily through Michael Baker's comprehensive Work Breakdown Structure. Construction costs will be controlled with a cost-trending technique, which uses as a starting baseline the original construction cost estimate prepared for the project. This cost estimate will then serve as the final baseline upon which any changes are measured. For all items that potentially may increase the baseline cost, careful analysis of lower cost options will be undertaken. These techniques will keep the baseline construction estimate up to date and will allow members of the project team to monitor the cost impacts of their decisions.

Project Progress and Design Review Meetings | On a monthly or as-needed basis, Michael Baker will attend and chair Project Team meetings with the City and other involved agencies. The purpose of these meetings will be to discuss the project objectives, review schedule and work progress to date, to resolve critical issues promptly, to address budget issues and concerns and discuss other related items. This meeting format is used effectively by Michael Baker through the use of Action Item Matrices (which identify issues, responsible parties and deadlines) and detailed, timely meeting minutes.

There are often several ways to implement a project and Michael Baker has found that small meetings, conducted in workshop settings encourages dialogue and creativity more easily than larger regular Project Team meetings. This proactive approach avoids costly surprises when preparing the final PS&E package. Other design review meetings are held at key points throughout the development of PS&E to review specific design features, such as stage construction, traffic handling, drainage alignments and hydraulic controls, as well as plan format and presentation issues.

Coordination and Communication with Public Agencies | Michael Baker's proactive, spirited approach to building positive team relationships while maintaining the mutual respect of all parties has been paramount to our success. Maintaining open lines of communication and having the entire Project Team develop a commitment to fostering cooperative teamwork will result in the resolution of critical issues in a timely manner.

Project Delivery and Coordination | Design of a project may bring forth a variety of issues that could require interface with jurisdictional agencies and other affected entities. Michael Baker is proud of its recent accomplishments in maintaining and accelerating project delivery in partnership with our agency team members. Michael Baker's management approach has been tested by numerous agencies.

QUALITY CONTROL/QUALITY ASSURANCE

The Michael Baker Team's Quality Assurance / Quality Control Program is a continuous process used not just at project milestones but also on a daily basis as work flows from desk to desk, discipline to discipline, and consultant to client. Michael Baker utilizes this QA / QC program on each and every project undertaken to ensure that a high quality product is delivered on schedule and within budget. Our approach ensures that deliverables are free of errors in accordance with the standard of care in the industry. Michael Baker's key organizational elements for QA / QC are adaptable to any project as evidenced by our performance on the Transportation Corridor Agencies Tollbooth Removal (Phase 1) Project, Eastern Transportation Corridor (SR-241, SR-261) Design-Build, and the SR-57 Widening Projects, which had strictly defined QA / QC processes to be followed. Michael Baker has developed project specific QA / QC plans for other clients such as Caltrans, Santa Barbara County Association of Governments and the Orange County Transportation Authority. Recognizing the design consultant's responsibility for the accuracy and completeness of the plans and other design documents, Michael Baker is dedicated to its established program of strict quality assurance and control. This program assigns specific individuals to, and defines the requirements for, quality control activities. This program consists of the following key elements:

Quality Control Key Elements

Project Manager Supported by Permanent Design Team | The Michael Baker staff assigned to this project will be an integral part of this project from inception through approval of the final plans, specifications and estimates. This is a crucial first step in delivering a high quality project, as quality truly suffers when a project does not maintain staff and



leadership continuity. Michael Baker has an outstanding record of maintaining Design Team leaders and design staff throughout our projects.

Design Discipline Scope of Work / Responsibilities | This component of our QA / QC program ensures “buy-in” from Michael Baker’s Discipline Leaders on the scope of work, project responsibilities, schedule and budget. Discipline Leaders are involved throughout the development of the scope of work, schedule and budget during the proposal process. Internal kick-off meetings are then held to review scope, schedule and budget to ensure that the project gets started on the right path. This process improves accountability for each leader and reinforces the detailed elements of the scope of work that must be adhered to in order to maintain a high quality project approach.

Design Criteria Establishment | Critical to the success of any project is developing a clear understanding of design criteria, guidelines and standards up-front that will be used for the project. Depending on the complexity of the project, Michael Baker develops Basis of Design Reports, or other less involved documentation for non-complex projects, that clearly identify key design criteria for a project and obtain concurrence from the appropriate Agency personnel. In addition, Michael Baker and our key Discipline Leaders have a long history of performing similar work, thus our team is intimately familiar with all aspects of the project development process including design standards and design manuals for roadway, rail, traffic and drainage, and preparation of specifications and bid documents.

“Over the Shoulder” Reviews | Michael Baker’s project development process is a dynamic, interactive process between the Project Manager, Discipline Leaders, and engineering design staff. Regular “over the shoulder” reviews occur throughout the design process through internal discussions in the engineering staff’s work areas at various points during plan preparation. This approach maintains discipline leadership involvement throughout design and avoids misdirection and re-design efforts.

In-House Project Team Meetings / Coordination | The Project Manager will hold regular in-house project team meetings with design Discipline Leaders to coordinate project interface issues and ensure that a “cause and effect” analysis of design decisions that involve multiple design disciplines is completed. In addition, these meetings are utilized to discuss staffing needs and project schedule and budget status. These in-house meetings serve as a forum for regular communication within the entire Michael Baker Consultant Team that fosters development of a cohesive teamwork environment and builds accountability within the Project Team.

Project Communication / Documentation | One critical element for a quality project is to carefully document project decisions and direction, and the general project development history. Preparation of clear, concise letters, phone logs, meeting minutes and action item resolutions avoid costly re-direction during design that could also have an impact on the project schedule. In addition, Michael Baker prepares detailed “Response to Comment” letters for all Agency milestones submittal review comments that show both the comment itself and a complete response to each comment.

Milestone Submittal Reviews | All submittals to the City will meet the project schedule agreed to with the City and will comply with the standards and procedures established by the City and other approving agencies for development of PS&E. Each deliverable item will be developed, checked, revised, and verified through a continuous process prior to submittal. The Project Manager, other Design Discipline Leaders, and the assigned Quality Control reviewer, will perform a complete quality control review of the Final PS&E at each milestone.

Constructability Reviews | Staff from Michael Baker’s Construction Management department will be included on an independent review team for constructability reviews. The experience of these staff members will be used in the project design to identify design and construction methods that could expedite construction, decrease construction costs, and improve traffic handling during construction. The constructability review will facilitate identification and correction of items that may have caused difficulty in other similar construction projects.

Utility Location Cross Check | A composite plot of all underground utility and drainage facilities will be developed to cross check horizontal and vertical clearances between facilities using available record drawings, new pothole data to be obtained and final plans for new and / or relocated underground facilities.



04 Statement of Qualifications



04 STATEMENT OF QUALIFICATIONS

MICHAEL BAKER INTERNATIONAL

Founded in 1940, Michael Baker International, Inc. (Michael Baker) is a recognized leader in providing planning, engineering and construction management services with a local focus and global expertise. Our firm has been doing business in Southern California for over 70 years and is comprised of nearly 260 local staff who have a strong reputation for innovation and excellence. Additionally, Michael Baker has over 600 professionals throughout California and 6,000 professionals globally.

Michael Baker’s myriad of services includes transportation planning and engineering; traffic signal system design and analysis; civil and structural engineering; mechanical and electrical engineering; survey and right-of-way mapping; Geographic Information Technology (GIT); water and wastewater engineering; environmental planning; architecture and landscape architecture; public outreach; as well as construction management and inspection.

The Michael Baker team understands the City of Manhattan Beach’s desire for cost-effective, efficient and effective project delivery. Overlapping work efforts with experienced personnel and obtaining timely approvals of key project stages will allow the project to be delivered in a streamlined manner. Based on our extensive work history on projects exactly like this one, the City will benefit from our team’s proven management approach, technical expertise as well as our creativity in developing sensible and context-sensitive solutions.

SUBCONSULTANT PARTNERS

Michael Baker has assembled an excellent team of professionals who have the skills and experience needed to successfully deliver this project. Our team includes: **C Below** (Utility Potholing - currently providing utility potholing services in this intersection for our Redondo Beach project), **Hushmand Associates, Inc.** (Geotechnical and Pavement Design) and **Paragon Partners** (Right-of-Way Services). Relevant project experience from each of our subconsultants can be found beginning on page 25.

C Below | Utility Potholing



Utility Potholing services will be provided by C Below, Inc. (C Below). Their highly-experienced technicians utilize the most advanced equipment in the industry and locate horizontal and vertical locations of underground utilities including water, gas power, waste, communications, and cable/TV. Many different methods are used to locate these utilities including GPR, CCTV, utility locators, electromagnetic locators, and potholing.

Paragon Partners, Inc. | Right-of-Way



Paragon Partners Ltd. (Paragon) will provide right-of-way appraisal and acquisition services for this project. Founded in 1993, Paragon specializes in providing comprehensive and professional land rights consulting services and among others, serves local municipalities, whose operations require a full range of comprehensive land rights services to build and improve public infrastructure. Paragon offers a full range of services designed to meet client’s right-of-way and land rights requirements, calling upon their depth and breadth of experience, qualified staff and best-in-class solutions.

Hushmand Associates, Inc. | Geotechnical/Pavement Design



HAI will provide be providing Geotechnical and Pavement Design services for this project. Hushmand Associates, Incorporated (HAI) is a professional engineering consulting firm with more than 25 years of successful experience in offering geotechnical engineering and specialized geotechnical earthquake engineering consulting, and soil and material testing and inspection services for both private and public sectors throughout southern California and elsewhere in the country and overseas. HAI’s services cover the entire spectrum of geotechnical engineering from conventional foundation engineering to geotechnical earthquake engineering.



CONSULTANT TEAM AND PROPOSED DUTIES

Michael Baker is pleased to present our team of highly-qualified professionals to provide the City of Manhattan Beach with engineering design services for the Aviation Boulevard at Artesia Boulevard Southbound to Westbound Right Turn Lane Improvement project. The Michael Baker Team brings extensive experience in executing work programs with tasks identical to those identified in the City’s RFP. **Our project manager, Brian Anderson, PE, is currently leading our efforts with the City of Redondo Beach on the Artesia/Aviation Boulevard Northbound Right-Turn Lane project and has an unparalleled understanding of the intersection and the opportunities and constraints associated with this project.**

Organization Chart



Subconsultants:

- (1) C Below, Inc.
- (2) Hushmand Associates, Inc.
- (3) Paragon Partners, Inc.

* Key Personnel



KEY PERSONNEL

BRIAN ANDERSON, PE | PROJECT MANAGER

Mr. Brian Anderson, PE, will serve as Project Manager and as a primary contact to the City on a day-to-day basis.

Brian has 30 years of experience in transportation/public works engineering, Brian supervises engineering and design staff, and specializes in roadway rehabilitation, multidiscipline projects and subconsultant coordination. His management role is concentrated in the final design and development of transportation and public works facilities; complex roadway and highway system development; and various Caltrans permit and oversight projects.

He is a knowledgeable and confident team leader who delivers on a commitment to excellence and offers the right balance of experience and technical insight needed to successfully deliver each project assignment on time and within budget.

Brian is uniquely qualified to manage this project due his experience working with the City of Redondo Beach on the Artesia/Aviation Boulevard Northbound Right-Turn Lane Project, Edinger Avenue Eastbound Right-Turn Lane, and Widening project in Huntington Beach, and his experience with Caltrans District 7 project development and encroachment permit processes. Brian’s relevant experience includes:

- Alton Parkway Extension, Irvine, CA
- Alessandro Boulevard Median, Moreno Valley, CA
- Sand Canyon Avenue Grade Separation at Metrolink/BNSF Railroad Crossing, Irvine, CA
- Washington Boulevard Reconstruction, Commerce, CA

BRENDAN DUGAN, PE | CIVIL / ROADWAY

Mr. Dugan is experienced in civil and transportation engineering. He has worked extensively with Caltrans, Orange County Public Works, LA County Sanitation District, and various municipalities on numerous projects throughout Southern California. Mr. Dugan's experience includes pavement rehabilitation, intersection widening, ADA compliance, field reviews, horizontal and vertical geometrics, project coordination and management, agency coordination, project specification document preparation, and development of construction cost estimates. A sampling of Brendan’s recent experience includes:

- Sepulveda Boulevard (SR-1) and Mariposa Avenue Intersection Improvements, El Segundo, CA
- Cow Camp Road Design Phase 1A and 1B, Mission Viejo, CA
- Tustin Avenue/La Palma Avenue Intersection Widening, Anaheim, CA
- Citywide Street Rehabilitation Project, San Juan Capistrano, CA



Years of Experience: 30

Education:

B.S., Civil Engineering, California State University at Long Beach

Registrations:

Professional Engineer, CA, #55298;
Also in CO

Professional Affiliations:

American Public Works Association
American Society of Civil Engineers (ASCE), Member
American Association of Airport Executives



Years of Experience: 10

Education:

B.S., 2007, Civil Engineering, California State University at Fullerton

Registrations:

Professional Engineer, CA, #79075

Professional Affiliations:

American Public Works Association
American Society of Civil Engineers
Los Angeles City & County Engineers Association
Structural Engineering Association of Southern California – Young Members
Women’s Transportation Seminar



STAFF QUALIFICATIONS

Name Role	Education / Training Licenses / Registration	Relevant Experience
Alan Ashimine <i>Environmental</i>	<i>B.A., Environmental Analysis and Design</i>	<ul style="list-style-type: none"> Del Amo Boulevard Extension Los Angeles Avenue CEQA Initial Study
Michael Bruz, PE <i>Project Principal/QA Reviewer</i>	<i>B.S., Civil Engineering</i> Professional Engineer, CA, #536198 Also in AZ, MI, NV, VT	<ul style="list-style-type: none"> MacArthur Boulevard Foothill Parkway Westerly Extension
Ricky Chan, PE TE, PTOE <i>Traffic</i>	<i>B.S., Civil Engineering</i> Professional Engineer, CA, #71389 Traffic Engineer, CA, #TR2673 Professional Traffic Operations Engineer, D.C., #3685	<ul style="list-style-type: none"> Sepulveda Boulevard (SR-1) and Mariposa Avenue Intersection Improvements Pacific Coast Highway (SR-1) and 2nd Street Intersection Widening
Bill Cox, PLS <i>Survey</i>	<i>B.S., Business Administration</i> Professional Land Surveyor, CA, #6673	<ul style="list-style-type: none"> Topanga Canyon Boulevard Alton Parkway Construction Support
Brendan Dugan, PE <i>Civil/Roadway</i>	<i>B.S., Civil Engineering</i> Professional Engineer, CA, #79075	<ul style="list-style-type: none"> Sepulveda Boulevard (SR-1) and Mariposa Avenue Intersection Improvements Technology Drive
Jeremy Franzini, PLA <i>Landscape/Irrigation</i>	<i>M.L.A., Landscape Architecture</i> <i>B.S., Environmental Studies</i> Landscape Architect, CA, # 4514	<ul style="list-style-type: none"> Lincoln Boulevard Bicycle System Gap Closures and Improved Los Angeles River Bike Path Access
Laura Larsen, PE, CPESC, QSD/P <i>Water Quality</i>	<i>M.S., Environmental Engineering</i> <i>B.S., Civil Engineering</i> Professional Engineer, CA, #63265; Also in NV Qualified SWPPP Developer/ Practitioner, CA, #23529	<ul style="list-style-type: none"> Grand Avenue at S.R. 57/S.R. 60 Interchange University Drive Widening Project
DaCheng Lee, PE <i>Drainage & Hydrology</i>	<i>M.B.A., Business</i> <i>M.E., Construction Management</i> <i>M.S., Geotechnical Engineering</i> Professional Engineer, CA #75150 Also in AZ, TX	<ul style="list-style-type: none"> S.R. 303L Roadway and Traffic Engineering and Design El Mirage Road Design Concept Report and Environmental Assessment,



Name Role	Education / Training Licenses / Registration	Relevant Experience
Tony Rai <i>ROW/Mapping</i>	<i>Vocational/Technical, Civil Engineering</i>	<ul style="list-style-type: none"> ▪ Grand Avenue at S.R. 57/S.R. 60 Interchange ▪ El Camino Real and Avenida Pico Intersection Improvements
Arshad Rashedi, PE, PMP <i>Technical Advisor – Constructability Review</i>	<i>B.S., Civil Engineering (Construction Management)</i> Professional Engineer, CA, #48521 Project Management Professional #307115 Qualified SWPPP Practitioner (QSP)/Developer (QSD), CA, 2013, #24488	<ul style="list-style-type: none"> ▪ Park Avenue Over Grand Canal Bridge Replacement ▪ Port of Los Angeles, C Street and Interstate 110/Harry Bridges Blvd. and John S. Gibson Improvements
Cirian Stelea <i>Retaining Wall Design</i>	<i>M.S., Civil Engineering/ Structures</i> <i>B.S., Civil Engineering</i> Professional Engineer, CA, #73379	<ul style="list-style-type: none"> ▪ Interstate 5 / Jamboree Road Interchange Improvement ▪ Interstate 15 / California Oaks Road Interchange Modification
Chris Leora (C Below) <i>Utility Potholing</i>	<i>East L.A. Skills Center, Construction Inspection</i> Ground Penetrating Radar Technician- Level III Utility Locator- Level III	<ul style="list-style-type: none"> ▪ Durfee Avenue Potholing, Pico Rivera ▪ Port of Long Beach (On-Call)
Ben Husmand, PE, PhD (Hushmand Associates, Inc.) <i>Geotechnical / Pavement Designs</i>	<i>Ph.D. Civil (Geotechnical & Earthquake)</i> <i>M.S., Civil Engineering</i> <i>B.S., Structural Engineering</i> Professional Engineer, CA, #44777	<ul style="list-style-type: none"> ▪ Lakewood Boulevard Improvements, Phase 3B Florence Avenue to Gallatin Road and Phase 3C Gallatin Road to Telegraph Road ▪ Brookshire Avenue Pavement Rehabilitation
Thomas Boyle (Paragon Partners) <i>Right-of-Way – Acquisitions</i>	<i>B.A., Business Administration</i> Commercial Tax Assessor Level Two Certification, Department of Revenue, Arizona	<ul style="list-style-type: none"> ▪ Durfee Avenue Grade Separation ▪ Imperial Avenue/Telegraph Road
John Penner, MAI (Paragon Partners) <i>Right-of-Way – Appraisals</i>	<i>B.S., Business Administration Finance and Investments</i> Certified General Appraiser, CA @AG001720 Real Estate Broker’s License, CA #00976229	<ul style="list-style-type: none"> ▪ Senior Appraiser for various residential and commercial properties in Southern California ▪ Performed valuation and advising for commercial real estate with a specialty in medical office, and industrial properties.

Resumes of our entire team are included in the Appendix.



RECENT SIMILAR PROJECTS | MICHAEL BAKER INTERNATIONAL

Artesia/Aviation Boulevard Northbound Right-Turn Lane | Redondo Beach, CA

Client: City of Redondo Beach | **Dates:** 2014-Ongoing
Contact: Mr. Didar Khandker, P.E. MSCE Associate Civil Engineer
P. (310) 318-0661 x2456 | **E.** Didar.Khandker@Redondo.Org

Michael Baker is preparing final PS&E for the northbound right-turn lane from Aviation Boulevard to Artesia Boulevard for the City of Redondo Beach. The project design is being completed in compliance with the Standard Specifications for Public Works Construction “Greenbook” and Caltrans Standards. Project requirements include acquiring right-of-way from the adjacent gas station property to accommodate a new right-turn lane and 8-foot wide parkway; legal descriptions and plats; field survey; grading; drainage improvements; roadway layout; traffic signal modification; striping and signage; stage construction; utility protection; ADA compliance; and replacement/ relocation of private property improvements.



Alessandro Boulevard Median (Indian Street to Perris Boulevard | Moreno Valley, CA

Client: City of Moreno Valley | **Dates:** 2012-2015
Contact: Mr. Michael Lloyd, Land Development Division Manager
P. (951) 413-3146 | **E.** Michael@moval.org

Michael Baker evaluated, designed, and constructed raised medians and turn pockets along Alessandro Boulevard at the Perris Boulevard intersection. The project was funded by the Federal Highway Safety Improvement Program (HSIP) under Caltrans District 8 Local Assistance, requiring close agency coordination of environmental, traffic, and civil transportation services. The design and construction required modification of a traffic signal, ADA-compliant pedestrian ramps, and signing and striping. The enhancements were intended to provide improved safety for both vehicles and pedestrians in the project area. Michael Baker recommended alternative median types considering immediate cost versus anticipated future cost if the client desired a landscaped median.



Michael Baker also assisted with the preparation and processing of National Environmental Policy Act (NEPA) documentation for the project. The client utilized Highway Safety Improvement Program (HSIP) funding, which required the processing of NEPA documentation through the California Department of Transportation’s (Caltrans) Office of Local Assistance. The environmental analysis was supported by a Preliminary Environmental Study (PES) Form, with key technical areas consisting of hazardous materials, temporary access and construction easements, and traffic circulation.



Date Palm Drive Widening | Cathedral City, CA

Client: Cathedral City | **Dates:** 2012-Ongoing

Contact: Bill Simons, Senior Engineer

P. (760) 770-0360 | **E.** bsimons@cathedralcity.gov

Michael Baker prepared final PS&Es for street and storm drain improvements, modification of two traffic signals, traffic signal interconnect system, signing and striping, and stage construction and traffic control for the widening of Date Palm Drive and the Date Palm Drive Bridge (757' in length) over the Whitewater River. Michael Baker worked closely with a large number of stakeholders and numerous utility owners to obtain several necessary permits. Since the project is partially funded using Highway Bridge Program monies, there has been significant involvement with Caltrans in preparing the documentation necessary to secure funding for design, ROW acquisition, and construction. The bridge work consisted of widening the bridge from four to six lanes; seismically retrofitting the structure to meet current design standards and rehabilitating the bridge deck to extend the service life. Other work included widening Date Palm Drive to accommodate the widened bridge, access and on-site modifications to several businesses, traffic signal modifications and extensive traffic handling/construction phasing plans. The project also included coordination with several utility owners and plans were prepared for utility relocations including water, sewer, cable television, electric, telephone, and natural gas facilities. Michael Baker was also responsible for the ROW clearance process including appraisals and acquisition negotiations for four (4) privately owned parcels plus two (2) tribal owned parcels.



Sand Canyon Avenue Grade Separation at the Metrolink/BNSF Railroad | Irvine, CA

Client: City of Irvine | **Dates:** Completed 2016

Contact: Mr. Tom Perez, Capital Improvement Program Administrator

P. (949) 724-6442 | **E.** tperez@ci.irvine.ca.us

The City of Irvine constructed a grade separation for Sand Canyon Avenue, a major arterial paralleling S.R. 133 between I-5 and I-405, at the Southern California Regional Rail Authority (SCRRA)/Orange County Transportation Authority (OCTA)/Metrolink railroad tracks.

The goal was to realign Sand Canyon Avenue to the northwest and depress the roadway below the Metrolink Railroad. The project consisted of a two-span steel and concrete structure supporting Metrolink, Amtrak, and BNSF trains. The structure included a steel deck and steel plate girder bridge superstructure with two sacrificial exterior concrete girders, abutments, wing walls, temporary shoring, temporary double-track shoofly alignment southwest of the new bridge structure and elimination of the existing at-grade crossing. The grade separation required raising the existing track elevations approximately 1.5 feet to allow roadway clearance.



The project lowered Sand Canyon Avenue under the railroad tracks and widened the roadway from four lanes to six lanes. Key challenges included:

- Complex construction staging for maintenance of operations, including cars, bicycle, pedestrian traffic, rail, and trucks
- Coordination with multiple utility agencies for major transmission and distribution facility relocations, including oil-transmission lines, high pressure gas, electric transmission lines, fiber-optic facilities, domestic water transmission, and multiple distribution facilities
- Landscaped medians and parkways, including "heritage" oak tree preservation
- Relocations of SCRRA maintenance-of-way site
- Traffic signal design, interconnect, queue cutter signal design, and street lighting



Edinger Avenue Eastbound Right-Turn Lane and Widening | Huntington Beach, CA

Client: City of Huntington Beach | **Dates:** 2015-2016

Michael Baker is preparing final PS&E for widening of Edinger Avenue to accommodate lengthening the eastbound right-turn lane to Beach Boulevard. The project design was performed in compliance with the Standard Specifications for Public Works Construction “Greenbook” and Caltrans Standards. Project requirements include acquiring right-of-way from adjacent properties between Parkside Lane to Beach Boulevard. In general, the engineering services include roadway design, layout and grading to reconstruct driveway aprons and restore private property improvements. Other design services included parkway improvements of sidewalk, curb, and gutter and landscaping; asphalt pavement replacement; traffic striping and signing; traffic control; design of new LED street lighting; utility coordination; and obtaining an encroachment permit from Caltrans for work associated with their facilities (traffic loops, signal interconnect and signing/striping).

Sepulveda Boulevard (SR-1) and Mariposa Avenue Intersection (In-N-Out Burger) | El Segundo, CA

Client: In-N-Out Burger | **Dates:** 2013-2014

Michael Baker was responsible for preparing signing and striping plans, traffic signal plans, and traffic control plans for intersection improvements. In-N-Out Burger developed and occupied the northeast corner of the intersection at Sepulveda Boulevard (SR-1) and Mariposa Avenue. The intersection needed to be updated to meet the current ADA standards, while adding a second left turn lane on westbound Mariposa Avenue turning onto southbound Sepulveda Boulevard. The project included: field investigation; review of existing signal operation; review of existing cabling and conduits capacity; review of existing signal communication interconnect; signal design; signing and striping; and traffic control design.

RECENT SIMILAR PROJECTS | C BELOW

North Santa Monica Boulevard Reconstruction | Beverly Hills, CA

Client: City of Beverly Hills | **Dates:** May 2016 – June 2016

Contact: Samer Elayyan

P. (310) 285-2524

The Santa Monica Boulevard Reconstruction Project is planned to break ground in September 2016. The City Council approved project design includes reconstruction the roadway and upgrading the century old- drainage system. C Below was contracted by PSOMAS LA to clear and mark out existing utilities for multiple utility upgrade alignments in the road. Our crews worked on the street, performing their own approved Traffic Control, during rush hour traffic and weekends to complete our investigation and to accommodate the cities’ traffic congestion. In one (1) month we performed over 120 pothole locations, including the pothole of ramp footings that are to be excavated during the reconstruction. Our CCTV crews also used the robotic camera to video approximately 1,260 linear feet of storm drain lines in multiple locations. C Below’s final reporting was sent to our client in the form of a CCTV video report, and detailed pothole report.





Wilshire Bus Rapid Transit Project | Los Angeles, CA

Client: PSOMAS | **Dates:** January 2013
Contact: Ken Berkman, Project Manager
P. (213) 223-1460

C Below potholed 10 locations at various destinations of the Wilshire Bus Rapid Transit Project. C Below’s Project Engineer constructed City approved Traffic Control plans that were utilized by the technicians in the field to ensure safety and efficiency. We also attained all appropriate permits from the City. C Below was able to verify locations of water, electric, and gas lines, after which we provided a Pothole report of the findings.



RECENT SIMILAR PROJECTS | HUSHMAND ASSOCIATES, INC.

La Paz Road Sidewalk Widening Project | Laguna Hills, CA

Client: City of Laguna Hills | **Dates:** 2016
Contact: Kenneth H. Rosenfield, Director of Public Services
P. (949) 707-2655

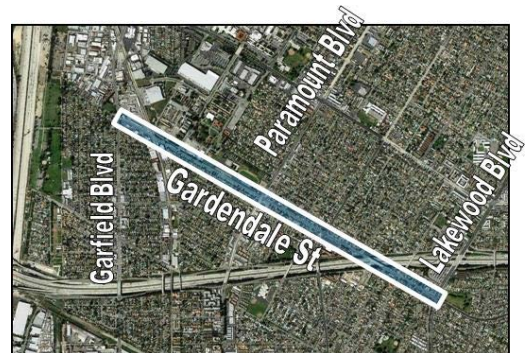
The City of Laguna Hills plans to widen some portions of the pedestrian sidewalk on both the north and south sides La Paz Road to provide improved access for school-age pedestrians to Valencia Elementary School. Segment 1 of the project consists of the approximately 400 feet of pedestrian sidewalk along the north side of La Paz Road from Paseo de Valencia to Grissom Road. Segment 2 is located on the south side of La Paz Road from Paseo de Valencia easterly, across the frontage of Valencia Elementary School, to a point westerly of Champlain Road (an approximate distance of 800 feet). The expansion of the La Paz Road right of way into the four private properties and into the Saddleback Valley Unified School District (SVUSD) will require the construction of retaining walls in Segments 1 and 2. Hushmand Associates, Inc. (HAI) conducted a geotechnical investigation to assess the geotechnical engineering characteristics of the site and develop geotechnical recommendations for the project including type selection and foundation design of the proposed retaining walls and other site improvements.



Gardendale Street Pavement Rehabilitation Project | Downey, CA

Client: City of Downey | **Dates:** 2013
Contact: Ed Norris, Deputy Director of Public Works/City Traffic Engineer
P. (562) 904-7109

Street improvements are planned along Gardendale Street between Lakewood Boulevard and Garfield Avenue in Downey, California. The approximate total length of the project is 9,200 linear feet. The project alignment is located within the jurisdiction of the cities of Downey (north bound of Gardendale Street between Lakewood Boulevard and Garfield Avenue), Paramount (south bound of Gardendale Street between Lakewood Boulevard and Paramount Boulevard), and South Gate (south bound of Gardendale Street between Paramount Boulevard and Garfield Avenue).



HAI conducted a field exploration (consisting of drilling seventeen (17) exploratory borings to a maximum depth of approximately five (5) feet below the existing ground surface and coring at two (2) locations to measure the thickness of the existing AC), laboratory testing of the subgrade soils to determine the Resistance “R” Value for designing pavement structural sections (including 1) Remove and Replace, 2) Overlay, 3) Mill and Overlay, and 4) Full-Depth Reclamation).



RECENT SIMILAR PROJECTS | PARAGON PARTNERS, INC.

La Paz Road Widening Project | Laguna Hills, CA

Client: CNC Engineering | **Dates:** February 2016-Ongoing

Contact: Sean Nazarie, PE, Director of Engineering

P. (949) 863-0588

Paragon’s team is partnering with CNC Engineering (CNC) to support the La Paz Road Widening and Sidewalk Project for the City of Laguna Hills. For this project, our team is providing right of way acquisition, appraisal and title services to acquire easements and temporary construction easements from four private property owners and a right of way easement and temporary construction easements from the Saddleback Valley Unified School District (SVUSD). The City of Laguna Hills (City) is requiring these services in order to widen the pedestrian sidewalk on portions of La Paz Road, easterly of Paseo de Valencia. The expansion will also require the construction of retaining walls. Early communications with property owners is essential in this project. Paragon is meeting with the property owners to provide them with conceptual designs prior to appraisals being performed. Paragon is working closely with CNC to ensure the City’s accelerated schedule is met with no setbacks and that all efforts are compliant with local, state, federal and City of Laguna Hills regulations.



Crenshaw/LAX Transit Corridor (LA Metro) – Right-of-Way Services | Los Angeles, CA

Client: Los Angeles County Metropolitan Transportation Authority (Metro) | **Dates:** 2012-2016

Contact: Carol Chiodo, Director of Real Property Management and Development

P. (213) 922-2404

This FTA and L.A. County Measure R-funded design/build project is a major north-south light rail system that will connect LAX to the Metro Green Line to the south and the Expo line to the north. Paragon provided right of way support to for the 8.5-mile project that includes eight stations, a maintenance facility, park-and-ride lots, street improvements and intersection widenings. Acquisition and relocation services encompass a variety of small businesses with good street exposure and accessibility. Due to the diversity of impacted businesses and organizations, the lack of comparable relocation sites and the unique management structures of some of the organizations, in several instances Metro opted for quick settlements rather than protracted negotiations or eminent domain proceedings. In order to facilitate services Cheryl DeMucci was embedded in the Metro Real Estate department for over 2 years, working side-by-side with Metro staff to ensure project success.



05 Resource Allocation Matrix



**05 RESOURCE
ALLOCATION
MATRIX**

Michael Baker International, Inc.										
Task Description	Project Manager Hours	Project Engineer Hours	Landscape Architect Hours	Designer/Planner Hours	2-Person Survey Crew Hours	Licensed Surveyor Hours	Michael Baker Hours	Subconsultant Hours	Total Hours	
Preliminary Design										
Task 1	2	2		8			12		12	
Task 2		2		8	8	2	20		20	
Task 3		16					16		16	
Task 4	12	8		86			106		106	
Task 5		8		4			12	100	112	
Task 6	4	16		24			44		44	
Task 7	4			24			28		28	
Task 8		4		12			16		16	
Task 9	4	24		8			36		36	
Task 10	4			12		2	18	68	86	
	30	80		186	8	4	308	168	476	
Preliminary Design Subtotal										
Final Design PS&E / Coordination										
Task 11		12	16	206			234		234	
Task 11.1		1		8			9		9	
Task 11.2		1		8			9		9	
Task 11.3		1		12			13		13	
Task 11.4		1		10			11		11	
Task 11.5		1		24			25		25	
Task 11.6		1		20			21		21	
Task 11.7		1		32			33		33	
Task 11.8		1		20			21		21	
Task 11.9		1		20			21		21	
Task 11.10		1		16			17		17	
Task 11.11		1	16	20			37		37	
Task 11.12		1		16			17		17	
Task 12	8	16					24		24	
Task 13		4		12			16		16	
Task 14		12		8			20		20	
Task 15	40	12					52		52	
Task 15.1	16						16		16	
Task 15.2	24	12					36		36	
Task 16	8	24		20			52		52	
	56	80	16	246	8	4	398	168	398	
	86	160	16	432	8	4	706	168	874	
PS&E/ Coordination Subtotal										
Total Design Hours										
OPTIONAL TASK										
Task 17	4	18		40			62		62	
	4	18		40			62		62	
Total Optional Task Hours										
Total Hours (with Optional Task)	130	178	16	472	8	4	768	168	936	



06 Project Schedule



06 PROJECT SCHEDULE

We have prepared a preliminary schedule for the project that includes the major project activities and milestones. Although the proposal was prepared using weeks as the time basis, for presentation purposes in the proposal, the schedule depicts activities on a monthly basis. Please note that we have included start and finish dates for each activity so that the City can easily review the activities and durations beginning with the Notice to Proceed.

THE FIRST 30 DAYS - ESTABLISHING DIRECTION AND MOMENTUM

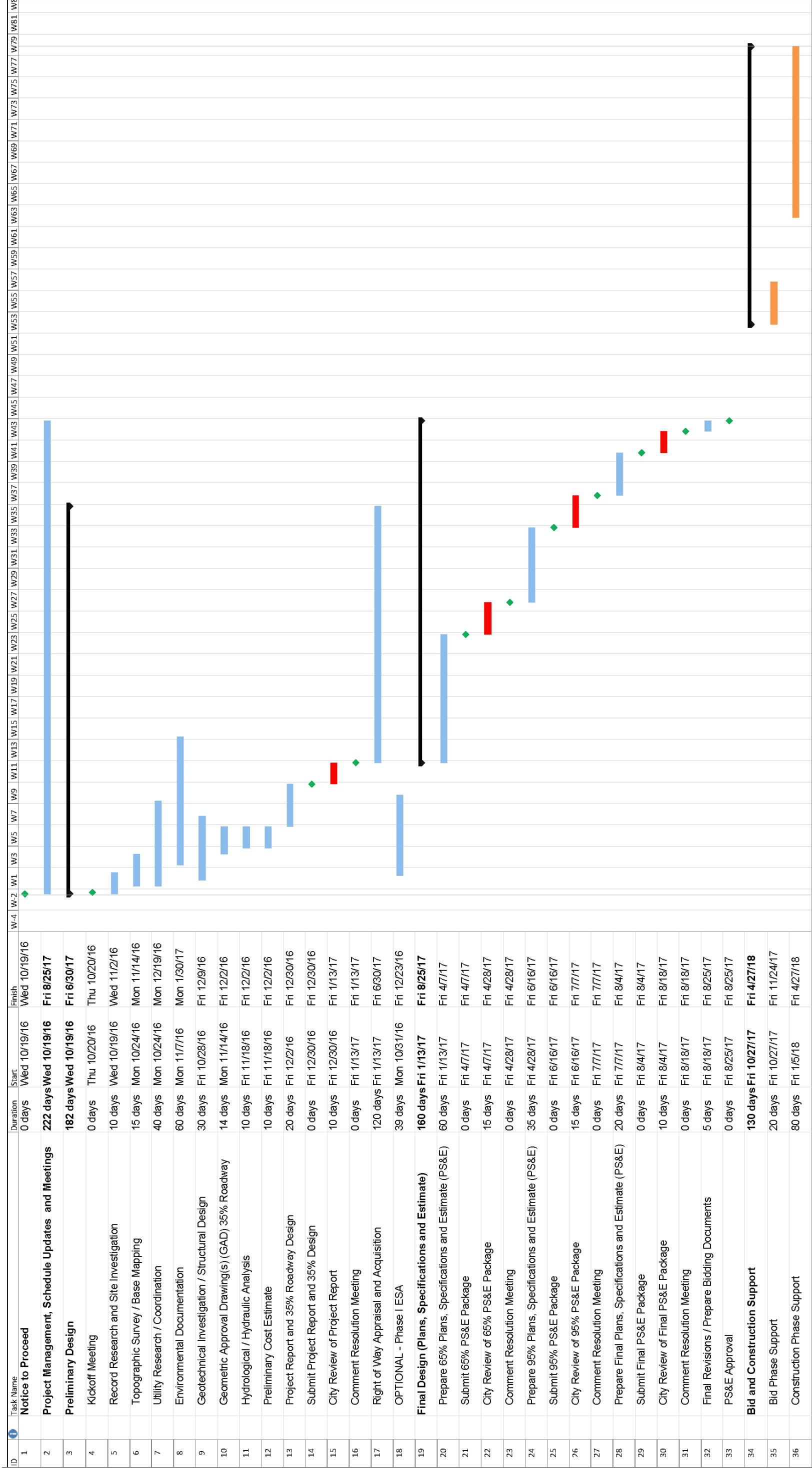
The key to our past success in project delivery has been establishing solid direction and momentum in the first 30 days. We place an emphasis on harnessing the value of all previous planning investments, as well as utilizing the technical and organizational command the Michael Baker Team has at its disposal. Quite simply, it is about being very well organized and effectively “planning the plan.” Select representative elements of the Michael Baker Team’s first 30 days are presented in table below.

First 30 Days - Establishing Direction & Momentum

TASK	EXPECTED OUTCOME
Preliminary Planning & Design	
<ul style="list-style-type: none"> Collect relevant project data 	<ul style="list-style-type: none"> Update previous record data
<ul style="list-style-type: none"> Complete survey work consistent with previous survey work completed in the intersection / prepare base map 	<ul style="list-style-type: none"> Surveys to be completed consistent with the ongoing intersection work for Redondo Beach
<ul style="list-style-type: none"> Perform field review and photo log 	<ul style="list-style-type: none"> Detailed record of existing conditions for reference
<ul style="list-style-type: none"> Develop utility contact list and prepare information request letters 	<ul style="list-style-type: none"> Updated utility contact list and utility records
<ul style="list-style-type: none"> Initiate pavement and geotechnical investigation 	<ul style="list-style-type: none"> Serves as a guide for pavement and foundation strategies
<ul style="list-style-type: none"> Refine the preliminary geometric drawing prepared for the proposal 	<ul style="list-style-type: none"> Serves as reference for City review and concurrence of the geometrics
<ul style="list-style-type: none"> Initiate Basis of Design Report detailing the roadway alignment and, strategy for right of way acquisition and improvements to public and private property 	<ul style="list-style-type: none"> Serves as a record of the approved geometrics and approach to the design and right of way acquisition.
<ul style="list-style-type: none"> Order Title Reports 	<ul style="list-style-type: none"> Define property ownership and encumbrances
<ul style="list-style-type: none"> Convene a project kick-off meeting 	<ul style="list-style-type: none"> Initiate a dialogue, provide a briefing of past work, review City goals and expectations, and overview the First 30 Day Work Plan
Environmental	
<ul style="list-style-type: none"> Initiate and complete the Initial Study 	<ul style="list-style-type: none"> Avoids delays by documenting any impacts
<ul style="list-style-type: none"> Initiate the Categorical Exemption 	<ul style="list-style-type: none"> Establishes the environmental approval documentation
Management	
<ul style="list-style-type: none"> Develop the overall work plan, baseline schedule and QA/QC Plan 	<ul style="list-style-type: none"> Establishes overall management plan and approach
<ul style="list-style-type: none"> Hold internal team kick-off meeting and establish weekly Michael Baker Team coordination meetings 	<ul style="list-style-type: none"> Defines internal team expectations, sets standing agenda, and ensures First 30 Day Plan is adhered to
<ul style="list-style-type: none"> Initiate PDT Meetings 	<ul style="list-style-type: none"> Orients all new team members to past work and builds relationships early
<ul style="list-style-type: none"> Secure signed subconsultant agreements 	<ul style="list-style-type: none"> All firms have properly executed agreements to avoid project start up delay



PROJECT SCHEDULE



Project: Project Schedule 081616 Task: Milestone
 Date: Tue 8/23/16

Summary: [] Project Summary: [] City Review: [] Bid/Construction Support: []



07 Contract Exceptions



07 CONTRACT EXCEPTIONS

Michael Baker does not have any exceptions or proposed deviations to the City of Manhattan Beach's Sample Professional Services Agreement.



08 Fee Proposal



08 FEE PROPOSAL

Michael Baker has prepared our Fee Schedule (see following page) based on the City's Request for Proposals, discussions with City Staff, field investigations and records research. Together, these efforts and record information has helped us clearly understand the project and its opportunities and constraints. We are ready to discuss any aspect of our fee proposal with the City. Also enclosed, please find our fee schedule for reimbursable items.



Michael Baker International, Inc.																				
Task Description	Project Manager		Project Engineer		Landscape Architect		Designer/Planner		2-Person Survey Crew		Licensed Surveyor		Michael Baker Hours	Michael Baker Cost	Subconsultant		Number of Sheets	Total Hours	Total Cost	
	Hours	\$185.00	Hours	\$155.00	Hours	\$164.00	Hours	\$130.00	Hours	\$265.00	Hours	\$188.00			Hours	\$				Hours
Preliminary Design																				
Task 1	2	\$370.00	2	\$310.00			8	\$1,040.00					12	\$1,720.00				12	\$1,720.00	
Task 2			2	\$310.00			8	\$1,040.00	8	\$2,120.00	2	\$376.00	20	\$3,846.00				20	\$3,846.00	
Task 3			16	\$2,480.00									16	\$2,480.00		\$5,000.00		16	\$7,480.00	
Task 4	12	\$2,220.00	8	\$1,240.00			86	\$11,180.00					106	\$14,640.00				106	\$14,640.00	
Task 5			8	\$1,240.00			4	\$520.00					12	\$1,760.00				112	\$11,200.00	
Task 6	4	\$740.00	16	\$2,480.00			24	\$3,120.00					44	\$6,340.00				44	\$6,340.00	
Task 7	4	\$740.00					24	\$3,120.00					28	\$3,860.00				28	\$3,860.00	
Task 8			4	\$620.00			12	\$1,560.00					16	\$2,180.00				16	\$2,180.00	
Task 9	4	\$740.00	24	\$3,720.00			8	\$1,040.00					36	\$5,500.00				36	\$5,500.00	
Task 10	4	\$740.00					12	\$1,560.00			2	\$376.00	18	\$2,676.00				86	\$18,481.00	
	30	\$5,550.00	80	\$12,400.00			186	\$24,180.00	8	\$2,120.00	4	\$752.00	308	\$45,002.00				476	\$75,247.00	
Preliminary Design Subtotal																				
Final Design PS&E / Coordination																				
Task 11			12	\$1,860.00	16	\$2,624.00	206	\$26,780.00					234	\$31,264.00			13	234	\$31,264.00	
Task 11.1			1	\$155.00			8	\$1,040.00					9	\$1,195.00			1	9	\$1,195.00	
Task 11.2			1	\$155.00			8	\$1,040.00					9	\$1,195.00			1	9	\$1,195.00	
Task 11.3			1	\$155.00			12	\$1,560.00					13	\$1,715.00			1	13	\$1,715.00	
Task 11.4			1	\$155.00			10	\$1,300.00					11	\$1,455.00			1	11	\$1,455.00	
Task 11.5			1	\$155.00			24	\$3,120.00					25	\$3,275.00			1	25	\$3,275.00	
Task 11.6			1	\$155.00			20	\$2,600.00					21	\$2,755.00			2	21	\$2,755.00	
Task 11.7			1	\$155.00			32	\$4,160.00					33	\$4,315.00			1	33	\$4,315.00	
Task 11.8			1	\$155.00			20	\$2,600.00					21	\$2,755.00			1	21	\$2,755.00	
Task 11.9			1	\$155.00			20	\$2,600.00					21	\$2,755.00			1	21	\$2,755.00	
Task 11.10			1	\$155.00			16	\$2,080.00					17	\$2,235.00			1	17	\$2,235.00	
Task 11.11			1	\$155.00	16	\$2,624.00	20	\$2,600.00					37	\$5,379.00			1	37	\$5,379.00	
Task 11.12			1	\$155.00			16	\$2,080.00					17	\$2,235.00			1	17	\$2,235.00	
Task 12	8	\$1,480.00	16	\$2,480.00									24	\$3,960.00				24	\$3,960.00	
Task 13			4	\$620.00			12	\$1,560.00					16	\$2,180.00				16	\$2,180.00	
Task 14			12	\$1,860.00			8	\$1,040.00					20	\$2,900.00				20	\$2,900.00	
Task 15	40	\$7,400.00	12	\$1,860.00									52	\$9,260.00				52	\$9,260.00	
Task 15.1	16	\$2,960.00											16	\$2,960.00				16	\$2,960.00	
Task 15.2	24	\$4,440.00	12	\$1,860.00									36	\$6,300.00				36	\$6,300.00	
Task 16	8	\$1,480.00	24	\$3,720.00			20	\$2,600.00					52	\$7,800.00				52	\$7,800.00	
	96	\$10,360.00	80	\$12,400.00	16	\$2,624.00	246	\$31,980.00					398	\$57,364.00			13	398	\$57,364.00	
Total Design Hours	126		160		16		432		8		4		706				13	874		
Sub-Total Labor Costs		\$15,910.00		\$24,800.00		\$2,624.00		\$56,160.00		\$2,120.00		\$752.00		\$102,366.00					\$132,611.00	
Task 18 - Reimbursables and Permit Fees																			\$3,200.00	
Total Design Costs		\$15,910.00		\$24,800.00		\$2,624.00		\$56,160.00		\$2,120.00		\$752.00		\$102,366.00					\$135,811.00	

OPTIONAL TASK		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Task 17	Phase I ESA	4	\$740.00	18	\$2,790.00	40	\$5,200.00					62	\$8,730.00
Total Optional Task Hours		4		18		40						62	
Sub-Total Optional Task Labor Costs			\$740.00		\$2,790.00		\$5,200.00						\$8,730.00
Total Hours (with Optional Task)		130		178		472		8		4		768	
Total Design Costs (with Optional Task)			\$16,650.00		\$27,590.00		\$61,360.00		\$2,120.00		\$752.00		\$144,541.00

1. Potholes: 4 potholes at \$1,250 ea.

MICHAEL BAKER INTERNATIONAL PRICING HANDOUT

Pricing for the Xerox Printers (per side) is as follows:

Color Copy 8.5x11 **.40**

Color Copy 8.5x14 **.60**

Color Copy 11x17 **.80**

Network Print 8.5x11 Color **.40**

Network Print 8.5x14 Color **.60**

Network Print 11x17 Color **.80**

Color Laser Cover Stock 8.5 x 11 **.75**

Color Laser Cover Stock 11x17 **1.25**

Color Laser Cover Stock 12x18 **1.75**

Color Laser Gloss Cover Stock 8.5x11 **.85**

Color Laser Gloss Cover Stock 11x17 **1.75**

Digital Output/Color Laser Print 8.5x11 **.40**

Digital Output/Color Laser Print 8.5x14 **.60**

Digital Output/Color Laser Print 11x17 **.80**

Paper Laser Print 8.5x11 Premium White **.06**

Paper Laser Print 8.5x14 Premium White **.10**

Paper Laser Print 11x17 Premium White **.12**

Pricing for the HP Laser Jets and Konica Minolta Printers (per side) is as follows:

BW Copy 8.5x11 **.055**

BW Copy 8.5x14 **.09**

BW Copy 11x17 **.11**

Laser Color Print 8.5x11 **.22**

Laser Color Print 8.5x14 **.33**

Laser Color Print 11x17 **.44**

Fax

Laser BW 8.5x11 **.12**

Pricing for the OCE Colorwave 360 (Large Format Color) is as follows:

Print Color on Bond 20lb up to 18x24	5.85
Print Color on Bond 20lb 20x30	9.75
Print Color on Bond 20lb 24x36	11.70
Print Color on Bond 20lb 30x40	17.55
Print Color on Bond 20lb 36x48	23.40
Print Color on Bond 20lb per sqft	1.95

Pricing for Prints & Scanning on the OCE Plotwave 340's (Large Format BW) is as follows:

Scanning:

Scan BW Large Format to 200dpi per sqft	0.20
Scan Color Large Format to 200dpi 24X36	0.75

Printing:

Print BW on Bond 20lb up to 18x24	.60
Print BW on Bond 20lb 20x30	1.00
Print BW on Bond 20lb 24x36	1.20
Print BW on Bond 20lb 30x40	1.80
Print BW on Bond 20lb 36x48	2.40
Print BW on Bond 20lb per sqft	.20

Pricing for HP DesignJet T1300 Mylar Printer:

Color Plot on Mylar per sqft	3.95
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Pricing for HP6200

Print on <u>ANY</u> material per sqft	3.95
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Plotwave BW Mylar Printing:

BW Plots Mylar Up To 18x24	11.25
BW Plots Mylar 24x36	13.50
BW Plots Mylar 30x42	20.25
BW Plots Mylar 36x48	27.00

BW Plots Mylar per sqft	2.25
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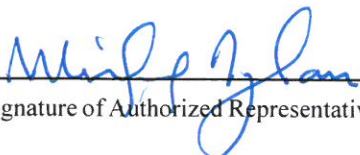


Appendix-Forms

APPENDIX B- Non-Collusion Affidavit

The undersigned declares states and certifies that:

1. This Proposal is not made in the interest of, or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This Proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Manhattan Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Manhattan Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.



Signature of Authorized Representative

Michael Tylman, PE

Name of Authorized Representative

Sr. Vice President

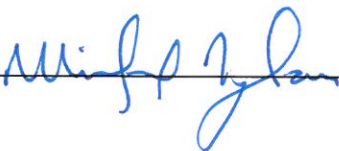
Title of Authorized Representative

APPENDIX C – Consultant’s Acknowledgement of Compliance with Insurance Requirements for Agreement for Professional/Consultant Services

Consultant agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal and accepts all conditions and requirements as contained therein.

Michael Baker International, Inc.

Consultant: Michael Tylman, PE Name (Please Print or Type)

By:  Consultant’s Signature

Date: 08/22/2016

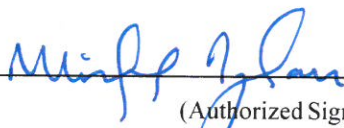
This executed form must be submitted with Scope of Work proposal.

APPENDIX D - CERTIFICATION OF PROPOSAL

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP) NO. 1081-17.

- 1) Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
- 2) By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
- 3) Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
- 4) It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
- 5) The proposal response includes all of the commentary, figures and data required by the Request for Proposal
- 6) The proposal shall be valid for 90 days from the date of submittal.

Name of Proposer: Michael Baker International, Inc.

By: 
(Authorized Signature)

Type Name: Michael Tylman, PE

Title: Vice President

Date: 08/22/2016



Appendix-Resumes



BRIAN ANDERSON, PE

PROJECT MANAGER

Summary

Mr. Anderson has 30 years of experience in transportation/public works engineering and design. He supervises engineering staff and designers in specialty projects for arterial roadway widening and rehabilitation, and multimodal "Complete Streets" design projects. His work experience includes projects in the South Bay utilizing Measure R Funding, and he is currently serving as project manager for the City of Redondo Beach on the right-turn lane improvement project at the southwest corner of Aviation Boulevard and Artesia Boulevard.

Years of Experience: 30
Education/Training: B.S., 1986, Civil Engineering, California State University at Long Beach
Licenses/Certifications: Professional Engineer - Civil, California, 1996, 55298

Project Experience

Artesia/Aviation Boulevard Northbound Right Turn Lane, Redondo Beach, California. *City of Redondo Beach.* Project Manager. Michael Baker is preparing final PS&E for the northbound right-turn lane from Aviation Boulevard to Artesia Boulevard for the City of Redondo Beach. The project design was performed in compliance with the Standard Specifications for Public Works Construction "Greenbook" and Caltrans Standards. Project requirements include acquiring right-of-way from the adjacent gas station property to accommodate a new right-turn lane and 8-foot wide parkway; right-of-way and mapping to generate legal descriptions and plats; field survey; grading; drainage improvements; roadway layout; traffic signal modification; striping and signage; stage construction; utility protection; ADA compliance; and replacement/relocation of private property improvements.

Edinger Avenue Eastbound Right Turn Lane and Widening, Huntington Beach, California. *City of Huntington Beach.* Project Manager. Michael Baker is preparing final PS&E for widening Edinger Avenue to accommodate lengthening the eastbound right-turn lane to Beach Boulevard. The project design was performed in compliance with the Standard Specifications for Public Works Construction "Greenbook" and Caltrans Standards. Project requirements include acquiring right-of-way from adjacent properties between Parkside Lane to Beach Boulevard. In general, the engineering services include roadway design, layout and grading to reconstruct driveway aprons and restore private property improvements. Other design services included parkway improvements of sidewalk, curb, and gutter and landscaping; asphalt pavement replacement; traffic striping and signing; traffic control; design of new LED street lighting; utility coordination; and obtaining an encroachment permit from Caltrans for work associated with their facilities (traffic loops, signal interconnect and signing/stripping).

190th Street Rehabilitation, Torrance, California. *Torrance, City of.* Project Manager. Responsible for project management. Michael Baker developed final design of pavement rehabilitation for approximately one mile of 190th Street in the City of Torrance. The project consisted of developing pavement repair methods that would maximize pavement life yet limit traffic operational disruptions. Coordination with the City of Redondo Beach was necessary to ensure proper centerline control. Michael Baker provided plans, specifications, and estimates (PS&E) for pavement rehabilitation, curb and gutter repair, sidewalk, and access ramps. Striping and traffic control plans were also provided.

Sand Canyon Avenue Grade Separation at the Metrolink/BNSF Railroad, Irvine, California. *City of Irvine.* Project Manager. Technical Project Manager. Oversaw design and construction services for Sand Canyon Avenue/Undercrossing at SCRR/OCTA/Metrolink Grade Separation. The primary project elements included: relocation and widening of Sand Canyon Avenue from Oak Canyon/ Laguna Canyon Avenue to the Interstate 5 freeway crossing; realignment and shoo-fly construction of approximately 1500 feet of dual track construction; temporary pedestrian and traffic at-grade crossing; rail bridge and retaining wall structures design; storm water pump station design, shoring and utility coordination and relocation design; Traffic Signal, Queue-Cutter design, roadway striping, street lighting, and extensive traffic handling and detour design; Development and relocation of a Maintenance of Way (MOW) for Metrolink; railroad permitting, coordination, survey/right-of-way engineering, community outreach, landscape/irrigation, geotechnical engineering services; and extensive multi-agency coordination and Caltrans



Encroachment processing. Michael Baker provided design services for the Sand Canyon Avenue undercrossing at the Southern California Regional Rail Authority, Orange County Transportation Authority, and Metrolink grade separation. Michael Baker was responsible for roadway layout, structures design, pump station design, railroad permitting and coordination, railroad shoofly design, drainage design, utility relocation coordination, survey and right-of-way engineering, community outreach, landscape and irrigation, identification of funding, and geotechnical engineering services.

Washington Boulevard Reconstruction Project, Commerce, California. *Commerce, City of.* Transportation Engineer. Responsible for day-to-day management of the project's design. Michael Baker is designing the widening and reconstruction of Washington Boulevard from Interstate 5 to the western City boundary, a distance of 2.8 miles. Washington Boulevard project is to improve traffic circulation and increase efficiency of goods movement. The Route provides for traffic volumes over 30,000 Vehicles-Per-Day with approximately 25-percent commercial truck usage. The primary project elements include: widening and reconstructing Washington Boulevard from two through lanes to three through lanes in each direction; replacing existing Asphalt Concrete (AC) with Portland Cement (PCC) pavement; PCC pavement repairs at existing PCC intersections; reconstruction of sidewalks, curbs, gutters, curb drains, curb returns, driveways, medians, and ADA ramps for the 2.8 mile roadway segment; upgrade traffic signals, signs, street lighting, and lane striping; construct new landscape planters, and median landscape improvements; facilitate Caltrans encroachment processes for both I-5 and I-710 ramp interface; and provide public outreach services. The project roadway to remain open during the construction process, therefore, requiring extensive traffic handling and traffic detour coordination, specifically addressing the extensive phasing required for PCC construction. Work items included extensive coordination with utility agencies, Caltrans Local Assistance, BNSF and UPRR coordination, and multiple private property and business coordination.

Alton Parkway Extension, Orange County, California. *County of Orange.* Project Manager. Mr. Anderson served as technical design manager for the design production of roadway and grading design documents, and coordination lead for all design tasks, permitting, and coordination for this multiagency design project. Duties included preparation of work plans, scheduling, directing project coordination meetings, evaluating staff availability, clarification of standards, and coordination with adjacent project developments. Michael Baker provided preliminary design for a one-mile extension of Alton Parkway from its easterly terminus at Irvine Boulevard to the City of Lake Forest limits. This six-lane arterial is a vital link in the Foothill Corridor Phasing Plan and will facilitate traffic flow through the former Marine Corps Air Station El Toro property between the communities of Baker Ranch, Foothill Ranch, Pacific Commercentre, and the City of Irvine, and provide a connection between I-5 and the Foothill Transportation Corridor (S.R. 241).

Alessandro Boulevard Median (Indian Street to Perris Boulevard), Moreno Valley, California. *City of Moreno Valley.* Project Manager. Responsible for project management. Michael Baker provided environmental clearance, final design, and construction support services for Alessandro Boulevard Median improvements. The project was funded under federal Highway Safety Improvement Program (HSIP) as a Local Assistance project overseen by Caltrans. The safety improvement project addressed traffic and pedestrian safety issues. Work items included design of raised median, turn pockets, traffic signal modifications, striping and signage, landscaping, new lane configurations, Americans with Disabilities Act (ADA) compliance, and environmental CEQA and NEPA documents.

John Wayne Perimeter Road Improvements, Costa Mesa, California. *John Wayne Airport.* Project Manager. Responsible for transportation engineering. Michael Baker provided engineering and design services for the perimeter service road, which included the reconstruction of approximately 4,000 linear feet of a 24-foot-wide asphalt concrete bi-directional roadway. Key to design development was providing continued access through the work site while maintaining security, access control, and monitoring. Phase I had evaluated, by use of a feasibility study, construction of a new parallel perimeter service road system along the western property limit between the fuel farm and the northwest gate at Airport Loop Road. Phase II design included preparation of the final plans, specifications, and estimates (PS&E) documents for the service road, including the new parallel roadway, if determined to be feasible, based on the results of the Phase I study.



BRENDAN DUGAN, PE

CIVIL/ROADWAY

Summary

Mr. Dugan is experienced in civil and transportation engineering. He has worked extensively with Caltrans, Orange County Public Works, LA County Sanitation District, and various municipalities on numerous projects throughout Southern California. Mr. Dugan's experience includes pavement rehabilitation, intersection widening, ADA compliance, field reviews, horizontal and vertical geometrics, project coordination and management, agency coordination, project specification document preparation, and development of construction cost estimates. Mr. Dugan is efficient in MicroStation, MicroStation InRoads, Bentley Descartes, AutoCad Civil 3D, and AutoTURN.

Years of Experience: 10
Education/Training: B.S., 2007, Civil Engineering, California State University at Fullerton
Licenses/Certifications: Professional Engineer - Civil, California, 2011, 79075

Project Experience

Sepulveda Boulevard (SR-1) and Mariposa Avenue Intersection Improvements, El Segundo, California. *In-N-Out Burger.* Project Engineer. Leading the design effort on the improvements of Sepulveda Boulevard and Mariposa Avenue in the City of El Segundo. Mr. Dugan was tasked with managing a team to complete the intersection improvements as a "condition of approval" for the client, In-N-Out Burger to construct their new store on the adjacent site. Responsibilities include permit coordination, ADA compliance, traffic plan coordination, utility coordination, cost estimates and project specification documents. The plans were approved in mid-2015. Michael Baker was responsible for preparing signing and striping plans, traffic signal plans, and traffic control plans for intersection improvements. In-N-Out Burger developed and occupied the northeast corner of the intersection at Sepulveda Boulevard (SR-1) and Mariposa Avenue. The intersection needed to be updated to meet the current ADA standards, while adding a second left turn lane on westbound Mariposa Avenue turning onto southbound Sepulveda Boulevard. The project included: field investigation; review of existing signal operation; review of existing cabling and conduits capacity; review of existing signal communication interconnect; signal design; signing and striping; and traffic control design.

Technology Drive, Irvine, California. *Irvine Community Development Company.* Project Engineer. Tasked to manage and design the Technology Drive extension project in Irvine, California. This project connected the existing segment of Technology Drive North with Laguna Canyon Road. Microstation InRoads was used to build a three dimensional model of the proposed roadway alignment. The roadway geometrics were implemented using Caltrans standards due to a large portion of the road being within State Right-of-Way. Coordination for utility design, a bridge abutment tie back wall design, a retaining wall design and various agencies was critical in the completion of the layout plans. ADA compliance was achieved throughout the project as well. Mr. Dugan also completed the quantity calculations and cost estimate for the completion of the project.

S.R. 241 / S.R. 91 Express Lanes Connector Project Study Report and Environmental Document, Orange County, California. *Transportation Corridor Agencies.* Project Engineer. Responsible for implementing the roadway geometrics to accommodate the proposed median to median direct connector ramp from the S.R. 241 to the S.R. 91 using current Caltrans standards. With Microstation InRoads, the existing facilities were re-aligned and upgraded to facilitate the new overhead median to median direct connector ramps. Autoturn was used to run truck turning templates to validate that the proposed ramp design and the redesign of the existing facilities would accommodate all vehicles allowed in the State of California. The Transportation Corridor Agencies (TCA) proposes to construct a new median to median direct connector ramp from S.R. 241 to S.R. 91 in the City of Anaheim. The proposed connector ramp would provide additional access to SR-91 east of SR-241. The proposed median to median connector ramp that will connect S.R. 241 and the S.R. 91 Express Lanes, which are tolled facilities, is also proposed to be a tolled facility.



S.R. 241 Wildlife Protection Fence Project, Anaheim, California. *Transportation Corridor Agencies.* Project Engineer. Provided design support for the implementation of the wildlife protective fencing along the S.R. 241 corridor. Using Microstation, we were able to implement a layout concept that worked for both the agencies and biologist involved in the project. The terrain located adjacent to the S.R. 241 provided numerous challenges for actually constructing the fences, and our design had to take this into account. Michael Baker prepared complete plans, specifications and estimate (PS&E) for the Transportation Corridor Agencies (TCA), to construct unique wildlife fencing and wildlife crossings along the State Route 241 from Santiago Creek to State Route 91.

Cow Camp Road Design – Phases 1A and 1B, Rancho Mission Viejo, California. *Rancho Mission Viejo, LLC.* Project Engineer. Responsible for the design support of Phase 1B of Cow Camp Road. Provided QA/QC of the existing design and quantities.

Cow Camp Rd. PH II PSR. *Rancho Mission Viejo, LLC.* Project Engineer. Responsible for the County Approved Conceptual Geometric Approval Drawing (vertical and horizontal alignment, bridge locations, etc...) for the future extension of Cow Camp Road, in the City of Rancho Mission Viejo. Upon the approval of the Conceptual Alignment, the Project is now in the Project Study Report Phase. Also responsible for writing and coordinating the completion of the Project Study Report with multiple sub consultants and Orange County Public Works, on behalf of Rancho Mission Viejo. The Project Study Report is scheduled for approval in November of 2015.

Non-Michael Baker Project Experience

Pioneer Road Rehabilitation Project (from Imperial Highway to Lakeland Road), Norwalk, California. Project Engineer. Responsible for the design, coordination, bid documents and construction support of one mile of Pioneer Road in the City of Norwalk. The City of Norwalk worked with a limited budget and provided them a scope of work that could accomplish the goals of the project while staying within the budget available. Responsibilities included ADA compliance, pavement design, traffic control, traffic signing and striping plans, design plans, utility coordination, cost estimate and project specifications documents. Coordination between Caltrans was required as the project included joining current freeway on ramps, as well as coordination with the City of Santa Fe Springs as the project limits extended into their jurisdictional boundaries.

Citywide Street Rehabilitation Project, San Juan Capistrano, California. Coordinated the proposal effort that lead to the design and management of the pavement rehabilitation of twelve local residential streets in the City of San Juan Capistrano. The project required the field analysis of the pavement conditions of the roadways and the design of the rehabilitation of the asphalt, as well as ensuring ADA compliance on all adjacent pedestrian curb ramps. Responsibilities also included utility coordination, homeowner correspondence, Project Specification documents, cost estimates, and construction support.

Laguna Canyon Road (S.R. 133) and Pacific Coast Highway (S.R. 1) Sidewalk Repairs and ADA implementation, Laguna Beach, California. Project Engineer. Responsible for the evaluation and modification of nearly five-miles of sidewalk and eight curb ramps in the City of Laguna Beach, California. The condition of many of the cities sidewalks were poor and the replacement was broken down by area and priority of repair needs. Many of the cities curb ramps were not up to current ADA code and were redesigned to the proper guidelines. The topography of the City of Laguna Beach required special details when designing the ADA curb ramps to ensure proper slope requirements were met. Responsibilities also included the removal and replacement of curb and gutter, roadway asphalt, and street light poles.



ALAN Y. ASHIMINE

ENVIRONMENTAL ANALYSIS

Summary

As a Project Manager and Environmental Analyst at Michael Baker, Mr. Ashimine prepares environmental and planning studies for public and private sector clients under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). He has extensive experience in the research, analysis, and writing of environmental documentation for a variety of projects involving infrastructure, redevelopment, residential, and industrial uses. Using his broad background and understanding of environmental constraints, Mr. Ashimine provides defensible CEQA/NEPA compliance review and environmental documentation. He utilizes the skills developed in each of his specialized disciplines to prepare and process environmental documents for a diverse range of projects and land uses.

Years of Experience: 16

Education/Training:

B.A., 2000, Environmental Analysis and Design, University of California at Irvine

Mr. Ashimine utilizes his experience to manage and author environmental documentation, often incorporating the results of complex technical documentation to substantiate conclusions within the document. Mr. Ashimine has also successfully prepared environmental documentation for a range of highly controversial projects subject to scrutiny by the general public, environmental organizations, and public agencies. Using his broad background and understanding of environmental constraints, Mr. Ashimine provides detailed, legally sound CEQA/NEPA compliance review and environmental documentation. Mr. Ashimine also has expertise related to processing environmental documentation for local and regional transportation projects. He has managed a range of highly technical CEQA/NEPA studies for locally-funded roadways, Federally-funded roadways through Caltrans Local Assistance, and projects on the State Highway System.

Project Experience

Brookhurst Street / Adams Avenue Intersection Improvement EIR, Huntington Beach, California. *City of Huntington Beach.* Project Manager. Responsible for environmental documentation. Michael Baker prepared an Environmental Impact Report (EIR) for the Brookhurst Street/Adams Avenue Intersection Improvements project for the City of Huntington Beach. The project proposed improvements along Brookhurst Street approximately 1,000 feet north of Adams Avenue and 800 feet south of Adams Avenue, and along Adams Avenue approximately 1,300 feet west of Brookhurst Street and 1,200 feet east of Brookhurst Street. The project also resulted in two northbound right-turn lanes, one southbound right-turn lane, one eastbound through lane, and one westbound through lane. Approximately 31,230 square feet of right-of-way from the adjoining parcels was acquired. One bus turnout was added to an existing bus stop. The project was part of a multi-jurisdictional approach to alleviating traffic congestion along arterials in Huntington Beach, Fountain Valley, and Costa Mesa. Key environmental impact areas analyzed in the EIR included land use/planning, air quality, traffic and circulation, hazards and hazardous materials, noise, and greenhouse gas emissions.

El Camino Real and Avenida Pico Intersection Improvements, San Clemente, California. *City of San Clemente.* Environmental Manager. Responsible for environmental documentation. Michael Baker provided design, construction management, and inspection services for an intersection improvement project consisting of 1,350 feet of roadway widening on El Camino Real, median island improvements, traffic signal improvements, pavement restoration on Avenida Pico, and a small bridge structure crossing over existing protected wetlands on the north side of El Camino Real. Michael Baker provided bid analysis; contract administration; construction management; inspection; quality control and quantity verification; value engineering; public relations, construction schedule, and material testing monitoring; utility coordination; web-based document control system maintenance; and control documents processing for submittals, progress payments, daily reports, digital photos, and the final punch list.

Alessandro Boulevard Median (Indian Street to Perris Boulevard), Moreno Valley, California. *City of Moreno Valley.* Environmental Manager. Responsible for environmental documentation. Michael Baker provided environmental



clearance, final design, and construction support services for Alessandro Boulevard Median improvements. The project was funded under federal Highway Safety Improvement Program (HSIP) as a Local Assistance project overseen by Caltrans. The safety improvement project addressed traffic and pedestrian safety issues. Work items included design of raised median, turn pockets, traffic signal modifications, striping and signage, landscaping, new lane configurations, Americans with Disabilities Act (ADA) compliance, and environmental CEQA and NEPA documents.

20th Street/Walnut Avenue/Alamitos Avenue Intersection Improvements – NEPA Compliance, Long Beach, California. *City of Long Beach.* Project Manager. Responsible for project management. Michael Baker assisted with preparation of National Environmental Policy Act (NEPA) compliance documentation for the 20th Street/Walnut Avenue/Alamitos Avenue Intersection Improvement Project, in the southern/central portion of the city. A small portion also extended into the southern portion of the City of Signal Hill. It involved construction of a new four-way signalized intersection, which included the realignment of Alamitos Avenue, removal of a diagonal portion of East 20th Street, and realignment of East Wesley Drive. In consultation with city staff, Michael Baker processed NEPA clearance documentation through Caltrans District 7, including the preparation of several technical studies for a categorical exclusion (CE) document.

University Drive Widening Project, Irvine and Newport Beach, California. *City of Irvine.* Task Manager. Managed preparation of the Initial Study/Mitigated Negative Declaration for the project. Michael Baker prepared the initial study and Mitigated Negative Declaration and the Project Report and Environmental Document (PR/ED) for proposed improvements to University Drive. Three design alternatives were analyzed in the PR/ED that included widening the roadway from a four to six lane arterial, adding a sidewalk to improve pedestrian access to UC Irvine and the San Diego Creek Trail, improving bicycle and pedestrian connectivity, adding retaining walls along the UC Irvine property line, and improved water quality treatment. The IS/MND addressed technical issues, primarily air quality/greenhouse gas, biological resources (due to proximity to San Diego Creek), cultural resources, hazards and hazardous materials, water quality, and traffic.

Ball Road / Sunkist Street Intersection Improvements, Anaheim, California. *City of Anaheim.* Environmental Manager. Responsible for environmental documentation. Michael Baker prepared a preliminary environmental checklist and performed an initial study for the Ball Road/Sunkist Street Intersection Improvements Project. The study examined primary impacts related to air quality, noise, and construction-related impacts, such as hydrology, water quality, and aesthetics.



MICHAEL J. BRUZ, PE

PROJECT PRINCIPAL | QA REVIEWER

Summary

Mr. Bruz has over three decades of experience providing project delivery and oversight for transportation planning and design projects. Representative projects include freeway widenings and interchanges, arterial roadways, local street improvements, complete streets, streetscape improvements, bicycle facilities and utilities (water and sewer). He is well versed in all project phases including preliminary engineering (PA/ED), PS&E preparation, environmental planning, construction management, value analysis and dispute resolution. Mr. Bruz has managed numerous multi-discipline teams and has great knowledge and background working with state DOT's, local municipalities and other governmental agencies. He is an experienced leader who is known as a pro-active, client service oriented manager who fosters effective partnering relationships with his clients.

Years of Experience: 36
Education/Training: B.S., 1979, Civil Engineering, Michigan State University
Licenses/Certifications: Professional Engineer - Civil, California, 1983, 36198; Also in AZ, MI, NV, VT

Project Experience

43rd Avenue Intersection Improvements, Glendale, Arizona. Project Manager. Responsible for capacity enhancements at five intersections (Peoria Avenue, Olive Avenue, Northern Avenue, Glendale Avenue and Bethany Home Road) on one of the busiest north-south corridors in the City. The intersections are at one mile intervals and improvements included: additional turn lanes, bus bays, traffic signal modifications, raised medians, utility relocations and construction (water, sewer, irrigation, electrical, gas, telephone, cable television), landscaping and signing and striping.

Date Palm Drive Bridge over Whitewater River, Cathedral City, California. *City of Cathedral City.* Project Engineer. Deputy Project Manager. Responsible for transportation engineering. Michael Baker provided environmental documentation and final engineering for a 760-foot-long bridge project that consisted of widening from four lanes to six lanes of traffic; seismic retrofit; and roadway improvements, including pedestrian and bike lane enhancements. The original 1981 bridge consisted of nine spans, precast P/S I-girder supported on pier walls, and pile foundations. The symmetrical widening matched the existing superstructure type on a 45 degree skew. Scour protection countermeasures were used for protecting existing piles while new pile foundations were placed at sufficient depth to resist high scour conditions. Other features included retrofitting with the existing bridge with girder cable restrainers, hinge retrofit, and deck repairs. The HBR project complied with Caltrans latest 2010 Amendments, including SDC and LRFD criteria, and Local Assistance Procedures Guide in District 8.

Rodeo Drive Improvements, Beverly Hills, California. Project Manager. Responsible for the reconstruction of landscaped median islands and pavement for a three-block reach along what is commonly considered to be the most famous stretch of roadway in the world. The project was designed and constructed on a very tight schedule in order to be complete prior to the 1994 World Cup Soccer Tournament. The project included extensive coordination with the Rodeo Drive Merchants Association and special construction requirements were included in the contract to minimize disruption to business.

16th Street Glendale Avenue Intersection Improvements Design Concept Report and Final Design. Project Manager. Responsible for the preparation of a Design Concept Report and final design for the improvements to add additional westbound left turn capacity on Glendale Avenue at the 16th Street Intersection. Extra lane capacity was needed to smooth the flow of traffic through the intersection due to turn lane traffic backing-up the through lanes during heavy volume periods.

Intersection Improvements, Berkeley Avenue at Verano Way University of California, Irvine. Civil Engineer. Responsible for the preparation of intersection improvement plans to accommodate a new traffic signal and to accommodate handicapped access improvements.



Rio Vista Neighborhood Circulation Improvements Design and Post-Design Services, Peoria, Arizona. Project Manager. Responsible for this project and provided professional consultant services including survey, drainage design, waterline and sewerline design, street improvement plans, signing and striping plans, traffic control, cost estimating, and construction inspection/oversight.

Sasco Road Improvements, Pinal County, Arizona. Principal-in-Charge. Responsible for one mile of detour improvements, including drainage analysis, roadway design, signing and striping, and traffic control aspects. Other services for this project included infrastructure paving plans, drainage report, survey services, water and sewer plans, channel design, NOI and SWPPP, Wastewater Master Plan, and effluent plans for this project.

Bradshaw Mountain Road Bridge over the Agua Fria River, Prescott Valley, Arizona. Project Manager. Responsible for mile of major arterial roadway improvements, including a 300' bridge, major channel protection, drainage analysis/plans, signing/striping plans and coordination with several state and local agencies.

McLellan Road, Mesa, Arizona. Project Manager. Responsible for the widening of approximately one-half mile of arterial roadway. This project is being completed on a short schedule and includes roadway widening, storm drainage analysis/plans, utility relocations (water, sewer, electrical and irrigation) and signing/striping plans. Extensive coordination with City Staff and utility owners was required to assure on-time project completion.

79th Avenue Widening, Peoria, Arizona. Project Manager. Responsible for the street improvements required to widen 79th Avenue to its ultimate width as a collector street. The 79th Avenue Widening Project included: roadway widening (curb, gutter, access, and sidewalk), storm drainage analysis/plans, utility relocations (water, sewer, electrical, and irrigation), a 1,000'-8' high CMU wall with emergency access gate, signing/striping plans, construction plans, specifications, bidding schedules, cost estimates, and coordination with City staff and utility owners.

Terminal 3 Traffic Lane Expansion at Sky Harbor International Airport, Phoenix, Arizona. Project Manager. Responsible for providing preliminary engineering design alternatives and analysis for adding a 3rd through lane to Sky Harbor Boulevard at Sky Harbor International Airport at Terminal 3. Worked with the project team to provide the City of Phoenix's Aviation Staff with an analysis matrix presenting the various impacts associated with each of the proposed alternatives for the installation of the 3rd lane to aid in their decision making on which alternative to select.

McCulloch Boulevard "Main Street" Streetscape, Lake Havasu City, Arizona. Project Manager. Responsible for providing urban design, landscape architectural, and civil engineering services to Main Street/Uptown Lake Havasu. The project area was centered on approximately two-thirds of a mile of McCulloch Boulevard; the "main street" of Lake Havasu City. The work included the review of existing conditions and the development of a comprehensive streetscape enhancement program to help bring the uptown area back to a vibrant pedestrian-oriented shopping area. Investigated streetscape enhancements including parking improvements, street furniture, pedestrian lighting, decorative sidewalk, and decorative/enhanced pedestrian crosswalks. He also worked closely with the Main Street/Uptown Association to develop plant, furniture, and color palettes for aesthetically enhancing the area. Prepared schematic streetscape plans, street improvement plans, lighting and electrical plans, and landscape planting/irrigation plans.



RICKY CHAN, PE, TE, PTOE

TRAFFIC ENGINEERING

Summary

Mr. Chan has years of experience in transportation, traffic, and municipal engineering projects. He has worked on a variety of roadway and traffic related projects. His experience includes intersection widening, traffic signal operations, traffic signal design, retaining walls, hydrology and hydraulic reports and computer simulations, drainage design, and Caltrans PS&E.

Project Experience

Sepulveda Boulevard (SR-1) and Mariposa Avenue Intersection Improvements, El Segundo, California. *In-N-Out Burger.* Task Manager. Responsible for preparing signing and striping plans, traffic signal plans and traffic control plans for requesting a Caltrans encroachment permit. Michael Baker was responsible for preparing signing and striping plans, traffic signal plans, and traffic control plans for intersection improvements. In-N-Out Burger developed and occupied the northeast corner of the intersection at Sepulveda Boulevard (SR-1) and Mariposa Avenue. The intersection needed to be updated to meet the current ADA standards, while adding a second left turn lane on westbound Mariposa Avenue turning onto southbound Sepulveda Boulevard. The project included: field investigation; review of existing signal operation; review of existing cabling and conduits capacity; review of existing signal communication interconnect; signal design; signing and striping; and traffic control design.

Pacific Coast Highway (S.R. 1) and 2nd Street Intersection Widening, Long Beach, California. Prior to joining Michael Baker, Lead Project Engineer for the preparation of the plans, specifications, and estimates of the project. The project widened southbound Pacific Coast Highway to allow for the installation of a dual left turn lane and a widened shoulder to allow for right turns. The project followed the Caltrans criteria for project development and PS&E. It required Caltrans coordination and plan approval.

Adolfo Road at Santa Rosa Drive Intersection Widening, Camarillo, California. Prior to joining Michael Baker, Project Engineer for the concept development and final PS&E and Construction Manager for the project construction. The project includes widening the eastbound leg to allow the installation of dual left turn lanes and a right turn lane in a confined right-of-way. The project included a traffic analysis, concept plan, traffic signal and interconnect design, drainage design, CEQA development, and geotechnical investigations.

Avenue 42 and Monroe Street Traffic Signal and Interconnect, Indio, California. *City of Indio.* Engineer. Responsible for preparing traffic signal and fiber optic communication interconnect plans for the intersections of Avenue 42 and Monroe Street, Avenue 42 and Street "B", and Monroe Street and Showcase, and installing a protective traffic signal head, countdown ped heads, and interconnect system. Also responsible for field investigation, review of cabling and conduits capacity, signal communication interconnect design, signal design, signing and striping, new signal heads, poles, and coordination with utility companies.

Walker Street and Delong Street Traffic Signal and Interconnect, Cypress, California. *Warmington Residential Communities.* Project Engineer. Responsible for traffic engineering. Michael Baker was responsible for preparing traffic signal plans for the intersection of Walker Street and Delong Street and communication interconnect plans for Walker Street from Crescent Avenue to Delong Street and from Delong Street to Lincoln Avenue. Traffic signal plans included installing protective traffic signal head and countdown ped heads. The project included field investigation, review of existing cabling and conduits capacity, signal communication interconnect design, signal design, signing and striping, new signal heads, poles, and coordination with utility companies.

Years of Experience: 15
Education/Training: B.S., 2000, Civil Engineering, University of California at Irvine
Licenses/Certifications: Professional Engineer, California, 2007, 71389 Traffic Engineer, California, 2013, TR2673 Professional Traffic Operations Engineer, Washington, D.C., 2014, 3685



Newport Boulevard at Hospital Road Widening, Newport Beach, California. Prior to joining Michael Baker, Design Engineer for the widening of Newport Boulevard at Hospital Road. This project consisted of the addition of a right turn lane, traffic signal relocation, drainage head wall, signing and striping, drainage, hydrology and hydraulic studies and grading. The project required coordination with the City of Newport Beach and Caltrans.

20th Street and Cherry Avenue Traffic Signal Project, Signal Hill, California. Prior to joining Michael Baker, Assistant Project Manager for preparing traffic signal plans for the offset intersection and installing protective traffic signal head, countdown ped heads, and ADA curb ramp. The project included field investigation, review cabling and conduits capacity, review existing signal communication interconnect, signal design, roadway improvements, signing and striping, new signal heads, poles, and coordination with utility companies.

Orange Avenue and Willow Street Traffic Signals Upgrade Project, Signal Hill, California. Prior to joining Michael Baker, Project Engineer for preparing traffic signal plans to upgrade the intersection to current standards and installing protective-permissive traffic signal heads, countdown ped heads, ADA curb ramp upgrades, and relocating poles for ADA compliance. The project required documenting the existing conditions since the initial installation occurred in early 1970's and the project plans were unreadable. In addition, the project included field investigation, review signal operations, review cabling and conduits capacity, review existing signal communication interconnect, signal design, roadway improvements, signing and striping, new signal heads, poles, and coordination with utility companies.

Orange Avenue Traffic Signals Upgrade and Signal Interconnect Project Phase I, Signal Hill, California. Prior to joining Michael Baker, Project Engineering in preparing traffic signal plans to upgrade two intersections (33rd and 32nd) to current standards and installing interconnect from Wardlow Avenue to Spring Street. The project required an encroachment permit to install a communication line across I-405. Project coordination included Caltrans and the City of Long Beach. The project included field investigation at each intersection, review signal operations, review cabling and conduits capacity, review existing signal communication interconnect, signal design, roadway improvements, signing and striping, new signal heads, poles, radio system, and coordination with utility companies.



WILLIAM G. COX, PLS

SURVEY

Summary

Mr. Cox has years of surveying experience including office management and field crew coordination. He is responsible for construction staking of roadways, highways, major land development projects, aerial and conventional topographic mapping, surface modeling, earth volume analysis, and field-to-finish data collection. He has worked in numerous disciplines of land surveying, including boundary, profile staking and verification, static and mobile LiDAR applications, control networks, settlement and deformation, airport runway staking, tunnel alignment, cadastral mapping, and geophysical surveys. Mr. Cox has managed projects within both the public and private sectors and brings together the most relevant surveying technologies and personnel to complete each project on time and within budget.

Years of Experience: 37
Education/Training: B.S., 1977, Business Administration, Colorado State University
Licenses/Certifications: Professional Land Surveyor, California, 1992, 6673 Transportation Worker Identification Credential (TWIC), California, 2011

Project Experience

State Route 60 / Grand Avenue Interchange Improvements, Industry, California. *Wei Koo & Associates, Inc.* Survey Manager. Responsible for all field surveying. Michael Baker worked with the City of Industry on improvements to the S.R. 60/Grand Avenue interchange. The S.R. 60/Grand Avenue project includes construction of a new interchange with a new eight-lane overcrossing. Michael Baker was responsible for the surveying and mapping tasks and was involved in preparation of the project environmental document, project report, and roadway design. Michael Baker also performed a traffic impact analysis for multiple design alternatives under consideration. The traffic impact analysis included level-of-service calculations at study intersections and freeway mainline weaving-transition analysis to identify the potential benefits associated with the various interchange design alternatives and to support the project study report, project report, and environmental documentation.

Interstate 10 / State Route 118 Emergency Response Services, Los Angeles County, California. *Caltrans - District 7.* Surveyor. Responsible for emergency topography for heavily damaged S.R. 18 and I-10 freeways for design and reconstruction. Michael Baker provided survey crews and geodetic specialists to Caltrans District 7 the day after the Northridge Earthquake in January 1994. The quake severely damaged buildings and infrastructure for several square miles in a heavily populated area. Among the roadway casualties were the I-10 and S.R. 118 freeways, including several bridges that suffered major damage, forcing complete closure of portions of these heavily used transportation arteries. Caltrans District 7 engineers required immediate survey data for the assessment and repair of I-10 and S.R. 118. Working around the clock, crews performed topography of the damaged road surface and processed the survey data. Michael Baker then met with Caltrans District 7 survey managers to review required work on damaged portions of I-10. With a tight project deadline of four calendar days, Michael Baker mobilized two survey crews within hours. Michael Baker delivered the completed topography, including electronic data files, within 60 hours of receiving the initial request; one full day ahead of schedule.

El Camino Real and Avenida Pico Intersection Improvements, San Clemente, California. *City of San Clemente.* Survey Manager. Responsible for all field surveying. Michael Baker provided design, construction management, and inspection services for an intersection improvement project consisting of 1,350 feet of roadway widening on El Camino Real, median island improvements, traffic signal improvements, pavement restoration on Avenida Pico, and a small bridge structure crossing over existing protected wetlands on the north side of El Camino Real. Michael Baker provided bid analysis; contract administration; construction management; inspection; quality control and quantity verification; value engineering; public relations, construction schedule, and material testing monitoring; utility coordination; web-based document control system maintenance; and control documents processing for submittals, progress payments, daily reports, digital photos, and the final punch list.



Alton Parkway Construction Support, Orange County, California. *County of Orange.* Survey Manager. Responsible for all field surveying. Michael Baker provided construction support for the extension of Alton Parkway from the current easterly terminus at Irvine Boulevard to the City of Lake Forest limits. Michael Baker provided full construction staking support for a 1.25-mile segment of roadway, including mass grading, major regional drainage and utility infrastructure, and roadway improvements. Michael Baker's team worked closely with County survey and inspection staff to develop a protocol of deliveries and transparent operations to insure the highest quality of service with no disruptions to the construction schedule.

On-Call Surveying and Mapping Contract, Various Locations in CA, CO, NM, NV, UT and WY. *Federal Highway Administration.* CADD Technician. Responsible for providing surveying and mapping services under an on-call contract with FHWA covering 13 western states. Michael Baker provided surveying and mapping services under an on-call contract with the Federal Highway Administration covering 13 western states. The projects support development and improvements for federal roadways in national parks, national forests, and other federal facilities. Michael Baker's surveying services included global positioning system (GPS) control surveys, conventional and photogrammetric mapping, right-of-way surveying, and research and development for laser scanning and airborne GPS positioning.

Atlantic Avenue Cast Iron Main Replacement, Long Beach, California. *Long Beach Water Department.* Survey Manager. Responsible for all field surveying. Michael Baker provided engineering services for approximately 10,000 linear feet of new eight-inch ductile iron pipe to replace the cast iron water main on Atlantic Avenue between the intersections with 405 Freeway/Spring Street and Pacific Coast Highway. Michael Baker's services included design, permitting, and traffic control.

Grand Avenue at S.R. 57/S.R. 60 Interchange, Diamond Bar, California. *PBS&J.* Survey Manager. Responsible for all field surveying. Michael Baker provided environmental support for the S.R. 57/S.R. 60 confluence at Grand Avenue in Los Angeles County, within the Cities of Industry and Diamond Bar. The interchange is located approximately at the midpoint of the two-mile common alignment of the S.R. 57/S.R. 60. Michael Baker assisted in managing the preparation of technical studies anticipated to support a joint environmental impact report/environmental assessment (EIR/EA).

Interstate 405 / Jamboree Road Interchange Improvements, Irvine, California. *City of Irvine.* Survey Manager. Responsible for all field surveying. Michael Baker prepared a permit engineering evaluation report (PEER) for the I-405/Jamboree Road Interchange southbound exit ramp widening. The existing intersection experienced congestion from the high volume of vehicles on Jamboree Road and turning volumes at the southbound I-405 ramp intersection. Project improvements were designed to widen the ramp to the outside to provide an additional left-turn lane at the intersection with Jamboree Road, construct a retaining wall along the right edge of shoulder, remove and reconstruct an overhead sign structure, modify the existing traffic signal at the intersection, make minor drainage improvements, and protect and relocate existing utilities. Michael Baker prepared new aerial topographic mapping, traffic analysis, preliminary improvement plans, cost estimates, and environmental technical studies in support of a California Environmental Quality Act (CEQA) categorical exemption.

Baldwin Park Transit Center Parking Structure, Baldwin Park, California. *Watry Design.* Survey Manager. Responsible for all field surveying. Michael Baker assisted with civil site work and utility coordination tasks for the design of a new 506-stall parking structure and related transit facilities to service City Hall. The parking structure required new utility service with Southern California Edison (SCE). Creative solutions were employed to avoid the addition of an entirely new transformer unit. Michael Baker's survey experts facilitated alteration of existing lot lines to meet the SCE requirements for service, saving thousands of dollars in new service costs.

Western Avenue and Rolling Hills Water Main Replacement / Rehabilitation, Torrance, California. *Torrance, City of.* Survey Manager. Responsible for all field surveying. Michael Baker provided engineering services for the replacement of 4,200 feet of 12-inch water main on Western Avenue between 190th Street and Del Amo Boulevard and 700 feet along Rolling Hills Road, and the replacement of approximately 2,500 square feet of pavement in two locations along Western Avenue due to damage from water main breaks. Michael Baker's services included topographic surveys and traffic control plans.



JEREMY P. FRANZINI, PLA

LANDSCAPE AND IRRIGATION

Summary

Mr. Franzini is a Landscape Architect with extensive experience managing and designing landscape architectural projects throughout southern California. His expertise includes landscape design, conceptual and schematic design, construction documents, specifications, urban design, master plans, site planning, cost estimates, and project management for public and private projects. His ability to creatively balance artistic and scientific principles results in projects that are beautiful, safe, and enjoyable. Many of his projects incorporate sustainable and green design principles that create lasting benefits for both the Client and the environment.

Project Experience

Lincoln Boulevard, Los Angeles, California. Playa Vista. Landscape Architect. Prepared conceptual landscape plans, construction documents, specifications, and estimates in Microstation format to the design standards of the California Department of Transportation. The project is located next to wetland habitat that required special landscape treatment and bioswales to improve water quality. Only California native plant material is being used because of the special biological conditions. The plans required approval from the City of Los Angeles, Caltrans, and the California Coastal Commission. Michael Baker prepared conceptual design and landscape construction documentation for this high-profile six-lane road that separates a high-density urban development from a newly established fresh-water marsh. Michael Baker facilitated design solutions that allowed the private developer, Caltrans, the City of Los Angeles, and the California Coastal Commission, to jointly support the landscape design. The landscape concept features California native plants indigenous to the Ballona Wetlands and water-efficient irrigation systems.

Alessandro Boulevard Median (Indian Street to Perris Boulevard), Moreno Valley, California. City of Moreno Valley. Landscape Architect. Responsibilities included landscape architecture. Michael Baker provided environmental clearance, final design, and construction support services for Alessandro Boulevard Median improvements. The project was funded under federal Highway Safety Improvement Program (HSIP) as a Local Assistance project overseen by Caltrans. The safety improvement project addressed traffic and pedestrian safety issues. Work items included design of raised median, turn pockets, traffic signal modifications, striping and signage, landscaping, new lane configurations, Americans with Disabilities Act (ADA) compliance, and environmental CEQA and NEPA documents.

Foothill Parkway Westerly Extension, Corona, California. City of Corona. Landscape Architect. Responsible for preparing plans, specifications, and estimates for the decorative hardscape, planting, and irrigation improvements. Michael Baker prepared 12 initial concept plans and developed a comprehensive basis of design report based upon design and environmental studies for the westerly extension of Foothill Parkway as a four-lane roadway from approximately 250 feet west of Trudy Way to Green River Road, a distance of approximately two miles. Michael Baker began a public outreach program, designed a comprehensive website, prepared illustrative communications materials, and organized a large-scale, interactive open house focused on details for the roadway extension. Michael Baker also provided engineering services for the preparation of roadway plans, bridge and retaining wall plans, right-of-way engineering, storm drain plans, roadway grading plans, traffic signal plans, landscape and irrigation plans, water line plans, and construction cost estimates.

Palomar Airport Road Right Turn Lane, Carlsbad, California. City of Carlsbad. Supervisor. Responsible for preparing plans, specifications, and estimates for planting and irrigation improvements. Michael Baker provided professional design services for the preparation of planting and irrigation plans associated with the addition of a 14-foot-wide right-

Years of Experience: 20

Education/Training:

M.L.A., 1996, Landscape Architecture, Texas A&M University

B.S., 1993, Environmental Studies, University of California at Santa Barbara

Licenses/Certifications:

Landscape Architect, California, 2001, 4514



turn lane from Palomar Airport Road to Melrose Avenue for the City of Carlsbad. The project required the irrigation system to be modified to accommodate the new planting along Palomar Airport Road.

Pacific Electric Bike Trail Connection and Park, Long Beach, California. *City of Long Beach.* Project Manager. Responsible for project management and overall trail design. Michael Baker managed the preparation of a master plan and construction documents for two-thirds of a mile of Class 1 bikeway in a portion of the former Pacific Electric right-of-way in the City of Long Beach. As part of an as-needed landscape architectural services contract with the city, Michael Baker designed the bike trail, drainage facilities, an intersection modification with a new alignment and traffic signals, bike trail lighting, and planting areas with drought-tolerant plant material, and a water-efficient irrigation system. The bike trail will connect Chittick Field to a transit stop on Martin Luther King Avenue.

Long Beach Boulevard Rehabilitation and Pedestrian Improvements, Long Beach, California. *City of Long Beach.* Landscape Architect. Responsible for preparing plans, specifications, and estimates for the street furniture, including decorative lighting, bus shelters, and benches; decorative paving; planting; and irrigation. Michael Baker assisted the City of Long Beach with the development of the Virginia Village theme as a part of the ongoing Long Beach Boulevard rehabilitation. With the oversight of the redevelopment Agency, Michael Baker prepared pavement overlay plans along with a portion of parkway improvement plans. The improvements consisted of new bus shelters, pedestrian lighting, replacement street lighting, street trees, and decorative traffic signals. Coordination with the agency for the needed sidewalk easements and traffic re-direction continued throughout the design. Michael Baker developed plans, specifications, and engineering estimates (PS&E); designs for modification of three existing traffic signals; signing and striping plans; and stage construction/traffic handling details.

Yale Street Improvement Project, Santa Monica, California. *City of Santa Monica.* Landscape Architect. Responsible for preparing plans, specifications, and estimates for planting and irrigation improvements. Michael Baker provided professional engineering and landscape architectural services for the preparation of final plans, specifications, and estimates, bidding documents, and cost estimates for the Yale Street Improvement project. Design elements included parkway widening, roadway resurfacing, and landscape and irrigation improvements in conjunction with the immediate and phased removal of the invasive Ficus trees. Overall services for the project included surveying, design development, community outreach, landscape concept development, utility research and coordination, construction cost evaluation, construction plan preparation, bidding services, and engineering support services during construction.

Long Beach Boulevard Medians, Long Beach, California. *City of Long Beach.* Landscape Architect. Responsible for preparing landscape design concepts, construction drawings, cost estimates, and specifications for the creation of raised, landscaped medians. Michael Baker assisted the City of Long Beach with a median project on Long Beach Boulevard between Del Amo Boulevard and San Antonio Drive to blend with the theme of the ongoing Long Beach Boulevard rehabilitation. The improvements consisted of new asphalt pavement overlay and landscaped medians. The project involved the preparation of plans, specifications, and engineering estimates for the modification of three existing traffic signals; signing and striping plans; stage construction/traffic handling details; and median hardscaping, landscaping, and irrigation.

Bicycle System Gap Closures and Improved Los Angeles River Bike Path Access, Long Beach, California. *City of Long Beach.* Landscape Architect. Responsible for preparing plans, specifications, and estimates for planting and irrigation improvements. Michael Baker provided preliminary engineering services, community outreach, final engineering services, and preparation of forms to request authorization to proceed with construction for the addition of 9.4 miles (18.8 lane-miles) of bicycle infrastructure on the western side of the City of Long Beach, including Pacific Avenue, San Antonio Drive, Del Amo Boulevard, Harding Street, and Deforest Avenue. The project also consisted of bikeway signage improvements along several corridors in the City of Long Beach in order to improve connectivity to the Class I facility along the Los Angeles River. The project included Class II and Class III bicycle facilities, roadway rehabilitation, signage and striping improvements, and traffic signal improvements with bicycle detection.



LAURA LARSEN, PE, CPESC, QSD/QSP

WATER QUALITY

Summary

Ms. Larsen is experienced in stormwater management projects including water quality analysis, BMP design, and NPDES permit implementation. She has extensive experience in transportation and municipal NPDES stormwater permit compliance assistance, water quality monitoring, Best Management Practices (BMP) research, design and implementation including Low Impact Development, construction oversight, erosion and sediment control, Total Maximum Daily Load (TMDL) development and implementation, BMP design and implementation, BMP operation and maintenance, and BMP performance data analysis. She has worked with Caltrans for many years, performing data analysis, monitoring, site inspections, permit implementation assistance and developed BMP operation and maintenance guidance.

Project Experience

S.R. 57/Lambert Road Interchange Improvements Project, Brea, California. *City of Brea.* Engineer. Responsibilities included water quality. Michael Baker led the preparation of a project report and environmental document (initial study/mitigated negative declaration) for a project to mitigate existing and forecast traffic congestion for the S.R. 57/Lambert Road interchange. Two build alternatives were engineered and evaluated: a modified tight diamond and a combined partial cloverleaf/diamond. Critical design aspects included coordination of project design with two other freeway improvement projects: the S.R. 57/Northbound Widening Project (under construction), and the S.R. 57 Northbound Climbing Lane Project (future M2 Freeway Program project). The project included the widening of two bridge structures, retaining walls, sound walls, drainage improvements, and acquisition of right-of-way.

Date Palm Drive Bridge over Whitewater River, Cathedral City, California. *City of Cathedral City.* Engineer. Responsibilities included water quality. Michael Baker provided environmental documentation and final engineering for a 760-foot-long bridge project that consisted of widening from four lanes to six lanes of traffic; seismic retrofit; and roadway improvements, including pedestrian and bike lane enhancements. The original 1981 bridge consisted of nine spans, precast P/S I-girder supported on pier walls, and pile foundations. The symmetrical widening matched the existing superstructure type on a 45 degree skew. Scour protection countermeasures were used for protecting existing piles while new pile foundations were placed at sufficient depth to resist high scour conditions. Other features included retrofitting with the existing bridge with girder cable restrainers, hinge retrofit, and deck repairs. The HBR project complied with Caltrans latest 2010 Amendments, including SDC and LRFD criteria, and Local Assistance Procedures Guide in District 8.

Interstate 5 Widening - Project Report/Environmental Document (S.R. 73 to El Toro Road), Orange County, California. *Caltrans - District 12.* Engineer. Responsibilities included water quality. Michael Baker, in a subconsultant role, prepared a project report and environmental document (Initial Study and Environmental Assessment) for 6.5 miles of mainline widening of I-5 from S.R. 73 to El Toro Road. The project included widening of four bridge structures; replacement of the bridge structures at Avery Parkway, La Paz Road, El Toro Overhead off-ramp, and Aliso Creek Road; retaining walls; sound walls; drainage improvements; and an extensive public outreach effort focused on gaining citizen input and community support. Michael Baker led the geometric development of the southern project segment, developed two alternatives for reconstruction of the Avery Parkway interchange, and prepared 11 structural advance planning studies. To support the environmental document, Michael Baker prepared the visual impact assessment, air quality assessment, water quality assessment, and location hydraulic study.

Years of Experience: 16

Education/Training:

M.S., 2000, Environmental Engineering, University of California at Los Angeles

B.S., 1998, Civil Engineering, California State Polytechnic University, Pomona

Licenses/Certifications:

Professional Engineer - Civil, California, 2002, 63265; Also in NV

Qualified SWPPP Developer (QSD), California, 2012, 23529

Qualified SWPPP Practitioner (QSP), California, 2012, 23529



University Drive Widening Project, Irvine and Newport Beach, California. *City of Irvine.* Engineer. Responsible for water quality management plan. Michael Baker prepared the initial study and Mitigated Negative Declaration and the Project Report and Environmental Document (PR/ED) for proposed improvements to University Drive. Three design alternatives were analyzed in the PR/ED that included widening the roadway from a four to six lane arterial, adding a sidewalk to improve pedestrian access to UC Irvine and the San Diego Creek Trail, improving bicycle and pedestrian connectivity, adding retaining walls along the UC Irvine property line, and improved water quality treatment. The IS/MND addressed technical issues, primarily air quality/greenhouse gas, biological resources (due to proximity to San Diego Creek), cultural resources, hazards and hazardous materials, water quality, and traffic.

Interstate 15 / California Oaks Road Interchange Modification, Murrieta, California. *City of Murrieta.* Engineer. Responsibilities included water quality. Michael Baker prepared final plans, specifications, and cost estimate (PS&E) for the Interstate 15/California Oaks Road interchange modification project. The improvements included reconfiguring the existing diamond interchange into a modified partial cloverleaf configuration; widening and lowering California Oaks Road to accommodate three through lanes in each direction, and the required vertical clearance to the mainline undercrossing structures; bridge widening of two separate undercrossing structures; retaining walls (one Type 1 wall and two tie-back walls); drainage improvements, including an infiltration basin; utility relocations; traffic signal improvements at two intersections; and electrical improvements to lighting and ramp metering equipment.

S.R. 91 Westbound Widening - Final PS&E, Orange County, California. *Orange County Transportation Authority (OCTA).* Engineer. Responsibilities included water quality. Michael Baker provided plans, specifications, and estimates (PS&E) for the S.R. 91 widening project. The project consisted of 3.8 miles of freeway widening to convert the westbound auxiliary lanes into through mixed flow lanes between Brookhurst Street and Euclid Street, Euclid Street and Harbor Boulevard, and Raymond Avenue and State College Boulevard. The project also added two-lane exit ramps and associated auxiliary lanes at three interchange locations at the westbound exit ramps to Raymond Avenue, Lemon Street, and Brookhurst Street.



DA-CHENG LEE, PE

DRAINAGE AND HYDROLOGY

Summary

Mr. Lee is a licensed engineer with 14 years of experience. His major skills include drainage and roadway design, site development, project budgeting, cost estimating, numerical Analysis (FDM & FEM), and land surveying. A sampling of this duties on numerous public and private projects include roadway design, pavement drainage integration calculations, on-site hydrology and hydraulic analysis, drainage quantity, and drainage report. He has a bachelor's degree in Civil Engineering, master's degrees in Geotechnical Engineering and Construction Management, and an MBA in Business.

Project Experience

S.R. 303L Roadway and Traffic Engineering and Design, Glendale Avenue to Peoria Avenue, Glendale and Surprise, Arizona. *Arizona Department of Transportation.* Civil Engineer. Responsible for roadway design, and pavement drainage Integration calculation method and VBA workbook development. Michael Baker provided roadway and traffic engineering for improvements to S.R. 303, including design of a six-lane divided highway with provisions for a future fourth lane and high-occupancy vehicle (HOV) lane in each direction between Glendale Avenue and Peoria Avenue. Michael Baker analyzed an interim interchange configuration to ensure its compatibility with constructibility of the ultimate (future) design. Additionally, Michael Baker's traffic group prepared signing and marking, traffic control, construction sequencing, and traffic signal designs for the project.

101L HOV Lane Design and Environmental Studies, Maricopa County, Arizona. *Arizona Department of Transportation.* Civil Engineer. Responsible for on-site hydrology and hydraulic analysis, drainage quantity, and drainage report. Michael Baker provided engineering design and environmental documentation services for the incorporation of high occupancy vehicle (HOV) lanes to a 30-mile portion of SR 101L (Loop 101) between I-10 and Tatum Boulevard and three miles of additional general purpose (GP) lanes between 31st and 15th Avenues. Michael Baker prepared initial and final design concept reports for the addition of GP lanes, HOV lanes, and connector ramps; analyzed traffic impacts of the GP lanes; showed bridge lay-outs for the ramp connections; identified potential stormwater drainage issues; and developed alternatives for analysis. In addition, Michael Baker conducted environmental studies per the National Environmental Policy Act (NEPA) to identify impacts from the project, compare alternatives, and address any potential fatal flaws. Throughout the process, Michael Baker facilitated public involvement and agency coordination efforts to build consensus among local communities and affected agencies.

Design of Loop 303, Lake Pleasant Parkway to I-17, Peoria, Arizona. *Arizona Department of Transportation.* Civil Engineer. Responsible for on-site drainage and off-site channel hydrology and hydraulic analysis, drainage structure design, and drainage quantity. Michael Baker completed the first of many projects to design Loop 303: a brand new interim four-lane divided expressway constructed from Lake Pleasant Parkway to I-17. This project includes the final design and preparation of construction plans, specifications and estimate (PS&E) for constructing the interim SR 303L from Lake Pleasant Parkway to I-17. This design will also accommodate the future freeway to freeway connection to SR74, service interchanges to local streets as well as the SR 303L/I-17 system interchange.

Arizona Border Check Point Design, Tucson Sector, Arizona. *U.S. Army Corps of Engineers, Fort Worth District.* Civil Engineer. Responsible for hydrology and hydraulic analysis, meeting with clients, and documenting drainage memos. Michael Baker provided final design and environmental studies required for three interim Tucson Sector Border Patrol checkpoints and conceptual design and environmental studies required for one permanent Tucson Sector

Years of Experience: 14

Education/Training:

M.B.A., 2009, Business, University of Arizona

M.E., 2001, Construction Management, State University of New York at Buffalo

M.S., 1999, Geotechnical Engineering, National Taiwan University of Science and Technology

B.S., 1997, Civil Engineering, National Taiwan University

Licenses/Certifications:

Professional Engineer - Civil, California, 2009, 75150
Also in AZ, TX



Border Patrol checkpoint located on state and interstate highways. The interim checkpoints required large canopies to be installed along with temporary Border Patrol facilities needed to support operations adjacent to the existing state or interstate highways. In order to allow traffic to access the canopy, Michael Baker re-aligning the existing highway traffic lanes, designed the necessary traffic control, and coordinated with the Arizona Department of Transportation to acquire permits for construction. Design of the interim checkpoint sites required placement of temporary facilities, parking, inspection lanes, and lighting. To support bidding of the interim checkpoints, Michael Baker provided final specifications, request for proposals, and construction cost estimates along with bidder inquiry support. Michael Baker's work on the conceptual design of the permanent I-19 checkpoint included nine building/structures, eight inspection lanes, four canopies, on-site utilities, on-site drainage control, and a construction cost estimate.

Reconstruction of Cosey Beach Avenue, East Haven, Connecticut. *Town of East Haven, East Haven, CT.* Design Engineer. Responsible for storm drainage calculation, roadway design, AutoCAD drafting, construction cost estimating, and bidding documents preparation. This project included the survey, planning design and construction administration for the construction of over 4,000 linear feet of coastal roadway. This project involved the reconstruction of a roadway which had deteriorated over the years from the effects of coastal flooding and poor roadway base. The roadway elevation was raised to provide safe escape for residents during coastal flooding.

El Mirage Road Design Concept Report and Environmental Assessment, El Mirage and Surprise, Arizona. *Maricopa County DOT.* Civil Engineer. Responsible for preliminary drainage study. Michael Baker was responsible for a design location study and the preparation of 40% design plans for a regional transportation project in El Mirage, Arizona. The project involves the relocation of over 100 homes and numerous commercial properties and an extensive public involvement program.



SUKHDEV “TONY” RAI

ROW/MAPPING

Summary

Mr. Rai’s responsibilities consist of preparing numerous types of maps from record calculations to finished product, i.e., legal descriptions, right-of-way maps, final maps, boundary survey analysis, ALTA surveys, lot line adjustments, condominium plans, and annexation plats. In addition, Mr. Rai has extensive experience in the analysis of architectural plans.

<p>Years of Experience: 32</p> <p>Education/Training: Vocational/Technical, 1981, Civil Engineering</p>

Project Experience

Grand Avenue at S.R. 57/S.R. 60 Interchange, Diamond Bar, California. *PBS&J.* Technician. Responsibilities included surveying and mapping. Michael Baker provided environmental support for the S.R. 57/S.R. 60 confluence at Grand Avenue in Los Angeles County, within the Cities of Industry and Diamond Bar. The interchange is located approximately at the midpoint of the two-mile common alignment of the S.R. 57/S.R. 60. Michael Baker assisted in managing the preparation of technical studies anticipated to support a joint environmental impact report/environmental assessment (EIR/EA).

MacArthur Boulevard / Red Hill Avenue Intersection Improvements, Irvine, California. *City of Irvine.* Technician. Responsibilities included surveying and mapping. Michael Baker prepared a project report and environmental document for proposed improvements to the intersection of MacArthur Boulevard and Red Hill Avenue in the Irvine Business Complex area of the City of Irvine. The project report work program analyzed alternative concepts for providing dual left-turn lanes and three through-lanes in each direction of travel. The selected alternative maximized compatibility with the ultimate planned intersection improvements.

El Camino Real and Avenida Pico Intersection Improvements, San Clemente, California. *City of San Clemente.* Technician. Responsibilities included surveying and mapping. Michael Baker provided design, construction management, and inspection services for an intersection improvement project consisting of 1,350 feet of roadway widening on El Camino Real, median island improvements, traffic signal improvements, pavement restoration on Avenida Pico, and a small bridge structure crossing over existing protected wetlands on the north side of El Camino Real. Michael Baker provided bid analysis; contract administration; construction management; inspection; quality control and quantity verification; value engineering; public relations, construction schedule, and material testing monitoring; utility coordination; web-based document control system maintenance; and control documents processing for submittals, progress payments, daily reports, digital photos, and the final punch list.

La Pata Avenue Gap Closure and Camino Del Rio Extension Project, Orange County, California. *LSA Associates, Inc.* Technician. Responsibilities included surveying and mapping. Michael Baker performed alternative alignment studies and technical studies and prepared a project report in support of an environmental impact report for approximately four miles of La Pata Avenue and Camino Del Rio. Michael Baker has been involved in the development of alternative alignments for La Pata Avenue since the 1990s, and the project report is the culmination of more than 20 years of planning. The design also included the challenges of minimizing visual and noise impacts to residential communities, compatibility with regional power transmission facilities, maintaining access to a landfill, landslide remediation, and a provision for regional trail facilities.

Interstate 15 / California Oaks Road Interchange Modification, Murrieta, California. *City of Murrieta.* Technician. Responsibilities included surveying and mapping. Michael Baker prepared final plans, specifications, and cost estimate (PS&E) for the Interstate 15/California Oaks Road interchange modification project. The improvements included reconfiguring the existing diamond interchange into a modified partial cloverleaf configuration; widening and lowering California Oaks Road to accommodate three through lanes in each direction, and the required vertical clearance to the mainline undercrossing structures; bridge widening of two separate undercrossing structures; retaining walls (one Type 1 wall and two tie-back walls); drainage improvements, including an infiltration basin; utility relocations; traffic signal improvements at two intersections; and electrical improvements to lighting and ramp metering equipment.



Anaheim Regional Transportation Intermodal Center (ARTIC) - Project Definition and Preliminary Engineering, Anaheim, California. *Jones & Stokes Associates.* Technician. Responsibilities included surveying and mapping. Michael Baker provided project definition and preliminary engineering design services for the Anaheim Regional Transportation Intermodal Center (ARTIC), a joint development transportation gateway and mixed-use center. Michael Baker prepared preliminary structural advanced planning studies and structural type selection for a railroad bridge, four post-tensioned tie-back retaining walls, an elevated pedestrian corridor, station platforms, pedestrian undercrossings and overcrossings for platform access, and railroad crash walls. Michael Baker also provided preliminary traffic design and traffic mitigation design, including intelligent transportation systems analysis and complete right-of-way constraint mapping of all jurisdictional parcel ownership. Michael Baker provided complete aerial topography, supplemental design survey, and all railroad track survey and three-dimensional laser-scanning surveying within the active Metrolink rail corridor.

Interstate 5 Gateway Project, Orange County, California. *Orange County Transportation Authority (OCTA).* Right-of-Way Acquisition Agent. Served as right-of-way analyst. The work included project control, aerial topographic mapping, land net recovery, and monument perpetuation surveys, and coordination between the consultant design team and Caltrans Districts 7 and 12. Michael Baker provided engineering services for the widening of I-5. As primary subconsultant, Michael Baker provided traffic handling, signing, lighting, striping, and traffic electrical plans; structural and aesthetic design plans for the replacement of I-5/Beach Boulevard and I-5/Stanton Avenue overcrossings; and design plans for the replacement of the Route 39/5 Separation Pump Station to provide sufficient stormwater drainage for the project area.

On-Call Surveying and Mapping Contract, Various Locations in CA, CO, NM, NV, UT and WY. *Federal Highway Administration.* CADD Technician. Mr. Rai served as CADD analyst for the project. Michael Baker provided surveying and mapping services under an on-call contract with the Federal Highway Administration covering 13 western states. The projects support development and improvements for federal roadways in national parks, national forests, and other federal facilities. Michael Baker's surveying services included global positioning system (GPS) control surveys, conventional and photogrammetric mapping, right-of-way surveying, and research and development for laser scanning and airborne GPS positioning.

State Route 22 Right-of-Way Mapping Services, Orange County, California. *Orange County Transportation Authority (OCTA).* Technician. Responsibilities included surveying and mapping. Michael Baker developed right-of-way plans for three miles of widening and improvements along S.R. 22, from Main Street to S.R. 55. Michael Baker's surveying and mapping services included full land net recovery and preconstruction record of survey, development of new right-of-way maps, and the preparation of acquisition documents. Michael Baker also provided final design surveying and construction support.



CIPRIA STELEA, PE

RETAINING WALL DESIGN

Summary

Mr. Stelea is a Civil Engineer in the Structures Department, responsible for the design of various structure types including retaining walls, earth retaining systems, hydraulic channels, underground box culverts, seismic retrofit design, pump stations, lift stations, water treatment plants, cast-in-place concrete reservoirs, and steel tanks,. He is experienced in computer analysis and design of hydraulic structures utilizing RISA, RetainPro, SAP2000, and various other design and structural analysis software applications. Mr. Stelea also served as CADD technician for various projects. He is proficient in Microstation and AutoCAD.

Project Experience

Interstate 5 / Jamboree Road Interchange Improvement, Irvine, California. *City of Irvine.* Civil Engineer. Responsible for structural engineering of retaining wall construction. Michael Baker prepared a Permit Engineering Evaluation Report (PEER) for the I-405/Jamboree Road Interchange southbound exit ramp widening. The intersection experiences congestion from the high volume of vehicles on Jamboree Road and turning volumes at the southbound I-405 ramp intersection. The proposed improvements include left-turn lane and retaining wall construction, overhead sign structure reconstruction, traffic signal modification, minor drainage improvements, and utility coordination. Michael Baker prepared new aerial topographic mapping, a traffic analysis, preliminary improvement plans, cost estimates, and environmental technical studies in support of a CEQA Categorical Exemption.

Interstate 10/Jefferson Street Interchange Improvements, Indio, California. *County of Riverside.* Civil Engineer. Responsible for structural engineering. Michael Baker performed environmental and engineering services for the preparation of the project report (PR), modified access report (MAR), and plans, specifications, and estimate for I-10/Jefferson Street interchange improvements. The interchange is included in the I-10 Corridor Plan, prepared by the Coachella Valley Association of Governments (CVAG), which requires specific architectural and landscape treatments to the improved or new interchanges located within the plan. The modifications included replacement and relocation of the Jefferson Street/I-10 overcrossing, additional loop on-ramps, and realignment of Varner Road and Jefferson Street. Michael Baker was responsible for alternatives analysis and design, environmental investigations, roadway design, traffic studies, drainage studies, and structure advance-planning studies. In addition, Michael Baker developed the final plans, specifications, and estimates. Preparation of construction plans included roadway layouts and profiles, bridge plans, retaining walls, grading, drainage, utilities, signing and striping, traffic signal, lighting, and staged construction.

Interstate 5 Widening - Project Report/Environmental Document (S.R. 73 to El Toro Road), Orange County, California. *Caltrans - District 12.* Civil Engineer. Responsible for structural engineering. Michael Baker, in a subconsultant role, prepared a project report and environmental document (Initial Study and Environmental Assessment) for 6.5 miles of mainline widening of I-5 from S.R. 73 to El Toro Road. The project included widening of four bridge structures; replacement of the bridge structures at Avery Parkway, La Paz Road, El Toro Overhead off-ramp, and Aliso Creek Road; retaining walls; sound walls; drainage improvements; and an extensive public outreach effort focused on gaining citizen input and community support.

S.R. 57 Northbound Widening – Final PS&E (Orangethorpe Avenue to Yorba Linda Boulevard), Orange County, California. *Orange County Transportation Authority (OCTA).* Civil Engineer. Responsible for structural engineering. Michael Baker served as the prime consultant for the this \$30 million project involving 2.5 miles of mainline widening in the northbound direction through the cities of Placentia and Fullerton, and modifications to interchanges at Orangethorpe Avenue, Chapman Avenue, Nutwood Avenue and Yorba Linda Boulevard. In addition,

Years of Experience: 13
Education/Training:
M.S., 2006, Civil Engineering/Structures, University of California at Irvine
B.S., 2004, Civil Engineering, Central Connecticut State University
Licenses/Certifications:
Professional Engineer - Civil, California, 2008, 73379



the project included seven bridge widenings, including two railroad overhangs, and approximately two miles of retaining wall and sound wall improvements, as well as the development of special wall structure aesthetic treatments. The project consisted of 1,000 plan sheets, including 260 structural plan sheets.

Interstate 15 / California Oaks Road Interchange Modification, Murrieta, California. *City of Murrieta.* Civil Engineer. Responsible for structural engineering. Michael Baker prepared final plans, specifications, and cost estimate (PS&E) for the Interstate 15/California Oaks Road interchange modification project. The improvements included reconfiguring the existing diamond interchange into a modified partial cloverleaf configuration; widening and lowering California Oaks Road to accommodate three through lanes in each direction, and the required vertical clearance to the mainline undercrossing structures; bridge widening of two separate undercrossing structures; retaining walls (one Type 1 wall and two tie-back walls); drainage improvements, including an infiltration basin; utility relocations; traffic signal improvements at two intersections; and electrical improvements to lighting and ramp metering equipment.

Interstate 880 Operational and Safety Improvements, Oakland, California. *Alameda County Congestion Management Agency.* Civil Engineer. Responsible for structural engineering. Michael Baker provided engineering, environmental, and surveying and mapping services for a project to improve the mobility and traffic safety through the I-880 corridor, in the vicinity of 29th Avenue and 23rd Avenue. The project included removal and reconstruction of two freeway overcrossings, reconstruction of on-ramps and off-ramps, reconfiguration of local circulation patterns, and incorporation of a new roundabout at the 29th Avenue entrance ramp. Michael Baker provided right-of-way mapping services, boundary surveys, and aerial topographic surveys and prepared a joint CEQA/NEPA document. Michael Baker also provided type selection and final PS&E for mechanically stabilized embankment (MSE) retaining walls and pile-supported and conventional spread footing CIP concrete retaining walls, sound walls, and expanded polystyrene (EPS) block fill embankment and associated load distribution slab.

Marblehead Coastal Residential, San Clemente, California. Designer. Responsible for an earth retention system consisting of CMU and concrete conventional retaining walls and caisson supported retaining wall. Responsibilities included coordination with civil engineer and architect, structural design and plan development.



CHRIS LOERA

UTILITY POTHOLING

Summary

Mr. Leora serves as Project Manager and Chief Operating Officer at C Below. He plans, organizes, directs and controls the activities of the Operations function of the division. He is responsible for the performance of all Department functions including Research and Development, Material Management, Order Services, Engineering and Surveying.

Project Experience

Cole Avenue Storm Drain Utility Investigation, Riverside, CA

Role: Vice President

- Supervised all operations to assure they were conducted and completed as directed by the City of Riverside
- Services included: Utility locating via GPR, Electromagnetic locating, ram rod locating, potholing via vacuum excavation, and Surveying/CAD work, CCTV Pipe Inspection

Durfee Avenue Potholing, Pico Rivera, CA

Role: Vice President

- Supervised all operations to ensure the highest quality control and accuracy
- Services included: Vacuum Excavated 50 locations as directed by our client

KPFF- Rancho Los Amigos National Rehabilitation Center, Downey, CA

Role: Vice President

- Oversaw all operations of utility investigation of the entire campus
- Services included: utility locating via GPR and Electromagnetic locating, site surveying, CAD work, and Potholing

Port of Long Beach (On-Call), Long Beach, CA

Role: Vice President

- Supervised all operations to ensure high quality control and accuracy
- Services included: vacuum potholing, traffic control, permanent or temporary restoration of potholes, utility location, and trenches

Years of Experience: 16

Education/Training:

Construction Inspection, East L.A. Skills Center

Licenses/Certifications:

Ground Penetrating Radar Technician- Level III

Utility Locator- Level III



BEN HUSHMAND, PE, PHD

GEOTECHNICAL/PAVEMENT DESIGN

Summary

Dr. Hushmand has more than 30 years of experience in geotechnical and environmental research, testing, and applications, specializing in soil dynamics and analysis and design of soil-structure systems.

He has managed and acted as lead engineer for numerous challenging public and private projects of the last three decades involving geotechnical evaluations and seismic hazards. These investigations have included a large number of bridge design and construction projects for local, state, and federal government agencies such as a number of bridge widening, replacement, and seismic retrofit projects for City of Los Angeles, Port of Los Angeles, and OCTA, and several research projects on seismic design of bridges for Caltrans and Washington State Department of Transportation,.

Dr. Hushmand has conducted a wide range of research projects in both earthquake and geotechnical engineering. He has worked on several projects studying dynamic behavior of shallow foundations, piles, gravity base offshore platforms, dams, bridges, retaining walls, and liquefiable soils. He has specialized expertise related to experimental and computer modeling studies of the dynamic response of earth structures and foundations.

Project Experience - Representative Street Improvement (Design & Construction) Project

City of Downey:

- Lakewood Boulevard Improvements, Phase 3B – Florence Avenue to Gallatin Road & Phase 3C – Gallatin Road to Telegraph Road, Cash Contract No. 632-3B & 632-3C (2011-2013)
- Brookshire Avenue Pavement Rehabilitation, Cash Contract No. 681 (2011-2013)
- Gardendale Street Pavement Rehabilitation, Cash Contract No. 636 (2012-2013)

City of Carson:

- The Annual Overlay Program, Citywide-Project Nos. 1230, 1233, 1241, 1281, 1297 and 1360 (2007, 2009, 2010, 2011, 2013, and 2015, respectively)
- Avalon Boulevard Pavement Reconstruction Project from Dominguez Street to Victoria Street, City Project No. 1444 (2015)
- Broadway Improvements Project, Griffith Street to Main Street and Griffith Street from Broadway to 500 E/O Broadway, City Project No. 839 (2015)
- Avalon Boulevard Pavement Reconstruction Project (from I-405 Fwy to 223rd St), City Project No. 1330 (2014)
- Figueroa Street Pavement Reconstruction from I-405 to Victoria Street, City Project No. 1362 (2013)
- Wilmington Avenue Pavement Restoration (Del Amo Boulevard to Victoria Street), City Project No. 1311 (2011)
- Broadway Improvements Project (Griffith Street to Alondra Boulevard), City Project No. 1066 (2010)
- Figueroa Street Improvements Project (Victoria Street to Alondra Boulevard), City Project No. 843 (2008)
- The Annual Slurry Seal Program, Citywide-Project No. 964 (2008)

Years of Experience: 30

Education/Training:

Ph.D. Civil (Geotechnical & Earthquake) Engineering, California Institute of Technology (Caltech), 1984

M.S., Civil Engineering, California Institute of Technology, 1978

B.S., Structural Engineering, Sharif University of Technology, Tehran, Iran, 1977

Licenses/Certifications:

Professional Engineer, California, #C44777

40-Hour OSHA Trained, 29 CFR 1910.120 (e)(2)/8 CCR 5192.

Radiation Safety and Use of Nuclear Gauges Certificate



City of Arcadia:

- Baldwin Avenue Rehabilitation Project (2013)
- Santa Anita Canyon Erosion Repair Project (2006-2007)
- Street Improvement of Baldwin Avenue between Duarte Road and Naomi Avenue (2004)
- Street Reconstruction of Diamond Street between Santa Anita Avenue and First Avenue (2004)
- Geotechnical Field Monitoring and Testing Services for Santa Anita Entry Corridor Improvements Between Foothill (210) Freeway and Huntington Drive (2004)
- Rehabilitation of W/B Huntington Drive From Holly Avenue to Colorado Place and Colorado Place from Colorado Boulevard to Huntington Drive (2005)
- New City of Arcadia Police Station (2003)
- City of Arcadia Bus Pad Locations (2003 and 2004)
- Arcadia Police Station Existing Parking Lot (2003)
- Street Rehabilitation of N/B Baldwin Avenue and Huntington Drive (2003)
- Street Rehabilitation Projects at Santa Anita Avenue, Duarte Road, and Sunset Boulevard (2003)

City of San Gabriel:

- Improvements on Two (2) Intersections Along San Gabriel Blvd (2009)
- Bilton Road / Hazell Way Rehabilitation Project (2009)
- Saxon Avenue and Brighton Street Pavement (2007)

City of San Bernardino/Inland Valley Development Agency (IVDA):

- IVDA Parking Area Infrastructure Improvements Located Around Building 747 (2010)
- IVDA Parking Area Infrastructure Improvements Located Around Building 730 (2009)
- 3rd Street and 5th Street IVDA Improvements Project (2008-2009)

City of Lake Forest:

- Lake Forest Drive and Rockfield Boulevard Rehabilitation Projects (2012)
- El Toro Road and Santa Margarita Parkway Pavement (2008)
- Los Alisos Boulevard, Lake Forest (2008)



THOMAS BOYLE

RIGHT-OF-WAY - ACQUISITIONS

Summary

Mr. Boyle is a seasoned right of way agent with more than 21 years of right of way and real estate consulting experience. As an industry recognized and accomplished right of way professional for more than 15 years, he is educated and trained to tackle all tasks and/or challenges. Mr. Boyle is experienced in all facets of commercial appraisal and acquisition. He brings best in class solutions and problem solving tactics that follow applicable project and industry regulations. Mr. Boyle also brings more than a decade’s worth of expert experience as a real estate agent, appraiser and tax assessor. His depth and breadth of professional experience makes him a top notch candidate for acquisition projects.

Years of Experience: 21

Education/Training:

B.A., Business Administration, San Diego State University

Licenses/Certifications:

Commercial Tax Assessor

Level Two Certification,
Department of Revenue, State of Arizona

Project Experience

Durfee Avenue Grade Separation Project. Alameda Corridor-East Construction Authority (ACE). Paragon is acquiring property interests from 45 property owner, and providing relocation and property management services as needed for the grade separation project. Currently, out of the six commercial properties acquired, Mr. Boyle is providing property management services for five commercial properties.

Imperial Avenue/Telegraph Road Project, La Mirada, California. City of La Mirada. Mr. Boyle is acquiring right of way for a right-turn pocket located North of Imperial Highway and Telegraph Road in the City of La Mirada. Tasks include obtaining preliminary title reports, appraisals, performing negotiations and acquiring easement deeds.

I-710 Soundwalls, Early Action Project, Los Angeles County, California. Los Angeles County Metropolitan Transportation Authority/Caltrans (subconsultant to Parsons). Mr. Boyle is working with Metro and Caltrans to obtain temporary construction easements from 14 separate property owners for the I-710 soundwalls from north of 91Fwy to SR-60. Negotiations include obtaining maintenance agreements for Caltrans. Tasks include preparing valuation summaries, performing negotiations and acquiring temporary construction easements.

Sierra Highway Bridge Project, San Clarita, California. City of Santa Clarita. Mr. Boyle is working with the City to acquire property rights of six parcels impacted by the project. Permanent roadway easements and temporary construction easements are needed for this project that will widen the northbound bridge and replace the southbound bridge. The project is being designed and administered by the County under the Federal Highway Bridge Program. Tasks included obtaining preliminary title reports, appraisals, performing negotiations and acquiring easement deeds.

Right of Way Agent, Arizona. Mr. Boyle performs all tasks associated with the negotiation, acquisitions and relocations of rights of way and easements for capital improvement projects. He has a working knowledge of interpreting highway right of way and construction plans. He collaborates and coordinates surveyors, permitting, environmental, city development services and property inspections for displacees. To support accurate and timely project completion, Mr. Boyle ensures all right of way acquisition and relocation activities are in compliance with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970. He has worked on large commercial relocations for the South Mountain Freeway project as an on-call consultant for ADOT.



Senior Right of Way Agent, Scottsdale, California. *City of Scottsdale.* As Senior Right of Way Agent, Mr. Boyle acquired residential and commercial rights of way for capital improvement projects. His project support included reviewing capital project plans, surveying and directives to determine scope of acquisitions and relocations. Mr. Boyle responsibilities and task accomplishments include:

- Title searches
- Reviewing outside title reports
- Rendering opinions on land rights necessary for project
- Preparing City council reports and resolutions for review by City Attorney
- Drafting deeds, easements, mortgage releases and consents
- Coordinating closings with title companies
- Reviewing and preparing legal descriptions
- Preparing all residential and commercial uncomplicated market analysis under ten thousand dollars per the Uniform Act
- Providing support to the City Attorney during eminent domain proceedings
- Preparing market evaluations on City owned property for management review on future development potential or disposal.

Arizona Department of Transportation (ADOT). Various Projects. As a Right of Way Agent, Mr. Boyle supported with streamlined acquisition services for 14 years. His responsibilities included the acquisition of property rights necessary to facilitate the State highway program, relocation assistance and relocation determinations for individuals. Mr Boyle also relocated both large and small businesses displaced by highway projects, leveraging his knowledge and experience with implementing local, state and federal rules, regulations, policies and statutes pertaining to acquisition, relocation and condemnation. Because of his depth and breadth of project support, Mr. Boyle has a comprehensive understanding of the Federal Uniform Act 49 CFR 24 and creating relocation plans. Mr. Boyle is also equipped with the skills to review and interpret title reports, complex commercial real estate appraisals, construction plans and legal descriptions. He has drafted and supervised acquisition and relocation transactional documents that the State of Arizona now uses for all acquisition and relocation activities. Moreover, he drafted and created the current database program which ADOT and on-call consultants use for all acquisition and relocation activities within the State of Arizona. He has coordinated with outside agencies to include Arizona State Land, Flood Control, Maricopa County, railroads and BLM. He has even worked with the State Attorney General's office with condemnation cases and drafting contract language for the Department of Transportation.



JOHN PENNER, MAI

RIGHT-OF-WAY - APPRAISALS

Summary

Mr. Penner has over 30 years of experience in real estate appraisals and acquisitions. His expertise includes the appraisal and/or consultation of reports for acquisition, sale, refinance, estate, development, condemnation, fractional interest and court testimony purposes. Typical clients served are financial institutions, investors, developers, legal firms, and governmental.

Relevant Experience

Senior Managing Director/Owner, 1991-Present. This firm performs valuation and advising for commercial real estate with a specialty in medical office, and industrial properties. Mr. Penner has over 30 years of experience in the Southern California region and has completed assignments in many areas of the United States.

Senior Appraiser: T.L. Yates & Associates, 1990–1991. Work included narrative appraisals of proposed, existing and problem properties located in the markets of Southern California and Arizona.

Senior Appraiser/Analyst: Home Savings of America, 1983–1990. Work included valuation of residential and commercial properties located throughout Southern California, parts of Northern California, Arizona, Texas, Florida and New York. Specific responsibilities included the appraisal of problem properties, market studies, feasibility, and portfolio analysis.

Years of Experience: 30

Education/Training:
B.S., Business Administration
Finance and Investments, San Diego
State University, San Diego

Licenses/Certifications:
Certified General Appraiser, CA
@AG001720
Real Estate Broker's License, CA
#00976229

Michael Baker

INTERNATIONAL

14725 Alton Parkway
Irvine, CA 92618
949.472.3505
mbakerintl.com



**EXHIBIT B
APPROVED FEE SCHEDULE**

Michael Baker International, Inc.																													
Task Description	Project Manager		Project Engineer		Landscape Architect		Designer/Planner		2-Person Survey Crew		Licensed Surveyor		Michael Baker Hours	Michael Baker Cost	Subconsultant Hours	Subconsultant \$	Number of Sheets	Total Hours	Total Cost										
	Hours	\$185.00	Hours	\$155.00	Hours	\$164.00	Hours	\$130.00	Hours	\$265.00	Hours	\$188.00								Hours	\$								
Preliminary Design																													
Task 1	2	\$370.00	2	\$310.00			8	\$1,040.00					12	\$1,720.00				12	\$1,720.00										
Task 2			2	\$310.00			8	\$1,040.00	8	\$2,120.00	2	\$376.00	20	\$3,846.00				20	\$3,846.00										
Task 3			16	\$2,480.00									16	\$2,480.00	\$5,000.00			16	\$7,480.00										
Task 4	12	\$2,220.00	8	\$1,240.00			86	\$11,180.00					106	\$14,640.00				106	\$14,640.00										
Task 5			8	\$1,240.00			4	\$520.00					12	\$1,760.00	\$9,440.00			112	\$11,200.00										
Task 6	4	\$740.00	16	\$2,480.00			24	\$3,120.00					44	\$6,340.00				44	\$6,340.00										
Task 7	4	\$740.00					24	\$3,120.00					28	\$3,860.00				28	\$3,860.00										
Task 8			4	\$620.00			12	\$1,560.00					16	\$2,180.00				16	\$2,180.00										
Task 9	4	\$740.00	24	\$3,720.00			8	\$1,040.00					36	\$5,500.00				36	\$5,500.00										
Task 10	4	\$740.00					12	\$1,560.00			2	\$376.00	18	\$2,676.00	\$15,805.00			86	\$18,481.00										
Preliminary Design Subtotal													30	\$5,550.00	80	\$12,400.00	166	\$24,180.00	8	\$2,120.00	4	\$752.00	308	\$45,002.00	168	\$30,245.00	476	\$75,247.00	
Final Design PS&E / Coordination																													
Task 11	12	\$1,860.00	16	\$2,624.00			206	\$26,780.00					234	\$31,264.00				13	234	\$31,264.00									
Task 11.1	1	\$155.00					8	\$1,040.00					9	\$1,195.00				1	9	\$1,195.00									
Task 11.2	1	\$155.00	1	\$155.00			8	\$1,040.00					9	\$1,195.00				1	9	\$1,195.00									
Task 11.3	1	\$155.00	1	\$155.00			12	\$1,560.00					13	\$1,715.00				1	13	\$1,715.00									
Task 11.4	1	\$155.00	1	\$155.00			10	\$1,300.00					11	\$1,455.00				1	11	\$1,455.00									
Task 11.5	1	\$155.00	1	\$155.00			24	\$3,120.00					25	\$3,275.00				1	25	\$3,275.00									
Task 11.6	1	\$155.00	1	\$155.00			20	\$2,600.00					21	\$2,755.00				2	21	\$2,755.00									
Task 11.7	1	\$155.00	1	\$155.00			32	\$4,160.00					33	\$4,315.00				1	33	\$4,315.00									
Task 11.8	1	\$155.00	1	\$155.00			20	\$2,600.00					21	\$2,755.00				1	21	\$2,755.00									
Task 11.9	1	\$155.00	1	\$155.00			20	\$2,600.00					21	\$2,755.00				1	21	\$2,755.00									
Task 11.10	1	\$155.00	1	\$155.00			16	\$2,080.00					17	\$2,235.00				1	17	\$2,235.00									
Task 11.11	1	\$155.00	16	\$2,624.00			20	\$2,600.00					37	\$5,379.00				1	37	\$5,379.00									
Task 11.12	1	\$155.00	1	\$155.00			16	\$2,080.00					17	\$2,235.00				1	17	\$2,235.00									
Task 12	8	\$1,480.00	16	\$2,480.00									24	\$3,960.00				24	\$3,960.00										
Task 13	4	\$620.00	4	\$620.00			12	\$1,560.00					16	\$2,180.00				16	\$2,180.00										
Task 14	12	\$1,860.00	12	\$1,860.00			8	\$1,040.00					20	\$2,900.00				20	\$2,900.00										
Task 15	40	\$7,400.00	12	\$1,860.00									52	\$9,260.00				52	\$9,260.00										
Task 15.1	16	\$2,960.00											16	\$2,960.00				16	\$2,960.00										
Task 15.2	24	\$4,440.00	12	\$1,860.00									36	\$6,300.00				36	\$6,300.00										
Task 16	8	\$1,480.00	24	\$3,720.00			20	\$2,600.00					52	\$7,800.00				52	\$7,800.00										
PS&E/Coordination Subtotal													96	\$10,360.00	80	\$12,400.00	246	\$31,980.00	8	\$2,120.00	4	\$752.00	398	\$57,364.00	168	\$30,245.00	398	\$57,364.00	
Total Design Hours													126		160		432		8		4		706		874				
Sub-Total Labor Costs														\$15,910.00		\$24,800.00		\$56,160.00		\$2,120.00		\$752.00		\$102,366.00		\$132,611.00			
Task 18 - Reimbursables and Permit Fees																													
Total Design Costs														\$15,910.00		\$24,800.00		\$56,160.00		\$2,120.00		\$752.00		\$102,366.00		\$135,811.00			

OPTIONAL TASK																						
Task Description	Project Manager		Project Engineer		Landscape Architect		Designer/Planner		2-Person Survey Crew		Licensed Surveyor		Michael Baker Hours	Michael Baker Cost	Subconsultant Hours	Subconsultant \$	Number of Sheets	Total Hours	Total Cost			
	Hours	\$740.00	Hours	\$2,790.00	Hours	\$2,624.00	Hours	\$5,200.00	Hours	\$5,200.00	Hours	\$752.00								Hours	\$	
Task 17	4	\$740.00	18	\$2,790.00			40	\$5,200.00					62	\$8,730.00				62	\$8,730.00			
Total Optional Task Hours													4		18		40		62		62	
Sub-Total Optional Task Labor Costs														\$740.00		\$2,790.00		\$5,200.00		\$5,200.00		\$8,730.00

Total Hours (with Optional Task)													130		178		472		8		4		768		936	
Total Design Costs (with Optional Task)														\$16,650.00		\$27,590.00		\$61,360.00		\$2,120.00		\$752.00		\$111,096.00		\$144,541.00

1. Potholes: 4 potholes at \$1,250 ea.

Michael Baker International, Inc.		Task Description	Project Manager Hours	Project Engineer Hours	Landscape Architect Hours	Designer/Planner Hours	2-Person Survey Crew Hours	Licensed Surveyor Hours	Michael Baker Hours	Subconsultant Hours	Total Hours
Preliminary Design											
Task 1	Record Research and Site Investigation	2	2		8		8		12		12
Task 2	Topographic Survey / Base Mapping		2		8		8	2	20		20
Task 3	Utility Research / Coordination		16						16		16
Task 4	Environmental Documentation	12	8		86				106		106
Task 5	Geotechnical Investigation		8		4				12	100	112
Task 6	Geometric Approval Drawing(s) (GAD) 35% Roadway	4	16		24				44		44
Task 7	Hydrological / Hydraulic Analysis	4	4		24				28		28
Task 8	Preliminary Cost Estimate		4		12				16		16
Task 9	Project Report 35% Design	4	24		8				36		36
Task 10	Right of Way Appraisal and Acquisition	4			12			2	18	68	86
	Preliminary Design Subtotal	30	80		186		8	4	308	168	476
Final Design PS&E / Coordination											
Task 11	Final Design Drawings		12		16				234		234
Task 11.1	Title Sheet		1		8				9		9
Task 11.2	Site Plan		1		8				9		9
Task 11.3	General Construction Notes		1		12				13		13
Task 11.4	Horizontal Control Plan		1		10				11		11
Task 11.5	Typical Sections		1		24				25		25
Task 11.6	Construction Details		1		20				21		21
Task 11.7	Roadway Plan & Profile		1		32				33		33
Task 11.8	Off-Site Improvements		1		20				21		21
Task 11.9	Drainage Plan & Profile		1		20				21		21
Task 11.10	Electrical Plan		1		16				17		17
Task 11.11	Landscape & Irrigation Plan		1		20				37		37
Task 11.12	Signing and Striping		1		16				17		17
Task 12	Specifications	8	16						24		24
Task 13	Cost Estimate		4		12				16		16
Task 14	Structural Calculations		12		8				20		20
Task 15	Project Management	40	12						52		52
Task 15.1	Management & QA/QC	16							16		16
Task 15.2	Meetings	24	12						36		36
Task 16	Bid / Construction Support	8	24		20				52		52
	PS&E/ Coordination Subtotal	56	80	16	246		8		398		398
	Total Design Hours	86	160	16	432		8	4	706	168	874

OPTIONAL TASK											
Task 17	Phase I ESA	4	18		40				62		62
	Total Optional Task Hours	4	18		40				62		62

	Total Hours (with Optional Task)	130	178	16	472		8	4	768	168	936
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Agenda Date: 1/3/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Stephanie Katsouleas, Public Works Director

Prem Kumar, City Engineer

Erik Zandvliet, Traffic Engineer

SUBJECT:

Award a Professional Services Agreement to Onward Engineering for Engineering Design Services for Intersection Improvements at Manhattan Beach Boulevard and Sepulveda Boulevard for an Amount Not to Exceed \$210,133.00 (Public Works Director Katsouleas).

APPROVE

RECOMMENDATION:

Staff recommends that City Council:

- Authorize the City Manager to execute an Agreement with Onward Engineering for engineering design services for intersection improvements at Manhattan Beach Boulevard and Sepulveda Boulevard for an amount not to exceed \$210,133.00.
- Authorize the City Manager to increase the compensation up to an additional \$42,027 (20%) if needed due to unforeseen additional design related work.

FISCAL IMPLICATIONS:

Funding in the amount of \$1,362,400 for the Manhattan Beach Boulevard and Sepulveda Boulevard Intersection Improvement Project was approved as part of the City's FY16/17 Capital Improvement Plan (CIP). The funds for the project came from a \$980,000 grant from the Measure R South Bay Highway Program and supplemented with Local Proposition C monies in the amount of \$382,400. The project funding is anticipated to cover the cost of engineering design, environmental clearance, right of way acquisition and construction. The Project's Budget and Expenditures Report is provided as Attachment 1.

BACKGROUND:

On September 1, 2015, the City Council approved a \$980,000 Measure R South Bay Highway Program Funding Agreement with Los Angeles County Metropolitan Transportation Authority (Metro) for the intersection improvements at Manhattan Beach Boulevard and

Sepulveda Boulevard. These include: 1) eastbound Manhattan Beach Boulevard to northbound Sepulveda Boulevard, 2) northbound Sepulveda Boulevard to westbound Manhattan Beach Boulevard, and 3) westbound Manhattan Beach Boulevard to southbound Sepulveda Boulevard. The project also includes one dedicated right-turn lane from southbound Sepulveda Boulevard to westbound Manhattan Beach Boulevard.

The Sepulveda Boulevard and Manhattan Beach Boulevard intersection is located in an area of the City with limited street-side parking and moderately heavy pedestrian usage. The design and subsequent construction will take into account the need for the lowest possible impact on the livelihood of the residents, visitors and business owners. There are three approved resolutions on file: Resolution Number PC 98-33, Resolution Number 08-13 and Resolution Number 6122 that contain offers of street rights-of-way dedications for the existing properties on the northwest, southwest and southeast corners of Sepulveda Boulevard and Manhattan Beach Boulevard. Additional street rights-of-ways may be necessary and will be identified once the engineering design is completed. Sepulveda Boulevard is State Route 1 through the City of Manhattan Beach and therefore, Caltrans will be a partner in the review and approval of this project.

DISCUSSION:

The Public Works Department issued a Request for Proposals on August 8, 2016 for professional engineering services for the project. A total of four (4) proposals were received by August 31, 2016. Proposals were evaluated and ranked by an evaluation committee of City staff according to the following selection criteria:

- Demonstrated understanding of the scope of services
- Key personnel qualifications and experience with similar projects
- Project management methods and quality control/assurance

All four firms were interviewed by a panel of City staff. Onward Engineering was selected as the most qualified firm with the best overall proposal. Onward Engineering's assigned staff has excellent experience on similar projects, identified and understands the key project issues, and proposed an appropriate level of staffing for the size and complexity of the project. The consultant's scope of work and methodology was clearly outlined to complete the project in a timely manner. The total not to exceed cost for the engineering services is \$210,133.00.

Onward Engineering's Professional Services Agreement (Attachment 2) does include a provision for the City Manager to authorize an amendment to the agreement up to an additional \$42,027 if needed due to unforeseen additional design related work. There are many potential variables when embarking on such a design effort that involves work within major arterial roadways that has been in existence for several decades. The 20% contingency is very applicable for such a street widening project in a very dense and fully built-out environment with major traffic conditions and utilities. The engineering design effort is a very dynamic and fluid process. Particularly, as subsurface issues are uncovered in the investigation and design process, extra effort must be expended to understand and ascertain complex yet economical solutions. The diligent effort spent in the design phase will directly result in significant reduction in major cost exposure during the construction

phase. Examples of potential additional design effort that may be required than originally anticipated include topographical survey work, verification of property information and easements including title searches, field depth identification of existing utilities and structures, design for the drainage, grading, improvements and/or relocation of existing conflicting utilities and structures, additional coordination meetings and documentation for adjacent property owners, business tenants, agencies, utilities, etc. The available contingency allows for timely approval by City staff in an efficient streamlined manner without delaying the design effort which is critical in keeping the project momentum going forward with the involved stakeholders.

POLICY ALTERNATIVES:

Do not approve the proposed professional services agreement for these projects.

PROS:

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

CONS:

Public Works staff has identified traffic flow issues that need to be addressed at this intersection. The Measure R South Bay Highway Program grant will expire if the funds are not expended in a timely manner.

PUBLIC OUTREACH/INTEREST:

Onward Engineering's Professional Services Agreement (Attachment 2) scope of work includes community outreach meetings during the design process. Depending on the outcome of these initial public meetings, additional public meetings may be scheduled, if needed.

ENVIRONMENTAL REVIEW

As part of Onward Engineering's scope of work, all environmental concerns will be reviewed and discussed with City staff. Once the issues have been closely studied and evaluated, the appropriate findings in compliance with the California Environmental Quality Act (CEQA) will be prepared.

LEGAL REVIEW

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

Attachments:

1. Budget and Expenditures Report
2. Professional Services Agreement for Onward Engineering

ATTACHMENT 1

Manhattan Beach Boulevard at Sepulveda Boulevard Improvement Project

Budget and Expenditures

BUDGET	
FY16/17 Measure R South Bay Highway Program	\$980,000
FY16/17 Proposition C Local Return	\$382,400
TOTAL BUDGET	\$1,362,400
EXPENDITURES	
Design Contract: Onward Engineering	\$ 210,133
20% Design Contract Contingency	\$ 42,027
TOTAL DESIGN EXPENDITURES	\$ 252,160
Construction Phase (TBD)	\$1,110,240
TOTAL ESTIMATED CONSTRUCTION PHASE EXPENDITURES	\$1,110,240
TOTAL ESTIMATED EXPENDITURES	\$1,362,400

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is dated January 3, 2017 (“Effective Date”) and is between the City of Manhattan Beach, a California municipal corporation (“City”) and Onward Engineering, a California 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. 1083-17 (RFP) on August 8, 2016, seeking proposals for the provision of engineering services for the Manhattan Beach Boulevard at Sepulveda Boulevard EB to NB, NB to WB, WB to SB Improvement Project.

B. Contractor submitted a proposal dated August 31, 2016 in response to the RFP.

C. City desires to utilize the services of Contractor as an independent contractor to provide engineering services for the Manhattan Beach Boulevard at Sepulveda Boulevard EB to NB, NB to WB, WB to SB Improvement 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 Majdi Ataya, President (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 by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

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.

H. Prevailing Wages. This Agreement calls for services that, in whole or in part, constitute “public works” as defined in the California Labor Code. Therefore, as to those services that are “public works”, Contractor shall comply in all respects with all applicable provisions of the California Labor Code, including those set forth in **Exhibit C** hereto.

2. Term of Agreement. The term of this Agreement shall be from the Effective Date through completion and Project close-out, unless sooner terminated as provided in Section 12 of this Agreement or extended.

3. Compensation.

A. Compensation. As full compensation for Contractor’s Services provided under this Agreement, City shall pay Contractor the total sum of \$210,133.00, as set forth in the Approved Fee Schedule attached hereto as **Exhibit B**.

The City Manager shall have authority to increase the Maximum Compensation by up to 20%; any further increase requires City Council approval.

B. Expenses. The amount set forth in paragraph 3.A. above shall include reimbursement for all actual and necessary expenditures reasonably incurred in the performance of this Agreement.

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:
Attn: Prem Kumar, City Engineer
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, California 90266
Telephone: (310) 802-5352
Email: pkumar@citymb.info

If to Contractor:
Majdi Ataya, P.E., President
Onward Engineering
300 S. Harbor Blvd., Ste. 814
Anaheim, CA 92805
(714) 533-3050
mataya@oe-eng.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 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

Contractor:
Onward Engineering,
a California Corporation

By: _____
Name: _____
Title: _____

By: Majdi Ataya
Name: Majdi Ataya
Title: President

ATTEST:

By: Angela Kouzis
Name: Angela Kouzis
Title: Corporate Secretary

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

**EXHIBIT A
SCOPE OF SERVICES**

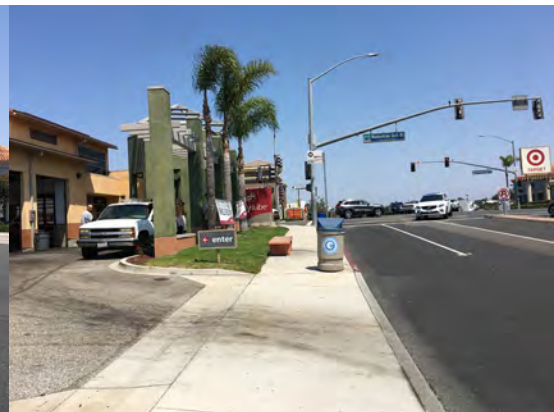
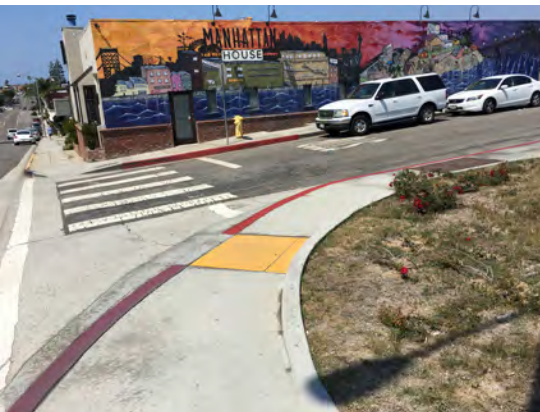


ENGINEERING

MOVING YOU FORWARD



Proposal 1083-17 Engineering for Manhattan Beach Blvd./Sepulveda Project



300 South Harbor Boulevard, Suite 814 | Anaheim, CA 92805 | 714.533.3050
www.oe-eng.com

City of Manhattan Beach
Office of the City Clerk
1400 Highland Avenue
Manhattan Beach, CA 90266

August 31, 2016

SUBJECT: Response to RFP # 1083-17, Engineering for Manhattan Beach Blvd. /Sepulveda Project

Onward Engineering (OE) is committed to a partnership with the City of Manhattan Beach and all stakeholders to provide full design engineering and environmental services for the Dual Left-Turn Lanes for Manhattan Beach Boulevard at Sepulveda Boulevard EB to NB, NB to WB, WB to SB Improvement Project. Our team of innovative managers and engineers alongside our technology driven designers are ready to apply past and present experience on similar projects and exceed your expectations. Our firm has amassed a ton of experience on projects requiring Caltrans coordination and oversight. The City can rest assured knowing that our firm has “been there before.”

A FIRM THAT PUTS YOU FIRST

OE is thrilled to be considered for this project, and we are certain that our experience on similar projects and the lessons learned from those experiences will be paramount to our success on this project. We are confident in the quality of our work, and we stand behind our past experience as proof of our ability to complete this project on time, within budget, and at the highest level of quality. We believe that providing the highest achievable quality of life begins with properly designed and safely constructed infrastructure.

A HANDPICKED TEAM

We have proposed an extensive and experienced team led by Ignacio Ochoa as the Project Manager. Ignacio has over 35 years of experience and is both a registered civil engineer, traffic engineer, and professional traffic operations engineer. This allows him to fully manage both the civil and traffic components of the project; we are aware that this is a big emphasis for the City. Ignacio is also a former Interim City Engineer and City Traffic Engineer for the nearby City of Long Beach. He has managed project of similar size and complexity.

Majdi Ataya is proposed as the Quality Assurance and Quality Control Manager (QA/QC). Majdi understands what the City expects, having worked as a City Engineer for over 18 years. Majdi places emphasis on ensuring quality on all design documents. He will play a hands-on role to ensure that plans meet the 5 C's (consistent, clear, correct, constructible, and complete).

Justin Smeets is our Project Engineer. Justin is a registered civil engineer, professional land surveyor, qualified SWPPP Developer, and is certified by OCTA to evaluate pavement. He is efficient in civil design software. This allows him to manage the designers, the survey team, and to assess cost effective intersection widening methods.

Our team includes Mary Jane “MJ” Gestine to provide right-of-way coordination. MJ has over 36 years of public works experience. She understand the nuances of right-of-way, and is certified by the International Right-of-Way Association in both negotiation and acquisition. Her experience on projects with extensive right-of-way illustrates her ability to advocate on behalf of the City.

Our team is rounded out by a team of design engineers with a deep understanding of the AutoCAD suite, and sub-consultants with local experience and knowledge to efficiently push this project along. CL Surveying & Mapping will provide topographic survey as well as legals and plats. The right-of-way engineering will be handled by CPSI Inc. Traffic Engineering will be done by Hartzog & Crabill Inc. (HCI). This is a team that we have experience working with, so we can seamless collaborate to deliver a successful design for the City.

A TAILORED APPROACH

We understand the importance of having a firm on board that has a clear understanding of the project and scope. This is amplified on projects such as this one. Our team has treated the City’s RFP as a notice to proceed. We have researched this project, visited the project site to conduct our preliminary field analysis, coordinated carefully with our sub-consultants, and begun preparing preliminary design concepts, and fine-tuned our fee. This allows us to move quickly when selected by the City. We are excited for the opportunity and look forward to working with you. We are able to think innovatively and proactively to meet the City’s short-term and long-term goals for this project.

WE SHARE YOUR VISION, AND ARE COMMITTED TO IT!

I will act as the Principal-In-Charge for this contract and the individual responsible for entering OE into agreement with the City of Manhattan Beach. I will remain involved in this project, making sure that the City is fully satisfied with the services provided. I will commit to bi-weekly internal meetings to track the progress, and to identify ways to keep the project on schedule. If you have any questions, please feel free to contact me at any time at (714) 533-3050 or by email at mataya@oe-eng.com. We acknowledge receipt of addendum one. This proposal will remain valid for a period of no less than 90 days after date of submittal. We hope that our team is selected, we are sure that we will set a new standard for what the City should expect from its consultants. Give us an opportunity and find out why others who have selected us have kept us on board for future projects. We cannot wait to become you consultant of choice!

Thank you,


Majdi Ataya, PE
President

Attn: Ross Anderson, City Project Manager
Gwen Eng, Purchasing Manager

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SECTION A:

UNDERSTANDING SCOPE OF SERVICES

Firm Profile

Onward Engineering (OE) is a full-service civil engineering firm established in 2004 with the primary purpose of providing design engineering, project management, construction management, inspection, plan-checking, and staff augmentation services to public agencies including municipal, state, and federal government clients. Our team is committed to premier quality in everything we do. This ensures that all of your infrastructure and civil design needs are met and that our team exceeds your expectations and raises the bar with each project.

Executive Summary

Onward Engineering's mission is to provide the new standard of engineering and construction management services to our clients by being a leader in innovation, efficiency, quality, and customer service. In doing so, we strive to improve the quality of life in the communities we serve. OE provides customer solutions to each project and client. We understand the technical side of infrastructure, but what separates us from others is our ability to grasp the human element. We believe that infrastructure breathes vitality into entire communities, by establishing the framework that they need to function.

Our design team is invested in the future of your City. Let's build a better tomorrow, today.

Why Us

We pride ourselves on being a boutique firm that can provide tailored services to our clients. So how is Onward Engineering different? First, no matter the size or type of project, clients get a personalized approach every time. Second, our corporate philosophy advances the idea that by utilizing and developing new technologies, we can guarantee our productivity and efficiency are of the highest caliber. Additionally, we put these technologies at our client's fingertips, so that they can experience them firsthand. Finally, we focus on seeking out the best and brightest minds in the industry.

Delivering unprecedented customer service requires trust, transparency and integrity. We take pride in the long-lasting relationships we've built with the cities we serve. The relationships we build are extremely vital to our success. Our team has cultivated a work environment that fosters

communication, accountability, and efficiency.

We opened our doors with a deep commitment to excellence, and that commitment has never wavered. Through open communication and a desire to be a service provider that cities trust, admire, and genuinely enjoy working with, Onward Engineering is constantly moving towards our vision of moving you forward.

Project Description

The City of Manhattan Beach is seeking a team which can provide full design engineering services for the Manhattan Beach Boulevard and Sepulveda Boulevard Widening. The proposed project limits include the intersection of Manhattan Beach Boulevard and Sepulveda Boulevard to accommodate dual left turn lanes in the northbound to westbound, eastbound to northbound, and westbound to southbound directions. The City of Lawndale is east of the project area, the City of Redondo Beach is south of the intersection, El Segundo sits to the north, and the Pacific Ocean to the west. Commercial businesses can be found throughout the project limits.

The purpose of the project is to increase the operational capabilities of the intersection. This will be accomplished by adding dual left turn lanes to the westbound, northbound and eastbound lanes. Northbound and southbound Sepulveda will have five travel lanes; two left turn lanes, and three through lanes. Eastbound and Westbound Manhattan Beach Boulevard will have five travel lanes; two left turn lanes, two through lanes and one dedicated right turn lane.

The image below represents the existing lane configuration for the Manhattan Beach Boulevard and Sepulveda Boulevard Intersection.



The objective for these improvements is to increase capacity along this corridor. Onward Engineering (OE) has analyzed multiple design options to come up with the ideal solution for the City, one that minimizes right-of-way (ROW) impacts, increases capacity, and maximizes budget.

The City of Manhattan Beach has allocated two sources of funds for this project; they are Measure R in the amount of \$980,000 and Proposition C in the amount of \$381,000 for a total of \$1,361,000. As with any project, it is important to have an understanding of the funding sources, because that always has implications on eligibility, procedures and requirements for a project.

Measure R was approved by voters in November 2008. Measure R is a sales tax for Los Angeles County to finance new transportation projects and programs, and accelerate those already in the pipeline. 15% of Measure R tax is dedicated to the Local Return Program. The ordinance specifies that Local Return funds are to be used for transportation purposes including major street resurfacing, rehabilitation and reconstruction, pothole repairs, left turn signals, bikeways, pedestrian improvements, streetscapes, signal synchronization and transit. Jurisdictions are encouraged to apply their Measure R Local Return funds towards multijurisdictional projects that demonstrate coordination efforts or promote sustainability, specifically projects that support other Measure R rail, bus and highway corridor projects. The estimated FY16 Local Return Revenue Allocation for the City of Manhattan Beach is \$400,140

Proposition C was approved by voters in November 1990. This proposition was intended to provide funding to help improve and expand the rail system started with Proposition A funds. 20% of the revenue from the Proposition C sales tax is dedicated to the Local Return Program. Proposition C funds are allocated to a variety of capital and operating projects and programs that improve transit service and operations, reduce traffic congestion, improve air quality, and efficiently operate and improve the condition of streets and freeways utilized by transit. Proposition C Ordinance provides an expanded list of eligible project expenditures including congestion management, bikeways and bike lanes, street improvements and pavement management system projects. Projects must demonstrate a public transit benefit or be performed on streets heavily used by public transit. Examples of these projects include street widening or restriping to add additional lanes. Proposition C funds cannot be traded. The estimated FY16 Local Return Revenue Allocation to Manhattan Beach is \$533,514

Metro enforces regulations to ensure the timely use of Local Return (LR) funds. Under the Proposition C Ordinance, Jurisdictions have three years to expend LR funds. Funds must be expended within three years of the last day of the fiscal year in which funds were originally allocated. Therefore, by method of calculation, each Jurisdiction has the Fiscal Year of allocation plus three years to expend Proposition C funds. For example, a Jurisdiction receiving funds during FY 2013-14 must expend those funds, and any interest or other income earned from Proposition C projects, by June 30, 2017.

Project Approach

All members of our team have visited the site and are ready to move into the design phase of this project. In fact, our team has already begun with the preliminary design, to ensure that we can hit the ground running if selected by the City of Manhattan Beach. OE realizes there are several key design issues to this project:

- Design of the project must be per the Caltrans Design Manual. Deviations from the Design Manual will require Caltrans approval of a fully detailed submittal for an Exception to Design Standards.
- Obtaining the Caltrans approval for the encroachment permit including the PEER review.
- Minimizing the right-of-way acquisitions.
- Minimizing costs to fit within the proposed budget.
- Utilizing the existing dedications as much as possible.

The entire project must comply with the Caltrans Design Manual. This requires minimum 12-foot travel lanes and the travel lanes must line up through the intersection; there should be no lane offsets through the intersection. We have investigated three potential design solutions and zeroed in on the most cost effective approach. Here are the 3 different design solutions:

Option 1:

Provide 12' travel lanes for all movements; right-of-way requires partial acquisition of some parcels and full acquisition of one property, the Jiffy Lube at the southwest

corner. The existing lanes in all directions are mostly 10' and this would therefore cause major alignment issues with the existing

lanes. The on-street parking would also need to be removed in some locations. This alternative design would require the most right-of-way and be costliest.

Option 2:

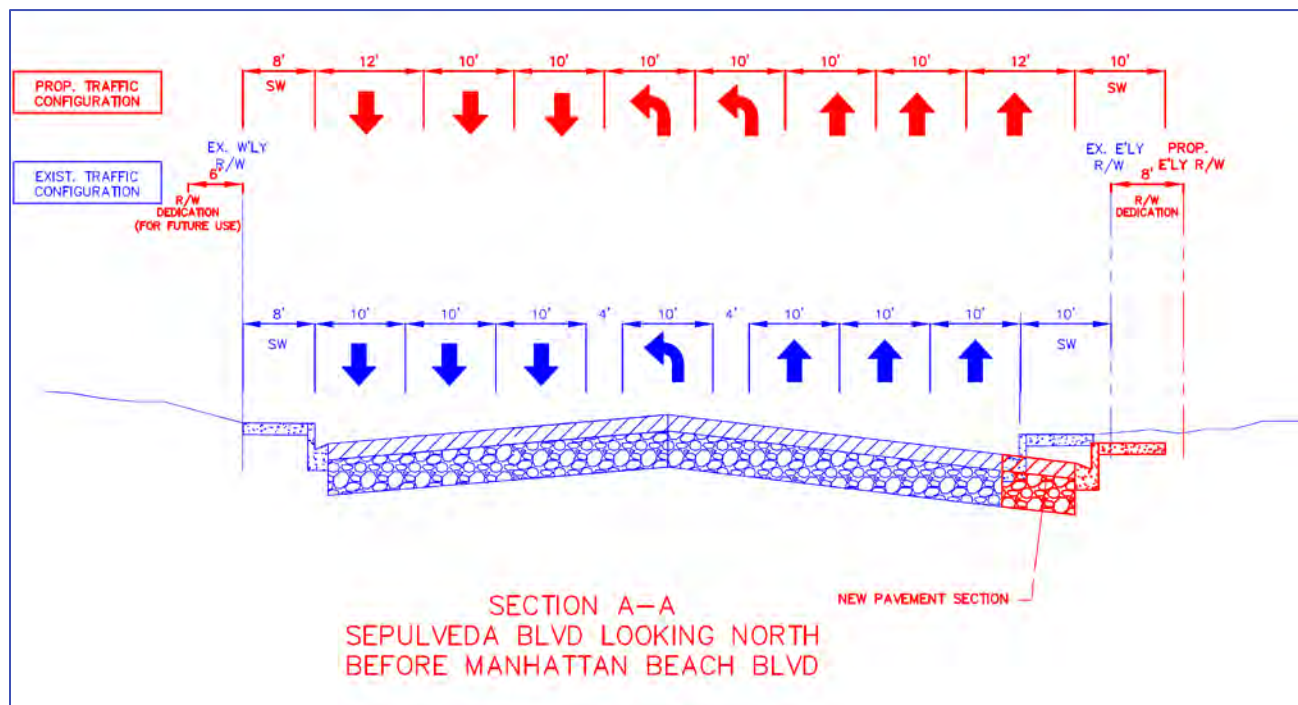
Provide 10' travel lanes with 12' curb adjacent lanes along with bike lanes running east-west on Manhattan Beach Boulevard. The South Bay Bicycle Master Plan shows proposed bicycle lanes on Manhattan Beach Boulevard. The additional 5' bike lane in each direction will create a need for more right-of-way acquisition than the City already has dedicated. This will create a major offset through the intersection which can only be fixed with additional right-of-way acquisition from either the northeast or southwest corners.

Option 3:

Provide 10' travel lanes with 12' curb adjacent lanes on both Manhattan Beach Boulevard and Sepulveda Boulevard. As shown on a previous page, the existing lane geometry already has 10' lanes in all directions and therefore widening the lanes to 12' would create major offsets and realignments. It would also require additional right-of-way. When utilizing 10' lanes we are able to keep the same lane geometry as vehicles approach the intersection. This alternative will not require any additional right-of-way other than what has already been dedicated as part of the conditional use permits for the three corners. This design is the most cost effective

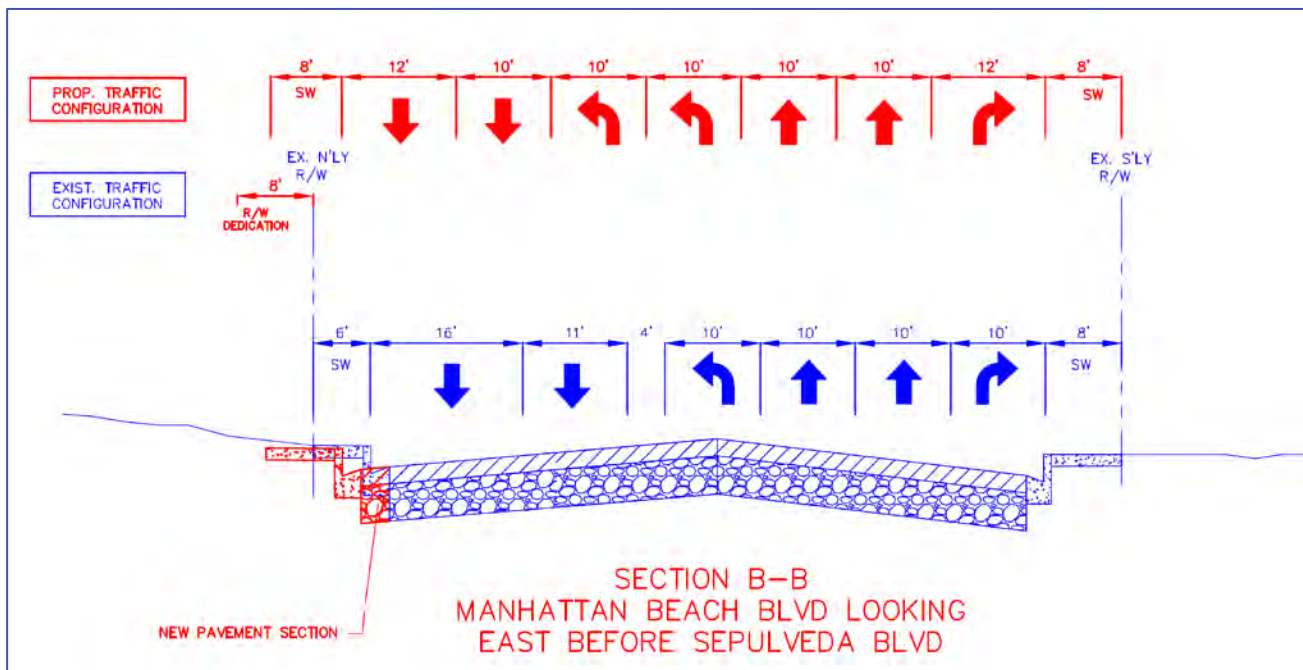
of all design alternates. The exhibit on the following pages shows this proposed design. OE has worked with Caltrans Staff on similar projects and recommends pursuing the third design solution, which does not require any added right-of-way acquisition. This solution utilizes 10' travel lanes and 12' curb adjacent lanes. Through our team's extensive Caltrans coordination experience, we will complete the necessary Design Exception Fact Sheet, Permit Engineering Evaluation Report (PEER), and obtain the Caltrans Encroachment permit. Our recommended solution would meet the City's objective for the project. Further discussion with City staff will be required to finalize the most cost effective solution for the City.

Cross Section A-A below represents the widening on Sepulveda Boulevard south of Manhattan Beach Boulevard. The existing road has 10' lanes including the curb adjacent lanes. Our design includes widening by 6' to the east and utilizing the existing median and lane skew to allow for an added 10' left turn lane. No right-of-way will be required other than the dedication from the future Rite-Aid property on the east side of Sepulveda Boulevard as shown in Resolution 6122. The dedication on the west (Jiffy Lube) side of Sepulveda Boulevard has a 6' right-of-way dedication as shown in resolution PC 98-33. This dedication will not be required for this design option.



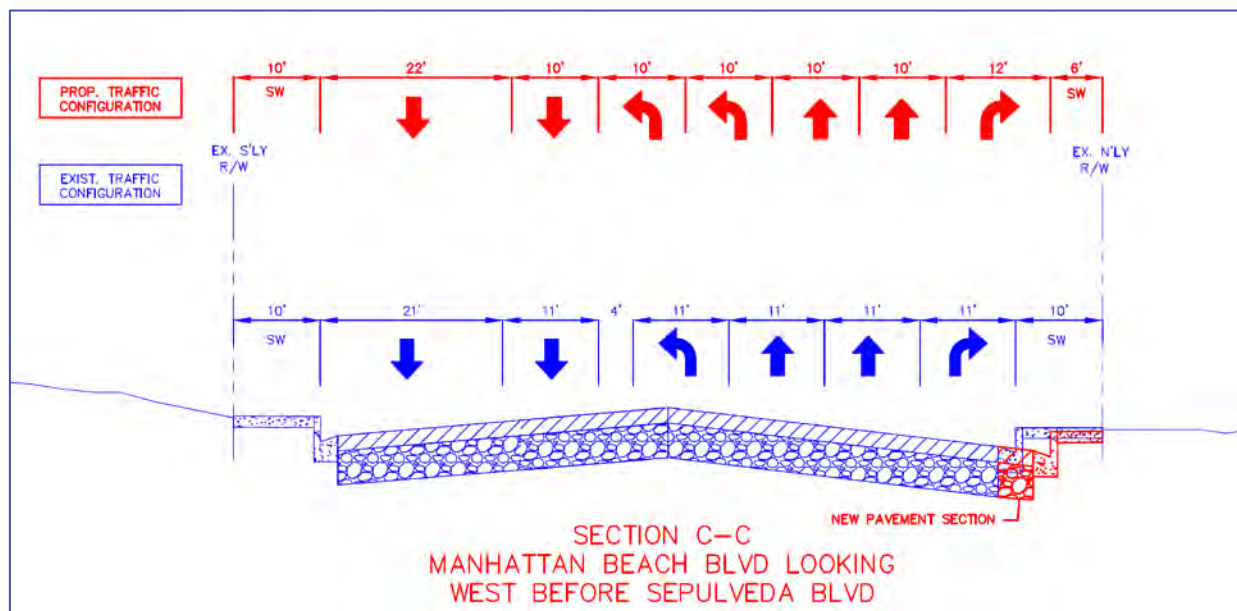
Cross Section B-B below taken from our design exhibit shows the lane configuration on Manhattan Beach Boulevard looking east toward Sepulveda Boulevard. The existing lane configuration has a dedicated right from eastbound to southbound, two thru lanes eastbound, a dedicated left from eastbound to northbound and dual westbound thru lanes. The proposed configuration will be adding a second dedicated left turn lane from eastbound to northbound. In order to add the lane we will utilize a portion of the dedication per planning commission resolution PC 98-33.

This resolution provides a conditional use permit for the northwest property (Wells Fargo). The permit provides a dedication of the southern 8' portion of the property to the City of Manhattan Beach for roadway improvements. This design option will require pushing the curb 2' to the north to accommodate the widening. The rest of the 8' dedication can then be used for the sidewalk. This is important because this is where a Metro bus stop is located. The minimum width sidewalk standard for Metro bus stops is 8' to allow ADA clearance. We can utilize the dedication area to install an 8-10' sidewalk if the City and Metro requests.



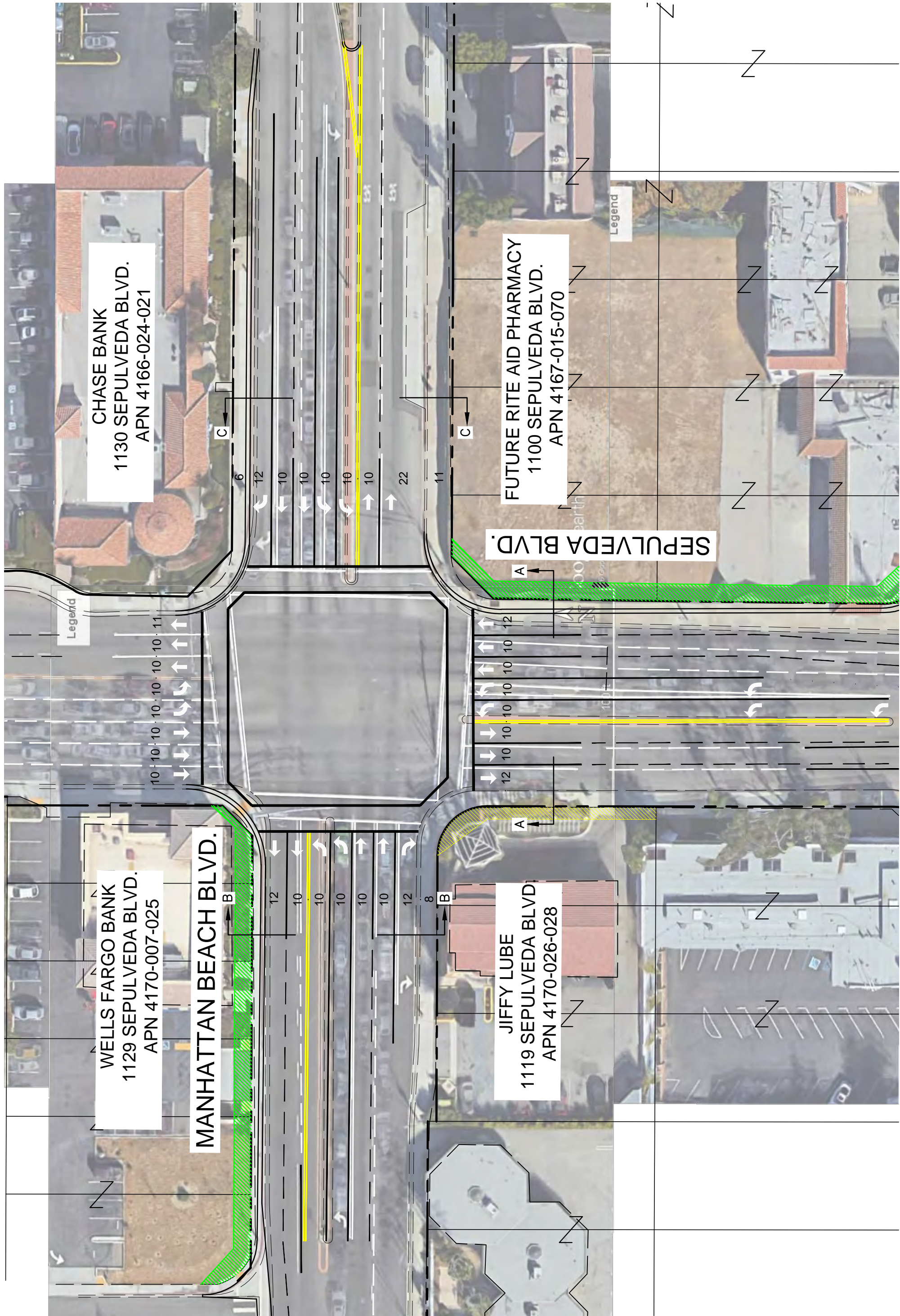
Cross Section C-C shows Manhattan Beach Boulevard looking west before Sepulveda Boulevard. The existing lane configuration has a dedicated right turn lane from westbound to northbound, two thru lanes westbound, a dedicated left turn lane from westbound to southbound, and two thru lanes eastbound. The proposed configuration will be adding an additional dedicated left turn lane from westbound to southbound. This will be done by shifting the northerly curb to 4' to the north. The existing sidewalk is currently 10'

which will allow for a 6' sidewalk after the roadway widening. The existing traffic controller cabinet and a Southern California Edison (SCE) Vent will need to be relocated in order to accommodate this widening. This all can be done without any additional right-of-way acquisition. If the City prefers a wider sidewalk, then minimal right-of-way acquisition will be required for the northeast corner parcel. Only a partial acquisition would be required because the building is set back far enough to allow for sidewalk clearance.



The Exhibit on the following page shows the intent of our preliminary design. We will utilize the existing 10' minimum lane widths. The proposed design will actually increase the curb adjacent lanes from 10' to 12' which will keep the tires on the pavement and out of the gutter. The areas hatched in green and yellow represent the areas dedicated in the conditional use permits. The green areas will be utilized per our design, and the yellow area does not need to be utilized at this time which saves the City money during construction.

This option requires removal of medians on Manhattan Beach Boulevard west of Sepulveda, removal of the median on Sepulveda south of Manhattan Beach Boulevard, and modification of the median on Manhattan Beach Boulevard east of Sepulveda. New sidewalk will be constructed on three legs; Manhattan Beach Boulevard (NS) from Oak to Sepulveda, Manhattan Beach Boulevard (NS) from Sepulveda to 250' east, and Sepulveda (ES) from Manhattan Beach Boulevard to 11th Street.



Field Observations



The picture to the left is on the northeast corner looking east on Manhattan Beach Boulevard. The north side of Manhattan Beach Boulevard east of Sepulveda Boulevard requires only minimal widening to achieve ideal alignment through the intersection. The widening will begin at this location and will modify the existing sidewalk down from 10' to 8'. SCE vents will need to be relocated and the tree will need to be removed.



The picture to the left is on the north side and looking east on Manhattan Beach Boulevard east of Sepulveda Boulevard. The existing traffic signal controller will need to be relocated to accommodate the widening. The existing cabinet will likely need to be upgraded to Caltrans latest standards to allow enough room inside the box for all necessary equipment.



The picture to the left is of the northeast corner of Manhattan Beach Boulevard and Sepulveda Boulevard. The existing ramp does not comply with Caltrans Standards and will be reconstructed to accommodate the widening. The new ramp will meet the latest Caltrans Standard Plan A88A Case C. Caltrans will also require that each modified corner be upgraded to have two ramps, one for each crosswalk.



The picture to the left is looking west on Manhattan Beach Boulevard towards Sepulveda Boulevard. The existing median nose will need to be pulled back all the way to where the brick ends. The existing street lighting will need to be removed and relocated to the south and north sides of the street. The new eastbound and westbound divider will be a striped double yellow line.



The picture to the left is looking west on the south side of Manhattan Beach Boulevard towards Sepulveda Boulevard. The parcel on the left side of the photo is where the new Rite Aid building will be constructed. This side of the road will not require any widening because the lanes are shifted to the north. The existing bus pad and parking can remain.



The picture to the left is looking at the southeast corner of Manhattan Beach Boulevard and Sepulveda Boulevard. The existing ramp does not comply with the most current ADA standards. The corner cut will be modified based on the additional 8' dedication parallel with Sepulveda Boulevard. Caltrans will not allow the pull boxes installed in the ramps, so the pull boxes will be removed and replaced outside of the curb ramp.



The picture to the left is looking north on Sepulveda Boulevard towards Manhattan Beach Boulevard. Utilizing the 8' dedication from this property we will widen the road by 8'. Combined with the removal of the existing median, it will allow for four 10' lanes and one 12' curb adjacent lane.



The picture to the left is looking south on east side of Sepulveda Boulevard towards the 11th Street intersection. The new ramp will be constructed 8' east to allow for the widening. In order to allow room for the added turn lane, the existing lanes will need to begin transitioning at this point to the east. The shifting taper shall be smooth with large radii to help drivers transition to the new alignment prior to the intersection.



The picture to the left is looking at the southwest corner of Manhattan Beach Boulevard and Sepulveda Boulevard. This parcel has a 6' dedication along Sepulveda Boulevard. This dedication will not need to be utilized at this time because no widening needs to be done on this side to allow for the additional turn lane on Sepulveda Boulevard. This existing ramp is sub-standard, and therefore will need to be upgraded to the dual ramps required per Caltrans standards.



The picture to the left is looking east on Manhattan Beach Boulevard toward Sepulveda Boulevard. The existing median will be removed to allow for the additional left turn lane. This will shift westbound traffic a little to the north as well. We will utilize the 8' dedication at the Wells Fargo Property to accommodate the widening.



The picture to the left is looking west on the north side of Manhattan Beach Boulevard. The existing driveway will be reconstructed per the City of Manhattan Beach Standard ST-1 Case I to accommodate ADA within the City right-of-way. It appears that the existing sign is within the 8' dedication, but if only minimal widening is done then this sign can remain in place.



The picture to the left is looking at the bus stop on the north side of Manhattan Beach Boulevard just west of Sepulveda Boulevard. The existing bus stop does not meet Metro standards. The bus stop does not have the required 8' landing area to allow for ADA. The proposed widening would construct an 8' sidewalk which will provide enough room for ADA per Metro Transit Standards.

Project Elements

This project will involve the following important elements; Stakeholder Coordination, Caltrans Coordination, Right-of-Way Engineering, and Utility Coordination. A widening on Manhattan Beach Boulevard and Sepulveda Boulevard will see many challenges which we have seen before. This means that we will understand how to proactively manage and overcome them.

Stakeholder Coordination

The design of this project presents some unique issues and obstacles when it comes to stakeholder coordination due to Right-of-Way requirements. Ineffective communication will breed negative perceptions for this project, headaches for the City, and unhappy constituents. Additionally, a project of this magnitude requires a forum for stakeholders to go to with any questions and/or concerns. Absence of a forum leads to an inaccurate understanding of the project. A review of the project site indicates that 4 properties which make up 18 parcels may be impacted by the project's ROW requirements and temporary construction easements. Therefore, all improvements that are in the public right-of-way need to be coordinated. OE understands the importance of good communication with the affected community. Our team has put in place a couple of mediums for stakeholders to utilize during the course of this project. These mediums allow stakeholders to understand the project and to ensure that this project has a positive public perception. These mediums are discussed in the value added services which are found at the end of this section.

Caltrans Coordination

The Caltrans Highway Design Manual (HDM) requirements are to be applied for this project. Some of the standards within the Highway Design Manual cannot be reasonably incorporated into the design, and thus will require justification to receive design exceptions. At OE, we are both proactive and diligent when it comes to Caltrans processing. We have thorough experience submitting and pushing through Caltrans Encroachment Permits on multiple projects. We know that the best approach to getting approvals through Caltrans is to meet with the necessary staff face-to-face prior to submittal. This allows OE to discuss what types of designs are possible utilizing design exceptions as they relate to the City's objectives on this project. We have discussed a hypothetical preliminary design with Caltrans to narrow down the scope needs and design exceptions for this project as shown in the design exhibit. Our plans will be clear and will fully address the encroachment permit requirements. The following are design exceptions as they apply to the design exhibit with justifications:

Nonstandard Feature: 10' Lane Widths

- Standard for Which Exception is Requested: 12' Minimum Lane Widths
- Reason for Requesting Exception: Per the Highway Design Manual Index 405.2, "For conventional State highways with posted speeds of less than or equal to 40 mph and Average Annual Daily Truck Traffic (AADTT) (truck volume) less than 250 per lane in urban, city or town

centers, the minimum lane width shall be 11'." The existing lanes on Sepulveda Blvd. north and south of the project limit are 10' existing, and therefore changing the lane widths to 12' at the intersection would create significant offsets and create a dangerous situation. Therefore 10' lanes should be maintained until the whole stretch of Sepulveda can be modified to 12' lanes.

- **Added Cost to Make Standard:** The added cost is significant in that it would require a full ROW acquisition at this location.

Nonstandard Feature: One curb ramp at each corner.

- **Standard for Which Exception is Requested:** Dual Curb Ramps at each corner for new construction.
- **Reason for Requesting Exception:** Per the Highway Design Manual Index 105.5 for new construction, two curb ramps shall be placed at each corner of an intersection for new construction. This project is a reconstruction project and therefore is not required to follow the dual curb ramp guidelines. Also, the addition of a second curb ramp would put the ramp further away from the adjacent corner due to the skew angle of the intersection.
- **Added Cost to Make Standard:** The added cost is approximately \$3,000-\$4,000 per curb ramp, and therefore a total of \$12,000-\$16,000. However, the design exception is sought due to it being the safer approach.

Right-of-Way Engineering

Right-of-Way acquisition is most effective when communication is clear and concise between both parties and our team will be effective and efficient in this process. This project will also require utility coordination and relocation from multiple parties.

Obtaining R/W to increase roadway capacity is not generally an issue; the issues arise if the property owner perceives that negotiations are unfavorable. For cities, the chief issue is usually acceptance of the appraisal data, spending the public's money, and trying to stay out of court or eminent domain. One way to minimize these concerns is to make sure that all R/W negotiations identify on benefits to the property owner and the general public. This is solved through efficient, direct, and honest communication along with clearly defined impacts. OE will prepare clear and concise site plans, plats, and legal descriptions to fully detail the property impacts from the ROW acquisition. OE will coordinate private property improvements with the affected property owners and detail the necessary on-site improvements after the City acquisitions are complete. This will be coordinated with sufficient sidewalk widths to ensure ADA compliance. If necessary, OE will work with the Planning and Building Departments to obtain approvals prior to final plan submittal.



The table below is an estimate of the parcels which require right-of-way and also those that require Temporary Construction Easements (TCE)'s. As you can see only TCE's will be required based on our design concept. The only property that has a potential benefit from R/W acquisition would be the Chase Bank Property on the northeast corner. This would allow for a sidewalk wider than six feet.

ADDRESS	APN	DESCRIPTION	FULL TAKE	PARTIAL TAKE	TCE	R/W (SF)	TCE (SF)
1129 Sepulveda Blvd.	4170-007-025	Wells Fargo Bank			X		325
1130 Sepulveda Blvd.	4166-024-021	Chase Bank			X		200
1119 Sepulveda Blvd.	4170-026-028	Jiffy Lube			X		225
1100 Sepulveda Blvd.	4167-015-070	Future Rite Aid Pharmacy			X		200

Right-of-Way Acquisition Plan

We do not anticipate any right-of-way acquisition unless the City requires a wider sidewalk on the north side of Manhattan Beach Boulevard east of Sepulveda Boulevard. If right-of-way at this location is required then the success of this proposed widening project will depend on the friendly acquisition of 1 part-take of private property land along Manhattan Beach Boulevard and Sepulveda Boulevard.

Obtain & Review the Preliminary Title Reports:

- Request additional record docs that may have impact on ownership or easements;
- Identify issues with prior utility rights, permanent easements, or a cloud on title;
- Identify the underlying Owners and true signatories of Trusts or Corporations.

Evaluate the size/shape of the partial takes proposed and verify sufficiency, or note problems:

- Walk the project and note any potential field conflicts;
- Verify proposed R/W take is reasonable based on existing buildings/structures;
- See if proposed TCE widths will allow for construction equipment maneuvering;
- Recommend adjusted boundaries for Temporary Construction Easements.

Provide status reports on the R/W progress:

- Conduct a Town Hall meeting for the property owners or their representatives;
- Explain project needs, the appraisal and purchase processes, and timing;
- Collect owner comments and present to City Staff for consideration or response;
- Prepare a project brief and present to the Planning Commission and/or City Council.

Prepare Temporary Construction Easements and draft Purchase Agreements documents:

- Review the surveyor’s Legal Descriptions and Exhibits for intent and accuracy;
- Route to the City Attorney and answer any questions from staff or the City Attorney;
- Route the final documents to Owners for signature, then route through City for acceptance;
- Prepare the Resolution for City Council along with related Attachments.

Prepare forms and exhibits needed for Environmental approval:

- Stay on top of the environmental review and revision process;
- Incorporate the accepted partial takes & TCEs into the design plans.

Utility Coordination

Utility Coordination is another critical step in the widening process. It will be critical that coordination be initiated early on with the utility companies in order to ensure a successful design. OE will keep constant contact with the necessary agencies, and make an initial push up front to get them informed of the aggressive schedule for this project. We will ensure that all necessary relocation are done well before the contractor begins work if possible, to eliminate the need for any delays or change orders regarding utility relocations. We understand that some utility relocations and adjustments will need to be done concurrently with the construction, and we will include this in our specifications so that the Contractor is made aware prior to construction.

Our approach is to minimize construction change orders by creating a master plan of utilities within the project area. The master plan will be developed with the full cooperation of the affected utilities to ensure all parties understand the project scope of work, required relocations, and scheduling.

The utility locations will use the coordinates (northings, eastings) for the project survey including elevations. Elevations are required to ensure proper “cover”. The master plan of utilities will be used to develop individual utility and pipeline relocation plans as required. OE has completed a field review of the site and visually confirms the following utilities impacted by the project:

<u>Above Ground</u>
Edison Vent
Phone/Fiber
Street Lighting
Traffic Signal Cabinets/Controllers
Fire Hydrants
Air/Vac (Water)
Telephone Cabinet
Adjust utilities to behind the new curb alignment

<u>Below Ground</u>
Water
Sewer
Storm Drain
Phone Fiber
Street Lights
Traffic Signal Conduits
Natural Gas Mains
Water Valves
Adjust utilities, provide minimum cover in the roadway cross-section.

OE will prepare a detailed utility pothole plan which will be coordinated with the proposed roadway and traffic signal improvements.

Potholing will allow the avoidance of conflict with the new traffic signal foundations, catch basins, and other pertinent items. Based on the locations of underground utilities provided by record drawings, surveys, and responses from the first utility notices, the locations, along the proposed roadway alignment, vertically and horizontally, will be identified on a Pothole Exhibit for City review prior to proceeding. A report of their findings is prepared and a survey crew collects finished surface elevations to complete the findings.

Underground Utility Coordination

The key to this Project is identifying all underground utilities. In order to fully evaluate the impacts to underground utilities, a full investigation through potholing and survey elevations is recommended to be completed as part of the design process. OE recommends the following underground utility tasks for implementation after award of the design contract:

- A. Underground Utility Kick Off Meeting – Immediately schedule the kick off meeting to discuss the project scope and schedule.
- B. Complete Utility Investigation – Obtain all record documents, coordinate with Dig-Alert to confirm utility locations.
- C. Prepare Composite Utility Plans for all underground facilities including locations of potholes. Utilize the Preliminary Widening and Street Improvement Design Plans as the base map for the composite utility plan.

- D. Obtain Permits – Obtain necessary roadway pothole permits and schedule the pothole company, and project surveyor to obtain the pipe elevation and existing roadway surface elevation at each pothole.
 - E. Prepare Composite Utility Plan Cross-Sections – Evaluate utilities with minimum cover with proposed new profile. Identify which utilities will be lowered to obtain minimum cover.
 - F. Underground Utility Impact Meetings – The meetings provide each utility with the verified field information, cross-section and relocation requirements to obtain minimum cover.
 - G. Conduct Monthly Progress Meetings with affected utilities.
 - H. Track progress with utility construction documents including design, approvals and construction schedule. Coordinate with our own Project Design Improvement Schedule.
-

Value Added Services

Our fee is finely tuned, highly competitive, and based upon our experience on similar projects. In addition, we provide value-added services without additional cost to deliver a gold standard experience to the City. OE utilizes highly trained staff and promises to provide ingenuity in its engineering solutions. As a firm, we also believe in offering clients' beneficial tools and resources which make their experience with OE remarkable. A partial list of services we provide as a value added service without an added charge include:

Box Enterprise for Document Control

OE has a document filing system that will be used on all documents and folders to ensure proper documentation. The first thing we will do is map all of the City's standards, folder structure, and document formats to our cloud-based Box Enterprise account for implementation. We are able to recommend a filing structure to the City if there is no established protocol available.

After the filing structure is established, we will provide access to the project folder for the full project team. This includes other stakeholders, consultants, and city personnel. Access can be limited for some users and customized based on the City's Project Manager's preferences.

After the team is added to the project folder, this cloud-based account allows for secure, remote access and review of our

entire filing system, to ensure that documentation and filing is done in compliance with the project requirements.

Each City staff member attached to a project will be able to select a password which will allow access to view, upload, or download any of the project files without having to change the City's existing IT framework.

This document control system is compliant with Caltrans' LAPM filing requirements. Additionally, this flexibility allows City staff access to the project files anywhere, and the City can provide access to select files (such as photos) to City Council and media outlets.



The importance of good document control on this project is paramount. This is due to the fact that there will likely be multiple phases, including design, environmental, right-of-way, bidding, pre-

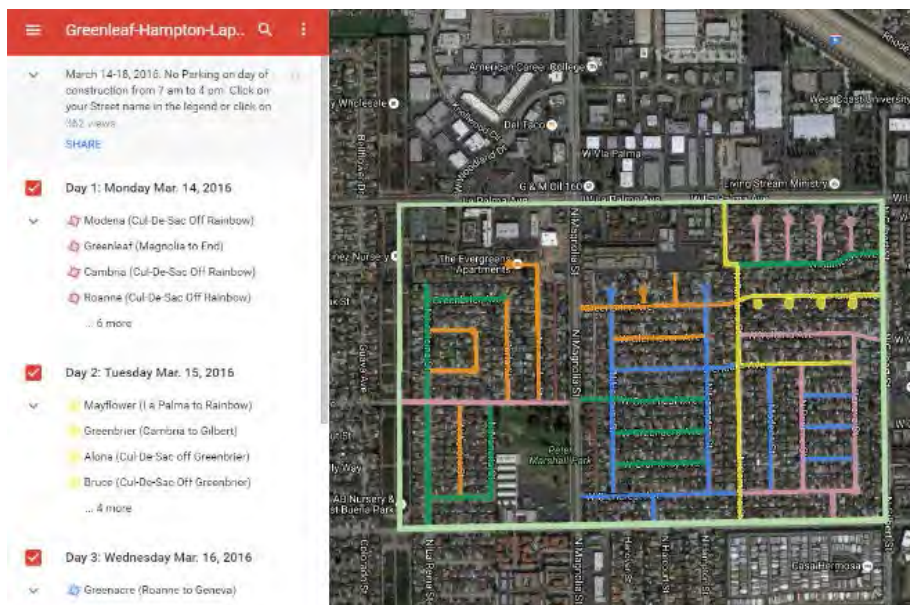
construction, construction, and construction closeout phases. This results in many stakeholders, consultants, and files. An important component of the system is that it will remain in effect throughout all project life cycles. OE will continue to maintain the files, add users, and manage permissions after the design phase is completed. This gives the City peace of mind that files will be preserved and organized, virtually eliminating data loss, and aiding in quicker responses and turnaround times.

Project Hotlines

OE establishes project hotlines to provide businesses, residents, and City staff 24/7 access to project personnel. We are able to provide the City with a hotline for the project that can function as the contact number for the entire project life cycle. Once it is set up, callers will be greeted by a short, pre-recorded introduction requesting they dial an extension to gain insightful project information (public meetings, street closures, schedule changes, street parking advisories, etc.) prior to routing them to a specific project staff member. All calls are addressed by an actual person. This system is completely customizable and can change throughout the course of a project. During design, the call can go to the design team's Project Manager. This contact person can change to the Right-of-Way consultant during the right-of-way phase. Most importantly, this can be the number distributed during construction. This allows callers to reach the Construction Manager or Inspector directly, without having to give out their individual cell phone numbers. This consolidation gives the community comfort that they can always reach someone to voice their concerns while only having to save one phone number. It also means less headaches for the City. Another great element of this system is that all calls are tracked, so that a call log can easily be generated and saved, with caller information, time of call, and voicemail.

Project Maps

OE has the tools to build complex and dynamic maps (as seen below) for online access to stakeholders affected by a project. These maps can include project information important to affected stakeholders. We can update this map in real-time to keep the public informed. During construction, phasing, detours, parking, street closures, and project information can be shown on this map. By providing information through this medium, we are truly giving the City options and alternatives for the dissemination of information. This is especially useful for high-profile projects like widenings where coordination is extensive. You can see an example of how these maps are utilized at www.oe-eng.com/greenleaf. Some of these maps are viewed over 500 times by residents. This is a high number for resident engagement. Residents, businesses, visitors, and the like can all stay informed over the course of the project. It is our belief that an informed public is a happy public.



Sample of project map for recently completed project in Anaheim.

SECTION B:

METHODOLOGY & WORK PLAN

Project Management Methodology

OE uses a 5-step approach for public works projects which correlates to the Project Management Institute (PMI) standards for project management. By implementing this approach, we feel that we are proactively ensuring quality and the successful design of this project. We begin with the **Initiation Phase**. We have already begun work on this phase, by making multiple visits to the project site, developing and identifying goals, establishing objectives, and identifying stakeholders. Our preliminary analysis of this project includes beginning with our innovative design options. Our unique approach to this RFP was to treat it as a Notice-to-Proceed. This allows us to hit the ground running when selected.



The second phase is the **Planning Phase**. We have also begun with this phase. This includes defining a scope which we will go over with the City and alter if necessary, selecting the best possible team, calculating the budget, setting up a realistic but aggressive schedule, establishing a communication plan,

establishing document control protocols, and customizing a Quality Management Plan (QMP) which ensures that the City is receiving a PS&E package that is of top quality.



TOPOGRAPHIC SURVEY & CONCEPT DESIGN PLANS PHASE

TASK 1-Kick-off Meeting

OE will set up a design kick-off meeting with City staff to discuss the scope of work, objectives, design criteria, technical requirements, and project schedule. It is important that the scope of work and schedule be reviewed and finalized by the City at this meeting to ensure a smooth and successful project.

Task 1 Deliverables:

- Meeting minutes and agenda
-

TASK 2-Research Available Data

The OE team will compile and review all records and documents from the City. Existing documentation research that will be reviewed includes State, County, City, utility, and other pertinent records and documents, the City's General Circulation Element, existing street, signal, storm drain, gas, sewer, and water main improvement plans, topographic data maps, record drawings, utility plans, survey centerline and private property monument data, and other important information. All records will be compiled and returned to the City upon project completion. OE will conduct existing records research and coordination with utilities in the area and all design work will be coordinated with the affected utilities.

Task 2 Deliverables:

- Existing records matrix
 - Copies of existing records
-

Task 3-Utility Research & Notification

We believe that utility notifications are a low cost/high value component of every design project. First, we focus on confirming the contacts for all existing utility facilities. OE will conduct an online design investigation which allows our staff to research and confirm the most recent contacts for all affected utilities. Each company will be contacted & informed of the upcoming project. OE then conducts a three-pronged utility coordination & investigation protocol which involves a detailed local utility research, a three-step utility notification protocol (inform, advise, relocate/adjust). In addition to the minimum of two coordination meetings, we will meet as many times as necessary with the affected agencies. We will notify all affected utility companies to alert them of the upcoming project and request verification of the sizes, depths, and locations of their underground lines, facilities, and substructures within the project vicinity. After receipt of information from the utilities, OE will cross check the plotted locations with field review information to ensure the existing utility lines are shown in their proper locations. OE will ensure that final design is compatible with all utilities to be installed, relocated, adjusted, or otherwise modified within the project area.

Task 3 Deliverables:

- Utility contact matrix
 - 1st, 2nd, and 3rd utility notices
 - Utility notification log
 - Correspondence to each utility
-

Task 4-Topographic Survey

OE has teamed with CL Surveying to provide the topographic survey on this project. OE will coordinate with the City to ensure that all desired improvements are noted prior to the initiation of the design survey to ensure that all necessary data is obtained and considered in the design. The OE survey team will conduct all necessary topographic survey work items.

Subtask 1 - Site Control

Establish a site-wide network of horizontal/vertical control to serve as the basis for any subsequent boundary, topographic, or construction staking surveys that may be required throughout the course of the project. The survey team will reference an assumed horizontally, and available local agency vertical datum, unless specifically requested otherwise.

Subtask 2 - Centerline/Right-of-Way Establishment/Mapping

Conduct the field measurements necessary to re-trace the centerlines and rights-of-ways within the project limits. This effort does not constitute a full and complete boundary survey of the adjacent land parcels. Survey monuments located and indicated on the survey shall be limited to existing, centerline monuments found to be present along the streets and all associated ties as indicated.

Subtask 3-Topography and Street Cross Sections

Perform a field topographic survey of the proposed project sites to document existing site topography and planimetrics.

Substantial visible improvements will be located within the street right of way, including utilities, manholes, valve covers, utility vaults and covers, sign posts, signs, trees, utility poles, traffic signal poles, cross gutters, local depressions, catch basins, driveway openings, sidewalks, corner access ramps, fire hydrants, parkway drains, etc. Visible indications of surface utilities lying within the project limits will be located, as will accurate lid/rim elevations for drainage structures present. Street cross sections will be taken at 25 foot intervals. The standard cross sectional data will consist of a back of walk elevation, Top of Curb, Flow Line, Gutter Lip, and crown for both streets.

Task 4 Deliverables:

- Topographic survey base map w/ notes
 - CAD Survey files
-

Task 5-Site Evaluation

OE will schedule a site inspection and evaluation. OE will confirm items found in the topographic survey, verify records drawings and data, identify proposed improvements, inventory roadway signage and traffic signal equipment and existing pavement markings, and take note of the existing grades at the curb ramps for ADA Compliance. OE will prepare a photo log of key project areas. Additionally, we will mark and identify the join limits for the proposed curb and gutter, sidewalk and other parkway items that will require specific survey shots.

Task 5 Deliverables:

- Site evaluation notes, photos, & video (parkway, roadway, & other repair locations)
 - Pavement marking & signage inventory
 - Survey note
 - Topo survey basemap & CAD survey files
-

Task 6-Base Sheets

The base map will be prepared with compilation of the research records, topographic survey data and underground utility line records obtained from as-built plans from utility companies. All plans will be developed using the latest AutoCAD software. Base maps will be prepared at 1"=20' scale using conventional line style. OE will store text annotation as a separate layer.

Task 6 Deliverables:

- Street, right-of-way, and utility base maps
-

Task 7-Conduct Traffic Study

Upon receipt of the notice-to-proceed, we will begin work by developing a traffic study to address the feasibility for improving the intersection to meet current traffic demands and compare results with the widened improvements. As indicated in the RFP, the consultant shall perform a traffic study for the intersection, numerating all relevant traffic flows.

We will evaluate the traffic flows by gathering peak-hour turning movement vehicular traffic counts. More specifically, we will include the collection of new AM/MD/PM peak hour intersection traffic counts for the 7-9am, 11-1pm, and 4-6pm

periods during one midweek day. The counts will be used to evaluate/determine storage lengths for applicable left-turn and right-turn pockets for the approaches based on existing as well as future traffic volume needs.

Upon receipt of the new intersection count data, as well as obtaining a copy of the existing traffic signal plan and signal timing sheets from the City, We will conduct an operational traffic study for the intersection using the Synchro software. The results of this traffic study will be used to predict intersection levels-of-service (LOS) and queuing for existing and future traffic volume conditions. A design-level traffic study will be produced for the project to consider the traffic conditions on the project roadways expected at project completion, as well as post construction traffic conditions based on a projected growth rate of 1% per year (or as specified by the City). We will include recommendations on median geometry (i.e., length, width, openings, pocket lengths, etc.).

A draft report summarizing the results of the study will be prepared by a California-Registered Professional Engineer, Mr. Armando Solis, PE, and submitted for an initial review. The report will be suitably documented with text, tabular and graphical material, along with a summary of results and recommendations.

Task 7 Deliverables:

- Traffic Counts
 - Traffic Study
-



Task 8-Prepare Concept Design

Once the topographic survey, site evaluation traffic study and base maps for the project area have been completed, OE will immediately begin the preparation of the concept alignment layout to make submissions. Our design team will begin to populate the plan set with the necessary plan horizontal geometrics in order to determine the right-of-way requirements. Based on the information gathered and input received during the startup meeting, we will develop a concept design. Once that is submitted, OE will coordinate a Plan Check Meetings with the City.

Task 8 Deliverables:

- Concept Design in hard copy & soft copy
-

ENVIRONMENTAL PHASE

TASK 9-Environmental Engineering

Our proposed work plan will examine all the proposed concept, with the goal of identifying the most environmentally superior and time effective improvements that are compatible with the surrounding uses in consideration of the overall project's purpose and need. A number of agencies, organizations and consultants are involved in this project. An important consideration is to ensure that the key players are well coordinated and kept informed regarding issues, status, resolution, and schedule progress. OE will lead the environmental effort and interface with agencies and other interested parties to facilitate project delivery. Environmental issues that may require further detailed study or that may

delay or affect the viability of the proposed project will also be identified through our initial efforts. All technical documentation will be prepared in conformance with Caltrans' Environmental Handbook and Local Assistance Procedures Manual, CEQA, and the regulations, requirements and procedures of any other responsible Public Agency within its jurisdiction.

Based on the description of work and nature of this project then we anticipate that this project will be Categorically Exempt under CEQA. OE will prepare an initial study which will detail any potential impacts.

Task 9 Deliverables:

- Initial Study
 - Categorical Exemption/Exclusion Determination
-

CALTRANS COORDINATION PHASE

TASK 10- Obtain Cooperative Agreement

Any City project located within the existing State highway system costing over \$1,000,000 and financed with revenues from sources other than the State Highway Fund is called an "Oversight Project" by Caltrans. In such a situation the City is required to enter into Cooperative Agreement with Caltrans for any project to be constructed upon the State highway system costing more than \$1,000,000 within existing State highway rights-of-way. By contrast, a project \$1,000,000 or less generally does not require a Cooperative Agreement.

The Cooperative Agreement establishes the respective responsibilities of the City and

Caltrans for all proposed project development work, including environmental studies, documentation, and clearance. OE believes that if we separate the costs of construction widening on Sepulveda Boulevard (State Highway) from the improvements on Manhattan Beach Boulevard the cost will be less than \$1,000,000. But, regardless if Caltrans insists on one, we can draft one up.

Task 10 Deliverables:

-Cooperative Agreement

TASK 11-Caltrans Encroachment Permit

The Encroachment permit is an agreement for a project on the State Highway System with a total project cost under \$1,000,000 that is funded by others. On occasion, projects between \$1,000,000 and \$3,000,000 with a simple scope may be advanced through an encroachment permit.

OE will complete a Standard Encroachment Permit Application (TR-0100), attach supporting documents such as: plans, location map, environmental documentation, certificate of compliance with ADA, PEER, etc. and submit them to Caltrans District 7, Encroachment Permits Office.

In accordance with California Streets and Highways Code, section 671.5 (a), Caltrans is required to either approve or deny an encroachment permit application submittal within 60 calendar days, upon determination that the submittal is complete.

In accordance with Section 671.1 of the California Streets and Highways Code, Caltrans has established a Fee Schedule (TR-0166) and charges a fee for the issuance of an encroachment permit, however, Cities are statutorily exempt from encroachment permit fees.

Highway Improvement Projects costing greater than \$1,000,000 but less than \$3,000,000 would be allowed to follow a streamlined process similar to the Encroachment Permit Process, except that concept and project approval would be through completion of a Permit Engineering Evaluation Report (PEER). After approval of the PEER, an encroachment permit would be issued.

Task 11 Deliverables:

-Application for permit
-Caltrans encroachment permit

TASK 12-Certification of Compliance with Americans with Disabilities Act (ADA)

Encroachment permit projects that create, alter or affect pedestrian facilities are required to be designed and constructed in accordance with Caltrans current policies and standards. OE will prepare, sign and submit the Certification of Compliance along with the Encroachment permit, which must be submitted by the permittee prior to the issuance of an encroachment permit or rider and after construction is completed. And if requested, upon completion of the construction project OE can verify that ADA requirements have been met and constructed in accordance with DIB 82.

Task 12 Deliverables:

- Certification of Compliance

TASK 13-Permit Engineering Evaluation Report (PEER)

If a project is considered to be a non-complex project and the construction cost of the project is less than \$1 million, then the review and approval of the project is completed under the encroachment permit process. For projects less than \$1 million, Caltrans determines the complexity of the project through the permit application review.

If the project is considered to be a non-complex project and the construction cost of the project is less than \$3 million, then review and approval of the project can be completed through the Permit Engineering Evaluation Report (PEER) process. The PEER basically melds engineering review of permit proposal into the normal encroachment permit application review.

A PEER (form TR-0112) is required for every action that has a permanent traffic impact and for work that affects the operating capability of a State highway facility. All Highway Improvement Projects that are between \$1,000,000 and \$3,000,000 require a PEER. This report, and its preparation, is discussed fully in Caltrans Project Development Procedures Manual. The PEER is prepared to document the engineering analysis of proposed work. The analysis includes review of the proposed work to determine drainage, maintenance, operation, and environmental impacts to

the State highway system. All proposed work shall conform to the Caltrans' current standards and practices, or be justified by an approved exception.

Exceptions to mandatory and advisory design standards must be documented by the required Fact Sheets, and attached to the PEER. OE will prepare both, we believe that the Fact Sheet will be required by Caltrans.

Task 13 Deliverables:

- PEER

TASK 14-Fact Sheet Preparation

OE will prepare the Fact Sheet. The purpose of the fact sheet for exceptions to design standards is to document engineering decisions leading to the approval of each exception to a design standard. It is essential that adequate records are prepared and preserved to document such decisions and approvals. This documentation is necessary for Caltrans to maintain design immunity.

Task 14 Deliverables:

- Fact Sheet

TASK 15-Aerial Deposited Lead Testing

OE has teamed with GeoMat to provide testing for aerial deposited lead levels, if requested by Caltrans. We don't believe it will be required, but if it is we have a cost associated with that effort in our fee proposal. The following is a brief background on the subject of aerial deposited lead.

Refiners in the United States started adding lead compounds to gasoline in the 1920s in order to boost octane levels and improve engine performance by reducing engine 'knock' and allowing higher engine compression. Tailpipe emissions from automobiles using leaded gasoline contained lead and resulted in ADL being deposited in and along roadways throughout the State. The phasedown of lead in gasoline began in 1974 when, under the authority of the Clean Air Act Amendments of 1970, the U.S. Environmental Protection Agency (EPA) introduced rules requiring the use of unleaded gasoline in new cars equipped with catalytic converters.

The introduction of catalytic converters for control of hydrocarbon (HC), nitrous oxide (NOx) and carbon monoxide (CO) emissions required that motorists use unleaded gasoline because lead destroys the emissions control capacity of catalytic converters. By the early 1980s gasoline lead levels had declined about 80% as a result of both the regulations and fleet turnover. Beginning in 1992, lead was banned as a fuel additive in California.

ADL-contaminated soil still exists along roadsides and medians and can also be found underneath some existing road surfaces due to past construction activities. The highest lead concentrations are usually found within 10 feet of the edge of the pavement and within the top six inches of the soil. In some cases, lead is as deep as two to three feet below the surface and can

extend 20 feet or more from the edge of pavement.

The hazardous waste level ADL contaminated soil would stay in place (beneath the road, highway, freeways, or a layer of clean soil, etc.) for the life of the highway. Additional upgrades and widening are much more likely than abandoning old highways. Therefore, the hazardous waste level ADL contaminated soil would remain secure, and health and the environment would remain protected long term.

ADL contaminated soil is defined as excavated soil whose only constituent of concern that poses an unacceptable risk to human health or the environment is lead, primarily from exhaust emissions from the operation of motor vehicles, in concentrations greater than considered appropriate for unrestricted use currently 80 milligrams per kilogram total lead based on a 95 percent upper confidence limit [UCL]) and/or 5 mg/l extractable lead based on a 95 percent UCL, as determined by the CA Waste Extraction Test (CA-WET). Clean Soil is defined as soil not containing total lead over 80 mg/kg based on a 95 percent UCL or soluble lead over 5 mg/l based on a 95 percent UCL as determined by the CA-WET and not containing other constituents at levels that would pose an unacceptable risk to human health or the environment or be unacceptable to the Regional Water Quality Control Board with jurisdiction.

Task 15 Deliverables:

- ADL Testing and Report

RIGHT-OF-WAY ENGINEERING PHASE

TASK 16-Right-of-Way Engineering

OE has teamed with CPSI to provide the right-of-way engineering for this project.

OE understands that the City of Manhattan Beach wants to minimize right of way impact on the project, and that is why our project approach which can be found on page four of this proposal, focuses on Design Option #3.

Using the limited information in our possession, our proposal assumes that we will need additional right-of-way for two corner cuts at the northwest and northeast corners for the curb returns. This requirement is as a result of shifting the northerly curb on Manhattan Beach Boulevard to the north, in front of Wells Fargo Bank and Chase Bank.

We also noticed that the City has passed Resolution No. 6122 for Rite Aid to dedicate 8 feet along the length of Sepulveda Boulevard from Manhattan Beach Boulevard to 11th Street. We are not sure if this dedication has been recorded and to whom. If the dedication has been recorded to the City, we will need to Quitclaim it to Caltrans. This has been included as an optional item in our fee. If the dedication has not been recorded, then Rite Aid can simply dedicate it to Caltrans.

Our proposal assumes that we will require three Temporary Construction Easements (TCEs) for this project.

Task 16 Deliverables:

- Right of Way Engineering for two locations
 - TCEs for three locations
 - Optional Quitclaim if needed
-

FINAL DESIGN PHASE

TASK 17-Utility Coordination

OE will prepare utility plans to be delivered to the appropriate utility agencies. We will coordinate any necessary relocations as early as possible so as to not delay construction. The most effective approach to utility coordination is early and effective communication on projects like these. We will ensure that all items are relocated or undergrounded prior to construction.

Task 17 Deliverables:

- Utility Log
 - Relocation Plans
 - Utility Agency Correspondence
-

TASK 18-Utility Potholing

OE will prepare a detailed utility pothole plan which will be coordinated with the proposed roadway and traffic signal improvements. Potholing will allow the avoidance of utility conflicts during the installation of the new traffic signal foundations, catch basins, and other pertinent items. Based on the locations of underground utilities provided by record drawings, surveys, and responses from the first utility notices, the locations, for the new traffic signal poles will be identified on a Pothole Exhibit for City Review prior to

engaging the Potholing Company. A report of their findings is prepared and a survey crew collects finished surface elevations to complete the findings. Potholing will be useful in identifying underground utilities where the signal pole equipment is considered for relocation.

Task 18 Deliverables:

- Plan with pothole location, depth, material, and size

TASK 19-Prepare 65% & 95% PS&E

Once we receive the City's comments on the concept design submittal, OE will work expeditiously to incorporate any comments or changes, and begin preparing the next submissions of the plans. Each submittal will be preceded by submission of an electronic copy. Our plans will vary depending on the project and could include more than roadway plans and profile. The additional items may encompass:

Traffic Signal & Traffic Control Plans

OE has teamed with Hartzog & Crabill to provide Traffic Signal Design. Using all right-of-way, utility, widening improvement and survey data from Onward, and the existing signal plan, HCI will field-review the location and begin the preparation of the preliminary 90%-complete traffic signal modification design for the project intersection.

The preliminary signal design plan will take existing and proposed intersection geometry into consideration and other

factors that may influence the design or operation of the signal system.

All traffic signal work shown on the plans will be designed in conformance with Section 86 of the State of California (Caltrans) Specifications and Standard Plans, latest editions, and will also be compliant with the City of Manhattan Beach's design criteria and standards. The traffic signal modification design plan will include: General and construction notes, phase diagram, conductor, detector and pole schedules, and other details necessary for construction. The traffic signal design plan will be prepared at 20-scale using AutoCAD and plotted on 'D' size (24"x36") sheet with standard City title block.

Striping & Signing

OE will evaluate and prepare striping and signing plans based on the needs of the project. These will include transitional areas to join into existing lanes, and inclusion of signage consistent with City requirements and with approval from City's Traffic Section.

Off-site Improvements

OE will evaluate offsite improvement needs and develop conceptual plans to depict all match work for off-site areas impacted by any proposed widening. This includes the relocation of existing overhead commercial signs, parking lot lights and fire line detector assemblies, construction of slough/retaining walls, re-landscaping and re-routing of irrigation systems, repaving and restriping.

Drainage

OE will evaluate the need to modify drainage structures when requested. We are also able to provide hydraulic and hydrology analysis to ascertain the need to upgrade (or otherwise downgrade) drainage inlets and connector pipes to accommodate existing and future drainage needs.

Cost Estimate

Cost estimate development will be a continuous process which begins at project inception and ends with design completion. Our office constantly updates the unit price records from recent local projects in an effort to provide the most accurate project estimated costs. OE will provide an updated cost estimate at each submittal. With the use of our modern Civil 3D software, we are able to track the quantities and costs while preparing the plan set. This allows us to track and monitor cost as we conduct our design. The construction cost estimates shall be based on the quantity take off for the project. OE will conduct value engineering study/analysis for any proposed improvements.

Specifications

Clarity of bid items, site control, and payment method for each item of work are a crucial part of the project specifications. We will ensure that each pay item is clearly referenced and described in each applicable section of work. The specifications will have all necessary contacts for utilities or residents that have special concerns, and will delineate all items needing relocation on the Contractor's part. If specific details or photographs need to be included in the

specifications our staff will gladly prepare them as well. Close attention will be paid to the delineation of each bid item to ensure that the scope covers the full intent.

Task 19 Deliverables:

- PS&E in hard copy & soft copy
 - CD of all review comments/responses
 - Digital copy of red-lined plans
-

TASK 20-100% & Final PS&E Submittal

Once the City has made the 2nd review of the PS&E, OE will incorporate the plan check comments into the 100% PS&E Submittal. OE will expeditiously work towards the completion and submittal of the 100% PS&E. It is not anticipated that any major changes will be required for the 100% Submittal and it will be our goal to have a quick turnaround so that the City can actively pursue getting this project out to bid. Additionally, if upon submittal of the 100% PS&E package it is noted that minor changes are needed, OE will incorporate all necessary changes. At this phase, plans will be guaranteed to meet the 5 C's, consistent, clear, correct, constructible, and complete.

Task 20 Deliverables:

- Complete set of plans (24" x 36" double matte 4mm mylar sheets)
 - Complete unbound project specifications (single-sided prints on white letter paper)
 - Project quantities and cost estimate
 - Digital copy of PS&E Package
-

TASK 21-Project Coordination

Good communication, established relationships, and excellent document control are essential to the success of a project with so many variables and stakeholders. Our Project Manager Nacho Ochoa and QA/QC Manager Majdi Ataya have a proven record of doing exactly that. In managing our team, they will be committed to meeting the design milestones, managing the hours, and identifying areas of concern. They will participate in the kick-off meeting, public outreach meeting, progress meetings (monthly), conceptual design meeting, plan review meetings (assumed 3), and meeting with affected utility companies (assumed 3).

Public Involvement Plan

This widening project is sensitive in nature as there are potential right-of-way impacts. We

will work with the City and the project stakeholders to create and implement a Public Involvement Plan (PIP). The plan will identify strategies to engage owners, residents, commuters, business operators, and other stakeholders. The PIP will serve as a guide for notifying and engaging the public and project stakeholders. We have a ton of experience setting projects up for public acceptance. This carries over to construction, with project websites, hotlines, maps, and public notices.

Stakeholder Database

Our team will compile a stakeholder database for the project which will include stakeholder agencies, businesses, residents, city staff, and other stakeholders that have an interest in this project.

SECTION C: PROJECT MANAGEMENT

Quality Assurance

Achieving design quality is the foundation for keeping costs under control during construction. Nothing is more important than design quality. It must be stressed during all stages of project delivery, including concept development, preliminary design, detailed design, and bid and award. Effective Construction Management (CM) begins during design because the costs of CM, including change orders and claims, are largely determined by design quality. Emphasizing design quality and design clarity is the surest way to minimize the amount of change orders and construction costs. There is no better or more effective way to control total project costs and return on investment than producing well-documented, well designed plans and specifications. Quality assurance is a proactive measure taken to ensure the systems and procedures are in conformance with the City's requirements and expectations. Plans and specifications must be of high quality, which means they must be clear and understandable, complete, accurate, consistent, and constructible.

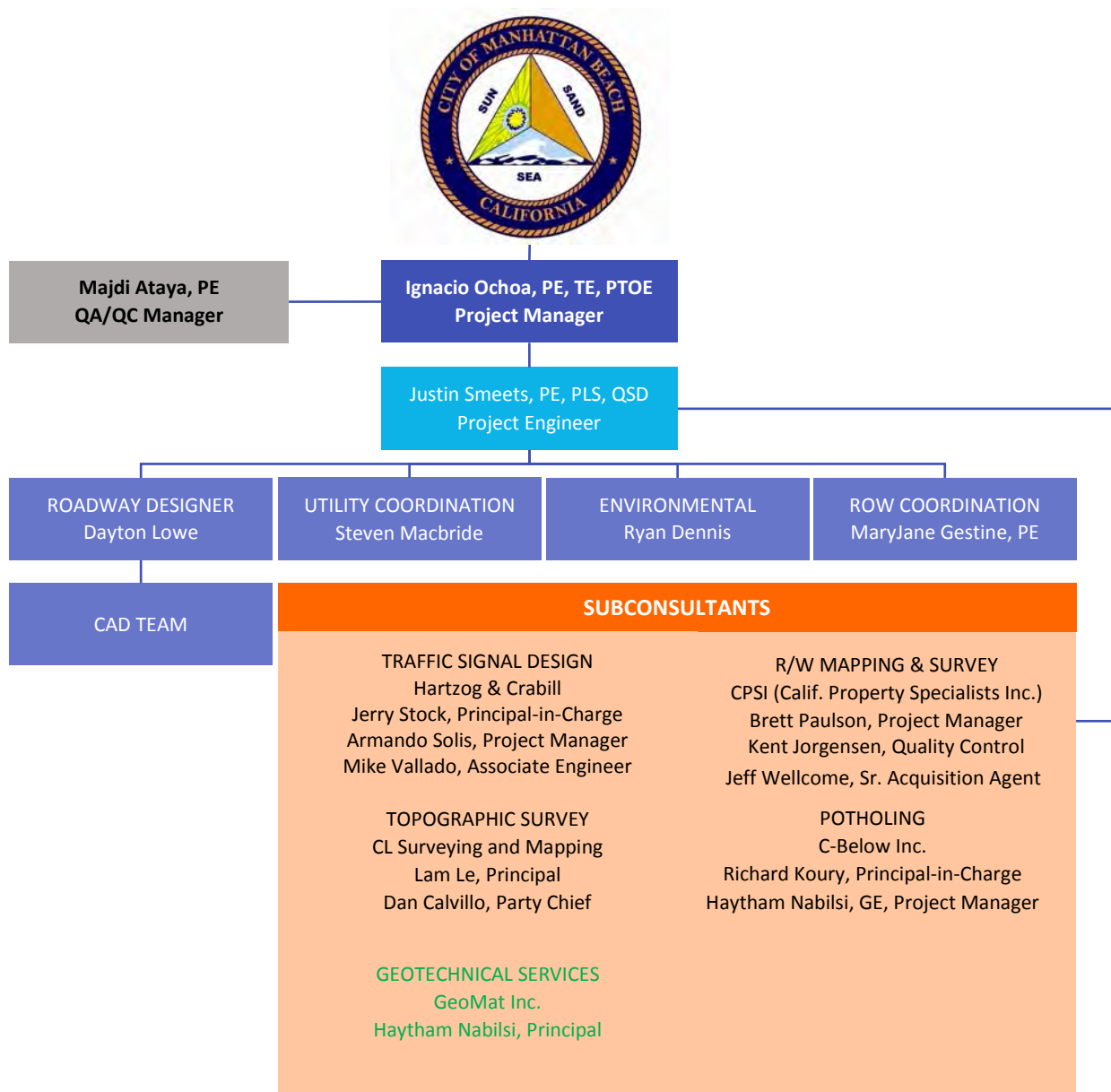
Quality Control

Our submitted documents will go through three levels of review prior to each submittal: Initial Peer Review, Project Manager Review, and QA/QC Review. This three-tiered review allows for error mitigation on three separate levels of detail: ground level (drafting, calculations, and document formatting), project management level (design and project intent compliance) and quality assurance level (completeness of documents to ensure "biddable" plans). Plan checks ensure that the plans meet the 5 C's: consistent, clear, correct, constructible, and complete. Our project engineers and project managers recognize that quality is the result of several processes. It requires many individuals performing many appropriate activities at the right time during the plans development process. Quality Control does not solely consist of a review after a product is complete. It is an approach and a realization that quality is something that occurs throughout the design process. QC means performing all activities in conformance with valid requirements, no matter how large or small their overall contribution to the design process. Good CAD techniques, attention to detail, and ensuring plans are correct and useful to the contractor are also essential to quality. The design team follows OE's established design policies, procedures, standards and guidelines in the preparation and review of all design products for compliance and good engineering practice as directed by the Project QC Plan.



SECTION D: STATEMENT OF QUALIFICATIONS

Organizational Chart



Key Staff Cameos

Our team has a strong understanding of your project challenges and issues. Our team is highly motivated and committed to this project. Our commitment to excellence is reflected in the team we have assembled. No member of our team will be removed or replaced without the prior written consent of the City.

Ignacio Ochoa, Project Manager

Ignacio “Nacho” Ochoa has over 35 years of experience in the public works sector. This includes being the County Chief Engineer and Director of the Orange County Engineering Division. In 2012 he was chosen as Interim Public Works Director. He was responsible for an annual budget of approximately \$600 million. While at OE, he was assigned as Long Beach City Traffic Engineer. Being both a Professional Engineer and a Traffic Engineer, he brings a unique ability to manage this project effectively and to innovatively identify alternatives which meet the City’s traffic capacity needs. Nacho understands the level of detail and problem solving skills required to complete high profile projects on time and within budget. He is extremely familiar with the process of design engineering, and plan review. Nacho understands the importance of excellent communication. He is an effective project manager, offering a level of expertise sought by many.

Project Qualifications:

- BS Civil Engineering, Long Beach State (LBSU)
- Registered Civil Engineer
- Registered Traffic Engineer
- Professional Traffic Operations Engineer
- Former City Engineer/City Traffic Engineer

Experience:

- Interim Director of Public Works (West Covina)
- City of Long Beach Traffic Engineer
- Interim City Engineer (Long Beach)
- Interim Director, Orange County Public Works, County of Orange – 2012 to 2014
- Director of Orange County Engineering/Chief Engineer, County of Orange – 2006 to 2014
- Assistant Director Public Works/Chief Engineer, County of Orange – 2006 to 2007
- Division Manager, Public Works Road Division, County of Orange – 2005 -2006

Majdi Ataya, QA/QC Manager

Onward Engineering reflects the attitude, mentality, and vision of its principal. Majdi is committed to delivering the best customer service experience by fostering open lines of communication. With over 32 years of experience in the public sector, including 15 as a City Engineer, Majdi knows the needs and processes of public agencies. Majdi will coordinate internal meetings to check design progress, communicate with the City to proactively identify pain points, and continue to ensure that the short-term and long-term goals of the City are being addressed. Majdi is a proactive engineer and effective communicator; his involvement will drive the project’s success.

Project Qualifications:

- BS Civil Engineering, Long Beach State (LBSU)
- Coursework for Masters in Public Admin, LBSU
- Registered Civil Engineer
- Former City Engineer & Deputy Dir. of PW

Experience:

- Los Serranos Widening Projects, Chino Hills
- Harbor & Gisler Widening, Costa Mesa
- PCH & Anza Widening, Torrance
- Alton Parkway Left-Turn Lane Project, Irvine
- Virginia Avenue Widening Project, Bellflower
- Atlantic Ave/Firestone Widening, South Gate
- Harbor & Adams Widening, Costa Mesa
- Jamboree & I-5 Widening Project, Irvine
- Imperial Smart Street Project, La Habra
- Euclid Street Widening Project, La Habra
- Lambert Rd. & Idaho St. Widening, La Habra
- Beach Boulevard Smart Street, La Habra

Justin Smeets, Project Engineer

Justin has 12 years of experience in Civil Engineering design and construction management. Utilizing AutoCAD Civil 3D Justin is responsible for coordinating developing engineering plans and specifications, executing land development and grading design projects, earthwork calculations, and incorporating designs, as well as providing engineering quantities for a variety of public works projects. Justin has successfully taken multiple projects from the initial federal funding application, to the Preliminary Environmental Study, through design to E-76 approval, and all the way to construction closeout. Justin is continuously increasing his skills in modern design software, and his knowledge of industry design standards.

Project Qualifications:

- BS Civil Engineering, Cal State Fullerton
- Registered Civil Engineer
- Registered SWPPP Developer, (QSD)
- Certified by OCTA to evaluate pavement

Experience:

- Los Serranos Widening Projects, Chino Hills
- Ball Road & Sunkist Street Widening, Anaheim
- Lakewood Blvd. Widening Project, Downey
- Alton Parkway Left-Turn Lane Project, Irvine
- Jamboree & I-5 Widening Project, Irvine
- Harbor & Gisler Widening, Costa Mesa
- PCH & Anza Widening, Torrance
- Towne Ctr & Santiago Blvd. Widening, Villa Park
- San Gabriel Blvd. Widening Project, San Gabriel

Mary Jane "MJ" Gestine, ROW Coordination

MJ possesses 36 years of engineering design & construction experience, including 24 years in the Public Works sector, on staff for the cities of Irvine, Tustin, and Chino Hills and recently as a Consultant to the cities of Brea and Costa Mesa. MJ routinely exceeds client expectations by developing a thorough scope of work during design. MJ knows the complexities of coordinating with multiple stakeholders and can deliver small and large capital projects. She understand the nuances of right-of-way, and is certified by the International Right-of-Way Association in both negotiation and acquisition. Her experience managing projects with extensive right-of-way for the City or Irvine illustrates her ability to advocate on behalf of the City. She is also a certified Resident Engineer having completed the Caltrans Resident Engineer's Academy program.

Project Qualifications:

- BS Civil Engineering
- Registered Civil Engineer
- Caltrans Certified Resident Engineer (RE Academy)
- Certified by Intl' ROW Association in Negotiation and Acquisition

Experience:

- Jamboree & I-5 Freeway Widening, Irvine
- Barranca Road Widening (AHFP, SLTPP, OCTA, Caltrans), City of Irvine & City of Tustin
- Sand Canyon Bridge Widening & Bike Trail across San Diego Creek, City of Irvine
- Main St. Land Acquisition, Widening & Rehabilitation, County of Orange & Caltrans
- Bridge Widening at: Sand Canyon/San Diego Creek, Walnut at the SR 261; Jamboree over I-405 - Irvine
- Sand Canyon Sidewalk Improvements, Irvine
- MacArthur Blvd. Widening & Rehabilitation, Federal, State, County of Orange & Caltrans
- Culver Drive & Walnut Avenue Resurfacing at the I-5 Freeway, (Caltrans)
- Harvard/Warner Traffic Signal Modifications, The Irvine Company & City of Irvine

Ignacio Ochoa, PE, TE, PTOE

SR. PROJECT MANAGER

City Traffic Engineer, Long Beach

Ignacio was the City Traffic Engineer in the City of Long Beach. He oversaw the Design and Construction section which is responsible for monitoring the timing of approximately 550 traffic signals citywide; preparing and reviewing design plans for roadway striping, traffic signal installations and upgrades and speed humps; and reviewing traffic control requirements for utility work. Nacho worked closely with the Traffic Operations Division which is responsible for keeping the city's 550 traffic signals operating 24 hours a day and the maintenance of nearly 3,600 parking meters. This division provides traffic signal maintenance and parking meter maintenance and collection support to the entire city (Belmont Shore and all the Marine Bureau area parking lots included) and the City of Seal Beach. Finally, as the City Traffic Engineer he coordinated with the Transportation Programs Division. The Division also administers the annual Rideshare Survey required by the South Coast Air Quality Management District, to promote ridesharing and carpooling to reduce emissions in the city in particular and the Los Angeles basin in general.

Interim Director, Orange County Public Works, County of Orange – 2012 to 2014

Ignacio was appointed as the Interim Director position in March of 2012 and assumed those duties while also functioning as the Chief Engineer. He was responsible for a budget of approximately \$600 million in 18 budgeted funds; 1,000 employees including Administrative Services, Orange County Facilities & Real Estate Services, Orange

County Planning, and Orange County Engineering. Furthermore, he launched key initiatives to support department and County of Orange priorities including a Succession Development Program; Mentoring Initiative; employee driven recasting of the department's Mission, Vision, and Values; Statement of Commitment from the leadership team to Orange County Public Works employees, Public Works Women's Forum and instituted regular communications with staff in writing and through personal meetings. Ignacio provided key leadership role for the department and was its voice with elected officials and other agencies.

Director of Orange County Engineering/Chief Engineer, County of Orange – 2006 to 2014

Ignacio was responsible for an annual budget of approximately \$250 million and directing 6 divisions with a staff of over 500 personnel. The divisions directed included Orange County Flood, Orange County Inspection, Orange County Operation & Maintenance, Orange County Road, Orange County Survey, Project Management and Orange County Watershed. He was also responsible for the design, construction and maintenance of road, flood control, drainage and recreation facilities for the County (population of 3 million); the County Surveyor activities; and served as the Chief Engineer for the Orange County Flood Control District. He directed Public Works services including maintenance, construction management, and surveying to a number of cities in Orange County under contract.

Division Manager, Public Works Road Division, County of Orange – 2004 -2006

Ignacio coordinated, supervised and directed all work in the County's Road Division. He was the County's spokesperson in coordinating a

broad range of Public Works issues with cities, state offices, Board of Supervisors, local officials, community and neighborhood associations, the media and the general public. Furthermore, he represented the County in various technical and professional groups such as OCTA, Caltrans, Orange County Building Industry, and the TCA. Ignacio oversaw the activities of the Orange County Traffic Committee and represented the County as an expert witness on road-related claims/litigation, and worked with other divisions and departments to implement respective goals and policies pursuant to the Business Plan.

Infrastructure Projects

During his time as Chief Engineer, among his responsibilities were the continued implementation of the \$2.1 billion Santa Ana River Main stem (flood control) Project with co-sponsors Riverside and San Bernardino counties and the US Corps of Engineers; and relocation of the \$100 million Santa Ana Regional Interceptor (SARI) Line in partnership with Orange County Sanitation District (OCSD) and the Santa Ana Watershed Project Authority (SAWPA). Additional major Capital Improvement projects included the completion of Antonio Parkway in south Orange County that widened the road from four to six lanes between the Ladera Planned Community and Ortega Highway, the Alton Parkway Extension closing a 2.1 mile gap from the City of Irvine at Town Centre Drive to the City of Lake Forest Commercentre Drive; the realignment of Laguna Canyon Road (SR 133); implementation of the Foothill Circulation Phasing Plan; numerous traffic safety and

circulation improvements, road, bridge, and drainage projects throughout Orange County.

Private Partnerships

As Orange County's Public Works Interim Director, Ignacio exercised authority over all of the programs and services delivered by the Planning, Administrative, and Facilities and Asset Management service areas in addition to his duties as Director of Orange County Engineering. During his tenure as Interim Director, Ignacio has worked to instill a culture of collaboration and cooperation with the development community that has supported a number of productive partnerships with the private sector. Among the successful projects that have resulted from these partnerships are The Ranch Plan, Tonner Hills/Blackstone, Ortega Highway, Antonio Parkway and the much anticipated La Pata Avenue project.

County Government/Leadership

Ignacio launched a series of key leadership initiatives to support department and County of Orange priorities including a Succession Development Program; Mentoring Initiative; an employee driven recasting of the department's Mission, Vision, and Values; a Statement of Commitment from the leadership team to Orange County Public Works employees; Public Works Women's Forum and instituted regular communications with staff in writing, and through group and one-on-one meetings through his "open door" policy. Under his stewardship the department garnered approximately \$93 million in competitive and matching grants, and other financial assistance, for project design and construction during FY11-12 and FY 12-13.

Majdi Ataya, PE

QA/QC MANAGER

PCH at Vista Montana/Anza Avenue Widening Project, Torrance

Majdi was the QA/QC Manager on this project in the City of Torrance for the Pacific Coast Highway (PCH) at Vista Montana/Anza Avenue Intersection Improvement Project. The proposed project limits include the high-profile intersection of PCH and Vista Montana/Anza Avenue and the immediately adjacent north/south and east/west areas (500 feet in each direction). Multi-agency coordination was essential to ensuring success on the project. Commercial businesses and multi-family developments can be found throughout the project limits. The purpose of the project was to increase the operational capabilities of the intersection. This was accomplished by eliminating the split phase signal operation and converting to an eight-phase operating signal. With the eight-phase operation, PCH (east/west) movements will remain the same. Southbound Anza will have 5 travel lanes; dual left turn lanes, dual through lanes and a dedicated right-turn lane. Northbound Vista Montana will have 4 travel lanes; dual left turn lanes, one through lane and through/right turn lane.

Alton Parkway Widening Project, Irvine

Majdi was the Principal-in-Charge & QA/QC Manager on the project for the City of Irvine on this project to add a left-turn lane on Alton Parkway into the south entrance of the Irvine Civic Center. The project limits were on Alton Parkway between Harvard Avenue and Murphy Avenue. The roadway previously had

a median on Alton Parkway from Harvard Avenue, stopping just shy of Murphy Avenue. The median was mixed landscape and hardscape (hardscaping across the bridge), with access points for Orange County Flood Control District north and south of the San Diego Creek overpass. The project called for removing the hardscaped median on the existing bridge deck and designing a different hardscape median to accommodate a left turn lane into Irvine Civic Center. The left turn lane was 220 feet in length with a 90 foot taper. The scope of work also entailed constructing new curbs, asphalt patching, and irrigation/landscaping modifications including replacing new roadway signs, legends and striping. OE also evaluated and addressed drainage issues created by the proposed left turn lane.

Harbor Blvd. & Gisler Avenue Intersection Widening Project, Costa Mesa

Majdi was the Principal-in-Charge on the Harbor Blvd. & Gisler Avenue Intersection Widening project in the City of Costa Mesa. Due to the close proximity of the intersection to the I-405 Harbor on-ramp, there were extremely high turn movements both eastbound on Gisler Avenue turning left onto Harbor Boulevard as well as southbound on Harbor. As a result, this created heavy congestion during peak traffic hours. In order to alleviate the congestion, phase I of the project included only eastbound improvements; converting the eastbound optional through-right lane to an optional through-left lane, and adding an eastbound right-turn lane. Phase II entailed a conceptual feasibility study and right-of-way acquisition requirements for both north and southbound



improvements, including the addition of a southbound right-turn lane, and the extension of the northbound optional through-right lane. The scope of work also included installing an overhead freeway sign, which required working with SoCal Gas to relocate a gas line in conflict with footings for the overhead sign. A detailed field analysis, specifications, and plans were provided, including measurements and exhibits, in conformance with MUTCD, Caltrans, and City standards. Additionally, coordination with SAF-r-DIG and utility companies was essential to perform potholing and identify utility obstructions.

17th Street Widening Project, Costa Mesa

Majdi is the QA/QC Manager on this project to provide full-service design engineering services to the City of Costa Mesa for the West 17th Street Widening from Placentia Avenue to Superior Avenue. 17th Street is a primary arterial. The standard roadway width for a primary arterial is a 106' right of way. The existing configuration was a 2 lane divided highway with center two-way left turn lane. The existing land uses were mostly commercial properties with a new mixed use development at the southeast corner of 17th Street and Pomona Avenue. There were 16 properties along West 17th Street within the limits of this widening. The properties along West 17th Street had varying R/W frontages. This meant that widening will affect each property differently. The design intent for this widening is to meet the classification of four-lane Primary Arterial as described in the OCTA Master Plan of Arterial Highways (MPAH). This includes 2-lanes in each direction with a median.

Los Serranos Widening (multiple), Chino Hills

Majdi is the QA/QC Manager on this project. The work entailed providing full design engineering services for the Los Serranos Infrastructure - ATP Project. The proposed project limits included the widening of ten rural residential streets in the Los Serranos area of Chino Hills. The project limits are located just west of the 71 freeway towards the east end of the City of Chino Hills. The project locations are surrounded by single family residential homes. The project is funded through the Active Transportation Program Project. Currently the Los Serranos area is very rural. The project limits includes very minimal curb, gutter, and sidewalk. The ATP grant provided funding for curb, gutter, and sidewalk on one side of each of the ten streets. The design included widening one side of the street on ten street segments within the City of Chino Hills.

Virginia Avenue Widening Project, Bellflower

Majdi was the QA/QC Manager for the City of Bellflower to double the width of Virginia Avenue at 15929 Virginia. The property jettied out into the road, as a result obstructing 20 feet of the 40-foot-wide roadway. The project required assisting the City with obtaining the necessary right-of-way, and realigning the existing crown of the road to ensure proper drainage. The project included installing curb, gutter, and sidewalk where none previously existed. Furthermore, a utility coordination was performed to coordinate the relocation of utility lines for this project.

Justin Smeets, PE, PLS, QSD

Project Engineer

PCH at Vista Montana/Anza Avenue Widening Project, Torrance

Justin was the Project Manager on this project in the City of Torrance for the Pacific Coast Highway (PCH) at Vista Montana/Anza Avenue Intersection Improvement Project. The proposed project limits include the high-profile intersection of PCH and Vista Montana/Anza Avenue and the immediately adjacent north/south and east/west areas (500 feet in each direction). Multi-agency coordination was essential to ensuring success on the project. Commercial businesses and multi-family developments can be found throughout the project limits. The purpose of the project was to increase the operational capabilities of the intersection. This was accomplished by eliminating the split phase signal operation and converting to an eight-phase operating signal. With the eight-phase operation, PCH (east/west) movements will remain the same. Southbound Anza will have 5 travel lanes; dual left turn lanes, dual through lanes and a dedicated right-turn lane. Northbound Vista Montana will have 4 travel lanes; dual left turn lanes, one through lane and through/right turn lane.

Towne Centre & Santiago Blvd. Widening Project, Villa Park

Justin served as Project Manager on the Design of this project and Construction Manager during construction phase for this widening project. The design scope included grading and pavement reconstruction; designing right- and left-turn pockets; median

improvements; 2,000 LF of curb, gutter, sidewalk realignment along Santiago Blvd; parking lot grading; and drainage improvements. The plan set included Plan and Profile sheets, Signing and Striping sheets, and the site development plan. The project was crucial to the City of Villa Park because the parking lot serves as the only business center in the City.

San Gabriel Blvd. Widening, San Gabriel

Justin was the Project Manager responsible for developing the preliminary design on this Broadway and San Gabriel Boulevard intersection widening project. The project involved widening for an additional thru-lane on San Gabriel Boulevard, and right-turn lanes on Broadway and San Gabriel, as well as new, curb, gutter, sidewalk, and storm drain improvements. Plans included Plan, Profile, and Cross Section sheets. The city also required development of an R/W exhibit, used to show the additional R/W needed to make the project successful.

Lambert Road Rehabilitation (Phase I), Brea

Justin provided design engineering services to the City of Brea to rehabilitate this aging arterial roadway that services up to 40,000 vehicles per day. With the project area encompassing nearly 300,000 SF of pavement, the design included pavement grinding and AC overlay of various depths, and replacing median island noses, custom designing rebar-reinforced ADA-compliant ramps.

Los Serranos Widening (multiple), Chino Hills

Justin is the Project Manager on this project. The work entailed providing full design engineering services for the Los Serranos Infrastructure - ATP Project. The proposed project limits included the widening of ten rural residential streets in the Los Serranos area of Chino Hills. The project limits are located just west of the 71 freeway towards the east end of the City of Chino Hills. The project locations are surrounded by single family residential homes. The project is funded through the Active Transportation Program Project. Currently the Los Serranos area is very rural. The project limits includes very minimal curb, gutter, and sidewalk. The ATP grant provided funding for curb, gutter, and sidewalk on one side of each of the ten streets. The design included widening one side of the street on ten street segments within the City of Chino Hills.

17th Street Widening Project, Costa Mesa

Justin is the Project Manager on this project to provide full-service design engineering services to the City of Costa Mesa for the West 17th Street Widening from Placentia Avenue to Superior Avenue. 17th Street is a primary arterial. The standard roadway width for a primary arterial is a 106' right of way. The existing configuration was a 2 lane divided highway with center two-way left turn lane. The existing land uses were mostly commercial properties with a new mixed use development at the southeast corner of 17th Street and Pomona Avenue. There were 16 properties along West 17th Street within the limits of this widening. The properties along West 17th Street had varying R/W frontages. This meant that widening will affect each

property differently. The design intent for this widening is to meet the classification of four-lane Primary Arterial as described in the OCTA Master Plan of Arterial Highways (MPAH). This includes 2-lanes in each direction with a median.

Alton Parkway Widening Project, Irvine

Justin was the Project Manager on the project for this City of Irvine on this project to add a left-turn lane on Alton Parkway into the south entrance of the Irvine Civic Center. The project limits were on Alton Parkway between Harvard Avenue and Murphy Avenue. The roadway previously had a median on Alton Parkway from Harvard Avenue, stopping just shy of Murphy Avenue. The median was mixed landscape and hardscape (hardscaping across the bridge), with access points for Orange County Flood Control District north and south of the San Diego Creek overpass. The project called for removing the hardscaped median on the existing bridge deck and designing a different hardscape median to accommodate a left turn lane into Irvine Civic Center. The left turn lane was 220 feet in length with a 90 foot taper. The scope of work also entailed constructing new curbs, asphalt patching, and irrigation/landscaping modifications including replacing new roadway signs, legends and striping. OE also evaluated and addressed drainage issues created by the proposed left turn lane.

Mary Jane “MJ” Gestine, PE

Right-of-Way Coordination

Placentia Avenue Median Installation & Landscaping Project, Costa Mesa

MJ was the QC Manager during the project design. This project was funded through the Highway Safety Improvement Program (HSIP) and covers a 1.3 mile segment of Placentia Avenue from Wilson Street to Adams Avenue. This very busy corridor moves pedestrian, bicycle, commuter and emergency services traffic past Estancia High School, the city Public Works Yard, adjacent fire station, a church, residential streets and the 208 acre Fairview Park open space. The raised median layout incorporated enhanced turn pockets to handle increased queue volumes along with a special drainage system in the super elevated area to capture rain run-off and then move it underground within the median to be controlled and utilized as supplemental irrigation. A subterranean irrigation system will also eliminate overspray and wet pavement along this curving, hilly roadway. Two distinct landscape palettes (Native and Mediterranean) were chosen to compliment the surrounding area by providing a colorful aspect to the residential and high school segments with a corresponding natural aspect to stay with the theme of the park segment. To facilitate the county maintenance vehicles, who traverse the roadway to access the flood control channel ramps, the design provides a mountable center median section. To illustrate both the new raised median layout and the landscape palettes, OE prepared color photo renderings. These Exhibits were used for the Community outreach meetings and

later at the Commission and Council meetings. MJ also coordinated with Orange County Flood Control and Mesa Consolidated Water for permits and special design requirements and provided oversight for the Preliminary Environmental Statement (PES).

Jamboree & I-5 Freeway Widening Project, Irvine

MJ was the Sr. Construction Manager to the City of Irvine on this \$7.3 million dollar project. The construction included widening the I-5 Freeway northbound and southbound metered ramps to relieve congestion and installing tie-back walls and protecting utilities during the widening of Jamboree Rd. under the freeway. MJ worked alongside the city’s Project Management team during the original construction contract, whereby she analyzed the contractor’s requests for extra work and provided recommendations and justification for approval or denial, and verified the accuracy of Progress Payment request and recognized irregularities. Furthermore, MJ provided research and backup in order to respond to the Contractor’s RFI’s, reviewed the certified payroll and logged deficiencies of the Contractor and subcontractors, and she input weekly lane/ramp closure notifications into Caltrans system to request approval. MJ exhibited her knowledge of contract administration and was essential in noticing inconsistencies with prompt payments, labor compliance and billing quantities; all leading to eventual contract breach. Prior to replacing the prime contractor, MJ worked preparing the documentation and notifications necessary for termination of contract.

**MacArthur Blvd. Widening & Rehabilitation,
Federal, State, County of Orange & Caltrans**

M.J. had dual role responsibilities on this \$7 million dollar project. Prior to construction, M.J. acted as the Right-of-Way Engineer. M.J. was able to successfully negotiate friendly purchase agreements on 7 of 8 parcels in a 3-month span. During construction, M.J. acted as Chief Project Manager. She quickly and cooperatively resolved underground conflicts with the utility representatives, John Wayne Airport Authority, and the Contractor.

**Harvard/Warner Traffic Signal Modifications,
The Irvine Company & City of Irvine**

M.J. managed this project and completed the work on a critically short deadline, saving a significant amount of money for the City by gaining Contractor cooperation and implementing a rarely-used contract process.

**Barranca Road Widening (AHFP, SLTPP, OCTA,
Caltrans), City of Irvine & City of Tustin**

As the Project Manager, M.J. amicably resolved the driveway access conflict with the Tustin MCAS commanding personnel on this \$1.6 million dollar project. M.J. saved the City considerable amount of money on traffic signal equipment order through negotiations.

**Sand Canyon Bridge Widening & Bike Trail
across San Diego Creek, City of Irvine**

As the Project Manager, M.J. acted as a liaison during a standoff between Southern California Edison and the City staff. M.J. was able to negotiate an agreement between the two parties. M.J. was able to manage this project, expediting the design and beating the contract award deadline which gained the City

\$150,000 in outside funding. Despite a rain washout of the falsework, the work was completed on schedule and within budget.

**Main St. Land Acquisition, Widening &
Rehabilitation, Federal, State, County of
Orange & Caltrans**

M.J. Acted in a dual role for this project which has a total cost of \$13 million dollars. Prior to construction, M.J. acted as the Right-of-Way Engineer and successfully negotiated friendly purchases on 32 parcels in only 4 months. (ROW staff had previously closed 2 escrows in 7 months). During construction, she acted as the Chief Project Manager who:

- Coordinated and struck a good balance between the City's required traffic alterations and the effect on major entities, such as John Wayne Airport, the Radisson Hotel and McDonalds.
 - Prepared CCO recommendations and justification in a manner which received quick approval from Caltrans.
 - Kept the project on schedule despite groundwater, utility conflicts
 - Managed heavy traffic and plan revisions.
 - Prepared Federal, State, and County (AHFP/SLTPP/OCTA) accounting reports.
-

**Culver Drive & Walnut Avenue Resurfacing at
the I-5 Freeway, (Caltrans)**

M.J. Managed both combined road program projects simultaneously. She coordinated the work of 2 different Contractors in adjoining areas. The work was unique due to its close proximity to schools, shopping centers, and residential street outlets. M.J. was able to successfully coordinate with all stakeholders to ensure successful project delivery.

Firm Experience

PCH & Vista Montana Widening, Torrance

Bill Kamimura, Project Manager
BKamimura@TorranceCA.gov
(310) 781-6900
20500 Madrona Ave., Torrance, CA 90503
Design Completed: 2016

OE provided project management and design engineering services to the City of Torrance on the Pacific Coast Highway (PCH) at Vista Montana/Anza Avenue Intersection Improvement Project (\$900,000). The proposed project limits included the high-profile intersection of PCH and Vista Montana/Anza Avenue and the immediately adjacent north/south and east/west areas (500 feet in each direction). The City of Lomita is east of the project area, Redondo Beach is north of the intersection, Palos Verdes Peninsula sits to the south, and the Pacific Ocean to the west. Multi-agency including Caltrans coordination was essential to ensuring success on the project. The purpose of the project was to increase the operational capabilities of the intersection. This was accomplished by eliminating the split phase signal operation and converting to an eight-phase operating signal. With the eight-phase operation, PCH (east/west) movements remained the same. Southbound Anza went from 4 travel lanes (a dedicated left turn lane, a left/through lane, a dedicated through lane, and a dedicated right turn lane) to 5 travel lanes (dual left turn lanes, dual through lanes and a dedicated right-turn lane). Northbound Vista Montana will have 4 travel lanes; dual left turn lanes, one through lane and through/right turn lane.

Los Serranos Widening (multiple), Chino Hills

Mark Raab, Project Manager
mraab@chinohills.org
(909) 364-2746
14000 City Center Drive, Chino Hills, CA 91709
Design Completed: 2016

OE provided full design engineering services for the Los Serranos Infrastructure - ATP Project. The proposed project limits included the widening of ten rural residential streets in the Los Serranos area of Chino Hills. The project limits are located just west of the 71 freeway towards the east end of the City of Chino Hills. The project locations are surrounded by single family residential homes. The project is funded through the Active Transportation Program Project. Currently the Los Serranos area is very rural. The project limits includes very minimal curb, gutter, and sidewalk. The ATP grant proposed provided funding for curb, gutter, and sidewalk on one side of each of the ten streets. The design included widening one side of the street on ten street segments within the City of Chino Hills.

17th Street Widening Project, Costa Mesa

Raja Sethuraman, Transportation Manager
rsethuraman@ci.costamesa.ca.us
(714) 754-5343
77 Fair Drive, Costa Mesa, CA 92628-1200
Design Completed: Ongoing

OE provided full-service design engineering services to the City of Costa Mesa for the West 17th Street Widening from Placentia Avenue to Superior Avenue. 17th Street is a primary arterial. The standard roadway width for a primary arterial is a 106' right of way.

The existing configuration was a 2 lane divided highway with center two-way left turn lane. The existing land uses were mostly commercial properties with a new mixed use development at the southeast corner of 17th Street and Pomona Avenue. There were 16 properties along West 17th Street within the limits of this widening. The properties along West 17th Street had varying R/W frontages. This meant that widening will affect each property differently. The design intent for this widening is to meet the classification of four-lane Primary Arterial as described in the OCTA Master Plan of Arterial Highways (MPAH). This includes 2-lanes in each direction with a median.

Harbor & Gisler Widening, Costa Mesa

Raja Sethuraman, Transportation Manager
rsethuraman@ci.costa-mesa.ca.us
(714) 754-5343
77 Fair Drive, Costa Mesa, CA 92628-1200
Design Completed: 2014

OE provided Design & Right-of-way Acquisition services to the City of Costa Mesa for this two-phase, \$400,000 project. Phase I included only eastbound improvements, converting the eastbound optional through-right lane to optional through-left lane, and addition of eastbound right-turn lane. Phase II entailed a conceptual feasibility study and right-of-way acquisition requirements for north and southbound improvements, including addition of a southbound right-turn lane, and extension of the northbound optional through-right lane. Work also included installing an overhead freeway sign. OE provided detailed field analysis, specifications, and plans including measurements and exhibits, in conformance with MUTCD,

Caltrans, and City standards. Additionally, OE coordinated with SAF-r-DIG and utility companies to perform potholing and identify utility obstructions. OE worked specifically with SoCal Gas to relocate a gas line in conflict with footings for the overhead sign to be installed.

Alton Parkway Widening, Irvine

Kal Lambaz, Project Manager
KLambaz@ci.irvine.ca.us
(949) 724-7555
6427 Oak Canyon, Building 1, Irvine, CA 92618
Design Completed: 2015

OE provided design services to the City of Irvine on this \$250,000 project to add a left-turn lane on Alton Parkway into the south entrance of the Irvine Civic Center. The project limits were on Alton Parkway between Harvard Avenue and Murphy Avenue. The current roadway includes a median on Alton Parkway from Harvard Avenue, stopping just shy of Murphy Avenue. The median is mixed landscape and hardscape (hardscaping in the middle), with access points for Orange County Flood Control District north and south of the San Diego Creek overpass. The work entailed removal of a hardscaped median on existing bridge deck and designing a different median to accommodate a left turn lane into Irvine Civic Center. The work also entailed replacing new roadway signs, legends and striping. Additionally, the scope required removal of landscaping and modification of irrigation facilities in an adjacent median. OE also evaluated and addressed drainage issues that were created by the proposed left turn lane.

Jamboree & I-5 Widening Project, Irvine

Kal Lambaz, Project Manager
KLambaz@ci.irvine.ca.us
(949) 724-7555
6427 Oak Canyon, Building 1, Irvine, CA 92618
Design Completed: 2014

OE provided project management and design review services to the City of Irvine on this \$7.3 million dollar project. The project scope included widening Interstate 5 (I-5) northbound and southbound ramps to relieve traffic congestion, and widening Jamboree from one-tenth of a mile west of Michelle Drive to El Camino Real. Construction included additional retaining walls, landscaping, and irrigation as well. OE assisted the City in replacing the prime contractor on the project, including filing all necessary documentation for termination of contract, transferring ownership of the project to the bond company, and bringing a new prime contractor to the job. OE conducted a feasibility study on the plans while construction was stalled, and made recommendations for improving design inconsistencies.

Diamond Bar 5-Year Annual Arterial & Residential Rehabilitation Projects

Kimberly Molina Young, Senior Civil Engineer
Kimberly.Molina@ci.diamond-bar.ca.us
(909) 839-7044
21825 Copley Drive, Diamond Bar, CA 91765
Design Completed: See Below

OE provided design engineering, construction management, and inspection services to the City of Diamond Bar for the past five years on their annual arterial and residential roadway maintenance projects. Years 2010 and 2011 were awarded as separate contracts. The City

was impressed with our work on those two projects and awarded us a three year contract for 2012-2015. The project sizes and costs were: 2010: 11.8 miles of arterial & residential streets (\$908 K), 2011: 19 miles of arterial & residential streets (\$1.8 M), 2012: 10 miles of arterial & residential streets (\$1.1 M), 2013: 13 miles of arterial & residential streets (\$1.3 M), and 2014: 14.5 miles of residential, arterial & collector streets (\$1.8 M). The general scope of work for each year's project included localized R&R patching, grind and overlay, cape and slurry seal, traffic loops, traffic striping, and required heavy traffic phasing and traffic control review. OE first assisted the City through the project bidding phase, developing text and stipulations for the bid package to ensure contractor availability during the desired working months. Due to the proximity to freeways, OE also coordinated with Caltrans to obtain encroachment permits for the City for four of the projects.

City Traffic Engineering Services, Long Beach

Derek Wieske, Former City Engineer (now
Director of Public Works in Vernon)
derekwieske@cox.net
(323) 583-8811 ext. 245
333 W. Ocean Boulevard, Lobby Level
Long Beach, CA 90802

OE was tasked with providing a City Traffic Engineer to the City of Long Beach. Our City Traffic Engineer oversaw the Design and Construction section which is responsible for monitoring the timing of approximately 550 traffic signals citywide; preparing and reviewing design plans for roadway striping, traffic signal installations and upgrades and speed humps; and reviewing traffic control

requirements for utility work. OE also worked with the Investigations section which is responsible for traffic safety investigations and records maintenance; conducting stop sign and traffic signal warrant studies, coordinating with Long Beach Unified School District on school traffic safety issues, periodically updating speed limit, parking and other traffic regulation issues; processing requests from constituents for parking regulations, and preparing parking regulations for oversized vehicles. Our City Traffic Engineer also worked closely with the Traffic Operations Division which is responsible for keeping the city's 550 traffic signals operating 24 hours a day and the maintenance of nearly 3,600 parking meters. This division provides traffic signal maintenance and parking meter maintenance and collection support to the entire city (Belmont Shore and all the Marine Bureau area parking lots included) and the City of Seal Beach. Operations is also responsible for maintaining the city's street signs, street striping and legends, red/green/white and blue curbs, and thermoplastic applications throughout the city. The Division also provides support to the Police and Fire Department; emergency response to storms and accidents, and the annual Long Beach Grand Prix. Finally, our City Traffic Engineer coordinated with the Transportation Programs Division.

Citywide Curb Ramp Improvements (Phase III), Redondo Beach

Lauren Sablan, Civil Engineer
Lauren.Sablan@Redondo.org
(310) 318-0661 x2520
415 Diamond St., Redondo Beach, CA 90277
Design Completed: 2015

OE provided design engineering and construction management services for the citywide curb ramp improvements project in

the City of Redondo Beach. The project was funded through the Community Development Block Grant (CDBG) and therefore the plans, specifications and estimate needed to comply with all the necessary federal guidelines. The project called for improving 63 curb ramps throughout the City. OE visited each individual ramp location, verified the existing improvements, took the necessary measurements and grades, and then determined each individual design based on the most recent SPPWC "Greenbook" standards. The project included Plans, Specifications and the Construction Estimate for the complete bid package. OE provided the necessary support during the bid process to respond to RFI's and develop addendums. During the construction phase, OE's tasks included running pre-construction meetings, reviewing and approving submittals, responding to RFI's, developing change orders, reviewing quantities, tracking, reviewing, and approving invoices, and coordinating with all the utility agencies, the City, and contractor to complete the project successfully.

Aviation Boulevard Resurfacing Project (STPL), Redondo Beach

Lauren Sablan, Civil Engineer
Lauren.Sablan@Redondo.org
(310) 318-0661 x2520
415 Diamond St., Redondo Beach, CA 90277
Design Completed: 2015

OE provided design engineering and construction management services for the City of Redondo Beach on the federally funded street resurfacing project along Aviation Boulevard from Manhattan Beach Boulevard to Marine Avenue. The project included developing the Preliminary Environmental Study (PES) and submitting it to Caltrans. The design scope included a 2" cold mill, a 5" AC

removal, some areas of full depth removal and replacement, ADA improvements for curb ramps, utility cover adjustment, traffic loop replacement, and striping. During construction, OE provided Construction Management services for the duration of the project, which included very thorough and detailed file management because of the nature of the federally funded project. Furthermore, OE provided utility research and coordination with the various agencies involved.

Caltrans (Federal/State Funding Experience)

Our team has provided successful design engineering services on multiple federally funded projects including ARRA Projects, FHWA Projects, CDBG Projects, and projects requiring extensive Caltrans coordination. In fact, our firm is familiar with the Caltrans office and the staff at District 7. Our team can effectively manage the construction of any project and ensure Caltrans LAPM compliance.

OE is the perfect fit for the City for this contract and will exceed your expectations. Our firm is uniquely qualified in three major areas that will be key to this assignment: (1) our knowledge and familiarity with federally funded projects and coordination with Caltrans; (2) our approach to project controls, striving to achieve estimating, cost control, and scheduling objectives through conscious planning, execution of the work, and the continuous monitoring of cost, schedule, quantities, and performance; (3) our emphasis on quality and open lines of communication with the City staff and the public. The following is a partial list of federally funded projects for which OE provided design services that required Caltrans oversight:

- Los Serranos Widening (ATP Funded)
- Aviation Boulevard Resurfacing Project, Redondo Beach (STPL Funded)
- La Habra Boulevard Rehabilitation Project (ARHP Funded)
- Placentia Avenue Median Installation & Landscaping (HSIP Funded)
- Citywide Curb Ramp Improvements, Redondo Beach (CDBG Funded)
- Lincoln Boulevard Rehabilitation Project, Santa Monica (Federal Grant)
- Telegraph Road Rehabilitation and Median Beautification Project, Pico Rivera (HSIP Funded)
- Studebaker Road Improvement Project, Cerritos (Federal Transportation Grant)
- Chino Hills Parkway & Chino Avenue Street Rehabilitation, Diamond Bar (STPL Funded)
- I-5 Widening Project at Florence Avenue (Caltrans Coordination)
- ADA Access Ramp Improvements Phase 7, Lake Forest (CDBG Funded)
- Sidewalk/Pedestrian Accessibility Project (Phase II), Placentia (CDBG Funded)
- Adelfa, Foster & Marquardt Rehabilitation, La Mirada (ARRA Funded)
- Red Hill Avenue Pavement Rehabilitation, Irvine (ARRA Funded)
- Bellflower Boulevard & Woodruff Avenue Rehabilitation, Bellflower (STPL Funded)



Subconsultant Experience

CL Surveying & Mapping Inc., Topographic Survey, Legals, and Plats

CL Surveying & Mapping, founded in 2007, is a Certified DBE, MBE and SBE Land Surveying Firm. Their team of qualified and experienced surveyors provide clients the most cost efficient, professional and personalized services in the industry. Their Principals are all experienced, licensed land surveyors; we are signatory to the labor agreement with the Operating Engineers Local 12 allowing their firm to access a large pool of experienced surveyors to staff any size project. Working with clients in the Public and Private sector, they prepare Records of Survey, Parcel Maps and Parcel Map Exemption Applications (Lot Line Adjustments), Tract Maps, Legal Descriptions and ALTA Surveys.

1. City of Long Beach: District 7 Construction Staking and Topographic Services. Residential Street Improvements of the following streets: Tehachapi Drive, 45th Street, Gardenia Avenue, Gaviota Avenue, Keever Avenue, Walnut Avenue, Falcon Avenue, Maury Avenue and Cartagena Drive. This project consisted of conducting a topographic survey over approximately 2 miles of existing street improvements and recommending proposed grades to the public works department to improve street drainage and insure proper flow. The work also included the construction staking of the proposed grades to assist the general contractor to build the streets to the adjusted elevations and locations. The

project started in June 2013 and ended in September 2013.

Staff Assigned: Daniel Calvillo – PLS Project Manager, Jarrod Smith – Party Chief

City of Long Beach

Pat Abadi, Capital Improvement Project Manager/Project Coordinator (562)570-6634

2. City of Westminster, Rancho Road Street Improvements from Bolsa Chica Road to Westminster Boulevard. The project consisted of providing a field topographic survey and right of way mapping along the areas of the 1 mile stretch of roadway as listed above in order to assist the engineering department's pursuit in widening the existing street. The work started in July 2013 and ended in September 2013 Staff Assigned: Lam Le – PLS Project Manager, Daniel Calvillo – PLS Party Chief.

City of Westminster

Jake Ngo, Principal Civil Engineer (714) 548-3549

Hartzog & Crabill Inc., Traffic Engineering

Hartzog & Crabill, Inc. (HCI) is a private traffic engineering consulting firm and has been in business since 1993. HCI specializes in serving local government agencies with a full array of engineering services, and performing various traffic studies including but not limited to: preparing and reviewing traffic impact analyses, warrant analyses for traffic control devices, engineering and traffic surveys, traffic signal and striping plans, and management of traffic signal systems – to name a few. HCI also

provides construction observation services on behalf of the City relative to the installation of new or upgraded traffic signals, lighting, and copper/fiber optic interconnect communications in order to verify compliance with approved PS&E. Additional services provided by HCI include land survey; plan-checking and approval of subdivision maps; civil engineering design; grading/drainage plan checking; landscape architecture including minor public art.

1. City of Hermosa Beach – Signal modification design for an emergency vehicle hybrid beacon at the Fire Station on Pier Avenue (2014).

Mr. Andrew Brozyna
Public Works Director
(310) 318-0211

2. City of Redondo Beach - One new and one signal modification plan for intersections of Kingsdale Avenue/Artesia Boulevard & Kingsdale Avenue/new Transit Center location (2015-2016).

Atkins, Inc.
Mr. Fred Wickman, PE, Project
Director, (714) 750 7275

CPSI Inc., Right-of-Way Engineering

CPSI's success in the past ten years is a testament to the fact that they do not achieve by simply adhering to rigid protocol. CPSI has been established in the forefront of the professional real estate and right of way industries by proving time and time again that fresh ideas are synonymous to success. No two cities, no two streets and no two

properties are identical — they get that. They do not believe in solely following a due process; instead, they construct unique solutions to cater to the diverse demands and nuances of every project at hand.

1. City of Santa Ana, Bristol Street Widening Project: The Bristol Street Widening Project was the largest city road widening project in Orange County, funded by state, federal and Orange County Transportation Authority (OCTA) funds. A large number of businesses, homeowners and tenants were in the project's path, creating a fundamental need for the City to work swiftly while ensuring seamless communication with the community. Also, multiple funding sources required CPSI to comply with a more specialized and rigid set of right of way guidelines. To ensure the specific goals of this project were met, the City selected CPSI to oversee all right of way functions and complete all of the difficult acquisition and relocation work, including property management. To guarantee cohesive project management, we also coordinated and monitored the work of 12 other consultants and maintained daily communication with the City's personnel. CPSI provided the following services: project management; acquisition; relocation (residential and business); title services; escrow coordination; property management; appraisal; and review appraisal.

City of Santa Ana
Mindy Ly, Engineering Manager

(714) 647-5665

2. City of Irvine | Dyer/Barranca/Red Hill Road Widening: As a result of Kent Jorgensen's reputation of successfully completing and mediating complex acquisition cases, he was selected to manage and complete five very costly (\$1 million to \$4.5 million partial acquisition appraisals) and multifaceted partial acquisitions on the Dyer/Barranca/Red Hill Road Widening Project. Each case involved unique right of way issues, ranging from significant severance damage disputes to implementing complex mitigation measures to meet strict budget demands. Kent's expertise in evaluating the before and after condition, remainder parcels, legal nonconforming uses and planning issues was critical during the negotiation process.

City of Irvine
Rudy Romo, Sr. Project Manager
(949) 724-7303

C-Below., Potholing

One of the key advantages to using C Below for potholing is the training their technicians and operators undergo. Each new team member undergoes months of training in all our processes before they are staffed on projects. The result is Potholers that can locate and have a greater understanding of your needs. While this offers clients more available, trained technicians, it has another key benefit. Less dry holes. A dry hole is when we don't hit our target. When pothole locations are marked out using inaccurate information, the chances of spending a full

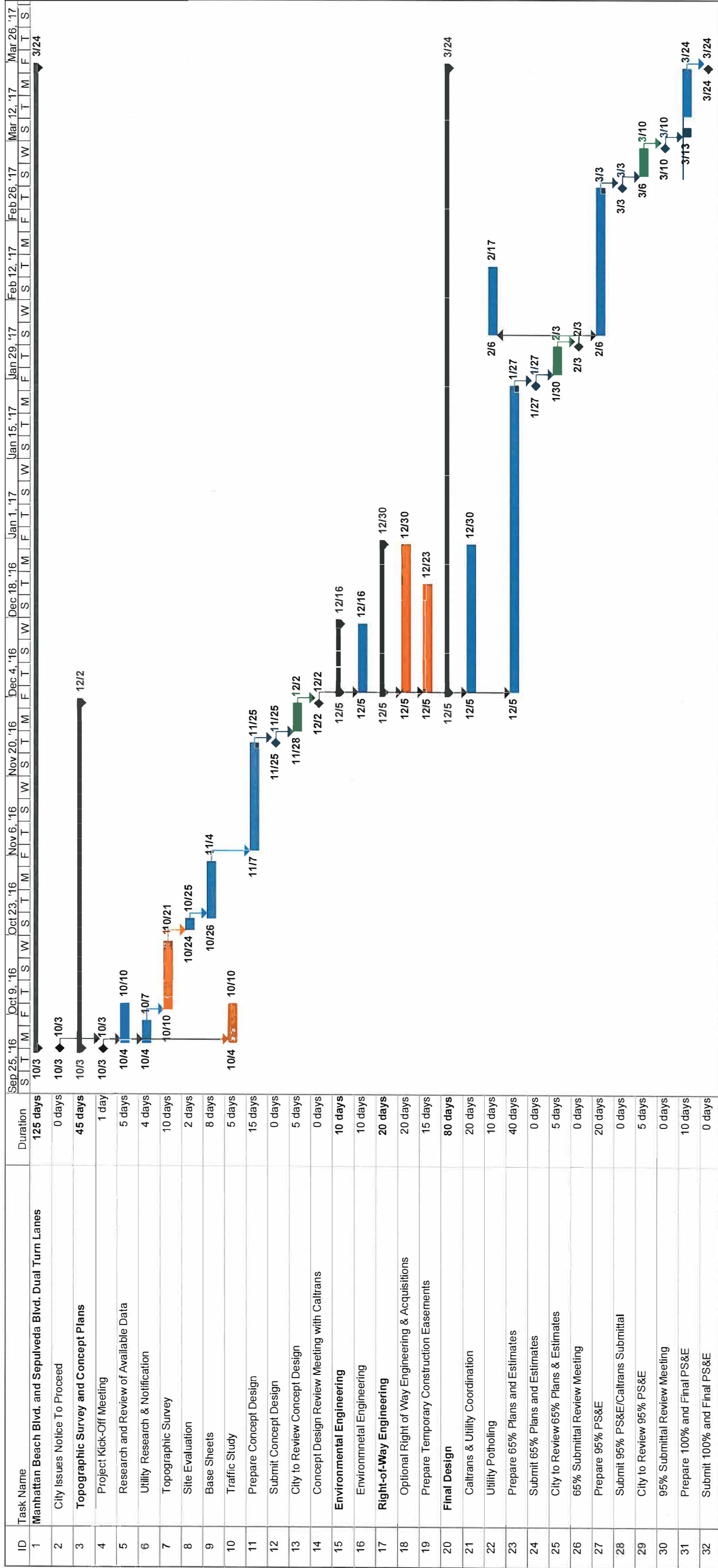
day in the field without complete results are very high. C Below's technicians are trained to access the situation before potholing begins. This process can save time and money on your project by hitting our target the first time.

1. The Santa Monica Boulevard Reconstruction Project
This project started and ends in 2016. The project design includes reconstructing the roadway and upgrading the century-old drainage system. C Below was contracted to clear and mark out existing utilities for multiple utility upgrade alignments in the road. Their crews worked on the street, performing their own Traffic Control, during rush hour traffic and weekends to complete our investigation and to accommodate the cities' traffic congestion. They performed over 120 pothole locations, including the potholing of ramp footings that are to be excavated during the reconstruction.
2. C Below was hired as a subcontractor (March 2014-April 2014) to Pothole (32) locations in the City of Anaheim. The potholes were indicated and directed by our client who was hired to provide street widening on the crossing streets of Ball Road and Anaheim Blvd. C Below performed Vacuum Excavation methods to verify the utility locations as well as provide Traffic Control at each location. Additionally, a no fee permit was pulled from the City for this project. A Pothole Report was provided to our client to show the locations and details of what was found at each location.

**SECTION E:
RESOURCE ALLOCATION MATRIX**

Task	Project Tasks	QA/QC Manager	Project Manager	Project Engineer	Design Engineers	Hartzog & Crabill	CL Surveying	Total
		Majidi Ataya Hours	Ignacio Odhoa Hours	Justin Smeets Hours	Hours	Hours	Hours	
TOPOGRAPHIC SURVEY & CONCEPT DESIGN PLANS PHASE								
1	Kick-Off Meeting	2	4	2				8
2	Research and Review of Available Data		5	12	30			47
3	Utility Research & Notification		2	16	26			44
4	Topographic Survey		2	8	8	24		42
5	Site Evaluation	4	4	8	8			24
6	Base Sheets		16	25	40			81
7	Traffic Study		2	4	2	44		52
8	Concept Design	6	12	36	70			124
TOPOGRAPHIC SURVEY & CONCEPT DESIGN PLANS PHASE								
		12	47	111	184			422
ENVIRONMENTAL PHASE								
9	Environmental Engineering (Categorical Exemption)	2	8	16	48			74
ENVIRONMENTAL PHASE								
		2	8	16	48			74
CALTRANS COORDINATION PHASE								
10	Obtain Cooperative Agreement (optional)							0
11	Caltrans Encroachment Permit		4	16	8			28
12	Certification of Compliance with ADA		4	6	2			12
13	Permit Engineering Evaluation Report (PEER)		10	14	6			30
14	Fact Sheet Preparation		10	14	4			28
15	Aerial Deposited Lead (ADL) Testing							0
CALTRANS COORDINATION PHASE								
		0	28	50	20			98
RIGHT-OF-WAY ENGINEERING								
16	Right-of-Way Engineering (2 Acquisitions & 3 TCE'S)	2	6	50	30			88
RIGHT-OF-WAY ENGINEERING								
		2	6	50	30			88
FINAL DESIGN PHASE								
17	Utility Coordination		12	20	10			42
18	Utility Potholing (Assume 5)		4	20	2			26
19	Prepare 65% PS&E	32	60	100	190	35		417
20	Prepare 95% & Final PS&E	20	32	80	120	28		280
21	Project Coordination & Meetings	15	30	40	20			105
FINAL DESIGN PHASE								
		67	138	260	342			870
OPTIONAL ITEMS								
OPTIONAL ITEMS								
OPT. 1	Obtain Cooperative Agreement	2	4	6				12
OPT. 2	Aerial Deposited Lead (ADL) Testing		1	2				3
OPT. 3	Quit Claim for dedication (City to Caltrans)		1	4				5
OPTIONAL ITEMS								
		2	6	12	0			20

SECTION F: PROJECT SCHEDULE



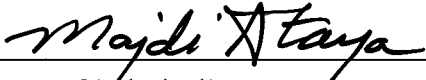
SECTION G: CONTRACT EXCEPTIONS

OE has no exceptions, additions, or deletions to the City's RFP. We will comply with the City's stated requirements, Professional Services Agreement, and stipulated insurance requirements.

APPENDIX B- Non-Collusion Affidavit

The undersigned declares states and certifies that:

1. This Proposal is not made in the interest of, or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This Proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Manhattan Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Manhattan Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.



Signature of Authorized Representative

Majdi Ataya

Name of Authorized Representative

President

Title of Authorized Representative

APPENDIX C – Consultant’s Acknowledgement of Compliance with Insurance Requirements for Agreement for Professional/Consultant Services

Consultant agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal and accepts all conditions and requirements as contained therein.

Consultant: Onward Engineering Name (Please Print or Type)

By: Majdi Ataya Consultant’s Signature

Date: 8/31/2016

This executed form must be submitted with Scope of Work proposal.

APPENDIX D- CERTIFICATION OF PROPOSAL

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP) NO. ~~1033-17~~

- 1) Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
- 2) By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
- 3) Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
- 4) It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
- 5) The proposal response includes all of the commentary, figures and data required by the Request for Proposal
- 6) The proposal shall be valid for 90 days from the date of submittal.

Name of Proposer: Onward Engineering

By: Majdi Ataya
(Authorized Signature)

Type Name: Majdi Ataya

Title: President

Date: 8/31/2016

APPENDIX A:

ADDITIONAL FORMS AND DOCUMENTS

1. Environmental Documentation
2. Encroachment Permit Information
3. Certification of Compliance with ADA (Sample)
4. PEER Report Form and Instructions
5. Fact Sheet Form and Instructions

ENVIRONMENTAL DOCUMENTATION

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: (Public Agency): _____

County Clerk

County of: _____

(Address)

Project Title: _____

Project Applicant: _____

Project Location - Specific: _____

Project Location - City: _____ Project Location - County: _____

Description of Nature, Purpose and Beneficiaries of Project: _____

Name of Public Agency Approving Project: _____

Name of Person or Agency Carrying Out Project: _____

Exempt Status: **(check one)**:

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: _____
- Statutory Exemptions. State code number: _____

Reasons why project is exempt: _____

Lead Agency

Contact Person: _____ Area Code/Telephone/Extension: _____

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

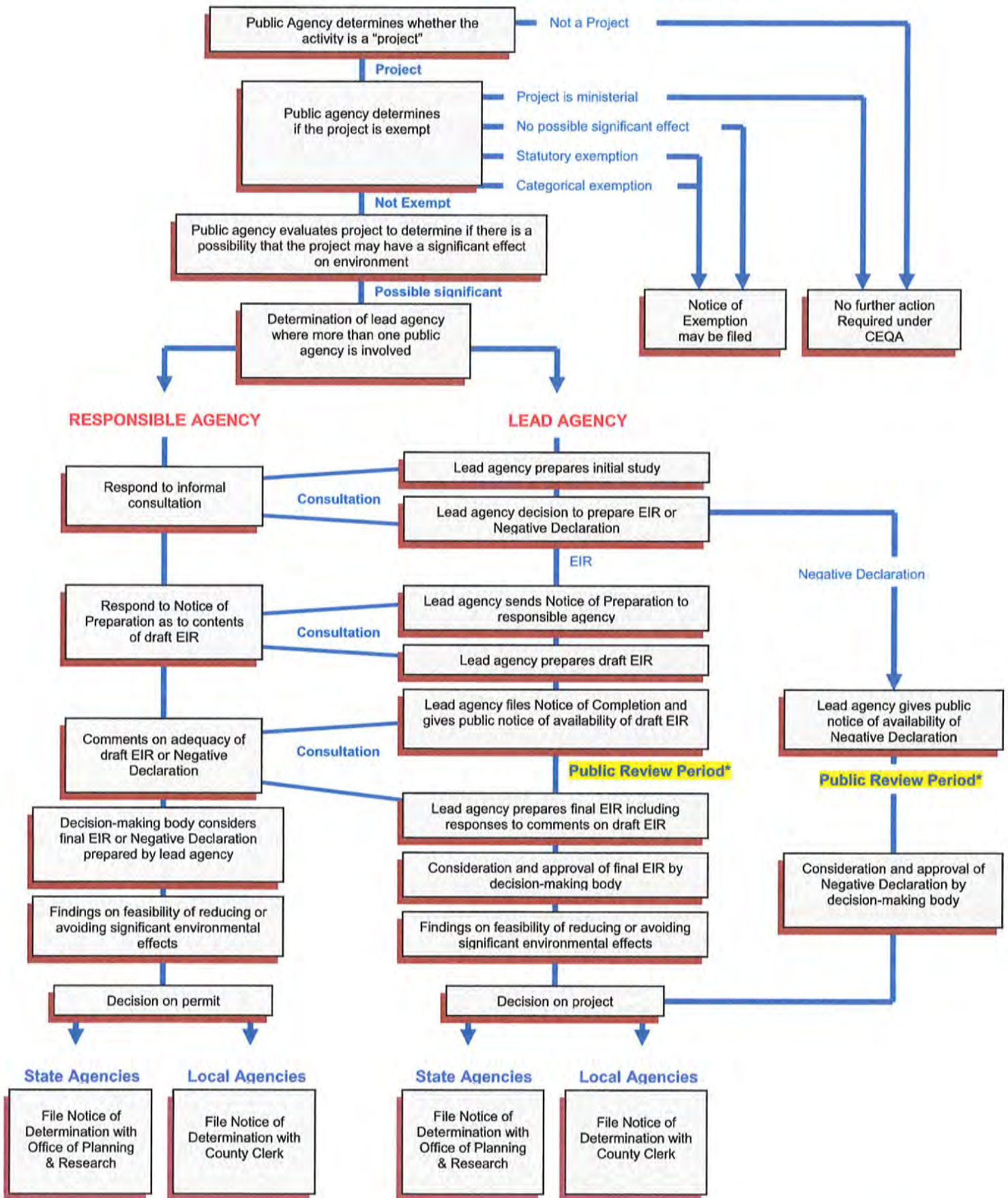
Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

CEQA Process Flow Chart

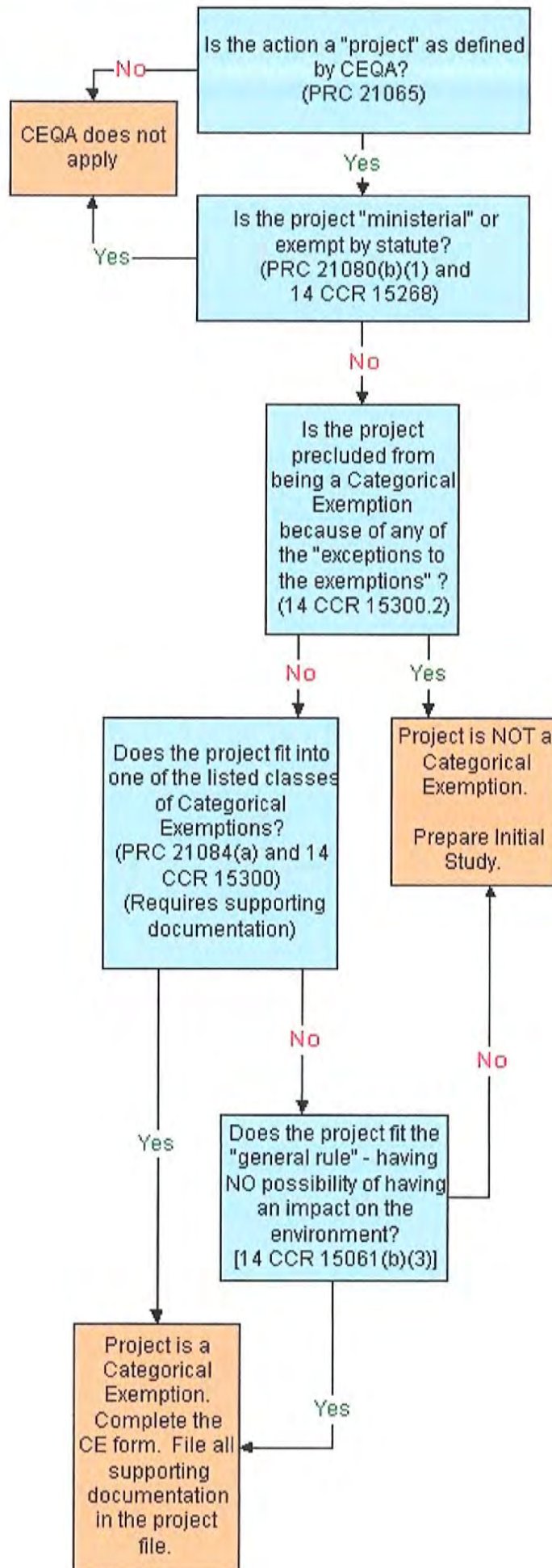


Source: California Environmental Resources Evaluation System, http://ceres.ca.gov/topic/env_law/ceqa/flowchart/index.html

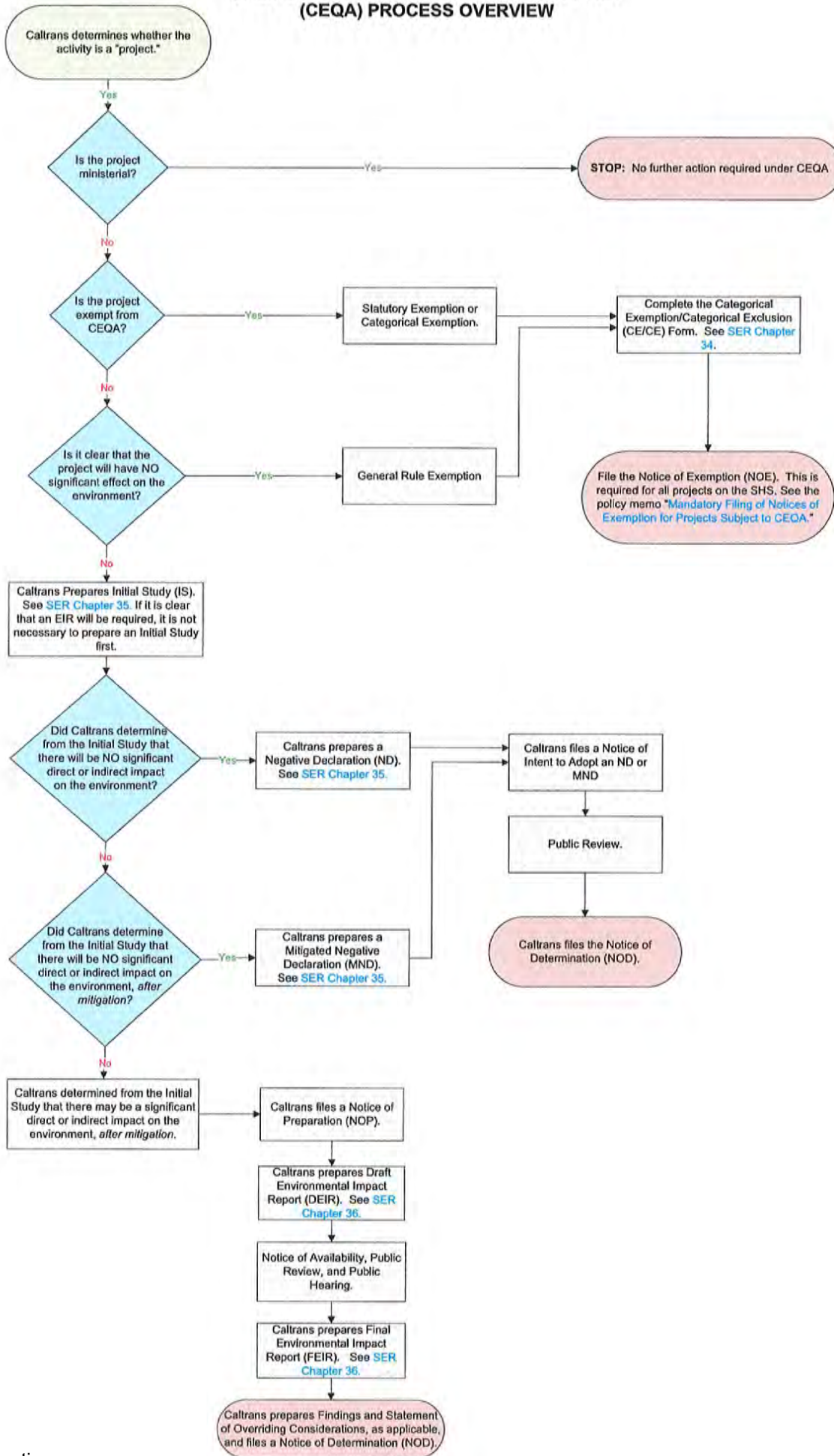
* The public review and comment period shall not be less than 30 days and nor should it be longer than 60 days, per the CEQA

Guidelines at http://ceres.ca.gov/topic/env_law/ceqa/guidelines/

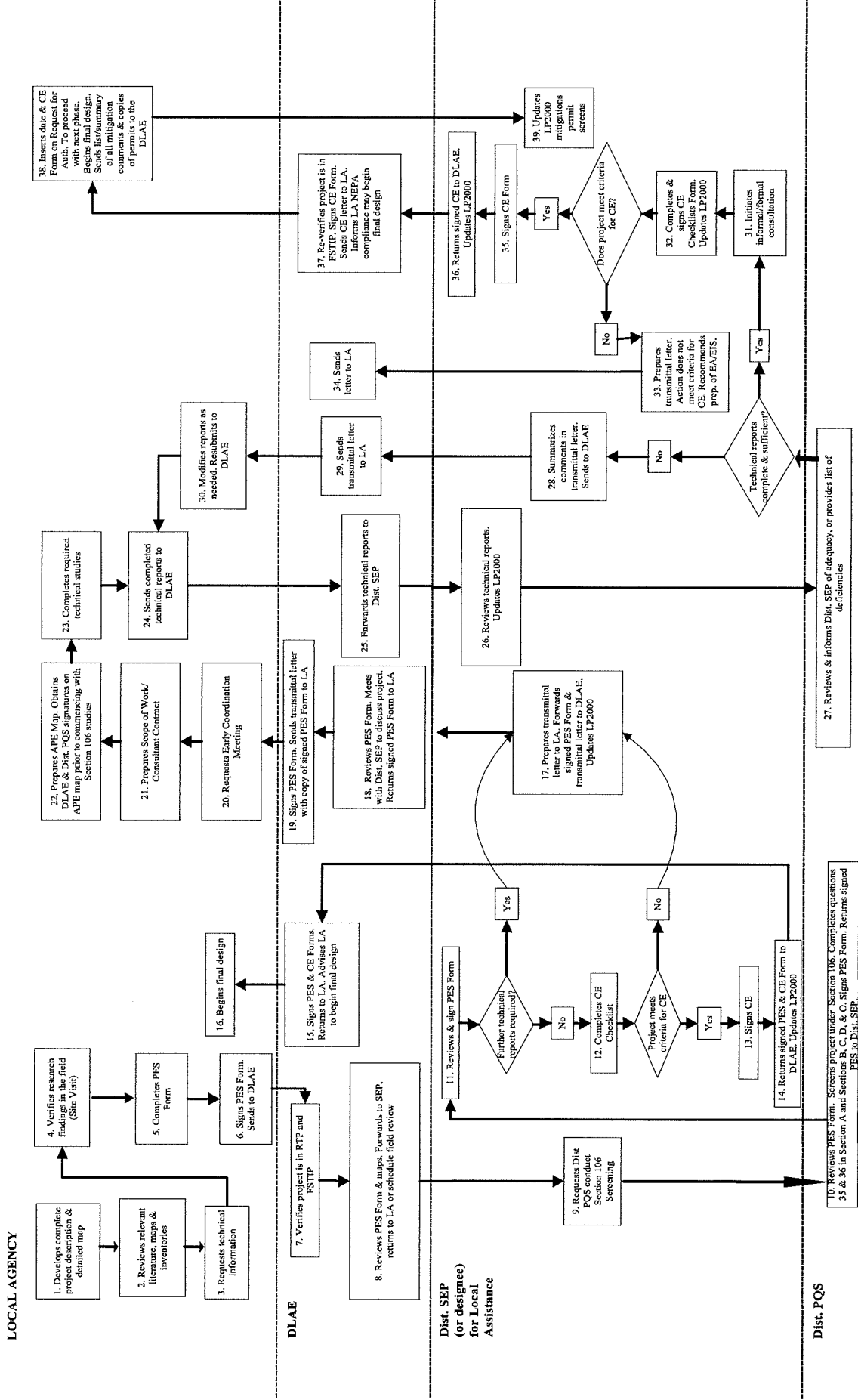
CATEGORICAL EXEMPTION DECISION TREE



CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PROCESS OVERVIEW



Flowchart 6-1 PES Form and Categorical Exclusion (CE) Process Flowchart



Encroachment Permit Information

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 03/2015)

Please type or print clearly your answers. Complete ALL fields, write "N/A" if not applicable.
 This application is not complete until all requirements have been approved.

Permission is requested to encroach on the State Highway right-of-way as follows:

1. COUNTY		2. ROUTE	3. POSTMILE		FOR CALTRANS USE	
4. ADDRESS OR STREET NAME				5. CITY		PERMIT NO.
6. CROSS STREET (Distance and direction from project site)				7. PORTION OF RIGHT-OF-WAY		DIST/CO/RTE/PM
8. WORK TO BE PERFORMED BY <input type="checkbox"/> OWN FORCES <input type="checkbox"/> CONTRACTOR				9. ESTIMATED START DATE		SIMPLEX STAMP
10. ESTIMATED COMPLETION DATE				11. EXCAVATION		DATE OF SIMPLEX STAMP
MAX. DEPTH	AVG. DEPTH	AVG. WIDTH	LENGTH	SURFACE TYPE		
12. ESTIMATED COST WITHIN STATE HIGHWAY RIGHT-OF-WAY				FUNDING SOURCE(S) <input type="checkbox"/> FEDERAL <input type="checkbox"/> STATE <input type="checkbox"/> LOCAL <input type="checkbox"/> PRIVATE		
13. PIPES	PRODUCT TYPE	DIAMETER	VOLTAGE / PSIG	14. CALTRANS' PROJECT CODE (ID)		
15. <input type="checkbox"/> Double Permit Parent Permit Number _____ Applicant's Reference Number / Utility Work Order Number _____						
16. Have your plans been reviewed by another Caltrans branch? <input type="checkbox"/> NO <input type="checkbox"/> YES (if "YES") Who? _____						
17. Completely describe work to be done within STATE Highway right-of-way:						

Attach 6 complete sets of plans (folded to 8.5" x 11") and any applicable specifications, calculations, maps, etc.

18. Is a City, County or other public agency involved in the approval of this project?

YES (If "YES", check type of project **AND** attach environmental documentation and conditions of approval)

COMMERCIAL DEVELOPMENT BUILDING GRADING OTHER _____

CATEGORICALLY EXEMPT NEGATIVE DECLARATION ENVIRONMENTAL IMPACT REPORT OTHER _____

NO (If "NO", please check the category below which best describes the project **AND** answer questions A - K on page 2)

DRIVEWAY OR ROAD APPROACH, RECONSTRUCTION, MAINTENANCE OR RESURFACING FENCE

PUBLIC UTILITY MODIFICATIONS, EXTENSIONS, HOOKUPS MAILBOX

FLAGS, SIGNS, BANNERS, DECORATIONS, PARADES AND CELEBRATIONS EROSION CONTROL

OTHER _____ LANDSCAPING

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

PERMIT NO. _____

The following questions must be completed when a City, County or other public agency **IS NOT** involved in the approval of this project.

Your answers to these questions will assist Departmental staff in identifying any physical, biological, social or economic resources that may be affected by your proposed project within State Highway right-of-way and to determine which type of environmental studies may be required to approve your application for an encroachment permit.

It is the applicant's responsibility for the production of all required environmental documentation and supporting studies and in some cases this may be costly and time consuming. If possible, attach photographs of the location of the proposed project. Please answer these questions to the best of your ability. Provide a description of any "YES" answers (type, name, number, etc.)

A. Will any existing vegetation and/or landscaping within State Highway right-of-way be disturbed?

B. Are there waterways (e.g. river, creek, pond, natural pool or dry streambed) adjacent to or within the limits of the project or State Highway right-of-way?

C. Is the proposed project located within five miles of the coast line?

D. Will the proposed project generate construction noise levels greater than 86 dBA (e.g. jack-hammering, pile driving)?

E. Will the proposed project incorporate land from a public park, recreation area or wildlife refuge open to the public?

F. Are there any recreational trails or paths within the limits of the proposed project or State Highway right-of-way?

G. Will the proposed project impact any structures, buildings, rail lines or bridges within State Highway right-of-way?

H. Will the proposed project impact access to any businesses or residences?

I. Will the proposed project impact any existing public utilities or public services?

J. Will the proposed project impact existing pedestrian facilities, such as sidewalks, crosswalks or overcrossings?

K. Will new lighting be constructed within or adjacent to State Highway right-of-way?

19. Will this project cause a substantial change in the significance of a historical resource (45 years or older), or cultural resource? YES NO
(If "YES", provide a description)

20. Is this project on an existing State Highway or street where the activity involves removal of a scenic resource including a significant tree or stand of trees, a rock outcropping or a historic building? YES NO (If "YES", provide a description)

21. Is work being done on the applicant's property? YES NO (If "YES", attach 6 complete sets of site and grading plans.)

22. Will the proposed project require the disturbance of soil? YES NO
If "YES", estimate the area within State Highway right-of-way in square feet AND acres: _____ (ft²) AND _____ (acres)
estimate the area outside of State Highway right-of-way in square feet AND acres: _____ (ft²) AND _____ (acres)

23. Will the proposed project require dewatering? YES NO
If "YES", estimate total gallons AND gallons/month. _____ (gallons) AND _____ (gallons/month)
SOURCE*: STORM WATER NON-STORM WATER
(*See Caltrans SWMP for definitions of non-storm water discharge: <http://www.dot.ca.gov/hq/env/stormwater/index.htm>)

24. How will any storm water or ground water be disposed of from within or near the limits of the proposed project?
 Storm Drain System Combined Sewer / Storm System Storm Water Retention Basin
 Other (explain): _____

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 03/2015)

PERMIT NO. _____

PLEASE READ THE FOLLOWING CLAUSES PRIOR TO SIGNING THIS ENCROACHMENT PERMIT APPLICATION.

The applicant, understands and herein agrees that an encroachment permit can be denied, and/or a bond required for non-payment of prior or present encroachment permit fees. Encroachment Permit fees may still be due when an application is withdrawn or denied, and that a denial may be appealed, in accordance with the California Streets and Highways Code, Section 671.5. All work shall be done in accordance with the California Department of Transportation's (Department) rules and regulations subject to inspection and approval.

The applicant, understands and herein agrees to the general provisions, special provisions and conditions of the encroachment permit, and to indemnify and hold harmless the State, its officers, directors, agents, employees and each of them (Indemnitees) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorneys' fees, judgments, losses and liabilities of every kind and nature whatsoever (Claims) arising out of or in connection with the issuance and/or use of this encroachment permit and the placement and subsequent operation and maintenance of said encroachment for: 1) bodily injury and/or death to persons including but not limited to the Applicant, the State and its officers, directors, agents and employees, the Indemnitees, and the public; and 2) damage to property of anyone. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of Indemnitees. The Applicant, however, shall not be obligated to indemnify Indemnitees for Claims arising from the sole negligence and willful misconduct of State, its officers, directors, agents or employees.

An encroachment permit is not a property right and does not transfer with the property to a new owner.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990: All work within State Highway right-of-way shall be conducted in compliance with all applicable Federal, State and Local Access laws, regulations and guidelines including but not limited to the Americans with Disabilities Act Accessibility Guidelines (ADAAG), the Public Rights-of-Way Guidelines (PROWG), the Department's current Design Information Bulletin 82, "Pedestrian Accessibility Guidelines for Highway Projects", the Department's Encroachment Permits Manual and encroachment permit.

DISCHARGES OF STORM WATER AND NON-STORM WATER: All work within State Highway right-of-way shall be conducted in compliance with all applicable requirements of the National Pollutant Discharge Elimination System (NPDES) permit issued to the Department, to govern the discharge of storm water and non-storm water from its properties. Work shall also be in compliance with all other applicable Federal, State and Local laws and regulations, and with the Department's Encroachment Permits Manual and encroachment permit. Compliance with the Department's NPDES permit requires amongst other things, the preparation and submission of a Storm Water Pollution Protection Plan (SWPPP), or a Water Pollution Control Program (WPCP), and the approval of same by the appropriate reviewing authority prior to the start of any work. Information on the requirements may also be reviewed on the Department's Construction Website at:

<http://www.dot.ca.gov/hq/construc/stormwater>

25. NAME OF APPLICANT OR ORGANIZATION _____

ADDRESS OF APPLICANT OR ORGANIZATION WHERE PERMIT IS TO BE MAILED (Include City and Zip Code) _____

E-MAIL ADDRESS _____

PHONE NUMBER _____

FAX NUMBER _____

26. NAME OF AUTHORIZED AGENT / ENGINEER (A "Letter of authorization" is required if different from #25) _____

IS A LETTER OF AUTHORIZATION ATTACHED?

 YES

 NO

ADDRESS OF AUTHORIZED AGENT / ENGINEER (Include City and Zip Code) _____

E-MAIL ADDRESS _____

PHONE NUMBER _____

FAX NUMBER _____

27. NAME OF BILLING CONTACT (Same as #25 Same as #26) _____

BILLING ADDRESS WHERE INVOICE(S) IS/ARE TO BE MAILED (Include City and Zip Code) _____

E-MAIL ADDRESS _____

PHONE NUMBER _____

FAX NUMBER _____

28. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT _____

29. PRINT OR TYPE NAME _____

30. TITLE _____

31. DATE _____

INSTRUCTIONS FOR COMPLETING THE STANDARD ENCROACHMENT PERMIT APPLICATION

Please type or print clearly your answers. Complete **ALL** fields, write "N/A" if not applicable. Print your application single sided and submit all of the required attachments with the application (described in Section VII, A & B of the "Encroachment Permit Application Guide Booklet" found at:

[http://www.dot.ca.gov/hq/traffops/developserv/permits/pdf/publications/E.P. Application Guide Booklet.pdf](http://www.dot.ca.gov/hq/traffops/developserv/permits/pdf/publications/E.P._Application_Guide_Booklet.pdf)

All dimensions shall be in US Customary (English) Units.

- 1 – 5:** County, State Highway Route Number, Highway postmile (location of work), address of work site (if the property does not have an address, enter street or road name), and city.
- 6:** Distance and the direction from the nearest cross street to the work site (e.g., 500 ft north of C Street).
- 7:** Portion of State right-of-way where work will occur (pavement, shoulder, back of curb, slope, ditch, etc.)
- 8:** Indicate whether a contractor or your own work forces will perform the work.
- 9 – 10:** Estimated start and completion dates for the proposed work.
- 11:** Maximum depth, average depth, average width and length. Describe the existing highway surface type (concrete, asphalt, gravel, dirt, etc.) of the excavation area.
- 12:** Estimated cost for all work to be done within State Highway right-of-way, and funding source(s).
- 13:** Type of pipe or conduit material to be used and product (water, gas, etc.), the diameter, and voltage of electrical current or pressure of liquid or gas.
- 14:** Caltrans' Project Code (ID) if this is a State project, capital project, or joint venture project.
- 15:** Indicate if you are applying for a "Double Permit" and list the "Parent Permit Number". Your company's reference number or utility work order number for this project.
- 16:** Has another Caltrans branch seen or reviewed your plans? Who?
- 17:** Describe the proposed work to be done entirely. If applicable, attach six (6) complete sets of FOLDED plans (folded 8-½" X 11") and any applicable specifications, calculations, maps, etc.
- 18:** Check "YES", if you are getting a permit or approval from another agency (City, County, etc.), and an environmental determination has been made. If your project is Exempt, then check the Categorically Exempt, Negative Declaration, Environmental Impact Report box if one has been prepared. Attach a copy of the approved document and a copy of the Notice of Determination.

If you check “NO”, check the box of the appropriate type of work to be done, or check “other” and fill in the type of work to be done. Also answer questions A-K on page 2 of the application.

- 19:** A Historical Resource includes, but is not limited to, any object, building, structure, site, area, place, record, or manuscript that has historical or archeological significance, or significance in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California.
- 20:** In this context a Scenic Resource includes, but is not limited to, trees that display outstanding features of form or age; unique, massive rock formations; historic buildings that are rare examples of their period, style, design, or which have special architectural features and details of importance.
- 21:** Is there any work being done on the applicant’s property?
- 22:** Indicate if the propose project will require the disturbance of soil. If “YES”, estimate the area within **AND** outside of State Highway right-of-way in square feet **AND** acres.
- 23:** Indicate if the proposed project will require dewatering. If “YES”, estimate volume in total gallons **AND** gallons per month. Also indicate the source (Storm Water or Non-Storm Water, see Caltrans SWMP for definitions of non-storm water discharge)
- <http://www.dot.ca.gov/hq/env/stormwater/index.htm>
- 24:** Indicate how any storm water or ground water will be disposed of from or near the limits of the proposed project.
- 25:** Name of the applicant or organization applying for the permit. List the mailing address where the permit is to be mailed, as well as an e-mail address, phone and fax numbers.
- 26:** Name of the authorized agent or engineer acting on behalf of the applicant or organization. Attach a letter of authorization signed by the applicant or organization. List the mailing address of the authorized agent, as well as an e-mail address, phone and fax numbers.
- 27:** Name of the billing contact. List the mailing address where any invoices are to be mailed, as well as an email address, phone and fax numbers.
- 28 - 29:** Signature shall be that of the applicant or applicant's authorized agent.
- 30:** Title (owner, president, etc.).
- 31:** Date of the signature.

ENCROACHMENT PERMIT APPLICATION CHECK LIST

TR-0402 (REV. 8/2013)

NAME OF APPLICANT OR ORGANIZATION	PERMIT APPLICATION NUMBER
-----------------------------------	---------------------------

DISTRICT/COUNTY/ROUTE/POSTMILE

GENERAL	PLANS* (Cont)
_____ All boxes must be filled out. Write N/A if not applicable _____ All signatures must be "wet signatures" (photocopies will not be accepted) _____ Property owner's signature on application _____ Letter of Authorization _____ Cost within State Highway Right-of-Way (Engineer's estimate) _____ Application Fee/Deposit	_____ _____ _____ _____ _____ _____

PLANS*	SUPPORTING DOCUMENTS
_____ complete sets of plans folded to 8 1/2" x 11" _____ Plans and documents need to be signed and stamped by a Registered Engineer _____ North arrow, scale, index _____ Vicinity map _____ Plan AND profile views _____ Construction Notes _____ Caltrans Construction Notes (specific to the work to be done within Caltrans' right-of-way) _____ Cross sections _____ Right-of-Way lines (clearly labeled) _____ Property lines _____ Easement information _____ Distances (stationing, centerline to edge of pavement, centerline to proposed work) _____ Existing/Proposed pavement (type, lane lines, shoulder, edge of pavement, curb, gutters, sidewalks, drainage facilities) _____ Existing/Proposed utilities and facilities [identification, elevations (invert and top), clearances] _____ Excavations (length, width, depth) _____ Electrical plans (existing and proposed) _____ Contingency plans (dealing with hazardous waste or materials) _____ Grading plan _____ Boundary Survey (signed and sealed by a Registered Land Surveyor) _____ Topography map (show existing vs. proposed contour grades) _____ Cut/Fill areas and earthwork volumes _____ Drainage plan _____ Hydrology map with hydrology and hydraulic calculations _____ Storm Drain Plans, Profiles and Details _____ Planting and Irrigation plans _____ Pit Details _____ Shoring plans _____ Signing and Striping plan _____ Signal and Lighting plans _____ Signal Warrant studies _____ Steel plating _____ Street Improvement plan _____ Structural plan and calculations _____ Traffic Control Plan _____ Traffic Management Plan (Detour)	_____ Intergovernmental Review (IGR) Document _____ Administrative Route Slip (TR-0154)** _____ Environmental Documentation (Categorically Exempt, Negative Declaration, Environmental Impact Report, etc) _____ Initial site assessment _____ Fact Sheet (Mandatory or Advisory) _____ Cooperative Agreement _____ Highway Improvement Agreement _____ Maintenance Agreement _____ Letter of concurrence from local agency _____ Conditions of approval from local agency _____ Letter of concurrence from law enforcement (CHP, etc) _____ Ordinance/Resolution from Local Agency for a Special Event _____ Drainage Report _____ Notice of Materials to be used (CEM-3101)** _____ Justification for Exception to Policy (see Ch 300) for: _____ Longitudinal Encroachment _____ Policy on High and Low Risk Underground Facilities within Highway Right-of-Way _____ Grading _____ Permit Engineering Evaluation Report (PEER) (TR-0112)** _____ Project Initiation Document (PSR, PR/PSR, PSR-PDS, PSSR) _____ Right-of-Way Certification _____ Soil and Geotechnical Reports _____ Storm Water Pollution Prevention Plan (SWPPP) _____ NOI _____ WDID _____ Water Pollution Control Plans _____ Water Pollution Control Program (WPCP) _____ Erosion and Sediment Control Plan/BMP Plan _____ Traffic Study Report (Warrants, LOS) _____ Utility Company's Application (to own, operate and maintain) _____ Visibility Improvement Request (TR-0165)** _____ Certification of Compliance with the Americans with Disabilities Act (TR-0405)**

NOTES:	BONDS/INSURANCE
* Plan Set Requirements are available at: http://www.dot.ca.gov/hq/traffops/developserv/permits/pdf/forms/plan_set_requirements.pdf ** Forms are available at http://www.dot.ca.gov/hq/traffops/developserv/permits .	_____ Payment Bond (TR-0018)** _____ Performance Bond (TR-0001)** _____ Liability Insurance

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**STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
ENCROACHMENT PERMIT FEE SCHEDULE
TR-0166 (REV. 10/2013)**

CODE	PERMIT TYPE	DEPOSIT REQUIRED	REVIEW	INSPECTION
	GENERAL			
AD	Advertising displays, marquees, arcades, awnings	6	AX	AX
AH	Adopt-A-Highway	EXEMPT	EXEMPT	EXEMPT
AP	Transportation Art Program	EXEMPT	EXEMPT	EXEMPT
AS	Airspace Development	EXEMPT	EXEMPT	AX
BR	Banners, decorations	6	AX	AX
BS	Bus shelters & benches	EXEMPT	EXEMPT	AX
CC	City/County issued permits	---	---	---
CD	Commercial Development	6	AX	AX
CN	Chain Installer	2 + vest		
CS	Curb/gutter/sidewalk	6	AX	AX
CU	Coupon Racks & Newspaper vending machines at SRRAs	6	AX	AX
CU	Adopt-A-Kiosk (TSIC)	EXEMPT	EXEMPT	EXEMPT
CU	SRRAs Vending Machines	EXEMPT	EXEMPT	EXEMPT
DP	Double Permit	6	2	AX, (#1)
	Double Permit when contractor makes project plan submittal	6	AX	AX, (#1)
	Cooperative Agreements	AD	AD	AD
FN	Fence – New/Modified	6	AX	AX
GM	Gateway Monument	EXEMPT	EXEMPT	EXEMPT
ID	Community Identification	EXEMPT	EXEMPT	EXEMPT
MB	Mailbox	EXEMPT	EXEMPT	EXEMPT
MC	Contractor's yard and plant, Grading, mowing grass, material removal, structures, parking meters, tieback, widening, freeway & conventional striping	6	AX	AX
MM	Blue Star and Memorial Markers	EXEMPT	EXEMPT	EXEMPT
MW	Monitoring Wells	6	AX	AX
OA	Visibility Improvement Request	6	AX	AX
OP	Oversight Projects	AD	AD	AD
RX	Railroad Crossing	EXEMPT	EXEMPT	EXEMPT
SC	State Contract – Early entry	1	1	0
SI	Signs	6	AX	AX
SV	Land, archeological, traffic counts, research project, accident reconstruction, literature distribution	6	AX	AX
TN	Tunneling (> 30 inches)	6	AX	AX
WL	Wall	6	AX	AX
	DRAINAGE			
DM	Minor Drainage	6	AX	AX
DD	Major Drainage	6	AX	AX
	FILMING			
FF	Filming in Facilities	0	AX	AX
FI	Intermittent Traffic control	0	2	0
FL	Traffic Control	0	AX	AX
FO	No moving traffic	0	1	0
FR	Film rider	0	AX	AX
FS	Special	0	AX	AX

CODE	PERMIT TYPE	DEPOSIT REQUIRED	REVIEW	INSPECTION
	GEO-PHYSICAL TESTING			
GC	Cable crossing	6	AX	AX
GV	Seismic Vibrator	6	AX	AX
	LANDSCAPE			
LC	Conventional Highway	6	AX	AX
LF	Freeway	6	AX	AX
LM	Maintenance	6	AX	AX
LT	Tree Trim/removal	6	AX	AX
	RIDER			
RD	Caltrans initiated rider	EXEMPT	EXEMPT	EXEMPT
RT	Time extension rider	2	2	AX
RW	Modify work rider	6	AX	AX
	ROAD APPROACH / DRIVEWAY			
RC	Commercial	6	AX	AX
RM	Resurface, reconstruct, reissue	6	1	AX
RP	Public/Private	6	AX	AX
RS	Single family/agricultural	6	AX	AX
	SPECIAL EVENT			
SE	Special Event	6	AX	AX
	SIGNALS / LIGHTING			
SN	Signal – new/modify	6	AX	AX
TK	Traffic Control, signals, lighting	6	AX	AX
	ANNUAL / BI-ANNUAL			
---	All permits	DEF	2	AX
	UTILITIES			
BB	Broadband	DEF	AX	AX
UB	Utilities in or on a bridge	DEF	AX	AX
UM	Bi/Annual Maintenance	DEF	AX	AX
UC	Conventional Aerial	DEF	AX	AX
UE	Bi/Annual utility & service	DEF	AX	AX
UF	Freeway Aerial	DEF	AX	AX
UJ	Transverse Bore & Jack	DEF	AX	AX
UK	Underground Longitudinal Major	DEF	AX	AX
UL	Underground Longitudinal Minor	DEF	AX	AX
UR	State required relocation	EXEMPT	EXEMPT	EXEMPT
US	Service, pothole, modify	DEF	AX	AX
UT	Open cut road	DEF	AX	AX

NOTES:

MOST PERMITS REQUIRE A 6 HOUR MINIMUM DEPOSIT UNLESS EXEMPT OR NOTED OTHERWISE

(#1) Inspection time will be charged to only one permit, the parent permit or the double permit, not both

AD – As specified in the agreement and/or the “Encroachment Permit Administrative Route Slip” (form TR-0154)

AX – Actual expenditures shall be collected

DEF – Deferred Billing (Utilities only)

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
ENCROACHMENT PERMIT FEE CALCULATION SHEET
 TR-0406 (NEW 03/2015)

PERMIT NO. _____
WORK ORDER/REFERENCE NUMBER _____

THIS PAGE IS FOR CALTRANS USE ONLY

DEFERRED BILLING (Utility) EXEMPT PROJECT CODE (ID) _____

FEES

1.	REVIEW	_____ hours @	\$ 82.00 / hour =	\$ _____
	INSPECTION	_____ hours @	\$ 82.00 / hour =	\$ _____
	FIELD WORK	_____ hours @	\$ 82.00 / hour =	\$ _____
	EQUIPMENT AND MATERIALS			\$ _____
	CALCULATED BY: _____		DATE: _____	AMOUNT: \$ _____
2.	REVIEW	_____ hours @	\$ 82.00 / hour =	\$ _____
	INSPECTION	_____ hours @	\$ 82.00 / hour =	\$ _____
	FIELD WORK	_____ hours @	\$ 82.00 / hour =	\$ _____
	EQUIPMENT AND MATERIALS			\$ _____
	CALCULATED BY: _____		DATE: _____	AMOUNT: \$ _____
3.	REVIEW	_____ hours @	\$ 82.00 / hour =	\$ _____
	INSPECTION	_____ hours @	\$ 82.00 / hour =	\$ _____
	FIELD WORK	_____ hours @	\$ 82.00 / hour =	\$ _____
	EQUIPMENT AND MATERIALS			\$ _____
	CALCULATED BY: _____		DATE: _____	AMOUNT: \$ _____
4.	REVIEW	_____ hours @	\$ 82.00 / hour =	\$ _____
	INSPECTION	_____ hours @	\$ 82.00 / hour =	\$ _____
	FIELD WORK	_____ hours @	\$ 82.00 / hour =	\$ _____
	EQUIPMENT AND MATERIALS			\$ _____
	CALCULATED BY: _____		DATE: _____	AMOUNT: \$ _____
			TOTAL FEES:	\$ _____

DEPOSITS

1.	<input type="checkbox"/> CHECK NUMBER _____	NAME ON CARD/CHECK _____		
	<input type="checkbox"/> CREDIT CARD _____	PHONE NUMBER _____		
	<input type="checkbox"/> CASH _____	CASHIER'S INITIALS _____	DATE: _____	AMOUNT: \$ _____
2.	<input type="checkbox"/> CHECK NUMBER _____	NAME ON CARD/CHECK _____		
	<input type="checkbox"/> CREDIT CARD _____	PHONE NUMBER _____		
	<input type="checkbox"/> CASH _____	CASHIER'S INITIALS _____	DATE: _____	AMOUNT: \$ _____
3.	<input type="checkbox"/> CHECK NUMBER _____	NAME ON CARD/CHECK _____		
	<input type="checkbox"/> CREDIT CARD _____	PHONE NUMBER _____		
	<input type="checkbox"/> CASH _____	CASHIER'S INITIALS _____	DATE: _____	AMOUNT: \$ _____
4.	<input type="checkbox"/> CHECK NUMBER _____	NAME ON CARD/CHECK _____		
	<input type="checkbox"/> CREDIT CARD _____	PHONE NUMBER _____		
	<input type="checkbox"/> CASH _____	CASHIER'S INITIALS _____	DATE: _____	AMOUNT: \$ _____
			TOTAL DEPOSITS:	\$ _____

CASH DEPOSIT IN LIEU OF BOND	<input type="checkbox"/>	DATE	AMOUNT
PERFORMANCE BOND	<input type="checkbox"/>	DATE	AMOUNT
PAYMENT BOND	<input type="checkbox"/>	DATE	AMOUNT
IS LIABILITY INSURANCE REQUIRED?	<input type="checkbox"/> YES <input type="checkbox"/> NO		AMOUNT
			\$ _____

ENCROACHMENT PERMIT APPLICATION APPROVAL PROCESS

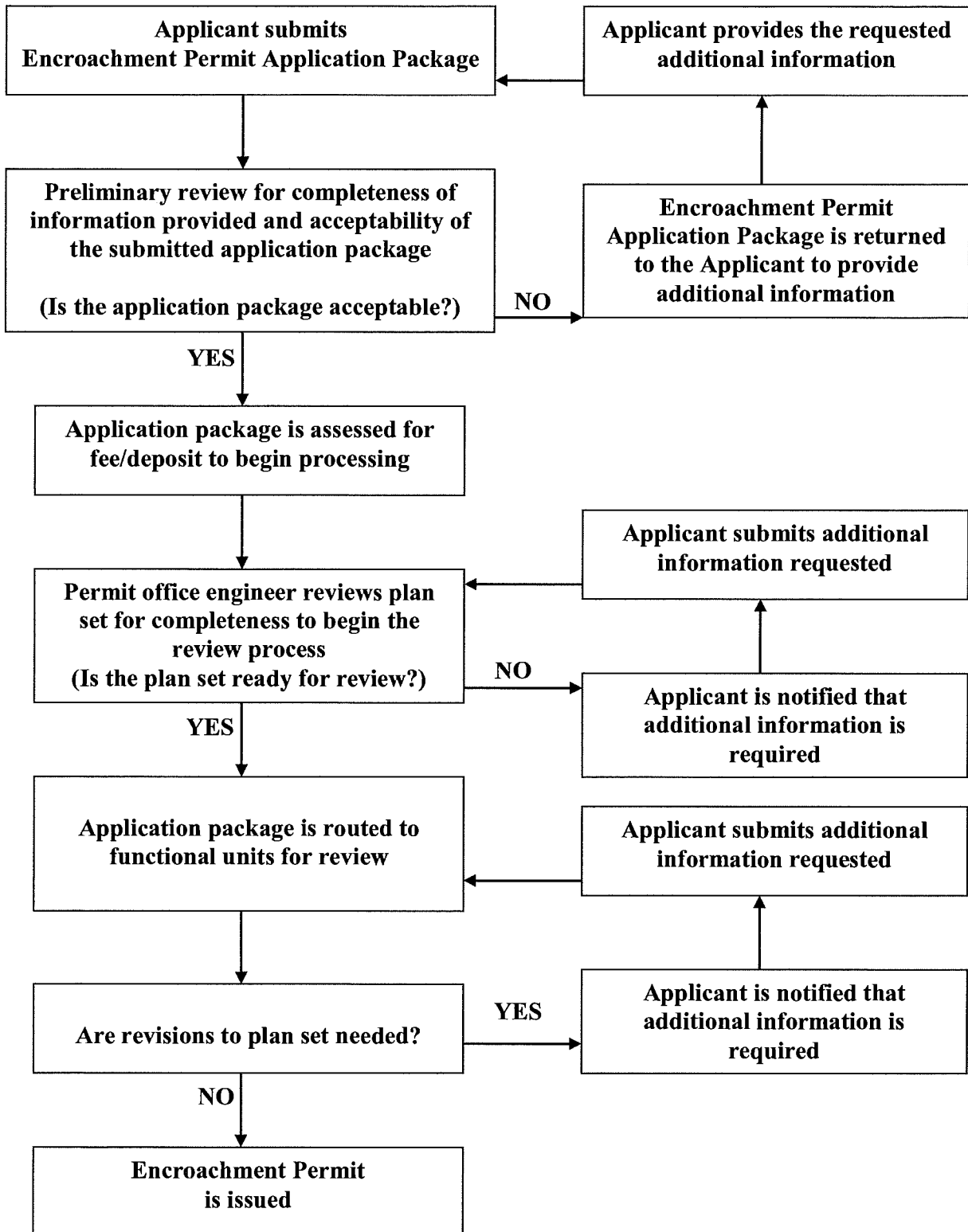
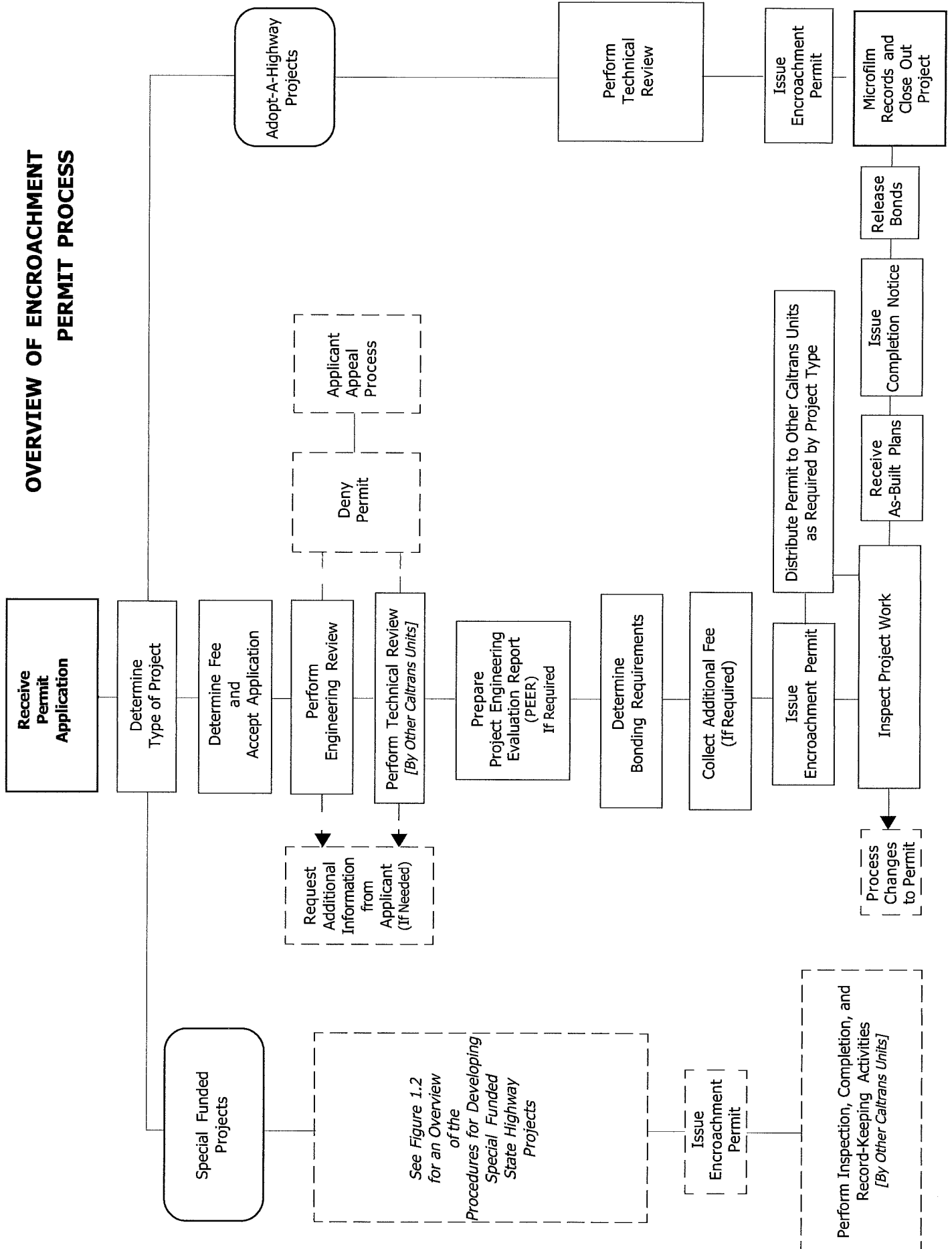


Figure 1.1

OVERVIEW OF ENCROACHMENT PERMIT PROCESS



CALTRANS PROJECT PROCESSES

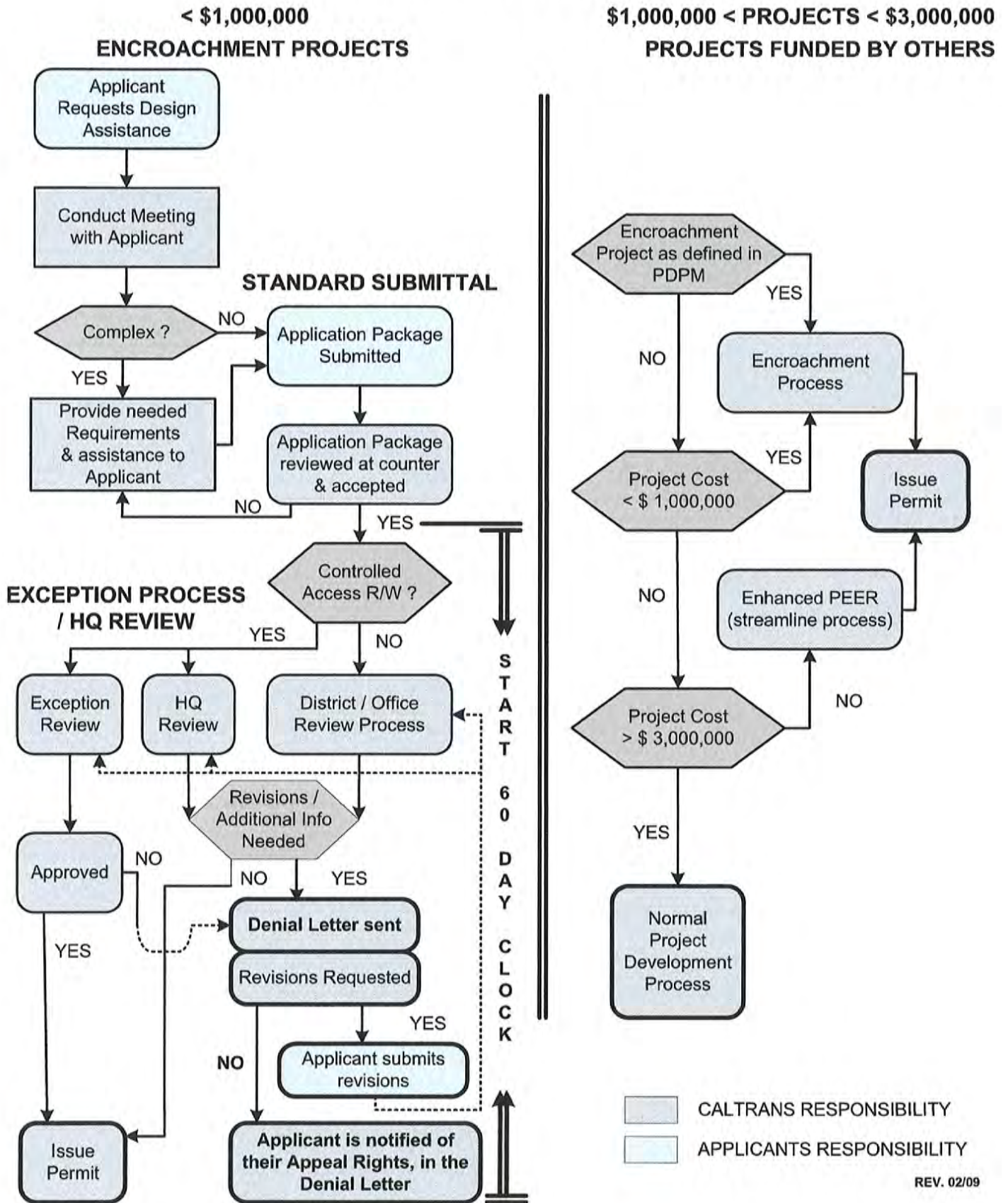
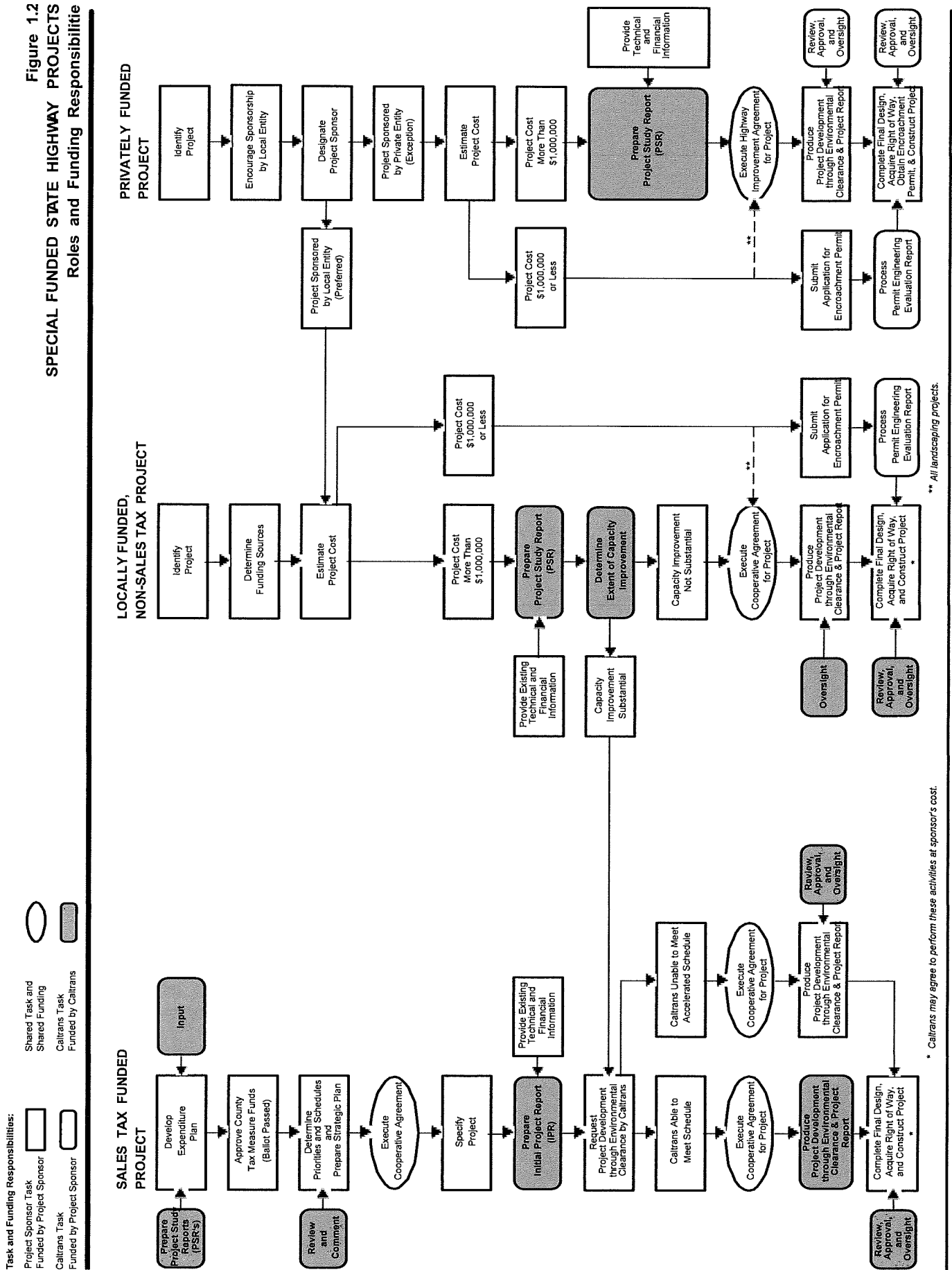


Figure 1.2
SPECIAL FUNDED STATE HIGHWAY PROJECTS
Roles and Funding Responsibility



Certification of Compliance with ADA (Sample)

CERTIFICATION OF COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA)

TR-0405 (REV 03/2015)

Permit No.
Dist/Co/Rte/PM

Encroachment permit projects that create, alter or affect pedestrian facilities are required to be designed and constructed in accordance with the policies and standards in the current Design Information Bulletin 82 (DIB 82). Certification of compliance must be submitted by the permittee or permittee's authorized representative prior to the issuance of an encroachment permit or rider **AND** after construction is completed. DIB 82 can be found at:

<http://www.dot.ca.gov/hq/oppd/dib/dibprg.htm>

A separate TR-0405 form must be used for the Design and Post Construction Certifications. A California Licensed Professional Engineer, Licensed Architect or Licensed Landscape Architect's Stamp* is required except when (1) an authorized utility company representative or (2) an authorized Caltrans representative signs the form (at the discretion of the District Permit Engineer).

Design Certification (prior to issuance of encroachment permit)

- _____ a California Licensed Professional Engineer, Licensed Architect or Licensed Landscape Architect, do hereby certify that:
- _____ an authorized Caltrans representative, do hereby certify that:
- _____ an authorized representative of _____ (utility company only), do certify that:
- This project has been designed in accordance with DIB 82.
- An approved Exception to Accessibility Design Standards is attached.

SIGNATURE	TITLE	DATE
-----------	-------	------

Post Construction Certification

- _____ a California Licensed Professional Engineer, Licensed Architect or Licensed Landscape Architect, do hereby certify that:
- _____ an authorized Caltrans representative, do hereby certify that:
- _____ an authorized representative of _____ (utility company only), do certify that:
- This project has been constructed in accordance with DIB 82.
- An approved Exception to Accessibility Design Standards is attached.

SIGNATURE	TITLE	DATE
-----------	-------	------

CA. LICENSED PROFESSIONAL ENGINEER, LICENSED ARCHITECT OR LICENSED LANDSCAPE ARCHITECT'S STAMP
<p style="text-align: center;"><i>I attest to the technical information contained herein and have judged the qualifications of all technical specialists providing engineering data upon which recommendations, conclusions, and decisions were based.</i></p>

* A Licensed Architect or Licensed Landscape Architect may prepare this document and sign and seal it in lieu of a Registered Civil Engineer, provided the same Licensed Architect or Licensed Landscape Architect designed the on-site improvements. Use the seal of the appropriate licensed person in responsible charge.

PEER Report Form and Instructions

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
PERMIT ENGINEERING EVALUATION REPORT
 TR-0112 (REV 6/2001)

PREPARATION HOURS	PERMIT NUMBER
DATE	DIST/CO/RTE/PM
EA USED	APPLICANT

1. DESCRIBE PERMIT PROPOSAL, WHAT IT SERVES, APPROXIMATE COST.

2. DESCRIBE EXISTING HIGHWAY - BRIEF ANALYSIS OF IMPACT ON HIGHWAY OPERATION AND MAINTENANCE.

3. ANALYZE PERMIT PROPOSAL FOR GEOMETRIC AND FUNCTIONAL ADEQUACY.

4. NON-STANDARD DESIGN FEATURES YES NO
 REVISION IN ACCESS CONTROL INVOLVED. YES NO

If YES above, provide rationale and name & date of headquarters, reviewer's occurrence.
(end on Federal Aid Projects, FHWA concurrence on separate sheet)

IF YES, DATE OF HQ APPROVAL

5. SIGNALIZATION INVOLVED YES NO

If yes, signal warrants met YES NO* NOT APPLICABLE
 Capacity Analysis OK YES NO* NOT APPLICABLE
 Safety Analysis OK YES NO* NOT APPLICABLE
 Ownership/Maintenance Provisions OK YES NO* NOT APPLICABLE

* Comments, Supporting documents on attached sheet(s)

PERMIT PROPOSAL RECOMMENDED

Yes, as submitted Yes, with conditions described above No, as described above

PREPARED BY	TITLE	UNIT	DATE
APPROVED BY (Caltrans Engineer)	TITLE	UNIT	DATE

PREPARING REGISTERED ENGINEER'S STAMP

I attest to the technical information contained herein and have judged the qualifications of all technical specialists providing engineering data upon which recommendations, conclusions, and decisions were based.

SIGNATURE _____, Registered Civil Engineer

DATE _____

REMARKS: SEND ONE COPY OF COMPLETED REPORT TO HEADQUARTERS DESIGN AND LOCAL PROGRAMS.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
ENCROACHMENT PERMIT APPLICATION REVIEW
 TR-0110 (REV. 7/2001)

APPLICANT				PERMIT NO.			
DATE				DIST / CO / RTE / PM			
Your comments and recommendations are requested regarding an encroachment permit application.				TYPE OF WORK			
REVIEW NEEDED BY				REVIEWING UNITS			
CHARGE ALL CUSTOMER SERVICE & TRAVEL TIME TO THE E.A. BELOW							
DIST. CHARGE	EA-SUB JOB	SPECIAL DESIGNATION	ACT				
	937700-3EPCS		2002 Supv 2003 Non-Sup				
CHARGE ALL REVIEW TIME TO THE E.A. BELOW							
DIST. CHARGE	EA-SUB JOB	SPECIAL DESIGNATION	ACT				
	937700-3EPPR		2037				
THERE IS ADDITIONAL INFORMATION AVAILABLE IN PERMIT FILE.				<input type="checkbox"/> YES <input type="checkbox"/> NO			
BESIDES THOSE LISTED, WHO ELSE SHOULD REVIEW THIS APPLICATION?				LAST _____, Permit Office			
				THIS APPLICATION IS BEING REVIEWED SEPARATELY BY EACH UNIT.			

TIME CHARGED* EA/SUB JOB 937700-3EPPR _____ HOURS EA/SUB JOB 937700-3EPCS _____ HOURS * MUST MATCH TRS ENTRY	RESPONSIBLE UNIT PERMIT ENGINEERING EVALUATION REPORT REQUIRED <input type="checkbox"/> NO (No adverse impact on highway operations or maintenance.) BY _____, SR. TRANSP. ENGR. DATE _____ <input type="checkbox"/> YES <input type="checkbox"/> ATTACHED EST. COMPLETION DATE OF PEER. DATE ____/____/____
PERMIT RECOMMENDED: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Need more information (explain)	

REMARKS: (Include necessary changes, required conditions, etc.)

REVIEWED BY	UNIT CODE	BUSINESS PHONE	DATE
CONCURRED BY	UNIT CODE	BUSINESS PHONE	DATE

FM 91 1402 M

APPENDIX I – Preparation Guidelines for Permit Engineering Evaluation Report

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APPENDIX I – Preparation Guidelines for Permit Engineering Evaluation Report

ARTICLE 1 Overview

The Encroachment Permit Application Review Form

Refer to [Chapter 9](#) – Project Initiation for information about the encroachment permit process. The Encroachment Permit Application Review form (TR-0110) is used by the district permits unit for transmitting encroachment permit proposals that cost up to \$1,000,000 within State right-of-way to other Caltrans units for review. The reviewing units must fully detail their comments about the proposal and their number of review hours. The responsible unit as determined by the district permit engineer is designated on this form. The responsible unit must determine whether a permit engineering evaluation report (PEER) is required for encroachment permit projects, and if so, attach it or indicate the estimated completion date. If the unit determines that there will be no adverse impact on highway operations, maintenance, and tort liability, it will indicate so in the appropriate box shown on the Encroachment Permit Application Review form with the signature by at least a senior level person. The unit will then do its usual permit review, fill out the rest of the form, and return it to the district permit engineer. If there will be impacts, a PEER is required and the unit will be responsible for the preparation and review and securing the approval of the PEER. If the project does not meet the eligibility requirements for processing via a combined project study report-project report (PSR-PR), it is not eligible for processing as a PEER. Refer to [Chapter 9](#) – Project Initiation for more information about the PSR-PR.

The PEER process is intended to streamline the processing of projects-funded-by-others by reducing the steps in the project development process. It is not intended to relieve the project sponsor from meeting all Caltrans' other policies, standards and practices. Caltrans may increase the level of documentation and processing for those projects that are deemed complex.

The Permit Engineering Evaluation Report

A project report (PR) or a PEER is required for every action that has a permanent traffic impact and for work that affects the operating capability of a State highway facility. These reports, and their preparation, are the responsibility of either project development or traffic operations. However, the district permit unit must verify that responsible and reviewing units have considered the need for the appropriate report and have correctly completed the Encroachment Permit Application Review form.

Projects-funded-by-others if Cost is Over \$1,000,000

The district permit engineer determines the magnitude of the work. An encroachment or public transit project that costs more than \$1,000,000 and is located within State right-of-way is considered a project-funded-by-others and will require PEER if it costs less than \$3 million, a PSR-PR if it qualifies, or a project study report (PSR) and a PR if it does not. The PSR-PR process is described in [Chapter 9 – Project Initiation](#) and in [Appendix A – Preparation Guidelines for Project Study Report-Project Report](#).

Projects Not Requiring a Permit Engineering Evaluation Report

Projects not requiring a PEER usually are for commercial filming, miscellaneous activities, special events, surveys, and utilities.

Purpose of a Permit Engineering Evaluation Report

A PEER is prepared to document the engineering analysis of proposed work. The analysis includes review of the proposed improvements to determine drainage, maintenance, operation, and environmental impact on the State Highway System. Proposed improvements must conform to Caltrans' current design standards and practices or be justified by an approved design exception. Additional information may be requested from the applicant if it is needed to perform the reviews. A permit may be denied based upon conclusions of the reviews.

Report Format

The PEER should be prepared and submitted using the Permit Engineering Evaluation Report form (TR-0112). Article 2 provides guidelines for specific items on the form.

ARTICLE 2 Guidelines for Completing the Permit Engineering Evaluation Report

Hours for Preparing

For permit projects: Give the total hours used in investigating and preparing the PEER by all parties. PEER preparation is considered part of the permit review process. The time needed to evaluate and finalize the PEER will depend on the scope and complexity of the work. When it can be done within the review deadline, the PEER should be attached to the review form and returned to the district permit engineer. When more time is needed, the review form should be returned immediately to the district permit engineer, notifying of the estimated date of PEER completion and whether or not additional information is needed.

For projects-funded-by-others: These projects require a work plan for the independent quality assurance efforts. Project sponsors are required to prepare the PEER and the hours required to prepare the PEER are not required.

Permit Number

Permit number assigned to permit application by district permit office (if appropriate).

Date

Date of completion of the PEER.

District / County / Route/ Post Mile (Dist-Co-Rte-PM)

The post mile should be given to the nearest 0.1 mile; if the project is 0.2 mile or more in length, give both the beginning and ending post mile.

EA Used

The expenditure authorization (EA) used to charge costs for the permit review process as spelled-out in Chapter 2 of the *Encroachment Permits Manual* or the project EA for projects-funded-by-others.

Applicant

Name of individual, agency or organization submitting permit proposal.

1. Describe Proposal, What It Serves, Approximate Cost

Provide a brief narrative containing statements that are concise but include the information needed to describe the proposed work.

2. Describe Existing Highway - Brief Analysis of Impact on Highway Operation and Maintenance

Evaluate the impacts of the proposal upon the State highway.

3. Analysis of Proposal for Geometric and Functional Adequacy

Summarize the findings of the determination of the geometric and functional adequacy of the proposal. All statements should be concise and contain the information needed to justify (or reject) the proposed work.

3a. Nonstandard Design Features

Check “Yes” or “No” indicating whether nonstandard design features are involved and if they are, provide the rationale for approval of an exception. If yes, give name of approval authority and date of approval. If Federal Highway Administration (FHWA) approval of the fact sheet is needed, obtain this on a separate sheet and attach it.

4. Revision in Access Control or Transfer of Right-of-Way to Permittee Involved

Check “Yes” or “No.”

4a. If Yes, Date of District Director Approval

If the proposal involves a reduction in access control or the transfer of Caltrans right-of-way to the permittee, a request must first be made to the District Director for authorization to decertify and dispose of the property rights involved. See Chapter 26 – Disposal of Rights-of-Way for Public or Private Road Connections for processing instructions. Indicate the date the District Director approved the revision.

4b. If Interstate, Date of FHWA Approval

If FHWA concurrence is needed for a change in access on the Interstate System, give the date of approval.

5. Signalization Involved

Check “Yes” or “No.” If the answer is yes, answer the next four questions by checking yes, no, or not applicable.

If the answer to any of the four questions is no, provide an explanation and any comments on an attached sheet.

Proposal Recommended

Check either “Yes, as submitted,” “Yes, with conditions described above,” or “No, as described above.” List conditions in Item 3. Indicate reasons for “No, as described above” in Item 3.

Prepared by Title

- Name of individual who prepared this report and who should be contacted regarding the proposal
- Title of individual preparing the PEER
- For projects-funded-by-others enter the name and title of the individual responsible for reviewing the PEER

Registered Engineer Stamp

The PEER must be prepared by a California registered civil engineer. The stamp or seal and signature and date must be placed on the report, in the space provided for the engineer in responsible charge of the evaluation.

Unit

The unit source code of the registered engineer in responsible charge of the evaluation of the proposal.

Approved by Title Date Approved

- Signature of the District Director or the Deputy District Director to whom approval authority has been delegated
- Title of individual approving the PEER
- Date approved

Fact Sheet Form and Instructions

Fact Sheet Exceptions to Mandatory Design Standards

Prepared by:

REGISTERED CIVIL ENGINEER



Submitted by:

(Name), *DESIGN ENGINEER*

DATE

TELEPHONE

Recommended for Approval by:

(Name), *PROJECT MANAGER*

DATE

TELEPHONE

Concurrence by:

(Name), *OFFICE CHIEF or*
(Name), *DEPUTY DISTRICT DIRECTOR FOR DESIGN*

DATE

TELEPHONE

Approved by:

(Name), *DIVISION OF DESIGN*
DESIGN COORDINATOR

DATE

1. PROPOSED PROJECT

A. Project Description:

Insert text here

B. Existing Highway:

Insert text here

C. Safety Improvements:

Insert text here

D. Total Project Cost:

Insert text here

2. FEATURES REQUIRING AN EXCEPTION

A. Design Exception Feature #1

Nonstandard Feature(s):

Insert text here

Standard for Which Exception Is Requested:

Insert text here

Reason for Requesting Exception:

Insert text here

Added Cost to Make Standard:

Insert text here

B. Design Exception Feature #2

For projects with more than one exception, add additional subsections B, C, D etc, with the same format used in subsection A. Otherwise delete this subsection.

3. TRAFFIC DATA

Insert text here

4. COLLISION ANALYSIS

Insert text here

5. INCREMENTAL IMPROVEMENTS

Insert text here

6. FUTURE CONSTRUCTION

Insert text here

7. PROJECT REVIEWS, CONCURRENCE

Insert text here

8. ENVIRONMENTAL DETERMINATION/DOCUMENT

Consult with the district environmental unit to determine the appropriate federal environmental determination/document for the project and if the “blanket” categorical exclusion is applicable. Construct an appropriate project attribute statement by choosing and modifying the following:

The project location (is part/is not part) of the National Highway System.

And choose one:

A federal environmental (determination/document) (will be/has been) approved specifically for this project to comply with the *National Environmental Policy Act of 1969* (NEPA).

The project conforms to the conditions of the “blanket” categorical exclusion for approval of design exceptions, signed by Jay Norvell on March 3, 2008.

Compliance with the *National Environmental Policy Act of 1969* (NEPA) is not applicable to this project.

9. ATTACHMENTS

Insert text here

APPENDIX BB – Fact Sheets for Exceptions to Mandatory Design Standards

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APPENDIX BB – Fact Sheets for Exceptions to Mandatory Design Standards

ARTICLE 1 Introduction

Fact Sheets

This appendix provides concepts and best practices for the preparation of fact sheets for exceptions to mandatory design standards as contained in the *Highway Design Manual*. Fact sheets are developed to document and justify the reasoning behind the deviation from design standards.

Presented in this appendix is a description of the information that should be contained in a fact sheet and the format used to collect and organize information.

For delegated mandatory design exceptions and advisory design exceptions, use of a fact sheet format similar to the one found in this appendix is recommended.

To appropriately apply the guidance described in this appendix, review the intent of policies and procedures in *Chapter 21 – Exceptions to Design Standards*.

ARTICLE 2 Outline

General

The purpose of this outline is to identify the key elements to document in the fact sheet. All headings presented in the outline must be included in the fact sheet.

Cover Sheet

The registered civil engineer in responsible charge of the work (as defined by *California Business and Professions Code*, Section 6703), or other licensed professional practicing within the scope of their license must sign and seal the cover sheet.

Outline

1. PROPOSED PROJECT

A. Project Description:

Briefly describe the proposed project. Note the type of project and/or major elements of work to be performed, such as safety or operational improvement, roadway widening, rehabilitation, reconstruction, etcetera. Provide the geographic project limits and length, for example: "...On Route 12 in Sonoma County between Napa Street, PM 37.7 and Napa Road, PM 38.7". Reference the attached project location map and/or project vicinity map. Project plan title sheets may be insufficient to show the greater vicinity and general surroundings near the proposed project.

B. Existing Highway:

Describe the general highway characteristics, including the classification of the facility (such as: freeway, expressway, or conventional highway), number of lanes, posted speeds, etcetera. The focus should be on those features relevant to the proposed design exception, such as the widths of lanes, shoulders, median, roadbed, and structures; horizontal and vertical alignment and clearances; design speed, sight distance, grades, cross slope, sidewalks, superelevation, etcetera. If the project is on the Interstate system, is it a part of the Federal Highway Administration (FHWA) Rural and Single Interstate Routing System? See [Chapter 21](#) – Exceptions to Design Standards, Article 3. Identify truck designation and design vehicles as well as bicycle classification of the facility, when appropriate.

If relevant, note structure clear width and the lane and shoulder widths across the structure; does the structure clear width match or exceed the approach roadbed width?

Note bridge-rail type; does it meet current standards for structural adequacy? Request this information from the Headquarters Division of Engineering Services-Structure Design technical liaison engineer assigned to your district.

Provide a similar, but brief, description of adjacent highway segments, highlighting existing nonstandard features.

C. Safety Improvements:

Describe proposed improvements that would qualify as safety enhancements, such as: median barrier, guardrail upgrade, flattening slopes, adding sidewalks, eliminating roadside obstructions, etcetera.

Briefly discuss if any existing nonstandard features will be brought to standard with the proposed project.

D. Total Project Cost:

Include a concise summary of the estimated project cost segregated by the major elements (Roadway, Structure, and Right-of-Way).

2. FEATURES REQUIRING AN EXCEPTION

A. Design Exception Feature #1

Nonstandard Feature(s):

Describe the proposed nonstandard feature and identify whether it would be created, maintained, improved, or reduced. Reference the attachment(s) that show the location, limits, and nature of the proposed nonstandard feature and clearly label the nonstandard feature on the attachment(s).

Standard for Which Exception Is Requested:

State the specific standard and refer to the applicable topic and/or index reference in the *Highway Design Manual*. If more than one standard applies to a design feature, such as shoulder width and horizontal clearance, state all that apply.

Reason for Requesting Exception:

Be thorough, but brief. Justification with appropriate backup information must be as complete and compelling as possible. Reasons for which exceptions have been granted in the past include a combination of excessive cost, significant right-of-way, and environmental and/or social economic impacts. Supportive factors have included low collision frequency, local opposition, consistency with adjacent highway segments and applicability to alternative design guidance when provided by the *Highway Design Manual* if the specific standard is impractical to meet.

Added Cost to Make Standard:

Summarize, by major elements, the added cost above the proposed project cost that would be required to meet the design standard(s) for which the exception is requested. The estimate does not have to be highly developed, but must be realistic.

Also, when the fact sheet covers multiple nonstandard features, provide separate cost summaries for the “standardization” of individual design features. If upgrading a design feature to standard results in the standardization of additional features, note the additional features that will be automatically upgraded to standard. An example of this would be upgrading shoulders to standard resulting in providing standard horizontal clearance.

B. Design Exception Feature #2

For projects with more than one exception, add additional sub-headings B, C, D etcetera, with the same format used in sub-heading A.

3. TRAFFIC DATA

Include both annual average daily traffic (AADT) and design (peak period) hourly volumes. Use current year data for pavement rehabilitation, roadway rehabilitation and safety projects. For all others, use design year traffic, usually 20 years after construction is complete as well as current year traffic volumes. For interim projects that are to be superseded by programmed future construction, provide traffic data for both the ultimate programmed construction year and the ultimate project's design year.

4. COLLISION ANALYSIS

Traffic safety is of primary importance to both the Headquarters Division of Design (DOD) and FHWA when considering approval or rejection of design exceptions. To strengthen the justification for design exceptions, the fact sheet must include an analysis of collision data to identify prevalent collision types and causes, plus an evaluation of the effect of the requested design exceptions on collision types and frequencies. This analysis should be completed either by the appropriate district traffic branch or in close coordination with the branch.

Summarize an analysis of how the proposed project will help alleviate identified safety problems. At a minimum, how it will not contribute to any increase in collision rates. The collision analysis will include the Traffic Accident Surveillance and Analysis System (TASAS) Table B statistical data regarding both the number and severity of collision as well as actual versus statewide average collision rates for a similar facility and the collision patterns and causes. For design exceptions related to spot locations (such as nonstandard horizontal curve) on existing highways, analyze only the collision data within the vicinity of the proposed nonstandard feature. The analysis should also review the TASAS Table C listing for high collision frequency spot locations, if any are within the proposed project limits.

Provide a summary table of TASAS Table B collision data for latest 3-year period showing actual versus average collision rates; however merely stating actual versus average numbers is insufficient. TASAS data should be supplemented by a review of collision patterns covering the project area in order to enhance the understanding of prevalent collision types and how they relate to existing and proposed highway design features, specifically those that are nonstandard and how they will not contribute to any increase in collisions.

In determining collision causes, keep in mind that although terms like “excessive speed”, “inattention”, “failure to yield right-of-way”, “under the influence”, etcetera, are perfectly valid for the California Highway Patrol (CHP), they have meaning for the highway engineer only as they relate to the underlying highway characteristics. The engineer must instead look for other reasons, such as: tight radius curves with inadequate superelevation, high-volume turning movements without separate turn lanes, a concentration of rear-end/side-swipe collisions in a particular lane, etcetera. In general, the collision concentrations detected in this manner are too small for a TASAS Table C printout, but collectively they are the key to understanding the vehicle-highway interactions that are the basic causes of collisions.

5. INCREMENTAL IMPROVEMENTS

Discuss any practical improvements that are intermediate in scope and cost between the proposed project and an alternative that meets design standards. Discuss why such an incremental improvement is not proposed as part of the project.

6. FUTURE CONSTRUCTION

Describe any planned future projects in the vicinity of the proposed design exception. If a commitment is made to correct the nonstandard design features, it must be concurred by the Headquarters Project Delivery Coordinator and approved by the Deputy District Director for the design function. Describe the follow-up project’s funding source (STIP, SHOPP) and schedule as listed in the appropriate programming document. Identify the ultimate concept from the transportation concept report.

7. PROJECT REVIEWS, CONCURRENCE

Note relevant project reviews by the Headquarters project support engineer, Headquarters Traffic Engineering Liaison, and/or FHWA transportation engineer (if appropriate), etcetera. Provide the date of meeting or discussion, and state the individual’s concurrence with the proposed design exception.

8. ENVIRONMENTAL DETERMINATION/DOCUMENT

Approval of design exceptions for projects on the National Highway System, including the Interstate System, is a federal action that requires compliance with the National Environmental Policy Act (NEPA). Caltrans has developed a “blanket” categorical exclusion for NEPA compliance when approval of design exceptions is the only relevant federal action on the project. See the “blanket” categorical exclusion memorandum, from the Division of Environmental Analysis, for the “blanket” categorical exclusion signed by Jay Norvell on March 3, 2008.

Federal actions include FHWA approval of fact sheets and changes in access control for Interstate System projects, the use of Federal-aid funding, as well as Caltrans approval of fact sheets for National Highway System projects and Interstate projects where the approval has been delegated from FHWA.

Consult with the district environmental unit to determine the appropriate federal environmental determination/document for the project and if the “blanket” categorical exclusion is applicable. The circumstances for determining applicability of the “blanket” categorical exclusion include the following:

- The project is on the National Highway System.
- There is no project-specific federal environmental determination/document.

Construct an appropriate project attribute statement by choosing and modifying the following:

The project location (is part/is not part) of the National Highway System.

And choose one:

A federal environmental (determination/document) (will be/has been) approved specifically for this project to comply with the *National Environmental Policy Act of 1969* (NEPA).

The project conforms to the conditions of the “blanket” categorical exclusion for approval of design exceptions, signed by Jay Norvell on March 3, 2008.

Compliance with the *National Environmental Policy Act of 1969* (NEPA) is not applicable to this project.

9. ATTACHMENTS

All attachments should be black and white (no color copies or color photos) and in standard paper sizes of 8.5” x 11”, 11” x 14”, or 11” x 17” per Caltrans Division of Legal request. Clearly label each attachment page and the nonstandard feature number.

Provide the project location map and/or project vicinity map that was referenced in heading 1A “Project Description.” When the fact sheet covers multiple nonstandard features for exception at various locations, a project strip map may be provided to indicate the general location of each nonstandard feature.

Provide cross sections and/or special details to clearly illustrate the proposed condition for each location that does not meet the mandatory standard for horizontal/vertical clearance and lane/shoulder/bridge clear width. For example, an exception for nonstandard vertical and horizontal alignment features must include a layout with existing and proposed horizontal curve data, existing and proposed profile with vertical alignment data, and existing and proposed superelevation diagram. It may not be necessary for these drawings to be developed on Computer Aided Drafting and Design (CADD) or other electronic drafting media. These details can often be clearly illustrated with hand drawings.

Letters, resolutions, traffic study summaries, etcetera should only be attached if requested by the Headquarters Project Delivery Coordinator, otherwise these documents should be filed in the project binder. While TASAS data and collision rates may be summarized within the “Collision Analysis” heading, TASAS reports, such as Table B and Table C, should never be attached.

Do not attach superfluous materials such as complete project plan sets or engineering reports unless specifically requested by the Headquarters Project Delivery Coordinator.

ARTICLE 3 Template

This article is a template for the fact sheet. When using the template, delete any italicized text within the body of the document. The italicized text provides instructions for template users and does not provide any value to the final document. The template is available at:

<http://www.dot.ca.gov/hq/oppd/pdpm/templates/apdx-bb-template.docx>

**EXHIBIT B
APPROVED FEE SCHEDULE**

**ONWARD ENGINEERING FEE PROPOSAL TO PROVIDE
DESIGN SERVICES TO THE CITY OF MANHATTAN BEACH
FOR DUAL LEFT-TURN LANES FOR MANHATTAN BEACH BOULEVARD AT
SEPULVEDA BOULEVARD EB TO NB, NB TO WB, WB TO SB IMPROVEMENT PROJECT**

Task	Project Tasks	QA/QC Manager Majdi Ataya		Project Manager Ignacio Ochoa		Project Engineer Justin Smeets		Design Engineers		Subconsultants		Total
		\$120	Hours	\$110	Hours	\$95	Hours	\$85	Hours	Lump Sum		
TOPOGRAPHIC SURVEY & CONCEPT DESIGN PLANS PHASE												
1	Kick-Off Meeting	2		4		2						\$870
2	Research and Review of Available Data			5		12		30				\$4,240
3	Utility Research & Notification			2		16		26				\$3,950
4	Topographic Survey			2		8		8		\$6,500		\$8,160
5	Site Evaluation	4		4		8		8				\$2,360
6	Base Sheets			16		25		40				\$7,535
7	Traffic Study			2		4		2		\$7,475		\$8,245
8	Concept Design	6		12		36		70				\$11,410
TOPOGRAPHIC SURVEY & CONCEPT DESIGN PLANS PHASE												
		12		47		111		184		\$13,975		\$46,770
ENVIRONMENTAL PHASE												
9	Environmental Engineering (Categorical Exemption)	2		8		16		48				\$6,720
ENVIRONMENTAL PHASE												
		2		8		16		48		\$0		\$6,720
CALTRANS COORDINATION PHASE												
10	Obtain Cooperative Agreement (optional)											See Optional Items Below
11	Caltrans Encroachment Permit			4		16		8				\$2,640
12	Certification of Compliance with ADA			4		6		2				\$1,180
13	Permit Engineering Evaluation Report (PEER)			10		14		6		\$2,500		\$5,440
14	Fact Sheet Preparation			10		14		4				\$2,770
15	Aerial Deposited Lead (ADL) Testing											See Optional Items Below
CALTRANS COORDINATION PHASE												
		0		28		50		20		\$2,500		\$12,030
RIGHT-OF-WAY ENGINEERING												
16	Right-of-Way Engineering (2 Acquisitions & 3 TCE'S)	2		6		50		30		\$29,612		\$37,812
RIGHT-OF-WAY ENGINEERING												
		2		6		50		30		\$29,612		\$37,812
FINAL DESIGN PHASE												
17	Utility Coordination			12		20		10				\$4,070
18	Utility Potholing (Assume 5)			4		20		2		\$5,750		\$8,260
19	Prepare 65% PS&E	32		60		100		190		\$5,800		\$41,890
20	Prepare 95% & Final PS&E	20		32		80		120		\$4,000		\$27,720
21	Project Coordination & Meetings	15		30		40		20				\$10,600
FINAL DESIGN PHASE												
		67		138		260		342		\$15,550		\$92,540
FINAL DESIGN PHASE												
		\$9,960		\$24,970		\$46,265		\$53,040		\$61,637		\$195,872
OPTIONAL ITEMS												
OPTIONAL ITEMS												
OPT. 1	Obtain Cooperative Agreement			4		6						\$1,250
OPT. 2	Aerial Deposited Lead (ADL) Testing	2		1		2				\$9,221		\$9,521
OPT. 3	Quit Claim for dedication (City to Caltrans)			1		4				\$3,000		\$3,490
OPTIONAL ITEMS												
		2		6		12		0		\$12,221		\$14,261

EXHIBIT C
TERMS FOR COMPLIANCE WITH CALIFORNIA LABOR LAW REQUIREMENTS

1. This Agreement calls for services that, in whole or in part, constitute “public works” as defined in Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code (“Chapter 1”). Further, Contractor acknowledges that this Agreement is subject to (a) Chapter 1 and (b) the rules and regulations established by the Department of Industrial Relations (“DIR”) implementing such statutes. Therefore, as to those Services that are “public works”, Contractor shall comply with and be bound by all the terms, rules and regulations described in 1(a) and 1(b) as though set forth in full herein.

2. California law requires the inclusion of specific Labor Code provisions in certain contracts. The inclusion of such specific provisions below, whether or not required by California law, does not alter the meaning or scope of Section 1 above.

3. Contractor shall be registered with the Department of Industrial Relations in accordance with California Labor Code Section 1725.5, and has provided proof of registration to City prior to the Effective Date of this Agreement. Contractor shall not perform work with any subcontractor that is not registered with DIR pursuant to Section 1725.5. Contractor and subcontractors shall maintain their registration with the DIR in effect throughout the duration of this Agreement. If the Contractor or any subcontractor ceases to be registered with DIR at any time during the duration of the project, Contractor shall immediately notify City.

4. Pursuant to Labor Code Section 1771.4, Contractor’s Services are subject to compliance monitoring and enforcement by DIR. Contractor shall post job site notices, as prescribed by DIR regulations.

5. Pursuant to Labor Code Section 1773.2, copies of the prevailing rate of per diem wages for each craft, classification, or type of worker needed to perform the Agreement are on file at City Hall and will be made available to any interested party on request. Contractor acknowledges receipt of a copy of the DIR determination of such prevailing rate of per diem wages, and Contractor shall post such rates at each job site covered by this Agreement.

6. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Contractor shall, as a penalty to City, forfeit \$200.00 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the DIR for the work or craft in which the worker is employed for any public work done pursuant to this Agreement by Contractor or by any subcontractor.

7. Contractor shall comply with and be bound by the provisions of Labor Code Section 1776, which requires Contractor and each subcontractor to: keep accurate payroll records and verify such records in writing under penalty of perjury, as

specified in Section 1776; certify and make such payroll records available for inspection as provided by Section 1776; and inform City of the location of the records.

8. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1777.5, 1777.6 and 1777.7 and California Administrative Code title 8, section 200 *et seq.* concerning the employment of apprentices on public works projects. Contractor shall be responsible for compliance with these aforementioned Sections for all apprenticeable occupations. Prior to commencing work under this Agreement, Contractor shall provide City with a copy of the information submitted to any applicable apprenticeship program. Within 60 days after concluding work pursuant to this Agreement, Contractor and each of its subcontractors shall submit to City a verified statement of the journeyman and apprentice hours performed under this Agreement.

9. The Contractor shall not perform Work with any Subcontractor that has been debarred or suspended pursuant to California Labor Code Section 1777.1 or any other federal or state law providing for the debarment of contractors from public works. The Contractor and Subcontractors shall not be debarred or suspended throughout the duration of this Contract pursuant to Labor Code Section 1777.1 or any other federal or state law providing for the debarment of contractors from public works. If the Contractor or any subcontractor becomes debarred or suspended during the duration of the project, the Contractor shall immediately notify City.

10. Contractor acknowledges that eight hours labor constitutes a legal day's work. Contractor shall comply with and be bound by Labor Code Section 1810. Contractor shall comply with and be bound by the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. The Contractor shall, as a penalty to City, forfeit \$25.00 for each worker employed in the performance of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code. Pursuant to Labor Code section 1815, work performed by employees of Contractor in excess of eight hours per day, and 40 hours during any one week shall be permitted upon public work upon compensation for all hours worked in excess of eight hours per day at not less than one and one-half times the basic rate of pay.

11. California Labor Code Sections 1860 and 3700 provide that every employer will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, Contractor hereby certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

12. For every subcontractor who will perform work on the project, Contractor shall be responsible for such subcontractor's compliance with Chapter 1 and Labor Code Sections 1860 and 3700, and Contractor shall include in the written contract between it and each subcontractor a copy of those statutory provisions and a requirement that each subcontractor shall comply with those statutory provisions. Contractor shall be required to take all actions necessary to enforce such contractual provisions and ensure subcontractor's compliance, including without limitation, conducting a periodic review of the certified payroll records of the subcontractor and upon becoming aware of the failure of the subcontractor to pay his or her workers the specified prevailing rate of wages. Contractor shall diligently take corrective action to halt or rectify any failure.

13. To the maximum extent permitted by law, Contractor shall indemnify, hold harmless and defend (at Contractor's expense with counsel reasonably acceptable to City) City, its officials, officers, employees, agents and independent contractors serving in the role of City officials, and volunteers from and against any demand or claim for damages, compensation, fines, penalties or other amounts arising out of or incidental to any acts or omissions listed above by any person or entity (including Contractor, its subcontractors, and each of their officials, officers, employees and agents) in connection with any work undertaken or in connection with the Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses. All duties of Contractor under this Section shall survive the termination of the Agreement.

Agenda Date: 1/3/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Stephanie Katsouleas, Public Works Director
Prem Kumar, City Engineer
Karen Domerchie, Senior Management Analyst

SUBJECT:

Award Construction Contract for Parking Structure Lot No. 2 Concrete Topping Slab (Public Works Director Katsouleas).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to execute a contract in the amount of \$ 162,803 with Slater Waterproofing, Inc. for the Parking Structure Lot No. 2 Concrete Topping Slab Project, and
2. Authorize the City Manager to approve additional work in an amount not-to-exceed \$ 24,420 (15%).
3. Approve the Plans and Specifications for the Parking Structure Lot No. 2 Concrete Topping Slab Project.

FISCAL IMPLICATIONS:

There are sufficient funds in the Parking Fund to fully fund this approved FY16/17 Capital Improvement Project (Attachment 1).

BACKGROUND:

Parking Structure Lot No. 2 is located at 222 12th Street in Manhattan Beach. This parking facility was built in 1979 and is a reinforced concrete structure with cast-in-place concrete columns. In September 2013, an assessment of the existing conditions of this parking structure was performed by Walker Restoration Consultants (Walker). The items requiring attention at this parking structure included: 1) repairs to damaged post tensioned tendons in the deck concrete slab; 2) installation of a vehicular barrier system; 3) installation of a height restraint bar at the upper level entry to prevent large heavy load vehicles from driving on the

parking structure deck; and 4) re-stripping of the parking stalls to meet current ADA Code requirements.

On March 1, 2016, City Council awarded a construction contract for the Parking Structure Lot No. 2 Rehabilitation Project. On August 2, 2016, the City Council accepted the final completed construction contract cost at \$740,757.

DISCUSSION:

During the rehabilitative construction project, the existing concrete slab on the upper deck was found to be 4-inches thick rather than 5-inches thick as shown on the as-built drawings. Adding a 1-inch concrete topping on top of the existing concrete slab will afford better protection to the rebar and post-tensioned tendons from the weather elements due to the harsh ocean environment. The lower portion of the parking structure will remain open for public use during construction work of the upper deck. In order to minimize parking impacts to the downtown businesses, this work is scheduled to occur between January 2017 and April 2017.

Construction Bid Proposals

The Parking Structure Lot No. 2 Concrete Topping Slab project was advertised for bids in the Beach Reporter, the City’s publisher of record, and several standard construction industry publications, including the Dodge Green Sheet, Reed Construction Data, and Associated General Contractors of America. Four bids were received and opened on November 28, 2016. The bid results are as follows:

<u>Contractor</u>	<u>Bid Amount</u>
Dekan Construction Corporation	\$ 147,000.00
Caltec Corporation	\$ 156,000.00
Slater Waterproofing, Inc.	\$ 162,803.00
Kitson Contracting, Inc.	\$ 185,000.00

Dekan Construction’s bid was found to be non-responsive because Dekan would not be self-performing 50% of the work as required per the Standard Specifications for Public Works Construction (“Greenbook”), Section 2-3.2 “Self Performance”. This section of the Greenbook states that “The Contractor shall perform, with its own organization, Contract work amounting to at least 50 percent of the Contract Price except that any designated “Specialty Items” may be performed by subcontract and the amount of any such “Specialty Items” so performed will be deducted from the Contract Price before computing the amount required to be performed by the Contractor with its own organization.” In addition, Dekan Construction’s listed concrete resurfacing subcontractor, Rick Franklin, is an earthwork/paving contractor, not a concrete contractor.

The second low bidder, Caltec Corporation’s bid, was also found to be non-responsive because Caltec would not be self-performing 50% of the work as required per the Standard Specifications for Public Works Construction.

The City Attorney’s Office has been consulted and concurs with the findings that Dekan Construction Corporation and Caltec Corporation are deemed non responsive for the reasons stated above.

Staff is therefore recommending that City Council award the construction contract for the Parking Structure Lot No.2 Concrete Topping Slab project to the third low bidder, Slater Waterproofing, Inc. Slater Waterproofing's bid was reviewed by the Public Works Department and found to be responsive. Staff reviewed Slater Waterproofing's contractor's license and found it to be in order. Additionally, references indicate Slater Waterproofing has the knowledge and capability to complete the work in a timely and acceptable manner.

Authorization of Construction Contingency

It is recommended that the City Manager be authorized to approve change orders in an amount not-to-exceed \$ 24,420 (15% of contract cost) for additional work resulting from unforeseen conditions.

POLICY ALTERNATIVES:

Do not approve the construction contract to install a 1-inch concrete topping slab at Parking Structure Lot No. 2.

PROS:

Capital improvement funds would not be expended to install a 1-inch concrete topping slab at this parking structure.

CONS:

The newly installed rebar and post-tensioned tendons will be exposed to the weather/elements and will deteriorate quickly.

PUBLIC OUTREACH/INTEREST:

Staff attended meetings with the Downtown Business Association and has kept them informed on the status and schedule for this project. Staff will maintain regular communication with the downtown stakeholders to keep them abreast of the project schedule and impacts during construction.

ENVIRONMENTAL REVIEW

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

LEGAL REVIEW

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

Attachment/Attachments:

1. Budget and Expenditures Summary
2. Construction Contract

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

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

Table 2		EXPENDITURES	
Original Design Contract with IDS Group (Awarded 6/16/15, Parking Fund, 15846E)			\$29,780
Contract Amendment #1 for Additional Design and Construction Administration Services Related to Existing Conditions at Parking Structure No. 2 (Parking Fund, 15846E)			\$8,480
Construction Contract (Parking Structure #2, Awarded 3/01/16, Parking Fund, 15846E)			\$630,000
Construction 15% Contingency (Parking Structure #2, Awarded 3/01/16, Parking Fund, 15846E)			\$94,500
Additional Construction Contingency (Parking Structure #2, Awarded 8/2/16, Parking Fund, 15846E)			\$30,000
Construction Management/Inspection Services/Materials Testing (On-Call Construction Management Services Contract)			\$86,725
Construction Contract for Installation of a Concrete Topping Slab at Parking Structure #2 (RECOMMENDED)			\$162,803
Construction 15% Contingency for Installation of a Concrete Topping Slab (RECOMMENDED)			\$24,420
Total Expenditures			\$1,066,708
Balance			\$364,792

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

THIS AGREEMENT, made and entered into this 4th day of January 2017, by and between the CITY OF MANHATTAN BEACH, a municipal corporation, hereinafter referred to as "CITY" and Slater Waterproofing, Inc., hereinafter referred to as "CONTRACTOR". City and Contractor hereby agree as follows:

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

Parking Structure Lot 2 Concrete Topping Slab

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

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

Total Cost: \$ 162,803.00

Total Cost In Writing: One Hundred Sixty Two Thousand Eight Hundred Three Dollars

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

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

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

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

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

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

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

Contractor

By _____

Jany McCawley
Its *PRESIDENT*

and

By _____

Mark M. Slater
Its *Vice President*

5577 Arrow Highway

Address _____

Montclair, CA 91763

ATTEST:

CITY OF MANHATTAN BEACH

City Clerk

Mark Danaj, City Manager

The foregoing agreement is hereby approved by me as to form

Public Works Approval

City Attorney

Agenda Date: 1/3/2017

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: November 23, 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 November 23, 2016 is \$3,465,301.75.

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.

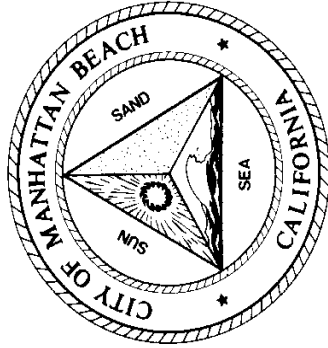
CONCLUSION:

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

Attachment:

1. Schedules of Demands for November 23, 2016

City of Manhattan Beach



Schedule of Demands November 23, 2016

CITY OF MANHATTAN BEACH
WARRANT REGISTER


WARRANT(S) WR 11A & WR 11B
DATED: 11/23/2016

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF **\$3,465,301.75** 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 3RD DAY OF JANUARY



CITY MANAGER

WARRANT REGISTER(S)	WR 11A & WR 11B	WARRANT(S)	11A	538,968.92
			11B	1,716,524.91
		PREPAID WIRES / MANUAL CKS	11A	313,157.22
			11B	0.00
		SUBTOTAL WARRANTS		2,568,651.05
		VOIDS	11A	0.00
			11B	(3,796.00)
		PAYROLL	PY	900,446.70
		TOTAL WARRANTS		3,465,301.75

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 11a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
112116	11/21/2016	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	313,157.22
SUBTOTAL					313,157.22
526715	11/17/2016	N	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	6,828.00
526716	11/17/2016	N	CA WATER SERVICE COMPANY	WATER SERVICE	189.82
526717	11/17/2016	N	DELUXE ROCKETSHPIS INC	SCULPTURE GARDEN PROGRAM	1,500.00
526718	11/17/2016	N	EMPLOYMENT DEVELOPMENT DEPT	EARNINGS WITHHOLDING	541.30
526719	11/17/2016	N	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	684.78
526720	11/17/2016	N	FRONTIER CALIFORNIA INC	CABLE SERVICE	507.78
526721	11/17/2016	N	JOHN HARDWICK	LOAN OVERPAYMENT-457 #2	168.84
526722	11/17/2016	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - CITY MANAGER: PAYMENT	847.27
526723	11/17/2016	N	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 109365: PAYMENT	2,880.18
526724	11/17/2016	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY	65,366.34
526725	11/17/2016	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	6,369.56
526726	11/17/2016	N	INCONTACT INC	LONG DISTANCE SERVICE	229.72
526727	11/17/2016	N	JPMORGAN CHASE BANK NATL ASSC	MONTHLY LEASE-SEWER TRUCK	16,488.30
526728	11/17/2016	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
526729	11/17/2016	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	399.00
526730	11/17/2016	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	6,422.46
526731	11/17/2016	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,250.00
526732	11/17/2016	N	ORANGE COUNTY SHERIFF'S DEPT	REGISTRATION-SUPERVISORY COURSE	134.00
526733	11/17/2016	N	PREPAID LEGAL SERVICES INC	PREPAID LEGAL: PAYMENT	94.70
526734	11/17/2016	N	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	273,695.97
526735	11/17/2016	N	SOUTHERN CALIFORNIA EDISON	STREET LIGHTING CHARGES	23,275.35

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 11a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
526736	11/17/2016	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	43,881.06
526737	11/17/2016	N	SOUTHERN CALIFORNIA GAS CO	MONTHLY GAS CHARGES	4,218.61
526738	11/17/2016	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	1,074.93
526739	11/17/2016	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	8,419.94
526740	11/17/2016	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	3,518.85
526741	11/17/2016	N	UNITED PARCEL SERVICE	DELIVERY SERVICE	50.00
526742	11/17/2016	N	US BANCORP CARD SERVICES INC	D-CARD CHARGES	66,596.54
526743	11/17/2016	N	VANTAGEPOINT TRANSFER AGENTS	RETMT HLTN SAVINGS CONTRIB: PAYMENT	1,597.15
526744	11/17/2016	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
SUBTOTAL					538,968.92
COMBINED TOTAL					852,126.14

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 11a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
112116	11/21/2016	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	313,157.22
SUBTOTAL					313,157.22
526715	11/17/2016	N	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	6,828.00
526723	11/17/2016	N	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 109365: PAYMENT	2,880.18
526724	11/17/2016	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY	65,366.34
526725	11/17/2016	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	6,369.56
526727	11/17/2016	N	JPMORGAN CHASE BANK NATL ASSC	MONTHLY LEASE-SEWER TRUCK	16,488.30
526730	11/17/2016	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	6,422.46
526734	11/17/2016	N	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	273,695.97
526735	11/17/2016	N	SOUTHERN CALIFORNIA EDISON	STREET LIGHTING CHARGES	23,275.35
526736	11/17/2016	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	43,881.06
526737	11/17/2016	N	SOUTHERN CALIFORNIA GAS CO	MONTHLY GAS CHARGES	4,218.61
526739	11/17/2016	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	8,419.94
526740	11/17/2016	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	3,518.85
526742	11/17/2016	N	US BANCORP CARD SERVICES INC	D-CARD CHARGES	66,596.54
SUBTOTAL					527,961.16
COMBINED TOTAL					841,118.38

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

Check History Listing
CITY OF MANHATTAN BEACH

apCkHist 1:15PM

Bank code:	union	Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
526462		10/27/2016	32165	JENNIFER ESLAMI	V	11/16/2016	97-0043012-03	10/20/2016	3,300.00	3,300.00
526484		10/27/2016	32547	CHARLES OR DEBRA IVONS	V	11/16/2016	RW14-0253	10/25/2016	496.00	496.00
									union Total:	3,796.00
									Total Checks:	3,796.00

2 checks in this report

**Report of Warrant Disbursements
 wr 11a**

Description	Amount
General	787,884.50
Street Light	25,293.99
Water	13,400.08
Storm	937.57
Waste Water	1,127.73
Refuse	32.70
Parking	1,811.33
County Parking Lot	75.69
State Pier Lots	2,142.84
Information Services	164.25
Vehicle Fleet	16,769.04
Building Maintenance	986.42
Trust Deposit	1,500.00

852,126.14
852,126.14

CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 10/29/16 TO 11/11/16
PAY DATE: 11/18/16

NET PAY 900,446.70

10/29/2016

11/11/2016

CITY OF MANHATTAN BEACH PAYROLL REPORT

PAYROLL PERIOD ENDING DATE 11/11/2016

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,267,948.06
230	Prop. A Fund	20,622.96
232	AB 2766 Air Quality Fund	780.00
501	Water Fund	28,168.52
502	Stormwater Fund	2,860.19
503	Wastewater Fund	10,065.86
510	Refuse Fund	4,072.86
520	Parking Fund	3,112.13
521	County Parking Lots Fund	841.11
522	State Pier and Parking Lot Fund	841.09
601	Insurance Reserve Fund	10,926.35
605	Information Technology Fund	29,896.43
610	Fleet Management Fund	9,345.81
615	Building Maintenance & Operations Fund	11,252.04
801	Pension Trust Fund	8,992.85
	Gross Pay	1,409,726.26
	Deductions	509,279.56
	Net Pay	900,446.70

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 11b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
526745	11/23/2016	N	1154 ROWELL LP	MAP DEPOSIT REFUND	500.00
526746	11/23/2016	N	ADMINISTRATIVE SERVICES COOP	DIAL A RIDE SUPPLEMENTAL CAB SERVICE	960.74
526747	11/23/2016	N	SHAHNAWAZ AHMAD	STAFF AUGMENTATION	19,560.00
526748	11/23/2016	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SVCS 10/9/16-10/22/16	25,755.79
526749	11/23/2016	N	AM-TEC TOTAL SECURITY INC	SECURITY/ALARM SYSTEMS	91.50
526750	11/23/2016	N	ANDERSONPENNA PARTNERS INC	STRAND STAIRS REHABILITATION	3,487.00
526751	11/23/2016	N	ARAKELIAN ENTERPRISES INC	STREET SWEEPING EXTRAS	30,682.69
526752	11/23/2016	N	ASSA ABLOY ENTRANCE SYSTEMS US	RFP# 738-08 AUTOMATIC DOOR MAINTENANCE	1,069.33
526753	11/23/2016	N	AT&T	REVERSE 911 PHONE UPDATES	102.79
526754	11/23/2016	N	AT&T MOBILITY	CELLULAR CHARGES	2,620.24
526755	11/23/2016	N	ROBERT BATES	AMBULANCE PAYMENT REFUND	207.32
526756	11/23/2016	N	BLUE SHIELD OF CALIF	AMBULANCE PAYMENT REFUND	1,851.45
526757	11/23/2016	N	LISA BORT	CASH KEY REFUND	10.00
526758	11/23/2016	N	MICHAEL BOYD	REIMBURSEMENT-TRAVEL EXPENSE	246.09
526759	11/23/2016	N	BRIT WEST SOCCER INC	SOCCER INSTRUCTOR	7,413.00
526760	11/23/2016	N	CAROL BROOKS	SPECIALTY JEWELRY INSTRUCTOR	250.00
526761	11/23/2016	N	CA BLDG STANDARDS COMMISSION	BSA FEES	1,007.00
526762	11/23/2016	N	CA CHAMBER OF COMMERCE	CONTRACT SERVICES	762.93
526763	11/23/2016	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	4,804.00
526764	11/23/2016	N	ERNEST CASTILLO	DISC JOCKEY OLDER ADULT PROGRAM	350.00
526765	11/23/2016	N	KERSTIN CASTRONUOVO	CASH KEY REFUND	22.00
526766	11/23/2016	N	CLE ELECTRIC INC	ON-CALL ELECTRICIAN	3,523.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 11b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
526767	11/23/2016	N	CLEANSTREET	LANDSCAPE SERVICES EXTRAS	32,028.38
526768	11/23/2016	N	CLINICAL LAB OF SAN BERNARDINO	WATER QUALITY TESTING SERVICES CONTRAC	4,859.25
526769	11/23/2016	N	COMMUNITY WORKS LEASING CORP	STRAND STAIRS IMPROVEMENT	308.40
526770	11/23/2016	N	CORAL BAY HOME LOANS	SKATEBOARD INSTRUCTOR	275.00
526771	11/23/2016	N	CORELOGIC INFO SOLUTIONS INC	CONTRACT SERVICES-REALQUEST	572.00
526772	11/23/2016	N	COUNTY OF LOS ANGELES	CONTROLLED SUBSTANCE CHARGES	576.00
526773	11/23/2016	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	27,034.19
526774	11/23/2016	N	CULLIGAN	WATER FILTER LEASE	36.70
526775	11/23/2016	N	CUSTOM SET MARBLE & GRANITE IN	REFUND DUPLICATE LICENSE PAYMENT	135.55
526776	11/23/2016	N	MARK DANAJ	REIMBURSEMENT-LUNCH MEETING	139.86
526777	11/23/2016	N	DOUGLAS DECASTRO	BANNERS/DECALS/SIGNAGE	1,030.05
526778	11/23/2016	N	JOE DELIA	POLYGRAPH EXAM	600.00
526779	11/23/2016	N	DEPARTMENT OF CONSERVATION	SEISMIC FEES	97.78
526780	11/23/2016	N	FYLIS DETO	PARKS & RECREATION REFUND	20.00
526781	11/23/2016	N	JOHN DIETZ	REFUND RIGHT OF WAY DEPOSIT	496.00
526782	11/23/2016	N	KENNETH H DOWNS	AMBULANCE PAYMENT REFUND	1,771.50
526783	11/23/2016	N	CYNTHIA DROKE	CASH KEY REFUND	98.00
526784	11/23/2016	N	EASY READER INC	BREATHE FEE MB AD	450.00
526785	11/23/2016	N	ROBERT ESPINOSA	REIMBURSEMENT-TRAVEL EXPENSE	157.50
526786	11/23/2016	N	EXPERIAN INFO SOLUTIONS INC	APPLICANT CREDIT CHECKS	79.09
526787	11/23/2016	N	EYESTONE-JONES ENVIRONMENTAL	CONTRACT SERVICES	14,377.50
526788	11/23/2016	N	FIRE INFO SUPPORT SERVICES INC	FIRE RMS SUPPORT & MAINTENANCE SERVICE	2,550.00

**CITY OF MANHATTAN BEACH
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WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
526789	11/23/2016	N	FIRST CALL STAFFING INC	TEMPORARY EMPLOYEE SERVICES	2,186.40
526790	11/23/2016	N	ROSELEEN GAFFNEY-JONES	CITATION REFUND	53.00
526791	11/23/2016	N	GARDA CL WEST INC	ARMORED SERVICE	630.64
526792	11/23/2016	N	GEOSYNTEC CONSULTANTS INC	3 YEAR PORFESSIONAL SERVICES AGREEMENT	57,709.42
526793	11/23/2016	N	JASON GORDON	REIMBURSEMENT-TRAVEL EXPENSE	48.00
526794	11/23/2016	N	GOVCONNECTION INC	MERAKI LICENSE SYSTEMS MANAGER LICENS	4,808.00
526795	11/23/2016	N	GRANICUS	COMPUTER CONTRACT SERVICES	975.00
526796	11/23/2016	N	ERIC HAALAND	REIMBURSEMENT-TRAVEL EXPENSE	126.83
526797	11/23/2016	N	SCOTT HAFDELL	REIMBURSEMENT-TRAVEL EXPENSE	44.25
526798	11/23/2016	N	HARRIS & ASSOCIATES INC	MANHATTAN BEACH BLVD RESURFACING	7,810.00
526799	11/23/2016	N	HARRIS & ASSOCIATES INC	OAK/REDONDO AVE & 11TH ST RESURFACING	6,060.00
526800	11/23/2016	N	HARRIS & ASSOCIATES INC	3RD STREET ROADWAY IMPROVEMENTS	4,850.00
526801	11/23/2016	N	HARRIS & ASSOCIATES INC	MANHATTAN BEACH BLVD RESURFACING	4,240.00
526802	11/23/2016	N	HARRIS & ASSOCIATES INC	MANHATTAN BEACH BLVD RAISED MEDIAN	1,930.00
526803	11/23/2016	N	HARRIS & ASSOCIATES INC	MANHATTAN BEACH BLVD TRAFFIC SIGNAL M	1,330.00
526804	11/23/2016	N	HARRIS & ASSOCIATES INC	MANHATTAN BEACH BLVD TRAFFIC SIGNAL M	510.00
526805	11/23/2016	N	HARRIS & ASSOCIATES INC	UUAD #12	460.00
526806	11/23/2016	N	HDL COREN & CONE	CONTRACT SERVICES-PROPERTY TAX	2,970.00
526807	11/23/2016	N	HEALTH NET INC.	AMBULANCE PAYMENT REFUND	295.55
526808	11/23/2016	N	HOME DEPOT CREDIT SERVICES	BUILDING SUPPLIES	3,641.19
526809	11/23/2016	N	MIMI HONG	ART INSTRUCTOR	385.00
526810	11/23/2016	N	CAROLINA HOWARD	AMBULANCE PAYMENT REFUND	1,895.50

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

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WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
526811	11/23/2016	N	YI HU	CITATION REFUND	53.00
526812	11/23/2016	N	SHAWN IGOE	REIMBURSEMENT-TRAVEL EXPENSE	243.77
526813	11/23/2016	N	INFOSEND INC	UB BILL/WEB PORTAL/BL	5,548.25
526814	11/23/2016	N	RAUL INGUANZO	REIMBURSEMENT-TRAVEL EXPENSE	774.40
526815	11/23/2016	N	IPS GROUP INC	PARKING METER CC FEES	22,507.42
526816	11/23/2016	N	IRON MOUNTAIN INFO MNGMT INC	RECORDS STORAGE	1,385.51
526817	11/23/2016	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	8,349.00
526818	11/23/2016	N	VICTORIA HELEN JOHNSON	ARTHRITIS INSTRUCTOR	615.00
526819	11/23/2016	N	KARMA CROSSFIT	FITNESS INSTRUCTOR	318.75
526820	11/23/2016	N	ROBERT KETCHUM	REFUND OVERPAYMENT OF ANIMAL LICENSE	4.00
526821	11/23/2016	N	L A COUNTY MTA	SEPT 2016 TAP	48.00
526822	11/23/2016	N	L A COUNTY SHERIFFS DEPT	POLICE DEPT JAIL SUPPLIES	573.40
526823	11/23/2016	N	ROSEMARY A LACKOW	RECORDING SERVICES	275.00
526824	11/23/2016	N	JOHN LAMB	CITATION REFUND	53.00
526825	11/23/2016	N	LANCE SOLL & LUNGHARD LLP	AUDIT SERVICES	32,103.00
526826	11/23/2016	N	VIC LARSON	TENNIS INSTRUCTOR	1,894.20
526827	11/23/2016	N	RONALD LAURSEN	REIMBURSEMENT-TRAVEL EXPENSE	44.25
526828	11/23/2016	N	LINDA LEE	CITATION REFUND	53.00
526829	11/23/2016	N	DAVID LORD	PROPERTY EVIDENCE RELEASE	72.55
526830	11/23/2016	N	LUX BUILDERS & REMODELING	REFUND RIGHT OF WAY DEPOSIT	496.00
526831	11/23/2016	N	CARRIE MACKENSEN	REFUND OVERPAYMENT ANIMAL LICENSE	4.00
526832	11/23/2016	N	DOLORAS MANCLARK, TTEE	AMBULANCE PAYMENT REFUND	106.06

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 11b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
526833	11/23/2016	N	MANHATTAN AUTO CENTER	AUTOMOTIVE REPAIR SERVICES	664.80
526834	11/23/2016	N	MANHATTAN BEACH BADMINTON CLUB	BADMINTON INSTRUCTOR	960.00
526835	11/23/2016	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	15,689.81
526836	11/23/2016	N	KATHLEEN C MCGOWAN	THREE YEAR MS4 NPDES PERMIT CONSULTING	9,012.50
526837	11/23/2016	N	ERLINDA MEIGHAN	FITNESS INSTRUCTOR	2,002.00
526838	11/23/2016	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	56,032.21
526839	11/23/2016	N	MERRIMAC ENERGY GROUP	BULK FUEL DELIVERIES	17,104.87
526840	11/23/2016	N	MIHM INC	15-03415C CONTRACT SERVICES	650.00
526841	11/23/2016	N	BRUCE A MOE	REIMBURSEMENT-TRAVEL EXPENSE	303.74
526842	11/23/2016	N	MWH AMERICAS INC	PECK RESERVOIR REPLACEMENT	86,909.81
526843	11/23/2016	N	MWH AMERICAS INC	PECK RESERVOIR REPLACEMENT	40,748.98
526844	11/23/2016	N	TRACI NAVARRETTE	REIMBURSEMENT-TRAVEL EXPENSE	237.50
526845	11/23/2016	N	NEWCOMB ANDERSON MCCORMICK INC	18-00852PF ENERGY AUDIT SERVICES	24,650.18
526846	11/23/2016	N	NEXLEVEL INFORMATION TECH INC	ERP SOFTWARE CONSULTANT SERVICES	660.00
526847	11/23/2016	N	NEXTEL OF CALIFORNIA INC	MOBILE COMMUNICATIONS	156.21
526848	11/23/2016	N	ANGELICA OCHOA	REIMBURSEMENT-TRAVEL EXPENSE	43.49
526849	11/23/2016	N	BOB OH	CITATION REFUND	53.00
526850	11/23/2016	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE	3,937.32
526851	11/23/2016	N	PACIFIC UNIFIED INSURANCE	BOND INSURANCE	250.00
526852	11/23/2016	N	ARABY PATCH	MB CARES PHOTOS	50.00
526853	11/23/2016	N	PENCO ENGINEERING INC	STAFF AUGMENTATION-ROSS ANDERSON	15,480.00
526854	11/23/2016	N	POLICE EXEC RESEARCH FORUM	MEMBERSHIP & DUES	9,750.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 11b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
526855	11/23/2016	N	PRUDENTIAL OVERALL SUPPLY	UNIFORM & MAT RENTAL-OCT 2016	895.82
526856	11/23/2016	N	PSOMAS	COMFORT STATION/SEA WALL TILE LOT 2 SLAE	5,120.00
526857	11/23/2016	N	ARS RESCUE ROOTER	PLUMBING SERVICES	218.00
526858	11/23/2016	N	NANCY REYNOLDS	CITATION REFUND	53.00
526859	11/23/2016	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	77,272.54
526860	11/23/2016	N	SEAN ROBERTS	REIMBURSEMENT-TRAVEL EXPENSE	344.00
526861	11/23/2016	N	NOEL A ROBINSON JR	AMBULANCE PAYMENT REFUND	1,923.50
526862	11/23/2016	N	ROUTEMATCH SOFTWARE INC	DIAL A RIDE SOFTWARE	412.50
526863	11/23/2016	N	ROYAL PLYWOOD CO LLC	18-08837C CITY HALL RECEPTION DESK	3,274.21
526864	11/23/2016	N	GREGORY RUTTY	PARKING METER REFUND	1.50
526865	11/23/2016	N	SALIX DEVELOPMENT INC	MARINE AVE PARK SKATE SPOT	53,241.23
526866	11/23/2016	N	G. ROBERT D. SANBORN	AMBULANCE PAYMENT REFUND	105.77
526867	11/23/2016	N	FELIPE SAVAHGE	PARKING METER REFUND	2.00
526868	11/23/2016	N	SBRPCA	COMMUNICATIONS EQUIPMENT	250.00
526869	11/23/2016	N	HEATHER SCHLEHUBER	PARKS & RECREATION REFUND	400.00
526870	11/23/2016	N	DAVID SCHWARTING	REIMBURSEMENT-TRAVEL EXPENSE	291.25
526871	11/23/2016	N	SOUTH BAY FORD INC	FORD REPAIRS AND SERVICES	644.62
526872	11/23/2016	N	SOUTHERN CALIFORNIA EDISON	PUBLIC UTILITY	1,992.43
526873	11/23/2016	N	SPCA LA	ANIMAL SHELTERING SERVICES	550.00
526874	11/23/2016	N	SPRINT SOLUTIONS INC	MOBILE COMMUNICATIONS	37.99
526875	11/23/2016	N	STATE OF CALIFORNIA	CONTRACT SERVICES	699.00
526876	11/23/2016	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	2,704.98

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 11b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
526877	11/23/2016	N	SUSAN SAXE CLIFFORD PHD	APPLICANT PSYCH EXAM	850.00
526878	11/23/2016	N	MICHAEL SWEENEY	REIMBURSEMENT-TRAVEL EXPENSE	528.75
526879	11/23/2016	N	THE DAVEY TREE EXPERT COMPANY	STREET TREE MASTER PLAN SERVICE	815.00
526880	11/23/2016	N	THE EDGE FITNESS TRAINING	WELLNESS SERVICES	250.00
526881	11/23/2016	N	DANIEL J THOMPSON	SANTA PHOTO SERVICES	300.00
526882	11/23/2016	N	THOMSON REUTERS-WEST PUBLISH	CONTRACT SERVICES	167.01
526883	11/23/2016	N	STEVEN TILLMAN	FINGERPRINT IDENTIFICATION	520.00
526884	11/23/2016	N	TIME WARNER CABLE INC	CABLE TV SERVICES	1,279.31
526885	11/23/2016	N	UC REGENTS	NURSE EDUCATOR CONTRACT	2,448.79
526886	11/23/2016	N	UNDERGROUND SERVICE ALERT	UNDERGROUND SCHEMATIC NOTIFICATION	172.50
526887	11/23/2016	N	UNITED SITE SVCS OF CA INC	PORTABLE RESTROOMS/FENCING	74.32
526888	11/23/2016	N	VAN LINGEN BODY SHOP INC	TOWING AND VEHICLE STORAGE	378.25
526889	11/23/2016	N	VISION TECHNOLOGY SOLUTIONS	SUBSCRIPTION SERVICES	19,448.10
526890	11/23/2016	N	VORTEX INDUSTRIES	INDUSTRIAL DOOR & ELECTRONIC GATE MAIN	1,108.00
526891	11/23/2016	N	WALTERS WHOLESAL ELECTRIC CO	ELECTRICAL SUPPLIES	3,166.79
526892	11/23/2016	N	WASTE MANAGEMENT INC	OCT 2016 REFUSE	297,323.59
526893	11/23/2016	N	WATER REPLENISHMENT DISTRICT	MONTHLY WATER PURCHASES	5,170.77
526894	11/23/2016	N	ALEXANDER GREGORY WEINSTEIN	PAINTING INSTRUCTOR	1,116.80
526895	11/23/2016	N	WEST BASIN MUNICIPAL WATER DIS	TITLE 22 GROUNDWATER QUALITY MONITOR	549,994.96
526896	11/23/2016	N	WEST COAST ARBORISTS INC	TREE MAINTENANCE	5,975.00
526897	11/23/2016	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	13,745.75
526898	11/23/2016	N	JOHN EDWARD ZIELLO	COED SLO PITCH/COED KICKBALL	4,240.00

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

WF 11b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
526899	11/23/2016	N	TIM ZINS	REIMBURSEMENT-TRAVEL EXPENSE	220.50

SUBTOTAL

1,716,524.91

COMBINED TOTAL

1,716,524.91

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 11b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
526747	11/23/2016	N	SHAHNAWAZ AHMAD	STAFF AUGMENTATION	19,560.00
526748	11/23/2016	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SVCS 10/9/16-10/22/16	25,755.79
526750	11/23/2016	N	ANDERSONPENNA PARTNERS INC	STRAND STAIRS REHABILITATION	3,487.00
526751	11/23/2016	N	ARAKELIAN ENTERPRISES INC	STREET SWEEPING EXTRAS	30,682.69
526754	11/23/2016	N	AT&T MOBILITY	CELLULAR CHARGES	2,620.24
526759	11/23/2016	N	BRIT WEST SOCCER INC	SOCCER INSTRUCTOR	7,413.00
526763	11/23/2016	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	4,804.00
526766	11/23/2016	N	CLE ELECTRIC INC	ON-CALL ELECTRICIAN	3,523.00
526767	11/23/2016	N	CLEANSTREET	LANDSCAPE SERVICES EXTRAS	32,028.38
526768	11/23/2016	N	CLINICAL LAB OF SAN BERNARDINO	WATER QUALITY TESTING SERVICES CONTRAC	4,859.25
526773	11/23/2016	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	27,034.19
526787	11/23/2016	N	EYESTONE-JONES ENVIRONMENTAL	CONTRACT SERVICES	14,377.50
526788	11/23/2016	N	FIRE INFO SUPPORT SERVICES INC	FIRE RMS SUPPORT & MAINTENANCE SERVICE	2,550.00
526792	11/23/2016	N	GEOSYNTEC CONSULTANTS INC	3 YEAR PORFESSIONAL SERVICES AGREEMENT	57,709.42
526794	11/23/2016	N	GOVCONNECTION INC	MERAKI LICENSE SYSTEMS MANAGER LICENS	4,808.00
526798	11/23/2016	N	HARRIS & ASSOCIATES INC	MANHATTAN BEACH BLVD RESURFACING	7,810.00
526799	11/23/2016	N	HARRIS & ASSOCIATES INC	OAK/REDONDO AVE & 11TH ST RESURFACING	6,060.00
526800	11/23/2016	N	HARRIS & ASSOCIATES INC	3RD STREET ROADWAY IMPROVEMENTS	4,850.00
526801	11/23/2016	N	HARRIS & ASSOCIATES INC	MANHATTAN BEACH BLVD RESURFACING	4,240.00
526806	11/23/2016	N	HDL COREN & CONE	CONTRACT SERVICES-PROPERTY TAX	2,970.00
526808	11/23/2016	N	HOME DEPOT CREDIT SERVICES	BUILDING SUPPLIES	3,641.19
526813	11/23/2016	N	INFOSEND INC	UB BILL/WEB PORTAL/BL	5,548.25

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

WARRANT BATCH NUMBER:

wr 11b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
526815	11/23/2016	N	IPS GROUP INC	PARKING METER CC FEES	22,507.42
526817	11/23/2016	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	8,349.00
526825	11/23/2016	N	LANCE SOLL & LUNGARD LLP	AUDIT SERVICES	32,103.00
526835	11/23/2016	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	15,689.81
526836	11/23/2016	N	KATHLEEN C MCGOWAN	THREE YEAR MS4 NPDES PERMIT CONSULTING	9,012.50
526838	11/23/2016	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	56,032.21
526839	11/23/2016	N	MERRIMAC ENERGY GROUP	BULK FUEL DELIVERIES	17,104.87
526842	11/23/2016	N	MWH AMERICAS INC	PECK RESERVOIR REPLACEMENT	86,909.81
526843	11/23/2016	N	MWH AMERICAS INC	PECK RESERVOIR REPLACEMENT	40,748.98
526845	11/23/2016	N	NEWCOMB ANDERSON MCCORMICK INC	18-00852PF ENERGY AUDIT SERVICES	24,650.18
526850	11/23/2016	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE	3,937.32
526853	11/23/2016	N	PENCO ENGINEERING INC	STAFF AUGMENTATION-ROSS ANDERSON	15,480.00
526854	11/23/2016	N	POLICE EXEC RESEARCH FORUM	MEMBERSHIP & DUES	9,750.00
526856	11/23/2016	N	PSOMAS	COMFORT STATION/SEA WALL TILE LOT 2 SLAE	5,120.00
526859	11/23/2016	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	77,272.54
526863	11/23/2016	N	ROYAL PLYWOOD CO LLC	18-08837C CITY HALL RECEPTION DESK	3,274.21
526865	11/23/2016	N	SALIX DEVELOPMENT INC	MARINE AVE PARK SKATE SPOT	53,241.23
526876	11/23/2016	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	2,704.98
526889	11/23/2016	N	VISION TECHNOLOGY SOLUTIONS	SUBSCRIPTION SERVICES	19,448.10
526891	11/23/2016	N	WALTERS WHOLESale ELECTRIC CO	ELECTRICAL SUPPLIES	3,166.79
526892	11/23/2016	N	WASTE MANAGEMENT INC	OCT 2016 REFUSE	297,323.59
526893	11/23/2016	N	WATER REPLENISHMENT DISTRICT	MONTHLY WATER PURCHASES	5,170.77

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

WARRANT BATCH NUMBER: **WR 11b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
526895	11/23/2016	N	WEST BASIN MUNICIPAL WATER DIS	TITLE 22 GROUNDWATER QUALITY MONITORIN	549,994.96
526896	11/23/2016	N	WEST COAST ARBORISTS INC	TREE MAINTENANCE	5,975.00
526897	11/23/2016	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	13,745.75
526898	11/23/2016	N	JOHN EDWARD ZIELLO	COED SLO PITCH/COED KICKBALL	4,240.00
SUBTOTAL					1,659,284.92
COMBINED TOTAL					1,659,284.92

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

Report of Warrant Disbursements
wr 11b

Description	Amount
General	326,953.89
Street Light	11,822.09
Streets & Highways	24,350.00
Asset Forfeiture	9,306.21
Prop A	1,421.24
Prop C	2,280.00
Measure R	12,820.00
Capital Improvements	93,731.91
Water	692,898.90
Storm	95,396.64
Waste Water	397.94
Refuse	298,643.47
Parking	39,187.21
County Parking Lot	2,826.25
State Pier Lots	20,939.42
Insurance	500.00
Information Services	25,477.68
Vehicle Fleet	20,590.41
Building Maintenance	36,944.95
Trust Deposit	36.70

1,716,524.91

1,716,524.91

Report of P-Card Transactions

Account Date	Department Management Services	Amount
100-11-011-5205	Training, Conferences & Meetings	
10/25/2016	PAYPAL *LEAGUECALIF	25.00
100-11-011-5205	Training, Conferences & Meetings	<hr/> 25.00
100-11-011-5217	Departmental Supplies	
10/25/2016	5905 EL POLLO LOCO	243.04
10/25/2016	CALIFORNIA PIZZA 059	310.60
10/25/2016	COSTCO WHSE #0671	134.47
10/25/2016	RALPHS #0166	64.92
10/25/2016	STARBUCKS STORE 00542	4.25
10/25/2016	VONS STORE00021105	39.97
10/25/2016	VONS STORE00022756	3.99
100-11-011-5217	Departmental Supplies	<hr/> 801.24
100-11-011-5262	Public Service Events	
10/25/2016	MANHATTAN BEACH MARRIO	22.00
100-11-011-5262	Public Service Events	<hr/> 22.00
100-11-021-5104	Computer Contract Services	
10/25/2016	AVNGATE*KEEP&SHARE	9.00
100-11-021-5104	Computer Contract Services	<hr/> 9.00
100-11-021-5201	Office Supplies	
10/25/2016	OFFICE DEPOT #5125	48.93
10/25/2016	OFFICE DEPOT #5125	60.78
10/25/2016	OFFICE DEPOT #5125	63.19
10/25/2016	OFFICE DEPOT #5125	73.12
100-11-021-5201	Office Supplies	<hr/> 246.02
100-11-021-5203	Reference Books & Periodicals	
10/25/2016	ICMA	26.00
100-11-021-5203	Reference Books & Periodicals	<hr/> 26.00
100-11-021-5205	Training, Conferences & Meetings	
10/25/2016	AMBASSADOR HOTEL KAN	1,126.88
10/25/2016	AMBASSADOR HOTEL KAN	21.87
10/25/2016	HOTEL*HOTELSONE.COM	-832.84
10/25/2016	INDEPENDENT TAXI	24.31
10/25/2016	LB CONV & ENT CTR	10.00
10/25/2016	MARRIOTT HOTEL	333.03

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 10b, dated 11/03/2016; Check number 526594.

Report of P-Card Transactions

Account Date	Department Management Services	Amount
10/25/2016	MICHAEL SMITH	137.46
10/25/2016	PAYPAL *WUF	55.00
10/25/2016	SQ *CARIBE TRANSPORTATION	68.40
100-11-021-5205	Training, Conferences & Meetings	<u>944.11</u>
100-11-021-5210	Computers, Supplies & Software	
10/25/2016	SOUTHERN COMPUTER WAREHO	1,129.11
10/25/2016	SOUTHERN COMPUTER WAREHO	225.65
10/25/2016	SOUTHERN COMPUTER WAREHO	3.00
100-11-021-5210	Computers, Supplies & Software	<u>1,357.76</u>
100-11-021-5217	Departmental Supplies	
10/25/2016	MANHATTEN BEACH CHAMBER O	-10.00
10/25/2016	MANHATTEN BEACH CHAMBER O	10.00
10/25/2016	PARADISE AWARDS	19.84
10/25/2016	TARGET 00001990	11.98
100-11-021-5217	Departmental Supplies	<u>31.82</u>
100-11-041-5101	Contract Services	
10/25/2016	FILE KEEPERS	3.75
100-11-041-5101	Contract Services	<u>3.75</u>
100-11-041-5202	Memberships & Dues	
10/25/2016	INTERNATIONAL INSTITUTE O	125.00
100-11-041-5202	Memberships & Dues	<u>125.00</u>
100-11-041-5205	Training, Conferences & Meetings	
10/25/2016	CPP FDN KW S4	99.68
100-11-041-5205	Training, Conferences & Meetings	<u>99.68</u>
100-11-041-5217	Departmental Supplies	
10/25/2016	BEST BUY MHT 00010116	250.65
100-11-041-5217	Departmental Supplies	<u>250.65</u>
11	Management Services	<u><u>3,942.03</u></u>

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Report of P-Card Transactions

Account Date	Department Finance	Amount
100-12-011-5101	Contract Services	
10/25/2016	APL* ITUNES.COM/BILL	0.99
10/25/2016	FILE KEEPERS	3.75
100-12-011-5101	Contract Services	<u>4.74</u>
100-12-011-5201	Office Supplies	
10/25/2016	OFFICE DEPOT #5125	109.41
10/25/2016	OFFICE DEPOT #5125	136.58
10/25/2016	STAPLES DIRECT	225.62
100-12-011-5201	Office Supplies	<u>471.61</u>
100-12-011-5205	Training, Conferences & Meetings	
10/25/2016	LEAGUE OF CALIFORNIA CIT	-20.00
10/25/2016	LEAGUE OF CALIFORNIA CIT	-20.00
10/25/2016	MUNICIPAL MANAGEMENT ASSO	355.00
10/25/2016	UNITED 0162322110300	184.20
100-12-011-5205	Training, Conferences & Meetings	<u>499.20</u>
100-12-021-5202	Memberships & Dues	
10/25/2016	MUNICIPAL MANAGEMENT ASSO	85.00
100-12-021-5202	Memberships & Dues	<u>85.00</u>
100-12-021-5205	Training, Conferences & Meetings	
10/25/2016	MUNICIPAL MANAGEMENT ASSO	355.00
10/25/2016	SKILLPATH NATIONAL	149.00
100-12-021-5205	Training, Conferences & Meetings	<u>504.00</u>
100-12-032-5205	Training, Conferences & Meetings	
10/25/2016	HOLIDAY INN SACREMENTO	462.27
100-12-032-5205	Training, Conferences & Meetings	<u>462.27</u>
100-12-032-5225	Printing	
10/25/2016	SMARTSOURCE OF CALIF	211.90
100-12-032-5225	Printing	<u>211.90</u>
615-12-042-5101	Contract Services	
10/25/2016	GOURMETCOFFEESERVICE,INC	1,545.66
10/25/2016	DS SERVICES STANDARD COFF	776.00
10/25/2016	G2 REVOLUTION LLC	299.25

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Report of P-Card Transactions

Account Date	Department Finance	Amount
615-12-042-5101	Contract Services	<u>2,620.91</u>
615-12-042-5211	Automotive Parts	
10/25/2016	COMPLETES PLUS CPL	-201.87
10/25/2016	COMPLETES PLUS CPL	385.55
10/25/2016	EDDINGS 0026741	338.33
10/25/2016	EDDINGS 0026741	62.00
10/25/2016	GOODYEAR TIRE&RUBBER CO	1,052.65
10/25/2016	GOODYEAR TIRE&RUBBER CO	694.41
615-12-042-5211	Automotive Parts	<u>2,331.07</u>
615-12-042-5222	Warehouse Inventory Purchases	
10/25/2016	MORTON SAFETY CO	731.17
10/25/2016	SANDLER BROS	483.69
10/25/2016	SUPPLYWORKS CORP	1,360.66
10/25/2016	SUPPLYWORKS CORP	63.77
10/25/2016	SUPPLYWORKS CORP	861.48
10/25/2016	WAXIE SANITARY SUPPLY	726.96
10/25/2016	WAXIE SANITARY SUPPLY	94.15
10/25/2016	WW GRAINGER	391.02
10/25/2016	WW GRAINGER	407.86
615-12-042-5222	Warehouse Inventory Purchases	<u>5,120.76</u>
12	Finance	<u><u>12,311.46</u></u>

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Report of P-Card Transactions

Account Date	Department Human Resources	Amount
100-13-011-5101	Contract Services	
10/25/2016	FILE KEEPERS	3.75
100-13-011-5101	Contract Services	3.75
100-13-011-5201	Office Supplies	
10/25/2016	AMAZON MKTPLACE PMTS	102.99
10/25/2016	OFFICE DEPOT #5125	170.98
10/25/2016	PAYPAL *STAMPMAKER	54.95
100-13-011-5201	Office Supplies	328.92
100-13-011-5218	Recruitment Costs	
10/25/2016	FOOD4LESS #0350	10.75
10/25/2016	PIT FIRE ARTISAN PIZZA	75.21
10/25/2016	VONS STORE00022756	9.23
100-13-011-5218	Recruitment Costs	95.19
601-13-021-5101	Contract Services	
10/25/2016	VALENTINOS PIZZA	139.96
601-13-021-5101	Contract Services	139.96
13	Human Resources	567.82

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Report of P-Card Transactions

Account Date	Department Police	Amount
100-15-011-5101	Contract Services	
10/25/2016	IN *IVA SOLUTIONS INC	1,880.99
100-15-011-5101	Contract Services	<hr/> 1,880.99
100-15-011-5201	Office Supplies	
10/25/2016	AMAZON.COM AMZN.COM/BILL	17.73
10/25/2016	FILINGSUPPLIES	104.17
10/25/2016	OFFICE DEPOT #5125	130.55
10/25/2016	OFFICE DEPOT #5125	168.76
10/25/2016	OFFICE DEPOT #5125	21.65
10/25/2016	OFFICE DEPOT #5125	249.76
10/25/2016	OFFICE DEPOT #5125	250.59
10/25/2016	OFFICE DEPOT #5125	259.31
10/25/2016	OFFICE DEPOT #5125	279.85
10/25/2016	OFFICE DEPOT #5125	453.44
10/25/2016	OFFICE DEPOT #5125	54.97
10/25/2016	OFFICE DEPOT #5125	72.40
10/25/2016	OFFICE DEPOT #5125	76.69
100-15-011-5201	Office Supplies	<hr/> 2,139.87
100-15-011-5202	Memberships & Dues	
10/25/2016	PAYPAL *CATO	15.00
100-15-011-5202	Memberships & Dues	<hr/> 15.00
100-15-011-5205	Training, Conferences & Meetings	
10/25/2016	COSTCO WHSE #0671	54.26
10/25/2016	MARRIOTT S DIEGO MARIN	1,650.00
10/25/2016	NOAH'S-ONLINE CATERING	71.97
10/25/2016	NOAH'S-ONLINE CATERING	71.97
100-15-011-5205	Training, Conferences & Meetings	<hr/> 1,848.20
100-15-011-5214	Employee Awards & Events	
10/25/2016	AMAZON MKTPLACE PMTS	113.19
10/25/2016	AMAZON MKTPLACE PMTS	115.52
10/25/2016	AMAZON MKTPLACE PMTS	52.24
10/25/2016	AMAZON MKTPLACE PMTS	52.26
100-15-011-5214	Employee Awards & Events	<hr/> 333.21
100-15-011-5217	Departmental Supplies	
10/25/2016	USPS PO 0547180221	9.40

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Report of P-Card Transactions

Account Date	Department Police	Amount
100-15-011-5217	Departmental Supplies	<u>9.40</u>
100-15-021-5205	Training, Conferences & Meetings	
10/25/2016	NOAH'S-ONLINE CATERING	45.98
10/25/2016	VONS STORE00022756	8.99
100-15-021-5205	Training, Conferences & Meetings	<u>54.97</u>
100-15-021-5206	Uniforms/Safety Equipment	
10/25/2016	AMAZON.COM	305.28
10/25/2016	AMAZON.COM	76.32
10/25/2016	COSTCO WHSE #0671	108.95
100-15-021-5206	Uniforms/Safety Equipment	<u>490.55</u>
100-15-021-5217	Departmental Supplies	
10/25/2016	AMAZON.COM AMZN.COM/BILL	111.44
10/25/2016	COSTCO WHSE #0671	78.84
10/25/2016	FRIENDS FUR-EVER	115.52
10/25/2016	SMARTNFINAL52910305290	92.16
100-15-021-5217	Departmental Supplies	<u>397.96</u>
100-15-031-5101	Contract Services	
10/25/2016	LEXISNEXIS RISK DAT	453.82
100-15-031-5101	Contract Services	<u>453.82</u>
100-15-031-5205	Training, Conferences & Meetings	
10/25/2016	NOAH'S-ONLINE CATERING	61.97
10/25/2016	SAN DIEGO MARRIOTT	690.72
100-15-031-5205	Training, Conferences & Meetings	<u>752.69</u>
100-15-031-5217	Departmental Supplies	
10/25/2016	AMAZON MKTPLACE PMTS	28.47
10/25/2016	SIRCHIE FINGER PRINT LABO	264.89
10/25/2016	TARGET 00001990	23.96
100-15-031-5217	Departmental Supplies	<u>317.32</u>
100-15-032-5202	Memberships & Dues	
10/25/2016	LA COUNTY OFFICE OF ED	30.00
100-15-032-5202	Memberships & Dues	<u>30.00</u>
100-15-041-5101	Contract Services	

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Report of P-Card Transactions

Account Date	Department Police	Amount
10/25/2016	FILE KEEPERS	37.75
10/25/2016	HP *HP HOME STORE	1,371.18
10/25/2016	OFFICE DEPOT #5125	363.58
100-15-041-5101	Contract Services	<u>1,772.51</u>
100-15-041-5205	Training, Conferences & Meetings	
10/25/2016	NOAH'S-ONLINE CATERING	14.99
100-15-041-5205	Training, Conferences & Meetings	<u>14.99</u>
100-15-041-5217	Departmental Supplies	
10/25/2016	COSTCO WHSE #0671	79.17
10/25/2016	RALPHS #0645	8.48
10/25/2016	THE HOME DEPOT #0620	54.26
100-15-041-5217	Departmental Supplies	<u>141.91</u>
100-15-041-5225	Printing	
10/25/2016	SMARTSOURCE OF CALIF	66.50
100-15-041-5225	Printing	<u>66.50</u>
100-15-051-5101	Contract Services	
10/25/2016	PATTERSON CLEANERS PHOTO	88.00
100-15-051-5101	Contract Services	<u>88.00</u>
100-15-051-5205	Training, Conferences & Meetings	
10/25/2016	QUALITY SUITES HOTEL	407.52
100-15-051-5205	Training, Conferences & Meetings	<u>407.52</u>
100-15-051-5217	Departmental Supplies	
10/25/2016	AMERICAN SOLUTIONS4 BUS	1,669.23
10/25/2016	AMERICAN SOLUTIONS4 BUS	324.71
10/25/2016	GEIGER	461.94
10/25/2016	PARTY CITY 0164	39.23
100-15-051-5217	Departmental Supplies	<u>2,495.11</u>
100-15-081-5217	Departmental Supplies	
10/25/2016	AMAZON.COM AMZN.COM/BILL	138.12
10/25/2016	BRADLEYS PLASTIC BAG CO	62.23
10/25/2016	VONS STORE00016238	14.98
100-15-081-5217	Departmental Supplies	<u>215.33</u>

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Report of P-Card Transactions

Account Date	Department Police	Amount
100-15-091-5217	Departmental Supplies	
10/25/2016	LOWES #00907*	177.58
10/25/2016	THE HOME DEPOT #1005	108.93
10/25/2016	THE HOME DEPOT #1005	-54.46
100-15-091-5217	Departmental Supplies	<u>232.05</u>
210-15-203-5205	Training, Conferences & Meetings	
10/25/2016	POLICE EXECUTIVE RESEARCH	250.00
210-15-203-5205	Training, Conferences & Meetings	<u>250.00</u>
15	Police	<u>14,407.90</u>

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Report of P-Card Transactions

Account Date	Department Fire	Amount
100-16-011-5101	Contract Services	
10/25/2016	FILE KEEPERS	5.00
100-16-011-5101	Contract Services	<u>5.00</u>
100-16-011-5201	Office Supplies	
10/25/2016	OFFICE DEPOT #5125	-0.16
10/25/2016	OFFICE DEPOT #5125	278.89
100-16-011-5201	Office Supplies	<u>278.73</u>
100-16-011-5205	Training, Conferences & Meetings	
10/25/2016	CITY OF SM-PARKING LIBR	10.00
100-16-011-5205	Training, Conferences & Meetings	<u>10.00</u>
100-16-011-5206	Uniforms/Safety Equipment	
10/25/2016	GALLS	28.72
100-16-011-5206	Uniforms/Safety Equipment	<u>28.72</u>
100-16-011-5214	Employee Awards & Events	
10/25/2016	PAYPAL *HAMMSWOODWO	260.00
100-16-011-5214	Employee Awards & Events	<u>260.00</u>
100-16-021-5202	Memberships & Dues	
10/25/2016	BARCLAYS LAW PUBLISHER	290.00
10/25/2016	NFPA NATL FIRE PROTECT	175.00
100-16-021-5202	Memberships & Dues	<u>465.00</u>
100-16-031-5101	Contract Services	
10/25/2016	COMPRESSED AIR SPECIALTIE	830.19
100-16-031-5101	Contract Services	<u>830.19</u>
100-16-031-5205	Training, Conferences & Meetings	
10/25/2016	BREAKFAST CAFE	15.00
10/25/2016	CHICKEN MAISON	75.41
10/25/2016	CITY OF SM-PARKING LIBR	10.00
10/25/2016	LB CONV & ENT CTR	10.00
10/25/2016	LEAGUE OF CALIFORNIA CIT	575.00
10/25/2016	PAYPAL *REDHELMETTR	280.00
10/25/2016	UNITED 0162604062016	50.00
100-16-031-5205	Training, Conferences & Meetings	<u>1,015.41</u>

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Report of P-Card Transactions

Account Date	Department Fire	Amount
100-16-031-5206	Uniforms/Safety Equipment	
10/25/2016	HAIX NORTH AMERICA	276.45
100-16-031-5206	Uniforms/Safety Equipment	<hr/> 276.45
100-16-031-5217	Departmental Supplies	
10/25/2016	DICK'S CLOTHING&SPORTING	87.19
10/25/2016	JET.COM	28.96
10/25/2016	JET.COM	41.98
10/25/2016	LN CURTIS AND SONS	87.83
10/25/2016	LN CURTIS	607.14
10/25/2016	TARGET 00001990	61.01
10/25/2016	THE HOME DEPOT #0620	131.87
10/25/2016	THE HOME DEPOT #0620	39.16
10/25/2016	WALGREENS #9685	54.42
10/25/2016	WPSG. INC 800-852-6088	94.17
10/25/2016	WWW.SUPERBRIGHTLEDS.CO	229.19
100-16-031-5217	Departmental Supplies	<hr/> 1,462.92
100-16-031-5221	Automotive Repair Services	
10/25/2016	SOUTH COAST E.V.S.	427.84
10/25/2016	SOUTH COAST E.V.S.	852.27
100-16-031-5221	Automotive Repair Services	<hr/> 1,280.11
100-16-041-5205	Training, Conferences & Meetings	
10/25/2016	PAYPAL *REDHELMETTR	150.00
100-16-041-5205	Training, Conferences & Meetings	<hr/> 150.00
100-16-041-5217	Departmental Supplies	
10/25/2016	AMAZON MKTPLACE PMTS	19.41
10/25/2016	AMAZON MKTPLACE PMTS	19.99
10/25/2016	AMAZON MKTPLACE PMTS	235.50
10/25/2016	AMAZON MKTPLACE PMTS	78.50
10/25/2016	BOUND TREE MEDICAL LLC	228.68
10/25/2016	BOUND TREE MEDICAL LLC	23.72
100-16-041-5217	Departmental Supplies	<hr/> 605.80
100-16-052-5205	Training, Conferences & Meetings	
10/25/2016	EMBASSY SUITES SAN LUIS	787.84
10/25/2016	QUALITY SUITES HOTEL	407.52
10/25/2016	QUALITY SUITES HOTEL	407.52
10/25/2016	SHERATON SAN DIEGO MARINA	444.92

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Report of P-Card Transactions

Account Date	Department Fire	Amount
100-16-052-5205	Training, Conferences & Meetings	<u>2,047.80</u>
100-16-052-5217	Departmental Supplies	
10/25/2016	BRIDGECOM SYSTEMS, INC	305.00
10/25/2016	PAYPAL *TAC COMM	166.25
10/25/2016	POWERWERX 5089330	48.87
100-16-052-5217	Departmental Supplies	<u>520.12</u>
100-16-053-5206	Uniforms/Safety Equipment	
10/25/2016	NATIONAL EMBLEM INC	266.33
100-16-053-5206	Uniforms/Safety Equipment	<u>266.33</u>
100-16-054-5217	Departmental Supplies	
10/25/2016	HAM RADIO OUTLET	167.75
10/25/2016	MORE PREPARED	2,643.25
100-16-054-5217	Departmental Supplies	<u>2,811.00</u>
100-16-056-5217	Departmental Supplies	
10/25/2016	ALERT ALL CORP	2,933.20
10/25/2016	OFFICE DEPOT #2740	16.67
10/25/2016	QUALITY SILK SCREEN	1,144.50
10/25/2016	QUALITY SILK SCREEN	916.69
100-16-056-5217	Departmental Supplies	<u>5,011.06</u>
16	Fire	<u><u>17,324.64</u></u>

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Report of P-Card Transactions

Account Date	Department Community Development	Amount
100-17-011-5201	Office Supplies	
10/25/2016	OFFICE DEPOT #2740	69.74
10/25/2016	OFFICE DEPOT #5125	246.39
10/25/2016	OFFICE DEPOT #5125	90.08
10/25/2016	RIVERSIDE RUBBER STAMP	51.37
10/25/2016	RIVERSIDE RUBBER STAMP	51.37
10/25/2016	SAMS INTERNET	43.32
10/25/2016	SUPPLIESOUTLET.COM	104.99
100-17-011-5201	Office Supplies	<hr/> 657.26
100-17-011-5205	Training, Conferences & Meetings	
10/25/2016	COSTCO WHSE #0671	30.98
10/25/2016	LEAGUE OF CALIFORNIA CIT	575.00
10/25/2016	MUNICIPAL MANAGEMENT ASSO	355.00
10/25/2016	OJAI RESORT FRONT DESK	189.00
100-17-011-5205	Training, Conferences & Meetings	<hr/> 1,149.98
100-17-011-5217	Departmental Supplies	
10/25/2016	FRESH BROTHERS MANHATTA	65.03
10/25/2016	NOAH'S BAGELS #2546	49.57
100-17-011-5217	Departmental Supplies	<hr/> 114.60
100-17-011-5225	Printing	
10/25/2016	SMARTSOURCE OF CALIF	28.34
10/25/2016	THE UPS STORE #6200	24.00
10/25/2016	THE UPS STORE #6200	32.00
100-17-011-5225	Printing	<hr/> 84.34
100-17-031-5203	Reference Books & Periodicals	
10/25/2016	INT'L CODE COUNCIL INC	1,239.51
100-17-031-5203	Reference Books & Periodicals	<hr/> 1,239.51
100-17-031-5205	Training, Conferences & Meetings	
10/25/2016	MUNICIPAL MANAGEMENT ASSO	125.00
10/25/2016	MUNICIPAL MANAGEMENT ASSO	455.00
10/25/2016	OJAI RESORT FRONT DESK	189.00
100-17-031-5205	Training, Conferences & Meetings	<hr/> 769.00
100-17-032-5203	Reference Books & Periodicals	
10/25/2016	INT'L CODE COUNCIL INC	1,200.00

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Report of P-Card Transactions

Account Date	Department Community Development	Amount
100-17-032-5203	Reference Books & Periodicals	<u>1,200.00</u>
100-17-032-5217	Departmental Supplies	
10/25/2016	AT&T S849 5708	87.20
100-17-032-5217	Departmental Supplies	<u>87.20</u>
100-17-032-5225	Printing	
10/25/2016	SMARTSOURCE OF CALIF	385.01
100-17-032-5225	Printing	<u>385.01</u>
100-17-041-5205	Training, Conferences & Meetings	
10/25/2016	DOUBLETREE SONOMA	545.19
100-17-041-5205	Training, Conferences & Meetings	<u>545.19</u>
100-17-051-5101	Contract Services	
10/25/2016	PAYPAL *CITYTRAFFIC	2,015.00
100-17-051-5101	Contract Services	<u>2,015.00</u>
100-17-051-5202	Memberships & Dues	
10/25/2016	AMER SOC CIVIL ENGINEERS	300.00
10/25/2016	INSTITUTE OF TRANSPORTATI	310.00
100-17-051-5202	Memberships & Dues	<u>610.00</u>
17	Community Development	<u><u>8,857.09</u></u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 10b, dated 11/03/2016; Check number 526594.

Report of P-Card Transactions

Account Date	Department Public Works	Amount
100-18-011-5201	Office Supplies	
10/25/2016	OFFICE DEPOT #5125	1,086.92
10/25/2016	OFFICE DEPOT #5125	247.05
10/25/2016	OFFICE DEPOT #5125	-35.52
10/25/2016	OFFICE DEPOT #5125	60.11
10/25/2016	OFFICE DEPOT #5125	65.38
10/25/2016	OFFICE DEPOT #5125	81.38
100-18-011-5201	Office Supplies	<hr/> 1,505.32
100-18-011-5205	Training, Conferences & Meetings	
10/25/2016	JWA PARKING	38.00
100-18-011-5205	Training, Conferences & Meetings	<hr/> 38.00
100-18-011-5217	Departmental Supplies	
10/25/2016	LE PAIN QUOTIDIEN	33.90
10/25/2016	VONS STORE00022756	19.78
100-18-011-5217	Departmental Supplies	<hr/> 53.68
100-18-021-5206	Uniforms/Safety Equipment	
10/25/2016	IN *MANHATTAN STITCHING C	112.74
100-18-021-5206	Uniforms/Safety Equipment	<hr/> 112.74
100-18-021-6141	Computer Equipment & Software	
10/25/2016	DMI* DELL HLTHCR/PTR	2,179.70
10/25/2016	DMI* DELL HLTHCR/PTR	550.31
10/25/2016	DMI* DELL HLTHCR/PTR	56.44
100-18-021-6141	Computer Equipment & Software	<hr/> 2,786.45
100-18-032-5101	Contract Services	
10/25/2016	SOUTH COAST BOBCAT INC	2,949.54
10/25/2016	SPOK INC	1.96
100-18-032-5101	Contract Services	<hr/> 2,951.50
100-18-032-5206	Uniforms/Safety Equipment	
10/25/2016	IN *MANHATTAN STITCHING C	56.37
100-18-032-5206	Uniforms/Safety Equipment	<hr/> 56.37
100-18-032-5217	Departmental Supplies	
10/25/2016	MELROY CO, INC.	610.00
10/25/2016	A AND A READY MIX CONCRET	588.60

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Report of P-Card Transactions

Account Date	Department Public Works	Amount
10/25/2016	BISHOP COMPANY	147.99
10/25/2016	BRIGHTVIEW TREE COMPANY	1,308.00
10/25/2016	LEARNED LUMBER	204.83
10/25/2016	RJS CONSTRUCTION SUPPLIES	102.53
10/25/2016	RJS CONSTRUCTION SUPPLIES	68.44
10/25/2016	SHAMROCK SUPPLY CO	82.41
10/25/2016	THE HOME DEPOT #0620	22.67
10/25/2016	WESTWOOD BUILDING MATERIA	300.01
10/25/2016	WINZER USA	-8.19
100-18-032-5217	Departmental Supplies	<hr/> 3,427.29
100-18-033-5217	Departmental Supplies	
10/25/2016	THE HOME DEPOT #6611	295.97
10/25/2016	THE HOME DEPOT #6611	393.48
100-18-033-5217	Departmental Supplies	<hr/> 689.45
100-18-034-5217	Departmental Supplies	
10/25/2016	MANERI SIGN COMPANY INC	1,417.00
10/25/2016	MANERI SIGN COMPANY INC	1,962.01
10/25/2016	MANERI SIGN COMPANY INC	2,713.03
10/25/2016	MANERI SIGN COMPANY INC	272.51
10/25/2016	MANERI SIGN COMPANY INC	283.40
10/25/2016	MANERI SIGN COMPANY INC	400.04
10/25/2016	MANERI SIGN COMPANY INC	688.01
10/25/2016	TAPCO	264.06
10/25/2016	THE HOME DEPOT #0620	170.20
10/25/2016	THE HOME DEPOT #6611	170.63
10/25/2016	THE HOME DEPOT #6611	30.18
10/25/2016	TRAFFIC MANAGEMENT - SIG	1,539.63
100-18-034-5217	Departmental Supplies	<hr/> 9,910.70
100-18-042-5217	Departmental Supplies	
10/25/2016	COLLINS COMPANY	223.09
10/25/2016	COLLINS COMPANY	65.76
10/25/2016	FRY'S ELECTRONICS #5	418.52
10/25/2016	TARGET 00001990	76.28
10/25/2016	THE HOME DEPOT #0620	100.65
10/25/2016	THE HOME DEPOT #0620	112.03
10/25/2016	THE HOME DEPOT #0620	267.09
10/25/2016	THE HOME DEPOT #0620	544.28
10/25/2016	THE HOME DEPOT #0620	83.60

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Report of P-Card Transactions

Account Date	Department Public Works	Amount
100-18-042-5217	Departmental Supplies	<u>1,891.30</u>
100-18-413-5217	Departmental Supplies	
10/25/2016	PAYPAL *INCONVENIEN	2,262.84
100-18-413-5217	Departmental Supplies	<u>2,262.84</u>
501-18-231-5101	Contract Services	
10/25/2016	SPOK INC	4.89
501-18-231-5101	Contract Services	<u>4.89</u>
501-18-241-5217	Departmental Supplies	
10/25/2016	HARRINGTON 01 LA COMMERC	210.04
10/25/2016	WATERLINE TECHNOLOGIES IN	1,942.16
10/25/2016	WATERLINE TECHNOLOGIES IN	771.72
501-18-241-5217	Departmental Supplies	<u>2,923.92</u>
501-18-251-5101	Contract Services	
10/25/2016	SPOK INC	1.96
501-18-251-5101	Contract Services	<u>1.96</u>
501-18-251-5202	Memberships & Dues	
10/25/2016	OWPSACSTATE	216.35
501-18-251-5202	Memberships & Dues	<u>216.35</u>
501-18-251-5203	Reference Books & Periodicals	
10/25/2016	ADOBE *CREATIVE CLOUD	599.88
501-18-251-5203	Reference Books & Periodicals	<u>599.88</u>
501-18-251-5206	Uniforms/Safety Equipment	
10/25/2016	IN *MANHATTAN STITCHING C	56.37
501-18-251-5206	Uniforms/Safety Equipment	<u>56.37</u>
501-18-251-5217	Departmental Supplies	
10/25/2016	BNI BOOKS	106.12
10/25/2016	S AND J SUPPLY CO SFS	2,245.89
10/25/2016	THE HOME DEPOT #0620	31.41
10/25/2016	THE HOME DEPOT #0620	35.95
10/25/2016	TODD PIPE AND SUPPLY HAWT	555.86
10/25/2016	WESTERN WATER WORKS SUPPL	512.09

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Report of P-Card Transactions

Account Date	Department Public Works	Amount
501-18-251-5217	Departmental Supplies	<u>3,487.32</u>
502-18-311-5217	Departmental Supplies	
10/25/2016	SP * AERATION SOURCE	2,456.10
10/25/2016	SQ *ARGEM ENTERPRISES	2,702.11
10/25/2016	TEAMCO INDUSTRIES	1,310.25
10/25/2016	WALTERS WHOLESALE ELEC #6	499.21
10/25/2016	WATERLINE TECHNOLOGIES IN	414.20
10/25/2016	WATERLINE TECHNOLOGIES IN	497.04
502-18-311-5217	Departmental Supplies	<u>7,878.91</u>
503-18-321-5101	Contract Services	
10/25/2016	COASTLINE SUPPLIES	613.69
10/25/2016	SPOK INC	3.92
503-18-321-5101	Contract Services	<u>617.61</u>
503-18-321-5217	Departmental Supplies	
10/25/2016	WW GRAINGER	10.88
10/25/2016	WW GRAINGER	1,047.34
10/25/2016	WW GRAINGER	106.40
10/25/2016	WW GRAINGER	110.67
10/25/2016	WW GRAINGER	22.19
10/25/2016	WW GRAINGER	554.97
503-18-321-5217	Departmental Supplies	<u>1,852.45</u>
510-18-411-5202	Memberships & Dues	
10/25/2016	SURVEYMONKEY.COM	26.00
510-18-411-5202	Memberships & Dues	<u>26.00</u>
510-18-411-5206	Uniforms/Safety Equipment	
10/25/2016	IN *MANHATTAN STITCHING C	169.10
510-18-411-5206	Uniforms/Safety Equipment	<u>169.10</u>
510-18-411-5207	Advertising	
10/25/2016	SIGNVERTISE	147.15
510-18-411-5207	Advertising	<u>147.15</u>
510-18-411-5217	Departmental Supplies	
10/25/2016	ADAPT CONSULTING INC	501.74
10/25/2016	WEISENBACH RECYCLED PRO	1,479.55

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Report of P-Card Transactions

Account	Department	Amount
Date	Public Works	
510-18-411-5217	Departmental Supplies	<u>1,981.29</u>
520-18-511-5101	Contract Services	
10/25/2016	SPOK INC	1.96
520-18-511-5101	Contract Services	<u>1.96</u>
522-18-512-5217	Departmental Supplies	
10/25/2016	ENVIRONMENTALLIGHTS	2,283.86
10/25/2016	IMPERIAL PRODUCTS INC	387.97
10/25/2016	MK METAL COMPANY	362.43
522-18-512-5217	Departmental Supplies	<u>3,034.26</u>
522-18-512-5501	Telephone	
10/25/2016	PACIFIC TELEMANAGEME	70.00
522-18-512-5501	Telephone	<u>70.00</u>
610-18-611-5101	Contract Services	
10/25/2016	MATHESON-308	68.60
610-18-611-5101	Contract Services	<u>68.60</u>
610-18-611-5217	Departmental Supplies	
10/25/2016	AMAZON.COM	25.07
10/25/2016	AW DIRECT	373.40
10/25/2016	AW DIRECT	49.20
10/25/2016	CAMPING WORLD #05	99.39
10/25/2016	COMPLETES PLUS CPL	261.34
10/25/2016	EDDINGS 0026741	108.96
10/25/2016	EDDINGS 0026741	12.28
10/25/2016	EDDINGS 0026741	13.88
10/25/2016	EDDINGS 0026741	134.56
10/25/2016	EDDINGS 0026741	137.20
10/25/2016	EDDINGS 0026741	14.22
10/25/2016	EDDINGS 0026741	148.72
10/25/2016	EDDINGS 0026741	15.00
10/25/2016	EDDINGS 0026741	16.90
10/25/2016	EDDINGS 0026741	-162.24
10/25/2016	EDDINGS 0026741	20.30
10/25/2016	EDDINGS 0026741	201.14
10/25/2016	EDDINGS 0026741	214.22
10/25/2016	EDDINGS 0026741	239.17
10/25/2016	EDDINGS 0026741	24.00

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Report of P-Card Transactions

Account Date	Department Public Works	Amount
10/25/2016	EDDINGS 0026741	24.11
10/25/2016	EDDINGS 0026741	281.21
10/25/2016	EDDINGS 0026741	39.96
10/25/2016	EDDINGS 0026741	4.49
10/25/2016	EDDINGS 0026741	4.58
10/25/2016	EDDINGS 0026741	40.93
10/25/2016	EDDINGS 0026741	42.90
10/25/2016	EDDINGS 0026741	43.67
10/25/2016	EDDINGS 0026741	-71.94
10/25/2016	EDDINGS 0026741	78.52
10/25/2016	FIRESTONE 011819	309.15
10/25/2016	FIRESTONE 011819	372.52
10/25/2016	FRY'S ELECTRONICS #5	6.18
10/25/2016	MARTIN CHEVROLET	487.70
10/25/2016	PAYPAL *EDIBLEARRAN	90.99
10/25/2016	PAYPAL *RAITRADING	249.24
10/25/2016	SAMS ALIGNMENT TIRE	250.20
10/25/2016	SOUTH BAY FORD	13.52
10/25/2016	SOUTH BAY FORD	260.62
10/25/2016	SOUTH BAY FORD	93.59
10/25/2016	SQ *THOMSON AUTOMOT	126.44
10/25/2016	STEVES LOCK&SAFE	22.89
610-18-611-5217	Departmental Supplies	<u>4,718.18</u>
610-18-621-6131	Vehicles	
10/25/2016	NEXSTEP INC	1,838.00
610-18-621-6131	Vehicles	<u>1,838.00</u>
615-18-041-5101	Contract Services	
10/25/2016	B & M GLASS	177.00
10/25/2016	MAACO 2586	511.43
10/25/2016	MAACO 2586	564.13
10/25/2016	MAACO 2586	564.13
10/25/2016	SQ *ENVIRONMENTAL SAFETY	1,140.00
10/25/2016	SQ *ENVIRONMENTAL SAFETY	697.50
615-18-041-5101	Contract Services	<u>3,654.19</u>
615-18-041-5205	Training, Conferences & Meetings	
10/25/2016	HARD ROCK ROOM RESV	21.28
10/25/2016	HARD ROCK ROOM RESV	230.83
10/25/2016	SOUTHWES 5262455025215	99.97

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Report of P-Card Transactions

Account Date	Department Public Works	Amount
615-18-041-5205	Training, Conferences & Meetings	<u>352.08</u>
615-18-041-5217	Departmental Supplies	
10/25/2016	ACCESSORY FULLFILLMENT CE	1,389.98
10/25/2016	ANDERSON MOULDING	134.86
10/25/2016	ANDERSON PLYWOOD	141.39
10/25/2016	ANDERSON PLYWOOD	447.69
10/25/2016	CONCRETE COUNTERTOP SOLUT	2,076.68
10/25/2016	COUTS HEATING AND COOLING	3,650.00
10/25/2016	FRY'S ELECTRONICS #5	32.69
10/25/2016	FRY'S ELECTRONICS #5	39.22
10/25/2016	LEARNED LUMBER	22.78
10/25/2016	LEARNED LUMBER	292.28
10/25/2016	LEARNED LUMBER	546.31
10/25/2016	LIBERTY FLAGS INC	906.00
10/25/2016	LOWES #01555*	101.31
10/25/2016	LOWES #01555*	150.29
10/25/2016	MCMASTER-CARR	122.38
10/25/2016	MCMASTER-CARR	16.26
10/25/2016	MCMASTER-CARR	26.32
10/25/2016	MCMASTER-CARR	27.24
10/25/2016	MCMASTER-CARR	391.02
10/25/2016	MCMASTER-CARR	63.49
10/25/2016	MCMASTER-CARR	934.40
10/25/2016	MK METAL COMPANY	75.21
10/25/2016	MOLDINGS UNLIMITED	503.99
10/25/2016	REBACK S PLUMBING N THING	1,708.68
10/25/2016	REBACK S PLUMBING N THING	601.52
10/25/2016	THE HOME DEPOT #0620	11.97
10/25/2016	THE HOME DEPOT #0620	12.30
10/25/2016	THE HOME DEPOT #0620	1,214.70
10/25/2016	THE HOME DEPOT #0620	13.73
10/25/2016	THE HOME DEPOT #0620	154.78
10/25/2016	THE HOME DEPOT #0620	17.44
10/25/2016	THE HOME DEPOT #0620	21.21
10/25/2016	THE HOME DEPOT #0620	24.59
10/25/2016	THE HOME DEPOT #0620	41.82
10/25/2016	THE HOME DEPOT #0620	43.97
10/25/2016	THE HOME DEPOT #0620	51.10
10/25/2016	THE HOME DEPOT #0620	70.70
10/25/2016	THE HOME DEPOT #0620	8.35
10/25/2016	TODD PIPE AND SUPPLY HAWT	36.65
10/25/2016	TR TRADING COMPANY	1,317.81

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Report of P-Card Transactions

Account Date	Department Public Works	Amount
10/25/2016	TR TRADING COMPANY	700.87
10/25/2016	WURTH BAER SUPPLY COMPANY	550.62
10/25/2016	WURTH BAER SUPPLY COMPANY	676.82
10/25/2016	WW GRAINGER	2,033.25
10/25/2016	WW GRAINGER	210.07
10/25/2016	WW GRAINGER	260.20
10/25/2016	WW GRAINGER	431.25
615-18-041-5217	Departmental Supplies	<u>22,306.19</u>
18	Public Works	<u><u>81,692.30</u></u>

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Report of P-Card Transactions

Account Date	Department	Amount
100-19-052-5104	Computer Contract Services	
10/25/2016	AMAZON WEB SERVICES	457.63
100-19-052-5104	Computer Contract Services	457.63
605-19-051-5104	Computer Contract Services	
10/25/2016	DLVR.IT	215.89
10/25/2016	NATIONAL CAPTIONING INST	787.50
605-19-051-5104	Computer Contract Services	1,003.39
605-19-051-5202	Memberships & Dues	
10/25/2016	MISAC	160.00
605-19-051-5202	Memberships & Dues	160.00
605-19-051-5203	Reference Books & Periodicals	
10/25/2016	BNR*POPULAR PHOTOGRAPY	12.97
605-19-051-5203	Reference Books & Periodicals	12.97
605-19-051-5205	Training, Conferences & Meetings	
10/25/2016	DIAMOND PARKING SL36	11.00
10/25/2016	LEAGUE OF CALIFORNIA CIT	300.00
605-19-051-5205	Training, Conferences & Meetings	311.00
605-19-051-5210	Computers, Supplies & Software	
10/25/2016	AMAZON MKTPLACE PMTS	1,799.84
10/25/2016	AMAZON MKTPLACE PMTS	228.71
10/25/2016	AMAZON MKTPLACE PMTS	37.98
10/25/2016	APL* ITUNES.COM/BILL	299.99
10/25/2016	APL* ITUNES.COM/BILL	49.99
10/25/2016	APPLE STORE #R122	4,848.92
10/25/2016	FRY'S ELECTRONICS #5	311.87
10/25/2016	FRY'S ELECTRONICS #5	32.69
10/25/2016	MULLIGAN FAMILY TORRAN	231.94
10/25/2016	SOUTHERN COMPUTER WAREHO	225.65
10/25/2016	SOUTHERN COMPUTER WAREHO	2,261.68
10/25/2016	SOUTHERN COMPUTER WAREHO	3.00
10/25/2016	SOUTHERN COMPUTER WAREHO	35.61
10/25/2016	SQ *NTH GENERATION COMPUT	1,200.00
10/25/2016	VARIDESK	1,624.10
10/25/2016	ZOHO CORPORATION	375.00
605-19-051-5210	Computers, Supplies & Software	13,566.97

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Report of P-Card Transactions

Account Date	Department	Amount
605-19-051-5213	Computer Maintenance & Repairs	
10/25/2016	LASERZONE 1 INC	81.74
605-19-051-5213	Computer Maintenance & Repairs	<u>81.74</u>
605-19-051-5217	Departmental Supplies	
10/25/2016	MULLIGAN FAMILY TORRAN	40.00
10/25/2016	SMARTNFINAL30610303063	50.09
10/25/2016	THE STRAND HOUSE	105.89
605-19-051-5217	Departmental Supplies	<u>195.98</u>
19		<u>15,789.68</u>
	Report Totals	<u><u>154,892.92</u></u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 10b, dated 11/03/2016; Check number 526594.

Agenda Date: 1/3/2017

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 Regular Meeting Minutes of December 6, 2016
(Continued from the December 20, 2016 City Council Regular Meeting)

APPROVE

b) City Council Special Meeting - Closed Session Minutes of December 16, 2016

APPROVE

c) City Council Regular Meeting Minutes of December 20, 2016

APPROVE

d) City Council Special Meeting - Closed Session Minutes of December 20, 2016

APPROVE

e) City Council Special Meeting - Closed Session Minutes of December 22, 2016

APPROVE

(City Clerk Tamura).

RECOMMENDATION:

The attached minutes are for information only.

Attachments:

1. City Council Regular Meeting Minutes of December 6, 2016
2. City Council Special Meeting - Closed Session Minutes of December 16, 2016
3. City Council Regular Meeting Minutes of December 20, 2016
4. City Council Special Meeting - Closed Session Minutes of December 20, 2016
5. City Council Special Meeting - Closed Session Minutes of December 22, 2016

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, December 6, 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

Jettelyn Varner, Robinson Elementary School, 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. Annual City Recognition of Longstanding Local Businesses (Finance Director Moe).

[16-0476](#)

PRESENT

Mayor D'Errico introduced Finance Director Bruce Moe who presented certificates of recognition, on behalf of the City Council, to the following longstanding businesses:

Unable to Attend

40 Years of Business

*Anthony R. Yamada, DDS Inc.
Optical Outlook, Inc.
Leland H. Porter, E.A.
Richard L. Williams, DDS*

20 Years of Business

*Auto Werkstatt
James A.Nash, CPA
Martial Thirsk, Accountant
Panda Express, Inc. #356
Rubio's Fresh Mexican Grill #24
Love & Salt
Players Beach Co.*

In attendance

20 Years of Business

*Beach Babies, LLC
The Coffee Bean & Tea Leaf #30
J. Doeppel Skin Care/Nutrition
Elan Vital
GBS Financial Corp
Hair by Kathleen
John Post Gallery
MBZ Best Dynamic Performance*

40 Years of Business

Tomboy's

- 2. Presentation of Certificates of Recognition to the 2016 Manhattan Beach Hometown Fair Board of Directors.

[16-0499](#)

PRESENT

Mayor D'Errico, on behalf of the City Council, presented certificates of recognition to the 2016 Hometown Fair Board of Directors:

- Anne Kelly*
- Nellie Ambrose*
- Diane Charvot*
- Wendy Gilbert*
- Jenna Harkenrider*
- Mark Lipps*
- Robert Manriquez*
- Joe Marcy*
- Richard Montgomery*
- Mary Morigaki*
- Maggie Movius*
- Jayne Newbold*
- Yvonne Phillips*
- Sandra Seville-Jones*
- Karen Tokashiki*
- Betty Yee*
- Will Yu*

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

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

Mayor Pro Tem Lesser made a motion, seconded by Councilmember Howorth, to extend the meeting time beyond the 11:00 PM deadline and a 4/5 vote is required. The motion failed, without prejudice, by the following vote:

Aye: 3 - Lesser, Howorth and Powell

Nay: 2 - D'Errico and Burton

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

The following individuals provided public comment:

Melissa McCollum, Manhattan Beach Library, spoke of upcoming events.

Councilmember Howorth reported that she attended the Model UN event last week at Mira Costa High School and the swearing-in ceremony of County Supervisor Janice Hahn. She further added that on Saturday, December 10, 2016, Senator Ben Allen will be having a Holiday Open House. Councilmember Howorth will also be having a meeting, with no agenda, just talk, at the Manhattan Beach Library Community Room from 3:30-5:00 PM.

Councilmember Powell stated that Sunday, December 11, 2016, is Manhattan Beach Fireworks and a reminder that the OASIS Center is open on Saturdays and Sundays from 10:00AM to 4:00 PM.

G. CITY MANAGER REPORT

City Manager Mark Danaj introduced the new Public Works Director, Stephanie Katsouleas and announced that at the next City Council Meeting on December 20, 2016, a site plan for the Manhattan Village Mall will be presented.

H. CITY ATTORNEY REPORT

None

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:

Jim Burton questioned the input of non-local residents on Item No. 10.

Marc Cohen spoke of the great response from Staff that he has received and also spoke on Item No. 10 and undergrounding in the downtown area.

Bill Victor spoke on the undergrounding in District 8.

Steve Packwood asked for clarification of minutes, his concern that money has not been provided for the Specific Plan, and he is glad that a site plan will be provided for the mall project.

Tami Zamrazil spoke on undergrounding.

Kathy Clark spoke of consultants and providing a tram for the City.

Elisse Friedman spoke on undergrounding.

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, Item Nos. 3-9. The motion carried by the following vote:

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

3. 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, and The Posting of Signs (Parks and Recreation Director Leyman). [ORD 16-0033](#)
ADOPT ORDINANCE NO. 16-0033
The recommendation for this item was approved on the Consent Calendar.
4. Award of Bid to Huntington Beach Honda for the Purchase of Two Replacement Police Motorcycles in the Amount of \$52,840.68 (Finance Director Moe). [16-0506](#)
APPROVE
The recommendation for this item was approved on the Consent Calendar.
5. Adoption of Annual Investment Policy and Delegation of Responsibility for Investing Funds to the City Treasurer (Finance Director Moe). [16-0529](#)
APPROVE
The recommendation for this item was approved on the Consent Calendar.
6. Award a Construction Management Services Contract to Onward Engineering in the Amount of \$50,000 for the Community Development Block Grant (CDBG) Curb Ramps Construction Project (Public Works Director Katsouleas). [16-0532](#)
APPROVE
The recommendation for this item was approved on the Consent Calendar.
7. Award a Construction Contract to Kalban, Inc. in the Amount of \$262,745 for the Community Development Block Grant (CDBG) Curb Ramps Construction Project (Public Works Director Katsouleas). [16-0531](#)
APPROVE
The recommendation for this item was approved on the Consent Calendar.

8. Financial Report: [16-0515](#)
Schedules of Demands: October 27, 2016 (Finance Director Moe).
ACCEPT REPORT AND DEMANDS

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

9. City Council Minutes: [16-0500](#)
This Item Contains Minutes of the following City Council Meeting:
a) City Council Adjourned Regular Meeting Minutes of November 15, 2016
b) City Council Regular Meeting Minutes of November 15, 2016
c) City Council Adjourned Regular Meeting Minutes of November 17, 2016
(City Clerk Tamura).
APPROVE

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

L. PUBLIC HEARINGS (2 MINUTES PER PERSON)

At 6:48 PM Mayor D'Errico recused himself from this item because he is a Downtown Manhattan Beach Business Owner and left the City Council Chambers.

- 10. Consideration of the Downtown Specific Plan and related Amendments, Including Amendments to the Local Coastal Program, as Recommended by the Planning Commission (Community Development Director Lundstedt).

[16-0534](#)

CONDUCT PUBLIC HEARING AND ADOPT RESOLUTION NO. 16-0075 AND INTRODUCE ORDINANCE NOS. 16-0029, 16-0030, AND 16-0031

Mayor Pro Tem Lesser introduced Community Development Director Marisa Lundstedt who provided the Staff presentation along with Planning Manager Laurie Jester, Senior Management Analyst Nhung Madrid and Assistant Planner Ted Faturos.

Community Development Director Lundstedt, Planning Manager Jester, Senior Management Analyst Madrid and City Attorney Quinn Barrow responded to City Council questions.

At 8:20 PM City Council recessed and reconvened at 8:34 PM with all Councilmembers present. (Mayor D'Errico was still recused.)

Mayor Pro Tem Lesser opened the public hearing. The following individuals provided public comment:

Cort Casady – not in favor of 2nd story dining wants to keep small town feel.

Suzanne Lerner – not in favor of 2nd story dining, not in favor of outdoor dining, plan should be about residents needs.

Martha Andreani - keep the small town ambience.

Carol Perrin - residents should be a priotiy in the visioning, not in favor of 2nd story outdoor dining.

Tami Zamrazil – supports restriction on retail square footage, not in favor of 2nd floor outdoor dining.

David Sundius - spoke in favor of bicycle lanes and bicycle parking.

Charlene Dipaola – spoke in favor of bicycle lanes and better markings on the street.

Jim Burton - needs of residents should be considered for the visioning of the plan.

Susan Bloomfield – keep small town charm and character, opposed to the Beach Head turnaround.

Roy Gonella – supports the Downtown Residents Group, opposed to 2nd story dining and Beach Head turnaround.

Bill Bloomfield – not in favor of frontage regulations, non-conforming structures should be able to build.

Anne Edwards – opposed to 2nd floor outdoor dining.

Kenneth Thompson – residents feeling a loss of control.

Nate Hubbard – opposed to 2nd floor outdoor dining due to noise.

Neil Leventhal - opposed to creating changes for visitors.

Jim Quilliam – opposed to increase in building heights, private dining in public right of way, increase in frontage and 2nd floor outdoor dining.

Jim Murray – Illegal parking should be ticketed. The Cultural Arts Commission needs to review art projects.

Steve Packwood – stated that \$1.3 million has been spent on the Downtown Specific Plan to date.

Phillip Cook – Council should not legislate something that is not a problem, such as 2nd story dining or store frontage.

Karol Wahlberg – beach access is becoming a problem, opposed to outdoor dining.

Jacquelyne May – opposed to 2nd story outdoor dining, supports residents rights.

Don McPherson – spoke about CEQA, opposed to 2nd floor outdoor dining.

Jon Chaykowski – opposed to outdoor dining, Plan should be for residents, keep small town atmosphere.

Bill Victor – Plan ignores quality of life, opposed to CUP (Conditional Use Permit), opposed to any additional restaurants.

George Kaufman – keep small town emphasis, opposed to 2nd floor outdoor dining.

Bob Valentine – agrees with Carol Perrin and Neal Leventhal, keep small town atmosphere.

John Schmitt – wants the City Council to enhance the quality of life for the residents.

Jan Dennis – opposed to the Downtown Specific Plan.

Jon Tolkin - opposed to elements of the Plan, flexibility is needed for Staff level decisions.

Lester Silverman – retail on bottom, offices on up.

Seeing no further requests to speak, Mayor Pro Tem Lesser closed the public hearing.

At 9:34 PM Mayor D'Errico returned to the meeting to discuss extending the meeting.

A motion was made by Councilmember Powell, seconded by Councilmember Howorth to extend the City Council Meeting until 1:00 AM and further vote to extend the meeting at 1:00 AM, if necessary. The motion carried by the following vote:

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

Mayor D'Errico left the dais and recused himself again.

Mayor Pro Tem Lesser suggested starting with the Vision Statement and then consider certain portions individually (identified below). Mayor Pro Tem Lesser clarified with the City Attorney that a 2 to 2 vote fails.

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to strike the words “while acknowledging the role that visitors play in supporting the Downtown”, in Chapter 3.1 Vision Statement, second sentence. A friendly amendment, accepted by the maker, to also strike the words “and sound economy” in the first sentence of 3.1. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Planning Commission Clarification Items:

1. Non-Pedestrian oriented ground floor uses on alleys – Chapter 4

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to allow ground floor non-pedestrian oriented uses located exclusively on alleys without a Use Permit subject to Community Development Director's approval. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Item 2 Land use changes to allow Optometrist on ground floor.

Planning Manager Jester and Assistant Planner Faturos responded to City Council questions.

A motion was made by Councilmember Burton, seconded by Councilmember Howorth to allow new land use classification: Optometrist - Primarily a retail use, where the sale of eyeglasses, contact lenses, and other eye care and vision-related products are provided as the primary use. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Item 3 Use Permit Process

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

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to change Use Permit Finding B. to "The proposed use will maintain a balanced mix of uses". The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Item 4. Imposing a Maximum Ground Floor Setback

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to adopt the Planning Commission and Staff recommendation to impose a maximum ground floor setback. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Item 5. Maximum Ground Floor Front Setback.

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to adopt the Plan Commission recommendation to change the maximum front yard setback from 10 ft. to 12 ft. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Item 6. Minimum Rear Yard Setback

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to adopt the Planning Commission and Staff recommendation to impose minimum rear yard setbacks. The motion carried by the following vote:

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

Item 7. Optional Second-Story Stepback

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to adopt the Planning Commission and Staff recommendation. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Item 8. Building Height/Stories

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to adopt the Planning Commission and Staff recommendation for a maximum height of 26 feet, with one 2 foot exception for elevators. A friendly amendment accepted by the maker, to add "if elevator is required by ADA (American Disabilities Act)". The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Item 9. Require Minimum Façade Transparency

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to adopt Planning Commission and Staff recommendation. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Item 10. Incorporation of Historic Preservation Design Guidelines

A motion was made by Councilmember Powell, seconded by Councilmember Burton to adopt the Planning Commission and Staff recommendation. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Item 11. Private Dining in the Public Right-of-Way

Community Development Director Lundstedt responded to City Council questions.

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to approve the Planning Commission and Staff recommendation with requiring 4 feet sidewalk clearance. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

At 10:23 PM City Council recessed and reconvened at 10:29 PM. (Mayor D'Errico was still recused)

Key Concepts #1 Tenant Frontage

Councilmember Burton explained the concept of Use Permits.

Mayor Pro Tem Lesser expressed concern for a business having to go through the Use permit process as retail sales are changing and this process might be harmful and time consuming. He further added that he would prefer the 50 foot limit, not the 35 foot.

Community Development Director Lundstedt responded to City Council questions.

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to adopt Planning Commission and Staff recommendation of 35 foot maximum tenant frontage for lots 35 feet or more in depth and 50 foot maximum tenant frontage for lots less than 35 feet in depth. A friendly amendment, accepted by the maker, adds that any exceptions would have to be through the variance process. The motion carried by the following vote:

Aye: 3 - Howorth, Powell and Burton

Nay: 1 - Lesser

Recused: 1 - D'Errico

Key Concept #2 Retail Sales Floor Area Square Footage Cap – Chapter 4

Mayor Pro Tem Lesser noted that he wants a Downtown focused on the residents, but wants other vendors/retailers to come to town and thinks a sales floor area larger than 1,600 square feet, up to 2,000 square feet, should be adopted.

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to adopt Planning Commission and Staff recommendation of 1600 square footage cap. The motion carried by the following vote:

Aye: 3 - Howorth, Powell and Burton

Nay: 1 - Lesser

Recused: 1 - D'Errico

Key Concept #3 Second Floor Outdoor Dining – Chapter 4

Planning Manager Jester responded to City Council questions.

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to prohibit second floor outdoor dining and restaurant encroachments over the sidewalk, second floor indoor dining would require a use permit. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Key Concept #4 Live/Work Land Use Classification – STET

A motion was made by Councilmember Howorth, seconded by Councilmember Burton, to adopt Planning Commission and Staff recommendation to permit the live/work concept, subject to certain regulations. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to not include the Beach Head turnaround. A friendly amendment, accepted by the maker, is to have the area included in a future traffic study. The motion carried by the following vote:

Aye: 3 - Howorth, Powell and Burton

Nay: 1 - Lesser

Recused: 1 - D'Errico

A motion was made by Mayor Pro Tem Lesser, seconded by Councilmember Powell, to make changes in the language in 2.1 Local Setting consistent with the General Plan and incorporate the suggestions of Mr. McAuley. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Councilmember Powell noted some photos that should be removed and all Councilmembers concurred that the photos be discussed with Staff.

City Attorney Barrow read into the record the title of each ordinance:

Ordinance No. 16-0029 AN ORDINANCE OF THE CITY OF MANHATTAN BEACH AMENDING THE ZONING MAP AND TITLE 10 OF THE ZONING CODE TO REFLECT THE DOWNTOWN SPECIFIC PLAN

Ordinance No. 16-0030 AN ORDINANCE OF THE CITY OF MANHATTAN BEACH AMENDING THE LOCAL COASTAL PROGRAM'S LAND USE POLICY AND ZONING MAPS AND IMPLEMENTING ORDINANCE SECTION A.16.030(G) TO RECONCILE DESIGNATION NOMENCLATURE AND MAP INCONSISTENCIES

Ordinance No. 16-0031 AN ORDINANCE OF THE CITY OF MANHATTAN BEACH AMENDING THE LOCAL COASTAL PROGRAM'S IMPLEMENTATION PLAN TO INCORPORATE THE DOWNTOWN SPECIFIC PLAN

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to adopt as amended each of the documents, Resolution No. 16-0075, and introduce Ordinance Nos. 16-0029, 16-0030 and 16-0031. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

City Attorney Barrow clarified that the three ordinances will come back on the Consent Calendar for second reading at a future meeting.

At 11:17 PM Mayor D'Errico returned to the dais.

11. Height Variance Request to Allow Certain Alterations to Existing Structures Exceed the Height Limit at the Manhattan Village Shopping Center Located at 3200 to 3288 North Sepulveda Boulevard (Community Development Director Lundstedt).

[RES 16-0081](#)

CONDUCT PUBLIC HEARING AND ADOPT RESOLUTION NO. 16-0081 APPROVING PROJECT WITH CONDITIONS

Mayor D'Errico introduced Community Development Director Marisa Lundstedt who provided a brief summary and introduced Assistant Planner Rafael Garcia who presented the PowerPoint Presentation.

Sr. Vice President of Jones Lang LaSalle (JLL), Phil Friedl representing the owner of the Manhattan Village Mall and applicant for the permits, also provided a brief presentation.

CallisonRTKL Project Architect David Schmitz gave a synopsis of the project.

Assistant Planner Garcia responded to City Council questions.

Mayor D'Errico opened the public hearing and the following individuals provided public comment:

Diane Wallace wants to expedite the process of developing the mall.

Marine Colmey also wants to move the project forward as it is very positive for the City.

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

A motion was made by Councilmember Burton, seconded by Councilmember Howorth to adopt Resolution No. 16-0081 conditionally approving the variance request. The motion carried by the following vote:

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

12. Ordinance No. 16-0032 Adopting of the 2016 California Building Code, 2016 California Residential Code, 2016 California Electrical Code, 2016 California Plumbing Code, 2016 California Green Building Standards Code, 2016 California Energy Code, 2016 California Mechanical Code, 2016 California Existing Building Code, with Local Amendments; Resolution No. 16-0085 Setting Forth Findings for Local Amendments (Community Development Director Lundstedt). [16-0565](#)
- ADOPT ORDINANCE NO. 16-0032 AND ADOPT RESOLUTION NO. 16-0085**

Mayor D'Errico introduced Community Development Director Marisa Lunstedt who provided a brief presentation.

Mayor D'Errico opened the public hearing.

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

City Attorney Quinn Barrow read the title of the Ordinance into the record: An ordinance of the City of Manhattan Beach adopting by reference the 2016 Editions of the California Building Code, California Residential Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Existing Building Code, California Green Building Standards Code and California Energy Code, together with certain deletions, additions and amendments to Title 5 and Title 9 of the Manhattan Beach Municipal Code.

A motion was made by Councilmember Burton, seconded by Mayor Pro Tem Lesser to adopt Ordinance No. 16-0032 and Resolution No. 16-0086. The motion carried by the following:

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

M. OLD BUSINESS

None.

N. NEW BUSINESS

13. Settlement Agreement with Patricia Schilling (Human Resources Director Zadroga-Haase).

[16-0563](#)

APPROVE AND APPROPRIATE \$105,000

Mayor D'Errico introduced Risk Manager Gregory Borboa who provided a brief presentation.

Mayor D'Errico opened the floor to public comment.

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

City Attorney Quinn Barrow and Risk Manager Gregory Borboa responded to City Council questions.

Councilmember Burton noted that he cannot support this settlement .

A motion was made by Councilmember Howorth, seconded by Mayor Pro Tem Lesser, to approve the settlement agreement and direct the City Manager to execute the necessary documents. The motion carried by the following vote:

Aye: 3 - Lesser, Howorth and Powell

Nay: 2 - D'Errico and Burton

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

Mayor Pro Tem Lesser stated that he will be attending the second meeting of the Community Choice Aggregation Proposal for the South Bay Clean Power and the City Council will be having a discussion in the future regarding how to proceed.

Councilmember Howorth, as well as Mayor Pro Tem Lesser, will be attending a SBCCOG (South Bay City Council of Governments) Meeting tomorrow as a working group to discuss the short-term rental industry.

Councilmember Burton will be attending a second meeting of community leaders with the "Not in Our Town" organization, on December 14, 2016.

City Attorney Quinn Barrow clarified that Mayor D'Errico will be shown as "recused" (in the minutes) at the beginning of the Downtown Specific Plan Item and the vote will not include him.

Councilmember Powell requested meeting with Granicus to resolve the on-going problems.

City Manager Mark Danaj responded that the City is preparing an RFP (Request For Proposal) for a new system.

P. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

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

[16-0552](#)

Councilmember Burton requested to have Item No. 10 the Site Plan for the Manhattan Village Mall stay as first item under "Old Business" .

City Attorney Quinn Barrow clarified that Agenda Item No. 12 would include the "Loop Project".

Councilmember Powell clarified that if Item No. 10 was supposed to be 2 items and they will be presented back to back under "Old Business".

Q. INFORMATIONAL ITEMS**15. Commission Minutes:**[16-0554](#)

This Item Contains Minutes of the following City Commission Meetings:

- a) Parking and Public Improvements Commission Minutes of August 27, 2015 (Community Development Director Lundstedt)
- b) Parking and Public Improvements Commission Minutes of September 24, 2015 (Community Development Director Lundstedt)
- c) Parking and Public Improvements Commission Minutes of December 10, 2015 (Community Development Director Lundstedt)
- d) Parking and Public Improvements Commission Minutes of January 28, 2016 (Community Development Director Lundstedt)
- e) Parking and Public Improvements Commission Minutes of April 28, 2016 (Community Development Director Lundstedt)
- f) Parking and Public Improvements Commission Minutes of July 28, 2016 (Community Development Director Lundstedt)
- g) Parking and Public Improvements Commission Minutes of September 22, 2016 (Community Development Director Lundstedt)
- h) Planning Commission Action Minutes of November 9, 2016 (Community Director Lundstedt)
- i) Cultural Arts Commission Minutes of October 11, 2016 (Parks and Recreation Director Leyman)
- j) Parks and Recreation Commission Minutes of October 24, 2016 (Parks and Recreation Director Leyman).

INFORMATION ITEM ONLY

By order of the chair, this item was received.

R. CLOSED SESSION

None.

S. ADJOURNMENT

At 12:03 AM on Wednesday, December 7, 2016, the City Council Meeting of December 6, 2016 was adjourned.

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

Friday, December 16, 2016

1:30 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

CALL AND NOTICE OF A SPECIAL CITY COUNCIL MEETING

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

NOTICE IS HEREBY GIVEN that the Mayor has called a Special Closed Session Meeting of the City Council of the City of Manhattan Beach, California, to be held at Manhattan Beach City Hall, in the City Council Chambers, 1400 Highland Avenue, Manhattan Beach, California, 90266, at 1:30 PM on Friday, December 16, 2016, for the purpose of convening a Closed Session of the City Council. The agenda for the meeting is set forth below.

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

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

A. CALL MEETING TO ORDER

At 1:30 PM, Mayor D'Errico called the meeting to order.

B. PLEDGE TO THE FLAG

Mayor D'Errico led the Pledge of Allegiance.

C. ROLL CALL

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

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

E. PUBLIC COMMENTS (3 MINUTES PER PERSON PER ITEM)

None.

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

City Attorney Quinn Barrow announced the following Closed Session:

**CONFERENCE WITH LABOR NEGOTIATOR
(Government Code Section 54957.6)**

Agency Negotiator: Mark Danaj, City Manager

Teresia Zadroga - Haase, Human Resources Director

Employee Group: Manhattan Beach Mid-Management Employee Association

G. RECESS INTO CLOSED SESSION

At 1:32 PM, Mayor D'Errico announced that City Council would recess into Closed Session.

H. RECONVENE INTO OPEN SESSION

At 3:05 PM, the City Council reconvened into Open Session with all Councilmembers present.

I. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

City Attorney Quinn Barrow announced that there was no reportable action taken.

J. ADJOURNMENT

At 3:06 PM Mayor D'Errico continued the meeting to 9:00 PM on Tuesday, December 20, 2016.

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, December 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

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A. PLEDGE TO THE FLAG

Martha Andreani led the Pledge of Allegiance.

A motion was made that this item be accept. The motion failed by the following vote:

Aye: 2 - D'Errico and Burton

Nay: 3 - Lesser, Howorth and Powell

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 Plaque to Homeira Goldstein and the "Time 4 Art" Foundation for 20 Years of Dedication to Further the Arts in Manhattan Beach [16-0546](#)

PRESENT

Mayor D'Errico on behalf of the City Council, presented a plaque recognizing Homeira Goldstein and the "Time 4 Art" Foundation for 25 years of dedication to further the arts in Manhattan Beach.

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

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

Mayor Pro Tem Lesser moved to remove Agenda Item No. 4 - Second Reading and Adoption of Ordinance Nos. 16-0029, 16-0030, and 16-0031 for the Downtown Specific Plan and Related Amendments of the Consent Calendar, and requested that it be presented as first item under "Old Business".

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

Councilmember Burton requested to move Agenda Item No. 14 - Adoption of an Urgency Zoning Ordinance for Accessory Dwelling Units to be presented after Agenda Item No. 9- Approval and Acceptance of the Following Items Related to the Sepulveda Bridge Widening Project.

A motion was made by Mayor Pro Tem Lesser, seconded by Councilmember Burton, to approve the agenda, as amended - Agenda Item No. 4 removed from the Consent Calendar for individual consideration, Agenda Item No. 14 moved to be presented before Agenda Item No. 10, and waive full reading of ordinances. 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)

Manager of the Manhattan Beach Library Melissa McCollum, announced that the Children's Librarian Regina Hernandez is offering a fund art program for elementary school students on December 21, 2016 at 3:30 PM as part of the "Get Smart On Art" monthly series she will be leading a discussion on the artists Diego Rivera and Frida Kahlo and encouraging students to create their own art, also offering the regular story time for babies and toddlers.

Councilmember Powell wished everyone Happy Holidays.

Councilmember Howorth wanted to clarify that trash pick up during the holidays was not going to change.

City Manager Mark Danaj confirmed that it was not going to change.

Councilmember Howorth provided an update on her First Community Wide Meeting and announced that the next Community Wide Meeting will take place January 7, 2017, March 4, 2017 and May 6, 2017 from 3:00 PM - 9:00 PM at the Manhattan Beach Public Library Community Room.

G. CITY MANAGER REPORT

City Manager Mark Danaj provided an update on the Holiday Fireworks that took place on December 11, 2016. The event brought between 40,000-50,000 people to the Downtown area and City Staff - Public Works, Police and Fire were present to assist in the event and preserve the safety of the public.

City Manager Danaj introduced Community Development Director Marisa Lundstedt.

Community Development Director Lundstedt provided City Council with an update on two interior after hour work approvals; a) Blue Star Donuts at Metlox Plaza for a two week construction request and b) WeWork will be taking three floors in the Manhattan Towers for a two week construction request.

City Manager Danaj provided one last update regarding the Annual Beach Cities Toy Drive Wrapping Event on December 17, 2016 at the Joslyn Community Center where more than 3,000 toys were wrapped by the public at large.

Councilmember Burton inquired about an update on the Gelson's Market project sometime soon.

City Manager Danaj reported that an announcement would be provided on the next January City Council meeting.

Mayor Pro Tem thanked all City employees that volunteered their time at the Annual Beach Cities Toy Drive Wrapping Event.

H. CITY ATTORNEY REPORT

City Attorney Quinn Barrow provided a brief report on the Mall litigation: the City received notice earlier in the day that the judge has signed the judgment in favor of the City.

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)

Steve Packwood appreciates that City Council is giving the opportunity to the public to participate throughout the meeting and not only during Public Comments, inquired about the City Mall, and if there was a presentation still scheduled for the first meeting in January regarding the financial planning on capital project as it relates to the pension plan.

Mayor D'Errico responded to Steve Packwood's inquiry.

Martha Andreani read into record a message from Carol Perrin regarding Agenda Item No. 4 and requested time for the public to review the entire Downtown Specific Plan including the strikethrough version prior to City Council making a decision.

Jane Guthrie spoke on the Mills Act approval by City Council, the approval of the Ordinance by City Council to incorporate the Historic Preservation with the Boards and Commissions and inquired about the City providing details on the City's website for anyone who is interested in participating in the program for their homes.

Joseph Ungoco on behalf of the Manhattan Beach Residents Association spoke on Agenda Item No. 8 regarding the concerns about the timing of the item on the agenda due to the public who wish to participate but cannot due to travelling time and the holidays, spoke on noticing the public at large about such important items, and spoke on the site plan regarding traffic patterns at Parkview on the East side of the Mall.

Karol Wahlberg spoke on the concern of items being presented at the last City Council meeting of the year when everyone is travelling due to the holidays and spoke on Agenda Item No. 4 and how all documents should be available to the public due to the legality of such documents.

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

None.

K. CONSENT CALENDAR (APPROVE)

A motion was made by Mayor Pro Tem Lesser, seconded by Councilmember Powell, to approve the Consent Calendar, Item Nos. 2, 3, 5 and 6. The motion carried by the following vote:

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

2. Award of Bid to Fairview Ford for the Purchase of Four Budgeted Replacement Vehicles for the Police and Public Works Departments in the Amount of \$160,365.28 (Finance Director Moe).

[16-0509](#)

APPROVE

The recommendation for this item was approved.

3. Award of Bid to George Chevrolet for the Purchase of Three Budgeted Replacement Trucks for the Police Department in the Amount of \$101,994.63 (Finance Director Moe).

[16-0550](#)

APPROVE

The recommendation for this item was approved.

4. Second Reading and Adoption of Ordinance Nos. 16-0029, 16-0030, and 16-0031 for the Downtown Specific Plan and related Amendments, Including Amendments to the Local Coastal Program, and Adoption of Resolution No. 16-0086 Transmitting Ordinance Nos. 16-0030 and 16-0031 to the California Coastal Commission for Amendments to the Local Coastal Program (Community Development Director Lundstedt).

[16-0534](#)

ADOPT ORDINANCE NOS. 16-0029, 16-0030, AND 16-0031 AND RESOLUTION NO. 16-0086

This item was moved to "Old Business".

5. Financial Report:
a) Schedule of Demands: November 10, 2016
b) Investment Portfolio for the Month Ending October 31, 2016
c) Month End Report for October 31, 2016
(Finance Director Moe).

[16-0516](#)

ACCEPT REPORT AND DEMANDS

The recommendation for this item was approved.

6. City Council Minutes:
This Item Contains Minutes of the following City Council Meeting:
a) City Council Special Meeting - Closed Session Minutes of December 1, 2016 **APPROVE**
b) City Council Special Meeting - Closed Session Minutes of December 2, 2016 **APPROVE**
c) City Council Adjourned Special Meeting - Closed Session Minutes of December 6, 2016 **APPROVE**
(City Clerk Tamura).

[16-0576](#)

The recommendation for these items were approved.

L. PUBLIC HEARINGS (2 MINUTES PER PERSON)

- 7. Conduct Public Hearing to Consider Resolution No. 16-0080 [RES 16-0080](#)
Regarding a Coastal Development Permit to Install New Crash Rated Bollards and Replace Existing Bollards Along Both Sides of the Marvin Braude Bike Trail Adjacent to the Manhattan Beach Pier (Public Works Director Katsouleas).

CONDUCT PUBLIC HEARING ADOPT

Mayor D'Errico introduced the item and City Engineer Prem Kumar provided the PowerPoint presentation.

City Engineer Kumar and Public Works Director Stephanie Katsouleas responded to City Council questions.

Mayor D'Errico opened the Public Hearing seeing no comments he closed the Public Hearing.

A motion was made by Councilmember Burton, seconded by Mayor Pro Tem Lesser, to adopt Resolution No. 16-0080 and adopt the recommendation from staff regarding the number of bollards to be installed on the West side. The motion carried by the following vote:

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

M. OLD BUSINESS

4. Second Reading and Adoption of Ordinance Nos. 16-0029, 16-0030, and 16-0031 for the Downtown Specific Plan and related Amendments, Including Amendments to the Local Coastal Program, and Adoption of Resolution No. 16-0086 Transmitting Ordinance Nos. 16-0030 and 16-0031 to the California Coastal Commission for Amendments to the Local Coastal Program (Community Development Director Lundstedt).

[16-0534](#)

ADOPT ORDINANCE NOS. 16-0029, 16-0030, AND 16-0031 AND RESOLUTION NO. 16-0086

This item was pulled from the Consent Calendar.

Mayor D'Errico recused.

City Attorney Quinn Barrow summarized for the public that Mayor D'Errico has recused because he leases two stores in the downtown area.

Community Development Director Marisa Lundstedt provided a brief presentation.

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

Mayor Pro Tem Lesser invited public comments:

Don McPherson distributed an attachment to City Council that was previously submitted prior to the City Council meeting.

William Victor showed for the record two emails that were submitted prior to the City Council meeting.

Mayor Pro Tem Lesser closed public comments.

Councilmember Powell requested that staff to created a redline version of the Downtown Specific Plan with all the changes and for the document to return to City Council.

City Manager Mark Danaj responded to City Council questions.

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to adopt Ordinance Nos. 16-0029, 16-0030 and 16-0031 and Resolution No. 16-0086, and direct staff to return to City Council at one of the regularly City Council scheduled meetings in January/February with a revised Downtown Specific Plan that complies with the City Council action on the Downtown Specific Plan, a final copy and a redline copy before the submission of the document goes to the Coastal Commission. The motion carried by the following vote:

Aye: 4 - Lesser, Howorth, Powell and Burton

Recused: 1 - D'Errico

Mayor D'Errico returned to the dais at 7:06 PM.

8. Manhattan Beach Shopping Center Enhancement Project Site Plan
(Community Development Director Lundstedt).

[16-0579](#)

**ENDORSE MANHATTAN VILLAGE SHOPPING CENTER
ENHANCEMENT PROJECT SITE PLAN**

Mayor D'Errico introduced the item and Community Development Director Marisa Lundstedt provided brief presentation and introduced Senior Vice President of JLL Phil Friedl.

City Attorney Quinn Barrow responded to City Council questions.

Senior Vice President Friedl provided a PowerPoint presentation.

Senior Vice President Friedl, City Attorney Barrow, CallisonRTKL Vice President and Technical Lead David Schmitz, CallisonRTKL Vice President and Design Lead Vince Zawodny, City Manager Mark Danaj, Planning Manager Laurie Jester responded to City Council questions.

Mayor D'Errico invited public comments:

Mary Calming spoke in support of the design of the Mall.

Steve Packwood commented favorably on the presentation.

Bill Victor requested more information.

Mayor D'Errico closed public comments.

A motion was made by Councilmember Burton, seconded by Councilmember Powell, to accept and endorse the new site plan for the Manhattan Beach Village Shopping Center enhancement project as it is presented to City Council. The motion carried by the following vote:

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

At 7:58 PM City Council recessed and reconvened at 8:08 PM with all Councilmembers present.

9. Approval and Acceptance of the Following Items Related to the Sepulveda Bridge Widening Project; Approve Amendment No. 3 to HDR's Existing Agreement for \$98,400 for Additional Work for Sepulveda Bridge Widening Project; Approve the Construction Cooperative Agreement Between Caltrans and the City of Manhattan Beach for the Sepulveda Bridge Widening Project; Approve the Purchase and Sale Agreement and Joint Escrow Instructions Regarding the Purchase of Certain Property Interests from the Joint Owners of 3500 N. Sepulveda Boulevard; Accept the Chevron Dedication; Authorize the Public Works Director to submit the Right-of-Way Certification to Caltrans; Authorize the City Manager to sign a Temporary Construction Easement (TCE) Agreement and a Permanent Highway Easement Agreement for various parcels in a form approved by the City Attorney, with RREEF America Reit II Corp. BBB. (Public Works Director Katsouleas).

[16-0561](#)

APPROVE

Mayor D'Errico introduced the item.

Public Works Director Stephanie Katsouleas provided brief presentation and responded to City Council questions.

Mayor D'Errico invited public comments:

Steve Packwood requested more information on the money that will be spent and if there is any grant money available.

Jackie May appreciates that City Council brought this item for discussion.

Mayor D'Errico closed public comments.

City Attorney Quinn Barrow responded to City Council questions.

Councilmember Burton is opposed, Caltrans should be paying for the retrofit of the Sepulveda Widening project and certain aspects of the retrofit will make it unsafe for the residents, there is no compelling reason to approve.

Mayor Pro Tem Lesser is in favor of moving forward with this project for the safety of the residents and with decisions from made by previous Councilmembers who were presented with information, City Council should move forward now and continue with this project.

Councilmember Powell is in favor of moving forward with the project for the safety of the public and specially for the safety of everyone in case of an earthquake.

Mayor D'Errico agrees with Councilmember Burton and is opposed to this project.

A motion was made by Mayor Pro Tem Lesser, seconded by Councilmember Howorth, to approve Amendment No. 3 to HDR's existing agreement for an additional \$98,400 for additional work for the Sepulveda Bridge Widening Project and authorize the City Manager execute the agreement; adopt Resolution No. 16-0084 approving the Construction Cooperative Agreement between Caltrans and the City of Manhattan Beach and authorizing the City

Manager to sign the agreement on behalf of the City; adopt Resolution No. 16-0002 approving the elements as set forth in the staff report related to 3500 N. Sepulveda Boulevard including a conditional amount for sound mitigation as well as an amount of \$247,500 for temporary and permanent use of certain property at 3500 N. Sepulveda Boulevard; accept the irrevocable offer to dedicate the right-of-way from the joint owners of 3500 N. Sepulveda Boulevard and authorize the City Manager to sign the Certificate of Acceptance on behalf of the City; and adopt Resolution No. 16-0043 accepting the Chevron dedication and authorizing the City Manager to sign the Certificate of Acceptance on behalf of the City; authorize the Public Works Director to submit the Right-of-Way Certification to Caltrans; and authorize the City Manager to execute a Temporary Construction Easement (TCE) Agreement and a Permanent Highway Easement Agreement in forms approved by the City Attorney with RREEF America Reit II Corp. BBB. The motion carried by the following vote:

Aye: 3 - Lesser, Howorth and Powell

Nay: 2 - D'Errico and Burton

N. NEW BUSINESS

14. Adoption of an Urgency Zoning Ordinance for Accessory Dwelling Units (ADU's) (Community Development Director Lundstedt).
ADOPT URGENCY ORDINANCE NO. 16-0038U

[ORD
16-0038U](#)

Item was presented out of order.

Mayor D'Errico introduced the item.

Community Development Director Marisa Lundstedt introduced Planning Manager Laurie Jester.

Planning Manager Jester provided presentation.

Planning Manager Jester and City Attorney Quinn Barrow responded to City Council questions.

Mayor D'Errico invited public comments, seeing no one he closed public comments.

Mayor Pro Tem Lesser requested to add an addition to the motion.

Councilmember Burton, maker of the motion, accepted the addition from Mayor Pro Tem Lesser and deferred the issue of whether to impose a 500 square feet maximum instead of 1,200 square feet.

A motion was made by Councilmember Burton, seconded by Mayor Pro Tem Lesser, to adopt Urgency Ordinance No. 16-0038U an interim ordinance of the City of Manhattan Beach prohibiting new accessory dwelling units except those that satisfy specified standards and declaring the urgency thereof. The motion carried by the following vote:

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

City Council provided direction that when the item returns to City Council in 45 days, there is additional information provided along the lines; the impact of the 500 square feet restriction and how its consistent with or different than what our current restrictions are and if its possible to just estimate the number of properties that might be impacted or some better data set for City Council to know if they are adopting this for a year or longer how this will impact the City's residents and property owners.

10. Report on Southern California Gas Company's Playa del Rey Natural Gas Storage Facility (Public Works Director Katsouleas). [16-0584](#)
RECEIVE REPORT

Mayor D'Errico introduced the item.

Southern California Gas Company Public Affairs Manager Faviola Ochoa introduced Southern California Gas Company Public Affairs Manager Mike Harriel.

Southern California Gas Company Public Affairs Manager Harriel provided PowerPoint presentation.

At 9:00 PM Mayor D'Errico recessed the Regular City Council Meeting of December 20, 2016.

At 9:00 PM Mayor D'Errico opened the Special City Council Meeting - Closed Session.

At 9:00 PM Mayor D'Errico recessed the Special City Council Meeting - Closed Session to immediatedly after the Regular City Council Meeting.

At 9:01 PM Mayor D'Errico reopened the Regular City Council Meeting of December 20, 2016.

At 9:01 PM the item proceeded after the meeting reconvened.

Southern California Gas Company Public Affairs Manager Harriel responded to City Council questions.

Mayor D'Errico invited public comments:

Jackie May is concerned with the information provided and the lack of information provided by the company.

Mayor D'Errico closed public comments.

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

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

11. Report on Southern California Gas Company's Loop Project (Public Works Director Katsouleas).

[16-0583](#)

RECEIVE REPORT; PROVIDE DIRECTION

Mayor D'Errico introduced the item.

Southern California Gas Company Public Affairs Manager Faviola Ochoa presented PowerPoint presentation.

Southern California Gas Company Senior Project Manager Ron Vaught and Southern California Gas Company Public Affairs Manager Ochoa responded to the City Council questions.

Mayor D'Errico invited public comments, seeing no one he closed public comments.

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

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

12. Encroachment Permit to Allow Retractable Awnings in the Public Right-of-Way - 117 Manhattan Beach Boulevard (The Strand House) (Community Development Director Lundstedt).

[RES 16-0073](#)

APPROVE

Mayor D'Errico introduced the item.

Community Development Director Marisa Lundstedt introduced Associate Planner Eric Haaland.

Associate Planner Haaland provided presentation.

Associate Planner Haaland and Applicant, Owner of The Strand Mike Zislis responded to the City Council questions.

Mayor D'Errico invited public comments, seeing no one he closed public comments.

A motion was made by Councilmember Burton, seconded by Mayor D'Errico, to adopt Resolution No. 16-0073 allowing retractable awnings over the public right-of-way with the following conditions; a) there will be no siding and b) the applicant can deploy umbrellas when the awnings are retracted but there can be no umbrellas when the awnings are fully deployed.

Friendly amendment by Councilmember Howorth to allow for the applicant to work with the Community Development Department to determine how many umbrellas are needed and what times of the year.

Friendly amendment accepted by the maker of the motion.

Councilmember Powell is opposed to giving the applicant the option to use both umbrellas and awnings at any given time would only agree where is mutually exclusive but not both.

Councilmember Burton withdrew his motion.

Mayor Pro Tem Lesser proposed a new motion.

City Attorney responded to City Council questions.

A motion was made by Mayor Pro Tem Lesser, seconded by Councilmember Burton, to approve the applicant's request to provide for no siding and to not allow for umbrellas at this time but to not prejudice the applicant from coming forward at a later date to request for umbrellas if he shows that umbrellas are needed at times even with the current awnings. The motion carried by the following vote:

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

City Attorney Barrow provided clarification that there would be a new Condition 7 - there shall be no sidings and a new Condition 8 - there shall be no umbrellas without prejudice to the applicant to apply for umbrellas with more evidence in the future. Only clarification needed is if the request for the umbrellas should go to City Council or to the Planning Commission.

City Attorney Barrow responded to City Council questions.

Councilmember Powell does not approve the possibility of options for choosing or employees determine what to use, it should be one or the other as specified by the applicant.

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to reconsider the first motion. The motion carried by the following vote:

Aye: 3 - D'Errico, Howorth and Burton

Nay: 2 - Lesser and Powell

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to adopt Resolution No. 16-0073 allowing retractable awnings over the public right-of-way with the following conditions; a) there will be no siding and b) the applicant can deploy umbrellas when the awnings are retracted but there can be no umbrellas when the awnings are fully deployed. The motion carried by the following vote:

Aye: 3 - D'Errico, Howorth and Burton

Nay: 2 - Lesser and Powell

City Attorney Barrow provided clarification that there would be a new Condition 7 - there shall be no sidings and a new Condition 8 - there shall be no umbrellas when the awnings are extended.

13. Award of a Three-Year Contract to Frontier Communications for Budgeted Redundant Internet Access Services with an Estimated Value of \$161,460; and Award a Contract to VectorUSA for Budgeted Wide Area and Wireless Network Equipment and Installation for an Amount Not-to-Exceed \$250,812.61 (Information Technology Director Taylor).

[CON 16-0030](#)

APPROVE

Mayor D'Errico introduced the item.

Information Technology Director Sanford Taylor provided presentation and responded to the City Council questions.

Mayor D'Errico invited public comments, seeing no one he closed public comments.

A motion was made by Councilmember Burton, seconded by Councilmember Howorth, to approve the award of RFP 1074-16 to Frontier for redundant internet services with an estimated three-year value of \$161,460 and approve the option for the City Manager to extend the term for up to two additional one year periods if both extensions are exercised the approximate five year total contract will be \$269,000 and award RFP 1077-17 to VectorUSA for WAN and WiFi network equipment installation amount not-to-exceed \$250,812.61. 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

Mayor Pro Tem Lesser attended Community Choice Aggregation Committee hosted by the South Bay Cities Council of Governments and attended two subcommittee meetings.

P. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

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

[16-0575](#)

Councilmember Powell requested for staff to make the following change to the January 3, 2017, Agenda Item No. 8 - Tri-Annual Public Hearing on the Public Health Goals for Chemicals in H2O, change the word "H2O" to "Water".

Q. INFORMATIONAL ITEMS

16. Commission Minutes: [16-0589](#)

This Item Contains Minutes of the following City Commission Meetings:

- a) Library Commission Meeting Minutes of September 12, 2016 (Parks and Recreation Director Leyman)
- b) Library Commission Meeting Minutes of November 14, 2016 (Parks and Recreation Director Leyman).

INFORMATION ITEM ONLY

By order of the chair, receive and file.

R. CLOSED SESSION

None.

S. ADJOURNMENT

At 10:47 PM Mayor D'Errico adjourned the meeting in memory of resident Warren Sherlock.

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, December 20, 2016

9:00 PM

Special City Council Meeting - Closed Session

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. CALL MEETING TO ORDER

At 9:00 PM Mayor D'Errico opened the Special City Council Meeting - Closed Session.

At 9:00 PM Mayor D'Errico recessed the Special City Council Meeting - Closed Session to immediately after the Regular City Council Meeting.

At 10:47 PM Mayor D'Errico reopened the Special City Council Meeting - Closed Session.

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

City Attorney Quinn Barrow announced the item that was continued from the December 16, 2016 Special City Council Meeting - Closed Session.

CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

Agency Negotiator: Mark Danaj, City Manager

Teresia Zadroga - Haase, Human Resources Director

Employee Group: Manhattan Beach Mid-Management Employee Association

C. RECESS INTO CLOSED SESSION

At 10:48 PM, Mayor D'Errico announced that City Council would recess into Closed Session.

D. RECONVENE INTO OPEN SESSION

At 11:32 PM, the City Council reconvened into Open Session with all Councilmembers present.

E. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

City Attorney Quinn Barrow announced that there was no reportable action taken.

F. ADJOURNMENT

At 11:32 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

Thursday, December 22, 2016

1:30 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

CALL AND NOTICE OF A SPECIAL CITY COUNCIL MEETING

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

NOTICE IS HEREBY GIVEN that Mayor Pro Tem David Lesser and Councilmembers Amy Howorth and Wayne Powell have called a Special Closed Session Meeting of the City Council of the City of Manhattan Beach, California, to be held at Manhattan Beach City Hall, in the City Council Chambers, 1400 Highland Avenue, Manhattan Beach, California, 90266, at 1:30 PM on Thursday, December 22, 2016, for the purpose of convening a Closed Session of the City Council. The agenda for the meeting is set forth below.

**/s/ David Lesser
David Lesser, Mayor Pro Tem
Councilmember**

**/s/ Amy Howorth
Amy Howorth,**

**/s/ Wayne Powell
Wayne Powell, Councilmember**

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

A. CALL MEETING TO ORDER

At 1:30 PM, Mayor D'Errico called the meeting to order.

City Clerk Liza Tamura read notice into record.

B. PLEDGE TO THE FLAG

Mayor D'Errico led the Pledge of Allegiance.

C. ROLL CALL

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

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

E. PUBLIC COMMENTS (3 MINUTES)

Bill Victor - Inquired about the item on the agenda and requested clarification.

Mayor D'Errico responded to the public comment.

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

City Attorney Quinn Barrow announced the following Closed Session:

**CONFERENCE WITH LABOR NEGOTIATOR
(Government Code Section 54957.6)**

Agency Negotiator: Mark Danaj, City Manager

Teresia Zadroga - Haase, Human Resources Director

Employee Group: Manhattan Beach Mid-Management Employee Association

G. RECESS INTO CLOSED SESSION

At 1:34 PM, Mayor D'Errico announced that City Council would recess into Closed Session.

H. RECONVENE INTO OPEN SESSION

At 1:47 PM, the City Council reconvened into Open Session with all Councilmembers present.

I. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

City Attorney Quinn Barrow announced that by a 3-2 vote, with Councilmember Burton and Mayor D'Errico voting "No", the City Council gave direction to its negotiator with respect to the Manhattan Beach Mid-Management Employee Association.

J. ADJOURNMENT

At 1:48 PM Mayor D'Errico adjourned the meeting.

Martha Alvarez
Recording Secretary

Tony D'Errico
Mayor

ATTEST:

Liza Tamura
City Clerk

Agenda Date: 1/3/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Stephanie Katsouleas, Public Works Director
Shawn Igoe, Acting Utilities Manager

SUBJECT:

Public Hearing for the Draft 2015 Urban Water Management and Consideration of Adoption of Resolution No. 16-0045 for the 2015 Urban Water Management Plan (Public Works Director Katsouleas).

CONDUCT PUBLIC HEARING AND ADOPT RESOLUTION NO. 16-0045

RECOMMENDATION:

Staff recommends that the City Council:

1. Conduct a public hearing and receive public comment to be incorporated into the City's Draft 2015 Urban Water Management Plan (UWMP).
2. Consider adoption of the 2015 UWMP by Resolution No. 16-0045.

FISCAL IMPLICATIONS:

There are no Fiscal Implications as a result of this action.

BACKGROUND:

The Urban Water Management Planning Act (Act) of 1983, codified in California Water Code (CWC) Sections 10610 through 10657, requires every urban water agency supplying more than 3,000 acre-feet of water annually or serving 3,000 or more water service connections to prepare and adopt an Urban Water Management Plan (UWMP) every five years. The City supplies approximately 5,100 acre-feet of water annually and serves 13,500 water service connections. Therefore, the City must prepare and adopt an UWMP. UWMPs are prepared by California urban water suppliers to support their long-term water resource planning and ensure adequate water supplies are available to meet existing and future water demands. Every urban water supplier is required to assess the reliability of its water sources over a 20-year planning horizon considering normal, dry, and multiple dry years. This assessment must be included the UWMP, which is submitted to the Department of Water Resources (DWR). DWR then reviews the submitted plans to ensure completion of

the requirements identified in the Act.

DISCUSSION:

The City of Manhattan Beach’s 2015 UWMP is an update of its 2010 UWMP, which meets the statutory requirements of the Act. The City of Manhattan Beach prepared a Draft 2015 UWMP update pursuant to the requirements of the CWC. The required elements of the Draft 2015 UWMP Update include:

1. Water Sources and Supplies
2. Water Quality
3. Water Demands
4. Reliability Planning
5. Conservation Measures
6. Contingency Planning
7. Climate Change.

There have been new amendments added and some reorganization of the CWC sections since the City’s 2010 UWMP Update. Attachment 3 shows a tabulated summary of the new requirements, which are incorporated in the City’s draft 2015 UWMP Update, as applicable.

The City’s Draft 2015 UWMP Update also includes a review of the requirements of the Water Conservation Act of 2009 (SB X7-7), which calls for a statewide 20 percent reduction in per capita water use by the year 2020. In the City’s 2010 UWMP, the historical Baseline Water Use was calculated at 180 gallons per capita day (gpcd). Thus, the City’s ultimate 2020 Water Use Target is 144 gpcd; and our interim (2015) target is 162 gpcd.

In 2015, as a result of intensive conservation efforts driven by implementation of the City’s drought response plan and extraordinary community response, the City achieved an average consumption rate of 116 gpcd. It is noteworthy and commendable that the City has already surpassed its 2020 Water Use Target of 144 gpcd five years ahead of schedule.

Given the continuing drought conditions prevalent in Southern California, the continuation of the City’s drought response plan, its water conservation strategies, and overall community support, we believe the per capita water consumption will continue to remain below the 2020 Water Use Target of 144 gpcd. Accordingly, staff recommends that Council reaffirm its SBx7-7 year 2020 target as previously adopted in its 2010 UWMP.

POLICY ALTERNATIVES:

ALTERNATIVE #1:

Adopt Resolution 16-0045 for the Urban Water Management Plan

PROS:

Fulfill compliance with California Water Code Sections 10610 - 10657 through 2020.

ALTERNATIVE #2:

Do not adopt Resolution 16-0045 for the Urban Water Management Plan

PROS:

Forfeit eligibility for grants and loans administered by DWR and other State Funding Agencies.

PUBLIC OUTREACH/INTEREST:

The draft report was posted on the City's website on December 16, 2016. And, in accordance with state law, this Public Hearing was noticed on December 22 2016 and December 29, 2016 in The Beach Reporter, inviting public oral and written comments on the Draft 2015 UWMP Update. Hard copies of the Draft 2015 UWMP Update were made available at the City Clerk's Office, City of Manhattan Beach Library, Public Works Department and the City's website.

ENVIRONMENTAL REVIEW

The proposed resolution is not subject to the California Environmental Quality Act because there will be no physical environmental impact associated with its adoption.

LEGAL REVIEW

The City Attorney has reviewed Resolution No. 16-0045 and has approved it as to form.

ATTACHMENTS:

1. Resolution 16-0045
2. California Water Code Changes
3. PowerPoint Presentation

RESOLUTION NO. 16-0045

**A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
ADOPTING THE 2015 URBAN WATER MANAGEMENT PLAN**

WHEREAS, the California Legislature enacted the Urban Water Management Planning Act (“Act”) (Water Code Sections 10610 *et seq.*);

WHEREAS, the Act requires every supplier providing water for municipal purposes to more than 3,000 customers to prepare an Urban Water Management Plan (“Plan”), for the conservation of water;

WHEREAS, the City of Manhattan Beach (“City”) is an urban supplier of water to a population of over 35,000;

WHEREAS, the Act requires cities to review Plans at least every five years, and requires cities to amend or change the Plan as necessary;

WHEREAS, the City adopted its last Plan in 2010;

WHEREAS, a new Plan must be adopted by the City Council after public review and hearing; and

WHEREAS, the City has prepared and circulated for public review a Draft 2015 Urban Water Management Plan, and held a properly noticed public hearing on October 18, 2016.

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

SECTION 1. The City is in conformance with all applicable requirements of the Act.

SECTION 2. The City Council hereby adopts the City’s 2015 Urban Water Management Plan and directs the City Clerk to keep the Plan on file in the office of the City Clerk.

SECTION 3. The City Council hereby authorizes and directs the City Manager to file the 2015 Urban Water Management Plan with the California Department of Water Resources within thirty days after the date this Resolution is adopted.

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

ADOPTED January 3, 2017.

Ayes:
Noes:
Absent:
Abstain:

Tony D'Errico, Mayor
City of Manhattan Beach

ATTEST:

Liza Tamura, City Clerk

ATTACHMENT 3

California Water Code Changes

Change	Topic	Summary
1	Demand Management Measures	Requires water suppliers to provide narratives describing their water demand management measures. Requires retail water suppliers to address the nature and extent of each water demand management measure implemented over the past 5 years and describe the water demand management measures that the supplier plans to implement to achieve its water use targets.
2	Electronic Submittal	Requires electronic submittal
3	Standardized Forms	Requires the plan to include standardized forms, tables, or displays specified by the DWR.
4	Water Loss	Requires plan to quantify and report on distribution system water loss.
5	Estimating Future Water Savings	Provides for water use projections to display and account for the water savings estimated to result from adopted codes, standards, ordinances, or transportation and land use plans, when that information is available and applicable to an urban water supplier.
6	Voluntary Reporting of Energy Intensity	Provides for an urban water supplier to include certain energy-related information, including, but not limited to, an estimate of the amount of energy used to extract or divert water supplies.
7	Defining Water Features	Requires urban water suppliers to analyze and define water features that are artificially supplied with water, including ponds, lakes, waterfalls, and fountains, separately from swimming pools and spas.

PUBLIC HEARING

January 3, 2017

CITY OF MANHATTAN BEACH

URBAN WATER MANAGEMENT PLAN

DRAFT 2015 UPDATE



Draft 2015 Urban Water Management Plan

- Requirement to Prepare Urban Water Management Plan (UWMP)
- Purpose of UWMP
- Public Participation/Public Notice
- Components of the UWMP

Requirement to Prepare UWMP

- ▶ Every urban water supplier must update its UWMP every 5 years
- ▶ An urban water supplier is defined as “...a supplier either publicly or privately owned, providing water to more than **3,000 customers** or supplying more than **3,000 acre-feet** of water annually
- ▶ Manhattan Beach is an urban water supplier, which provides approximately **5,100 acre-feet** of water to approximately **13,500 customers**

Purpose of an UWMP

▶ General

- ▶ Required by Department of Water Resources for an urban water supplier to receive State grants or loans
- ▶ A component of an Integrated Regional Water Management Plan
- ▶ A source for cities and counties for their General Plans

▶ Specific

- ▶ A long-term planning document for water supply

Public Participation / Public Notice

- ▶ April 7, 2016 - Notified Cities/County that Manhattan Beach will be reviewing and amending its UWMP
- ▶ Notice of Public Hearing:
 - ▶ December 22nd and 29th - Published in The Beach Reporter
 - ▶ December 22nd - Notified Cities/County

Components of UWMP

- Chapter 1 – Introduction and Overview
- Chapter 2 – Plan Preparation
- Chapter 3 – System Description
 - Service Area, Climate, and Population
- Chapter 4 – System Water Use
 - Historical and Projected Water Demands

Components of UWMP (continued)

- ▶ Chapter 5 – Baseline and Targets
 - ▶ Baseline Water Use: 180 gpcd
 - ▶ 2015 Interim Water Use Target: 162 gpcd
 - ▶ **2015 Actual Water Use: 116 gpcd**
 - ▶ 2020 Water Use Target: 144 gpcd
- ▶ Chapter 6 – System Supplies
 - ▶ Groundwater (Water Replenishment Dist)
 - ▶ Imported Water (Metropolitan Water District of Southern California)
 - ▶ Recycled Water (West Basin MWD)

Components of UWMP (continued)

- Chapter 7 - Water Supply Reliability Assessment
 - Management structures of West Basin and WRD provide current and projected reliable source of groundwater supply during
 - Average years
 - Single-dry years
 - Multiple-dry water years.

Components of UWMP (continued)

- ▶ Chapter 8 - Water Shortage Contingency Planning
 - ▶ Review of City's water conservation ordinance and other actions to reduce water usage
- ▶ Chapter 9 – Demand Management Measures
 - ▶ Review of conservation programs implemented by the City (metering, public education and outreach, rebate programs)
- ▶ Chapter 10 – Plan Adoption, Submittal, and Implementation

Table 7-4 Retail: Multiple Dry Years Supply and Demand Comparison

	2020	2025	2030	2035	2040 (Opt)	
First year	Supply totals	4,996	5,020	5,043	5,067	5,090
	Demand totals	4,996	5,020	5,043	5,067	5,090
	Difference	0	0	0	0	0
Second year	Supply totals	4,976	4,999	5,023	5,046	5,069
	Demand totals	4,976	4,999	5,023	5,046	5,069
	Difference	0	0	0	0	0
Third year	Supply totals	4,959	4,982	5,005	5,029	5,052
	Demand totals	4,959	4,982	5,005	5,029	5,052
	Difference	0	0	0	0	0
Fourth year (optional)	Supply totals					
	Demand totals					
	Difference	0	0	0	0	0
Fifth year (optional)	Supply totals					
	Demand totals					
	Difference	0	0	0	0	0
Sixth year (optional)	Supply totals					
	Demand totals					
	Difference	0	0	0	0	0

NOTES: Normal year water supplies were projected and multiplied by multiple dry year factors as follows: First Year: 111% of average year demand, Second year: 104% of average year demand and Third Year: 100% of average year demand.

PUBLIC HEARING January 3, 2017

Questions??

Agenda Date: 1/3/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Stephanie Katsouleas, Public Works Director
Shawn Igoe, Acting Utilities Manager

SUBJECT:

Tri-Annual Public Hearing on the Public Health Goals for Chemicals in Water (Public Works Director Katsouleas).

CONDUCT PUBLIC HEARING, RECEIVE AND FILE

RECOMMENDATION:

Staff recommends that the City Council:

1. Conduct a Public Hearing for the purpose of accepting and receiving public comments on the City of Manhattan Beach's Water Quality Relative to Public Health Goals
2. Receive and File Report

FISCAL IMPLICATIONS:

There are no fiscal implications as a result of this action.

BACKGROUND:

Public Health Goals (PGH) are established by the California Environmental Protection Agency (Cal/EPA) Office of Environmental Health Hazard Assessment (OEHHA). A PHG is a health risk assessment rather than a proposed drinking water standard. It represents the level of a contaminant found in drinking that is considered to not pose a significant health risk if ingested or consumed over a lifetime. This determination is made without regard to cost or treatability. The California Department of Public Health (CDPH) uses PHGs in the evaluation of health related drinking water standards, known as Maximum Contaminant Levels (MCLs). CDPH uses public health goals to identify MCLs that are to be reviewed for possible revision or when setting new MCLs for unregulated chemicals.

Provisions of the California Health and Safety Code Section 116470(b) (Exhibit A), require that large water utilities (those with more than 10,000 service connections) prepare a special

report every three years if their water quality measurements have exceeded any PHGs in the three previous calendar years. The law also requires that where OEHHA has not adopted a PHG for a contaminant, the water suppliers are to use the Maximum Contaminant Level Goal (MCLG) adopted by the United States Environmental Protection Agency (USEPA). MCLGs are the federal equivalent to PHGs, but are not identical. Only constituents which have a California primary drinking water standard and for which either a PHG or MCLG has been set are to be addressed in this report. Exhibit B includes a list of all regulated constituents with MCLs and PHGs or MCLGs.

This report provides the following information as specified in the Health and Safety Code for each constituent detected in the City of Manhattan Beach's water supply in 2013, 2014, and 2015 at a level exceeding an applicable PHG or MCLG:

- Numerical public health risk associated with the MCL and the PHG or MCLG (Exhibit C).
- Category or type of risk to health that could be associated with each constituent.
- Best Available Treatment Technology that could be used to reduce the constituent level.
- Estimate of the cost to install that treatment if it is appropriate and feasible.

What Are PHGs?

PHGs are set by the California Office of Environmental Health Hazard Assessment (OEHHA) which is part of Cal-EPA and are based solely on public health risk considerations. None of the practical risk-management factors that are considered by the USEPA or the DDW in setting drinking water standards (MCLs) are considered in setting the PHGs. These factors include analytical detection capability, treatment technology available, benefits and costs. The PHGs are not enforceable and are not required to be met by any public water system. MCLGs are the federal equivalent to PHGs.

Water Quality Data Considered:

All of the water quality data collected City of Manhattan Beach's water system between 2013 and 2015 for purposes of determining compliance with drinking water standards were considered. This data was all summarized in the City's 2013, 2014 and 2015 "Consumer Confidence Report" (CCR). A postcard with the link to this document was sent out prior to July 2014, July 2015 and July 2016 for the 2013, 2014, and 2015 CCR's respectively (Attachments 5, 6, 7).

Guidelines Followed:

The Association of California Water Agencies (ACWA) formed a workgroup which prepared guidelines for water utilities to use in preparing these required reports. The ACWA guidelines were used in the preparation of our report. No guidance was available from state regulatory agencies.

Best Available Treatment Technology and Cost Estimates:

Both the USEPA and DDW adopt what are known as BATs or Best Available Technologies, which are the best known methods of reducing contaminant levels to the MCL. Costs can be estimated for such technologies. However, since many PHGs and all MCLGs are set much lower than the MCL, it is not always possible nor feasible to determine what treatment is

needed to further reduce a constituent downward to or near the PHG or MCLG, many of which are set at zero. Estimating the costs to reduce a constituent to zero is difficult, if not impossible because it is not possible to verify by analytical means that the level has been lowered to zero. In some cases, installing treatment to try and further reduce very low levels of one constituent may have adverse effects on other aspects of water quality.

DISCUSSION:

Identification of Constituents:

The following constituents were detected at one or more locations within the drinking water system at levels that exceed the applicable PHGs or MCLGs:

Arsenic:

The PHG for Arsenic is 0.004 micrograms per liter or parts per billion ($\mu\text{g/l}$) and the MCL for arsenic is 10 $\mu\text{g/l}$. Arsenic is a naturally occurring contaminant. In addition, Arsenic is a waste product from many industrial production processes. Arsenic was not detected in any of the City's well water. Arsenic was detected in surface water purchased from Metropolitan Water District (Metropolitan) below the MCL, however it exceeded the PHG during the period covered in this report. Arsenic readings ranged from ND to 3.3 $\mu\text{g/l}$. The annual average ranged from 0.7 $\mu\text{g/l}$ to 2.6 $\mu\text{g/l}$.

OEHHA has determined that the health risk associated with the PHG is one theoretical excess case of cancer in a million people and the risk associated with the MCL is 2 theoretical excess cases of cancer in 1,000 people exposed for a 70-year lifetime.

The best available technologies for removal of arsenic in water for large water systems are: activated alumina, coagulation/filtration, lime softening, ion exchange, and reverse osmosis. Arsenic was detected above the Public Health Goal in treated surface water purchased from Metropolitan. The City is in compliance with the MCL for arsenic. It is not practical or feasible to estimate costs for the reduction of Arsenic in water supplied by Metropolitan. No such determination or recommendations will be attempted here and no recommendations.

Gross Alpha Particle Activity (Gross Alpha):

Gross Alpha Particle testing is done to measure the overall radioactivity in drinking water. The PHG for Gross Alpha is 0 pCi/l and the MCL is 15 pCi/l. The PHG for Gross Alpha is 0.004 micrograms per liter or parts per billion ($\mu\text{g/l}$). Gross Alpha is a naturally occurring contaminant. Gross Alpha was detected in the City's well water below the MCL but exceeded the PHG two out of the three years covered in this report and all times during the period covered in this report in surface water purchased from Metropolitan. Gross Alpha readings ranged from ND to 5 pCi/L. The annual average ranged from ND to 1 pCi/L.

The USEPA has determined that the health risk associated with the MCLG is 0 and the risk associated with the MCL is up to 1 theoretical excess case of cancer in 1,000 people over a lifetime exposure.

There are several BATs designated to lower uranium levels below the MCL including reverse osmosis (RO). RO can additionally remove gross beta, uranium and radium 228 (and arsenic). Gross alpha was detected above the MCLG in one of the groundwater wells

and surface water purchased from Metropolitan. The estimated cost of providing treatment using RO to reduce Gross Alpha levels in Metropolitan water to the applicable MCLG or PHG was calculated. Achieving the water quality goals for all the radionuclides could range from \$4,186,000 to \$6,762,000 per year, or between \$310 and \$500 per household per year.

Gross Beta Particle Activity (Gross Beta):

Gross Beta Particles are subatomic particles emitted from the nucleus of some radioactive atoms. The PHG for Gross Beta is 0 picoCuries per liter (pCi/l) and the MCL is 50 pCi/l. Gross Beta is naturally occurring contaminant. Gross Beta was not detected in the City's well water. Gross Beta was detected below the MCL, however exceeded the PHG during the period covered in this report in surface water purchased from Metropolitan. Gross Beta readings ranged from ND to 6 pCi/L. The annual average ranged from ND to 3 pCi/L.

The USEPA has determined that the health risk associated with the MCLG is 0 and the risk associated with the MCL is 2 theoretical excess cases of cancer in 1,000 people over a lifetime exposure.

As stated above, there are several BATs designated to lower Gross Beta levels below the MCL including RO. Gross Beta was detected above the MCLG in surface water purchased from Metropolitan. The City is in compliance with the MCL for Gross Beta. It is not practical or feasible to estimate costs for the reduction of Gross Beta in water supplied by Metropolitan. No such determination or recommendations will be attempted here and no recommendations.

Uranium:

The PHG for Uranium is 0.43 picoCuries per liter (pCi/l) and the MCL is 20 pCi/l Uranium. Uranium is a naturally occurring contaminant. Uranium was not detected in the City's well water. Uranium was detected in surface water purchased from Metropolitan below the MCL, however exceeded the PHG during the period covered in this report in surface water purchased from Metropolitan. Uranium readings ranged from 1 pCi/L to 3 pCi/L. The annual average ranged from 2 pCi/L to 2.7 pCi/L.

OEHHA has determined that the health risk associated with the PHG is one excess case of cancer in a million people and the risk associated with the MCL is 5 theoretical excess cases of cancer in 100,000 people over a lifetime exposure.

As stated above, there are several BATs designated to lower Uranium levels below the MCL including RO. Uranium was detected above the PHG in water purchased from Metropolitan. The City is in compliance with the MCL for Uranium. It is not practical or feasible to estimate costs for the reduction of Uranium in water supplied by Metropolitan. No such determination or recommendations will be attempted here and no recommendations.

Radium 228:

The PHG for Radium 228 is 0.43 picoCuries per liter (pCi/l) and the MCL is 20 pCi/l. Radium is a naturally occurring contaminant. Radium 228 was detected in the City's well water below the MCL but exceeded the PHG. Radium 228 readings ranged from ND to 1.2 pCi/L. The annual average ranged from ND to 0.3 pCi/L.

OEHHA has determined that the health risk associated with the PHG is one excess case of

cancer in a million people and the risk associated with the MCL is 3 theoretical excess cases of cancer in 10,000 people over a lifetime exposure.

As stated above, there are several BATs designated to lower Radium 228 levels below the MCL including RO. Radium 228 was detected in one of the City's wells. The estimated cost of providing treatment using RO to reduce Radium 228 levels in the City's well water to the applicable MCLG or PHG was calculated. Achieving the water quality goals for all the radionuclides could range from \$4,186,000 to \$6,762,000 per year, or between \$310 and \$500 per household per year.

POLICY ALTERNATIVES:

The City's drinking water quality meets or exceeds all state and federal drinking water standards set to protect public health. The funds required to further reduce levels of the constituents identified in this report that are already below the health-based MCLs established to provide "safe drinking water", is unknown. However, it is estimated that additional treatment processes to provide significant reduction in constituent levels at these already low values would be costly. The health protection benefits of these further hypothetical reductions are not clear and may not be quantifiable. In some cases, installing treatment to further reduce very low levels of one constituent may have adverse effects on other aspects of water quality. Given that the City's water meets or exceeds established standards, no additional treatment actions are proposed.

ALTERNATIVE #1:

Conduct Public Hearing and Receive and File

PROS:

Fulfill requirements of the Safe Drinking Water Act

CONS:

There is no legal requirement to conduct the Public Hearing. However, if the hearing is not conducted, then the public will not have the opportunity to publicly comment on the results of City's water quality testing.

PUBLIC OUTREACH/INTEREST:

This Public Hearing was noticed on the City's website on December 16, 2016 and in the Beach Reporter on December 22 and December 29, 2016.

ENVIRONMENTAL REVIEW

There is no environmental review required for the recommended action.

LEGAL REVIEW

No Legal review is required

Attachment/Attachments:

1. 2016 Public Health Goals Report Chart A
2. Exhibit A
3. Exhibit B
4. Exhibit C

5. CCR 2013
6. CCR 2014
7. CCR 2015

CHART A
2016 PUBLIC HEALTH GOALS REPORT
CITY OF MANHATTAN BEACH

PARAMETER	UNITS OF MEASUREMENT	PHG OR (MCLG)*	MCL	CONCENTRATION		CATEGORY OF RISK	CANCER RISK AT PHG or MCLG	CANCER RISK AT MCL	BEST AVAILABLE TECHNOLOGIES	AGGREGATE COST PER YEAR (a)	COST PER HOUSEHOLD PER YEAR
				AVERAGE	RANGE						
RADIOLOGICAL											
Gross Alpha Particle Activity	pCi/L	0	15	1.75	ND - 4	C	0	1×10^{-3}	RO	\$4,186,000 - \$6,762,000 (c)	\$310 - \$500
Radium 228	pCi/L	0.43	20	2.5	1 - 3	C	1×10^{-6}	3×10^{-4}	RO	\$4,186,000 - \$6,762,000 (c)	\$310 - \$500
Total Cost of Compliance										\$4,186,000 - \$6,762,000 (c)	\$310 - \$500

* MCLGs are shown in parentheses. MCLGs are provided only when no applicable PHG exists.

RISK CATEGORIES

C (Carcinogen) = A substance that is potentially capable of producing cancer.

ABBREVIATIONS

PHG = Public Health Goal

MCL = Maximum Contaminant Level

MCLG = Maximum Contaminant Level Goal

pCi/l = picoCuries per liter

TREATMENT/CONTROL TECHNOLOGIES

RO = Reverse Osmosis

FOOTNOTES

(c) Estimated cost to remove radionuclides (and arsenic) by Reverse Osmosis.

EXHIBIT A

Health & Safety Code

Section 116470 (b)

On or before July 1, 1998, and every three years thereafter, public water systems serving more than 10,000 service connections that detect one or more contaminants in drinking water that exceed the applicable public health goal, shall prepare a brief written report in plain language that does all of the following:

- (1) Identifies each contaminant detected in drinking water that exceeds the applicable public health goal.
- (2) Discloses the numerical public health risk, determined by the office, associated with the maximum contaminant level for each contaminant identified in paragraph (1) and the numerical public health risk determined by the office associated with the public health goal for that contaminant.
- (3) Identifies the category of risk to public health, including, but not limited to, carcinogenic, mutagenic, teratogenic, and acute toxicity, associated with exposure to the contaminant in drinking water, and includes a brief plainly worded description of these terms.
- (4) Describes the best available technology, if any is then available on a commercial basis, to remove the contaminant or reduce the concentration of the contaminant. The public water system may, solely at its own discretion, briefly describe actions that have been taken on its own, or by other entities, to prevent the introduction of the contaminant into drinking water supplies.

Page 1 of 2 NOTE: This publication is meant to be an aid to the staff of the CDHS Drinking Water Program and cannot be relied upon by the regulated community as the State of California's representation of the law. The published codes are the only official representation of the law. Refer to the published codes whenever specific citations are *required*.

- (5) Estimates the aggregate cost and the cost per customer of utilizing the technology described in paragraph (4), if any, to reduce the concentration of that contaminant in drinking water to a level at or below the public health goal.
 - (6) Briefly describes what action, if any, the local water purveyor intends to take to reduce the concentration of the contaminant in public drinking water supplies and the basis for that decision.
- (c)Public water systems required to prepare a report pursuant to subdivision (b) shall hold a public hearing for the purpose of accepting and responding to public comment on the report. Public water systems may hold the public hearing as part of any regularly scheduled meeting.

(d)The department shall not require a public water system to take any action to reduce or eliminate any exceedance of a public health goal.

(e)Enforcement of this section does not require the department to amend a public water system's operating permit.

(f) Pending adoption of a public health goal by the Office of Environmental Health Hazard Assessment pursuant to subdivision (c) of Section 116365, and in lieu thereof, public water systems shall use the national maximum contaminant level goal adopted by the United States Environmental Protection Agency for the corresponding contaminant for purposes of complying with the notice and hearing requirements of this section.

(g)This section is intended to provide an alternative form for the federally required consumer confidence report as authorized by 42 U.S.C. Section 300g-3(c).

EXHIBIT B

MCLs, DLRs, and PHGs for Regulated Drinking Water Contaminants (Units are in milligrams per liter (mg/L), unless otherwise noted.) Last Update: July 22, 2016				
This table includes: <ul style="list-style-type: none"> • California's maximum contaminant levels (MCLs) • Detection limits for purposes of reporting (DLRs) • Public health goals (PHGs) from the Office of Environmental Health Hazard Assessment (OEHHA) • Also, PHGs for NDMA and 1,2,3-Trichloropropane (which are not yet regulated) are included at the bottom of this table. 				
	MCL	DLR	PHG	Date of PHG
Chemicals with MCLs in 22 CCR §64431—Inorganic Chemicals				
Aluminum	1	0.05	0.6	2001
Antimony	0.006	0.006	0.02	1997
Antimony	--	--	0.001	2016 draft
Arsenic	0.010	0.002	0.000004	2004
Asbestos (MFL = million fibers per liter; for fibers >10 microns long)	7 MFL	0.2 MFL	7 MFL	2003
Barium	1	0.1	2	2003
Beryllium	0.004	0.001	0.001	2003
Cadmium	0.005	0.001	0.00004	2006
Chromium, Total - OEHHA withdrew the 0.0025-mg/L PHG	0.05	0.01	withdrawn Nov. 2001	1999
Chromium, Hexavalent	0.010	0.001	0.00002	2011
Cyanide	0.15	0.1	0.15	1997
Fluoride	2	0.1	1	1997
Mercury (inorganic)	0.002	0.001	0.0012	1999 (rev2005)*
Nickel	0.1	0.01	0.012	2001
Nitrate (as nitrogen, N)	10 as N	0.4	45 as NO3 (=10 as N)	1997
Nitrite (as N)	1 as N	0.4	1 as N	1997
Nitrate + Nitrite (as N)	10 as N	--	10 as N	1997
Perchlorate	0.006	0.004	0.001	2015
Selenium	0.05	0.005	0.03	2010
Thallium	0.002	0.001	0.0001	1999 (rev2004)
Copper and Lead, 22 CCR §64672.3				
<i>Values referred to as MCLs for lead and copper are not actually MCLs; instead, they are called "Action Levels" under the lead and copper rule</i>				

Copper	1.3	0.05	0.3	2008
Lead	0.015	0.005	0.0002	2009
Radionuclides with MCLs in 22 CCR §64441 and §64443—Radioactivity				
[units are picocuries per liter (pCi/L), unless otherwise stated; n/a = not applicable]				
Gross alpha particle activity - OEHHA concluded in 2003 that a PHG was not practical	15	3	none	n/a
Gross beta particle activity - OEHHA concluded in 2003 that a PHG was not practical	4 mrem/yr	4	none	n/a
Radium-226	--	1	0.05	2006
Radium-228	--	1	0.019	2006
Radium-226 + Radium-228	5	--	--	--
Strontium-90	8	2	0.35	2006
Tritium	20,000	1,000	400	2006
Uranium	20	1	0.43	2001
Chemicals with MCLs in 22 CCR §64444—Organic Chemicals				
(a) Volatile Organic Chemicals (VOCs)				
Benzene	0.001	0.0005	0.00015	2001
Carbon tetrachloride	0.0005	0.0005	0.0001	2000
1,2-Dichlorobenzene	0.6	0.0005	0.6	1997 (rev2009)
1,4-Dichlorobenzene (p-DCB)	0.005	0.0005	0.006	1997
1,1-Dichloroethane (1,1-DCA)	0.005	0.0005	0.003	2003
1,2-Dichloroethane (1,2-DCA)	0.0005	0.0005	0.0004	1999 (rev2005)
1,1-Dichloroethylene (1,1-DCE)	0.006	0.0005	0.01	1999
cis-1,2-Dichloroethylene	0.006	0.0005	0.1	2006
trans-1,2-Dichloroethylene	0.01	0.0005	0.06	2006
Dichloromethane (Methylene chloride)	0.005	0.0005	0.004	2000
1,2-Dichloropropane	0.005	0.0005	0.0005	1999
1,3-Dichloropropene	0.0005	0.0005	0.0002	1999 (rev2006)
Ethylbenzene	0.3	0.0005	0.3	1997
Methyl tertiary butyl ether (MTBE)	0.013	0.003	0.013	1999
Monochlorobenzene	0.07	0.0005	0.07	2014
Styrene	0.1	0.0005	0.0005	2010
1,1,2,2-Tetrachloroethane	0.001	0.0005	0.0001	2003
Tetrachloroethylene (PCE)	0.005	0.0005	0.00006	2001
Toluene	0.15	0.0005	0.15	1999
1,2,4-Trichlorobenzene	0.005	0.0005	0.005	1999
1,1,1-Trichloroethane (1,1,1-TCA)	0.2	0.0005	1	2006
1,1,2-Trichloroethane (1,1,2-TCA)	0.005	0.0005	0.0003	2006
Trichloroethylene (TCE)	0.005	0.0005	0.0017	2009
Trichlorofluoromethane (Freon 11)	0.15	0.005	1.3	2014

1,1,2-Trichloro-1,2,2-Trifluoroethane (Freon 113)	1.2	0.01	4	1997 (rev2011)
Vinyl chloride	0.0005	0.0005	0.00005	2000
Xylenes	1.75	0.0005	1.8	1997
(b) Non-Volatile Synthetic Organic Chemicals (SOCs)				
Alachlor	0.002	0.001	0.004	1997
Atrazine	0.001	0.0005	0.00015	1999
Bentazon	0.018	0.002	0.2	1999 (rev2009)
Benzo(a)pyrene	0.0002	0.0001	0.000007	2010
Carbofuran	0.018	0.005	0.0017	2000
Carbofuran	--	--	0.0007	2015 draft
Chlordane	0.0001	0.0001	0.00003	1997 (rev2006)
Dalapon	0.2	0.01	0.79	1997 (rev2009)
1,2-Dibromo-3-chloropropane (DBCP)	0.0002	0.00001	0.0000017	1999
2,4-Dichlorophenoxyacetic acid (2,4-D)	0.07	0.01	0.02	2009
Di(2-ethylhexyl)adipate	0.4	0.005	0.2	2003
Di(2-ethylhexyl)phthalate (DEHP)	0.004	0.003	0.012	1997
Dinoseb	0.007	0.002	0.014	1997 (rev2010)
Diquat	0.02	0.004	0.015	2000
Diquat	--	--	0.006	2015 draft
Endrin	0.002	0.0001	0.0018	1999 (rev2008)
Endrin	--	--	0.0003	2015 draft
Endothal	0.1	0.045	0.094	2014
Ethylene dibromide (EDB)	0.00005	0.00002	0.00001	2003
Glyphosate	0.7	0.025	0.9	2007
Heptachlor	0.00001	0.00001	0.000008	1999
Heptachlor epoxide	0.00001	0.00001	0.000006	1999
Hexachlorobenzene	0.001	0.0005	0.00003	2003
Hexachlorocyclopentadiene	0.05	0.001	0.002	2014
Lindane	0.0002	0.0002	0.000032	1999 (rev2005)
Methoxychlor	0.03	0.01	0.00009	2010
Molinate	0.02	0.002	0.001	2008
Oxamyl	0.05	0.02	0.026	2009
Pentachlorophenol	0.001	0.0002	0.0003	2009
Picloram	0.5	0.001	0.5	1997
Picloram	--	--	0.166	2015 draft
Polychlorinated biphenyls (PCBs)	0.0005	0.0005	0.00009	2007
Simazine	0.004	0.001	0.004	2001
2,4,5-TP (Silvex)	0.05	0.001	0.003	2014
2,3,7,8-TCDD (dioxin)	3x10 ⁻⁸	5x10 ⁻⁹	5x10 ⁻¹¹	2010
Thiobencarb	0.07	0.001	0.07	2000

Thiobencarb	--	--	0.042	2015 draft
Toxaphene	0.003	0.001	0.00003	2003
Chemicals with MCLs in 22 CCR §64533—Disinfection Byproducts				
Total Trihalomethanes	0.080	--	0.0008	2010 draft
Bromodichloromethane	--	0.0010	--	--
Bromoform	--	0.0010	--	--
Chloroform	--	0.0010	--	--
Dibromochloromethane	--	0.0010	--	--
Haloacetic Acids (five) (HAA5)	0.060	--	--	--
Monochloroacetic Acid	--	0.0020	--	--
Dichloroacetic Acid	--	0.0010	--	--
Trichloroacetic Acid	--	0.0010	--	--
Monobromoacetic Acid	--	0.0010	--	--
Dibromoacetic Acid	--	0.0010	--	--
Bromate	0.010	0.0050**	0.0001	2009
Chlorite	1.0	0.020	0.05	2009
Chemicals with PHGs established in response to DDW requests. These are not currently regulated drinking water contaminants.				
N-Nitrosodimethylamine (NDMA)	--	--	0.000003	2006
1,2,3-Trichloropropane	--	--	0.0000007	2009
*OEHHA's review of this chemical during the year indicated (rev20XX) resulted in no change in the PHG.				
**The DLR for Bromate is 0.0010 mg/L for analysis performed using EPA Method 317.0 Revision 2.0, 321.8, or 326.0.				

Health Risk Information for Public Health Goal Exceedance Reports

Prepared by

Office of Environmental Health Hazard Assessment
California Environmental Protection Agency

February 2016

Under the Calderon-Sher Safe Drinking Water Act of 1996 (the Act), water utilities are required to prepare a report every three years for contaminants that exceed public health goals (PHGs) (Health and Safety Code Section 116470 (b)(2)). The numerical health risk for a contaminant is to be presented with the category of health risk, along with a plainly worded description of these terms. The cancer health risk is to be calculated at the PHG and at the California maximum contaminant level (MCL). This report is prepared by the Office of Environmental Health Hazard Assessment (OEHHA) to assist the water utilities in meeting their requirements.

PHGs are concentrations of contaminants in drinking water that pose no significant health risk if consumed for a lifetime. PHGs are developed and published by OEHHA (Health and Safety Code Section 116365) using current risk assessment principles, practices and methods.

Numerical health risks. Table 1 presents health risk categories and cancer risk values for chemical contaminants in drinking water that have PHGs.

The Act requires that OEHHA publish PHGs based on health risk assessments using the most current scientific methods. As defined in statute, PHGs for non-carcinogenic chemicals in drinking water are set at a concentration “at which no known or anticipated adverse health effects will occur, with an adequate margin of safety.” For carcinogens, PHGs are set at a concentration that “does not pose any significant risk to health.” PHGs provide one basis for revising MCLs, along with cost and technological feasibility. OEHHA has been publishing PHGs since 1997 and the entire list published to date is shown in Table 1.

Table 2 presents health risk information for contaminants that do not have PHGs but have state or federal regulatory standards. The Act requires that, for chemical contaminants with California MCLs that do not yet have PHGs, water utilities use the federal maximum contaminant level goal (MCLG) for the purpose of complying with the requirement of public notification. MCLGs, like PHGs, are strictly health based and include a margin of safety. One difference, however, is that the MCLGs for carcinogens are set at zero because the US Environmental Protection Agency (US EPA) assumes there is no absolutely safe level of exposure to such chemicals. PHGs, on the other hand, are set at a level considered to pose no *significant* risk of cancer; this is usually a no more than one-in-one-million excess cancer risk (1×10^{-6}) level for a lifetime of exposure. In Table 2, the cancer risks shown are based on the US EPA's evaluations.

For more information on health risks: The adverse health effects for each chemical with a PHG are summarized in a PHG technical support document. These documents are available on the OEHHA Web site (<http://www.oehha.ca.gov>). Also, technical fact sheets on most of the chemicals having federal MCLs can be found at <http://www.epa.gov/your-drinking-water/table-regulated-drinking-water-contaminants>.

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Alachlor	carcinogenicity (causes cancer)	0.004	NA ⁵	0.002	NA
Aluminum	neurotoxicity and immunotoxicity (harms the nervous and immune systems)	0.6	NA	1	NA
Antimony	digestive system toxicity (causes vomiting)	0.02	NA	0.006	NA
Arsenic	carcinogenicity (causes cancer)	0.000004 (4×10 ⁻⁶)	1×10 ⁻⁶ (one per million)	0.01	2.5×10 ⁻³ (2.5 per thousand)
Asbestos	carcinogenicity (causes cancer)	7 MFL ⁶ (fibers >10 microns in length)	1×10 ⁻⁶	7 MFL (fibers >10 microns in length)	1×10 ⁻⁶ (one per million)
Atrazine	carcinogenicity (causes cancer)	0.00015	1×10 ⁻⁶	0.001	7×10 ⁻⁶ (seven per million)

¹ Based on the OEHHA PHG technical support document unless otherwise specified. The categories are the hazard traits defined by OEHHA for California's Toxics Information Clearinghouse (online at: http://oehha.ca.gov/multimedia/green/pdf/GC_Regtext011912.pdf).

² mg/L = milligrams per liter of water or parts per million (ppm)

³ Cancer Risk = Upper estimate of excess cancer risk from lifetime exposure. Actual cancer risk may be lower or zero. 1×10⁻⁶ means one excess cancer case per million people exposed.

⁴ MCL = maximum contaminant level.

⁵ NA = not applicable. Risk cannot be calculated. The PHG is set at a level that is believed to be without any significant public health risk to individuals exposed to the chemical over a lifetime.

⁶ MFL = million fibers per liter of water.

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Barium	cardiovascular toxicity (causes high blood pressure)	2	NA	1	NA
Bentazon	hepatotoxicity and digestive system toxicity (harms the liver, intestine, and causes body weight effects ⁷)	0.2	NA	0.018	NA
Benzene	carcinogenicity (causes leukemia)	0.00015	1×10^{-6}	0.001	7×10^{-6} (seven per million)
Benzo[a]pyrene	carcinogenicity (causes cancer)	0.000007 (7×10^{-6})	1×10^{-6}	0.0002	3×10^{-5} (three per hundred thousand)
Beryllium	digestive system toxicity (harms the stomach or intestine)	0.001	NA	0.004	NA
Bromate	carcinogenicity (causes cancer)	0.0001	1×10^{-6}	0.01	1×10^{-4} (one per ten thousand)
Cadmium	nephrotoxicity (harms the kidney)	0.00004	NA	0.005	NA
Carbofuran	reproductive toxicity (harms the testis)	0.0017	NA	0.018	NA

⁷ Body weight effects are an indicator of general toxicity in animal studies.

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Carbon tetrachloride	carcinogenicity (causes cancer)	0.0001	1×10 ⁻⁶	0.0005	5×10 ⁻⁶ (five per million)
Chlordane	carcinogenicity (causes cancer)	0.00003	1×10 ⁻⁶	0.0001	3×10 ⁻⁶ (three per million)
Chlorite	hematotoxicity (causes anemia) neurotoxicity (causes neurobehavioral effects)	0.05	NA	1	NA
Chromium, hexavalent	carcinogenicity (causes cancer)	0.00002	1×10 ⁻⁶	0.01	5×10 ⁻⁴ (five per ten thousand)
Copper	digestive system toxicity (causes nausea, vomiting, diarrhea)	0.3	NA	1.3 (AL ⁸)	NA
Cyanide	neurotoxicity (damages nerves) endocrine toxicity (affects the thyroid)	0.15	NA	0.15	NA
Dalapon	nephrotoxicity (harms the kidney)	0.79	NA	0.2	NA

⁸ AL = action level. The action levels for copper and lead refer to a concentration measured at the tap. Much of the copper and lead in drinking water is derived from household plumbing (The Lead and Copper Rule, Title 22, California Code of Regulations [CCR] section 64672.3).

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
1,2-Dibromo-3-chloropropane (DBCP)	carcinogenicity (causes cancer)	0.0000017 (1.7x10 ⁻⁶)	1x10 ⁻⁶	0.0002	1x10 ⁻⁴ (one per ten thousand)
1,2-Dichlorobenzene (o-DCB)	hepatotoxicity (harms the liver)	0.6	NA	0.6	NA
1,4-Dichlorobenzene (p-DCB)	carcinogenicity (causes cancer)	0.006	1x10 ⁻⁶	0.005	8x10 ⁻⁷ (eight per ten million)
1,1-Dichloroethane (1,1-DCA)	carcinogenicity (causes cancer)	0.003	1x10 ⁻⁶	0.005	2x10 ⁻⁶ (two per million)
1,2-Dichloroethane (1,2-DCA)	carcinogenicity (causes cancer)	0.0004	1x10 ⁻⁶	0.0005	1x10 ⁻⁶ (one per million)
1,1-Dichloroethylene (1,1-DCE)	hepatotoxicity (harms the liver)	0.01	NA	0.006	NA
1,2-Dichloroethylene, cis	nephrotoxicity (harms the kidney)	0.1	NA	0.006	NA
1,2-Dichloroethylene, trans	hepatotoxicity (harms the liver)	0.06	NA	0.01	NA
Dichloromethane (methylene chloride)	carcinogenicity (causes cancer)	0.004	1x10 ⁻⁶	0.005	1x10 ⁻⁶ (one per million)
2,4-Dichlorophenoxyacetic acid (2,4-D)	hepatotoxicity and nephrotoxicity (harms the liver and kidney)	0.02	NA	0.07	NA

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
1,2-Dichloro-propane (propylene dichloride)	carcinogenicity (causes cancer)	0.0005	1×10 ⁻⁶	0.005	1×10 ⁻⁵ (one per hundred thousand)
1,3-Dichloro-propene (Telone II®)	carcinogenicity (causes cancer)	0.0002	1×10 ⁻⁶	0.0005	2×10 ⁻⁶ (two per million)
Di(2-ethylhexyl) adipate (DEHA)	developmental toxicity (disrupts development)	0.2	NA	0.4	NA
Diethylhexyl-phthalate (DEHP)	carcinogenicity (causes cancer)	0.012	1×10 ⁻⁶	0.004	3×10 ⁻⁷ (three per ten million)
Dinoseb	reproductive toxicity (harms the uterus and testis)	0.014	NA	0.007	NA
Dioxin (2,3,7,8-TCDD)	carcinogenicity (causes cancer)	5×10 ⁻¹¹	1×10 ⁻⁶	3×10 ⁻⁸	6×10 ⁻⁴ (six per ten thousand)
Diquat	ocular toxicity (harms the eye) developmental toxicity (causes malformation)	0.015	NA	0.02	NA
Endothall	digestive system toxicity (harms the stomach or intestine)	0.094	NA	0.1	NA
Endrin	hepatotoxicity (harms the liver) neurotoxicity (causes convulsions)	0.0018	NA	0.002	NA

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Ethylbenzene (phenylethane)	hepatotoxicity (harms the liver)	0.3	NA	0.3	NA
Ethylene dibromide	carcinogenicity (causes cancer)	0.00001	1×10^{-6}	0.00005	5×10^{-6} (five per million)
Fluoride	musculoskeletal toxicity (causes tooth mottling)	1	NA	2	NA
Glyphosate	nephrotoxicity (harms the kidney)	0.9	NA	0.7	NA
Heptachlor	carcinogenicity (causes cancer)	0.000008 (8×10^{-6})	1×10^{-6}	0.00001	1×10^{-6} (one per million)
Heptachlor epoxide	carcinogenicity (causes cancer)	0.000006 (6×10^{-6})	1×10^{-6}	0.00001	2×10^{-6} (two per million)
Hexachlorobenzene	carcinogenicity (causes cancer)	0.00003	1×10^{-6}	0.001	3×10^{-5} (three per hundred thousand)
Hexachloro-cyclopentadiene (HCCPD)	digestive system toxicity (causes stomach lesions)	0.002	NA	0.05	NA
Lead	developmental neurotoxicity (causes neurobehavioral effects in children) cardiovascular toxicity (causes high blood pressure) carcinogenicity (causes cancer)	0.0002	$< 1 \times 10^{-6}$ (PHG is not based on this effect)	0.015 (AL ⁸)	2×10^{-6} (two per million)

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Lindane (γ-BHC)	carcinogenicity (causes cancer)	0.000032	1×10 ⁻⁶	0.0002	6×10 ⁻⁶ (six per million)
Mercury (inorganic)	nephrotoxicity (harms the kidney)	0.0012	NA	0.002	NA
Methoxychlor	endocrine toxicity (causes hormone effects)	0.00009	NA	0.03	NA
Methyl tertiary-butyl ether (MTBE)	carcinogenicity (causes cancer)	0.013	1×10 ⁻⁶	0.013	1×10 ⁻⁶ (one per million)
Molinate	carcinogenicity (causes cancer)	0.001	1×10 ⁻⁶	0.02	2×10 ⁻⁵ (two per hundred thousand)
Monochlorobenzene (chlorobenzene)	nephrotoxicity (harms the kidney)	0.07	NA	0.07	NA
Nickel	developmental toxicity (causes increased neonatal deaths)	0.012	NA	0.1	NA
Nitrate	hematotoxicity (causes methemoglobinemia)	45 as nitrate	NA	10 as nitrogen (=45 as nitrate)	NA
Nitrite	hematotoxicity (causes methemoglobinemia)	1 as nitrogen	NA	1 as nitrogen	NA

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Nitrate and Nitrite	hematotoxicity (causes methemoglobinemia)	10 as nitrogen	NA	10 as nitrogen	NA
N-nitroso-dimethyl-amine (NDMA)	carcinogenicity (causes cancer)	0.000003 (3×10 ⁻⁶)	1×10 ⁻⁶	none	NA
Oxamyl	general toxicity (causes body weight effects)	0.026	NA	0.05	NA
Pentachloro-phenol (PCP)	carcinogenicity (causes cancer)	0.0003	1×10 ⁻⁶	0.001	3×10 ⁻⁶ (three per million)
Perchlorate	endocrine toxicity (affects the thyroid) developmental toxicity (causes neurodevelopmental deficits)	0.001	NA	0.006	NA
Picloram	hepatotoxicity (harms the liver)	0.5	NA	0.5	NA
Polychlorinated biphenyls (PCBs)	carcinogenicity (causes cancer)	0.00009	1×10 ⁻⁶	0.0005	6×10 ⁻⁶ (six per million)
Radium-226	carcinogenicity (causes cancer)	0.05 pCi/L	1×10 ⁻⁶	5 pCi/L (combined Ra ²²⁶⁺²²⁸)	1×10 ⁻⁴ (one per ten thousand)
Radium-228	carcinogenicity (causes cancer)	0.019 pCi/L	1×10 ⁻⁶	5 pCi/L (combined Ra ²²⁶⁺²²⁸)	3×10 ⁻⁴ (three per ten thousand)

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Selenium	integumentary toxicity (causes hair loss and nail damage)	0.03	NA	0.05	NA
Silvex (2,4,5-TP)	hepatotoxicity (harms the liver)	0.003	NA	0.05	NA
Simazine	general toxicity (causes body weight effects)	0.004	NA	0.004	NA
Strontium-90	carcinogenicity (causes cancer)	0.35 pCi/L	1×10^{-6}	8 pCi/L	2×10^{-5} (two per hundred thousand)
Styrene (vinylbenzene)	carcinogenicity (causes cancer)	0.0005	1×10^{-6}	0.1	2×10^{-4} (two per ten thousand)
1,1,2,2-Tetrachloroethane	carcinogenicity (causes cancer)	0.0001	1×10^{-6}	0.001	1×10^{-5} (one per hundred thousand)
Tetrachloroethylene (perchloroethylene, or PCE)	carcinogenicity (causes cancer)	0.00006	1×10^{-6}	0.005	8×10^{-5} (eight per hundred thousand)
Thallium	integumentary toxicity (causes hair loss)	0.0001	NA	0.002	NA
Thiobencarb	general toxicity (causes body weight effects) hematotoxicity (affects red blood cells)	0.07	NA	0.07	NA

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk at the PHG ³	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Toluene (methylbenzene)	hepatotoxicity (harms the liver) endocrine toxicity (harms the thymus)	0.15	NA	0.15	NA
Toxaphene	carcinogenicity (causes cancer)	0.00003	1×10 ⁻⁶	0.003	1×10 ⁻⁴ (one per ten thousand)
1,2,4-Trichlorobenzene	endocrine toxicity (harms adrenal glands)	0.005	NA	0.005	NA
1,1,1-Trichloroethane	neurotoxicity (harms the nervous system), reproductive toxicity (causes fewer offspring) hepatotoxicity (harms the liver) hematotoxicity (causes blood effects)	1	NA	0.2	NA
1,1,2-Trichloroethane	carcinogenicity (causes cancer)	0.0003	1×10 ⁻⁶	0.005	2×10 ⁻⁵ (two per hundred thousand)
Trichloroethylene (TCE)	carcinogenicity (causes cancer)	0.0017	1×10 ⁻⁶	0.005	3×10 ⁻⁶ (three per million)
Trichlorofluoromethane (Freon 11)	accelerated mortality (increase in early death)	1.3	NA	0.15	NA

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
1,2,3-Trichloro-propane (1,2,3-TCP)	carcinogenicity (causes cancer)	0.0000007 (7×10^{-7})	1×10^{-6}	none	NA
1,1,2-Trichloro-1,2,2-trifluoro-ethane (Freon 113)	hepatotoxicity (harms the liver)	4	NA	1.2	NA
Tritium	carcinogenicity (causes cancer)	400 pCi/L	1×10^{-6}	20,000 pCi/L	5×10^{-5} (five per hundred thousand)
Uranium	carcinogenicity (causes cancer)	0.43 pCi/L	1×10^{-6}	20 pCi/L	5×10^{-5} (five per hundred thousand)
Vinyl chloride	carcinogenicity (causes cancer)	0.00005	1×10^{-6}	0.0005	1×10^{-5} (one per hundred thousand)
Xylene	neurotoxicity (affects the senses, mood, and motor control)	1.8 (single isomer or sum of isomers)	NA	1.75 (single isomer or sum of isomers)	NA

Table 2: Health Risk Categories and Cancer Risk Values for Chemicals without California Public Health Goals

Chemical	Health Risk Category ¹	U.S. EPA MCLG ² (mg/L)	Cancer Risk ³ @ MCLG	California MCL ⁴ (mg/L)	Cancer Risk @ California MCL
Disinfection byproducts (DBPS)					
Chloramines	acute toxicity (causes irritation) digestive system toxicity (harms the stomach) hematotoxicity (causes anemia)	4 ^{5,6}	NA ⁷	none	NA
Chlorine	acute toxicity (causes irritation) digestive system toxicity (harms the stomach)	4 ^{5,6}	NA	none	NA
Chlorine dioxide	hematotoxicity (causes anemia) neurotoxicity (harms the nervous system)	0.8 ^{5,6}	NA	none	NA
Disinfection byproducts: haloacetic acids (HAA5)					
Chloroacetic acid	general toxicity (causes body and organ weight changes ⁸)	0.07	NA	none	NA

¹ Health risk category based on the U.S. EPA MCLG document or California MCL document unless otherwise specified.

² MCLG = maximum contaminant level goal established by U.S. EPA.

³ Cancer Risk = Upper estimate of excess cancer risk from lifetime exposure. Actual cancer risk may be lower or zero. 1×10^{-6} means one excess cancer case per million people exposed.

⁴ California MCL = maximum contaminant level established by California.

⁵ Maximum Residual Disinfectant Level Goal, or MRDLG.

⁶ The federal Maximum Residual Disinfectant Level (MRDL), or highest level of disinfectant allowed in drinking water, is the same value for this chemical.

⁷ NA = not available.

⁸ Body weight effects are an indicator of general toxicity in animal studies.

Table 2: Health Risk Categories and Cancer Risk Values for Chemicals without California Public Health Goals

Chemical	Health Risk Category ¹	U.S. EPA MCLG ² (mg/L)	Cancer Risk ³ @ MCLG	California MCL ⁴ (mg/L)	Cancer Risk @ California MCL
Dichloroacetic acid	carcinogenicity (causes cancer)	0	0	none	NA
Trichloroacetic acid	hepatotoxicity (harms the liver)	0.02	0	none	NA
Bromoacetic acid	NA	none	NA	none	NA
Dibromoacetic acid	NA	none	NA	none	NA
Total haloacetic acids	carcinogenicity (causes cancer)	none	NA	0.06	NA
Disinfection byproducts: trihalomethanes (THMs)					
Bromodichloromethane (BDCM)	carcinogenicity (causes cancer)	0	0	none	NA
Bromoform	carcinogenicity (causes cancer)	0	0	none	NA
Chloroform	hepatotoxicity and nephrotoxicity (harms the liver and kidney)	0.07	NA	none	NA
Dibromochloromethane (DBCM)	hepatotoxicity, nephrotoxicity, and neurotoxicity (harms the liver, kidney, and nervous system)	0.06	NA	none	NA
Total trihalomethanes (sum of BDCM, bromoform, chloroform and DBCM)	carcinogenicity (causes cancer), hepatotoxicity, nephrotoxicity, and neurotoxicity (harms the liver, kidney, and nervous system)	none	NA	0.08	NA

Table 2: Health Risk Categories and Cancer Risk Values for Chemicals without California Public Health Goals

Chemical	Health Risk Category ¹	U.S. EPA MCLG ² (mg/L)	Cancer Risk ³ @ MCLG	California MCL ⁴ (mg/L)	Cancer Risk @ California MCL
Radionuclides					
Gross alpha particles ⁹	carcinogenicity (causes cancer)	0 (²¹⁰ Po included)	0	15 pCi/L ¹⁰ (includes ²²⁶ Ra but not radon and uranium)	up to 1x10 ⁻³ (for ²¹⁰ Po, the most potent alpha emitter)
Beta particles and photon emitters ⁹	carcinogenicity (causes cancer)	0 (²¹⁰ Pb included)	0	50 pCi/L (judged equiv. to 4 mrem/yr)	up to 2x10 ⁻³ (for ²¹⁰ Pb, the most potent beta-emitter)

⁹ MCLs for gross alpha and beta particles are screening standards for a group of radionuclides. Corresponding PHGs were not developed for gross alpha and beta particles. See the OEHHA memoranda discussing the cancer risks at these MCLs at <http://oehha.studio-weeren.com/media/downloads/water/chemicals/phg/grossalphahealth.pdf>.

¹⁰ pCi/L = picocuries per liter of water.

CITY OF MANHATTAN BEACH 2013 ANNUAL WATER QUALITY REPORT

Results are from the most recent testing performed in accordance with state and federal drinking water

PRIMARY STANDARDS MONITORED AT THE SOURCE-MANDATED FOR PUBLIC HEALTH

ORGANIC CHEMICALS (µg/l)	GROUNDWATER		SURFACE WATER		PRIMARY MCL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER
	AVERAGE	RANGE	AVERAGE	RANGE			
Volatile & synthetic organic compounds (i)	ND	ND	ND	ND	-	-	Industrial
INORGANICS Groundwater sources sampled from 2012 through 2013							
Aluminum (mg/l)	ND	ND	0.15	0.07-0.23	1	0.6	Erosion of natural deposits; residue from surface water treatment processes
Arsenic (µg/l)	ND	ND	0.7	ND-2	10	0.004 (a)	Erosion of natural deposits; glass/electronics production wastes; runoff
Fluoride (mg/l)	0.30	0.3-0.4	0.8	0.7-1.0	2.0	1	Erosion of natural deposits, water additive that promotes strong teeth
Nitrate (mg/l as N)	ND	ND	0.5	0.4-0.5	10	10 (a)	Runoff and leaching from fertilizer use/septic tanks/sewage, natural erosion
RADIOLOGICAL - (pCi/l) For groundwater sources, 4 initial quarters or once every 9 years (results are from 2005 to X2013)							
Gross Alpha (b)	1.8	ND-5	1	ND-3	15 (c)	0	Erosion of natural deposits
Gross Beta	NA	NA	1.0	ND-6	50 (c)	0	Decay of natural and man-made deposits
Radium 228	0.3	ND-1.2	ND	ND	-	0.019	Erosion of natural deposits
Uranium	ND	ND	2.0	1-2	20 (c)	0.5	Erosion of natural deposits

PRIMARY STANDARDS MONITORED IN THE DISTRIBUTION SYSTEM - MANDATED FOR PUBLIC HEALTH

MICROBIALS	DISTRIBUTION SYSTEM		PRIMARY MCL	MCLG or (PHG)		
	AVERAGE	% POSITIVE				
Total Coliform Bacteria	0.0	0%	5%	0%	Naturally present in the environment	
Fecal Coliform and E.Coli Bacteria	0%	0%	0%	0%	Human and animal fecal waste	
No. of Acute Violations	0	0	-	-		
DISINFECTION RESIDUAL						
		DISTRIBUTION SYSTEM		PRIMARY MCL	MCLG (f)	
		AVERAGE	RANGE			
Chlorine/Chloramine Residual (mg/ as Cl ₂)		1.2	1.0-1.8	4.0 (e)	4.0 (f)	Drinking water disinfectant added for treatment
DISINFECTION BY-PRODUCTS (d)						
		HIGHEST LOCATION RUNNING ANNUAL AVERAGE	RANGE OF INDIVIDUAL LOCATION RESULTS	PRIMARY MCL	MCLG or (PHG)	
Trihalomethanes-TTHMS (µg/l)		58	8.5-55	80	-	By-product of drinking water disinfection
Haloacetic Acids (µg/l)		14	2.1-23	60	-	By-product of drinking water disinfection
Bromate (µg/l)		7.6	3.9-13	10	0.1	By-product of drinking water disinfection
INORGANICS						
		DISTRIBUTION SYSTEM		PRIMARY MCL	MCLG or (PHG)	
		AVERAGE	RANGE			
Fluoride (mg/l)		0.8	0.7-1.0	2	1	Added to help prevent dental caries in consumers.
LEAD AND COPPER AT THE TAP						
30 sites sampled in 2013		DISTRIBUTION SYSTEM		PRIMARY MCL	MCLG or (PHG)	
		90%ILE	# SITES ABOVE AL			
Copper (mg/l)		0.3 (g)	0	1.3 AL	0.3	Internal corrosion of household plumbing, erosion of natural deposits
Lead (µg/l)		ND (g)	0	15 AL	0.2	Internal corrosion of household plumbing, industrial manufacturer discharges

SECONDARY STANDARDS MONITORED AT THE SOURCE-FOR AESTHETIC PURPOSES

Groundwater sources sampled in 2012

	GROUNDWATER		SURFACE WATER		SECONDARY MCL	MCLG or (PHG)	
	AVERAGE	RANGE	AVERAGE	RANGE			
Aggressiveness Index (corrosivity)	12	12	12	12	Non-corrosive	-	Natural/industrially-influenced balance of hydrogen/carbon/oxygen in water
Aluminum (µg/l) (h)	ND	ND	153	67-230	200	600	Erosion of natural deposits, surface water treatment process residue
Chloride (mg/l)	275	270-280	83	75-91	500	-	Runoff/leaching from natural deposits, seawater influence
Color (color units)	1	1	1	1-2	15	-	Naturally-occurring organic materials
Conductivity (umhos/cm)	1500	1500	763	520-900	1600	-	Substances that form ions when in water, seawater influence
Manganese (µg/l)	74	59-88 (j)	ND	ND	500	-	Leaching from natural deposits
Odor (threshold odor number)	1	1	3	3-6	3	-	Naturally-occurring organic materials
Sulfate (mg/l)	140	140	139	44-200	500	-	Runoff/leaching from natural deposits, industrial wastes
Total Dissolved Solids (mg/l)	745	650-840	453	280-540	1000	-	Runoff/leaching from natural deposits
Turbidity (NTU)	1.2	ND-2.3	0	0.05-0.1	5	-	Soil runoff

SECONDARY STANDARDS MONITORED IN THE DISTRIBUTION SYSTEM-FOR AESTHETIC PURPOSES

GENERAL PHYSICAL CONSTITUENTS	DISTRIBUTION SYSTEM		SECONDARY MCL	MCLG or (PHG)	
	AVERAGE	RANGE			
Color (color units)	ND	ND	15	-	Naturally-occurring organic materials
Odor (threshold odor number)	ND	ND	3	-	Naturally-occurring organic materials
Turbidity (NTU)	0.50	0.2-1.2	5	-	Soil runoff

ADDITIONAL CHEMICALS OF INTEREST

Groundwater sources sampled in 2012

	GROUNDWATER		SURFACE WATER		NOTIFICATION LEVEL or PHG (a)
	AVERAGE	RANGE	AVERAGE	RANGE	
Alkalinity (mg/l)	215.0	210-220	101	76-130	-
Boron (µg/l)	NA	NA	150	140-160	1,000
Calcium (mg/l)	105	100-1110	47	22-61	-
Chlorate (µg/l)	NA	NA	48	28-72	800
Magnesium (mg/l)	35	35	19	12-23	-
N-Nitrosodimethylamine (ng/l)	NA	NA	ND	ND-11	10
pH (standard unit)	7.6	7.6	8.2	8.2-8.4	-
Potassium (mg/l)	9.1	8.9-9.3	3.7	2.6-4.4	-
Sodium (mg/l)	120	120	75	57-87	-
Total Hardness (mg/l)	410	410	200	110-250	-
Hexavalent chromium (µg/l)	NA	NA	ND	ND	0.02

UNREGULATED CONTAMINANT MONITORING RULE II

List II - Screening Survey

N-Nitrosodimethylamine (ng/l)	GROUNDWATER		SURFACE WATER	
	AVERAGE	RANGE	AVERAGE	RANGE
	NA	NA	1	ND-5

ABBREVIATIONS

< = less than
mg/l = milligrams per liter or parts per million (equivalent to 1 drop in 42 gallons)
NA = constituent not analyzed
ND = constituent not detected at the reporting limit
ng/l = nanograms per liter or parts per trillion (equivalent to 1 drop in 42,000,000 gallons)

NTU = nephelometric turbidity units
pCi/l = picoCuries per liter
SI = saturation index
µg/l = micrograms per liter or parts per billion (equivalent to 1 drop in 42,000 gallons)
µg/l = nanograms per liter or parts per trillion (equivalent to 1 drop in 42,000,000 gallons)
umhos/cm = micromhos per centimeter

DEFINITIONS

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible.
Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.
Maximum Residual Disinfectant Level (MRDL): The level of a disinfectant added for water treatment that may not be exceeded at the consumer's tap.
Maximum Residual Disinfectant Level Goal (MRDLG): The level of a disinfectant added for water treatment below which there is no known or expected risk to health. MRDLGs are set by the U.S. EPA.
Public Health Goal (PHG): The maximum level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.
Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.
Reporting Action Level (RAL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.
Primary Drinking Water Standard (PDWS): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

FOOTNOTES

(a) Advisory Levels include California Public Health Goals (PHGs), federal Maximum Contaminant Level Goals (MCLGs) and Notification Levels (NLs).
(b) Gross alpha standard also includes Radium-226 standard.
(c) MCL compliance based on 4 consecutive quarters of sampling.
(d) Running annual average and Location Running Annual Average used to calculate average, range, and MCL compliance
(e) Maximum Residual Disinfectant Level (MRDL).
(f) Maximum Residual Disinfectant Level Goal (MRDLG).
(g) 90th percentile from the most recent sampling at selected customer taps.
(h) Aluminum, copper, and MTBE have primary and secondary standards.
(i) Over 60 organic compounds are analyzed annually, and none were detected.
(j) Manganese exceeds the secondary MCL in two wells in 2012. Water from both wells is blended with imported surface water in the distribution system to reduce manganese levels.

MANHATTAN BEACH 2014 ANNUAL WATER QUALITY REPORT

Results are from the most recent testing performed in accordance with state and federal drinking water regulations

(The State allows us to monitor for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of our data, though representative, are more than one year old.)

PRIMARY STANDARDS MANDATED FOR PUBLIC HEALTH

	GROUNDWATER		SURFACE WATER		MCL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER
	AVERAGE	RANGE	AVERAGE	RANGE			
INORGANIC CHEMICALS							
Aluminum (µg/l)	6	ND-12	128	ND-310	1,000	600	Erosion of natural deposits; residue from surface water treatment processes
Arsenic (µg/l)	ND	ND	0.7	ND-2.2	10	0.004 (a)	Erosion of natural deposits; glass/electronics production wastes; runoff
Barium (mg/l)	0.1	0.1-0.11	0.08	ND-0.1	1	2 (a)	Oil drilling waste and metal refinery discharge; erosion of natural deposits
Fluoride (mg/l)	0.35	0.32-0.37	0.8	0.6-1.0	2.0	1	Erosion of natural deposits; water additive that promotes strong teeth
Nitrate (mg/l as N)	ND	ND	ND	ND-0.2	10	10 (a)	Runoff and leaching from fertilizer use/septic tanks/sewage, natural erosion
RADIOLOGICAL							
Gross Alpha (pCi/l)	2.4	1.8-3.0	1	ND-5	15	0	Erosion of natural deposits
Gross Beta (pCi/l)	NA	NA	3.0	ND-6	50	0	Decay of natural and man-made deposits
Uranium (pCi/l)	NA	NA	2.7	2-3	20	0.43	Erosion of natural deposits

	DISTRIBUTION SYSTEM		MCL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER
	AVERAGE %	RANGE % POSITIVE			
MICROBIALS					
Total Coliform Bacteria	0.0	0%	5%	0%	Naturally present in the environment
Fecal Coliform and E. Coli Bacteria	0%	0%	0%	0%	Human and animal fecal waste
No. of Acute Violations	0	0	NA	NA	

	DISTRIBUTION SYSTEM		MRDL	MRDLG	MAJOR SOURCES IN DRINKING WATER
	AVERAGE	RANGE			
DISINFECTION RESIDUAL					
Chlorine/chloramine Residual (mg/ as CL ₂)	1.2	0.1-2.9	4.0	4.0	Drinking water disinfectant added for treatment

	HIGHEST LRAA	RANGE OF RESULTS	MCL (FOR LRAA)	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER
DISINFECTION BY-PRODUCTS (b)					
Trihalomethanes-TTHMS (µg/l)	60.1	5.1-108	80	NA	By-product of drinking water disinfection
Haloacetic Acids (µg/l)	31	5-46	60	NA	By-product of drinking water disinfection
Bromate (µg/l)	7.8	4.4-13	10	0.1	By-product of drinking water disinfection

	DISTRIBUTION SYSTEM		MCL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER
	AVERAGE	RANGE			
INORGANICS					
Fluoride (mg/l)	0.8	0.6-1	2	1	Added to help prevent dental caries in consumers.

	DISTRIBUTION SYSTEM		AL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER
	90%ILE	# SITES ABOVE AL			
LEAD AND COPPER AT THE TAP					
Copper (mg/l)	0.25 (c)	0	1.3 AL	0.3	Internal corrosion of household plumbing, erosion of natural deposits
Lead (µg/l)	ND (c)	0	15 AL	0.2	Internal corrosion of household plumbing, industrial manufacturer discharges

SECONDARY STANDARDS MONITORED AT THE SOURCE-FOR AESTHETIC PURPOSES

CONSTITUENT	GROUNDWATER		SURFACE WATER		MCL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER
	AVERAGE	RANGE	AVERAGE	RANGE			
Corrosivity	12.4	12.3-12.4	12.3	12-12.5	Non-corrosive	NA	Natural/industrially-influenced balance of hydrogen/carbon/oxygen in water
Aluminum (µg/l) (d)	6	ND-12	128	ND-310	200	600	Erosion of natural deposits, surface water treatment process residue
Chloride (mg/l)	275	270-280	88	85-92	500	NA	Runoff/leaching from natural deposits, seawater influence
Color (color units)	ND	ND	1	1	15	NA	Naturally-occurring organic materials
Conductivity (umhos/cm)	1500	1500	860	588-1010	1,600	NA	Substances that form ions when in water, seawater influence
Iron (µg/l)	225	ND-450 (e)	ND	ND	300	NA	Leaching from natural deposits, industrial wastes
Manganese (µg/l)	74	59-88 (e)	ND	ND	50	NA	Leaching from natural deposits
Odor (threshold odor number)	1	1	2	1-3	3	NA	Naturally-occurring organic materials
Sulfate (mg/l)	140	140.0	178	63-241	500	NA	Runoff/leaching from natural deposits, industrial wastes
Total Dissolved Solids (mg/l)	745	650-840	530	325-651	1,000	NA	Runoff/leaching from natural deposits
Turbidity (NTU)	1.1	ND-2.3	ND	ND	5	NA	Soil runoff

SECONDARY STANDARDS MONITORED IN THE DISTRIBUTION SYSTEM-FOR AESTHETIC PURPOSES

CONSTITUENT	DISTRIBUTION SYSTEM		MCL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER
	AVERAGE	RANGE			
Color (color units)	ND	ND	15	NA	Naturally-occurring organic materials
Odor (threshold odor number)	ND	ND	3	NA	Naturally-occurring organic materials
Turbidity (NTU)	0.50	0.2-1.3	5	NA	Soil runoff

ADDITIONAL CHEMICALS OF INTEREST

CONSTITUENT	GROUNDWATER		SURFACE WATER		NL or PHG (a)
	AVERAGE	RANGE	AVERAGE	RANGE	
Alkalinity (mg/l)	215.0	210-220	114	84-128	NA
Boron (µg/l)	NA	NA	123	110-160	1,000
Calcium (mg/l)	105	100-110	59	26-74	NA
Chlorate (µg/l)	NA	NA	82	21-105	800
Magnesium (mg/l)	35	35	21	12-27	NA
pH (standard unit)	7.6	7.6	8.1	8.1-8.3	NA
Potassium (mg/l)	9.1	8.9-9.3	4.0	2.6-4.8	NA
Sodium (mg/l)	120	120	86	69-99	NA
Total Hardness (mg/l)	410	410	234	114-294	NA

EPA UNREGULATED CONTAMINANT MONITORING RULE (g)

CONSTITUENT	FROM GROUNDWATER SUPPLY		FROM SURFACE WATER SUPPLY		NL or PHG (a)
	AVERAGE	RANGE	AVERAGE	RANGE	
Chlorate (µg/l)	270	200-340	149	76-290	800
Hexavalent chromium (µg/l)	0.06	0.04-0.07	0.050	ND-0.1	10
Molybdenum (µg/l)	3.8	3.7-3.8	3.9	2.9-4.6	NA
Strontium (µg/l)	920	920	983	850-1100	NA
Vanadium (µg/l)	1.6	1.5-1.6	1.7	0.87-3.0	50

ABBREVIATIONS

mg/l = milligrams per liter or parts per million (equivalent to 1 drop in 42 gallons)	NTU = nephelometric turbidity units
µg/l = micrograms per liter or parts per billion (equivalent to 1 drop in 42,000 gallons)	umhos/cm = micromhos per centimeter
ng/l = nanograms per liter or parts per trillion (equivalent to 1 drop in 42,000,000 gallons)	ND = constituent not detected at the reporting limit
pCi/l = picoCuries per liter	NA = Not Applicable

DEFINITIONS

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.
Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.
Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant added allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
Maximum Residual Disinfectant Level Goal (MRDLG): The level of a disinfectant added for water treatment below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
Primary Drinking Water Standard (PDWS): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.
Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.
Regulatory Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

FOOTNOTES

- (a) Advisory Levels include: California Public Health Goals (PHGs) and Notification Levels (NLs); and Federal Maximum Contaminant Level Goals (MCLGs) and Maximum Residual Disinfectant Level Goals (MRDLGs).
- (b) Location Running Annual Average used to calculate average, range, and MCL compliance
- (c) 90th percentile from the most recent sampling at selected customer taps.
- (d) Aluminum has primary and secondary standards.
- (e) Iron and manganese exceeded the secondary MCL in two wells in 2012. Water from these wells is blended with imported surface water in the distribution system to reduce concentrations. The iron and manganese MCLs are set to protect against unpleasant effects such as color, taste, odor, and the staining of laundry and plumbing fixtures. Iron and manganese MCL exceedances do not pose a health risk
- (f) The 1996 Amendments to the Safe Drinking Water Act required the USEPA to establish criteria for a monitoring program for unregulated contaminants and every 5 years, to publish a list of contaminants to be monitored. The contaminants in this table were those detected in the most recent list. Some of the contaminants also have a non-enforceable advisory level (PHG or NL).
- (g) Two individual THM measurements in 2014 exceeded

MANHATTAN BEACH 2015 ANNUAL WATER QUALITY REPORT

Results are from the most recent testing performed in accordance with state and federal drinking water regulations

PRIMARY STANDARDS MANDATED FOR PUBLIC HEALTH

	GROUNDWATER		SURFACE WATER		MCL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER
	AVERAGE	RANGE	AVERAGE	RANGE			
INORGANIC CHEMICALS							
Aluminum (µg/l)	ND	ND	104	ND-240	1,000	600	Erosion of natural deposits; residue from surface water treatment processes
Arsenic (µg/l)	ND	ND	2.6	2.1-3.3	10	0.004	Erosion of natural deposits; glass/electronics production wastes; runoff
Barium (mg/l)	0.1	0.1	ND	ND-0.1	1	2	Oil drilling waste and metal refinery discharge; erosion of natural deposits
Fluoride (mg/l)	0.24	0.24	0.8	0.6-1.0	2.0	1	Erosion of natural deposits, water additive that promotes strong teeth
Nitrate (mg/l as N)	ND	ND	ND	ND-0.2	10	0.4	Runoff and leaching from fertilizer use/septic tanks/sewage, natural erosion
RADIOLOGICAL							
Gross Alpha (pCi/l)	ND	ND	ND	ND-5	15	0	Erosion of natural deposits
Gross Beta (pCi/l)	NA	NA	ND	ND-6	50	0	Decay of natural and man-made deposits
Uranium (pCi/l)	NA	NA	2.7	2-3	20	0.43	Erosion of natural deposits
DISTRIBUTION SYSTEM							
AVERAGE %		RANGE % POSITIVE		MCL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER	
MICROBIALS							
Total Coliform Bacteria	0%		0%		5%	-	Naturally present in the environment
E. Coli Bacteria	0%		0%		1 out of 2 consecutive Total Coliform samples		Human and animal fecal waste
No. of Acute Violations	0		0		-	-	
DISINFECTION RESIDUAL							
AVERAGE		RANGE		MRDL	MRDLG	MAJOR SOURCES IN DRINKING WATER	
Chlorine/chloramine Residual (mg/ as CL ₂)	1.2		0.1-3.7		4.0	4.0	Drinking water disinfectant added for treatment
DISINFECTION BY-PRODUCTS (b)							
HIGHEST LRAA		RANGE OF RESULTS		MCL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER	
Trihalomethanes-TTHMS (µg/l)	45		12-27		80	-	By-product of drinking water disinfection
Haloacetic Acids (µg/l)	24		2.7-13		60	-	By-product of drinking water disinfection
Bromate (µg/l)	ND		ND-8.0		10	0.1	By-product of drinking water disinfection
INORGANICS							
AVERAGE		RANGE		MCL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER	
Fluoride (mg/l)	0.8		0.6-1		2	1	Added to help prevent dental caries in consumers.
LEAD AND COPPER AT THE TAP							
90TH PERCENTILE		# SITES ABOVE AL		AL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER	
Copper (mg/l)	0.25 (c)		0		1.3 AL	0.3	Internal corrosion of household plumbing, erosion of natural deposits
Lead (µg/l)	ND (c)		0		15 AL	0.2	Internal corrosion of household plumbing, industrial manufacturer discharges

SECONDARY STANDARDS MONITORED AT THE SOURCE-FOR AESTHETIC PURPOSES

CONSTITUENT	GROUNDWATER		SURFACE WATER		MCL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER
	AVERAGE	RANGE	AVERAGE	RANGE			
Corrosivity (Aggressiveness)	NA	NA	12.4	12.2-12.5	Non-corrosive	-	Natural/industrially-influenced balance of hydrogen/carbon/oxygen in water
Aluminum (µg/l) (d)	ND	ND	104	ND-240	200	600	Erosion of natural deposits, surface water treatment process residue
Chloride (mg/l)	279	279	95	86-100	500	-	Runoff/leaching from natural deposits, seawater influence
Color (color units)	5	5	1	1	15	-	Naturally-occurring organic materials
Conductivity (µmhos/cm)	1500	1500	926	698-1040	1,600	-	Substances that form ions when in water, seawater influence
Manganese (µg/l)	57	57	ND	ND	50	-	Leaching from natural deposits
Odor (threshold odor number)	1	1	2	2	3	-	Naturally-occurring organic materials
Sulfate (mg/l)	160	160	208	110-257	500	-	Runoff/leaching from natural deposits, industrial wastes
Total Dissolved Solids (mg/l)	890	890	576	405-663	1,000	-	Runoff/leaching from natural deposits
Turbidity (NTU)	0.15	0.2	ND	ND	5	-	Soil runoff

SECONDARY STANDARDS MONITORED IN THE DISTRIBUTION SYSTEM-FOR AESTHETIC PURPOSES

CONSTITUENT	DISTRIBUTION SYSTEM		MCL	MCLG or PHG (a)	MAJOR SOURCES IN DRINKING WATER
	AVERAGE	RANGE			
Color (color units)	ND		15	-	Naturally-occurring organic materials
Odor (threshold odor number)	1		3	-	Naturally-occurring organic materials
Turbidity (NTU)	0.17		5	-	Soil runoff

ADDITIONAL CHEMICALS OF INTEREST

CONSTITUENT	GROUNDWATER		SURFACE WATER		Notification Level or PHG (a)
	AVERAGE	RANGE	AVERAGE	RANGE	
Alkalinity (mg/l)	200	200.0	114	91-126	-
Boron (µg/l)	NA	NA	160	120-240	1,000
Calcium (mg/l)	111	111	64	36-78	-
Magnesium (mg/l)	34	34	22	11-27	-
pH (standard unit)	8.0	8.0	8.2	8.1-8.3	-
Potassium (mg/l)	9.1	9.1	4.2	2.7-4.9	-
Sodium (mg/l)	130	130	97	91-101	-
Total Hardness (mg/l)	420	420	245	132-303	-

FOOTNOTES

(a) Advisory Levels include: California Public Health Goals (PHGs) and Notification Levels (NLs); and Federal Maximum Contaminant Level Goals (MCLGs) and Maximum Residual Disinfectant Level Goals (MRDLGs).
 (b) Location Running Annual Average used to calculate average, range, and MCL compliance
 (c) 90th percentile from the most recent sampling at selected customer taps.
 (d) Aluminum, copper, and MTBE have primary and secondary standards.
 (e) Manganese exceeded the secondary MCL in one wells in 2015. Water from this well is blended with imported surface water in the distribution system to reduce concentrations. The manganese MCL is set to protect against unpleasant effects such as color, taste, odor, and the staining of laundry and plumbing fixtures. A manganese MCL exceedances do not pose a health risk

EPA UNREGULATED CONTAMINANT MONITORING RULE

CONSTITUENT	GROUNDWATER		SURFACE WATER		Notification Level or PHG (a)
	AVERAGE	RANGE	AVERAGE	RANGE	
Chlorate (µg/l)	144	52-340	94	70-109	800
Hexavalent chromium (µg/l)	0.065	0.039-0.099	ND	ND	10
N-Nitrosodimethylamine (ng/l)	NA	NA	ND	ND-6	10
Vanadium (µg/l)	2.0	0.87-3.1	ND	ND-7.7	50

ABBREVIATIONS

mg/l = milligrams per liter or parts per million (equivalent to 1 drop in 42 gallons)
 µg/l = micrograms per liter or parts per billion (equivalent to 1 drop in 42,000 gallons)
 ng/l = nanograms per liter or parts per trillion (equivalent to 1 drop in 42,000,000 gallons)
 pCi/l = picoCuries per liter
 NTU = nephelometric turbidity units
 µmhos/cm = micromhos per centimeter
 ND = constituent not detected at the reporting limit
 NA = constituent not analyzed during this reporting period

DEFINITIONS

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.
Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.
Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant added allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
Maximum Residual Disinfectant Level Goal (MRDLG): The level of a disinfectant added for water treatment below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
Notification Level (NL): Notification levels are health-based advisory levels established by the Division of Drinking Water (DDW) for chemicals in drinking water that lack maximum contaminant levels (MCLs). When chemicals are found at concentrations greater than their notification levels, certain requirements and recommendations apply. The level at which DDW recommends removal of a drinking water source from service is called the "response level."
Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.
Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.
Regulatory Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.
Primary Drinking Water Standard (PDWS): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Agenda Date: 1/3/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Sanford Taylor, Information Technology Director
Leilani Emnace, Information Technology Manager

SUBJECT:

Award of a Three-Year Contract to PEGasus Studios for Broadcast Contract Services for an Annual Fee of \$49,390 (Information Technology Director Taylor).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

- a) Award RFP #1073-16 to PEGasus Studios to provide professional broadcast services with an estimated three-year contract value of \$148,170; and
- b) Approve option for the City Manager to extend the term for up to two additional one-year periods; if both extensions are exercised, the approximate 5-year total contract amount will be \$246,950.

FISCAL IMPLICATIONS:

Sufficient funds are included in the adopted Fiscal Year (FY) 2016-2017 and approved FY 2017-2018 Information Technology budgets. Future year funding will be planned accordingly.

BACKGROUND:

As part of the FY 2015-2016 Operating Budget, City Council approved funds in the amount of \$50,000 to pursue professional broadcast services to televise the City's community meetings and more efficiently utilize the skills of the City's IT staff. At that time, a search was also being conducted for a new IT Director, and the RFP process was put on hold until that search concluded. With the hiring of a new IT Director earlier this year, this initiative was pursued and an RFP released.

The City broadcasts Government events/activities through two cable television franchisees, Time Warner and Frontier (formerly Verizon), and the City's website (www.citymb.info/MBtv)

utilizing Granicus Live Stream. The City broadcasts live and re-broadcasts City Council and Planning Commission meetings, as well as other special events such as the Mayor's Town Hall meetings. Additionally, other content promoting City events and activities are programmed. The City of Manhattan Beach is the programming authority for these Government channels (the same content runs concurrently on both channels).

Since 2007, the broadcast of City meetings and events has been supported by City of Manhattan Beach Information Technology Department staff who are responsible for all of the audio/video (A/V) needs of the City including all aspects of managing the 24-hour public access Government channels. These time-consuming endeavors usually require overtime and are performed in addition to staff's core technical responsibilities such as network administration, telecommunications, hardware, software, Geographic Information Systems, program installation, connectivity and infrastructure support. Further, the number of televised programs has increased with the expansion of broadcast capabilities to Public Safety Facility and Joslyn Center and the purchase of mobile production equipment. In Fiscal Year 2011-2012, Information Technology began tracking broadcast staff hours. There were 52 broadcast recordings of City meetings and events in Fiscal Year 2011-2012 compared to 63 recordings completed in Fiscal Year 2015-2016.

Broadcast services are funded through overtime pay, compensation time off (at an overtime rate of 1.50 hours for each hour worked) and the use of flexible work hours employing all full and part time Information Technology staff. Supplemental support is also provided by the IT Manager. In Fiscal Year 2011-2012, IT staff spent 496 hours in broadcast and recording of City meetings - 295 overtime hours (approximately \$19,884), 161 regular time hours (estimated \$7,235), 113 IT Manager after hours. In Fiscal Year 2015-2016, Information Technology staff spent 878 hours of which 375 were overtime hours (estimated cost of \$25,277) and 503 were regular hours (approximately \$22,603).

As a result, staff issued Request for Proposal (RFP) #1073-16 for broadcast professional services to support the audio/visual aspect of the increased number of televised City meetings and to relieve IT staff to concentrate on core technical duties. Note that one IT staff member will remain on-site to support City meetings because of the integration of specialized systems with the A/V (Granicus hardware, software and connectivity) equipment. In addition, Information Technology has completed audio-video upgrades at Joslyn Community Center and Public Safety Facility to facilitate further broadcast/recording support from the Master Control Room at the City Hall.

DISCUSSION:

Staff solicited proposals for broadcast contract services and two responses were received. After bid comparison, it was found out that PEGasus Studios (Robert Schwieger) offered the lowest pricing (\$49,390 estimated annual cost) and is based in Ventura County. The other vendor, SoSu TV, was more expensive (\$93,605 estimated annual cost) and is based in Nevada.

Staff evaluated the proposals and interviewed the lowest bidder, PEGasus Studios. It was determined that the vendor met the requirements of the RFP and demonstrated capability in television production. The contractor has solid experience with other government agencies and, presently, provides video production and broadcast professional services to City of Moorpark, County of Ventura and City of Simi Valley. Besides filming and recording of live

meetings and events, additional services are provided related to production of original and creative videos featuring local City events, training videos, ground breaking ceremonies and public service announcements (PSA). The vendor also offers audio/video services to other corporate organizations such as The Wellness Community, Jenesse Center, and The Corporate Library/Government Metrics International. References consistently reported PEGasus as a reliable vendor providing quality broadcast and audio/video production services.

As a result of the proposal and research, staff recommends that the City Council award RFP #1073-16 to PEGasus Studios for professional broadcast services with an estimated annual value of \$49,390. The attached professional services contract is for three years with an approximate cost of \$148,170. Agreement contains the option for the City Manager to extend the term for up to two additional one-year periods. If both extensions are exercised, then the total 5-year contract amount will be \$246,950.

POLICY ALTERNATIVE:

Information Technology staff continue to provide a full range of broadcast services.

PROS:

Secured staff availability and succession.

CONS:

Staff is diverted from core technical responsibilities.

PUBLIC OUTREACH/INTEREST:

The Request for Proposal was posted on the City's website and BidSync and an e-notification was issued to those subscribed to the bid list.

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

Attachments:

1. RFP 1073-16 Broadcast Professional Services PEGasus Studios Response
2. Professional Services Agreement with PEGasus Studios

PROFESSIONAL BROADCAST SERVICES

Bid Number: 1073-16-Rebid

PEGASUS STUDIOS

818-216-3939

805-222-0014

14275 Peach Hill Road, Moorpark CA 93021

WWW.PEGSTUDIOS.COM

INFOPEGSTUDIOS@GMAIL.COM

July 11, 2016

Gwen Eng, Purchasing Manager
Office of the City Clerk
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266

Dear Ms. Eng,

We are pleased to present this proposal to provide Professional Broadcast Services for the City of Manhattan Beach. Should you have any questions, or require additional information, please contact me at (818) 216-3939.

We appreciate the opportunity to respond to your request for proposal, and look forward to working with the City of Manhattan Beach.

Sincerely,

Robert Schwiager

Robert Schwiager

PEGasus Studios

PROPOSAL TO PROVIDE BROADCAST PROFESSIONAL SERVICES FOR THE CITY OF MANHATTAN BEACH

RFP #1073-16 Rebid, Broadcast Professional Services

July 11, 2016

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3. Demonstrated capability
4. References
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1. Overview

PEGasus Studios
14275 Peach Hill Road
Moorpark, CA 93021
Office # (805) 222-0014
infopegstudios@gmail.com
www.pegstudios.com

Main contact:
Robert Schwieger (Owner/Manager)
infopegstudios@gmail.com
Cell # (818) 216-3939

Organization and principal areas of practice

PEGasus Studios has been providing quality video production services in the Southern California area since 2001. We are pleased to submit this proposal in response to a Request for Proposal (RFP) issued by the City of Manhattan Beach to obtain professional broadcast services.

The focus of PEGasus Studios is on providing video production services for government, corporate, and non-profit organizations. PEGasus Studios is operated as a sole proprietorship. Robert Schwieger is the owner and manager. PEGasus also employs a team of regular and as-needed staff. We subcontract with a Systems Integration Consultant to provide additional technical design, troubleshooting, and maintenance services.

In 2008 we began contracting with the City of Moorpark to provide their video production and broadcast services. We currently operate the Moorpark Government Access Television Channel MPTV. Our job duties include filming and recording live meetings, web streaming, scheduling of replays, and working with City staff to maintain quality control over all audio and video broadcast related equipment. We assist with programming of the BBS message system. Additionally,

we assist with acquiring and scheduling material to be shown on air, such as PSA videos, promos and local community activities. We are extremely proud of the original and creative videos we have produced on behalf of the City featuring local events, training videos, ground breaking ceremonies and public service announcements.

PEGasus Studios began offering video broadcasting services to the County of Ventura in 2009. Services include pre-meeting set up and testing of all audio and video equipment, recording, and streaming of live meetings. We provide A/V support for PowerPoint and DVD presentations used during meetings, as well as general equipment troubleshooting and maintenance. Meetings include the Board of Supervisors, Planning Commission and a variety of other boards and councils. We also film County events or off-site meetings and provide all the video and audio equipment required.

We began working with the City of Simi Valley in 2012. We provide all of their video production services, including the operation of their Government Access Station, Simi Valley Television. We provide staffing to film, broadcast and record all live meetings, and schedule the programming for replay. We have worked closely with City Staff in the creation of a completely new and redesigned Bulletin Board System. In addition we create original content for the City, such as public service announcement videos or community event videos.

In addition to government-related broadcast services, PEGasus Studios has produced projects involving every aspect of production from pre-production and planning, shooting multi-camera events, post-production, editing, graphics, sales, delivery of products, customer service, and management of employees.

We maintain a very hands-on working relationship with our clients. We pride ourselves on our personal involvement, customer service and creative input that we offer to our clients. We personally oversee the majority of our production duties, but also currently employ several staff members to assist us in our production activities.

We are proud to have an ongoing relationship with a number of our customers and we receive many referrals from past clients. We

produce a wide range of instructional and training videos, provide event coverage and a host of other video and photo-related services.

Capacity to Perform Services Requested

We are fully qualified to perform the services outlined in your Request for Proposal. Our capacity to perform these services is demonstrated by our work experience in the follow areas:

Government

-The City of Moorpark Government Access Television MPTV

Recording and broadcast of live meetings. Creation of Public Service Announcement videos including the CERT, Community Emergency Response Team Disaster Drill PSA, multiple Human Resources Service Center PSA's, Opening of the City's Dog Park, Skate Park, New Post Office and coverage of local festivities and events.

-The City of Simi Valley, Simi Valley Television

Recording and broadcast of live meetings. Production of Public Service Announcement videos. Creation of the City's Bulletin Board Channel and updating of content.

-The County of Ventura

Duties include pre-meeting set up and testing of all audio and video equipment, recording and streaming of live meetings, A/V support for PowerPoint and DVD presentations used during meetings, and general equipment troubleshooting and maintenance. Meetings include the Board of Supervisors, Planning Commission, Water Agency and a variety of other boards and councils.

Corporate, Event and Non-Profit Video Production

- Jenesse Center, INC.

Since 2010, we have provided videography and photography services for the Jenesse Center, the oldest domestic violence intervention program in South Los Angeles. We currently enjoy an ongoing relationship with

the Jenesse Center and produce several projects per month, on average.

- The Corporate Library/Government Metrics International

A yearly conference that we have filmed, beginning in 2009. Featured speakers have included President Bill Clinton, Tom Brokaw, Condoleezza Rice, Arnold Schwarzenegger, Hillary Clinton and many more.

- PIHRA-Professionals in Human Resources Association

Providing videography and photography services of their annual conference since 2010.

- Louis Vuitton U.S. Manufacturing

Produced promotional and training videos including coverage of their open house events and west coast manufacturing facilities.

- Manta Catamarans

Produced multiple videos showcasing their sailing products. We also produced videos of their manufacturing facility in Sarasota, Florida.

- The Wellness Community

Filmed interviews with cancer survivors, donors and founders and provided live video coverage of their fundraising event.

- Project IMPACT

Production of PSA videos and event coverage.

- Young African American Woman's Conference

Production of PSA videos and event coverage.

Examples of our Government and Corporate videos can be viewed by visiting the following link:

<https://vimeo.com/album/1528069>

History of PEGasus Studios

In 2001, Reel Life Pictures began as a video production company focusing on live events, weddings and corporate video productions. Reel Life Pictures was a business partnership operated by Robert Schwieger and Aron Eisenberg.

In 2008, Reel Life Pictures expanded their services to include the public sector. They began contracting with the City of Moorpark to provide all of their video production and broadcast services. In 2009 they added a contract with the County of Ventura, and in 2012 began providing video production services to the City of Simi Valley.

In 2014, Robert and Aron decided to end their formal partnership. Robert Schwieger took on responsibility for all government contracts, and continued doing business as Reel Life Pictures. Aron Eisenberg decided to focus on videography and photography of weddings and events, and is currently doing business as Reel Life Productions.

Robert recently made the decision to rename his business to reflect the focus of his work on Public, Education and Government (P.E.G.) video production. The company name is now PEGasus Studios, and is owned solely by Robert Schwieger. His existing government contracts are currently under the name of Reel Life Pictures. As these contracts are renewed, they will be transitioned to the new name of PEGasus Studios.

Robert and Aron occasionally collaborate and assist each other in various aspects of their business duties, and maintain a strong working relationship.

2. Resumes and Qualifications

As the owner of PEGasus Studios, Robert Schwieger manages the day-to-day broadcast and event productions and provides training and staffing services to meet his customer's demands. Robert has an extensive background in public, education and government-related broadcast and video production services.

Robert Schwieger holds a Bachelor's Degree in Video/Digital Media from the California State University at Northridge. He also has an Associate Degree in Art from Moorpark Community College, where he studied film history, as well as broadcast communication.

He has a background in editing, computer graphics, and camera operations. He has a creative passion for documentary film, music, and fine art that directly translates into the video productions he creates. As a camera operator, he is very familiar with Single camera Electronic Field Production (EFP), Electronic News Gathering (ENG) and multi-camera field and studio recording techniques. He has served as Project Manager, overseeing the production of the City of Moorpark, City of Simi Valley and County of Ventura Television Channels. He has experience in managing employees and sub-contractors used for productions, and working in a team environment with other camera operators and editors.

Currently, PEGasus Studios has five consistent part time staff members who assist with operational duties at the City of Moorpark, the City of Simi Valley and the County of Ventura. We also employ several additional staff members on an as-needed basis to fulfill specific needs, to provide backup when needed due to schedule conflicts, or to work on our larger productions. PEGasus Studios looks forward to adding additional staff members to our team. We would be open to working with the individuals who currently assist the City of Manhattan Beach. In addition, we have identified several individuals who have expressed interest in working with us at the City of Manhattan Beach. These individuals have experience working with

local broadcasting productions in neighboring cities including Santa Monica, Torrance and Calabasas.

Our current regular staff includes the following:

Jason DuBois began working for us in 2002 as a Video Editor and transitioned to his current role as Video Technician in 2009. Mr. DuBois' duties at the City of Moorpark include operating camera controls, live switching, audio mixing, preparing CG graphics and scheduling replays. Jason also assists with training new staff members.

Colleen Pumfrey assists with production at the City of Simi Valley and the City of Moorpark, operating broadcast equipment for live televised meetings. Colleen originally worked for Simi Valley Television when they were run by Time Warner Cable. She joined our team when we took over the contract to provide services to the City.

Brian Fortune works with us at the County of Ventura and the City of Moorpark. He has experience working for Time Warner Cable and now works with us as a broadcast technician.

Joan Gallagher works with us at the City of Simi Valley and assists with video production in the field for various events. She has expressed interest in working at Manhattan Beach since she lives close to the area.

Evan Rosenberg assists with video productions and broadcast services, primarily for off-site events.

PEGasus Studios hires additional camera operators, editors, on-air talent, voice-over talent, audio technicians, lighting technicians and production assistants on an as-needed basis. Our team members come from various film and television backgrounds and have been carefully screened. As the Project Manager, Robert Schwieger oversees and directs employees and is personally involved in all phases of the work. Our team currently includes the following additional members:

Melissa Fargo works as a Photographer and assists with various productions.

Jason Lomeda, Russel Prior and Brian Guest assist us with video productions as camera operators.

Elise London and Courtney Dixon edit projects for original, scripted or event coverage video productions.

Melonie Magruder is an Actor, On-Air Host, Reporter, and provides Voice-Over Talent.

In addition, we utilize the services of a sub-contractor, Darren Doerschel, to provide AV support and engineering services for broadcast related equipment. He also provides training and installation services. His services and costs are outlined in the cost proposal.

The resume for Robert Schwieger is included at the end of this section. Resumes for the staff and sub-contractor can be provided upon request. Our team members come from a variety of backgrounds, education and experience. Individuals are selected whom we feel compliment our professional work ethic and creative aesthetics.

Robert Schwieger

14275 Peach Hill Rd.
Moorpark, CA 93021
818 216 3939
infopegstudios.com

EXPERIENCE

Pegasus Studios:

- Owner/Manager (2014-Present)
- Station Manager for Moorpark (MPTV10) Government Access Channel
- Station Manager for Simi Valley Television (Government Channel)
- Broadcast Lead Technician for County of Ventura

Robert Michael Films

- Owner/Manager (2013-Present)

Reel Life Pictures:

- Owner/Manager (2002-Present)
- Production of live events, weddings, corporate, music and instructional video and film.

EDUCATION

Bachelor of Arts-Digital Visual Media (1999-2001)
Cal State University of Northridge

Associate Degree in Arts (1996-1998)
Moorpark C.C.

JOB SKILLS

Broadcast and Live Video Production- Experienced as a Project Manager providing professional broadcasting services for municipal agencies and government channels including the recording of live programming, public meetings, replays, assisting in the creation and updating of bulletin board systems and performing maintenance or troubleshooting for repair needs.

Camera Operator- Familiar with most formats including HD, DSLR, XDCam, HDV, miniDV, DVCam, P2, DigiBeta, Betacam, 24p and 8mm film.

Editor- Final Cut Pro, Logic Pro, Premier Pro, After Effects, Compressor, Photoshop, Illustrator, Compix, Title One Inscribe, Leightronix, Datavideo.



Darren Doerschel: Systems Integration Design Engineer and Consultant

Mr. Doerschel has over 21 years of experience in the design, installation, operation and project management of newly developed television production facilities and AV implementations. As a technical consultant and design engineer he has been responsible for many of the Los Angeles area’s most notable installation projects for some of the largest municipal stations in California. He has also provided general consultation and system integration design plans for many of the private and public colleges in southern California including troubleshooting and maintenance of all technical systems.

Most recently Mr. Doerschel has provided consulting services, general technical advisement and/or video system designs for several municipalities, colleges and television production entities including:

- LA County—General Consulting, assessment and evaluation to install Video Conferencing solutions, Integration and Design of “On-Air” Master Control System for LA County Board of Supervisors meetings
- City of Irvine—Consultation, Design Specifications and Technical Systems Coordination of a new Council Chambers Digital TV Production Control Room
- City of Calabasas—General Consulting, Design Review, Design Oversight on A/V infrastructure of new City Hall
- El Camino College—Consulting, General Design Plans, Assessment and Cost Analysis on Video Fiber Transport of Board of Trustee Meetings and Internet/Web-streaming, video archive and A/V technical advisement and consulting on a new Distance Learning Center
- Columbia College of Hollywood—General Design, Consulting and Project Management on the installation of a new High-Definition TV Production Studio
- City of Torrance—Digital Signage Consulting, Project Management, Technical Assessment and Design Review of new electronic Voting System and Graphic Display system; Design, Project Management and Installation of TV Studio Control room and related facilities
- City of Long Beach—Consulting, Design, Installation, Repair of TV Master Control Room, “on-air” fiber installation; Technical Consulting and advisement for development of City Council Video Control room upgrade, and Secondary Audio Programming System
- City of Hawthorne—Master Control & Technical Development Consulting, General Design Planning and Installation of Automation System and Post Production Storage systems
- Golden West College—Design, Installation and implementation of a TV Production Control Room and Studio
- City Moorpark—TV Infrastructure Maintenance and Design Consulting, General Video Service Review, and AV Infrastructure Planning.

Mr. Doerschel’s has provided expertise in the following areas: trouble shooting and maintenance of all broadcast and AV equipment, assessment and evaluation of production processes, workflow analysis, technical feasibility studies, design of AV infrastructures and TV production systems, creation of RFP’s, equipment lists and other bid documents; assistance with design planning of technical facilities and workflow operations, design oversight of all system and sub-system integrations and general project management services from the development and design phase to project close-out.



Darren P. Doerschel 310.350.8399



Aron Eisenberg

Contact

Tel : 310-804-3552

e-mail : aron@reelifepictures.com

Address

1668 Rush Haven Way Simi Valley, CA 93065

Profile

Objective Focus on wedding and event video productions. Broadcast Technician

Availability Part time, evening and weekends

Qualifications

- Project Manager for Reel Life Pictures providing video production services for weddings and events. Experienced as a Broadcasting Technician for municipal agencies and government channels including the recording of live programming, public meetings, replays, assisting in the creation and updating of bulletin board systems.
- Extensive knowledge of Final Cut Pro, Adobe Photoshop, Illustrator, camera operation, Lightscribe software, Compix Software, Leightronix Software and its applications.
- Extensive knowledge and experience in city government meetings and operations.

Work Experience

Reel Life Pictures

Full Time

Owner, Partner and Manager of Company

2001-2013

- ✓ Responsible for accounting, bookings and productions.
- ✓ Assisted with employee training and on job management.
- ✓ Facilitated customer service with clients and various vendors.
- ✓ Produced various PSA's and community event videos for the City of Moorpark in addition to producing various government meetings for broadcast.

Netthis TV

Part-time

Camera Operator and Editor

1998-2001

- ✓ Freelanced editing and camera knowledge and skills for the development of an online television company. Edited three camera set-up music shows using Final Cut Pro and Apple Computers. Worked camera for various concerts and special interest segments.

Gold Coast Edit

Full Time

Camera Operator

1998-2001

- ✓ Utilized digital camera knowledge and experience in the production and editing of multi-camera music video productions

Film, TV and Theater Experience

Full Time

Actor

1987-1999

- ✓ Portrayed the recurring guest star character "Nog" on the TV show Star Trek; Deep Space Nine.
- ✓ Starring and Guest Starring roles in "Star Trek; Voyager", "The Wonder Years", "Parker Lewis Can't Lose", "The Liars' Club", "The Horror Show", "Playroom". More upon request.
- ✓ Extensive experience working in prosthetic make-up
- ✓ Directed several theatre productions; "The Indian Wants the Bronx", "On Borrowed Time", "Your Life is a Feature Film"
- ✓ Trained and performed Improvisational Comedy at LA Connection Comedy Theatre
- ✓ Studied and performed at the Williamstown Theatre Festival
- ✓ Won a Zony award for Best Supporting actor for the play "Minor Demons" which took place at the Arizona Theatre Company
- ✓ Sag actor for over 20 years.

Education

Moorpark College General education, business and film study

NPHS High school diploma

Jason DuBois

1120 Heatherview Dr.
Oak Park, Ca 91377
Jason.DuBois@att.net
(818) 879-9371

EXPERIENCE

- PEGasus Studios 2002-Present
-Broadcast Technician City of Moorpark
(MPTV10) Government Access Channel
-Corporate Legal Audio/Video documentation
-Weddings, Music video/film
- Pacific Bell Telephone Company 1999-2002
-Customer service
-Installation and Telephone Service Technician Los Angeles North West Valley
-Business and Residential systems repair (LAN, DSL, ISDN) city of Monrovia, Pasadena, Glendale, Canoga Park, Agoura, Ventura

EDUCATION

- Night school Art Center College of Design 2005-Present
Summer term 2010, Spring term 2008, Fall term 2007, 2005
- Assistant to artist Norman Zammitt 2006-2007
Linked his finish prints of "The Elysium at Westlake Village" A Multi-print construction called "Elysium II" Location preparation, art work installation and lighting
- Moorpark C.C. 2002-2004
Degree of Associate in Arts
General Liberal Arts and Science
- SBC Communications Inc. and Participating Companies 1999-2000
Business and residential Service men training
Traditional and Underground Network Systems, Clearances for Aerial Plant
Certified in Defensive Driving, CPR, HAZ MAT

JOB SKILLS

Broadcast Video Technician, knowledge of public meetings and agenda protocol. Video Camera operator and editor of multiple formats including DSLR, HD, HDV and miniDV. Proficient in Macintosh and Microsoft workstations as well as current media. Can adapt to future systems quickly.

BRIAN L. FORTUNE
P.O. Box 24591, Ventura, CA 93002
(c) 347-583-8111
brianfortune@hotmail.com

EXPERIENCE

- Producer**, Time Warner Cable (Nov 2001 – Jan 2014)
Produced community interest stories for *SoCal's Best*
Produced features on high school student-athletes, teams, and coaches
Coordinated and managed all phases of live, streaming, multi-camera coverage of high school sports
Wrote, storyboarded and edited scripts
Directed and edited programs
Produced live, multi-camera, studio-based shows
- Advertising Sales Business Manager**, Adelphia Communications (Apr 1991 – Nov 2001)
- Station Manager**, Adelphia Communications, Comcast, and Jones Intercable (Feb 1985 – Apr 1991)
Managed all phases of studio and remote, multi-camera productions
Supervised production staff
Organized and led public-access and staff training
- Owner**, Forensic Video Productions (May 1985 – present)
- Station Manager**, Channel 6, Avenue & Century Cable (May 1981 – Feb 1985)
Coordinated all local programming including public/leased access and live city meetings

SKILLS

Strong self-direction, initiative and work ethic	Excellent communication and people skills
Creative and flexible	Prompt and highly professional
Mac and PC, including troubleshooting and networks	Advanced MS Office and Photoshop
Digital recording, camera, audio, graphics & lighting	Studio and remote location experience
Post-production/Video editing software (Final Cut Pro, Adobe Premiere, After Effects, among others)	

EDUCATION

Bachelor of Arts in Communications, University of Dayton
Certificate in Technical Writing, California State University Channel Islands (May 2008)
Certificate in Web Design, University of California Santa Barbara (Nov 1999)
Certificate in Legal Video, National Court Reporters Association (Sept 1985)
Catholic Central High School, Detroit, MI

OTHER

Alliance for Community Media Award	Webmaster, Ventura Westside Community Council
People's Telly Award	Westside Community Council Census Coordinator
CTAM Award	Ventura Corporate Games Regional Coordinator
Organizer, Carpinteria Thunderbowl fundraiser	Ice Hockey Official, USA Hockey

Hobbies: ice hockey, roller-blading, disc golf, reading, photography, piano

Brian Guest

1800 N. LaBrea ave. #211
L.A. Ca. 90046
(818) 679-0718
Brianbrisky@aol.com

Experience:

STELLAR VIDEOGRAPHY: (2008- Present)
Owner/Manager
Production of live events and weddings

Reel Life Pictures: (2008-Present)
Camera Operator: Filming corporate events, weddings and live functions

Get Reel Videography: (2005-Present)
Camera Operator: Filming live events, theatre and weddings

A Shared Vision Multimedia: (2003-Present)
Camera Operator: Filming live events and weddings

American Event Productions:
Shooting live events, concerts, weddings,
special functions, A/V Tech. Setting up
projections at live events. Providing projection
and other required A/V equipment.

Education:

Associates Degree in Applied Science of Information Technology

Job Skills:

Camera Operator familiar with the following formats: HDV, Mini-DV,
DVcam and 24p.

Final Cut Pro Video Editor

A/V Technician: Live Sound Production, Projectionist

Courtney Dixon

• 404-556-7520

• courtneyndixon@gmail.com

www.imdb.me/courtneydixon

www.vimeo.com/courtneydixon

www.vimeo.com/slate825productions

PRODUCTION EXPERIENCE

Hot Rush presents Chroma Coalition June 2012

Directed/Edited Promotional Film for the upcoming Body Painting Expose

www.chromacoalition.com or www.vimeo.com/46421983

New Classic Films (Wedding Cinematography), 2011-2012

Wedding Editor

Final Cut Pro, Plural Eyes, Magic Bullet Suite (looks) and Neat Video

Benjamin Moore Commercial, 2011

Courtney Dixon (Director, Editor) Marcus McDougal (DP), 5D

Tongal Ad Contest (1st Place Winner)

Benjamin Moore Purchased commercial for television usage

Aired on HGTV throughout the East Coast USA/Canada

MamaRoo Commercial, 2011

Courtney Dixon (Director, Editor) Landon Kuntz (DP), 5D

Tongal Ad Contest (4th Place winner)

Robert Half Employment Services, 2011

Courtney Dixon (Director, Editor) Landon Kuntz (DP), 5D

Awakening Arthur, Short Film 2010

Debra Garrett (Producer) Peter Holland (DP), Red Epic

Written/Directed By Courtney Dixon

Best 1st Time Director – California Film Awards

Best Comedy – New York International Film Festival

Award of Excellence- Los Angeles Movie Awards

Best Screenplay- Los Angeles Movie Awards

Official Selection of Macon International Film Festival

Official Selection of WIFF- Women's International Film Festival

eHarmony Commercial: Road Trip, 2010

Courtney Dixon, Director/ Landon Kuntz, DP Spec Commercial, 5D

Mofilm Ad Contest (1st Place Winner- Rome International Film Festival)

Purchased by eHarmony

Aired across the UK

American Red Cross PSA: Glimpse, 2011

Courtney Dixon, Director/ Landon Kuntz, DP Spec Commercial, 5D

Finalist for Mofilm Ad Competition

Poptent- 2nd Chance Award Finalist (audience favorite)

Axe Commercial (Unilever Brands): Axe Me No Questions, 2010

Courtney Dixon (Director) Landon Kuntz (DP) 5D

Mofilm ad contest (4th Place Winner – London International Film Festival)

AT&T Commercial, Spec: Paperless Phenomenon, 2010

Courtney Dixon (Director) Landon Kuntz (DP), 5D

Psychotic Girl- Experimental Music Video, 2010

Courtney Dixon (Director) Landon Kuntz (DP),

HD

PROFESSIONAL EXPERIENCE

Warrior Women Films – Hollywood, CA

06/2010 –12/2011

Director

- Debra Garrett started warrior Women Films. She hired me for a short that is went to festivals.
- I also read scripts and helped develop them for potential usage for her company

Slate825productions – Burbank, CA

01/2012-Present

Owner/Producer/Director

We specialize in viral videos, short films and commercials

Currently in production for SAG short film, COLD FEET

Working with WGA writers on our first feature, LOVED TO DEATH

EDUCATION

The Los Angeles Film School – Hollywood, CA

Associate of Science, Film

- Concentration: Directing/Editing

SKILLS

- **Software:** Final Draft, Avid/ Final Cut Pro 7, Soundtrack Pro, Magic Bullet Looks Suite, Neat Video, Plural Eyes
- **Equipment:** Sony F-900, Canon XL-2, Canon 5D & 7D, Jib arm, Dolly, etc.

Detail oriented Entertainment Industry professional providing a range of video production capabilities. Excellent written, verbal and interpersonal skills. Solid computer abilities. Motivated, quick learning team player, accustomed to working independently.

PROFESSIONAL EXPERIENCE

VIDEO PRODUCTION ASSISTANT

Independent Contractor - So. Calif. 1988 - present

Perform various production responsibilities including: director, stage manager, video camera operator, sound person, production coordinator, switcher operator, lighting, talent coordinator, prop maker, and in other capacities as needed. Worked for multiple cable companies, independent producers, city/government facilities, and video companies on productions shot in-house or on-location, for commercials, public service announcements, sporting events, concerts, and meetings, either recorded or sent out via a live feed.

VIDEO PRODUCTION ASST / VOICE-OVER ARTIST (Independent Contractor)

Time Warner Cable - So. Calif. 1995 – 2007

Worked directly for Time Warner Cable producers in multiple positions including video camera operator, sound person, production coordinator, and talent coordinator, on in-house video productions and on-location projects. Acted as back-up technical director for the City of Simi Valley at their on-site facility for city council and planning commission meetings.

Provided professional voice-overs for commercials, real estate programming, local events, public service announcements, and shows for several Time Warner Cable locations. Read and enunciate scripted materials including technical jargon and complex verbiage in a polished client directed manner.

ASSISTANT TO EXECUTIVE PRODUCER

NBC Studios "Passions" - Studio City, CA 1999 - 2000

Directly supported the Executive Producer, show producers, & staff during the start up & debut of a major soap opera production. Professionally and efficiently handled tasks including travel arrangements, verbal & written communications, and outline/script distribution. Maintained & updated staff lists, performed office management duties, and provided courteous interaction with talent, staff & studio personnel.

Assisted Unit Publicist with public relations assignments including contact with media outlets, arrangements with talent and their representatives, and oversaw the administration of the Fan Club's spreadsheet listings, mailings, funds receipts, and procurement of show publicity items.

CONTRACT SEAMSTRESS

Walt Disney Imagineering - Glendale, CA 1997 - 1998

Worked directly with Production Designer and Show Artisan to create custom designed fabric components for virtual reality based attractions to be housed at several Disney sites. Measured, designed and constructed Duvateen components; custom fitted and modified as directed by management.

PRODUCTION ASSISTANT (Production Secretary)

Citadel Entertainment / HBO Entertainment - Valencia, CA

1997

Provided clerical support in the production office for a feature film. Created and maintained staff, crew, contact, and cast lists. Acted as first line of contact on phones and in-office visitors, relaying messages, and operating as a liaison between talent/agents, office personnel, and on-location staff/crew. Ran call sheets, maps, and sides for distribution to location personnel. Provided direct assistance to the director, associate producer, and executive producers.

EXECUTIVE ASSISTANT / PRODUCTION COORDINATOR

Power To Create - Simi Valley, CA

1995 - 1997

Directly supported the Executive Producers & directors of a video production, television syndication and interactive CD-ROM company. Professionally and efficiently handled word processing, created original correspondence, provided courteous interaction with customers, and performed office management responsibilities.

Assisted on productions by overseeing projects; arranged on-location shoot schedule & script breakdown, compiled production books, project research, provided time-coded transcriptions of finished shows, created & updated tape library catalogue, provided b-roll camera work, proof-read scripts, provided voice-overs and handled production related correspondence.

SKILLS

- Typing 60 wpm - 10-key by touch
- Computer programs: Word & Excel

EDUCATION

- BS Business Administration - California State University, Northridge
- College courses in Radio/Television Studio/Video Production - Moorpark College

3. Demonstrated Capability

PEGasus Studios is uniquely qualified to provide the professional broadcast services required by the City of Manhattan Beach. We understand the importance of this contract and we believe we can provide the best solution to the City of Manhattan Beach based on the following:

- PEGasus Studios has extensive experience in providing professional broadcasting and video production services. We have knowledge of all aspects of production including pre-production, filming multiple-camera live events, knowledge of local cable television channel operations, utilization of digital media and editing techniques, filming scripted productions, directing actors, lighting, DVD encoding, DVD authoring and computer graphics. We have extensive experience troubleshooting and maintaining video production media equipment. Our prior experience in live video production, as well as our creative and artistic approach to our projects will be applied in assisting the City of Manhattan Beach.
- PEGasus Studios has knowledge and experience working with municipal agencies and government television channels. We pride ourselves on meeting their expectations of quality, timely service and professionalism. We currently enjoy ongoing working relations with the City of Moorpark, the City of Simi Valley and the County of Ventura. We look forward to a close working relationship with City Staff and implementing processes that will exceed its functional, technical and logistical requirements.
- PEGasus Studios prides itself on providing high-quality work and excellent customer service. We excel at listening to our clients, understanding their needs, and providing outstanding services tailored to meet their requirements. We are very experienced in providing management and onsite coordination of broadcast and recorded events.
- We have extensive knowledge of camera formats and mediums including standard and high-definition digital video and film. We are

experienced with a variety of post-production editing applications such as Final Cut Pro, Motion, After Effects and Photoshop. We are familiar with a vast array of broadcast-related production equipment including camera switchers and on-air computer graphics software such as Compix, Insciber and Datavideo. In addition to aspects of television production, we are highly experienced in web streaming live events, working with Granicus and Leightronix Nexus systems.

- PEGasus Studios is fully equipped to provide production equipment such as high-definition or DSLR video cameras, audio equipment and lighting equipment as needed. We are comfortable using our equipment or using the City's equipment to help supplement productions if necessary. We have extensive experience operating remote controlled cameras and using video switching equipment such as switchers, computer graphic generators, video slide projectors and lighting control consoles.

- We have a wide range of experience in producing all aspects of video production, including the creation of public service announcements and training videos for government agencies and similar services. We have produced over thirty original video productions for government agencies ranging from PSA's, Training Videos or event coverage. In addition to government-related material, we have produced a vast array of material for corporate clients and individuals.

- We are prepared to work closely with IT and City Staff in assisting with channel programming, updating of City bulletin board systems and social media technologies. We will also assist with repair, maintenance and troubleshoot issues with production equipment.

- PEGasus Studios maintains a working relationship with outside vendors that can help facilitate additional needs of the City that may arise in the future, such as new equipment purchases and installation. We can provide assistance with several areas of improvement that were identified during our site visit. These include upgrading and installing equipment that is waiting to be set up, upgrading the current City bulletin board system, and upgrading the audio selection played during the current bulletins.

4. References

Reference No. 1

Mara Malch

Senior Management Analyst

City of Simi Valley

2929 Tapo Canyon Road

Simi Valley, CA 93063

(805) 583-6762

MMalch@simivalley.org

Dates of service: 2012-present

Description of services provided:

We currently operate the City of Simi Valley Government-Access Television Channel, Simi Valley Television. Our job duties include the filming and recording of live meetings, scheduling of replays, and working with City staff to maintain quality control over all audio and video equipment. We assist with programming of the BBS message system and the scheduling and acquisition of material to be shown on-air such as PSA videos, promos and local community activities.

Reference No. 2

Jennifer Mellon

Administrative Services Manager

City of Moorpark

799 Moorpark Ave. Moorpark, CA 93021

(805) 517-6247

jmellon@ci.moorpark.ca.us

Dates of service: 2008-present

Description of services provided:

We currently operate the Moorpark Government-Access Television Channel MPTV 10. Our job duties include the filming and recording of live meetings, on-air computer graphics, scheduling of replays, and working with City staff to maintain quality control over all audio and video equipment. We assist with programming of the BBS message system and the scheduling and acquisition of material to be shown on-air such as PSA videos, promos and local community activities. We are extremely proud of the original and creative videos we have produced on behalf of the City featuring local activities, parades, groundbreaking ceremonies and public service announcements. We have produced numerous PSA's for the City ranging from a wide variety of topics such as the CERT, Community Emergency Response Team Disaster Drill PSA, Human Resources Service Center PSA's, Opening of the City's Dog Park, Skate Park, New Post Office and coverage of local festivities and events.

Reference No. 3

Brian Chong

Administrative Services Manager

City of Moorpark

799 Moorpark Ave. Moorpark, CA 93021

(805) 517-6247

bchong@moorparkca.gov

Dates of service: 2008-present

Description of services provided:

Brian took over for Jennifer Melon as the Administrative Services Manager at the City of Moorpark in 2015. We previously enjoyed a great working relationship with Brian when he worked for the City of Simi Valley in the City Manager's office. We provide all of the broadcasting services for the City of Moorpark and work with Brian to coordinate schedules, oversee video production and the planning of live event or public service announcement productions.

Reference No. 4

Doug Cook

County of Ventura, General Services Agency

800 S. Victoria Rd.

Ventura, CA 93009

(805) 654-3710

doug.cooke@ventura.org

Dates of service: 2009-present

Description of services provided:

Duties include pre-meeting set up and testing of all audio and video equipment, recording and streaming of live meetings, A/V support for PowerPoint and DVD presentations used during meetings and general equipment troubleshooting and maintenance. Meetings include the Board of Supervisors, Planning Commission, Water Agency and a variety of other boards and councils.

Reference No. 5

Karen Earl

Executive Director

Jenesse Center, INC.

3761 Stocker St., Suite 100

Los Angeles, CA 90008

(323) 299-9496 x102

kearl@jenesse.org

Dates of service: 2011-present

Description of services provided:

We have provided a wide range of professional video and photography services for the Jennese Center. The Jennese Center is the oldest domestic violence intervention program in South Los Angeles. We have filmed several PSA's on their behalf with notable celebrities such as Halle Berry and Chris Brown. We cover their yearly fundraising events including the Silver Rose Gala, Halle Berry Celebrity Golf Tournament, Gift-Gathering events and Fashion Shows.

5. Cost Proposal

Our cost proposal breaks the fees into the general categories of Broadcast Services, Administrative Services, and Technical Services. Additionally, we have provided an option for the City to choose to receive extended services, at their discretion.

The Technical Services will be performed by the Systems Integration Consultant. All other tasks will be performed by PEGasus Studios manager and staff. All costs will be billed at an hourly rate, with the exception of the Administrative Tasks, which will be a flat-rate, billed monthly. Our proposed rates for the services are as follows:

A. Broadcast Services

This item provides the project management and on-site staffing necessary to setup, stage, film, edit, and broadcast the meetings, special events, and other programming as outlined in the RFP.

This will be performed by a two-person team for \$160 per hour, with a minimum of 4 hours.

If requested by City staff, a third person will be made available for an additional \$60 per hour.

We request 72 hours advance notice prior to filming an event.

B. Administrative Services

This item includes tasks of an administrative nature, including coordinating with City and Cable Companies, preparing schedules, responding to public requests for information, requesting equipment and supplies, and maintaining video archives.

The fee for these services will be a \$395 flat-rate, monthly fee.

C. Technical Services

The Technical Services will be performed by a Systems Integration Consultant.

Startup Phase and Training

The purpose of this phase is to provide general technical assistance and oversight during the initial kick-off and training sessions with the City and PEGasus Studios. The Systems Integration Consultant estimates between 18 to 22 hours for his involvement in this task, which will be billed at the rate of \$95 per hour.

Ongoing Technical Services and Maintenance

The purpose of this phase is to provide general technical assistance over the life of the contract, including troubleshooting services, maintenance, specifying new equipment and systems, completing design, installation, adjustment, and setup of systems.

Costs for these services will be billed at \$95 per hour, with a 3-hour minimum. We estimate that normal maintenance can be completed in an 8-hour day, once per quarter.

Emergency technical services are also charged at \$95 per hour, with a 4-hour minimum, and a 48-hour response.

D. Extended Scope of Work:

If desired, PEGasus Studios can provide additional services that are outside the scope of the current contract. These services are optional, at the discretion of the City. If desired during the course of the contact, PEGasus Studios will provide separate estimates for each requested project. Examples of such work may include:

Use of our own equipment for filming and/or editing.

Production of Public Service Announcements.

Development of instructional or training videos, or other videos requiring scripting, actors, and/or voice-overs.

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated _____, _____ ("Effective Date") and is between the City of Manhattan Beach, a California municipal corporation ("City") and Robert Michael Schwieger a sole proprietor, dba Pegasus Studios ("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. 1073-16 on June 23, 2016, seeking proposals for the provision of professional broadcast services.

B. Contractor submitted a proposal dated July 11, 2016 in response to the RFP.

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 Robert Schwieger, Owner/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 begin from the Effective Date and shall remain in effect for 3 years, unless sooner terminated as provided in Section 12 of this Agreement. The City Manager has the option, in his sole discretion, to extend the term for up to two additional one year periods.

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 A**. In no event shall Contractor be paid more than \$49,480 per year (the "Maximum Compensation").

B. Expenses. The amount set forth in paragraph 3.A. above shall include reimbursement for all actual and necessary expenditures reasonably incurred in the performance of this Agreement.

B. 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 A**, 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. Indemnities for Third Party Claims.

1) To the fullest extent permitted by law, Contractor shall, at its sole cost and expense, defend, hold harmless and indemnify 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, expenses, 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 "Liabilities"), 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 Liabilities 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 Liabilities 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 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 A.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 indemnity obligations, Contractor shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in 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 Liabilities 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.

B. Workers' Compensation Acts not Limiting. Contractor's indemnifications and 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.

C. 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 indemnities in this Section 8 shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Contractor's indemnifications and obligations under 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 (sixty) 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:
Attn: Sanford Taylor
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, California 90266
Telephone: (310) 802-5067
Email: staylor@citymb.info

If to Contractor:
Attn: Robert Schwieger
PEGAsus Studios
14275 Peach Hill Road
Moorpark, CA 93021
Telephone: (805) 222-0014
Email: infopegstudios@gmail.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. Exhibit A constitutes a part of this Agreement and is 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 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

Contractor:
Robert Schwieger dba PEGasus Studios,
a Sole Proprietor

By: _____
Name: _____
Title: _____

By: Robert Schwieger
Name: Robert Schwieger
Title: Owner

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

EXHIBIT A
SCOPE OF SERVICES AND APPROVED FEE SCHEDULE

Contractor shall provide the services specified in the RFP, which is incorporated herein by this reference. In the event of any conflict between the RFP and the provisions of this Agreement, the provisions of this Agreement shall control.

The cost breaks the fees into the general categories of Broadcast Services, Administrative Services, and Technical Services. There is an option for the City to choose to receive extended services, at their discretion.

The Technical Services will be performed by the Systems Integration Consultant. All other tasks will be performed by PEGasus Studios manager and staff. All costs will be billed at an hourly rate, with the exception of the Administrative Tasks, which will be a flat-rate, billed monthly. The rates for the services are as follows:

A. Broadcast Services

This item provides the project management and on-site staffing necessary to setup, stage, film, edit, and broadcast the meetings, special events, and other programming as outlined in the RFP.

This will be performed by a two-person team for \$160 per hour, with a minimum of 4 hours.

If requested by City staff, a third person will be made available for an additional \$60 per hour.

The Contractor requests 72 hours advance notice prior to filming an event if possible.

B. Administrative Services

This item includes tasks of an administrative nature, including coordinating with City and Cable Companies, preparing schedules, responding to public requests for information, requesting equipment and supplies, and maintaining video archives.

The fee for these services will be a \$395 flat-rate, monthly fee.

C. Technical Services

The Technical Services will be performed by a Systems Integration Consultant.

Startup Phase and Training

The purpose of this phase is to provide general technical assistance and oversight during the initial kick-off and training sessions with the City and PEGasus Studios. The Systems Integration Consultant estimates between 18 to 22 hours for his involvement in this task, which will be billed at the rate of \$95 per hour.

Ongoing Technical Services and Maintenance

The purpose of this phase is to provide general technical assistance over the life of the contract, including troubleshooting services, maintenance, specifying new equipment and systems, completing design, installation, adjustment, and setup of systems.

Costs for these services will be billed at \$95 per hour, with a 3-hour minimum. We estimate that normal maintenance can be completed in an 8-hour day, once per quarter. Emergency technical services are also charged at \$95 per hour, with a 4-hour minimum, and a 48-hour response.

D. Extended Scope of Work:

If desired, PEGasus Studios can provide additional services that are outside the scope of the current contract. These services are optional, at the discretion of the City. If desired during the course of the contract, PEGasus Studios will provide separate estimates for each requested project. Examples of such work may include:

- Use of our own equipment for filming and/or editing.
- Production of Public Service Announcements.
- Development of instructional or training videos, or other videos requiring scripting, actors, and/or voice-overs

Agenda Date: 1/3/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Bruce Moe, Finance Director
Henry Mitzner, Controller
Libby Bretthauer, Financial Analyst
Julie Bondarchuk, Senior Accountant

SUBJECT:

Fiscal Year 2015-2016 Comprehensive Annual Financial Report (Finance Director Moe).

RECEIVE AND FILE

RECOMMENDATION:

Staff recommends that the City Council receive this report.

EXECUTIVE SUMMARY:

We are pleased to report that once again, the City has received the best possible opinion, an unmodified (formerly unqualified) audit opinion, meaning that the auditor believes that the City's financial statements are fairly presented in all material respects in conformity with Generally Accepted Accounting Principles (GAAP). Further, the auditor reported no material deficiencies (see Attachment #3).

FISCAL IMPLICATIONS:

There is no fiscal implication associated with the recommended action. The results of fiscal year 2015-2016 are summarized below, and are included in the attached Comprehensive Annual Financial Report (CAFR).

DISCUSSION:

Attached to this report is the City's CAFR for the year ended June 30, 2016. This independent audit report is prepared with the assistance of the City's auditor, Lance, Soll and Lunghard, the certified public accountancy firm selected by the Council. Staff would like to take this opportunity to acknowledge the auditor's professionalism and diligence in the completion of the audit.

The attached report contains detailed information about the City's financial results for FY 2015-2016. The document, which is in industry-standard format, is organized as follows:

Introductory Section

The Introductory Section includes the City's transmittal letter providing an executive summary of the financial and economic events characterizing FY 2015-2016. A review of the transmittal letter will help the reader understand the City's organizational structure and provides performance highlights of the City's most significant funds and operations.

Financial Section

The Financial Section presents the independent auditor's report. The auditor's report contains two main sections: the Audit Opinion and the Management Discussion & Analysis (MD&A).

Audit Opinion

The Audit Opinion, worded in an industry standard format, provides a statement by the auditor attesting to the fair presentation of financial data in conformity with generally accepted accounting principles and government accounting standards.

Management Discussion & Analysis (MD&A)

The required MD&A is intended to serve as an introduction to the City's basic financial statements, which comprise three components: 1) Government Wide Financial statements, 2) Fund Financial statements, and 3) notes to the financial statements, which is an overview and analysis of the financial activities of the City of Manhattan Beach for the fiscal year ended June 30, 2016.

The Government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business. These statements utilize full accrual accounting (which recognizes revenue in the period it is earned, and expenses in the period it occurs) as is done in private industry. The statements included in this section are the statement of net position and the statement of activities. Both government-wide statements are designed to show the annual increase or decrease in net assets and, in doing so, distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, public safety, public works, planning, building and safety, and recreation. The City's business-type activities include water, waste water, storm water, refuse and parking.

The Fund Financial Statements include governmental funds reported on a budgetary modified accrual basis (which recognizes revenues when they become available and measurable and, with a few exceptions, recognizes expenditures when liabilities are incurred), and proprietary funds reported on a full accrual basis. Major governmental funds (General Fund, Capital Improvement Fund) and major enterprise funds (Water, Waste Water, Parking) are shown individually, while non-major funds are aggregated into a single column (full details are listed later in the document). Internal service funds are considered minor proprietary funds and are aggregated following enterprise funds.

The Notes to the Financial Statements section follows, which provides financial disclosures

about the City's financial statements. That section is followed by the Combining Financial Statements & Schedules and the Statistical Section. The combining statements are presented in the traditional fund manner and report on the details of all non-major funds which appear on a combined basis in the front of the document. The Statistical Section, not subject to audit review and testing, provides general trend information presenting financial and economic data over time.

Staff recommends that the reader, at a minimum, review the Letter of Transmittal, and MD&A portions of the report. These will provide an overview of the audit results and financial highlights.

The audit results were discussed with the Finance Subcommittee at their December 5, 2016 meeting.

Governmental Accounting Standards Board (GASB) Statement 68

Last year, there was a significant change in the reporting model in accordance with Governmental Accounting Standards Board (GASB) Statement 68. In prior years, pension liabilities were discussed only in the footnotes; no pension liabilities were presented in the statements. Statement 68 now requires governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability, and to more comprehensively and comparably measure the annual costs of those benefits. As a result, Manhattan Beach is now reporting net pension liabilities for the defined benefit plans with CalPERS of \$49,745,284 as of June 30, 2016. This is an increase of \$5,697,827 from FY 2014-2015, but consistent with the City's independent actuarial projections which are more current than the CalPERS valuation upon which this is based. The Net Pension Obligation amount can be found in the Statement of Net Position under Noncurrent Liabilities (liabilities due in more than one year).

As stated last year, it is important to note that these are not new pension liabilities for the City; GASB 68 simply requires that pension liabilities are now reported on the City's financial statements. Prior to FY 2014-2015, this information was located in the footnotes.

Summary of Results

General Fund

Overall, General Fund results were better than budgeted projections. Revenues exceeded expenditures by \$2,511,432 (please note the CAFR shows revenues exceeding expenditures by \$2,510,594; this difference is due to the sale of capital assets [\$838] which the CAFR states separately from revenues, but which are included in the City's statement of revenues). When considering net transfers to and from other funds, and sale of capital assets, the General Fund balance increased by \$985,531 from the prior year. Transfers out, which totaled \$1,723,681, were due to a General Fund transfer of \$667,000 to the Insurance Fund to support long term liabilities, a Storm Water Fund subsidy of \$841,286, and a subsidy to the Street Lighting & Landscape District Fund of \$215,395 since expenditures exceeded revenues, and the Fund has a \$-0- balance.

Also of note, during FY 2015-2016, the City Council approved a short-term bridge home loan for the Assistant City Manager for \$2.2 million. While this appears as a General Fund expenditure in Attachment #1 due to the outflow of funds, for accounting purposes the loan is capitalized and recorded as an asset (note receivable) in the CAFR.

By category, revenues exceeded the final (amended) budget by \$3,160,255 and expenditures came in under final (amended) budget by \$815,795 as detailed in Attachment #1.

The total fund balance in the General Fund as of June 30, 2016 was \$23,750,281. Utilizing governmental accounting standards classifications for governmental type funds (GASB 54), the fund balance is as follows:

Unassigned:	\$19,883,693
Restricted:	12,586
Non-Spendable:	3,854,002
Total	\$23,750,281

The Unassigned category includes the City Council financial policy reserve of \$12.7 million (20% of expenditures) and the Economic Uncertainty Reserve of \$1.9 million. Once all City Council established internal reserves and designations have been accounted for, the General Fund had an available balance as of June 30, 2016 of \$5.2 million (please note that this amount does not reflect subsequent appropriations from the available fund balance including those in the fiscal year 2016-2017 budget).

General Fund Revenue Highlights

Total revenues exceeded budget by \$3,160,255, or 5.0% (see Attachment #1). Property Tax exceeded the budget by 1.5% (\$396,276), and surpassed the prior year by 7.8% (\$1.9 million). As a category, Other Taxes (Sales, TOT, Franchise, etc.) exceeded FY 14-15 by \$525,542 or 2.7%, and exceeded budget by \$1,506,535 (8.2%). Transient Occupancy Tax (TOT) exceeded the prior year by \$381,734 (9.7%) and budget by \$256,043 (6.3%). Sales Tax totaled \$9,348,605 in FY 15-16, came in slightly ahead of budget by \$898,605 (10.6%) and \$177,090 (1.9%) more than FY 2014-2015.

Licenses and permits came in \$621,869 (28.6%) more than the prior year, and \$44,807 (1.6%) above budget. This category includes building permits which came in \$500,289 (41.8%) ahead of FY 14-15 and \$98,119 (5.5%) over budget.

Fines and Forfeitures performed below budget by \$422,726 or 14.4%. In this group, Parking Citations were \$369,954 under budget (13.7%) but were ahead of the prior year by \$49,418 (2.2%).

Current Services came in under budget by \$33,976 (0.5%). This group includes Plan Check, Parks and Recreation, and Police and Fire service fees among others. Plan Check came in under budget by \$565,348 or 34.7% due to lower plan check fee charges and unexpected delays in Manhattan Village Mall approval.

Miscellaneous revenues totaled \$1,495,286, \$813,586 ahead of budget, primarily due to the one-time Marriott Ground Lease transfer fee of \$780,000.

General Fund Expenditure Highlights

FY 2015-2016 General Fund expenditures as a group came in below budget by \$815,795 or 1.2% (see Attachment #1) when including the short term home loan previously mentioned (which is shown as a note receivable in the CAFR). Within General Fund categories, Salary and Wages came in over budget by \$776,702 (2.6%), but was more than offset by savings in other categories. This overage occurred primarily through sworn salaries which exceeded budget by \$827,090 (6.4%), and sworn overtime which was over budget by \$382,479 (14.2%). The salary overrun is due to staffing levels above the presumed 4.6% vacancy factor budgeted in FY 2015-2016, and the permitted cash out of vacation time by sworn personnel. Additionally, there were periods of the year when the Police Department was staffed at full strength, and was temporarily over-staffed in anticipation of upcoming vacancies due to retirements. By over-staffing in advance of these vacancies, the Police Department's fully-trained force is sustained. Savings in regular (non-sworn) employee salaries and part-time salaries helped offset these costs.

Attachment #1 lists the expenditures across all departments by object class. Highlights include:

1. Capital Outlay came in under budget by \$520,881
2. Operating Expenditures (contract services, materials, utilities, etc.) were below budget by \$709,236 (3.1%)
3. Debt Service was under budget by \$222,561 (38.3%)
4. Personnel Services exceeded budget (as described above) by \$608,331 (1.4%)

Operating Expenditures also includes the City Council Contingency of \$100,000 when was unspent in FY 2015-16. Utility costs for Electricity, Natural Gas and Water ended the year under budget. Cost increases assumed during the development of the utility budgets did not materialize over the year.

Capital Outlay expenditures are primarily for Information Systems Master Plan (ISMP) projects, for which planning and development may be protracted. Major projects within this budget include: Financial and Human Resources Systems Enhancements (\$300,000) for which staff is reviewing options for new systems; Wide Area Network Expansion (\$273,000); Data Encryption/Security Efforts (\$50,000); and GIS expansion (\$55,000).

Other Funds of Note

While most funds performed as expected, several are worth mentioning.

Insurance Fund

The Insurance Reserve Fund ended the year with a negative net position of \$2,368,236, an increase of \$284,806 from the prior year. The negative fund balance was first reported in FY 2014-2015 (which had a year-end net position of negative \$2,083,430), and was primarily caused by prior years' unusually high levels of liability and workers compensation activity.

In order to rectify the situation, the City Council implemented a recapitalization plan which

included phased General Fund transfers-in over three fiscal years, which started in FY 2015-2016. Three-quarters of the way through FY 2015-2016, claims patterns appeared to have improved, but then spiked in the last quarter of the fiscal year, contributing to the further decline in net position despite the \$667,000 contribution from the General Fund.

In both FY 2014-2015 and FY 2015-2016, Noncurrent (long term) liabilities drove the results of negative fund balances. For example, long term liabilities in FY 2014-2015 totaled \$4.3 million while in FY 2015-2016 they totaled \$5.1 million, an increase of \$800,000. These long term liabilities primarily represent reserves set aside for claims with the values of future payments being estimated, and expected to be made beyond the next twelve months.

FY 2015-2016 net operating loss in the Insurance Fund totaled \$951,806 before accounting for the \$667,000 transfer-in from the General Fund. Total Net Position declined by \$284,806. This compares to the FY 2014-2015 net loss and change in Net Position of \$2,357,445. Increased charge-outs to using departments, and the \$667,000 transfer were included in the FY 2015-2016 budget which improved overall fund position, although continued high claims activity impacts the fund balance.

Looking forward, staff will likely recommend increasing charge-outs above levels recommended in the FY 17-18 approved budget in a further effort to correct the fund balance.

Water Fund

The Water Fund continues to build the resources for planned capital improvements needed to sustain the utility's operation and infrastructure. Net income from operations totaled \$4,714,464, a decline from the prior year which had net operating income of \$7,015,160. Revenue from sales declined by \$1,577,087 (9.8%), while operating expenses (labor, materials, services, etc.) rose by \$722,615 (8.0%). During FY 2010, the City Council approved increased water and waste water rates to support system infrastructure needs as well as to bolster the fiscal integrity of those funds. The new rate structure became effective in January 2010 and provided for annual increases each January through 2014. Accumulated fund balances provide resources for planned capital improvements to the utility's infrastructure, estimated at \$32.8 million over the next five years.

Waste Water Fund

The Waste Water fund net operating income for FY 2015-2016 was \$1,929,973 versus \$1,919,315 in FY 2014-2015 - a net increase of \$10,658, or 0.5%. Operating revenue decreased \$282,721 (7.9%) while operating expenses decreased \$293,379 (17.7%). Waste water rates were implemented along with the water rates in January 2010. Similar to the water utility, the new rates are being utilized to fund needed capital improvements to the waste water system. It is important to note that because Waste Water revenues are based on water consumption, water conservation efforts result in lower Waste Water revenues without the benefit of lower costs as is the case in the Water fund where conservation results in less pumping and less Water being purchased.

Storm Water Fund

The Storm Water Fund net operating loss in FY 2015-2016 totaled \$771,508, furthering prior year net losses in FY 2014-2015 (\$424,468), FY 2013-2014 (\$420,831) and FY 2012-2013 (\$57,093). The combination of fixed fees and rising costs requires General

Fund subsidies (in FY 15-16 the General Fund provided \$841,286). Additionally, capital improvements due to legislative mandates will also result in increased costs. A Proposition 218 assessment vote, or other revenue enhancement, will be necessary to properly fund operations going forward.

The Storm Water Fund benefitted from a donation of real property with an estimated value of \$850,000.

Building Maintenance and Operations Fund

As was discussed with the City Council when GASB 68 was implemented, and Net Pension Liabilities were first reported in the Statement of Net Position, inclusion of these long term pension liabilities may cause certain fund balances to be negative. One such instance is in the Internal Service Fund - Building Maintenance and Operations.

Salaries and benefits for certain employees involved in building maintenance activities are charged to this fund. As a result, a Net Pension Liability (NPL) amount is included in the Statement of Net Position. For FY 2015-2016, that amount is \$376,063. With the NPL the fund has a net position of negative \$312,455; without this Noncurrent (long term) liability, the fund balance would be positive \$63,608. This internal service fund is intended to be a pass-through with close to zero fund balance. However, with the NPL now causing this fund to be negative, a commensurate amount will need to be maintained if a positive fund balance is to be maintained.

Please note that the NPL is a Noncurrent, long term liability that does not affect liquidity/working capital.

CONCLUSION:

Staff is pleased to report that the fiscal year 2015-2016 financial audit resulted in the City once again receiving an unmodified opinion. The General Fund performed better than expected, with revenues exceeding expenditures by \$2.5 million. City Council policy reserves remain fully funded at the end of FY 2015-2016.

The City Manager and Finance Director wish to recognize the dedication, hard work and attention to detail of all departments during the year that enables the City to achieve the unmodified opinion. Special recognition is in order for Finance staff, particularly Henry Mitzner, Libby Bretthauer and Julie Bondarchuk.

PUBLIC OUTREACH/INTEREST:

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

ENVIRONMENTAL REVIEW

Not required.

LEGAL REVIEW

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

Attachments:

1. FY 2015-2016 General and Enterprise Fund Summary Results
2. FY 2015-2016 Comprehensive Annual Financial Report (CAFR)
3. Report on Internal Control (Management Letter)
4. Audit Committee Letter
5. Auditor Power Point Presentation

City of Manhattan Beach General Fund Revenue Analysis - Fiscal Year 2015-2016

Category	Revenue	Final Budget	Full Year Actual	Actual over Budget	% Variance
A	Property Tax	\$25,948,000	\$26,344,276	\$396,276	1.5%
B	Other Tax and Assessments	18,311,900	19,818,435	1,506,535	8.2%
C	Licenses and Permits	2,752,030	2,796,837	44,807	1.6%
D	Fines	2,926,000	2,503,274	(422,726)	(14.4%)
E	Interest & Rents	3,120,375	3,717,745	597,370	19.1%
F	From Other Agencies	265,837	524,218	258,381	97.2%
G	Services	6,606,367	6,572,391	(33,976)	(0.5%)
H	Interfund Charges	2,996,530	2,996,532	2	0.0%
I	Miscellaneous	681,700	1,495,286	813,586	119.3%
	Totals	\$63,608,739	\$66,768,994	\$3,160,255	5.0%

Key Revenue Variances*

A	Prior Yr Secured Property Tax	\$230,000	\$35,475	(\$194,525)	(84.6%)
	Supplemental Property Tax	475,000	628,783	153,783	32.4%
	Prop Tax Interest & Penalties	120,000	83,391	(36,609)	(30.5%)
C	Building Permits Surcharge	129,000	173,799	44,799	34.7%
D	Vehicle Code Fines	195,000	114,487	(80,513)	(41.3%)
	Municipal Code Fines	25,000	52,741	27,741	111.0%
E	Marriott Hotel Percentage Rent	995,000	1,297,996	302,996	30.5%
F	State Mandated Cost Reimb	13,000	207,363	194,363	1495.1%
	Prop A Project Specific Grant	-	69,112	69,112	-
G	Building Plan Check Fees	1,629,000	1,063,652	(565,348)	(34.7%)
	Planning Filing Fees	192,000	249,170	57,170	29.8%
	Special Event O.T. Reimb	60,000	90,154	30,154	50.3%
	Fire Reimbursements	200,000	347,818	147,818	73.9%
	Public Works Misc Fees	57,000	18,004	(38,996)	(68.4%)
	Right-of-Way Permits	285,000	356,562	71,562	25.1%
	Facility & Parks Reservations	420,000	557,447	137,447	32.7%
	Special Events	152,750	191,107	38,357	25.1%
I	Property Transfer Fee	-	780,000	780,000	-
	Subtotals	\$5,177,750	\$6,317,061	\$1,139,311	22.0%

* Includes revenues with +/- \$25,000 and +/- 25% variance to budget.

City of Manhattan Beach General Fund Expenditures - Fiscal Year 2015-2016

Bold lines indicate utilization percentages less than 90% or greater than 110%

By Department	FY2016 Budget	FY2016 Actual	Budget Over Actual	% Utilized
11 Management Services	\$6,346,323	\$6,271,532	\$74,791	98.8%
12 Finance	3,509,555	3,257,037	252,517	92.8%
13 Human Resources	1,333,155	1,251,881	81,274	93.9%
14 Parks and Recreation	7,871,214	7,690,065	181,149	97.7%
15 Police	23,605,516	24,754,649	(1,149,133)	104.9%
16 Fire	12,306,025	12,210,361	95,663	99.2%
17 Community Development	5,104,803	4,354,743	750,060	85.3%
18 Public Works	6,745,431	6,273,029	472,402	93.0%
19 Information Technology	344,104	287,032	57,072	83.4%
Total	\$67,166,124	\$66,350,330	\$815,795	98.8%

By Object Class	FY2016 Budget	FY2016 Actual	Budget Over Actual	% Utilized
4000 Personnel Services	\$43,133,053	\$43,741,384	(\$608,331)	101.4%
5000 Operating Expenses	22,540,307	21,831,071	709,236	96.9%
6000 Capital Outlay	892,480	371,599	520,881	41.6%
7000 Debt Service	581,231	358,670	222,561	61.7%
9000 Interfund Transfers	19,053	47,606	(28,553)	249.9%
Total	\$67,166,124	\$66,350,330	\$815,795	98.8%

By Object Subclass	FY2016 Budget	FY2016 Actual	Budget Over Actual	% Utilized
4100 Salary & Wages	\$30,330,122	\$31,106,824	(\$776,702)	102.6%
4200 Employee Benefits	12,802,931	12,634,560	168,371	98.7%
5100 Contract & Professional Services	8,628,669	8,438,532	190,138	97.8%
5200 Materials & Services	5,094,236	4,783,646	310,590	93.9%
5500 Utilities	1,225,540	1,128,866	96,674	92.1%
5600 Internal Service Charges	7,591,862	7,480,026	111,836	98.5%
6100 Property & Equipment	892,480	371,599	520,881	41.6%
7100 Bond Debt	581,231	358,670	222,561	61.7%
9100 Transfers Out	19,053	47,606	(28,553)	249.9%
Total	\$67,166,124	\$66,350,330	\$815,795	98.8%

City of Manhattan Beach Enterprise Fund Results - Fiscal Year 2015-2016

Fund	Net Income			Total	Net Position	
	Operating	Non-Operating	Capital Contributions & Transfers		Beginning ¹	Ending
Water	\$4,714,464	\$281,373	-	\$4,995,837	\$42,750,497	\$47,746,334
Stormwater	(771,508)	9,597	1,691,286	929,375	4,377,854	5,307,229
Sewer	1,929,973	58,327	-	1,988,300	12,330,748	14,319,048
Refuse	132,119	26,975	-	159,094	298,243	457,337
Parking	602,551	(260,424)	-	342,127	10,364,322	10,706,449
County Lots	212,174	-	(212,143)	31	(13,394)	(13,363)
State Pier	(655,864)	29,061	-	(626,803)	2,233,255	1,606,452

¹ Beginning of fiscal year includes Net Position restatements to account for refunds as described in Note 12 of the FY 2015-2016 Comprehensive Annual Financial Report.

City of Manhattan Beach General Fund Expenditures By Object - Fiscal Year 2015-2016

Bolded lines indicate utilization percentages less than 90% or greater than 110%

By Object	FY2016 Budget	FY2016 Actual	Budget over Actual	% Utilized
4101 - Salaries & Allowances	11,954,828	11,665,673	289,155	97.6%
4102 - Sworn Employee Salaries	12,842,418	13,669,508	(827,090)	106.4%
4103 - Part Time Employee Salaries	1,985,690	1,780,852	204,838	89.7%
4111 - Overtime Regular Employees	170,927	237,098	(66,171)	138.7%
4112 - Overtime Sworn Employees	2,697,344	3,079,823	(382,479)	114.2%
4113 - Overtime Mutual Aid	114,000	194,404	(80,404)	170.5%
4114 - Overtime Special Events	205,515	277,384	(71,869)	135.0%
4115 - Overtime Cooperative Resources	174,720	70,642	104,078	40.4%
4116 - Overtime Training & Special Detail	184,680	131,440	53,240	71.2%
4201 - Group Medical Insurance	3,266,359	3,287,670	(21,311)	100.7%
4202 - Medicare	363,700	418,383	(54,683)	115.0%
4203 - Unemployment	34,920	34,920	-	100.0%
4204 - 401A Plan City	220,875	208,987	11,888	94.6%
4205 - Workers Compensation	3,515,640	3,515,640	-	100.0%
4206 - Medical Retirement Contributions	238,512	-	238,512	-
4211 - PERS Regular Contributions	1,565,629	1,534,411	31,218	98.0%
4212 - PERS Sworn Contributions	3,597,296	3,634,548	(37,252)	101.0%
5101 - Contract Services	5,563,692	5,354,098	209,594	96.2%
5103 - Audit Services	95,500	95,565	(65)	100.1%
5104 - Computer Contract Services	748,520	469,997	278,523	62.8%
5105 - Elections	2,180	(1,953)	4,133	(89.6%)
5106 - SBRPCA Communications	1,688,658	1,709,434	(20,776)	101.2%
5107 - Physical/Psychological Exams	39,295	37,273	2,022	94.9%
5108 - Legal Services	458,000	759,492	(301,492)	165.8%
5109 - Background Investigations	32,824	14,626	18,198	44.6%
5201 - Office Supplies	108,600	135,285	(26,685)	124.6%
5202 - Memberships & Dues	97,816	76,793	21,023	78.5%
5203 - Reference Books & Periodicals	14,507	9,845	4,662	67.9%
5204 - Conferences & Meetings	179,093	106,243	72,850	59.3%
5205 - Training	337,225	232,256	104,969	68.9%
5206 - Uniforms/Safety Equipment	200,980	192,109	8,871	95.6%
5207 - Advertising	104,158	85,566	18,592	82.2%
5208 - Postage	93,420	109,289	(15,869)	117.0%
5209 - Tools & Minor Equipment	250	2,553	(2,303)	1021.1%
5210 - Computers, Supplies & Software	46,195	27,841	18,354	60.3%
5212 - Office Equipment Maintenance	4,575	2,043	2,532	44.7%
5214 - Employee Awards & Events	20,950	10,241	10,709	48.9%
5216 - Tuition Reimbursement	24,000	26,276	(2,276)	109.5%
5217 - Departmental Supplies	1,035,220	1,107,360	(72,140)	107.0%
5218 - Recruitment Costs	39,394	95,891	(56,497)	243.4%
5219 - STC Training	2,850	5,579	(2,729)	195.8%
5220 - POST Training	49,700	59,376	(9,676)	119.5%
5221 - Automotive Repair Services	66,700	11,820	54,880	17.7%
5225 - Printing	143,923	141,605	2,318	98.4%
5231 - Bank Service Charge	144,000	164,517	(20,517)	114.2%
5240 - Assessments & Taxes	2,500	3,575	(1,075)	143.0%
5260 - Council Contingencies	100,000	-	100,000	-
5262 - Public Service Events	27,875	37,761	(9,886)	135.5%
5263 - City Funds Match	12,000	9,744	2,256	81.2%
5265 - Service Agency Contributions	37,315	37,315	-	100.0%
5270 - Home Loan	2,200,990	2,092,765	108,225	95.1%
5501 - Telephone	135,145	143,770	(8,625)	106.4%
5502 - Electricity	579,821	536,380	43,441	92.5%
5503 - Natural Gas	27,936	25,180	2,756	90.1%
5504 - Water	482,638	423,537	59,101	87.8%
5611 - Warehouse Purchases	38,040	34,679	3,361	91.2%
5621 - Information Systems Allocation	2,111,707	2,111,700	7	100.0%
5631 - Insurance Allocation	1,978,320	1,978,320	-	100.0%
5641 - Fleet Rental Allocation	990,950	990,936	14	100.0%
5642 - Fleet Maintenance Allocation	1,033,109	1,034,477	(1,368)	100.1%
5651 - Building & Operations Allocation	1,439,736	1,329,914	109,822	92.4%
6111 - Furniture & Fixtures	6,094	6,094	-	100.0%
6121 - Machinery & Equipment	169,100	119,225	49,875	70.5%
6131 - Vehicles	35,000	-	35,000	-
6141 - Computer Equipment & Software	682,286	246,281	436,006	36.1%
7101 - Bond Principal	270,000	270,000	-	100.0%
7102 - Bond Interest	236,231	9,980	226,251	4.2%
7103 - Bond Administration Fee	75,000	78,690	(3,690)	104.9%
9101 - Transfers Out	19,053	47,606	(28,553)	249.9%
Total	\$67,166,124	\$66,350,330	\$815,795	98.8%

CITY OF MANHATTAN BEACH, CALIFORNIA
COMPREHENSIVE ANNUAL FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2016



Prepared by the Finance Department

Bruce Moe, Finance Director



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CITY OF MANHATTAN BEACH
 COMPREHENSIVE ANNUAL FINANCIAL REPORT
 FOR THE FISCAL YEAR ENDED JUNE 30, 2016

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

January 3, 2017

Honorable Mayor, Councilmembers and Citizens of Manhattan Beach
Manhattan Beach City Hall
Manhattan Beach, California 90266

We are pleased to present the Comprehensive Annual Financial Report of the City of Manhattan Beach for the Fiscal Year ended June 30, 2016. This report has been prepared in accordance with generally accepted accounting principles as set forth in the pronouncements of the Governmental Accounting Standards Board (GASB). We are also pleased to report that the City has received an unmodified opinion from the independent auditor, meaning that financial statements are presented, in all material respects, in accordance with applicable financial reporting framework.

The City's financial policies require an external independent audit be performed annually, and that the auditor's opinions be included in the Comprehensive Annual Financial Report (CAFR). Further, it states that the results be reviewed with the Finance Subcommittee, which met with the auditor and discussed the results in December 2016.

Responsibility for the accuracy of the data and the fairness of presentation, including all footnotes and disclosures, rests with the City. To the best of our knowledge and belief, the enclosed data are accurate in all material respects and are reported in a manner designed to present fairly the financial position and results of operations of the various funds of the City. All material, statements and disclosures necessary for the reader to obtain a thorough understanding of the City's financial activities have been included.

City management is responsible for establishing and maintaining fiscal internal controls designed to safeguard the assets of the government from loss, theft or misuse, and to ensure that accounting data is accurately compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of controls should not exceed the benefits likely to be derived, and the valuation of costs and benefits require estimates and judgments by management.

The City's financial statements have been audited by Lance, Soll & Lunghard, CPAs, an accounting firm selected by the City Council, based on a recommendation from the Finance Subcommittee. The

Fire Department Temporary Facility Address: 1599 Valley Drive, Manhattan Beach, CA 90266 FAX (310) 802-5201
Police Department Temporary Facility Address: 1501 N. Peck Ave., Manhattan Beach, CA 90266 FAX (310) 802-5101
Public Works Department Address: 3621 Bell Avenue, Manhattan Beach, CA 90266 FAX (310) 802-5301

goal of the independent audit was to provide reasonable assurance that the financial statements of the City are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion and that the City of Manhattan Beach's financial statements for the fiscal year ended June 30, 2016, are fairly presented in conformity with generally accepted accounting principles (GAAP).

The independent auditor's report is presented as the first component of the financial section of this report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis. This letter of transmittal is designed to complement the Management Discussion & Analysis (MD&A) and should be read in conjunction with it. The City's MD&A can be found immediately following the report of the independent auditor.

Profile of the Government

The City of Manhattan Beach is located in the South Bay region of Los Angeles County. The current population¹ is 35,297. The City encompasses approximately four square miles.

Incorporated in 1912 under the general laws of the State of California, the city operates under the Council-Manager form of government. The City Council is comprised of five members elected at-large for overlapping four-year terms. Each member may serve as Mayor for a nine-month period once during his or her four-year term in office. The City Treasurer is also elected to a four-year term, and serves as the chairperson for the Finance Subcommittee. City Councilmembers are limited to two consecutive terms.

The City Council is responsible for, among other things, passing ordinances, adopting the budget, appointing committees, and appointing the City Manager and City Attorney. The City Councilmembers also serve as the governing body of the Manhattan Beach Capital Improvements Corporation (please see Note 1 in the CAFR for more information).

In addition, the City Council appoints the members of the following advisory Boards and Commissions:

Planning Commission	Parking and Public Improvements Commission
Parks & Recreation Commission	Board of Building Appeals
Library Commission	Business Improvement District Advisory Boards
Cultural Arts Commission	

¹ State of California Department of Finance, January 2016

The city is a full-service municipality, and provides a variety of services to the community, including:

Police services	Fire and paramedic services
Culture and recreation	Building and safety
Solid waste and recycling	Water and waste water utilities
Storm water management	Parking facilities
Street and landscape maintenance	General government

Budget Process

The City's budget process begins in January of each year. Line-item budget development is accomplished through the City's financial system, which allows each department to build its budget using computerized worksheets. The departments are responsible for developing the Materials & Supplies line items and part-time employees' salaries. The remaining Salary & Benefit information is calculated and entered by the Finance Department. All supplemental budget requests (new personnel, service or equipment) are subject to City Manager review and approval before becoming part of the operating budget. This process applies to all governmental and enterprise funds.

The Finance Director, in coordination with the applicable operating departments, provides the City Manager with proposed revenue projections. These revenue estimates are reviewed with the department budget requests to determine available funding levels for the fiscal year. The City Manager and Finance Director meet with the departments to review the operating and supplemental budget requests.

After final review and approval by the City Manager, the proposed budget document is presented to the City Council in May. Multiple study sessions and a public hearing are held by the City Council. The budget is adopted by resolution prior to June 30.

Beginning in Fiscal Year 2016-2017, the City converted to a biennial budget. The first year of the budget (FY 2016-2017) was adopted, while the second year (FY 2017-2018) was approved. The second year will be adopted in June 2017.

During the fiscal year, the budget can be amended as necessary to meet the City's needs. The City Council has the legal authority to amend the budget at any time. Department Heads and their designated representatives may only authorize expenditures based on appropriations approved by City Council action, and only from accounts under their organizational responsibility. Actual expenditures may exceed budget appropriations by line-item. However, total expenditures within each fund may not exceed the total appropriation for that fund. The City Manager has the authority and discretion to approve interdepartmental appropriation transfers as long as they are within the same fund. Inter-fund transfers require a budget amendment by the City Council.

Economic Condition

Local Economy

The South Bay region is home to a number of industries including aerospace, entertainment, technology, leisure and tourism, and manufacturing. Economists report that the South Bay area has

strong fundamentals including high levels of education, high incomes and competitive industries. Further, the area fares better during weak economic conditions than some other areas of the state. Case in point, the most recently available figures indicate that Manhattan Beach has a 1.9% unemployment rate, compared to Los Angeles County at 4.8% and the State of California at 5.3%².

Long Term Planning

Each year during the budget process, the City develops a five-year forecast of General Fund revenues and expenditures. During the most recent biennial budget cycle (FY16/17 - FY17/18), the forecast concluded that unassigned General Fund balances will remain in a range from an estimated \$16.6 million at the end of FY 2016-2017 to \$17.1 million in FY 2020-2021. It is important to note that those estimates indicate the need to utilize unassigned fund balance (designated as an economic uncertainty reserve by City Council) for on-going support of Storm Water operations and Street Lighting and Landscape fund deficits, which can only be corrected by a Proposition 218 vote. The City Council's Financial Policy to maintain a balance of 20% of General Fund expenditures will remain funded. The complete five-year forecast can be found in the FY16/17 – FY17/18 budget document, available on line at www.citymb.info. It will be updated for the second year of the biennial budget to reflect FY 2015-2016 results as presented in this audit report.

Financial Policies

In 1997-1998, the City Council approved the City's first set of financial policies, designed to promote sound financial management and ensure that the City's fiscal integrity remains intact as staff and Councilmembers change. This CAFR reflects these financial guidelines. While governmental accounting standards do not classify reserves specifically, and list such designations as "unassigned" assets due to the spendable nature of the funds, please note that the City's unassigned assets do include those funds previously classified as designated for reserves in an effort to define fund balance as of the financial report date.

Major Initiatives

Manhattan Village Mall Enhancement Project

On December 2, 2014, the City Council approved the Mall Expansion Project with additional conditions. The approval allows construction of Phases 1 and 2, and defers Phase 3 (Fry's corner) for future public review and input. On December 20, 2016 the City Council endorsed the updated site plan which includes as Phase I the consolidation and expansion of the Macy's property, totaling 60,000 square feet, and construction of the Northeast parking structure. Refinement of the Plaza and improved parking and circulation is included with Phase II, with new restaurant and retail uses totaling 50,000 square feet. Upon completion, the shopping center will total approximately 646,000 square feet. As a next step, the City will continue to be working closely with the developer and property owners on a schedule for construction of the project, anticipated to start in 2017.

² State of California Employment Development Department, November (Preliminary) 2016

Sepulveda Bridge Widening Project

The Sepulveda Bridge is located on Sepulveda Boulevard (State Route 1) between Rosecrans Avenue and 33rd Street. The existing bridge, and immediately north and south of the bridge, there are 3 northbound and 3 southbound lanes in each direction and serves an average of 71,000 vehicles per day. The proposed project will widen the east side of the bridge to provide a fourth northbound lane to remove the existing bottleneck at the bridge. Sepulveda Boulevard, including the bridge, is owned and maintained by Caltrans. Due to the local significance of the roadway, the City entered into an agreement with Caltrans in February 2009 to widen the bridge as a joint project with the City taking the lead and Caltrans serving in a supporting role. Since then, the City has secured project funding. Grants totaling \$21.4 million are available for the project, and the preliminary cost estimate to complete the project is \$17 million. Once the final project is approved by City Council, and permits are secured from Caltrans, construction will begin, which is expected to start in mid to late 2017.

Downtown Specific Plan

Downtown is a key component of what makes Manhattan Beach such a desirable place to live, visit, and conduct business. The Downtown is a vibrant and charming destination for shopping, dining and services. The City, working with the community, local businesses and other stakeholders, developed a Downtown Specific Plan to maintain and enhance this quaint character, as well as encourage business success. The Plan will guide future development, retail mix, public improvements, and the management of parking in the area. The plan was adopted by the City Council at its December 20, 2016 meeting. Implementation will commence in 2017.

EXECUTIVE FINANCIAL OVERVIEW

This top level overview is presented as a supplement to the more detailed and comprehensive analysis presented in the MD&A. As such, it serves to highlight key financial performance indicators for our major funds. We encourage readers to review the MD&A for a further analysis of the City's financial condition.

General Fund

The General Fund is the primary operating fund of the City of Manhattan Beach. In comparing year-end 2016 to 2015, the total fund balance increased by \$985,531. General Fund revenues exceeded expenditures by \$2,510,594. Other Financing Sources (transfers-in, transfers-out and sale of capital assets) netted out to a negative \$1,525,063, the result of a transfer-in of \$197,780 from the County Parking Lot Fund in line with the contract with the County of Los Angeles, offset by transfers-out of \$215,395 to the Street Lighting and Landscape District Fund to cure a deficit fund balance, \$667,000 to the Insurance Fund to support long term liabilities, and a Storm Water Fund subsidy of \$841,286 to support operations (the remaining \$838 was revenue from the sale of capital assets). At the end of fiscal year 2016, the total General Fund balance equaled \$23.8 million, with an unassigned fund balance of \$19.9 million. Within the unassigned fund balance, City Council has established earmarks for financial policies and economic uncertainties of \$15.3 million, which is available for use at City Council's discretion.

The City's General Fund revenues showed improvement from the prior year, particularly in Property Tax, Other Taxes (sales, transient occupancy, business license, etc.), and licenses and permits. This can be noted by the trends below:

General Fund Revenues by Category - Fiscal Year 2016

Revenue Category	2016 Actual	2015 Actual	Increase/ (Decrease)	%
Property Tax	\$26,344,276	\$24,435,184	\$1,909,092	7.8%
Other Taxes (Sales, Hotel, Business License, etc.)	19,818,435	19,292,893	\$525,542	2.7%
Licenses and Permits (Building, Construction, Film Permits)	2,796,838	2,174,969	\$621,869	28.6%
Fines (Parking Citations, Vehicle Code Fines)	2,503,274	2,506,870	(\$3,596)	(0.1%)
Use of Money and Property (Interest, Rents and Ground Leases)	3,717,747	3,090,305	\$627,442	20.3%
Received From Other Agencies (Vehicle License Fees, Grants)	524,218	1,012,077	(\$487,859)	(48.2%)
Service Charges (Plan Check Fees, P&R Class, Ambulance Fees)	6,572,389	6,712,069	(\$139,680)	(2.1%)
Interfund Charges (Admin Service Charge)	2,996,532	2,913,324	\$83,208	2.9%
Miscellaneous*	1,495,286	806,790	\$688,496	85.3%
Total	\$66,768,995	\$62,944,481	\$3,824,514	6.1%

*Includes proceeds from the sale of capital assets in 2016 (\$828) and 2015 (\$1,050) and one-time Property Transfer Fee (\$780,000) in 2016

Sales tax was up \$177,090 (1.9%) from the prior year's actual receipts. Business License Tax exceeded the prior year by \$99,679, or 2.9%. Plan Check fees underperformed budget by \$565,348 (65.2% of budget) primarily due to the unmet expectation of Manhattan Village Mall plan check fees being collected during the fiscal year due to project delays. Plan Check fees also underperformed the prior year by \$346,375 due to lower fees charged for services. Building Permits were up 41.8% from the prior year to \$1,696,881. Real Estate Transfer Tax revenue of \$792,829 exceeded prior year by 10.0% due to increased real estate market activity and increased prices. On an overall basis, total General Fund revenues (including sale of property) totaled \$66.8 million, up nearly \$3.8 million or 6.1% ahead of last year and exceeded budget estimates by \$3.2 million or 5.0%.

Other Funds

Capital Improvement Fund

The Capital Improvement Projects Fund (CIP) is designed to manage general governmental infrastructure and facilities capital projects. In FY 2016, CIP Fund total revenues were \$1.6 million and expenditures were \$2.6 million. It should be noted that on-going projected revenues less debt service result in a steady state excess of only \$0.8 million, and future General Fund transfers, grants or new revenues will be required to finance larger scale future projects.

The Storm Water Fund had a net operating loss in FY 2015-2016 of \$771,508, furthering prior year net losses. The Storm Water Fund benefitted from a donation of real property with an estimated value of \$850,000. The combination of fixed fees and rising costs requires General Fund subsidies (in FY 15-16 the General Fund provided \$841,286). Additionally, capital improvements due to

legislative mandates will also result in increased costs. A Proposition 218 assessment vote, or other revenue enhancement will be necessary to properly fund operations going forward.

The Street Lighting Fund continues to run deficits each year. For FY 2015-2016, expenditures exceeded revenues by \$215,395. As in the case of Storm Water Fund, assessments have been constant for 20 years. Because there is no fund balance to draw upon, the General Fund contributed the entire amount needed for continued operations. These contributions will be necessary until a Proposition 218 assessment vote is successful in raising the assessment rates and revenues.

Trust and Agency Funds

In several cases, the City acts as a custodian of funds held for the benefit of others which mostly relates to the administration of employee pension and 401(a) deferred compensation plans. All such plan funding requirements have been maintained. City Plans include the supplemental retirement and single highest year programs - dormant plans which were previously offered by the City. It is significant to note that this financial report does not include the value of trust holdings in the employees' 457 deferred compensation plan at June 30, 2016, thus recognizing enacted legislation establishing the City as a plan trustee and protecting these employee-owned assets from external creditors.

The trust and agency fund group also includes debt service funds held in trust on behalf of the undergrounding assessment districts. This fund accounts for assessment collections and the related debt service payments. The cash held as of June 30, 2016, will be used to pay bondholders in FY 2016-2017.

CURRENT TRENDS AND EVENTS

The local economy continues to expand after recovering from the last economic recession. The City's biggest General Fund revenue source, property tax, grew by 7.8% (\$1.9 million) in FY 2016 compared to FY 2015. Assessed valuations, which indicate tax revenue and help propel property tax growth, are projected to increase by 7.1% in FY 16-17 over the prior year, driven by the continued demand and resulting price escalations in the local housing market.

Sales tax revenues, which have been flat the past couple of years, are expected to continue that trend, and are conservatively budgeted approximately 5% below FY 15-16 receipts. Transient Occupancy Tax, which increased 9.65% compared to the prior year, is expected to rise 3.8% in FY 2016-2017. The general improvement in the economy, tourism and travel is expected to continue in the coming year.

As a service organization, labor accounts for the majority of costs - approximately 70% in the General Fund. Three-year labor agreements with the four existing bargaining units (Police Officers, Police Management, Fire and Teamsters) were negotiated and became effective in January 2016, providing predictability in these costs.

Manhattan Beach has maintained a sound financial condition. Established reserves remain funded, and the City continues to operate efficiently and effectively, all while continuing to provide outstanding services for the community.

OTHER INFORMATION

Acknowledgments: This report was made possible through the efforts and teamwork of the highly dedicated Finance staff. Special thanks to Henry Mitzner, Libby Bretthauer and Julie Bondarchuk. Appreciation is also expressed to the City Council and City Treasurer for their interest and support, which made this presentation possible. Finally, thanks to the City’s auditing firm of Lance, Soll & Lunghard, LLP for their professional and diligence in preparing this year-end financial report.



Mark Danaj, City Manager



Bruce Moe, Finance Director

ELECTED OFFICIALS & EXECUTIVE STAFF

ELECTED OFFICIALS

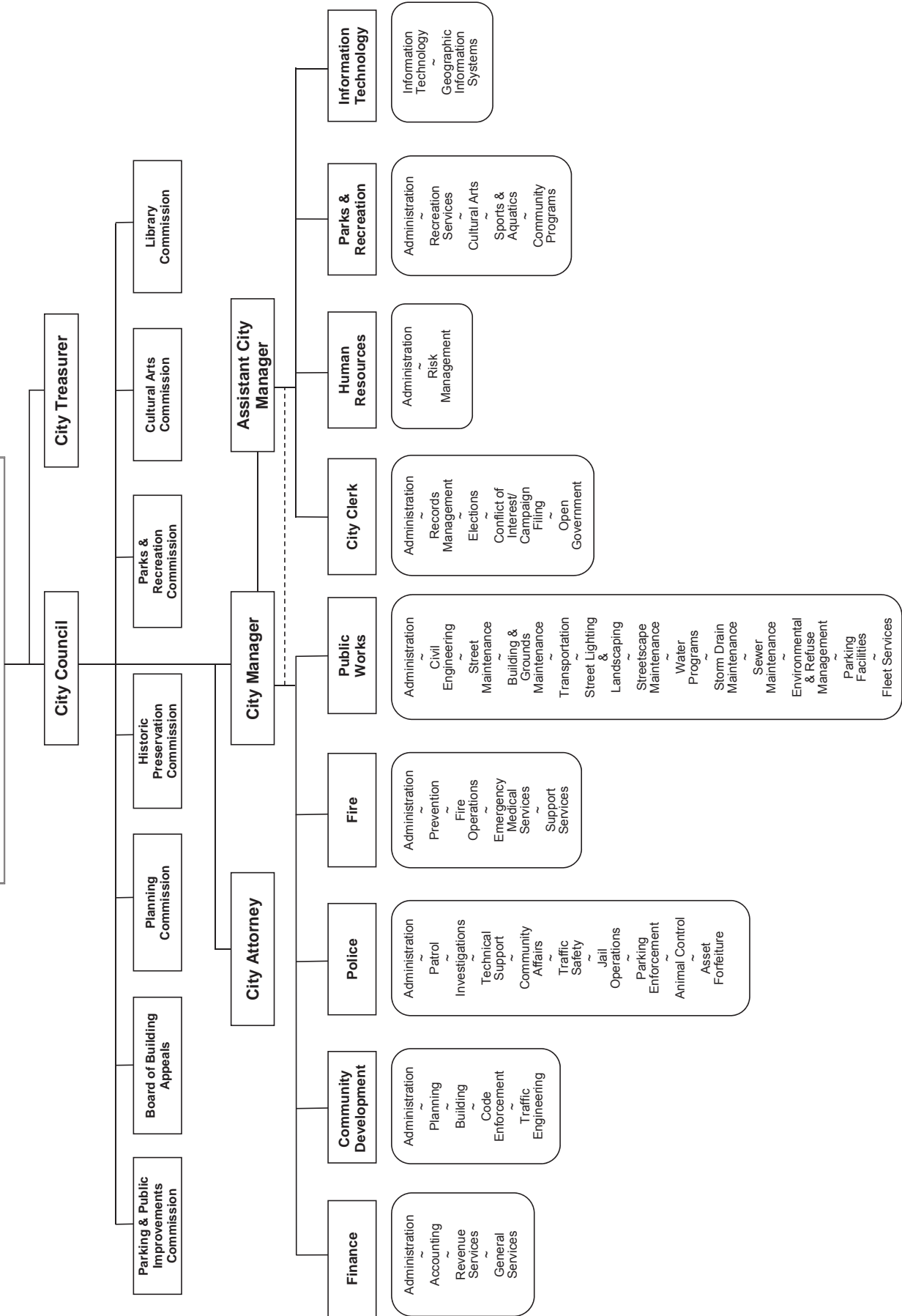
TERM ENDS

Mayor	Tony D'Errico	March 2017
Mayor Pro-Tem	David J. Lesser	March 2017
City Councilmembers	Amy Thomas Howorth	March 2019
	Wayne Powell	March 2019
	Mark Burton	March 2017
City Treasurer	Tim Lilligren	March 2017

EXECUTIVE STAFF

City Manager	Mark Danaj
Assistant City Manager	Nadine Nader
City Clerk	Liza Tamura
City Attorney	Quinn M. Barrow
Director of Finance	Bruce Moe
Director of Human Resources	Teresia Zadroga-Haase
Director of Parks & Recreation	Mark Leyman
Chief of Police	Eve R. Irvine
Fire Chief	Robert Espinosa
Director of Community Development	Marisa Lundstedt
Director of Public Works	Tony Olmos
Director of Information Technology	Sanford Taylor

CITIZENS OF MANHATTAN BEACH





Government Finance Officers Association

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**City of Manhattan Beach
California**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2015

Executive Director/CEO



The Government Finance Officers Association
of the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Finance Department
City of Manhattan Beach, California



The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Date August 19, 2016



INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and Members of the City Council
City of Manhattan Beach, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Manhattan Beach, California, (the City) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



To the Honorable Mayor and Members of the City Council
City of Manhattan Beach, California

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Manhattan Beach, California, as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison schedules for the general fund, the schedule of changes in net pension liability and related ratio, the schedule of contributions, the schedule of investment returns and the schedule of proportionate share of the net pension liability be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements, schedules and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.



CPAs AND ADVISORS

To the Honorable Mayor and Members of the City Council
City of Manhattan Beach, California

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2016 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Lance, Soll & Lughard, LLP". The signature is written in a cursive, flowing style.

Brea California
December 22, 2016



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CITY OF MANHATTAN BEACH
MANAGEMENT'S DISCUSSION AND ANALYSIS



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MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Manhattan Beach, we offer our readers of these financial statements this narrative overview and analysis of the financial activities of the City of Manhattan Beach for the fiscal year ended June 30, 2016. We encourage readers to consider this information in conjunction with additional information that we have furnished in our letter of transmittal, which can be found on pages i to viii of this report. Please note that the implementation of Governmental Accounting Standards Board (GASB) Pronouncement 68, which set forth new standards for reporting and accounting for pensions, was implemented with the fiscal year 2014-2015 report.

FINANCIAL HIGHLIGHTS

Government Wide Financial Basis

- As of June 30, 2016, the City's total net position citywide (including all governmental and business type activities) totaled \$177,371,122, an increase from the prior fiscal year of \$11,170,267 or 6.7%. This is the net result of a positive change in net position of \$11,197,943 due to operations, less a prior period restatement of net position of negative \$27,676 due to the refund of prior year street sweeping fees, as described in Note 12.
 - Governmental net position for the fiscal year totaled \$97,228,273, an increase of \$3,395,619 or 3.6% as a result of operations. A one-time Property Transfer Fee in the amount of \$780,000 also contributed to the increase.
 - Business-type activity net position totaled \$80,142,849, an increase of \$7,774,648 or 10.7%. This is the result of a change in net position of \$7,802,324 from operations, less the prior period restatement of negative \$27,676. This restatement is due to refunds to customers.
- Unrestricted net position, which may be used to meet the government's on-going obligations within certain parameters and requirements, totaled \$23,382,341. This is an increase of \$4,922,845 or 26.7% from FY 2014-2015 levels.
 - Governmental Unrestricted Net Position is negative \$15,597,553. Since over 95% of pension expense is incurred by governmental funds, those activities' net position captures the corresponding share of net pension liabilities resulting in a negative unrestricted net position. This outcome was expected with the implementation of GASB 68 in fiscal year 2014-2015. Governmental Unrestricted Net Position increased from the prior year by \$1,949,163.
 - Business Type activities Unrestricted Net Position is \$38,979,894. Unrestricted Net Position for Business Type activities increased from the prior year by \$2,973,682 due to Water and Wastewater operations as well as a capital contribution of donated land valued at \$850,000.
- Citywide capital assets (land, work in progress, completed) net of depreciation increased by \$4,360,910. Governmental net capital assets decreased by \$41,086. Capital additions of \$3,954,380 were offset by accumulated depreciation of \$3,956,114, less the net book value of disposals of \$39,352. The net book value of disposals is attributable to disposal of vehicles not fully depreciated and an adjustment in buildings. Business-type net capital assets increased by \$4,401,996; additions were \$5,624,278, which was offset by an increase in accumulated depreciation of \$1,221,982 and an adjustment to construction-in-progress of \$300. (See Note 5).
- The City's bond debt decreased by \$1,295,000 during FY 2015-2016. This decrease is attributable to the scheduled principal pay down of issued bonds by both governmental activities (\$725,000) and business-type activities (\$570,000). Capital lease obligations decreased from \$531,820 in fiscal year 2015 to \$341,224 in fiscal year 2016 due to scheduled principal lease payments on a fire truck and sewer truck (See Note 6).

- Long-term liability and workers compensation insurance claim reserves increased by \$1,380,348. Growth in workers compensation claims activity resulted in a reserve increase of \$1,743,227, while general liability claims activity resulted in a decrease to general liability reserves of \$362,879 (See Note 6).

Fund Financial Basis – Governmental Funds

- As of June 30, 2016, the General Fund balance was \$23,750,281. Fund revenues exceeded expenditures by \$2,510,594.
- Governmental Funds (General, Capital Improvement and Special Revenue) revenue totaled \$72,420,139, an increase of \$4,119,681 (6.0%) from FY 2014-2015. Higher tax revenue as well as a one-time property transfer fee contributed to the increase.
- Governmental Funds expenditures totaled \$70,523,669, up \$4,243,416 (6.4%) from the prior year. This rise was driven by increased operational expenditures in the General Fund throughout all current categories of expenditures, except Public Works, offset by a decrease in debt service by \$755,000 (mainly due to the payoff of Pension Obligation Bonds in the prior year) Capital Improvement Fund expenditures increased by \$1,410,823 primarily due to increases in capital outlay, while Other Governmental Fund expenditures decreased by \$327,604 attributable to decreased Gas Tax expenditures but higher Proposition A and Proposition C expenditures.
- General Fund transfers-out totaled \$1,723,681. Transfers-out included \$841,286 to the Stormwater Fund, \$667,000 to the Insurance Fund and \$215,395 to the Street Lighting and Landscape Fund (See Note 4). General Fund transfers-in totaled \$197,780 from the County Parking Fund.

USING THIS ANNUAL REPORT

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements, which is comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Reporting on the City as a Whole

Government-wide financial statements: The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets, deferred inflows/outflows of resources and liabilities, with the difference between these items reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City of Manhattan Beach is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs on a full-accrual basis, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government wide statement of activities has two components:

Governmental Activities

This is a consolidation of all governmental funds and includes the General Fund, Capital Projects Funds, Special Revenue Funds and Internal Service Funds. These funds are supported by taxes, intergovernmental revenues, grants, and charges for services. Expenses include materials and labor, depreciation, and amortization of prepaid pension obligations. Governmental fund expenditures for payment of principal on long-term debt and capital assets are excluded. All intra-governmental charges and expenses and transfers within governmental funds are eliminated.

All internal service fund expenses and depreciation on capital assets are fully allocated to each functional program. Expenses are classified among the following programs: general government, public safety, culture and recreation, and public works. Program activities that produce revenues or receive grant support are applied against program expenses to yield the net expenses. Revenues that cannot be attributed to a specific program, such as taxes and interest (e.g. General Revenues), are shown separately. The total of General Revenues, less net program expenses, generates the change in net position. Total net position of governmental activities differs from fund balances of governmental funds by long-term assets (capital and prepaid pension), long-term liabilities and the total of internal service fund net position.

Business Type Activities

This includes all enterprise funds (Water, Waste Water, Storm Water, Refuse and Parking Funds). These activities have been traditionally presented as enterprise funds and tie directly to the *Statement of Revenues, Expenses, and Change in Net position – Proprietary Funds*, as shown in the Funds section of this report.

The government-wide financial statements can be found on pages 23 to 25 of this report.

Reporting on the City's Most Significant Funds

Fund financial statements: A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Manhattan Beach, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental funds: *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spend-able resources, as well as on balances of spend-able resources available at the end of the fiscal year. In effect, the budgetary governmental fund statements are working capital flow of funds statements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Following the governmental funds *Balance Sheet*, and *Statement of Revenues, Expenditures and Changes in Fund Balances*, there are respective reconciliations of the fund balance to *Statement of Net Position*, and *Net Change in Fund Balances* – total governmental funds to change in net position of governmental activities. As discussed above, the reconciliations include treatment of capital expenditures, depreciation, changes in capital assets, long-term debt, prepaid pension costs, full accrual versus modified accrual and change in net position of internal service funds.

The City of Manhattan Beach maintains twelve individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General fund and the Capital Projects fund, both of which are considered to be major funds. Data from the other ten governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these *non-major* governmental funds is provided in the form of *combining statements* elsewhere in the fund financial statements section of this report.

The City of Manhattan Beach adopts an annual appropriated budget for each of its governmental funds. Beginning in FY 2016-2017, the City transitioned to a biennial budget adopting FY 2016-2017 and approving the FY 2017-2018. The second year of the biennial budget will be adopted prior to the start of the fiscal year. A budgetary comparison statement has been provided for each governmental fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 26 to 28 of this report.

Proprietary funds: Proprietary funds account for goods and services provided to customers and for cost recovery via service charges. There are two types of proprietary funds: enterprise funds which provide services to outside users (residents and businesses of Manhattan Beach), and internal service funds, which provide services to City departments. The City uses internal service funds to account for its fleet of vehicles, computer systems, shared building and maintenance costs, and City-wide insurance costs. Because these services predominantly benefit the governmental function, they have been included within governmental activities in the government-wide financial statements and related intra-governmental charges and transfers have been eliminated accordingly, except for charges and transfers to the enterprise funds, which are quasi-internal transactions.

Proprietary fund financial statements provide the same type of information as the government-wide financial statements, only in more detail. All four internal service funds are combined into a single, aggregated presentation in the proprietary fund financial statements. Individual fund data for the internal service funds is provided in the form of combining statements. Three of the City's seven enterprise funds are considered major funds and presented as such in the fund financial statements. The four non-major funds, Storm Water, Refuse, County and State pier and parking lots, are presented individually in the combining statements.

The combining statements referred to earlier in connection with non-major governmental funds, proprietary and internal service funds are presented immediately following the notes to the financial statements. Combining and individual fund statements and schedules can be found on pages 102-129 of this report.

Notes to the financial statements: The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 39-84 of this report.

The City as Trustee

Other information: In addition to the basic financial statements and accompanying notes, this report also presents the City's progress in funding its obligation to provide pension benefits to its employees and the budget-to-actual financial comparisons for the General Fund. The City has elected to present this information within the basic financial statement and financial statement sections of the report. Note 8 provides detailed analysis of City retirement plans.

All of the City's fiduciary activities are reporting distinctly in a separate Statement of Fiduciary Assets and Liabilities. These figures are not combined with other financial statements because the City cannot use these assets to finance present or future operations. The City is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

As noted earlier, net position serves as an indicator of a government's financial position. In the case of the City of Manhattan Beach, net position totaled \$177,371,122 at June 30, 2016 versus \$166,200,855 at June 30, 2015 – an increase of \$11,170,267. The reason for this increase can be traced to operations in both the Governmental Funds and Business-Type Funds.

The City implemented a significant change in the Government-wide reporting model with the June 30, 2015 financial statements in accordance with Governmental Accounting Standards Board (GASB) Statement No. 68. For the first time, cities were required to recognize their long-term obligation for pension benefits as a liability. Prior to FY 2014-2015, pension liabilities were discussed only in the footnotes. No pension liabilities were presented in the Statements. The pension liabilities now presented in the Government-wide financial statements reflect true pension expense and liabilities as valued by the California Public Employees Retirement System (CalPERS).

Implementation of GASB Statement No. 68 impacted the City's financial statements in two significant areas:

1. Government-wide activities and fund proprietary statements incorporate financial information provided in the pension valuation report. These statements include pension deferred inflows, pension deferred outflows, net pension liability and true pension expense.
2. The pension footnote (Note 8) reflects the information provided in the valuation report.

Inclusion of the net pension liability (\$49,745,284) is most significant due to its impact on the City's reported Net Position. Net position is comprised of three components - Net investment in capital assets, Restricted and Unrestricted (the balance of Net Position). Governmental and Business-type activities' net position captures the corresponding share of net pension liabilities. In the case of Governmental activities, which absorb over 95% of pension expense for general government, public safety, public works and recreation employees, the result is a net pension liability of \$48,528,569. Due to the significantly smaller employee population in Business-type activities, these funds have a much smaller net pension liability of \$1,216,715.

Net position of the City's *Governmental* activities amounted to \$97,228,273, an increase from the prior year of \$3,395,619. On the table of Net Position below, \$102,028,495 is net investment in capital assets¹ such as land, buildings, machinery, infrastructure, equipment and other improvements; \$10,797,331 is restricted for debt service or for Special Revenue Fund resources that are subject to external restrictions on use. Governmental activities' unrestricted net position increased by \$1,949,163 from the prior year to negative \$15,597,553. Unrestricted net position is the balance of a positive working capital component of \$39,990,782 and non-current assets, liabilities and deferrals totaling negative \$55,588,335. Significant components of non-current liabilities and deferrals include 1) net pension liabilities of \$48,528,569, 2) accrued workers compensation and liability claims and judgments of \$4,934,251, and 3) accrued employee benefits of \$2,609,369.

Net position of the City's *Business-type* activities totaled \$80,142,849. This represents an increase from FY 2014-2015 of \$7,774,648, including a restatement of Net Position of negative \$27,676 due to prior period refunds to customers as described in Note 12. \$40,621,092 is net investment in capital assets (land, buildings, machinery, equipment, etc.), while \$541,863 is restricted for business improvement district use. Unrestricted net position (positive \$38,979,894) is the balance of a positive working capital component of \$40,042,880 and negative non-current assets, liabilities and deferrals totaling \$1,062,986. Significant components of non-current liabilities and deferrals include 1) net pension liabilities of \$1,216,715 and 2) accrued employee benefits of \$60,458. Business-type activities' unrestricted net position increased by \$2,973,682 from the prior year, primarily a result of operations in the Water and Wastewater Funds.

¹ Net investment in capital assets is calculated by taking total capital assets net of depreciation, less corresponding bonds and lease payable, less the balance of unamortized bond premium, plus deferred charges on refunding bonds.

City of Manhattan Beach Net Position

	Governmental Activities		Business Type Activities		Total	
	2016	2015	2016	2015	2016	2015
Current Assets	\$68,067,468	\$64,932,459	\$44,713,715	\$39,819,124	\$112,781,183	\$104,751,583
Total Capital Assets Net of Depreciation	117,849,395	117,890,481	52,017,699	47,615,703	169,867,094	165,506,184
Other Non-Current Assets	1,279,282	1,981,089	240,123	295,109	1,519,405	2,276,198
Total Assets	\$187,196,145	\$184,804,029	\$96,971,537	\$87,729,936	\$284,167,682	\$272,533,965
Deferred Charge on Refunding	\$498,909	\$531,097	-	-	\$498,909	\$531,097
Deferred Pension Related Items	9,409,571	5,129,915	362,512	122,803	9,772,083	5,252,718
Deferred Outflows of Resources	\$9,908,480	\$5,661,012	\$362,512	\$122,803	\$10,270,992	\$5,783,815
Current Liabilities	\$18,218,073	\$16,416,868	\$4,723,972	\$2,547,339	\$22,942,045	\$18,964,207
Non-Current Liabilities	71,453,280	66,103,615	12,078,780	12,561,464	83,532,060	78,665,079
Total Liabilities	\$89,671,353	\$82,520,483	\$16,802,752	\$15,108,803	\$106,474,105	\$97,629,286
Deferred Pension Related Items	\$10,204,999	\$14,111,904	\$388,448	375,735	\$10,593,447	\$14,487,639
Deferred Inflows of Resources	\$10,204,999	\$14,111,904	\$388,448	\$375,735	\$10,593,447	\$14,487,639
Net Investment in Capital Assets	\$102,028,495	\$101,159,813	\$40,621,092	\$35,610,816	\$142,649,587	\$136,770,629
Restricted	10,797,331	10,219,557	541,863	751,173	11,339,194	10,970,730
Unrestricted	(15,597,553)	(17,546,716)	38,979,894	36,006,212	23,382,341	18,459,496
Total Net Position	\$97,228,273	\$93,832,654	\$80,142,849	\$72,368,201	\$177,371,122	\$166,200,855

The City's total change in net position amounts to an increase of \$11,170,267. Governmental activities' total net position increased by \$3,395,619. Business-type activities' total net position increased by \$7,774,648, including a prior-period restatement of net position of \$27,676.

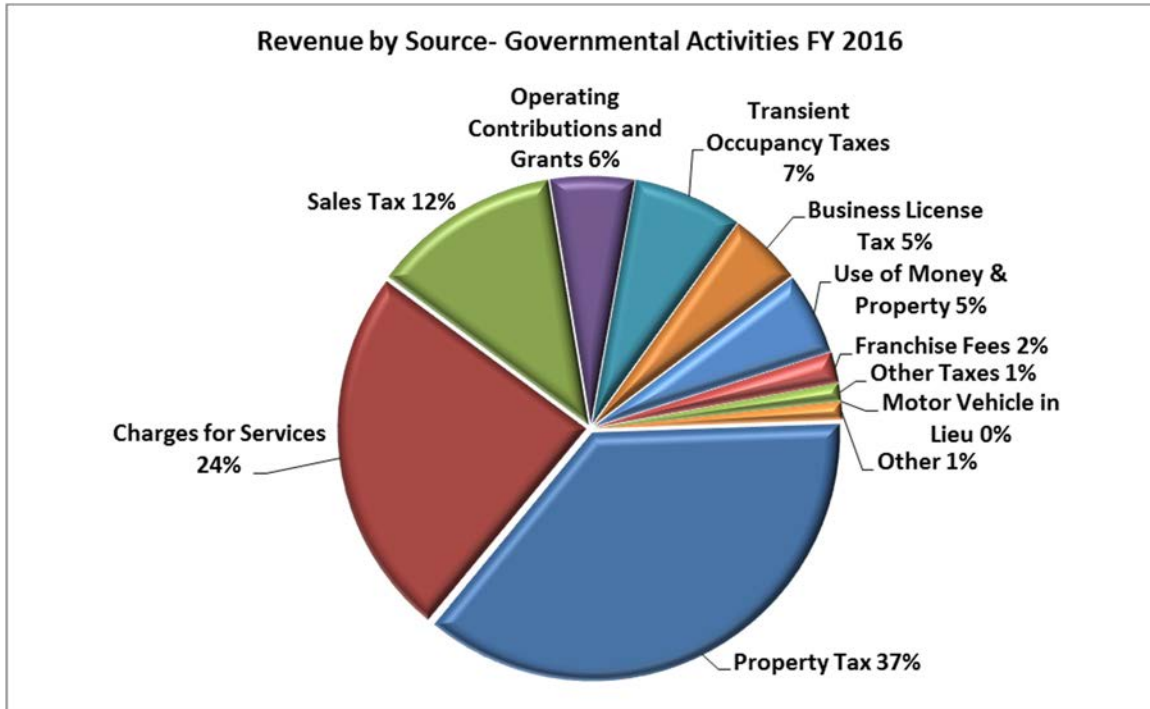
The following table condenses the Government-wide Statement of Activities and Change in Net Position for the fiscal years ending June 30, 2016 and June 30, 2015:

City of Manhattan Beach Changes in Net Position

	Governmental Activities		Business Type Activities		Total	
	2016	2015	2016	2015	2016	2015
Program Revenues:						
Charges for Services	\$17,430,137	\$17,233,817	\$26,211,728	\$27,981,371	\$43,641,865	\$45,215,188
Operating Contributions and Grants	1,587,534	1,739,455	19,611	10,020	1,607,145	1,749,475
Capital Contributions and Grants	2,316,956	2,724,621	850,000	-	3,166,956	2,724,621
General Revenues:						
Property Taxes	26,344,276	24,435,184	-	-	26,344,276	24,435,184
Other Taxes	19,732,915	19,714,470	-	-	19,732,915	19,714,470
Motor Vehicle in Lieu	14,430	15,099	-	-	14,430	15,099
Use of Money and Property	3,870,056	3,184,502	479,475	273,944	4,349,531	3,458,446
Other	780,000	10,839	60,678	74,643	840,678	85,482
Gain on sale of capital asset	29,976	100,543	-	-	29,976	100,543
Total Revenues	\$72,106,280	\$69,158,530	\$27,621,492	\$28,339,978	\$99,727,772	\$97,498,508
Expenses:						
General Government	\$13,318,679	\$12,276,294	-	-	\$13,318,679	\$12,276,294
Public Safety	37,458,469	37,098,767	-	-	37,458,469	37,098,767
Public Works	8,476,953	9,084,861	-	-	8,476,953	9,084,861
Culture & Recreation	8,396,503	7,707,656	-	-	8,396,503	7,707,656
Interest on Long-Term Debt	416,551	428,406	-	-	416,551	428,406
Water, Waste, Storm	-	-	12,352,302	11,590,698	12,352,302	11,590,698
Refuse	-	-	4,110,197	4,011,830	4,110,197	4,011,830
Parking	-	-	4,000,175	3,160,043	4,000,175	3,160,043
Total Expenses	\$68,067,155	\$66,595,984	\$20,462,674	\$18,762,571	\$88,529,829	\$85,358,555
Revenues Over Expenses	4,039,125	2,562,546	7,158,818	9,577,407	11,197,943	12,139,953
Transfers In (Out)	(643,506)	250,324	643,506	(250,324)	-	-
Increase (Decrease) in Net Position	\$3,395,619	\$2,812,870	\$7,802,324	\$9,327,083	\$11,197,943	\$12,139,953
Net Position - Beginning	\$93,832,654	\$143,883,984	\$72,368,201	\$64,613,421	\$166,200,855	\$208,497,405
Restatement of Net Position	-	(\$52,864,200)	(\$27,676)	(\$1,572,303)	(27,676)	(54,436,503)
Net Position - June 30 (Year End)	\$97,228,273	\$93,832,654	\$80,142,849	\$72,368,201	\$177,371,122	\$166,200,855

Changes in Net Position - Governmental Activities

The City's governmental activities in FY 2015-2016 increased net position by \$3,395,619 compared to an increase of \$2,812,870 in FY 2014-2015. Total governmental activities revenue of \$72,106,280, excluding transfers-in of \$197,780, is broken out as follows:



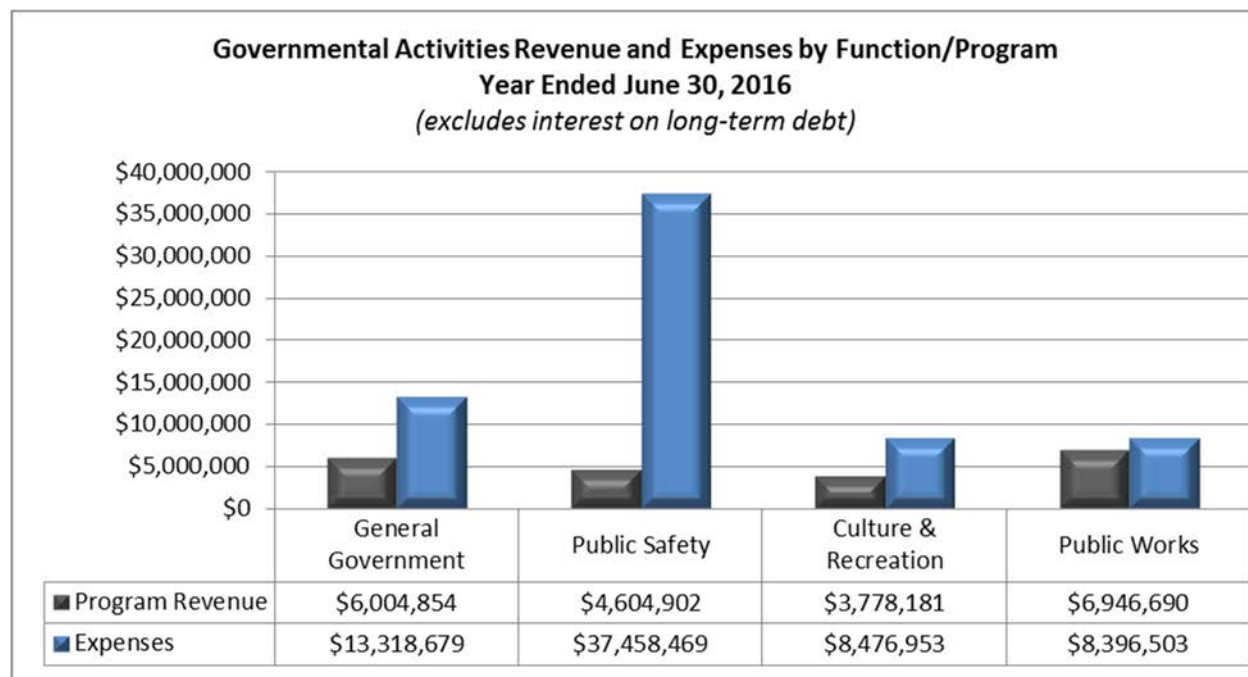
Functional expenses (excluding interest on debt) for the years ending June 30, 2016 and 2015 were as follows:

	Total Cost of Services		Net Cost of Services	
	2016	2015	2016	2015
General Government	13,318,679	12,276,294	(7,313,825)	(6,373,615)
Public Safety	37,458,469	37,098,767	(32,853,567)	(32,141,306)
Culture and Recreation	8,476,953	7,707,656	(4,698,772)	(4,046,855)
Public Works	8,396,503	9,084,861	(1,449,813)	(1,907,909)
Total	\$67,650,604	\$66,167,578	(\$46,315,977)	(\$44,469,685)

**Excludes interest on long-term debt.*

The total cost of services increased from the prior year by \$1,483,026 (2.2%), while the net cost of services increased by \$1,846,292 (4.2%) from the prior year. Total cost of services for Public Safety increased by \$359,702, Culture and Recreation increased \$769,297, General Government increased by \$1,042,385, and Public Works decreased by \$688,358.

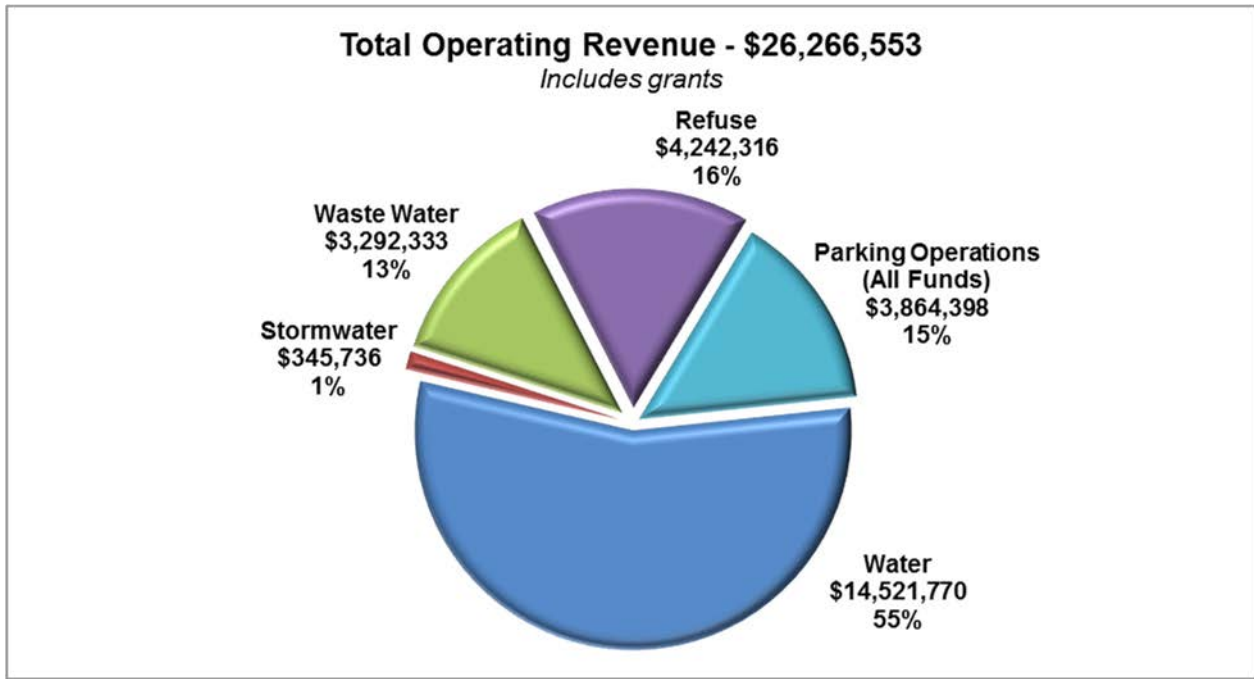
The following chart illustrates governmental revenues and expenses by function for the year ended June 30, 2016.



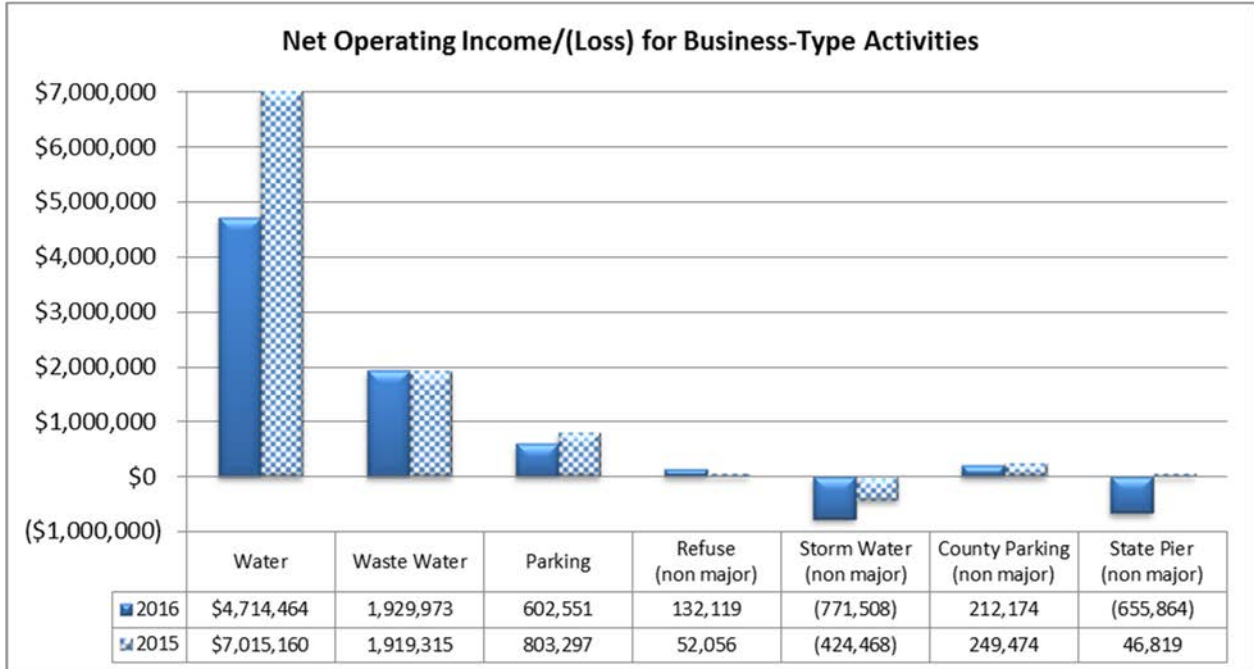
Change in Net Position - Business Type Activities

In fiscal year 2015-2016, total revenues for the City’s business-type activities amounted to \$27,621,492. Program revenues totaled \$27,081,339, interest revenues totaled \$479,475, and other revenues totaled \$60,678. Program revenues also included a one-time capital contribution for donated land valued at \$850,000. Expenses totaled \$20,462,674 of which operating expenses equaled \$20,102,644, and non-operating expenses (debt interest expense) totaled \$360,030. Total income from operations was \$6,163,909 while net income before transfers was \$6,308,818. After net transfers-in totaling \$643,506, net position increased by \$7,802,324 compared to an increase of \$9,327,083 in FY 2014-2015.

Operating Revenues by Source - Business Type Activities FY 2016



Operating Income varied across the business-type activities in FY 2016. A year-over-year comparison is presented below. Further analysis of the major funds is discussed later in this report.



FUND FINANCIAL STATEMENTS

Governmental Funds

As of the end of the 2016 fiscal year, the City's governmental funds ending fund balances totaled \$43.8 million, an increase of \$586,802 (1.4%) in comparison with the prior year.

Approximately \$19.9 million (45.4%) of the Governmental Funds total constitutes unassigned fund balance. The remainder of the fund balance (\$23.9 million) is non-spendable, restricted or committed indicating these funds are not available for new spending because it has already been committed for on-going capital projects, advanced to other funds for legally restricted use, long term notes receivable, or for legally-required debt service reserves.

Notwithstanding Governmental Accounting Standards Board (GASB) pronouncements, the City Council has established earmarks within the unassigned category for working capital and budgetary capital planning initiatives. Of the \$19.9 million unassigned governmental fund balance noted above, \$14.6 million has been designated by City Council policy.

General Fund

The General Fund is the chief operating fund of the City of Manhattan Beach. At the end of the 2015-2016 fiscal year, unassigned fund balance of the General Fund was \$19.9 million, while total fund balance was \$23.8 million. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 3.71 months of total General Fund expenditures, while total fund balance represents 4.44 months of General Fund expenditures.

During the year, General Fund revenues (including proceeds from sale of capital assets) exceeded expenditures by \$2.5 million. The non-spendable portion of fund balance increased nearly \$2.2 million, primarily due to an increase in notes and loans receivable.

Net transfer activity in this fund totaled \$1,525,901 and included the following transfers:

- \$215,395 was transferred to the Street Lighting Fund to relieve a deficit fund balance.
- \$841,286 was transferred to the Storm Water Fund to relieve a deficit fund balance due to operations.
- \$667,000 was transferred to the Insurance Reserve Fund to support long-term liabilities.
- \$197,780 of excess revenues from the County Parking Lot Fund was transferred to the General Fund in line with the contract with the County of Los Angeles.

Please see Note 4 for more information.

Capital Improvement Fund

The Capital Improvement Fund serves to plan and manage the construction and maintenance of non-enterprise projects which are funded through dedicated revenue sources as well as General Fund surpluses which may arise from year to year. The City adopts a five-year capital project plan in which City Council priorities are planned. The Capital Improvement Fund is one of the major funds covered in that City-wide plan.

At the end of fiscal year 2016, total fund balance of \$9.3 million in the Capital Improvement Fund is committed to capital projects.

A partial list of identified long-term project commitments at year-end includes:

- \$1.9 million in various facilities improvements
- \$1.8 million for the Strand stairs project
- \$1.5 million for turf and light replacements at sports fields
- \$1.1 million for Downtown Traffic Signal Replacements
- \$962,096 for reimbursable Safe Routes to School Grant programs
- \$319,638 for design of the replacement Fire Station #2
- \$312,832 for reimbursable CDBG Access Ramp construction
- \$214,660 for Non-motorized crosswalks and bike lanes
- \$100,000 for the Parks Master Plan

During Fiscal Year 2015-2016, the Capital Improvement Project Fund balance decreased by \$996,483 (9.7%). Revenues of \$1.6 million were offset by capital and maintenance expenditures of \$1.8 million and debt service of \$769,788.

Of the \$1.6 million in total revenues to the Capital Improvement Fund, certain dedicated revenues described totaled \$1,530,620 in FY 2015-2016. These revenues are earmarked for funding general government capital improvement projects in the effort to maintain and enhance City infrastructure. A breakdown of these follows:

Hotel Tax: 15% of the Transient Occupancy Tax has been dedicated to funding CIP's, generating \$730,198 in revenue for the year, which is \$32,220 (4.6%) above prior year levels. The increase was due to an improved economic climate resulting in higher levels of travel and tourism.

Parking Meter Rates: Fifty cents of the \$1.25 per hour on-street parking meter rates is dedicated to capital improvements. This source generated revenue of \$688,390 this fiscal year, down \$20,177 or 2.8% from the prior year.

Parking Citation Rates: Most parking citations include four dollars dedicated to the CIP fund. For FY 2015-2016, revenue of \$112,032 was realized; a decrease of \$18,636 (14.3%) from the prior year.

Capital Improvement Fund expenditures equaled \$2,570,041 and included:

- \$906,096 – Downtown Streetscape tile crosswalks
- \$769,788 – Debt service on the Police and Fire Facility
- \$435,575 – Strand Stairs Construction project
- \$169,883 – Office remodeling at City Hall
- \$61,972 – Non-motorized Crosswalks and Bike Lanes
- \$40,256 – Infrastructure Needs Assessment and Feasibility study
- \$33,320 – Energy Efficiency implementation study
- \$30,089 – Citywide Sign program

Other Governmental Funds

Other non-major governmental funds include all Special Revenue funds used exclusively to account for intergovernmental and assessment proceeds, which are restricted in use by law. This group of funds includes the Street Lighting Fund, Gas Tax Fund, Federal and State Grants Fund, Propositions A and C Funds, Measure R Fund, Asset Forfeiture Fund, Police Safety Grant Fund, the Air Quality Management Fund and Underground Assessment Fund. The majority of the dollars which flow through these funds are used for the maintenance of streets, parks, local transportation programs and the purchase of safety and fuel efficient equipment.

The Street Lighting Fund continues to run deficits each year. For FY 2015-2016, expenditures exceeded revenues by \$215,395. Since there is no fund balance to draw upon, the General Fund contributes the entire amount to make up for the deficit in the Street Lighting Fund. These contributions will be necessary until a Proposition 218 assessment vote is successful in raising the assessment rates and revenues.

Proprietary Funds

The City's proprietary funds consist of enterprise funds and internal service funds. The enterprise funds include Water, Wastewater and Parking Funds (major funds), as well as Storm Water, Refuse and both the County and State Pier & Parking Lot Funds (which are considered non-major). Internal service funds include Insurance Reserve, Information Technology, Fleet Management and Building Maintenance and Operations.

Enterprise Funds

At year-end, total net position of all enterprise funds amounted to \$80,142,849. Net investment in capital assets totaled \$40,621,092 and \$541,863 are restricted funds for a business improvement district. The balance of \$38,979,894 is unrestricted net position.

Overall, enterprise funds combined net income was \$6.2 million before transfers. Operations resulted in a \$7.8 million increase in net position. Transfer activity included an operating transfer-out of \$197,780 from the County Parking Lots Fund to the General Fund and an operating transfer-in of \$841,286 from the General Fund to cover the deficit in the Storm Drain Fund.

Several enterprise funds are worth noting this year:

- The Water Fund continues to build the resources for planned capital improvements needed to sustain the utility's operation and infrastructure. Net income from operations totaled \$4,714,464, a decrease from the prior year which had net operating income of \$7,015,160. Revenue from sales declined by 9.8% because of lower consumption due to water conservation, while operating expenses (labor, materials, services, etc.) increased by 8.0%. Accumulated fund balances provide resources for planned capital improvements to the utility's infrastructure, estimated at \$32.8 million over the next five years.
- The Waste Water fund net operating income for FY 2015-2016 was \$1,929,973 versus \$1,919,315 for FY 2014-2015 – a net increase of \$10,658, or 0.6%. Operating revenue decreased \$282,721 (7.9%) while operating expenses decreased \$293,379 (17.7%). It is important to note that because Waste Water revenues are based on water consumption, water conservation efforts result in lower Waste Water revenues without the benefit of lower costs, as is the case in the Water fund where conservation results in less pumping and less Water being purchased.
- Refuse Fund net income from operations totaled \$132,119 in FY 2015-2016, an increase of \$80,063 from the prior year. Operating expenses increased by \$98,367 (2.5%) and operating revenues increased by \$178,430 (4.4%). In FY 2013-2014, the City voluntarily commenced issuing refunds for past street sweeping charges collected on utility bills. The Refuse Fund balance for fiscal year ending June 30, 2014 was restated to recognize the street sweeping refunds issued from prior year revenues which totaled \$618,708. Total fund balance as of June 30, 2014 was \$541,605. Street sweeping refunds continued in FY 14-15 totaling \$148,522 and \$27,676 in FY 15-16, require restatements in each fiscal year. Fund balance at June 30, 2016 totaled \$457,337, an increase of \$131,418 from FY 14-15 year-end.
- The Stormwater Fund net operating loss in FY 2015-2016 totaled \$771,508, furthering prior year net losses in FY 2014-2015 (\$424,468), FY 2013-2014 (\$420,831), and FY 2012-2013 (\$57,093). The combination of fixed assessments and rising costs currently requires a General Fund cash subsidy. The General Fund transferred \$841,286 in FY 2015-2016 to relieve the operational deficit in the Stormwater Fund. Additionally, capital improvements due to legislative mandates will also result in increased costs in the near future. A Proposition 218 assessment vote will be necessary to properly fund operations going forward.

Internal Service Funds

Unrestricted net position of the internal service funds at the end of the year amounted to \$402,291 with total net position of \$5.3 million at year-end. Total net position increased by \$312,038 from the prior year.

In the Insurance Fund, net position at year-end was negative \$2,368,236, due to higher workers compensation claims and other accrued claims and judgments. FY 2015-2016 workers compensation and liability claims expense totaled \$6.66 million. For comparison, prior year workers compensation and liability claims expense are below:

FY 2015-2016	\$6.66 million
FY 2014-2015	6.56 million
FY 2013-2014	5.17 million
FY 2012-2013	3.77 million
FY 2011-2012	4.96 million
FY 2010-2011	3.59 million
FY 2009-2010	1.69 million
FY 2008-2009	2.98 million

The unpredictable nature of workers compensation and liability claims activity causes these fluctuations in claims expense from year to year. The City continually looks for ways to proactively manage risk and reduce these costs.

Net position in the Fleet Fund increased by \$575,876, to \$7.6 million, reflecting departmental charge-outs (revenues to the fund) for vehicles in advance of replacement purchases. Capital purchases totaled \$640,309 versus \$767,814 in FY 2014-2015 when the City continued to catch-up on overdue vehicle purchases suspended during difficult economic conditions in previous years.

Net position in the Building Maintenance and Operations Fund is negative \$312,455 due to the net pension liability of \$376,063. Operations are fully funded by charge-outs to other funds.

General Fund Budgetary Highlights

Estimated Revenues

Total revenues totaled \$66,966,775 including transfers-in from the County Parking Lot Fund. Including proceeds from the sale of capital assets, year-end revenues outperformed the final budget by \$2,532,688. Tax revenues exceeded budget by \$1,902,811. Intergovernmental collections exceeded budget by \$258,381 as a result of prior year state-mandated cost claim payments received from the State. Fines and Forfeitures underperformed the final budget by \$422,726 mainly due to lower parking citation revenue. Miscellaneous Revenue came in \$803,948 over budget due to a one-time Marriott Hotel Property Transfer Fee of \$780,000 while Interest and Rents exceeded budget by \$519,117.

Appropriations

The final amended budget reflects a net increase of \$3,600,962 over the adopted appropriations. Actual expenditures were under the final budget by \$2,816,586.

Significant budget adjustments approved by the City Council included:

- \$2.2 million for a temporary home loan to the Assistant City Manager
- \$333,700 for heavy equipment and supplies in preparation of El Nino and other storm disasters
- \$60,000 for Engineering consulting services
- \$24,000 for a Youth Art Education Initiative

Capital Asset and Debt Administration

Capital Assets: Government-wide, the City's investment in capital assets (net of accumulated depreciation) as of June 30, 2016 is \$169,867,094. This is an increase from the prior year of \$4,360,910. This investment in capital assets includes land, buildings, park improvements, roadways, sewer, storm drains, vehicles, computer equipment, furniture and other equipment.

City of Manhattan Beach Capital Assets (Net of depreciation)

	Governmental Activities		Business-Type Activities		Total	
	2016	2015	2016	2015	2016	2015
Land	\$33,634,565	\$33,634,565	\$2,607,434	\$1,757,434	\$36,241,999	\$35,391,999
Buildings	33,068,112	33,785,001	15,198,094	15,452,793	48,266,206	49,237,794
Machinery & Equipment	1,324,165	1,426,126	165,551	165,551	1,489,716	1,591,677
Vehicles	5,230,379	5,539,339	-	-	5,230,379	5,539,339
Infrastructure	35,798,758	34,537,324	22,345,533	22,604,298	58,144,291	57,141,622
Invested in Joint Venture (RCC)	1,922,320	1,840,228	-	-	1,922,320	1,840,228
Work in Progress	6,871,096	7,127,898	11,701,087	7,635,627	18,572,183	14,763,525
Total	\$117,849,395	\$117,890,481	\$52,017,699	\$47,615,703	\$169,867,094	\$165,506,184

Governmental

During Fiscal Year 2015-2016, governmental capital expenditures included:

- \$640,309 for vehicle purchases
- \$353,833 for machinery and equipment.

Business-type

During the fiscal year, Business-type capitalized net expenditures totaled \$4,773,978 for projects in progress. Additionally, the Storm Water fund received donated land valued at \$850,000. This increase was offset by depreciation of \$1,221,982, resulting in a net increase in assets of \$4,401,996.

Please refer to Note 5 for additional information on the City's capital assets.

Long-Term Liabilities: Total long-term liabilities citywide (excluding unamortized bond premiums) equal \$43,608,343, a decrease of \$54,542 from fiscal 2014-2015. Governmental liabilities increased by \$511,361 or 1.6% while business type liabilities decreased by \$565,903 or 4.9%. The following table is a condensation of Footnote 6.

City of Manhattan Beach Outstanding Liabilities (Excluding Bond Premium)

	Governmental Activities		Business-Type Activities		Total	
	2016	2015	2016	2015	2016	2015
Marine Avenue COPs	\$6,445,000	\$6,715,000	-	-	\$6,445,000	\$6,715,000
Capital Equipment Lease	341,224	531,820	-	-	341,224	531,820
Police & Fire Facility Refunding COPs	9,125,000	9,580,000	-	-	9,125,000	9,580,000
Accrued Employee Leave & Benefits	3,245,083	3,198,474	75,187	71,090	3,320,270	3,269,564
Supplemental Leave	-	-	-	-	-	-
Water and Wastewater COPs	-	-	-	-	-	-
Water and Wastewater Refunding COPs	-	-	2,180,000	2,355,000	2,180,000	2,355,000
Metlox Parking COPs	-	-	-	-	-	-
Metlox Parking Refunding COPs	-	-	8,710,000	9,105,000	8,710,000	9,105,000
Pension Obligation Bonds	-	-	-	-	-	-
Insurance Claim Reserves	13,486,849	12,106,501	-	-	13,486,849	12,106,501
Total Long Term Liabilities	\$32,643,156	\$32,131,795	\$10,965,187	\$11,531,090	\$43,608,343	\$43,662,885
Current portion of Long Term (due within one year)	10,127,030	9,442,456	609,729	582,639	10,736,759	10,025,095
Long Term Liabilities - Non Current	\$22,516,126	\$22,689,339	\$10,355,458	\$10,948,451	\$32,871,584	\$33,637,790

Governmental

Principal obligations for existing long-term bonded debt were reduced in accordance with existing debt service schedules. This decrease was offset by an increase in Insurance Claim Reserves as a result of extraordinary cases in workers compensation claims.

Business Type

Business type principal obligations for existing long-term bonded debt were reduced in accordance with existing debt service schedules. For the details regarding components of long term liabilities including debt service schedules, please refer to Note 6.

State statutes limit the amount of general obligation debt a governmental entity may issue to 3.75% of its total assessed valuation. The current debt limitation for the City of Manhattan Beach (fiscal year 2015-2016) is \$504,000,000.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The City continues to see overall economic stability and expansion. Most major revenues are advancing along with the overall economy. The housing market is robust and, along with it, the City's Property Tax revenues. Building activity remains stable, and tourism and travel are strong.

With the FY 2016-2017 budget process, the City transitioned to a two-year budget in order to better encourage longer-range planning and link the spending plan to the vision of the City's Strategic Plan, which prioritizes goals for the coming years. The City Council adopted the biennial FY 2016-17 General Fund budget in June 2016. The original budget estimates General Fund revenues at \$67,822,465 and expenditures of \$67,406,040, resulting in a surplus of \$416,425 in FY 2016-17.

The City's major General Fund revenue sources continue to improve after the lasting effects of the Great Recession. Property tax, the single biggest General Fund revenue source, which dramatically slowed with the housing market, is expected to increase in FY 2016-2017 by 7.1% over FY 2015-2016 actual receipts. Sales tax is projected to remain flat to slightly lower from FY 2015-2016. Primary drivers of the stagnation are fuel and service stations, reflecting the downward trend in gasoline prices, and general consumer goods. Transient Occupancy Taxes are also expected to increase from FY 2015-2016.

As a service organization, labor accounts for most of our costs - approximately 70% (\$45.2 million) in the General Fund. New labor agreements with the four bargaining units (Police Officers, Police Management, Fire and Teamsters) were negotiated during FY 2015-2016, and are effective until December 2018.

The City continues its focus on capital improvements. \$107.8 million (including carryover projects) is planned over the next five years for utility, street and facility projects. \$53.0 million of that amount is for water, wastewater, and stormwater projects exclusive of mandated improvement projects under the federal National Pollution Discharge Elimination System (NPDES). Approximately \$16.4 million has been budgeted for street and roadway needs, \$18.9 for general facilities (including parking facilities), and \$19.5 for the Sepulveda Bridge project. These projects will ensure continued functionality of vital systems, traffic flow and community facilities.

Requests for Information

This financial report is designed to provide a general overview of the financial position of the City of Manhattan Beach for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Department, 1400 Highland Avenue, Manhattan Beach, CA 90266.

CITY OF MANHATTAN BEACH

STATEMENT OF NET POSITION
JUNE 30, 2016

	Primary Government		Total
	Governmental Activities	Business-Type Activities	
Assets:			
Cash and investments	\$ 57,672,589	\$ 43,103,861	\$ 100,776,450
Receivables:			
Accounts	630,580	1,292,813	1,923,393
Taxes	3,843,907	-	3,843,907
Notes and loans	3,803,074	-	3,803,074
Accrued interest	293,118	-	293,118
Prepaid costs	114,977	111,484	226,461
Due from other governments	1,337,525	-	1,337,525
Due from OPEB Trust Fund	132,665	-	132,665
Due from Pension Trust Fund	156,223	-	156,223
Inventories	82,810	205,557	288,367
Total Current Assets	68,067,468	44,713,715	112,781,183
Restricted assets:			
Cash with fiscal agent	556,628	193,456	750,084
Prepaid other post-employment benefits	722,654	46,667	769,321
Capital assets not being depreciated	40,505,661	14,308,521	54,814,182
Capital assets, net of depreciation	77,343,734	37,709,178	115,052,912
Total Noncurrent Assets	119,128,677	52,257,822	171,386,499
Total Assets	187,196,145	96,971,537	284,167,682
Deferred Outflows of Resources:			
Deferred charge on refunding	498,909	-	498,909
Deferred pension related items	9,409,571	362,512	9,772,083
Total Deferred Outflows of Resources	9,908,480	362,512	10,270,992
Liabilities:			
Accounts payable	3,261,912	3,358,081	6,619,993
Accrued liabilities	2,564,512	-	2,564,512
Management loan payable	108,224	-	108,224
Accrued interest	153,156	193,456	346,612
Unearned revenue	733,511	-	733,511
Deposits payable	1,269,728	562,706	1,832,434
Long-term liabilities due within one year:			
Leases Payable	193,718	-	193,718
Bonds Payable	745,000	595,000	1,340,000
Accrued workers comp/liability claims and judgments	8,552,598	-	8,552,598
Accrued employee benefits	635,714	14,729	650,443
Total Current Liabilities	18,218,073	4,723,972	22,942,045
Noncurrent liabilities:			
Long term liabilities due in more than one year			
Leases payable	147,506	-	147,506
Bonds payable	15,233,585	10,801,607	26,035,192
Net pension liability	48,528,569	1,216,715	49,745,284
Accrued workers comp/liability claims and judgments	4,934,251	-	4,934,251
Accrued employee benefits	2,609,369	60,458	2,669,827
Total Noncurrent Liabilities	71,453,280	12,078,780	83,532,060
Total Liabilities	89,671,353	16,802,752	106,474,105
Deferred Inflows of Resources:			
Deferred pension related items	10,204,999	388,448	10,593,447
Total Deferred Inflows of Resources	10,204,999	388,448	10,593,447
Net Position:			
Net investment in capital assets	102,028,495	40,621,092	142,649,587
Restricted for:			
Public safety	873,595	-	873,595
Public works	5,272,830	-	5,272,830
Capital projects	4,638,320	-	4,638,320
Debt service	12,586	-	12,586
Business improvement districts	-	541,863	541,863
Unrestricted	(15,597,553)	38,979,894	23,382,341
Total Net Position	\$ 97,228,273	\$ 80,142,849	\$ 177,371,122

CITY OF MANHATTAN BEACH

STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2016

	<u>Expenses</u>	<u>Program Revenues</u>		
		<u>Charges for Services</u>	<u>Operating Contributions and Grants</u>	<u>Capital Contributions and Grants</u>
Functions/Programs				
Primary Government:				
Governmental Activities:				
General government	\$ 13,318,679	\$ 5,859,027	\$ 145,827	\$ -
Public safety	37,458,469	4,182,052	422,850	-
Culture and recreation	8,476,953	3,135,249	642,932	-
Public works	8,396,503	4,253,809	375,925	2,316,956
Interest on long-term debt	416,551	-	-	-
Total Governmental Activities	68,067,155	17,430,137	1,587,534	2,316,956
Business-Type Activities:				
Water	9,851,136	14,514,443	-	-
Stormwater	1,117,244	345,736	-	850,000
Wastewater	1,383,922	3,281,179	-	-
Refuse	4,110,197	4,242,316	19,611	-
Parking	2,226,022	2,498,860	-	-
County Parking Lot	519,963	732,137	-	-
State Pier and Parking Lot	1,254,190	597,057	-	-
Total Business-Type Activities	20,462,674	26,211,728	19,611	850,000
Total Primary Government	\$ 88,529,829	\$ 43,641,865	\$ 1,607,145	\$ 3,166,956

General Revenues:

Taxes:

- Property taxes, levied for general purpose
- Transient occupancy taxes
- Sales taxes
- Franchise taxes
- Business licenses taxes
- Real estate transfer taxes
- Motor vehicle in lieu - unrestricted
- Use of money and property
- Other
- Gain on sale of capital asset

Transfers

Total General Revenues and Transfers

Change in Net Position

Net Position at Beginning of Year

Restatement of Net Position

Net Position at End of Year

Net (Expenses) Revenues and Changes in Net Position		
Primary Government		
Governmental Activities	Business-Type Activities	Total
\$ (7,313,825)	\$ -	\$ (7,313,825)
(32,853,567)	-	(32,853,567)
(4,698,772)	-	(4,698,772)
(1,449,813)	-	(1,449,813)
(416,551)	-	(416,551)
(46,732,528)	-	(46,732,528)
-	4,663,307	4,663,307
-	78,492	78,492
-	1,897,257	1,897,257
-	151,730	151,730
-	272,838	272,838
-	212,174	212,174
-	(657,133)	(657,133)
-	6,618,665	6,618,665
(46,732,528)	6,618,665	(40,113,863)
26,344,276	-	26,344,276
5,139,425	-	5,139,425
8,826,767	-	8,826,767
1,439,957	-	1,439,957
3,475,792	-	3,475,792
850,974	-	850,974
14,430	-	14,430
3,870,056	479,475	4,349,531
780,000	60,678	840,678
29,976	-	29,976
(643,506)	643,506	-
50,128,147	1,183,659	51,311,806
3,395,619	7,802,324	11,197,943
93,832,654	72,368,201	166,200,855
-	(27,676)	(27,676)
\$ 97,228,273	\$ 80,142,849	\$ 177,371,122

CITY OF MANHATTAN BEACH

**BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2016**

	<u>General</u>	<u>Capital Projects Fund Capital Improvement</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
Assets:				
Pooled cash and investments	\$ 21,845,248	\$ 9,583,820	\$ 10,701,064	\$ 42,130,132
Receivables:				
Accounts	585,111	-	26,320	611,431
Taxes	3,777,330	66,577	-	3,843,907
Notes and loans	3,771,864	31,210	-	3,803,074
Accrued interest	293,118	-	-	293,118
Prepaid costs	82,138	-	413	82,551
Due from other funds	22,488	-	-	22,488
Due from other governments	166,467	398,538	772,520	1,337,525
Due from OPEB Trust Fund	132,665	-	-	132,665
Due from Pension Trust Fund	156,223	-	-	156,223
Restricted assets:				
Cash and investments with fiscal agents	12,586	153,156	390,886	556,628
Total Assets	\$ 30,845,238	\$ 10,233,301	\$ 11,891,203	\$ 52,969,742
Liabilities, Deferred Inflows of Resources, and Fund Balances:				
Liabilities:				
Accounts payable	\$ 2,174,626	\$ 411,377	\$ 401,645	\$ 2,987,648
Accrued liabilities	2,564,512	153,156	-	2,717,668
Management loan payable	108,224	-	-	108,224
Unearned revenues	733,511	-	-	733,511
Deposits payable	1,267,987	-	1,741	1,269,728
Due to other funds	-	-	22,488	22,488
Total Liabilities	6,848,860	564,533	425,874	7,839,267
Deferred Inflows of Resources:				
Unavailable revenues	246,097	398,538	703,072	1,347,707
Total Deferred Inflows of Resources	246,097	398,538	703,072	1,347,707
Fund Balances:				
Nonspendable:				
Prepaid costs	82,138	-	-	82,138
Notes and loans	3,771,864	-	-	3,771,864
Restricted for:				
Public safety	-	-	873,595	873,595
Public works	-	-	5,272,830	5,272,830
Capital Projects	-	-	4,638,320	4,638,320
Debt service	12,586	-	-	12,586
Committed to:				
Capital Projects	-	9,270,230	-	9,270,230
Unassigned	19,883,693	-	(22,488)	19,861,205
Total Fund Balances	23,750,281	9,270,230	10,762,257	43,782,768
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 30,845,238	\$ 10,233,301	\$ 11,891,203	\$ 52,969,742

CITY OF MANHATTAN BEACH

**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
JUNE 30, 2016**

Fund balances of governmental funds		\$ 43,782,768
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets net of depreciation have not been included as financial resources in governmental fund activity:		
Capital assets	\$ 166,194,975	
Accumulated depreciation	<u>(53,575,959)</u>	112,619,016
Governmental funds report all other post-retirement benefit obligations (OPEB) as expenditures, however, in the Statement of Net Position, excess contributions over the annual required contribution (ARC) are reported as prepaid other post-employment benefit obligations.		692,270
For bond refundings, the difference between the reacquisition price and the net carrying amount of the old debt is reported as a deferred charge on refunding in the Statement of Net Position.		498,909
Governmental funds report all pension contributions as expenditures. However, the net pension liability has a measurement date of June 30, 2015, and pension contributions subsequent to the measurement date are reclassified as deferred outflows of resources.		5,586,301
Deferred inflows of resources reported for the pension plan for government-wide statements are amortized:		
Net difference between projected and actual earnings		2,599,132
Adjustment due to difference in proportions		805,617
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
COPS payable	\$ (15,570,000)	
Compensated Absences	(3,245,083)	
Unamortized bond premiums/discounts	<u>(408,585)</u>	(19,223,668)
Governmental funds report all pension contributions as expenditures, however, in the statement of net position, the excess of the plan proportionate share of the total pension liability over the proportionate share of the plan fiduciary net position is reported as a net pension liability.		(47,045,762)
Deferred inflows of resources reported for the pension plan for government-wide statements are amortized:		
Changes in assumptions	(2,994,459)	
Differences between expected and actual experiences	(708,249)	
Net difference between projected and actual earnings on pension plan investmentsx	(4,068,813)	
Adjustment due to difference in proportions	(978,668)	
Difference in proportionate share	<u>(975,274)</u>	(9,725,463)
Revenues reported as unavailable revenue in the governmental funds and recognized in the statement of activities. These are included in the intergovernmental revenues in the governmental fund activity.		1,347,707
Internal service funds are used by management to charge the costs of certain activities, such as equipment management and self-insurance, to individual funds. The assets and liabilities of the internal service funds must be added to the statement of net position.		<u>5,291,446</u>
Net Position of governmental activities		<u><u>\$ 97,228,273</u></u>

CITY OF MANHATTAN BEACH

STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2016

	<u>General</u>	<u>Capital Projects Fund Capital Improvement</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
Revenues:				
Taxes and assessments	\$ 46,162,711	\$ 730,198	\$ 2,015,916	\$ 48,908,825
Licenses and permits	2,796,838	15,642	-	2,812,480
Intergovernmental	524,218	25,341	1,856,881	2,406,440
Charges for services	9,568,921	688,390	27,451	10,284,762
Use of money and property	3,717,747	1,955	150,354	3,870,056
Fines and forfeitures	2,503,274	112,032	-	2,615,306
Miscellaneous Revenues	1,494,448	-	27,822	1,522,270
Total Revenues	66,768,157	1,573,558	4,078,424	72,420,139
Expenditures:				
Current:				
General government	13,188,149	172,171	-	13,360,320
Public safety	36,935,735	8,083	245,964	37,189,782
Culture and recreation	7,331,395	25,511	978,205	8,335,111
Public works	6,116,597	247,245	993,000	7,356,842
Capital outlay	327,017	1,347,243	1,478,896	3,153,156
Debt service:				
Principal retirement	270,000	455,000	-	725,000
Interest and fiscal charges	88,670	314,788	-	403,458
Total Expenditures	64,257,563	2,570,041	3,696,065	70,523,669
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,510,594	(996,483)	382,359	1,896,470
Other Financing Sources (Uses):				
Transfers in	197,780	-	516,302	714,082
Transfers out	(1,723,681)	-	(300,907)	(2,024,588)
Proceeds from sale of capital asset	838	-	-	838
Total Other Financing Sources (Uses)	(1,525,063)	-	215,395	(1,309,668)
Net Change in Fund Balances	985,531	(996,483)	597,754	586,802
Fund Balances, Beginning of Year	22,764,750	10,266,713	10,164,503	43,195,966
Fund Balances, End of Year	\$ 23,750,281	\$ 9,270,230	\$ 10,762,257	\$ 43,782,768

CITY OF MANHATTAN BEACH

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2016**

Net change in fund balances - total governmental funds \$ 586,802

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the costs of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

Cost of assets capitalized	\$ 3,314,071	
Depreciation expense	(3,030,753)	
Disposal of capital assets	<u>(15,444)</u>	267,874

The issuance of long-term debt (e.g. bonds, leases) provides current resources to governmental funds, while the repayment of long term debt principal consumes the current financial resources of governmental funds. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are amortized in the Statement of Activities

Repayment of bond principal:		
Certificates of participation	725,000	
Amortization of bond premiums - Police Fire Facility bonds refunding	26,360	
Amortization of deferred charges on refunding	<u>(32,188)</u>	719,172

Compensated absences expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. (46,609)

Pension obligation expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. 2,546,799

Governmental funds report all contributions in relation to the annual required contribution (ARC) for OPEB as expenditures, however in the statement of activities only the ARC is an expense. (646,622)

Revenues reported as unavailable revenue in the governmental funds and recognized in the statement of activities. These are included in the intergovernmental revenues in the governmental fund activity. (343,835)

Internal service funds are used by management to charge the costs of certain activities, such as equipment management and self-insurance, to individual funds. The net revenues (expenses) of the internal service funds is reported with governmental activities. 312,038

Change in net position of governmental activities \$ 3,395,619

CITY OF MANHATTAN BEACH

STATEMENT OF NET POSITION
 PROPRIETARY FUNDS
 JUNE 30, 2016

	<u>Business-Type Activities - Enterprise Funds</u>		
	<u>Water</u>	<u>Wastewater</u>	<u>Parking</u>
Assets:			
Current:			
Cash and investments	28,676,460	7,614,689	2,545,268
Receivables:			
Accounts	766,727	212,117	4,789
Prepaid costs	-	-	111,484
Inventories	205,557	-	-
Total Current Assets	<u>29,648,744</u>	<u>7,826,806</u>	<u>2,661,541</u>
Noncurrent:			
Prepaid other post-employment benefits	29,842	7,054	2,605
Restricted:			
Cash with fiscal agent	25,587	12,588	155,281
Capital assets - net of accumulated depreciation	21,802,024	7,713,637	17,953,152
Total Noncurrent Assets	<u>21,857,453</u>	<u>7,733,279</u>	<u>18,111,038</u>
Total Assets	<u>51,506,197</u>	<u>15,560,085</u>	<u>20,772,579</u>
Deferred Outflows of Resources:			
Deferred pension related items	222,845	68,581	12,557
Total Deferred Outflows of Resources	<u>222,845</u>	<u>68,581</u>	<u>12,557</u>
Total Assets & Deferred Outflows of Resources	<u>\$ 51,729,042</u>	<u>\$ 15,628,666</u>	<u>\$ 20,785,136</u>
Liabilities and Net Position:			
Liabilities:			
Current:			
Accounts payable	\$ 1,394,084	\$ 228,177	\$ 674,044
Accrued interest	25,587	12,588	155,281
Deposits payable	1,830	-	92,885
Accrued compensated absences	14,729	-	-
Workers' compensation claims	-	-	-
Accrued claims and judgments	-	-	-
Bonds, notes, and capital leases	123,996	61,004	410,000
Total Current Liabilities	<u>1,560,226</u>	<u>301,769</u>	<u>1,332,210</u>
Noncurrent:			
Net pension liability	708,358	230,455	58,102
Accrued compensated absences	60,458	-	-
Workers' compensation claims	-	-	-
Accrued claims and judgments	-	-	-
Bonds, notes, and capital leases	1,429,193	703,135	8,669,279
Total Noncurrent Liabilities	<u>2,198,009</u>	<u>933,590</u>	<u>8,727,381</u>
Total Liabilities	<u>3,758,235</u>	<u>1,235,359</u>	<u>10,059,591</u>
Deferred Inflows of Resources:			
Deferred pension related items	224,473	74,259	19,096
Total Deferred Inflows of Resources	<u>224,473</u>	<u>74,259</u>	<u>19,096</u>
Net Position:			
Net investment in capital assets	20,248,835	6,949,498	8,873,873
Restricted for business improvement district	-	-	541,863
Unrestricted	27,497,499	7,369,550	1,290,713
Total Net Position	<u>47,746,334</u>	<u>14,319,048</u>	<u>10,706,449</u>
Total Liabilities, Deferred Inflows of Resources, and Net Position	<u>\$ 51,729,042</u>	<u>\$ 15,628,666</u>	<u>\$ 20,785,136</u>

CITY OF MANHATTAN BEACH

STATEMENT OF NET POSITION
 PROPRIETARY FUNDS
 JUNE 30, 2016

	Business-Type Activities - Enterprise Funds		Governmental Activities - Internal Services Funds
	Other Enterprise Funds	Totals	
Assets:			
Current:			
Cash and investments	\$ 4,267,444	\$ 43,103,861	\$ 15,542,457
Receivables:			
Accounts	309,180	1,292,813	19,149
Prepaid costs	-	111,484	32,426
Inventories	-	205,557	82,810
Total Current Assets	4,576,624	44,713,715	15,676,842
Noncurrent:			
Prepaid other post-employment benefits	7,166	46,667	30,384
Restricted:			
Cash with fiscal agent	-	193,456	-
Capital assets - net of accumulated depreciation	4,548,886	52,017,699	5,230,379
Total Noncurrent Assets	4,556,052	52,257,822	5,260,763
Total Assets	9,132,676	96,971,537	20,937,605
Deferred Outflows of Resources:			
Deferred pension related items	58,529	362,512	418,521
Total Deferred Outflows of Resources	58,529	362,512	418,521
Total Assets & Deferred Outflows of Resources	\$ 9,191,205	\$ 97,334,049	\$ 21,356,126
Liabilities and Net Position:			
Liabilities:			
Current:			
Accounts payable	\$ 1,061,776	\$ 3,358,081	\$ 274,264
Accrued interest	-	193,456	-
Deposits payable	467,991	562,706	-
Accrued compensated absences	-	14,729	-
Workers' compensation claims	-	-	7,268,221
Accrued claims and judgments	-	-	1,284,377
Bonds, notes, and capital leases	-	595,000	193,718
Total Current Liabilities	1,529,767	4,723,972	9,020,580
Noncurrent:			
Net pension liability	219,800	1,216,715	1,482,807
Accrued compensated absences	-	60,458	-
Workers' compensation claims	-	-	4,466,140
Accrued claims and judgments	-	-	468,111
Bonds, notes, and capital leases	-	10,801,607	147,506
Total Noncurrent Liabilities	219,800	12,078,780	6,564,564
Total Liabilities	1,749,567	16,802,752	15,585,144
Deferred Inflows of Resources:			
Deferred pension related items	70,620	388,448	479,536
Total Deferred Inflows of Resources	70,620	388,448	479,536
Net Position:			
Net investment in capital assets	4,548,886	40,621,092	4,889,155
Restricted for business improvement district	-	541,863	-
Unrestricted	2,822,132	38,979,894	402,291
Total Net Position	7,371,018	80,142,849	5,291,446
Total Liabilities, Deferred Inflows of Resources, and Net Position	\$ 9,191,205	\$ 97,334,049	\$ 21,356,126

CITY OF MANHATTAN BEACH

STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2016

Business-Type Activities - Enterprise Funds

	<u>Water</u>	<u>Wastewater</u>	<u>Parking</u>
Operating Revenues:			
Sales and service charges	\$ 14,508,590	\$ 3,281,179	\$ 2,498,860
Miscellaneous	13,180	11,154	35,075
Total Operating Revenues	14,521,770	3,292,333	2,533,935
Operating Expenses:			
Salaries	728,001	224,718	53,613
Employee benefits	328,320	259,043	59,862
Contract and professional services	5,320,280	48,833	565,625
Materials and services	923,767	164,445	522,510
Utilities	296,572	19,067	81,644
Administrative service charges	1,643,523	433,330	393,431
Leases and rents	-	-	-
Claims expense	-	-	-
Depreciation expense	566,843	212,924	254,699
Total Operating Expenses	9,807,306	1,362,360	1,931,384
Operating Income (Loss)	4,714,464	1,929,973	602,551
Nonoperating Revenues (Expenses):			
Interest revenue	319,350	79,889	34,214
Interest expense	(43,830)	(21,562)	(294,638)
Grant revenue	-	-	-
Gain (loss) on disposal of capital assets	5,853	-	-
Total Nonoperating Revenues (Expenses)	281,373	58,327	(260,424)
Income (Loss) Before Transfers and Contributions	4,995,837	1,988,300	342,127
Capital contributions	-	-	-
Transfers in	-	-	-
Transfers out	-	-	-
Changes in Net Position	<u>\$ 4,995,837</u>	<u>\$ 1,988,300</u>	<u>\$ 342,127</u>
Net Position:			
Beginning of Fiscal Year, as originally reported	\$ 42,750,497	\$ 12,330,748	\$ 10,364,322
Restatements	-	-	-
Beginning of Fiscal Year, as restated	42,750,497	12,330,748	10,364,322
Changes in Net Position	4,995,837	1,988,300	342,127
End of Fiscal Year	\$ 47,746,334	\$ 14,319,048	\$ 10,706,449

CITY OF MANHATTAN BEACH

STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2016

	Business-Type Activities - Enterprise Funds		Governmental Activities- Internal Service Funds
	Other Enterprise Funds	Totals	
Operating Revenues:			
Sales and service charges	\$ 5,896,596	\$ 26,185,225	\$ 13,027,835
Miscellaneous	21,919	81,328	25
Total Operating Revenues	5,918,515	26,266,553	13,027,860
Operating Expenses:			
Salaries	208,168	1,214,500	1,402,672
Employee benefits	53,000	700,225	530,199
Contract and professional services	4,380,815	10,315,553	1,469,007
Materials and services	1,391,125	3,001,847	2,301,502
Utilities	61,735	459,018	119,402
Administrative service charges	316,560	2,786,844	-
Leases and rents	402,675	402,675	-
Claims expense	-	-	6,656,552
Depreciation expense	187,516	1,221,982	925,361
Total Operating Expenses	7,001,594	20,102,644	13,404,695
Operating Income (Loss)	(1,083,079)	6,163,909	(376,835)
Nonoperating Revenues (Expenses):			
Interest revenue	46,022	479,475	-
Interest expense	-	(360,030)	(7,265)
Grant revenue	19,611	19,611	-
Gain (loss) on disposal of capital assets	-	5,853	29,138
Total Nonoperating Revenues (Expenses)	65,633	144,909	21,873
Income (Loss) Before Transfers and Contril	(1,017,446)	6,308,818	(354,962)
Capital contributions	850,000	850,000	-
Transfers in	841,286	841,286	667,000
Transfers out	(197,780)	(197,780)	-
Changes in Net Position	\$ 476,060	\$ 7,802,324	\$ 312,038
Net Position:			
Beginning of Fiscal Year, as originally reported	\$ 6,922,634	\$ 72,368,201	\$ 4,979,408
Restatements	(27,676)	(27,676)	-
Beginning of Fiscal Year, as restated	6,894,958	72,340,525	4,979,408
Changes in Net Position	476,060	7,802,324	312,038
End of Fiscal Year	\$ 7,371,018	\$ 80,142,849	\$ 5,291,446

CITY OF MANHATTAN BEACH

STATEMENT OF CASH FLOWS
 PROPRIETARY FUNDS
 YEAR ENDED JUNE 30, 2016

Business-Type Activities - Enterprise Funds

	<u>Water</u>	<u>Wastewater</u>	<u>Parking</u>
Cash Flows from Operating Activities:			
Cash received from customers and users	\$ 14,619,863	\$ 3,315,710	\$ 2,530,635
Cash received from/(paid to) interfund service provided	-	-	-
Cash paid to suppliers for goods and services	(7,446,524)	(544,022)	(1,092,810)
Cash paid to employees for services	(1,072,548)	(492,006)	(113,758)
Net Cash Provided (Used) by Operating Activities	6,100,791	2,279,682	1,324,067
Cash Flows from Non-Capital Financing Activities:			
Cash transfers out	-	-	-
Cash transfers in	-	-	-
Grant subsidy	-	-	-
Street sweeping fee refunds	-	-	-
Net Cash Provided (Used) by Non-Capital Financing Activities	-	-	-
Cash Flows from Capital and Related Financing Activities:			
Acquisition and construction of capital assets	(2,899,921)	(1,003,506)	(778,089)
Principal paid on capital debt	(117,293)	(57,707)	(395,000)
Interest paid on capital debt	(55,865)	(27,483)	(326,362)
Cash from sale of property	5,853	-	-
Net Cash Provided (Used) by Capital and Related Financing Activities	(3,067,226)	(1,088,696)	(1,499,451)
Cash Flows from Investing Activities:			
Interest received	319,350	79,889	34,214
Net Cash Provided (Used) by Investing Activities	319,350	79,889	34,214
Net Increase (Decrease) in Cash and Cash Equivalents	3,352,915	1,270,875	(141,170)
Cash and Cash Equivalents at Beginning of Year	25,349,132	6,356,402	2,841,719
Cash and Cash Equivalents at End of Year	\$ 28,702,047	\$ 7,627,277	\$ 2,700,549
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities:			
Operating income (loss)	\$ 4,714,464	\$ 1,929,973	\$ 602,551
Adjustments to reconcile operating income (loss) net cash provided (used) by operating activities:			
Depreciation	566,843	212,924	254,699
(Increase) decrease in accounts receivable	98,373	23,377	(2,030)
(Increase) decrease in prepaid expense	1,800	-	(111,484)
(Increase) decrease in inventory	7,937	-	-
(Increase) decrease in prepaid other post-employment benefits	27,875	6,588	2,433
Increase (decrease) in accounts payable	727,881	121,653	581,884
Increase (decrease) in deposits payable	(280)	-	(1,270)
Increase (decrease) in net pension liability	92,449	26,190	5,068
Increase (decrease) in deferred pension related items	(140,648)	(41,023)	(7,784)
Increase (decrease) in workers' compensation claims	-	-	-
Increase (decrease) in claims and judgments	-	-	-
Increase (decrease) in compensated absences	4,097	-	-
Total Adjustments	1,386,327	349,709	721,516
Net Cash Provided (Used) by Operating Activities	\$ 6,100,791	\$ 2,279,682	\$ 1,324,067
Non-Cash Investing, Capital, and Financing Activities:			
Bond premium amortization	\$ 9,689	\$ 4,767	\$ 23,824

CITY OF MANHATTAN BEACH

STATEMENT OF CASH FLOWS
 PROPRIETARY FUNDS
 YEAR ENDED JUNE 30, 2016

	Business-Type Activities - Enterprise Funds		Governmental Activities- Internal Service Funds
	Other Enterprise Funds	Totals	
Cash Flows from Operating Activities:			
Cash received from customers and users	\$ 5,930,974	\$ 26,397,182	\$ 25
Cash received from/(paid to) interfund service provided	-	-	13,008,686
Cash paid to suppliers for goods and services	(5,781,546)	(14,864,902)	(9,130,858)
Cash paid to employees for services	(267,137)	(1,945,449)	(1,995,014)
Net Cash Provided (Used) by Operating Activities	(117,709)	9,586,831	1,882,839
Cash Flows from Non-Capital Financing Activities:			
Cash transfers out	(197,780)	(197,780)	-
Cash transfers in	841,286	841,286	667,000
Grant subsidy	19,611	19,611	-
Street sweeping fee refunds	(27,676)	(27,676)	-
Net Cash Provided (Used) by Non-Capital Financing Activities	635,441	635,441	667,000
Cash Flows from Capital and Related Financing Activities:			
Acquisition and construction of capital assets	(92,462)	(4,773,978)	(640,309)
Principal paid on capital debt	-	(570,000)	(190,596)
Interest paid on capital debt	-	(409,710)	(7,265)
Cash from sale of property	-	5,853	53,046
Net Cash Provided (Used) by Capital and Related Financing Activities	(92,462)	(5,747,835)	(785,124)
Cash Flows from Investing Activities:			
Interest received	46,022	479,475	-
Net Cash Provided (Used) by Investing Activities	46,022	479,475	-
Net Increase (Decrease) in Cash and Cash Equivalents	471,292	4,953,912	1,764,715
Cash and Cash Equivalents at Beginning of Year	3,796,152	38,343,405	13,777,742
Cash and Cash Equivalents at End of Year	\$ 4,267,444	\$ 43,297,317	\$ 15,542,457
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities:			
Operating income (loss)	\$ (1,083,079)	\$ 6,163,909	\$ (376,835)
Adjustments to reconcile operating income (loss) net cash provided (used) by operating activities:			
Depreciation	187,516	1,221,982	925,361
(Increase) decrease in accounts receivable	12,459	132,179	(19,149)
(Increase) decrease in prepaid expense	40,289	(69,395)	68,764
(Increase) decrease in inventory	-	7,937	28,382
(Increase) decrease in prepaid other post-employment benefits	6,690	43,586	14,745
Increase (decrease) in accounts payable	263,084	1,694,502	(48,252)
Increase (decrease) in deposits payable	467,991	466,441	-
Increase (decrease) in net pension liability	24,882	148,589	161,320
Increase (decrease) in deferred pension related items	(37,541)	(226,996)	(251,845)
Increase (decrease) in workers' compensation claims	-	-	1,743,227
Increase (decrease) in claims and judgments	-	-	(362,879)
Increase (decrease) in compensated absences	-	4,097	-
Total Adjustments	965,370	3,422,922	2,259,674
Net Cash Provided (Used) by Operating Activities	\$ (117,709)	\$ 9,586,831	\$ 1,882,839
Non-Cash Investing, Capital, and Financing Activities:			
Bond premium amortization	\$ -	\$ 38,280	\$ -

CITY OF MANHATTAN BEACH

STATEMENT OF FIDUCIARY NET POSITION
 FIDUCIARY FUNDS
 JUNE 30, 2016

	<u>Agency Funds</u>	<u>Pension Trust Fund</u>
Assets:		
Pooled cash and investments	\$ 1,434,319	\$ 267,686
Receivables:		
Accounts	23,024	-
Due from other governments	-	156,223
Restricted assets:		
Cash and investments with fiscal agents	968,766	-
Total Assets	<u>\$ 2,426,109</u>	<u>423,909</u>
Liabilities:		
Art development fees	\$ 535,619	-
Deposits payable	54,295	-
Due to City	-	156,223
Due to bond holders	1,836,195	-
Total Liabilities	<u>\$ 2,426,109</u>	<u>156,223</u>
Net Position:		
Held in trust for pension		267,686
Total Net Position		<u>\$ 267,686</u>

CITY OF MANHATTAN BEACH

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
 FIDUCIARY FUNDS
 YEAR ENDED JUNE 30, 2016

	Pension Trust Fund
Additions:	
Investment income	\$ 18,075
Refund of contributions	156,223
Total Additions	174,298
Deductions:	
Benefit payments	229,549
Total Deductions	229,549
Changes in Net Position	(55,251)
Net Position - Beginning of the Year	322,937
Net Position - End of the Year	\$ 267,686



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Note 1: Organization and Summary of Significant Accounting Policies

a. Description of the Reporting Entity

The City of Manhattan Beach, California (the City), was incorporated on December 12, 1912, under the laws of the State of California and enjoys all the rights and privileges applicable to a general law city. It is governed by an elected five-member council. As required by accounting principles generally accepted in the United States of America, these financial statements present the City of Manhattan Beach (the primary government) and its component unit, the Manhattan Beach Capital Improvements Corporation. The component unit is included in the reporting entity because of the significance of its operational or financial relationships with the City of Manhattan Beach. It is governed by the City Council of the City of Manhattan Beach and its activities exclusively benefit the City, therefore it is presented as a blended component unit. Separate financial statements are not prepared for the Manhattan Beach Capital Improvements Corporation.

Blended Component Unit

Manhattan Beach Capital Improvements Corporation - The Manhattan Beach Capital Improvements Corporation (the Corporation) is a nonprofit public benefits corporation, organized under the laws of the State of California in September 1996, pursuant to the Nonprofit Public Benefit Corporation Laws (Title I, Division 2, Part 2, Section 5110). The sole purpose of the Corporation is to issue debt for capital improvements. Certificates of participation are debt issued by the Corporation providing the holder an interest, i.e. the right to participate in the lease payments paid by the City to the Corporation. In September of 1996, this entity issued \$4,615,000 of debt in the form of Certificates of Participation (the "1996 Certificates") to fund specific projects related to the City's water and wastewater infrastructure. This debt is accounted for in the proprietary fund types within the Water and Wastewater Funds. In April of 2002, this entity issued \$9,535,000 of debt to pay the cost of refinancing existing ground lease commitments with the Beach Cities' Health District for the newly constructed Marine Avenue Sports Fields. This debt was structured as a variable rate demand Certificate of Participation. In January 2003, this entity issued \$13,350,000 of fixed rate Certificates of Participation (the "2003 Certificates") for the construction of a two-level downtown subterranean parking structure and outdoor plaza. This endeavor is commonly known as the Metlox Public Improvement project. The parking lot portion of the project was completed in January 2004, and the public plaza portion of the project was completed in November 2005. In November 2004, this entity issued fixed rate Certificates of Participation (the "2004 Certificates") in the amount of \$12,980,000 to contribute toward the full funding of the construction of a new Police and Fire facility and adjoining City Hall plaza. This major project was completed in December 2007. Capital construction costs for the project were \$38,404,048. In July 2012, the entity issued \$12,975,000 of Certificates of Participation, Series 2012 (the "2012 Certificates"), to refund the outstanding balance of the 1996 Certificates of Participation and the outstanding balance of the 2003 Certificates of Participation. In February 2013, the entity issued \$10,510,000 of Certificates of Participation, Series 2013 (the "2013 Certificates"), to refund the outstanding balance of the 2004 Certificates of Participation. There are no separately issued financial statements for this entity.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

b. Accounting and Reporting Policies

The City adopted GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which established accounting and financial reporting standards for financial statements of state and local governments.

c. Description of Funds

The accounts of the City are organized and operated on the basis of funds, each of which is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein. These funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

In accordance with the City's municipal code and budget, several different types of funds are used to record the City's financial transactions. For financial reporting purposes, such funds have been categorized and are presented as follows:

Governmental Fund Types

General Fund - to account for all unrestricted resources except those required to be accounted for in another fund.

Special Revenue Funds - to account for the proceeds of specific revenue sources (other than for major capital projects) that are restricted by law or administrative action to expenditures for specified purposes.

Capital Projects Funds - to account for financial resources segregated for the acquisition or construction of major capital facilities, other than those financed by Enterprise or Internal Service Funds. In recent years, the Underground Assessment District Fund was added to this category.

Proprietary Fund Types

Enterprise Funds - to account for operations where it is the stated intent that costs of providing services to the general public on a continuing basis be financed or recovered primarily through user charges, or where determination of net income is deemed appropriate.

Internal Service Funds - to account for insurance reserve, information systems, building maintenance and operations and fleet management services provided to the departments of the City on a continuing basis, which are financed or recovered primarily by charges to the user departments.

Fiduciary Fund Types

Pension Trust Funds - to account for resources that are required to be held in trust for the members and beneficiaries of supplemental retirement plans, single highest year plans, and post retirement health plans for firefighters and for police.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Agency Funds:

- Special Assessment Redemption Fund - to account for special assessment collections for debt service for the underground assessment bonds that the City remits to the fiscal agent.
- Special Deposits Fund - to account for utility development deposits, art development fees and other miscellaneous items.

d. Basis of Accounting/Measurement Funds

Government-Wide Financial Statements

The City government-wide financial statements include a Statement of Net Position and Statement of Activities and Changes in Net Position. These statements present summaries of Governmental Activities for the City. Interfund services provided and used are not eliminated in the process of consolidation. Fiduciary activities of the City are not included in these statements.

These statements are presented on an “economic resources” measurement focus and the accrual basis of accounting. Accordingly, all of the City’s assets, deferred inflows and outflows of resources, and liabilities; including capital assets and infrastructure as well as long-term debt are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which the benefit is incurred. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. The types of program revenues for the City are reported in three categories: 1) charges for services, 2) operating grants and contributions, and 3) capital grants and contributions. Charges for services include revenues from customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function. Grants and contributions include revenues restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenue are reported instead as general revenue.

Government-wide financial statements do not provide information by fund; they simply distinguish between governmental and business activities. The City’s Statement of Net Position includes current and noncurrent assets and liabilities, as well as deferred inflows and outflows of resources.

Financial Statement Classification

In the government-wide financial statements, net position is classified in the following categories:

Net Investment in capital assets

This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of capital assets reduce this category.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Restricted Net Position

This category presents restrictions imposed by creditors, grantors, contributions or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position

This category represents the net position of the City, not restricted for any project or other purpose.

Governmental Fund Financial Statements

Governmental fund financial statements include a Balance Sheet and a Statement of Revenue, Expenditures and Change in Fund Balances for all major governmental funds and aggregated nonmajor funds. An accompanying schedule is presented to reconcile and explain the differences in fund balance as presented in these statements to the net position presented in the government-wide financial statements. The City has presented all major funds that met the qualifications of GASB Statement No. 34.

All governmental funds are accounted for by using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included in the governmental fund balance sheet. Related operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance.

The modified accrual basis of accounting is used by all governmental funds as the basis for recognizing revenues. Under the modified accrual basis of accounting, revenues are susceptible to accrual and consequently recognized when they become both measurable and available. "Measurable" means the amount of the transaction can be readily determined, and "available" means that the transaction amount is collectible within the current period or soon thereafter (generally 60 days after year-end) to be used to pay liabilities of the current period. Revenues considered susceptible to accrual include property taxes and sales taxes collected after year-end, earned and uncollected investment interest income, uncollected rents and leases and unbilled service receivables. Revenues from such items as license and permit fees, fines and forfeitures and general service charges are not susceptible to accrual because they are generally not measurable until received in cash.

The government reports unearned revenue on its balance sheet for grant monies received before the City has a legal claim to them, such as grant funds received prior to incurring qualified expenses. In subsequent periods, the unearned revenue is removed once revenue recognition criteria are met and the City has established legal claim to the resources.

Governmental fund expenditures are recorded when the related fund liability is incurred. Principal and interest on long-term debt are recorded as fund liabilities when they are due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Proprietary Funds Financial Statements

Proprietary funds financial statements include a Statement of Fund Net Position, Statement of Revenues, Expenses and Change in Fund Net Position, and Statement of Cash Flows. All proprietary fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. With this measurement focus, all assets, deferred outflows/inflows of resources and liabilities (current and long-term) resulting from the operations of these funds are included in the Statement of Net Position. Accordingly, the proprietary fund Statement of Net Position presents assets, deferred inflows/outflows of resources and liabilities classified into their respective current and long-term categories.

The City's internal service funds are presented in the proprietary funds financial statements. Because the principal users of the internal services are the City's governmental activities, the financial statements of the internal service funds are consolidated into the governmental activities column when presented in the government-wide financial statements. To the extent possible, the cost of these services is reported in the appropriate functional activity.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's proprietary funds are charges to customers for services. Operating expenses include the cost of services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

There is no look-back adjustment on the statement of fund net position and the statement of revenues, expenses and changes in fund net position for the enterprise funds' participation in the internal services funds because these transactions are paid in cash, therefore there is no internal balance related to what can be considered a quasi-external transaction.

Fiduciary Funds

Fiduciary Fund Financial Statements include a Statement of Fiduciary Net Position and a Statement of Change in Fiduciary Net Position. The fiduciary funds are used to report assets held in a trustee or agency capacity for others and, therefore, are not available to support City programs. Since these assets are being held for the benefit of a third party, these funds are not incorporated into the government-wide statements. The pension trust funds are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. The agency funds have no measurement focus.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Major Funds

Governmental Accounting Standards Board Statement 34 (GASB 34) requires the City to report all major funds in the basic financial statements. In accordance with GASB 34, the following funds are classified as major governmental funds:

The General Fund is used to account for all unrestricted resources except those required to be accounted for in another fund. This fund accounts for general citywide operations.

The Capital Improvement Capital Projects Fund accounts for financial resources segregated for the acquisition or construction of major capital facilities, other than those financed by Enterprise, Internal Service Funds or other project specific funds.

The following funds are classified as major proprietary funds:

Water Fund is used to account for the operation of the City's water utility system. Revenues are generated from user fees, which are adjusted periodically to meet the costs of administration, operation, maintenance and capital improvements to the system. In fiscal year 1997, the City completed a comprehensive utility fee study and issued certificates of participation for the purpose of upgrading the City's water and wastewater systems.

Wastewater Fund is used to account for the maintenance and improvements of the City's sewer system. Revenues are derived from a user charge placed on the water bills. In fiscal year 1997, the City completed a comprehensive utility fee study and issued certificates of participation for the purpose of upgrading the City's water and wastewater system.

Parking Fund is used to account for the general operations and maintenance of City parking lots and spaces. Revenues are generated from the use of these properties.

e. Property Tax Calculator

Property tax revenue is recognized on the basis of GASB Code Section P70, that is, in the fiscal year for which the taxes have been levied providing they become available. Available means due or past due and receivable within the current period and collected within the current period or expected to be collected soon enough thereafter (not to exceed 60 days) to be used to pay liabilities of the current period. The County of Los Angeles collects property taxes for the City. Tax liens attach annually as of 12:01 AM on the first day in January prior to the fiscal year for which the taxes are levied. Taxes are levied on both real and personal property, as it exists on that date. The tax levy covers the fiscal period July 1 to June 30. All secured personal property taxes and one-half of the taxes on real property are due November 1; the second installment is due February 1. All taxes are delinquent, if unpaid, by December 10 and April 10, respectively. Unsecured personal property taxes become due on March 1 each year and are delinquent, if unpaid, on August 31.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

f. Cash and Investments

Cash and Cash Equivalents

For purpose of the Statement of Cash Flows, the City considers cash and cash equivalents as short-term, highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. The City follows the practice of pooling cash and investments of all funds except for funds in its 125 medical flex plan; outstanding Water and Wastewater; Marine Avenue Sports Field; and Metlox, Police & Fire Facility bonded debt, which are held by outside trustees.

Investments

Investments are shown at fair value, in accordance with GASB Statement No. 31. Fair value is based upon quoted market prices.

For purposes of the Statement of Cash Flows, the proprietary fund types consider all cash and investments to be cash equivalents, as these funds participate in the citywide cash and investment pool.

g. Capital Assets

Capital assets, which include land, machinery and equipment, buildings and improvements, intangibles, and infrastructure (roads, bridges, curbs and gutters, streets, walk-streets and sidewalks, parks and recreation improvements), are reported in the government-wide financial statements. Capital assets and infrastructure are defined by the City as assets with an initial, individual cost of more than \$5,000 and \$100,000 respectively (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Capital assets are reported net of accumulated depreciation on the Statement of Net Position. Depreciation is provided for on the straight-line method over the estimated useful lives of the assets as follows:

Asset	Years
Equipment	5 - 20
Vehicles	3 - 20
Buildings/Improvements	40 - 100
Water and Sewer Systems	30 - 50
Other Infrastructure	15 - 100

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

h. Deferred Outflows/Inflows of Resources

In addition to assets, the Statement of Financial Position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. The government reports deferred outflows of resources for pension contributions made after the actuarial measurement date which will be expensed in the following year, for the net difference between projected and actual earnings on pension plan investments, for the proportionate share of the contributions made to the pension liability and the proportionate share of the net difference between projected and actual earnings on pension plan investments which will be amortized over the expected average remaining service life time. The government also reports deferred outflows for charges on debt refunding. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

In addition to liabilities, the Statement of Financial Position and the Governmental Fund Balance Sheet report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The government has one item, which arises only under the modified accrual basis of accounting that qualifies for reporting in this category. The item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from grant revenues. These amounts are deferred and recognized as an inflow of resources in the period when the amounts become available. In addition, the government has deferred inflows of resources relating to the net pension obligation reported in the government-wide statement of net position and the proprietary funds. These deferred inflows of resources are the result of changes in assumptions, differences between expected and actual experiences, net difference between projected and actual earnings on pension plan investments. These amounts are deferred and amortized over a five year period on a straight-line basis.

i. Net Pension Liability

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Plan and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

j. Interfund Transfers

As a general rule, interfund transactions have been eliminated from the government-wide financial statements. Exceptions to this rule are payments in lieu or charges for current service between the City's enterprise activity and the City's General Fund. Elimination of these transactions would distort the direct costs and program revenues for the various functions. Certain eliminations have been made regarding interfund activities, payables and receivables. All internal balances in the Statement of Net Position have been eliminated except those representing balances between the governmental activities and the business-type activities, which are presented as internal balances and eliminated in the total primary government column.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

In the Statement of Activities, internal service fund transactions have been eliminated; however, those transactions between governmental, business-type, and Trust & Agency activities have not been eliminated.

k. Long-Term Obligations

In the government-wide and proprietary funds financial statements, long-term obligations are recorded as liabilities in the applicable governmental activities, business-type activities or proprietary fund type Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the debt using the bonds outstanding method.

In the governmental fund financial statements, long-term obligation, bond discounts and premiums are recognized as other financing sources or uses when incurred. Issuance costs are recorded as a current year expenditure.

The City has recorded all judgment and claim liabilities resulting from workers' compensation and liability insurance claims in the Insurance Reserve Fund, which is a component of the Internal Service Funds Group. The recorded liability is based upon an estimate of reported claims as provided by an analysis of a third party administrator. Reported short-term and long-term estimated losses and reserves of \$8,552,598 and \$4,934,251 respectively, are recorded in the Insurance Reserve Fund.

Only the short-term liability is reflected as a current liability in all applicable governmental fund types; the remainder of the liability is reported as long-term debt in the Statement of Net Position.

l. Vacation and Sick Leave

The City's policy is to record the cost of vested vacation and sick leave as it is earned. Vacation is payable to employees at the time a vacation is taken or upon termination of employment. At termination, employees are eligible to convert 50% of unused sick time to service credit; however, sworn fire safety personnel, upon service retirement, may opt to cash out 50% of the value of unused sick leave.

Miscellaneous and sworn police employees may accrue compensated time off in lieu of payment for overtime hours. Overtime hours are banked at either time-and-a-half or straight-time hours depending upon the nature of the overtime worked. The dollar value of these hours is included as an employee benefits liability as shown in the balance sheet.

m. Allocation of Interest Income

The City pools all non-restricted cash for investment purchases and allocates interest income based on month-end cash balances. Interest earned by restricted Cash is posted to their respective accounts.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

n. Other Accounting Policies

Inventories

Inventories of materials and supplies are carried at cost on a weighted-average basis. The City uses the consumption method of accounting for inventories.

Prepays

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

o. Estimates

The accompanying financial statements require management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

p. Net Position Flow Assumption

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

q. Fund Balance Flow Assumption

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

r. Fund Balance Policy

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The government itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance). The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The governing council is the highest level of decision-making authority for the government that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The governing council (council) has by resolution authorized the finance director to assign fund balance. The council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

Note 2: Stewardship, Compliance and Accountability

a. Excess of Expenditures Over Appropriations

Excess expenditures over appropriations were as follows:

	<u>Expenditures</u>	<u>Appropriations</u>	<u>Excess</u>
General Fund			
Public Safety	\$ 36,935,735	\$ 35,788,547	\$ 1,147,188
Culture and Recreation	7,331,395	7,289,982	41,413

b. Deficit Fund Balance and Net Position

At June 30, 2016, the Federal and State Grants fund has a deficit fund balance of \$(22,488) which will be resolved when grant revenues come in. The Insurance Reserve Fund and the Building Maintenance and Operations Fund have deficit net position of \$(2,368,236) and \$(312,455) respectively. These deficits will be resolved by future contributions from other funds.

Note 3: Cash and Investments

As of June 30, 2016, cash and investments were reported in the accompanying financial statements as follows:

Governmental Funds	\$ 42,686,760
Internal Service	15,542,457
Business-type activities	43,297,317
Agency	2,403,085
Pension Trust	<u>267,686</u>
Total Cash and Investments	<u>\$ 104,197,305</u>

The City pools all cash and investments that is available for use for all funds, including fiduciary funds. Unrestricted and restricted cash and investments as indicated in the Government wide statement of net position do not include Agency and Pension Trust cash and investments. These cash amounts are included in the Statement of Fiduciary Net Position – Fiduciary Funds. Each fund type's position in the pool is reported on the Combined Balance Sheet as cash and investments. The City has adopted an investment policy, which authorizes it to invest in various investments.

Note 3: Cash and Investments (Continued)

a. Deposits

At June 30, 2016, the carrying amount of the City's deposits was \$3,556,860 and the bank balance was \$4,624,486. The \$1,067,626 difference represents outstanding checks and other reconciling items.

The California Government Code requires California banks and savings and loan associations to secure a City's deposits by pledging government securities with a value of 110% of an entity's deposits. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of a City's total deposits. The City's Treasurer may waive the collateral requirement for deposits that are fully insured up to \$250,000 by the FDIC. The collateral for deposits in federal and state chartered banks is held in safekeeping by an authorized Agent of Depository recognized by the State of California Department of Banking

The collateral for deposits with savings and loan associations is generally held in safekeeping by the Federal Home Loan Bank in San Francisco, California as an Agent of Depository. These securities are physically held in an undivided pool for all California public agency depositors. Under Government Code Section 53655, the placement of securities by a bank or savings and loan association with an "Agent of Depository" has the effect of perfecting the security interest in the name of the local governmental agency.

Accordingly, all collateral held by California Agents of Depository are considered to be held for, and in the name of, the City.

b. Authorized Investments

Under provisions of the City's Investment Policy, and in accordance with Section 53601 of the California Government Code, the City may invest in the following types of investments:

- Securities of the U.S. Government, or its agencies
- Certificates of Deposit (or Time Deposits) placed with commercial banks and/or savings and loan associations
- Negotiable Certificates of Deposit
- Bankers Acceptances
- Commercial Paper
- Local Agency Investment Fund (State Pool) Demand Deposits
- Passbook Savings Account Demand Deposits
- Federally Insured Thrift and Loan
- Repurchase Agreements
- Medium-Term Corporate Notes
- Floaters or step-ups with market driven interest rate adjustments
- Mutual Funds of highest ratings

The City's investment policy does not allow the use of reverse-repurchase agreements and, accordingly, the City did not borrow through the use of reverse-repurchase agreements at any time during the year.

Note 3: Cash and Investments (Continued)

c. Investments Authorized by Debt Agreements

The above investments do not address investment of debt proceeds held by a bond trustee. Investments of debt proceeds held by a bond trustee are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the Entity's investment policy.

d. Investments in State Investment Pool

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. LAIF is overseen by the Local Agency Investment Advisory Board, which consists of five members, in accordance with State statute.

The State Treasurer's Office audits the fund annually. The fair value of the position in the investment pool is the same as the value of the pool shares.

The City is required to disclose its methods and assumptions used to estimate the fair value of its holdings in LAIF. The City relied upon information provided by the State Treasurer in estimating the City's fair value position of its holdings in LAIF. The City had a contractual withdrawal value of \$31,700,000 whose pro-rata share of fair value was estimated by the State Treasurer to be \$31,719,693.

e. Investment in State Investment Pool

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. LAIF is overseen by the Local Agency Investment Advisory Board, which consists of five members, in accordance with State statute. The State Treasurer's Office audits the fund annually. The fair value of the position in the investment pool is the same as the value of the pool shares.

f. GASB Statement No. 31

The City adopted GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, as of July 1, 1997. GASB Statement No. 31 establishes fair value standards for investments in participating interest earning investment contracts, external investment pools, equity securities, option contracts, stock warrants and stock rights that have readily determinable fair values. Accordingly, the Entity reports its investments at fair value in the balance sheet.

All investment income, including changes in the fair value of investments, is recognized as revenue in the operating statement.

Methods and assumptions used to estimate fair value. The City maintains investment accounting records and adjusts those records to "fair value" on an annual basis for material amounts. The City's investment custodian provides market values on each investment instrument on a monthly basis for material amounts. The investments held by the City are widely traded in the financial markets and trading values are readily available from numerous published sources. Material unrealized gains and losses are recorded on an annual basis and the carrying value of its investments is considered fair value. For the year ended June 30, 2016, the fair value exceeded the book value of investments by \$397,381.

Note 3: Cash and Investments (Continued)

g. Credit Risk

The City's investment policy limits investments in medium-term notes (MTN's) to those rated in the top three rating categories by two of the three largest nationally recognized rating services at time of purchase. As of June 30, 2016, the City's investment in medium-term notes consisted of investments with Costco Wholesaler Corp., General Electric Capital Corp., Union Bank, 3M Company, Wells Fargo Co., Berkshire Hathaway Inc., Toyota Motor Credit Corp., Oracle Corp., Chevron Corp., Citizens Deposit Bank, Pfizer Inc., Microsoft Corp., and National Australia Bank Limited. All MTN's were rated "A" or higher by Moody's at time of purchase. Investment in government agencies issued by the Federal National Mortgage Association, the Federal Home Loan Banks, the Federal Home Loan Mortgage Corporation, the Federal Farm Credit Banks, and Student Loan Marketing Association were rated "Aaa" by Moody's and "AA+" by Standard & Poor's. Asset-Backed Securities were rated "Aaa" by Moody's and "AAA" by Standard & Poor's.

All securities were investment grade and were legal under state and city policies. Investments in U.S. government securities are not considered to have credit risk; therefore, their credit quality is not disclosed. As of June 30, 2016, the City's investments in external investment pools and money market mutual funds are unrated

h. Custodial Credit Risk

The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. The City does not have a policy for custodial credit risk.

As of June 30, 2016, none of the City's deposits or investments was exposed to custodial credit risk.

i. Concentration of Credit Risk

The City's investment policy imposes restrictions for certain types of investments with any one issuer for the following types of investments. With respect to concentration of credit risk, as of June 30, 2016, the City is in compliance with its investment policy's restrictions.

In accordance with GASB Statement No. 40, if the city has invested more than 5% of its total investments in any one issuer then it is exposed to credit risk. The following issuers are above the 5% of total investments: Federal Home Loan Bank (13.06%), Federal Farm Credit (13.09%), Federal Home Loan Mortgage Corporation (8.00%) and Federal National Mortgage Association (8.10%). These government-sponsored investments are backed by the federal government and are below the City's investment policy limit of 33.33% of total investments.

CITY OF MANHATTAN BEACH

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 3: Cash and Investments (Continued)

j. Interest Rate Risk

The City's investment policy limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The City's investment policy states that no investment can mature more than five years from the date of purchase in line with state code requirements. The only exception to these maturity limits shall be the investment of the gross proceeds of tax-exempt bonds. The City has elected to use the segmented time distribution method of disclosure for its interest rate risk.

k. Fair Value Measurement and Application

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The City has the following recurring fair value measurements as of June 30, 2016:

Investment Type	Totals	Investments not Measured at Fair Value	Level		
			1	2	3
Local Agency Investment Fund (LAIF)	\$ 31,719,693	\$ -	\$ -	\$ 31,719,693	\$ -
Certificates of Deposit	4,426,033	-	-	4,426,033	-
US Treasury and Agency Notes	47,732,860	-	-	47,732,860	-
Medium-Term Corporate Notes	15,038,095	-	-	15,038,095	-
Investments with Fiscal Agent:					
Money Market Funds	1,718,852	1,718,852	-	-	-
Total Investments	\$ 100,635,533	\$ 1,718,852	\$ -	\$ 98,916,681	\$ -

As of June 30, 2016, the City had the following investments and original maturities:

	Remaining Investment Maturities				Fair Value
	6 months or less	6 months to 1 year	1 to 3 years	More than 3 years	
Pooled Investments:					
Local Government Fund	\$ 31,719,693	\$ -	\$ -	\$ -	\$ 31,719,693
Certificate of Deposit	1,227,842	1,474,822	1,723,369	-	4,426,033
US Treasury and agency notes	6,007,260	-	27,517,770	14,207,830	47,732,860
Medium-term notes	1,506,020	2,008,500	8,335,225	3,188,350	15,038,095
	<u>\$ 40,460,815</u>	<u>\$ 3,483,322</u>	<u>\$ 37,576,364</u>	<u>\$ 17,396,180</u>	<u>98,916,681</u>
Investment with Fiscal Agents:					
Utility Undergrounding					1,359,654
Water/Wastewater, Metlox Refunding bonds					193,456
Marine certificates of participation					12,586
Police & Fire certificate of participation refunding bonds					153,156
					<u>1,718,852</u>
Demand deposits					3,556,860
Other deposits					2,760
Petty cash					2,152
					<u>3,561,772</u>
Grand Total					<u><u>\$ 104,197,305</u></u>

CITY OF MANHATTAN BEACH

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 4: Interfund Transactions

Due To/From Other Funds

	Due To Other Funds
	Nonmajor Governmental Funds
<u>Due From Other Funds</u>	
General Fund	<u>\$ 22,488</u>

The amount due to the General Fund consists of the elimination of a cash deficit in the Federal and State Grants Fund for grant funds not yet received.

Interfund Transfers

With City Council approval, resources may be transferred from one fund to another. Transfers between individual funds during the fiscal year ended June 30, 2016, are presented below:

	Transfers In				Total
	General Fund	Nonmajor Governmental Funds	Nonmajor Proprietary Funds	Internal Service Funds	
<u>Transfers Out</u>					
General Fund	\$ -	\$ 215,395	\$ 841,286	\$ 667,000	\$ 1,723,681
Nonmajor Governmental Funds	-	300,907	-	-	300,907
Nonmajor Proprietary Funds	197,780	-	-	-	197,780
Total	<u>\$ 197,780</u>	<u>\$ 516,302</u>	<u>\$ 841,286</u>	<u>\$ 667,000</u>	<u>\$ 2,222,368</u>

The interfund transfers scheduled above resulted from a variety of City initiatives including the following:

- The County Parking Lot fund transferred \$197,780 to the General Fund for recreation purposes.
- The General Fund transferred \$215,395 to the Street Lighting Fund to relieve a deficit fund balance.
- The General Fund transferred \$841,286 to the Storm Drain Fund for capital improvement projects.
- The General Fund transferred \$667,000 to the Insurance Reserve Fund to relieve negative net position over 3 years.
- The Measure R Fund transferred \$300,907 to the Measure A to relieve negative fund balance.

CITY OF MANHATTAN BEACH

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2016

Note 5: Capital Assets and Depreciation

In accordance with GASB Statement No. 34, the City has reported all capital assets including infrastructure in the Government-Wide Statement of Net Position. The City elected to use the basic approach as defined by GASB Statement No. 34 for all infrastructure reporting, whereby depreciation expense and accumulated depreciation have been recorded. The following table presents the capital assets activity for the year ended June 30, 2016:

	Beginning Balance July 1, 2015	Transfers	Increases additions	Decreases (deletions)	Ending Balance June 30, 2016
Governmental Activities					
Land	\$ 33,634,565	\$ -	\$ -	\$ -	\$ 33,634,565
Construction-in-progress					
Streets / Roadways	5,504,489	(1,741,645)	2,306,808	-	6,069,652
Recreation	1,459,467	(1,114,614)	456,591	-	801,444
Buildings	163,942	(148,498)	-	(15,444)	-
Total Capital Assets, Not Being Depreciated	40,762,463	(3,004,757)	2,763,399	(15,444)	40,505,661
Buildings and structures	43,309,646	148,498	-	-	43,458,144
Machinery and equipment	7,255,399	-	353,833	-	7,609,232
Vehicles	11,066,411	-	640,309	(672,286)	11,034,434
Infrastructure					
Streets / Roadways	51,210,166	1,741,645	-	-	52,951,811
Parks & Recreation	17,372,263	1,114,614	-	-	18,486,877
Investment in Joint Venture (RCC)	3,022,484	-	196,839	(36,073)	3,183,250
Total Capital Assets, Being Depreciated	133,236,369	3,004,757	1,190,981	(708,359)	136,723,748
Less Accumulated Depreciation:					
Buildings and Structures	(9,524,645)	-	(865,387)	-	(10,390,032)
Machinery and Equipment	(5,829,273)	-	(455,794)	-	(6,285,067)
Vehicles	(5,527,072)	-	(925,361)	648,378	(5,804,055)
Infrastructure					
Streets / Roadways	(28,472,118)	-	(1,266,099)	-	(29,738,217)
Parks & Recreation	(5,572,987)	-	(328,726)	-	(5,901,713)
Investment in Joint Venture (RCC)	(1,182,256)	-	(114,747)	36,073	(1,260,930)
Total Accumulated Depreciation	(56,108,351)	-	(3,956,114)	684,451	(59,380,014)
Total Capital Assets, Being Depreciated, Net	77,128,018	3,004,757	(2,765,133)	(23,908)	77,343,734
Governmental Activities Capital Assets, Net	\$ 117,890,481	\$ -	\$ (1,734)	\$ (39,352)	\$ 117,849,395

CITY OF MANHATTAN BEACH

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 5: Capital Assets and Depreciation (Continued)

	Beginning Balance July 1, 2015	Transfers	Increases additions	Decreases (deletions)	Ending Balance June 30, 2016
Business-Type Activities:					
Capital assets, not being depreciated:					
Land - water	\$ 307,967	\$ -	\$ -	\$ -	\$ 307,967
Land - storm water	7,650	-	850,000	-	857,650
Land - parking	1,441,817	-	-	-	1,441,817
Construction-in-progress	7,635,627	(708,518)	4,774,278	(300)	11,701,087
Total Capital Assets, Not Being Depreciated	9,393,061	(708,518)	5,624,278	(300)	14,308,521
Capital assets, being depreciated:					
Buildings and structures - parking	17,186,603	-	-	-	17,186,603
Machinery and equipment - parking	1,137,266	-	-	-	1,137,266
Water	25,903,420	405,707	-	-	26,309,127
Storm water	6,871,403	92,462	-	-	6,963,865
Wastewater	11,239,772	210,349	-	-	11,450,121
Total Capital Assets, Being Depreciated	62,338,464	708,518	-	-	63,046,982
Less Accumulated Depreciation:					
Buildings and structures - parking	(1,733,810)	-	(254,699)	-	(1,988,509)
Machinery and equipment - parking	(971,715)	-	-	-	(971,715)
Water	(11,530,786)	-	(566,843)	-	(12,097,629)
Storm water	(3,824,653)	-	(187,516)	-	(4,012,169)
Wastewater	(6,054,858)	-	(212,924)	-	(6,267,782)
Total Accumulated Depreciation	(24,115,822)	-	(1,221,982)	-	(25,337,804)
Total Capital Assets, Being Depreciated, Net	38,222,642	-	(1,221,982)	-	37,709,178
Business-Type Activities Capital Assets, Net	\$ 47,615,703	\$ -	\$ 4,402,296	\$ (300)	\$ 52,017,699

Depreciation expense was charged to functions of the primary government as follows:

Governmental Activities:	
General government	\$ 251,260
Public safety	1,118,635
Public works	329,752
Parks and recreation	1,331,106
Internal service funds	925,361
Total Depreciation Expense - Governmental Activities	<u>\$ 3,956,114</u>
Business-Type Activities:	
Water	\$ 566,843
Wastewater	212,924
Parking	254,699
Storm water	187,516
Total Depreciation Expense - Business-Type Activities	<u>\$ 1,221,982</u>

CITY OF MANHATTAN BEACH

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 6: Long-Term Liabilities

The following is a summary of changes in long-term liabilities for the year ended June 30, 2016:

	Balance June 30, 2015	Additions	Deletions	Balance June 30, 2016	Due in One Year
Governmental Activities:					
Long-term Debt:					
Marine Ave Park COP	\$ 6,715,000	\$ -	\$ (270,000)	\$ 6,445,000	\$ 280,000
2013 Police and Fire Refunding COP	9,580,000	-	(455,000)	9,125,000	465,000
Lease Purchase Fire and Sewer Truck	531,820	-	(190,596)	341,224	193,718
Other:					
Compensated Absences	3,198,474	2,892,330	(2,845,721)	3,245,083	635,714
Workers Compensation Claims	9,991,134	8,046,821	(6,303,594)	11,734,361	7,268,221
General Liability Claims	2,115,367	988,802	(1,351,681)	1,752,488	1,284,377
Total Governmental	<u>\$ 32,131,795</u>	<u>\$ 11,927,953</u>	<u>\$ (11,416,592)</u>	32,643,156	<u>\$ 10,127,030</u>
Unamortized premium				408,585	
				<u>\$ 33,051,741</u>	
Business-Type Activities:					
Long-term Debt:					
2012 Metlox and Water/Wastewater Refunding COP	\$ 11,460,000	\$ -	\$ (570,000)	\$ 10,890,000	\$ 595,000
Other long term liabilities:					
Compensated Absences	71,090	64,256	(60,159)	75,187	14,729
Total Business Type	<u>\$ 11,531,090</u>	<u>\$ 64,256</u>	<u>\$ (630,159)</u>	10,965,187	<u>\$ 609,729</u>
Unamortized premium				506,607	
				<u>\$ 11,471,794</u>	

a. Marine Avenue Certificates of Participation

On April 24, 2002, the City of Manhattan Beach issued \$9,535,000 of Variable Rate Demand Refunding Certificates of Participation (COP) to refinance the Marine Sports Field Lease. The adjustable interest rate will be the interest rate for actual days elapsed which, in the judgment of the Remarketing Agent, having due regard for prevailing financial market conditions, when payable with respect to the Certificates, would equal the interest rate necessary to enable the Remarketing Agent to remarket the tendered Certificates at 100% of the principal amount thereof. The rate used for the repayment schedule is 3.58%, which was the rate estimated at the issuance of the COP's. The COP's mature on August 1, 2032. Annual debt service requirements to maturity for the Marine Avenue Certificates of Participation are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2017	\$ 280,000	\$ 225,719	\$ 505,719
2018	290,000	215,516	505,516
2019	305,000	204,866	509,866
2020	315,000	193,768	508,768
2021	325,000	182,312	507,312
2022-2026	1,805,000	725,398	2,530,398
2027-2031	2,150,000	372,320	2,522,320
2032-2033	975,000	35,174	1,010,174
Total	<u>\$ 6,445,000</u>	<u>\$ 2,155,073</u>	<u>\$ 8,600,073</u>

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 6: Long-Term Liabilities (Continued)

b. 2013 Police and Fire Facility Refunding Certificates of Participation

In February 2013, the City issued \$10,510,000 of Certificates of Participation, Series 2013, to advance refund the 2004 Police and Fire Certificates of Participation (2004 COP). The payments under the lease agreement are due January and July of each year until maturity in January 2032 and include interest rates ranging from 2% to 4%. The proceeds were used to purchase U.S. Government securities that were placed in an irrevocable trust for the purpose of generating resources for all future debt service payments of the refunded debt. The balance at June 30, 2016, includes an unamortized bond premium of \$408,585 which will be amortized over the life of the issue.

The reacquisition price exceeded the net carrying amount of the old debt by \$595,473. This amount is being deferred as an outflow of resources and amortized over the remaining life of the refunded debt. The outstanding balance at June 30, 2016 is \$498,909.

Annual debts service requirements to maturity for the 2013 Police and Fire Certificates of Participation are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2017	\$ 465,000	\$ 306,313	\$ 771,313
2018	480,000	292,363	772,363
2019	500,000	277,963	777,963
2020	515,000	262,963	777,963
2021	530,000	247,513	777,513
2022-2026	2,900,000	972,263	3,872,263
2027-2031	3,485,000	397,456	3,882,456
2032	250,000	8,438	258,438
Total	<u>\$ 9,125,000</u>	<u>\$ 2,765,272</u>	<u>\$ 11,890,272</u>

c. Fire and Sewer Truck Capital Leases

In fiscal year 2012-2013, the City entered into two lease agreements as lessee for financing the acquisition of one fire truck and one sewer truck valued at \$568,208 and \$381,305 respectively. The trucks each have an estimated useful life of 10 years. These lease agreements qualify as a capital lease for accounting purposes and therefore, has been recorded at the present value of future minimum lease payments as of the inception date.

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2016, were as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2017	\$ 193,718	\$ 4,141	\$ 197,859
2018	147,506	1,095	148,601
Total	<u>\$ 341,224</u>	<u>\$ 5,236</u>	<u>\$ 346,460</u>

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 6: Long-Term Liabilities (Continued)

d. 2012 Metlox and Water/Wastewater Refunding Certificates of Participation

In July 2012, the City of Manhattan Beach issued \$12,975,000 of fixed rate Certificates of Participation (COP) to refund the City's 2003 Metlox Public Improvements Certificates of Participation and the 1996 Water and Wastewater Improvement Project Certificates of Participation. The payments under the lease agreement are due January and July of each year with interest rates ranging from 2% to 4% and mature through January 2032. The COP includes an unamortized premium of \$506,607 at June 30, 2016, which will be amortized over the life of the issue.

Annual debt service requirements to maturity for the Metlox, Water and Wastewater Certificates of Participation are as follows:

Fiscal Year Ending June 30,	Water			Wastewater		
	Principal	Interest	Total	Principal	Interest	Total
2017	\$ 123,996	\$ 51,173	\$ 175,169	\$ 61,004	\$ 25,177	\$ 86,181
2018	127,347	46,214	173,561	62,653	22,736	85,389
2019	130,698	42,393	173,091	64,302	20,857	85,159
2020	137,401	37,165	174,566	67,599	18,285	85,884
2021	140,752	33,043	173,795	69,248	16,257	85,505
2022-2026	800,945	88,607	889,552	394,055	43,593	437,648
Total	\$ 1,461,139	\$ 298,595	\$ 1,759,734	\$ 718,861	\$ 146,905	\$ 865,766

Fiscal Year Ending June 30,	Metlox			Total		
	Principal	Interest	Total	Principal	Interest	Total
2017	\$ 410,000	\$ 310,563	\$ 720,563	\$ 595,000	\$ 386,913	\$ 981,913
2018	430,000	294,163	724,163	620,000	363,113	983,113
2019	440,000	278,263	718,263	635,000	341,513	976,513
2020	460,000	260,663	720,663	665,000	316,113	981,113
2021	470,000	246,863	716,863	680,000	296,163	976,163
2022-2026	2,640,000	980,613	3,620,613	3,835,000	1,112,813	4,947,813
	3,860,000	503,688	4,363,688	3,860,000	503,688	4,363,688
Total	\$ 8,710,000	\$ 2,874,816	\$ 11,584,816	\$ 10,890,000	\$ 3,320,316	\$ 14,210,316

e. Compensated Absences

At June 30, 2016, the total citywide accrued liability for compensated absences amounted to \$3,320,270 which is comprised of \$2,784,737 and \$535,533 of vested vacation and sick leave, respectively. \$3,245,083 of this compensated leave liability is related to general government services with the remaining \$75,187 related to business type activities. The governmental activities liability is generally liquidated by the General Fund and the business type activities liabilities are liquidated by the corresponding proprietary funds.

f. Workers' Compensation Claims

As of June 30, 2016, reserves for open workers compensation claims have been established in accordance with analysis by a third party claims administrator. The value of these claims is \$7,268,221. In addition, reserves of \$4,466,140 have been set aside for incurred but not reported claims. Total reserves are \$11,734,361.

Note 6: Long-Term Liabilities (Continued)

g. General Liability Claims

As of June 30, 2016, reserves for open general liability claims have been established in accordance with an analysis by a third party claims administrator. The value of these claims is \$1,284,377. In addition, reserves of \$468,111 have been set aside for incurred but not reported claims. Total reserves are \$1,752,488.

Note 7: Non-City Obligation

In August 2004, the City issued three separate limited obligation improvement bonds totaling \$3,402,891, under provisions of the Improvement Bond Act of 1915, for Underground Assessment Districts 04-1, 04-3 and 04-5. These bonds were issued for the purpose of financing the construction of certain public improvements within the underground utility assessment districts. The bonds are secured solely by the subject properties and the amounts held in respective reserve and bond funds. The bonds are not secured by the general taxing power of the City of Manhattan Beach and the City has not pledged credit for payment thereof.

In August 2006, the City issued two separate limited obligation improvement bonds totaling \$9,207,823, under provisions of the Improvement Bond Act of 1915, for Underground Assessment Districts 05-2 and 05-6, in the amounts of \$4,525,000 and \$4,628,823, respectively. These bonds were issued for the purpose of financing the construction of certain public improvements within the underground utility assessment districts. The bonds are secured solely by the subject properties and the amounts held in respective reserve and bond funds. The bonds are not secured by the general taxing power of the City of Manhattan Beach and the City has not pledged credit for payment thereof.

Because these bonds are not City obligations, the related liabilities are not reflected in the financial statements.

Note 8: Retirement Plans

a. Miscellaneous Plan

General Information about the Pension Plan

Plan Description

The Miscellaneous Plan of the City of Manhattan Beach is an agent multiple-employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). A full description of the pension plan regarding number of employees covered, benefit provisions, assumptions (for funding, but not accounting purposes), and membership information are listed in their respective June 30, 2014 Annual Actuarial Valuation Reports. Details of the benefits provided can be obtained in Appendix B of the actuarial valuation reports. This report and CalPERS' audited financial statements are publicly available reports that can be obtained at CalPERS' website under Forms and Publications.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 8: Retirement Plans (Continued)

Benefit Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law. The plan provisions and benefits in effect at June 30, 2016, are summarized as follows:

	Miscellaneous Plan	
	Tier I *	PEPRA
Hire date	Prior to or on December 31, 2012	On or after January 1, 2013
Benefit formula	2.0% @ 55	2.0% @ 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life
Retirement age	minimum 50 yrs	minimum 52 yrs
Monthly benefits, as a % of eligible compensation	2.000% - 2.418%, 50 yrs - 63+ yrs, respectively	1.000% - 2.500%, 52 yrs - 67+ yrs, respectively
Required employee contribution rates	7.000%	6.250%
Required employer contribution rates	12.848%	12.848%

* Closed to new entrants

At June 30, 2015, the following employees were covered by the benefit terms of the plan:

Description	Number of Participants
	Miscellaneous Plan
Active members	213
Transferred members	138
Terminated members	112
Retired members and beneficiaries	210
Total	673

Contribution Description

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through the CalPERS' annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2016, the employer contributions recognized as a reduction to the net pension liability for the Miscellaneous Plan was \$1,648,896.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 8: Retirement Plans (Continued)

Net Pension Liability

The City's net pension liability is measured as the total pension liability, less the pension plan's fiduciary net position. The net pension liability of the Miscellaneous Plans is measured as of June 30, 2015, using an annual actuarial valuation as of June 30, 2014 rolled forward to June 30, 2015 using standard update procedures. A summary of principal assumptions and methods used to determine the net pension liability is shown below.

Actuarial Methods and Assumptions Used to Determine Total Pension Liability

The total pension liabilities in the June 30, 2014 actuarial valuations were determined using the following actuarial assumptions

Valuation Date	June 30, 2014
Measurement Date	June 30, 2015
Actuarial Cost Method	Entry Age Normal Cost Method
Actuarial Assumptions	
Discount Rate	7.65%
Inflation	2.75%
Projected Salary Increases	Varies by Entry Age and Service
Investment Rate of Return	7.50% Net of Pension Plan Investment and Administrative Expenses
Mortality Rate Table (1)	Derived using CalPERS' Membership Data for all Funds
Post Retirement Benefit Increase	Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter

(1) The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB.

Change of Assumptions

GASB 68, paragraph 68 states that the long long-term expected rate of return should be determined net of pension plan investment expense but without reduction for pension plan administrative expense. The discount rate of 7.50 percent used for the June 30, 2014 measurement date was net of administrative expenses. The discount rate of 7.65 percent used for the June 30, 2015 measurement date is without reduction of pension plan administrative expense

Discount Rate

The discount rate used to measure the total pension liability was 7.65 percent. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing of the plans, the tests revealed the assets would not run out.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 8: Retirement Plans (Continued)

Therefore, the current 7.65 percent discount rate is appropriate and the use of the municipal bond rate calculation is not deemed necessary. The long-term expected discount rate of 7.65 percent is applied to all plans in the Public Employees Retirement Fund. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS' website under the GASB 68 section.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, staff took into account both short-term and long-term market return expectations as well as the expected pension fund (Public Employees' Retirement Fund) cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. The target allocation shown was adopted by the Board effective on July 1, 2014.

Asset Class	New Strategic Allocation	Real Return Years 1 - 10 (1)	Real Return Years 11+ (2)
Global Equity	51.00%	5.25%	5.71%
Global Fixed Income	19.00%	0.99%	2.43%
Inflation Sensitive	6.00%	0.45%	3.36%
Private Equity	10.00%	6.83%	6.95%
Real Estate	10.00%	4.50%	5.13%
Infrastructure and Forestland	2.00%	4.50%	5.09%
Liquidity	2.00%	-0.55%	-1.05%
Total	100.00%		

(1) An expected inflation of 2.5% used for this period
 (2) An expected inflation of 3.0% used for this period

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 8: Retirement Plans (Continued)

Changes in the Net Pension Liability

The following table shows the changes in net pension liability recognized over the measurement period.

	Total Pension Liability (a)	Increase (Decrease) Plan Fiduciary Net Position (b)	Net Pension Liability/(Assets) (c)=(a)-(b)
Balance at: 6/30/2014 (Valuation Date)	\$ 86,007,572	\$ 72,113,724	\$ 13,893,848
Changes Recognized for the Measurement Period:			
Service Cost	1,906,947	-	1,906,947
Interest on the Total Pension Liability	6,365,282	-	6,365,282
Changes of Benefit Terms	-	-	-
Changes of Assumptions	(1,610,461)	-	(1,610,461)
Difference between Expected and Actual Experience	(450,327)	-	(450,327)
Contribution from the Employer	-	1,619,438	(1,619,438)
Contributions from Employees	-	986,936	(986,936)
Net Investment Income	-	1,618,145	(1,618,145)
Benefit Payments including Refunds of Employee Contributions	(3,387,918)	(3,387,918)	-
Administrative Expense	-	(82,036)	82,036
Net Changes During 2014-15	2,823,523	754,565	2,068,958
Balance at: 6/30/2015 (Measurement Date)	\$ 88,831,095	\$ 72,868,289	\$ 15,962,806

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the Plan as of the measurement date, calculated using the discount rate of 7.65 percent, as well as what the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.65 percent) or 1 percentage-point higher (8.65 percent) than the current rate:

	Discount Rate - 1% (6.65%)	Current Discount Rate (7.65%)	Discount Rate +1% (8.65%)
Plan's Net Pension Liability/(Assets)	\$ 28,335,811	\$ 15,962,806	\$ 5,769,099

Pension Plan Fiduciary Net Position

The plan fiduciary net position disclosed in the GASB 68 accounting valuation report may differ from the plan assets reported in the funding actuarial valuation report due to several reasons. First, for the accounting valuations, CalPERS must keep items such as deficiency reserves, fiduciary self-insurance and OPEB expense included as assets. These amounts are excluded for rate setting purposes in the funding actuarial valuation. In addition, differences may result from early Comprehensive Annual Financial Report closing and final reconciled reserves. Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports. See CalPERS website for additional information.

CITY OF MANHATTAN BEACH

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 8: Retirement Plans (Continued)

Pension Expense and Deferred Outflows and Deferred Inflows of Resources Related to Pensions

As of the start of the measurement period (July 1, 2014), the net pension liability was \$13,893,848. For the measurement period ending June 30, 2015 (the measurement date), the City incurred a pension expense/(income) of \$778,367 for the Plan.

Note that no adjustments have been made for contributions subsequent to the measurement date. Adequate treatment of any contributions made after the measurement date is the responsibility of the employer.

As of June 30, 2016, the City has deferred outflows and deferred inflows of resources related to pensions as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 1,881,560	\$ -
Changes of assumptions	-	(1,090,957)
Difference between expected and actual experience	-	(305,060)
Net Difference between Projected and Actual Earnings on Pension Plan Investments	3,084,185	(3,665,581)
Total	<u>\$ 4,965,745</u>	<u>\$ (5,061,598)</u>

\$1,881,560 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2016. Other amounts reported as deferred outflows or deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Measurement Period ended June 30:	Deferred Outflows/(Inflows) of Resources
2015	\$ (1,115,586)
2016	(1,115,586)
2017	(517,288)
2018	771,047

Note 8: Retirement Plans (Continued)

b. Safety Police Plan and Safety Fire Plan

General Information about the Pension Plan

Plan Description

All qualified permanent and probationary safety employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees' Retirement System (CalPERS). The Plan consists of individual rate plans (benefits tiers) within a safety risk pool (police and fire) and a miscellaneous risk pool (all other). Plan assets may be used to pay benefits for any employer rate plan of safety and miscellaneous pools. Accordingly, rate plans within the safety or miscellaneous pools are not separate plans under GASB Statement No. 68. Individual employers may sponsor more than one rate plan in the miscellaneous or safety risk pools. The Local Government sponsors six rate plans (three miscellaneous and three safety). Benefit provisions under the Plan are established by State statute and Local Government resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost-of-living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

Below is a summary of the plan provisions and benefits in effect at June 30, 2016, for which the City of Irwindale has contracted:

	Safety Police Plan		Safety Fire Plan	
	Tier I *	PEPRA	Tier I *	PEPRA
Hire date	Prior to or on December 31,2012	On or after January 1, 2013	Prior to or on December 31,2012	On or after January 1, 2013
Benefit formula	3.0% @ 50	2.0% @ 57	3.0% @ 55	2.0% @ 57
Benefit vesting schedule	5 years of service	5 years of service	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life	monthly for life	monthly for life
Retirement age	minimum 50 yrs	minimum 50 yrs	minimum 50 yrs	minimum 50 yrs
Monthly benefits, as a % of eligible compensation	3.000%, 50+ yrs	1.426% - 2.000%, respectively 50 yrs - 57+ yrs,	2.400% - 3.000%, respectively 50 yrs - 55+ yrs,	1.426% - 2.000%, respectively 50 yrs - 57+ yrs,
Required employee contribution rates	9.000%	12.250%	9.000%	12.250%
Required employer contribution rates	20.230%	11.923%	18.091%	11.923%

* Closed to new entrants

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 8: Retirement Plans (Continued)

Employees Covered

At June 30, 2015, the following employees were covered by the benefit terms of the Plan:

Description	Number of members			
	Safety Police Plan		Safety Fire Plan	
	Classic	PEPRA	Classic	PEPRA
Active members	60	3	29	-
Transferred members	15	-	4	-
Terminated members	10	3	5	-
Retired members and beneficiaries	108	-	49	-
Total	193	6	87	-

Contribution Description

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through the CalPERS' annual actuarial valuation process. For public agency cost-sharing plans covered by either the Miscellaneous or Safety risk pools, the Plan's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2016, the employer contributions recognized as part of pension expense were \$2,733,649 for the Safety Police Plan and \$1,266,670 for the safety Fire Plan.

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

The City of Manhattan Beach reported net a pension liability at June 30, 2016 of \$23,534,696 for its proportionate shares of the Safety Police Plan and \$10,115,196 for its proportionate shares of the Safety Fire Plan.

The City's net pension liability for the safety plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2015, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2014 rolled forward to June 30, 2015 using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

CITY OF MANHATTAN BEACH

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 8: Retirement Plans (Continued)

The City's proportionate share of the net pension liability for the safety plan as of June 30, 2014 and 2015, was as follows:

Proportion - June 30, 2014	0.482924%
Proportion - June 30, 2015	0.490244%
Changes - Increase (Decrease)	1.515610%

For the year ended June 30, 2016, the City recognized pension expense of \$1,922,653 and \$543,917 for the Safety Police Plan and the Safety Fire Plan respectively. At June 30, 2016, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 4,000,319	\$ -
Changes in assumptions	-	(2,075,078)
Difference between expected and actual experiences	-	(451,166)
Net difference between projected and actual earnings on pension plan investments	-	(1,051,663)
Adjustment due to difference in proportions	806,019	(978,668)
Difference in proportionate share	-	(975,274)
Total	\$ 4,806,338	\$ (5,531,849)

\$4,000,319 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year ended June 30:	Deferred Outflows/(Inflows) of Resources
2016	\$ (1,609,144)
2017	(1,590,170)
2018	(1,264,002)
2019	(262,514)

Note 8: Retirement Plans (Continued)

Actuarial Methods and Assumptions Used to Determine Total Pension Liability

The total pension liabilities in the June 30, 2013 actuarial valuations were determined using the following actuarial assumptions:

Actuarial Cost Method	Entry Age Normal Cost Method
Actuarial Assumptions	
Discount Rate	7.65%
Inflation	2.75%
Salary Increases	3.3% - 14.2% (1)
Investment Rate of Return	7.50% (2)
Mortality Rate Table (3)	Derived using CalPERS' Membership Data for all Funds
Post Retirement Benefit Increase	Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter

(1) Depending on age, service and type of employment

(2) Net of Pension Plan Investment and Administrative Expenses; includes Inflation

(3) The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table, please refer to the 2014 experience study report on the CalPERS website.

All other actuarial assumptions used in the June 30, 2014, valuation were based on the results of an actuarial experience study for the period from 1997 to 2011, including updates to salary increase, mortality and retirement rates. The Experience Study report can be obtained at CalPERS' website under Forms and Publications.

Change of Assumptions

GASB 68, paragraph 68 states that the long-term expected rate of return should be determined net of pension plan investment expense but without reduction for pension plan administrative expense. The discount rate of 7.50 percent used for the June 30, 2014 measurement date was net of administrative expenses. The discount rate of 7.65 percent used for the June 30, 2015 measurement date is without reduction of pension plan administrative expense.

Discount Rate

The discount rate used to measure the total pension liability was 7.65 percent. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.65 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.65 percent is applied to all plans in the Public Employees Retirement Fund. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS' website under the GASB 68 section.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 8: Retirement Plans (Continued)

According to Paragraph 30 of Statement 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.50 percent investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.65 percent. Using this lower discount rate has resulted in a slightly higher total pension liability and net pension liability. This difference was deemed immaterial to the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan. However, employers may determine the impact at the plan level for their own financial reporting purposes.

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations through at least the 2017-18 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until such time as we have changed our methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Years 1 - 10 (1)	Real Return Years 11+ (2)
Global Equity	51.0%	5.25%	5.71%
Global Fixed Income	19.0	0.99	2.43
Inflation Sensitive	6.0	0.45	3.36
Private Equity	10.0	6.83	6.95
Real Estate	10.0	4.50	5.13
Infrastructure and Forestland	2.0	4.50	5.09
Liquidity	2.0	(0.55)	(1.05)

(1) An expected inflation of 2.5% used for this period

(2) An expected inflation of 3.0% used for this period

Note 8: Retirement Plans (Continued)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the net pension liability/ (asset) of the Plan, calculated using the discount rate for each Plan, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1% point lower (6.65 percent) or 1% point higher (8.65 percent) than the current rate:

Discount Rate - 1% (6.65%)	Current Discount Rate (7.65%)	Discount Rate +1% (8.65%)
\$ 56,083,994	\$ 33,649,892	\$ 15,254,370

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports. See CalPERS website for additional information.

c. Supplemental Retirement Plan

General Information about the Pension Plan

Plan Description

The Supplemental Retirement Plan is a single-employer defined benefit pension plan that covers Police, Fire and Management/Confidential employees who retired prior to January 1995. This plan is currently dormant and does not issue a separate annual financial report. The plan information is presented as a fiduciary fund in the City's financial statements in accordance with GASB Statement No. 67, *Financial Reporting for Pension Plans – an amendment of GASB Statement No. 25*.

Benefits Provided

The plan provides the employee the difference between the benefit provided by the California Public Employees Retirement System (PERS) calculated under the life annuity option and the PERS benefit had the City adopted the Police Officers' Standards and Training (POST) widows and orphans salary continuation plan. The plan states, "The City shall pay each retiring officer, sergeant, lieutenant, firefighter and management employee upon retirement, a monthly amount which would make up the difference for that option of which the officer will receive from PERS under Government Code Section 21330 through 21335 and what only the officer would have received while alive had the City adopted the Police Officers' Standards and Training (POST) widows and orphans salary continuation plan. The payment shall be made to the officer only while the officer is alive and will cease upon death. Upon retirement, the right to their payment shall be regarded as a vested pension benefit to the same extent as the individual's retirement allowance." The benefit is payable for the life of the employee. The benefit is subject to a 2% annual cost-of-living increase. This plan is currently dormant.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 8: Retirement Plans (Continued)

Employees Covered

Employees covered includes sworn law enforcement officers, fire and management/confidential employees who retired prior to January, 1995. The number of participants covered under the plan as of June 30, 2016, was as follows:

Retirees and beneficiaries receiving benefits	
Management/Confidential	<u><u>5</u></u>

Net Pension Liability

The net pension liability for the plan is measured as the total pension liability as of June 30, 2016 using an annual actuarial valuation as of June 30, 2016 less the pension plan's fiduciary net position.

Total pension liability	\$ 103,650
Plan fiduciary net position	<u>68,758</u>
Net pension liability	<u><u>\$ 34,892</u></u>
Plan fiduciary net position as a percentage of the total pension liability	66.34%

Actuarial Assumptions

A summary of principal assumptions and methods used to determine the pension liability is shown below.

Valuation Date	June 30, 2016
Pre-retirement mortality rates	RP-2000 Mortality Table Projected to 2016
Asset valuation method	Fair Market Value
Discount rate	3.6%

The City incurred the accrued liabilities of active participants under the City's PERS plan as of January 1995. The City's remaining obligation is to fund the benefits for those participants who were then and are currently retired.

Discount Rate

The discount rate used to measure the total pension liability was 3.6%. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of plan members. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Method Used to Value Investments

The City of Manhattan Beach Supplemental Retirement Plan (the Supplemental Plan) investments are reported at fair market value.

Note 8: Retirement Plans (Continued)

Investment Policy

The Supplemental Plan's policy in regard to the allocation and types of invested assets is established and may be amended by the City of Manhattan Beach's City Council. It is the policy of City Council to pursue an investment strategy that reduces risk. As of June 30, 2016, City Council has approved to have 100% of the Supplemental Plan's assets allocated to cash and cash equivalents.

Change in Net Pension Liability

The Supplemental Plan is dormant and no contribution was made during the year.

	Total Pension Liability (a)	Increase (Decrease) Plan Fiduciary Net Position (b)	Net Pension Liability/(Assets) (c)=(a)-(b)
Balance at: 6/30/2015	\$ 111,304	\$ 86,021	\$ 25,283
Changes Recognized for the Measurement Period:			
Net Investment Income	-	4,465	(4,465)
Benefit Payments including Refunds of Employee Contributions	(7,654)	(21,728)	14,074
Net Changes During 2015-16	(7,654)	(17,263)	9,609
Balance at: 6/30/2016	\$ 103,650	\$ 68,758	\$ 34,892

Sensitivity of the Net Pension Liability to Change in the Discount Rate

The following presents the net pension liability of the Plan, calculated using the discount rate of 3.6%, as well as what the Employer's net pension liability would be if it were calculated using a discount rate that is 1% lower (2.6%) or 1% higher (4.6%) than the current rate:

	1% Lower (2.6%)	Current Discount Rate (3.6%)	1% Higher (4.6%)
Net pension liability	\$ 39,468	\$ 34,892	\$ 30,676

Pension Plan Fiduciary Net Position

The Supplemental Retirement Plan fiduciary net position is combined with the City's Single Highest Year Pan fiduciary net position as fiduciary fund in the City's annual financial report with further detail included in the required supplementary information section of the report.

Pension Expense

Pension expense for the fiscal year 2015-16 was \$21,728 for the benefits paid to retirees.

Payable to the Pension Plan

The City's remaining obligation is to fund the benefits for those participants who were then and are currently retired.

Note 8: Retirement Plans (Continued)

d. Single Highest Year Plan

General Information about the Pension Plan

Plan Description

The Single Highest Year Plan is a single-employer defined benefit pension plan of the City. This plan was adopted effective January 1, 1990, covering Management/Confidential Employees and Non-management/Confidential Sworn Police Employees on July 1, 1990, and is for employees who retired prior to May 1993. The plan is known as the City Funded Single Highest Year Plan. This plan is currently dormant and does not issue a separate annual financial report. The plan information is presented as a fiduciary fund in the City's financial statements in accordance with GASB Statement No. 67, *Financial Reporting for Pension Plans – an amendment of GASB Statement No. 25*.

Benefits Provided

The plan pays a retiring employee the difference between the pension payable from PERS and what the PERS pension would be if it were based on the single highest year only. "The payment shall be made to the member only while the member is alive and will cease upon death." Upon retirement, the right to their payment shall be regarded as a vested pension benefit to the same extent as the individual's PERS retirement. Benefits vest after five years of service. Retirees must qualify for PERS retirement to qualify for the Single Highest Year Plan. The benefit is payable for the life of the employee and is subject to a 2% annual cost of living increase.

Employees Covered

Employees covered include sworn law enforcement officers, fire, management or confidential and miscellaneous employees who retired prior to May, 1993. The number of participants covered under the plan as of June 30, 2016, was as follows:

Retirees receiving benefits:	
Management Confidential	3
Police	4
	7
	7

Net Pension Liability

The net pension liability for the plan is measured as the total pension liability as of June 30 2016 using an annual actuarial valuation as of June 30, 2016 less the pension plan's fiduciary net position.

Total pension liability	\$ 296,622
Plan fiduciary net position	198,928
Net pension liability	\$ 97,694
Plan fiduciary net position as a percentage of the total pension liability	67.06%

Note 8: Retirement Plans (Continued)

Actuarial Assumptions

A summary of principal assumptions and methods used to determine the pension liability is shown below.

Valuation Date	June 30, 2016
Pre-retirement mortality rates	RP-2000 Mortality Table Projected to 2016
Asset valuation method	Fair Market Value
Discount rate	3.6%

The City incurred the accrued liabilities of active participants under the City's PERS plan as of May 1993. The City's remaining obligation is to fund the benefits for those participants who were then and are currently retired.

Discount Rate

The discount rate used to measure the total pension liability was 3.6%. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of plan members. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Method Used to Value Investments

The City of Manhattan Beach Single Highest Year Plan (the Highest Year Plan) investments are reported at fair market value.

Investment Policy

The Highest Year Plan's policy in regard to the allocation and types of invested assets is established and may be amended by the City of Manhattan Beach's City Council. It is the policy of City Council to pursue an investment strategy that reduces risk. As of June 30, 2016, City Council has approved to have 100% of the Supplemental Plan's assets allocated to cash and cash equivalents.

Change in Net Pension Liability

The Supplemental Plan is dormant and no contribution was made during the year.

	Total Pension Liability (a)	Increase (Decrease) Plan Fiduciary Net Position (b)	Net Pension Liability/(Assets) (c)=(a)-(b)
Balance at: 6/30/2015	\$ 315,443	\$ 236,916	\$ 78,527
Changes Recognized for the Measurement Period:			
Net Investment Income	-	13,610	(13,610)
Benefit Payments including Refunds of Employee Contributions	(18,821)	(51,598)	32,777
Net Changes During 2015-16	(18,821)	(37,988)	19,167
Balance at: 6/30/2016	\$ 296,622	\$ 198,928	\$ 97,694

Note 8: Retirement Plans (Continued)

Sensitivity of the Net Pension Liability to Change in the Discount Rate

The following presents the net pension liability of the Plan, calculated using the discount rate of 3.6%, as well as what the Employer's net pension liability would be if it were calculated using a discount rate that is 1% lower (2.6%) or 1% higher (4.6%) than the current rate:

	1% Lower (2.6%)	Current Discount Rate (3.6%)	1% Higher (4.6%)
Net pension liability	\$ 110,506	\$ 97,694	\$ 85,890

Pension Plan Fiduciary Net Position

The Single Highest Year Pan fiduciary net position is combined with the City's Supplemental Retirement Plan fiduciary net position as fiduciary fund in the City's annual financial report with further detail included in the required supplementary information section of the report.

Pension Expense

Pension expense for the fiscal year 2015-16 was \$51,598 for the benefits paid to retirees.

Payable to the Pension Plan

The City's remaining obligation is to fund the benefits for those participants who were then and are currently retired.

Note 9: Other Post Retirement Benefits

City of Manhattan Beach Retiree Medical Program

Plan Description

The City Retiree Medical Program is a Single Employer Plan that provides a fixed stipend to qualifying retirees and a contribution to all retirees enrolled in PERS medical plan.

Plan Benefits

In accordance with employee Memoranda of Understanding (MOU), the City provides fixed stipends during retirement. Payments cease at age 65. The plan provides a benefit of \$250 to \$400 per month directly to the employee to be used towards the health insurance premiums. Employees who retire from employment with the City and meet service requirements ranging from 15 to 20 years are eligible. The plan and payment amounts are established by MOU with the applicable employee bargaining units and may be amended by agreement between the City and the bargaining units. In fiscal year 2016, the City paid \$156,223 to retirees.

Note 9: Other Post Retirement Benefits (Continued)

Funding Policy

The City of Manhattan Beach contracts with PERS to participate in the Public Employee Medical and Hospital Care Act (PEMHCA). Under this contract, both active employees and retirees are provided access to health insurance. The City makes a contribution to retirees who elect to purchase insurance through PERS. This contribution is mandated by Assembly Bill 2544 and is adjusted annually by PERS. For fiscal year 2016, the City contribution paid to PERS was \$132,665. Plan members receiving benefits paid \$774,904.

The plans is financed via actuarially determined contributions and deposited into a trust fund managed by PERS. PERS has dual independent capacities as a provider of medical plans and as a trustee. In its capacity as a trustee, PERS will be referred to as CERBT (California Employees' Retirement Benefit Trust). City payments to employees and PERS will be reimbursed by payments from CERBT in fiscal year 2016. Therefore, the City will be reimbursed for \$288,888 (\$132,665 from PERS and \$156,223 from retirees in City Plan). Benefits per employee are determined according to MOU and PEMHCA requirements.

The policy of the City Council is to budget the actuarially required contributions and to amend the budget if necessary on an annual basis. All contributions are made by the City; there is no employee contribution. Allocation of cost is made based on the MOU benefit corresponding to each position and the number of position within each fund/program. Payment to the trustee is exactly equal to the total budget for this benefit. Payroll does not drive the allocation.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and on the pattern of sharing of costs between the employer and plan members to that point. The actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and actuarially determined amounts are subject to continual revision as results are compared to past expectations and new estimates are made about the future.

The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations. Valuations are performed biennially; the most recent is as of July 1, 2015. The next valuation will be as of July 1, 2017.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 9: Other Post Retirement Benefits (Continued)

A summary of principal assumptions and methods used to determine the pension liability is shown below.

Valuation date:	July 1, 2015
Actuarial Cost Method:	Entry age normal.
Amortization methods:	Closed 10 year amortization period for the initial UAAL. Level dollar for open 2 year amortization period for any residual UAAL.
Inflation:	2.75% per year.
Investment return/discount rate:	6.5% per year based on assumed long-term return on plan assets assuming 100% funding through CERBT.
Healthcare cost trend:	4% per year.
Payroll increase:	2.75% per year.
Actuarial value of plan assets:	market value.

The Net OPEB Obligation (NOO) is being amortized over a closed ten-year period ending June 30, 2017. The unfunded accrued actuarial liability is being amortized over the same period as that of the net OPEB obligation. Gains and losses are being amortized over the same closed period. The actuarial value of assets is equal to the amount reported by CERBT at June 30, 2016. The number of participants is 260 eligible active employees and 95 eligible retirees.

Separate financial statements for the CERBT may be obtained by writing to CalPERS at Lincoln Plaza North 400 Q Street, Sacramento, California 95814 or by visiting the CalPERS website at www.calpers.ca.gov.

Annual OPEB Cost and Net OPEB Obligation

In the fiscal year 2015-16, the City conducted an actuarial analysis in order to be in conformance with GASB 45. The valuation date was July 1, 2015.

The City's annual post employment benefit (OPEB) cost is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45 and amortization of any Net OPEB Obligation existing at the beginning of the fiscal year. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed thirty years.

The updated valuation resulted in a fiscal 2015-2016, projected normal cost of \$144,512 and residual unamortized actuarial accrued liability (UAAL) of (\$1,988,851) resulting in an actuarially required contribution (ARC) for fiscal 2015-2016, of \$0.

CITY OF MANHATTAN BEACH

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2016

Note 9: Other Post Retirement Benefits (Continued)

The following table shows the components of the City's annual OPEB cost for the year, the amount actually contributed to the plan, and the changes in the City's net OPEB obligation:

Annual required contributions (ARC)	\$ -
Interest on net OPEB	(55,797)
Amortization of OPEB	<u>774,387</u>
Annual OPEB cost	718,590
Less: Annual contributions made	<u>-</u>
Increase (decrease) in net OPEB obligation	718,590
Net OPEB obligation (asset) - beginning of year	<u>(1,487,911)</u>
Net OPEB obligation (asset) - end of year	<u><u>\$ (769,321)</u></u>

The City's annual OPEB cost, the amount of annual OPEB cost contributed to the plan and the net OPEB obligation (NOO) for fiscal year 2015-2016, and the two preceding years were as follows:

Fiscal Year Ended	Annual OPEB Cost	Annual OPEB Contribution	Net OPEB Obligation (Asset)	Percent of OPEB Cost Contributed
6/30/2014	\$ 874,939	\$ 248,000	\$ (2,159,111)	28.34%
6/30/2015	946,200	275,000	(1,487,911)	29.06%
6/30/2016	718,590	-	(769,321)	0.00%

Funded Status and Funding Programs

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Benefits are projected based on benefit levels as of the date of the valuation and do not explicitly reflect the potential effects of legal or contractual funding limitations. Examples include assumptions about future employment, mortality, and the healthcare cost trends. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Actuarial valuations take a long-term perspective that involves the use of techniques designed to reduce volatility.

The schedule of funding progress below presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits. Contributions are held and invested by California Employer's Retiree Benefit Trust (CERBT), which has been established by PERS. The value of the City of Manhattan Beach's account as June 30, 2016, was \$9,559,275, which reflects a gain of \$146,275 from the prior fiscal year 2014-2015.

CITY OF MANHATTAN BEACH

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2016**

Note 9: Other Post Retirement Benefits (Continued)

Actuarial Valuation Date	Actuarial Accrued Liability	Actuarial Value of Assets	Unfunded Liability	Funded Ratio	Covered Payroll	UAAL as a Percent of Covered Payroll
7/1/2011	\$ 6,846,000	\$ 7,664,474	\$ (818,474)	112.0%	\$ 21,871,000	(3.7%)
7/1/2013	7,882,000	8,849,000	(967,000)	112.3%	22,191,000	(4.4%)
7/1/2015	5,938,321	9,559,275	(3,620,954)	161.0%	26,982,379	(13.4%)

It should be noted that benefits are not a function of covered payroll. The benefit is a function of employee count, prescribed benefit per employee according to MOU and PEMHCA requirements.

Note 10: Retirement Plan for Part-Time, Seasonal and Temporary Employees

On June 6, 1997, the City dissolved the City-administered retirement plan for part-time, seasonal and temporary employees and selected the Public Agency Retirement System (PARS) as the retirement program for this group.

The PARS plan is a defined contribution pension plan, which is administered by PARS. Benefits and funding requirements are determined by PARS' governing board. All members' earnings are subject to contribution from the employee and the employer. Historically, the contribution rate for both employee and employer has been 3.75% of payroll. In April 2011, the City exercised its option not to pick up 50% share of the required 7.50%. Consequently, for fiscal year ending June 30, 2016, 100% of contribution is derived from employee deduction.

Total payroll for employees covered by this plan for the year was \$92,406. The amount of employee contribution was \$1,232,071.

Note 11: Risk Management

The City is exposed to various risks of losses related to torts, theft, damage to and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The City adopted a self-insured workers' compensation program that is administered by City staff and a claims administrator.

The City is a member of the Independent Cities Risk Management Authority (ICRMA), a public entity risk pool currently operating as a common risk management and insurance program for 22 California cities. The City pays an annual premium to the pool for its excess insurance coverage including property (earthquake, flood and all risk), workers compensation and general liability. The City also purchases a separate earthquake policy for the public safety facility.

For workers compensation, the City is self-insured for the first \$750,000 on each claim with excess coverage up to a limit of \$5,000,000. For general liability, the City is self-insured for the first \$500,000 on each claim with excess coverage up to a limit of \$30,000,000.

The City is insured for property losses with a deductible of \$10,000 all risk (fire and theft) and earthquake loss with a deductible of 5% or \$100,000, whichever is greater.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 11: Risk Management (Continued)

Claims expenditures and liabilities (general and worker’s compensation) are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated. These losses include an estimate of claims that have been incurred but not reported. This liability is the City’s best estimate based on available information.

The following is a summary of the changes in the claims liability over the past two fiscal years for the City:

Year	Liability Beginning of Year	Current Year Claims and Increases in Estimates	Payments and Decreases In Estimates	Liability End of Year
2015	\$ 9,886,442	\$ 6,888,411	\$ (4,668,352)	\$ 12,106,501
2016	12,106,501	9,035,623	(7,655,275)	13,486,849

During the past three fiscal (claims) years, none of the above programs has had settlements or judgments that exceed pooled or insured coverage. There have been no significant reductions in pooled or insured coverages from coverage in the prior year.

The ICRMA has published its own financial report for the year ended June 30, 2016, which can be obtained from Independent Cities Risk Management Authority, 1100 W. Town and Country Road, Suite 1550, Orange, California 92868.

Note 12: Net Position Restatement

Beginning net position for the Business-Type Activities and the Refuse Fund has been restated by \$(27,676) to refund prior year street sweeping fees. This course of action was undertaken after legal review of the validity of such fees.

Note 13: Joint Ventures and Jointly Governed Organizations

a. Joint Venture

South Bay Regional Public Communications Authority

The City is a member of the South Bay Regional Public Communications Authority (SBRPCA), a joint powers authority of the cities of Manhattan Beach, Gardena and Hawthorne. SBRPCA was formed October 14, 1975, for the purpose of financing a public safety communications system for the member cities. The Governing Board is composed of an elected official of each member city. An executive committee is composed of the city managers of each member city. The City’s participation percentage at June 30, 2015, was 22.7%.

CITY OF MANHATTAN BEACH

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2016

Note 13: Joint Ventures and Jointly Governed Organizations (Continued)

Summarized audited financial information for SBRPCA at June 30, 2015*, is presented below:

<u>Statement of Net Position</u>	
Assets	
Current assets	\$ 2,270,596
Noncurrent assets	8,471,369
Total Assets	<u>10,741,965</u>
Deferred Outflows of Resources	<u>541,402</u>
Liabilities	
Current liabilities	315,972
Noncurrent liabilities	5,144,278
Total Liabilities	<u>5,460,250</u>
Deferred Inflows of Resources	<u>1,363,653</u>
Net Position	<u>\$ 4,459,464</u>

<u>Statement of Activities</u>	
Operating Revenues	\$ 9,605,260
Operating Expenses	<u>(9,360,711)</u>
Operating income before depreciation	<u>244,549</u>
Depreciation	<u>(505,670)</u>
Operating loss	<u>(261,121)</u>
Non-operating revenues (expenses):	
Interest earnings	<u>7,460</u>
Non operating revenues (expenses)	<u>7,460</u>
Change in net position	(253,661)
Net Position - June 30, 2014	9,550,467
Prior period adjustments	<u>(4,837,342)</u>
Net Position - June 30, 2015	<u>\$ 4,459,464</u>

*Most current information available. SBRPCA has issued its own separate financial statements, which are available at 4440 W. Broadway, Hawthorne, California 90250.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2016

Note 13: Joint Ventures and Jointly Governed Organizations (Continued)**b. Jointly Governed Organization**Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force

The City of Manhattan Beach is a member of Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (L.A. IMPACT), a joint powers authority of the police departments of cities and other institutions in Los Angeles County. The Organization was formed July 1, 1991, with the mission to promote coordinated law enforcement efforts and to address emerging criminal justice issues, mainly in the areas of drug trafficking enterprise and money laundering. The Executive Council consists of 14 police chiefs and other various police officers. All financial decisions were made by the Executive Council. The members received monetary distributions from the asset seizures based on their respective contribution to the effort.

Summarized audited financial information for L.A. IMPACT at June 30, 2016*, is presented below:

Statement of Net PositionAssets

Current assets	\$ 13,654,064
Noncurrent assets	387,184
Total Assets	<u>14,041,248</u>

Liabilities

Current liabilities	2,504,286
Noncurrent liabilities	465,858
Total liabilities	<u>2,970,144</u>
Net Position	<u>\$ 11,071,104</u>

Statement of Activities

Revenues	\$ 15,446,914
Expenses	<u>(11,205,659)</u>
Excess of Expenditures Over Revenues	<u>4,241,255</u>
Non operating revenues (expenses)	
Investment earnings	8,947
Other revenue	44,283
Non operating revenues (expenses)	<u>53,230</u>
Change in net position	4,294,485
Net Position - June 30, 2015	<u>6,776,619</u>
Net Position - June 30, 2016	<u>\$ 11,071,104</u>

*LA Impact has issued its own separate financial statements, which are available at 5700 S. Eastern Avenue, Commerce, California 90040.

CITY OF MANHATTAN BEACH

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2016**

Note 14: Commitments and Contingencies

Contingencies

There are certain claims and lawsuits pending against the City that seek monetary damages. Potential liabilities due to these claims are accounted for in the Insurance Reserve Fund.

Construction Commitments

The following material construction commitments existed as of June 30, 2016:

<u>Project Name</u>	<u>Contract Amount</u>	<u>Expenditures to date as of June 30, 2016</u>	<u>Remaining Commitments</u>
Capital Improvement Fund			
Strand Stairs Rehabilitation	\$ 1,701,000	\$ 333,500	\$ 1,367,500
2011-12 Sewer Main Rehabilitation Phase 2	1,312,222	678,075	634,147
Slurry Seal Area 2 and 3 Project	506,989	175,432	331,557
2013-14 Water Main Replacement Project	2,316,668	2,046,218	270,450

Note 15: Subsequent Events

In November 2016, the City issued \$5,905,000 Certificates of Participation (Marine Field Refunding) Series 2016 to refund the outstanding balance of the 2002 Marine Avenue Certificates of Participation.

REQUIRED SUPPLEMENTARY INFORMATION



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CITY OF MANHATTAN BEACH

BUDGETARY COMPARISON SCHEDULE
 GENERAL FUND
 YEAR ENDED JUNE 30, 2016

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 22,764,750	\$ 22,764,750	\$ 22,764,750	\$ -
Taxes and assessments	44,259,900	44,259,900	46,162,711	1,902,811
Licenses and permits	2,637,030	2,752,030	2,796,838	44,808
Intergovernmental	265,837	265,837	524,218	258,381
Charges for services	9,707,897	9,592,897	9,568,921	(23,976)
Use of money and property	3,164,136	3,198,630	3,717,747	519,117
Fines and forfeitures	2,926,000	2,926,000	2,503,274	(422,726)
Miscellaneous	690,500	690,500	1,494,448	803,948
Transfers in	747,093	747,093	197,780	(549,313)
Proceeds from sale of capital asset	1,200	1,200	838	(362)
Amounts Available for Appropriations	87,164,343	87,198,837	89,731,525	2,532,688
Charges to Appropriations (Outflow):				
General government	13,304,048	16,047,553	13,188,149	2,859,404
Public safety	35,754,822	35,788,547	36,935,735	(1,147,188)
Culture and recreation	7,218,045	7,289,982	7,331,395	(41,413)
Public works	6,290,644	6,566,331	6,116,597	449,734
Capital outlay	416,372	892,480	327,017	565,463
Debt service:				
Principal retirement	270,000	270,000	270,000	-
Interest and fiscal charges	311,231	311,231	88,670	222,561
Transfers out	1,631,706	1,631,706	1,723,681	(91,975)
Total Charges to Appropriations	65,196,868	68,797,830	65,981,244	2,816,586
Budgetary Fund Balance, June 30	\$ 21,967,475	\$ 18,401,007	\$ 23,750,281	\$ 5,349,274

CITY OF MANHATTAN BEACH

MISCELLANEOUS PLAN
 SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
 AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS (1)

MEASUREMENT PERIOD	2014	2015
TOTAL PENSION LIABILITY		
Service Cost	\$ 1,897,933	\$ 1,906,947
Interest	6,036,548	6,365,282
Difference Between expected and Actual Experience	-	(1,610,461)
Changes in Assumptions	-	(450,327)
Benefit Payments, Including Refunds of employee Contributions	(2,930,477)	(3,387,918)
Net Change in Total Pension Liability	\$ 5,004,004	\$ 2,823,523
Total Pension Liability - Beginning	81,003,568	86,007,572
Total Pension Liability - Ending (a)	\$ 86,007,572	\$ 88,831,095
PLAN FIDUCIARY NET POSITION		
Contribution - Employer	\$ 1,512,406	\$ 1,619,438
Contribution - Employee	911,689	986,936
Net Investment Income	10,722,182	1,618,145
Benefit Payments, Including Refunds of Employee Contributions	(2,930,477)	(3,387,918)
Administrative Expense	-	(82,036)
Net Change in Fiduciary Net Position	\$ 10,215,800	\$ 754,565
Plan Fiduciary Net Position - Beginning	61,897,924	72,113,724
Plan Fiduciary Net Position - Ending (b)	\$ 72,113,724	\$ 72,868,289
Plan Net Pension Liability/(Assets) - Ending (a) - (b)	\$ 13,893,848	\$ 15,962,806
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	83.85%	82.03%
Covered-Employee Payroll	\$ 12,741,228	\$ 13,348,365
Plan Net Pension Liability/(Asset) as a Percentage of Covered-Employee Payroll	109.05%	119.59%

(1) Historical information is required only for measurement for which GASB 68 is applicable. Fiscal Year 2015 was the first year of implementation, therefore only two years are shown.

Notes to Schedule:

Benefit Changes: The figures above do not include any liability impact that may have resulted from plan changes which occurred after the June 30, 2014 valuation date. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a Golden Handshakes)

Changes of Assumptions: The discount rate was changed from 7.5 percent (net of administrative expense) to 7.65 percent.

CITY OF MANHATTAN BEACH

**MISCELLANEOUS PLAN
SCHEDULE OF PLAN CONTRIBUTIONS
AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS (1)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Actuarially Determined Contribution	\$ 1,526,186	\$ 1,648,896	\$ 1,881,560
Contribution in Relation to the Actuarially Determined Contribution	(1,526,186)	(1,648,896)	(1,881,560)
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-Employee Payroll (3) (4)	\$ 12,832,491	\$ 14,188,326	\$ 15,264,297
Contributions as a Percentage of Covered-Employee Payroll (3)	11.89%	11.62%	12.33%

(1) Historical information is required only for measurement for which GASB 68 is applicable. Fiscal Year 2015 was the first year of implementation, therefore only three years are shown.

Note to Schedule:

Valuation Date:	June 30, 2013
Methods and assumptions used to determine contribution rates:	
Single and Agent Employers	Entry age normal
Amortization method	Level Percent of Payroll, closed 20 years 20 Years as of the Valuation Date
Assets valuation method	Market value
Inflation	2.75%
Salary Increases	3.30% - 14.20% depending on age, service and type of employment
Investment rate of return	7.5% net of pension plan investment and administrative expense, including inflation
Retirement age	55 years
Mortality	RP-2000 Heath Annuitant Mortality Table

CITY OF MANHATTAN BEACH

**SAFETY PLAN
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS (1)**

	<u>2014</u>	<u>2015</u>
Safety Plan		
Proportion of the Net Pension Liability	0.482924%	0.490244%
Proportionate Share of the Net Pension Liability	\$ 30,049,799	\$ 33,649,892
Covered-Employee Payroll	\$ 11,899,053	\$ 12,509,404
Proportionate Share of the Net Pension Liability as Percentage of Covered-Employee Payroll	252.54%	269.00%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	81.42%	81.42%

Notes to Schedule:

Benefit Changes:

The figures above do not include any liability impact that may have resulted from plan changes which occurred after the June 30, 2014 valuation date. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes).

Changes of Assumptions:

Changes of Assumptions: The discount rate was changed from 7.5 percent (net of administrative expense) to 7.65 percent to correct for an adjustment to exclude administrative expense.

(1) Historical information is required only for measurement for which GASB 68 is applicable. Fiscal Year 2015 was the first year of implementation, therefore only two years are shown.

CITY OF MANHATTAN BEACH

**SAFETY PLAN
SCHEDULE OF PLAN CONTRIBUTIONS
AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS (1)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Safety Plan			
Actuarially Determined Contribution	\$ 3,200,572	\$ 3,437,160	\$ 4,000,319
Contribution in Relation to the Actuarially Determined Contribution	<u>(3,200,572)</u>	<u>(3,437,160)</u>	<u>(4,000,319)</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-Employee Payroll	\$ 11,899,053	\$ 12,509,404	\$ 13,396,233
Contributions as a Percentage of Covered-Employee Payroll	26.90%	27.48%	29.86%

(1) Historical information is required only for measurement for which GASB 68 is applicable. Fiscal Year 2015 was the first year of implementation, therefore only three years are shown.

Note to Schedule:

Valuation Date:	June 30, 2013
Methods and assumptions used to determine contribution rates:	
Single and Agent Employers	Entry age normal
Amortization method	Level Percent of Payroll, closed 20 years
	20 Years as of the Valuation Date
Assets valuation method	Market value
Inflation	2.75%
	3.30% - 14.20% depending on age,
Salary Increases	service and type of employment
Investment rate of return	7.5% net of pension plan investment
	and administrative expense, including
	inflation
Retirement age	55 years
Mortality	RP-2000 Heath Annuitant Mortality Table

CITY OF MANHATTAN BEACH

**PENSION PLAN - SUPPLEMENTAL RETIREMENT PLAN
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS (A)**

	2014	2015	2016
Total pension liability:			
Interest	\$ 4,535	\$ 3,868	\$ 4,465
Benefit payments, including refunds of member contributions	(20,118)	(20,519)	(21,728)
Experience losses/(gains)	(6,296)	16,651	9,609
Net change in total pension liability	(21,879)	-	(7,654)
Total pension liability, beginning of year	133,183	111,304	111,304
Total pension liability, end of year	111,304	111,304	103,650
Plan fiduciary net position:			
Net investment income	4,535	3,868	4,465
Benefit payments, including refunds of member contributions	(20,118)	(20,519)	(21,728)
Net change in plan fiduciary net position	(15,583)	(16,651)	(17,263)
Total fiduciary net position, beginning of year	118,255	102,672	86,021
Total fiduciary net position, end of year	102,672	86,021	68,758
Net pension liability (asset), end of year	\$ 8,632	\$ 25,283	\$ 34,892
Plan fiduciary net position as a percentage of the total pension liability	92.24%	77.28%	66.34%
The Supplement Retirement Plan is dormant.			
Covered-employee payroll	N/A	N/A	N/A
Net pension liability as a percentage of covered-employee payroll	N/A	N/A	N/A

(A) GASB Statement No. 67, which requires ten years of history for this schedule, was implemented during fiscal year ended June 30, 2014. Additional years will be added as they become available in the future.

CITY OF MANHATTAN BEACH

**PENSION PLAN - SUPPLEMENTAL RETIREMENT PLAN
 SCHEDULE OF EMPLOYER CONTRIBUTIONS
 AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS (A)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Employer contributions:			
Actuarial determined contributions	\$ -	\$ -	\$ -
Actual contributions	-	-	-
Deficiency/(Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The Supplement Retirement Plan is dormant.

Actual contributions as a percentage of actuarial determined contributions	N/A	N/A	N/A
Covered-employee payroll	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll	N/A	N/A	N/A

(A) GASB Statement No. 67, which requires ten years of history for this schedule, was implemented during fiscal year ended June 30, 2014. Additional years will be added as they become available in the future.

CITY OF MANHATTAN BEACH

PENSION PLAN - SUPPLEMENTAL RETIREMENT PLAN
SCHEDULE OF INVESTMENT RETURNS
AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS (A)

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Annual money-weighted rate of return, net of investment expense	4.40%	4.40%	3.60%

(A) GASB Statement No. 67, which requires ten years of history for this schedule, was implemented during fiscal year ended June 30, 2014. Additional years will be added as they become available in the future.

CITY OF MANHATTAN BEACH

**PENSION PLAN - SINGLE HIGHEST YEAR PLAN
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS (A)**

	2014	2015	2016
Total pension liability:			
Interest	\$ 12,194	\$ 9,588	\$ 13,610
Benefit payments, including refunds of member contributions	(49,893)	(50,872)	(51,598)
Experience losses/(gains)	(20,492)	41,284	19,167
Net change in total pension liability	(58,191)	-	(18,821)
Total pension liability, beginning of year	373,634	315,443	315,443
Total pension liability, end of year	315,443	315,443	296,622
Plan fiduciary net position:			
Net investment income	12,194	9,588	13,610
Benefit payments, including refunds of member contributions	(49,893)	(50,872)	(51,598)
Net change in plan fiduciary net position	(37,699)	(41,284)	(37,988)
Total fiduciary net position, beginning of year	315,899	278,200	236,916
Total fiduciary net position, end of year	278,200	236,916	198,928
Net pension liability (asset), end of year	\$ 37,243	\$ 78,527	\$ 97,694
Plan fiduciary net position as a percentage of the total pension liability	88.19%	75.11%	67.06%
The Single Highest Year Plan is dormant.			
Covered-employee payroll	N/A	N/A	N/A
Net pension liability as a percentage of covered-employee payroll	N/A	N/A	N/A

(A) GASB Statement No. 67, which requires ten years of history for this schedule, was implemented during fiscal year ended June 30, 2014. Additional years will be added as they become available in the future.

CITY OF MANHATTAN BEACH

PENSION PLAN - SINGLE HIGHEST YEAR PLAN
 SCHEDULE OF EMPLOYER CONTRIBUTIONS
 AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS (A)

	2014	2015	2,016
Employer contributions:			
Actuarial determined contributions	\$ -	\$ -	\$ -
Actual contributions	-	-	-
Deficiency/(Excess)	\$ -	\$ -	\$ -

The Single Highest Year Plan is dormant.

Actual contributions as a percentage of actuarial determined contributions	N/A	N/A	N/A
Covered-employee payroll	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll	N/A	N/A	N/A

(A) GASB Statement No. 67, which requires ten years of history for this schedule, was implemented during fiscal year ended June 30, 2014. Additional years will be added as they become available in the future.

CITY OF MANHATTAN BEACH

PENSION PLAN - SINGLE HIGHEST YEAR PLAN
SCHEDULE OF INVESTMENT RETURNS
AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS (A)

	<u>2014</u>	<u>2015</u>	<u>2015</u>
Annual money-weighted rate of return, net of investment expense	4.40%	4.40%	3.60%

(A) GASB Statement No. 67, which requires ten years of history for this schedule, was implemented during fiscal year ended June 30, 2014. Additional years will be added as they become available in the future.

Note 1: Budgetary Comparison Information

a. General Budget Policies

The operating budget serves as the annual financial plan for the City and serves as the policy document of the City Council for implementing Council goals and objectives. The budget provides the staff the resources necessary to accomplish City Council determined service levels.

The City Manager annually will prepare and present a proposed operating budget to the City Council no later than the second regular Council meeting in May of each year; and Council will adopt said budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.

The City's annual budget will be presented by department, with a logical breakdown of programs and proposed expenses. The budget document will also summarize expenditures at the personnel, operating and maintenance, and capital levels.

Where practical, the City's annual budget will include measures of workload, efficiency, and effectiveness.

b. Budgetary Control and Accountability

Budget control is maintained at the departmental level. The City Manager has the authority to approve appropriation transfers between programs or departments. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council with the exception of the appropriation and transfer of funds from employee leave reserves to a specific department's program budget to cover unplanned customary termination leave expenditures within a given year. Such amendments may be approved by the City Manager.

Budget accountability rests primarily with the operating departments of the City.

c. Basis of Budgeting

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America and are used as a management control device.

SUPPLEMENTARY SCHEDULES



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CITY OF MANHATTAN BEACH

JUNE 30, 2016

NONMAJOR FUNDS

Special Revenue Fund Description

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted by law to expenditures for specified purposes.

Street Lighting and Landscape Fund provides the power, maintenance and capital improvements for the lighting system within the City of Manhattan Beach. Money is received from a special assessment placed on each tax bill in the City, the amount of which is determined by the benefit received by the owner of each property.

Gas Tax Fund is used to account for the City's share of the state and county gasoline tax collection in accordance with the provisions of the State of California Streets and Highway Code. Revenues are disbursed by the state based on population and must be used toward the maintenance and repair of City streets that serve as state and county thoroughfares.

Asset Forfeiture Fund is used to account for funds received through federal and state agencies for drug seizures in which the City participated. These funds must be used to supplement, not supplant, the Police Department's normal operating budget. The amount of revenue will vary from year to year based on activity levels.

Public Safety Grants are used for monies received from the federal and state governments for the purposes of supplementing front-line law enforcement services.

Federal and State Grants Fund acts as a pass through for capital grants received from local, state and federal authorities. Given the nature of this funding source, this fund's activity levels can vary significantly from year to year.

Proposition A and C Funds are used to account for proceeds from the half-cent sales taxes generated by the approval of Proposition A and C by Los Angeles County voters. These funds, which are administered by the Los Angeles County Metropolitan Transportation Authority (MTA), are distributed based on population and must be used for transportation-related projects.

AB 2766 Fund is used to account for proceeds received from the additional vehicle registration fee imposed by the state and regulated by the Air Quality Management District (AQMD). These funds are distributed based on population and must be used for programs designed to reduce air pollution from motor vehicles.

Measure R Fund is a half cent sales tax approved by Los Angeles voters to be used for new and existing transportation projects, including local bus operations and local city sponsored transportation improvements. Local cities are allocated 15% of collections on a per capita basis. The City of Manhattan Beach began receiving Measure R funds in fiscal 2010-2011, and established a separate fund to capture revenues and expenditures. Eligible expenditures are streets and signals, bikeways, pedestrian improvements, and transit service improvements.

Capital Project Fund Description

Capital Projects Funds are used to account for financial resources segregated for the acquisition or construction of major capital facilities, other than those financed by Enterprise or Internal Service Funds.

Underground Assessment District Fund accounts for the resources to construct an underground utility in the future.

CITY OF MANHATTAN BEACH

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2016

	Special Revenue Funds			
	Street Lighting and Landscape	Gas Tax	Asset Forfeiture	Public Safety Grants
Assets:				
Pooled cash and investments	\$ 52,263	\$ 3,772,944	\$ 780,805	\$ 93,766
Receivables:				
Accounts	6,262	20,058	-	-
Prepaid costs	-	-	-	-
Due from other governments	-	104,715	7,790	-
Restricted assets:				
Cash and investments with fiscal agents	-	-	-	-
Total Assets	\$ 58,525	\$ 3,897,717	\$ 788,595	\$ 93,766
Liabilities, Deferred Inflows of Resources, and Fund Balances:				
Liabilities:				
Accounts payable	\$ 58,525	\$ 233,968	\$ 8,766	\$ -
Deposits payable	-	-	-	-
Due to other funds	-	-	-	-
Total Liabilities	58,525	233,968	8,766	-
Deferred Inflows of Resources:				
Unavailable revenues	-	58,145	-	-
Total Deferred Inflows of Resources	-	58,145	-	-
Fund Balances:				
Restricted for:				
Public safety	-	-	779,829	93,766
Public works	-	3,605,604	-	-
Capital Projects	-	-	-	-
Unassigned	-	-	-	-
Total Fund Balances	-	3,605,604	779,829	93,766
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 58,525	\$ 3,897,717	\$ 788,595	\$ 93,766

CITY OF MANHATTAN BEACH

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2016

(CONTINUED)

	Special Revenue Funds			
	Federal and State Grants	Proposition A	Proposition C	AB 2766
Assets:				
Pooled cash and investments	\$ -	\$ 8,045	\$ 4,114,085	\$ 60,605
Receivables:				
Accounts	-	-	-	-
Prepaid costs	-	413	-	-
Due from other governments	22,488	2,852	599,954	34,721
Restricted assets:				
Cash and investments with fiscal agents	-	-	-	-
Total Assets	\$ 22,488	\$ 11,310	\$ 4,714,039	\$ 95,326
Liabilities, Deferred Inflows of Resources, and Fund Balances:				
Liabilities:				
Accounts payable	\$ -	\$ 11,310	\$ 69,005	\$ -
Deposits payable	-	-	-	-
Due to other funds	22,488	-	-	-
Total Liabilities	22,488	11,310	69,005	-
Deferred Inflows of Resources:				
Unavailable revenues	22,488	-	599,954	22,485
Total Deferred Inflows of Resources	22,488	-	599,954	22,485
Fund Balances:				
Restricted for:				
Public safety	-	-	-	-
Public works	-	-	-	72,841
Capital Projects	-	-	4,045,080	-
Unassigned	(22,488)	-	-	-
Total Fund Balances	(22,488)	-	4,045,080	72,841
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 22,488	\$ 11,310	\$ 4,714,039	\$ 95,326

CITY OF MANHATTAN BEACH

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2016

	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Total Nonmajor Governmental Funds</u>
	<u>Measure R</u>	<u>Underground Assessment District</u>	
Assets:			
Pooled cash and investments	\$ 1,614,456	\$ 204,095	\$ 10,701,064
Receivables:			
Accounts	-	-	26,320
Prepaid costs	-	-	413
Due from other governments	-	-	772,520
Restricted assets:			
Cash and investments with fiscal agents	-	390,886	390,886
Total Assets	<u>\$ 1,614,456</u>	<u>\$ 594,981</u>	<u>\$ 11,891,203</u>
Liabilities, Deferred Inflows of Resources, and Fund Balances:			
Liabilities:			
Accounts payable	\$ 20,071	\$ -	\$ 401,645
Deposits payable	-	1,741	1,741
Due to other funds	-	-	22,488
Total Liabilities	<u>20,071</u>	<u>1,741</u>	<u>425,874</u>
Deferred Inflows of Resources:			
Unavailable revenues	-	-	703,072
Total Deferred Inflows of Resources	<u>-</u>	<u>-</u>	<u>703,072</u>
Fund Balances:			
Restricted for:			
Public safety	-	-	873,595
Public works	1,594,385	-	5,272,830
Capital Projects	-	593,240	4,638,320
Unassigned	<u>-</u>	<u>-</u>	<u>(22,488)</u>
Total Fund Balances	<u>1,594,385</u>	<u>593,240</u>	<u>10,762,257</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 1,614,456</u>	<u>\$ 594,981</u>	<u>\$ 11,891,203</u>



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CITY OF MANHATTAN BEACH

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2016

	Special Revenue Funds			
	Street Lighting and Landscape	Gas Tax	Asset Forfeiture	Public Safety Grants
Revenues:				
Taxes	\$ 375,448	\$ 63,269	\$ -	\$ -
Intergovernmental	-	1,132,907	53,956	114,618
Charges for services	20,907	-	-	-
Use of money and property	-	45,426	12,205	2,466
Miscellaneous	-	-	-	-
Total Revenues	396,355	1,241,602	66,161	117,084
Expenditures:				
Current:				
Public safety	-	-	115,134	130,830
Culture and recreation	-	-	-	-
Public works	611,750	240,331	-	-
Capital outlay	-	262,928	21,949	42,171
Total Expenditures	611,750	503,259	137,083	173,001
Excess (Deficiency) of Revenues Over (Under) Expenditures	(215,395)	738,343	(70,922)	(55,917)
Other Financing Sources (Uses):				
Transfers in	215,395	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	215,395	-	-	-
Net Change in Fund Balances	-	738,343	(70,922)	(55,917)
Fund Balances, Beginning of Year	-	2,867,261	850,751	149,683
Fund Balances, End of Year	\$ -	\$ 3,605,604	\$ 779,829	\$ 93,766

CITY OF MANHATTAN BEACH

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2016

(CONTINUED)

	Special Revenue Funds			
	Federal and State Grants	Proposition A	Proposition C	AB 2766
Revenues:				
Taxes	\$ -	\$ 642,932	\$ 534,054	\$ -
Intergovernmental	-	-	509,970	45,430
Charges for services	-	6,544	-	-
Use of money and property	-	-	62,210	2,211
Miscellaneous	-	27,822	-	-
Total Revenues	-	677,298	1,106,234	47,641
Expenditures:				
Current:				
Public safety	-	-	-	-
Culture and recreation	-	978,205	-	-
Public works	-	-	-	140,919
Capital outlay	-	-	1,043,666	51,271
Total Expenditures	-	978,205	1,043,666	192,190
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	(300,907)	62,568	(144,549)
Other Financing Sources (Uses):				
Transfers in	-	300,907	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	-	300,907	-	-
Net Change in Fund Balances	-	-	62,568	(144,549)
Fund Balances, Beginning of Year	(22,488)	-	3,982,512	217,390
Fund Balances, End of Year	\$ (22,488)	\$ -	\$ 4,045,080	\$ 72,841

CITY OF MANHATTAN BEACH

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2016

	Special Revenue Fund	Capital Projects Fund	Total Nonmajor Governmental Funds
	Measure R	Underground Assessment District	
Revenues:			
Taxes	\$ 400,213	\$ -	\$ 2,015,916
Intergovernmental	-	-	1,856,881
Charges for services	-	-	27,451
Use of money and property	22,845	2,991	150,354
Miscellaneous	-	-	27,822
Total Revenues	423,058	2,991	4,078,424
Expenditures:			
Current:			
Public safety	-	-	245,964
Culture and recreation	-	-	978,205
Public works	-	-	993,000
Capital outlay	56,911	-	1,478,896
Total Expenditures	56,911	-	3,696,065
Excess (Deficiency) of Revenues Over (Under) Expenditures	366,147	2,991	382,359
Other Financing Sources (Uses):			
Transfers in	-	-	516,302
Transfers out	(300,907)	-	(300,907)
Total Other Financing Sources (Uses)	(300,907)	-	215,395
Net Change in Fund Balances	65,240	2,991	597,754
Fund Balances, Beginning of Year	1,529,145	590,249	10,164,503
Fund Balances, End of Year	\$ 1,594,385	\$ 593,240	\$ 10,762,257

CITY OF MANHATTAN BEACH

BUDGETARY COMPARISON SCHEDULE
 STREET LIGHTING AND LANDSCAPE
 YEAR ENDED JUNE 30, 2016

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ -	\$ -	\$ -	\$ -
Resources (Inflows):				
Taxes	378,127	378,127	375,448	(2,679)
Charges for services	19,053	19,053	20,907	1,854
Transfers in	217,649	217,649	215,395	(2,254)
Amounts Available for Appropriations	614,829	614,829	611,750	(3,079)
Charges to Appropriations (Outflow):				
Public works	614,829	618,329	611,750	6,579
Total Charges to Appropriations	614,829	618,329	611,750	6,579
Budgetary Fund Balance, June 30	\$ -	\$ (3,500)	\$ -	\$ 3,500

CITY OF MANHATTAN BEACH

BUDGETARY COMPARISON SCHEDULE
 GAS TAX
 YEAR ENDED JUNE 30, 2016

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 2,867,261	\$ 2,867,261	\$ 2,867,261	\$ -
Resources (Inflows):				
Taxes	-	-	63,269	63,269
Intergovernmental	807,185	3,118,506	1,132,907	(1,985,599)
Use of money and property	23,300	23,300	45,426	22,126
Amounts Available for Appropriations	3,697,746	6,009,067	4,108,863	(1,900,204)
Charges to Appropriations (Outflow):				
Public works	-	-	240,331	(240,331)
Capital outlay	2,752,541	4,965,767	262,928	4,702,839
Total Charges to Appropriations	2,752,541	4,965,767	503,259	4,462,508
Budgetary Fund Balance, June 30	\$ 945,205	\$ 1,043,300	\$ 3,605,604	\$ 2,562,304

CITY OF MANHATTAN BEACH

BUDGETARY COMPARISON SCHEDULE
 ASSET FORFEITURE
 YEAR ENDED JUNE 30, 2016

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 850,751	\$ 850,751	\$ 850,751	\$ -
Resources (Inflows):				
Intergovernmental	-	-	53,956	53,956
Use of money and property	7,300	7,300	12,205	4,905
Amounts Available for Appropriations	858,051	858,051	916,912	58,861
Charges to Appropriations (Outflow):				
Public safety	166,454	166,454	115,134	51,320
Capital outlay	49,496	49,496	21,949	27,547
Total Charges to Appropriations	215,950	215,950	137,083	78,867
Budgetary Fund Balance, June 30	\$ 642,101	\$ 642,101	\$ 779,829	\$ 137,728

CITY OF MANHATTAN BEACH

BUDGETARY COMPARISON SCHEDULE
 PUBLIC SAFETY GRANTS
 YEAR ENDED JUNE 30, 2016

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 149,683	\$ 149,683	\$ 149,683	\$ -
Resources (Inflows):				
Intergovernmental	100,000	100,000	114,618	14,618
Use of money and property	1,200	1,200	2,466	1,266
Amounts Available for Appropriations	250,883	250,883	266,767	15,884
Charges to Appropriations (Outflow):				
Public safety	80,000	144,485	130,830	13,655
Capital outlay	25,000	33,497	42,171	(8,674)
Total Charges to Appropriations	105,000	177,982	173,001	4,981
Budgetary Fund Balance, June 30	\$ 145,883	\$ 72,901	\$ 93,766	\$ 20,865

CITY OF MANHATTAN BEACH

BUDGETARY COMPARISON SCHEDULE
 PROPOSITION A
 YEAR ENDED JUNE 30, 2016

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ -	\$ -	\$ -	\$ -
Resources (Inflows):				
Taxes	643,195	643,195	642,932	(263)
Charges for services	6,800	6,800	6,544	(256)
Use of money and property	400	400	-	(400)
Miscellaneous	20,000	20,000	27,822	7,822
Transfers in	189,145	329,018	300,907	(28,111)
Amounts Available for Appropriations	859,540	999,413	978,205	(21,208)
Charges to Appropriations (Outflow):				
Culture and recreation	859,540	930,365	978,205	(47,840)
Capital outlay	-	71,663	-	71,663
Total Charges to Appropriations	859,540	1,002,028	978,205	23,823
Budgetary Fund Balance, June 30	\$ -	\$ (2,615)	\$ -	\$ 2,615

CITY OF MANHATTAN BEACH

BUDGETARY COMPARISON SCHEDULE
 PROPOSITION C
 YEAR ENDED JUNE 30, 2016

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 3,982,512	\$ 3,982,512	\$ 3,982,512	\$ -
Resources (Inflows):				
Taxes	533,514	533,514	534,054	540
Intergovernmental	-	17,543,687	509,970	(17,033,717)
Use of money and property	30,000	30,000	62,210	32,210
Amounts Available for Appropriations	4,546,026	22,089,713	5,088,746	(17,000,967)
Charges to Appropriations (Outflow):				
Capital outlay	2,468,399	21,864,658	1,043,666	20,820,992
Total Charges to Appropriations	2,468,399	21,864,658	1,043,666	20,820,992
Budgetary Fund Balance, June 30	\$ 2,077,627	\$ 225,055	\$ 4,045,080	\$ 3,820,025

CITY OF MANHATTAN BEACH

BUDGETARY COMPARISON SCHEDULE

AB 2766

YEAR ENDED JUNE 30, 2016

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 217,390	\$ 217,390	\$ 217,390	\$ -
Resources (Inflows):				
Intergovernmental	48,612	71,097	45,430	(25,667)
Use of money and property	3,100	3,100	2,211	(889)
Amounts Available for Appropriations	269,102	291,587	265,031	(26,556)
Charges to Appropriations (Outflow):				
Public works	11,100	12,420	140,919	(128,499)
Capital outlay	-	179,770	51,271	128,499
Total Charges to Appropriations	11,100	192,190	192,190	-
Budgetary Fund Balance, June 30	\$ 258,002	\$ 99,397	\$ 72,841	\$ (26,556)

CITY OF MANHATTAN BEACH

BUDGETARY COMPARISON SCHEDULE
 MEASURE R
 YEAR ENDED JUNE 30, 2016

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 1,529,145	\$ 1,529,145	\$ 1,529,145	\$ -
Resources (Inflows):				
Taxes	400,140	400,140	400,213	73
Use of money and property	7,600	7,600	22,845	15,245
Amounts Available for Appropriations	1,936,885	1,936,885	1,952,203	15,318
Charges to Appropriations (Outflow):				
Capital outlay	335,000	510,000	56,911	453,089
Transfers out	189,145	329,018	300,907	28,111
Total Charges to Appropriations	524,145	839,018	357,818	481,200
Budgetary Fund Balance, June 30	\$ 1,412,740	\$ 1,097,867	\$ 1,594,385	\$ 496,518

CITY OF MANHATTAN BEACH

BUDGETARY COMPARISON SCHEDULE
 CAPITAL IMPROVEMENT
 YEAR ENDED JUNE 30, 2016

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 10,266,713	\$ 10,266,713	\$ 10,266,713	\$ -
Resources (Inflows):				
Taxes	720,000	720,000	730,198	10,198
Licenses and permits	34,523	34,523	15,642	(18,881)
Intergovernmental	-	3,429,064	25,341	(3,403,723)
Charges for services	712,000	712,000	688,390	(23,610)
Use of money and property	-	-	1,955	1,955
Fines and forfeitures	133,000	133,000	112,032	(20,968)
Amounts Available for Appropriations	11,866,236	15,295,300	11,840,271	(3,455,029)
Charges to Appropriations (Outflow):				
General government	2,400	2,400	172,171	(169,771)
Public safety	-	-	8,083	(8,083)
Culture and recreation	-	-	25,511	(25,511)
Public works	-	-	247,245	(247,245)
Capital outlay	7,335,898	11,592,938	1,347,243	10,245,695
Debt service:				
Principal retirement	455,000	455,000	455,000	-
Interest and fiscal charges	317,136	317,136	314,788	2,348
Total Charges to Appropriations	8,110,434	12,367,474	2,570,041	9,797,433
Budgetary Fund Balance, June 30	\$ 3,755,802	\$ 2,927,826	\$ 9,270,230	\$ 6,342,404

CITY OF MANHATTAN BEACH

BUDGETARY COMPARISON SCHEDULE
 UNDERGROUND ASSESSMENT DISTRICT
 YEAR ENDED JUNE 30, 2016

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 590,249	\$ 590,249	\$ 590,249	\$ -
Resources (Inflows):				
Use of money and property	1,200	1,200	2,991	1,791
Amounts Available for Appropriations	591,449	591,449	593,240	1,791
Budgetary Fund Balance, June 30	\$ 591,449	\$ 591,449	\$ 593,240	\$ 1,791

CITY OF MANHATTAN BEACH

JUNE 30, 2016

NONMAJOR ENTERPRISE FUNDS

The Enterprise Funds are used to account for City operations that are financed and operated in a manner similar to private business enterprises. The intent in using this type of fund is to see that the costs of providing these services to the general public on a continuing basis are financed or recovered primarily through user charges.

Storm Water Fund is used to account for the maintenance and improvement of the City's storm drains. Revenues are derived from a storm drain assessment to property owners, which are based on size and use of the parcel, and collected through the property tax rolls.

Refuse Fund is used to account for the provision of refuse collection, street sweeping and recycling services in the City. The City bills both residential and commercial properties.

County Parking Lot Fund is used to account for the operation and maintenance of parking lots that are owned by Los Angeles County but leased to the City. Proceeds from the meters and parking permits are divided 55% to the county, with an annual guaranteed minimum of \$130,000 and 45% to the City.

State Pier and Parking Lot Fund is used to account for the operation and maintenance of the Manhattan Beach Pier, comfort station and four adjacent parking lots. These properties are owned by the State of California but controlled by the City through an operating agreement.

CITY OF MANHATTAN BEACH

COMBINING STATEMENT OF NET POSITION
NON-MAJOR ENTERPRISE FUNDS
JUNE 30, 2016

	Business-Type Activities - Enterprise Funds				Totals
	Stormwater	Refuse	County Parking Lot	State Pier and Parking Lot	
Assets:					
Current:					
Cash and investments	\$ 1,457,735	\$ 614,749	\$ 326,640	\$ 1,868,320	\$ 4,267,444
Receivables:					
Accounts	7,812	301,368	-	-	309,180
Total Current Assets	1,465,547	916,117	326,640	1,868,320	4,576,624
Noncurrent:					
Prepaid other post-employment benefits	2,171	3,257	869	869	7,166
Capital assets - net of accumulated depreciation	4,548,886	-	-	-	4,548,886
Total Noncurrent Assets	4,551,057	3,257	869	869	4,556,052
Total Assets	6,016,604	919,374	327,509	1,869,189	9,132,676
Deferred Outflows of Resources:					
Deferred pension related items	22,197	28,548	3,892	3,892	58,529
Total Deferred Outflows of Resources	22,197	28,548	3,892	3,892	58,529
Total Assets & Deferred Outflows of Resources	\$ 6,038,801	\$ 947,922	\$ 331,401	\$ 1,873,081	\$ 9,191,205
Liabilities and Net Position:					
Liabilities:					
Current:					
Accounts payable	\$ 166,099	\$ 335,895	\$ 312,277	\$ 247,505	\$ 1,061,776
Deposits payable	467,991	-	-	-	467,991
Total Current Liabilities	634,090	335,895	312,277	247,505	1,529,767
Noncurrent:					
Net pension liability	73,937	116,775	14,544	14,544	219,800
Total Noncurrent Liabilities	73,937	116,775	14,544	14,544	219,800
Total Liabilities	708,027	452,670	326,821	262,049	1,749,567
Deferred Inflows of Resources:					
Deferred pension related items	23,545	37,915	4,580	4,580	70,620
Total Deferred Inflows of Resources	23,545	37,915	4,580	4,580	70,620
Net Position:					
Net investment in capital assets	4,548,886	-	-	-	4,548,886
Unrestricted	758,343	457,337	-	1,606,452	2,822,132
Total Net Position	5,307,229	457,337	-	1,606,452	7,371,018
Total Liabilities and Net Position	\$ 6,038,801	\$ 947,922	\$ 331,401	\$ 1,873,081	\$ 9,191,205

CITY OF MANHATTAN BEACH

COMBINING STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN FUND NET POSITION
NON-MAJOR ENTERPRISE FUNDS
YEAR ENDED JUNE 30, 2016

	Business-Type Activities - Enterprise Funds				Totals
	Stormwater	Refuse	County Parking Lot	State Pier and Parking Lot	
Operating Revenues:					
Sales and service charges	\$ 345,736	\$ 4,238,134	\$ 732,137	\$ 580,589	\$ 5,896,596
Miscellaneous	-	4,182	-	17,737	21,919
Total Operating Revenues	345,736	4,242,316	732,137	598,326	5,918,515
Operating Expenses:					
Salaries	78,424	95,731	17,006	17,007	208,168
Employee benefits	22,375	21,850	4,386	4,389	53,000
Contract and professional services	533,867	3,604,660	35,998	206,290	4,380,815
Materials and services	280,311	196,421	21,776	892,617	1,391,125
Utilities	14,751	387	3,574	43,023	61,735
Administrative service charges	-	191,148	34,548	90,864	316,560
Leases and rents	-	-	402,675	-	402,675
Depreciation expense	187,516	-	-	-	187,516
Total Operating Expenses	1,117,244	4,110,197	519,963	1,254,190	7,001,594
Operating Income (Loss)	(771,508)	132,119	212,174	(655,864)	(1,083,079)
Nonoperating Revenues (Expenses):					
Interest revenue	9,597	7,364	-	29,061	46,022
Grant revenue	-	19,611	-	-	19,611
Total Nonoperating Revenues (Expenses)	9,597	26,975	-	29,061	65,633
Income (Loss) Before Transfers and Contributions	(761,911)	159,094	212,174	(626,803)	(1,017,446)
Capital contributions	850,000	-	-	-	850,000
Transfers in	841,286	-	-	-	841,286
Transfers out	-	-	(197,780)	-	(197,780)
Changes in Net Position	\$ 929,375	\$ 159,094	\$ 14,394	\$ (626,803)	\$ 476,060
Net Position:					
Beginning of Year, as originally reported	\$ 4,377,854	\$ 325,919	\$ (14,394)	\$ 2,233,255	\$ 6,922,634
Restatements	-	(27,676)	-	-	(27,676)
Beginning of Fiscal Year, as restated	4,377,854	298,243	(14,394)	2,233,255	6,894,958
Changes in Net Position	929,375	159,094	14,394	(626,803)	476,060
End of Fiscal Year	\$ 5,307,229	\$ 457,337	\$ -	\$ 1,606,452	\$ 7,371,018

CITY OF MANHATTAN BEACH

COMBINING STATEMENT OF CASH FLOWS
NON-MAJOR ENTERPRISE FUNDS
YEAR ENDED JUNE 30, 2016

	Business-Type Activities - Enterprise Funds				
	Stormwater	Refuse	County Parking Lot	State Pier and Parking Lot	Totals
Cash Flows from Operating Activities:					
Cash received from customers and users	\$ 342,150	\$ 4,258,361	\$ 732,137	\$ 598,326	\$ 5,930,974
Cash paid to suppliers for goods and services	(298,075)	(3,959,247)	(526,515)	(997,709)	(5,781,546)
Cash paid to employees for services	(103,573)	(120,715)	(21,423)	(21,426)	(267,137)
Net Cash Provided (Used) by Operating Activities	(59,498)	178,399	184,199	(420,809)	(117,709)
Cash Flows from Non-Capital Financing Activities:					
Cash transfers out	-	-	(197,780)	-	(197,780)
Cash transfers in	841,286	-	-	-	841,286
Grant Subsidy	-	19,611	-	-	19,611
Street sweeping fee refunds	-	(27,676)	-	-	(27,676)
Net Cash Provided (Used) by Non-Capital Financing Activities	841,286	(8,065)	(197,780)	-	635,441
Cash Flows from Capital and Related Financing Activities:					
Acquisition and construction of capital assets	(92,462)	-	-	-	(92,462)
Net Cash Provided (Used) by Capital and Related Financing Activities	(92,462)	-	-	-	(92,462)
Cash Flows from Investing Activities:					
Interest received	9,597	7,364	-	29,061	46,022
Net Cash Provided (Used) by Investing Activities	9,597	7,364	-	29,061	46,022
Net Increase (Decrease) in Cash and Cash Equivalents	698,923	177,698	(13,581)	(391,748)	471,292
Cash and Cash Equivalents at Beginning of Year	758,812	437,051	340,221	2,260,068	3,796,152
Cash and Cash Equivalents at End of Year	\$ 1,457,735	\$ 614,749	\$ 326,640	\$ 1,868,320	\$ 4,267,444
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities:					
Operating income (loss)	\$ (771,508)	\$ 132,119	\$ 212,174	\$ (655,864)	\$(1,083,079)
Adjustments to reconcile operating income (loss) net cash provided (used) by operating activities:					
Depreciation	187,516	-	-	-	187,516
(Increase) decrease in accounts receivable	(3,586)	16,045	-	-	12,459
(Increase) decrease in prepaid expense	-	-	-	40,289	40,289
(Increase) decrease in prepaid other post-employment benefits	2,027	3,041	811	811	6,690
Increase (decrease) in accounts payable	62,863	33,369	(27,944)	194,796	263,084
Increase (decrease) in deposits payable	467,991	-	-	-	467,991
Increase (decrease) in net pension liability	9,215	11,838	1,914	1,915	24,882
Increase (decrease) in deferred pension related items	(14,016)	(18,013)	(2,756)	(2,756)	(37,541)
Total Adjustments	712,010	46,280	(27,975)	235,055	965,370
Net Cash Provided (Used) by Operating Activities	\$ (59,498)	\$ 178,399	\$ 184,199	\$ (420,809)	\$ (117,709)
Non-Cash Investing, Capital, and Financing Activities:					
Capital Contributions	\$ 850,000	\$ -	\$ -	\$ -	\$ 850,000

CITY OF MANHATTAN BEACH

JUNE 30, 2016

INTERNAL SERVICE FUNDS

Internal Service Funds have been established to finance, administer and account for the provision of goods and services to all funds and all departments on a cost-reimbursement basis.

Insurance Reserve Fund is used to account for the City's self-insured workers' compensation and general liability programs. The fund collects premiums from departments based on claims history.

Information Systems Fund is used to account for the operation, maintenance and replacement of the City's Information Systems including the citywide network and related hardware and software. Revenues are generated from charges to departments based on the number of PCs in use.

Fleet Management Fund is used to account for the operation, maintenance and replacement of City vehicles. Revenues are generated from vehicle rental charges to departments based upon the number, type and age of vehicles utilized.

Building Maintenance and Operations Fund is used to account for the operation and maintenance of certain City facilities. Revenues are generated by charges to user departments based on the number of personnel in the department.

CITY OF MANHATTAN BEACH

COMBINING STATEMENT OF NET POSITION
INTERNAL SERVICE FUNDS
JUNE 30, 2016

	Governmental Activities - Internal Service Funds				
	Insurance Reserve	Information Systems	Fleet Management	Building Maintenance and Operations	Totals
Assets:					
Current:					
Cash and investments	\$ 11,314,456	\$ 1,019,956	\$ 3,104,196	\$ 103,849	\$ 15,542,457
Receivables:					
Accounts	18	-	19,131	-	19,149
Prepaid costs	21,176	10,187	1,063	-	32,426
Inventories	-	-	-	82,810	82,810
Total Current Assets	11,335,650	1,030,143	3,124,390	186,659	15,676,842
Noncurrent:					
Prepaid other post-employment benefits	4,341	8,681	8,681	8,681	30,384
Capital assets - net of accumulated depreciation	-	-	5,230,379	-	5,230,379
Total Noncurrent Assets	4,341	8,681	5,239,060	8,681	5,260,763
Total Assets	11,339,991	1,038,824	8,363,450	195,340	20,937,605
Deferred Outflows of Resources:					
Deferred pension related items	64,160	180,709	82,692	90,960	418,521
Outflows of Resources	\$ 11,404,151	\$ 1,219,533	\$ 8,446,142	\$ 286,300	\$ 21,356,126
Liabilities and Net Position:					
Liabilities:					
Current:					
Accounts payable	\$ 27,728	\$ 35,691	\$ 113,173	\$ 97,672	\$ 274,264
Capital leases	-	-	193,718	-	193,718
Workers' compensation claims	7,268,221	-	-	-	7,268,221
Accrued claims and judgments	1,284,377	-	-	-	1,284,377
Total Current Liabilities	8,580,326	35,691	306,891	97,672	9,020,580
Noncurrent:					
Capital leases	-	-	147,506	-	147,506
Net pension liability	196,233	625,566	284,945	376,063	1,482,807
Workers' compensation claims	4,466,140	-	-	-	4,466,140
Accrued claims and judgments	468,111	-	-	-	468,111
Total Noncurrent Liabilities	5,130,484	625,566	432,451	376,063	6,564,564
Total Liabilities	13,710,810	661,257	739,342	473,735	15,585,144
Deferred Inflows of Resources:					
Deferred pension related items	61,577	201,967	90,972	125,020	479,536
Total Deferred Inflows of Resources	61,577	201,967	90,972	125,020	479,536
Net Position:					
Net investment in capital assets	-	-	4,889,155	-	4,889,155
Unrestricted	(2,368,236)	356,309	2,726,673	(312,455)	402,291
Total Net Position	(2,368,236)	356,309	7,615,828	(312,455)	5,291,446
Total Liabilities, Deferred Inflows of Resources and Net Position	\$ 11,404,151	\$ 1,219,533	\$ 8,446,142	\$ 286,300	\$ 21,356,126

CITY OF MANHATTAN BEACH

COMBINING STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN FUND NET POSITION
INTERNAL SERVICE FUNDS
YEAR ENDED JUNE 30, 2016

	Governmental Activities - Internal Service Funds				Totals
	Insurance Reserve	Information Systems	Fleet Management	Building Maintenance and Operations	
Operating Revenues:					
Sales and service charges	\$ 6,418,333	\$ 2,283,348	\$ 2,679,415	\$ 1,646,739	\$ 13,027,835
Miscellaneous	-	-	25	-	25
Total Operating Revenues	6,418,333	2,283,348	2,679,440	1,646,739	13,027,860
Operating Expenses:					
Salaries	202,017	669,412	247,203	284,040	1,402,672
Employee benefits	55,249	165,017	244,928	65,005	530,199
Contract for professional services	48,413	420,790	254,869	744,935	1,469,007
Materials and services	399,134	1,007,380	453,076	441,912	2,301,502
Utilities	8,774	2,779	-	107,849	119,402
Claims expense	6,656,552	-	-	-	6,656,552
Depreciation expense	-	-	925,361	-	925,361
Total Operating Expenses	7,370,139	2,265,378	2,125,437	1,643,741	13,404,695
Operating Income (Loss)	(951,806)	17,970	554,003	2,998	(376,835)
Nonoperating Revenues (Expenses):					
Interest expense	-	-	(7,265)	-	(7,265)
Gain on disposal of capital assets	-	-	29,138	-	29,138
Total Nonoperating Revenues (Expenses)	-	-	21,873	-	21,873
Income (Loss) Before Transfers	(951,806)	17,970	575,876	2,998	(354,962)
Transfers in	667,000	-	-	-	667,000
Changes in Net Position	(284,806)	17,970	575,876	2,998	312,038
Net Position:					
Beginning of Year	(2,083,430)	338,339	7,039,952	(315,453)	4,979,408
End of Fiscal Year	\$ (2,368,236)	\$ 356,309	\$ 7,615,828	\$ (312,455)	\$ 5,291,446

CITY OF MANHATTAN BEACH

COMBINING STATEMENT OF CASH FLOWS
INTERNAL SERVICE FUNDS
YEAR ENDED JUNE 30, 2016

	Governmental Activities - Internal Service Funds				
	Insurance Reserve	Information Systems	Fleet Management	Building Maintenance and Operations	Totals
Cash Flows from Operating Activities:					
Cash received from customers and users	\$ -	\$ -	\$ 25	\$ -	\$ 25
Cash received from/(paid to) interfund service provided	6,418,315	2,283,348	2,660,284	1,646,739	13,008,686
Cash paid to suppliers for goods and services	(5,753,062)	(1,340,386)	(770,147)	(1,267,263)	(9,130,858)
Cash paid to employees for services	(267,089)	(865,406)	(501,908)	(360,611)	(1,995,014)
Net Cash Provided (Used) by Operating Activities	398,164	77,556	1,388,254	18,865	1,882,839
Cash Flows from Non-Capital Financing Activities:					
Cash transfers in	667,000	-	-	-	667,000
Net Cash Provided (Used) by Non-Capital Financing Activities	667,000	-	-	-	667,000
Cash Flows from Capital and Related Financing Activities:					
Acquisition and construction of capital assets	-	-	(640,309)	-	(640,309)
Principal paid on capital debt	-	-	(190,596)	-	(190,596)
Interest paid on capital debt	-	-	(7,265)	-	(7,265)
Proceeds from sales of capital assets	-	-	53,046	-	53,046
Net Cash Provided (Used) by Capital and Related Financing Activities	-	-	(785,124)	-	(785,124)
Net Increase (Decrease) in Cash and Cash Equivalents	1,065,164	77,556	603,130	18,865	1,764,715
Cash and Cash Equivalents at Beginning of Year	10,249,292	942,400	2,501,066	84,984	13,777,742
Cash and Cash Equivalents at End of Year	\$ 11,314,456	\$ 1,019,956	\$ 3,104,196	\$ 103,849	\$ 15,542,457
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities:					
Operating income (loss)	\$ (951,806)	\$ 17,970	\$ 554,003	\$ 2,998	\$ (376,835)
Adjustments to reconcile operating income (loss) net cash provided (used) by operating activities:					
Depreciation	-	-	925,361	-	925,361
(Increase) decrease in accounts receivable	(18)	-	(19,131)	-	(19,149)
(Increase) decrease in prepaid expense	(21,176)	89,940	-	-	68,764
(Increase) decrease in prepaid other post-employment benefits	4,055	8,109	8,109	8,109	28,382
(Increase) decrease in inventory	-	-	-	14,745	14,745
Increase (decrease) in accounts payable	639	623	(62,202)	12,688	(48,252)
Increase (decrease) in net pension liability	27,579	69,436	34,576	29,729	161,320
Increase (decrease) in deferred pension related items	(41,457)	(108,522)	(52,462)	(49,404)	(251,845)
Increase (decrease) in workers' compensation claims	1,743,227	-	-	-	1,743,227
Increase (decrease) in claims and judgments	(362,879)	-	-	-	(362,879)
Total Adjustments	1,349,970	59,586	834,251	15,867	2,259,674
Net Cash Provided (Used) by Operating Activities	\$ 398,164	\$ 77,556	\$ 1,388,254	\$ 18,865	\$ 1,882,839

Non-Cash Investing, Capital, and Financing Activities:

There was no non-cash investing, capital and financing activities during the fiscal year.

CITY OF MANHATTAN BEACH

JUNE 30, 2016

AGENCY FUNDS

Agency funds are used to report resources held by the City in a purely custodial capacity, which involves only the receipt, temporary investment and remittance of fiduciary resources to individuals, private organizations or other governments.

Special Assessment Redemption Fund is used to account for special assessment collections for debt service for the underground assessment bonds that the City remits to the fiscal agent.

Special Deposits Fund is used to account for 401(a) plan deposits, utility development deposits, art development fees and other miscellaneous deposits.

CITY OF MANHATTAN BEACH

COMBINING BALANCE SHEET
 ALL AGENCY FUNDS
 JUNE 30, 2016

	<u>Special Assessment Redemption</u>	<u>Special Deposits</u>	<u>Totals</u>
Assets:			
Pooled cash and investments	\$ 844,405	\$ 589,914	\$ 1,434,319
Receivables:			
Accounts	23,024	-	23,024
Restricted assets:			
Cash and investments with fiscal agents	968,766	-	968,766
Total Assets	<u>\$ 1,836,195</u>	<u>\$ 589,914</u>	<u>\$ 2,426,109</u>
Liabilities:			
Art development fees	\$ -	\$ 535,619	\$ 535,619
Deposits payable	-	54,295	54,295
Due to bond holders	1,836,195	-	1,836,195
Total Liabilities	<u>\$ 1,836,195</u>	<u>\$ 589,914</u>	<u>\$ 2,426,109</u>

CITY OF MANHATTAN BEACH

COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
 ALL AGENCY FUNDS
 YEAR ENDED JUNE 30, 2016

	Balance 7/1/2015	Additions	Deductions	Balance 6/30/2016
<u>Special Assessment Redemption</u>				
Assets:				
Pooled cash and investments	\$ 841,797	\$ 963,049	\$ 960,441	\$ 844,405
Receivables:				
Accounts	22,901	23,023	22,900	23,024
Restricted assets:				
Cash and investments with fiscal agents	968,763	941,541	941,538	968,766
Total Assets	\$ 1,833,461	\$ 1,927,613	\$ 1,924,879	\$ 1,836,195
Liabilities:				
Due to bondholders	\$ 1,833,461	\$ 963,180	\$ 960,446	\$ 1,836,195
Total Liabilities	\$ 1,833,461	\$ 963,180	\$ 960,446	\$ 1,836,195
<u>Special Deposits</u>				
Assets:				
Pooled cash and investments	\$ 381,303	\$ 563,125	\$ 354,514	\$ 589,914
Restricted assets:				
Cash and investments with fiscal agents	-	-	-	-
Total Assets	\$ 381,303	\$ 563,125	\$ 354,514	\$ 589,914
Liabilities:				
Accounts payable	\$ 70,566	\$ 25,995	\$ 96,561	\$ -
Art development fees	252,802	306,394	23,577	535,619
Deposits payable	57,935	190,390	194,030	54,295
Total Liabilities	\$ 381,303	\$ 522,779	\$ 314,168	\$ 589,914
<u>Totals - All Agency Funds</u>				
Assets:				
Pooled cash and investments	\$ 1,223,100	\$ 1,526,174	\$ 1,314,955	\$ 1,434,319
Receivables:				
Accounts	22,901	23,023	22,900	23,024
Restricted assets:				
Cash and investments with fiscal agents	968,763	941,541	941,538	968,766
Total Assets	\$ 2,214,764	\$ 2,490,738	\$ 2,279,393	\$ 2,426,109
Liabilities:				
Accounts payable	\$ 70,566	\$ 25,995	\$ 96,561	\$ -
Art development fees	252,802	306,394	23,577	535,619
Deposits payable	57,935	190,390	194,030	54,295
Due to bond holders	1,833,461	963,180	960,446	1,836,195
Total Liabilities	\$ 2,214,764	\$ 1,485,959	\$ 1,274,614	\$ 2,426,109



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Statistical Section (Unaudited)

This part of the City's Statistical's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the city's overall financial health.

Contents

Exhibits

Financial Trends

These schedules contain trend information to help the reader understand how the city's financial performance and well-being have changed over time.

A-2 to A-5

Revenue Capacity

These schedules contain information to help the reader assess the factors affecting the city's ability to generate its property and sales taxes.

A-6 to A-14

Debt Capacity

These schedules present information to help the reader assess the affordability of the city's current levels of outstanding debt and the city's ability to issue additional debt in the future.

A-15 to A-18

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the city's financial activities take place and to help make comparisons over time and with other governments.

A-19 to A-21

Operating & Other Information

These schedules contain information about the city's operations and resources to help the reader understand how the city's financial information relates to the services the city provides and the activities it performs.

A-22 to A-25

Sources: *Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year. The city implemented Statement 34 in FY2002-2003; schedules presenting government-wide information include information beginning in that year. Where ever possible and practical the City provided historical data as far back as ten years.*



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Statistical Section

Financial Trends

These schedules contain trend information to help the reader understand how the city's financial performance and well-being have changed over time.

City of Manhattan Beach
Net Position by Component,
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year Ending				
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Governmental activities					
Net Investment in capital assets	\$ 93,644,407	\$ 94,464,084	\$ 95,603,960	\$ 94,713,693	\$ 93,795,303
Restricted:					
Debt Service & Restricted Cash	2,801,554	3,255,752	2,062,149	1,960,662	1,999,346
Special Revenue Funds	<u>5,209,486</u>	<u>5,291,992</u>	<u>6,003,666</u>	<u>6,651,292</u>	<u>7,479,933</u>
Total Restricted	8,011,040	8,547,744	8,065,815	8,611,954	9,479,279
Unrestricted (1)	<u>28,892,839</u>	<u>28,048,237</u>	<u>27,972,613</u>	<u>29,916,356</u>	<u>31,513,669</u>
Total governmental activities net position	<u>\$ 130,548,286</u>	<u>\$ 131,060,065</u>	<u>\$ 131,642,388</u>	<u>\$ 133,242,003</u>	<u>\$ 134,788,251</u>
Business-type activities					
Net Investment in capital assets	\$ 23,447,692	\$ 24,736,571	\$ 24,967,604	\$ 25,485,791	\$ 27,111,091
Restricted:					
Business Improvement district	536,856	555,569	598,329	508,617	517,072
Debt Service & Restricted Cash	<u>1,210,265</u>	<u>1,210,061</u>	<u>1,213,448</u>	<u>1,221,763</u>	<u>1,208,833</u>
Total Restricted	1,747,121	1,765,630	1,811,777	1,730,380	1,725,905
Unrestricted	<u>14,310,331</u>	<u>13,556,500</u>	<u>12,660,558</u>	<u>12,384,155</u>	<u>13,385,526</u>
Total business-type activities net position	<u>\$ 39,505,144</u>	<u>\$ 40,058,701</u>	<u>\$ 39,439,939</u>	<u>\$ 39,600,326</u>	<u>\$ 42,222,522</u>
Primary government					
Net Investment in capital assets	\$ 117,092,099	\$ 119,200,655	\$ 120,571,564	\$ 120,199,484	\$ 120,906,394
Restricted:					
Business Improvement district	536,856	555,569	598,329	508,617	517,072
Debt Service & Restricted Cash	4,011,819	4,465,813	3,275,597	3,182,425	3,208,179
Special Revenue Funds	<u>5,209,486</u>	<u>5,291,992</u>	<u>6,003,666</u>	<u>6,651,292</u>	<u>7,479,933</u>
Total Restricted	9,758,161	10,313,374	9,877,592	10,342,334	11,205,184
Unrestricted	<u>43,203,170</u>	<u>41,604,737</u>	<u>40,633,171</u>	<u>42,300,511</u>	<u>44,899,195</u>
Total primary government net position	<u>\$ 170,053,430</u>	<u>\$ 171,118,766</u>	<u>\$ 171,082,327</u>	<u>\$ 172,842,329</u>	<u>\$ 177,010,773</u>

(1) Starting in Fiscal Year ending June 30, 2015, activities reflect pension expense in accordance with GASB 68

City of Manhattan Beach
Net Position by Component,
Last Ten Fiscal Years
(accrual basis of accounting)

Exhibit A-2

	Fiscal Year Ending				
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Governmental activities					
Net Investment in capital assets	\$ 93,795,301	\$ 98,930,447	\$ 100,924,816	\$ 101,159,813	\$ 102,028,495
Restricted:					
Debt Service & Restricted Cash	2,062,187	1,130,434	977,888	32,566	12,586
Special Revenue Funds	<u>9,122,955</u>	<u>9,065,922</u>	<u>10,266,913</u>	<u>10,186,991</u>	<u>10,784,745</u>
Total Restricted	11,185,142	10,196,356	11,244,801	10,219,557	10,797,331
Unrestricted (1)	<u>29,224,129</u>	<u>31,058,162</u>	<u>31,714,367</u>	<u>(17,546,716)</u>	<u>(15,597,553)</u>
Total governmental activities net position	<u>\$ 134,204,572</u>	<u>\$ 140,184,965</u>	<u>\$ 143,883,984</u>	<u>\$ 93,832,654</u>	<u>\$ 97,228,273</u>
Business-type activities					
Net Investment in capital assets	\$ 28,293,829	\$ 33,902,701	\$ 34,342,910	\$ 35,610,816	\$ 40,621,092
Restricted:					
Business Improvement district	523,928	520,514	532,510	546,317	541,863
Debt Service & Restricted Cash	<u>1,210,125</u>	<u>-</u>	<u>215,656</u>	<u>204,856</u>	<u>-</u>
Total Restricted	1,734,053	520,514	748,166	751,173	541,863
Unrestricted	<u>17,942,198</u>	<u>21,754,310</u>	<u>29,522,345</u>	<u>36,006,212</u>	<u>38,979,894</u>
Total business-type activities net position	<u>\$ 47,970,080</u>	<u>\$ 56,177,525</u>	<u>\$ 64,613,421</u>	<u>\$ 72,368,201</u>	<u>\$ 80,142,849</u>
Primary government					
Net Investment in capital assets	\$ 122,089,130	\$ 132,833,148	\$ 135,267,726	\$ 136,770,629	\$ 142,649,587
Restricted:					
Business Improvement district	523,928	520,514	532,510	546,317	541,863
Debt Service & Restricted Cash	3,272,312	1,130,434	1,193,544	237,422	12,586
Special Revenue Funds	<u>9,122,955</u>	<u>9,065,922</u>	<u>10,266,913</u>	<u>10,186,991</u>	<u>10,784,745</u>
Total Restricted	12,919,195	10,716,870	11,992,967	10,970,730	11,339,194
Unrestricted	<u>47,166,327</u>	<u>52,812,472</u>	<u>61,236,712</u>	<u>18,459,496</u>	<u>23,382,341</u>
Total primary government net position	<u>\$ 182,174,652</u>	<u>\$ 196,362,490</u>	<u>\$ 208,497,405</u>	<u>\$ 166,200,855</u>	<u>\$ 177,371,122</u>

Source: City of Manhattan Beach Finance Department Historical CAFRs

City of Manhattan Beach
Changes in Net Position
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year Ending			
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Expenses				
Governmental activities:				
General government	\$ 9,057,584	\$ 9,090,991	\$ 9,528,102	\$ 10,308,925
Public Safety	27,134,132	31,752,170	29,889,347	28,879,836
Culture and recreation	5,593,739	6,031,938	5,811,982	5,853,076
Public Works	19,721,241	8,675,214	8,460,078	7,906,172
Interest on long-term debt	990,298	1,178,065	954,861	811,710
Total governmental activities expenses	<u>62,496,994</u>	<u>56,728,378</u>	<u>54,644,370</u>	<u>53,759,719</u>
Business-type activities:				
Water	7,303,547	7,500,615	7,844,741	8,214,250
Stormwater	322,566	418,088	550,234	374,513
Wastewater	1,268,737	1,279,325	1,938,298	1,685,881
Refuse	3,858,401	3,888,615	4,212,176	4,282,026
Parking	1,973,300	2,392,802	2,082,830	2,190,580
Total business-type activities expenses	<u>14,726,551</u>	<u>15,479,445</u>	<u>16,628,279</u>	<u>16,747,250</u>
Total primary government expenses	<u>\$ 77,223,545</u>	<u>\$ 72,207,823</u>	<u>\$ 71,272,649</u>	<u>\$ 70,506,969</u>
Program Revenues				
Governmental activities:				
Charges for services:				
General Government	\$ 4,535,955	\$ 4,265,277	\$ 3,881,178	\$ 4,085,381
Public Safety	3,433,570	4,206,318	4,299,002	4,576,210
Parks and recreation	2,261,707	2,336,374	2,449,945	2,577,883
Public works	2,673,037	2,683,443	2,492,418	2,512,225
Operating grants and contributions	1,933,403	2,250,606	2,078,062	2,224,949
Capital grants and contributions	10,923,007	679,865	1,105,439	1,399,366
Total governmental activities program revenues	<u>25,760,679</u>	<u>16,421,883</u>	<u>16,306,044</u>	<u>17,376,014</u>
Business-type activities:				
Charges for services:				
Water	7,227,008	6,860,563	7,380,055	7,887,900
Stormwater	353,929	338,208	347,162	360,926
Wastewater	1,333,639	1,275,553	1,317,713	1,820,756
Refuse	3,866,381	3,816,699	4,082,292	4,110,342
Parking	2,108,255	2,066,617	2,094,179	2,544,834
Operating grants and contributions	10,861	90,853	458,769	-
Capital grants and contributions	-	900,000	-	57,398
Total business-type activities program revenues	<u>14,900,073</u>	<u>15,348,493</u>	<u>15,680,170</u>	<u>16,782,156</u>
Total primary government program revenues	<u>\$ 40,660,752</u>	<u>\$ 31,770,376</u>	<u>\$ 31,986,214</u>	<u>\$ 34,158,170</u>

Source: City of Manhattan Beach Finance Department

Fiscal Year Ending					
<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
\$ 9,464,347	\$ 9,489,937	\$ 8,659,381	\$ 11,102,480	\$ 12,276,294	\$ 13,318,679
30,686,086	32,190,597	33,374,733	34,955,520	37,098,767	37,458,469
6,018,205	5,761,135	5,798,599	7,062,072	7,707,656	8,476,953
8,338,105	8,369,506	8,044,071	7,256,983	9,084,861	8,396,503
769,374	820,494	791,358	384,950	428,406	416,551
55,276,117	56,631,669	56,668,142	60,762,005	66,595,984	68,067,155
8,326,398	8,523,452	8,857,744	9,235,903	9,133,069	9,851,136
410,188	752,257	402,914	765,387	778,084	1,117,244
1,692,812	1,740,453	2,024,852	2,068,755	1,679,545	1,383,922
4,386,842	4,205,443	4,167,310	3,900,588	4,011,830	4,110,197
2,352,386	2,888,269	3,385,556	2,963,610	3,160,043	4,000,175
17,168,626	18,109,874	18,838,376	18,934,243	18,762,571	20,462,674
\$ 72,444,743	\$ 74,741,543	\$ 75,506,518	\$ 79,696,248	\$ 85,358,555	\$ 88,529,829
\$ 3,883,959	\$ 4,223,405	\$ 4,535,499	\$ 4,950,743	\$ 5,814,648	\$ 5,859,027
4,765,404	4,783,038	5,172,443	4,154,836	4,309,976	4,182,052
3,029,554	2,805,841	2,470,359	2,798,673	3,034,335	3,135,249
3,440,572	4,134,599	3,792,239	3,563,085	4,074,858	4,253,809
1,322,867	1,183,103	1,847,316	1,638,522	1,739,455	1,587,534
1,504,759	2,554,310	2,032,724	2,314,830	2,724,621	2,316,956
17,947,115	19,684,296	19,850,580	19,420,689	21,697,893	21,334,627
9,557,717	12,578,908	14,916,283	16,275,584	16,101,667	14,514,443
347,602	352,860	345,821	344,556	353,616	345,736
2,620,669	3,087,150	3,406,077	3,626,144	3,562,456	3,281,179
4,189,639	4,363,739	4,426,190	3,965,882	4,063,886	4,242,316
3,008,206	3,396,749	3,506,309	3,761,948	3,899,746	3,828,054
19,638	33,209	69,937	19,880	10,020	19,611
-	-	500,000	-	-	850,000
19,743,471	23,812,615	27,170,617	27,993,994	27,991,391	27,081,339
\$ 37,690,586	\$ 43,496,911	\$ 47,021,197	\$ 47,414,683	\$ 49,689,284	\$ 48,415,966

Source: City of Manhattan Beach Finance Department Historical CAFRs

City of Manhattan Beach
Changes in Net Position
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year Ending			
	2007	2008	2009	2010
Net (Expense)/Revenue				
Governmental activities (1)	\$ (36,736,315)	\$ (40,306,495)	\$ (38,338,326)	\$ (36,383,705)
Business-type activities (1)	173,522	(130,952)	(948,109)	34,906
Total primary government net expense	<u>\$ (36,562,793)</u>	<u>\$ (40,437,447)</u>	<u>\$ (39,286,435)</u>	<u>\$ (36,348,799)</u>
General Revenues and Other Changes				
Governmental activities:				
Taxes				
Property taxes	\$ 14,748,616	\$ 18,567,451	\$ 19,930,492	\$ 20,006,558
Sales taxes	8,104,778	8,230,387	7,436,912	7,646,109
Transient occupancy tax	3,665,741	3,995,411	3,507,775	3,174,319
Motor vehicle in lieu tax	2,753,900	157,143	105,883	108,815
Business license tax	2,464,239	2,747,098	2,767,070	2,783,641
Franchise taxes	1,200,503	1,168,383	1,185,406	1,220,171
Real estate transfer taxes	788,348	439,104	325,001	356,367
Rental income	2,260,408	2,201,037	2,021,352	1,925,895
Investment earnings	2,075,875	2,088,549	1,385,481	476,463
Gain on Sale of capital asset	-	-	-	-
Other	-	1,254,482	145,047	150,229
Transfers	26,000	(30,771)	110,230	134,753
Total governmental activities	<u>\$ 38,088,408</u>	<u>\$ 40,818,274</u>	<u>\$ 38,920,649</u>	<u>\$ 37,983,320</u>
Business-type activities:				
Investment earnings	\$ 935,323	\$ 874,003	\$ 439,576	\$ 260,234
Transfers	(26,000)	30,771	(110,230)	(134,753)
Other	-	-	-	-
Total business-type activities	<u>\$ 909,323</u>	<u>\$ 904,774</u>	<u>\$ 329,346</u>	<u>\$ 125,481</u>
Total primary government	<u>\$ 38,997,731</u>	<u>\$ 41,723,048</u>	<u>\$ 39,249,995</u>	<u>\$ 38,108,801</u>
Change in Net Position				
Governmental activities	\$ 1,352,093	\$ 511,779	\$ 582,323	\$ 1,599,615
Business-type activities	1,082,845	773,822	(618,763)	160,387
Total primary government	<u>\$ 2,434,938</u>	<u>\$ 1,285,601</u>	<u>\$ (36,440)</u>	<u>\$ 1,760,002</u>

(1) Starting in Fiscal Year ending June 30, 2015, activities reflect pension expense in accordance with GASB 68

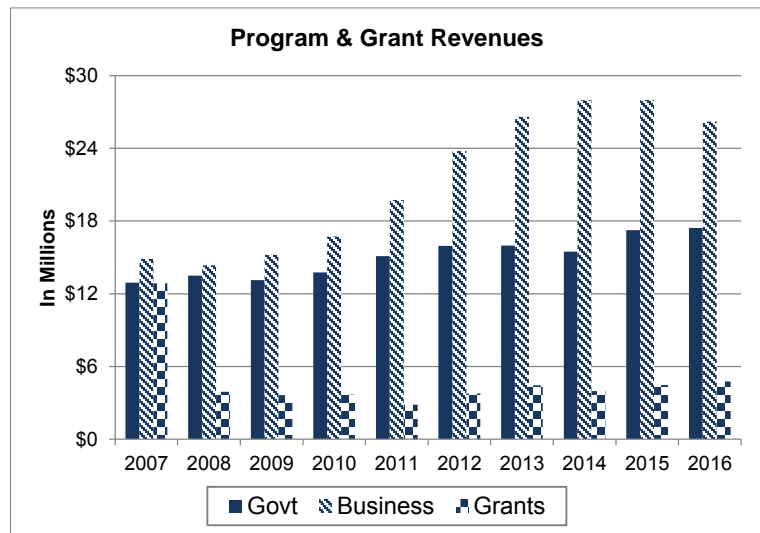
Source: City of Manhattan Beach Finance Department

Fiscal Year Ending					
2011	2012	2013	2014	2015	2016
\$ (37,329,002)	\$ (36,947,373)	\$ (36,817,562)	\$ (41,341,316)	\$ (44,898,091)	\$ (46,732,528)
2,574,845	5,702,741	8,332,241	9,059,751	9,228,820	6,618,665
<u>\$ (34,754,157)</u>	<u>\$ (31,244,632)</u>	<u>\$ (28,485,321)</u>	<u>\$ (32,281,565)</u>	<u>\$ (35,669,271)</u>	<u>\$ (40,113,863)</u>
\$ 19,791,425	\$ 20,408,314	\$ 21,626,173	\$ 23,353,743	\$ 24,435,184	\$ 26,344,276
8,148,688	8,788,599	9,103,160	8,921,346	9,268,657	8,826,767
3,229,823	3,240,364	3,881,174	4,289,009	4,809,421	5,139,425
118,296	95,915	18,887	15,631	15,099	14,430
2,844,066	3,018,177	3,124,644	3,140,273	3,376,113	3,475,792
1,289,443	1,335,815	1,471,197	1,441,769	1,539,453	1,439,957
473,275	521,274	587,399	642,718	720,826	850,974
2,029,355	2,087,648	2,406,174	2,554,820	2,751,302	2,899,919
696,066	603,334	226,951	480,568	433,200	970,137
-	-	-	-	100,543	29,976
148,451	151,219	151,613	-	10,839	780,000
106,362	99,884	200,583	200,458	250,324	(643,506)
<u>\$ 38,875,250</u>	<u>\$ 40,350,543</u>	<u>\$ 42,797,955</u>	<u>\$ 45,040,335</u>	<u>\$ 47,710,961</u>	<u>\$ 50,128,147</u>
\$ 153,713	\$ 144,701	\$ 56,266	\$ 151,923	\$ 273,944	\$ 479,475
(106,362)	(99,884)	(200,583)	(200,458)	(250,324)	643,506
-	-	19,521	43,388	74,643	60,678
<u>\$ 47,351</u>	<u>\$ 44,817</u>	<u>\$ (124,796)</u>	<u>\$ (5,147)</u>	<u>\$ 98,263</u>	<u>\$ 1,183,659</u>
<u>\$ 38,922,601</u>	<u>\$ 40,395,360</u>	<u>\$ 42,673,159</u>	<u>\$ 45,035,188</u>	<u>\$ 47,809,224</u>	<u>\$ 51,311,806</u>
\$ 1,546,248	\$ 3,403,170	\$ 5,980,393	\$ 3,699,019	\$ 2,812,870	\$ 3,395,619
2,622,196	5,747,558	8,207,445	9,054,604	9,327,083	7,802,324
<u>\$ 4,168,444</u>	<u>\$ 9,150,728</u>	<u>\$ 14,187,838</u>	<u>\$ 12,753,623</u>	<u>\$ 12,139,953</u>	<u>\$ 11,197,943</u>

Source: City of Manhattan Beach Finance Department Historical CAFRs

City of Manhattan Beach
Program Revenues by Function/Program,
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year				
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Program Revenues					
Governmental activities:					
Charges for services:					
General Government	\$ 4,535,955	\$ 4,265,277	\$ 3,881,178	\$ 4,085,381	\$ 3,883,959
Public Safety	3,433,570	4,206,318	4,299,002	4,576,210	4,765,404
Culture and recreation	2,261,707	2,336,374	2,449,945	2,577,883	3,029,554
Public works	2,673,037	2,683,443	2,492,418	2,512,225	3,440,572
Operating grants and contributions	1,933,403	2,250,606	2,078,062	2,224,949	1,322,867
Capital grants and contributions	10,923,007	679,865	1,105,439	1,399,366	1,504,759
Total governmental activities program revenues	25,760,679	16,421,883	16,306,044	17,376,014	17,947,115
Business-type activities:					
Charges for services:					
Water	\$ 7,227,008	\$ 6,860,563	\$ 7,380,055	\$ 7,887,900	\$ 9,557,717
Stormwater	353,929	338,208	347,162	360,926	347,602
Wastewater	1,333,639	1,275,553	1,317,713	1,820,756	2,620,669
Refuse	2,108,255	3,816,699	4,082,292	4,110,342	4,189,639
Parking	3,866,381	2,066,617	2,094,179	2,544,834	3,008,206
Operating grants and contributions	10,861	90,853	458,769	-	19,638
Capital grants and contributions	-	900,000	-	57,398	-
Total business-type activities program revenues	14,900,073	15,348,493	15,680,170	16,782,156	19,743,471
Total primary government program revenues	\$ 40,660,752	\$ 31,770,376	\$ 31,986,214	\$ 34,158,170	\$ 37,690,586



Source: City of Manhattan Beach Finance department historical CAFRs

City of Manhattan Beach
Program Revenues by Function/Program,
Last Ten Fiscal Years
(accrual basis of accounting)

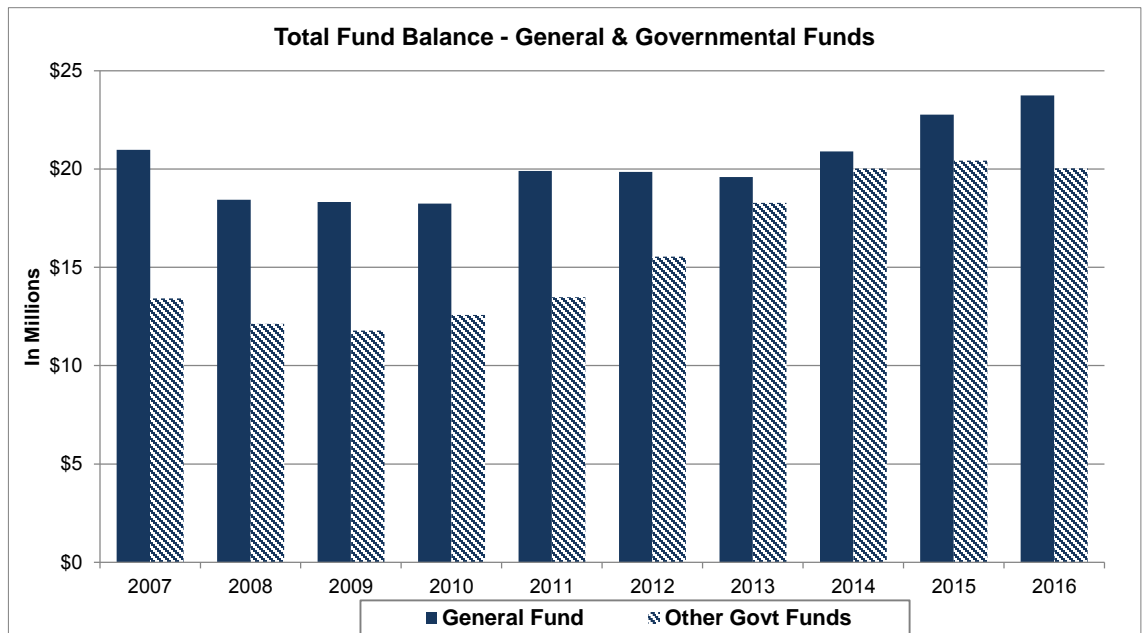
Exhibit A-4

	Fiscal Year				
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Program Revenues					
Governmental activities:					
Charges for services:					
General Government	\$ 4,223,405	\$ 4,535,499	\$ 4,950,743	\$ 5,814,648	\$ 5,859,027
Public Safety	4,783,038	5,172,443	4,154,836	4,309,976	4,182,052
Culture and recreation	2,805,841	2,470,359	2,798,673	3,034,335	3,135,249
Public works	4,134,599	3,792,239	3,563,085	4,074,858	4,253,809
Operating grants and contributions	1,183,103	1,847,316	1,638,522	1,739,455	1,587,534
Capital grants and contributions	2,554,310	2,032,724	2,314,830	2,724,621	2,316,956
Total governmental activities program revenues	19,684,296	19,850,580	19,420,689	21,697,893	21,334,627
Business-type activities:					
Charges for services:					
Water	\$ 12,578,908	\$ 14,916,283	\$ 16,275,584	\$ 16,101,667	\$ 14,514,443
Stormwater	352,860	345,821	344,556	353,616	345,736
Wastewater	3,087,150	3,406,077	3,626,144	3,562,456	3,281,179
Refuse	4,363,739	4,426,190	3,965,882	4,063,886	4,242,316
Parking	3,396,749	3,506,309	3,761,948	3,899,746	3,828,054
Operating grants and contributions	33,209	69,937	19,880	10,020	19,611
Capital grants and contributions	-	500,000	-	-	850,000
Total business-type activities program revenues	23,812,615	27,170,617	27,993,994	27,991,391	27,081,339
Total primary government program revenues	\$ 43,496,911	\$ 47,021,197	\$ 47,414,683	\$ 49,689,284	\$ 48,415,966

Source: City of Manhattan Beach Finance department historical CAFRs

City of Manhattan Beach
Fund Balances, Governmental Funds,
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year Ending			
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
General Fund				
Reserved				
Debt service & restricted cash	\$ 972,422	\$ 1,355,530	\$ 1,244,971	\$ 1,143,587
Encumbrances & other items	507,096	495,646	373,980	213,938
Unreserved	19,499,495	16,585,982	16,710,818	16,888,308
Nonspendable				
Prepaid costs				
Notes and loans				
Advances to other funds				
Restricted				
Debt service & restricted cash				
Unassigned				
Total General fund	20,979,013	18,437,158	18,329,769	18,245,833
All Other Governmental Funds				
Reserved				
Continuing Projects	\$6,094,070	\$4,642,305	\$4,618,592	\$6,755,397
Debt service & restricted cash	817,081	817,076	817,178	817,075
Encumbrances & other items	9,427	40,925	71,887	393,852
Unreserved, reported in:				
Special revenue funds	2,842,097	2,748,609	2,340,055	2,692,575
Capital projects funds	3,657,446	3,878,706	3,934,840	1,925,704
Nonspendable				
Notes and loans				
Advances to other funds				
Restricted				
Public safety				
Parks and recreation				
Public works				
Capital projects				
Debt service				
Committed				
Capital projects				
Unassigned				
Total all other governmental funds	13,420,121	12,127,621	11,782,552	12,584,603
Total all governmental funds	\$ 34,399,134	\$ 30,564,779	\$ 30,112,321	\$ 30,830,436



Source: City of Manhattan Beach Finance department historical CAFRs

Fiscal Year Ending					
<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
\$ 19,519	\$ 48,989	\$ 42,514	\$ 46,823	\$ 46,080	\$ 82,138
432,000	432,000	432,000	1,700,000	1,649,129	3,771,864
-	-	22,488	-	-	-
1,182,271	1,245,112	1,130,434	813,407	32,566	12,586
18,270,832	18,134,492	17,961,324	18,338,105	21,036,975	19,883,693
19,904,622	19,860,593	19,588,760	20,898,335	22,764,750	23,750,281
\$ 42,744	\$ 38,336	\$ 45,052	\$ -	\$ 58,232	\$ -
1,073,000	771,100	469,200	-	-	-
1,247,014	1,187,562	1,073,789	1,084,541	1,000,434	873,595
80,284	107,428	179,663	-	-	-
3,324,947	4,558,434	4,826,828	4,546,040	4,613,796	5,272,830
2,827,688	3,269,531	3,572,234	4,636,332	4,572,761	4,638,320
817,075	817,075	8,278	164,481	-	-
4,089,866	4,823,535	8,122,690	9,617,146	10,208,481	9,270,230
(22,488)	(22,488)	(22,488)	(22,488)	(22,488)	(22,488)
13,480,130	15,550,513	18,275,246	20,026,052	20,431,216	20,032,487
\$ 33,384,752	\$ 35,411,106	\$ 37,864,006	\$ 40,924,387	\$ 43,195,966	\$ 43,782,768

Source: City of Manhattan Beach Finance department historical CAFRs



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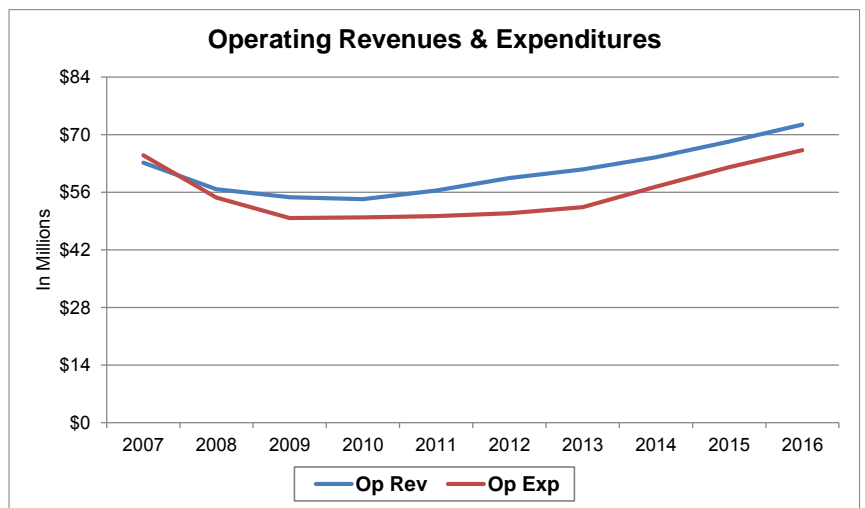
Statistical Section

Revenue Capacity

These schedules contain information to help the reader assess the factors affecting the city's ability to generate its property and sales taxes.

City of Manhattan Beach
Changes in Fund Balances
Governmental Funds, Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year Ending				
	2007	2008	2009	2010	2011
Revenues					
Tax and assessments	\$ 35,261,246	\$ 36,933,447	\$ 36,839,471	\$ 36,582,239	\$ 37,697,637
Licenses, fees, and permits	1,686,922	1,463,207	1,200,529	1,200,347	1,289,183
Intergovernmental	3,007,764	2,147,817	2,072,660	2,638,044	1,749,382
Charges for services	7,812,110	8,013,155	8,202,164	8,291,275	9,396,606
Interest and Rents	3,845,001	3,939,191	3,607,997	2,344,105	2,723,666
Fines and forfeitures	2,153,078	2,169,402	2,400,483	2,984,868	2,867,072
Contributions from property owner	8,498,306	-	-	-	-
Net change fair value investments	353,642	350,394	(201,163)	58,253	(21,680)
Other revenues	553,241	1,707,735	634,524	192,965	751,112
Total revenues	63,171,310	56,724,348	54,756,665	54,292,096	56,452,978
Expenditures					
General government	8,646,822	9,808,544	9,215,265	9,785,663	8,660,865
Public Safety	33,302,747	31,354,970	28,727,983	28,461,175	29,176,141
Culture and recreation	5,328,693	6,027,462	5,599,052	5,699,228	6,192,471
Public works	17,737,634	7,500,615	6,207,990	5,923,828	6,149,939
Total operating expenditures	65,015,896	54,691,591	49,750,290	49,869,894	50,179,416
Excess of revenue over expenditures	(1,844,586)	2,032,757	5,006,375	4,422,202	6,273,562
Capital outlay	7,764,994	3,405,258	3,124,353	1,705,513	1,510,341
Debt service					
Interest	1,035,878	1,178,066	1,192,716	811,711	896,096
Principal	515,000	1,235,000	1,235,000	1,325,000	1,425,000
Cost of Issuance	-	-	-	-	-
Payment to refunding bond escrow agent	-	-	-	-	-
Total Non Operating expenditures	9,315,872	5,818,324	5,552,069	3,842,224	3,831,437
Excess of revenues over expenditures	(11,160,458)	(3,785,567)	(545,694)	579,978	2,442,125
Other financing sources (Uses)					
Bonds issued	6,634,179	-	-	-	-
Premium on bonds issues	163,120	-	-	-	-
Proceeds from sale of capital assets	-	-	3,006	3,384	5,829
Transfers in	4,179,102	215,047	331,183	424,211	830,712
Transfers out	(5,497,006)	(263,835)	(220,953)	(289,458)	(724,350)
Other financing sources	-	-	-	-	-
Other financing uses	-	-	-	-	-
Total other financing sources (uses)	5,479,395	(48,788)	113,236	138,137	112,191
Prior Period Adjustment	202,807	-	(20,000)		
Net change in fund balances	(5,478,256)	(3,834,355)	(452,458)	718,115	2,554,316
Debt - % of Operating Expenditures & Debt	2.3%	4.2%	4.7%	4.1%	4.4%

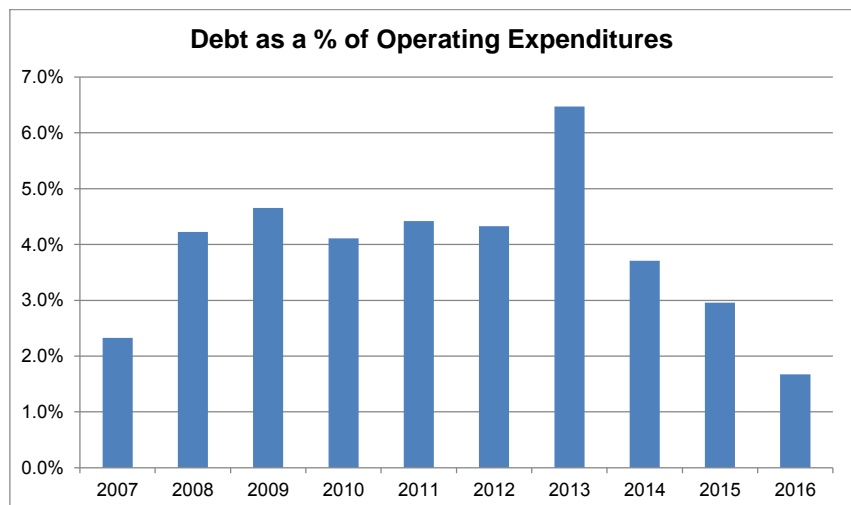


Source: City of Manhattan Beach Finance Department Historical CAFRs

City of Manhattan Beach
Changes in Fund Balances
Governmental Funds, Last Ten Fiscal Years
(modified accrual basis of accounting)

Exhibit A-6

	Fiscal Year Ending				
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues					
Tax and assessments	\$ 39,389,241	\$ 42,273,666	\$ 44,213,347	\$ 46,601,118	\$ 48,908,825
Licenses, fees, and permits	1,418,230	1,513,821	1,759,180	2,185,871	2,812,480
Intergovernmental	2,566,478	1,599,821	2,183,990	2,495,207	2,406,440
Charges for services	9,706,289	9,202,436	10,253,540	10,362,276	10,284,762
Interest and Rents	2,692,576	2,633,124	3,048,749	3,184,502	3,870,056
Fines and forfeitures	2,805,559	2,588,865	2,566,436	2,637,538	2,615,306
Contributions from property owner	-	-	-	-	-
Net change fair value investments	(21,265)	(95,900)	30,910	13,651	254,377
Other revenues	878,475	1,867,612	490,870	820,295	1,267,893
Total revenues	59,435,583	61,583,445	64,547,022	68,300,458	72,420,139
Expenditures					
General government	8,560,273	9,101,953	10,467,524	11,838,504	13,360,320
Public Safety	30,449,560	30,470,567	33,525,828	34,897,663	37,189,782
Culture and recreation	5,552,632	5,680,001	6,831,568	7,349,487	8,335,111
Public works	6,369,092	7,155,292	6,527,537	8,026,650	7,356,842
Total operating expenditures	50,931,557	52,407,813	57,352,457	62,112,304	66,242,055
Excess of revenue over expenditures	8,504,026	9,175,632	7,194,565	6,188,154	6,178,084
Capital outlay	4,272,496	2,485,027	2,819,131	2,275,709	3,153,156
Debt service					
Interest	820,494	640,413	379,123	412,240	403,458
Principal	1,485,000	2,985,000	1,830,000	1,480,000	725,000
Cost of Issuance	-	150,944	-	-	-
Payment to refunding bond escrow agent	-	821,153	-	-	-
Total Non Operating expenditures	6,577,990	7,082,537	5,028,254	4,167,949	4,281,614
Excess of revenues over expenditures	1,926,036	2,093,095	2,166,311	2,020,205	1,896,470
Other financing sources (Uses)					
Bonds issued					
Premium on bonds issues					
Proceeds from sale of capital assets	434	-	693,612	1,050	838
Transfers in	3,353,075	3,770,569	1,260,327	534,480	714,082
Transfers out	(3,253,191)	(3,569,986)	(1,059,869)	(284,156)	(2,024,588)
Other financing sources	-	11,010,846	-	-	-
Other financing uses	-	(10,851,624)	-	-	-
Total other financing sources (uses)	100,318	359,805	894,070	251,374	(1,309,668)
Prior Period Adjustment					
Net change in fund balances	2,026,354	2,452,900	3,060,381	2,271,579	586,802
Debt - % of Operating Expenditures & Debt	4.3%	6.5%	3.7%	3.0%	1.7%

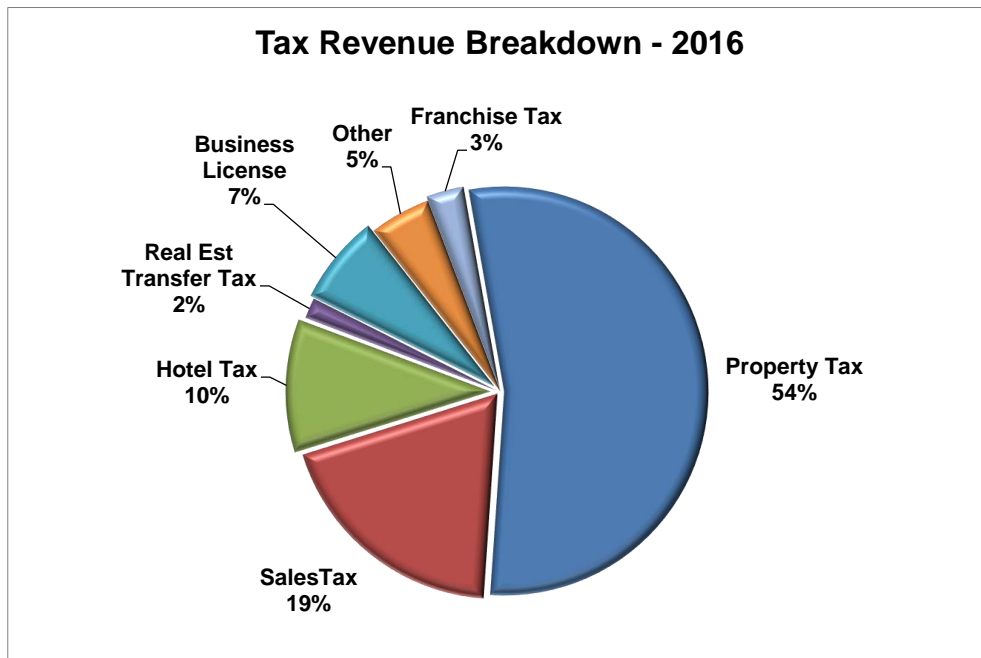


Source: City of Manhattan Beach Finance Department Historical CAFRs



City of Manhattan Beach
Taxes & Assessment Revenues by Source, Governmental Funds, and Assessment
Last Ten Fiscal Years
(modified accrual basis of accounting)

<u>Fiscal Year</u>	<u>Property Tax</u>	<u>Sales & Use</u>	<u>Hotel</u>	<u>Franchise</u>	<u>Real Est Transfer</u>	<u>Business License</u>	<u>Other Taxes Assessments</u>	<u>Total</u>
2016	\$26,344,276	\$9,348,605	\$5,139,425	\$1,439,957	\$792,829	\$3,475,792	\$2,367,941	\$48,908,825
2015	24,435,184	9,171,515	4,809,421	1,539,453	720,826	3,376,113	2,548,606	46,601,118
2014	23,353,743	9,135,806	4,289,009	1,441,769	642,718	3,140,273	2,210,029	44,213,347
2013	21,626,173	9,103,160	3,881,174	1,471,197	587,399	3,124,644	2,479,919	42,273,666
2012	20,408,314	8,788,599	3,240,364	1,335,815	521,274	3,018,177	2,076,698	39,389,241
2011	19,791,425	8,148,688	3,229,823	1,289,443	473,280	2,844,066	1,920,912	37,697,637
2010	20,006,558	7,301,378	3,174,319	1,220,171	356,367	2,783,641	1,739,805	36,582,239
2009	19,930,492	7,480,516	3,507,774	1,185,406	325,001	2,767,070	1,643,212	36,839,471
2008	18,567,451	8,230,387	3,995,411	1,168,383	450,299	2,747,098	1,774,418	36,933,447
2007	17,116,975	8,416,844	3,665,741	1,200,503	788,347	2,464,239	1,608,597	35,261,246
Change 2007-2016	53.9%	11.1%	40.2%	19.9%	0.6%	41.0%	47.2%	38.7%



Source: City of Manhattan Beach Finance Department Historical CAFRs

**City of Manhattan Beach
Assessed Value and Estimated Actual Value of Taxable Property,
Last Ten Fiscal Years**

Fiscal Year	Residential Property	Commercial Property	Industrial Property	Other Property	Total Assessed Value
2007	\$ 8,572,299,055	\$ 745,453,370	\$ 219,928,225	\$ 711,825,301	\$ 10,249,505,951
2008	9,427,136,444	796,972,539	224,326,781	737,961,261	11,186,397,025
2009	10,136,131,042	847,686,744	280,998,547	758,566,064	12,023,382,397
2010	10,279,360,710	870,969,553	286,618,511	760,569,467	12,197,518,241
2011	10,310,125,299	857,387,446	272,285,842	798,171,374	12,237,969,961
2012	10,639,403,753	900,787,632	355,749,068	624,994,067	12,520,934,520
2013	11,115,348,658	873,633,618	273,166,539	782,689,333	13,044,838,148
2014	11,778,259,052	922,429,548	275,869,861	810,528,769	13,787,087,230
2015	12,500,544,975	959,518,199	281,151,363	791,941,297	14,533,155,834
2016	13,616,966,542	1,012,547,408	293,730,521	765,998,032	15,689,242,503

Exhibit A-8

Tax-Exempt Property	Total Direct Tax Rate	Net Taxable Value	Taxable Assessed Value as a Percentage of Actual Taxable Value
\$ 301,140,884	0.15697%	\$ 9,925,464,834	103.265%
301,140,740	0.15793%	10,861,350,753	102.993%
301,140,740	0.15857%	11,697,899,600	102.782%
301,140,740	0.15842%	11,871,677,111	102.745%
301,140,740	0.15619%	11,913,602,319	102.723%
301,140,740	0.15928%	12,190,853,653	102.708%
301,114,939	0.15951%	12,713,329,765	102.608%
301,114,939	0.16012%	13,453,303,900	102.481%
301,114,939	0.16059%	14,196,903,333	102.368%
301,114,939	0.16127%	15,352,495,483	102.193%

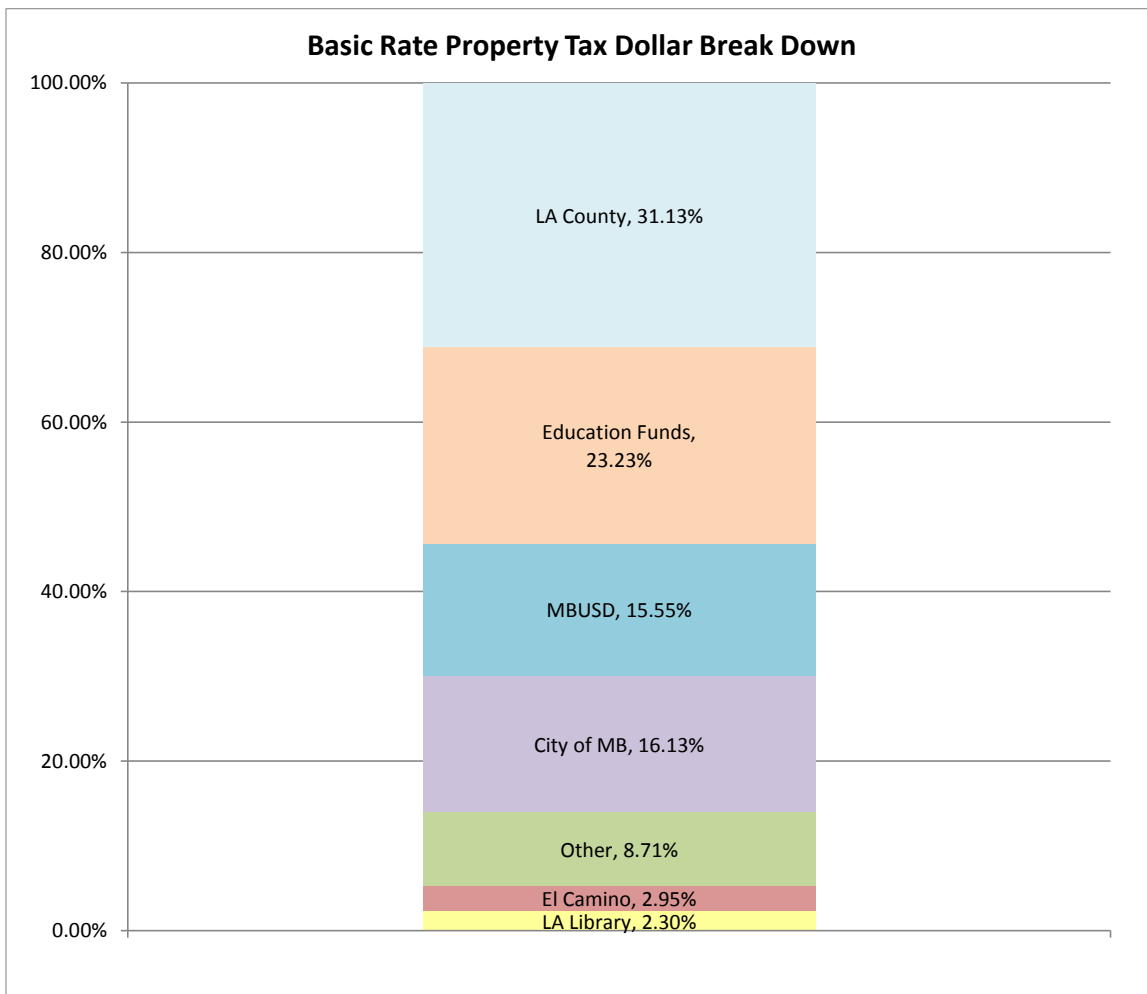


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**City of Manhattan Beach
Direct and Overlapping Property Tax Rates,
Last Ten Fiscal Years**

Exhibit A-9

Fiscal Year	City Direct Rates		Overlapping Rates					General Levy	Total Rate
	General Levy (Basic Rate)	City Direct Rate	LA County	Colleges & School Districts	Metro Water District	Flood Control District	Total Overlap Rate		
2007	1.00000%	0.15697%	0.00066	0.07427	0.00470	0.00005	0.07968	1.00000	1.07968
2008	1.00000%	0.15793%	0.00000	0.05351	0.00450	0.00000	0.05801	1.00000	1.05801
2009	1.00000%	0.15857%	0.00000	0.05377	0.00430	0.00000	0.05807	1.00000	1.05807
2010	1.00000%	0.15842%	0.00000	0.05497	0.00430	0.00000	0.05927	1.00000	1.05927
2011	1.00000%	0.15619%	0.00000	0.05907	0.00370	0.00000	0.06277	1.00000	1.06277
2012	1.00000%	0.15928%	0.00000	0.06489	0.00370	0.00000	0.06859	1.00000	1.06859
2013	1.00000%	0.15951%	0.00000	0.07998	0.00350	0.00000	0.08348	1.00000	1.08348
2014	1.00000%	0.16012%	0.00000	0.08755	0.00350	0.00000	0.09105	1.00000	1.09105
2015	1.00000%	0.16059%	0.00000	0.08928	0.00350	0.00000	0.09278	1.00000	1.09278
2016	1.00000%	0.16127%	0.00000	0.08403	0.00350	0.00000	0.08753	1.00000	1.08753



Source: HDL Coren Cone

**City of Manhattan Beach
Principal Property Tax Payers Based on Net Values,
Current Year and Ten Years Ago**

<u>Taxpayer</u>	2016	
	<u>Net Value</u>	<u>Percentage of Total City Net Value</u>
Rreef America Reit II Corporation BBB	\$ 168,057,533	1.09%
CRP MB Studios LLC	153,838,882	1.00%
Northrop Grumman Systems Corp	151,061,405	0.98%
Host Marriott MB LP	89,108,066	0.58%
Parstem Realty Company Inc.	69,870,790	0.46%
Onni Manhattan Towers LP	61,347,540	0.40%
Skechers USA Inc.	41,846,650	0.27%
WH Manhattan Beach LP	33,731,896	0.22%
Jeffrey K Hepper Company Trust	32,665,772	0.21%
St Paul Fire and Marine Insurance Co	31,967,482	0.21%
Top Ten Total	<u>\$ 833,496,016</u>	<u>5.42%</u>
City Total	<u><u>\$ 15,352,495,483</u></u>	

<u>Taxpayer</u>	2007	
	Net Value	Percentage of Total City Net Value
Northrop Grumman Systems Corp	\$ 187,227,890	1.89%
Reef America Reit II Corporation BBB	146,791,447	1.48%
CRP MB Studios LLC	96,900,000	0.98%
Wells Operating Partnership II LP	93,505,950	0.94%
Pastem Realty Company Inc.	61,448,120	0.62%
TRW Inc	61,373,372	0.62%
Host Marriott Corporation Interstate	35,280,000	0.36%
Skechers USA	34,116,827	0.34%
Sun Manhattan LLC	32,416,038	0.33%
St Paul Properties Inc.	28,113,922	0.28%
	<u>\$ 777,173,566</u>	<u>7.85%</u>
	<u><u>\$ 9,925,464,834</u></u>	

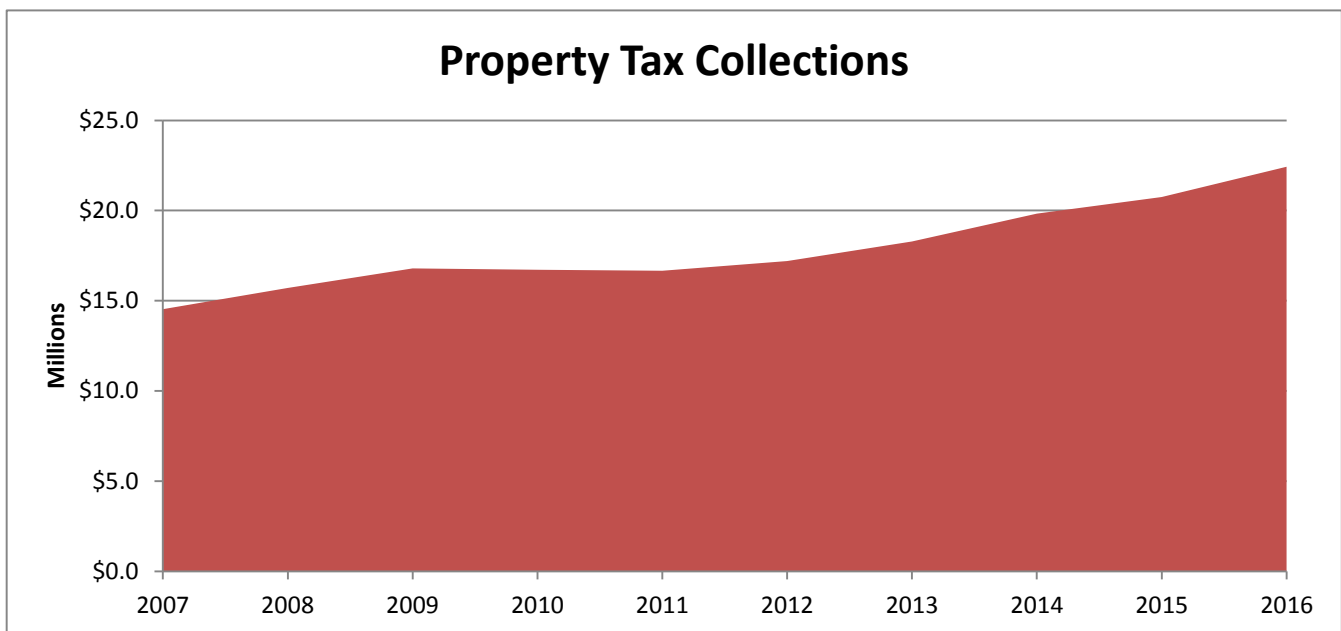


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**City of Manhattan Beach
Property Tax Levies and Collections,
Last Ten Fiscal Years**

Exhibit A-11

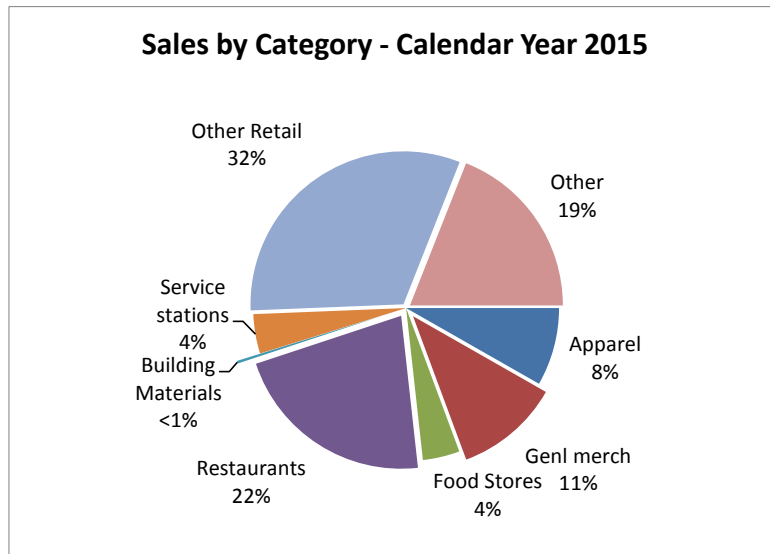
Fiscal Year Ended June 30,	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Prior Year	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2007	\$ 14,197,925	\$ 13,311,119	93.75%	\$ 1,219,824	\$ 14,530,943	102.35%
2008	15,564,989	14,643,132	94.08%	1,065,305	15,708,437	100.92%
2009	16,795,932	15,888,783	94.60%	902,280	16,791,063	99.97%
2010	17,041,081	16,054,348	94.21%	661,930	16,716,278	98.09%
2011	16,836,854	16,056,305	95.36%	604,649	16,660,953	98.96%
2012	17,529,077	16,865,345	96.21%	334,117	17,199,461	98.12%
2013	18,294,098	17,716,515	96.84%	569,183	18,285,698	99.95%
2014	19,402,284	19,103,356	98.46%	725,598	19,828,955	102.20%
2015	20,507,194	19,991,754	97.49%	757,337	20,749,092	101.18%
2016	22,195,519	21,697,312	97.76%	730,794	22,428,105	101.05%



Percent of levy may be over 100% since collections include current and pror years

**City of Manhattan Beach
Taxable Sales by Category,
Last Ten Calendar Years**
(in thousands of dollars)

	Calendar Year					
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Apparel stores	\$74,377	\$73,898	\$68,634	\$62,365	\$66,897	\$70,362
General merchandise	114,822	118,772	112,692	104,754	101,289	103,670
Food stores	32,141	31,401	32,001	32,259	32,006	31,896
Eating and drinking establishments	137,030	139,470	146,456	143,156	148,428	159,362
Building Materials	3,229	2,994	2,592	1,975	1,951	2,359
Auto dealers and supplies						
Service stations	34,576	33,604	37,572	28,355	28,571	34,707
Other retail stores	298,617	303,760	291,730	265,219	280,340	286,774
All other outlets	<u>126,286</u>	<u>123,670</u>	<u>118,163</u>	<u>104,142</u>	<u>166,591</u>	<u>219,791</u>
Total	<u>\$ 821,078</u>	<u>\$ 827,569</u>	<u>\$ 809,840</u>	<u>\$ 742,225</u>	<u>\$ 826,073</u>	<u>\$ 908,921</u>
City direct sales tax rate	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%



City of Manhattan Beach
Taxable Sales by Category,
Last Ten Calendar Years
(in thousands of dollars)

Exhibit A-12

	Calendar Year			
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Apparel stores	\$72,769	\$73,454	\$73,477	\$75,987
General merchandise	104,281	106,028	104,283	102,328
Food stores	32,761	34,089	34,364	35,949
Eating and drinking establishments	171,607	179,893	188,374	199,738
Building Materials	2,256	2,416	2,723	2,598
Auto dealers and supplies	-	-	-	-
Service stations	41,650	44,441	44,402	38,387
Other retail stores	301,383	303,442	283,720	291,498
All other outlets	<u>245,480</u>	<u>250,965</u>	<u>253,585</u>	<u>175,224</u>
Total	<u>\$ 972,187</u>	<u>\$ 994,728</u>	<u>\$ 984,928</u>	<u>\$ 921,709</u>
City direct sales tax rate	1.00%	1.00%	1.00%	1.00%

**City of Manhattan Beach
Direct and Overlapping Sales Tax Rates,
Last Ten Fiscal Years**

Exhibit A-13

<u>Fiscal Year</u>	<u>City Direct Rate</u>	<u>L.A. County</u>
2016	1.00%	.25%
2015	1.00%	.25%
2014	1.00%	.25%
2013	1.00%	.25%
2012	1.00%	.25%
2011	1.00%	.25%
2010	1.00%	.25%
2009	1.00%	.25%
2008	1.00%	.25%
2007	1.00%	.25%

Source: State of California Board of Equalization

**City of Manhattan Beach
Principal Sales Tax Remitters,
Fiscal Year Comparison**

Exhibit A-14

Tax Remitter

2016

Apple
AT&T Mobility
Barnes & Noble
BevMo
Chevron
Circle K
CVS Pharmacy
Frys Electronics
Houston's
Macys
Manhattan Beach Marriott
Manhattan Beach Toyota Scion
Nick's
Old Navy
Olive Garden
Pottery Barn
Ralphs Fresh Fare
REI
Sephora
Strand House Standbar
Target
Tin Roof Bistro
Toyota Lease Trust
Trader Joes
Vons

2007

Apple
Barnes & Noble
Bristol Farms
California Pizza Kitchen
Chase Auto Leasing Corporation
Chevron
CVS Pharmacy
Frys Electronics
Houston's
Kwik Gas
Macys
Manhattan Beach Marriott
Manhattan Beach Toyota Scion
Mobil Oil
Office Depot
Old Navy
Olive Garden
Ralphs Fresh Fare
REI
Rock 'N Fish
Sephora
Target
Trader Joes
TRW Space & Electronics
Williams Sonoma

* Listed Alphabetically



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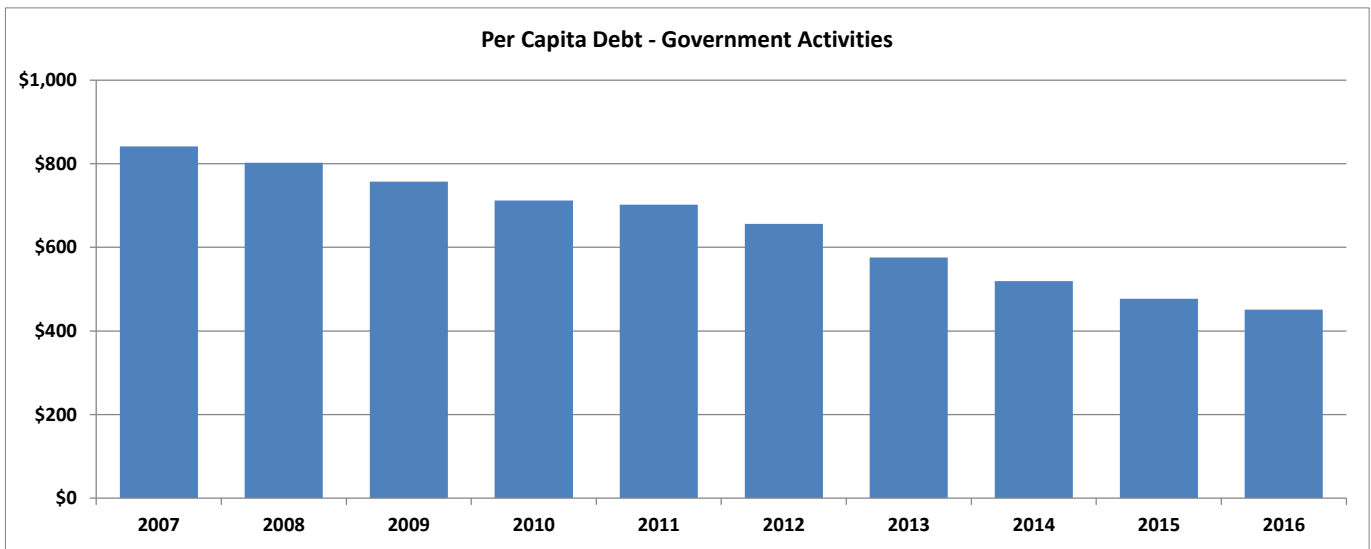
Statistical Section

Debt Capacity

These schedules present information to help the reader assess the affordability of the city's current levels of outstanding debt and the city's ability to issue additional debt in the future.

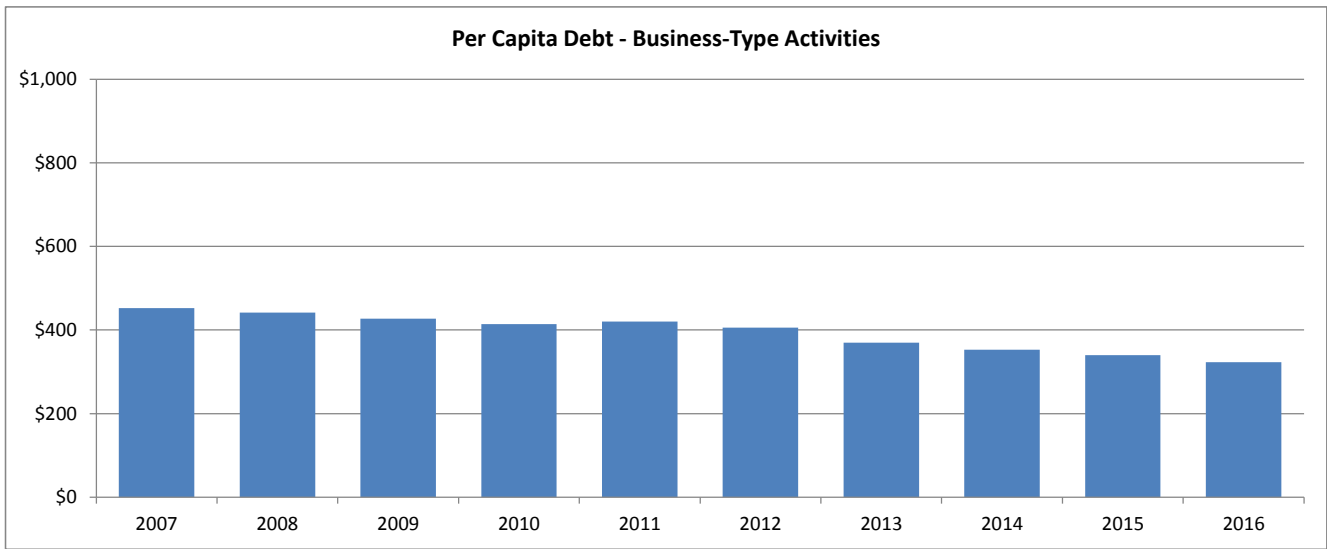
**City of Manhattan Beach
Ratios of Outstanding Debt by Type,
Last Ten Fiscal Years**

Fiscal Year	RCC Facility	Governmental Activities					Capital Leases	Total Governmental	Total Per Capita
		Pension Obligation Bonds	Marine Certificates of Participation	Police/Fire Certificates of Participation	Police/Fire Refunding Bonds				
2007	\$1,830,000	\$6,800,000	\$8,580,000	\$12,740,000	\$ -	\$558,370	\$30,508,370	\$842	
2008	1,750,000	6,095,000	8,375,000	12,495,000	-	390,008	29,105,008	803	
2009	1,670,000	5,400,000	8,165,000	12,245,000	-	215,949	27,695,949	757	
2010	1,585,000	4,635,000	7,945,000	11,990,000	-	35,807	26,190,807	712	
2011	1,495,000	3,795,000	7,715,000	11,725,000	-	-	24,730,000	702	
2012	1,445,000	2,870,000	7,480,000	11,450,000	-	-	23,245,000	656	
2013	-	1,860,000	7,235,000	-	10,510,000	903,841	20,508,841	576	
2014	-	765,000	6,980,000	-	10,030,000	719,342	18,494,342	519	
2015	-	-	6,715,000	-	9,580,000	531,820	16,826,820	477	
2016	-	-	6,445,000	-	9,125,000	341,224	15,911,224	451	



Source: City of Manhattan Beach Finance Department Historical CAFRs Debt Schedules

Utility Revenue Bonds	Business-type Activities				Total Business Type	Total Per Capita	Total		
	Metlox Certificates of Participation	Utility Refunding Certificates of Participation	Metlox Refunding Certificates of Participation				Total Primary Government	Percentage of Personal Income	Total Per Capita
\$3,820,000	\$12,570,000	\$ -	\$ -	\$16,390,000	\$452	\$46,898,370	1.81%	\$1,294	
3,715,000	12,300,000	-	-	16,015,000	442	45,120,008	1.67%	1,244	
3,605,000	12,020,000	-	-	15,625,000	427	43,320,949	1.63%	1,184	
3,490,000	11,735,000	-	-	15,225,000	414	41,415,807	1.46%	1,126	
3,370,000	11,435,000	-	-	14,805,000	420	39,535,000	1.41%	1,122	
3,240,000	11,125,000	-	-	14,365,000	406	37,610,000	1.32%	1,062	
-	-	2,860,695	10,290,752	13,151,447	369	33,660,288	1.14%	945	
-	-	2,686,239	9,896,927	12,583,166	353	31,077,508	1.08%	872	
-	-	2,506,784	9,498,103	12,004,887	340	28,831,707	0.99%	817	
-	-	2,317,328	9,079,279	11,396,607	323	27,307,831	0.94%	774	



Source: City of Manhattan Beach Finance Department Historical CAFRs Debt Schedules



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**City of Manhattan Beach
Direct and Overlapping Governmental Activities Debt
As of June 30, 2016**

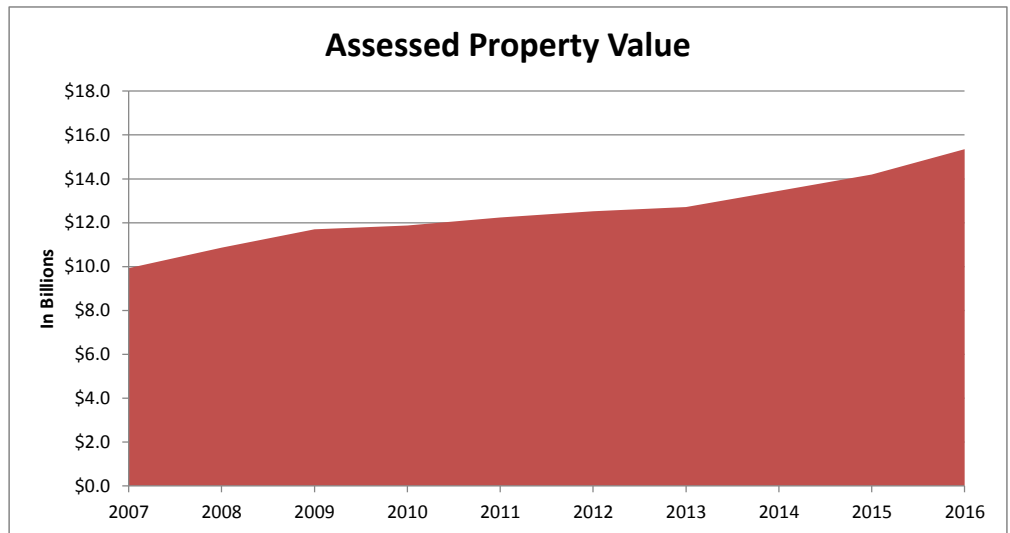
Exhibit A-16

<u>Governmental Unit</u>	<u>Gross Bonded Debt Balance</u>	<u>Percentage Applicable To City</u>	<u>Net Bonded Debt</u>
Direct Debt			
City of Manhattan Beach:			
Certificates of Participation Marine Avenue Park	6,445,000	100.000%	6,445,000
Refunding Certificates of Participation Police/Fire	9,125,000	100.000%	9,125,000
Obligation under Capital Leases	341,224	100.000%	341,224
Total Direct Debt			<u>\$15,911,224</u>
Overlapping Debt			
Manhattan Beach UNIF 96 SER A DS	\$4,142,042	100.000%	\$4,142,042
Manhattan Beach UNIF DS 1998 SER B	4,982,212	100.000%	4,982,212
Manhattan Beach USD DS 1999 SER C	2,616,229	100.000%	2,616,229
Manhattan Beach USD DS 2001 SER D	3,487,563	100.000%	3,487,563
Manhattan Beach USD DS 1995 SER E	4,628,829	100.000%	4,628,829
Manhattan Beach USD DS 2000 SER B	6,177,916	100.000%	6,177,916
Manhattan Beach USD DS 2008, 2011 SER C	7,651,589	100.000%	7,651,589
Manhattan Beach USD DS 2008 2012 SER D	9,738,877	100.000%	9,738,877
Manhattan Beach USD DS 2008 2012 SER E	9,265,000	100.000%	9,265,000
Manhattan Beach USD DS 2008 2013 SER F	12,405,000	100.000%	12,405,000
Manhattan Beach USD DS 2013 REF 2000 SER A	27,900,000	100.000%	27,900,000
Metropolitan Water District	44,916,916	1.493%	670,427
El Camino CCD DS 2016	185,825,000	16.419%	30,510,328
El Camino CCS DS 2002 SER 2006B	5,090,000	16.419%	835,719
El Camino CCS DS 2002 SER 2012C	180,631,166	16.419%	29,657,560
El Camino CCS DS 2012 REF BONDS	41,490,000	16.419%	6,812,181
Total Overlapping Debt			<u>\$161,481,472</u>
Total Direct and Overlapping Debt			<u>\$ 177,392,696</u>

In this particular instance of overlapping debt, overlapping governments are those whose boundaries whole or in part contained within the boundaries of a District that is issuing debt. The percent of overlap is based on the ratio assessed value of the land of the government to that of total assessed valuation of all governments within that district. The Manhattan Beach Unified School District boundaries are contiguous with that of the City of Manhattan Beach

**City of Manhattan Beach
Legal Debt Margin Information,
Last Ten Fiscal Years**

	Fiscal Year				
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Total Assessed Value	\$ 9,925,464,834	\$ 10,861,350,753	\$ 11,697,899,600	\$ 11,871,677,111	\$ 11,913,602,319
Legal debt limit (3.75%)	372,204,931	407,300,653	438,671,235	445,187,892	446,760,087
Total net debt applicable to limit	-	-	-	-	-
Legal debt margin	<u>\$ 372,204,931</u>	<u>\$ 407,300,653</u>	<u>\$ 438,671,235</u>	<u>\$ 445,187,892</u>	<u>\$ 446,760,087</u>
Total net debt applicable to the limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%
Assessed Value Growth	9.30%	9.43%	7.70%	1.49%	0.35%

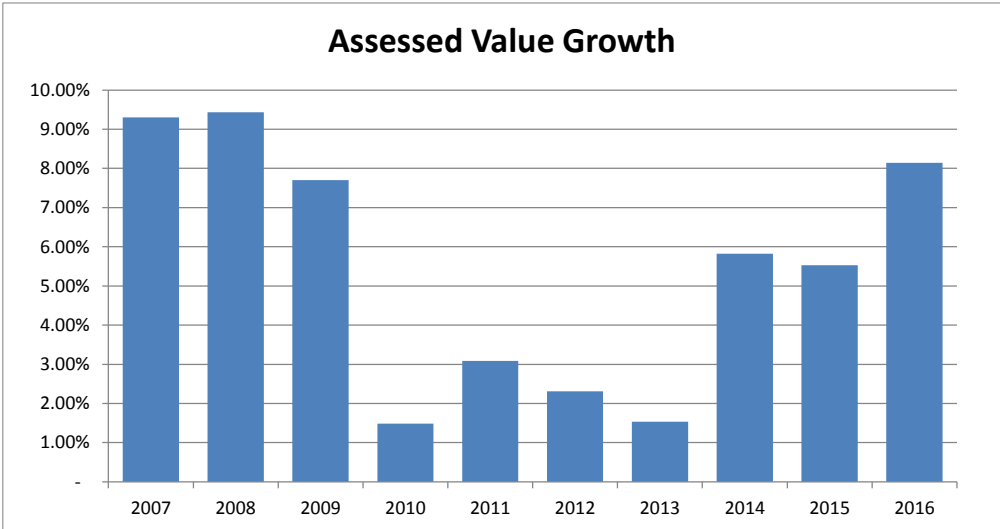


Source: City of Manhattan Beach Finance Department Historical CAFRs

Fiscal Year				
<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
\$ 12,190,853,653	\$ 12,713,329,765	\$ 13,453,303,900	\$ 14,196,903,333	\$ 15,352,495,483
457,157,012	476,749,866	504,498,896	532,383,875	575,718,581
-	-	-	-	-
<u>\$ 457,157,012</u>	<u>\$ 476,749,866</u>	<u>\$ 504,498,896</u>	<u>\$ 532,383,875</u>	<u>\$ 575,718,581</u>

0.00%	0.00%	0.00%	0.00%	0.00%
-------	-------	-------	-------	-------

2.33%	4.29%	5.82%	5.53%	8.14%
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**City of Statistical
Pledged-Revenue Coverage,
Last Ten Fiscal Years**

Water - Wastewater Debt Service Principal and Interest

Fiscal Year	Utility Service Charges	(a) Less: Operating Expenses	Net Available Revenue	Debt Service		Times Coverage
				Principal	Interest	
2007	8,560,647	7,864,351	696,296	100,000	218,804	2.18
2008	8,136,116	8,053,961	82,155	105,000	213,205	0.26
2009	8,697,768	9,060,376	(362,608)	110,000	218,235	(1.10)
2010	9,668,966	9,129,202	539,764	115,000	212,345	1.65
2011	12,149,167	9,230,873	2,918,294	120,000	205,769	8.96
2012	15,572,398	9,431,747	6,140,651	130,000	201,090	18.55
2013 (c)	18,322,360	10,105,431	8,216,929	85,000	93,150	46.12
2014	19,908,104	10,611,569	9,296,535	160,000	93,150	36.72
2015	19,674,895	10,082,087	9,592,808	165,000	89,950 (b)	37.63
2016	17,814,103	10,389,899	7,424,204	175,000	83,350 (b)	28.74

(a) Operating Expense less depreciation expense

(b) Interest "expense" for this purpose reflects Footnote 5 Debt Service Requirements as presented in prior years' CAFRs and is present

(c) Refunding bonds - please refer to footnotes regarding bond refunding

Parking Debt Service Principal and Interest

Parking Fund Revenue	(a) Less: Operating Expenses	Net Available Revenue	Debt Service		Times Coverage
			Principal	Interest	
1,411,406	693,207	718,199	265,000	584,590	0.85
1,355,513	644,225	711,288	270,000	577,896	0.84
1,735,739	664,415	1,071,324	280,000	585,311	1.24
1,591,919	789,917	802,002	285,000	575,046	0.93
2,094,783	765,202	1,329,581	300,000	564,432	1.54
2,302,557	988,324	1,314,233	310,000	552,580	1.52
2,305,348	1,326,796	978,552	360,000	342,475	1.39
2,432,958	1,356,782	1,076,176	370,000	348,762	1.50
2,566,403	1,505,208	1,061,195	375,000	341,363 (b)	1.48
2,533,935	1,676,685	857,250	395,000	326,362 (b)	1.19

ated on a cash basis



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Statistical Section

Demographic and Economic Information

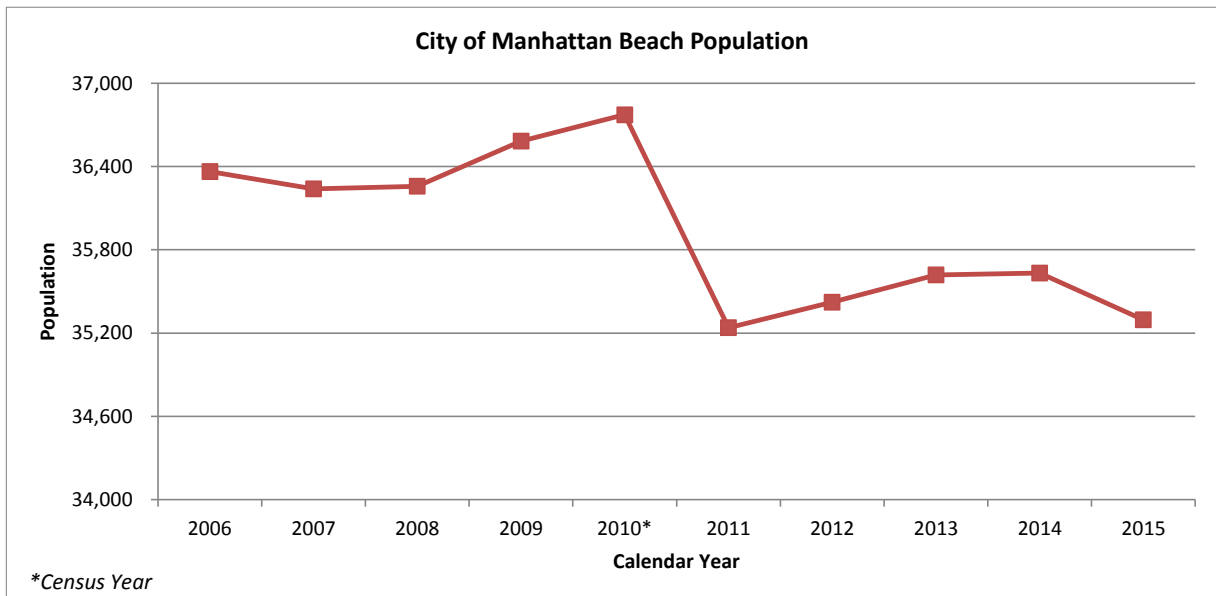
These schedules offer demographic and economic indicators to help the reader understand the environment within which the city's financial activities take place and to help make comparisons over time and with other governments.

**City of Manhattan Beach
Demographic and Economic Statistics,
Last Ten Calendar Years**

Exhibit A-19

Calendar Year	Population	Man Beach Personal Income (in thousands)	Personal Income L.A. County¹ (in thousands)	Per Capita Personal Income L.A. County¹	Per Capita Personal Income Man Beach	Unempl Rate	School Enrollment
2006	36,364	\$ 2,601,304	\$ 370,860,000	\$ 36,196	\$ 71,535	1.6%	6,266
2007	36,240	2,675,144	379,824,000	36,762	73,817	1.7%	6,307
2008	36,258	2,695,604	411,000,000	39,657	74,345	2.6%	6,282
2009	36,583	2,659,307	392,000,000	37,718	72,692	4.1%	6,560
2010*	36,773	2,830,050	405,000,000	38,789	76,960	4.5%	6,602
2011	35,239	2,802,945	420,900,000	42,696	79,541	4.4%	6,651
2012	35,423	2,850,383	435,300,000	43,916	80,467	3.2%	6,768
2013	35,619	2,945,228	451,100,000	45,024	82,687	2.6%	6,814
2014	35,633	2,864,394	487,900,000	48,456	80,386	3.4%	6,787
2015	35,297	2,906,208	510,500,000 ^F	50,460 ^F	82,335	2.7%	6,687

Source: HdL Companies, County of Los Angeles Comprehensive Annual Financial Report
¹ Represents fiscal year ended June 30th.



Source: HdL Coren Cone, US Census Bureau; Manhattan Beach School District; Calif Labor Market; Bureau of Econ Analysis; Los Angeles County Economic Development Corp; Department of Transportation

City of Manhattan Beach
Principal Employers
Current Year

Exhibit A-20

<u>Employer</u>	<u>2016</u>	
	<u>Employees</u>	<u>Percentage of Total Employment</u>
Northrop Grumman Corp.	2,043	17.26%
Manhattan Beach Unified School District	732	6.18%
Kinecta Federal Credit Union	550	4.65%
Target Corporation	405	3.42%
Skechers USA Inc	355	3.00%
City of Manhattan Beach	294	2.48%
Fry's Electronics, Inc.	264	2.23%
Manhattan Beach Marriott	233	1.97%
Skechers U.S.A., Inc.	230	1.94%
Ralphs Grocery Company	167	1.41%
Skechers USA, Inc.	148	1.25%
Bristol Farms	129	1.09%
The Olive Garden #1723	117	0.99%
Houston's Restaurant	115	0.97%
24 Hour Fitness #163	108	0.91%
California Pizza Kitchen	106	0.90%
Tecolote Research, Inc	100	0.84%
Il Fornaio	99	0.84%
Manhattan Country Club	90	0.76%
Chili's Grill & Bar	85	0.72%
Boston Consulting Group, Inc	85	0.72%
Western America	84	0.71%
Manhattan Beach Toyota	82	0.69%
Islands Fine Burgers & Drinks	75	0.63%
Recreational Equipment Inc-REI	75	0.63%
Total	<u>6,771</u>	<u>57.20%</u>



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**City of Manhattan Beach
Full-time Authorized City Employees by Function/Program,
Last Ten Fiscal Years**

Exhibit A-21

Full-time Authorized Employees as of June 30

<u>Function/Program</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
General government										
Management services	13	14	14	14	14	13	12	13	13	17
Finance*	21	21	21	20	20	20	20	25	25	17
Information Technology*	-	-	-	-	-	-	-	-	-	9
Human Resources	7	7	7	7	7	6	6	6	6	8
Planning & Building	22	22	22	20	20	19	20	21	22	24
Parks and Recreation	19	19	19	20	20	20	20	21	23	25
Police										
Officers	65	65	65	63	64	62	65	65	65	65
Civilians	35	35	35	35	34	35	36	39.8	39.8	39.8
Fire										
Firefighters & officers	30	30	30	30	30	30	30	30	31	30
Civilians	1	1	1	1	1	1	1	1.2	1.2	1.2
Public works										
Engineering	7	7	9	8	8	8	8.2	7.25	7.25	7.5
Water	13	13	13	13.5	14.25	14.25	11.7	11.2	11.2	11.2
Wastewater	4	4	3	3.1	3.35	3.35	3.3	3.2	3.2	3.2
Other	37	37	38	36	34.4	34.4	34.8	34.35	34.35	34.1
Total	<u>274</u>	<u>275</u>	<u>277</u>	<u>270.6</u>	<u>270</u>	<u>266</u>	<u>268</u>	<u>278</u>	<u>282</u>	<u>292</u>



Source: City of Manhattan Beach Finance Department

CITY OF MANHATTAN BEACH
SCHEDULE OF INSURANCE IN FORCE

June 30, 2016

<u>TYPE OF COVERAGE</u>	<u>POLICY NUMBER</u>	<u>FROM</u>
Liability		
Self-Insured - MOC		07/01/15
Excess Liability		
Independent Cities Risk Management ICRMA (Pool) - MOC	ICRMA 2015-ICAPL-1014	07/01/15
Evanston Insurance Company	MPEREV00731500	07/01/15
Lexington Insurance Company	19210505	07/01/15
SCOR Reinsurance Company	F151479	07/01/15
Building & Property (All City excluding EQ/FL to public safety building)		
London - Primary	B1353DP1500214000	07/01/15
Other Carriers	Various	07/01/15
Building & Property Public Safety Building EQ/FL		
Various Carriers - Public Safety Bldg	Various	07/01/15
Princeton E&S	B2A3IM0001407-05	
Everest Indemnity Insurance	8100003075-151	
Empire Indemnity Insurance	BPP1057619	
Workers' Comp.		
Self-Insured	-	07/01/15
Excess Workers' Comp.		
ICRMA (Pool) - MOC	ICRMA2015-1WC	07/01/15
Safety National	SP 4053361	07/01/15
Employee Dishonesty (Crime), Replaces Public Officials (National Union Fire Insurance Co.)	01-424-67-84	07/01/15
Inland Marine - Fine Arts (Travelers Property and Casualty)	QT-660-7A065752-TIL-15	07/02/15
Cyber Risk (Illinois Union Insurance Co.)	EON G23685188 002	7/1/2015

**CITY OF MANHATTAN BEACH
SCHEDULE OF INSURANCE IN FORCE**

June 30, 2016

<u>TO</u>	<u>LIMITS OF COVERAGE</u>	<u>ANNUAL PREMIUM</u>
07/01/16	\$500,000 per occurrence	\$847,768
07/01/16	\$5,000,000 excess of \$500,000	Included in above
07/01/16	\$5,000,000 excess of \$5,000,000 with \$1,000,000 corridor	Included in above
07/01/16	\$10,000,000 excess of \$10,000,000	Included in above
07/01/16	\$10,000,000 excess of \$20,000,000	Included in above
07/01/16	\$25,000,000 Primary	\$346,215
07/01/16	\$125,000,000 excess of \$25,000,000 Primary Earthquake & Flood shared proportionally	Included in above
07/01/16	\$31,312,467	Included in above
	\$10,000,000 p/o \$15MM	Included in above
	\$5,000,000 p/o \$15MM	Included in above
	\$16,312,467 xs. \$15MM - 2nd Layer	Included in above
07/01/16	\$750,000 per occurrence	\$305,522
07/01/16	\$5,000,000 excess of \$750,000	Included in above
07/01/16	Statutory limits	Included in above
07/01/16	\$2,000,000	\$3,124
07/02/16	\$250,000	\$3,000
7/1/2016	\$5,000,000	\$6,495

**City of Manhattan Beach
Operating Indicators by Function/Program,
Last Ten Fiscal Years**

Function/Program	Fiscal Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
General government										
Building permits issued	3,477	1,142	1,077	1,254	1,318	1,484	1,339	1,673	1,847	1,853
Building inspections conducted	18,021	14,634	11,401	9,544	9,676	10,298	11,165	13,370	14,708	14,630
Police										
Arrests	1,359	1,247	1,242	1,224	1,007	1,387	1,173	1,367	1,383	1,590
Parking citations	57,807	57,356	71,810	72,789	70,001	68,080	63,624	61,651	63,423	66,255
Traffic citations	6,461	6,726	6,674	9,513	8,591	9,605	6,890	6,339	4,222	4,723
Fire (a)										
Emergency responses	2,831	2,958	3,158	3,036	3,100	3,254	3,176	3,379	3,434	3,690
Fires extinguished	103	126	124	94	98	94	95	76	56	63
Inspections	975	995	1,155	1,300	973	1,650	933	1,078	536	852
Refuse collection										
Refuse collected (tons per day)	63.0	58.7	58.09	62.33	60.27	47.78	43.55	42.05	49.48	52.72
Recyclables collected (tons per day)	61.0	52.2	39.22	42.44	44.07	45.18	48.16	50.19	53.05	47.7
Other public works										
Street resurfacing (miles)	1.2	1.2	3.6	8.5	6.6	3.9	-	1.0	3.0	1.0
Parks and recreation										
Athletic field permits issued	2,949	4,464	4,246	4,501	4,887	5,901	7,002	7,779	10,369	9,912
Community center admissions*	150,041	153,628	143,441	134,144	147,630	41,374	89,134	107,632	76,860	52,424
Water										
Water main breaks	10	2	-	-	4	3	4	6	7	4
Average daily consumption (thousands of gallons)	6,020	6,018	4,819	5,096	4,900	4,920	5,123	4,929	4,468	4,021
Peak daily consumption (thousands of gallons)	7,265	7,168	5,783	7,644	7,350	6,712	6,989	7,169	5,344	5,344
Transportation										
Total route miles	32,940	46,749	43,406	51,736	65,517	43,461	38,995	41,680	44,067	46,175
Passengers	9,785	11,911	12,842	14,945	18,831	18,899	16,039	17,059	20,065	22,067

(a) Represents calendar year data.

* The Community Centers underwent a full renovation. Both centers were fully operational by January 2013.

**City of Statistical
Capital Asset Statistics by Function/Program,
Last Ten Fiscal Years**

Exhibit A-24

<u>Function/Program</u>	<u>Fiscal Year</u>									
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Police										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	23	23	23	23	23	23	23	23	23	23
Fire stations	2	2	2	2	2	2	2	2	2	2
Other public works										
Streets (miles)	110	110	110	110	110	108	108	108	108	108
Highways (miles)	10	10	10	10	10	10	10	10	10	10
Parks and recreation										
Acreage	80.88	80.88	80.88	80.88	80.88	80.88	80.88	80.88	80.88	80.88
Baseball/softball diamonds	13	13	13	13	13	13	13	18	18	18
Soccer/football fields	15	15	15	15	15	15	15	19	19	19
Community centers	2	2	2	2	2	2	2	3	3	3
Water										
Water mains (miles)	106	106	106	106	106	106	106	106	106	106
Fire hydrants	669	670	671	775	774	774	774	774	774	774
Storage capacity (1000s Gallons)	9,830	9,830	9,830	9,830	9,800	9,800	9,800	9,800	9,800	9,800
Wastewater										
Sanitary sewers (miles)	84.0	84.0	84.0	84.0	81.6	82.0	82.0	82.0	82.0	82.0
Storm sewers (miles)	16.0	16.0	16.0	16.0	25.0	25.0	25.0	25.0	25.0	25.0
Transportation—minibuses	4	4	4	4	4	4	4	4	4	4

Source: City of Manhattan Beach Departments

CITY OF MANHATTAN BEACH
DEMOGRAPHIC STATISTICAL DATA
Official Results from the 2010 US Census

Population distribution by ethnic group (one race):

	<u>Number of Persons</u>	<u>Percent</u>
White	29,686	84%
Asian	3,023	9%
Black or African American	290	1%
American Indian and Alaska Native	59	0%
Other	2,077	6%
	<u>35,135</u>	<u>100%</u>

Household Type:

	<u>Number of Persons</u>	<u>Percent</u>
Family:		
Married couple	7,583	54%
Female head	892	6%
Male head	438	3%
Nonfamily	5,125	37%
	<u>14,038</u>	<u>100%</u>

Population distribution by age group:

	<u>Number of Persons</u>	<u>Percent</u>
Under 5 years	2,031	6%
5-14	5,264	15%
15-24	3,170	9%
25-44	9,532	27%
45-59	8,508	24%
60-64	2,173	6%
65 and over	4,457	13%
	<u>35,135</u>	<u>100%</u>

Population distribution by gender:

	<u>Number of Persons</u>	<u>Percent</u>
Male	17,605	50%
Female	17,530	50%
	<u>35,135</u>	<u>100%</u>

Source: Latest data from the American Community Survey, US Census Bureau

Bond Disclosure Section

Continuing Disclosure Requirements

The following section provides information to fulfill the City's bond continuing disclosure requirements of material events, delinquencies, and other financial data not otherwise contained in the audited financial reports.

Continuing Disclosure Requirements

This section is provided in accordance with the Continuing Disclosure requirements, as set forth in the offering statements of the following debt issues:

- Underground Assessment District Bonds (04-01, 04-03, 04-05, 05-02, 05-06)
- Marine Variable Rate Certificates of Participation
- Metlox and Water/Wastewater Refunding Certificates of Participation
- Police and Fire Facility Refunding Certificates of Participation

The required Annual Report is contained herein as the Audited Financial Statements.

Reporting of Events with Respect to Debt Issuance during Fiscal Year 2015-2016

None.

Delinquencies of Underground Assessment District Bonds for Fiscal Year 2015-2016

As of June 30, 2016

PARCEL	TAX LEVIED	TAX PAID	Delinquencies
Agency 20482 (District 05-2)			
4169003019	3,164.49	1,582.24	1,582.25
4169007013	2,043.04	1,021.52	1,021.52
Agency 20482 Total			2,603.77
Agency 20483 (District 05-6)			
4178004026	1,340.33	-	1,340.33
4178013081	1,340.33	-	1,340.33
4179030045	1,810.08	905.04	905.04
4178004001	1,810.08	905.04	905.04
Agency 20483 Total			4,490.74
Agency 20492 (District 04-1)			
4175025010	849.83	-	849.83
Agency 20492 Total			849.83
Agency 20493 (District 04-3)			
4175024007	637.72	-	637.72
4176021008	516.38	-	516.38
4176024022	637.72	318.86	318.86
4176022014	637.72	318.86	318.86
Agency 20493 Total			1,791.82
Agency 20494 (District 04-5)			
None			
Agency 20494 Total			-
TOTAL DELIQUENCIES			\$9,736.16

Update of Financial Tables (Not Otherwise Contained in the Audited Financial Statements)

As required by the offering statements for the Metlox and Water/Wastewater Refunding and Police and Fire Facility Refunding Certificates of Participation.

Table 12 – Variable Rate Bonds Credit Enhancement

Table 12 - Variable Rate Bonds Credit Enhancement
As of June 30, 2016

Bond	Outstanding Principal	Letter of Credit Provider	Scheduled Expiration of Letters of Credit
None for FY 2015-2016			

Table 13 – Investment Portfolio Summary

As of June 30, 2016

Type of Investment	Market Value
Cash	\$3,556,860
Local Government Fund	31,719,693
US Treasury & Agency Notes	47,732,860
Medium-Term Notes	14,826,880
Certificates of Deposit	4,637,248
Funds Held by Fiscal Agent	1,718,852
Petty Cash	4,912
Total	\$104,197,305

Table 14 – Unrepresented Unit and Employee Associations

As of June 30, 2016

Employee Unit	No. Full-Time Employees*	Percent of Workforce
Manhattan Beach Fire Association	25	9.2%
Manhattan Beach Police Officers' Association	58	21.4%
Manhattan Beach Police Management Association	7	2.6%
Miscellaneous Unit - Teamsters Local 911	119	43.9%
Management/Confidential (not represented)	62	22.9%
Total	271	100.0%

* Excludes elected officials.

Additional Information

Fitch Ratings

As a result of the City's refunding of Metlox and Police/Fire Facility certificates of participation, in which the City selected only Standard and Poor's to rate the new issues, Fitch Ratings withdrew their AAA General Obligation (GO) rating for the City of Manhattan Beach. This reflects the fact that there are now no City debt issues that Fitch is monitoring, and Fitch no longer has a purpose for opining on the City's GO debt.

The City maintains triple-A general obligation ratings from both Moody's and Standard and Poor's.



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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and Members of the City Council
City of Manhattan Beach, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Manhattan Beach, California (the City), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 22, 2016.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.





CPAs AND ADVISORS

To the Honorable Mayor and Members of the City Council
City of Manhattan Beach, California

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Lance, Solt & Lughard, LLP". The signature is written in a cursive, flowing style.

Brea, California
December 22, 2016



December 22, 2016

To the Honorable Mayor and Members of the City Council
City of Manhattan Beach, California

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Manhattan Beach (the City) for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 10, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in the notes to the financial statements. Statement of Governmental Accounting Standards (GASB Statement No. 72), Fair Value Measurement and application was implemented in fiscal year 2015-2016. This implementation is noted in footnote No. 3 - Cash and Investments.

We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Management's estimate of its net pension liability and its other post-employment benefit annual required contribution are based on actuarial valuation specialist assumptions. We evaluated the key factors and assumptions used to develop the proportionate share of the net pension liability in determining that it is reasonable in relation to the financial statements taken as a whole.



To the Honorable Mayor and Members of the City Council
City of Manhattan Beach California

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No misstatements were found.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 22, 2016

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management discussion and analysis, the budgetary comparison schedule for the General Fund, the schedule of changes in net pension liability and related ratios, the schedule of plan contributions, the schedule of proportionate share of the net pension liability and the schedule of investment returns, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.



To the Honorable Mayor and Members of the City Council
City of Manhattan Beach California

We were engaged to report on the combining and individual nonmajor fund financial statements and schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

New Auditing Standard No. 130

This new auditing standard is effective for financial periods ending on or after December 15, 2016; for most California municipalities it is effective for the period July 1, 2016 through June 30, 2017 and future periods thereafter. The standard allows CPA firms to issue an opinion on the financial statements conformity with generally accepted accounting principles, as well as an opinion on the operating effectiveness of internal controls over financial reporting through an integrated audit. This standard does not change the objectives of a financial statement audit, it only enhances the value and scope of a financial statement audit and increases the level of assurance provided by CPA firms on financial controls. Municipalities should look to perform an integrated audit for more assurance on the operating effectiveness of internal controls over financial reporting.

New Accounting Standards

The following new Governmental Accounting Standards Board (GASB) pronouncements were effective for fiscal year 2015-2016 audit:

GASB Statement No. 72, *Fair Value Measurement and Application*.

GASB Statement No. 76, *The Hierarchy of Generally accepted Accounting Principles for State and Local Governments*.

GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*.

The following Governmental Accounting Standards Board (GASB) pronouncements are effective in the following fiscal year audit and should be reviewed for proper implementation by management:

Fiscal year 2016-2017

GASB Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement No. 68, and Amendments to Certain Provisions of GASB Statement Nos. 67 and 68*.

GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*.

GASB Statement No. 77, *Tax Abatement Disclosures*.

GASB Statement No. 78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*.

GASB Statement No. 80, *Blending Requirements for Certain Component Units-an amendment of GASB Statement No. 14*.



To the Honorable Mayor and Members of the City Council
City of Manhattan Beach California

GASB Statement No. 82, *Pension Issues an Amendment of GASB Statements No. 67, No. 68, and No. 73.*

Fiscal year 2017-2018

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions.*

GASB Statement No. 81, *Irrevocable Split Interest Agreements.*

Restriction on Use

This information is intended solely for the use of City Council and management of the City of Manhattan Beach and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Lance, Soll & Lughard, LLP". The signature is written in a cursive, flowing style.

Brea, California



CPAs AND ADVISORS



Presentation to Manhattan Beach City Council

January 3, 2017

Focused
on YOU



Audit Responsibilities and Process

- LSL has been engaged by the City to perform a financial audit and to assist in preparing your annual Audited Financial Statements (CAFR).
- Testing of account balances and also to assess the internal controls in place.
- Internal controls are those policies and procedures in place to safeguard the assets of the City and to detect and correct any material errors arising in the accounting system of the City.



CPAs AND ADVISORS

Audit Process and Report

- Interim Audit (June)
 - Planning
 - Inquiry and documentation
 - Internal controls

- Year-End Audit (November)
 - Account analysis
 - Confirmations and Cut-off procedures
 - GASB 68 Testwork

- Comprehensive Annual Financial Report
 - Introductory Section (Transmittal Letter)
 - Financial Section (Audit Report, MD&A, Statements and Footnotes)
 - Statistical Section



CPAs AND ADVISORS

Communication during Audit Process

- Met with City Management
- Met with Budget & Finance Committee



Audit Opinion

- This audit work was all performed in order to render an “opinion” on the financial statements.
 - Management is responsible for the information in the statements
 - LSL’s opinion indicates the information is fairly stated in accordance with GAAP and is materially correct
- An “unmodified opinion” has been issued on your June 30 financial statements.



SAS 115 and Audit Communication Letter

- Statement on Auditing Standards (SAS) No.115:
 - Communicating internal control related matters identified in an audit
 - Material Weaknesses
 - Significant Deficiencies
- No Material Weaknesses
- No Significant Deficiencies
- Audit Communication Letter
 - New standards



Summary

- LSL is engaged to perform a Financial Audit
- The Financial Audit resulted in an Audited Financial Statement (CAFR) and an Unmodified Opinion was rendered
- The SAS 115 and Audit Communication Letter were issued along with the audited financial statements

Agenda Date: 1/3/2017

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

SUBJECT:

Agenda Forecast (City Clerk Tamura).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Attached is the most recent Agenda Forecast for City Council Review

December 28, 2016 Agenda Forecast

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)

1/17/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Older Adult
	1. Certificate of Recognition to the Helen Putnam Award Recipients (Ceremonial)
	2. Approve Contract Amendment No. 1 to the Agreement with Griffin Structures to Perform a Building Condition Assessment for Fire Station No. 2 in the Amount of \$26,000 (Public Works Director Katsouleas) (Consent)
	3. Construction Contract for Tile at Comfort Station Showers & Sea Wall (Public Works Director Katsouleas) (Consent)
	4. Resolution Approving the Side Letter Agreement with the Manhattan Beach Police Officers’ Association (Human Resources Director Zadroga-Haase) (Consent)
	5. Resolution Approving Agreement with the Manhattan Beach Mid-Management Employees’ Association Regarding Agency Shop (Human Resources Director Zadroga-Haase) (Consent)
	6. North End Bid Resolution of Intention (Economic Vitality Manager Sywak) (Consent)
	7. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	8. City Council Minutes (City Clerk Tamura) (Consent)
	9. Safe Routes to School and Highway Safety Grant Projects Update (Community Development Director Lundstedt) (Old Business)
	10. Update on Peck Reservoir (Public Works Director Katsouleas) (Old Business)
	11. Approve Southern California Edison (SCE) Streetlight Acquisition and Option-E LED Retrofit Agreements and Consider Recommendations from Facilities Energy Efficiency Audit (Public Works Director Katsouleas) (Old Business)
	12. Budget Policies and Guidelines (CIP Focus for Year Two) (Finance Director Moe) (New Business)
	13. Award a Construction Contract to --- in an Amount Not-to-Exceed \$--- for the Live Oak Park Tennis Office Communication Conduit WAN Expansion Project (Public Works Director Katsouleas) (New Business)
	14. Fiscal Year 2016-2017 First Quarter Capital Improvement Plan Status Report and Fiscal Years 2018-2022 Capital Improvement Plan Proposed Project Review (Public Works Director Katsouleas) (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)
	3. Capital Improvements Corporation (Finance Director Moe) (CIC)

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)

2/21/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Older Adult
	1. Resolution Approving the Side Letter Agreement with the Manhattan Beach Fire Association Regarding Temporary Administrative Assignments (Human Resources Director Zadroga-Haase) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	3. City Council Minutes (City Clerk Tamura) (Consent)
	4. Public Hearing on North End Bid (Economic Vitality Manager Sywak) (Public Hearing)
	5. Report on the Timeline Estimates for Staff to Gather Stakeholder Feedback Regarding Subterranean Guidelines (Community Development Director Lundstedt) (Old Business)
	6. Review of the Downtown Specific Plan Proposal for Coastal Commission Approval (Community Development Director Lundstedt) (Old Business)
	7. Veterans Parkway Preliminary Design Presentation Including Parkway and Tree Maintenance Practices (Public Works Director Katsouleas) (Old Business)
	8. Mid-Year Budget Including Options for Addressing Unfunded Liabilities and Rate Stabilization Program and Manhattan Beach Economic Update (Finance Director Moe and Economic Vitality Manager Sywak)(New Business)
	9. Award Contract to Vigilant Solutions for Automated License Plate Reader (LPR) Equipment and Installation in an Amount Not-to-Exceed \$350,000 (Police Chief Irvine and Information Technology Director Taylor) (New Business)
	10. Consider Resolution No. ---- Regarding a Coastal Development Permit for the 2017 Manhattan Beach Open Volleyball Tournament (Parks and Recreation Director Leyman) (New Business)
	11. Consider Participation in a Community Choice Aggregation Program (Public Works Director Katsouleas) (New Business)
3/8/2017	<i>Regular Meeting – 6:00 PM Wednesday</i>
	Pledge – Mira Costa High School
	1. Report on Potential Downtown Maintenance Enhancements (Public Works Director Katsouleas) (Old Business)
3/21/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Policies and Processes for Funding and Sponsoring Non-Profit Organizations (Finance Director Moe) (New Business)
4/4/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Pennekamp Elementary School
	1. Update Report on Southern California Edison Power Reliability in the City of Manhattan Beach with Discussion on the Comparison of Underground Versus Overhead Utilities (Public Works Director Katsouleas) (Old Business)
	2. Update on Food Waste Recycling Program (Public Works Director Katsouleas) (Old Business)

TENTATIVE DRAFT – SUBJECT TO CHANGE

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4/18/2017	<i>Regular Meeting – 6:00 PM Tuesday- City Council Reorganization Oath of Office Ceremony and Recognition of Outgoing Councilmember Powell</i>
	Pledge –
	1. Certify Election Results (City Clerk Tamura) (Consent)
	2. 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)
	3. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	4. City Council Minutes (City Clerk Tamura) (Consent)
	5. Capital Improvements Corporation (Finance Director Moe) (CIC)
5/2/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Grand View Elementary School
	1. Budget Introduction (Finance Director Moe) (New Business)
	2. Sepulveda Corridor Process (Community Development Director Lundstedt) (New Business)
	3. Environmental Program Work Plan (Public Works Director Katsouleas) (New Business)
5/4/2017	<i>Budget Study Session – Tentative Hold</i>
	Pledge –
5/9/2017	<i>Budget Study Session – Tentative Hold</i>
	Pledge –
5/10/2017	<i>Budget Study Session – Tentative Hold</i>
	Pledge –
5/12/2017	<i>Council Retreat – TBD</i>
	Pledge –
5/16/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
5/17/2017	<i>Budget Study Session – Tentative Hold</i>
	Pledge –
5/18/2017	<i>Budget Study Session – Tentative Hold</i>
	Pledge –
5/23/2017	<i>Budget Study Session – Tentative Hold</i>
	Pledge –
5/25/2017	<i>Budget Study Session – Tentative Hold</i>
	Pledge –
6/6/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Pacific Elementary School
	1. Public Hearing and Adoption of Budget (Finance Director Moe) (Public Hearing)
6/20/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
7/5/2017	<i>Regular Meeting – 6:00 PM Wednesday</i>
	Pledge –
7/18/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –

TENTATIVE DRAFT – SUBJECT TO CHANGE

**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
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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,
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INFORMATIONAL MEMOS

City Council Date Requested	Memo	Anticipated Date
9-1-15	Facility Strategic Planning	TBD
11-17-15	Update on Mediation Data	Q1 2017
	Strategic Plan/Work Plan Update	Q1 2017
8-2-16	Report on Details of Land Use and Soil Report for Parkview Site	Q1 2017

FUTURE AGENDA ITEMS (Date TBD)

City Council Date Requested	Item	Anticipated Date
10-04-16	Discussion of Ongoing Membership with ICA	Q2 2017
11-16-16	Review of Potential Zoning Change Related to Medical Office Buildings and Urgent Care Facilities	Q2 2017
12-20-16	Update on Urgency Zoning Ordinance for Accessory Dwelling Units (Following 45 Day Adoption)	Q1 2017

FUTURE MEETINGS TO BE SCHEDULED

City Council Date Requested	Item	Anticipated Date
	Joint City Council/Beach Cities Health District Meeting	TBD
	Joint City Council/Manhattan Beach Unified School District Meeting	TBD
	Joint City Council/Planning Commission Meeting - Mansionization	TBD
	Study Session Regarding Potential Impacts of Fire and Medical Services in Manhattan Beach (Presentation in Two Months)	TBD

Agenda Date: 1/3/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Bruce Moe, Finance Director

Marisa Lundstedt, Community Development Director

SUBJECT:

Commission Minutes:

This Item Contains Minutes of the following Subcommittee and City Commission Meetings:

- a) Finance Subcommittee Action Meeting Minutes of December 5, 2016 (Finance Director Moe)
- b) Planning Commission Action Meeting Minutes of December 14, 2016 (Community Development Director Lundstedt)

INFORMATION ITEM ONLY

The attached minutes are for information only:

1. Finance Subcommittee Action Meeting Minutes of December 5, 2016
2. Planning Commission Action Meeting Minutes of December 14, 2016

Finance Subcommittee Meeting Draft Action Minutes

Meeting Date: December 5, 2016

Recording Secretary: Helga Foushanes

In Attendance: Tim Lilligren, Treasurer
Amy Howorth, Councilmember
Wayne Powell, Councilmember
Mark Danaj, City Manager
Bruce Moe, Finance Director
Henry Mitzner, Controller
Steve Charelian, Revenue Services Manager
Libby Bretthauer, Financial Analyst
Julie Bondarchuk, Sr. Accountant

Called to Order: 4:00 P.M. by Tim Lilligren, Treasurer

Agenda Item #1 – Public Comments

None.

Agenda Item #2 - Approval of Minutes from November 4, 2016 Finance Subcommittee Meeting

The minutes were approved by subcommittee members Howorth and Powell.

The City Treasurer abstained from approving the minutes of the November 4, 2016 meeting as he was not present.

Agenda Item #3 – Review of Results of Fiscal Year 2015-2016 Financial Audit

Finance Director Moe presented the overall audit results, highlighting significant Governmental and Enterprise funds.

Audit partner Richard Kikuchi from the firm Lance, Soll and Lunghard provided the Finance Subcommittee with an overview of the audit. He emphasized that the audit went well and that no deficiencies were found. The City will receive an unmodified opinion.

The Finance Subcommittee received and filed the report.

Agenda Item #4 – Consideration of Bad Debt Write-Off's for Referral to Collections from July 1, 2016 through September 30, 2016

The Finance Subcommittee received and filed the report.

Agenda Item #5 – Fiscal Year 2016/2017 Monthly Schedule of Transient Occupancy Tax and Lease Payments and Miscellaneous Accounts Receivables

The Finance Subcommittee received and filed the report.

Agenda Item #6 – October Month-End Financial Reports – Fiscal Year 2016-2017

The Subcommittee asked staff to include a comparison of prior year YTD results for key dollar revenues in future reports.

The Finance Subcommittee received and filed the report.

Agenda Item #7 Investment Portfolio for October 2016

The Finance Subcommittee received and filed the report.

Agenda Item #8 – Adjournment

The meeting adjourned at 4:52 P.M.

