

City Council Regular Meeting

Regular Meeting
Tuesday, April 18, 2017
6:00 PM
City Council Chambers



Mayor David J. Lesser
Mayor Pro Tem Amy Howorth
Councilmember Steve Napolitano
Councilmember Nancy Hersman
Councilmember Richard Montgomery

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
Anne McIntosh, 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

April 18, 2017

City Council Meeting Agenda Packet

Agenda Item No.	Starting Page	Ending Page
AGENDA	1	10
1	11	12
2	13	26
3	27	92
4	93	96
5	97	100
6	101	104
7	105	112
8	113	152
9	153	162
10	163	222
11	223	232
12	233	240
13	241	252

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.

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 Proclamations for the Month of May 2017: "Older Americans Month", "May 14-20 as National Peace Officers Memorial Week," "May 13 as National Fire Service Recognition Day," "May 7-13 as National Municipal Clerks Week," and "May 21-27 as National Public Works Week".

[17-0157](#)

PRESENT

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Wednesday, April 12, 2017, 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

For the information of the public:

On Wednesday, April 11, 2017, an appeal was filed appealing the following Planning Commission decision. A duly noticed public hearing de novo will be scheduled for the City Council to consider the project at a future date.

A Use Permit for the Expansion of an Existing Retail Use That Would Exceed 1,600 Square Feet of Buildable Floor Area Located at 1115, 1117, 1121 Manhattan Avenue (Skechers USA, Inc)

K. CONSENT CALENDAR (APPROVE)

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

2. City Council Minutes: [17-0155](#)
This Item Contains Minutes of the following City Council Meeting:
City Council Regular Meeting Minutes of April 4, 2017
(City Clerk Tamura).
APPROVE

Attachments: [City Council Regular Meeting Minutes of April 4, 2017](#)

3. Financial Report: [17-0142](#)
Schedules of Demands: March 16, 2017 (Finance Director Moe).
ACCEPT REPORT AND DEMANDS

Attachments: [Schedules of Demands for March 16, 2017](#)

4. Update on Emergency Action Taken by the City Manager Regarding the [17-0169](#)
Repair, Replacement and Installation of Equipment at the 23rd Street
and Peck Avenue Stormwater Pump Station, and Approval for
Continuation of the Emergency Work (Public Works Director
Katsouleas).
APPROVE

5. Formally Accept as Complete the Community Development Block Grant [17-0134](#)
(CDBG) Curb Ramps Construction Project Constructed by Kalban, Inc.;
Authorize Filing a Notice of Completion with the County Recorder; and
Release the Retention in the Amount of \$12,680.73 (Public Works
Director Katsouleas).
APPROVE

Attachments: [Location Map](#)

6. Formally Accept as Complete the Parking Structure Lot No. 2 Concrete [17-0138](#)
Topping Slab Project Constructed by Slater Waterproofing, Inc.;
Authorize Filing a Notice of Completion with the County Recorder; and
Release the Retention in the Amount of \$16,280 (Public Works Director
Katsouleas).
APPROVE

7. Resolution Authorizing Application to the Director of Industrial Relation, [RES 17-0043](#)
State of California, for a Certificate of Consent to Self-Insure Workers'
Compensation Liabilities (Human Resources Director Zadroga-Haase).
ADOPT RESOLUTION APPROVING APPLICATION

Attachments: [Resolution No. 17-0043](#)
[Application for Certificate of Consent to Self-Insure](#)

8. Resolution Approving Contract Amendment No. 1 to the Agreement with McGowan Consulting, LLC for Professional Services the Following: a) \$64,670 to Assist the City in Meeting its National Pollutant Discharge Elimination System (NPDES) Storm Water Permit Requirements and b) \$80,000 to Assist the Enhanced Watershed Management Group with the Broader/Regional NPDES Permit Requirements, of which \$64,000 will be Reimbursed (Public Works Director Katsouleas).

[RES 17-0041](#)

ADOPT RESOLUTION APPROVING THE AMENDMENT

Attachments: [Resolution No. 17-0041](#)
[Amendment No. 1](#)
[Exhibit D - Scope of Work and Budget](#)
[McGowan Professional Services Agreement](#)

L. PUBLIC HEARINGS (2 MINUTES PER PERSON)

M. OLD BUSINESS

9. Ordinance to Require Electronic Filing of Disclosure Statements (City Clerk Tamura).

[ORD 17-0005](#)

INTRODUCE ORDINANCE

Attachments: [Draft Ordinance No. 17-0005](#)
[Assembly Bill No. 2452](#)
[Government Code 84615](#)

N. NEW BUSINESS

10. Approval of Modernized and Updated Boards and Commissions Handbook and Commission Work Plan Process (City Clerk Tamura, Parks and Recreation Director Leyman, and Community Development Director McIntosh).

[17-0176](#)

APPROVE

Attachments: [Boards and Commissions Handbook](#)
[Powerpoint Presentation](#)

11. Consider Request to Support Assembly Bill No. 994 (Muratsuchi) - Authorization for Beach Cities Health District to Use the Design-Build Process (Public Works Director Katsouleas).

[17-0184](#)

CONSIDER REQUEST

Attachments: [Assembly Bill No. 994](#)

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). [17-0166](#)
DISCUSS AND PROVIDE DIRECTION

Attachments: [April 12, 2017 Agenda Forecast](#)

Q. INFORMATIONAL ITEMS

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

13. Commission Minutes: [17-0178](#)
This Item Contains Minutes of the following City Commission Meetings:
a) Library Commission Meeting Minutes of February 13, 2017 (Parks and Recreation Director Leyman)
b) Cultural Arts Commission Meeting Minutes of February 14, 2017 (Parks and Recreation Director Leyman)
c) Parks and Recreation Commission Meeting Minutes of February 27, 2017 (Parks and Recreation Director Leyman)

INFORMATION ITEM ONLY

Attachments: [Cultural Arts Commission Meeting Minutes of February 14, 2017](#)
[Library Commission Meeting Minutes of February 13, 2017](#)
[Parks and Recreation Commission Meeting Minutes of February 27, 2017](#)

R. CLOSED SESSION**S. ADJOURNMENT**

T. FUTURE MEETINGS**CITY COUNCIL MEETINGS**

May 2, 2017 - Tuesday -- TBD - Boards and Commission Interviews
May 2, 2017 - Tuesday -- 6:00 PM - City Council Meeting
May 3, 2017 - Wednesday -- TBD - City Council Retreat
May 4, 2017 - Thursday -- TBD - Budget Study Session (Tentative Hold)
May 16, 2017 - Tuesday -- 6:00 PM - City Council Meeting
May 30, 2017 - Tuesday -- TBD - Budget Study Session (Tentative Hold)
June 5, 2017 - Monday -- TBD - Parks and Recreation, Library and Cultural Arts Commission Joint Meetings (Tentative Hold)
June 6, 2017 - Tuesday -- 6:00 PM - City Council Meeting
June 20, 2017 - Tuesday -- 6:00 PM - City Council Meeting
June 21, 2017 - Wednesday -- TBD - Planning, Parking and Parking Improvements and Historic Preservation Commission Joint Meetings (Tentative Hold)
July 5, 2017 - Wednesday -- 6:00 PM - City Council Meeting
July 18, 2017 - Tuesday -- 6:00 PM - City Council Meeting

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

April 19, 2017 - Wednesday - 6:30 PM - Special Planning Commission Meeting
April 24, 2017 - Monday - 6:30 PM - Parks and Recreation Commission Meeting
April 26, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
April 27, 2017 - Thursday - 6:30 PM - Parking and Public Improvements Commission
May 8, 2017 - Monday - 6:30 PM - Library Commission Meeting
May 9, 2017 - Tuesday - 6:00 PM - Cultural Arts Commission Meeting
May 10, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
May 22, 2017 - Monday - 6:30 PM - Parks and Recreation Commission Meeting
May 24, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
May 25, 2017 - Thursday - 6:30 PM - Parking and Public Improvements Commission
June 12, 2017 - Monday - 6:30 PM - Library Commission Meeting
June 13, 2017 - Tuesday - 6:00 PM - Cultural Arts Commission Meeting
June 14, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
June 22, 2017 - Thursday - 6:30 PM - Parking and Public Improvements Commission
June 26, 2017 - Monday - 6:30 PM - Parks and Recreation Commission Meeting
June 28, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
July 10, 2017 - Monday - 6:30 PM - Library Commission Meeting
July 11, 2017 - Tuesday - 6:00 PM - Cultural Arts Commission Meeting
July 12, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
July 24, 2017 - Monday - 6:30 PM - Parks and Recreation Commission Meeting
July 26, 2017 - Wednesday - 6:30 PM - Planning Commission Meeting
July 27, 2017 - Thursday - 6:30 PM - Parking and Public Improvements Commission

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

May 29, 2017 – Monday – Memorial Day
July 4, 2017 - Tuesday - Independence Day
September 4, 2017 - Monday - Labor Day
October 9, 2017 – 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, 2018 – Monday – New Years Day Observed
January 15, 2018 – Monday – Martin Luther King Day
February 19, 2018 - Monday - Presidents Day

CITY OFFICES CLOSED ON FOLLOWING ALTERNATIVE FRIDAYS:

Apr. 28, 2017 - Friday
May 12, 2017 - Friday
May 26, 2017 - Friday
June 9, 2017 - Friday
June 23, 2017 - Friday
July 7, 2017 - Friday
July 21, 2017 - Friday
Aug. 4, 2017 - Friday
Aug. 18, 2017 - Friday
Sept. 1, 2017 - Friday
Sept. 15, 2017 - Friday
Sept. 29, 2017 - Friday
Oct. 13, 2017 - Friday
Oct. 27, 2017 - Friday
Nov. 10, 2017 - Friday
Nov. 24, 2017 - Friday
Dec. 8, 2017 - Friday
Dec. 22, 2017 - Friday

Agenda Date: 5/2/2017

TO:

Members of the City Council

FROM:

David J. Lesser

SUBJECT:

Presentation of Proclamations for the Month of May 2017: "Older Americans Month", "May 14-20 as National Peace Officers Memorial Week," "May 13 as National Fire Service Recognition Day," "May 7-13 as National Municipal Clerks Week," and "May 21-27 as National Public Works Week".

PRESENT

Presentation of Proclamations for the Month of May 2017:

Declaring May 2017 as National Older Americans Month

Declaring May 14-20, 2017 as National Peace Officers Memorial Week

Declaring May 13, 2017 as National Fire Service Recognition Day

Declaring May 7-13, 2017 as National Municipal Clerks Week

Declaring May 21-27, 2017 as National Public Works Week

Agenda Date: 4/18/2017

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:

City Council Regular Meeting Minutes of April 4, 2017

(City Clerk Tamura).

APPROVE

RECOMMENDATION:

The attached minutes are for information only:

Attachments:

1. City Council Regular Meeting Minutes of April 4, 2017

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, April 4, 2017

6:00 PM

Regular Meeting

City Council Chambers

City Council Regular Meeting

Mayor David J. Lesser

Mayor Pro Tem Amy Howorth

Councilmember Wayne Powell

Councilmember Mark Burton

Councilmember Tony D'Errico

Reorganization

Mayor David J. Lesser

Mayor Pro Tem Amy Howorth

Councilmember Steve Napolitano

Councilmember Nancy Hersman

Councilmember Richard Montgomery

**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

Akash Mishra, Pennekamp Elementary School, led the Pledge of Allegiance.

B. ROLL CALL

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

C. CEREMONIAL CALENDAR

None.

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

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

E. REORGANIZATION

- 1. Resolution Citing the Facts of the March 7, 2017, General Municipal Election (City Clerk Tamura). [RES 17-0035](#)
ADOPT

Mayor Lesser introduced the item.

City Clerk Liza Tamura provided brief presentation regarding the item.

Motion by Councilmember Burton, seconded by Councilmember Powell, to adopt Resolution No. 17-0035, citing the facts of the March 7, 2017, General Municipal Election. The motion was carried by the following vote:

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

2. City Council Minutes: [17-0101](#)
This Item Contains Minutes of the following City Council Meeting:
City Council Regular Meeting Minutes of March 21, 2017
(City Clerk Tamura).
APPROVE

Mayor Lesser introduced the item.

Motion by Mayor Pro Tem Howorth, seconded by Councilmember Burton, to approve the City Council Regular Meeting Minutes of March 21, 2017. The motion carried by the following vote:

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

3. City Council Reorganization: [17-0146](#)
a) Recognition of Outgoing City Councilmembers Powell, Burton and D'Errico.
b) Introduction of Newly Elected City Councilmembers Napolitan Hersman and Montgomery.
c) Introduction of Re-Elected City Treasurer Lilligr
(City Clerk Tamura).
PRESENT, INTRODUCE

Mayor Lesser and Mayor Pro Tem Howorth made brief comments and presented the outgoing Councilmembers; Wayne Powell, Mark Burton and Tony D'Errico with plaques, commendations, certificates of recognition and gifts of appreciation for their time and commitment as Mayor's and Councilmembers.

4th District Board of Supervisors for the County of Los Angeles Janice Hahn presented certificates of recognition to the outgoing Councilmembers and newly elected Councilmembers.

City of Hermosa Beach Mayor Pro Tem Jeff Duclos, Councilmember Stacey Armato, Councilmember Carolyn Petty and Councilmember Hany Fangary presented the outgoing Councilmembers with proclamations of appreciation for their services.

Manhattan Beach Fire Association Representatives; Firefighter/Paramedic Rudy Mejia, Engineer/Paramedic Brian Yount and Fire Captain/Paramedic Tim O'Brien presented the outgoing Councilmembers with plaques of recognition for their services.

Mayor Lesser announced that the City has also received certificates from the following government organizations recognizing and thanking the outgoing Councilmembers for their years of service; City of Lawndale, City of Rancho Palos Verdes, State Senator Ben Allen, City of Torrance, City of Rolling Hills, California State Congressman Ted Lieu and City of Redondo Beach.

Councilmember Powell, Councilmember Burton and Councilmember D'Errico made brief comments thanking their families, residents and staff.

Mayor Lesser introduced the Honorable Judge Joyce Fahey.

Honorable Judge Fahey issued the Oath of Office to newly elected Councilmembers Napolitano, Hersman and Montgomery and re-elected City Treasurer Lilligren.

City Treasurer Lilligren and Councilmembers Napolitano, Hersman and Montgomery made brief comments thanking their families and the residents.

F. RECESS AND RECONVENE

At 7:02 PM City Council recessed and reconvened at 7:18 PM with all Councilmembers present.

G. ROLL CALL

Present: 5 - Mayor Lesser, Mayor Pro Tem Howorth, Councilmember Napolitano, Councilmember Hersman and Councilmember Montgomery

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

Mayor Lesser introduced the item.

Councilmember Napolitano requested to remove Agenda Item No. 7 - Resolution Awarding Professional Services Agreement to Lance, Soll & Lunghard, LLP to Perform Financial Auditing for the City for Fiscal Years 2016-2017 and 2017-2018 and Agenda Item No. 11 - Resolution Awarding a Three Year Contract to American Solutions for Parks and Recreation Activity Guide Printing Services with an Estimated Annual Value of \$62,300 to be heard out of Consent.

City Attorney Quinn Barrow responded to City Council questions.

Items were moved to be presented after Agenda Item No. 15 - Approval of City Council Assignments.

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

Aye: 5 - Lesser, Howorth, Napolitano, Hersman and Montgomery

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

Melissa McCollum, Manager of the Manhattan Beach Library congratulated the newly elected Councilmembers and announced that the library is featuring *Bicycle Diaries* by David Byrne for this year's Beach Cities Read in partnership with the neighboring cities public libraries; Redondo Beach, Hermosa Beach and Torrance from April 15 - May 15, 2017. The big event for the Manhattan Beach Public Library is the "Bike Rally and Birthday Party" and celebrating the library's second year in the new building the event is taking place Saturday, April 29, 2017 from 2:00 PM - 4:00 PM.

Mayor Pro Tem Howorth donated her copy of the *Bicycle Diaries* book to the Manhattan Beach Public Library.

Mark Lipps, President/CEO of the Manhattan Beach Chamber of Commerce announced that the Manhattan Beach and El Segundo Chamber of Commerce will be having a free seminar titled "Knock Out Marketing!" on Thursday, April 6, 2017 from 10:30 AM - 12:00 PM at the Manhattan Beach Public Library.

Phil Friedel, Senior Vice President of JLL welcomed the newly elected Councilmembers and thanked the outgoing Councilmembers for their time. He stated that he is looking forward to working with the new Council in the continuation of the remodeling for the Manhattan Village Mall.

Mayor Lesser announced that he will be having a Mayoral Community Meeting open to the public to discuss a number of ideas that residents would like to raise and have an open dialogue with the Mayor. The meeting will take place on Saturday, April 15, 2017 at 10:00 AM in the Police/Fire Community Room.

J. CITY MANAGER REPORT

None.

K. CITY ATTORNEY REPORT

None.

L. 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)

Mayor Lesser introduced the item and gave a brief statement regarding Agenda Item No. 4 - Planning Commission Approval of Master Use Permit for the Gelson's Market, public is welcome to address City Council, but Councilmembers cannot discuss this item at the moment.

City Attorney Quinn Barrow explained that the Gelson's project is on the agenda to alert the Public and City Council of the Planning Commission's decision and provide an opportunity for the public to appeal the Planning Commission's decision. For this particular item the deadline to appeal is April 11, 2017, Councilmembers cannot comment or respond to questions in regards to the merits of the Gelson's project.

Robert Bush spoke about the March 7, 2017 elections and is opposed to the Gelson's project.

Alan Bloom spoke about the nighttime construction hours at the Manhattan Village Mall and requesting for notification from the construction company or developer with hours of construction and contact phone numbers to the residents in the surrounding area of the mall.

Mike Don from the Bike Coalition congratulated the newly elected Councilmembers, spoke about the new bike lane on Rosecrans Avenue and encouraged City Council to use bicycles throughout the City.

Mark Lipps provided an update regarding the Manhattan Beach Chamber of Commerce and the various events that the Chamber of Commerce will be having in the near future.

Don McPherson is requesting for compliance in regards to the Gelson's project and encourages the City Council to appeal the Planning Commissions decision.

Sharon Bush is opposed to the Gelson's project due to add-on traffic and decrease of safety for the residents surrounding the proposed area for Gelson's.

Tom Troy is opposed to the Gelson's project and spoke about the appeal process for City Council regarding the Gelson's project.

Dennis May is opposed to the Gelson's project due to on-site parking issues and various parking codes and is in support of an appeal to the project.

Jan Mills is opposed to the Gelson's project and spoke about the traffic reports surrounding the area and how this project will have an impact on the traffic situation.

Tom Hastings is opposed to the Gelson's project and spoke about how this project will affect the speed limit and right turn lane as it stands now near the project area.

Bill Victor spoke about the night time construction hours for the Manhattan Village Mall and is opposed to the Gelson's project.

Jim Lee is opposed to the Gelson's project due to the store being surrounded by a residential area and how that affects the residents.

Patti Brown is opposed to the Gelson's project and spoke about the Planning Commissions approval allowing the reuse of the abandoned pole sign.

Gary Troop is opposed to the Gelson's project and spoke about traffic and inadequacy of parking on the analysis.

Scott Yanofsky is opposed to the Gelson's project and spoke about building Gelson's in a smaller scale.

Barry Fisher asked City Council to appeal/review the Planning Commissions decision regarding Gelson's project and spoke about the parking variance of the proposed project compared to other local businesses in the area. Presented petitions but did not provide a copy to the City Clerk (for the record).

Mayor Lesser asked for clarification about the notifications to the residents surrounding the Manhattan Village Mall about nighttime construction hours and asked for a report during the City Manager's Report how can members of the public find out about the various construction hours regarding the Manhattan Village Mall.

City Manager Mark Danaj responded to City Clerk questions.

Mayor Lesser asked City Attorney Barrow to remind everyone what is the City Council's role regarding Agenda Item No. 4 - Planning Commission Approval of Master Use Permit for the Gelson's Market and inquired about the options that City Council and/or the public has in order to appeal the item.

City Attorney Barrow responded to Mayor Lesser's inquiry and stated that any member of the public may appeal the Planning Commission's decision by filing an appeal with the City Clerk's Office on or before April 11, 2017. Any individual Councilmember may "call the decision up for review" and such review will be a de novo hearing. The deadline for each Councilmember is April 11, 2017.

Councilmember Napolitano, Mayor Pro Tem Howorth and Councilmember Montgomery inquired about the approval and process for outreach to the community before the nighttime construction hours are approved for the Manhattan Village Mall project.

City Manager Danaj responded to City Council questions.

Mayor Lesser asked for a report back under City Manager's Report regarding the questions that were raised by City Council regarding the construction hours for the Manhattan Village Mall project.

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

4. Planning Commission Approval of Master Use Permit for the Gelson's Market and Bank Project at 707 North Sepulveda Boulevard; and Mitigated Negative Declaration (Paragon Commercial Group) (Interim Community Development Director McIntosh). [17-0050](#)

BY ORDER OF THE CHAIR, RECEIVE AND FILE

Mayor Lesser introduced the item and asked City Attorney Quinn Barrow if a written request for review had been received by the City.

City Attorney Quinn Barrow confirmed that the City Clerk's Office has not received any written request for review from a Councilmember but that he did receive a call from an Attorney stating that he would be submitting an appeal to the City the next business day, April 5, 2017.

Councilmember Napolitano submitted a written request for review of the Planning Commission's decision.

City Attorney Barrow clarified that the proper form would need to be submitted to the City Clerk's Office on or before April 11, 2017.

Councilmember Hersman asked for clarification from City Attorney Barrow if the process for a request for review from a Councilmember versus an appeal is different.

City Attorney Barrow provided clarification that the actual process in both a City Council review and an appeal from the public would be the same; there would be a hearing de novo and City Council would look at all the evidence presented during the City Council public hearing.

N. CONSENT CALENDAR (APPROVE)

A motion was made by City Councilmember Hersman, seconded by City Councilmember Montgomery, to approve the Consent Calendar Item Nos. 5 -14 as amended and moving Item No. 7 - Engineer's Report for Annual Street Lighting and Landscaping Assessment from the Consent Calendar and Item No. 11 - Parks and Recreation Activity Guide Printing to Q. New Business after Item No. 15 - City Council Assignments. The motion carried by the following vote:

Aye: 5 - Lesser, Howorth, Napolitano, Hersman and Montgomery

-
5. Resolution Awarding a Construction Contract to Wright Construction Engineering Corporation for the Laurel Avenue Storm Drain Catch Basin Replacement Project for \$105,541.16 (Public Works Director Katsouleas). [RES 17-0028](#)
APPROVE; ADOPT RESOLUTION
The recommendation for this item was approved on the Consent Calendar.
6. Resolution Awarding Professional Services Agreement to Lance, Soll & Lunghard, LLP to Perform Financial Auditing for the City for Fiscal Years 2016-2017 and 2017-2018 (Finance Director Moe). [RES 17-0029](#)
APPROVE; ADOPT RESOLUTION
The recommendation for this item was approved on the Consent Calendar.
7. Resolution Ordering Plans, Specifications, Cost Estimates and Engineer's Report for Annual Street Lighting and Landscaping Assessments (Finance Director Moe). [RES 17-0030](#)
ADOPT RESOLUTION
The item was moved to the last item in Section Q. New Business.
8. Receive and File the Completed Manhattan Beach Sewer System Management Plan (SSMP) Update as Required by the State Water Resources Control Board (SWRCB) Order No. 2006.0003 (Public Works Director Katsouleas). [17-0112](#)
APPROVE
The recommendation for this item was approved on the Consent Calendar.
9. Resolution Authorizing the City Manager to Execute a Professional Services Agreement with ValveTek Utility Services, Inc. for \$81,844 for Flushing and Disinfection Services of 30 Miles of the City's Potable Water System (Public Works Director Katsouleas). [RES 17-0039](#)
APPROVE; ADOPT RESOLUTION
The recommendation for this item was approved on the Consent Calendar.
10. Update on Emergency Action Taken by the City Manager regarding the Repair, Replacement and Installation of Equipment at the 23rd Street and Peck Avenue Stormwater Pump Station, and Approval for Continuation of the Emergency Work (Public Works Director Katsouleas). [17-0149](#)
APPROVE
The recommendation for this item was approved on the Consent Calendar.
11. Resolution Awarding a Three Year Contract to American Solutions for Parks and Recreation Activity Guide Printing Services with an Estimated Annual Value of \$62,300 (Parks & Recreation Director Leyman). [RES 17-0032](#)
ADOPT RESOLUTION
The item was moved to the last item in Section Q. New Business.

12. Formally Accept the Live Oak Park Tennis Office Communication Project as Complete, and Authorize Filing of the Notice of Completion and Release of Retention in the Amount of \$2,450 (Public Works Director Katsouleas). [17-0129](#)

APPROVE

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

13. Resolution to Approve Change Order #2 to Miramontes Construction Company Inc. for \$267,475 for Additional Sewer Line Rehabilitation Work and a Supplemental Appropriation of \$60,000 from Sewer Fund Reserve (Public Works Director Katsouleas). [RES 17-0048](#)

ADOPT RESOLUTION AND APPROVE APPROPRIATION

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

14. Financial Report: [17-0105](#)
a) Schedule of Demands: March 2, 2017
b) Investment Portfolio for the Month Ending February 28, 2017
c) Month End Report for February 28, 2017
(Finance Director Moe).

ACCEPT REPORT AND DEMANDS

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

O. PUBLIC HEARINGS (2 MINUTES PER PERSON)

None.

P. OLD BUSINESS

None.

Q. NEW BUSINESS

15. Approval of City Council Assignments (Mayor Lesser). [17-0137](#)
DISCUSS AND APPROVE

Mayor Lesser introduced the item and led the discussion regarding City Council Assignments.

Councilmember Napolitano recommended that the "Edison/Undergrounding Subcommittee" to be called, "Utilities Subcommittee".

A motion was made by Councilmember Montgomery, seconded by Councilmember Hersman, to approve the City Council Assignments. A friendly amendment, accepted by the maker, changing "Edison/Undergrounding Subcommittee" to "Utilities Subcommittee". The motion carried by the following vote:

Aye: 5 - Lesser, Howorth, Napolitano, Hersman and Montgomery

7. Resolution Ordering Plans, Specifications, Cost Estimates and Engineer's Report for Annual Street Lighting and Landscaping Assessments (Finance Director Moe).

[RES 17-0030](#)

ADOPT RESOLUTION

This item was removed from the Consent Calendar to be heard after Item No. 15.

Mayor Lesser introduced the item.

Councilmember Napolitano requested for a detail look and a line item of the costs involved with the annual street lighting and landscaping assessment.

Mayor Pro Tem Howorth also requested to have the same information but going back a few years to see the patterns and changes.

Finance Director Bruce Moe responded to City Council questions and the details would be provided during the May 4, 2017 Budget Study Session.

A motion was made by City Councilmember Montgomery, seconded by City Councilmember Napolitano, for staff to provide a report to City Council at the May 4, 2017 Budget Study Session including a line item of the costs involved with the annual street lighting and landscaping assessment as well as a look back at the costs for previous years. The motion carried by the following vote:

Aye: 5 - Lesser, Howorth, Napolitano, Hersman and Montgomery

11. Resolution Awarding a Three Year Contract to American Solutions for Parks and Recreation Activity Guide Printing Services with an Estimated Annual Value of \$62,300 (Parks & Recreation Director Leyman).

[RES 17-0032](#)

ADOPT RESOLUTION

This item was removed from the Consent Calendar to be heard after Item No. 15.

Mayor Lesser introduced the item.

Councilmember Napolitano inquired about the need of the printing services as opposed to electronic format for the Parks and Recreation Activity Guide (ie. Manhappenings) in order to reduce the costs.

Parks and Recreation Director Mark Leyman and City Manager Mark Danaj responded to City Council questions and stated that questions about printing documents for Parks and Recreation as a public outreach would be included as part of the Community Survey.

Mayor Lesser opened the floor to public comment.

Seeing no requests to speak, Mayor Lesser closed the floor to public comment.

A motion was made by City Councilmember Montgomery, seconded by Mayor Pro Tem Howorth, to adopt the resolution as amended, for staff to look at printing alternatives with the possibility of decreasing the number of printouts. The motion carried by the following vote:

Aye: 5 - Lesser, Howorth, Napolitano, Hersman and Montgomery

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

None.

S. FORECAST AGENDA AND FUTURE DISCUSSION ITEMS

16. Agenda Forecast (City Clerk Tamura). [17-0153](#)
DISCUSS AND PROVIDE DIRECTION

Mayor Lesser introduced the item, described the process of the Agenda Forecast and City Council's requests and discussed the potential challenges of scheduling meetings with the workload ahead.

Councilmember Hersman inquired about the dates for the Budget Study Sessions and the City Council Retreat.

City Manager Mark Danaj and Assistant City Manager Nadine Nader responded to City Council questions and stated that City Clerk Liza Tamura would be sending Councilmembers an email with the various meeting dates.

T. INFORMATIONAL ITEMS

17. Commission Minutes: [17-0152](#)
Planning Commission Action Meeting Minutes of March 22, 2017
(Interim Community Development Director McIntosh).
INFORMATION ITEM ONLY

By order of the Chair, this item was received and filed.

U. CLOSED SESSION

None.

V. ADJOURNMENT

At 8:48 PM Mayor Lesser adjourned the April 4, 2017, Regular City Council Meeting to the April 10, 2017, Adjourned Regular Meeting at 4:30 PM in the Police/Fire Community Room in said City.

Martha Alvarez
Recording Secretary

David Lesser
Mayor

ATTEST:

Liza Tamura
City Clerk

Agenda Date: 4/18/2017

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: March 16, 2017 (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 March 16, 2017 is \$3,478,604.25.

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.

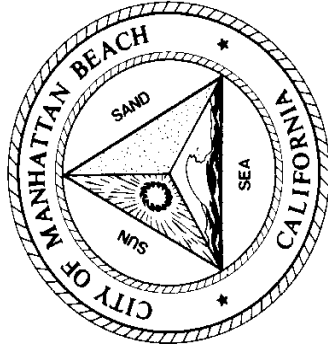
CONCLUSION:

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

Attachment:

1. Schedule of Demands for March 16, 2017

City of Manhattan Beach

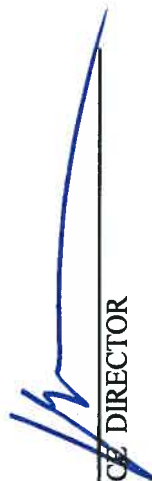


Schedule of Demands March 16, 2017

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT(S) WR 19A & WR 19B
DATED: 3/16/2017

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$3,478,604.25 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 18TH DAY OF APRIL



CITY MANAGER

WARRANT REGISTER(S)	WR 19A & WR 19B	WARRANT(S)	19A	446,362.87
			19B	1,137,822.18
		PREPAID WIRES / MANUAL CKS	19A	299,727.75
			19B	654,802.80
		SUBTOTAL WARRANTS		<u>2,538,715.60</u>
		VOIDS	19A	(84.00)
		PAYROLL	PY	939,972.65
		TOTAL WARRANTS		<u><u>3,478,604.25</u></u>

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 19a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
3132017	3/13/2017	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	299,727.75
SUBTOTAL					299,727.75
528021	3/9/2017	N	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	6,985.00
528022	3/9/2017	N	CA WATER SERVICE COMPANY	WATER SERVICE	94.95
528023	3/9/2017	N	COPWARE INC	COMPUTER CONTRACT SERVICES	1,500.00
528024	3/9/2017	N	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	23,726.44
528025	3/9/2017	N	FRONTIER CALIFORNIA INC	CABLE SERVICE	239.98
528026	3/9/2017	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - CITY MANAGER: PAYMENT	847.27
528027	3/9/2017	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,853.66
528028	3/9/2017	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	86,178.28
528029	3/9/2017	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	6,302.30
528030	3/9/2017	N	INCONTACT INC	LONG DISTANCE SERVICE	226.24
528031	3/9/2017	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
528032	3/9/2017	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	399.00
528033	3/9/2017	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	6,202.64
528034	3/9/2017	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	10,676.84
528035	3/9/2017	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,325.00
528036	3/9/2017	N	MICHAEL MURREY	REIMBURSEMENT-TRAVEL EXPENSE	150.00
528037	3/9/2017	N	PREPAID LEGAL SERVICES INC	PREPAID LEGAL: PAYMENT	78.75
528038	3/9/2017	N	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	278,037.40
528039	3/9/2017	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	4,259.68
528040	3/9/2017	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	859.85
528041	3/9/2017	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	7,737.07

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER: **WR 19a**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
528042	3/9/2017	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	4,308.62
528043	3/9/2017	N	UNITED PARCEL SERVICE	DELIVERY SERVICE	77.40
528044	3/9/2017	N	VANTAGEPOINT TRANSFER AGENTS	RETMTN HLTH SAVINGS CONTRIB: PAYMENT	1,558.03
528045	3/9/2017	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
SUBTOTAL					446,362.87
COMBINED TOTAL					746,090.62

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 19a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
3132017	3/13/2017	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	299,727.75
SUBTOTAL					299,727.75
528021	3/9/2017	N	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	6,985.00
528024	3/9/2017	N	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	23,726.44
528027	3/9/2017	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,853.66
528028	3/9/2017	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	86,178.28
528029	3/9/2017	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	6,302.30
528033	3/9/2017	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	6,202.64
528034	3/9/2017	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	10,676.84
528038	3/9/2017	N	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	278,037.40
528039	3/9/2017	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	4,259.68
528041	3/9/2017	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	7,737.07
528042	3/9/2017	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	4,308.62
SUBTOTAL					437,267.93
COMBINED TOTAL					736,995.68

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

**Report of Warrant Disbursements
 wr 19a**

Description	Amount
General	718,547.37
Water	12,894.97
Waste Water	87.49
Refuse	29.86
Parking	4,636.26
Building Maintenance	9,894.67
615	<u>746,090.62</u>
wr 19a	<u><u>746,090.62</u></u>

CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 02/18/17 TO 03/03/17
PAY DATE: 03/10/17

NET PAY 939,972.65

2/18/2017

3/3/2017

CITY OF MANHATTAN BEACH PAYROLL REPORT

PAYROLL PERIOD ENDING DATE 3/3/2017

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,323,166.78
210	Asset Forfeiture Fund	4,217.70
230	Prop. A Fund	16,808.46
232	AB 2766 Air Quality Fund	900.00
501	Water Fund	24,280.25
502	Stormwater Fund	3,594.53
503	Wastewater Fund	8,102.38
510	Refuse Fund	4,113.45
520	Parking Fund	3,041.43
521	County Parking Lots Fund	813.16
522	State Pier and Parking Lot Fund	813.21
601	Insurance Reserve Fund	12,612.05
605	Information Technology Fund	31,538.34
610	Fleet Management Fund	6,105.37
615	Building Maintenance & Operations Fund	13,544.37
801	Pension Trust Fund	8,982.26
	Gross Pay	<u>1,462,633.74</u>
	Deductions	<u>522,661.09</u>
	Net Pay	<u><u>939,972.65</u></u>

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 19b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
31417	3/14/2017	T	CMB RISK MGMT WORKERS COMP	MONTHLY DISBURSAL WORKERS COMP	193,243.87
3142017	3/14/2017	T	CMB RISK MGMT LIABILITY	MONTHLY DISBURSAL LIAB ACCT	64,490.73
SUBTOTAL					257,734.60
528046	3/16/2017	N	3500 SEPULVEDA LLC	REFUND APPEAL	500.00
528047	3/16/2017	N	4A CRANE SERVICE INC	RIGHT OF WAY DEPOSIT REFUND	496.00
528048	3/16/2017	N	ADAMSON POLICE PRODUCTS	EQUIPMENT	747.12
528049	3/16/2017	N	ADLERHORST INTERNATIONAL INC	OFF-SITE K-9 MONTHLY TRAINING	350.00
528050	3/16/2017	N	ADPI WEST INC	AMBULANCE BILLING	5,832.60
528051	3/16/2017	N	ALL CITY COMPUTERS	BUSINESS LICENSE REFUND	136.45
528052	3/16/2017	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENDME	36,274.18
528053	3/16/2017	N	ARAKELIAN ENTERPRISES INC	STREET SWEEPING EXTRAS	30,682.69
528054	3/16/2017	N	ASAHI GARDENS	BUSINESS LICENSE REFUND	9.00
528055	3/16/2017	N	AT&T	REVERSE 911 PHONE UPDATES	430.75
528056	3/16/2017	N	AT&T MOBILITY	CELLULAR CHARGES	2,871.13
528057	3/16/2017	N	BEST 4 LESS LANDSCAPING	RIGHT OF WAY DEPOSIT REFUND	496.00
528058	3/16/2017	N	PENNY BORDOKAS	REIMBURSEMENT	39.15
528059	3/16/2017	N	WANDA BOYNE BORGERDING	MUSIC INSTRUCTOR	1,509.20
528060	3/16/2017	N	LIBBY BRETTHAUER	REIMBURSEMENT-TRAVEL EXPENSE	731.66
528061	3/16/2017	N	PHYLLIS BRUNELLE	PARKS & RECREATION REFUND	44.00
528062	3/16/2017	N	CA DEPT OF FORESTRY & FIRE	ACCREDITATION CERTIFICATE	80.00
528063	3/16/2017	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	1,206.00
528064	3/16/2017	N	CALIFORNIA COASTAL COALITION	2017-2018 MEMBERSHIP DUES	1,500.00
528065	3/16/2017	N	DAVID CASKEY	ACCTS RECEIVABLE OVERPAYMENT	272.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 19b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
528066	3/16/2017	N	RUSSELL CHAPPELL	EMPLOYEE REIMBURSEMENT-DMV LICENSE FI	73.00
528067	3/16/2017	N	CITY OF HAWTHORNE	COMPUTER CONTRACT SERVICES	32,956.75
528068	3/16/2017	N	CITY OF MANHATTAN BEACH	PETTY CASH REPLENISHMENT	508.72
528069	3/16/2017	N	CLE ELECTRIC INC	ON-CALL ELECTRICIAN	366.00
528070	3/16/2017	N	CLEANSTREET	LANDSCAPE SERVICES EXTRAS	3,450.00
528071	3/16/2017	N	KENNETH CLOKE	REGISTRATION-MEDIATION TRAINING	3,000.00
528072	3/16/2017	N	SONA COFFEE	REIMBURSEMENT-TRAVEL EXPENSE	398.86
528073	3/16/2017	N	CONSOLIDATED ELEC DISTRIBUTORS	THREE YEAR SCADA SOFTWARE SUPPORT REN	21,450.82
528074	3/16/2017	N	CORELOGIC INFO SOLUTIONS INC	PROPERTY SERVICES INVESTOR FOR GIS	650.00
528075	3/16/2017	N	SANTIAGO A CORNEJO	TENNIS COURT MONTHLY WASHING	1,125.00
528076	3/16/2017	N	COSTAR REALTY INFORMATION	DATABASE SUBSCRIPTION	320.00
528077	3/16/2017	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES-MAR 2017	23,172.83
528078	3/16/2017	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	5,875.65
528079	3/16/2017	N	MARJORIE CRUTCHFIELD	AMBULANCE REFUND	1,740.25
528080	3/16/2017	N	D R MYERS DISTRIBUTING CO INC	CONTRACT SERVICES	150.78
528081	3/16/2017	N	DAL-TILE DISTRIBUTION INC	18-08872PF PIER COMFORT STATION MURAL PR	2,855.25
528082	3/16/2017	N	MARK DANAJ	REIMBURSEMENT-TRAVEL EXPENSE	103.50
528083	3/16/2017	N	DCS TESTING & EQUIPMENT INC	FIRE EXTINGUISHER MAINTENANCE	639.50
528084	3/16/2017	N	JOE DELIA	POLYGRAPH EXAM	600.00
528085	3/16/2017	N	EN POINTE TECHNOLOGIES INC	TRENDMICRO ANTI-VIRUS SUPPORT RENEWAL	6,180.00
528086	3/16/2017	N	ENVIRON ARCHITECTURE INC	SPACE PLANNING	3,444.25
528087	3/16/2017	N	EPIC CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	496.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 19b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
528088	3/16/2017	N	EXPERIAN INFO SOLUTIONS INC	APPLICANT CREDIT CHECKS	77.93
528089	3/16/2017	N	FAIRVIEW FORD SALES INC	PER BID# 1092-17, FORD VEHICLES (4)	33,827.83
528090	3/16/2017	N	FINAL PHASE CONSTRUCTION INC	BUSINESS LICENSE REFUND	369.20
528091	3/16/2017	N	TIM FLYNN	PARKS & RECREATION REFUND	50.00
528092	3/16/2017	N	GEORGE GABRIEL	REIMBURSEMENT-TRAVEL EXPENSE	190.00
528093	3/16/2017	N	GEOSYNTEC CONSULTANTS INC	3 YEAR PROFESSIONAL SERVICES AGREEMENT	39,909.12
528094	3/16/2017	N	CANDICE GILL	RIGHT OF WAY DEPOSIT REFUND	427.00
528095	3/16/2017	N	GLADWELL GOV SERVICES INC	RECORDS RETENTION TRAINING	1,200.00
528096	3/16/2017	N	DAVID GLEFFE	RELEASE OF EVIDENCE	20,199.00
528097	3/16/2017	N	GRANICUS	PORTABLE ENCODER MONTHLY SERVICE FEE	8,062.82
528098	3/16/2017	N	MARK LEE GROH	CONTRACT SERVICES	688.00
528099	3/16/2017	N	HARRIS & ASSOCIATES INC	MANHATTAN BEACH BLVD RAISED MEDIAN	4,370.00
528100	3/16/2017	N	HARRIS & ASSOCIATES INC	3RD STREET ROADWAY IMPROVEMENTS	4,180.00
528101	3/16/2017	N	HARRIS & ASSOCIATES INC	MANHATTAN BEACH BLVD TRAFFIC SIGNAL M	3,950.00
528102	3/16/2017	N	HARRIS & ASSOCIATES INC	MANHATTAN BEACH BLVD TRAFFIC SIGNAL M	1,900.00
528103	3/16/2017	N	HINDERLITER DE LLAMAS & ASSOC	CONTRACT SERVICES	3,045.92
528104	3/16/2017	N	HOWROYD WRIGHT EMPLOYMT AGENCY	TEMPORARY EMPLOYEE SERVICES	3,729.60
528105	3/16/2017	N	MICHAEL HUDAK	REIMBURSEMENT-TRAVEL EXPENSE	197.34
528106	3/16/2017	N	STEPHEN ROSS HYDE	BEGG POOL MASTERS SWIM COACH	1,000.00
528107	3/16/2017	N	INTERNAP NETWORK SERVICES CORP	INTERNET SERVICES PROVIDER CONTRACT	7,890.67
528108	3/16/2017	N	IRON MOUNTAIN INFO MNGMT INC	RECORDS STORAGE	1,408.14
528109	3/16/2017	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	7,722.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 19b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
528110	3/16/2017	N	VICTORIA HELEN JOHNSON	ARTHRITIS INSTRUCTOR	690.00
528111	3/16/2017	N	KAESER AND BLAIR INC	BREATHE FREE MB OUTREACH	2,281.13
528112	3/16/2017	N	KEVORK ENTERPRISES INC	AUTO BODY REPAIRS	525.00
528113	3/16/2017	N	KING FENCE INC	FENCE RENTAL	30.00
528114	3/16/2017	N	L.A COUNTY DEPT OF P W	TRAFFIC SERVICES	9,651.07
528115	3/16/2017	N	L.A COUNTY MTA	JAN 2017 TAP	492.00
528116	3/16/2017	N	L.A COUNTY SHERIFFS DEPT	POLICE DEPT JAIL SUPPLIES	748.50
528117	3/16/2017	N	L.A COUNTY TAX COLLECTOR	UAD LOAN PROGRAM-PROPERTY TAX	1,210.77
528118	3/16/2017	N	ROSEMARY A LACKOW	RECORDING SERVICES	156.25
528119	3/16/2017	N	LAW OFFICES OF DAVID RUTAN	BUSINESS LICENSE REFUND	114.44
528120	3/16/2017	N	MAN BCH EDUCATION FOUNDATION	SPONSORSHIP	7,000.00
528121	3/16/2017	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	9,910.54
528122	3/16/2017	N	MCKEOWN CONSTRUCTION INC	BUSINESS LICENSE REFUND	632.52
528123	3/16/2017	N	MEDIANEWS GROUP INC	ADVERTISING	534.77
528124	3/16/2017	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	41,166.21
528125	3/16/2017	N	MIHM INC	15-03420C CONTRACT SERVICES	650.00
528126	3/16/2017	N	IAN THOMAS MILLS	LACROSSE INSTRUCTOR	9,919.00
528127	3/16/2017	N	MUNICIPAL CODE CORPORATION	ANNUAL BILLING	900.00
528128	3/16/2017	N	NATALIES CATERING	MEALS FOR SENIOR SERVICES	1,383.30
528129	3/16/2017	N	NEXTEL OF CALIFORNIA INC	MOBILE COMMUNICATIONS	156.21
528130	3/16/2017	N	ROBERT NUTTING	RIGHT OF WAY DEPOSIT REFUND	496.00
528131	3/16/2017	N	OPENGOV INC	OPENGOV ANNUAL SUBSCRIPTION	5,000.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 19b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
528132	3/16/2017	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE EXTRAS	5,821.79
528133	3/16/2017	N	PAR ELECTRIC CONTRACTORS	RIGHT OF WAY DEPOSIT REFUND	427.00
528134	3/16/2017	N	POSTMASTER	ANNUAL PO BOX RENTAL	356.00
528135	3/16/2017	N	PROSPECTIVE PAYMENT SPECIALIST	BUSINESS LICENSE REFUND	63.10
528136	3/16/2017	N	PRUDENTIAL OVERALL SUPPLY	UNIFORM & MAT RENTAL-FEB 2017	698.68
528137	3/16/2017	N	PSOMAS	COMFORT STATION/SEA WALL TILE & PKG LOT	5,775.00
528138	3/16/2017	N	PSOMAS	STRAND STAIRS REHABILITATION	3,517.39
528139	3/16/2017	N	QUANTUM QUALITY CONSULTING INC	SEWER SYSTEM MANAGEMENT PLAN AUDIT	8,490.25
528140	3/16/2017	N	REDWOOD PRESS INC	11-01292C DEPARTMENTAL SUPPLIES	4,622.95
528141	3/16/2017	N	LAURA RICH	PARKS & RECREATION REFUND	75.00
528142	3/16/2017	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	24,000.00
528143	3/16/2017	N	RINNTECH INC	DRILL RESISTANT MEASURING UNIT	8,820.00
528144	3/16/2017	N	JOYCE RODGERS	PARKS & RECREATION REFUND	34.00
528145	3/16/2017	N	RSB GROUP INC	STRAND STAIRS REHABILITATION	93,836.46
528146	3/16/2017	N	MATTHEW SABOSKY	REFUND-ICMA LOAN OVERPAYMENT	190.86
528147	3/16/2017	N	SAND SURF SOCCER CLUB	PARKS & RECREATION REFUND	8.50
528148	3/16/2017	N	SBRPCA	COMMUNICATIONS EQUIPMENT	283,479.74
528149	3/16/2017	N	SLATER WATERPROOFING INC	PARKING LOT 2 CONCRETE TOPPING SLAB	98,637.30
528150	3/16/2017	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICES	22,414.91
528151	3/16/2017	N	DAVID SOMOYA	RIGHT OF WAY DEPOSIT REFUND	496.00
528152	3/16/2017	N	SOUTH BAY CRE GENERAL CONST	RIGHT OF WAY DEPOSIT REFUND	496.00
528153	3/16/2017	N	SOUTH BAY FORD INC	FORD REPAIRS AND SERVICES	796.35

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 19b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
528154	3/16/2017	N	SOUTH COAST E.V.A.	APPARATUS REPAIR/SERVICES	5,908.15
528155	3/16/2017	N	SOUTHERN CALIFORNIA GAS CO	MONTHLY GAS CHARGES	4,824.75
528156	3/16/2017	N	SPCA LA	ANIMAL SHELTERING SERVICES	1,100.00
528157	3/16/2017	N	SPRINT SOLUTIONS INC	MOBILE CONNECTION	75.98
528158	3/16/2017	N	SSBRA	SOCCER OFFICIALS	3,128.00
528159	3/16/2017	N	STANTEC CONSULTING INC	MARINE AVENUE PARK SKATE SPOT	4,789.84
528160	3/16/2017	N	STATE OF CALIFORNIA	CONTRACT SERVICES	954.00
528161	3/16/2017	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	2,524.56
528162	3/16/2017	N	THOMSON REUTERS-WEST PUBLISHER	CONTRACT SERVICES	167.01
528163	3/16/2017	N	TILLMAN FORENSIC INVEST LLC	FINGERPRINT IDENTIFICATION	585.00
528164	3/16/2017	N	TIME WARNER CABLE INC	CABLE SERVICES	4,258.98
528165	3/16/2017	N	TRANSTECH ENGINEERS INC	PROJECT MANAGEMENT SERVICES	13,920.00
528166	3/16/2017	N	US BANCORP CARD SERVICES INC	D-CARD CHARGES	53,812.39
528167	3/16/2017	N	US BANK	TRUSTEE FEES POLICE FIRE REFUNDING BOND	1,650.00
528168	3/16/2017	N	US BANK NA	FUEL PURCHASES-FEB 2017	2,116.71
528169	3/16/2017	N	VAN LINGEN BODY SHOP INC	TOWING AND VEHICLE STORAGE	1,236.48
528170	3/16/2017	N	VERIZON CALIFORNIA INC	CONTRACT SERVICES	871.91
528171	3/16/2017	N	VORTEX INDUSTRIES	INDUSTRIAL DOOR & ELECTRONIC GATE MAIN	2,843.69
528172	3/16/2017	N	WALSH CONSTRUCTION	RIGHT OF WAY DEPOSIT REFUND	427.00
528173	3/16/2017	N	WALTERS WHOLESAL ELECTRIC CO	ELECTRICAL SUPPLIES	3,238.60
528174	3/16/2017	N	WATER REPLENISHMENT DISTRICT	MONTHLY WATER PURCHASES	7,209.09
528175	3/16/2017	N	JOANNA WATKINSON	PARKS & RECREATION REFUND	108.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER: **wr 19b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
528176	3/16/2017	N	WHEELER & GRAY INC	SAFE ROUTES CYCLE10-DESIGN	7,775.00
528177	3/16/2017	N	WHEELER & GRAY INC	SAFE ROUTES CYCLE 3-DESIGN	4,578.00
528178	3/16/2017	N	MICHELLE WINN	PARKS & RECREATION REFUND	300.00
528179	3/16/2017	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	14,047.81
528180	3/16/2017	N	TERESIA ZADROGA-HAASE	REIMBURSEMENT-TRAVEL EXPENSE	226.98
528181	3/16/2017	N	ZAP MANUFACTURING INC	TRAFFIC SIGNS	279.60
SUBTOTAL					1,137,822.18
10244	3/10/2017	H	WEST BASIN MUNICIPAL WATER DIS	MONTHLY WATER PURCHASE	397,068.20
SUBTOTAL					397,068.20
COMBINED TOTAL					1,792,624.98

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 19b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
31417	3/14/2017	T	CMB RISK MGMT WORKERS COMP	MONTHLY DISBURSAL WORKERS COMP	193,243.87
3142017	3/14/2017	T	CMB RISK MGMT LIABILITY	MONTHLY DISBURSAL LIAB ACCT	64,490.73
SUBTOTAL					257,734.60
528050	3/16/2017	N	ADPI WEST INC	AMBULANCE BILLING	5,832.60
528052	3/16/2017	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES FIRST AMENDMEI	36,274.18
528053	3/16/2017	N	ARAKELIAN ENTERPRISES INC	STREET SWEEPING EXTRAS	30,682.69
528056	3/16/2017	N	AT&T MOBILITY	CELLULAR CHARGES	2,871.13
528067	3/16/2017	N	CITY OF HAWTHORNE	COMPUTER CONTRACT SERVICES	32,956.75
528070	3/16/2017	N	CLEANSTREET	LANDSCAPE SERVICES EXTRAS	3,450.00
528071	3/16/2017	N	KENNETH CLOKE	REGISTRATION-MEDIATION TRAINING	3,000.00
528073	3/16/2017	N	CONSOLIDATED ELEC DISTRIBUTORS	THREE YEAR SCADA SOFTWARE SUPPORT REN	21,450.82
528077	3/16/2017	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES-MAR 2017	23,172.83
528078	3/16/2017	N	CROWN BLDG MAINTENANCE CO INC	JANITORIAL SERVICES EXTRAS	5,875.65
528081	3/16/2017	N	DAL-TILE DISTRIBUTION INC	18-08872PF PIER COMFORT STATION MURAL PR	2,855.25
528085	3/16/2017	N	EN POINTE TECHNOLOGIES INC	TRENDMICRO ANTI-VIRUS SUPPORT RENEWAL	6,180.00
528086	3/16/2017	N	ENVIRON ARCHITECTURE INC	SPACE PLANNING	3,444.25
528089	3/16/2017	N	FAIRVIEW FORD SALES INC	PER BID# 1092-17, FORD VEHICLES (4)	33,827.83
528093	3/16/2017	N	GEOSYNTEC CONSULTANTS INC	3 YEAR PROFESSIONAL SERVICES AGREEMENT	39,909.12
528096	3/16/2017	N	DAVID GLEFFE	RELEASE OF EVIDENCE	20,199.00
528097	3/16/2017	N	GRANICUS	PORTABLE ENCODER MONTHLY SERVICE FEE	8,062.82
528099	3/16/2017	N	HARRIS & ASSOCIATES INC	MANHATTAN BEACH BLVD RAISED MEDIAN	4,370.00
528100	3/16/2017	N	HARRIS & ASSOCIATES INC	3RD STREET ROADWAY IMPROVEMENTS	4,180.00
528101	3/16/2017	N	HARRIS & ASSOCIATES INC	MANHATTAN BEACH BLVD TRAFFIC SIGNAL M	3,950.00

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

WARRANT BATCH NUMBER:

wr 19b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
528103	3/16/2017	N	HINDERLITER DE LLAMAS & ASSOC	CONTRACT SERVICES	3,045.92
528104	3/16/2017	N	HOWROYD WRIGHT EMPLOYMT AGENCY	TEMPORARY EMPLOYEE SERVICES	3,729.60
528107	3/16/2017	N	INTERNAP NETWORK SERVICES CORP	INTERNET SERVICES PROVIDER CONTRACT	7,890.67
528109	3/16/2017	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	7,722.00
528114	3/16/2017	N	L A COUNTY DEPT OF P W	TRAFFIC SERVICES	9,651.07
528120	3/16/2017	N	MAN BCH EDUCATION FOUNDATION	SPONSORSHIP	7,000.00
528121	3/16/2017	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	9,910.54
528124	3/16/2017	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	41,166.21
528126	3/16/2017	N	IAN THOMAS MILLS	LACROSSE INSTRUCTOR	9,919.00
528131	3/16/2017	N	OPENGOV INC	OPENGOV ANNUAL SUBSCRIPTION	5,000.00
528132	3/16/2017	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE EXTRAS	5,821.79
528137	3/16/2017	N	PSOMAS	COMFORT STATION/SEA WALL TILE & PKG LOT	5,775.00
528138	3/16/2017	N	PSOMAS	STRAND STAIRS REHABILITATION	3,517.39
528139	3/16/2017	N	QUANTUM QUALITY CONSULTING INC	SEWER SYSTEM MANAGEMENT PLAN AUDIT	8,490.25
528140	3/16/2017	N	REDWOOD PRESS INC	11-01292C DEPARTMENTAL SUPPLIES	4,622.95
528142	3/16/2017	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	24,000.00
528143	3/16/2017	N	RINNTech INC	DRILL RESISTANT MEASURING UNIT	8,820.00
528145	3/16/2017	N	RSB GROUP INC	STRAND STAIRS REHABILITATION	93,836.46
528148	3/16/2017	N	SBRPCA	COMMUNICATIONS EQUIPMENT	283,479.74
528149	3/16/2017	N	SLATER WATERPROOFING INC	PARKING LOT 2 CONCRETE TOPPING SLAB	98,637.30
528150	3/16/2017	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICES	22,414.91
528154	3/16/2017	N	SOUTH COAST E.V.A.	APPARATUS REPAIR/SERVICES	5,908.15

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

WARRANT BATCH NUMBER: **wr 19b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
528155	3/16/2017	N	SOUTHERN CALIFORNIA GAS CO	MONTHLY GAS CHARGES	4,824.75
528158	3/16/2017	N	SSBRA	SOCCER OFFICIALS	3,128.00
528159	3/16/2017	N	STANTEC CONSULTING INC	MARINE AVENUE PARK SKATE SPOT	4,789.84
528161	3/16/2017	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	2,524.56
528164	3/16/2017	N	TIME WARNER CABLE INC	CABLE SERVICES	4,258.98
528165	3/16/2017	N	TRANSTECH ENGINEERS INC	PROJECT MANAGEMENT SERVICES	13,920.00
528166	3/16/2017	N	US BANCORP CARD SERVICES INC	D-CARD CHARGES	53,812.39
528171	3/16/2017	N	VORTEX INDUSTRIES	INDUSTRIAL DOOR & ELECTRONIC GATE MAIN	2,843.69
528173	3/16/2017	N	WALTERS WHOLESale ELECTRIC CO	ELECTRICAL SUPPLIES	3,238.60
528174	3/16/2017	N	WATER REPLENISHMENT DISTRICT	MONTHLY WATER PURCHASES	7,209.09
528176	3/16/2017	N	WHEELER & GRAY INC	SAFE ROUTES CYCLE10-DESIGN	7,775.00
528177	3/16/2017	N	WHEELER & GRAY INC	SAFE ROUTES CYCLE 3-DESIGN	4,578.00
528179	3/16/2017	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	14,047.81
SUBTOTAL					1,089,854.58
10244	3/10/2017	H	WEST BASIN MUNICIPAL WATER DIS	MONTHLY WATER PURCHASE	397,068.20
SUBTOTAL					397,068.20
COMBINED TOTAL					1,744,657.38

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

**Report of Warrant Disbursements
 wr 19b**

Fund	Description	Amount
000	General	659,482.96
201	Street Light	3,286.25
205	Streets & Highways	1,560.00
210	Asset Forfeiture	156.21
230	Prop A	492.00
233	Measure R	15,676.00
401	Capital Improvements	125,963.69
501	Water	419,358.84
502	Storm	73,053.80
503	Waste Water	25,783.50
510	Refuse	6.30
520	Parking	109,780.47
521	County Parking Lot	1,373.19
522	State Pier Lots	13,387.13
601	Insurance	257,734.60
605	Information Services	21,691.96
610	Vehicle Fleet	40,749.71
615	Building Maintenance	23,088.37

1,792,624.98
1,792,624.98

Report of P-Card Transactions

Account Date	Department Management Services	Amount
100-11-011-5217	Departmental Supplies	
02/27/2017	AARON BROTHERS269	49.55
02/27/2017	AMAZON MKTPLACE PMTS	42.90
02/27/2017	BECKERS BAKERY	50.00
02/27/2017	BELLOWS PHOTOGRAPHY	210.98
02/27/2017	CORNER BAKERY 0206	255.01
02/27/2017	LA BITE	295.81
02/27/2017	OFFICE DEPOT #2740	16.63
02/27/2017	PARADISE AWARDS	135.94
02/27/2017	PETROS GREEK CUISINE AND	37.63
02/27/2017	PIT FIRE ARTISAN PIZZA	66.87
02/27/2017	RALPHS #0166	64.07
02/27/2017	SMART AND FINA11209210	63.62
02/27/2017	VONS STORE00022756	16.30
100-11-011-5217	Departmental Supplies	1,305.31
100-11-011-5262	Public Service Events	
02/27/2017	HERMOSA BEACH CHAMBER OF	50.00
100-11-011-5262	Public Service Events	50.00
100-11-021-5101	Contract Services	
02/27/2017	ABM PARKING LA DOWNTOWN H	15.00
02/27/2017	NICKS MANHATTAN BEACH	46.50
02/27/2017	REDONDO BEACH PIER P	2.50
02/27/2017	URBAN LAND INSTITUTE	180.00
100-11-021-5101	Contract Services	244.00
100-11-021-5104	Computer Contract Services	
02/27/2017	AVNGATE*KEEP&SHARE	9.00
100-11-021-5104	Computer Contract Services	9.00
100-11-021-5201	Office Supplies	
02/27/2017	OFFICE DEPOT #1105	21.74
02/27/2017	OFFICE DEPOT #5125	48.73
02/27/2017	OFFICE DEPOT #5125	55.72
02/27/2017	OFFICE DEPOT #5125	59.06
02/27/2017	OFFICE DEPOT #5125	71.70
100-11-021-5201	Office Supplies	256.95
100-11-021-5205	Training, Conferences & Meetings	
02/27/2017	IACCUSD	290.00

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Management Services	Amount
02/27/2017	IACCUSD	290.00
02/27/2017	INTERNATION	295.00
02/27/2017	MANHATTAN BEACH CHAMBER O	280.00
02/27/2017	MONTEREY BAY INN	25.00
02/27/2017	MONTEREY PLAZA HOTEL AND	-258.01
02/27/2017	MONTEREY PLAZA HOTEL AND	-258.01
02/27/2017	MONTEREY PLAZA HOTEL AND	29.00
02/27/2017	MONTEREY PLAZA HOTEL AND	29.00
02/27/2017	MONTEREY PLAZA HOTEL AND	313.90
02/27/2017	MONTEREY PLAZA HOTEL AND	313.90
02/27/2017	RALPHS #0256	12.99
02/27/2017	SOUTHWES 5262484247770	51.92
02/27/2017	SOUTHWES 5262485816302	172.00
02/27/2017	SWA INFLIGHT WIFI	8.00
02/27/2017	UBER US FEB08 PN2D5	12.84
02/27/2017	UBER US FEB09 KRYRU	12.46
02/27/2017	UBER TECHNOLOGIES INC	14.87
02/27/2017	UNITED 0162928242895	75.00
100-11-021-5205	Training, Conferences & Meetings	<u>1,709.86</u>
100-11-021-5217	Departmental Supplies	
02/27/2017	AUTO PARK 14-GRAND AVE	20.00
02/27/2017	BACKPRINT	19.99
02/27/2017	LE PAIN QUOTIDIEN	23.17
02/27/2017	OFFICE DEPOT #5125	38.50
02/27/2017	PARADISE AWARDS	179.44
02/27/2017	SOUTH BAY MRKTPLC RACK #0	16.28
100-11-021-5217	Departmental Supplies	<u>297.38</u>
100-11-031-5205	Training, Conferences & Meetings	
02/27/2017	CALIFORNIA MUNICIPAL TREA	299.00
100-11-031-5205	Training, Conferences & Meetings	<u>299.00</u>
100-11-041-5101	Contract Services	
02/27/2017	FILE KEEPERS	57.75
100-11-041-5101	Contract Services	<u>57.75</u>
100-11-041-5105	Elections	
02/27/2017	SIGNVERTISE	467.00
02/27/2017	WWW.ANYPROMO.COM	174.71
100-11-041-5105	Elections	<u>641.71</u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Management Services	Amount
100-11-041-5202	Memberships & Dues	
02/27/2017	INTERNATIONAL INSTITUTE O	-100.00
100-11-041-5202	Memberships & Dues	<u>-100.00</u>
100-11-041-5205	Training, Conferences & Meetings	
02/27/2017	CITY CLERKS ASSOCIATION O	395.00
02/27/2017	CITY CLERKS ASSOCIATION O	395.00
02/27/2017	COURTYARD BY MARRIOTT-	216.14
100-11-041-5205	Training, Conferences & Meetings	<u>1,006.14</u>
100-11-041-5210	Computers, Supplies & Software	
02/27/2017	DMI* DELL HLTHCR/PTR	183.84
100-11-041-5210	Computers, Supplies & Software	<u>183.84</u>
11	Management Services	<u><u>5,960.94</u></u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Finance	Amount
100-12-011-5101	Contract Services	
02/27/2017	APL* ITUNES.COM/BILL	0.99
02/27/2017	FILE KEEPERS	3.75
100-12-011-5101	Contract Services	<u>4.74</u>
100-12-011-5201	Office Supplies	
02/27/2017	OFFICE DEPOT #5125	393.01
02/27/2017	OFFICE DEPOT #5125	63.79
02/27/2017	OFFICE DEPOT #5125	82.12
100-12-011-5201	Office Supplies	<u>538.92</u>
100-12-011-5210	Computers, Supplies & Software	
02/27/2017	DMI* DELL HLTHCR/PTR	183.84
100-12-011-5210	Computers, Supplies & Software	<u>183.84</u>
100-12-011-5217	Departmental Supplies	
02/27/2017	OFFICE DEPOT #5125	51.10
02/27/2017	OFFICE DEPOT #5125	53.82
100-12-011-5217	Departmental Supplies	<u>104.92</u>
100-12-021-5202	Memberships & Dues	
02/27/2017	GOVERNMENT FINANCE	150.00
02/27/2017	GREATER LA CHAPT AMERI PA	100.00
100-12-021-5202	Memberships & Dues	<u>250.00</u>
100-12-021-5205	Training, Conferences & Meetings	
02/27/2017	ACT*ACTIVE EVENTS REG	850.00
100-12-021-5205	Training, Conferences & Meetings	<u>850.00</u>
100-12-021-5217	Departmental Supplies	
02/27/2017	GOVERNMENT FINANCE	580.00
100-12-021-5217	Departmental Supplies	<u>580.00</u>
100-12-031-5205	Training, Conferences & Meetings	
02/27/2017	ACT*ACTIVE EVENTS REG	850.00
100-12-031-5205	Training, Conferences & Meetings	<u>850.00</u>
100-12-031-5217	Departmental Supplies	
02/27/2017	SMARTSOURCE OF CALIF	154.51

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Finance	Amount
100-12-031-5217	Departmental Supplies	<u>154.51</u>
100-12-031-5225	Printing	
02/27/2017	RYDIN DECAL- MOTO	656.12
100-12-031-5225	Printing	<u>656.12</u>
100-12-034-5225	Printing	
02/27/2017	SMARTSOURCE OF CALIF	109.00
100-12-034-5225	Printing	<u>109.00</u>
100-12-041-5202	Memberships & Dues	
02/27/2017	CALIFORNIA ASSOCIATION OF	130.00
100-12-041-5202	Memberships & Dues	<u>130.00</u>
615-12-042-5101	Contract Services	
02/27/2017	GOURMETCOFFEESERVICE,INC	1,557.05
02/27/2017	GOURMETCOFFEESERVICE,INC	64.95
02/27/2017	DS SERVICES STANDARD COFF	632.00
02/27/2017	G2 REVOLUTION LLC	299.25
02/27/2017	SUPERIOR PLANT SCAPES	258.00
615-12-042-5101	Contract Services	<u>2,811.25</u>
615-12-042-5211	Automotive Parts	
02/27/2017	EDDINGS 0026741	115.71
02/27/2017	EDDINGS 0026741	199.95
02/27/2017	EDDINGS 0026741	294.97
02/27/2017	GOODYEAR TIRE&RUBBER CO	1,093.67
02/27/2017	GOODYEAR TIRE&RUBBER CO	834.09
02/27/2017	GOODYEAR TIRE&RUBBER CO	903.45
615-12-042-5211	Automotive Parts	<u>3,441.84</u>
615-12-042-5222	Warehouse Inventory Purchases	
02/27/2017	IBI - SUPPLYWORKS #2251	1,088.85
02/27/2017	MORTON SAFETY CO	529.38
02/27/2017	THE LOCK PEOPLE	606.46
02/27/2017	WAXIE SANITARY SUPPLY	844.88
02/27/2017	WESTSIDE BUILDING MATERI	450.49
02/27/2017	WW GRAINGER	147.15
02/27/2017	WW GRAINGER	327.80
615-12-042-5222	Warehouse Inventory Purchases	<u>3,995.01</u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Finance	Amount
12	Finance	<u>14,660.15</u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Human Resources	Amount
100-13-011-5101	Contract Services	
02/27/2017	FILE KEEPERS	3.75
100-13-011-5101	Contract Services	3.75
100-13-011-5205	Training, Conferences & Meetings	
02/27/2017	CPS HUMAN RESOURCE SERVIC	159.00
02/27/2017	CPS HUMAN RESOURCE SERVIC	259.00
02/27/2017	ENTERPRISE RENT-A-CAR	89.61
100-13-011-5205	Training, Conferences & Meetings	507.61
100-13-011-5214	Employee Awards & Events	
02/27/2017	COSTCO WHSE #0671	44.75
100-13-011-5214	Employee Awards & Events	44.75
100-13-011-5218	Recruitment Costs	
02/27/2017	HCC SURETY GROUP ACIC	250.00
02/27/2017	JOBS AVAILABLE INC	468.00
02/27/2017	NOAH'S BAGELS #2546	6.60
02/27/2017	RALPHS #0111	7.27
100-13-011-5218	Recruitment Costs	731.87
601-13-021-5101	Contract Services	
02/27/2017	COSTCO WHSE #0671	146.80
02/27/2017	MANHATTAN BREAD & BAGEL	25.00
02/27/2017	ROCKEFELLER MANHATTAN	25.00
02/27/2017	TARGET 00001990	2.09
02/27/2017	TARGET.COM *	144.49
02/27/2017	THE ORIGINAL RINAL	25.00
601-13-021-5101	Contract Services	368.38
601-13-021-5205	Training, Conferences & Meetings	
02/27/2017	DISNEY RESORTS-DISN	472.26
02/27/2017	PAYPAL *COUNCILSELF	100.00
601-13-021-5205	Training, Conferences & Meetings	572.26
601-13-022-5253	Miscellaneous Bonds/Insurance	
02/27/2017	GOVERNMENT FINANCE	250.00
601-13-022-5253	Miscellaneous Bonds/Insurance	250.00

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Human Resources	Amount
13	Human Resources	<u>2,478.62</u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Recreation	Amount
100-14-011-5210	Computers, Supplies & Software	
02/27/2017	APPLE STORE #R122	182.70
02/27/2017	BESTBUYCOM796100004138	1,403.22
02/27/2017	CWD ELECTRONICS	195.74
100-14-011-5210	Computers, Supplies & Software	<u>1,781.66</u>
100-14-021-5217	Departmental Supplies	
02/27/2017	CAPITAL WHOLESALE LIGHT A	120.82
100-14-021-5217	Departmental Supplies	<u>120.82</u>
14	Recreation	<u>1,902.48</u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account	Department	Amount
Date	Police	
100-15-011-5101	Contract Services	
02/27/2017	METRO EXPRESS LANES	40.00
100-15-011-5101	Contract Services	<hr/> 40.00
100-15-011-5201	Office Supplies	
02/27/2017	CALIFORNIA MARKING	104.40
02/27/2017	CALIFORNIA MARKING	81.56
02/27/2017	OFFICE DEPOT #1078	14.78
02/27/2017	OFFICE DEPOT #1105	3.70
02/27/2017	OFFICE DEPOT #5125	101.27
02/27/2017	OFFICE DEPOT #5125	107.63
02/27/2017	OFFICE DEPOT #5125	109.26
02/27/2017	OFFICE DEPOT #5125	112.88
02/27/2017	OFFICE DEPOT #5125	120.02
02/27/2017	OFFICE DEPOT #5125	133.45
02/27/2017	OFFICE DEPOT #5125	171.83
02/27/2017	OFFICE DEPOT #5125	203.36
02/27/2017	OFFICE DEPOT #5125	21.74
02/27/2017	OFFICE DEPOT #5125	22.51
02/27/2017	OFFICE DEPOT #5125	305.75
02/27/2017	OFFICE DEPOT #5125	339.89
02/27/2017	OFFICE DEPOT #5125	353.18
02/27/2017	OFFICE DEPOT #5125	532.84
02/27/2017	OFFICE DEPOT #5125	55.46
02/27/2017	OFFICE DEPOT #5125	93.44
100-15-011-5201	Office Supplies	<hr/> 2,988.95
100-15-011-5202	Memberships & Dues	
02/27/2017	CALIFORNIA POLICE CHIEFS	150.00
100-15-011-5202	Memberships & Dues	<hr/> 150.00
100-15-011-5203	Reference Books & Periodicals	
02/27/2017	LEGAL BOOKS DISTRIBUTING	160.11
02/27/2017	LEGAL BOOKS DISTRIBUTING	186.35
100-15-011-5203	Reference Books & Periodicals	<hr/> 346.46
100-15-011-5205	Training, Conferences & Meetings	
02/27/2017	NOAH'S-ONLINE CATERING	14.99
02/27/2017	ROUND TABLE PIZZA	48.89
02/27/2017	SAN DIEGO MARRIOTT	623.40
02/27/2017	SAN DIEGO STATE UNIVER	13.00

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Police	Amount
100-15-011-5205	Training, Conferences & Meetings	700.28
100-15-011-5206	Uniforms/Safety Equipment	
02/27/2017	EMBROIDME BEACH CITIES	33.71
02/27/2017	SHOPALPHAINDUSTRIES.COM	153.61
100-15-011-5206	Uniforms/Safety Equipment	187.32
100-15-011-5217	Departmental Supplies	
02/27/2017	DEEP ROOTS GARDEN CENTER	327.00
02/27/2017	OFFICE DEPOT #5125	163.10
100-15-011-5217	Departmental Supplies	490.10
100-15-011-5220	POST Training	
02/27/2017	LA QUINTA INN & SUITES	444.09
100-15-011-5220	POST Training	444.09
100-15-011-5225	Printing	
02/27/2017	SMARTSOURCE OF CALIF	388.04
100-15-011-5225	Printing	388.04
100-15-021-5101	Contract Services	
02/27/2017	PRECIOUS PAWS & CLAWS PE	80.00
100-15-021-5101	Contract Services	80.00
100-15-021-5217	Departmental Supplies	
02/27/2017	FRIENDS FUR EVER	172.86
02/27/2017	IN *ADLERHORST INTERNATIO	258.60
02/27/2017	STEVE S LOCK & SAFE	173.98
100-15-021-5217	Departmental Supplies	605.44
100-15-031-5101	Contract Services	
02/27/2017	LEXISNEXIS RISK DAT	458.12
100-15-031-5101	Contract Services	458.12
100-15-031-5217	Departmental Supplies	
02/27/2017	VARIDESK	1,353.96
100-15-031-5217	Departmental Supplies	1,353.96
100-15-032-5217	Departmental Supplies	

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Police	Amount
02/27/2017	AMAZON MKTPLACE PMTS	30.00
02/27/2017	AMAZON MKTPLACE PMTS	63.96
02/27/2017	AMAZON MKTPLACE PMTS	72.82
02/27/2017	POSITIVE PROMOTIONS INC	381.50
100-15-032-5217	Departmental Supplies	<hr/> 548.28
100-15-041-5101	Contract Services	
02/27/2017	DMI* DELL BUS ONLINE	-489.34
02/27/2017	DMI* DELL BUS ONLINE	489.34
02/27/2017	FILE KEEPERS	37.75
02/27/2017	XEROX SUPPLY TEXAS	1,033.09
100-15-041-5101	Contract Services	<hr/> 1,070.84
100-15-041-5202	Memberships & Dues	
02/27/2017	PAYPAL *CAPE	45.00
100-15-041-5202	Memberships & Dues	<hr/> 45.00
100-15-041-5217	Departmental Supplies	
02/27/2017	MERCHANT	319.40
100-15-041-5217	Departmental Supplies	<hr/> 319.40
100-15-041-5225	Printing	
02/27/2017	SMARTSOURCE OF CALIF	28.34
100-15-041-5225	Printing	<hr/> 28.34
100-15-051-5201	Office Supplies	
02/27/2017	OFFICE DEPOT #5125	102.76
100-15-051-5201	Office Supplies	<hr/> 102.76
100-15-051-5202	Memberships & Dues	
02/27/2017	QGV*NATIONAL INFORMATION	84.00
100-15-051-5202	Memberships & Dues	<hr/> 84.00
100-15-051-5217	Departmental Supplies	
02/27/2017	CAFE RIO MANHATTAN BEACH	478.07
02/27/2017	COSTCO WHSE #0671	154.89
02/27/2017	COSTCO WHSE #0671	67.52
02/27/2017	COSTCO WHSE #0671	97.39
02/27/2017	CVS/PHARMACY #09496	8.91
02/27/2017	JET.COM	574.93

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Police	Amount
02/27/2017	MARIE CALLENDE00100925	46.45
02/27/2017	OFFICE DEPOT #5125	69.97
02/27/2017	PANDA EXPRESS #356	389.33
100-15-051-5217	Departmental Supplies	<u>1,887.46</u>
100-15-061-5217	Departmental Supplies	
02/27/2017	COSTCO WHSE #0671	65.11
100-15-061-5217	Departmental Supplies	<u>65.11</u>
100-15-071-5217	Departmental Supplies	
02/27/2017	AMAZON MKTPLACE PMTS	1,051.28
02/27/2017	DMI* DELL SM BUS	577.47
02/27/2017	MERCHANT	192.95
02/27/2017	SMARTSOURCE OF CALIF	417.33
100-15-071-5217	Departmental Supplies	<u>2,239.03</u>
100-15-081-5206	Uniforms/Safety Equipment	
02/27/2017	THE PROMOTIONS DEPT	913.08
100-15-081-5206	Uniforms/Safety Equipment	<u>913.08</u>
15	Police	<u><u>15,536.06</u></u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account	Department	Amount
Date	Fire	
100-16-011-5101	Contract Services	
02/27/2017	FILE KEEPERS	5.00
100-16-011-5101	Contract Services	<hr/> 5.00
100-16-011-5201	Office Supplies	
02/27/2017	CDW GOVERNMENT	65.24
02/27/2017	OFFICE DEPOT #2740	2.16
02/27/2017	OFFICE DEPOT #2740	23.87
02/27/2017	OFFICE DEPOT #2740	86.99
02/27/2017	OFFICE DEPOT #5125	110.93
02/27/2017	OFFICE DEPOT #5125	120.70
100-16-011-5201	Office Supplies	<hr/> 409.89
100-16-011-5205	Training, Conferences & Meetings	
02/27/2017	ADVANTAGE CAR # 050601	84.11
02/27/2017	MANHATTEN BEACH CHAMBER O	70.00
02/27/2017	WINE & ROSES	185.17
100-16-011-5205	Training, Conferences & Meetings	<hr/> 339.28
100-16-011-5217	Departmental Supplies	
02/27/2017	ADORAMA INC	70.79
02/27/2017	VARIDESK	429.57
100-16-011-5217	Departmental Supplies	<hr/> 500.36
100-16-021-5206	Uniforms/Safety Equipment	
02/27/2017	GALLS	204.10
100-16-021-5206	Uniforms/Safety Equipment	<hr/> 204.10
100-16-023-5202	Memberships & Dues	
02/27/2017	CALIFORNIA CONFERENCE OF	65.00
02/27/2017	CALIFORNIA CONFERENCE OF	70.00
100-16-023-5202	Memberships & Dues	<hr/> 135.00
100-16-023-5205	Training, Conferences & Meetings	
02/27/2017	CALIFORNIA CONFERENCE OF	375.00
02/27/2017	CALIFORNIA CONFERENCE OF	375.00
100-16-023-5205	Training, Conferences & Meetings	<hr/> 750.00
100-16-023-5217	Departmental Supplies	
02/27/2017	NOAH'S BAGELS #2546	13.49

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Fire	Amount
100-16-023-5217	Departmental Supplies	<u>13.49</u>
100-16-031-5205	Training, Conferences & Meetings	
02/27/2017	EL TARASCO MEX	47.99
02/27/2017	FRESH BROTHERS MANHATTA	60.67
02/27/2017	PAYPAL *CORONAFIREF	500.00
02/27/2017	PAYPAL *CORONAFIREF	500.00
02/27/2017	RALPHS #0166	84.17
02/27/2017	RUBIO'S #024	82.32
02/27/2017	SQ *RED HELMET TRAI	150.00
100-16-031-5205	Training, Conferences & Meetings	<u>1,425.15</u>
100-16-031-5206	Uniforms/Safety Equipment	
02/27/2017	IN *GEAR 911 SPECIALTIES,	262.26
02/27/2017	ALLSTAR FIRE EQUIPMENT	2,298.46
02/27/2017	ALLSTAR FIRE EQUIPMENT	618.53
02/27/2017	ERGODYNE	113.56
02/27/2017	GALLS	168.13
02/27/2017	GALLS	55.47
02/27/2017	WPSG. INC 800-852-6088	266.98
100-16-031-5206	Uniforms/Safety Equipment	<u>3,783.39</u>
100-16-031-5217	Departmental Supplies	
02/27/2017	ALLSTAR FIRE EQUIPMENT	191.59
02/27/2017	AMFOAM INC	93.20
02/27/2017	HLSUPPLY LLC	38.23
02/27/2017	KOVATCH MOBILE EQUIPMENT	73.37
02/27/2017	LEADER INDUSTRIES	226.10
02/27/2017	OFFICE DEPOT #5125	65.12
02/27/2017	THE HOME DEPOT #0620	290.69
02/27/2017	THE HOME DEPOT #0620	50.26
02/27/2017	THE HOME DEPOT #0620	83.14
02/27/2017	USPS PO 0547180221	46.85
100-16-031-5217	Departmental Supplies	<u>1,158.55</u>
100-16-041-5217	Departmental Supplies	
02/27/2017	AMER COLL OF EMER PHYS	256.46
02/27/2017	BOUND TREE MEDICAL LLC	105.00
02/27/2017	BOUND TREE MEDICAL LLC	1,264.45
02/27/2017	BOUND TREE MEDICAL LLC	248.70
02/27/2017	BOUND TREE MEDICAL LLC	248.70
02/27/2017	BOUND TREE MEDICAL LLC	309.89

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Fire	Amount
02/27/2017	BOUND TREE MEDICAL LLC	519.98
02/27/2017	BOUND TREE MEDICAL LLC	619.81
02/27/2017	BOUND TREE MEDICAL LLC	977.47
02/27/2017	LIFE ASSIST INC	136.74
02/27/2017	LIFE ASSIST INC	156.40
100-16-041-5217	Departmental Supplies	<hr/> 4,843.60
100-16-053-5206	Uniforms/Safety Equipment	
02/27/2017	ALLSTAR FIRE EQUIPMENT	2,282.45
100-16-053-5206	Uniforms/Safety Equipment	<hr/> 2,282.45
16	Fire	<hr/> <hr/> 15,850.26

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Community Development	Amount
100-17-011-5201	Office Supplies	
02/27/2017	OFFICE DEPOT #5125	185.38
02/27/2017	OFFICE DEPOT #5125	4.34
02/27/2017	OFFICEMAX/OFFICEDEPOT	5.02
02/27/2017	RIVERSIDE RUBBER STAMP	87.32
100-17-011-5201	Office Supplies	<hr/> 282.06
100-17-011-5205	Training, Conferences & Meetings	
02/27/2017	PAYPAL *IAP2 USA	1,000.00
100-17-011-5205	Training, Conferences & Meetings	<hr/> 1,000.00
100-17-011-5210	Computers, Supplies & Software	
02/27/2017	DMI* DELL HLTHCR/PTR	1,295.88
100-17-011-5210	Computers, Supplies & Software	<hr/> 1,295.88
100-17-011-5217	Departmental Supplies	
02/27/2017	AMAZON MKTPLACE PMTS	43.86
02/27/2017	AT&T S849 5708	38.06
02/27/2017	COSTCO WHSE #0671	23.97
02/27/2017	MCDENS DONUTS	15.00
02/27/2017	NOAH'S BAGELS #2546	43.17
02/27/2017	PIT FIRE ARTISAN PIZZA	183.37
100-17-011-5217	Departmental Supplies	<hr/> 347.43
100-17-011-5225	Printing	
02/27/2017	SMARTSOURCE OF CALIF	28.28
02/27/2017	SMARTSOURCE OF CALIF	28.28
100-17-011-5225	Printing	<hr/> 56.56
100-17-021-5225	Printing	
02/27/2017	SMARTSOURCE OF CALIF	28.27
100-17-021-5225	Printing	<hr/> 28.27
100-17-031-5203	Reference Books & Periodicals	
02/27/2017	AMERICAN WOOD COUNCIL	210.00
100-17-031-5203	Reference Books & Periodicals	<hr/> 210.00
100-17-032-5225	Printing	
02/27/2017	PELICAN BANNERS AND SIGNS	1,644.30
02/27/2017	PELICAN BANNERS AND SIGNS	1,924.88

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Community Development	Amount
100-17-032-5225	Printing	<u>3,569.18</u>
100-17-041-5203	Reference Books & Periodicals	
02/27/2017	THOMSON WEST*TCD	238.17
100-17-041-5203	Reference Books & Periodicals	<u>238.17</u>
100-17-041-5205	Training, Conferences & Meetings	
02/27/2017	CA OF CODE ENFORCEMENT OF	75.00
02/27/2017	IVC REGISTRATION	65.00
100-17-041-5205	Training, Conferences & Meetings	<u>140.00</u>
100-17-041-5206	Uniforms/Safety Equipment	
02/27/2017	SUN BADGE COMPANY	257.32
100-17-041-5206	Uniforms/Safety Equipment	<u>257.32</u>
100-17-051-5225	Printing	
02/27/2017	SMARTSOURCE OF CALIF	28.27
100-17-051-5225	Printing	<u>28.27</u>
17	Community Development	<u><u>7,453.14</u></u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account	Department	
Date	Public Works	Amount
100-18-011-5201	Office Supplies	
02/27/2017	OFFICE DEPOT #1214	14.82
02/27/2017	OFFICE DEPOT #1214	14.82
02/27/2017	OFFICE DEPOT #2740	20.65
02/27/2017	OFFICE DEPOT #2740	7.37
02/27/2017	OFFICE DEPOT #5125	105.67
02/27/2017	OFFICE DEPOT #5125	138.90
02/27/2017	OFFICE DEPOT #5125	164.06
02/27/2017	OFFICE DEPOT #5125	164.06
02/27/2017	OFFICE DEPOT #5125	17.39
02/27/2017	OFFICE DEPOT #5125	-22.48
02/27/2017	OFFICE DEPOT #5125	-43.11
02/27/2017	OFFICE DEPOT #5125	-43.11
02/27/2017	OFFICE DEPOT #5125	60.45
02/27/2017	OFFICEMAX/OFFICEDEPT#6877	16.01
02/27/2017	VCN*LACOREALESTATE	1.75
02/27/2017	VCN*LACOREALESTATE	18.00
100-18-011-5201	Office Supplies	<hr/> 635.25
100-18-011-5205	Training, Conferences & Meetings	
02/27/2017	AUTO PARK 10-BROADWAY ST	17.50
02/27/2017	LONG BEACH BROADWAY GARAG	5.25
100-18-011-5205	Training, Conferences & Meetings	<hr/> 22.75
100-18-011-5217	Departmental Supplies	
02/27/2017	99 CENTS ONLY STORES #377	28.22
02/27/2017	AT&T S849 5708	54.38
02/27/2017	OUTLAW GRAPHIX	922.92
02/27/2017	VARIDESK	315.39
100-18-011-5217	Departmental Supplies	<hr/> 1,320.91
100-18-021-5217	Departmental Supplies	
02/27/2017	CANON SOLUTIONS AMERIC	318.58
100-18-021-5217	Departmental Supplies	<hr/> 318.58
100-18-032-5101	Contract Services	
02/27/2017	MELROY CO, INC.	285.00
02/27/2017	SPOK INC	1.96
100-18-032-5101	Contract Services	<hr/> 286.96
100-18-032-5206	Uniforms/Safety Equipment	

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Public Works	Amount
02/27/2017	RED WING SHOE STORE 0	-43.00
100-18-032-5206	Uniforms/Safety Equipment	<u>-43.00</u>
100-18-032-5217	Departmental Supplies	
02/27/2017	BEST BUY MHT 00010116	59.78
02/27/2017	LA COUNTY SANDBAGS	1,509.25
02/27/2017	LOMITA MOWER AND SAW SHOP	512.70
02/27/2017	LOMITA MOWER AND SAW SHOP	71.74
02/27/2017	ROSEBURROUGH TOOL IN	208.00
02/27/2017	SHAMROCK SUPPLY CO	78.30
02/27/2017	STEAMX LLC	1,392.81
02/27/2017	STEAMX LLC	216.08
02/27/2017	THE HOME DEPOT #0620	105.44
02/27/2017	THE HOME DEPOT #0620	64.39
02/27/2017	VARIDESK	315.39
02/27/2017	VARIDESK	407.82
02/27/2017	WESTWOOD BUILDING MATERIA	202.75
02/27/2017	WINZER USA	820.62
02/27/2017	WW GRAINGER	1,644.94
100-18-032-5217	Departmental Supplies	<u>7,610.01</u>
100-18-034-5217	Departmental Supplies	
02/27/2017	MANERI SIGN COMPANY INC	1,105.99
02/27/2017	MANERI SIGN COMPANY INC	129.42
02/27/2017	THE HOME DEPOT #0620	292.05
02/27/2017	ZUMAR IND INC - CA	2,369.12
02/27/2017	ZUMAR IND INC - CA	508.52
100-18-034-5217	Departmental Supplies	<u>4,405.10</u>
100-18-042-5217	Departmental Supplies	
02/27/2017	ISS #101	1,672.76
02/27/2017	MASTER HALCO INC 001	3,599.07
02/27/2017	THE HOME DEPOT #0620	394.61
100-18-042-5217	Departmental Supplies	<u>5,666.44</u>
100-18-043-5217	Departmental Supplies	
02/27/2017	GAIL MATERIALS/BUILDING M	1,202.74
02/27/2017	GAIL MATERIALS/BUILDING M	1,211.55
02/27/2017	GAIL MATERIALS/BUILDING M	1,284.08
100-18-043-5217	Departmental Supplies	<u>3,698.37</u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account	Department	Amount
Date	Public Works	
201-18-121-5217	Departmental Supplies	
02/27/2017	CAPITAL WHOLESALE LIGHT A	33.77
201-18-121-5217	Departmental Supplies	<u>33.77</u>
501-18-231-5101	Contract Services	
02/27/2017	SPOK INC	4.89
501-18-231-5101	Contract Services	<u>4.89</u>
501-18-231-5209	Tools & Minor Equipment	
02/27/2017	HARBOR FREIGHT TOOLS 27	137.32
501-18-231-5209	Tools & Minor Equipment	<u>137.32</u>
501-18-231-5217	Departmental Supplies	
02/27/2017	MCMASTER-CARR	-21.67
02/27/2017	MCMASTER-CARR	21.67
02/27/2017	PURO RAVJOHN	90.14
02/27/2017	RALPHS #0166	33.01
02/27/2017	ROTORK CONTROLS IN	162.83
02/27/2017	THE KETTLE	54.88
501-18-231-5217	Departmental Supplies	<u>340.86</u>
501-18-241-5217	Departmental Supplies	
02/27/2017	WATERLINE TECHNOLOGIES	1,539.90
02/27/2017	WATERLINE TECHNOLOGIES	921.37
501-18-241-5217	Departmental Supplies	<u>2,461.27</u>
501-18-251-5101	Contract Services	
02/27/2017	SPOK INC	1.96
501-18-251-5101	Contract Services	<u>1.96</u>
501-18-251-5217	Departmental Supplies	
02/27/2017	AMAZON MKTPLACE PMTS	13.98
02/27/2017	AMAZON.COM AMZN.COM/BILL	21.18
02/27/2017	FERGUSON ENT #1083	152.79
02/27/2017	HD SUPPLY WATERWORKS 594	547.38
02/27/2017	LAWSON PRODUCTS	526.08
02/27/2017	S AND J SUPPLY CO SFS	1,840.70
02/27/2017	S AND J SUPPLY CO SFS	415.43
02/27/2017	USA BLUE BOOK	-1.05

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Public Works	Amount
501-18-251-5217	Departmental Supplies	<u>3,516.49</u>
502-18-311-5101	Contract Services	
02/27/2017	XYL DEWATERING	2,011.11
502-18-311-5101	Contract Services	<u>2,011.11</u>
502-18-311-5217	Departmental Supplies	
02/27/2017	EDDINGS 0026741	37.52
02/27/2017	FERGUSON ENTERPRISES 2916	101.10
02/27/2017	HARBOR FREIGHT TOOLS 425	33.11
02/27/2017	LA COUNTY SANDBAGS	1,359.25
02/27/2017	LA COUNTY SANDBAGS	1,359.25
02/27/2017	THOMPSON BUILDING MATERIA	1,522.50
02/27/2017	XYL DEWATERING	551.36
02/27/2017	XYL DEWATERING	694.91
502-18-311-5217	Departmental Supplies	<u>5,659.00</u>
503-18-321-5101	Contract Services	
02/27/2017	SPOK INC	3.92
503-18-321-5101	Contract Services	<u>3.92</u>
503-18-321-5217	Departmental Supplies	
02/27/2017	THE HOME DEPOT #0620	30.35
02/27/2017	WW GRAINGER	28.14
02/27/2017	WW GRAINGER	309.92
503-18-321-5217	Departmental Supplies	<u>368.41</u>
520-18-511-5101	Contract Services	
02/27/2017	SPOK INC	1.96
520-18-511-5101	Contract Services	<u>1.96</u>
520-18-511-5217	Departmental Supplies	
02/27/2017	CALIFORNIA FENCE & SUPP	1,689.00
520-18-511-5217	Departmental Supplies	<u>1,689.00</u>
520-18-511-5225	Printing	
02/27/2017	RYDIN DECAL- MOTO	2,662.66
520-18-511-5225	Printing	<u>2,662.66</u>
521-18-513-5217	Departmental Supplies	

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account	Department	
Date	Public Works	Amount
02/27/2017	EDDINGS 0026741	87.28
521-18-513-5217	Departmental Supplies	<u>87.28</u>
522-18-512-5501	Telephone	
02/27/2017	PACIFIC TELEMANAGEME	70.00
522-18-512-5501	Telephone	<u>70.00</u>
610-18-611-5101	Contract Services	
02/27/2017	FLEMING ENVIRONMENTAL	327.50
02/27/2017	FLEMING ENVIRONMENTAL	4,241.00
02/27/2017	LAKIN TIRE WEST	208.73
610-18-611-5101	Contract Services	<u>4,777.23</u>
610-18-611-5217	Departmental Supplies	
02/27/2017	5905 EL POLLO LOCO	14.45
02/27/2017	AW DIRECT	251.20
02/27/2017	BG PETROSPECS DISTRIBUTIN	652.50
02/27/2017	COMPLETES PLUS CPL	53.25
02/27/2017	EDDINGS 0026741	10.82
02/27/2017	EDDINGS 0026741	101.70
02/27/2017	EDDINGS 0026741	-108.00
02/27/2017	EDDINGS 0026741	11.85
02/27/2017	EDDINGS 0026741	13.33
02/27/2017	EDDINGS 0026741	131.23
02/27/2017	EDDINGS 0026741	136.99
02/27/2017	EDDINGS 0026741	-188.57
02/27/2017	EDDINGS 0026741	198.90
02/27/2017	EDDINGS 0026741	22.91
02/27/2017	EDDINGS 0026741	25.55
02/27/2017	EDDINGS 0026741	268.50
02/27/2017	EDDINGS 0026741	286.96
02/27/2017	EDDINGS 0026741	319.80
02/27/2017	EDDINGS 0026741	-32.83
02/27/2017	EDDINGS 0026741	395.82
02/27/2017	EDDINGS 0026741	-403.90
02/27/2017	EDDINGS 0026741	413.10
02/27/2017	EDDINGS 0026741	47.84
02/27/2017	EDDINGS 0026741	5.25
02/27/2017	EDDINGS 0026741	-54.00
02/27/2017	EDDINGS 0026741	-54.00
02/27/2017	EDDINGS 0026741	54.67
02/27/2017	EDDINGS 0026741	-55.58

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Public Works	Amount
02/27/2017	EDDINGS 0026741	-59.07
02/27/2017	EDDINGS 0026741	59.07
02/27/2017	EDDINGS 0026741	64.59
02/27/2017	EDDINGS 0026741	65.28
02/27/2017	EDDINGS 0026741	66.58
02/27/2017	EDDINGS 0026741	68.22
02/27/2017	EDDINGS 0026741	73.59
02/27/2017	EDDINGS 0026741	76.20
02/27/2017	EDDINGS 0026741	80.16
02/27/2017	EDDINGS 0026741	94.36
02/27/2017	FIRESTONE 011819	298.28
02/27/2017	LAWSON PRODUCTS	53.15
02/27/2017	LAWSON PRODUCTS	62.66
02/27/2017	LAWSON PRODUCTS	98.60
02/27/2017	LOMITA MOWER AND SAW SHOP	1,036.92
02/27/2017	MANHATTAN BEACH TOYOTA	681.85
02/27/2017	MARTIN CHEVROLET	136.69
02/27/2017	MARTIN CHEVROLET	257.98
02/27/2017	MOMAR	513.26
02/27/2017	SONSRAY MACHINERY LLC	18.81
02/27/2017	SOUTH BAY FORD	177.48
02/27/2017	THE HOME DEPOT #0620	28.48
02/27/2017	WEATHERTECH DIRECT LLC	124.90
610-18-611-5217	Departmental Supplies	<u>6,597.78</u>
615-18-041-5101	Contract Services	
02/27/2017	MELROY CO, INC.	325.00
02/27/2017	B & M GLASS	574.00
02/27/2017	SPEARS APPLIANCE S	158.84
615-18-041-5101	Contract Services	<u>1,057.84</u>
615-18-041-5209	Tools & Minor Equipment	
02/27/2017	THE HOME DEPOT #0620	165.55
615-18-041-5209	Tools & Minor Equipment	<u>165.55</u>
615-18-041-5217	Departmental Supplies	
02/27/2017	ALLIED ELECTRONICS INC	50.83
02/27/2017	ALLPARTITIONS	33.40
02/27/2017	DICK'S CLOTHING&SPORTING	76.02
02/27/2017	DISCOUNTFILTERSTORE.CO	1,926.96
02/27/2017	EREPLACEMENTPARTS.COM	82.67
02/27/2017	FACTORY HARDWARE STORE	526.62

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Public Works	Amount
02/27/2017	FRY'S ELECTRONICS #5	209.26
02/27/2017	HOMEDEPOT.COM	-1.87
02/27/2017	IMS SUN VALLEY	1,290.79
02/27/2017	IMS SUN VALLEY	813.62
02/27/2017	INTERMOUNTAIN LOCK AND SE	148.77
02/27/2017	INTERMOUNTAIN LOCK AND SE	152.61
02/27/2017	MCMASTER-CARR	160.00
02/27/2017	PACIFIC SUPPLY CO 102	1,972.88
02/27/2017	PACIFIC SUPPLY CO 102	363.72
02/27/2017	SPA SERVICE CENTER	196.20
02/27/2017	THE HOME DEPOT #0618	34.16
02/27/2017	THE HOME DEPOT #0620	106.32
02/27/2017	THE HOME DEPOT #0620	142.39
02/27/2017	THE HOME DEPOT #0620	16.53
02/27/2017	THE HOME DEPOT #0620	17.37
02/27/2017	THE HOME DEPOT #0620	26.61
02/27/2017	THE HOME DEPOT #0620	32.99
02/27/2017	THE HOME DEPOT #0620	59.66
02/27/2017	THE HOME DEPOT #0620	84.62
02/27/2017	TODD PIPE AND SUPPLY HAWT	107.42
02/27/2017	TODD PIPE AND SUPPLY HAWT	116.37
02/27/2017	TODD PIPE AND SUPPLY HAWT	15.86
02/27/2017	TODD PIPE AND SUPPLY HAWT	16.18
02/27/2017	TODD PIPE AND SUPPLY HAWT	182.38
02/27/2017	TODD PIPE AND SUPPLY HAWT	22.83
02/27/2017	TODD PIPE AND SUPPLY HAWT	636.08
02/27/2017	TR TRADING COMPANY	151.16
02/27/2017	WW GRAINGER	141.66
02/27/2017	WW GRAINGER	149.30
02/27/2017	WW GRAINGER	1,508.10
02/27/2017	WW GRAINGER	193.19
615-18-041-5217	Departmental Supplies	<u>11,763.66</u>
18	Public Works	<u><u>67,333.33</u></u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Information Technology	Amount
100-19-052-5104	Computer Contract Services	
02/27/2017	AMAZON WEB SERVICES	469.29
100-19-052-5104	Computer Contract Services	<hr/> 469.29
100-19-052-5210	Computers, Supplies & Software	
02/27/2017	SOURCE GRAPHICS	466.95
100-19-052-5210	Computers, Supplies & Software	<hr/> 466.95
605-19-051-5205	Training, Conferences & Meetings	
02/27/2017	IACCUSD	290.00
02/27/2017	MARRIOTT LAX AIRPORT	16.50
02/27/2017	PLN*HOTEL-BOOK-ONLINE	-816.50
02/27/2017	PLN*HOTEL-BOOK-ONLINE	816.50
605-19-051-5205	Training, Conferences & Meetings	<hr/> 306.50
605-19-051-5210	Computers, Supplies & Software	
02/27/2017	AMAZON MKTPLACE PMTS	16.98
02/27/2017	AMAZON MKTPLACE PMTS	43.97
02/27/2017	APL* ITUNES.COM/BILL	44.99
02/27/2017	APPLE STORE #R122	82.64
02/27/2017	CWD ELECTRONICS	391.48
02/27/2017	DMI* DELL HLTHCR/PTR	1,693.78
02/27/2017	DMI* DELL HLTHCR/PTR	344.98
02/27/2017	DMI* DELL HLTHCR/PTR	47.95
02/27/2017	FRY'S ELECTRONICS #5	-206.10
02/27/2017	FRY'S ELECTRONICS #5	326.75
02/27/2017	OPTIV SECURITY INC	1,998.00
02/27/2017	SOUTHERN COMPUTER WAREHO	2,393.75
02/27/2017	SQ *NTH GENERATION COMPUT	1,404.00
02/27/2017	SQ *NTH GENERATION COMPUT	2,400.00
02/27/2017	SQ *NTH GENERATION COMPUT	3,204.00
02/27/2017	STAPLES 00101741	32.61
605-19-051-5210	Computers, Supplies & Software	<hr/> 14,219.78
605-19-051-5213	Computer Maintenance & Repairs	
02/27/2017	AMAZON.COM	1,484.61
02/27/2017	K&F ASSOCIATES	1,716.08
02/27/2017	LASERZONE 1 INC	299.00
02/27/2017	SOUTHERN COMPUTER WAREHO	3,137.92
605-19-051-5213	Computer Maintenance & Repairs	<hr/> 6,637.61

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of P-Card Transactions

Account Date	Department Information Technology	Amount
19	Information Technology	<u>22,100.13</u>
	Report Totals	<u><u>153,275.11</u></u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 18b, dated 3/2/2017; Check number 528010.

Report of D-Card Transactions

Account Date	Department Management Services	Amount
100-11-021-5205	Training, Conferences & Meetings	
02/10/2017	FRESH BROTHERS MANHATTA	262.97
02/10/2017	IN *MANHATTAN STITCHING C	996.26
100-11-021-5205	Training, Conferences & Meetings	<u>1,259.23</u>
11	Management Services	<u>1,259.23</u>

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Human Resources	Amount
100-13-011-5214	Employee Awards & Events	
02/10/2017	VONS STORE00022756	6.28
100-13-011-5214	Employee Awards & Events	6.28
601-13-021-5101	Contract Services	
02/10/2017	TRX TRAINING	217.46
601-13-021-5101	Contract Services	217.46
13	Human Resources	223.74

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-011-5101	Contract Services	
02/10/2017	ENPLUG, INC.	98.66
02/10/2017	AARON BROTHERS312	163.06
02/10/2017	BROADCAST MUSIC INC	342.00
100-14-011-5101	Contract Services	603.72
100-14-011-5104	Computer Contract Services	
02/10/2017	CANVA FOR WORK YEARLY	110.08
100-14-011-5104	Computer Contract Services	110.08
100-14-011-5201	Office Supplies	
02/10/2017	AMAZON MKTPLACE PMTS	41.31
02/10/2017	CDW GOVERNMENT	248.40
02/10/2017	CDW GOVERNMENT	399.32
02/10/2017	OFFICE DEPOT #1105	11.41
02/10/2017	OFFICE DEPOT #5101	7.69
02/10/2017	OFFICE DEPOT #5125	110.48
02/10/2017	OFFICE DEPOT #5125	116.36
02/10/2017	OFFICE DEPOT #5125	-17.00
02/10/2017	OFFICE DEPOT #5125	38.95
02/10/2017	OFFICE DEPOT #5125	39.12
02/10/2017	OFFICE DEPOT #5125	409.91
02/10/2017	OFFICE DEPOT #5125	42.85
02/10/2017	OFFICE DEPOT #5125	48.02
02/10/2017	OFFICE DEPOT #5125	68.50
02/10/2017	OFFICE DEPOT #5125	693.14
02/10/2017	OFFICE DEPOT #5125	77.95
02/10/2017	OFFICE DEPOT #5125	80.12
02/10/2017	OFFICE DEPOT #5910	70.63
02/10/2017	OFFICEMAX/OFFICEDEPT#6869	33.69
100-14-011-5201	Office Supplies	2,520.85
100-14-011-5202	Memberships & Dues	
02/10/2017	LERN	395.00
100-14-011-5202	Memberships & Dues	395.00
100-14-011-5205	Training, Conferences & Meetings	
02/10/2017	NOAH'S BAGELS #2546	27.88
100-14-011-5205	Training, Conferences & Meetings	27.88
100-14-011-5207	Advertising	

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
02/10/2017	IN *PENINSULA PEOPLE, INC	700.00
02/10/2017	LA NEWSPAPER GROUP	1,000.00
100-14-011-5207	Advertising	1,700.00
100-14-011-5217	Departmental Supplies	
02/10/2017	AMAZON.COM AMZN.COM/BILL	119.61
02/10/2017	DRI*NEXTDAYFLYERS	72.81
02/10/2017	TARGET 00001990	20.70
100-14-011-5217	Departmental Supplies	213.12
100-14-011-5225	Printing	
02/10/2017	DRI*NEXTDAYFLYERS	45.20
100-14-011-5225	Printing	45.20
100-14-021-5205	Training, Conferences & Meetings	
02/10/2017	CA PARK REC SOCIETY	575.00
02/10/2017	SOUTHWES 5262480824450	127.90
100-14-021-5205	Training, Conferences & Meetings	702.90
100-14-021-5217	Departmental Supplies	
02/10/2017	AMAZON.COM AMZN.COM/BILL	86.78
02/10/2017	AMAZON.COM	11.83
02/10/2017	AMAZON.COM	36.40
02/10/2017	PAYPAL *ANGIES LIST	-29.99
02/10/2017	SUPERIOR PLASTIC FABRI	283.40
02/10/2017	TARGET 00001990	4.34
02/10/2017	THE HOME DEPOT #0620	18.59
100-14-021-5217	Departmental Supplies	411.35
100-14-024-5217	Departmental Supplies	
02/10/2017	OTC BRANDS, INC.	43.98
02/10/2017	COSTCO WHSE #0671	52.63
02/10/2017	FOOD4LESS #0313	52.73
02/10/2017	MICHAELS STORES 3048	132.78
02/10/2017	MOSAICALLY	29.00
02/10/2017	RALPHS #0166	87.94
02/10/2017	TARGET 00001990	4.01
02/10/2017	UNCOMMONGOODS	169.95
100-14-024-5217	Departmental Supplies	573.02
100-14-025-5217	Departmental Supplies	

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
02/10/2017	HOMEDEPOT.COM	365.19
02/10/2017	TARGET 00001990	206.06
02/10/2017	THE HOME DEPOT #0620	597.77
100-14-025-5217	Departmental Supplies	1,169.02
100-14-026-5101	Contract Services	
02/10/2017	DODGER TICKETS LLC	1,450.00
02/10/2017	RAL*CA PARKS/HEARST	408.00
02/10/2017	SNOW SUMMIT TICKETS	-1,382.40
02/10/2017	SNOW SUMMIT TICKETS	1,382.40
02/10/2017	SNOW SUMMIT TICKETS	982.62
100-14-026-5101	Contract Services	2,840.62
100-14-026-5217	Departmental Supplies	
02/10/2017	99 CENTS ONLY STORES #310	114.64
02/10/2017	AMAZON MKTPLACE PMTS	39.90
02/10/2017	CALI GAMES INC	426.26
02/10/2017	DOMINO'S 7842	54.82
02/10/2017	EQUIPSUPPLY.COM	37.20
02/10/2017	GAMESTOP #6238	-201.38
02/10/2017	SHUTTERFLY	100.87
02/10/2017	SMARTNFINAL52910305290	127.90
02/10/2017	SMARTNFINAL52910305290	149.05
02/10/2017	TARGET 00001990	101.18
02/10/2017	TARGET 00001990	32.92
02/10/2017	TARGET 00001990	69.39
02/10/2017	TARGET 00001990	75.23
02/10/2017	VERIZON WRLS D2365-01	-1,072.40
100-14-026-5217	Departmental Supplies	55.58
100-14-027-5217	Departmental Supplies	
02/10/2017	BSN*SPORT SUPPLY GROUP	191.09
02/10/2017	TARGET 00001990	10.86
100-14-027-5217	Departmental Supplies	201.95
100-14-028-5205	Training, Conferences & Meetings	
02/10/2017	PAYPAL *WWWCPRSORG	30.00
02/10/2017	PAYPAL *WWWCPRSORG	30.00
02/10/2017	PAYPAL *WWWCPRSORG	30.00
02/10/2017	PAYPAL *WWWCPRSORG	30.00
02/10/2017	PAYPAL *WWWCPRSORG	30.00
02/10/2017	PAYPAL *WWWCPRSORG	30.00

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
02/10/2017	PAYPAL *WWWCPRSORG	30.00
02/10/2017	PAYPAL *WWWCPRSORG	30.00
02/10/2017	PAYPAL *WWWCPRSORG	35.00
02/10/2017	PAYPAL *WWWCPRSORG	35.00
02/10/2017	TCA FASSTRAK R	10.72
100-14-028-5205	Training, Conferences & Meetings	320.72
100-14-028-5207	Advertising	
02/10/2017	ENPLUG, INC.	98.69
02/10/2017	IN *PENINSULA PEOPLE, INC	700.00
100-14-028-5207	Advertising	798.69
100-14-028-5217	Departmental Supplies	
02/10/2017	HOOPS, INC.	448.00
02/10/2017	AMIGOS TACOS	208.93
02/10/2017	LINCOLN AQUATICS	370.38
02/10/2017	PATTERSON CLEANERS PHOTO	12.50
02/10/2017	UNITED SITE SERVICE	196.06
02/10/2017	UNITED SITE SERVICE	291.40
02/10/2017	UNITED SITE SERVICE	97.15
02/10/2017	UNITED SITE SERVICE	97.15
02/10/2017	WESTWOOD BUILDING MATERIA	778.81
02/10/2017	WW GRAINGER	2,212.50
100-14-028-5217	Departmental Supplies	4,712.88
100-14-028-5225	Printing	
02/10/2017	DRI*NEXTDAYFLYERS	53.03
02/10/2017	SMARTSOURCE OF CALIF	56.05
100-14-028-5225	Printing	109.08
100-14-031-5207	Advertising	
02/10/2017	ENPLUG, INC.	98.66
02/10/2017	IN *EASY READER, INC.	450.00
100-14-031-5207	Advertising	548.66
100-14-031-5217	Departmental Supplies	
02/10/2017	2LEVY LACONVTN14554307	13.00
02/10/2017	AEG MANAGEMENT LACC LLC	20.00
02/10/2017	AMAZON MKTPLACE PMTS	134.95
02/10/2017	AUTO PARK 14-GRAND AVE	9.00
02/10/2017	CHIPOTLE 0198	24.67

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
02/10/2017	LA CITY PARKING METER	5.00
02/10/2017	MICHAELS STORES 3008	16.30
02/10/2017	MICHAELS STORES 3008	8.45
02/10/2017	SALVATION ARMY 730 ST07	60.00
02/10/2017	SMART AND FINA11204344	53.88
02/10/2017	SMARTNFINAL52910305290	66.93
02/10/2017	SP * PETERSEN MUSEUM	30.00
02/10/2017	SQ *CRAFT AND FOLK	12.00
02/10/2017	SQ *TRASH FOR TEACH	100.00
02/10/2017	STAPLES 00100909	47.92
02/10/2017	THE HOME DEPOT #0618	108.28
02/10/2017	THE HOME DEPOT #0618	17.09
02/10/2017	THE HOME DEPOT #0618	190.63
02/10/2017	THE HOME DEPOT #0618	6.05
02/10/2017	THE HOME DEPOT #0620	26.88
02/10/2017	THE UPS STORE #0413	174.54
02/10/2017	THE UPS STORE #0413	25.88
02/10/2017	TRADER JOE'S #034 QPS	-24.96
02/10/2017	TRADER JOE'S #034 QPS	81.37
02/10/2017	U-HAUL MOVING & STORAGE O	17.42
02/10/2017	U-HAUL MOVING & STORAGE O	62.70
02/10/2017	UTRECHT ART 8004471892	27.85
02/10/2017	UTRECHT ART 8004471892	42.49
100-14-031-5217	Departmental Supplies	1,358.32
100-14-034-5207	Advertising	
02/10/2017	CA ASSOC OF MUSEUMS	50.00
100-14-034-5207	Advertising	50.00
100-14-034-5217	Departmental Supplies	
02/10/2017	SAMY'S CAMERA, INC.- WEB	41.87
02/10/2017	AARDVARK CLAY & SUPPLIES	1,403.58
02/10/2017	AMAZON MKTPLACE PMTS	11.30
02/10/2017	AMAZON MKTPLACE PMTS	184.98
02/10/2017	AMAZON MKTPLACE PMTS	20.03
02/10/2017	AMAZON MKTPLACE PMTS	35.99
02/10/2017	AMAZON MKTPLACE PMTS	437.00
02/10/2017	AMAZON MKTPLACE PMTS	5.10
02/10/2017	AMAZON MKTPLACE PMTS	51.88
02/10/2017	AMAZON.COM AMZN.COM/BILL	36.96
02/10/2017	AMAZON.COM AMZN.COM/BILL	59.58
02/10/2017	AMAZON.COM	59.58

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
02/10/2017	BATTERIES PLUS 304	233.29
02/10/2017	DBC*BLICK ART MATERIAL	1,730.17
02/10/2017	LAGUNA CLAY CO CA	440.65
02/10/2017	MICHAELS STORES 3048	65.00
02/10/2017	MICHAELS STORES 3048	73.28
02/10/2017	MICHAELS.COM	13.06
02/10/2017	MICHAELS.COM	265.76
02/10/2017	MICHAELS.COM	85.67
02/10/2017	STAPLES 00113407	58.73
02/10/2017	TARGET 00001990	139.17
02/10/2017	TARGET 00001990	34.08
02/10/2017	TARGET 00001990	37.87
02/10/2017	THE HOME DEPOT #0620	30.30
02/10/2017	WALMART.COM 8009666546	343.30
02/10/2017	WALMART.COM 8009666546	61.29
100-14-034-5217	Departmental Supplies	5,959.47
100-14-041-5217	Departmental Supplies	
02/10/2017	THE HOME DEPOT #0620	40.81
02/10/2017	THE PROMOTIONS DEPT	1,376.96
02/10/2017	THE PROMOTIONS DEPT	406.40
02/10/2017	THE PROMOTIONS DEPT	544.24
100-14-041-5217	Departmental Supplies	2,368.41
100-14-042-5217	Departmental Supplies	
02/10/2017	L2G*LACOUNTY_BEACHES	250.00
100-14-042-5217	Departmental Supplies	250.00
100-14-043-5101	Contract Services	
02/10/2017	CTS*FRONTIER ONLINEPAY	79.95
02/10/2017	DS SERVICES STANDARD COFF	20.00
02/10/2017	WATERLINE TECHNOLOGIES	287.10
100-14-043-5101	Contract Services	387.05
100-14-043-5205	Training, Conferences & Meetings	
02/10/2017	AMERICAN RED CROSS	19.00
02/10/2017	AMERICAN RED CROSS	19.00
02/10/2017	AMERICAN RED CROSS	19.00
02/10/2017	RED CROSS STORE	1,048.50
02/10/2017	RED CROSS STORE	97.36
02/10/2017	SUBWAY 00237479	45.00

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-043-5205	Training, Conferences & Meetings	1,247.86
100-14-043-5217	Departmental Supplies	
02/10/2017	BESTBUYCOM794876014463	108.74
02/10/2017	COSTCO WHSE #0671	270.52
02/10/2017	HASTY AWARDS	541.37
02/10/2017	LIFEGUARD STORE - ONLINE	31.75
100-14-043-5217	Departmental Supplies	952.38
100-14-051-5217	Departmental Supplies	
02/10/2017	PIZZA HUT 026181	248.77
02/10/2017	TRADER JOE'S #106 QPS	54.32
100-14-051-5217	Departmental Supplies	303.09
100-14-061-5217	Departmental Supplies	
02/10/2017	LOMELIS ITALIAN RESTARNT	186.23
02/10/2017	SMART AND FINA11209210	31.65
02/10/2017	SQ *OLIVE IT - CIAR	171.20
100-14-061-5217	Departmental Supplies	389.08
100-14-062-5101	Contract Services	
02/10/2017	NETFLIX.COM	10.86
02/10/2017	NETFLIX.COM	11.99
100-14-062-5101	Contract Services	22.85
100-14-062-5217	Departmental Supplies	
02/10/2017	ARTBEADS COM	34.64
02/10/2017	COSTCO WHSE #0564	1,262.42
02/10/2017	PIZZA HUT 026181	131.32
02/10/2017	REDBOX *DVD RENTAL	1.63
02/10/2017	SMART AND FINA11209210	52.35
02/10/2017	SMART AND FINA11209384	25.11
02/10/2017	SMART AND FINA11209384	43.89
100-14-062-5217	Departmental Supplies	1,551.36
230-14-091-5217	Departmental Supplies	
02/10/2017	AMAZON MKTPLACE PMTS	120.82
02/10/2017	TCA FASRAK R	19.28
230-14-091-5217	Departmental Supplies	140.10

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Recreation	Amount
230-14-091-5225	Printing	
02/10/2017	AMERICAN SOLUTIONS4 BUS	1,023.67
230-14-091-5225	Printing	<u>1,023.67</u>
14	Recreation	<u>34,063.96</u>

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Police	Amount
100-15-011-5101	Contract Services	
02/10/2017	ANGELES SHOOTING RANGES	17.00
02/10/2017	DTV*DIRECTV SERVICE	252.97
02/10/2017	METRO EXPRESS LANES	40.00
100-15-011-5101	Contract Services	309.97
100-15-011-5202	Memberships & Dues	
02/10/2017	MUNICIPAL MANAGEMENT ASSO	85.00
100-15-011-5202	Memberships & Dues	85.00
100-15-011-5205	Training, Conferences & Meetings	
02/10/2017	CALIFORNIA POLICE CHIEFS	150.00
02/10/2017	CALIFORNIA POLICE CHIEFS	525.00
02/10/2017	SOUTHWES 5268506931712	310.90
100-15-011-5205	Training, Conferences & Meetings	985.90
100-15-011-5206	Uniforms/Safety Equipment	
02/10/2017	ADAMSON POLICE PRODUCTS	200.75
02/10/2017	WESTWAY UNIFORMS INC	70.64
100-15-011-5206	Uniforms/Safety Equipment	271.39
100-15-011-5219	STC Training	
02/10/2017	BUDGET.COM PREPAY RESERV	279.72
02/10/2017	PAYPAL *EMBASSYCONS	95.00
02/10/2017	SOUTHWES 5262484898602	253.90
100-15-011-5219	STC Training	628.62
100-15-011-5220	POST Training	
02/10/2017	BEST WESTERN ESCONDIDO	439.96
02/10/2017	BUDGET.COM PREPAY RESERV	133.06
02/10/2017	BUDGET.COM PREPAY RESERV	316.85
02/10/2017	EB ADVANCED CRISIS NE	357.00
02/10/2017	HOLIDAY INN EXPRESS	406.08
02/10/2017	PAYPAL *EMBASSYCONS	95.00
02/10/2017	PAYPAL *EMBASSYCONS	95.00
02/10/2017	PAYPAL *EMBASSYCONS	95.00
02/10/2017	PAYPAL *EMBASSYCONS	95.00
02/10/2017	REGIONAL TRAINING CENT	576.00
02/10/2017	SHERATON GARDEN GROVE ANA	257.40
02/10/2017	SHERATON GARDEN GROVE ANA	257.40
02/10/2017	SHERATON GARDEN GROVE ANA	581.65

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Police	Amount
02/10/2017	SHERATON GARDEN GROVE ANA	581.70
02/10/2017	SOUTHWES 5262481080643	68.94
02/10/2017	SOUTHWES 5262481081205	68.94
02/10/2017	UNITED 0162332949586	226.20
02/10/2017	UNITED 0162332950274	226.20
100-15-011-5220	POST Training	4,877.38
100-15-021-5205	Training, Conferences & Meetings	
02/10/2017	HOLIDAY INN EXPRESS	270.72
02/10/2017	PAYPAL *ARMITAGETAC	370.00
02/10/2017	PAYPAL *ARMITAGETAC	740.00
02/10/2017	RIVER SEA RESCUE	990.00
02/10/2017	SOUTHWES 5268506931814	310.90
100-15-021-5205	Training, Conferences & Meetings	2,681.62
100-15-021-5206	Uniforms/Safety Equipment	
02/10/2017	WESTWAY UNIFORMS INC	241.34
02/10/2017	WESTWAY UNIFORMS INC	438.78
100-15-021-5206	Uniforms/Safety Equipment	680.12
100-15-021-5217	Departmental Supplies	
02/10/2017	DOOLEY ENTERPRISES INC	4,902.08
02/10/2017	EZ UP	549.53
02/10/2017	MCMASTER-CARR	337.33
100-15-021-5217	Departmental Supplies	5,788.94
100-15-041-5101	Contract Services	
02/10/2017	PODS #49	200.56
100-15-041-5101	Contract Services	200.56
100-15-041-5210	Computers, Supplies & Software	
02/10/2017	DMI* DELL HLTHCR/PTR	965.95
100-15-041-5210	Computers, Supplies & Software	965.95
100-15-041-5217	Departmental Supplies	
02/10/2017	COSTCO WHSE #0671	78.14
100-15-041-5217	Departmental Supplies	78.14
100-15-051-5205	Training, Conferences & Meetings	
02/10/2017	CA OES SVC (CSTI)	900.00

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Police	Amount
02/10/2017	WPY*LAW COMMUNICATIONS	1,198.00
02/10/2017	WPY*LAW COMMUNICATIONS	-200.00
100-15-051-5205	Training, Conferences & Meetings	<u>1,898.00</u>
100-15-051-5206	Uniforms/Safety Equipment	
02/10/2017	GALLS	553.73
100-15-051-5206	Uniforms/Safety Equipment	<u>553.73</u>
100-15-051-5217	Departmental Supplies	
02/10/2017	RITE AID STORE - 5482	12.92
02/10/2017	SMARTNFINAL52910305290	50.76
100-15-051-5217	Departmental Supplies	<u>63.68</u>
100-15-061-5101	Contract Services	
02/10/2017	R. H. F., INC.	245.00
100-15-061-5101	Contract Services	<u>245.00</u>
100-15-061-5205	Training, Conferences & Meetings	
02/10/2017	PAYPAL *PRAC	250.00
100-15-061-5205	Training, Conferences & Meetings	<u>250.00</u>
100-15-061-5206	Uniforms/Safety Equipment	
02/10/2017	IN *PVP COMMUNICATIONS, I	1,025.52
02/10/2017	IN *PVP COMMUNICATIONS, I	1,509.45
02/10/2017	DE LAMO MOTORSPORTS	30.33
02/10/2017	WESTWAY UNIFORMS INC	164.52
100-15-061-5206	Uniforms/Safety Equipment	<u>2,729.82</u>
100-15-061-5217	Departmental Supplies	
02/10/2017	PEPBOYS STORE 814	34.75
100-15-061-5217	Departmental Supplies	<u>34.75</u>
100-15-071-5101	Contract Services	
02/10/2017	MISSION LINEN	444.16
02/10/2017	MISSION LINEN	555.20
100-15-071-5101	Contract Services	<u>999.36</u>
100-15-081-5206	Uniforms/Safety Equipment	
02/10/2017	WESTWAY UNIFORMS INC	172.26

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Police	Amount
100-15-081-5206	Uniforms/Safety Equipment	<u>172.26</u>
100-15-091-5101	Contract Services	
02/10/2017	SQ *WHALE OF A WASH	45.00
100-15-091-5101	Contract Services	<u>45.00</u>
210-15-203-5210	Computers, Supplies & Software	
02/10/2017	DMI* DELL HLTHCR/PTR	1,679.86
02/10/2017	DMI* DELL HLTHCR/PTR	47.95
02/10/2017	GETDATA FORENSICS USA	1,894.00
210-15-203-5210	Computers, Supplies & Software	<u>3,621.81</u>
15	Police	<u>28,167.00</u>

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Fire	Amount
100-16-011-5104	Computer Contract Services	
02/10/2017	DNH*GODADDY.COM	69.99
100-16-011-5104	Computer Contract Services	69.99
100-16-011-5205	Training, Conferences & Meetings	
02/10/2017	CALIF FIRE PREVENTION IN	50.00
100-16-011-5205	Training, Conferences & Meetings	50.00
100-16-011-5206	Uniforms/Safety Equipment	
02/10/2017	ENTENMANN-ROVIN COMPANY	122.45
100-16-011-5206	Uniforms/Safety Equipment	122.45
100-16-031-5205	Training, Conferences & Meetings	
02/10/2017	HOLIDAY INN EXPRESS & SU	291.50
02/10/2017	RIO HONDO COLLEGE BILLING	805.00
100-16-031-5205	Training, Conferences & Meetings	1,096.50
100-16-031-5206	Uniforms/Safety Equipment	
02/10/2017	ALLSTAR FIRE EQUIPMENT	772.13
02/10/2017	KEYSTONE UNIFORMS OC	2,089.27
100-16-031-5206	Uniforms/Safety Equipment	2,861.40
100-16-031-5217	Departmental Supplies	
02/10/2017	TARGET 00001990	38.05
100-16-031-5217	Departmental Supplies	38.05
100-16-041-5101	Contract Services	
02/10/2017	EMSP 0312	200.00
100-16-041-5101	Contract Services	200.00
100-16-041-5217	Departmental Supplies	
02/10/2017	AIR SOURCE INDUSTRIES	213.90
02/10/2017	FEDEXOFFICE 00010165	81.24
100-16-041-5217	Departmental Supplies	295.14
100-16-056-5205	Training, Conferences & Meetings	
02/10/2017	SAFE KIDS WORLDWIDE	-75.00
100-16-056-5205	Training, Conferences & Meetings	-75.00

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department Fire	Amount
16	Fire	<u>4,658.53</u>

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department	Amount
100-21611	Polc-Victims Assist. Deposits	
02/10/2017	GALLS	219.24
02/10/2017	MANHATTAN INN OPERATIN	219.30
02/10/2017	WAVE HOTEL	97.90
100-21611	Polc-Victims Assist. Deposits	536.44
21611		536.44

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Report of D-Card Transactions

Account Date	Department	Amount
100-21728	Mayor's Youth Council Trust	
02/10/2017	CAFE RIO MANHATTAN BEACH	501.95
02/10/2017	CHICKEN DIJON - REDOND	377.52
02/10/2017	TARGET 00001990	40.90
100-21728	Mayor's Youth Council Trust	<u>920.37</u>
21728		<u>920.37</u>
	Report Totals	<u><u>69,829.27</u></u>

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 2/16/2017; Check number 527852.

Agenda Date: 4/18/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Stephanie Katsouleas, Public Works Director
Shawn Igoe, Utilities Division Manager

SUBJECT:

Update on Emergency Action Taken by the City Manager Regarding the Repair, Replacement and Installation of Equipment at the 23rd Street and Peck Avenue Stormwater Pump Station, and Approval for Continuation of the Emergency Work (Public Works Director Katsouleas).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve, by 4/5th Vote, continuation of the emergency action taken to repair, replace and install equipment at the 23rd Street and Peck Ave Stormwater Pump Station.

FISCAL IMPLICATIONS:

An appropriation from the General Fund to the Stormwater Fund for \$221,415 was required and approved through Resolution No. 17-0015 at the March 21, 2017 City Council meeting to cover the emergency repairs and contingency if needed. If the City's claim is successful, all or a portion of this amount will be fully reimbursed to the General Fund.

BACKGROUND:

On December 4, 2012, the City Council adopted Resolution No. 12-6422, delegating authority to the City Manager to take action in emergencies pursuant to California Public Contract Code (PCC) Section 22050. Per Resolution No. 12-6422, in the event of an emergency the City Manager may take action to repair public facilities without advertising for bids if the repair is in the public interest and necessitates the immediate expenditure of public money to safeguard life, health or property.

On March 8, 2017, the City approved an emergency declaration for needed repairs to the

stormwater pump station at 23rd Street and Peck Ave. Please recall that California Public Contract Code 22050 provides that:

- In the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.
- The City Council, by a four-fifths vote, may delegate, by resolution or ordinance, to the city manager, chief engineer, or other nonelected agency officer, the authority to order any such action. (On December 4, 2012, the City Council adopted Resolution No. 12-6422, delegating authority to the City Manager to take action in emergencies pursuant to California Public Contract Code Section 22050.)
- If the City Manager orders any emergency action, the City Manager or his designee shall report to the governing body, at its next meeting required pursuant to this section, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency. (This report explains the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.)
- If the City Manager orders any emergency action, the governing body shall initially review the emergency action at its next regularly scheduled meeting and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action.

On March 21, 2017 the City Council also adopted Resolution No. 17-0015, approving the agreement between the City of Manhattan Beach and Ellison Environmental Inc. (dba Fluid Resource Management (Contractor)), for the repair, replacement and installation of equipment at the 23rd St. and Peck Ave. stormwater pump station.

Staff last reported that the Contractor had not received all of the components required to complete the installation and repairs, but that work would commence as soon as they were received.

DISCUSSION:

As of the April 18th City Council meeting, it is expected that the components will have arrived and that the work authorized by the City Manager to complete the necessary repairs will commence. Please note that although the contractor had originally estimated an April completion date, the delay in materials delivery has pushed that schedule into May. Once FRM has completed the installation of pumps and associated equipment, Control Automation Design will finalize the repair and replacement of the City's electronic communications.

Staff has filed a claim with the SCE contractor, and will continue to pursue reimbursement.

Therefore, staff recommends that City Council:

- 1) Approve by 4/5 vote the continuation of an emergency declared by the City Manager pursuant Resolution No. 12-6421, without soliciting competitive bids pursuant to California Public Contract Code Section 22050, for the replacement and installation

of the stormwater pumps and equipment at the 23rd St. and Peck Ave. Stormwater Pump Station

POLICY ALTERNATIVES:

Do not find that there is a need to continue the replacement and installation of the Stormwater Pump Station pumps and equipment.

PROS:

General Funds would not be expended to complete the emergency repairs to the Stormwater Pump Station.

CONS:

Flooding of the intersection will continue during storm events, risking additional damage to public and private property.

PUBLIC OUTREACH/INTEREST:

Staff is continuing to maintain regular communication with the residents to keep them abreast of the project schedule and impacts during construction.

ENVIRONMENTAL REVIEW

The City reviewed the proposed project for compliance with the California Environmental Quality Act (CEQA) and determined that the project qualifies for a Class 1(b) categorical exemption pursuant to Section 15301, Existing Facilities of the State CEQA Guidelines. No environmental review is necessary.

LEGAL REVIEW

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

ATTACHMENT:

None.

Agenda Date: 4/18/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Stephanie Katsouleas, Public Works Director
Prem Kumar, City Engineer

SUBJECT:

Formally Accept as Complete the Community Development Block Grant (CDBG) Curb Ramps Construction Project Constructed by Kalban, Inc.; Authorize Filing a Notice of Completion with the County Recorder; and Release the Retention in the Amount of \$12,680.73 (Public Works Director Katsouleas).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Formally accept as complete the Community Development Block Grant (CDBG) Curb Ramps Construction Project constructed by Kalban, Inc.;
2. Authorize Filing of the appropriate Notice of Completion with the County Recorder's Office; and
3. Approve the release of the retention for \$12,680.73 to Kalban, Inc.

FISCAL IMPLICATIONS:

The original CDBG construction contract award amount was \$262,745. The work was successfully completed under budget for \$253,614.66, which included one change order issued for \$7,737.60 to address additional sidewalk, curb, and asphalt concrete transition quantities needed to complete the project. This additional cost was offset by a reduction in other bid item quantities.

BACKGROUND:

The approved 2016-2021 Capital Improvement Plan (CIP) identifies CDBG funds to be used for construction of concrete curb ramps to improve pedestrian safety and access, including removal of architectural and material barriers as needed. On December 6, 2016, City Council awarded a construction contract to Kalban, Inc. for \$262,745.00 to complete this

year's identified ramp improvement locations under the CIP.

DISCUSSION:

Construction began on January 4, 2017 and was completed on February 15, 2017. More than 50 curb ramps at 30 street intersections citywide were constructed (see location map attached). After completion of the curb ramp installations, field inspection staff verified that the quantities used for concrete spandrels and cross gutters were lower than the quantities listed in the original contract, resulting in \$16,867.94 credit. However, this credit was offset by the additional concrete quantities for sidewalk, curb, and AC transitions, totaling \$7,737.60 (Change Order #1). Therefore, the total credit to the contract was \$9,130.34. This credit brings the total cost of construction to \$253,614.66, which is just below the original bid amount.

The Contractor has completed all contract work and is now requesting formal acceptance of the project. The five percent (5%) retention amount of \$12,680.73 will be released 35 days after recordation of the Notice of Completion with the County Recorder. All work inspected by the Public Works Department has been found to be in conformance with the plans and specifications and of good quality.

POLICY ALTERNATIVES:

Do not accept the construction contract to for the CDBG Curb Ramps Construction Project as complete and authorize filing of the Notice of Completion and release of retention.

PROS:

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

CONS:

The Contractor may be entitled to contract dispute claims resulting in additional costs incurred by the City.

PUBLIC OUTREACH/INTEREST:

The work was coordinated and scheduled to minimize impact to residents.

ENVIRONMENTAL REVIEW:

The CDBG Curb Ramps Construction Project is exempt from the provisions of the California Environmental Quality Act (CEQA). Per the CEQA Guidelines, the project is exempt pursuant to the following provision: Section 15304 (e), "Minor Alterations to Land". No permanent environmental effects were present, thus, no further environmental review was necessary.

LEGAL REVIEW:

The City Attorney reviewed and approved the Agreement prior to award of contract.

Attachments:

1. Location Map

CDBG Access Ramps Construction Project



Location Map of Work to be Performed
 * See sheet A for information regarding corner location and type of ramp required for construction.
 Project Manager Contact:
 Ish Medrano (310) 802-5357

Agenda Date: 4/18/2017

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:

Formally Accept as Complete the Parking Structure Lot No. 2 Concrete Topping Slab Project Constructed by Slater Waterproofing, Inc.; Authorize Filing a Notice of Completion with the County Recorder; and Release the Retention in the Amount of \$16,280 (Public Works Director Katsouleas).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Formally accept as complete the Parking Structure Lot No.2 Concrete Topping Slab Project constructed by Slater Waterproofing, Inc;
2. Authorize filing of the appropriate Notice of Completion with the County Recorder's Office; and
3. Approve the release of the retention for \$16,280 to Slater Waterproofing, Inc.

FISCAL IMPLICATIONS:

The construction work was completed for the contract award amount of \$162,803. It was not necessary to utilize the construction contingency amount approved for the project.

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 assessment identified the following structural needs:

- 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 to complete these repairs for \$740,757. That work was completed and accepted as complete on October 18, 2016. However, during the project, it was discovered that the existing concrete slab originally installed on the upper deck was only 4-inches thick rather than 5-inches thick, as shown on the as-built drawings. It was determined that retroactively adding a 1-inch concrete topping on top of the existing concrete would provide better protection to the rebar and post-tensioned tendons (improving the structural integrity of the parking lot), as well as to help prevent deterioration from weather elements.

DISCUSSION:

On January 3, 2017, City Council awarded a construction contract Slater Waterproofing, Inc. in the amount of \$162,803 to install a 1-inch concrete topping slab at Parking Structure Lot No. 2. This work was completed on March 17, 2017 within budget and no change orders were issued. The final completed construction contract cost was \$162,803.

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

1. Formally accept the construction contract for the Parking Structure Lot No. 2 Concrete Topping Slab Project as complete;
2. Authorize filing a Notice of Completion with the County Recorder; and
3. Approve the release of retention for \$16,280 to Slater Waterproofing, Inc.

POLICY ALTERNATIVES:

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

PROS:

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

CONS:

The contractor may be entitled to contract dispute claims resulting in additional costs incurred by the City.

PUBLIC OUTREACH/INTEREST:

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

ENVIRONMENTAL REVIEW

Based on the California Quality Act (CEQA) requirements, a Notice of Exemption was filed

for the project with the Los Angeles County Clerk's office.

LEGAL REVIEW

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

Attachments:

None

Agenda Date: 4/18/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Teresia Zadroga-Haase, Human Resources Director

SUBJECT:

Resolution Authorizing Application to the Director of Industrial Relation, State of California, for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities (Human Resources Director Zadroga-Haase).

ADOPT RESOLUTION APPROVING APPLICATION

RECOMMENDATION:

It is recommended that the City Council Adopt Resolution No. 17-0043 authorizing the City to apply for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities and to authorize the City Manager or his designee to execute any documents required to complete such application.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

On September 20, 2016 the Council directed that staff pursue withdrawal from our current risk sharing pool, the Independent Cities Risk Management Authority (ICRMA), and take measures to join the California State Association of Counties-Excess Insurance Authority (CSAC-EIA). The City is currently permissively self-insured by the State of California under the Certificate of Consent to Self-Insure Workers' Compensation Liabilities belonging to ICRMA. CSAC-EIA requires members to carry their own Certificate of Consent to Self-Insure Workers' Compensation Liabilities. The requested action is necessary to continue the transition to CSAC-EIA effective July 1, 2017.

DISCUSSION:

Notice of withdrawal was provided to ICRMA on October 11, 2016. Final program applications were provided to CSAC-EIA on December 8, 2016. The joint powers agreement conferring the City membership in CSAC-EIA was approved by Council on

February 21, 2017. The next step in the process is for the City to apply for its own Certificate of Consent to Self-Insure Workers' Compensation Liabilities. The State requires a resolution from the governing body to accompany the application. The requested action will allow staff to complete the application process.

LEGAL REVIEW

The resolution has been reviewed and approved by the City Attorney as to legal form.

CONCLUSION:

Staff recommends that City Council approve Resolution No. 17-0043 and authorize the City Manager to execute the application and any other required documents.

Attachments:

1. Resolution No. 17-0043
2. Application for Certificate of Consent to Self-Insure

RESOLUTION NO. 17-0043

A RESOLUTION AUTHORIZING APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA, FOR A CERTIFICATE OF CONSENT TO SELF-INSURE WORKERS' COMPENSATION LIABILITIES

WHEREAS, the City of Manhattan Beach ("City") is currently a member of the Independent Cities Risk Management Authority ("ICRMA"), a joint powers authority created pursuant to the provisions of the California Government Code;

WHEREAS, the City of Manhattan Beach ("City") is currently permissibly self-insured for workers' compensation liabilities as a public entity under Certificate of Consent to Self-Insure number 5023 held by ICRMA;

WHEREAS, the City of Manhattan Beach ("City") is becoming a member of the California State Association of Counties-Excess Insurance Authority ("CSAC-EIA"), a joint powers authority created pursuant to the provisions of the California Government Code;

WHEREAS, the City will require its own Certificate of Self-Insurance to facilitate membership in CSAC-EIA;

NOW THEREFORE, THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES:

SECTION 1. The recitals set forth above are true and correct and incorporated herein by reference.

SECTION 2. The City is authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure workers' compensation liabilities and the City Manager or his designee is authorized to execute any and all documents required for such application.

SECTION 3. The City Clerk is hereby directed to provide a certified copy of this Resolution to the State of California, Director of Industrial Relations, Office of Self-Insured Plans.

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

SECTION 5. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED and ADOPTED this 18th day of April, 2017.

Ayes:
Noes:
Absent:
Abstain:

David Lesser, Mayor,
City of Manhattan Beach

ATTEST:

Liza Tamura, City Clerk



State of California
Department of Industrial Relations
OFFICE OF SELF-INSURANCE PLANS

**APPLICATION FOR CERTIFICATE OF CONSENT
TO SELF-INSURE AS A PUBLIC AGENCY EMPLOYER SELF-INSURER**
All questions must be answered. If not applicable, enter "N/A".

To the Director of the Department of Industrial Relations: The public agency employer identified below submits the following information to obtain a Certificate of Consent to Self-Insure the payment of workers' compensation under California Labor Code Section 3700.

LEGAL NAME OF APPLICANT (Show exactly as on Charter or other official documents):

City of Manhattan Beach

Address: 1400 Highland Avenue

City: Manhattan Beach State: CA Zip + 4: 90266 -

Federal Tax ID # of Group: 95-6000742

CONTACT - Who Should Correspondence Regarding This Applicant Be Addressed To:

Name: Gregory S. Borboa Title: Risk Manager

Company Name: City of Manhattan Beach

Address: 1400 Highland Avenue

City: Manhattan Beach State: CA Zip + 4: 90266 -

Phone: (130) 802-5257 E-Mail: gborboa@citymb.info

TYPE OF PUBLIC ENTITY (Check one):

City and/or County School District Police and/or Fire District Hospital District

Joint Powers Authority Other (describe):

TYPE OF APPLICATION (Check one):

New Application Reapplication (Merger/Unification) Reapplication (Name Change)

Other (describe): Moving from JPA (ICRMA) certificate to own certificate as we are moving to a new JPA.

Date Self-Insurance Program will begin: 07/01/2017

CURRENT WORKERS' COMPENSATION PROGRAM

- Currently Insured with State Fund Policy # _____ Expiration Date: _____
- Currently Self Insured, Certificate # 5023
- Other (describe): _____

CLAIMS ADMINISTRATION

Who will be administering your agency's workers' compensation claims? (Check one)

- JPA will administer
- Third Party Administrator, TPA Certificate # 092-60
- Public entity will self-administer
- Insurance Carrier will administer

Name of Third Party Administrator:

Name: Alithia Vargas-Flores Title: Vice-President

Company Name: AdminSure, Inc.

Address: 1470 S. Valley Vista Drive, #230

City: Diamond Bar State: CA Zip + 4: 91765

Phone: (909) 861-0816 E-Mail: AVargas-Flores@adminsire.com

of claims reporting locations to be used to handle Agency's claims: 1

Does applicant currently have a California Certificate of Consent to Self-Insure? Yes No

If yes, what is the current Certificate Number: 5023

Total Number of Affiliate's California employees to be covered by Group: 1

AGENCY EMPLOYER

Current # of Agency Employees: 334 # of Public Safety Employees (police/fire): 99

If school District, # of certificated employees: 0

Will all Agency employees be covered by this self-insurance plan? Yes No

If 'No', explain who is not covered and how workers' compensation coverage will be provided to the excluded employees:

N/A

JOINT POWERS AUTHORITY

Will applicant be a member of a JPA for workers' compensation ?

Yes No (If 'yes', complete the following)

Effective date of JPA Membership: 07/01/2017 JPA Certificate # N/A

Name of JPA: CSAC-Excess Insurance Authority

AGENCY SAFETY PROGRAM

Does the Agency have a written Injury and Illness Prevention Program (IIPP)? Yes No

Individual responsible for Agency workplace safety and IIPP program:

Name: Gregory S. Borboa Title: Risk Manager

Company Name: City of Manhattan Beach

Address: 1400 Highland Avenue

City: Manhattan Beach State: CA Zip + 4: 90266

Phone: (310) 802-5257 E-Mail: gborboa@citymb.info

SUPPLEMENTAL COVERAGE

1.) Will your program be supplemented by any insurance or pooled coverage under a **STANDARD** workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: _____

Policy #: _____ Effective Date of Coverage: _____

2.) Will your program be supplemented by any insurance or pooled coverage under a **SPECIFIC EXCESS** workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: CSAC-Excess Insurance Authority

Policy #: N/A Effective Date of Coverage: 07/01/2017

Retention Limits: \$750,000

3.) Will your program be supplemented by any insurance or pooled coverage under an **AGGREGATE EXCESS** (stop loss) specific excess workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: _____

Policy #: _____ Effective Date of Coverage: _____

Retention Limits: _____

RESOLUTION FROM GOVERNING BOARD

Attach a properly executed Governing Board Resolution. See attached sample resolution on page 5.

CERTIFICATION

The undersigned on behalf of the applicant hereby applies for a Certificate of Consent to Self-Insure the payment of workers' compensation liabilities pursuant to Labor Code Section 3700. The above information is submitted for the purpose of procuring said Certificate from the Director of Industrial Relations, State of California. If the Certificate is issued, the applicant agrees to comply with applicable California statutes and regulations pertaining to the payment of compensation that may become due to the applicant's employees covered by the Certificate.

X _____ DATE: 04/18/2017
SIGNED: Authorized Official / Representative
Mark Danaj
Printed Name
City Manager
Title
City of Manhattan Beach
Agency Name

RESOLUTION NO.: _____ DATED: _____

**A RESOLUTION AUTHORIZING APPLICATION
TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA
FOR A CERTIFICATE OF CONSENT TO SELF-INSURE
WORKERS' COMPENSATION LIABILITIES**

At a meeting of the _____
(Enter Name of the Board)

of the _____
(Enter Name of Public Agency, District, Etc.)

a _____ organized and existing under the
(Enter Type of Agency, i.e., County, City, School District, etc.)

laws of the State of California, held on the _____ day of _____, 20____,

the following resolution was adopted:

RESOLVED, that the above named public agency is authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure workers' compensation liabilities and representatives of Agency are authorized to execute any and all documents required for such application.

IN WITNESS WHEREOF: I HAVE SIGNED AND AFFIXED THE AGENCY SEAL.

X _____ DATE: _____
SIGNED: Board Secretary or Chair

Printed Name

Title

Agency Name

Affix Seal Here

Agenda Date: 4/18/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Stephanie Katsouleas, Public Works Director
Shawn Igoe, Utilities Division Manager

SUBJECT:

Resolution Approving Contract Amendment No. 1 to the Agreement with McGowan Consulting, LLC for Professional Services the Following: a) \$64,670 to Assist the City in Meeting its National Pollutant Discharge Elimination System (NPDES) Storm Water Permit Requirements and b) \$80,000 to Assist the Enhanced Watershed Management Group with the Broader/Regional NPDES Permit Requirements, of which \$64,000 will be Reimbursed (Public Works Director Katsouleas).

ADOPT RESOLUTION APPROVING THE AMENDMENT

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt a Resolution (Attachment 1) Approving Contract Amendment No. 1 with McGowan Consulting, LLC, as follows:
 - a. \$64,670 for additional professional services to assist the City with the National Pollutant Discharge Elimination System Permit requirements; and
 - b. \$80,000 for regional permit storm water permit compliance activities, of which \$64,000 will be reimbursed to Manhattan Beach under a Cooperative Agreement with Torrance, Redondo Beach, Hermosa Beach, and the Los Angeles County Flood Control District.
2. Authorize City Manager to execute the Contract Amendment.

FISCAL IMPLICATIONS:

A total of \$80,670 is available in the FY2017-2018 Public Works Department's Storm Drain Maintenance operating budget for the needed services listed under a) and b) above. The remaining \$64,000 will be provided to Manhattan Beach under a Cooperative Agreement with Torrance, Redondo Beach, Hermosa Beach, and the Los Angeles County Flood Control District.

BACKGROUND:

The original contact with McGowan Consulting, LLC was approved by City Council on August 4, 2015 for \$121,360 for Professional Services to assist the City with the National Pollutant Discharge Elimination System (NPDES) Permit requirements under Federal Clean Water Act guidelines. Per the original contact language, a new scope of work and task costs are required for review and consideration. The updated scope and budget have been received and reviewed, and staff has determined that they properly extend the services provided in the original scope to meet the needs of the City and the larger watershed group for NPDES compliance assistance. Therefore, staff is requesting approval of Amendment No. 1 to the agreement with McGowan Consulting, LLC in the amount of \$144,670 as itemized above.

DISCUSSION:

Manhattan Beach NPDES Permit Assistance

The National Pollutant Discharge Elimination permit (Permit) identifies conditions, requirements and programs that municipalities must implement or meet to protect regional water resources from adverse impacts associated with pollutants in storm water and urban runoff. The requirements and programs are mandated by the Federal Clean Water Act and the California Porter-Cologne Act. Given the technical nature of the Permit and numerous required tasks, the City of Manhattan Beach has proactively utilized professional expertise to assist the City in meeting and maintaining Permit compliance for a number of years. Specifically, the City selected Ms. Kathleen McGowen (Consultant) eight years ago due to her extensive NPDES compliance experience, technical knowledge and her ability to leverage resources with several surrounding cities including Hermosa Beach, Palos Verdes Estates, Rolling Hills Estates and Rolling Hills. Staff has found her work to be exceptionally detailed and thoughtful, while providing compliance assistance for an overall cost savings. Where NPDES compliance requirements are similar in other jurisdiction, she has been able to provide a pricing structure to Manhattan Beach that “shares” applicable elements of permit implementation (i.e., the City saves money from economies of scale). Tasks 1 through 6 of the Consultant’s proposed fee of \$64,670 assist the City in meeting its individual requirements under the MS4 Permit during FY2017-2018, and Task 7 is described below. Per the contract agreement, a new updated scope of work and budget have been provided for this first amendment to the contract (Attachment 2)

Regional NPDES Permit Assistance

The Cities of Hermosa Beach, Redondo Beach, Torrance, and Los Angeles County Flood Control District (Group) have also selected McGowen Consulting, LLC to help the Group with implementation of the Enhanced Watershed Management Program (EWMP) and Coordinated Integrated Management Plan (CIMP), as required by the Permit. The Group unanimously decided that utilizing McGowen Consulting, LLC for coordinating between jurisdictions, staffing for this effort, and providing regulatory and technical assistance, as described in Task 7 of the Scope of Work, would be the most cost-effective approach for regional compliance and implementation of the EWMP and CIMP.

The Group has asked the City of Manhattan Beach continue acting as the lead agency for this regional work and to include the scope and fees associated with EWMP and CIMP

implementation as a subset of our own agreement with McGowen Consulting, LLC. The budget for that work is \$80,000, which would be shared by all five jurisdictions. Thus Manhattan Beach's portion is \$16,000. Task 7 has been approved by the Group and is authorized through the Memorandum of Understanding signed by the Group and approved by City Council at its April 5, 2016 meeting.

Therefore, staff recommends that City Council authorize the City Manager to execute the amendment with McGowen Consultant LLC for \$144,670 for additional NPDES Permit compliance services as described above.

POLICY ALTERNATIVES:

Do not approve Amendment No. 1 for professional services to assist the City and Watershed Group with the National Pollutant Discharge Elimination System Permit under the Federal Clean Water Act.

PROS:

Stormwater Funds would not be expended for professional services to assist the City with the National Pollutant Discharge Elimination System Permit under the Federal Clean Water Act.

CONS:

The City may not meet the requirements of the National Pollutant Discharge Elimination System Permit and could be subject to civil penalties. Additionally, as the lead agency, the City would be in violation of the MOU between the Cities of Hermosa Beach, Redondo Beach, Torrance, and Los Angeles County Flood Control District.

PUBLIC OUTREACH/INTEREST:

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

ENVIRONMENTAL REVIEW

There is no environmental review required for the recommended action.

LEGAL REVIEW

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

Attachment:

1. Resolution No. 17-0041
2. Amendment No. 1
3. Exhibit D - Scope of Work and Budget
4. McGowan Professional Services Agreement

RESOLUTION NO. 17-0041

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL APPROVING AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN MANHATTAN BEACH AND MCGOWAN CONSULTING, LLC FOR PROFESSIONAL SERVICES TO ASSIST THE CITY WITH THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT REQUIREMENTS

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves Amendment No. 1 to the Agreement between the City and McGowan Consulting, LLC dated April 18, 2017, for professional services to assist the City with the National Pollutant Discharge Elimination System Permit requirements.

SECTION 2. The Council hereby directs the City Manager to execute Amendment No. 1 on behalf of the City.

SECTION 3. The City Clerk shall certify to the passage and adoption of the resolution.

ADOPTED on April 18, 2017.

AYES:
NOES:
ABSENT:
ABSTAIN:

DAVID LESSER
Mayor

ATTEST:

LIZA TAMURA
City Clerk

AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF MANHATTAN BEACH AND MCGOWAN
CONSULTING, LLC

This First Amendment ("Amendment No. 1") to that certain agreement by and between the City of Manhattan Beach, a California municipal corporation ("City") and McGowan Consulting LLC, a California limited liability company ("Consultant") (collectively, the "Parties") is hereby entered into on April 18, 2017 ("Effective Date").

RECITALS

- A. On August 5, 2015 the City and Contractor entered into a three-year Professional Services Agreement("Agreement") for the Contractor to provide assistance to the City in implementing National Pollutant Discharge Elimination System Permit requirements under the Federal Clean Water Act; and
- B. The Parties now desire to amend the Agreement to update the scope of work and tasks for the period July 1, 2017 to August 3, 2018 and compensate Consultant for such work.

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

Section 1. Section 1.A of the Agreement relating to services is hereby amended to read:

- A. Scope of Services. Contractor shall perform the services described in the Scope of Services ("Initial Services"), attached as **Exhibit A**. For Fiscal Year 2017-18, Consultant shall perform the services described in the Budget for FY 2017-18 ("2017-18 Services"), for the period from July 1, 2017 to and including August 3, 2018, attached hereto as **Exhibit D**. The Initial Services and the 2017-18 Services are collectively referred to herein in this Agreement, as amended, as the "Services." City may request, in writing, changes in the 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.

Section 2. Section 3.A of the Agreement relating to compensation is hereby amended to read as follows:

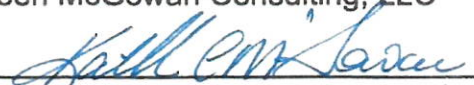
- A. Compensation. As full compensation for Services satisfactorily rendered, City shall pay Contractor at the hourly rates set forth in the Approved Fee Schedule attached hereto as **Exhibit B**. In no

event shall City pay Contractor more than \$121,360 for the Initial Services and \$144,670 for the 2017-18 Services (collectively the "Maximum Compensation"). City shall pay Consultant for the 2017-18 Services in accordance with the schedule of payment set forth in Exhibit D.

Section 3. Except as specifically amended by this Amendment No. 1, all other provisions of the Agreement shall remain in full force and effect.

IN WITNESS THEREOF, the Parties hereto have executed this Amendment No. 1 on the day and year first shown above.

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

Consultant:
Kathleen McGowan Consulting, LLC
By: 
Name: KATHLEEN C. MCGOWAN
Title: OWNER / PRINCIPAL

ATTEST:

By: _____
Name: _____
Title: _____

By: _____
Liza Tamura, City Clerk

APPROVED AS TO FORM:

By: 
Quinn M. Barrow, City Attorney

APPROVED AS TO CONTENT:

By: _____
Bruce Moe, Finance Director

**Budget for FY2017-18
MS4 Permit Consulting for
City of Manhattan Beach**

	Labor Hours	Budget
Task 1 Stormwater Program Management		
1.1 - Coordination and Communication	50	\$ 7,250
1.2 - Annual Reporting	60	\$ 8,700
1.3 - Permit-wide Planning and Coordination	24	\$ 3,480
Subtotal Task 1	134	\$ 19,430
Task 2 Public Information & Participation Program		
2.1 - PIPP Program Development & Implementation	46	\$ 6,670
Subtotal Task 2	46	\$ 6,670
Task 3 Industrial/Commercial Facilities Control Program		
3.1 - Commercial Facilities Tracking & Assistance	16	\$ 2,320
3.2 - Business Assistance (Clean Bay Restaurant)	12	\$ 1,740
Subtotal Task 3	28	\$ 4,060
Task 4 Planning & Land Development and Construction Programs		
4.1 - LID and Green Street Implementation Support	30	\$ 4,350
4.2 - Construction Program Implementation Support	10	\$ 1,450
4.3 - Training for Community Development	24	\$ 3,480
Subtotal Task 4	64	\$ 9,280
Task 5 Public Agency Activities Program		
5.1 - Grant Application and Coordination Assistance	80	\$ 11,600
5.2 - Public Works Activities Training	24	\$ 3,480
5.3 - TMDL Support	40	\$ 5,800
Subtotal Task 5	144	\$ 20,880
Task 6 Illicit Connection & Illicit Discharge Elimination		
6.1 - Support for ICID Program Implementation	10	\$ 1,450
6.2 - Field Staff Training in IC/ID Identification and Reporting	20	\$ 2,900
Subtotal Task 6	30	\$ 4,350
Subtotal City-specific Tasks 1- 6	446	\$ 64,670

Budget for FY2017-18
MS4 Permit Consulting for
City of Manhattan Beach

Scope Assumptions by Task:

- 1.1 Same effort as FY16-17*
- 1.2 Same effort as FY16-17*
- 1.3 Increased level-of-effort over FY16-17 in anticipation of permit renewal meetings*
- 2.1 Anticipated increased effort effort in FY17-18, due to delays in development of County materials. Effort in FY17-18 will include disseminating the survey, point-of-purchase outreach, customizing outreach materials*
- 3.1 Same effort as FY16-17*
- 3.2 Same effort as FY16-17*
- 4.1 Increased effort allocated in FY17-18 to work with staff on green street plan*
- 4.2 Small allocation of effort anticipated for follow up to training in FY16-17*
- 4.3 Training of new engineering and CD staff due to turnover*
- 5.1 Secure grant funding for regional project*
- 5.2 Required annual training for public works staff*
- 5.3 Assistance to City staff in implementing Trash TMDL compliance plans and other TMDL support tasks*
- 6.1 Nominal amount to support follow up from Dominguez source tracking*

**Budget for FY2017-18
Watershed Group Coordination**

Task	Description	Labor Hours	Budget
7.1	WMG Meeting Agendas and Minutes	56	\$ 8,120
7.2	WMG Meeting Preparation and Chairing	84	\$ 12,180
7.3	Watershed Group Implementation Support	48	\$ 6,960
7.4	Manage Adaptive Management Evaluation and Report Preparation	48	\$ 6,960
7.5	Manage CIMP Implementation and Data Reporting	36	\$ 5,220
7.6	Develop & Implement Joint Outreach	50	\$ 7,250
	<i>Subcontracted Public Outreach Activities</i>		
	<i>Website hosting and support by South Bay Environmental Services Center/South Bay COG</i>		\$ 3,000
	<i>Graphic layout for brochures/print materials</i>		\$ 2,470
Task 7.6 Total Joint Outreach			\$ 12,720
7.7	CIMP/EWMP Coordination & LA Permit-wide Meetings	36	\$ 5,220
7.8	South Bay IRWMP Meetings and Project Updates	20	\$ 2,900
7.9	Watershed Joint Annual Report	136	\$ 19,720
Total Beach Cities Watershed Coordination			\$ 80,000

Task Scope Assumptions

- 7.1 Prepare/plan agendas and meeting minutes for 12 monthly meetings. Effort is based on level-of-effort expended in FY16/17 to support WMG.
- 7.2 Two (2) McGowan Consulting staff attend the meetings, one to chair and one to take notes. Effort is based on level-of-effort expended in FY16/17 to support WMG.
- 7.3 Allocation of effort for tasks to support EWMP Implementation as directed by WMG. This may include finalizing MOU for Greenbelt or amending an existing MOU to address adaptive management evaluation report scope, however it is assumed that no new MOUs will be developed.
- 7.4 This effort is for managing, review and comment on adaptive management evaluation analysis and report development. McGowan Consulting may provide limited input on programmatic activities to be discussed in the report, however it is understood that the WMG will amend an existing MOU to contract with Geosyntec to prepare the Adaptive Management Report which is due by April 2018.
- 7.5 Manage technical work of the CIMP Implementation consultant. Includes time to review work products delivered by the CIMP consultant to the WMG, including the semi-annual data reports, but excluding review of IMCR which is included in the Task 7.9 Annual Report. Level-of-effort is reduced from FY16/17 since startup tasks and memos are now complete.

Budget for FY2017-18
Watershed Group Coordination

- 7.6 Review and update of previous survey of residents to measure behavior and knowledge change due to PIPP activities. Compile and analyze results for adaptive management evaluation. Coordinate/manage SBESC support for website hosting. Direct graphic layout of print materials based on website materials developed in FY16/17. It is assumed that individual agencies will be responsible for disseminating the survey to their residents and businesses through their websites, e-newsletters, etc. It is also assumed that individual cities will be responsible for customizing County materials with logos, contact information, etc.
- 7.7 Participate in CIMP/EWMP Coordinator Meetings. Participate in Regional Board meetings and workshops on MS4 Permit renewal. Effort is increased over FY16/17 due to anticipated permit renewal and possible presentation of the Hermosa Greenbelt project progress at a LARWQCB meeting.
- 7.8 Participation in South Bay Steering Committee meetings of the IRWMP and provide support to align EWMP regional projects for IRWMP Implementation funding. Effort is anticipated to increase over FY16/17 as the next IRWMP Implementation Grant solicitation is nearing.
- 7.9 Prepare Watershed Joint Annual Report narrative and summary. This task includes review and incorporation of IMCR prepared by CIMP Implementation consultant into Watershed Annual Report. Effort is based on level-of-effort expended in FY16/17.

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated August 5, 2015 ("Effective Date") and is between the City of Manhattan Beach, a California municipal corporation ("City") and McGowan Consulting, LLC, a California Limited Liability Company ("Contractor"). City and Contractor are sometimes referred to herein as the "Parties", and individually as a "Party".

RECITALS

A. City desires to utilize the services of Contractor as an independent contractor to provide Municipal Separate Storm Sewer System and Watershed Coordination.

B. 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.

C. 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 Kathleen McGowan, Principal (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, attached hereto as **Exhibit C**.

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 August 3, 2018, unless sooner terminated as provided in Section 13 of this Agreement or extended. This Agreement may be extended by written amendment for one year from August 4, 2018 through August 3, 2019.

3. Compensation.

A. Compensation. As full compensation for Contractor's Services provided under this Agreement, City shall pay Contractor a sum not to exceed One Hundred Twenty Thousand Three Hundred Sixty Dollars (**\$121,360**) (the "Maximum Compensation"), based on the hourly rates 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 twenty percent (20%); any further increase requires City Council approval.

B. Expenses. City shall only reimburse Contractor for those expenses expressly set forth in **Exhibit B**. In no event shall reimbursable expenses and costs collectively exceed the total sum of One Thousand Dollars (\$1,000).

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 (10) business days of receipt of any disputed invoice amounts.

B. Payment. City shall pay all undisputed invoice amounts within thirty (30) calendar days after receipt up to the maximum compensation set forth in Section 3 of this Agreement. 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.

To the fullest extent permitted by law, Contractor shall, at its sole cost and expense, defend, indemnify, and hold harmless the City, its officials, and every officer, employee and agent of City (collectively "City") from any claim, liability or financial loss (including, without limitation, attorneys fees and costs), injuries to property or persons (including without limitation, attorneys fees and costs) arising out of any acts or omissions of Contractor, its officials, officers, employees or agents in connection with the performance of this Agreement, except for such claim, liability or financial loss or damage arising from the sole negligence or willful misconduct of the City, as determined by final arbitration or court decision or by the agreement of the Parties. Contractor shall

defend City, with counsel of City's choice, at Contractor's own cost, expense, and risk, and shall pay and satisfy any judgment, award, or decree that may be rendered against City. Contractor shall reimburse City for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor or City. All duties of Contractor under this Section shall survive 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 One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of One Million Dollars (\$1,000,000) 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 One Million Dollars (\$1,000,000) 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 One Million Dollars (\$1,000,000) 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) Professional Liability Insurance with minimum limits of Two Million Dollars (\$2,000,000) 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 thirty (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 (2) 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 (2) 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 costs, expenses, receipts 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 3 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 (5) 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 sixty (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 (10) 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: Raul Saenz
City of Manhattan Beach
3621 Bell Avenue
Manhattan Beach, CA 90266
Telephone: (310) 802-5315
Email: rsaenz@gmail.com

If to Contractor:
Kathleen McGowan
McGowan Consulting
412 Olive Avenue, #189
Huntington Beach, CA 992648
Telephone: (310) 213-4979
Email: kathleen.EnV@verizon.net

With a courtesy copy to:

Quinn M. Barrow, City Attorney
1400 Highland Avenue
Manhattan Beach, CA 90266
Telephone: (213) 626-8484
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 (10) 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, B and C 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. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a municipal, superior or federal court with geographic jurisdiction over the City of Manhattan Beach.

29. 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 awarded actual attorneys' fees together with any costs and expenses in addition to all other relief to which that Party may be entitled.

30. 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.

31. 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.

32. 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.

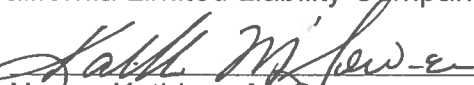
City:

City of Manhattan Beach,
a California municipal corporation

Contractor:

Kathleen McGowan Consulting,
a California Limited Liability Company

By: _____
Name: _____
Title: _____

By:  _____
Name: Kathleen McGowan
Title: Principal

ATTEST:

By: _____
Name: Liza Tamura
Title: City Clerk

APPROVED AS TO FORM:

By:  _____
Name: Quinn M. Barrow *for*
Title: City Attorney

EXHIBIT A SCOPE OF SERVICES

PROPOSAL FOR MS4 PERMIT CONSULTING AND WATERSHED COORDINATION

I am pleased to provide to you this proposal to assist the City of Manhattan Beach (City) in implementing the requirements of the Municipal Stormwater Permit (MS4 Permit)¹. As authorized by the Federal Clean Water Act and the California Porter-Cologne Act, the MS4 Permit identifies conditions, requirements and programs that municipalities must implement to protect regional water resources from adverse impacts associated with pollutants in stormwater and urban runoff. This proposal provides a scope of work to: assist the City in implementing its individual requirements under the MS4 Permit; support the City in decision making and analysis with respect to implementation of its stormwater program; and to serve as watershed coordinator for the Beach Cities Watershed Management Group to facilitate implementation of the Beach Cities Coordinated Integrated Monitoring Program (CIMP) and Enhanced Watershed Management Program (EWMP).

This scope of work is organized into tasks according to the following Permit program areas:

- Task 1 – Stormwater Program Management;
- Task 2 - Public Information and Participation Program;
- Task 3 - Industrial/Commercial Facilities Control Program;
- Task 4 - Planning & Land Development and Construction Programs;
- Task 5 - Public Agency Activities Program;
- Task 6 - Illicit Connection & Illicit Discharge Elimination; and
- Task 7 Watershed Planning and Coordination
- Task 8 - Reimbursable Expenses

The following scope of work is provided for fiscal year 2015-2016 (FY15-16). An updated scope of work will be provided for subsequent fiscal years in May of the preceding fiscal year to reflect progress in stormwater program implementation and updated requirements articulated by Los Angeles Regional Water Quality Control Board staff.

- **Task 1 Stormwater Program Management**

The MS4 Permit affects a wide range of municipal activities and requires effective management and coordination of MS4 Permit activities across municipal departments. During FY15-16 the City will need to update its stormwater management programs to incorporate new requirements under the MS4 Permit so that City staff will be prepared to implement the updated programs upon the approval of the EWMP by the Los Angeles Regional Water Quality Control Board (Regional Board) which is estimated to occur by the end of April 2016.

¹ Order No. R4-2012-0175 NPDES Permit No. CAS004001 Waste Discharge Requirements for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles County, except those Discharges Originating from the City of Long Beach.

- **Subtask 1.1 Coordination and Communication**

This task provides an allocation of time for regular communication with City staff via email and telephone and for quarterly meetings on the status of work progress, recent regulatory and watershed developments, need for action or response, and to provide opportunity for City staff to inject policy direction as needed. This subtask also includes project management and organization.

Subtask 1.1 Deliverables:

- Quarterly meeting agendas and progress reports (one page)

- **Subtask 1.2 Annual Reporting**

The City is required to submit an annual report to the Regional Board by December 15, 2015 covering the FY14-15 reporting period. Regional Board staff has stated that this FY14-15 annual report should be prepared utilizing the format similar to previous annual reports because Permittees involved in developing the EWMPs have been implementing minimum control measures as defined under the previous permit. However, a new annual reporting format will be utilized for the subsequent annual report due in December 2016 after the EWMP has been approved, so that during FY15-16 the City will need to begin collecting and tracking information that will support the new annual report format.

McGowan Consulting will assemble information provided by City staff for the FY14-15 reporting year from each of the six categories of minimum control measures to prepare the draft annual report for City staff review. Following receipt of comments from City staff, the annual report will be revised to prepare the final annual report in the form of electronic PDF files saved onto compact disc for delivery to Regional Board staff. One bound copy and one electronic copy on compact disc of the annual report will also be provided for the City's records.

It is assumed that City staff will provide necessary information for the annual report including but not limited to:

- Illicit connection and discharge incident tracking and GIS mapping
- New development/redevelopment project plan review and conditions
- Building & Safety storm-water related construction inspections and plan check
- Public works CIP projects related to stormwater
- Public outreach and education events and materials, including those placed through Used Oil and Recycled Beverage Container programs
- Records of catch basin cleaning and marking
- Budgetary information for stormwater expenditures in each category
- Copies of completed industrial/commercial inspection forms and spreadsheet inventories

This subtask also includes an evaluation of the annual indicator bacteria data collected in accordance with the Coordinated Shoreline Monitoring Plan for the Santa Monica Bay Bacteria TMDL at the four shoreline monitoring locations SMB 5-1, 5-2, 5-3, and 6-1 to which the City is tributary. Data summary tables and an accompanying narrative to be included in the effectiveness assessment of the annual report will be prepared with format and content similar to

the FY13-14 annual report submittal. It is assumed that a spreadsheet file containing all the shoreline monitoring data for the reporting year will be provided by the City of Redondo Beach staff who manages the data so that no data management will be necessary for Geosyntec to prepare the data summary tables.

Excluded from this scope of work is effort to respond to Regional Board staff requests for information with respect to exceedances of TMDL objectives or receiving water standards/limits, notices of violation or other enforcement actions.

Given timely receipt of the necessary annual report information from City staff by September 15, 2015, a draft annual report for City staff review will be delivered in electronic format by November 1, 2015. A three-week turnaround for City staff review, one round of City staff review and comment, and a single revision of the annual report are also assumed. Annual report format and content for FY14-15 will be similar to that prepared for the FY13-14 annual report.

Regional Board staff intends to release a new outline and/or template format for annual reporting to address the new permit requirements, including a list of information that must be tracked and/or submitted with the annual report that is due in December 2016 covering reporting year/fiscal year 2015-16. Accordingly, this subtask 1.2 also includes an allocation of time to advise the City in establishing internal systems for information tracking to support annual reporting and documentation of compliance with MS4 Permit requirements.

Subtask 1.2 Deliverables:

- Draft and final FY14-15 Annual Report with required attachments

- **Subtask 1.3 Permit-wide Planning & Coordination**

This subtask includes time to participate in monthly MS4 Permit Co-Permittee meetings to share information, resources and address MS4 Co-Permittee challenges cooperatively. A total of ten (10) such meetings are assumed. Additionally attendance at two (2) special meetings or workshops which may be called by Regional Board staff is also assumed.

Subtask 1.3 Deliverables:

- Attend and provide meeting notes for up to 12 meetings
- **Task 2 Public Information and Participation Program**

Each Co-Permittee is responsible for developing and implementing a Public Information and Participation Program (PIPP) that addresses the specific MS4 Permit requirements and meets the general objectives of:

- Measurably increasing the knowledge of target audiences about the adverse impacts of stormwater pollution on receiving waters and the potential solutions to mitigate these impacts
- Measurably changing the waste disposal and stormwater pollutant generating behavior of target audiences

- Involving and engaging a diversity of socio-economic groups and ethnic communities in mitigating the impacts of stormwater pollution.

Each of the required elements of the PIPP may be met by the City either through a county-wide, watershed group, or individual program. Accordingly, a key objective of this task is to assist the City in determining how it will meet each of the PIPP requirements and to coordinate and plan those efforts.

- **Subtask 2.1 PIPP Program Development & Implementation**

The Beach Cities Watershed Management Group (WMG) has historically coordinated some joint public outreach programs to address Santa Monica Bay water quality impairments. For example, the members of the Beach Cities WMG jointly established the Clean Bay Restaurant Program in cooperation with the Santa Monica Bay Restoration Foundation. It is anticipated that the Beach Cities WMG will continue to jointly coordinate some of the required elements of the PIPP, however details of the approach and effort have not yet been determined. This task provides an allocation of effort to assist the City in implementing the City's individual required elements of the PIPP program. McGowan Consulting will prepare a memo with recommendations for content changes to the City's website and stormwater outreach materials that reflect the permit requirements. This subtask also includes attendance at four (4) quarterly County-wide Public Outreach coordination meetings to avail the City of resources and information on County-wide efforts. Effort for coordinating and implementing public outreach elements by the Beach Cities WMG are addressed in Task 7.

It is assumed that costs for printing public education materials or purchasing premiums for distribution to the public will be procured directly by the City through direct purchase orders with vendors or through a joint agreement among the Beach Cities WMG and are excluded from this Scope of Work.

Subtask 2.1 Deliverables:

- Recommendations for content changes or additions to the City's website and outreach materials
- Notes from Quarterly County-wide Public Outreach coordination meetings

- **Subtask 2.2 City Council Presentations and Updates**

Informing the City Council as well as the public of progress in implementing the provisions of the MS4 permit, the EWMP and CIMP at public meetings is a key public information activity. This task includes an allocation of time for the development and presentation of one PowerPoint® presentation for City Council as requested by City staff. This task also includes preparation of a draft staff report for City Council consideration (e.g., an MOA for CIMP implementation). Attendance at two (2) City Council meeting is assumed for this subtask.

Subtask 2.2 Deliverables:

- PowerPoint® presentation for City Council
- Draft staff report

- **Task 3 Industrial/Commercial Facilities Control Program**

The MS4 permit requires the implementation of an Industrial/Commercial Facilities control Program to track, inspect and ensure compliance at facilities that are critical sources of pollutants in storm water. At this time, there are no industrial facilities located within the City registered under the Statewide Industrial General Permit thus this MS4 Permit program is applicable only for commercial facilities identified as critical sources in the MS4 Permit. Subtask 3.1 addresses the automotive and nursery critical sources categories, while Subtask 3.2 addresses food service establishments via the Clean Bay Restaurant Program.

The MS4 Permit requires that each Permittee implement a Business Assistance Program to provide technical information to businesses to facilitate their efforts to reduce the discharge of pollutants in stormwater. Assistance is to be targeted to business sectors or small businesses that may be contributing substantial pollutant loads to the MS4 or receiving water. Food service establishments constitute the predominant category of permit-regulated commercial facilities within the City, and automotive service is the next most predominant category, it is assumed the City will prioritize and target assistance to the food service sector via the Clean Bay Restaurant Program in FY15-16 and automotive service business sectors in subsequent years.

- **Subtask 3.1 Commercial Facilities Tracking**

McGowan Consulting will assist City staff in tracking the industrial/commercial facility program for annual reporting purposes by reviewing the results of facility assessments and spreadsheet inventory update. It is assumed that the City will provide copies of the completed assessment forms as well as a copy in Excel® of the updated inventory for McGowan Consulting to review. It is also assumed that the City will contract separately for the industrial/commercial site visits and that the contractor will be responsible for updating the spreadsheet inventory based on inspection results.

Subtask 3.1 Deliverables:

- Updated commercial facilities inventory (excluding food service establishments)

- **Subtask 3.2 Business Assistance (Clean Bay Restaurant)**

This subtask allocates time for assisting City staff in implementing the Clean Bay Restaurant certification program within the City by reviewing completed inspections forms and the spreadsheet inventory, making recommendations for certification, and coordinating with City staff and Santa Monica Bay Restoration Foundation staff in issuing certificates. Foundation staff have previously expressed their intent to work with participating cities and their inspectors in updating the Clean Bay Restaurant Program to incorporate Integrated Pest Management requirements and ensure that inspection checklists reflect enforceable City ordinances such as takeout polystyrene food service bans. An allocation of time is included to coordinate with City staff and Santa Monica Bay Restoration Foundation staff to update the City's inspection checklist to reflect these and other program improvements while also maintaining a program that is workable for the City and practical for food service establishment managers.

It is assumed that as in previous years, the City will contract separately for these restaurant inspections in coordination with the Fats, Oils and Grease control program and that the contract

inspector will update the spreadsheet inventory of facilities and inspection results. It is assumed that the City or separate contractor will provide electronic copies of the completed assessment forms as well as a copy in Excel® of the updated inventory for McGowan Consulting to review. It is also assumed that City staff will prepare the mailings for the distribution of certificates to restaurants once approved by Santa Monica Bay Restoration Foundation staff.

Subtask 3.2 Deliverables

- Revised restaurant inspection checklist
- Recommended list of restaurants for certification with updated spreadsheet inventory of food service establishments

- **Task 4 Planning & Land Development and Construction Programs**

The Development Planning provisions of the MS4 Permit require the Community Development Department to ensure that private development and redevelopment projects provide for permanent measures to reduce storm water pollutant loads from the development site. The Development Construction Program of the NDPES Permit tasks the Building & Safety Division with the related objective of minimizing pollutant loads from development and redevelopment sites during construction. The Public Works Department is responsible for compliance with Planning & Land Development, the City's Green Street Policy, and Construction Program stormwater requirements for public capital improvement projects.

- **Subtask 4.1 LID and Green Street Implementation Support**

The MS4 Permit requires that a GIS or other electronic system be established to cumulatively track the effectiveness of new development and redevelopment low impact development implementation over time. This effectiveness is to be assessed by compiling, analyzing, and summarizing information with respect to new development and redevelopment and retrofit projects to allow assessment of the following as part of annual reporting:

Estimated cumulative change in percent effective impervious area (EIA) since the effective date of the MS4 Permit and, if possible, the estimated change in the storm water runoff volume during the 85th percentile storm event;

Summary of New Development/Re-development Projects constructed within the Permittee(s) jurisdictional area during the reporting year;

Summary of Retrofit Projects that reduced or disconnected impervious area from the MS4 during the reporting year;

Summary of other projects designed to intercept storm water runoff prior to discharge to the MS4 during the reporting year; and

For the projects summarized above, estimate of the total runoff volume retained on site by the implemented projects.

The information to be tracked must produce the foregoing effectiveness assessment metrics as well as a list of mandatory information identified in the MS4 Permit to be tracked for these projects. Effort for this subtask is allocated to advise City staff in establishing a system for

tracking the information required in the MS4 Permit for annual reporting purposes and for reviewing outputs from the system to verify that the MS4 Permit requirements are being effectively tracked. It is assumed that City staff will utilize its internal GIS system or other electronic software with City staffing to establish and implement the tracking system.

Subtask 4.1 Deliverables:

- Meeting with City staff to discuss project tracking requirements, needed outputs, and internal City resources to find solution for long term tracking system
- Review and comment on tracking outputs

- **Subtask 4.2 Construction Program Implementation Support**

The City is required to develop procedures for review and approval of construction plan documents for consistency with the requirements of the MS4 Permit. These procedures must include a checklist to conduct and document the review of construction plan documents. Additionally, technical standards requiring use of best management practices (BMPs) based on risk posed by the site must be made readily available to the development community via the City's website and at the public counter. This subtask includes time to assist the City in developing its review procedures and selecting technical standards based on readily available handbooks such as the California BMP Handbook consistent with the MS4 Permit requirements to suit the City's needs and the types of projects encountered in the City. The City must also establish and implement inspection procedures and frequencies for public and private construction sites consistent with the MS4 Permit requirements. This task also includes time to assist the city in developing procedures for inspecting and documenting construction site inspections at the appropriate frequency for the type of construction site consistent with the MS4 Permit.

Subtask 4.2 Deliverables:

- Meeting with City staff to discuss current construction project review procedures, technical standards and necessary revisions for consistency with permit requirements
- Markup of construction plan review checklist to include updated permit requirements
- Markup of inspection site checklist to add required new permit requirements, and frequency of inspection

- **Subtask 4.3 Training for Community Development and Engineering Staffs**

Implementation of the Planning & Land Development and Construction Programs under the Municipal Stormwater Permit occurs through: Community Development staff review of new development/redevelopment projects, issuance of building and grading permits, and inspection of construction sites during construction and upon project completion. Similar parallel responsibilities for public works projects reside with the Public Works Department. The MS4 Permit requires annual training of targeted staff implementing the Planning & Land Development and Construction program requirements. This training will be focused on implementation of MS4 Permit requirements. A single two (2) hour training session will be conducted with visual presentation and handouts.

It is assumed that the City's inspectors have been trained and are knowledgeable in inspection procedures consistent with the State Water Resources Control Board Qualified SWPPP Practitioner program for the Statewide Construction General Permit (CGP) for sites 1 acre and larger, or will secure such training separately from a qualified Trainer of Record.

Subtask 4.3 Deliverables:

- MS4 Permit training session for Community Development and Engineering staff

- **Task 5 Public Agency Activities Program**

The Public Agency Activities program focuses primarily on the activities of the Public Works Department and requires implementation of Best Management Practices (BMPs) to minimize water quality impacts. Upon approval of the Beach Cities EWMP, the City must begin implementing the new requirements of the MS4 Permit.

Subtask 5.1 Inventory of Public Facilities

Municipally owned or operated facilities that are potential sources of stormwater pollution must be included in a public facility inventory that is to be developed and maintained by the City consistent with the Part VI.D.9.c of the MS4 Permit. This subtask provides for McGowan Consulting to prepare the City's initial inventory with required information for approximately thirty-six (36) facilities operated or maintained by the City with potential sources of stormwater pollution including:

- Public Works Yard;
- City Hall Complex incl. Fire Station;
- Joslyn Community Center
- Manhattan Heights Community Center and Park
- Manhattan Beach Art Center
- Municipal Parking Lots (15)
- Polliwog Park
- Live Oak Park
- Sand Dune Park
- Marine Avenue Park
- Marine Sports Complex
- Manhattan Village Fields
- Veterans Parkway
- Marriot Hotel Golf Course

Mira Costa High tennis courts and fields

Manhattan Beach Middle School fields

Pacific Elementary School fields

Meadows Elementary School fields

Grand View Elementary School fields

Robinson Elementary School fields

Pennekamp Elementary School fields

Various parquettes

The inventory will consist of a one-page information sheet for each facility with required information fields and a narrative description of activities performed and potential pollution sources. Information will be gathered for the more complex facilities such as public works yard, city hall complex, and parks with multiple recreational facilities, through field visits by McGowan Consulting along with photo documentation. For less complex facilities such as parks without building improvements, or facilities which are not owned by the City, such as ball fields at public school sites, McGowan Consulting will rely on City staff to provide the necessary information to complete the inventory. Parking lots previously retrofit with porous paving through the Prop 50 SMBRC grant will not receive field visits, rather the final grant report will be used as the basis of information for the inventory at those facilities.

Those facilities which do receive field visits by McGowan Consulting will also be screened for potential opportunities for retrofitting to reduce the discharges of stormwater pollutants into the MS4 from these facilities, which is the first step in creating an inventory of retrofit opportunities at City owned facilities consistent with Part VI.D.9.d.ii. of the MS4 Permit. Following completion of the inventory and prior to completion of the memorandum of retrofit opportunities, a meeting or teleconference will be held with City staff to discuss, evaluate and prioritize the retrofit opportunities for future incorporation into the City's capital improvement program.

It is assumed that the field visits will require up to five (5) field-days to conduct site walks, make notes, and take photographs as needed to collect sufficient information for the inventory for the facility and to identify candidate areas for retrofitting. It is also assumed that a knowledgeable City staff person will be available to McGowan Consulting staff as necessary to answer questions regarding public facility management practices and to provide access to the facilities.

Subtask 5.1 Deliverables:

- Inventory of public facilities with opportunities for retrofit
- Memorandum listing the potential opportunities for retrofitting to reduce the discharges of stormwater pollutants into the MS4 from these facilities.

- **Subtask 5.2 Public Agency Activities Procedures and Training**

McGowan Consulting will meet with Public Works Management staff to systematically review the Public Agency Activities Program requirements of the 2012 MS4 Permit, identify those which are currently being implemented, and establish an approach for incorporating requirements that have not yet been implemented into the City's procedures and programs. Based on the discussion in the workshop, we will prepare a memorandum summarizing the findings, approach to implementing each program element, and a list of follow up action items for City staff.

The City must train all employees in targeted positions whose interactions, jobs, and activities affect stormwater quality. This training requirement also applies to contractors performing privatized/contracted municipal services such as landscape maintenance or trash collection. Training must address the requirements of the overall stormwater management program, as well as training specific to the duties carried out by the employee or contractor. This task provides for preparation and delivery of an interactive training for public works staff and any contracted service providers selected by the City. The training will provide an overview of the permit requirements and then focus the majority of training time on activity-specific permit requirements in Part VI.D.9. Public Agency Activities minimum control measures. A single 1- to 1.5-hour presentation is assumed with additional time for open discussion.

Subtask 5.2 Deliverables:

- Memorandum summarizing approach to implementing program elements and list of City staff action items
- Training session for public works staff

- **Task 6 Illicit Connection & Illicit Discharge Elimination**

The City's IC/ID program must include written procedures for conducting investigations to identify the source of suspected illicit discharges and procedures for eliminating the discharge. Training of all field staff including contracted staff who as part of their normal job responsibilities may observe illicit discharges or illicit connections must occur at least twice during the term of the Permit.

- **Subtask 6.1. Update of IC/ID Program Procedures**

To address this requirement McGowan Consulting will work with City staff to revise the City's existing IC/ID procedures for consistency with the 2012 MS4 Permit requirements and with the Non-Stormwater Screening and Monitoring procedures outlined in the Beach Cities CIMP. The IC/ID procedures must be documented in a manual that must include:

- Procedures for conducting source investigations
- Procedures for eliminating the source of IC/IDs
- Procedures for public reporting of illicit discharges
- Spill response plan
- Documentation of IC/ID education and training of City and contracted services staff

McGowan Consulting will work closely with City staff to identify existing procedures and documentation that can be leveraged and integrated into the IC/ID procedures manual in order to reflect the City's existing in-house and contract services procedures and organizational structure and responsibilities. McGowan Consulting will meet with City management staff to discuss and obtain input as to how best to fill information gaps and complete the procedures manual.

Two drafts of the IC/ID procedures manual are assumed. McGowan Consulting will deliver the first draft and provide an opportunity for City staff to review and comment. Based on that input and any additional information provided, a second draft of the IC/ID procedures manual will be prepared. The second draft of the IC/ID procedures manual will be utilized as the basis for training of field staff in Subtask 6.2. The discussion that will occur as part of the training will allow additional input and comment from field staff whose day-to-day experiences can provide clarification of field procedures and will improve the accuracy and the effectiveness of the manual. Based on input and direction from staff during the training session, McGowan Consulting will revise and deliver the final version of the IC/ID procedures manual.

Subtask 6.1 Deliverables:

First and second draft IC/ID Procedures Manual including supporting forms; and
Final IC/ID Procedures Manual.

- **Subtask 6.2 – Field Staff Training in IC/ID Identification and Reporting**

McGowan Consulting will conduct a training session at the City's offices for City staff as well as contracted field staff identified by the City on the requirements of the illicit discharge elimination program and the procedures for identifying and reporting illicit discharges. A single 45-minute presentation is assumed with additional time for open discussion.

Subtask 6.2 Deliverables:

Training session for field staff

- **Task 7 Watershed Planning and Coordination**

The Beach Cities Watershed Management Group consisting of the cities of Manhattan Beach, Redondo Beach, Hermosa Beach and Torrance along with the Los Angeles County Flood Control District (Beach Cities Watershed Management Group or Beach Cities WMG) are completing the development and will be initiating implementation of an Enhanced Watershed Management Program (EWMP) and Coordinated Integrated Monitoring Program (CIMP) consistent with the Permit. As required by the Permit, the draft CIMP was submitted in June 2014, and a draft EWMP was submitted to the Regional Board for review by June 28, 2015. A revised CIMP is being prepared in response to Regional Board staff comments and upon approval of the CIMP by Regional Board staff, the Beach Cities EWMP will have 90 days to begin implementing the CIMP and this will be accomplished through development of a memorandum of agreement (MOA) for joint monitoring. In addition to implementation of the CIMP, other joint efforts to be undertaken by the Beach Cities WMG during FY15-16 will include responding to comments on the CIMP and EWMP and revising both documents, and

developing a coordinated approach to public information and participation programs and other joint efforts identified in the EWMP.

This task is provided for McGowan Consulting to serve as the Beach Cities WMG Coordinator (Watershed Coordinator) in order to facilitate and manage the group's joint efforts. The Beach Cities WMG meets on a monthly basis to coordinate compliance monitoring and implementation activities for the Beach Cities EWMP and CIMP. This task includes time to prepare for and lead the monthly meetings. A list of specific scope items to be included in this task for FY15-16 is as follows (A new list of scope items will be provided for subsequent fiscal years for discussion by the group in May of the preceding fiscal year.):

1. Plan and prepare Beach Cities WMG meeting agendas and prepare meeting minutes for 12 monthly meetings
2. Two McGowan Consulting staff to attend meetings, Kathleen McGowan to chair meeting and project scientist to take notes
3. Prepare MOA for implementing the CIMP and Watershed Planning & Coordination: 3 drafts, two rounds of comments (staff, city attorneys), plus one final version
4. Prepare quarterly draft invoices to Hermosa Beach, Redondo Beach and Torrance under the CIMP MOA
5. Prepare RFP for implementing the CIMP: 2 drafts, one round of comments from staff, plus final version for execution
6. Manage the CIMP implementation consultant/contractor under the direction of City of Manhattan Beach staff
7. Review and comment on CIMP and EWMP consultant/contractor reports
8. Outline plan for Beach Cities watershed joint public outreach activities in the form of a matrix summarizing how each required element of the PIPP program will be met: either by the WMG, through Countywide program, or by cities individually
9. Participate in EWMP Coordinator Meetings (6) and Regional Board meetings, workshops and hearings related to CIMP and EWMP implementation (2)
10. Participation in South Bay Steering Committee meetings of the Integrated Water Resources Management Plan (IRWMP) (up to 6 meetings)
11. Submission of up to four (4) project concepts (one per city) into the LA IRWMP database to align the Beach Cities' EWMP projects for Prop 1 IRWMP Implementation grant opportunities. Project concepts to be based on descriptions in the final EWMP with any necessary additional information to be provided by the individual city in which the project is to be located.
12. Prepare Watershed Joint Annual Report narrative and summary.

Excluded from this scope is the effort to carry out the CIMP scope of work which includes the annual Integrated Monitoring Compliance Report and data summary and trend analysis that will be implemented through a separate contract to be awarded as a result of the RFP and it is assumed that the CIMP implementation contract will be held directly by City of Manhattan Beach, not by McGowan Consulting. It is assumed that each individual WMG agency will prepare its own individual annual report summarizing and reporting on its individual activities under the MS4 Permit for the reporting year, including new development/redevelopment

summary and cumulative change in effective impervious area and stormwater volume reduction from the projects within its jurisdiction, and that the individual annual reports for each agency will be attached to the Watershed Joint Annual Report as appendices. It is also assumed that City of Redondo Beach staff will continue to manage the remainder of EWMP and CIMP development contract in accordance with existing MOA for EWMP and CIMP development through the final approval of each document by Regional Board staff, and that management of that contract is not part of McGowan Consulting scope of work.

- **Task 8 Reimbursable Expenses**

This task provides for contracted services as needed for a graphic artist to lay out artwork for public outreach materials such as brochures or advertising and a technical editor or writer to write copy for public outreach materials.

We will adhere closely to the scope of work and inform City staff of changing requirements and emerging issues as part of regular communication. It is the nature of regulatory-driven programs to be subject to uncertainty and unpredictable events such as changes in regulatory requirements, emerging issues, enforcement action or third-party lawsuits, or simply additional support required by City staff that was unanticipated. If such unpredictable event(s) or needs arise, McGowan Consulting is ready to assist the City and, at City staff's discretion, will submit a request for an authorization for scope change to provide the City with additional consulting services to respond to such a change in scope.

Please do not hesitate to contact me if you have any questions or require additional information or scope clarification. Thank you for the opportunity to continue to work with you and your colleagues at the City of Manhattan Beach.

Sincerely,

Kathleen C. McGowan, P.E.
Principal

**EXHIBIT B
FEE SCHEDULE**

PROPOSAL FOR MS4 PERMIT CONSULTING AND WATERSHED COORDINATION

	Labor Hours	Budget
Task 1 Stormwater Program Management		
1.1 - Coordination and Communication	36	\$ 5,400
1.2 - Annual Reporting	54	\$ 8,100
1.3 - Permit-wide Planning and Coordination *	16	\$ 2,400
Subtotal Task 1	106	\$ 15,900
Task 2 Public Information & Participation Program		
2.1 - PIPP Program Development & Implementation*	12	\$ 1,800
2.2 - City Council Presentations and Updates	24	\$ 3,600
Subtotal Task 2	36	\$ 5,400
Task 3 Industrial/Commercial Facilities Control Program		
3.1 - Commercial Facilities Tracking	6	\$ 900
3.2 - Business Assistance (Clean Bay Restaurant)	10	\$ 1,500
Subtotal Task 3	16	\$ 2,400
Task 4 Planning & Land Development and Construction Programs		
4.1 - LID and Green Street Implementation Support	16	\$ 2,400
4.2 - Construction Program Implementation Support	24	\$ 3,600
4.3 - Training for Community Development *	18	\$ 2,700
Subtotal Task 4	58	\$ 8,700
Task 5 Public Agency Activities Program		
5.1 - Inventory of Public Facilities	80	\$ 12,000
5.2 - Public Works Activities Procedures and Training*	30	\$ 4,500
Subtotal Task 5	110	\$ 16,500
Task 6 Illicit Connection & Illicit Discharge Elimination		
6.1 - Update of ICID Program Procedures	60	\$ 9,000
6.2 - Field Staff Training in IC/ID Identification and Reporting*	16	\$ 2,400
Subtotal Task 6	76	\$ 11,400
Subtotal City-specific Tasks 1- 6	402	\$ 60,300

**EXHIBIT B
FEE SCHEDULE**

PROPOSAL FOR MS4 PERMIT CONSULTING AND WATERSHED COORDINATION

Task 7 Watershed Planning and Coordination **	Labor Hours	Budget
1. WMG meeting agendas and minutes (12)	24	\$ 3,360
2. WMG meeting attendance (two persons, 12 meetings)	84	\$ 11,760
3. MOA for CIMP	40	\$ 5,600
4. Quarterly MOA invoicing (4)	20	\$ 2,800
5. RFP for CIMP Implementation	40	\$ 5,600
6. Manage CIMP Implementation	50	\$ 7,000
7. Review and comment on CIMP and EWMP reports	32	\$ 4,480
8. WMG joint PIPP outreach planning	12	\$ 1,680
9. EWMP Coordinator meetings (9) and LARWQCB meetings (3)	27	\$ 3,780
10. South Bay IRWMP meetings (12)	24	\$ 3,360
11. LA IRWMP database project concept submittal (4)	40	\$ 5,600
12. Watershed Joint Annual Report	36	\$ 5,040
Total Watershed Task 7	429	\$ 60,060
Task 8 Reimbursable Expenses		
Graphic artist	5	\$ 500
Technical Editor/Writer	5	\$ 500
Total Task 8		\$ 1,000
TOTAL	831	\$ 121,360

**Labor Rates
Contract Year 2015-16**

Professional

Principal \$150 per hour
Project Scientist \$125 per hour

Staff Support & Contracted Services

Graphic artist \$100 per hour
Technical Editor/Writer \$100 per hour
Intern \$25 per hour

Expenses

Labor rates include: automobile mileage within greater Los Angeles and Orange County area, parking, routine printing and copying.

Other direct costs chargeable to the project include: report reproduction and binding, courier services, blueprint services, graphics services, film and film development, project-specific publications, and any other direct project costs not included in the labor rates.

EXHIBIT C
PROJECT TIMELINE

PROPOSAL FOR MS4 PERMIT CONSULTING AND WATERSHED COORDINATION

Task	Element	Due Date
Subtask 1.2	NPDES Permit Annual Report	12/15/2015
	Information from City staff	
	Draft annual report for City staff review	
Subtask 3.1	Updated Commercial Facilities Inventory	11/1/2015
	Information from inspection contractor	
Subtask 3.2	Updated inventory of restaurants	11/1/2015
	Information from inspection contractor	
Subtask 4.3	Community Development and Engineering Staff Training	6/30/2016
Subtask 5.1	Inventory of public facilities	
Subtask 5.2	Public Works staff training	6/30/2016
Subtask 6.1	Update IC/ID Program Procedures	
Subtask 6.2	Field staff training in IC/ID procedures	6/30/2016
Task 7.1	WMG meeting agendas and minutes	At Notice to Proceed
Task 7.3	First draft MOA for CIMP Implementation and Watershed Planning & Coordination	TBD
Task 7.5	First draft RFP for monitoring	TBD
Task 7.12	Watershed Joint Annual Report	December 15 annually
	Individual annual report drafts from WMG agencies	November 1 annually
	Integrated Monitoring Compliance Report and data summary and trend analysis from CIMP consultant/contractor	November 1 annually

Agenda Date: 5/2/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Liza Tamura, City Clerk

Quinn Barrow, City Attorney

George Gabriel, Management Analyst

SUBJECT:

Ordinance to Require Electronic Filing of Disclosure Statements (City Clerk Tamura).

INTRODUCE ORDINANCE

RECOMMENDATION:

Introduce Ordinance No. 17-0005 to require electronic filing of Fair Political Practice Commission (FPPC) Campaign Finance Disclosure Statements.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with this specific action. However, at the March 22, 2017 City Council meeting the City Council authorized \$10,000 to purchase the software and implement the electronic filing process. The \$10,000 was transferred from the City Council Contingencies Fund to purchase software and post FPPC filings on the City's website. After the purchase, the estimated remaining balance within the City Council Contingencies Fund is \$90,000.

BACKGROUND:

At the February 7, 2017 and March 8, 2017 City Council Meeting former City Councilmember Powell requested the posting of certain campaign disclosure filings on the City's website.

At the March 22, 2017 City Council Meeting, City Council adopted Resolution No. 17-0040. In adopting the resolution, City Council directed staff to research various software options and concurrently bring an ordinance for City Council adoption approving the use of electronic filing.

DISCUSSION:

The Political Reform Act of 1974 requires specified candidates, committees, slate mailer organizations, and lobbyists, lobbying firms, and lobbyist employers to file campaign statements and reports online or electronically with the Secretary of State, as specified. The act requires certain entities to also file campaign statements and reports with local filing officers, as specified.

On January 1, 2013, Assembly Bill (AB) 2452 went into effect adding Government Code Section 84615 to the Political Reform Act which allows a local government agency to mandate online or electronic filing for an elected officer, candidate, committee, or other person who is required to file statements, reports, or other documents under the Political Reform Act, if the filer receives contributions and makes expenditures totaling \$1,000 or more in a calendar year. The law prescribes criteria that must be satisfied by a local government agency to require online or electronic filing of statements, reports, or other documents. The system must be available free of charge to filers and the public for viewing filings, and must include a procedure for filers to comply with the requirement that they sign statements and reports under penalty of perjury.

An exception to the Government Code Section 84615's mandatory electronic filings requirement is for entities that receive less than \$1,000 in contributions and expend less than \$1000 in any calendar year. Please note that, in the context of describing "which types of committees are subject to the campaign rules under the Act" on its website, the FPPC has recently increased the threshold to \$2,000 for "recipient committees" (i.e., candidate controlled committees; committees primarily formed to support or oppose candidates or ballot measures; political party committees; and other general purpose committees). It is not clear whether the increase in the threshold in determining whether a recipient committee is subject to the campaign rules under the Act impacts the "less than \$1000" exception for mandatory electronic filing for such recipient committees.

In addition, AB 2452 requires the online or electronic filing system that shall only accept a filing in the standardized record format that is developed by the Secretary of State and is compatible with the Secretary of State's system for receiving an online or electronic filing.

There are currently only two companies that are certified by the Secretary of State to provide this service. The City Clerk's Office is currently reviewing proposals from each vendor.

CONCLUSION:

If City Council introduces the draft ordinance, the ordinance will be placed on a future consent calendar for second reading and adoption of Ordinance No. 17-0005.

ENVIRONMENTAL REVIEW

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

LEGAL REVIEW

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

is necessary.

Attachment/Attachments:

1. Draft Ordinance No. 17-0005
2. Assembly Bill No. 2452
3. Government Code 84615

ORDINANCE NO. 17-0005

AN ORDINANCE OF THE CITY OF MANHATTAN BEACH
AMENDING THE MANHATTAN BEACH MUNICIPAL CODE
TO REQUIRE ELECTRONIC FILING OF CAMPAIGN
STATEMENTS

RECITALS

The City Council hereby finds and declares:

A. California Government Code Section 84615 provides that a local agency may require an elected officer, candidate, committee, or other person required to file statements, reports, or other documents, except an elected officer, candidate, committee, or other person who receives contributions totaling less than \$1,000 and makes expenditures totaling less than \$1,000, in a calendar year, to file those statements, reports, or other documents online or electronically with the local filing officer.

B. The system will operate securely and effectively and will not unduly burden filers. Specifically: (1) the system will ensure the integrity of the data and includes safeguards against efforts to temper with, manipulate, alter, or subvert the data; (2) the system will only accept a filing in the standardized record format developed by the Secretary of State and compatible with the Secretary of State's system for receiving an online or electronic filing; and (3) the system will be available free of charge to filers and to the public for viewing filings.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH DOES ORDAIN AS FOLLOWS:

SECTION 1. Municipal Code Section 4.120.045 is hereby amended to read as follows:

Section 4.120.045 Electronic Filing of Campaign Statements

- (a) Any elected officer, candidate, committee, or other person required to file statements, reports or other documents described by Chapter 4 (Campaign Disclosure) of Title 9 (Political Reform) of the California Government Code, and that has received contributions and made expenditures of \$1,000 or more, shall electronically file such statements using procedures established by the City Clerk.
- (b) Once an elected officer, candidate, committee, or other person files a statement, report, or other document electronically pursuant to subsection (a), all future statements, reports, or other documents on behalf of that filer shall be filed electronically.
- (c) In any instance in which an original statement, report, or other document must be filed with the California Secretary of State and a copy of that statement, report, or other document is required to be filed with the City Clerk, the filer may, but is not required to file the copy electronically.

- (d) If the City Clerk’s electronic system is not capable of accepting a particular type of statement, report, or other document, an elected officer, candidate, committee, or other person shall file that document with the City Clerk in an alternative format.
- (e) A candidate shall be responsible for notifying all contributors that their identity shall be reported.”

SECTION 2. The title of Chapter 4.120 is hereby amended to read:

“Chapter 4.120

CAMPAIGN CONTRIBUTION LIMITS AND CAMPAIGN STATEMENT FILING REQUIREMENTS”

SECTION 3. Municipal Code Section 4.120.010 is hereby amended to read as follows:

“4.120.010 Purpose of Campaign Contributions Limits

It is the intent of the City Council in enacting campaign contribution limits to place realistic and enforceable limits on the amount persons may contribute to political campaigns in municipal elections. The purpose of these limits is to prevent the exercise by campaign contributors of potential undue or improper influence over elected officials and to inform the public of the sources and objects of campaign contributions and expenditures. Further, the City Council finds that the provisions of this chapter are necessary to prevent the actuality or appearance of corruption in the election process.”

SECTION 4. CALIFORNIA ENVIRONMENTAL QUALITY ACT EXEMPTION. The City Council determines that this ordinance is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”) and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, et seq., the “CEQA Guidelines”). It can be seen with certainty that there is no possibility that the adoption of this Ordinance, and the regulations established hereby, may have a significant effect on the environment. In addition, the action taken herein is not a “project” within the meaning of CEQA.

SECTION 5. SEVERABILITY. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or their application and, to this end, the provisions of this Ordinance are severable.

SECTION 6. CERTIFICATION. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

PASSED, APPROVED AND ADOPTED _____, 2017.

AYES:
NOES:
ABSENT:
ABSTAIN:

Mayor

ATTEST:

LIZA TAMURA
City Clerk

APPROVED AS TO FORM:

QUINN M. BARROW
City Attorney



California

LEGISLATIVE INFORMATION

[Home](#)
[Bill Information](#)
[California Law](#)
[Publications](#)
[Other Resources](#)
[My Subscriptions](#)
[My Favorites](#)

AB-2452 Political Reform Act of 1974: online disclosure. (2011-2012)

SHARE THIS:



Assembly Bill No. 2452

CHAPTER 126

An act to add Section 84615 to the Government Code, relating to the Political Reform Act of 1974.

[Approved by Governor July 13, 2012. Filed with Secretary of State July 13, 2012.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2452, Ammiano. Political Reform Act of 1974: online disclosure.

The Political Reform Act of 1974 requires specified candidates, committees, slate mailer organizations, and lobbyists, lobbying firms, and lobbyist employers to file campaign statements and reports online or electronically with the Secretary of State, as specified. The act requires certain of these entities to also file campaign statements and reports with local filing officers, as specified.

This bill, with certain exceptions, would authorize a local government agency to require an elected officer, candidate, committee, or other person required to file specified statements, reports, or other documents to file those statements, reports, or other documents online or electronically with a local filing officer. The bill would prescribe criteria that must be satisfied by a local government agency that requires online or electronic filing of statements, reports, or other documents, as specified, including, among others, that the system be available free of charge to filers and to the public for viewing filings, and that the system include a procedure for filers to comply with the requirement that they sign statements and reports under penalty of perjury.

The Political Reform Act of 1974, an initiative measure, provides that the Legislature may amend the act to further the act's purposes upon a 2/3 vote of each house and compliance with specified procedural requirements.

This bill would declare that it furthers the purposes of the act.

Vote: 2/3 Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 84615 is added to the Government Code, to read:

84615. A local government agency may require an elected officer, candidate, committee, or other person required to file statements, reports, or other documents required by Chapter 4 (commencing with Section 84100), except an elected officer, candidate, committee, or other person who receives contributions totaling less than one thousand dollars (\$1,000), and makes expenditures totaling less than one thousand dollars (\$1,000), in a calendar year, to file those statements, reports, or other documents online or electronically with a local filing officer. A local government agency that requires online or electronic filing pursuant to this section shall comply with all of the following:

(a) The legislative body for the local government agency shall adopt an ordinance approving the use of online or electronic filing, which shall include a legislative finding that the online or electronic filing system will operate securely and effectively and would not unduly burden filers. The ordinance adopted by the legislative body for the local government agency may, at the discretion of that legislative body, specify that the electronic or online filing requirements apply only to specifically identified types of filings or are triggered only by identified monetary thresholds. In any instance in which the original statement, report, or other document is required to be filed with the Secretary of State and a copy of that statement, report, or other document is required to be filed with the local government agency, the ordinance may permit, but shall not require, that the copy be filed online or electronically.

(b) The online or electronic filing system shall only accept a filing in the standardized record format that is developed by the Secretary of State pursuant to paragraph (2) of subdivision (a) of Section 84602 and that is compatible with the Secretary of State's system for receiving an online or electronic filing.

(c) The online or electronic filing system shall ensure the integrity of the data transmitted and shall include safeguards against efforts to tamper with, manipulate, alter, or subvert the data.

(d) (1) The local filing officer shall issue to a person who files a statement, report, or other document online or electronically an electronic confirmation that notifies the filer that the statement, report, or other document was received. The confirmation shall include the date and the time that the statement, report, or other document was received by the filing officer and the method by which the filer may view and print the data received by the filing officer.

(2) A copy retained by the filer of a statement, report, or other document that was filed online or electronically and the confirmation issued pursuant to paragraph (1) that shows the filer timely filed the statement, report, or other document shall create a rebuttable presumption that the filer timely filed the statement, report, or other document.

(e) The date of filing for a statement, report, or other document that is filed online or electronically shall be the day that it is received by the local filing officer.

(f) The local filing officer shall make all the data filed available on the Internet in an easily understood format that provides the greatest public access. The data shall be made available free of charge and as soon as possible after receipt. The data made available on the Internet shall not contain the street name and building number of the persons or entity representatives listed on the electronically filed forms or any bank account number required to be disclosed by the filer. The local filing officer shall make a complete, unredacted copy of any statement, report, or other document filed pursuant to this section, including any street names, building numbers, and bank account numbers disclosed by the filer, available to any person upon request.

(g) The online or electronic filing system shall include a procedure for filers to comply with the requirement that they sign statements and reports under penalty of perjury pursuant to Section 81004.

(h) The local government agency shall enable filers to complete and submit filings free of charge.

(i) The local filing officer shall maintain, for a period of at least 10 years commencing from the date filed, a secured, official version of each online or electronic statement, report, or other document filed pursuant to this section, which shall serve as the official version of that record for purpose of audits and any other legal purpose. Data that has been maintained for at least 10 years may then be archived in a secure format.

(j) Notwithstanding any other provision of law, any statement, report, or other document filed online or electronically pursuant to this section shall not be required to be filed with the local filing officer in paper format.

SEC. 2. The Legislature finds and declares that this bill furthers the purposes of the Political Reform Act of 1974 within the meaning of subdivision (a) of Section 81012 of the Government Code.



State of California

GOVERNMENT CODE

Section 84615

84615. A local government agency may require an elected officer, candidate, committee, or other person required to file statements, reports, or other documents required by Chapter 4 (commencing with Section 84100), except an elected officer, candidate, committee, or other person who receives contributions totaling less than one thousand dollars (\$1,000), and makes expenditures totaling less than one thousand dollars (\$1,000), in a calendar year, to file those statements, reports, or other documents online or electronically with a local filing officer. A local government agency that requires online or electronic filing pursuant to this section shall comply with all of the following:

(a) The legislative body for the local government agency shall adopt an ordinance approving the use of online or electronic filing, which shall include a legislative finding that the online or electronic filing system will operate securely and effectively and would not unduly burden filers. The ordinance adopted by the legislative body for the local government agency may, at the discretion of that legislative body, specify that the electronic or online filing requirements apply only to specifically identified types of filings or are triggered only by identified monetary thresholds. In any instance in which the original statement, report, or other document is required to be filed with the Secretary of State and a copy of that statement, report, or other document is required to be filed with the local government agency, the ordinance may permit, but shall not require, that the copy be filed online or electronically.

(b) The online or electronic filing system shall only accept a filing in the standardized record format that is developed by the Secretary of State pursuant to paragraph (2) of subdivision (a) of Section 84602 and that is compatible with the Secretary of State's system for receiving an online or electronic filing.

(c) The online or electronic filing system shall ensure the integrity of the data transmitted and shall include safeguards against efforts to tamper with, manipulate, alter, or subvert the data.

(d) (1) The local filing officer shall issue to a person who files a statement, report, or other document online or electronically an electronic confirmation that notifies the filer that the statement, report, or other document was received. The confirmation shall include the date and the time that the statement, report, or other document was received by the filing officer and the method by which the filer may view and print the data received by the filing officer.

(2) A copy retained by the filer of a statement, report, or other document that was filed online or electronically and the confirmation issued pursuant to paragraph (1) that shows the filer timely filed the statement, report, or other document shall create

a rebuttable presumption that the filer timely filed the statement, report, or other document.

(e) The date of filing for a statement, report, or other document that is filed online or electronically shall be the day that it is received by the local filing officer.

(f) The local filing officer shall make all the data filed available on the Internet in an easily understood format that provides the greatest public access. The data shall be made available free of charge and as soon as possible after receipt. The data made available on the Internet shall not contain the street name and building number of the persons or entity representatives listed on the electronically filed forms or any bank account number required to be disclosed by the filer. The local filing officer shall make a complete, unredacted copy of any statement, report, or other document filed pursuant to this section, including any street names, building numbers, and bank account numbers disclosed by the filer, available to any person upon request.

(g) The online or electronic filing system shall include a procedure for filers to comply with the requirement that they sign statements and reports under penalty of perjury pursuant to Section 81004.

(h) The local government agency shall enable filers to complete and submit filings free of charge.

(i) The local filing officer shall maintain, for a period of at least 10 years commencing from the date filed, a secured, official version of each online or electronic statement, report, or other document filed pursuant to this section, which shall serve as the official version of that record for purpose of audits and any other legal purpose. Data that has been maintained for at least 10 years may then be archived in a secure format.

(j) Notwithstanding any other provision of law, any statement, report, or other document filed online or electronically pursuant to this section shall not be required to be filed with the local filing officer in paper format.

(Added by Stats. 2012, Ch. 126, Sec. 1. (AB 2452) Effective January 1, 2013.)

Agenda Date: 4/18/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Liza Tamura, City Clerk
Quinn M. Barrow, City Attorney
Mark Leyman, Parks and Recreation Director
Anne McIntosh, Community Development Director
Martha Alvarez, Senior Deputy City Clerk
Laurie Jester, Planning Manager
Erik Zandvleit, Traffic Engineer
Ryan Heise, Building Official
Linda Robb, Parks and Recreation Management Analyst
Martin Betz, Cultural Arts Manager
Eve Kelso, Recreation Services Manager
George Gabriel, Management Analyst

SUBJECT:

Approval of Modernized and Updated Boards and Commissions Handbook and Commission Work Plan Process (City Clerk Tamura, Parks and Recreation Director Leyman, and Community Development Director McIntosh).

APPROVE

RECOMMENDATION:

Staff recommends that:

1. City Council discuss and approve the modernized and updated Boards and Commissions Handbook,
2. Consider and approve the proposed Boards and Commissions Work Plan Process,
3. Direct the City Clerk to bring the appropriate resolutions and/or ordinances for consideration at the May 2, 2017 City Council meeting,
4. Authorize the City Clerk to make minor changes to the Boards and Commissions Handbook in the future.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

The Handbook for Boards and Commission members is an administrative document which outlines the roles and responsibilities of Boardmembers and Commissioners and can be revised as City Council directs.

At the October 16, 2007 City Council meeting, the City Council approved the Boards and Commissions Handbook. Since that time a number of revisions have been proposed by Department Liaisons and Commissioners.

The City Clerk, City Attorney, Community Development Director, Parks and Recreation Director and Staff Liaisons have met and discussed the suggested revisions to the Boards and Commissions Handbook and are recommending the proposed changes below.

DISCUSSION:

The items for City Council consideration that have been proposed to the Boards and Commissions Handbook include:

Annual Work Plan

Staff has updated the Boards and Commissions Handbook to include a Work Plan Process. An Annual Work Plan will act as a guide to Staff Liaisons, Commissions, and Boards to accomplish City Council goals and priorities throughout the year. The Handbook explains the differentiation between Work Plans within the Parks and Recreation Department and Community Development Department.

Work Plan Process - Parks and Recreation Department

The Parks and Recreation Commission, Library Commission, and Cultural Arts Commission will be subject to a Work Plan Process. Each year, Staff Liaisons and Commissions will develop a Work Plan. The Work Plan will outline the commission's goals, future activities, any necessary or anticipated budgetary considerations and priorities for the upcoming year.

Prior to the annually scheduled Joint City Council/Commission meeting, the Staff Liaison will develop a list of ideas to discuss with City Council. At the Joint meeting, the commission will receive direction and prioritize ideas from the City Council. Subsequently, at the next regularly scheduled commission meeting, the commission will further develop a Draft Work Plan based on City Council direction and filter ideas with staff, to be consistent with City Policies and develop fiscal implications. Following the approved Draft Work Plan, Staff Liaisons shall provide a cover memo indicating whether the Commission's Draft Work Plan corresponds with the Department's Work Plan. The process allows staff and commissioners to draft a Commission Work Plan that properly accounts for their priorities and requests funding to meet their goals. One example would be organizing a Speaker Series at the Joslyn Community Center or the Manhattan Beach Library.

The Commission's Draft Work Plan will then be presented at a regularly scheduled City Council meeting for City Council approval. Upon City Council review, the City Council may add, remove or revise items. City Council may ask for periodic updates on items or for the Boards/Commissions to develop options and recommendations for further City Council

action.

Work Plan Process - Community Development Department

The Planning Commission, Historic Preservation Commission, Parking and Public Improvements Commission, Board of Building Appeals, and Los Angeles County West Vector Control Board will develop Work Plans, but are limited in their scope.

The work of these bodies is regulatory in nature and is primarily mandated by State and Local codes. In addition, from time to time, amendments to the City's regulations will be required due to changes in law. To that end, these bodies may be asked to review policy documents or legislative matters and provide direction to City Council through the Work Plan Process (as referenced under the Parks and Recreation Department's Work Plan Process). In addition, Boardmembers and Commissioners may require training and education to remain current with the technical information that governs their work.

Boards and Commissions Handbook - Proposed Changes

Board of Building Appeals Membership Changes

The Board of Building Appeals (BBA) hears appeals from the public regarding Building Official decisions. Due to the irregularity of board meetings and lack of applicants with the necessary training and experience required, staff is proposing to reduce the number of members from five seats to three seats and revise the term limits to an indefinite term limit. The proposed changes will maintain adherence to the California Building Code that requires all boardmembers to be qualified by experience and training. In addition, the change will allow staff to devote less time to advertise and fill vacancies.

Interview & Appointment Process and Orientation Training

The Handbook references the current Interview & Appointment Process for new and re-appointed Commissioners established most recently by Resolution No. 16-0032 in 2016. Resolution No. 16-0032 is attached to the Handbook for ease of reference. The Council may want to re-visit the process.

Upon appointment to a City Board or Commission, the City Clerk will conduct a mandatory orientation providing a review of the Boards and Commissions Handbook. Staff liaisons will also arrange for an overview of the Commission and bring the newly appointed commissioner up to speed on all matters related to their respective commission.

Student Representatives Added to the Cultural Arts Commission and Library Commission

The Cultural Arts Commission has been focusing its efforts on developing programs for High School Students. A majority of these students attend Mira Costa High School (MCHS), and have been involved with the exceptional art program at the School. We are currently collaborating with MCHS on four different programs: Curator tours, annual student art exhibition, StArt Projects, and the summer music program. Adding a student representative to the Commission would strengthen the collaboration and give the Cultural Arts Commission as well as the Cultural Arts Division a new perspective on the needs of young people in the community. Such an appointment would emphasize the City's understanding of the importance of educating and engaging young people in this community.

The Library Commission would also benefit from adding a student representative to strengthen the collaboration with the Manhattan Beach Unified School District. The Library Commission has already begun a partnership by reaching out to the school district librarians. A student representative would provide a new perspective and further engage the community's youth in providing library services that are the highest utilized in Los Angeles County.

The Parks and Recreation Commission has an existing student representative, who provides valuable insights and connectivity to Mira Costa High School and the Commission.

Each of the student representatives shall follow the conventional interview and appointment process outlined in Resolution No. 16-0032 and shall serve for a term of one year. Student representatives must be grades 9-12 during their appointed term (June 1 - May 30) and must be residents of Manhattan Beach to qualify for an appointment. This includes incoming freshman completing their eight grade year.

Meeting Start Time - 6:00 PM

A proposed start time of 6:00 PM is being presented to City Council in order for all Commissions to coincide with City Council meeting start times.

New Meeting Date for Cultural Arts Commission

The Cultural Arts Commission is proposing a new meeting date on the third Monday of every month. This change is being proposed to avoid possible conflicts with added City Council meetings on the second Tuesday of the month.

Inclusion of the Historic Preservation Commission

The Historic Preservation Commission is a new Commission established by Section 10.86.040 of the Zoning Code. Its members are to be made up of individuals that have an expressed special interest, experience, or knowledge of the history, architecture, or cultural heritage of the City. At least two members are required to be professionals in the disciplines of architecture, history, planning, land economics, real estate or a related discipline, to the extent that such professionals are available in the community, and the Commission is to meet at least quarterly but it anticipated that the first year or so they will meet more frequently.

The Commission is primarily an advisory board to the City Council, Planning Commission, and staff on historic resource, but also approves requests to make alterations to historic resources. The Commission's first duty will be focused on compiling, maintaining, and periodically updating the Inventory of Historic Resources as defined in Section 10.86.050. The Commission is required within six months of its first meeting to forward a plan to the City Council recommending a comprehensive historic resources survey, which will provide the baseline data for the Inventory. Based upon the results of the survey, the Commission will compile and approve the Inventory of Historic Resources.

At the City Council meeting of February 16, 2016, the City Council approved the formation of the Historic Preservation Commission. The new Handbook includes the addition of the Commission. In addition, staff is proposing the following term limits for the Historic Preservation Commission so the terms may stagger at the Commission's inception:

- Seat No. 1 (Professional/Expert) - 3 Years Initially and 3 Year Terms Thereafter
- Seat No. 2 (Professional/Expert) - 3 Years Initially and 3 Year Terms Thereafter

- Seat No. 3 (At Large) - 3 Years Initially and 3 Year Terms Thereafter
- Seat No. 4 (At Large) - 2 Years Initially and 3 Year Terms Thereafter
- Seat No. 5 (At Large) - 2 Years Initially and 3 Year Terms Thereafter

Absence Policy

Due to misunderstandings in the absence policy previously provided in the Boards and Commission Handbook, staff is proposing to have a more standard absence policy. The policy also takes into consideration the student representative and how the absence policy will only apply during the school year. With the new policy there are clear standards and expectations for all Commissioners as to what is considered an absence and from what date the absence policy is taking effect per year. Staff is proposing permitting four absences within a year (June 1 - May 31) for commissions that meet regularly.

However, members of the Board of Building Appeals and the Historic Preservation Commission are subject to defined meeting attendance standards due to the irregularity and limited frequency of meetings. Therefore, after the second absence a member will exceed their permitted absences.

Trainings

Staff has included the ability of boardmembers and commissioners to attend nearby trainings as staff liaisons see fit. Trainings provide boardmembers and commissioners opportunities to learn about their roles and responsibilities, stay current with issues in the industry, exchange ideas, forge personal and professional relationships and demonstrate leadership in community service. Staff Liaisons will budget for such trainings as needed.

Compensation

Language has been included in the Handbook that clarifies boardmember or commissioner positions as volunteer positions that do not receive compensation but may receive reimbursements for reasonable and necessary costs and expenses incurred related to the performance of their duties.

Sunshine Policy

Staff continues to stress the City's commitment to transparency, open government, and wide-ranging access to our city government. Therefore, the Handbook includes a section referring to the Sunshine Policy and directing boardmembers and commissioners to follow the Sunshine Policy where applicable.

Introduction and Basic City Organization:

A goal of the revised and modernized Handbook is to provide greater information to the public regarding the City's organization, policies, and goals. Thus, various sections have been inserted that include: a Welcome Page, basic city information, the City's Mission Statement, the City's Elected Officials, the Strategic Plan, an executive staff directory, the City's organization department chart, City Hall Hours of Operation Calendar, and a section describing what being a public servant entails.

Joint Meetings

Staff has included regularly scheduled timeframes for each Board or Commission to hold a Joint Meeting with City Council once per year. These meetings enable councilmembers,

commissioners, and staff to discuss issues of mutual interest and gather ideas for Work Plan development in an open forum. Its dual purpose is to serve as a venue for City Councilmembers, Boardmembers, and Commissioners to get to know each other better. Joint meetings are public meetings and will be noticed accordingly by the City Clerk.

CONCLUSION

Staff recommends that the City Council discuss and approve the proposed changes to the Handbook and approve the Boards and Commission Work Plan Process. If City Council approves the proposed changes, staff will return (at a later City Council Meeting) with the appropriate resolutions and/or ordinances for consideration regarding the proposed changes in membership to the Cultural Arts Commission, Board of Building Appeals, Parks and Recreation Commission and the Library Commission.

POLICY ALTERNATIVES:

ALTERNATIVE:

Propose additional edits for review and return to City Council for approval at a later meeting.

PROS:

- Incorporates additional edits for public review and input.

CONS:

- Delays the Annuals Boards and Commissions Interview and Appointment Process.

PUBLIC OUTREACH/INTEREST:

After analysis, staff determined that public outreach was not required for these issues.

ENVIRONMENTAL REVIEW

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

LEGAL REVIEW

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

Attachment:

1. Boards and Commission Handbook
2. Powerpoint Presentation

City of Manhattan Beach



Boards and Commissions Handbook

Table of Contents

Welcome 1

Basic City Information..... 2

Mission Statement..... 3

City Elected Officials..... 4

Strategic Plan 5

City Organization and Department Chart 8

City Hall Hours of Operation 9

City Boards and Commissions 10

Policies and Procedures 14

Work Plan 18

Legal Procedures 21

Board and Commission Meetings & Process 23

Rules Regulations and Decorum 27

Attachments..... 31

Exhibit A - Interview & Appointment Process (Resolution No. 16-0032) 31

Exhibit B - Sunshine Policy 33



Welcome

The Manhattan Beach City Council would like to thank you for your interest in becoming a City Boardmember or Commissioner. Your willingness and commitment to serve your community is greatly appreciated and we thank you.

The expertise and guidance that City Boards and Commissions provide the City Council as the final decision-making body is very important and relied upon heavily by City Council when issues are discussed.

Historically, Boards and Commissions were created for the purpose of overseeing distinct issues and subjects affecting Manhattan Beach. Although commissions are unique to themselves, there are procedures, protocols and policies that are common to all of them.

In order to assist Boardmembers and Commissioners in becoming familiar with standard procedures and protocol, this Boards and Commissions Handbook has been developed. It provides a general orientation of a boardmember and/or commissioner's role and responsibilities. I urge you to take time to familiarize yourself with the Handbook and to use it as a reference guide as the need arises.

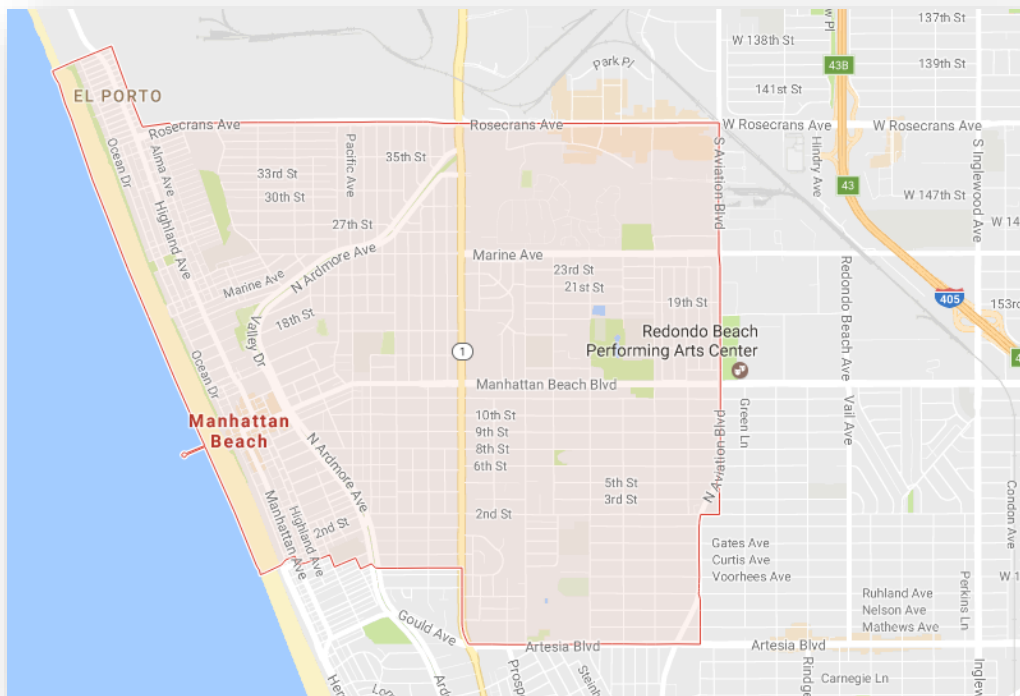
Your dedication to the well-being of the City of Manhattan Beach and its citizens is highly valued. Once again, on behalf of the City Council, thank you for your participation in this process.

Manhattan Beach City Council



Basic City Information

Incorporated on December 2, 1912, Manhattan Beach encompasses 3.89 square miles, with 2.1 miles of beachfront and 40 acres of total recreational beach area. This community of "Sun, Sand and Sea" is located in the South Bay area of Los Angeles County, 19 miles from downtown Los Angeles, and is one of Southern California's most desirable communities in which to work and live. Manhattan Beach is home to approximately 35,000 residents. The City offers residents a pleasant, peaceful, coastal living environment with easy access to all Los Angeles area amenities. Manhattan Beach is truly cosmopolitan, but maintains the warmth of a quaint small town, far removed from the stress of typical urban life. In addition to its popular coastline, the community is home to large numbers of tourist and family-oriented events, such as the Manhattan Beach Open volleyball tournament, the Pumpkin Races, and the Holiday Fireworks to name a few. Manhattan Beach is a full-service General Law City operating under a Council-Manager form of government. The City Council consists of five members elected at large, each serving a 9 1/2 month mayoral rotation during their four year term. The City Treasurer is also elected for a term of four years. The City Council meets on the first and third Tuesdays of the month at 6:00 PM. The City operates with nine well-run departments, 294 authorized full-time and approximately 215 part-time employees. The City prides itself in offering the highest level of services to its residents and maintains a AAA/Aaa bond rating.



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.



City Elected Officials



Mayor
David Lesser



Mayor Pro Tem
Amy Howorth



Councilmember
Steve Napolitano



Councilmember
Nancy Hersman



Councilmember
Richard
Montgomery



City Treasurer
Tim Lilligren

Strategic Plan

The Manhattan Beach City Council approved a City-Wide Strategic Plan in January 2016, after a significant process of input and engagement from City Council, staff and the community. The City uses its Strategic Plan to guide decision-making at all levels of the organization. It allows the City to focus on core functions and ensure that every department is working together towards common goals.

Additionally, it is linked to each department's performance measures in order to align their processes and activities to the tenets outlined in the Plan. The City-Wide Strategic Plan recognizes and seeks to encourage the Core Values of Excellence, Fiscal Responsibility, Ethical Behavior, Mutual Respect, Integrity, Dedication to the Community, Professionalism and Openness. It does so by establishing six Pillars of Success that were considered by the City Council as essential to the vibrant future of Manhattan Beach. They are:



Manhattan Beach



Strong Governance that Values Meaningful Resident Engagement



Environmental Stewardship



Excellent Municipal Services Provided by an Aligned and Committed Workforce



Effective Physical Asset Management - Infrastructure, Facilities, Amenities



Financial Sustainability



Economic Vitality

Executive Staff Directory

Position	Telephone	Email
City Manager Mark Danaj	310-802-5053	mdanaj@citymb.info
City Attorney Quinn M. Barrow	310-802-5061	qbarrow@citymb.info
Assistant City Manager Nadine Nader	310-802-5053	nnader@citymb.info
City Clerk Liza Tamura	310-802-5056	ltamura@citymb.info
Finance Director Bruce Moe	310-802-5550	bmoe@citymb.info
Human Resources Director Teresia Zadroga-Haase	310-802-5253	thaase@citymb.info
Parks & Recreation Director Mark Leyman	310-802-5414	mleyman@citymb.info
Police Chief Eve R. Irvine	310-802-5103	eirvine@citymb.info
Fire Chief Robert Espinosa	310-802-5203	respinosa@citymb.info
Public Works Director Stephanie Katsouleas	310-802-5313	skatsouleas@citymb.info
Information Technology Director Sanford Taylor	310-802-5588	staylor@citymb.info
Community Development Director Anne McIntosh	310-802-5500	amcintosh@citymb.info

Serving the Public Trust

Public employees have a responsibility to uphold the public trust. This responsibility demands the highest standards of conduct and dedication to our individual work assignments. The City will endeavor to create a workplace free from Conflicts of Interest, or the use of inappropriate influence inside or outside the immediate work environment.

As an expression of the concern and respect of the City for its citizens, we are expected to be courteous and helpful in our contact with the public and to present ourselves in a professional manner. Complaints and inquiries should be handled in a prompt, business-like way.

We report for work at the appropriate time, neatly dressed and properly equipped. For the protection of employees and the public we serve, we observe safety regulations and wear appropriate safety gear. We are responsible for maintaining a clean, neat and safe work environment.

We have an obligation to remain objective and to render impartial service. The acceptance of any gift or gratuity from any business or individual that could reflect poorly on the integrity of the City is to be avoided.

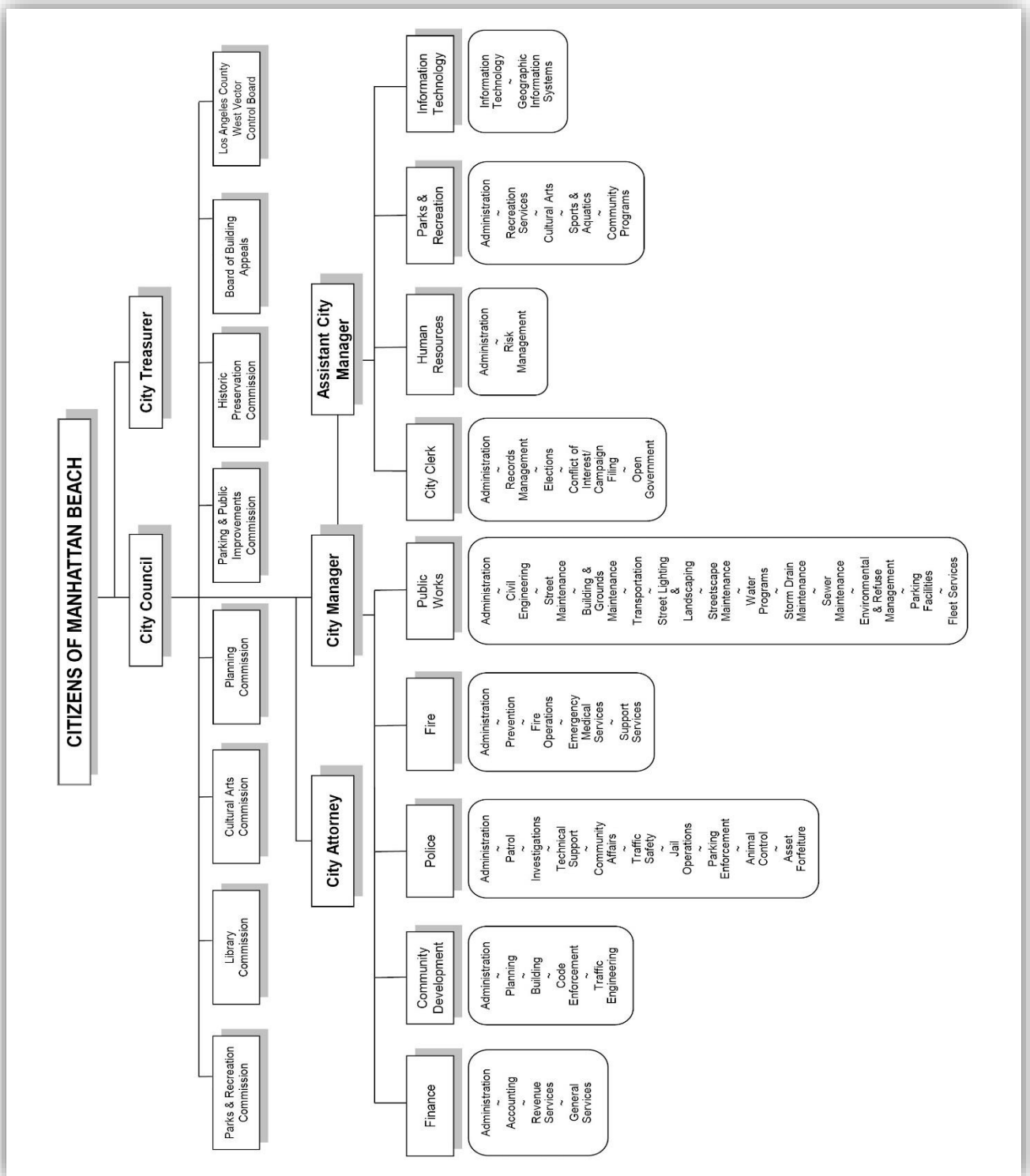
Equipment and supplies are provided to serve the citizens. Misuse or abuse of equipment diminishes the quality of service that can be provided. Personal use of supplies and equipment is a misuse of public funds.

Appropriate social interaction in the workplace is beneficial. However, we should avoid lengthy conversations or visits. Socializing which diminishes productivity deprives the public of the service it deserves.

We in public service have a special and important role. We are expected to observe and respond to community needs. In the event of a major disaster, we are disaster service workers. In time of need, we are subject to additional duties as required. We are visible and expected to assist the public whenever possible.



City Organization and Department Chart



City Hall Hours of Operation



2017 MB CITY OFFICE HOURS

Mon - Thur 7:30 AM - 5:30 PM | Alternate Open Fri 8:00 AM - 5:00 PM

January 2017

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2017

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2017

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2017

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2017

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2017

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

July 2017

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2017

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2017

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2017

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2017

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2017

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- Federal Holiday (City Offices Closed)
- Alternate Friday (City Offices Closed)
- City Council Meeting * 2017 Manhattan Beach General Municipal Election

- **If it is a life-threatening emergency, as always dial 911.**
- If it is a non-life-threatening emergency call Police Dispatch at (310) 545-4566 to report the emergency and stand-by City Staff will be available to respond.
- Visit www.citymb.info/city-services/new-city-hall-hours for extended services available on closed Fridays.

City Boards and Commissions

Current Boards and Commissions

Currently, there is one Board and six Commissions in the City of Manhattan Beach. The City is also represented by one seat on the Los Angeles County West Vector Control Board, appointed by the City Council.

Parks and Recreation Department Commissions

Parks and Recreation Commission

The Parks and Recreation Commission serves in an advisory capacity to the City Council regarding the recreational needs of all citizens, and shall promote supervised public recreation within the City.

- Consists of seven (7) members: four (4) members selected at-large, one (1) member from the Older Adult community, one (1) representative appointed by the Manhattan Beach Unified School District, and one (1) student representative.
- Meets the 4th Monday of every month at 6:00 PM in the City Council Chambers.

Library Commission

The Library Commission serves in an advisory capacity to the City Council regarding library services provided by the Los Angeles County Library System to the citizens of Manhattan Beach. This Commission also serves as a liaison between the County, City and public/private community groups supportive of library services.

- Consists of six (6) members: five (5) members selected at-large and one (1) student representative.
- Meets the 2nd Monday of each month at 6:00 PM in the City Council Chambers.

Cultural Arts Commission

The Cultural Arts Commission assists the City Council to develop an Annual Work Plan for Cultural Arts in the City. The Commission also encourages and supports Public Art (festivals, concerts, special events and educational programs) in the community.

- Consists of six (6) members: three (3) members selected at-large, two (2) members selected with art-related experience, and one (1) student representative.
- Meets the 3rd Monday of every month at 6:00 PM in the City Council Chambers.

Community Development Department Boards and Commissions

Planning Commission

Pursuant to California Planning and Zoning Law and the California Environmental Quality Act (CEQA), the Planning Commission considers land use applications such as use permits, variances, planned development permits, CEQA, and appeals of certain decisions made by the Directors of Community Development, and recommends to the City Council zone changes, code amendments, and modifications to long-range planning documents, including but not limited to the City's General Plan and Local Coastal Plan. It is the only existing Commission that makes official determinations. Planning Commission decisions may be appealed to the City Council.

- Consists of five (5) members
- Meets on the 2nd and 4th Wednesdays of each month at 6:00 PM in the City Council Chambers. When all five current seats have vacated, the regular meeting starting time will be changed to 6:00 PM.

Parking and Public Improvements Commission

The Parking and Public Improvements Commission (PPIC) makes recommendations to the City Council on public parking issues, capital improvement projects, traffic management and activities within the public right-of-way including encroachment permits.

- Consists of five (5) members: three (3) members selected at-large, and two (2) members owning and/or operating businesses located in the City¹, excluding home-based businesses.
- Meets the 4th Thursday of each month at 6:00 PM in the City Council Chambers.

Historic Preservation Commission

Among other duties, the Historic Preservation Commission approves or disapproves applications for Certificates of Appropriateness and Certificates of Economic Hardship; compiles and maintains the Register of Historic Resource in

¹ Commissioner must have a business license registered with the City of Manhattan Beach.

the City; compiles, maintains, and periodically updates the Inventory of Historic Resources; and recommends to the City Council the designation of and nomination of historic landmarks and districts, as well as other duties related to Historic Preservation.

- Consists of five (5) members: three (3) members selected at-large, and two (2) members who are professionals in one of the following fields. (architecture, history, planning, land economics, real estate or a related discipline)
- Meets the 1st Wednesday of each month at 6:00 PM (Will meet monthly for the first year and quarterly each year thereafter).
- Members will serve 3 year terms. (Seat No. 4 and No. 5 will serve 2 year terms initially).

Board of Building Appeals

The Board of Building Appeals hears requests for interpretation of California Code provisions, alternative materials and methods of construction. The Board's interpretations and recommendations to the City Council are advisory. Members must be qualified by experience and training. If there are insufficient applicants, the City Council may appoint qualified members serving concurrently on a Commission.

- Consists of three (3) members.
- Meets on an as-needed basis in the City Council Chambers.
- Boardmembers are appointed to indefinite terms.

Los Angeles County West Vector Control Board

The Los Angeles County West Vector and Vector-Borne Disease Control District was formed in 1944 and covers approximately 680 square miles, contains 23 cities, including the City of Manhattan Beach, and unincorporated territory of Los Angeles County. The purpose of the control district is to educate the public about vector-transmitted diseases, vector related injuries and provide additional information on services offered by the control district.

- Each city council, and county board of supervisors within the boundaries of the district, may appoint one (1) representative each to the Los Angeles County West Vector Control Board of Trustees.
- The Board of Trustees holds regular meetings once every two months on the 2nd Thursday of the month at 7:30 PM at the District's headquarters located at 6750 Centinela Avenue, Culver City, CA.
- There are a total of six meetings per year (January, March, May, July, September, November). First time appointees are appointed for a two

(2) year term; thereafter, a trustee may be appointed to a two (2) or four (4) year term at the discretion of City Council. There is no maximum tenure for this appointment.

- The appointee is subject to separate policies from what is outlined in the Handbook.

Policies and Procedures

Qualifications

Boardmembers and Commissioners are appointed by the City Council. Each year, the City accepts applications for open Board and Commission seats. Notice is published in the City's adjudicated newspaper (The Beach Reporter), on the City's website, social media, and on the City's posting boards. Applications are available in the City Clerk's office and may also be downloaded from the City's website. In order to serve on a Board or Commission, an applicant must be a registered voter, 18 years of age or older at the time the application is submitted to the City Clerk's Office, and reside in the City of Manhattan Beach.

Applicants applying for student representative seats are an exception to the requirements above. Student representatives must be grades 9-12 during their appointed term (June 1 – May 31) and must be residents of Manhattan Beach. Incoming freshman completing their eighth grade year are considered eligible.

All Board and Commission candidates are required to acknowledge (on their application) that they have read the Boards & Commissions Handbook. The Boards & Commissions Handbook is available on the City's website. Minor changes to this Handbook such as updating the Elected Officials page or the Executive Staff Directory, may be made by the City Clerk, but substantive revisions will require City Council approval.

Terms

The term of office for each Commission is three (3) years, starting June 1st and ending May 31st. Student representatives serve a one-year term.

Commissioners may serve a maximum of two consecutive three year terms (6 years) on the same Commission. Partial term appointment (see Filling Unscheduled Vacancy) to any term is not applied to the term limit.

Commissioners should not expect to be automatically re-appointed to their Commission seat. At the end of their first term, those Commissioners seeking re-appointment must reapply and submit an updated application. An interview with the City Council is required.

After serving two consecutive three year terms (6 years), Commissioners must wait one year before serving on the same Commission again. Commissioners may apply to be appointed to a different Commission at any time, but, with the exception of the Board of Building Appeals, may not serve concurrently on more

than one Commission. Members of the Board of Building Appeals are not subject to any term limits.

Term expirations on each Board and Commission shall stagger so all seats do not expire within one year.

Annual Interview and Appointment Process

Periodically, the City Council will change the Interview and Appointment Process. Most recently, the City Council adopted Resolution No. 16-0032 on April 19, 2016. This Resolution governs the interview, appointment and voting process for City Boards and Commissions. The Resolution states that interviews will take place at a City Council meeting. A copy of Resolution 16-0032 is attached as Exhibit A in the attachments section of the Boards and Commissions Handbook. The City Clerk is responsible for the Annual Interview and Appointment Process and will make the necessary arrangements once per year during the spring. The City Council may from time to time amend the Annual Interview and Appointment Process. The City Clerk's Office will adhere to timeframes during the Annual Interview and Appointment Process as detailed below.

Annual Process	Annual Timeframe
Advertise Expected Vacancies	February - April
Boardmember and Commission Application Submission Period	February - April
City Council Conducts Interviews ²	1st City Council Meeting of May
1 st Round of Appointments	1st City Council Meeting of May
2 nd Round of Appointments	2 nd City Council Meeting of May
Conduct Ethics Training for Appointees	May - June
Commissioner/Boardmember Begins Term	June 1st

Filling Unscheduled Vacancies

From time to time, Board and Commission vacancies occur prior to the expiration of the term for various reasons such as voluntary resignations and removal. When such a vacancy occurs, the City Clerk shall publish the vacancy and accept applications. A new member will be appointed by the City Council at a public meeting.

If a vacant seat has 18 months or less remaining in its term, the new member will complete the original term of office and automatically be re-appointed to a

² Per Resolution No. 16-0032, interviews will be recorded and available for viewing at a later date on the City's website.

three-year term. Following the three-year term, the member will be eligible for re-appointment by the City Council to another three-year term. If Commissioner desires to be re-appointed, it is recommended that the Commissioner re-apply and re-interview.

If a vacant seat has 18 months or more remaining in its term, the new member will complete the original term of office and then be eligible for re-appointment for only one succeeding three-year term.

Compensation

Boardmembers and Commissioners are volunteer positions and will serve without compensation but may be reimbursed for their reasonable and necessary costs and expenses incurred in connection with the performance of their duties. Expenses must be pre-approved by the Department Head and Staff Liaison.

Resignations and Removals

A member of a Board or Commission may be removed from office by a vote of the majority of the City Council. A Commissioner may also resign with a formal letter of resignation submitted to the City Clerk and agendaized for City Council acceptance.

Four (4) absences are permitted within a term (June 1 – May 31). After the 4th absence, a member who exceeds the absence allowance will automatically forfeit their Board or Commission seat and must submit a resignation letter. If no letter is submitted to the City Clerk's Office within 14 days, the seat will be deemed vacant. This includes all meetings, i.e., Regular, Adjourned, Joint and Special. Tardiness to a meeting by an amount greater than 30 minutes will be counted as an absence.

Non-attendance by the student representatives during the summer are not considered absences. Absences for student representatives only apply during the school year.

Members of the Board of Building Appeals and Historic Preservation Commission are subject to stricter meeting attendance standards due to the irregularity and limited frequency of meetings. Two (2) absences are permitted within a term (June 1 – May 31). Therefore, after the 2nd absence, a member will automatically forfeit their Board or Commission seat and must submit a resignation letter.

Orientation Training

In October 2007, the City Council made mandatory an Orientation Training process for all new Boardmembers and Commissioners. Newly appointed members are required to attend one (1) training session in May provided by the City Clerk prior to attending their first Board/Commission meeting. This mandatory orientation is optional for Boardmembers and Commissioners who are re-appointed.

If appointed to fill a vacancy outside the normal appointment time-period (when training is not available), newly appointed Boardmembers or Commissioners shall review an Orientation Training video and sign an affirmation with the City Clerk prior to attending their first Board or Commission meeting. Additionally, the Department liaison will provide a detailed orientation.

Statement of Economic Interests

The City's Conflict of Interest Code requires every commissioner³ to submit a statement of economic interests (referred to as Form 700) for public officials. The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests.

Boardmembers and Commissioners are required to submit a Form 700 to the City Clerk's Office within 30 days from the day they are appointed by the City Council. Failure to do so will disqualify a boardmember or commissioner from serving on a Board or Commission and will be subject to removal.

Civic Center Parking

To assist Boardmembers and Commissioners who must attend meetings, free evening parking is provided in the underground parking lot at City Hall, Monday through Thursday, after 3:00 PM.

³ The Board of Building Appeals is exempt from this requirement.

Work Plan

During the course of a Boardmember or Commissioner's term, Work Plans may need to be developed with the Staff Liaison. Depending on the department associated with the Staff Liaison, a Work Plan will need to be developed. Work Plans will follow the Work Plan Process (described below) and will require discussion and City Council approval.

Work Plan Development for the Parks and Recreation Department

Commissions will follow a Work Plan Process. The Work Plan will be a guiding document that provides direction and discussion items for the upcoming year. Staff Liaisons will work with commissioners to create approved Work Plans that correspond with City Council goals and priorities. The Work Plan will outline the commission's goals, future activities, any necessary or anticipated budgetary considerations and priorities for the upcoming year.

Prior to the annually scheduled Joint City Council/Commission meeting, the Staff Liaison will develop a list of ideas to discuss with City Council. At the Joint meeting, the commission will receive direction and prioritize ideas from the City Council. Subsequently, at the next regularly scheduled commission meeting, the commission will further develop a Draft Work Plan based on City Council direction. Ideas will then be filtered to be consistent with City Policies and develop fiscal implications. Following the approved Draft Work Plan, Staff Liaisons shall provide a cover memo indicating whether the Commission's Draft Work Plan corresponds with the Department's Work Plan. The process allows staff and commissioners to draft a Commission Work Plan that properly accounts for their priorities and requests funding to meet their goals. One example would be organizing a Speaker Series at the Joslyn Community Center or the Manhattan Beach Library.

The Commission's Draft Work Plan will then be presented at a regularly scheduled City Council meeting for City Council approval. Upon City Council review, the City Council may add, remove or revise items. City Council may ask for periodic updates on items or for the Boards/Commissions to develop options and recommendations for further City Council action.

If a new item is brought forward from the commission after the Work Plan has been approved by the City Council, the commission may still request permission to discuss that item, but will require City Council approval. During the "Commission Items" portion of a Commission meeting, a Commissioner may raise the idea of a new initiative for potential future consideration. If the majority of the Commission agrees to pursue the new initiative, the Commission may forward the request to the City Council through a letter or summary prepared by the Staff Liaison and

attached to the Commission Minutes asking to consider amending the Work Plan to include the new initiative.

Below is a breakdown of what is within the purview of each commission's Work Plan development.

Parks and Recreation Commission

The Parks and Recreation Commission will assist the City Council to develop an annual Work Plan on recreational and park needs of our residents, and promotes use of open space as well as supervised public recreation within the City.

Library Commission

The Library Commission will assist the City Council to develop an annual Work Plan regarding library services provided by the Los Angeles County Library System to the citizens of Manhattan Beach.

Cultural Arts Commission

The Cultural Arts Commission will assist the City Council to develop an annual Work Plan to encourage and support art education programs in the community and schools; and make recommendations to the City Council for the Arts in Public Places and Strand Alcove Bench Programs.

Work Plan Process for Community Development Department

Boards or Commissions that are quasi-judicial or meet irregularly such as: the Planning Commission, Board of Building Appeals, Historic Preservation Commission and Parking and Public Improvements Commission (PPIC) will develop Work Plans, but are limited in their scope.

The work of these bodies is regulatory in nature and is primarily mandated by State and Local codes. In addition, from time to time, amendments to the City's regulations will be required due to changes in law. To that end, these bodies may be asked to review policy documents or legislative matters and provide direction to City Council through the Work Plan Process. In addition, Boardmembers and Commissioners may require training and education to remain current with the technical information that governs their work. How the Work Plan Process applies to each board or commission within the Community Development Department breaks down as follows:

Planning Commission

The Planning Commission is a quasi-judicial Commission responsible for making official determinations on land use applications such as use permits, variances, planned development permits, CEQA, and appeals of the Directors decisions, and recommendations to the City Council on zone changes, code amendments, and modifications to long-range planning documents.

Parking and Public Improvements Commission

The Parking and Public Improvements Commission (PPIC) makes recommendations on public parking issues, capital improvement projects, traffic management and activities within the public right-of-way including encroachment permits by receiving City Council or staff liaison direction.

Historic Preservation Commission

The Historic Preservation Commission advises the City Council in all matters pertaining to historic preservation in the City. However, since the commission meets on a quarterly basis (after their first year) the Commission may be fairly limited in the amount of items to review.

Building Board of Appeals

The Board of Building Appeals meets on an as-needed basis that is contingent upon appeals to the City's interpretation of the Building Code. Therefore, the annual Work Plan development process is not applicable to the Board.

Los Angeles County West Vector Control Board

The Los Angeles County West Vector Control Board is not a Board managed by the City of Manhattan Beach and therefore cannot direct the board to follow a formal Work Plan. Therefore, the boardmember (or trustee) may bring up matters at the County's board meetings that are requested by City Council.

Legal Procedures

Assuming Office

The California Political Reform Act of 1974 requires that certain public officials must file Statements of Economic Interests on an annual basis. Staff will notify each Commissioner as to whether he or she must file a Statement of Economic Interest.

The Act also requires public officials to disqualify themselves from participating in decisions which may affect their financial interests annually.

The Fair Political Practices Commission (FPPC) is the agency with the primary responsibility for interpreting and enforcing the Act. The Act requires local agencies, such as the City of Manhattan Beach, to administer the processing of Statements of Economic Interests.

After your appointment by the City Council, the City Clerk will provide the necessary forms to each Commissioner required to file a Statement of Economic Interest. Any Commissioners with questions regarding economic interests should contact the Fair Political Practices Commission (FPPC) in Sacramento at (916) 322-5660 or toll free at (866) 275-3772.

The City Attorney prepares handbooks on Conflicts of Interest and the Brown Act. These Handbooks are available upon request. The following briefly summarizes both topics.

Conflict of Interest

Boards and Commissions address a wide range of issues, therefore it is likely that matters will be discussed which directly or indirectly impact Board and Commission members. The proper operation of local government requires that public officials, including Board and Commission members, be independent, impartial, and responsible to the people. State law prohibits certain Conflicts of Interest. Some conflicts are treated as criminal acts. Please refer to a Conflict of Interest Handbook for more information.

In general, if you have a financial interest in a matter that is about to be discussed, you should disclose that during the meeting, prior to the discussion of the item, leave the dais and refrain from participating in the discussion or vote. If you have a question about what may or may not be a Conflict of Interest you may consult the City Attorney for clarification prior to the meeting. You should contact the City Attorney at the earliest possible time so that the City Attorney can assist you in

getting a formal opinion from the FPPC. Only a formal opinion from the FPPC can immunize you from liability on conflict issues. However, there is no Attorney/Client privilege for this type of discussion.

The Ralph M. Brown Act & Sunshine Policy

The Ralph M. Brown Act (The Brown Act) (California Code Section 54950 through 54962), described as the strictest open meeting law in the United States, requires that all Board and Commission business be conducted in public. The Act further requires that all meetings of Boards and Commissions be open to the public, without any restriction on the right of the public to attend, and that all actions to be considered be set forth on the Boards and Commission's written agenda.

Board and Commission members should not discuss Board/Commission business with a quorum of other Board/Commission members outside of a public meeting. A quorum is defined as a majority of the members of the official body.

Off-agenda discussions (in person, on phone, in e-mail or otherwise) of agenda items or Commission business among a quorum of Commissioners are prohibited even if serial in nature. For example, if Commissioner X e-mails Commissioner Y regarding Commission business and forwards Commission Y's response to Commissioner Z, a Brown Act violation may have occurred. If a citizen or staff member e-mails Commissioners X, Y and Z soliciting their opinions about an agenda item and each reply copying all, a Brown Act violation has probably occurred. Commissioners should take extra care to review the content and recipients of e-mails and all communications to avoid Brown Act violations.

Should you have questions regarding The Brown Act, please contact the City Attorney.

On August 18, 2015 City Council adopted a Sunshine Policy directing staff to go above and beyond the minimum requirements of The Brown Act. Where applicable, Boardmembers and Commissioners are required to fully comply with the City's Sunshine Policy (see Attachment – Exhibit B).

Ethics Training

The City Council requires that City Board and Commission members attend ethics training. A member has one year from the time of appointment to complete the training. The training must be repeated every two years while serving. Your Staff Liaison and/or City Clerk will notify Board/Commission members of an upcoming training.

Board and Commission Meetings & Process

Agenda Packets

Prior to each Board or Commission meeting, City Staff prepares an Agenda, a Staff Report, and accompanying documentation (Agenda Packet). This information is posted 72 hours before the meeting on the City's website, the City's posting boards, and is available via hard copy at City Hall. Board and Commission members will receive their Agenda Packet delivered to their home or other specified location the Thursday or Friday prior to the week of their meeting.

Boardmembers and Commissioners should read their Agenda Packet prior to the public meeting. Commissioners who have questions after reviewing the Agenda Packet are encouraged to call their City Staff Liaison prior to the meeting. This allows Staff an opportunity to prepare additional information for the meeting, if necessary. While it is appropriate to ask questions of Staff, it is equally important to keep an open mind until after the matter has been presented. The Brown Act requires decisions to be made during the public meeting. Therefore, if you learn information from your discussion with Staff prior to the public meeting, it is important that you state this information during the public meeting. In addition, for due process, you should state for the record any conversations you have with the applicant or the public prior to your body's consideration.

Minutes

Minutes are taken by City Staff at each meeting. Minutes contain a record of the proceedings, motions and actions, date, time location, staff and Commissioners present, adjournment time, and date, time and location of next meeting.

Minutes are not taken verbatim, but rather summarize the position, reasoning and vote of each Boardmember or Commissioner. While Minutes may reflect statements, positions and the vote of each member, the recommendation to the City Council will be by the collective body as opposed to individual members. Where the Commission's recommendations are different from Staff, Staff will present both positions. The Minutes will also identify all public individuals who comment on issues.

Minutes become an official record once they are approved by the majority of the Commissioners at the following meeting. Corrections to the Minutes may be made during a public meeting with the approval of the majority of Commissioners.

Meetings & Quorum

A quorum (a majority of the members of the body) is required to conduct an official meeting.

Regular Meetings

The Brown Act requires that the time and place of the scheduled meetings be set forth in rules and regulations of the Board or Commission and that an agenda be published 72 hours in advance.

Adjourned Meetings

City Staff may cancel a regularly scheduled meeting for lack of a quorum. Staff shall post a notice in advance of the new adjourned meeting.

Joint Meetings

Once per year, City Council and Staff may schedule a Joint Meeting with each Board and Commission. These meetings enable Commissioners, Staff and Councilmembers to discuss issues of mutual interest and gather ideas for Work Plan preparation. Its dual purpose is to serve as a venue for attendees to get to know each other better. Joint meetings are public meetings and are noticed accordingly. Below are regularly scheduled timeframes in which Joint Meetings are expected to be held annually⁴.

Board/Commission	Annual Timeframes
Parks and Recreation Commission	First Monday of June
Library Commission	First Monday of June
Cultural Arts Commission	First Monday of June
Planning Commission	Third Wednesday of June
Parking and Public Improvements Commission	Third Wednesday of June
Historic Preservation Commission	Third Wednesday of June
Board of Building Appeals	N/A

⁴ Joint meetings held on the same dates will be held for an allotted time of one hour with each commission.

Special Meetings

Pursuant to The Brown Act, the Chair of a Commission may call a special meeting at any time with 24 hours advanced written or email notice. Written notice must be sent and received by each member of the Commission and then posted for the general public. The notice must state the time and place of the meeting, and all agenda items to be transacted or discussed. The agenda must be posted at least 24 hours prior to the special meeting at all City posting locations.

Rules, Duties and Limitations

Roles

In general, the role of Boards and Commissions is to advise and provide recommendations to the City Council regarding issues that are presented to the Commission from either the City Council, City Staff, or initiated by the Commission itself and approved by the City Council for study. Staff will generally recommend solutions to the issue at hand. Commissioners are welcome to suggest additional solutions, as well. Both Staff and Commission solutions will be presented to City Council in a Staff Report.

Boards and Commissions are officially appointed bodies by the City Council. Commissions may form Ad Hoc Committees of less than a majority of its membership to conduct studies and to develop recommendations to be considered by the Commission. Ad Hoc Committees are established for specific purposes and for limited time periods.

Duties

Boardmembers and Commissions' general duties are to attend their Board and Commission meetings, review in advance the Agenda Packet, take public testimony, evaluate and deliberate with their colleagues and Staff, and make Commission recommendations to City Council that are in the best interest of the community.

Depending on the issue before the Board or Commission, it is permissible and may be helpful for Boardmembers and Commissioners to make site visits. Ask your Staff Liaison to advise you.

Boards and Commissions may on occasion be asked to reach out to the community to inform the general public about various issues and events that are relevant to their Commission work. In these cases, City Staff and City Council will create an outreach plan with the Board or Commission as identified in the City Council approved Work Plan.

Limitations (Do Not)

- Make law or policy
- Direct Staff or Council
- Authorize City expenditures
- Do anything not authorized by law or herein

Rules Regulations and Decorum

Running the Meeting

The Chairperson presides and conducts the meetings in accordance with the Brown Act Commission by-laws (if any) and Roberts Rules of Order. Each Commission shall also appoint a Vice Chairperson who shall serve as Chair should the Chair be unable to conduct a meeting.

The Commission Chair and Vice Chairperson are one-year terms (June 1 to May 31) and are rotated amongst the Commissioners in order of their seniority on the Commission.

If the Chairperson seat becomes vacant during a term, the Vice Chairperson shall assume the duties of Chairperson and a new Vice Chairperson will be appointed by the Commission in accordance with seniority on the Commission.

Relationship Between the Commission and City Staff

The City Manager appoints a Staff Liaison for each Board and Commission. He or she becomes the primary contact between the Commission and the City Council. If a Commissioner sends a letter or e-mail message to the City Council and or City Manager concerning Commission related issues, a copy should be sent to the Staff Liaison as well.

The role of the Staff Liaison is to provide information to the Boardmembers and Commissioners to assist them in making a recommendation to the City Council. The Staff Liaison prepares the Agenda Packet and ensures that all public notices are made. He or she also attends each meeting, and prepares the Staff Report and Minutes that go to City Council with the Commissions' recommendations. Commissioners may request any changes to the meeting minutes during the meeting at which the minutes are being presented for approval. Staff Liaisons are responsible for the legislative history of the Board or Commission which includes agenda packets, minutes and resolutions (for Planning Commission).

Communication with the Public & Stakeholders

Commissioners are often contacted by the public or other stakeholders with regard to matters before them. It is appropriate to receive this information in order to learn more about the issue. However, it is important that Commissioners refrain from making decisions or expressing their views on the pending issue prior to the meeting. Keeping an open mind will make it easier for Commissioners to understand all sides of an issue once it is presented at the public meeting.

Commissioners may encourage those who take an interest to attend and participate in Commission meetings. Commissioners should keep in mind, however, that many people who may be impacted will not be in attendance. Commissioners should endeavor to represent the interests of all the citizens of Manhattan Beach, not just the individuals present at a meeting. Commissioners should use their best judgment to make the decision that is best for the entire community.

As mentioned earlier, the disclosure during a public meeting of site visits, as well as prior contact with applicants, opponents or other stakeholders (known as "Ex Parte Communications") is required prior to discussing and acting on a matter.

Communication with Council

It is the Staff Liaison's role to communicate to City Council the findings of the Board and Commissions. Where the Commission recommendations are different from those of the Staff, Staff will present both positions to City Council in the Staff Report and presentation.

Commissioners are not permitted to speak during City Council meetings on topics that have come before their Commission. They may, however, make phone calls or send e-mails to the City Council, with copies to their Staff Liaison.

As mentioned, Boardmembers or Commissioners may have the opportunity to meet directly with the City Council at least once per year during the Joint Meeting, where discussion on Work Plan items are appropriate.

Keep in Mind

Teamwork

We are honored to have you as part of our team! Your appointment places you among others who share your commitment to the community and your fellow citizens of the City of Manhattan Beach. You will realize that in order for a local governmental agency to effectively serve the needs of its residents and businesses, there must be cooperation and teamwork at every level including the City Council, Board & Commission members and City Staff.

Different Opinions are Welcome

Everyone sees the world in a slightly different way, and the five or more individuals serving on a Board or Commission are no different. You will have your own opinions and views with respect to certain issues, as will your colleagues. You should respect the opinions and views of others whether they are Staff, other Board/Commission members, or individuals speaking before your Board or Commission.

As a Board or Commission member, you will invest a great deal of time and energy to arrive at a meaningful recommendation for the City Council's consideration. Do not be upset or frustrated if Staff members disagree with the Board/Commission's recommendation. City Staff is motivated by the same goals as the Board or Commission members – namely, the best interests of the City. They too have an obligation to present their best recommendations to the City Council. The ultimate decision rests with the City Council, and it is incumbent upon City Staff to provide the City Council with all the relevant information to make the best decision. At times this may include positions that conflict with Commissioner's positions or the Commission's recommendation.

We Value Your Service

As a member of a City Board or Commission, you play a very important role in making Manhattan Beach a great place to live and work. You will be asked to make recommendations on a number of issues, many of which have an equal number of supporters and opponents. You may find that making these recommendations is not always an easy task.

You will soon realize that the services the City provides, many of which require careful thought and planning, ensure the highest quality service while remaining cost efficient. You will learn that there are different rules and procedures required to accomplish goals and complete projects for a public agency than for a private

company. Many of these requirements and regulations are unfamiliar to the average citizen.

Enjoy the Experience

You should take comfort in knowing that you are making a positive difference in your community. Without you and your fellow Board and Commission members' help and personal insight, the City of Manhattan Beach would not be the great place that it is!

Attachments

Exhibit A - Boards and Commissions Interview & Appointment Process (Resolution No. 16-0032)

RESOLUTION NO. 16-0032

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL ESTABLISHING THE INTERVIEW, APPOINTMENT AND VOTING PROCESS FOR THE CITY'S BOARDS, COMMISSIONS AND COMMITTEES

WHEREAS, the operation of the City of Manhattan Beach government is a shared responsibility of elected officials, staff, and many citizens who serve voluntarily on various boards, commissions, and committees;

WHEREAS, the purpose, powers and duties of all boards, commissions and committees are determined by the Manhattan Beach City Council and set forth in the Municipal Code section specific to each board, commission and committee;

WHEREAS, the City of Manhattan Beach is best served when there is broad representation of citizen demographics and interests on its boards, commissions, and committees;

WHEREAS, the Manhattan Beach City Council is sensitive to the need for fairness in making appointments to boards, commissions, and committees;

WHEREAS, the Manhattan Beach City Council desires to appoint qualified, knowledgeable, and dedicated people to serve on its boards, commissions and committees;

WHEREAS, all appointments will be consistent with requirements of applicable law;

WHEREAS, the Municipal Code previously governed the process for appointments; and

WHEREAS, the purpose of this Resolution is to establish a fair, consistent, uniform and efficient process for making City Council appointments of members to the City's various boards, commissions and committees.

NOW THEREFORE THE MANHATTAN BEACH CITY COUNCIL DOES RESOLVE AS FOLLOWS

Section 1. Interviews for vacant boards, commissions or committee seats will be conducted at a City Council meeting.

Section 2. The start time for interviews will be determined based on the number of applicants for each vacancy.

Section 3. A defined set of interview questions will be drafted and reviewed by the Human Resources Director for impartiality prior to the scheduled interviews.

Section 4. Each candidate will interview with the entire City Council as a group.

Section 5. Applicants will be called into the City Council Chambers one at a time for his or her interview.

Section 6. Interviews will be conducted in the City Council Chambers.

Section 7. After all interviews have been completed, City Council will deliberate and make appointments to each vacant seat based on a majority vote. Appointments will be conducted as an agenda item at a publicly held regular City Council meeting.

Section 8. This resolution shall take effect immediately upon adoption.

Section 9. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED April 19th, 2016.

Ayes: Howorth, Powell, Burton, Lesser and Mayor D'Errico.
Noes: None.
Absent: None.
Abstain: None.


TONY D'ERRICO
Mayor
City of Manhattan Beach

ATTEST:



Liza Tamura
City Clerk

Attachments

Exhibit B - Sunshine Policy

1. PURPOSE

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

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

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

2. FINDINGS

The Manhattan Beach City Council finds as follows:

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

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

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

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

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

3. DEFINITIONS

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

4. SUNSHINE INITIATIVES

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

A. Public Forums, Hearings and Meetings.

The City Council has adopted the attached Meeting Management Resolution (Resolution No. 16-0049), or its successor, amends and restates the rules of order for the conduct of City Council meetings and includes a number of Sunshine Initiatives, including:

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

(Resolution 16-0049; Appendix A, No. 9, No. 10, No. 23 and No. 31).

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

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

six days before the date of the meeting, and shall be available for immediate public inspection at the locations listed above during normal business hours, except for the Manhattan Beach Police Department which will be available 24 hours a day, seven days a week (Resolution 16-0049) and;

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

d. By reference, the attached Resolution 16-0049 or its successor, City Council meeting agendas shall include a tentative agenda forecast of upcoming City Council meetings and items that need to be agendaized for future meetings, Consent Calendar section (Resolution 16-0049; Appendix A, No. 4, No. 11, No. 12, No. 13, and No. 28).

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

f. Documents provided to the City Clerk after the posting of an agenda will be distributed to the City Council and hard copies will be made available for the public at the City Council meeting (Resolution 16-0049).

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

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

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

2. Closed Session Language, Settlement Transparency.

This policy will provide more information to the public regarding the language on Closed

Session agendas pertaining to litigation matters and settlement agreements. The language is listed below:

- a. **Existing Litigation** - The City will provide additional information to describe closed sessions concerning existing litigation to adequately inform the public of the nature of the litigation.
- b. **Anticipated Litigation** - The City will provide additional information as to the existing facts and circumstances to describe closed sessions concerning anticipated litigation.
- c. **Settlement Agreements** - Proposed settlements of litigation will be placed on the open session portion of City Council meeting agendas for Council action except where the City Council finds, based upon the advice of legal counsel, that open discussion would prejudice the position of the City.

3. Minutes.

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

B. Knowledge, Acquisition and Information Accessibility.

1. Cell Phone and Electronic Device Policy.

- a. City Councilmembers, Commissioners and Board Members shall not use electronic devices at any time during a City Council, Commission or Board meeting, with the exception of electronic tablets used for accessing City Council, Commission or Board agendas and reports (and relative subject matter notes using City-sponsored software).
- b. The foregoing limitation shall not apply to receipt of telephone calls or text messages from family members in the event of an urgent family matter. The City Councilmember, Commissioner or Board Member wishing to respond to such a message during the meeting shall do so during a recess or shall request to be excused from the meeting to place the return call or text in a manner that does not disrupt the meeting.

2. Technology and Transparency.

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

1. Facebook.
2. Twitter.
3. Nixle.
4. Open City Hall.
5. Information Memos.
6. Budget Transparency Platform.
7. GovQA (Internet based, public records request portal used for submitting and reviewing Public Records Requests and any corresponding documents).

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

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

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

5. BUDGET PROCESS

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

6. TRAINING

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

7. CONFERENCE AND TRAVEL REPORTS

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

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

8. PUBLIC RECORDS ACT

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

**APPENDIX A - POLICY CROSS REFERENCE MATRIX
IMPLEMENTED OPEN GOVERNMENT INITIATIVES**

Ref.	Effectiveness Area	Implementation Timeline	City Council Approval Date	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	\$\$\$ Impact	Current Status
1	Public Forums, Hearings, and Meetings	Short	1/3/2012	Send out reserved meeting notices as soon as a meeting is set, with the agenda to follow (e.g. color coded posting boards)	E-Notify; City Website	City Clerk	Scheduling of limited staff, unbudgeted expenses	None, exceeds legal requirements		IMPLEMENTED
2	Public Forums, Hearings, and Meetings	Medium		Explore concept and limits of the use of special meetings (policy)	City Council Policy	City Attorney	None	Follow Brown Act		RESOLVED
3	Public Forums, Hearings, and Meetings	Short	1/3/2012	Final City Council and Staff on types of meetings (regular, special, emergency, etc)	1-page handout	City Attorney	None	None		IMPLEMENTED
4	Public Forums, Hearings, and Meetings	Short	1/3/2012	**Include a schedule of upcoming meetings on each meeting agenda *Resolution 15-0048 supercedes this section.	Modify the current Agenda Template	City Clerk	None	None		IMPLEMENTED
5	Public Forums, Hearings, and Meetings	Medium	6/5/2012	Provide for meeting based hearing capabilities at the Police/Fire Conference Room, Joby Center, Library	Purchase of necessary equipment, additional L.S. Division staff required	L.S. Manager	Scheduling of limited staff, unbudgeted expenses	None	Cost of L.S. staff	IMPLEMENTED
6	Public Forums, Hearings, and Meetings	Medium		Provide for interim recording of meetings held outside City Council Chambers	Small investment for equipment, and ongoing staffing	L.S. Manager	Scheduling of limited staff, unbudgeted expenses	None	Cost of L.S. staff	IMPLEMENTED
7	Public Forums, Hearings, and Meetings	Short	1/3/2012	Finaly completion and posting of City Council, Subcommittee, and Commission meeting minutes	Staff will develop an administrative policy setting the desired turnaround time for meeting minutes and distribute to all departments responsible for commissions or development of minutes	City Clerk	Staffing, day to day operations interrupt this activity	None		IMPLEMENTED
8	Public Forums, Hearings, and Meetings	Short	4/15/2014	Policy on the format of minutes (action vs. summary)	City Council Policy	City Clerk				RESOLVED
9	Public Forums, Hearings, and Meetings	Short	6/5/2012	**Evaluate the policy on time limits for audience participation (currently policy of 3-min individual and 15-min cumulative is set by City Council Resolution).	City Council Policy	City Clerk	None			IMPLEMENTED City Council Revised Agenda Procedures
10	Public Forums, Hearings, and Meetings	Short	6/5/2012	*Resolution 15-0048 supercedes this section. **Evaluate the order/placement of audience participation on the agenda; review other cities' audience participation models.	City Council Policy	City Clerk	None			IMPLEMENTED City Council Revised Agenda Procedures
11	Public Forums, Hearings, and Meetings	Short	1/3/2012	*Resolution 15-0048 supercedes this section. **Consent Calendar content (include routine items only).	Mayor and City Manager currently work together to set the agenda	City Manager	None			IMPLEMENTED; 7/21/2015
12	Public Forums, Hearings, and Meetings	Short	1/3/2012	**Pulling of Consent Items: City Council should pull out with staff introduction of the item included; clarifying questions and statements that could be introduced quickly vs. putting an item on the agenda. *Resolution 15-0048 supercedes this section.	City Council Policy	City Clerk	None			IMPLEMENTED
13	Public Forums, Hearings, and Meetings	Short	7/21/2015	**Follow-up of items that need to be agendaized for a future meeting; ensuring that items are brought back to the agenda as needed.	Staff will make a list of items requested to be agendaized for a future meeting and the list will be discussed at the first Dept. Head meeting immediately following City Council meeting.	City Manager / City Clerk	None	None		IMPLEMENTED
14	Public Forums, Hearings, and Meetings	Short		** Staff Reports: how to or not to include the public/admitters	A public outreach section was added to Staff Report template to describe any outreach efforts conducted by staff to stakeholders as necessary.	City Manager				IMPLEMENTED 1/27/2015
15	Public Forums, Hearings, and Meetings	Medium	1/3/2012	Electronic Community Discussion Board **The City has chosen to implement a new solution for an Electronic Community Discussion Board. See Matrix Item No. 20.	Staff will bring options to the subcommittee and City Council for consideration	City Manager		City Attorney has reviewed None	Cost of L.S. staff	IMPLEMENTED; 3/12/2013 & 5/7/2015
16	Public Forums, Hearings, and Meetings	Short	1/3/2012	Evaluation of Meeting Management Software/Technology Tools to aid in meeting operation and audience participation	Staff will bring to City Council options for enhancing current meeting management software.	City Clerk / L.S. Manager	unbudgeted expenses, training of staff, additional /dedicated L.S. staff support during City meetings	None	Cost of L.S. staff	IMPLEMENTED

**1 Indicate Open Government Initiatives items implemented since July 2014.

**APPENDIX A - POLICY CROSS REFERENCE MATRIX
IMPLEMENTED OPEN GOVERNMENT INITIATIVES**

17	Public Forums, Hearings, and Meetings	Medium	4/3/2012	Voting Touch Device	(included as part of meeting management software/technology)	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software modules; additional / dedicated I.S. & Clerk staff support during City meetings	None	Cost of I.S. staff	IMPLEMENTED
18	Public Forums, Hearings, and Meetings	Medium	4/3/2012	Public Timer	Implement solution related to Granatics	City Clerk / I.S. Manager	Granatics software configuration and training of staff	None		IMPLEMENTED
19	Public Forums, Hearings, and Meetings	Longterm	4/3/2012	Electronic Agenda Packets	Staff will bring to City Council options for implementation of an electronic agenda packet.	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software process and additional I.S. staff support.	None		IMPLEMENTED
20	Public Forums, Hearings, and Meetings	Short		**Open City Hall	The metrics, Electronic Community Discussion Board (EB Forum) was removed at the request of City Council. City Manager has decided to implement a new electronic community discussion board (Open Town Hall) which is a much more robust platform in order to increase the number of citizens and staff participation regarding policy making decisions.	City Manager/Department Heads	None	None		IMPLEMENTED; 5/07/2015
21	Public Forums, Hearings, and Meetings	Short		**Budget Transparency Platform	This new online application was introduced at the request of City Council and will be implemented as a component to the new transparency information system implemented by the City Manager and Finance Director. This online application allows the public to query results and view historical financial data in order to improve fiscal transparency.	Finance Director	None	None		IMPLEMENTED; 11/1/2014
22	Public Forums, Hearings, and Meetings	Short		**Closed Captioning of City Council Meetings	The City recently implemented closed captioning of City Council meetings to better improve transparency efforts.	City Clerk	None	None		IMPLEMENTED; 3/4/2015
23	Public Forums, Hearings, and Meetings	Longterm	10/16/2012	**Sticking to the Agenda. *Resolution 15-0048 supersedes this section.	Facilitated teambuilding after new agenda process is tested.	City Manager				IMPLEMENTED ONGOING City Council Teambuilding Meeting on March 21, 2013; Meeting Management Reso. 15-0048
Ref. #	Effectiveness Area	Implementation Timeline	City Council Approval Date	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	\$\$\$ Impact	Current Status
24	Knowledge Acquisition and Information Accessibility	Short	4/3/2012	**Councilmembers provide oral report of event - per AB1234 and written reports with attachments (cover page or outline plus supplemental materials) available for public review. *Resolution 15-0048 supersedes this section.	Staff will develop a single cover sheet for use by senior staff. They will have the ability to attach supplemental materials. This will be kept on file in the City Clerk's office for public review.	City Attorney	None	City Councilmembers will still be required to provide an oral report of these conferences / meetings following a trip (per AB1234)		IMPLEMENTED
25	Knowledge Acquisition and Information Accessibility	Short	8/13/2013	City Manager to report on conferences/travel of senior staff.	Staff will develop a single cover sheet for use by senior staff. They will have the ability to attach supplemental materials. This will be provided to the City Manager within 1-week of the event. City Manager will be required to provide a report of travel at the next City Council meeting under the City Manager's report.	City Manager		None		IMPLEMENTED In Conjunction with Metric Item No. 22.7 this will be provided in City Manager Weekly Report.
26	Knowledge Acquisition and Information Accessibility	Medium	10/16/2012	**Agenda Structure and Process. *Resolution 15-0048 supersedes this section.	Survey other cities.	City Manager / City Clerk				IMPLEMENTED City Council Revised Agenda Procedures
27	Knowledge Acquisition and Information Accessibility	Medium		Public Records Requests	Staff developed an administrative policy setting Public Records Act procedures ensuring compliance with the City Manager approved a Public Records Act protocol.	City Clerk / City Attorney				IMPLEMENTED
28	Knowledge Acquisition and Information Accessibility	Short	8/13/2013	**Tentative Agenda Forecast. *Resolution 15-0048 supersedes this section.	This forecast will be distributed along with City Council meeting agendas and agenda packets, via hard copies, E-Notify and City website. Provides members of the public with information on future items to be discussed at future Council meetings.	City Manager/City Clerk	None	None		IMPLEMENTED; 7/21/2015
29	Knowledge Acquisition and Information Accessibility	Short		**Quarterly Budget Updates	Presented at the November , 2014, City Council meeting. City Manager announced the implementation of quarterly budget update reports to provide more interactive discussion and increase transparency.	City Manager/Finance Director	None	None		IMPLEMENTED; 11/3/2014

**Indicate Open Government Initiatives items implemented since July 2014.

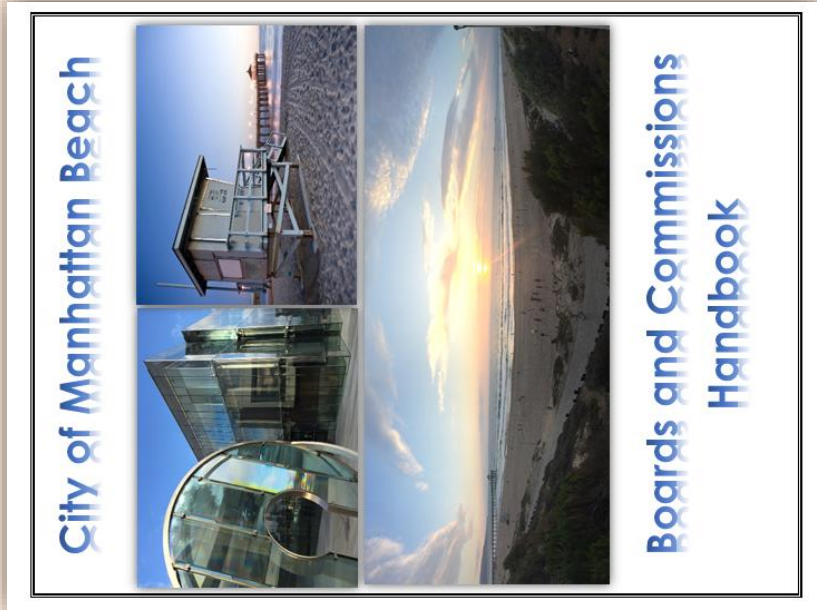
**APPENDIX A - POLICY CROSS REFERENCE MATRIX
IMPLEMENTED OPEN GOVERNMENT INITIATIVES**

Ref. #	Knowledge, Acquisition and Information, Accessibility	Short	**Regular Information Memos	A view member or communicating with the community. Community more often than other means are important to the public. Agenda, or do not want to wait until the item is assigned to inform the public. These are being distributed via our e-news process as well as the City's social media sites (Facebook and Twitter).	City Manager/City Clerk	None	None	IMPLEMENTED: 11/17/2014
30	Knowledge, Acquisition and Information, Accessibility	Short	**Regular Information Memos	A view member or communicating with the community. Community more often than other means are important to the public. Agenda, or do not want to wait until the item is assigned to inform the public. These are being distributed via our e-news process as well as the City's social media sites (Facebook and Twitter).	City Manager/City Clerk	None	None	IMPLEMENTED: 11/17/2014
31	Knowledge, Acquisition and Information, Accessibility	Short	**Early Notification of Planning Commission Decisions. **Resolution 15-0048 supercedes this section.	Staff will highlight early notifications of event Planning Commission decisions through the City's notification and on the City's website.	Community Development Director	None	None	IMPLEMENTED
32	Knowledge, Acquisition and Information, Accessibility	Short	Public distribution of City Manager Weekly Report	City Manager will send out a weekly update on Fridays that will provide information on any events which occurred during the week.	City Manager	None	None	IMPLEMENTED In Conjunction with Matrix Item No. 29
33	Knowledge, Acquisition and Information, Accessibility	Short	**Increased Use of other Online Tools	The City currently uses its social media sites (Facebook and Twitter) for information distribution purposes only (one-way communication). Recently, the Parks and Recreation Department has expanded its use of social media to include two-way communication. The department is looking to expand its social media presence and increase two-way communication with its residents by using new avenues such as e-comment on Agenda, Open City Hall, and new public records software (GovQA).	City Manager/City Clerk	The City has already created a comprehensive social media policy; however, the policy needs to be fully implemented through a formal framework or users to adhere to, and to expand upon the current uses of the City's social media platforms.	IMPLEMENTED/ONGOING	
34	Knowledge, Acquisition and Information, Accessibility	Medium	Provide written guidelines to staff and the public regarding the California Public Records Act and the Brown Act in accordance with the Budget settlement.	Written guidelines in the form of a handbook has been provided to staff. In addition, City Attorney has provided training on the Public Records Act.	City Attorney	None	None	IMPLEMENTED
Ref. #	Effectiveness Area	Implementation Timeline	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	Current Status
35	Open Government, Consensus and Commitment Building	Medium	City Council and Staff Training	Review current training offerings, budgets, and opportunities provided to City Council and staff	City Manager / Human Resources Director	None	None	IMPLEMENTED/ONGOING Ongoing training will be provided with additional training provided to Commissions on Brown Act, Public Records Act and GOBRIA.
	Public Forums, Hearings, and Meetings	Longterm	Quarterly Work Plan updates at City Council meetings and ongoing updates posted to the City website. **The City adopted a "Strategic Plan" and no longer utilizes the quarterly work plan concept.	Modify the current Work Plan website page to a chart form that will be updated on an ongoing basis. An agenda item for "Work Plan Status Update" will be added to the City Council Agenda for the second regular meeting of each quarter. **The City adopted a "Strategic Plan" and no longer utilizes the quarterly work plan concept.	City Manager	None	None	IMPLEMENTED
	Public Forums, Hearings, and Meetings	Short	Scheduling of Annual Work Plan Meetings. **The City adopted a "Strategic Plan" and no longer utilizes the quarterly work plan concept.	A Work Plan meeting is set for the coming year's budget process. Items requiring budgetary consideration will be vetted and presented during the budget process. **The City adopted a Strategic Plan and has Strategic Plan Session every 6 months.	City Manager	None	None	IMPLEMENTED

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

**Indicate Open Government Initiatives items implemented since July 2014.

Modernized and Updated Boards and Commissions Handbook



April 18, 2017



Overview

- ▶ George Gabriel, Management Analyst
 - Proposed Changes to Handbook
- ▶ Parks and Recreation Director, Mark Leyman
 - Parks and Recreation Commissions
 - Work Plan Process
- ▶ Community Development Director, Anne McIntosh
 - Community Development Boards and Commissions
 - Work Plan Process



Boards and Commissions Handbook Proposed Changes

- ▶ Consistent Meeting Start Times
- ▶ Interview and Appointment Process
- ▶ Enhanced Clarity on Absence Policy
- ▶ Compensation Language
- ▶ Sunshine Policy Inclusion
- ▶ Trainings
- ▶ Annual Joint City Council/Commission Meetings
- ▶ Work Plan Process



Proposed Changes Parks & Recreation Commissions

- ▶ Parks and Recreation Commission
 - Refine Language on Student Representative Seat
 - Meeting begins at 6:00 PM
- ▶ Cultural Arts Commission
 - Add Student Representative Seat
 - Meeting begins at 6:00 PM
- ▶ Library Commission
 - Add Student Representative Seat
 - Meeting begins at 6:00 PM



Proposed Changes Community Development Boards and Commissions

- ▶ Planning Commission
 - Meeting begins at 6:00 PM
- ▶ Parking and Public Improvements Commission
 - Meeting begins at 6:00 PM
- ▶ Board of Building Appeals
 - Reduce Membership to Three
- ▶ Historic Preservation Commission
 - Brief Overview of Commission Responsibilities
 - Initial Term Lengths
 - Qualifications



Current Work Plan Process

- ▶ One item at a time brought to City Council throughout the year.
- ▶ Items approved by attaching a memo to the minutes requesting permission to discuss, item must be pulled and approved by the majority of Councilmembers
- ▶ Takes 2-3 months for approval



Value of Proposed Work Plans Process

- ▶ Proposed Work Plan will increase the lines of communication with the City Council and Commissioners
- ▶ Work Plans are used successfully in other cities
- ▶ Provides a roadmap for the upcoming year for each Commission
- ▶ Provides a streamlined, efficient and collaborative process
- ▶ Allows the Commission to discuss their areas of interest and ideas with the City Council
- ▶ Ability to receive direction from the City Council
- ▶ Commissioners have expressed frustration with the current process, struggling to find items to discuss and the approval process for adding a discussion item



Proposed Work Plan Development Process

Joint Meeting with City Council

Idea Gathering
Session for Work
Plan Development

Board/Commission Meeting

Draft Work Plan for
City Council
Consideration

City Council Meeting

Consider
Commission Draft
Work Plans for City
Council Approval

City Staff Analyzes Work Plan Consistency with City Goals and Budget Considerations



Next Steps

April 18, 2017

City Council approval
of Boards and
Commissions
Handbook

May 2, 2017

Staff will bring the
appropriate
resolutions and/or
ordinances for City
Council consideration
on Consent Calendar

May 2, 2017

Boards and
Commissions
Interview &
Appointment Process



Next Steps

June 5, 2017

Joint City Council /
Parks and
Recreations
Department
Commissions Meeting

June 21, 2017

Joint City Council /
Community
Development
Department
Commissions Meeting

July 18, 2017

City Council considers
Draft Works Plans for
Approval





Questions



Agenda Date: 4/18/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Stephanie Katsouleas, Public Works Director
George Gabriel, Management Analyst

SUBJECT:

Consider Request to Support Assembly Bill No. 994 (Muratsuchi) - Authorization for Beach Cities Health District to Use the Design-Build Process (Public Works Director Katsouleas).

CONSIDER REQUEST

RECOMMENDATION:

Authorize the Mayor to submit a Letter of Support for Assembly Bill 994, which would allow the Beach Cities Health District to utilize the design-build process for capital improvements to its facilities. If approved by City Council, a letter supporting AB 994 will be sent to the Honorable Cecilia M. Aguiar-Curry, Chair of the Assembly Committee on Local Government at the California State Capitol.

FISCAL IMPLICATIONS:

No fiscal implications associated with the recommended action.

BACKGROUND:

The Beach Cities Health District (BCHD) is a preventive health agency serving the communities of Hermosa Beach, Manhattan Beach and Redondo Beach since 1955. It offers an extensive range of dynamic health and wellness programs, with innovative services and facilities to promote health and prevent diseases in every lifespan-from pre-natal and children to families and older adults.

On February 16, 2017 Assembly Member Al Muratsuchi introduced Assembly Bill 994 (co-authored by State Senator Ben Allen), an act to add and repeal Section 32132.9 of the Health and Safety Code, relating to health care districts. This change would provide flexibilities to the BCHD as it contemplates and prepares for future facility renovations and other capital projects by specifically allowing the organization to use the design-build process for the construction of facilities or other buildings through January 1, 2023

(Proposed Assembly Bill No. 994 is attached).

DISCUSSION:

Design-Build is a method to deliver a capital project in which the design and construction services are awarded to and contracted by a single entity and is already allowed in state and federal statutes. Using the design-build process is estimated to save an organization up to 20% in costs related to construction or renovation, primarily because a single entity is responsible for any changes resulting from the design/construction coordination. There is no specific downside to design build projects, and they can even result in significant coordination improvements for large scale projects. The threshold for considering the design-build approach is typically \$1 million.

The BCHD has identified the need for campus improvements and facility renovations which have not been addressed in 60 years. However, because the Beach Cities Health District does not operate a hospital, it is not considered a health care district that can use the design-build process under state law. AB 994 would fix that by allowing the Beach Cities Health District to use the design-build process for the construction of its facilities or other buildings while also ensuring the procurement process is aligned with statutory requirements through January 1, 2023.

If the bill does not pass, the BCHD would continue to separate design and construction awards, likely resulting in higher project costs. Therefore, staff recommends that City Council authorize the Mayor to submit a letter supporting AB 994 to the Honorable Cecilia M. Aguiar-Curry, Chair of the Assembly Committee on Local Government at the California State Capitol.

POLICY ALTERNATIVES:

ALTERNATIVE #:

Do not submit letter of support for AB 994.

PUBLIC OUTREACH/INTEREST:

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

ENVIRONMENTAL REVIEW

No environmental review is necessary for the recommended action.

LEGAL REVIEW

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

Attachment/Attachments:

1. Assembly Bill No.994

AMENDED IN ASSEMBLY MARCH 21, 2017

CALIFORNIA LEGISLATURE—2017—18 REGULAR SESSION

ASSEMBLY BILL

No. 994

Introduced by Assembly Member Muratsuchi
(Coauthor: Senator Allen)

February 16, 2017

An act to amend Section 1250 of the Health and Safety Code, relating to health facilities; ~~add and repeal Section 32132.9 of the Health and Safety Code, relating to health care districts.~~

LEGISLATIVE COUNSEL'S DIGEST

AB 994, as amended, Muratsuchi. ~~Health facilities.~~ *Health care districts: design-build.*

Existing law authorizes certain health care districts to use the design-build process when contracting for the construction of a building or improvements directly related to construction of a hospital or health facility building in those districts, as specified. Existing law sets forth the procurement process for design-build projects, as specified, and requires specified information submitted by design-build entities to be certified under penalty of perjury.

This bill would authorize, until January 1, 2023, the Beach Cities Health District to use the design-build process for the construction of facilities or other buildings in that district, as specified. Because the bill would expand the application of the procurement process to additional design-build entities, the bill would expand the crime of perjury, thereby imposing a state-mandated local program.

This bill would make legislative findings and declarations as to the necessity of a special statute for the Beach Cities Health District.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

~~Existing law provides for the licensure and regulation by the State Department of Public Health of health facilities, defined to mean a facility, place, or building that is organized, maintained, and operated for the diagnosis, care, prevention, and treatment of human illness, as specified, and includes, among others, a general acute care hospital, an acute psychiatric hospital, and a skilled nursing facility.~~

~~This bill would make technical, nonsubstantive changes to that provision.~~

Vote: majority. Appropriation: no. Fiscal committee: ~~no~~-yes. State-mandated local program: ~~no~~-yes.

The people of the State of California do enact as follows:

- 1 SECTION 1. Section 32132.9 is added to the Health and Safety
- 2 Code, to read:
- 3 32132.9. (a) Notwithstanding Section 32132 or any other law,
- 4 upon approval by the board of directors of the Beach Cities Health
- 5 District, the design-build process described in Chapter 4
- 6 (commencing with Section 22160) of Part 3 of Division 2 of the
- 7 Public Contract Code may be used to assign contracts for the
- 8 construction of facilities or other buildings in that district.
- 9 (b) For purposes of this section, all references in Chapter 4
- 10 (commencing with Section 22160) of Part 3 of Division 2 of the
- 11 Public Contract Code to “local agency” shall mean the Beach
- 12 Cities Health District and its board of directors.
- 13 (c) To the extent that any project utilizing the design-build
- 14 process authorized by subdivision (a) is otherwise required to
- 15 comply with the standards and requirements of the Alfred E. Alquist
- 16 Hospital Facilities Seismic Safety Act of 1983 (Chapter 1
- 17 (commencing with Section 129675) of Part 7 of Division 107), this
- 18 section shall not be construed as an exemption from that act.
- 19 (d) This section shall remain in effect only until January 1, 2023,
- 20 and as of that date is repealed, unless a later enacted statute that
- 21 is enacted before January 1, 2023, deletes or extends that date.

1 *SEC. 2. The Legislature finds and declares that a special statute*
 2 *is necessary and that a general statute cannot be made applicable*
 3 *within the meaning of Section 16 of Article IV of the California*
 4 *Constitution because of the unique circumstances relating to the*
 5 *Beach Cities Health District.*

6 *SEC. 3. No reimbursement is required by this act pursuant to*
 7 *Section 6 of Article XIII B of the California Constitution because*
 8 *the only costs that may be incurred by a local agency or school*
 9 *district will be incurred because this act creates a new crime or*
 10 *infraction, eliminates a crime or infraction, or changes the penalty*
 11 *for a crime or infraction, within the meaning of Section 17556 of*
 12 *the Government Code, or changes the definition of a crime within*
 13 *the meaning of Section 6 of Article XIII B of the California*
 14 *Constitution.*

15 ~~SECTION 1. Section 1250 of the Health and Safety Code is~~
 16 ~~amended to read:~~

17 ~~1250. As used in this chapter, "health facility" means a facility,~~
 18 ~~place, or building that is organized, maintained, and operated for~~
 19 ~~the diagnosis, care, prevention, and treatment of human illness,~~
 20 ~~physical or mental, including convalescence and rehabilitation and~~
 21 ~~including care during and after pregnancy, or for any one or more~~
 22 ~~of these purposes, for one or more persons, to which the persons~~
 23 ~~are admitted for a 24-hour stay or longer, and includes all of the~~
 24 ~~following types:~~

25 ~~(a) "General acute care hospital" means a health facility having~~
 26 ~~a duly constituted governing body with overall administrative and~~
 27 ~~professional responsibility and an organized medical staff that~~
 28 ~~provides 24-hour inpatient care, including all of the following~~
 29 ~~basic services: medical, nursing, surgical, anesthesia, laboratory,~~
 30 ~~radiology, pharmacy, and dietary services. A general acute care~~
 31 ~~hospital may include more than one physical plant maintained and~~
 32 ~~operated on separate premises as provided in Section 1250.8. A~~
 33 ~~general acute care hospital that exclusively provides acute medical~~
 34 ~~rehabilitation center services, including at least physical therapy,~~
 35 ~~occupational therapy, and speech therapy, may provide for the~~
 36 ~~required surgical and anesthesia services through a contract with~~
 37 ~~another acute care hospital. A general acute care hospital that, on~~
 38 ~~July 1, 1983, provided required surgical and anesthesia services~~
 39 ~~through a contract or agreement with another acute care hospital~~
 40 ~~may continue to provide these surgical and anesthesia services~~

1 through a contract or agreement with an acute care hospital.
2 Notwithstanding the requirements of this subdivision, a general
3 acute care hospital operated by the Department of Corrections and
4 Rehabilitation or the Department of Veterans Affairs may provide
5 surgery and anesthesia services during normal weekday working
6 hours, and not provide these services during other hours of the
7 weekday or on weekends or holidays, if the general acute care
8 hospital otherwise meets the requirements of this section.

9 A “general acute care hospital” includes a “rural general acute
10 care hospital.” However, a “rural general acute care hospital” shall
11 not be required by the department to provide surgery and anesthesia
12 services. A “rural general acute care hospital” shall meet either of
13 the following conditions:

14 (1) The hospital meets criteria for designation within peer group
15 six or eight, as defined in the report entitled Hospital Peer Grouping
16 for Efficiency Comparison, dated December 20, 1982.

17 (2) The hospital meets the criteria for designation within peer
18 group five or seven, as defined in the report entitled Hospital Peer
19 Grouping for Efficiency Comparison, dated December 20, 1982,
20 and has no more than 76 acute care beds and is located in a census
21 dwelling place of 15,000 or less population according to the 1980
22 federal census.

23 (b) “Acute psychiatric hospital” means a health facility having
24 a duly constituted governing body with overall administrative and
25 professional responsibility and an organized medical staff that
26 provides 24-hour inpatient care for persons with mental health
27 disorders or other patients referred to in Division 5 (commencing
28 with Section 5000) or Division 6 (commencing with Section 6000)
29 of the Welfare and Institutions Code, including all of the following
30 basic services: medical, nursing, rehabilitative, pharmacy, and
31 dietary services.

32 (e) (1) “Skilled nursing facility” means a health facility that
33 provides skilled nursing care and supportive care to patients whose
34 primary need is for availability of skilled nursing care on an
35 extended basis.

36 (2) “Skilled nursing facility” includes a “small house skilled
37 nursing facility (SHSNF),” as defined in Section 1323.5.

38 (d) “Intermediate care facility” means a health facility that
39 provides inpatient care to ambulatory or nonambulatory patients
40 who have recurring need for skilled nursing supervision and need

1 supportive care, but who do not require availability of continuous
2 skilled nursing care.

3 (e) ~~“Intermediate care facility/developmentally disabled~~
4 ~~habilitative” means a facility with a capacity of 4 to 15 beds that~~
5 ~~provides 24-hour personal care, habilitation, developmental, and~~
6 ~~supportive health services to 15 or fewer persons with~~
7 ~~developmental disabilities who have intermittent recurring needs~~
8 ~~for nursing services, but have been certified by a physician and~~
9 ~~surgeon as not requiring availability of continuous skilled nursing~~
10 ~~care.~~

11 (f) ~~“Special hospital” means a health facility having a duly~~
12 ~~constituted governing body with overall administrative and~~
13 ~~professional responsibility and an organized medical or dental staff~~
14 ~~that provides inpatient or outpatient care in dentistry or maternity.~~

15 (g) ~~“Intermediate care facility/developmentally disabled” means~~
16 ~~a facility that provides 24-hour personal care, habilitation,~~
17 ~~developmental, and supportive health services to persons with~~
18 ~~developmental disabilities whose primary need is for~~
19 ~~developmental services and who have a recurring but intermittent~~
20 ~~need for skilled nursing services.~~

21 (h) ~~“Intermediate care facility/developmentally~~
22 ~~disabled-nursing” means a facility with a capacity of 4 to 15 beds~~
23 ~~that provides 24-hour personal care, developmental services, and~~
24 ~~nursing supervision for persons with developmental disabilities~~
25 ~~who have intermittent recurring needs for skilled nursing care but~~
26 ~~have been certified by a physician and surgeon as not requiring~~
27 ~~continuous skilled nursing care. The facility shall serve medically~~
28 ~~fragile persons with developmental disabilities or who demonstrate~~
29 ~~significant developmental delay that may lead to a developmental~~
30 ~~disability if not treated.~~

31 (i) (1) ~~“Congregate living health facility” means a residential~~
32 ~~home with a capacity, except as provided in paragraph (4), of no~~
33 ~~more than 18 beds, that provides inpatient care, including all of~~
34 ~~the following basic services: medical supervision, 24-hour skilled~~
35 ~~nursing and supportive care, pharmacy, dietary, social, recreational,~~
36 ~~and at least one type of service specified in paragraph (2). The~~
37 ~~primary need of congregate living health facility residents shall~~
38 ~~be for availability of skilled nursing care on a recurring,~~
39 ~~intermittent, extended, or continuous basis. This care is generally~~

1 less intense than that provided in general acute care hospitals but
2 more intense than that provided in skilled nursing facilities.

3 ~~(2) Congregate living health facilities shall provide one or more~~
4 ~~of the following services:~~

5 ~~(A) Services for persons who are mentally alert, persons with~~
6 ~~physical disabilities, who may be ventilator dependent.~~

7 ~~(B) Services for persons who have a diagnosis of terminal~~
8 ~~illness, a diagnosis of a life-threatening illness, or both. Terminal~~
9 ~~illness means the individual has a life expectancy of six months~~
10 ~~or less as stated in writing by his or her attending physician and~~
11 ~~surgeon. A “life-threatening illness” means the individual has an~~
12 ~~illness that can lead to a possibility of a termination of life within~~
13 ~~five years or less as stated in writing by his or her attending~~
14 ~~physician and surgeon.~~

15 ~~(C) Services for persons who are catastrophically and severely~~
16 ~~disabled. A person who is catastrophically and severely disabled~~
17 ~~means a person whose origin of disability was acquired through~~
18 ~~trauma or nondegenerative neurologic illness, for whom it has~~
19 ~~been determined that active rehabilitation would be beneficial and~~
20 ~~to whom these services are being provided. Services offered by a~~
21 ~~congregate living health facility to a person who is catastrophically~~
22 ~~disabled shall include, but not be limited to, speech, physical, and~~
23 ~~occupational therapy.~~

24 ~~(3) A congregate living health facility license shall specify which~~
25 ~~of the types of persons described in paragraph (2) to whom a~~
26 ~~facility is licensed to provide services.~~

27 ~~(4) (A) A facility operated by a city and county for the purposes~~
28 ~~of delivering services under this section may have a capacity of~~
29 ~~59 beds.~~

30 ~~(B) A congregate living health facility not operated by a city~~
31 ~~and county servicing persons who are terminally ill, persons who~~
32 ~~have been diagnosed with a life-threatening illness, or both, that~~
33 ~~is located in a county with a population of 500,000 or more persons,~~
34 ~~or located in a county of the 16th class pursuant to Section 28020~~
35 ~~of the Government Code, may have not more than 25 beds for the~~
36 ~~purpose of serving persons who are terminally ill.~~

37 ~~(5) A congregate living health facility shall have a~~
38 ~~noninstitutional, homelike environment.~~

39 ~~(j) (1) “Correctional treatment center” means a health facility~~
40 ~~operated by the Department of Corrections and Rehabilitation, the~~

1 Department of Corrections and Rehabilitation, Division of Juvenile
 2 Facilities, or a county, city, or city and county law enforcement
 3 agency that, as determined by the department, provides inpatient
 4 health services to that portion of the inmate population who do not
 5 require a general acute care level of basic services. This definition
 6 shall not apply to those areas of a law enforcement facility that
 7 houses inmates or wards who may be receiving outpatient services
 8 and are housed separately for reasons of improved access to health
 9 care, security, and protection. The health services provided by a
 10 correctional treatment center shall include, but are not limited to,
 11 all of the following basic services: physician and surgeon,
 12 psychiatrist, psychologist, nursing, pharmacy, and dietary. A
 13 correctional treatment center may provide any of the following
 14 services: laboratory, radiology, perinatal, and any other services
 15 approved by the department.

16 (2) Outpatient surgical care with anesthesia may be provided,
 17 if the correctional treatment center meets the same requirements
 18 as a surgical clinic licensed pursuant to Section 1204, with the
 19 exception of the requirement that patients remain less than 24
 20 hours.

21 (3) Correctional treatment centers shall maintain written service
 22 agreements with general acute care hospitals to provide for those
 23 inmate physical health needs that cannot be met by the correctional
 24 treatment center.

25 (4) Physician and surgeon services shall be readily available in
 26 a correctional treatment center on a 24-hour basis.

27 (5) It is not the intent of the Legislature to have a correctional
 28 treatment center supplant the general acute care hospitals at the
 29 California Medical Facility, the California Men's Colony, and the
 30 California Institution for Men. This subdivision shall not be
 31 construed to prohibit the Department of Corrections and
 32 Rehabilitation from obtaining a correctional treatment center
 33 license at these sites.

34 (k) "Nursing facility" means a health facility licensed pursuant
 35 to this chapter that is certified to participate as a provider of care
 36 either as a skilled nursing facility in the federal Medicare Program
 37 under Title XVIII of the federal Social Security Act (42 U.S.C.
 38 Sec. 1395 et seq.) or as a nursing facility in the federal Medicaid
 39 Program under Title XIX of the federal Social Security Act (42
 40 U.S.C. Sec. 1396 et seq.), or as both.

1 ~~(i) Regulations defining a correctional treatment center described~~
2 ~~in subdivision (j) that is operated by a county, city, or city and~~
3 ~~county, the Department of Corrections and Rehabilitation, or the~~
4 ~~Department of Corrections and Rehabilitation, Division of Juvenile~~
5 ~~Facilities, shall not become effective prior to, or, if effective, shall~~
6 ~~be inoperative until January 1, 1996, and until that time these~~
7 ~~correctional facilities are exempt from any licensing requirements.~~
8 ~~(m) “Intermediate ——— care ——— facility/developmentally~~
9 ~~disabled continuous nursing (ICF/DD-CN)” means a homelike~~
10 ~~facility with a capacity of four to eight, inclusive, beds that~~
11 ~~provides 24-hour personal care, developmental services, and~~
12 ~~nursing supervision for persons with developmental disabilities~~
13 ~~who have continuous needs for skilled nursing care and have been~~
14 ~~certified by a physician and surgeon as warranting continuous~~
15 ~~skilled nursing care. The facility shall serve medically fragile~~
16 ~~persons who have developmental disabilities or demonstrate~~
17 ~~significant developmental delay that may lead to a developmental~~
18 ~~disability if not treated. ICF/DD-CN facilities shall be subject to~~
19 ~~licensure under this chapter upon adoption of licensing regulations~~
20 ~~in accordance with Section 1275.3. A facility providing continuous~~
21 ~~skilled nursing services to persons with developmental disabilities~~
22 ~~pursuant to Section 14132.20 or 14495.10 of the Welfare and~~
23 ~~Institutions Code shall apply for licensure under this subdivision~~
24 ~~within 90 days after the regulations become effective, and may~~
25 ~~continue to operate pursuant to those sections until its licensure~~
26 ~~application is either approved or denied.~~
27 ~~(n) “Hospice facility” means a health facility licensed pursuant~~
28 ~~to this chapter with a capacity of no more than 24 beds that~~
29 ~~provides hospice services. Hospice services include, but are not~~
30 ~~limited to, routine care, continuous care, inpatient respite care, and~~
31 ~~inpatient hospice care as defined in subdivision (d) of Section~~
32 ~~1339.40, and is operated by a provider of hospice services that is~~
33 ~~licensed pursuant to Section 1751 and certified as a hospice~~
34 ~~pursuant to Part 418 of Title 42 of the Code of Federal Regulations.~~

O

Agenda Date: 4/18/2017

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 II

SUBJECT:

Agenda Forecast (City Clerk Tamura).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Attached is the most recent Agenda Forecast for City Council Review

April 12, 2017 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)

5/2/2017	<i>Boards and Commission Interviews – TBD Tuesday</i>
	Pledge –
5/2/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Grand View Elementary School
	1. Second Anniversary Recognition of the Manhattan Beach Library and Recognition of Melinda Reiter for her Work with Friends of the Manhattan Beach Library (Ceremonial)
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Second Reading of an Ordinance for Electronic and Paper Filing Methods of Campaign Finance Disclosure Statements (City Clerk Tamura) (Consent)
	4. Third Amendment to the Pass-Thru Agreement with Eyestone-Jones Environmental, LLC. for Environmental Review and Related Services for the Manhattan Village Mall Renovation Project (Community Development Director McIntosh)
	5. Financial Report: Schedules of Demands: March 30, 2017 (Finance Director Moe) (Consent)
	6. Update on Emergency Action Taken by the City Manager Regarding the Repair, Replacement and Installation of Equipment at the 23 rd Street and Peck Avenue Stormwater Pump Station, and Approval for Continuation of the Emergency Work (Public Works Katsouleas) (Consent)
	7. Conduct Public Hearing for an Appeal of a Master Use Permit for the Gelson’s Mark and Bank Project (Community Development McIntosh) (New Business)
	8. Boards and Commissions Appointments (City Clerk Tamura) (New Business)
5/3/2017	<i>City Council Retreat – TBD Wednesday</i>
	Pledge –
5/4/2017	<i>Budget Study Session – TBD Thursday</i>
	Pledge –
	1. Review of FY 2017-2018 Operating Budget Modifications for the Second Year of the Biennial Budget (Finance Director Moe) (New Business)
	2. Presentation of Updated Pension Forecast, Options for Addressing Pension Unfunded Liabilities and Rate Stabilization Program and Manhattan Beach Economic Update (Finance Director Moe) (New Business)
	3. Information Regarding Policies and Processes for Potential Re-establishment of City Grant Funding and Sponsoring of Non-Profit Organizations (Finance Director Moe) (New Business)
	4. Presentation of the proposed 5-year Capital Improvement Program for FY 2017/18 - FY 2021/22 (Public Works Director Katsouleas) (New Business)

TENTATIVE DRAFT – SUBJECT TO CHANGE

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

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

5/16/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. Recognition to Northrop Grumman in Celebration of their Historic and Continued Development and their Production of Groundbreaking Chip Technology (Ceremonial)
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Resolution of Intention to Provide for Annual Levy and Collection of Resolution No. 17-0045 Assessment for the Downtown Business Improvement District and Setting June 6, 2017 for a Public Hearing (Economic Vitality Manager Sywak) (Consent)
	4. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	5. Resolution Approving Assessment Engineer’s Report for Annual Levy of Street Lighting Assessments for Fiscal Year 2017-2018 (Finance Director Moe) (Consent)
	6. Resolution Declaring City Council's Intention to Provide for Annual Levy and Collection of Assessments for Street Lighting Maintenance and Setting of Public Hearing for June 20, 2017 (Finance Director Moe) (Consent)
	7. Resolution Awarding Construction Contract to --- for the Manhattan Beach Boulevard Pavement Resurfacing, Traffic Signal Modification and Median Improvement Project (Sepulveda Boulevard to Aviation Boulevard) and Redondo Avenue, 10 th Street, 11 th Street and Oak Avenue Resurfacing Project for \$--- (Public Works Director Katsouleas) (Consent)
	8. Amendment No. 1 to Anderson Penna’s Task Order and Amendment No. 4 to Community Works Design Group’s Professional Services Agreement for the Strand Stairs Rehabilitation Project (Public Works Director Katsouleas) (Consent)
	9. Resolution Approving an Amendment to Task Order No. 2 with Anderson Penna Partners, Inc. in the Amount of \$55,200 for the Construction Management and Inspection Services for the Strand Stairs Rehabilitation Project.(Public Works Director Katsouleas) (Consent)
	10. Resolution Awarding a Professional Services Agreement to Psomas for Engineering Design Services for Street Improvements Within Liberty Village and Along Marine Avenue Between Aviation Boulevard and Sepulveda Boulevard for an Amount Not to Exceed \$104,450. (Public Works Director Katsouleas) (Consent)
	11. Resolution Awarding a Construction Contract to Contractor X for the 3 rd Street Improvement Project (Johnson Street to West End (Cul-de-Sac) (Public Works Director Katsouleas) (Consent)
	12. Boards and Commissions Appointment (If Needed) (City Clerk Tamura) (Old Business)
	13. Valley Drive Neighborhood Traffic Management Plan Initial Measures (Community Development McIntosh) (New Business)
	14. Veterans Parkway Preliminary Design Presentation (Public Works Director Katsouleas) (Old Business)
	15. Reauthorization and Appropriation for Temporary Use of a Portion of General Fund Reserves for a Joint Funding Agreement Between the Cities of Manhattan Beach, Gardena and Hawthorne to Provide Advanced Funding to the South Bay Regional Public Communications Authority (RCC) for a Department of Homeland Security, Urban Areas Security Initiative (UASI) Reimbursable Grant for Construction of Interagency Communications Interoperability Systems (Finance Director Moe) (Old Business)
	16. Presentation Regarding the Proposed Design Improvements to the Harrison Greenberg Foundation Roundhouse Aquarium Beautification Project. (Public Works Director Katsouleas) (Old Business)
5/30/2017	<i>Budget Study Session – Tentative Hold</i>
	Pledge –
6/5/2017	<i>Parks and Recreation, Library and Cultural Arts Commission Joint Meetings – Tentative Hold</i>
	Pledge –

TENTATIVE DRAFT – SUBJECT TO CHANGE

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

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

6/6/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge – Pacific Elementary School
	1. Recognition of Outgoing Commissioners (Ceremonial)
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Financial Report: Schedules of Demands: April 27, 2017 (Finance Director Moe) (Consent)
	4. Resolution Approving the Side Letter Agreement with the Manhattan Beach Fire Association Regarding Temporary Administrative Assignments (Human Resources Director Zadroga-Haase) (Consent)
	5. Authorize Enrollment in Cal-WARN, Authorize the City Manager to Sign the 2007 Omnibus Mutual Assistance Agreement, and Appoint the Public Works Director or Assigned Designee as the Representative Emergency Contact (Public Works Director Katsouleas) (Consent)
	6. Resolution Approving an Agreement with the City Prosecutor (City Attorney Barrow) (Consent)
	7. Public Hearing Adopting a Resolution of Intention to Provide for Annual Levy and Collection of RES 17-0045 Assessment for the Downtown Business Improvement (Economic Vitality Manager Sywak) (Public Hearing)
	8. Public Hearing Regarding the Renewal of Downtown Business Improvement District (BID) for Fiscal Year 2017-2018 Including Authorization to Enter Into an Agreement with the Downtown Manhattan Beach Business and Professional Association; and Authorization to Disburse Fiscal Year 2016-2017 Assessments Collected (Finance Director Moe) (Public Hearing)
	9. Discussion Regarding the Current and Future Status of Utility Undergrounding (Public Works Director Katsouleas) (Old Business)
	10. Update Report on Southern California Edison Power Reliability in the City of Manhattan Beach (Public Works Director Katsouleas) (Old Business)
	11. Annual Review of the 9/80 Work Schedule (Human Resources Director Zadroga-Haase and Finance Director Moe) (New Business)
	12. Approve and Adopt Resolution No. 17-0052 for Agreement with Magellan Advisors for Fiber Master Plan Professional Services for the Amount of \$149,875 (Information Technology Director Taylor) (New Business)
6/20/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. Proclamation for the Month of July: (Ceremonial) a) Declaring July 2017 as Parks and Recreation Month b) Declaring July 2, 2017 as Salute to the Troops Day
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	4. Public Hearing Declaring City Council's Intention to Provide for Annual Levy and Collection of Assessments for Street Lighting Maintenance (Finance Director Moe) (Consent)
	5. Public Hearing and Adoption of Budget (Finance Director Moe) (Public Hearing)
	6. Consider Participation in a Community Choice Aggregation Program (Public Works Director Katsouleas) (Old Business)
	7. Update on Food Waste Recycling Program (Public Works Director Katsouleas) (Old Business)
	8. Report on Potential Downtown Maintenance Enhancements (Public Works Director Katsouleas) (Old Business)
	9. Sepulveda Corridor Process (Community Development Director McIntosh and Economic Vitality Manager Andy Sywak) (New Business)
6/21/2017	<i>Planning, Parking and Parking Improvements and Historic Preservation Commission Joint Meetings – Tentative Hold</i>
	Pledge –

TENTATIVE DRAFT – SUBJECT TO CHANGE

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

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

7/5/2017	<i>Regular Meeting – 6:00 PM Wednesday</i>
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	3. Update on the Transfer of Broadcasting Services to PEGasus Studios (Information Technology Director Taylor) (Old Business)
7/18/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	3. Update on Report Received from SCE Regarding Manhattan Beach’s Inventory Analysis (Public Works Director Katsouleas) (Old Business)
	4. Review of Potential Zoning Change Related to Medical Office Buildings and Urgent Care Facilities (Community Development Director McIntosh) (New Business)
	5. Environmental Program Work Plan (Public Works Director Katsouleas) (New Business)
8/1/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	3. Streetlight Pole and Lease Policy (Public Works Director Katsouleas and Information Technology Director Taylor) (New Business)
8/15/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
9/5/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
9/19/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
10/3/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
10/17/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)

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)

11/7/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
11/21/2017	<i>Regular Meeting – 6:00 PM Tuesday – City Council Reorganization Mayor Howorth/Mayor Pro Tem (TBD)</i>
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
	3. Capital Improvements Corporation (Finance Director Moe) (CIC)
12/5/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)
12/19/2017	<i>Regular Meeting – 6:00 PM Tuesday</i>
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Finance Director Moe) (Consent)

TENTATIVE DRAFT – SUBJECT TO CHANGE

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

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

INFORMATIONAL MEMOS

City Council Date Requested	Memo	Anticipated Date
9-1-15	Facility Strategic Planning	TBD
11-17-15	Update on Mediation Data	Q1 2017
8-2-16	Report on Details of Land Use and Soil Report for Parkview Site	Q1 2017
02-07-17	Information on Funding Sources to Increase the Service Area of the Downtowner and City's Possible Use(s) for Measure M Funding	Q2 2017
01-17-17	Information on Zoning Code Requirements for Minimum Lot Size and Variance Requirements for Substandard Size Lot	Q1 2017
01-17-17	Update/Discussion of Joint Powers Between the Beach Cities Fire Departments	Q2 2017

FUTURE AGENDA ITEMS (Date TBD)

City Council Date Requested	Item	Anticipated Date
10-04-16	Discussion of Ongoing Membership with ICA	
03-07-17	Election Debrief	
	Report on the Timeline Estimates for Staff to Gather Stakeholder Feedback Regarding Construction of Residential Basements	

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: 4/18/2017

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Mark Leyman, Parks and Recreation Director

SUBJECT:

Commission Minutes:

This Item Contains Minutes of the following City Commission Meetings:

- a) Library Commission Meeting Minutes of February 13, 2017 (Parks and Recreation Director Leyman)
- b) Cultural Arts Commission Meeting Minutes of February 14, 2017 (Parks and Recreation Director Leyman)
- c) Parks and Recreation Commission Meeting Minutes of February 27, 2017 (Parks and Recreation Director Leyman)

INFORMATION ITEM ONLY

The attached minutes are for information only:

- 1. Library Commission Meeting Minutes of February 13, 2017
- 2. Cultural Arts Commission Meeting Minutes of February 14, 2017
- 3. Parks and Recreation Commission Meeting Minutes of February 27, 2017

CITY OF MANHATTAN BEACH
MINUTES OF THE CULTURAL ARTS COMMISSION

February 14, 2017
Manhattan Beach City Hall, City Council Chambers
1400 Highland Avenue
Manhattan Beach, CA 90266

A. CALL TO ORDER

Chairperson May called the meeting to order at 6:05 PM.

B. ROLL CALL

Present: Friedman, Gill, Prigozhin, Manna, Chairperson May.

Absent: None

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

C. APPROVAL OF MINUTES – January 10, 2017

A motion was made and seconded (Gill /Manna) to approve subject to changes:

Pg 2, 2nd paragraph in the section Presentation by Blanchard Fuentes: 1) 2nd line down, insert "new" after "by 2030 all" and 2) 4th line down, correct "mon" to read "amount"

Pg 3: change the vote 4-1 to read 4-0-0-1 (4 ayes: Gill, Manna, Prigozhin, May, 0 noes, 0 abstain; 1 absent: Dunn)

Pg 4: 1) in Action section, change the vote 4-0 to read 4-0-0-1 (4 ayes: Gill, Manna, Prigozhin, May; 0 noes, 0 abstain, 1 absent: Dunn); 2) General Business: second line strike "handbook" replace with "Work Plan"; 3) Adjournment vote: strike Dunn and replace with May; and 4) after "passed by voice votes" insert 4-0-0-1 (4 ayes, 0 noes, 0 abstain, 1 absent).

Roll Call:

Ayes: Gill, Prigozhin, Manna, Chairperson May

Noes: None

Abstain: Friedman

Absent: None

Chair May introduced new Commissioner Elisse Friedman, who gave a few introductory remarks, noting she is a senior at Mira Costa, a musician who has participated in many ensembles. She has worked with Parks and Recreation Coordinator Deb Hom in selecting music for city events, and is looking forward to college but meanwhile is eager to put her skills to work as a Commissioner.

D. CEREMONIAL

Chair May proceeded to call forward and award certificates of recognition to a number of local artists for their contributions to the City and each made brief comments as follows:

Sam Harang, expressed appreciation and noted he was born and raised in Manhattan Beach, till 2007 and, while working at Beckers Bakery, learned to use a paintbrush. He has done a lot of shows including live art shows in the South Bay, also taught high school in a mural program. He showed a painting that illustrates how important Manhattan Beach is to him.

Two artists, **Frank Matranga**, ceramicist and **John Scott**, graphic artist, were announced by the Chair but were not present.

O.J. Watson, local commercial artist, recently passed away, was represented by his family, including wife Eileen and sons Tom and Will. Eileen noted that O.J. moved from New York City where he was very successful, to Manhattan Beach in 1969, where he was very active in the community. For example, he designed the original flag logo for the City's Hometown Fair, produced the Little League baseball rosters, was involved in various projects for Center School and designed many political campaign materials. The Commission expressed condolences to his family.

Don Spencer, painter and sculpture, showed two pieces of his work including a painting of the former Lar Mar Theater that he had started in 1975 and a sculptural framed figure - both very meaningful to him. He has enjoyed his interactions with people and believes that the community derives a strong positive energy from the ocean. His art training was at Otis Art Insitute and UCLA. He is still tremendously enjoying life here in Manhattan Beach.

John Post, photographer, thanked the Commission for this recognition and opportunity to talk about his work. He noted that he has been selling his photography for over 40 years, grew up wanting to be an artist, attended Aviation High School and then went into the army. After his service, he attended El Camino Community College where he took art classes and found he could use a camera as a paintbrush. He left the USA for 3 years, on his return he started seeing beauty in common place scenes that he photographed. He sold his photos for 13 years on the old Manhattan Market porch on Manhattan Beach Boulevard (now Noah's Bagels) and then opened a gallery on Manhattan Avenue where he has been since. He is still shooting pictures and invited all to visit his gallery.

Chantelle Barry, actress and singer/songwriter noted she was born in Australia but has adopted Manhattan Beach as her home. She appreciates the beauty that is here, the people and community and is greatly honored. **Scott Whyte**, actor, musician and songwriter was born and raised in Manhattan Beach, is an actor and musician and started doing films and playing music when young with the support of Archie Sherman. He has been playing in the South Bay (Sharks Cove) for several years and also plays at Concerts in the Park. He is very honored to be recognized for his love of music. Scott and Chantelle performed a song that they wrote together.

Chair May called for a break at 7:00 P.M.

Chair May reconvened the meeting at 7:15 P.M.

E. AUDIENCE PARTICIPATION (3-Minute Limit) - None

F. STAFF ITEMS

Cultural Arts Division Update

Cultural Arts Manager Betz stated staff continues to be very busy with its established exhibits schedule. Their third "pop up" exhibit will be at the new skate park ribbon cutting on March 18. That event, sponsored by Industrial Skateboards, is a very full day with something for everyone: from 8:00 am to 1:00 pm there will be skating, followed by the ribbon cutting ceremony. Some pro skaters will be present until 3:30 after which there will be a concert till about 5:30 pm, at

which time, there will be the art exhibit/book signing of the “California Locos” a group that includes well known artists Chaz Bojórquez, Dave Tourjé, Norton Wisdom, John Van Hamersveld and Gary Wong who met in the 1960’s and reflect LA art through surf, skate and barrio cultures. Commissioner Manna stated that he visited the site and is impressed and Manager Betz stated that he is working on getting some permanent art at the site.

Mr. Betz gave a status of other upcoming events, including: the “I Heart MB” exhibit (opening reception February 24) noting they have a large number of entries (39) and things are going very well. Other upcoming events include the Mira Costa High School 17th annual show, and the Shane Guffogg “Dance of Thought” exhibit that will have an opening reception on April 12th. Eilen Stewart noted that Cynda Valle, one of the “Very Cinematic Narrative” exhibit artists is still coming to the Art Center on the weekends (Saturdays till 9 pm and Sundays till 5 pm) and this has been a very positive interactive part of the exhibit.

Mr. Betz also updated that staff is planning the summer concerts and the sailboat sculpture at City Hall is still not quite finished but permits have now been secured.

G. COMMISSION ITEMS

Commissioner Gill reported positively on the Light Gate sunset on January 27. There was a good turnout, cookies were great and the sculpture had been cleaned.

Commissioner Manna commented: 1) At a recent meet and greet hosted by Mayor Pro Tem Howorth he mentioned the need for right-of-way traffic safety enhancements on Manhattan Beach Boulevard adjacent to the Art Center, including red curbing at the driveway apron (would eliminate one parking space) and a crosswalk (mid-block) and these ideas seemed to be positively received. 2) He suggested advertising upcoming City hosted cultural events on the Ipads in the Downtowner EV vehicles.

Elisse Friedman reported that she is assisting the South Bay Film Festival event by starting to pull together some ideas from film and art students and she is also working with the Art Center about the concept of “Poetry Out Loud”.

Chair May reported that she got an ok to hold a North Manhattan Beach Art Walk on Saturday May 13 between 10 and 4 pm tentatively, and a lot of interest has been received from artists. A call for artists will be in the paper and there will be banners advertising. If the event goes well, they may repeat in July, and it is hoped that this event will attract shoppers, noting that a shuttle will be provided by the North End BID.

H. GENERAL BUSINESS - None

I. ADJOURNMENT

At 7:45 P.M, it was moved and seconded (Gill/Manna) and passed unanimously by voice vote to adjourn the meeting to 6:00 P.M. on March 14th in the Council Chambers at City Hall, 1400 Highland Avenue.

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

February 13, 2017
6:30 p.m.

Manhattan Beach City Council Chambers

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:30 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Kunkee, Casady, Elasowich and Hustvedt

Absent: None

Others Present: Recreation Services Manager, Jessica Vincent and recording secretary, Linda Robb

D. APPROVAL OF MINUTES

December 12, 2016 - Commissioner Casady moved to approve the December 12, 2016 minutes as written. Commissioner Elasowich seconded the motion. The motion passed.

Ayes: Commissioners Kunkee, Casady, Elasowich, and Hustvedt

Nays: none

Abstain: none

Absent: none

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Commissioner Kunkee opened the floor to audience participation.

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

Introduce Claire Moore - new Teen/Adult Services Librarian – She moved from Darien, Connecticut and feels that there are many similarities between the values of the Manhattan Beach Library and the Darien Library. She is interested in growing Teen Services, including volunteering and has been making the teen space into more of a teen space. She has been planning programs, gathering a teen advisory board, summer reading program and a weekly program. Commissioner Casady asked how to make the teen area more teen friendly. Ms. Moore replied that the area should be a teen only area during after school hours. This means having adults and children out of the space. Commissioner Elasowich asked about the teen advisory council. Ms. Moore replied that it would be teens starting at 6th grade through 18 years. It is to model civic engagement, monthly

meetings to share the teen voice with the teen library. The council would start with 5 or less students in the group and help with collection development amongst other things. Commissioner Hustvedt recommended advertising in the Beach Reporter via a letter to the editor to solicit applicants. Commissioner Kunkee stated that the teen room is more geared for older teens. She asked the Library's definition of a teen. Ms. Moore answered that Library Youth Services identifies teens as 12 and up. Ms. McCollum stated that the 6-8th grade special collection is located near the children's area so that parents can be comfortable helping them choose a book.

Ms. McCollum announced Melinda Reiter's selection as County Library Adult Volunteer of the Year. She will be celebrated in March at the library and in April at the County level. Ms. McCollum suggested that April might be a good time to recognize Ms. Reiter if considering ceremonial items.

The outdoor furniture is in place and is very well used. Another set is being considered for the other side of the courtyard. There is more trash in the area since the furniture was installed.

Book Bike (initial funding for first bike offered by Friends of the Manhattan Beach Library) – Librarian rides the Book Bike to different community events and issues library cards and books to distribute. The project is awaiting approval from county administrators. This would enable the library to visit community events. Commissioner Elasowich asked if there would be any possible collaboration between the library and the Downtowner. Ms. McCollum stated that initially, the bike would be a non-electric version but a motor could be added later.

Programming Updates

- January 2017 - 30 programs at the library with over 1200 in attendance
- Story times remain the most popular, but there was great turnout at other events also. Over 80 people attended the Salsa class with live music, 30 people attended the author talk with Viet Thanh Nguyen over Skype, 16 attendees at the recent *Maltese Falcon* Big Read book discussion. More salsa is being considered for the summer.
- Upcoming: Author Kay Haring will be at the library on February 15th. She is the sister of artist Keith Haring. Louis Thomas will be present on February 18th. His book is called *Hug It Out*, about sibling rivalry.
- Beyond Books on February 25th from 1-4 PM with 2 PM music performance – Spanish comedic performance followed by art show.

- Beach Cities Read selection (April 15-May 15): Bicycle Diaries by David Byrne. Details to come, but save the date for a Bike Rally and Birthday Party on Saturday, 4/29 from 2-4 PM.

The floor was closed to public comment.

G. GENERAL BUSINESS

16/1114.1 Discussion of work plan items for City Council consideration

Commissioner Casady distributed a working draft of a work plan for review by the commission that included a mission statement and draft plan to clarify the commission's function.

The plan includes a brief statement of intention, a brief history of the library, a mission statement and a general plan to clarify the commission's purpose role and function. This draft is intended to be a starting point for discussion.

Commissioner Kunkee thanked commissioner Casady for his work on the work plan.

Commissioner Hustvedt stated that the plan is full of very achievable goals. He stated that the commission needs to be careful not to over program.

Commissioner Elasowich sees this as a valuable tool that will allow more discussion. She stated that currently, when a new subject is presented, permission needs to be requested from City Council meaning that no discussion could happen until the next meeting. A preapproved list of subjects will make it easier to move forward.

Commissioner Hustvedt reference the Parks and Recreation Commission He stated that part of what any great commission is, is fueling public interest, reining in the ideas and putting them in front of the City Council. Commissioner Hustvedt stated that the commission could maybe spearhead 1 or 2 projects to create and put in front of City Council.

Commissioner Kunkee commented that having a roadmap of discussion topics will be useful for gathering information from residents. She suggested that Little Free Libraries be discussed every February.

Commissioner Hustvedt stated that the commission is missing a communication tool. It was clarified that Open City Hall is an option for starting a conversation with residents. Desired topics need to be approved by Management Services.

Commissioner Casady agreed with Commissioner Kunkee that it is good that the plan can act as a prompt for discussion and feedback.

Commissioner Kunkee mentioned that perhaps the Commission could partner with a club for a competition or showcase with recognition. Commissioner Hustvedt stated that the Friends of the Library seems like a natural partner but does not know how they feel would about that. Commissioner Casady stated the partner could also be a school. Commissioner Hustvedt stated that the Kiwanis have an educational mission.

Commissioner Kunkee would like to discuss parking every year. Commissioner Hustvedt suggested approaching the Parking and Public Improvements Commission, as they are a commission dedicated to parking issues and this may be a subject for them to consider.

Commissioner Casady mentioned a standing request for attendance stats and maybe that could be discussed in July, other issues could be addressed in the same month.

Commissioner Hustvedt likes the October item, survey of community. He believes that many residents have opinions but don't say anything. The commission might discover issues

that need addressing if they give the residents a chance to tell them.

Commissioner Elasowich stated that the Downtowner may help residents get to the library.

Commissioner Kunkee recommended taking the work plan home to study.

Commissioner Hustvedt inquired about the vacancy and when it would be filled. Manager Vincent reported that the vacancy would be filled in June with a new commissioner starting in July.

H. COMMISSION ITEMS

Commissioner Kunkee asked if the attendance numbers are available. Manager Vincent reported that the attendance numbers are not yet available and will continue to request regularly.

Commissioner Kunkee did some research on the Little Free Libraries – the libraries were originally built by Will Rowe and maintained by Girl Scout Troops 1995 and 3605. A conversation with one of the scout's mothers gained the following information.: The libraries they were meant to be maintained except for the Library plaza location, which would be removed when the library opened. The mom thought that it would be a good idea to call some of the scouts to see if anyone would like to take one and put it in their own yard. Commissioner Kunkee would like to alert the Scouts that the Little Free Libraries need maintaining and maybe the new troops could keep up with the maintenance.

Commissioner Elasowich will reach out to a troop to see if they would like to maintain.

Commissioner Kunkee suggested that it may be eligible as a bronze or silver project.

Commissioner Kunkee suggested reaching out the City to see if the City is willing to leave the Little Free Libraries in place if a troop is identified to maintain them. The Commission can then review annually and recognize the troops for their service and identify new troops to maintain the libraries, if necessary.

Commissioner Casady asked if the City has recognized or announced Claire's arrival at the Library. Commissioner Casady offered to introduce Ms. Moore to someone at The Beach Reporter which could result in little blurb in the paper. Ms. McCollum stated that all media requests need to be approved by administration but they would probably be very supportive.

I. STAFF ITEMS

Manager Vincent reminded the Commission that the Commissioner Handbook and work plan item is scheduled to be reviewed by City Council on April 18th.

J. ADJOURNMENT

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

Ayes: Commissioners Kunkee, Casady, Elasowich and Hustvedt

Nays: None

Abstain: None

Absent: None

The meeting was adjourned at 7:30 PM.

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
February 27, 2017
6:30 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:31 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Allen, Paralusz, Jones, Allard and Lauson

Absent: Commissioners Karger and Turkmany

Others present: Director of Parks and Recreation, Mark Leyman; Recreation Services Manager, Eve Kelso and Linda Robb, Recording Secretary

D. APPROVAL OF MINUTES

Commissioner Paralusz moved to approve the January 23, 2017 minutes as written. The motion was seconded by Commissioner Allard. The motion passed.

Ayes: Commissioners Allen, Paralusz, Jones, Allard and Lauson

Nays: None

Abstain: None

Absent: Commissioners Karger and Turkmany

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION (3-MinuteLimit)

Commissioner Allen opened the floor to audience participation.

Seeing none, the floor was closed to public comment.

G. GENERAL BUSINESS –

15/1027.1 Discussion of Salute to the Troops Event –

Commissioner Jones presented an outline for the concert program. She reported that she has reached out to Dennis McNeil who is willing to emcee the event.

Caskey and Caskey have expressed interest in sponsoring the water bottles for the event and will be advertising the Salute to the Troops event on the flags that they distribute throughout the City.

Commissioner Allen will approach Beckers to see if they can help sponsor the cake.

Commissioner Allen stated that the Lakers will be approached again for sponsorship.

Commissioner Paralusz asked if the Commission can look at costs to see how any sponsorship money could best be spent.

The commission decided to use recorded music before the concert instead of a live band.

The sub-committee recommended hiring actors to dress as Uncle Sam and Lady Liberty.

Commissioner Jones will research costume and actor costs.

Commissioner Jones reported that Commissioner Karger is working on a flyover and all Air Force related activities.

The issue was raised about whether or not the concert could start earlier or end later. Commissioner Paralusz stated that people know that the Concerts start at 5:00 so some may miss part of the concert if it started earlier. Director Leyman stated that he would prefer if the concert stuck to the basic concert timeline of 5:00-7:00 p.m. but if the band were to go a little bit longer, it wouldn't be a problem.

Commissioner Jones asked if Martin could come to the March meeting to go over band details and maybe show a YouTube video of the band.

Publicity – Commissioner Jones mentioned an idea used my Rancho Mirage, which is to have flag gardens strategically positioned around town to publicize events.

Commissioner Paralusz mentioned that if any of the flag gardens were to be on private property, permission would need to be obtained from the property owners. She stated that two possible corners are the corner of Manhattan Beach Boulevard and Sepulveda, and Marine and Sepulveda where South Bay Brokers used to be.

Director Leyman stated that any displays on City property would need to be considered on a case by case basis. Director Leyman stated that it might be helpful show the commission a marketing plan with social media options for this event and the concert series.. The idea should be vetted through Public Works and Code Enforcement to make sure we understand exactly what we're able to do.

Commissioner Allard asked about the medians. Director Leyman will need to check to see if that is possible.

Commissioner Allen asked who would need to give permission for a display at Manhattan Beach Blvd. and Sepulveda

Commissioner Jones stated that it is time to brand the event and come up with something that will signal that the Salute to the Troops is coming up. Commissioner Paralusz asked about the Strand and the private gardens on public land. Director Leyman stated that it would need to be carefully considered because it opens the door for every event to request. Director Leyman will reach out to Community Development to explore the option of the property at MBB and PCH.

Commissioner Jones asked about Public Works installing pole banner flags on Rosecrans around the 4th of July. Director Leyman stated that Public Works installs them throughout Polliwog Park.

Commissioner Jones would like to start some traditions that could carry on with the event. Commissioner Paralusz would like to keep it simple.

Commissioner Jones asked if the mailing lists from previous challenge coin distribution could be used to send out a save the date email blast. Commissioner Paralusz recommended adding an opt out to the email so they can be taken off the list if desired.

Commissioner Jones asked who would be in charge of organizing, if there is a plaque, proclamation or commendation to the Air Force dignitary.

The Fundraising sub-committee has not met yet.

H. **COMMISSION ITEMS –**

Commissioner Jones attended a Cultural Arts Commission meeting when they recognized

local artists and proposed that the Parks and Recreation Commission also present some kind of commendations to outstanding individuals on a regular basis, perhaps twice a year, quarterly at most. The commission requested that this item be included on the April agenda. Director Leyman informed the Commission that it is at the discretion of the Commission to recognize individuals. If this is more of a formal process to select those to be recognized, then may be an item for the long term work plan. If it is to be informal process of the Commission deciding to recognize for a special achievement, those instances can be discussed as they arise. Commissioner Jones recommended that all of the commissioners start thinking about and looking

I. STAFF ITEMS – (With the commission’s permission, Recreation Manager, Eve Kelso’s presentation occurred after audience participation prior to General Business)

Recreation Services Manager, Eve Kelso gave a presentation introducing Community Programs. **Key points:**

Older Adults Program (OAP) for 55 and over – a wide variety of programs are offered and staff is always open to new ideas.

The OAP collaborates with many different entities to offer different programming.

Recent collaborations include “Hot August Nights” with the Library, a series of intergenerational dance classes; Center for Healthcare Rights - HICAP (Health Insurance Counseling and Advocacy Program) Counselor who comes out twice a month to help people with their Medicare and health insurance questions; intergenerational art show with the Cultural Arts Division and Metro TAP cards

One of the larger collaborations with Beach Cities Health District offering instructors for Tai Chi; Agility, Balance and Coordination classes; Mindfulness: Live Well, Die Well;

Recent programming additions include: Color Your World, jewelry making, Blankets of Love, By Heart singing group, stamp group, all volunteer run.

The collaborative program between the Older Adult Program volunteers, the Senior Advisory Committee and Mira Costa High School students, Connected! won the Helen Putnam Award. Connected! is an intergenerational program with high school students teaching seniors on their own technology.

The Dial-a-Ride program has been operating since 1976. Last year, Dial-a-Ride provided over 22,000 rides and is trending 19% over that for this year. Dial-A-Ride service has increased 38% over the past 3 years. The increase can be attributed to new programs at Joslyn Center and services to the CHOICE program with the Manhattan Beach School District. Dial-A-Ride is funded primarily by Proposition A, with some funding from Measure R. There are 5 vehicles in the Dial-A-Ride Fleet and 65% of riders are 75 years or older. A customer service satisfaction survey is administered every 2 years.

Volunteers - In fiscal year 2015/2016, volunteers worked 23,410 hours saving \$546,233. The volunteer program collaborates with the National Charity League; MCHS Photography club to get photographers out to some City events; many young volunteers came out to clean up the beach for the CMB Breathe Free Program; Citywide special events attract youth volunteers who want or need to volunteer hours for school and service organizations and the older adult newsletter mailing prepared by older adult volunteers.

Commissioner Allen asked if there is a charge for classes and programs. Manager Kelso replied that most of the classes are free and the bus excursions and other classes are very reasonably priced.

Commissioner Jones asked if there is anything that the Commission can do to help.

Manager Kelso stated that the Senior Advisory Committee is very active and that if there is anything that the Commission can do, Commissioner Allard will let them know.

Director Leyman gave the following updates on department programs and events: The Spring Manhappenings brochure was distributed. This is the first one done in-house by our communications team and they have done a wonderful job.

This weekend is the Little League Parade and Summer Camp Expo at American Martyrs. The Little League Parade will begin at 9:00 a.m. Any commissioners who would like to ride in the parade should be at the Shade hotel by 8:45 a.m.

The Taste of Blue Zones event will be held on Sunday, March 5th. The Taste of Blue Zones is collaboration between the City, the LA County Library and Beach Cities Health District. The Kids Zone will be free and children under 11 are free with a paying adult to enter the tasting area.

Director Leyman recommended that the Commissioners read the most recent issue of California Parks and Recreation Society magazine (distributed) this month, which is focused on play. Two years ago, Pop-Up Play Adventure came and did a workshop for us and it was fascinating to see the children form their own communities when left to play without structure.

Skate Spot update – Kids are already trying it out so the Park Ranger has been patrolling and we're doing our best to secure the area before the opening. Spyder has been a great partner. Duster Skateboards has also been great and will be present as part of the art opening for the California Locos exhibition at the Art Center. The grand opening of the Skate Spot will be March 18th, 1:00-3:00 and will feature a live DJ, and a live artist who will be painting decks to be given away. From 3:00-5:00 pm, there will be live bands and food vendors at the Art Center. The California Locos art opening will be at 6:00 pm. There will be a team of videographers putting together a video of the opening. If available, the video will be shown at the March meeting.

J. ADJOURNMENT

Commissioner Paralusz moved to adjourn. Commissioner Lawson seconded the motion. The motion passed. The meeting was adjourned at 7:45 pm to March 27, 2017 in the City Council Chambers.

Ayes: Commissioners Allen, Paralusz, Jones, Allard and Lawson
Nays: None
Abstain: None
Absent: Commissioners Karger and Turkmany