

City Council Regular Meeting

Regular Meeting
Tuesday, November 6, 2018
6:00 PM
City Council Chambers



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

Executive Team

Bruce Moe, City Manager
Quinn Barrow, City Attorney

Derrick Abell, Police Chief
Derrick Abell, Acting Fire Chief
Steve Charelian, Interim Finance Director
Stephanie Katsouleas, Public Works Director
Mark Leyman, Parks & Recreation Director

Anne McIntosh, Community Development Director
Liza Tamura, City Clerk
Sanford Taylor, Information Technology Director
Christine Tomikawa, Interim Human Resources Director

MISSION STATEMENT:

**Our mission is to provide excellent municipal services,
preserve our small beach town character, and enhance the quality of life for our
residents, businesses and visitors.**

November 6, 2018

City Council Meeting Agenda Packet

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MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!

Your presence and participation contribute to good city government.

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

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.

Meetings are broadcast live through Manhattan Beach Local Community Cable, Channel 8 (Spectrum), Channel 35 (Frontier), and live streaming via the City's website.

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.

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, October 31, 2018, on the City's Website and on the bulletin boards of City Hall, Joslyn Community Center and Manhattan Heights.

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

Nathan Inoue, Meadows Elementary School

B. ROLL CALL

C. CEREMONIAL CALENDAR

1. Proclamation Declaring November 2018 as National Family Caregivers Month.
PRESENT

[18-0444](#)

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

This is the time for the City Council 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.

MOTION TO APPROVE AGENDA AND WAIVE FULL READING

E. 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.

F. PUBLIC COMMENTS (3 MINUTES PER PERSON)

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. 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 during approval of the agenda 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.

G. CONSENT CALENDAR (APPROVE)

Items on the Consent Calendar are routine and customary items and are enacted by a single motion with the exception of items previously removed by a member of the City Council during "Approval of the Agenda" for individual consideration. Any items removed shall be individually considered immediately after taking action on the Consent Calendar.

2. City Council Minutes:

[18-0445](#)

This Item Contains Minutes of the Following City Council Meeting(s):

- a) City Council Regular Meeting Minutes of October 2, 2018
- b) City Council Adjourned Regular Meeting Minutes (Information Technology Fiber Master Plan Study Session) of October 9, 2018
- c) City Council Special Meeting Minutes (Closed Session) of October 16, 2018
(City Clerk Tamura).

APPROVE

Attachments: [City Council Regular Meeting Minutes of October 2, 2018](#)
[City Council Adjourned Regular Meeting Minutes \(IT Fiber Master Plan Study Session\) of October 9, 2018](#)
[City Council Special Meeting Minutes \(Closed Session\) of October 16, 2018](#)

3. Financial Reports: [18-0438](#)
a) Schedule of Demands: September 27, 2018
b) Investment Portfolio for the Month Ending September 30, 2018
c) Month End Report for September 30, 2018
(Interim Finance Director Charelian).
ACCEPT REPORTS AND DEMANDS

Attachments: [Schedules of Demands for September 27, 2018](#)
[Investment Portfolio for the Month Ending September 30, 2018](#)
[Month End Report for September 30, 2018](#)
4. Resolution No. 18-0146 Adopting the Memorandum of Understanding with the Manhattan Beach Part-Time Employee Association, Appropriate Prop A Funds and Approve Transfer from General Fund (Interim Human Resources Tomikawa). [18-0470](#)
a) **ADOPT RESOLUTION NO. 18-0146**
b) **APPROPRIATE PROP A FUNDS**
c) **APPROVE TRANSFER FROM GENERAL FUND**

Attachments: [Resolution No. 18-0146](#)
[MOU - Manhattan Beach Part-Time Employee Association \(2018-2019\)](#)
5. Resolution No. 18-0147 Approving the Los Angeles Area Regional Training Group Joint Powers Agreement and Authorizing the City's Membership in the Regional Training Group Authority (Acting Fire Chief Abell). [18-0465](#)
a) **ADOPT RESOLUTION NO. 18-0147**
b) **AUTHORIZE**

Attachments: [Resolution No. 18-0147](#)
[Agreement - Los Angeles Area Regional Training Group](#)
6. Request from the Cultural Arts Commission to Discuss the "Art in the Park" Event Proposal (Parks and Recreation Director Leyman). [18-0477](#)
DISCUSS AND PROVIDE DIRECTION

Attachments: [Memo - Cultural Arts Commission Request](#)
[PowerPoint Presentation](#)

7. Second Reading and Adoption of Ordinance Nos. 18-0022 and 18-0023 Amending the Manhattan Beach Municipal Code (MBMC) and Local Coastal Program (LCP) related to the Regulation of (a) Banks, Catering Services, Offices (Business and Professional), Communication Facilities, Veterinary Services and Optometrists; and (b) Retail Store Sales Floor Area, in the Downtown Commercial (CD) Zone; Adoption of Resolution No. 18-0148 Transmitting Local Coastal Program Code Amendments to the California Coastal Commission (Community Development Director McIntosh). [18-0436](#)
- a) **ADOPT ORDINANCE NOS. 18-0022 AND 18-0023**
- b) **ADOPT RESOLUTION NO. 18-0148**
- Attachments:* [Ordinance No. 18-0022](#)
[Ordinance No. 18-0023](#)
[Resolution No. 18-0148](#)
8. Accept as Complete the Cycle 1 Storm Drain Improvements Project Constructed by Clarke Contracting Corporation; Authorize Filing a Notice of Completion with the County Recorder; and Release of Retention of \$24,998.40 (Public Works Director Katsouleas). [18-0455](#)
- APPROVE**
9. Accept as Complete the Cycle 2 Community Development Block Grant (CDBG) Project No. 601911-17: Installation of Americans with Disabilities Act (ADA)-Compliant Curb Ramps Construction Project constructed by FS Contractors, Inc.; Authorize Filing a Notice of Completion with the County Recorder; and, Release the Retention for \$7,178.15 (Public Works Director Katsouleas). [18-0456](#)
- APPROVE**
10. Accept as Complete the Following Construction Projects Constructed by Palp Inc., dba Excel Paving Company (Excel): 1) Manhattan Beach Boulevard Pavement Resurfacing Project and Other Right-of-Way Modifications Between Sepulveda Boulevard and Aviation Boulevard, and 2) Resurfacing of Redondo Avenue, 10th Street, 11th Street and Oak Avenue Project; Authorize Filing a Notice of Completion with the County Recorder; Release the Retention Amount of \$65,011; Approve an Increase to the Authorized Contract Amount by \$51,259, Needed to Process Final Change Order No. 3 for \$51,851 (Public Works Director Katsouleas). [18-0460](#)
- APPROVE**

H. ITEMS REMOVED FROM THE CONSENT CALENDAR

Each speaker may speak for up to 2 minutes on each item pulled from the agenda.

I. PUBLIC HEARINGS

At the discretion of the Mayor, each speaker may speak for up to 3 minutes on each public hearing item.

J. GENERAL BUSINESS

Each speaker may speak for up to 2 minutes on each general business item.

11. 60-Day Update on Changes and Modifications Made by Leadership Manhattan Beach (City Clerk Tamura). [18-0464](#)
DISCUSS AND PROVIDE DIRECTION
Attachments: [Report from LMB Steering Committee](#)
[August 21, 2018, Staff Report](#)
[Bylaws and Policies of LMB](#)
12. Consideration of Short-Term Rental Program and Policies (Community Development Director McIntosh). [18-0447](#)
DISCUSS AND PROVIDE DIRECTION
Attachments: [Zoning Map](#)
13. Resolution No. 18-0149 Declaring a Shelter Crisis Pursuant to SB 850, Allowing the City to be Eligible for Homeless Emergency Aid Program (HEAP) Grant Funding and the City's Multi-Jurisdictional Proposal to Implement the City's Homelessness Plan (City Manager Moe). [18-0479](#)
a) ADOPT RESOLUTION NO. 18-0149
b) APPROVE
Attachments: [Resolution No. 18-0149](#)
[2018 Tri-Cities Implementation Grant Application](#)
14. City Hall Lobby Public Art Project Request for Qualifications (Parks and Recreation Director Leyman). [18-0458](#)
APPROVE
Attachments: [Request for Qualifications](#)
15. Adopt Resolution No. 18-0150 Authorizing the Purchase of Outdoor Fitness Court Equipment to be Installed on Veteran's Parkway (near Vons) and Appropriating \$78,500 from the Capital Improvement Project Fund for the Purchase (Parks and Recreation Director Leyman). [18-0480](#)
ADOPT RESOLUTION NO. 18-0150
Attachments: [Resolution No. 18-0150](#)
[National Fitness Campaign Award Letter](#)
[Fitness Court Overview](#)
[National Fitness Campaign Fit 60+](#)
[National Fitness Campaign Quote](#)

K. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS

L. FUTURE AGENDA ITEMS

Councilmembers may request that items be placed on a future agenda with the concurrence of one other Councilmember.

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

[18-0446](#)

Attachments: [October 31, 2018 Agenda Forecast](#)

M. CITY MANAGER REPORT**N. CITY ATTORNEY REPORT****O. INFORMATIONAL ITEMS**

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

- 17. Commission Minutes:**

[18-0490](#)

This Item Contains Minutes of the following City Commission Meetings:

- a) Parks and Recreation Commission Meeting Minutes of June 25, 2018
- b) Parks and Recreation Commission Meeting Minutes of July 16, 2018
- c) Parks and Recreation Commission Meeting Minutes of September 17, 2018

(Parks and Recreation Director Leyman).

INFORMATION ITEM ONLY

Attachments: [Parks and Recreation Commission Meeting Minutes of June 25, 2018](#)
[Parks and Recreation Commission Meeting Minutes of July 16, 2018](#)
[Parks and Recreation Commission Meeting Minutes of September 17, 2018](#)

P. CLOSED SESSION**Q. ADJOURNMENT**

R. FUTURE MEETINGS

CITY COUNCIL MEETINGS

November 20, 2018 - Tuesday -- 6:00 PM - City Council Meeting
December 4, 2018 - Tuesday -- 6:00 PM - City Council Meeting
December 18, 2018 - Tuesday -- 6:00 PM - City Council Meeting
January 2, 2019 - Wednesday -- 6:00 PM - City Council Meeting
January 15, 2019 - Tuesday -- 6:00 PM - City Council Meeting
February 5, 2019 - Tuesday -- 6:00 PM - City Council Meeting
February 19, 2019 - Tuesday -- 6:00 PM - City Council Meeting
March 6, 2019 - Wednesday -- 6:00 PM - City Council Meeting
March 19, 2019 - Tuesday -- 6:00 PM - City Council Meeting
April 2, 2019 - Tuesday -- 6:00 PM - City Council Meeting
April 16, 2019 - Tuesday -- 6:00 PM - City Council Meeting
May 7, 2019 - Tuesday -- 6:00 PM - City Council Meeting
May 21, 2019 - Tuesday -- 6:00 PM - City Council Meeting
June 4, 2019 - Tuesday -- 6:00 PM - City Council Meeting (Reorganization)
June 18, 2019 - Tuesday -- 6:00 PM - City Council Meeting
July 2, 2019 - Tuesday -- 6:00 PM - City Council Meeting
July 16, 2019 - Tuesday -- 6:00 PM - City Council Meeting
August 6, 2019 - Tuesday -- 6:00 PM - City Council Meeting
August 20, 2019 - Tuesday -- 6:00 PM - City Council Meeting
September 3, 2019 - Tuesday -- 6:00 PM - City Council Meeting
September 17, 2019 - Tuesday -- 6:00 PM - City Council Meeting
October 1, 2019 - Tuesday -- 6:00 PM - City Council Meeting
October 15, 2019 - Tuesday -- 6:00 PM - City Council Meeting
November 5, 2019 - Tuesday -- 6:00 PM - City Council Meeting
November 18, 2019 - Tuesday -- 6:00 PM - City Council Meeting

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

November 12, 2018 - Monday - 6:00 PM - Library Commission Meeting
November 14, 2018 - Wednesday - 6:00 PM - Planning Commission Meeting
November 19, 2018 - Monday - 6:00 PM - Cultural Arts Commission Meeting
November 22, 2018 - Thursday - 6:00 PM - Parking and Public Improvements Commission
November 26, 2018 - Monday - 6:00 PM - Parks and Recreation Commission Meeting
November 28, 2018 - Wednesday - 6:00 PM - Planning Commission Meeting
December 10, 2018 - Monday - 6:00 PM - Library Commission Meeting
December 12, 2018 - Wednesday - 6:00 PM - Planning Commission Meeting
December 17, 2018 - Monday - 6:00 PM - Cultural Arts Commission Meeting
December 24, 2018 - Monday - 6:00 PM - Parks and Recreation Commission Meeting
December 26, 2018 - Wednesday - 6:00 PM - Planning Commission Meeting
December 27, 2018 - Thursday - 6:00 PM - Parking and Public Improvements Commission
January 9, 2019 - Wednesday - 6:00 PM - Planning Commission Meeting
January 14, 2019 - Monday - 6:00 PM - Library Commission Meeting
January 21, 2019 - Monday - 6:00 PM - Cultural Arts Commission Meeting
January 23, 2019 - Wednesday - 6:00 PM - Planning Commission Meeting
January 24, 2019 - Thursday - 6:00 PM - Parking and Public Improvements Commission
January 28, 2019 - Monday - 6:00 PM - Parks and Recreation Commission Meeting

S. CITY OFFICES CLOSED**CITY HOLIDAYS:**

November 12, 2018 – Monday – Veterans Day (Observance of November 11, 2018)
November 22-23, 2018 - Thursday & Friday - Thanksgiving Holiday
December 25, 2018 - Tuesday - Christmas Day Observed
January 1, 2019 – Tuesday – New Years Day Observed
January 21, 2019 – Monday – Martin Luther King Day
February 18, 2019 - Monday - Presidents Day
May 27, 2019 – Monday – Memorial Day
July 4, 2019 - Thursday - Independence Day
September 2, 2019 - Monday - Labor Day
October 7, 2019 – Monday – Columbus Day

CITY OFFICES CLOSED ON FOLLOWING ALTERNATIVE FRIDAYS:

November 9, 2018
November 23, 2018
December 7, 2018
December 21, 2018
January 4, 2019
January 18, 2019
February 1, 2019
February 15, 2019
March 1, 2019
March 15, 2019
March 29, 2019
April 12, 2019
April 26, 2019
May 10, 2019
May 24, 2019

Agenda Date: 11/6/2018

TO:

Members of the City Council

FROM:

Mayor Napolitano

SUBJECT:

Proclamation Declaring November 2018 as National Family Caregivers Month.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Present a
Proclamation Declaring November 2018
As National Family Caregivers Month**

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Liza Tamura, City Clerk

Martha Alvarez, Senior Deputy City Clerk

SUBJECT:

City Council Minutes:

This Item Contains Minutes of the Following City Council Meeting(s):

- a) City Council Regular Meeting Minutes of October 2, 2018
- b) City Council Adjourned Regular Meeting Minutes (Information Technology Fiber Master Plan Study Session) of October 9, 2018
- c) City Council Special Meeting Minutes (Closed Session) of October 16, 2018 (City Clerk Tamura).

APPROVE

RECOMMENDATION:

The attached minutes are for City Council approval:

Attachment(s):

- 1. City Council Regular Meeting Minutes of October 2, 2018
- 2. City Council Adjourned Regular Meeting Minutes (Information Technology Fiber Master Plan Study Session) of October 9, 2018
- 3. City Council Special Meeting Minutes (Closed Session) of October 16, 2018

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, October 2, 2018

6:00 PM

Regular Meeting

City Council Chambers

City Council Regular Meeting

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

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/departments/city-clerk/city-council-meetings-agendas-and-minutes

A. PLEDGE TO THE FLAG

Dr. Ullman, led the Pledge of Allegiance.

B. ROLL CALL

C. CEREMONIAL CALENDAR

None.

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

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

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

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

Mark Lipps, President of the Manhattan Beach Chamber of Commerce, announced that "Heroes of Manhattan Beach" would be held, October 17, 2018, at Verandas Beach House.

Kelly Hulbert, Los Angeles County Library, introduced Maria Manigbas, the new Library Program Manager for the Los Angeles County Public Library - Manhattan Beach.

Maria Manigbas, Library Program Manager, announced the following upcoming Library events: "Bilingual Family Concert" on Wednesday, October 3, 2018, from 3:30 PM - 4:30 PM and "Ecos de España" on Wednesday, October 10, 2018, from 7:00 PM - 8:00 PM.

Mayor Pro Tem Hersman, announced that the Manhattan Beach Police Department and the Soroptimist International of Manhattan Beach will have "Pizza with a Purpose" at the California Pizza Kitchen in Manhattan Beach on Thursday, October 4, 2018, and Friday, October 5, 2018.

Councilmember Montgomery, announced the "Hometown Fair" on Saturday, October 6, 2018, and Sunday, October 7, 2018, and announced the "2018 Pier-to-Pier Friendship Walk" on Sunday, October 28, 2018 from the Manhattan Beach Pier to the Hermosa Beach Pier.

City Manager Bruce Moe, announced the Information Technology Fiber Master Plan on October 9, 2018, at 1:00 PM in City Council Chambers.

Police Chief Derrick Abell, announced "Coffee with a Cop" on Wednesday, October 3, 2018, at McDonalds on Artesia, at 8:00 AM.

F. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Wayne Powell spoke in support of the Scout House and for City Council to provide funding.

Patrick McBride spoke about the botanical gardens and requested for City Council to maintain the gardens. He also spoke about Concerts in the Park and public safety during the events.

George Apostol provided an update on Leadership Manhattan Beach.

City Manager Bruce Moe responded to City Council questions and stated that the botanical garden is not owned by the City and regarding the Concerts in the Park there is a need to have public safety due to the large crowds that attend the events.

G. CONSENT CALENDAR (APPROVE)

A motion was made by Mayor Pro Tem Hersman, seconded by Councilmember Lesser, to approve the Consent Calendar, Item Nos. 1-7. The motion carried by the following vote:

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

1. City Council Minutes:

This Item Contains Minutes of the Following City Council Meeting(s):

- a) City Council Regular Meeting Minutes of September 19, 2018
- b) City Council Adjourned Regular Meeting Minutes (Closed Session) of September 21, 2018
(City Clerk Tamura).

APPROVE

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

2. Financial Report:

- a) Schedule of Demands: August 30, 2018
- b) Investment Portfolio for the Month Ending August 31, 2018
- c) Month End Report for August 31, 2018
(Interim Finance Director Charelian).

ACCEPT REPORTS AND DEMANDS

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

3. Second Reading and Adoption of Ordinance No. 18-0021 Related to Amending the Posting of Public Notices (City Clerk Tamura).

ADOPT ORDINANCE NO. 18-0021

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

4. Resolution No. 18-0131 Accepting 2016 State Homeland Security Grant Funds in the Amount of \$40,000 for the Purchase of Equipment that will Enhance Regional Communication Capabilities (Acting Fire Chief Abell).

a) ADOPT RESOLUTION NO. 18-0131

b) APPROPRIATE FUNDS

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

5. Resolution No. 18-0139 Increasing the City's Request for Grant Funds to Participate in the California Coastal Commission Local Coastal Program (LCP) Planning Grant Program (Community Development Director McIntosh).

ADOPT RESOLUTION NO. 18-0139

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

- 6. Resolution No. 18-0093 Approving Public Utility Right-of-Way Relinquishments (Water, Sewer, Storm Drain; Summary Vacations); Resolution No. 18-0094 Accepting Public Utility Easements at 3200 N. Sepulveda Boulevard; and Resolution No. 18-0095 Authorizing the Public Works Director or City Engineer to Accept and Consent to Deeds or Grants for Street, Highway, or Public Service Easements and to Vacate Public Service Easements (Public Works Director Katsouleas).

ADOPT RESOLUTION NOS. 18-0093, 18-0094 AND 18-0095

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

- 7. Request from the Manhattan Beach Rotary Club to Hold a Special Event at the Kinecta Parking Lot on November 11, 2018 (Parks and Recreation Director Leyman).

APPROVE

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

H. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

I. PUBLIC HEARINGS

8. Consideration of the Sepulveda Initiatives Planning Project Recommendations (Community Development Director McIntosh).

a) CONDUCT PUBLIC HEARING

b) DISCUSS AND PROVIDE DIRECTION

Community Development Senior Management Analyst Nhung Madrid, Assistant Planner Rafael Garcia and Architect (RTK Architects) Sami El Bayar provided the PowerPoint presentation.

Architect El Bayar, Assistant Planner Garcia and Community Development Director Anne McIntosh responded to City Council questions.

Mayor Napolitano opened the floor to public comment.

Wayne Powell spoke against the height increase, restrictions of uses and to keep medical buildings at a minimum.

Seeing no further requests to speak, Mayor Napolitano closed public comment.

Community Development Director McIntosh and Assistant Planner Garcia responded to City Council questions.

After lengthy City Council discussion, the City Council provided the following direction to Staff:

- Information about hotels
 - elevator height
 - rooftop height
 - height in hotels in adjacent Cities (City of Hermosa Beach)
 - height limits for hotels in neighboring cities
- Roof pitch proposal compared to other Cities
- Daylight plane
- Senior housing
 - spectrum of commercial vs residential types
 - alternative names for assisted living facilities
 - how are they classified and zoned in other Cities
 - alternative sites

Return to City Council in early December with the additional information regarding this item.

At 7:52 PM City Council recessed and reconvened at 8:06 PM with all Councilmembers present.

J. GENERAL BUSINESS

9. Consideration of Funding Opportunities and Amounts for City Participation in Construction of the Senior & Scout Community Center (Public Works Director Katsouleas).

DISCUSS AND PROVIDE DIRECTION

Public Works Director Stephanie Katsouleas provided the PowerPoint presentation.

Public Works Director Katsouleas and Interim Finance Director Steve Charelian responded to City Council questions.

Mayor Napolitano opened the floor to public comment.

The following public comments were made in support of the City Council providing funding for the Senior and Scout Community Center:

Julie Justus

Patrick McBride

Beth Gessner

Aliyah Levin

Elizabeth Kunkee

Barbara Rilley

Seeing no further requests to speak, Mayor Napolitano closed public comment.

A motion was made by Councilmember Montgomery, seconded by Councilmember Howorth, to approve the allocation of \$1 million dollars by using \$550,000 for the CIP funds not designated and the funds need to be used by June 2020. The motion carried by the following vote:

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

Prior to the City Council voting, City Manager Bruce Moe clarified the following direction:

Allocate \$1 million to be used as desired for the Senior & Scout Community Center, there will be deductions from the allocated \$1 million that includes hard and soft costs and the remainder will be put towards construction costs.

10. Receive this Report on Manhattan Beach Pesticide Management Practices, Direct Staff to Discontinue Use of Pesticides on Turf, and Direct Staff to Work with the Sustainability Task Force to Develop New Pesticide Management and Use Policies Citywide (Public Works Director Katsouleas).
- a) **RECEIVE REPORT**
 - b) **DIRECT STAFF TO WORK WITH THE SUSTAINABILITY TASK FORCE TO DEVELOP NEW PESTICIDE MANAGEMENT AND USE POLICIES**

Public Works Director Stephanie Katsouleas provided the staff presentation and responded to City Council questions.

Mayor Napolitano opened the floor to public comment.

Mike Garcia spoke in support of City Council directing staff to look at everything and not just certain pesticides.

Susan Rudnicki spoke about some of the health side effects with some of the pesticides and the costs.

Cathy Clarke spoke about the costs and educating the public on the various pesticides.

Seeing no further requests to speak, Mayor Napolitano closed public comment.

Public Works Director Katsouleas responded to City Council questions.

City Council directed staff to assign the Sustainability Task Force to develop or look at alternative options for a new pesticide management plan and have something more along the lines of what the City of Hermosa Beach currently has in place.

K. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS

None.

L. FUTURE AGENDA ITEMS

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

Mayor Napolitano with support from Councilmember Lesser requested, for staff to return with a report on "Measure W" including a resolution in support from the City.

City Manager Bruce Moe responded that "Measure W" would return at the October 16, 2018, City Council Meeting.

Councilmember Howorth, with support from Mayor Pro Tem Hersman, requested for staff to return with a report on "Proposition 6".

City Manager Bruce Moe responded that "Proposition 6" would return at the October 16, 2018, City Council Meeting.

M. CITY MANAGER REPORT

None.

N. CITY ATTORNEY REPORT

None.

O. INFORMATIONAL ITEMS

12. Commission Minutes:
This Item Contains Action Minutes for the Planning Commission Meeting of September 12, 2018 (Community Development Director McIntosh).
INFORMATION ITEM ONLY

This item was received and filed by order of the Chair.

13. Recent Planning Commission Quasi-Judicial Decisions:
a) Use Permit Amendment to Allow Full Alcohol Service at an Existing Restaurant- 229 Manhattan Beach Boulevard
b) Use Permit, Coastal Development Permit, and Vesting Tentative Parcel Map for a Mixed-Use Condominium Project- 3920 Highland Avenue
(Community Development Director McIntosh).
INFORMATION ITEM ONLY

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

P. CLOSED SESSION

None.

Q. ADJOURNMENT

At 9:25 PM Mayor Napolitano adjourned the meeting.

Martha Alvarez
Recording Secretary

Steve Napolitano
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, October 9, 2018

1:00 PM

Information Technology Fiber Master Plan Study Session

City Council Chambers

City Council Adjourned Regular Meeting

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

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A. CALL MEETING TO ORDER

At 1:00 PM, Mayor Napolitano called the meeting to order.

B. PLEDGE TO THE FLAG

Information Technology Director Sanford Taylor led the Pledge of Allegiance.

C. ROLL CALL

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

D. PUBLIC COMMENTS (3 MINUTES PER PERSON)

None.

E. GENERAL BUSINESS

1. Receive the Fiber Master Plan Report and Consider Design/Construction as a Pilot Program (Information Technology Director Taylor). [18-0416](#)
DISCUSS AND PROVIDE DIRECTION

City Manager Bruce Moe and Information Technology Director Sanford Taylor provided opening remarks regarding the Fiber Master Plan.

VP of Digital Innovation from Magellan Advisors, Jory Wolf, provided the PowerPoint presentation.

Magellan Advisor Wolf and City Manager Moe responded to City Council questions.

At 3:02 PM City Council recessed and reconvened at 3:14 PM with all Councilmembers present.

Senior Broadcast Consultant from Magellan Advisors, Randy Trost, continued with the PowerPoint presentation.

Trost and Wolf responded to City Council questions.

Public Works Director Stephanie Katsouleas presented the Staff PowerPoint presentation.

Public Works Director Katsouleas and City Manager Moe responded to City Council questions.

Mayor Napolitano opened the floor to public comment.

Joe Franklin spoke about rates and the demographics of the City.

Seeing no further requests to speak, Mayor Napolitano closed the floor to public comments.

Public Works Director Katsouleas responded to City Council questions.

A motion was made by Councilmember Lesser, seconded by Councilmember Howorth, to direct staff to move forward with the pilot project with a cap of \$300,000, return to City Council within six months with an update and notify the public of the City Council's decision on what the pilot program means for the residents of the City. The motion carried by the following vote:

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

F. ADJOURNMENT

At 5:04 PM Mayor Napolitano adjourned the meeting.

Martha Alvarez
Recording Secretary

Steve Napolitano
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, October 16, 2018

5:00 PM

CALL AND NOTICE OF A SPECIAL MEETING - CLOSED SESSION

City Council Chambers

City Council Special Meeting

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

**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/departments/city-clerk/city-council-meetings-agendas-and-minutes**

A. CALL MEETING TO ORDER

At 5:00 PM, Mayor Napolitano called the meeting to order.

B. PLEDGE TO THE FLAG

Management Service's Executive Assistant Mary Kirchwehm led the Pledge of Allegiance.

C. ROLL CALL

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

D. PUBLIC COMMENTS (3 MINUTES PER PERSON)

None.

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

City Attorney Quinn Barrow announced the following Closed Session.

**CONFERENCE WITH LABOR NEGOTIATORS
(Government Code Section 54957.6)**

Agency Negotiator:

Bruce Moe, City Manager

Christine Tomikawa, Interim Human Resources Director

Employee Group:

Manhattan Beach Firefighters' Association

Manhattan Beach Fire Management Association

Manhattan Beach Police Officers Association

Manhattan Beach Police Management Association

Manhattan Beach Mid-Management Employee Association

Manhattan Beach Part-Time Employees' Association

Management/Confidential

Unrepresented Employees

Teamsters Local 911

F. RECESS INTO CLOSED SESSION

At 5:02 PM, Mayor Napolitano announced that City Council would recess into Closed Session.

G. RECONVENE INTO OPEN SESSION

At 6:00 PM, the City Council reconvened into Open Session with all Councilmembers present.

H. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

City Attorney Quinn Barrow announced that City Council provided direction to its labor negotiators and there was no reportable action taken.

I. ADJOURNMENT

At 6:02 PM Mayor Napolitano adjourned the meeting.

Martha Alvarez
Recording Secretary

Steve Napolitano
Mayor

ATTEST:

Liza Tamura
City Clerk

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Steve S. Charelian, Interim Finance Director
Henry Mitzner, Controller

SUBJECT:

Financial Reports:

- a) Schedule of Demands: September 27, 2018
- b) Investment Portfolio for the Month Ending September 30, 2018
- c) Month End Report for September 30, 2018
(Interim Finance Director Charelian).

ACCEPT REPORTS AND DEMANDS

RECOMMENDATION:

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

FISCAL IMPLICATIONS:

The financial report included herein is designed to communicate fiscal activity based upon adopted and approved budget appropriations. No further action of a fiscal nature is requested as part of this report.

The total value of the warrant registers for September 27, 2018 is \$4,529,595.08.

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.

Investment Portfolio:

Detailed Investment reports are provided to the Finance Subcommittee with summary reporting to City Council. The month end portfolio includes a certification by the Finance Director that all investments comply with established Investment Policies (or with Finance Subcommittee approved exceptions), and there is sufficient liquidity to support projected expenditures.

Month End Report:

This package includes summary level financial information for the month ending September 30, 2018. This report marks the third month of fiscal year 2018-2019 and reflects the annual budget adopted by City Council.

The report provides monthly and year-to-date activity for all funds and departments presenting a snapshot of budget performance. A report highlighting the performance of key revenue sources is also included.

POLICY ALTERNATIVES:

Not applicable.

PUBLIC OUTREACH/INTEREST:

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

ENVIRONMENTAL REVIEW

Not applicable.

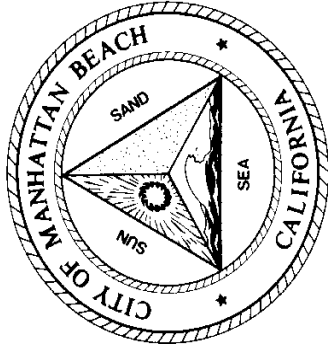
LEGAL REVIEW

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

Attachments:

1. Schedule of Demands for September 27, 2018
2. Investment Portfolio for the month ending September 30, 2018
3. Month End Report for the month ending September 30, 2018

City of Manhattan Beach



Schedule of Demands September 27, 2018

CITY OF MANHATTAN BEACH
WARRANT REGISTER

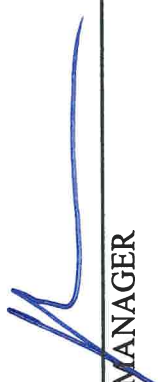
WARRANT(S) WR 7A & 7B
DATED: 9/20/2018; 9/27/2018

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$4,529,595.08 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 6TH DAY OF NOVEMBER



CITY MANAGER

WARRANT REGISTER (S) WR 7A & 7B	7A	994,200.33
	7B	1,764,951.84
PREPAID WIRES / MANUAL CKS	7A	498,990.96
	7B	350,037.56
		<hr/>
SUBTOTAL WARRANTS		3,608,180.69
VOIDS		
PAYROLL	PE 9/14/2018	PY 921,414.39
TOTAL WARRANTS		<hr/> <hr/> 4,529,595.08

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

WT 7a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
9242018	9/24/2018	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	255,143.76
9252018	9/25/2018	T	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	243,847.20
SUBTOTAL					498,990.96
534817	9/20/2018	N	AC MARTIN PARTNERS INC	MGMT SVCS WELCOME CENTER & REMODEL	8,657.00
534818	9/20/2018	N	BARR COMMERCIAL DOOR REPAIR	THREE YEAR COMMERCIAL DOOR REPAIR SER	1,727.74
534819	9/20/2018	N	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	7,048.00
534820	9/20/2018	N	CA WATER SERVICE COMPANY	WATER SERVICE	163.72
534821	9/20/2018	N	CAMBRIDGE SEVEN ASSOCIATES	DESIGN TEMPORARY TRAILER WAYFINDING SI	3,379.07
534822	9/20/2018	N	KEN CHENG	REIMBURSEMENT-TRAVEL EXPENSE	441.74
534823	9/20/2018	N	CLARKE CONTRACTING CORP	CYCLE 1 STORM DRAIN IMPROVEMENT PROJEC	22,641.20
534824	9/20/2018	N	ELEVATORS ETC LP	ELEVATOR AND ESCALATOR MAINTENANCE	2,760.00
534825	9/20/2018	N	GWEN ENG	DUES (MGMT CONF): PAYMENT	66.00
534826	9/20/2018	N	FRANCHISE TAX BOARD	EARNINGS WITHHOLDING	210.00
534827	9/20/2018	N	FRANCHISE TAX BOARD	EARNINGS WITHHOLDING	150.00
534828	9/20/2018	N	FRANCHISE TAX BOARD	EARNINGS WITHHOLDING	150.00
534829	9/20/2018	N	FRANCHISE TAX BOARD	EARNINGS WITHHOLDING	135.00
534830	9/20/2018	N	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	454.25
534831	9/20/2018	N	FRONTIER CALIFORNIA INC	CABLE SERVICE	128.98
534832	9/20/2018	N	FS CONTRACTORS INC	CYCLE 2 CURB RAMPS CONSTRUCTION PROJEC	2,197.34
534833	9/20/2018	N	JASON GORDON	REIMBURSEMENT-TRAVEL EXPENSE	160.00
534834	9/20/2018	N	NANCY HERSMAN	REIMBURSEMENT-TRAVEL EXPENSE	53.49
534835	9/20/2018	N	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 108075: PAYMENT	673.08
534836	9/20/2018	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,209.26

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

WT 7a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
534837	9/20/2018	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	86,793.24
534838	9/20/2018	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	7,179.01
534839	9/20/2018	N	JDC INTEGRATED INC	2018 SUMMER CONCERT SERIES	3,500.00
534840	9/20/2018	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
534841	9/20/2018	N	STEPHANIE KATSOULEAS	REIMBURSEMENT-TRAVEL EXPENSE	245.89
534842	9/20/2018	N	KONICA MINOLTA BUSINESS SOLN	BIZHUB 2-YEAR LEASE	152.23
534843	9/20/2018	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	513.00
534844	9/20/2018	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,767.80
534845	9/20/2018	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	27,573.73
534846	9/20/2018	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	4,846.29
534847	9/20/2018	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,100.00
534848	9/20/2018	N	MBPTEA	DUES (MBPTEA): PAYMENT	150.00
534849	9/20/2018	N	TIMOTHY ELY MCHARGUE	SCULPTURE GARDEN DESIGN	300.00
534850	9/20/2018	N	MERRIMAC ENERGY GROUP	BULK FUEL DELIVERIES	25,512.36
534851	9/20/2018	N	DANA MURRAY	REIMBURSEMENT-TRAVEL EXPENSE	271.42
534852	9/20/2018	N	WILBERT PEREIRA	REIMBURSEMENT-TRAVEL EXPENSE	160.00
534853	9/20/2018	N	PREPAID LEGAL SERVICES INC	PREPAID LEGAL: PAYMENT	78.75
534854	9/20/2018	N	PRUDENTIAL OVERALL SUPPLY	MAT SERVICE	429.84
534855	9/20/2018	N	PSOMAS	LIBERTY VILLAGE IMPROVEMENTS	1,999.25
534856	9/20/2018	N	QUANTUM QUALITY CONSULTING INC	CONSTRUCTION INSPECTION SERVICES FOR A C	22,176.00
534857	9/20/2018	N	LISA MICHELLE RITCHIE	2018 MBOIT ENTERTAINMENT	300.00
534858	9/20/2018	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	82.32

3:28:01PM
9/20/2018

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

WT 7a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
534859	9/20/2018	N	SPRINT SOLUTIONS INC	MOBILE CONNECTION	37.99
534860	9/20/2018	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	859.85
534861	9/20/2018	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	230.76
534862	9/20/2018	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	92.30
534863	9/20/2018	N	TIME WARNER CABLE INC	CABLE SERVICES	3,926.98
534864	9/20/2018	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	9,278.03
534865	9/20/2018	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	3,540.22
534866	9/20/2018	N	UNITED PARCEL SERVICE	DELIVERY SERVICE	54.00
534867	9/20/2018	N	US BANCORP CARD SERVICES INC	D-CARD CHARGES	66,469.78
534868	9/20/2018	N	VANTAGEPOINT TRANSFER AGENTS	RETMTM HLTH SAVINGS CONTRIB: PAYMENT	1,328.13
534869	9/20/2018	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
534870	9/20/2018	N	VERIZON CALIFORNIA INC	SCADA COMMUNICATION	6,357.93
534871	9/20/2018	N	VERIZON CALIFORNIA INC	CONTRACT SERVICES	886.37
534872	9/20/2018	N	WATER REPLENISHMENT DISTRICT	MONTHLY WATER PURCHASES12531	10,512.39
534873	9/20/2018	N	WEST BASIN MUNICIPAL WATER DIS	MONTHLY WATER PURCHASES	646,350.13
SUBTOTAL					994,200.33
COMBINED TOTAL					1,493,191.29

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

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

WARRANT BATCH NUMBER:

wt 7a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
9242018	9/24/2018	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	255,143.76
9252018	9/25/2018	T	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	243,847.20
SUBTOTAL					498,990.96
534817	9/20/2018	N	AC MARTIN PARTNERS INC	MGMT SVCS WELCOME CENTER & REMODEL	8,657.00
534819	9/20/2018	N	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	7,048.00
534821	9/20/2018	N	CAMBRIDGE SEVEN ASSOCIATES	DESIGN TEMPORARY TRAILER WAYFINDING SI	3,379.07
534823	9/20/2018	N	CLARKE CONTRACTING CORP	CYCLE 1 STORM DRAIN IMPROVEMENT PROJEC	22,641.20
534824	9/20/2018	N	ELEVATORS ETC LP	ELEVATOR AND ESCALATOR MAINTENANCE	2,760.00
534837	9/20/2018	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	86,793.24
534838	9/20/2018	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	7,179.01
534839	9/20/2018	N	JDC INTEGRATED INC	2018 SUMMER CONCERT SERIES	3,500.00
534844	9/20/2018	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,767.80
534845	9/20/2018	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	27,573.73
534846	9/20/2018	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	4,846.29
534850	9/20/2018	N	MERRIMAC ENERGY GROUP	BULK FUEL DELIVERIES	25,512.36
534856	9/20/2018	N	QUANTUM QUALITY CONSULTING INC	CONSTRUCTION INSPECTION SERVICES FOR AC	22,176.00
534863	9/20/2018	N	TIME WARNER CABLE INC	CABLE SERVICES	3,926.98
534864	9/20/2018	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	9,278.03
534865	9/20/2018	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	3,540.22
534867	9/20/2018	N	US BANCORP CARD SERVICES INC	D-CARD CHARGES	66,469.78
534870	9/20/2018	N	VERIZON CALIFORNIA INC	SCADA COMMUNICATION	6,357.93
534872	9/20/2018	N	WATER REPLENISHMENT DISTRICT	MONTHLY WATER PURCHASES12531	10,512.39
534873	9/20/2018	N	WEST BASIN MUNICIPAL WATER DIS	MONTHLY WATER PURCHASES	646,350.13

3:29:12PM
9/20/2018

WARRANT BATCH NUMBER:

WT 7a

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

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
SUBTOTAL					974,269.16
COMBINED TOTAL					1,473,260.12

PAYMENT LEGEND:

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

9/1/2018
CITY OF MANHATTAN BEACH PAYROLL REPORT
9/14/2018
PAYROLL PERIOD ENDING DATE

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,248,353.20
210	Asset Forfeiture Fund	3,244.43
230	Prop. A Fund	20,945.40
232	AB 2766 Air Quality Fund	660.00
501	Water Fund	26,681.69
502	Stormwater Fund	127.68
503	Wastewater Fund	10,466.85
510	Refuse Fund	3,340.69
520	Parking Fund	3,574.55
521	County Parking Lots Fund	942.26
522	State Pier and Parking Lot Fund	942.29
601	Insurance Reserve Fund	10,526.39
605	Information Technology Fund	31,838.09
610	Fleet Management Fund	8,152.77
615	Building Maintenance & Operations Fund	15,983.03
801	Pension Trust Fund	9,539.75
	Gross Pay	1,395,319.07
	Deductions	473,904.68
	Net Pay	921,414.39

CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 09/01/18 TO 09/14/18
PAY DATE: 09/21/18

NET PAY 921,414.39

9/1/2018
CITY OF MANHATTAN BEACH PAYROLL REPORT
9/14/2018
PAYROLL PERIOD ENDING DATE

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,248,353.20
210	Asset Forfeiture Fund	3,244.43
230	Prop. A Fund	20,945.40
232	AB 2766 Air Quality Fund	660.00
501	Water Fund	26,681.69
502	Stormwater Fund	127.68
503	Wastewater Fund	10,466.85
510	Refuse Fund	3,340.69
520	Parking Fund	3,574.55
521	County Parking Lots Fund	942.26
522	State Pier and Parking Lot Fund	942.29
601	Insurance Reserve Fund	10,526.39
605	Information Technology Fund	31,838.09
610	Fleet Management Fund	8,152.77
615	Building Maintenance & Operations Fund	15,983.03
801	Pension Trust Fund	9,539.75
	Gross Pay	<u>1,395,319.07</u>
	Deductions	473,904.68
	Net Pay	<u><u>921,414.39</u></u>

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 7b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
92618	9/26/2018	T	CMB RISK MGMT WORKERS COMP	MONTHLY DISBURSAL WORKERS COMP	295,078.57
9262018	9/26/2018	T	CMB RISK MGMT LIABILITY	MONTHLY DISBURSAL LIAB ACCT	54,958.99
SUBTOTAL					350,037.56
534874	9/27/2018	N	1 800 PACK RAT LLC	STORAGE CONTAINER RENTAL	251.22
534875	9/27/2018	N	ADLERHORST INTERNATIONAL LLC	OFF-SITE K-9 MONTHLY TRAINING	350.00
534876	9/27/2018	N	ADMINSURE INC	2ND YEAR OF CITY'S SELF-INSURED WORKERS	19,701.16
534877	9/27/2018	N	ADPI WEST INC	EMERGENCY MEDICAL BILLING AND COLLECT	5,496.62
534878	9/27/2018	N	ALEXANDER DEMO & HAULING	RIGHT OF WAY DEPOSIT REFUND	496.00
534879	9/27/2018	N	PERRY ALLISON	GYM EQUIPMENT MAINTENANCE AGREEMENT	190.00
534880	9/27/2018	N	ANIMAL EMERGENCY MEDICAL CTR	EMERGENCY VET SERVICES (AS NEEDED)	225.00
534881	9/27/2018	N	ANTHEM BLUE CROSS	AMBULANCE REFUND	2,815.71
534882	9/27/2018	N	HISAKO ASANO GOULD	ART INSTRUCTOR	471.60
534883	9/27/2018	N	AT&T	REVERSE 911 PHONE UPDATES	431.66
534884	9/27/2018	N	AT&T MOBILITY	CELLULAR CHARGES	8,318.14
534885	9/27/2018	N	DIANE BIGGS	UB CLOSED ACCOUNT REFUND	69.62
534886	9/27/2018	N	MARJORIE BLOCK	AMBULANCE REFUND	426.67
534887	9/27/2018	N	BLUE CROSS OF CALIFORNIA	AMBULANCE REFUND	1,575.23
534888	9/27/2018	N	WAYNE BOYER	15-03456C UNIFORMS & SAFETY EQUIPMENT	1,984.25
534889	9/27/2018	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	1,732.00
534890	9/27/2018	N	CALPERS	AMBULANCE REFUND	104.95
534891	9/27/2018	N	CCS LOS ANGELES JANITORIAL INC	THREE-YEAR JANITORIAL CONTRACT SERVICE	40,823.16
534892	9/27/2018	N	CELLCO PARTNERSHIP	CARDIAC MONITOR DATA LINES	35.10
534893	9/27/2018	N	CODE 5 GROUP LLC	BAIT TRACKING SERVICES	750.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 7b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
534894	9/27/2018	N	COMPANY NURSE LLC	WORK INJURY TRIAGE HOTLINE	630.00
534895	9/27/2018	N	CONTEMPORARY SERVICES CORP	UNARMED SECURITY SERVICES	85,477.09
534896	9/27/2018	N	SANTIAGO A CORNEJO	TENNIS COURT CLEANING SERVICES	1,800.00
534897	9/27/2018	N	CULLIGAN	WATER FILTER LEASE	37.80
534898	9/27/2018	N	BRIAN DAVIS	AMBULANCE REFUND	81.14
534899	9/27/2018	N	DOUGLAS DECASTRO	BANNERS, DECALS, SIGNAGE	1,396.13
534900	9/27/2018	N	DELL MARKETING LP	SCHEDULED MONITOR REFRESH	9,252.09
534901	9/27/2018	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	30,744.24
534902	9/27/2018	N	DEWEY SERVICES INC	INTEGRATED PEST MANAGEMENT SERVICES	4,290.00
534903	9/27/2018	N	CAROL DOUGHERTY	UB CLOSED ACCOUNT REFUND	736.29
534904	9/27/2018	N	LESLIE DUNLAP	PARKS & RECREATION REFUND	225.00
534905	9/27/2018	N	CHRISTIAN EICHENLAUB	REIMBURSEMENT-TRAVEL EXPENSE	145.00
534906	9/27/2018	N	ELEVATORS ETC LP	ELEVATOR AND ESCALATOR MAINTENANCE	1,040.00
534907	9/27/2018	N	ERLA INC	16-02187C PREVENTIVE MAINTENANCE	1,029.78
534908	9/27/2018	N	JAMES FALLS	REIMBURSEMENT-TRAVEL EXPENSE	260.00
534909	9/27/2018	N	FEDERAL EXPRESS CORPORATION	DELIVERY CHARGES	266.21
534910	9/27/2018	N	FIRE INFO SUPPORT SERVICES INC	FIRE DEPT RECORDS MANAGEMENT SOLUTION	6,575.00
534911	9/27/2018	N	FIRST CALL STAFFING INC	TEMPORARY EMPLOYEE SERVICES	3,149.89
534912	9/27/2018	N	FLYING LION INC	DRONE SERVICES FOR SPECIAL EVENTS & CRIT	500.00
534913	9/27/2018	N	GARDA CL WEST INC	ARMORED SERVICES	704.66
534914	9/27/2018	N	H F & H CONSULTANTS LLC	ASSIST WITH SELECTION OF NEW RESIDENTI/	13,200.25
534915	9/27/2018	N	HARRIS & ASSOCIATES INC	STREET LIGHTING/LANDSCAPE ASSESSMENT S	2,350.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 7b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
534916	9/27/2018	N	RONALD HASSO	UB CLOSED ACCOUNT REFUND	658.36
534917	9/27/2018	N	HH DRYWALL	RIGHT OF WAY DEPOSIT REFUND	496.00
534918	9/27/2018	N	HINDERLITER DE LLAMAS & ASSOC	AUDIT SERVICES SALES TAX	3,965.10
534919	9/27/2018	N	ICLEI LOCAL GOVERNMENTS	CONTRACT SERVICES	10,000.00
534920	9/27/2018	N	INFOSEND INC	THREE-YEAR ELECTRONIC BILL PRESENTMENT	4,638.72
534921	9/27/2018	N	INTL BUS INFO TECHNOLOGIES INC	LAW ENFORCEMENT FIELD TRAINING SOFTWA	1,210.00
534922	9/27/2018	N	IPS GROUP INC	PARKING METER CREDIT CARD FEES, REPLACI	24,110.38
534923	9/27/2018	N	IPS GROUP INC	PARKING METER CREDIT CARD FEES, REPLACI	5,663.44
534924	9/27/2018	N	IVA SOLUTIONS INC	SECURITY SYSTEMS REPAIR	1,385.56
534925	9/27/2018	N	PATRICK JACOBSON	REIMBURSEMENT-TRAVEL EXPENSE	278.20
534926	9/27/2018	N	JOAN STEIN JENKINS ESQUIRE PC	MUNICIPAL CODE PROSECUTION SERVICES	8,275.00
534927	9/27/2018	N	JOE MAR POLYGRAPH &	PRE-EMPLOYMENT POLYGRAPH SERVICES	1,000.00
534928	9/27/2018	N	VICTORIA HELEN JOHNSON	ARTHRITIS INSTRUCTOR	570.00
534929	9/27/2018	N	KOMAL SHAH KAPOOR	CULTURAL INSTRUCTOR	776.00
534930	9/27/2018	N	TINA KATCHEN GALL	CDBG PROJECT ADMINISTRATION SERVICES	2,775.00
534931	9/27/2018	N	KDM MERIDIAN	SURVEY SERVICES: MANHATTAN AVE & HIGHL	3,110.00
534932	9/27/2018	N	MYRON KLAFTER	REFUND RIGHT OF WAY TREE DEPOSIT	800.00
534933	9/27/2018	N	L A COUNTY DEPT OF P W	TRAFFIC SERVICES	10,313.57
534934	9/27/2018	N	L A COUNTY SHERIFFS DEPT	INMATE MEALS FOR JAIL CONTRACT	634.40
534935	9/27/2018	N	L A AREA FIRE CHIEFS ASSN	FIRE CHIEF ANNUAL MEMBERSHIP DUES	1,000.00
534936	9/27/2018	N	ROSEMARY A LACKOW	MINUTES SECRETARY	84.00
534937	9/27/2018	N	LACPCA	REGISTRATION-CANINE SEMINAR 2018	300.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 7b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
534938	9/27/2018	N	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	21,140.92
534939	9/27/2018	N	LOGIX SECURITY INC	SECURITY MONITORING	90.00
534940	9/27/2018	N	PATTY MATSON	REIMBURSEMENT-TRAVEL EXPENSE	62.25
534941	9/27/2018	N	MELAD AND ASSOCIATES INC	BUILDING PLAN CHECK & INSPECTIONS AND F	3,100.00
534942	9/27/2018	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE MAINTENANCE SERVICES CONTR.	77,379.08
534943	9/27/2018	N	VERLA MIKEL	UB CLOSED ACCOUNT REFUND	4.42
534944	9/27/2018	N	MORNINGSTAR PRODUCTIONS LLC	AUDIO SERVICES FOR CONCERT IN THE PARKS	5,824.40
534945	9/27/2018	N	NOTORIOUS FIT LLC	WELLNESS SERVICES	680.00
534946	9/27/2018	N	OCCU-MED LTD	3YR PRE-EMPLOY ANALYSIS & EVALUATION SE	500.00
534947	9/27/2018	N	OMNIMAX USA LLC	OFFICE SPACE SUPPLY	56.84
534948	9/27/2018	N	ONWARD ENGINEERING	CONSTRUCTION CDBG ADA COMPLIANT CURB	3,445.00
534949	9/27/2018	N	CHRIS OZOLOS	REFUND RIGHT OF WAY DEPOSIT	496.00
534950	9/27/2018	N	PECKHAM & MCKENNEY, INC.	HUMAN RESOURCES DIRECTOR RECRUITMENT	17,333.34
534951	9/27/2018	N	PROVIDENCE MEDICAL INSTITUTE	PRE-EMPLOYMENT PHYSICALS	516.00
534952	9/27/2018	N	PRUDENTIAL OVERALL SUPPLY	UNIFORM & MAT RENTAL-AUG 2018	1,065.44
534953	9/27/2018	N	PRYOR LEARNING SOLUTIONS INC	GRAMMAR AND PROOFREADING TRAINING	3,400.00
534954	9/27/2018	N	QUICKCAPTION INC	RFP: 1095-17, CLOSED CAPTION PROFESSIONA	7,590.00
534955	9/27/2018	N	RESCUE ROOTER	PLUMBING SERVICES	298.00
534956	9/27/2018	N	ROBERT HALF INTERNATIONAL INC	TEMPORARY EMPLOYEE SERVICES	463.84
534957	9/27/2018	N	CLARA JUNE ROPPOLO	AMBULANCE REFUND	105.71
534958	9/27/2018	N	ROUTEMATCH SOFTWARE INC	DIAL A RIDE SOFTWARE	12,870.97
534959	9/27/2018	N	CHRISTIAN SALCEDA	REFUND MAP DEPOSIT	500.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

wr 7b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
534960	9/27/2018	N	SBRPCA	QUARTERLY ASSESSMENT & REIMBURSEMENT	425,820.00
534961	9/27/2018	N	STACI SEXTON	PARKS & RECREATION REFUND	506.00
534962	9/27/2018	N	DAVID SHENBAUM	REIMBURSEMENT-TRAVEL EXPENSE	275.90
534963	9/27/2018	N	SMART FIRE & ELECTRICAL TECH	REFUND PERMIT FEE	287.50
534964	9/27/2018	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICES	3,620.66
534965	9/27/2018	N	SOUTH COAST E.V.A.	APPARATUS REPAIRS/SERVICES	7,886.26
534966	9/27/2018	N	SOUTHERN CALIF AQUATIC ASSN	SCAA SWIM TEAM REGISTRATION	368.00
534967	9/27/2018	N	SPCA LA	ANIMAL SHELTERING SERVICES	550.00
534968	9/27/2018	N	SPRINTURF LLC	MANHATTAN VILLAGE FIELD TURF REPLACEMENT	428,147.47
534969	9/27/2018	N	SSBRA	SOCCER OFFICIAL	2,553.00
534970	9/27/2018	N	STANDARD INSURANCE COMPANY	SHORT TERM DISABILITY PREMIUMS	1,437.12
534971	9/27/2018	N	STANDARD INSURANCE COMPANY	LIFE AD&D LTD PREMIUMS	13,448.26
534972	9/27/2018	N	STATE OF CALIFORNIA	DEPARTMENT OF JUSTICE - FINGERPRINTING	1,472.00
534973	9/27/2018	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	1,630.36
534974	9/27/2018	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE	56,392.50
534975	9/27/2018	N	SUSAN SAXE CLIFFORD PHD	APPLICANT PSYCH EXAM	850.00
534976	9/27/2018	N	TERRELL LYNN THOMPSON	GYMNASTICS INSTRUCTOR	7,792.20
534977	9/27/2018	N	VICTORIA THOMPSON	RIGHT OF WAY DEPOSIT REFUND	496.00
534978	9/27/2018	N	THOMSON REUTERS-WEST PUBLISH	WEB-BASED PUBLIC RECORDS DATABASE SEA	405.00
534979	9/27/2018	N	TILLMAN FORENSIC INVEST LLC	FINGERPRINT IDENTIFICATION	260.00
534980	9/27/2018	N	TIME WARNER CABLE INC	CABLE SERVICES	157.03
534981	9/27/2018	N	TOMARO CUSTOM HOMES	RIGHT OF WAY DEPOSIT REFUND	496.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

wr 7b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
534982	9/27/2018	N	TOTAL ADMINISTRATION SVCS CORP	MONTHLY FEES	462.15
534983	9/27/2018	N	TRANSTECH ENGINEERS INC	CIP - VILLAGE TURF REPLACEMENT PROJECT	16,260.00
534984	9/27/2018	N	TRIBUNE PUBLISHING CO	SUBSCRIPTION RENEWAL	806.00
534985	9/27/2018	N	TROY & BANKS INC	UTILITY AUDIT FINDINGS-TAX CODING	242.80
534986	9/27/2018	N	TURBO DATA SYSTEMS INC	PARKING CITATION PROCESSING CONTRACT	8,975.43
534987	9/27/2018	N	UC REGENTS	NURSE EDUCATOR CONTRACT	7,733.22
534988	9/27/2018	N	UNITED SITE SVCS OF CA INC	PORTABLE RESTROOMS/FENCING	1,303.30
534989	9/27/2018	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	4,071.91
534990	9/27/2018	N	GORDANA VUKOTICH	OVERPAYMENT ON UB BILL	128.42
534991	9/27/2018	N	ROBERT WAKEMAN	UB CLOSED ACCOUNT REFUND	236.03
534992	9/27/2018	N	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	1,130.73
534993	9/27/2018	N	WASTE MANAGEMENT INC	SOLID WASTE HAULING CONTRACT - RESIDEN'	266,267.55
534994	9/27/2018	N	WESTCHESTER MEDICAL GROUP	EMERGENCY PERSONNEL PHYSICALS	1,020.00
534995	9/27/2018	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	11,482.44
534996	9/27/2018	N	MUGDHA YEOLEKAR	CULTURAL INSTRUCTOR	776.00
534997	9/27/2018	N	BRIAN YOUNT	REIMBURSEMENT	100.00
SUBTOTAL					1,764,951.84
COMBINED TOTAL					2,114,989.40

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 7b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
92618	9/26/2018	T	CMB RISK MGMT WORKERS COMP	MONTHLY DISBURSAL WORKERS COMP	295,078.57
9262018	9/26/2018	T	CMB RISK MGMT LIABILITY	MONTHLY DISBURSAL LIAB ACCT	54,958.99
SUBTOTAL					350,037.56
534876	9/27/2018	N	ADMINSURE INC	2ND YEAR OF CITY'S SELF-INSURED WORKERS	19,701.16
534877	9/27/2018	N	ADPI WEST INC	EMERGENCY MEDICAL BILLING AND COLLECT	5,496.62
534881	9/27/2018	N	ANTHEM BLUE CROSS	AMBULANCE REFUND	2,815.71
534884	9/27/2018	N	AT&T MOBILITY	CELLULAR CHARGES	8,318.14
534891	9/27/2018	N	CCS LOS ANGELES JANITORIAL INC	THREE-YEAR JANITORIAL CONTRACT SERVICE	40,823.16
534895	9/27/2018	N	CONTEMPORARY SERVICES CORP	UNARMED SECURITY SERVICES	85,477.09
534900	9/27/2018	N	DELL MARKETING LP	SCHEDULED MONITOR REFRESH	9,252.09
534901	9/27/2018	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	30,744.24
534902	9/27/2018	N	DEWEY SERVICES INC	INTEGRATED PEST MANAGEMENT SERVICES	4,290.00
534910	9/27/2018	N	FIRE INFO SUPPORT SERVICES INC	FIRE DEPT RECORDS MANAGEMENT SOLUTION	6,575.00
534911	9/27/2018	N	FIRST CALL STAFFING INC	TEMPORARY EMPLOYEE SERVICES	3,149.89
534914	9/27/2018	N	H F & H CONSULTANTS LLC	ASSIST WITH SELECTION OF NEW RESIDENTL/	13,200.25
534918	9/27/2018	N	HINDERLITER DE LLAMAS & ASSOC	AUDIT SERVICES SALES TAX	3,965.10
534919	9/27/2018	N	ICLEI LOCAL GOVERNMENTS	CONTRACT SERVICES	10,000.00
534920	9/27/2018	N	INFOSEND INC	THREE-YEAR ELECTRONIC BILL PRESENTMEN	4,638.72
534922	9/27/2018	N	IPS GROUP INC	PARKING METER CREDIT CARD FEES, REPLACI	24,110.38
534923	9/27/2018	N	IPS GROUP INC	PARKING METER CREDIT CARD FEES, REPLACI	5,663.44
534926	9/27/2018	N	JOAN STEIN JENKINS ESQUIRE PC	MUNICIPAL CODE PROSECUTION SERVICES	8,275.00
534930	9/27/2018	N	TINA KATCHEN GALL	CDBG PROJECT ADMINISTRATION SERVICES	2,775.00
534931	9/27/2018	N	KDM MERIDIAN	SURVEY SERVICES: MANHATTAN AVE & HIGHL	3,110.00

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

WARRANT BATCH NUMBER:

wr 7b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
534933	9/27/2018	N	L A COUNTY DEPT OF P W	TRAFFIC SERVICES	10,313.57
534938	9/27/2018	N	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	21,140.92
534941	9/27/2018	N	MELAD AND ASSOCIATES INC	BUILDING PLAN CHECK & INSPECTIONS AND F	3,100.00
534942	9/27/2018	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE MAINTENANCE SERVICES CONTR.	77,379.08
534944	9/27/2018	N	MORNINGSTAR PRODUCTIONS LLC	AUDIO SERVICES FOR CONCERT IN THE PARKS	5,824.40
534948	9/27/2018	N	ONWARD ENGINEERING	CONSTRUCTION CDBG ADA COMPLIANT CURB	3,445.00
534950	9/27/2018	N	PECKHAM & MCKENNEY, INC.	HUMAN RESOURCES DIRECTOR RECRUITMENT	17,333.34
534953	9/27/2018	N	PRYOR LEARNING SOLUTIONS INC	GRAMMAR AND PROOFREADING TRAINING	3,400.00
534954	9/27/2018	N	QUICKCAPTION INC	RF: 1095-17, CLOSED CAPTION PROFESSIONA	7,590.00
534958	9/27/2018	N	ROUTEMATCH SOFTWARE INC	DIAL A RIDE SOFTWARE	12,870.97
534960	9/27/2018	N	SBRPCA	QUARTERLY ASSESSMENT & REIMBURSEMENT	425,820.00
534964	9/27/2018	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICES	3,620.66
534965	9/27/2018	N	SOUTH COAST E.V.A.	APPARATUS REPAIRS/SERVICES	7,886.26
534968	9/27/2018	N	SPRINTURF LLC	MANHATTAN VILLAGE FIELD TURF REPLACEM	428,147.47
534969	9/27/2018	N	SSBRA	SOCCER OFFICIAL	2,553.00
534971	9/27/2018	N	STANDARD INSURANCE COMPANY	LIFE AD&D LTD PREMIUMS	13,448.26
534974	9/27/2018	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE	56,392.50
534976	9/27/2018	N	TERRELL LYNN THOMPSON	GYMNASTICS INSTRUCTOR	7,792.20
534983	9/27/2018	N	TRANSTECH ENGINEERS INC	CIP - VILLAGE TURF REPLACEMENT PROJECT	16,260.00
534986	9/27/2018	N	TURBO DATA SYSTEMS INC	PARKING CITATION PROCESSING CONTRACT	8,975.43
534987	9/27/2018	N	UC REGENTS	NURSE EDUCATOR CONTRACT	7,733.22
534989	9/27/2018	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	4,071.91

4:11:31PM
9/27/2018

City Council Meeting
November 6, 2018

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

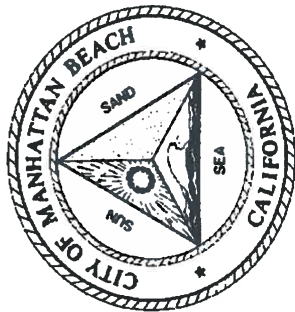
WARRANT BATCH NUMBER: **wr 7b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
534993	9/27/2018	N	WASTE MANAGEMENT INC	SOLID WASTE HAULING CONTRACT - RESIDEN	266,267.55
534995	9/27/2018	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	11,482.44
SUBTOTAL					1,715,229.17
COMBINED TOTAL					2,065,266.73

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

Report of Warrant Disbursements
wr 7b

Fund	Description	Amount
100	General	908,303.77
201	Street Light	2,350.00
205	Streets & Highways	4,097.44
230	Prop A	12,870.97
231	Prop C	2,255.00
401	Capital Improvements	447,454.46
501	Water	3,697.62
502	Storm	638.79
503	Waste Water	443.43
510	Refuse	280,203.37
520	Parking	29,381.70
521	County Parking Lot	2,729.62
522	State Pier Lots	9,536.43
601	Insurance	371,131.90
605	Information Services	10,011.28
610	Vehicle Fleet	289.09
615	Building Maintenance	29,556.73
802	Trust Deposit	37.80
wr 7b		<u>2,114,989.40</u>
		<u>2,114,989.40</u>



City of Manhattan Beach

Investment Portfolio September 2018

As Finance Director for the City of Manhattan Beach, I hereby certify that these investments are in compliance with the City's investment policy (unless otherwise noted). Sufficient liquidity has been maintained to meet budget expenditure requirements for the current six month period.

Steve S. Charelian, Interim Director of Finance

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Summary
September 1, 2018 through September 30, 2018

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
LAIF	24,200,000.00	24,200,000.00	24,200,000.00	22.73	1	1	2.035	2.063
Medium Term Notes	19,500,000.00	19,239,425.00	19,471,991.40	18.29	1,282	710	2.049	2.078
Federal Agency Issues - Coupon	59,000,000.00	57,720,290.00	58,834,626.08	55.27	1,532	805	1.863	1.889
Treasury Securities - Coupon	4,000,000.00	3,922,790.00	3,948,276.76	3.71	1,070	890	2.480	2.514
Investments	106,700,000.00	105,082,505.00	106,454,894.24	100.00%	1,121	608	1.959	1.986
Cash								
Passbook/Checking (not included in yield calculations)	4,011,483.64	4,011,483.64	4,011,483.64		1	1	0.000	0.000
Total Cash and Investments	110,711,483.64	109,093,988.64	110,466,377.88		1,121	608	1.959	1.986

Total Earnings September 30 Month Ending 517,556.32
Current Year 164,539.51



STEVE CHARELIAN, INTERIM FINANCE DIRECTOR

Reporting period 09/01/2018-09/30/2018

Run Date: 10/16/2018 - 08:22

Portfolio CITY
 CP
 PM (PRE_PMT) 7.3.0
 Report Ver. 7.3.5

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Investments
September 30, 2018

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date
LAIF											
SYS3000	3000	Local Agency Invest. Fund	07/01/2000	24,200,000.00	24,200,000.00	24,200,000.00	2.063		2.063	1	
		Subtotal and Average		24,200,000.00	24,200,000.00	24,200,000.00			2.063	1	
Money Market Fund											
SYSGMFRA39907	GMFRA39907	Union Bank of California	10/09/2008	0.00	0.00	0.00	0.350		0.350	1	
		Subtotal and Average		0.00	0.00	0.00			0.000	0	
Medium Term Notes											
037833DC1	MTN0096	APPLE INC	04/23/2018	1,000,000.00	957,880.00	962,521.74	2.100	AA+	3.060	1,442	09/12/2022
037833AK6	MTN0098	APPLE INC	05/22/2018	1,000,000.00	961,420.00	960,955.23	2.400	AA+	3.298	1,675	05/03/2023
110122BA5	MTN0089	Bristol-Myers	03/15/2017	1,000,000.00	995,840.00	999,040.00	1.600	A+	1.650	149	02/27/2019
084670BC1	MTN0094	BERKSHIRE HATHWAY	11/03/2017	1,000,000.00	1,024,610.00	1,050,839.76	3.750	AA	2.148	1,049	08/15/2021
22160KAF2	MTN0080	COSTCO COMPANIES	12/30/2015	1,000,000.00	986,500.00	993,880.00	1.700	A+	1.861	440	12/15/2019
36962G4D3	MTN0083	Gen elec Cap Corp	06/01/2016	1,000,000.00	1,025,910.00	1,050,252.02	6.000	AA+	1.720	310	08/07/2019
478160CH5	MTN0095	Johnson & Johnson	01/25/2018	2,000,000.00	1,959,580.00	1,989,950.55	1.950	AAA	2.167	771	11/10/2020
48125LRG9	MTN0091	JP MORGAN CHASE	05/24/2017	1,000,000.00	988,720.00	997,260.00	1.650	A+	1.770	357	09/23/2019
191216BY5	MTN0085	COCA-COLA CO	10/18/2016	1,000,000.00	958,190.00	997,190.00	1.550	AA-	1.610	1,066	09/01/2021
594918AC8	MTN0075	MICROSOFT CORP.	05/19/2015	1,000,000.00	1,009,640.00	1,023,810.57	4.200	AAA	1.783	243	06/01/2019
594918BN3	MTN0084	MICROSOFT CORP.	09/02/2016	1,000,000.00	987,180.00	999,710.00	1.100	AAA	1.110	311	08/08/2019
63254AAQ1	MTN0087	NATL AUSTRALIA BANK	12/28/2016	1,000,000.00	989,950.00	992,836.76	1.375	AA-	1.992	284	07/12/2019
717081DX8	MTN0097	Pfizer Inc	04/23/2018	1,000,000.00	971,460.00	976,884.77	1.950	AA	2.709	976	06/03/2021
742718EN5	MTN0090	Procter & Gamble	03/15/2017	1,000,000.00	973,910.00	990,350.00	1.850	AA-	2.110	855	02/02/2021
89236TFN0	MTN0099	TOYOTA MOTOR CREDIT	09/21/2018	1,000,000.00	997,370.00	999,500.00	3.450		3.461	1,815	09/20/2023
904764AT4	MTN0086	UNILEVER CAPITAL	10/18/2016	500,000.00	474,905.00	495,980.00	1.375	A+	1.550	1,031	07/28/2021
91324PCB6	MTN0088	United Healthcare Group Inc	12/28/2016	1,000,000.00	995,210.00	995,990.00	1.625	A+	1.810	165	03/15/2019
90331HMV6	MTN0081	US BANK NA OHIO	06/01/2016	1,000,000.00	993,140.00	999,710.00	1.400	AA-	1.410	207	04/26/2019
30231GAG7	MTN0077	EXXON MOBIL CORPORATION	08/21/2015	1,000,000.00	988,010.00	995,330.00	1.912	AAA	2.020	522	03/06/2020
		Subtotal and Average		19,500,000.00	19,239,425.00	19,471,991.40			2.078	710	
Federal Agency Issues - Coupon											
3133EDLR1	FAC0222	FED FARM CR BK	05/29/2014	2,000,000.00	1,989,680.00	2,001,929.51	1.650	AA+	1.542	226	05/15/2019
3133EEW55	FAC0236	FED FARM CR BK	06/19/2015	2,000,000.00	1,966,440.00	2,001,898.00	1.800	AA+	1.780	623	06/15/2020
3133EGYB5	FAC0253	FED FARM CR BK	10/14/2016	2,000,000.00	1,919,740.00	1,999,000.00	1.540	AA+	1.550	1,107	10/12/2021
3133EGW92	FAC0255	FED FARM CR BK	12/28/2016	1,000,000.00	985,860.00	997,682.00	1.500	AA+	1.580	444	12/19/2019
3133EGP29	FAC0257	FED FARM CR BK	12/29/2016	1,000,000.00	974,730.00	1,000,000.00	2.320	AA+	2.320	1,185	12/29/2021
3133EHC78	FAC0259	FED FARM CR BK	05/22/2017	1,000,000.00	973,740.00	1,009,698.59	2.150	AA+	1.894	1,261	03/15/2022

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Investments
September 30, 2018

CUSIP	Investment # - Coupon	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date
Federal Agency Issues - Coupon											
3133EJDE6	FAC0271	FED FARM CR BK	02/16/2018	2,000,000.00	1,964,380.00	1,989,670.80	2.570	AA+	2.708	1,599	02/16/2023
3130A0CU2	FAC0217	Federal Home Loan Bank	11/21/2013	1,000,000.00	999,110.00	1,000,000.00	1.550	AA	1.950	51	11/21/2018
313376BR5	FAC0218	Federal Home Loan Bank	12/27/2013	1,000,000.00	999,030.00	998,570.00	1.750	AA+	1.780	74	12/14/2018
3130A8BQ5	FAC0248	Federal Home Loan Bank	06/15/2016	2,000,000.00	1,943,540.00	2,000,000.00	1.690	AA+	1.690	896	03/15/2021
3130A8NT6	FAC0251	Federal Home Loan Bank	07/13/2016	2,000,000.00	1,925,100.00	2,000,000.00	1.480	AA+	1.480	1,016	07/13/2021
3130AC3B8	FAC0264	Federal Home Loan Bank	08/16/2017	1,000,000.00	964,950.00	1,000,000.00	2.000	AA+	2.000	1,234	02/16/2022
3130AC2H6	FAC0265	Federal Home Loan Bank	08/30/2017	2,000,000.00	1,918,800.00	2,000,000.00	2.160	AA+	2.160	1,423	08/24/2022
3130A3KM5	FAC0268	Federal Home Loan Bank	01/10/2018	2,000,000.00	1,961,960.00	2,013,334.34	2.500	AA+	2.357	1,530	12/09/2022
3130ADF98	FAC0270	Federal Home Loan Bank	01/30/2018	2,000,000.00	1,972,740.00	2,000,000.00	2.170	AA+	2.170	668	07/30/2020
3130ACE26	FAC0273	Federal Home Loan Bank	05/21/2018	2,000,000.00	1,943,700.00	1,946,124.43	1.375	AA+	2.564	728	09/28/2020
3137EADK2	FAC0224	Federal Home Loan Mortgage	08/01/2014	2,000,000.00	1,978,140.00	1,989,030.28	1.250	AA+	1.788	304	08/01/2019
3134G3P53	FAC0245	Federal Home Loan Mortgage	03/17/2016	1,000,000.00	993,210.00	1,007,812.31	2.000	AA+	1.364	373	10/09/2019
3134G9E52	FAC0250	Federal Home Loan Mortgage	07/05/2016	1,000,000.00	965,010.00	1,000,000.00	1.330	AA+	1.330	821	12/30/2020
3134G9M79	FAC0258	Federal Home Loan Mortgage	03/13/2017	2,000,000.00	1,945,560.00	1,988,581.41	1.875	AA+	2.076	1,029	07/26/2021
3134G3K58	FAC0260	Federal Home Loan Mortgage	05/22/2017	1,000,000.00	981,090.00	999,850.00	1.500	AA+	1.505	535	03/19/2020
3134GBS89	FAC0263	Federal Home Loan Mortgage	08/11/2017	2,000,000.00	1,977,640.00	2,000,000.00	1.500	AA+	1.500	354	09/20/2019
3134GBX84	FAC0266	Federal Home Loan Mortgage	11/22/2017	2,000,000.00	1,927,880.00	2,000,000.00	2.350	AA+	2.350	1,513	11/22/2022
3137EAE09	FAC0269	Federal Home Loan Mortgage	01/25/2018	2,000,000.00	1,903,300.00	1,931,790.83	1.125	AA+	2.154	1,046	08/12/2021
3134GSFK6	FAC0272	Federal Home Loan Mortgage	03/15/2018	2,000,000.00	1,976,120.00	2,000,000.00	3.000	AA+	3.000	1,626	03/15/2023
3135G0ZA4	FAC0221	Fannie Mae	05/29/2014	1,000,000.00	998,110.00	1,002,602.52	1.875	AA+	1.478	141	02/19/2019
3135G0ZY2	FAC0231	Fannie Mae	02/20/2015	2,000,000.00	1,978,820.00	2,003,225.90	1.750	AA+	1.642	421	11/26/2019
3135G0ZA4	FAC0235	Fannie Mae	06/19/2015	2,000,000.00	1,996,220.00	2,006,866.53	1.875	AA+	1.370	141	02/19/2019
3136G0X55	FAC0246	Fannie Mae	03/17/2016	1,000,000.00	973,360.00	995,550.00	1.500	AA+	1.600	760	10/30/2020
3136G36C4	FAC0252	Fannie Mae	09/29/2016	2,000,000.00	1,909,000.00	2,000,000.00	1.600	AA+	1.600	1,094	09/29/2021
3136G4EK5	FAC0254	Fannie Mae	10/28/2016	2,000,000.00	1,943,940.00	1,996,000.00	1.200	AA+	1.255	666	07/28/2020
3135G0J20	FAC0256	Fannie Mae	12/28/2016	1,000,000.00	965,400.00	985,397.07	1.375	AA+	1.917	879	02/26/2021
3135G0T45	FAC0261	Fannie Mae	05/22/2017	1,000,000.00	964,670.00	1,001,150.00	1.875	AA+	1.850	1,282	04/05/2022
3135G0T60	FAC0267	Fannie Mae	01/10/2018	2,000,000.00	1,954,480.00	1,977,777.17	1.500	AA+	1.978	668	07/30/2020
880591EQ1	FAC0220	Tennessee Valley Authority	05/29/2014	2,000,000.00	1,999,620.00	2,002,086.68	1.750	AA+	1.395	14	10/15/2018
880591EVO	FAC0274	Tennessee Valley Authority	05/21/2018	2,000,000.00	1,985,220.00	1,988,997.71	2.250	AA+	2.568	531	03/15/2020
				59,000,000.00	57,720,290.00	58,834,626.08			1.889	805	
Subtotal and Average											
Treasury Securities - Coupon											
912828D72	UST0023	US TREASURY	02/16/2018	1,000,000.00	975,550.00	985,597.67	2.000		2.439	1,065	08/31/2021
912828F21	UST0024	US TREASURY	02/16/2018	1,000,000.00	978,130.00	988,506.14	2.125		2.478	1,095	09/30/2021
912828NT3	UST0025	US TREASURY	05/21/2018	1,000,000.00	996,450.00	1,000,312.50	2.625		2.610	684	08/15/2020

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Investments
September 30, 2018

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date	
Treasury Securities - Coupon												
9128282V1	UST0026	US TREASURY	05/21/2018	1,000,000.00	972,660.00	973,860.45	1.375		2.529	715	09/15/2020	
				Subtotal and Average	3,922,790.00	3,948,276.76			2.514	890		
				Total and Average	105,082,505.00	106,454,894.24			1.986	608		

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Cash
September 30, 2018

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity
Money Market Fund										
SYS39903-39902	39901	UNION BANK	06/01/2003	4,011,483.64	4,011,483.64	4,011,483.64			0.000	1
				Subtotal and Average						1
				Total Cash and Investments	110,711,483.64	110,466,377.88			1.986	608

City of Manhattan Beach
Investment Portfolio Summary
As of September 30, 2018

PORTFOLIO PROFILE	Sep 30, 2018	Aug 31, 2018	Jul 31, 2018	Jun 30, 2018	May 31, 2018
Total Book Value (Excluding Trust Funds)	\$106,454,894	\$108,463,273	\$108,463,273	\$115,463,273	\$116,980,619
Increase/(Decrease) from Prior Period	(2,008,379)	-	(7,000,000)	(1,517,346)	6,866,879
Percentage Change	(1.9%)	0.0%	(6.1%)	(1.3%)	6.2%
Average Yield to Maturity (365 Days)	1.986%	1.936%	1.924%	1.901%	1.872%
Increase/(Decrease) from Prior Period	0.050%	0.012%	0.023%	0.029%	0.081%

PORTFOLIO ALLOCATIONS

By Security	Value (Par)	Percent	Par YTM	Time Horizon	Percent
LAI*	\$24,200,000	22.68%	2.063%	Next 12 months	42%
Medium Term Notes	19,500,000	18.3%	2.078%	Months 13-24	20%
Federal Agencies	59,000,000	55.3%	1.889%	Months 25-36	20%
U.S. Treasuries	4,000,000	3.7%	2.514%	Months 37-48	8%
Total	\$106,700,000	100.0%	1.986%	Total	100.0%

*LAI YTM as of September 30, 2018

RECENT ACTIVITY

Security	Date of Activity	Maturity Date	Purchase (Par)	Maturing/Call	YTM
T - 2.625% Coupon	5/21/2018	8/15/2020	1,000,000		2.610%
T - 1.375% Coupon	5/21/2018	9/15/2020	1,000,000		2.529%
FHLB - 1.375% Coupon	5/21/2018	9/28/2020	2,000,000		2.564%
TVA - 2.25% Coupon	5/21/2018	3/15/2020	2,000,000		2.568%
MTN - 2.4% Coupon	5/22/2018	5/3/2023	1,000,000		3.298%
MTN - 3.460964% Coupon	9/21/2018	9/20/2023	1,000,000		3.461%
Total Purchases			\$8,000,000		2.770%
Matured: MTN - 1% Coupon	5/3/2018	5/3/2018		1,000,000	1.221%
Matured: MTN - 1.5% Coupon	6/15/2018	6/15/2018		1,000,000	1.730%
Matured: FHLB - 1.125% Coupon	9/14/2018	9/14/2018		1,000,000	1.318%
Matured: FNMA - 1.875% Coupon	9/18/2018	9/18/2018		2,000,000	0.940%
Total Maturing/Calls				\$5,000,000	1.230%

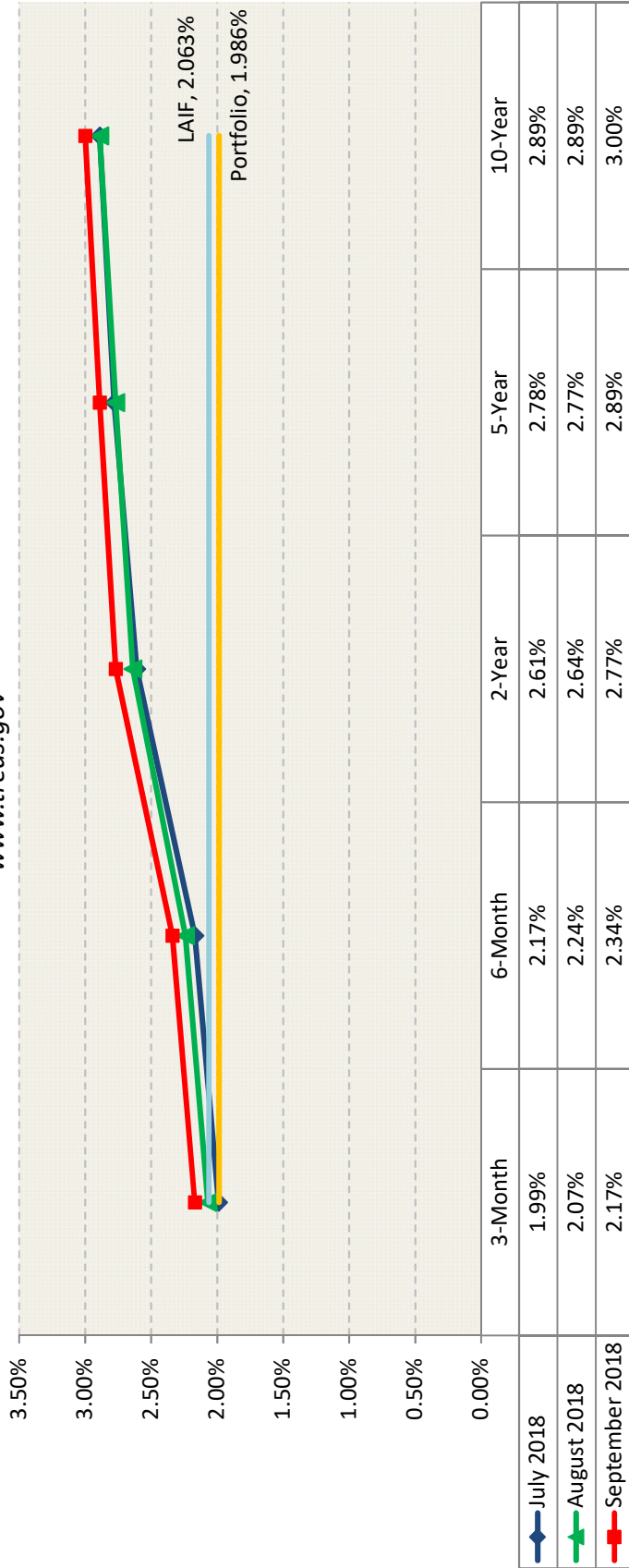
**City of Manhattan Beach
Investment Portfolio Summary
As of September 30, 2018**

FUNDS HELD IN TRUST	Value
Police/Fire Refunding Bonds	\$86
Marine Avenue Refunding Bonds	12
Metlox & Water/Wastewater Refunding Bonds	21
UUAD Assessment Refunding Bonds	516,001
PARS Investment Trust	783,187
Total Funds Held in Trust	\$1,299,307

As of September 30, 2018

US Treasuries Yield Curve

www.treas.gov



Monthly yields are interpolated by the Treasury from the daily yield curve.

CITY OF MANHATTAN BEACH
Portfolio Maturity Structure
October 2018 through September 2023

HELD TO MATURITY
Rolling 60 Months

Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt
Oct 18	10/15/18	1.4%	TVA	nc	\$2.0M	Oct 19	10/9/19	1.36%	FHLMC	nc	\$1.0M	Oct 20	10/30/20	1.60%	FNMA	nc	\$1.0M
Nov 18	11/21/18	1.6%	FHLB	nc	\$1.0M	Nov 19	11/26/19	1.64%	FNMA	nc	\$2.0M	Nov 20	11/10/20	2.17%	MTN	nc	\$2.0M
Dec 18	12/14/18	1.8%	FHLB	nc	\$1.0M	Dec 19	12/15/19	1.86%	MTN	nc	\$1.0M	Dec 20	12/30/20	1.33%	FHLMC	12/30/16	\$1.0M
						Jan 20	12/19/19	1.58%	FFCB	nc	\$1.0M	Jan 21					
Feb 19	2/19/19	1.5%	FNMA	nc	\$1.0M	Feb 20						Feb 21	2/21	2.11%	MTN	MW: 10	\$1.0M
												Feb 22	2/16/22	2.00%	FHLB	2/16/18	\$1.0M
												Mar 21	3/15/21	1.69%	FHLB	3/15/17	\$2.0M
Mar 19	3/15/19	1.8%	MTN	MW: 10	\$1.0M	3/19/20	1.51%	FHLMC	nc	\$1.0M	3/15/20	2.57%	TVA	nc	\$2.0M		
						3/15/20	2.57%	TVA	nc	\$2.0M							
Apr 19	4/26/19	1.4%	MTN	3/26/19	\$1.0M	Apr 20						Apr 21					
May 19	5/15/19	1.5%	FFCB	nc	\$2.0M	May 20						May 21					
Jun 19	6/1/19	1.8%	MTN	nc	\$1.0M	Jun 20	6/15/20	1.78%	FFCB	nc	\$2.0M	Jun 21	6/3/21	2.71%	MTN	MW: 10	\$1.0M
Jul 19	7/12/19	2.0%	MTN	nc	\$1.0M	Jul 20	7/28/20	1.25%	FNMA	7/28/17	\$2.0M	Jul 21	7/13/21	1.48%	FHLB	1/13/17	\$2.0M
							7/30/20	1.98%	FNMA	nc	\$2.0M		7/26/21	2.08%	FHLMC	nc	\$2.0M
							7/30/20	2.17%	FHLB	nc	\$2.0M		7/28/21	1.55%	MTN	nc	\$0.5M
Aug 19	8/1/19	1.8%	FHLMC	nc	\$2.0M	Aug 20	8/15/20	2.61%	T	nc	\$1.0M	Aug 21	8/15/21	2.15%	MTN	nc	\$1.0M
							8/7/19	1.7%	MTN	nc	\$1.0M		8/12/21	2.15%	FHLMC	nc	\$2.0M
							8/8/19	1.1%	MTN	nc	\$1.0M		8/31/21	2.44%	T	nc	\$1.0M
Sep 19	9/20/19	1.5%	FHLMC	9/20/17	\$2.0M	Sep 20	9/15/20	2.53%	T	nc	\$1.0M	Sep 21	9/1/21	1.61%	MTN	nc	\$1.0M
							9/23/19	1.8%	MTN	8/23/19	\$1.0M		9/29/21	1.60%	FNMA	3/29/17	\$2.0M
												9/30/21	2.48%	T	nc	\$1.0M	
Total By Year (excl LAIF)					\$21.00m						\$21.50m						\$9.00m
% of Total Securities (excl LAIF)					25%						26%						11%
% of Total Investments (incl LAIF)					42%						20%						8%

Total Securities	77%	\$82.5M
LAIF	23%	\$24.2M
Total Investments	100%	\$106.7M

Shaded rows indicate months with significant cash inflows.

City of Manhattan Beach Investment Policy Compliance Chart

As of September 30, 2018

Instrument	% of Total	Dollar Compliance		Percentage Compliance		Term Compliance	
		Limit	Compliant?	Limit	Compliant?	Limit	Compliant?
Local Agency Investment Fund (LAIF)	22.7%	\$24,200,000	Yes	Temporary Suspension			
U.S. Treasuries							
US Treasury	0.9%	1,000,000				5 Years	Yes
US Treasury	0.9%	1,000,000				5 Years	Yes
US Treasury	0.9%	1,000,000				5 Years	Yes
US Treasury	0.9%	1,000,000				5 Years	Yes
Total Certificates of Deposit (6)	3.7%	\$4,000,000					
Medium Term (Corporate) Notes							
Costco	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
<i>Total Consumer Staples Sector</i>	<i>0.9%</i>	<i>\$1,000,000</i>		<i>10.0%</i>	<i>Yes</i>		
Coca-Cola	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
Unilever Capital	0.5%	500,000		5.0%	Yes	5 Years	Yes
Proctor & Gamble	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
<i>Total Consumer Goods Sector</i>	<i>2.3%</i>	<i>\$2,500,000</i>		<i>10.0%</i>	<i>Yes</i>		
US Bank NA Ohio	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
Natl Australia Bank/NY	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
JP Morgan Chase	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
Berkshire Hathaway	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
Berkshire Hathaway	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
<i>Total Financial Sector</i>	<i>4.7%</i>	<i>\$5,000,000</i>		<i>10.0%</i>	<i>Yes</i>		
Exxon Mobil	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
<i>Total Energy Sector</i>	<i>0.9%</i>	<i>\$1,000,000</i>		<i>10.0%</i>	<i>Yes</i>		
United Health Group Inc.	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
Pfizer Inc	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
Bristol-Myers	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
Johnson & Johnson	1.9%	2,000,000		5.0%	Yes	5 Years	Yes
<i>Total Healthcare Sector</i>	<i>4.7%</i>	<i>\$5,000,000</i>		<i>10.0%</i>	<i>Yes</i>		
GE Company	0.9%	1,000,000		5.0%	Yes	5 Years	Yes
<i>Total Industrials Sector</i>	<i>0.9%</i>	<i>\$1,000,000</i>		<i>10.0%</i>	<i>Yes</i>		
Microsoft	1.9%	2,000,000		5.0%	Yes	5 Years	Yes
Apple Inc	1.9%	2,000,000		5.0%	Yes	5 Years	Yes
<i>Total Technology Sector</i>	<i>3.7%</i>	<i>\$4,000,000</i>		<i>10.0%</i>	<i>Yes</i>		
Total Medium Term Notes (17) *	18.3%	\$19,500,000		20.0%	Yes		
Federal Agencies							
Federal Home Loan Bank (FHLB)	14.1%	\$15,000,000		33.3%	Yes	5 Years	Yes
Federal Farm Credit (FFCB)	10.3%	11,000,000		33.3%	Yes	5 Years	Yes
Fannie Mae (FNMA)	13.1%	14,000,000		33.3%	Yes	5 Years	Yes
Freddie Mac (FHLMC)	14.1%	15,000,000		33.3%	Yes	5 Years	Yes
Tennessee Valley Authority (TVA)	3.7%	4,000,000		33.3%	Yes	5 Years	Yes
<i>Total Federal Agencies (12)</i>	<i>55.3%</i>	<i>\$59,000,000</i>		<i>60.0%</i>	<i>Yes</i>		
Total Portfolio	96.3%	\$106,700,000					

CITY OF MANHATTAN BEACH
September 30, 2018

<u>Investments</u>	Book Value
LAIF	\$24,200,000.00
Medium Term Notes	19,471,991.40
Federal Agency Issues-Coupon	58,834,626.08
Treasury Securities	3,948,276.76
Subtotal Investments	<u>\$106,454,894.24</u>
<u>Demand Deposit/Petty Cash</u>	
Cash in Bank	\$4,011,483.64
Petty Cash	3,640.25
Subtotal Demand Deposit	<u>\$4,015,123.89</u>
Subtotal City Cash & Investments	<u>\$110,470,018.13</u>
<u>Bond Funds Held in Trust</u>	
Police Fire Refund Delivery Cost	\$86.34
Marine	11.75
Metlox & Water/Wastewater Refunding	21.09
Utility Assessment Districts	516,001.12
Subtotal Bonds Held in Trust	<u>\$516,120.30</u>
<u>Investment Trust Funds</u>	
PARS Pension Rate Stabilization Trust	783,187.08
 Treasurer's Balance	 <u><u>\$111,769,325.51</u></u>



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
09/10/18	2.05	1.98	189
09/11/18	2.05	1.98	189
09/12/18	2.05	1.98	189
09/13/18	2.06	1.98	190
09/14/18	2.07	1.98	190
09/15/18	2.07	1.99	190
09/16/18	2.07	1.99	190
09/17/18	2.07	1.99	187
09/18/18	2.07	1.99	188
09/19/18	2.08	1.99	188
09/20/18	2.08	1.99	188
09/21/18	2.08	1.99	187
09/22/18	2.08	1.99	187
09/23/18	2.08	1.99	187
09/24/18	2.08	2.00	189
09/25/18	2.08	2.00	188
09/26/18	2.09	2.00	190
09/27/18	2.09	2.00	192
09/28/18	2.09	2.00	193
09/29/18	2.09	2.00	193
09/30/18	2.09	2.00	193
10/01/18	2.11	2.11	205
10/02/18	2.11	2.11	205
10/03/18	2.12	2.11	206
10/04/18	2.12	2.12	206
10/05/18	2.12	2.12	205
10/06/18	2.12	2.12	205
10/07/18	2.12	2.12	205
10/08/18	2.12	2.12	202
10/09/18	2.12	2.12	202
10/10/18	2.13	2.12	202

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

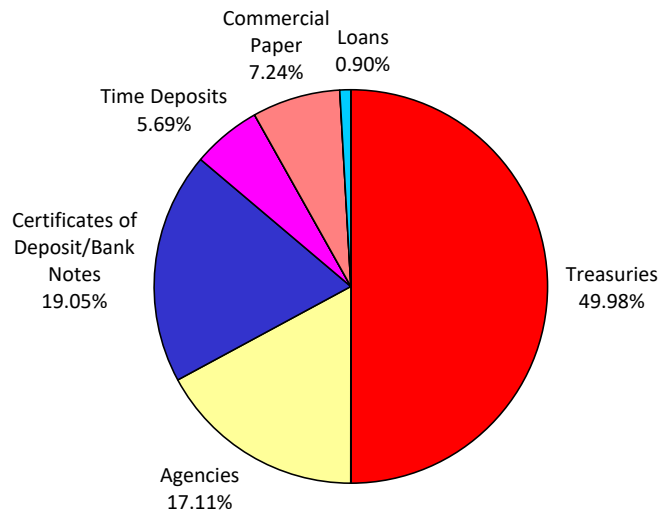
Quarter Ending 06/30/18

Apportionment Rate: 1.90%
 Earnings Ratio: 0.00005216919081336
 Fair Value Factor: 0.998126869
 Daily: 1.92%
 Quarter to Date: 1.76%
 Average Life: 193

PMIA Average Monthly Effective Yields

Sept 2018 2.063
 Aug 2018 1.998
 July 2018 1.944

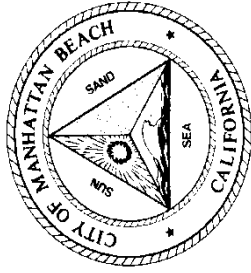
**Pooled Money Investment Account
Portfolio Composition
09/30/18
\$88.3 billion**



Percentages may not total 100%, due to rounding.

Based on data available as of 10/10/2018

City of Manhattan Beach



Month End Report September 2018 Fiscal Year 2018-2019

City of Manhattan Beach
 Fiscal Year 2018-2019
 Period 3 - September

General Fund Expenditures By Department

Data Date: 10/16/2018
 Percent Year: 25.0%

	Annual Budget	Current Month	YTD Expend.	YTD Encumb.	Available Budget	Percent Utilized*
11 Management Services	4,944,660	295,263	772,956	326,921	3,844,783	22.24
12 Finance	3,586,573	251,621	766,487	143,293	2,676,793	25.37
13 Human Resources	1,309,836	99,281	267,649	80,317	961,870	26.57
14 Parks and Recreation	8,872,178	555,088	2,081,949	92,021	6,698,208	24.50
15 Police	28,945,915	2,159,776	6,726,880	309,178	21,909,857	24.31
16 Fire	14,220,042	1,043,350	3,363,243	34,256	10,822,543	23.89
17 Community Development	6,394,579	356,862	1,152,254	405,527	4,836,798	24.36
18 Public Works	7,711,343	557,242	1,465,427	54,587	6,191,330	19.71
19 Information Technology	325,062	19,792	82,277	35,000	207,785	36.08
100 General Fund	76,310,188	5,338,274	16,679,122	1,481,100	58,149,966	23.80

*Percent Utilized includes YTD encumbrances.

City of Manhattan Beach
Fiscal Year 2018-19 Statement of Revenues & Expenditures
September 30, 2018

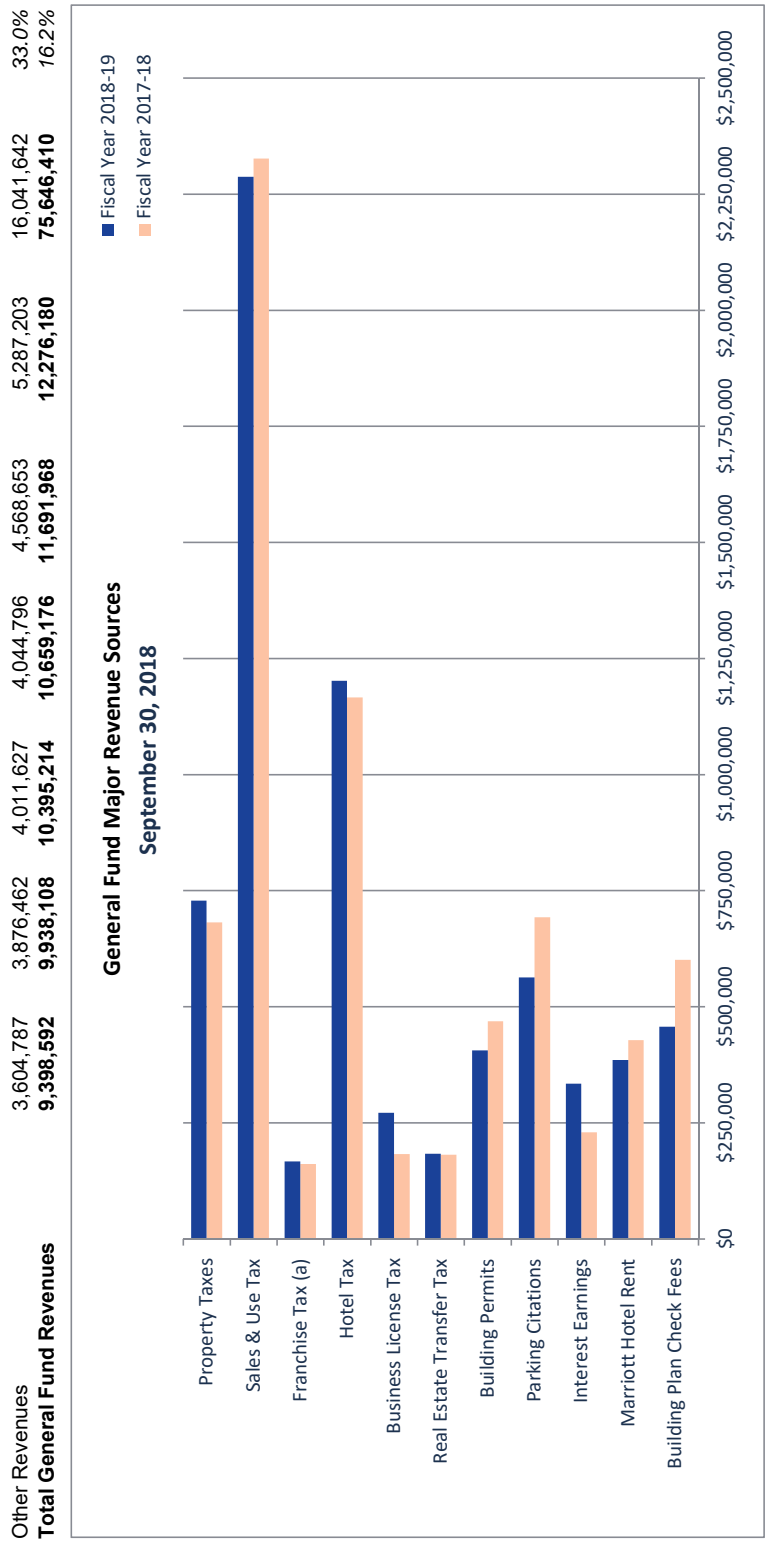
% of Year
25.0%

		Current Year Activity					
<u>Fund Title</u>	<u>Fund No.</u>	<u>Budgeted Revenue</u>	<u>YTD Revenues</u>	<u>% Realized</u>	<u>Budgeted Expenditures</u>	<u>YTD Expenditures</u>	<u>% Expended</u>
General Fund	100	\$75,646,410	\$12,276,180	16.2%	\$76,310,188	\$16,679,122	21.9%
Street Lighting & Landscaping Fund	201	394,474	90	0.0%	576,786	81,394	14.1%
Gas Tax Fund	205	1,446,239	232,008	16.0%	3,339,247	59,049	1.8%
Asset Forfeiture	210	8,000	15,189	189.9%	177,198	23,976	13.5%
Police Safety Grants	211	141,217	3,566	2.5%	185,613	45,613	24.6%
Prop A Fund	230	949,298	186,489	19.6%	955,608	244,079	25.5%
Prop C Fund	231	641,136	233,348	36.4%	788,703	36,469	4.6%
AB 2766 Fund	232	47,154	2,287	4.9%	45,600	3,105	6.8%
Measure R	233	458,225	96,933	21.2%	472,000	18,113	3.8%
Measure M	234	489,728	78,886	16.1%	311,000	-	0.0%
Capital Improvements Fund	401	1,910,922	443,631	23.2%	4,015,723	556,735	13.9%
Underground Assessment District Construction	403	3,124	964	30.9%	-	-	n/a
Water Fund	501	15,573,728	5,106,749	32.8%	38,624,276	2,222,006	5.8%
Storm Drain Fund	502	367,721	20,899	5.7%	1,762,049	163,106	9.3%
Wastewater Fund	503	3,518,274	1,113,569	31.7%	5,933,229	366,487	6.2%
Refuse Fund	510	4,354,322	1,027,528	23.6%	5,028,958	674,564	13.4%
Parking Fund	520	2,597,598	702,571	27.0%	2,461,192	460,174	18.7%
County Parking Lots Fund	521	793,500	291,499	36.7%	626,714	23,386	3.7%
State Pier & Parking Lot Fund	522	616,984	164,528	26.7%	739,493	119,296	16.1%
Insurance Reserve Fund	601	6,851,720	1,737,915	25.4%	6,445,759	1,836,696	28.5%
Information Systems Reserve Fund	605	2,718,124	679,533	25.0%	3,881,972	468,346	12.1%
Fleet Management Fund	610	2,703,266	576,568	21.3%	2,786,859	246,285	8.8%
Building Maintenance & Operation Fund	615	2,053,234	330,083	16.1%	1,985,323	325,976	16.4%
Special Assessment Debt Service	710	965,000	13,097	1.4%	158,850	74,925	47.2%
City Pension Fund	801	177,314	2,911	1.6%	232,000	61,209	26.4%
PARS Investment Trust	804	-	19,566	n/a	-	-	n/a
		\$125,426,712	\$25,356,588	20.2%	\$157,844,340	\$24,790,112	15.7%

City of Manhattan Beach
Fiscal Year 2018-19 General Fund Major Revenue Trends
September 30, 2018

Percent of Year
25.0%

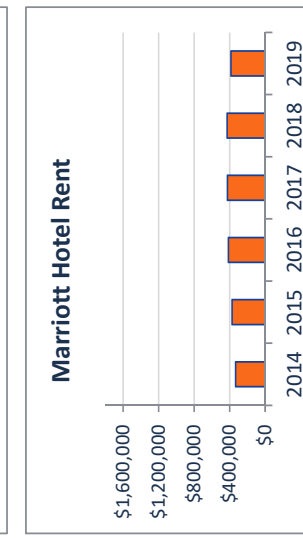
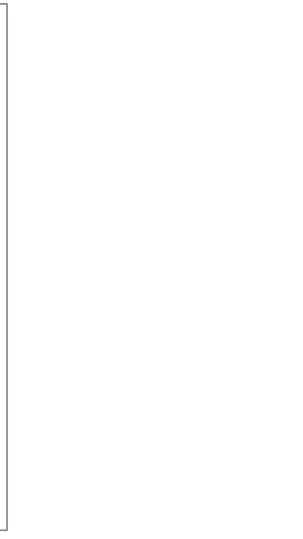
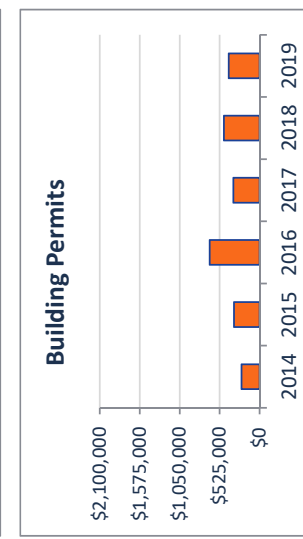
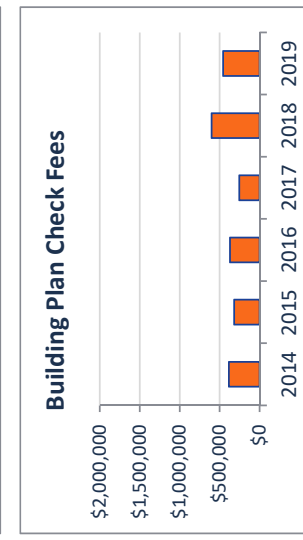
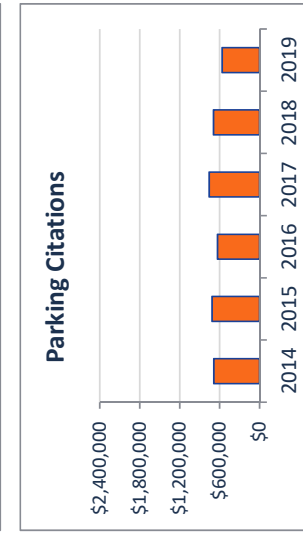
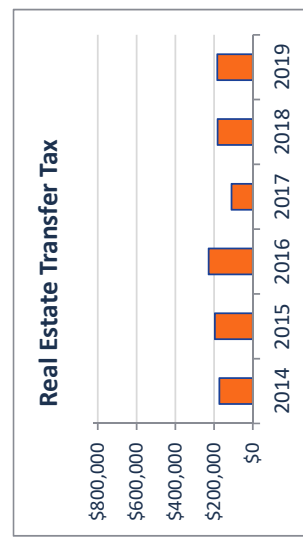
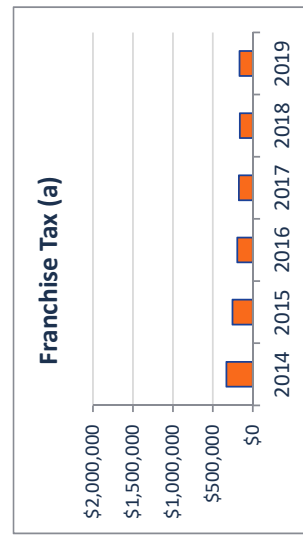
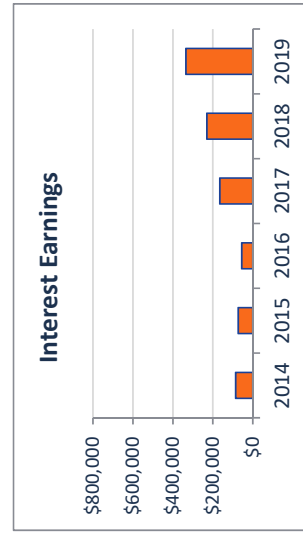
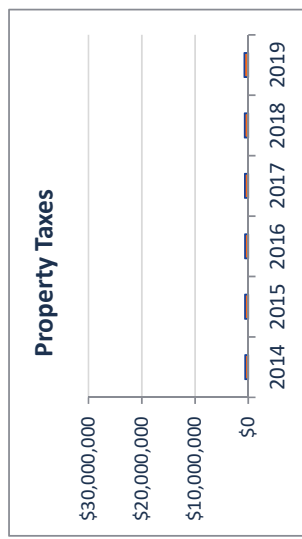
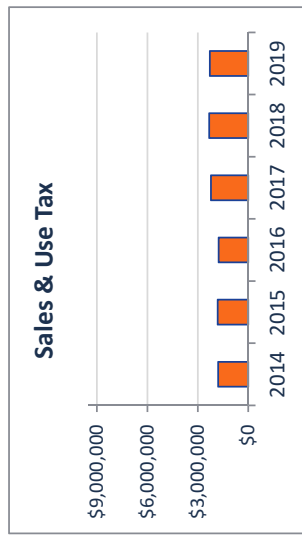
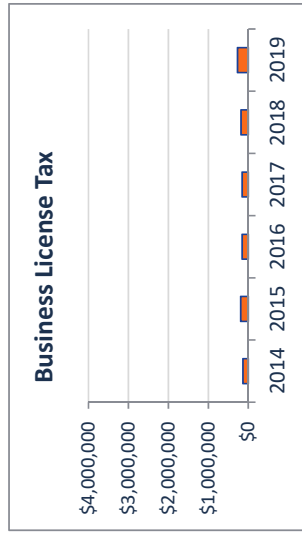
Fund No.	Major Revenue Accounts	Year-To-Date Actuals						FY 2019	
		2014	2015	2016	2017	2018	2019	Adj Budget	Realized
100	Property Taxes	581,963	605,342	618,978	649,763	682,006	728,979	31,657,588	2.3%
100	Sales & Use Tax	1,796,130	1,825,271	1,762,502	2,224,106	2,326,891	2,287,552	9,150,000	25.0%
100	Franchise Tax (a)	330,708	255,150	195,017	173,341	161,392	167,202	1,155,700	14.5%
100	Hotel Tax	1,035,082	1,175,171	1,294,974	1,355,983	1,166,198	1,202,279	4,500,000	26.7%
100	Business License Tax	133,558	190,171	154,047	154,418	182,984	272,090	3,811,000	7.1%
100	Real Estate Transfer Tax	172,521	195,529	228,171	110,037	181,549	183,454	750,000	24.5%
100	Building Permits	237,466	336,294	655,801	345,089	469,340	406,031	1,890,000	21.5%
100	Parking Citations	687,793	714,286	632,874	757,438	693,066	563,197	2,350,000	24.0%
100	Interest Earnings	85,426	73,091	55,338	164,981	230,151	334,805	875,480	38.2%
100	Marriott Hotel Rent	332,215	372,076	414,314	425,362	428,278	385,837	1,665,000	23.2%
100	Vehicle in Lieu	15,631	-	-	-	-	-	-	-
100	Building Plan Check Fees	385,313	319,267	371,571	253,863	601,459	457,552	1,800,000	25.4%
	Total Major Revenue Accounts	5,793,805	6,061,647	6,383,587	6,614,381	7,123,314	6,988,978	59,604,768	11.7%
	Over/(Under) Prior Year	267,841	4.6%	321,940	5.3%	508,934	(134,337)		
	Percent Change From Prior Year				3.6%	7.7%	(1.9%)		
	Other Revenues	3,604,787	3,876,462	4,011,627	4,044,796	4,568,653	5,287,203	16,041,642	33.0%
	Total General Fund Revenues	9,398,592	9,938,108	10,395,214	10,659,176	11,691,968	12,276,180	75,646,410	16.2%



(a) The structure of payments for some of the franchise fees has changed resulting in lower initial revenues at the beginning of the fiscal year as compared to prior years. This revenue will self adjust throughout the year to better align with prior full-year numbers.

**City of Manhattan Beach
Fiscal Year-To-Date General Fund Trends
Through September Year-Over-Year**

**Percent of Year
25.0%**



(a) The structure of payments for some of the franchise fees has changed resulting in lower initial revenues at the beginning of the fiscal year as compared to prior years. This revenue will self adjust throughout the year to better align with prior full-year numbers.

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Christine Tomikawa, Interim Human Resources Director

SUBJECT:

Resolution No. 18-0146 Adopting the Memorandum of Understanding with the Manhattan Beach Part-Time Employee Association, Appropriate Prop A Funds and Approve Transfer from General Fund (Interim Human Resources Tomikawa).

- a) **ADOPT RESOLUTION NO. 18-0146**
 - b) **APPROPRIATE PROP A FUNDS**
 - c) **APPROVE TRANSFER FROM GENERAL FUND**
-

RECOMMENDATION:

Staff recommends the City Council adopt Resolution No. 18-0146, adopting the attached Memorandum of Understanding (MOU) with the Manhattan Beach Part-Time Employee Association (MBPTEA), appropriate Prop A Funds and approve transfer from General Fund. City Council adoption will authorize the City Manager to execute the MOU and take the appropriate actions necessary to carry out its implementation.

FISCAL IMPLICATIONS:

The fiscal impacts for the MOU are \$32,628.08 which requires an additional budget appropriation in Fiscal Year 2018-2019 budget from the Proposition A Fund where the expenditures occur. Since the Proposition A Fund operates at a deficit, any budgetary changes also require an additional transfer from the General Fund unreserved fund balance. The amount includes salary increases and the associated retirement costs. Staff recommends the City Council appropriate \$32,628.08 from the Proposition A Fund and approve the transfer from the Unreserved General Fund balance to relieve the deficit. Staff is currently working on a funding plan to purchase additional Prop A Funds with the goal of reimbursing the Unreserved General Fund balance for this transaction.

BACKGROUND:

On February 16, 2018, the MBPTEA was recognized by the City to represent the Part-Time Transportation Services Operator unit. The unit consists of one Part-time classification with eight (8) incumbents that work anywhere between 18 to 32 hours a week. The Transportation Services Operator positions last received a salary increase in June 2010.

DISCUSSION:

In September 2018, representatives of MBPTEA and representatives of the City began meeting. After participating in the meet and confer process through two (2) collective bargaining meetings, the parties reached a tentative agreement on September 20, 2018. MBPTEA informed the City that their membership ratified the proposed MOU on October 3, 2018.

The following summarizes this initial MOU for MBPTEA:

1. MOU Contract Term for one year and one month - November 6, 2018 to December 31, 2019.
2. Salaries - Effective the beginning of the pay period that the terms of the MOU are ratified by MBPTEA, the salary schedule (listed at hourly rates of pay) for part-time Transportation Services Operator will be as follows:
 - Step A - \$23.63
 - Step B - \$26.06
 - Step C - \$27.35
3. Employees who qualify for CalPERS retirement hired prior to January 1, 2013, will be responsible for paying the 7% of the employee contribution CalPERS retirement.
4. The City will continue to provide Federal and State required benefits for incumbents covered by the MOU.

PUBLIC OUTREACH/INTEREST:

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

LEGAL REVIEW

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

Attachments:

1. Resolution No. 18- 0146
2. MOU - Manhattan Beach Part-Time Employee Association (2018-2019)

RESOLUTION NO. 18-0146

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL ADOPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MANHATTAN BEACH AND THE CITY OF MANHATTAN BEACH PART-TIME EMPLOYEES' ASSOCIATION (MBPTEA)

WHEREAS, the Manhattan Beach City Council formally recognized the MBPTEA as the exclusive representative for the part-time Transportation Services Operator classification for the City on February 16, 2018; and

WHEREAS, the City and MBPTEA negotiation representatives have met and conferred in good faith, and MBPTEA ratified their new Memorandum of Understanding (MOU) on October 3, 2018.

NOW THEREFORE, THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES:

SECTION 1. The City Council hereby approves and adopts the MOU between the City and the MBPTEA for the period of November 6, 2018 through December 31, 2019.

SECTION 2. The City Manager or his designee shall administer the terms of the MOU on behalf of the City.

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

PASSED, APPROVED and ADOPTED this November 6, 2018.

Ayes:
Noes:
Abstain:
Absent:

STEVEN A. NAPOLITANO
Mayor

ATTEST:

LIZA TAMURA
City Clerk

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF MANHATTAN BEACH

AND

Manhattan Beach Part-Time Employees Association

November 6, 2018 – December 31, 2019

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ARTICLE 1: PREAMBLE/TERM

This Memorandum of Understanding (“MOU” or “Agreement”) is prepared between representatives of the City Manager of the City of Manhattan Beach and the Manhattan Beach Part-Time Employees Association (MBPTEA) or (Association). Pursuant to the provisions of Section 3505.1 of the Government Code of the State of California the parties have met and conferred in good faith and hereby agree to this MOU effective November 6, 2018 – December 31, 2019.

ARTICLE 2: RECOGNITION AND TERM

This MOU shall become effective following City Council approval on November 6, 2018 and will continue in effect through December 31, 2019. The MBPTEA is the exclusive representative of all employees in the part-time classification of Transportation Services Operator. This MOU represents the full and complete understanding between the parties.

ARTICLE 3: SAVINGS CLAUSE

If any provision of this MOU is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portions of this MOU.

ARTICLE 4: MANAGEMENT'S RIGHTS RESERVED

The City need not meet with the representatives of any recognized employee organization to consider:

- a) Issues of public policy;
- b) The merits, necessity, or organization of any department, service or activity provided by the City pursuant to law or ordinance;
- c) Matters which relate to the management of the City or the direction of its work force, including the right to direct employees, to hire, promote, transfer, assign, or retain employees, or suspend, demote, discharge, or take other proper disciplinary action against employees, maintain the efficiency of the operation of the City Government, and take any actions necessary to meet conditions of an emergency nature, subject to the rules and regulations of the City. All terms and conditions of employment not covered by this Agreement which have been at the City’s discretion and control shall continue to be subject to the City’s discretion and control.

ARTICLE 5: NON-DISCRIMINATION

It is agreed that neither the Association nor the City shall discriminate against any employee because of membership in any protected class identified by law.

ARTICLE 6: RELEASE TIME

When bargaining sessions or Labor Management Committee Meetings occur during the scheduled work hours of a bargaining unit member, the City will provide paid release time for two bargaining unit members to participate in negotiations. When bargaining sessions are scheduled during non-work hours, no compensation is provided to employees who attend those meetings.

ARTICLE 7: AT-WILL STATUS

Employees in the part-time classification of Transportation Services Operator serve in an at-will appointment and are not part of the City's classified service. Individuals may be appointed and/or separated from employment at any time with or without cause. There are no appeal rights for at-will employees separated from employment unless provided for by law.

ARTICLE 8: CLASSIFICATION CHANGES

If the City wishes to modify the job description for Transportation Services Operator, it may do so. However, the Association shall have the right (within 10 business days of receiving notice sent to the MBPTEA President and City Employees Associates, of the change of the job description) to request to meet and confer over any terms and conditions of employment related to the change.

ARTICLE 9: WAGES

Effective the beginning of the pay period that the terms of the MOU are ratified by MBPTEA, the salary schedule (listed at hourly rates of pay) for part-time Transportation Services Operator will be as follows:

Step A	\$23.63
Step B	\$26.06
Step C	\$27.35

ARTICLE 10: MOVEMENT THROUGH THE STEP SCHEDULE

New employees are usually hired at the A Step and remain in that step for six months. After six months, with a minimum of three hundred hours worked, they are evaluated and if the employee has demonstrated a satisfactory performance, the supervisor shall recommend that the employee be advanced to B Step. Following twelve months at B Step, with a minimum of three hundred hours worked, and a performance evaluation with demonstrated satisfactory performance, an employee shall be recommended to advance to the C Step.

ARTICLE 11: WORK SCHEDULES

Work schedules for part-time employees are assigned at the sole discretion of the department. Employees in part-time Transportation Services Operator positions are allocated in the City's budget by anticipated hours of work scheduled each week. The department will strive to ensure

anticipated hours are met for each part-time employee prior to assigning additional shifts to employees.

ARTICLE 12: STANDBY PAY

To assist the department in ensuring the availability of a part-time Transportation Services Operator to respond to a call in to work, the department may assign a part-time Transportation Services Operator to daily stand-by for a twenty-four hour period. Standby time is not considered time worked. Employees assigned to daily standby will be compensated at the daily rate of standby pay as \$35.71 per day.

Daily standby is a consecutive 24-hour period that aligns with a calendar day. Daily standby is only assigned on weekends. If an employee is called in to work from standby, the employee shall be paid from the time they get the call to the time they leave the City following the completion of the work requiring them to be called back.

The Department Director, who determines that daily standby duty is necessary, shall first seek "standby" individuals by means of a voluntary sign up list. If an insufficient number of employees volunteer for standby duty, then the Department Director shall assign the appropriate number of employees to such status. Such assignment shall be on an equitable rotation basis.

Employees on "standby" status shall be required, at all times, to carry a functioning cell phone and be able to respond to the City work location within 30 minutes of being called. Employees must be able to perform their job functions while on standby and refrain from drinking alcohol or taking any substance that would inhibit their ability to drive in a safe and legal manner. The Department may establish additional guidelines for employees on standby.

ARTICLE 13: OVERTIME

Overtime shall mean that time an employee is required to work in excess of forty (40) hours per defined seven-day workweek. Computation of the forty-hour week shall not include any leave time. All approval for overtime must be authorized prior to working said overtime, except in emergency situations. Employees required to work more than forty (40) hours in a workweek shall receive overtime pay at one and one-half (1-1/2) times their regular rate of pay.

ARTICLE 14: UNIFORMS

The Department will provide work shirts/t-shirts for part-time Transportation Services Operators upon hire and will supplement/replace shirts as-needed. The Department may provide a jacket and/or cap for employees to wear while on-duty.

ARTICLE 15: SICK LEAVE

The City will provide sick leave and permit use of sick leave as required by law.

ARTICLE 16: HEALTH INSURANCE

The City will offer medical insurance coverage as required by law.

ARTICLE 17: RETIREMENT

Part-Time Transportation Services Operators are enrolled in the PARS defined contribution retirement program. Employees contribute 7% toward their retirement fund.

For Part-Time Transportation Services Operators who qualify for enrollment in CalPERS, the following applies:

For unit members hired prior to January 1, 2013 as well as employees hired after January 1, 2013 who are not “new members” as defined by the Pension Reform Act of 2013 (i.e., they are classic members), they are responsible for paying the seven percent (7%) employee contribution to the 2% @ 55 retirement benefit which the City contracts for with CalPERS through a payroll deduction.

For unit members defined as “new members” under the Pension Reform Act of 2013 hired after January 1, 2013, such employees will pay the higher of seven percent or one half of the normal cost as identified annually with the CalPERS valuation provided to the City as their employee retirement contribution. If one half the normal cost rate is below seven percent (7%), the remaining contribution up to seven percent (7%) is made per Government Code section 20516(f).

The City contracts with CalPERS for the One-Year Final Compensation option (Government Code Section 20042). For unit members defined as “new members” under the Pension Reform Act of 2013 hired after January 1, 2013, such employees’ final compensation will be based on the highest annual average pensionable compensation during the three consecutive years of employment immediately preceding the effective date of his or her retirement or any other three consecutive year period chosen by the employee per Government Code section 7522.32(a).

The retirement formula provided to employees hired before January 1, 2013 as well as those employees hired after January 1, 2013 who are not defined as “new members” per the Pension Reform Act of 2013 is the 2% @ age 55 benefit. For unit members defined as “new members” under the Pension Reform Act of 2013 hired after January 1, 2013, such employees’ are provided the 2% @ age 62 benefit provided for in the Public Employees’ Retirement Law per Government Code section 7522.20(a).

ARTICLE 18: GRIEVANCE PROCEDURE

1. The purpose of Grievance Procedures:

- (a) To promote Employer-Employee relations by establishing procedures on grievance matters.
 - (b) To provide that grievances shall be settled as near as possible to the point of origin.
 - (c) To provide that the grievance procedures shall be as informal as possible.
2. A "grievance" shall be defined as a controversy between the City and the MBPTEA, or the City and an employee. Such controversy must pertain to one of the following:
- (a) Any matter involving the interpretation of any provision of this MOU; or
 - (b) Any matter involving the violations of any provision or intent of this MOU; or
 - (c) Any matter involving the interpretation or application of the Personnel Rules or Regulations of the City.
3. Grievances must be submitted within the proper time frames in order to be considered.
4. There shall be an earnest effort on the part of both parties to settle grievances promptly through the steps listed below:

Step 1: An employee's grievance must be submitted orally or in writing to his/her Department Head within fourteen (14) calendar days after the event giving rise to the grievance. The Department Head will give his/her answer to the employee by the end of the seventh (7th) calendar day following the presentation of the grievance and the giving of such answer will terminate Step 1.

Step 2: If the grievance is not resolved at Step 1, the grievance will be reduced to writing, fully stating the facts surrounding the grievance and detailing the specific provisions of this MOU or Personnel Rules and Regulations alleged to have been violated, signed, and dated by the employee or MBPTEA Representative and presented to the Human Resources Director or designee within five (5) working days after termination of Step 1. A meeting with the employee, MBPTEA Representative (if the employee chooses) and the Human Resources Director or designee shall be arranged at the request of the employee. The meeting will be held at a mutually agreeable location and time to review and discuss the grievance. Such meeting will take place within ten (10) working days after the request is made for a meeting following the termination of Step 1. The Human Resources Director or designee may invite other members of Management to be present at such meetings. A written reply shall be given to the employee and/or MBPTEA by the end of the seventh (7th) working day from the date of such meeting. The Human Resources Director's decision is final and concludes the grievance procedure.

5. Time limits as set forth above may be extended by mutual agreement between the parties, but neither party shall be required to so agree.

6. It is not intended that the grievance procedure be used to effect changes to compensation and/or benefits.
7. An employee, during his/her working hours, may participate in meetings to resolve grievances without the loss of compensation. When meetings are held outside of the employees scheduled work hours, no additional compensation will be provided to the employee. An employee must notify his/her supervisor at least three (3) work days prior to any meeting so that coverage for the time away from the shift can be covered. Should shift coverage not be available, the parties agree to reschedule the meeting to a time when shift coverage can be accommodated.
8. The grievance procedure is the sole and exclusive method to challenge an alleged violation of the MOU and/or Personnel Rules and Regulations.

ARTICLE 19: MAINTENANCE OF MEMBERSHIP AND DUES DEDUCTION

Any employee in this unit who has authorized Association dues deductions on the effective date of this MOU or at any time subsequent to the effective date of this MOU shall continue to have such dues deductions made by the City during the term of this MOU: provided however, that any employee in the unit may terminate such Association dues during the first ten (10) days of January by notifying the Association in writing of his/her termination of Association dues deduction. Such notification shall be delivered in person or by U.S. mail and should be in the form of a letter containing the following information: employee name, employee number, job classification, department name and name of the association from which dues deductions are to be canceled. The Association will provide the City's Human Resources Department with the appropriate documentation to process these dues cancellations within ten (10) business days after the close of the withdrawal period.

The Association shall provide full protection to the City by indemnifying, defending and holding the City harmless from and against all claims and liabilities as a result of deducting dues from employees who have authorized the deduction.

ARTICLE 20: DIRECT DEPOSIT

Employees shall receive their bi-weekly compensation through the City's direct deposit program.

ARTICLE 21: CITY GYM

Part-time Transportation Services Operators who complete the City provided waiver and comply with City rules regarding the use of the City gym, may use the City gym.

ARTICLE 22: DEFERRED COMPENSATION (457 PLAN)

Part-time Transportation Services Operators may voluntarily elect to participate in the City's 457 deferred compensation plan at their own expense. No City contributions will be made for voluntary participation.

ARTICLE 23: LABOR MANAGEMENT COMMITTEE

The parties agree that regular meetings to explore mutual problems and issues will be beneficial to the relationship between the City and Association. The parties agree to meet on an as needed basis but not more often than quarterly. The purpose of the meetings is to exchange information and to solve problems. The parties agree that such meetings shall not be negotiations and therefore the results of the meetings shall not be binding on the parties unless they develop and execute a document that memorializes their results or reach agreements they wish to memorialize.

This MOU was ratified by the Manhattan Beach Part-Time Employee Association and then approved by the City Council of the City of Manhattan Beach on November 6, 2018.

MBPTEA

CITY OF MANHATTAN BEACH

BY _____
Eddie Ramos
President, MBPTEA
MBPTEA Bargaining Committee Member

BY _____
Christine Tomikawa
Interim Human Resources Director

BY _____
Vicky Barker
Chief Negotiator MBPTEA
City Employees Associates

BY _____
Bruce Moe
City Manager

BY _____
Kristi Recchia
Chief Negotiator
Liebert Cassidy Whitmore

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Derrick Abell, Acting Fire Chief
Ron Laursen, Battalion Chief
Walberto Martin, Senior Management Analyst

SUBJECT:

Resolution No. 18-0147 Approving the Los Angeles Area Regional Training Group Joint Powers Agreement and Authorizing the City's Membership in the Regional Training Group Authority (Acting Fire Chief Abell).

- a) **ADOPT RESOLUTION NO. 18-0147**
 - b) **AUTHORIZE**
-

RECOMMENDATION:

Staff recommends that City Council:

1. Adopt Resolution No. 18-0147 approving the Los Angeles Area Regional Training Group (RTG) Joint Powers Agreement (JPA) and authorizing the City's membership in the RTG Authority;
2. Authorize the City Manager to execute the JPA agreement and to take such reasonable actions as may be required to implement the intent of the JPA.

FISCAL IMPLICATIONS:

There are no fees associated with membership into the RTG JPA. However, if funding becomes required from member agencies, the City will have the opportunity to evaluate the costs. If the cost for membership ever exceeds the Department's budgeted amount for training, the City can withdraw membership. There are no penalties for member agencies that withdraw from the RTG JPA.

BACKGROUND:

There are 30 fire departments within Los Angeles County and each fire chief has membership within the Los Angeles Area Fire Chiefs Association (LAAFCA). LAAFCA recognized the need

for regional training more than a decade ago and established the Regional Training Group (RTG), which is largely supported through Homeland Security grant funds. By establishing the RTG Joint Powers Agreement (JPA), the Los Angeles Region is developing the next major cooperative nationally recognized Fire Service program which will continue regional training far beyond the availability of federal grant dollars.

Fire agencies within the Los Angeles County Operational Area (LACOA) have worked together for years to prepare for natural, technological and human-caused disasters. California led the way in the 1940's with the development of the statewide mutual aid system. Then Southern California fire agencies, through FIRESCOPE, developed the Incident Command System (ICS) to strengthen the command and coordination of fire resources responding to and managing large scale emergencies. Both of these regional fire service systems are now in use nationwide.

Several years ago, in keeping with the progressive approach within the Southern California fire service, LAAFCA established a vision to create and operate a nationally recognized regional training and education program. Through this initiative to develop regional training for the ever-changing fire service environment, the RTG has proven to be quite successful at creating, conducting and evaluating regional training through multi-agency integration. The outcomes have been remarkable and are indeed a force multiplier in comparison to what a local, independent fire department can accomplish within its own training apparatus.

DISCUSSION:

The LAAFCA RTG vision of regional training is a very important component of all 30 fire departments to create uniform procedures. Currently 9,000 professional firefighters within LAAFCA's sphere of influence serve a population of well over 10 million people. Since its inception, the RTG has ramped up resource leverage and increased the capacity of first responders to handle the most critical work required in the event of terrorism or other disasters.

Through the RTG's efforts, emergencies are handled more seamlessly thus increasing the fluidity and uniformity of operations. In the event of a disaster in Los Angeles, no one department will be able to handle all calls for assistance in a widespread emergency response. Through this continued cooperation, all 30 fire agencies in the LA region have built relationships by promoting trust and achieve interoperability between all partner agencies. Beyond the operational benefits, firefighter service delivery improvements in preparation and response to terrorism or other large-scale disasters have improved.

The Joint Powers Agreement under consideration will ensure regional training continues even as Federal Homeland Security funds diminish. In fact, the past three years there has been an annual reduction of \$20 million dollars for Homeland Security funding that would otherwise be available for projects such as RTG. There is no certainty that these dollars will return to levels that were once the norm.

As a member of the Joint Powers Agreement (JPA) agencies are guaranteeing participation in fire service regional training even if Federal dollars expire. Additionally, by becoming an early adopter to the RTG JPA, the Fire Chief will become a board member and will determine critical aspects that will impact future training such as:

- Creating Bylaws and/or other guidelines
- Developing Overall Policy & Strategies for regional training
- Developing a comprehensive plan for equitable funding
- Developing a budget
- Creating committees and sub-committees, as needed
- Other related responsibilities as set forth by the JPA Board that will benefit all local fire departments that choose to form the Regional Training Group Authority

PUBLIC OUTREACH/INTEREST:

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

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 approved the agreement as to form.

Attachments:

1. Resolution No. 18-0147
2. Agreement - Los Angeles Area Regional Training Group

RESOLUTION NO. 18-0147

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL APPROVING AN AGREEMENT BETWEEN THE CITY OF MANHATTAN BEACH AND THE LOS ANGELES REGIONAL TRAINING GROUP FOR THE PURPOSE OF OPERATING A JOINT POWERS AUTHORITY

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the Agreement between the City of Manhattan Beach and the Los Angeles Regional Training Group dated November 6 2018, for the purpose of operating a joint powers authority.

SECTION 2. The Council hereby directs the City Manager to execute the Agreement on behalf of the City.

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

ADOPTED on November 6, 2018.

AYES:
NOES:
ABSENT:
ABSTAIN:

STEVEN A. NAPOLITANO
Mayor

ATTEST:

LIZA TAMURA
City Clerk

**JOINT POWERS AGREEMENT FOR
LOS ANGELES AREA REGIONAL TRAINING GROUP**

This Joint Powers Agreement (“Agreement”) is executed by and among those public agencies, duly organized and existing, which are parties signatory to the Agreement, including parties that may later become signatories to this Agreement, for the purpose of operating a joint powers authority as provided in this Agreement. This Agreement is created pursuant to Article 1 (commencing with Section 6500) of Chapter 5, Division 7, Title I of the California Government Code relating to the joint exercise of powers between the public agencies.

Each public agency executing this Agreement shall be referred to individually as "Member," with all referred to collectively as "Members."

RECITALS

WHEREAS, the Members have and possess the power and authority to organize and establish a consolidated area training group to address fire protection and safety issues for the benefit of the lands and inhabitants within their respective boundaries; and

WHEREAS, the Members propose to join together to establish, operate, and maintain a joint powers authority for the purpose of integrating, sharing, and combining resources, facilities, regional assets, and information related to training firefighters and researching fire prevention, protection, and safety techniques, issues, and information for the benefit of their respective lands and inhabitants; and

WHEREAS, it is in the public interest to provide a means by which other public agencies may request training and other services for the benefit of their lands and inhabitants; and

WHEREAS, it is to the mutual benefit of the Members to create a joint powers authority, and the Members have the authority under the Joint Exercise of Powers Act, in California Government Code Section 6500, et seq., to enter into this Agreement.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained in this Agreement, the Members agree as follows:

**ARTICLE 1
DEFINITIONS**

Unless the context requires otherwise, the terms used in this Agreement shall have the following meanings:

1.01 “Act” shall mean the Joint Exercise of Powers Act, in California Government Code Section 6500, et seq.

1.02 "Agreement" shall mean this Joint Powers Agreement, as originally entered into and as amended from time to time in accordance with the provisions of this Agreement.

1.03 "Authority" shall mean the Los Angeles Area Regional Training Group created by this Agreement.

1.04 "Associate Member" means a public agency which is a party to an Associate Membership Agreement entered into between the Authority and such public agency pursuant to Article 4 of this Agreement.

1.05 "Board of Directors" or "Board" shall mean the governing body of the Authority.

1.06 "Bylaws" shall mean guidelines adopted by the Board of Directors setting forth policies and procedures for the operation of the Authority and for the exercise of the Board's powers granted in this Agreement, as amended from time to time by the Board.

1.07 "Director(s)" shall mean the individuals serving on the Board of Directors

1.08 "Effective Date" shall mean the date referenced in Article 3 and upon which this Agreement becomes effective and binding upon the Members.

1.09 "Executive Committee" shall mean the Executive Committee of the Board of Directors of the Authority.

1.10 "Fiscal Year" shall mean that period of twelve months which is established by the Board of Directors or the Bylaws as the fiscal year of the Authority.

1.11 "Member" means any public agency as the term "public agency" is defined by Section 6500 of the Act, which includes, but is not limited to, any federal, state, county, city, public corporation, public district of this state or another state, or any joint powers authority formed pursuant to the Act by any of these agencies which has executed this Agreement and has become a member of the Authority.

ARTICLE 2 CREATION OF JOINT POWERS AUTHORITY; PURPOSES

2.01 Pursuant to the Act, there is hereby created a joint powers authority to be known as Los Angeles Area Regional Training Group (also referred to herein as the "Authority"). The Authority shall be a public entity separate and apart from the Members, and shall administer this Agreement.

2.02 The purpose of the Authority is to establish a separate organization for the exercise of powers common to the Members, which may include conducting coordinated trainings and sharing resources, including but not limited to, facilities, equipment, and information, related to training firefighters and researching fire prevention, protection, and safety techniques, issues,

and information, and to address emerging and existing fire protection and safety issues for the benefit of their respective lands and inhabitants, in the manner set forth in this Agreement.

2.03 The Authority is intended to conduct coordinated fire protection and safety trainings, and to address emerging fire protection and safety issues throughout the Los Angeles County area and other areas that appear to have a connection or nexus to Los Angeles County, encouraging maximum cooperation between all fire department agencies, and promoting the safety of both fire personnel and the public, accomplished in an effective manner by the following means, including but not limited to:

- a) Researching, identifying and selecting a records and business management system to be utilized by all Members for financial records, logistical support, training needs, and other purposes.
- b) Designing an initial plan to utilize training centers for training focused on firefighting activities, including Fire Suppression, Paramedic, Hazardous Materials and Urban Search and Rescue training.
- c) Constructing and conducting a comprehensive training needs assessment for the Authority or its Members.
- d) Training regional training staff and instructors on procedures and defining expectations to enable the success of the collaborative efforts.
- e) Designing a comprehensive plan for equitable, effective education and training delivery for Members that utilizes all available delivery systems and training centers, sites, or facilities used by the Authority.
- f) Updating the comprehensive plan for equitable, effective education and training deliveries for Members based on experience using the plan on an ongoing basis.

ARTICLE 3 PARTIES TO AGREEMENT; EFFECTIVE DATE

3.01 This Agreement shall become effective, and the Authority shall come into existence, when this Agreement is authorized and executed by not less than three (3) public agencies (“Effective Date”).

3.02 Members may submit written notice of immediate withdrawal from the Authority within 180 days after the Bylaws are adopted. There will be no costs for any Member that withdraws from the Authority within this time period. It is the intent of the Members that Bylaws will be developed and adopted by the Board, as authorized under Section 6.04(a), and that the Authority will seek applicable and necessary liability coverage during this period.

Notice shall be given to all Members pursuant to Section 18.02 within five (5) business days of adoption of the Bylaws. The notice shall include a copy of the adopted

Bylaws. After the Bylaws have been adopted, Members may withdraw from the Authority during the specified period in accordance with the provisions of this Section 3.02. After expiration of the stated time period, any Member may withdraw from the Authority in accordance with Article 16 of this Agreement, and will be reimbursed its pro-rate portion of monetary contributions as set forth in Article 16.

ARTICLE 4 ASSOCIATE MEMBERSHIP AGREEMENT

4.01. Power to Enter Into Associate Membership Agreements. In addition to those powers specified in this Agreement, the Authority shall have the power to enter into Associate Membership Agreements with any public agency upon the approval thereof by a majority vote of all members of the Board.

4.02. Contents of Associate Membership Agreement. Each Associate Membership Agreement shall:

- a) State that the public agency is an Associate Member of the Authority.
- b) Specify that the purpose of the Associate Membership Agreement is (i) to facilitate cooperation between fire department agencies to carry out the stated purposes of the Authority; and (ii) to contribute fire department personnel or facilities, who or that shall remain under the general direction and control of the respective Associate Member agency to which they or it belongs, to the Authority to assist in carrying out the activities of the Authority.
- c) Restrict the powers and obligations of such Associate Member public agency with respect to the Authority to those enumerated in this Article 4;
- d) Specify that such public agency shall not have the power to: (i) vote on any action to be taken by the Authority; or (ii) appoint a Director to the Board;
- e) Specify the fees, if any, to be charged such public agency for its participation in the Authority; and
- f) Specify to what extent, if any, the Associate Member may share in asset distributions.

4.03. Approval of Associate Membership Agreements. In determining whether to approve an Associate Membership Agreement with a public agency which proposes to be an Associate Member, the Board may take into account any criteria deemed appropriate to the Board.

ARTICLE 5 POWERS

5.01 The Authority shall possess in its own name all powers granted to it by law, including, but not limited to, any powers common to the Members, and the following enumerated powers:

- a) To make and enter into, in its own behalf and not on behalf of the individual Members, contracts consistent with this Agreement, including, but not limited to, contracts to retain or provide services, contract to permit others to use facilities, rent out facilities, and to purchase, lease, or dispose of equipment or supplies.
- b) To acquire by purchase or lease, hold, and dispose of property, real and personal.
- c) To receive gifts, contributions, and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, entities, Members, and any governmental entity, in accordance with applicable laws, including applicable Los Angeles County Conflict of Interest Code and State conflict of interest laws.
- d) To sue and be sued in its own name.
- e) To apply for, accept, and receive appropriate grants, loans, and other assistance under any Federal, State, or local programs for assistance in developing any of its programs or providing services to other public entities.
- f) To issue bonds and to otherwise incur debts, liabilities and obligations, provided that no such bond, debt, liability or obligation shall constitute a debt, liability or obligation of the individual respective Members.
- g) Apply for, accept, and receive all licenses and permits from any federal, state, or local public agency.
- h) To appoint committees and adopt rules, regulations, policies, Bylaws, and procedures governing the operation of the Authority.
- i) To add Members or Associate Members to the Authority as approved by the Authority Board of Directors and the existing Members as provided herein.
- j) To appoint/hire officers, employees, agents, or consultants and adopt personnel rules and policies governing officers and employees.
- k) To reimburse Members for overtime expenditures of a Member's contributed personnel who is/are assigned to assist in carrying out the activities of the Authority as directed by the Executive Director of the Authority and approved by the Executive Committee in accordance with Section 13.06 of this Agreement. Such overtime expenditures, if any, shall be paid in accordance with all applicable State and Federal laws, including the Fair Labor Standards Act.

- l) To purchase equipment with prior approval by the Executive Director and pursuant to the Board's purchasing policy.
- m) To assign personnel contributed from the Members or Associate Members to positions that fulfill the needs of the Authority, who shall remain under the general direction and control of the respective Member or Associate Member agency to which such personnel belong.
- n) To invest, or cause to be invested, and manage, or cause to be managed, Authority funds, by and through the Treasurer, in accordance with State law.
- o) To obtain all types of insurance as may be necessary to cover the liabilities of the Authority or its Members as determined by the Board.
- p) To exercise such other powers and authority as are necessary and proper to carry out its functions herein, and as provided in the Act or otherwise permitted by law.

5.02 Pursuant to Government Code Section 6509, the powers of the Authority shall be exercised in accordance with the Act, and shall be subject to the restrictions upon the manner of exercising such powers that are imposed upon the El Segundo Fire Department.

5.03 Each Member expressly retains all rights and powers to finance, plan, develop, construct, equip, maintain, repair, manage, operate, and control equipment, facilities, properties, projects, and information that it deems in its sole discretion to be necessary or desirable for its own fire protection needs, and that are authorized by the laws governing it. This Agreement shall not be interpreted, and the Authority created herein, shall not have the power to impair or control any of the Members' respective rights, powers, or title to such equipment, facilities, properties, information, and projects, nor shall any Member be required to provide additional personnel, equipment, or services to the Authority than as provided in this Agreement, without the written consent of the Member.

5.04 Each Member expressly retains all rights and powers to use other funds or funding sources to finance, plan, develop, construct, equip, maintain, repair, manage, operate, and control equipment and facilities for their fire protection and safety needs.

ARTICLE 6 ORGANIZATION

6.01 Composition of Board. The Authority shall be governed by the Board of Directors, which shall be composed of the Fire Chief of each member agency. Each Director may designate an alternate to act in his/her place on the Board, provided the alternate is a person at executive command rank. Each Member shall provide a written designation of its Director representative to the Authority. The Board shall maintain a list of all current Members in good standing who serve on the Board. The Board of Directors may allow for an alternate of

the designated representative to the Authority in accordance with the Bylaws of the Authority.

6.02 Termination of Status as Director. A Director shall be removed from the Board of Directors upon the occurrence of any one of the following events:

- a) The withdrawal or removal of the appointing Member from the Authority;
- b) The death or resignation of the Director, in which case the appointing Member will provide a replacement Director;
- c) The Authority's receipt of written notice from the Member that the Director appointed by that Member is no longer qualified; or
- d) The Board by at least a two-thirds (2/3) vote of the entire Board determines to remove a Director, in which case the appointing Member will provide a replacement Director.

6.03 Compensation. Directors and their alternates, if any, are not entitled to compensation by the Authority. The Board of Directors may authorize reimbursement of expenses incurred by Directors in the performance of services for the Authority where such expenses are not paid by the appointing Member.

6.04 Powers of Board. The Board of Directors shall have the following powers and functions:

- a) Except as otherwise provided in this Agreement, the Board shall exercise all powers and conduct all business of the Authority, either directly or by delegation to other bodies or persons. The primary objective of the Board is to establish overall policy and strategy. As such, the Board may adopt and amend Bylaws or other guidelines setting forth policies and procedures for the operation of the Authority and for the exercise of the Board's powers granted herein.
- b) The Board may form an Executive Committee, as provided in Article 8. The Executive Committee may exercise all powers or duties of the Board, except (i) the adoption of the Authority's annual budget or any amendments thereto, (ii) the adoption of the Bylaws or any amendments thereto, and (iii) the issuance of bonded debt, which powers are expressly reserved to the Board. All actions by the Executive Committee shall be subject to review, and approval, modification, or disapproval, by the Board at its discretion.
- c) The Board may form, as provided in Article 10, such other advisory committees as it deems appropriate or it may delegate such power to the Executive Committee in the Bylaws or by resolution of the Board. The membership of any such other committee may consist in whole or in part of persons who are not Directors of the Board.
- d) The Board shall cause to be prepared, and shall review, modify as necessary, and adopt the annual operating budget of the Authority. To the extent that the

budget includes funding by Members, such funding is subject to approval by the governing bodies of those Member agencies. Adoption of the budget may not be delegated.

- e) The Board shall receive, review and act upon periodic reports and audits of the funds of the Authority, as required under Articles 10 and 13 of this Agreement, including contracting with a certified public accountant for an annual audit of accounts, records, and financial affairs of the Authority as necessary or required.
- g) The Board shall have such other powers and duties as are reasonably necessary to carry out the purposes of the Authority including but not limited to making and entering into contracts; employing agents and employees; acquiring, holding, and disposing of property; incurring debts, liabilities or obligations necessary for the operation of the Authority; receiving, accepting and expending or disbursing funds, by contract or otherwise, for purposes consistent with the provisions hereof; adopting contracting and purchasing rules and regulations, internal financial controls, personnel rules and regulations, maintaining at all times a complete and accurate system of accounting for all funds of the Authority, and similar rules and regulations consistent with State law governing public agencies.
- h) Adopt any rules, regulations, and policies as may be required for meetings, the conduct of meetings, and the orderly operation of the Authority.

ARTICLE 7 MEETINGS OF THE BOARD OF DIRECTORS

7.01 Regular Meetings. The Board of Directors shall hold at least two (2) regular meetings each year. The Board of Directors shall fix by resolution or in the Bylaws the date upon which, and the hour and place at which, each regular meeting is to be held. Meetings of the Board of Directors, Executive Committee, and any other "legislative body" of the Authority, as that term is defined in Section 54952 of the California Government Code, shall be called, noticed, and conducted in accordance with the Ralph M. Brown Act, Section 54950 et seq. of the California Government Code.

7.02 Minutes. The Authority shall have minutes of each regular, adjourned regular, and special meetings kept by the Secretary. As soon as practicable after each meeting, the Secretary shall forward to each Board member a copy of the minutes of such meeting.

7.03 Quorum. A majority of all members of the Board and the Executive Committee, respectively, is a quorum for the transaction of business. A vote of the majority of a quorum at a meeting of the Board or the Executive Committee is sufficient to take action unless otherwise provided in the Bylaws; except that a majority of all members of the Board is required in order to take action on: (i) the adoption of the Authority's annual budget and any amendment(s) thereto, (ii) the adoption of the Bylaws and any amendment(s) thereto, and (iii) the issuance of any bonded debt of the Authority. However,

less than a quorum may adjourn from time to time but may not take action on matters before the Board or Executive Committee.

7.04 Voting. Each Director of the Board shall have one vote.

ARTICLE 8 EXECUTIVE COMMITTEE

8.01 As set forth in Section 6.04 above, the Board may establish an Executive Committee which shall consist of no less than three (3) Directors selected from the Board. The Board will determine the number of Directors to serve on the Executive Committee. The Executive Committee will include the Chair of the Authority designated pursuant to Article 9. Except as otherwise provided herein, the composition, the terms of office of the Directors serving on the Executive Committee, and the conduct of the Executive Committee shall be as provided in the Bylaws. The Executive Committee shall conduct the business of the Authority between meetings of the Board, exercising all those powers as provided for in Section 6.04(b), or as otherwise delegated to it by the Board.

8.02 Each Director on the Executive Committee, except for the Chair of the Authority, shall be confirmed and approved by the Board of Directors by a majority vote of the entire Board.

8.03 Any vacancy on the Executive Committee shall be filled by the Board within ninety (90) days of the vacancy.

ARTICLE 9 OFFICERS

9.01 The Board shall nominate and elect a Chair, Vice Chair, and Secretary of the Authority, each for a term of two (2) years, from among the Directors at its last meeting of every odd-year Fiscal Year. Each officer shall assume the duties of the respective office upon election. If an officer ceases to be a Director of the Board, the resulting vacancy shall be filled at the next regular meeting of the Board held after the vacancy occurs or at a special meeting of the Board called to fill such vacancy. In the absence or inability of the Chair to act, the Vice Chair shall act as Chair. The Chair shall preside at and conduct all meetings of the Board. The Board may appoint such other officers as it considers necessary and as provided in the Bylaws.

ARTICLE 10 COMMITTEES

10.01 The Board may establish advisory committees as it deems appropriate or it may, in the Bylaws or by resolution, delegate such power to the Executive Committee. Members of committees shall be appointed by the Board or the Executive Committee. Each committee shall have those duties as determined by the Board or the Executive Committee or as otherwise set forth in the Bylaws. Each committee shall meet on the call of its chairperson,

and shall report to the Executive Committee and the Board as directed by the Board or the Executive Committee.

ARTICLE 11
LIABILITY OF BOARD OF DIRECTORS, OFFICERS AND
COMMITTEE MEMBERS

11.01 The members of the Board of Directors, officers and committee members of the Authority shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this Agreement.

11.02 No Director, officer or committee member shall be responsible for any action taken or omitted by any other Director, officer or committee member. No Director, officer or committee member shall be required to give a bond or other security to guarantee the faithful performance of his or her duties pursuant to this Agreement.

11.03 The Authority may acquire and maintain insurance protection as is necessary to protect the interest of the Authority and its Members in its administration of the Authority in accordance with Article 14 below.

ARTICLE 12
STAFF

12.01 Principal Staff. The following staff members shall be appointed by and serve at the pleasure of the Executive Committee:

- a) Executive Director. The Executive Director shall administer the daily business and activities of the Authority, subject to the general supervision and policy direction of the Board and the Executive Committee; shall be responsible for all minutes, notices and records of the Authority; shall administer all contracts; may enter into contracts within authority set by the Board or Executive Committee, and shall perform such other duties as are assigned by the Board or Executive Committee. The Executive Director may be a contractor or an employee of one of the Members or Associate Members of the Authority and shall have obtained senior fire department management rank that will provide a range of operational capability to the Authority.
- b) Legal Counsel. With the approval of the majority of the Board, legal counsel shall be appointed to serve as general counsel ("General Counsel") to the Authority.

12.02 Support Staff. Subject to the approval of funding in the Authority's budget and to the general supervision and direction of the Board and Executive Committee, the Executive Director shall provide for the appointment of such other staff as may be necessary for the administrative support of the Authority, which staff shall be employees of the Authority. Upon mutual agreement, a Member may provide supplemental administrative support services in exchange for reimbursement by the Authority, or as a contribution credit for

services. Administrative personnel of a Member performing these functions remain employees of the contributing Member, and are not employees of the Authority.

12.03 Treasurer and Controller. Pursuant to Section 6505.5 and 6505.6 of the Act, the finance director and finance manager from an original member agency will be selected and designated as the Treasurer and Controller, respectively, of the Authority. The Treasurer and the Controller shall be employees of the same Member. The Treasurer shall be the depository and have custody of all funds of the Authority. The Controller shall assure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of the Authority. The Treasurer and Controller shall have the duties and obligations set forth in Section 6505, 6505.1, and 6505.5 of the Act, as those sections may be amended from time to time. To the extent permitted by the Act, the Board of Directors may change the Treasurer and Controller of the Authority to any person or entity that is authorized by the Act to occupy such offices.

12.04 Compensation. With the exception of the appointing Member for work performed by the designated Treasurer and Controller, per a written agreement approved by the Board of Directors for financial services, there shall be no direct compensation paid by the Authority to any individuals contributed by a Member or Associate Member agency to serve in the capacity as an officer of the Authority, such as the Executive Director, General Counsel, or any other individuals who are employed by a Member or Associate Member agency and contributed to the Authority under this Article 12, unless direct reimbursement is otherwise authorized pursuant to Section 12.02 or Section 13.06 of this Agreement.

12.05 Personnel Contributed by Members. Participating personnel (both sworn and non-sworn) assigned to the Authority by a Member or Associate Member shall not be considered employees or contractors of the Authority for any purpose. Such personnel shall during the period of assignment remain employees of the assigning Members or Associate Members.

ARTICLE 13 BUDGET, OPERATING FUNDS, AND AUDITS

13.01 Annual Budget. The Executive Director will prepare and submit to the Board of Directors in sufficient time for revision and adoption prior to July 1 of each year, the annual budget of the Authority for the next succeeding Fiscal Year.

13.02 Disbursement of Funds. The Executive Director or his/her designee shall cause to have warrants drawn for the payment of funds or disbursements and such requisition for payment in accordance with rules, regulations, policies, procedures, and Bylaws adopted by the Board. The Executive Director may apply for, receive, and use credit cards for the sole purpose of conducting Authority business in accordance with applicable written rules and regulations.

13.03 Accounting. All funds received by the Authority shall be placed in the custody of the Treasurer. These funds shall be given object accounts, and the receipt, transfer, or disbursement of such funds during the term of this Agreement shall be accounted for by the

Controller in accordance with generally accepted accounting principles applicable to governmental entities. There shall be strict accountability of all funds by the Controller. All revenues and expenditures shall be reported by the Controller to the Executive Committee on a quarterly basis, unless otherwise required by the Board of Directors.

13.04 Approval of Expenditures. All expenditures within the approved budget shall be made upon the approval of the Executive Director in accordance with the rules, policies, and procedures adopted by the Board

13.05 Records and Audit. The Controller shall cause to be kept accurate and correct books of account showing in detail all financial transactions of the Members relating to the Authority, which books of account shall correctly show any receipts and also any costs, expenses, or changes paid or to be paid to a Member. These books and records of the Authority in the hands of the Controller shall be open to inspection at all times during normal business hours by any representative of a Member, or by any accountant or other person authorized by a Member to inspect the books of records. The Controller shall cause the books of account and other financial records of Authority to be audited annually, or biennially if so authorized by the Board of Directors, by an independent certified public accountant and any cost of the audit shall be paid by the Authority. The minimum requirements shall be those prescribed by the State Controller under California Government Code section 26909 and in conformance with generally accepted auditing standards. The annual audit, or biennial as the case may be, shall be submitted to the Board of Directors and the Executive Committee when completed.

13.06 Compensation of Contributed Personnel. All participating personnel contributed and assigned to the Authority by a Member or Associate Member shall have their salary, benefits, and overtime, if any, paid by the respective Member or Associate Member. The Authority may, but is not obligated to, reimburse a Member or Associate Member for expenses, or for the overtime of employees or for salary, benefits, and overtime of employees contributed for administrative support as authorized by Section 5.01(k) and Section 12.02, respectively and as approved by the Executive Director. It shall be the responsibility of the Authority to institute an auditing system wherein the hours worked by each individual will be documented and reported on a weekly basis for submission in a timely manner to the individual's contributing agency.

ARTICLE 14 INDEMNIFICATION AND INSURANCE

14.01 Obligations of the Authority. The debts, liabilities and obligations of the Authority ("Authority Obligations") shall be the debts, liabilities and obligations of the Authority alone. Authority Obligations shall not constitute debts, liabilities, and obligations of any individual Member, and the Members shall have no liability therefore.

14.02 Contributed Member Employees. The Members acknowledge that each Member may be contributing and assigning its own personnel to a cooperative pool of personnel to provide service to the Authority. Each such contributing Member shall be solely responsible for and

retain all debts, liabilities, and other obligations for all activities of its employees while acting in the course and scope of their assignment to the Authority, and shall maintain sufficient insurance coverage, as determined by the Member, in effect at all times to cover any such claim, loss, liability, or obligation, or otherwise provide for payment of such liability. Members may elect to self-insure any insurance obligation under this Agreement.

14.03 Member Indemnity for General Liability of Contributed Employee. Each Member shall protect, defend, indemnify, and hold free and harmless the Authority and the other Members, their respective elected and appointed boards, officials, officers, agents, volunteers, and employees from and against any and all liabilities, damages, loss, cost, claims, expenses, actions, or proceedings of any kind or nature caused by an employee of the Member who is performing Authority primary or support functions, including, but not by way of limitation, injury or death of any person, injury or damage to any property, including consequential damages and attorneys' fees and costs, resulting or arising out of or in any way connected with the alleged willful or negligent acts or omissions in the course and scope of carrying out their responsibilities in the performance of their duties to the Authority and for which each Member shall maintain sufficient liability coverage, pooled self-insurance coverage, or a program of self-insurance, which includes coverage for contractual promises to indemnify, in effect at all times as determined by the Board of Directors, to cover any such damage claim, loss, cost, expense, action, proceeding, liability, or obligation.

14.04 Member Indemnity for Workers Compensation Liability of Contributed Employee. Each Member shall fully indemnify and hold harmless the Authority and each other Member, its officers, employees and agents, from any claims, losses, fines, expenses (including attorneys' fees and court costs or arbitration costs), costs, damages or liabilities arising from or related to (1) any workers' compensation claim or demand or other workers' compensation proceeding arising from or related to, or claimed to arise from or relate to, employment which is brought by an employee of the respective agency or any contract labor provider retained by the public agency, or (2) any claim, demand, suit or other proceeding arising from or related to, or claimed to arise from or relate to, the status of employment (including without limitation, compensation, demotion, promotion, discipline, termination, hiring, work assignment, transfer, disability, leave or other such matters) which is brought by an employee of the fire department agency or any contract labor provider retained by the fire department agency.

14.05 Risk Management. The Authority shall employ the principles of sound risk management in its operations. Risks of loss shall be identified, evaluated, and treated in a manner that protects the Authority and each Member from adverse financial consequences. This may be accomplished in part through the purchase of appropriate commercial insurance. The Board of Directors may designate a Risk Manager from one of the Members (the "Authority Risk Manager") who shall act in an advisory capacity to the Board to provide guidance in the area of risk management, loss control, insurance procurement, and claims management. The Authority Risk Manager or his/her designee will be responsible for maintaining the original insurance policies and other risk management and insurance documents.

14.06 Authority Indemnity of Members. The Authority shall protect, defend, indemnify, and hold free and harmless the Members, their respective elected and appointed boards, officials, officers, agents, volunteers, and employees, and the individual Chair, Vice Chair, and Secretary, from and against any and all liabilities, damages, loss, cost, claims, expenses, actions, or proceedings of any kind or nature caused by staff employed by the Authority hired pursuant to Section 12.02 including, but not by way of limitation, injury or death of any person, injury or damage to any property, including attorney's fees and costs, resulting or arising out of or in any way connected with the alleged willful or negligent acts or omissions in the course and scope of carrying out their responsibilities in the performance of their duties to the Authority. This provision of indemnify shall not be construed to obligate the Authority to pay any liability including, but not limited to, punitive damages, which by law would be contrary to public policy or itself unlawful.

ARTICLE 15 MEMBER RESPONSIBILITIES

15.01 Each Member shall have the following responsibilities:

- a) To appoint its Director, or alternate as may be allowed, to or remove from the Board as set forth in Article 6.
- b) To consider proposed amendments to this Agreement as set forth in Article 18.
- c) To make contributions in the form of membership premiums, assessments, and fees, if any, in accordance with the Bylaws and as determined by the Board, for the purpose of defraying the costs of providing the annual benefits accruing directly to each party from this Agreement. Any such contributions are subject to approval by the governing bodies of Member agencies from whom such contributions are sought.
- d) To provide to the Authority such other information or assistance as may be necessary for the Authority to carry out fire protection or safety programs as determined by the Board.

ARTICLE 16 ADMISSION AND WITHDRAWAL OF PARTIES

16.01 Public agencies with fire departments and federal and California fire agencies may become Members of the Authority upon approval and execution of this Agreement and under such terms and conditions as are determined by the Bylaws and upon approval of the Board.

16.02 The Authority shall file a notice of this Agreement within 30 days of its Effective Date with the office of the California Secretary of State, as required by California Government Code Sections 6503.5 and 6503.6. Upon any change in membership, the Authority shall file a notice of such change of membership within 10 days of its Effective Date with the Secretary of State and with the county clerk of each county in which the Authority maintains an office, as required by California Government Code Section 53051.

16.03 Members may withdraw from the Authority in accordance with the following procedures and conditions:

- a) A Member may withdraw as provided and in accordance with Section 3.02 of this Agreement.
- b) After the expiration of the period provided in Section 3.02, a Member may withdraw as follows:

(1) Effective Date of Withdrawal for a Member or Associate Member. Such withdrawal shall become effective sixty (60) days following the giving of written notice of withdrawal of participation by any Member or Associate Member agency to the Executive Director.

(2) Disposition of Monetary Contributions Upon Withdrawal. Upon the withdrawal of a Member or Associate Member, that agency will be entitled to a pro-rata return of monetary contributions or payments it made to the Authority that have not been expended by the Authority as of the effective date of the Member's or Associate Member's withdrawal. The pro-rata return shall be calculated by taking the total monetary contributions or payments made by the then-existing Members and that have not been expended, encumbered, or contractually obligated by the Authority as of the effective date of the withdrawal, and dividing it by the number of then-existing Members. Such allocation shall be reduced by the amount of any delinquent fees or assessments owed by the Member or Associate Member. Each withdrawing or terminating Member acknowledges and agrees that it is not entitled to and has no rights to a return or share of any property, supplies, equipment, or other interests of the Authority, except as set forth in this Section or as otherwise approved by a majority of the Board.

16.04 The Board of Directors may terminate membership of any Member or Associate Member for any or no reason upon majority vote of the entire Board, upon the effective date set by the Board.

16.05 Upon any withdrawal or involuntary termination of a Member, the Member shall remain responsible and liable for any claims, demands, damages, or liability arising from the Member's membership in the Authority before the effective date of its withdrawal or involuntary termination of membership from the Authority. A Member shall not be responsible or liable for any claim, demand, damage, or liability arising after the effective date of its withdrawal or involuntary termination of membership from the Authority. The Authority may withhold funds otherwise owing to the Member or require the Member to deposit sufficient funds, as determined by the Board, to cover the Member's contingent responsibility for the foregoing claim, demand, damage, or liability.

ARTICLE 17
DISSOLUTION AND DISPOSITION OF ASSETS

17.01 Except as provided herein, the Members agree that all supplies and equipment purchased by the Authority shall be owned and controlled by the Authority as its sole and separate property and not as property of any Member.

17.02 The Authority shall continue to exist and exercise the powers herein until the Authority is terminated and dissolved by a vote of two-thirds of the entire Board of Directors; provided, however, that no such dissolution shall be complete and final until the Authority has satisfactorily disposed of all financial obligations and claims, distributed all assets, and performed all other functions deemed necessary by the Board to conclude the affairs of the Authority.

17.03 Termination shall occur upon:

- a) The written consent of two-thirds of the Board of Directors; and
- b) Full satisfaction of all outstanding financial obligations of the Authority; and
- c) All other contractual obligations of the Authority have been satisfied.

17.04 In the event of such termination of the Authority, any funds remaining following the discharge of all debts and obligations shall be disposed of by distribution to each Member who is on the Board immediately prior to the termination of the Authority, a share of such funds proportionate to the contribution made to the Authority by the Member which have accrued during its participation, to the extent determined by the Board in its sole discretion to be fair and equitable and consistent to the distribution of assets as specified in the Bylaws.

17.05 Notwithstanding any other provisions of the Agreement, the Members agree to abide by the following procedure for selling of equipment in the event the Agreement is terminated. The equipment shall be given a fair market value by an appraiser agreed upon by the Board. Before the equipment is sold on the open market, each Member shall have the right to purchase the equipment at a price and under terms as agreed upon by the Board which may include a financing arrangement for the purchaser to allow for a transition period after the termination of this Agreement. If an agreement cannot be reached concerning a purchase of the equipment, then it shall be sold on the open market. Proceeds from the sale of equipment upon termination of the Agreement shall be distributed to the Members in a manner consistent with the distribution of assets as provided in the Bylaws, and any modifications to that formula adopted by the Board.

ARTICLE 18
MISCELLANEOUS

18.01 Amendments. This Agreement may be amended with the majority approval of the Members; provided, however, that no amendment may be made that would adversely affect the

interests of the owners of bonds, letters of credit, or other financial obligations of the Authority. The Executive Director shall file a notice of the amendment to this Agreement within 30 days of its effective date with the office of the California Secretary of State, as required by California Government Code Sections 6503.5 and 6503.6.

18.02 Notices. Any notice required or permitted to be made hereunder shall be in writing and shall be delivered in the manner prescribed herein at the principal place of business of each party. The party may give notice by:

- Personal delivery;
- E-mail;
- U.S. Mail, first class postage prepaid;
- Facsimile; or,
- Any other method deemed appropriate by the Board.

At any time, by providing written notice to the other parties to this Agreement, any party may change the place, facsimile number, or e-mail for giving notice. All written notices or correspondence sent in the described manner will be deemed given to a party on whichever date occurs earliest:

- The date of personal delivery;
- The fifth business day following deposit in the U.S. mail, when sent by "first class" mail; or,
- The date of transmission, when sent by e-mail or facsimile.

18.03 Effective Date. This Agreement shall be effective at such time as provided in Section 3.01.

18.04 Conflicts of Interest. No official, officer or employee of the Authority or any Member shall have any financial interest, direct or indirect, in the Authority. Nor shall any such officer or employee participate in any decision relating to the Authority that affects his or her financial interests or those of a corporation, partnership, or association in which he or she is directly or indirectly interested, in violation of any State law or regulation. The Authority shall be subject to a Los Angeles County Conflict of Interest Code, as adopted by the Board of Supervisors, and must comply with all filing and other requirements as set forth therein and in State law.

18.05 Dispute Resolution and Arbitration. Disputes regarding the interpretation or application of any provision of this Agreement shall first, to the extent reasonably feasible, be resolved by and between any Members, or by and between any such Member and the Authority, through consultation between the parties. In the event the parties cannot resolve their dispute, then the Executive Committee shall form a subcommittee of three non-interested, objective Members of the Executive Committee who may resolve the dispute.

In the event the dispute cannot be resolved by the subcommittee of the Executive Committee, as provided hereinabove, the parties to the dispute agree to resolve the matter through non-binding mediation by a mediator to be mutually selected by the disputing parties.

In the event the dispute is not resolved by mediation, the dispute shall be resolved by binding arbitration. The parties shall submit such dispute for binding arbitration in Los Angeles County, California, before an arbitrator selected from Judicate West (or if it no longer exists, from the American Arbitration Association (AAA), or if that no longer exists, from JAMS, or if that no longer exists, from a similar arbitration organization.) Arbitration will be conducted in accordance with Judicate West's, or other chosen arbitration organization's, then current rules related to commercial arbitration. Judicate West's Commercial Arbitration Rules can be found at: <https://www.judicatewest.com/Services/DisplayPDF/127> .

The parties shall have all rights for depositions and discovery as provided under the rules of the selected arbitration organization. The arbitrator shall apply California law to the proceeding. The arbitrator shall have the power to grant all legal and equitable remedies including provisional remedies and award compensatory damages provided by law, but the arbitrator may not order relief in excess of what a court could order. The arbitrator shall prepare and provide the parties with a written award including factual findings and the legal reasoning upon which the award is based. The arbitrator may award the prevailing party all reasonable attorneys' fees, expert witness fees, and other litigation expenses, expended or incurred in such arbitration or litigation, unless the laws related to the claim that the party prevailed on preclude a court from awarding attorneys' fees and costs to the prevailing party. Any court having jurisdiction may enter judgment on the award rendered by the arbitrator, or correct or vacate such award as provided by applicable law. The parties understand that by agreeing to binding arbitration, they are giving up the rights they may otherwise have to trial by a court or a jury and all rights of appeal, and to an award of punitive or exemplary damages.

18.06 Partial Invalidity. If any one or more of the terms, provisions, sections, promises, covenants or conditions of this Agreement shall to any extent be adjudged invalid, unenforceable or void for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, sections, promises, covenants and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

18.07 Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors of the Members hereto.

18.08 Assignment. No Member may assign any right, claim or interest it may have under this Agreement, and no creditor, assignee or third party beneficiary of any Member shall have any right, claim, or title to any part, share, interest, fund or asset of the Authority.

18.09 Governing Law. This Agreement is made and to be performed in the County of Los Angeles, State of California, and as such California substantive and procedural law shall apply.

18.10 Headings. The section headings are for convenience only and are not to be construed as modifying or governing the language of this Agreement.

18.11 Counterparts. This Agreement may be executed in counterparts. Each executed counterpart shall have the same force and effect as an original instrument and as if all Members had signed the same instrument.

18.12 Execution. The legislative body or governing body of each Member enumerated herein have each authorized execution of this Agreement, as evidenced by the authorized signatures below, respectively. A Member's signature to this Agreement is not valid until its legislative or governing body has authorized execution of this Agreement.

18.13 Entire Agreement. This Agreement, supersedes any and all other agreements or representations, whether oral or written, between the parties hereto with respect to the subject matter hereof and contains all of the covenants and agreements between the parties with respect to any matter, and each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement or modification of this Agreement shall be effective only if executed in writing and signed by the Authority and all Members.

18.14 Recitals. The above recitals are true and correct and are incorporated in this Agreement by this reference.

IN WITNESS WHEREOF, each Member has caused this Agreement to be executed and attested by its proper officers thereunto duly authorized, its official seals to be hereto affixed, as follows:

City of Manhattan Beach Fire Department Authorization
for Membership in the Los Angeles County Regional Training Group

IN WITNESS WHEREOF, City of Manhattan Beach Fire Department, by Resolution 18-XXX of its City Council has caused this Joint Powers Agreement to be executed on its behalf by the Bruce Moe, City Manager, and attested by Liza Tamura, City Clerk, as of the date so executed below.

City: _____

City of Manhattan Beach,
a California municipal corporation

By: _____

Name: Bruce Moe
Title: City Manager

RTG Authority

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: Liza Tamura
Title: City Clerk

APPROVED AS TO FORM:

By: _____

Name: Quinn M. Barrow
Title: City Attorney

APPROVED AS TO CONTENT:

By: _____

Name: Steve Charelian
Title: Interim Finance Director

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Mark Leyman, Director of Parks and Recreation
Martin Betz, Cultural Arts Manager

SUBJECT:

Request from the Cultural Arts Commission to Discuss the “Art in the Park” Event Proposal (Parks and Recreation Director Leyman).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council discuss and provide direction on the request from the Cultural Arts Commission to discuss the “Art in the Park” event proposal.

FISCAL IMPLICATIONS:

There are no fiscal implications at this time, as this is a request to discuss the item. If the City Council approves the item for discussion, the Commission will bring forward recommendations for City Council consideration. The Cultural Arts Commission projects that the “Art in the Park” event would cost approximately \$20,000-\$30,000 and could be appropriated from the Public Arts Trust Fund. As of October 4, 2018, the fund has an allocated balance of \$288,779 and an unallocated balance of \$1,134,587.

BACKGROUND:

Arts in the Park is a one-day event designed to introduce many different art forms and arts organizations to the community of Manhattan Beach. The event would feature 20-30 booths from different arts organizations that service the community. All of the featured organization will be from the Beach Cities, with a few located in El Segundo and Torrance. Each organization will feature their programs and services, give demonstrations and host an interactive art workshop. (A large percentage of the project budget will be designated to provide the materials for the art workshops).

DISCUSSION:

The City Council approved the Cultural Arts Commission Work Plan at the June 4, 2018 City Council meeting. However, the Boards and Commissions Handbook provides an option to add an item to the work plan (page 18, work plan section):

“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 placed on the consent calendar of City Council meetings requesting to approve discussion of the new Work Plan initiative.”

Consistent with the Boards and Commission Handbook, the Cultural Arts Commission is requesting permission to place this discussion item on a future Commission agenda and potentially present a recommendation for future City Council consideration.

PUBLIC OUTREACH/INTEREST:

Preliminary discussions and a PowerPoint presentation of the concept was presented at the September 24, 2018, Cultural Art Commission meeting.

LEGAL REVIEW

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

Attachments:

1. Memo - Cultural Arts Commission Request
2. PowerPoint Presentation

October 11, 2018

MEMO

TO: Honorable Mayor and City Council

FROM: Martin Betz on behalf of the Cultural Arts Commission

RE: Art in the Park proposal

At the September 24, 2018 meeting of the Cultural Arts Commission (CAC), Commissioner Betsy Rubino presented a proposal to develop an *Arts in the Park* program that the CAC would organize and sponsor. The *Arts in the Park* concept involves the solicitation of Beach Cities, El Segundo and Torrance-based arts organizations to sponsor booths and present workshops, interactive performances and disseminate information on their particular areas of expertise. These workshops will encompass the visual and performing arts and include disciplines ranging from painting and theater, to Ballet and Hip Hop. Each booth will be provided with materials to host an interactive workshop. In addition, schools in the Manhattan Beach Unified School District, as well as private schools serving Manhattan Beach, will be invited to share their programs.

Currently the proposed location is Polliwog Park with a proposed timeframe of May 2019. *Arts in the Park* calls for 20 -30 participant organizations and will be a one day event with a budget of between \$20,000-30,000 dollars. The hope is to make this an annual event to highlight arts programs available to residents of Manhattan Beach.

The Commission requests permission to pursue these discussions and ultimately present a proposal to the City Council.

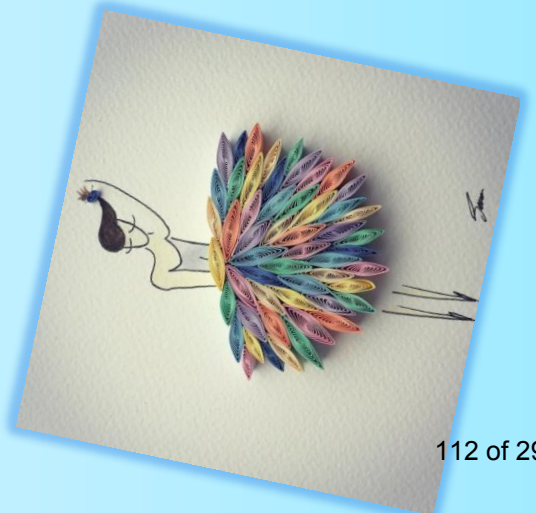
Thank you,

Martin Betz
Cultural Arts Manager

MANTHAN BEACH CULTURAL ARTS
COMMISSION

presents

ARTS AND CRAFTS FAIR



CONCEPT:

Reaching out to engage our Manhattan Beach Community

- **Provide Visual and Performing Arts hands-on experience to the residents, young and old, of Manhattan Beach.**
- **A community gathering where artists share their talents and craft by providing interactive demonstrations.**

Imagination is the source of every
form of human achievement.

- Sir Ken Robinson

*Sir Ken Robinson, "Bring on the
Learning Revolution." TEDx*



WHO

- All Manhattan Beach schools will be invited to participate
- Beach Cities arts organizations and businesses (including Torrance and El Segundo)
- Priority will be given to Manhattan Beach entities

LOGISTICS

- **Time: 10AM-3PM**
- **Booths scattered through an area of polliwog park-**
- **Community Arts Org. and MB schools will host booths**
- **Each booth will provide a hands-on, interactive, arts experience (visual arts, dance, theater, music)**
- **Food will be served**











STEM
SAN FERNANDO
INSTITUTE FOR APPLIED MEDIA
Maker Space

APPROX. BUDGET- \$33,000

Art Materials	\$10,000
Decorative supplies	500
T-Shirts	700
Hospitality	400
Print Advertising	3,000
Posters/Flyers	200
Postcards	100
Misc. Printing	50
Street Banners (2)	2,000
Day-of Signage	1,500
Event Swag	500
Security	1,000
Porter Service	2,000
Staging	2,000
Staffing	5,000
Sound	3,000
Program	500

TOTAL 32,450

WHO AND THE NITTY GRITTIES

COMMITTEE CREATED

2-3 Arts Commissioners

3 Community Representatives

NEXT STEPS

Approval to discuss

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Anne McIntosh, Community Development Director
Nhung Madrid, Senior Management Analyst

SUBJECT:

Second Reading and Adoption of Ordinance Nos. 18-0022 and 18-0023 Amending the Manhattan Beach Municipal Code (MBMC) and Local Coastal Program (LCP) related to the Regulation of (a) Banks, Catering Services, Offices (Business and Professional), Communication Facilities, Veterinary Services and Optometrists; and (b) Retail Store Sales Floor Area, in the Downtown Commercial (CD) Zone; Adoption of Resolution No. 18-0148 Transmitting Local Coastal Program Code Amendments to the California Coastal Commission (Community Development Director McIntosh).

a) ADOPT ORDINANCE NOS. 18-0022 AND 18-0023

b) ADOPT RESOLUTION NO. 18-0148

RECOMMENDATION:

Staff recommends that the City Council:

1. Waive further reading and adopt Ordinance No. 18-0022 and Ordinance No. 18-0023 to: (a) Regulate Banks, Catering Services, Offices (Business and Professional), Communication Facilities, Veterinary Offices and Optometrists; and (b) Restrict Retail Store Sales Floor Area, in the Downtown Commercial (CD) Zone; and
2. Adopt Resolution No. 18-0148 authorizing the submission of Ordinance No. 18-0023 to the California Coastal Commission.

FISCAL IMPLICATIONS:

There are no fiscal impacts associated with the adoption of the above referenced ordinances or resolution.

BACKGROUND / DISCUSSION:

After conducting a duly noticed public hearing on October 16, 2018, the City Council voted 4-1 (Mayor Napolitano, voted no) to introduce Ordinance No. 18-0022, as amended and Ordinance No. 18-0023, as amended. Ordinance No. 18-0022 (and its companion Local Coastal Program Amendment Ordinance No. 18-0023): regulate the following uses in the Downtown Area: banks, catering services, business and professional offices, communication facilities, veterinary services and optometrists; and restrict retail store sales floor area. Prior to first reading, the ordinances were amended to allow outdoor dining on the second floor of restaurants with a use permit, subject to development standards, and locational and operational requirements. Mayor Napolitano wanted to maintain the current prohibition on outdoor dining on the second floor.

Staff recommends that the City Council waive further reading and adopt Ordinance No. 18-0022 and Ordinance No. 18-0023 related to land use regulations in the CD Zone, and adopt Resolution No. 18-0148 authorizing the submission of Ordinance No. 18-0023 to the California Coastal Commission.

LEGAL REVIEW

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

Attachments:

1. Ordinance No. 18-0022
2. Ordinance No. 18-0023
3. Resolution No. 18-0148

ORDINANCE NO. 18-0022

AN ORDINANCE OF THE CITY OF MANHATTAN BEACH AMENDING MUNICIPAL CODE SECTION 10.16.020, TO REGULATE THE FOLLOWING USES IN THE DOWNTOWN COMMERCIAL ZONE: (A) BANKS, CATERING SERVICES, OFFICES, COMMUNICATION FACILITIES, VETERINARY SERVICES AND OPTOMETRISTS; AND (B) RETAIL SALES FLOOR AREA

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. After conducting a public hearing on the proposed amendments to the zoning ordinance, the Manhattan Beach Planning Commission recommended that the City Council adopt the proposed regulations. After receiving the recommendation from the Planning Commission, the City Council held a duly noticed public hearing on October 16, 2018, regarding the proposed Zoning Code Amendments.

SECTION 2. The proposed Zoning Code Amendments are consistent with the Manhattan Beach General Plan and implement the following General Plan Goals and Policies:

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

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

Land Use Element Goal LU-6: Maintain the viability of the commercial areas of Manhattan Beach

Land Use Element Goal LU-7: Continue to support and encourage the viability of the Downtown area of Manhattan Beach.

SECTION 3. Municipal Code Section 10.16.020 (land use regulations for the commercial districts) is hereby amended to modify the following land use regulations applicable to the uses listed below in the CD Downtown Commercial Zone:

	CL	CC	CG	CD	CNE	Additional Regulations

Animal Hospitals	-	-	U	L-25	-	
Banks and Savings & Loans	P	P	P	L-26	P	
Communication Facilities	-	P	P	L-27	P	
Offices, Business and Professional	P	P	P	L-24, L-26, L-28	L-24	
Retail Sales	P	P	P	L-29	P	

SECTION 4. The list of additional land use regulations in Municipal Code Section 10.16.020 (land use regulations for the commercial districts) is hereby amended to add the following additional land use regulations applicable to the uses set forth in Section 3 of this Ordinance:

L-25 Animal Hospitals as defined in MBMC 10.08.050 require a Use Permit. Veterinary services, as defined as medical treatment for small animals, is a permitted use on the ground floor provided the proposed facilities are entirely enclosed, soundproofed, and air-conditioned. Overnight boarding is allowed only if associated with the on-site Veterinary services.

L-26 Permitted above ground floor. Use is also permitted if the use exclusively fronts an alley subject to Community Development Director's approval. Other locations require a Use Permit such as ground floor space adjacent to pedestrian areas.

L-27 Permitted above ground floor.

L-28 Optometrist office is permitted in ground floor spaces adjacent to sidewalks and other pedestrian areas provided the Community Development Director finds the optometrist has a substantial retail component. Optometrist office is also permitted above the ground floor.

L-29 In addition to any other applicable regulations regulating square footage or retail floor space, a Use Permit is required for the establishment of any retail use proposed to contain more than 1,600 square feet of sales floor area. For the purposes of this section, "sales floor area" is defined as the total area of a tenant space, measured from the inside walls, excluding rooms or areas that are permanently inaccessible to the public, including but not limited to storage rooms, offices associated with the retain tenant, mechanical rooms, bathrooms, and common areas shared with other tenants in the building.

SECTION 5. Ordinance No. 16-0029 is hereby repealed. This Ordinance No. 18-0022 shall supersede Ordinance No. 18-0019-U upon the effective date of the California Coastal Commission's certification of the Local Coastal Program Amendment that is the subject of Ordinance No. 18-0023.

SECTION 6. CALIFORNIA ENVIRONMENTAL QUALITY ACT EXEMPTION.

The City Council determines that this ordinance is exempt from environmental 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. The adoption of this Ordinance is therefore not a "project" within the meaning of CEQA and is exempt pursuant to CEQA Guidelines Section 15061(b)(3).

SECTION 7. INTERNAL CONSISTENCY. Any provisions of the Municipal Code, or any other resolution or ordinance of the City, to the extent that they are inconsistent with this Ordinance are hereby repealed, and the City Clerk shall make any necessary changes to the Municipal Code for internal consistency. The Council hereby directs the City Clerk to insert the regulations set forth in Section 3 and 4 of this Ordinance in their appropriate locations.

SECTION 8. 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 9. SAVINGS CLAUSE. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any

SECTION 9. SAVINGS CLAUSE. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall constitute a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinance

SECTION 10. CERTIFICATION. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

SECTION 11. EFFECTIVE DATE. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the 31st day after its passage.

ADOPTED on November 6, 2018.

AYES:
NOES:
ABSENT:
ABSTAIN

STEVEN A. NAPOLITANO
Mayor

ATTEST: .

LIZA TAMURA
City Clerk

APPROVED AS TO FORM:



QUINN M. BARROW
City Attorney

ORDINANCE NO. 18-0023

AN ORDINANCE OF THE CITY OF MANHATTAN BEACH AMENDING LOCAL COASTAL PROGRAM SECTION A.16.020, TO REGULATE THE FOLLOWING USES IN THE CD ZONE: (A) BANKS, CATERING SERVICES, OFFICES, COMMUNICATION FACILITIES, VETERINARY SERVICES AND OPTOMETRISTS; AND (B) RETAIL SALES FLOOR AREA

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. After conducting a public hearing on the proposed amendments to the Local Coastal Program, the Manhattan Beach Planning Commission recommended that the City Council adopt the proposed regulations. After receiving the recommendation from the Planning Commission, the City Council held a duly noticed public hearing on October 16, 2018, regarding the proposed Local Coastal Program Amendments.

SECTION 2. The proposed text amendments are consistent with the following Local Coastal Program Policies:

Coastal Locating and Planning New Development Policy II.1: Control Development within the Manhattan Beach coastal zone.

Coastal Locating and Planning New Development Policy II.A.3: Encourage the maintenance of commercial area orientation to the pedestrian.

In addition, this ordinance will enable more visitor serving uses to locate in the downtown area.

SECTION 3. LCP Section A.16.120 is hereby amended to modify the following land use regulations applicable to the uses listed below in the CD Downtown Commercial Zone:

	CL	CD	CNE	Additional Regulations
Animal Hospitals	-	L-25	-	
Banks and Savings & Loans	P	L-26	P	
Communication Facilities	-	L-27	P	
Offices, Business and Professional	P	L-24, L-26, L-28	L-24	
Retail Sales	P	L-29	P	

SECTION 4. The list of additional land use regulations in Local Coastal Program Section A.16.020 (land use regulations for the commercial districts) is hereby amended to add the following additional land use regulations applicable to the uses set forth in Section 3 of this Ordinance:

L-25 Animal Hospitals as defined in A.08.050 require a Use Permit. Veterinary services, as defined as medical treatment for small animals, is a permitted use on the ground floor provided the proposed facilities are entirely enclosed, soundproofed, and

air-conditioned. Overnight boarding is allowed only if associated with the on-site Veterinary services.

L-26 Permitted above ground floor. Use is also permitted if the use exclusively fronts an alley subject to Community Development Director's approval. Other locations require a Use Permit such as ground floor space adjacent to pedestrian areas.

L-27 Permitted above ground floor.

L-28 Optometrist office is a permitted use in ground floor spaces adjacent to sidewalks and other pedestrian areas provided the Community Development Director finds the optometrist has a substantial retail component. Optometrist office is also permitted above the ground floor.

L-29 In addition to any other applicable regulations regulating square footage or retail floor space, a Use Permit is required for the establishment of any retail use proposed to contain more than 1,600 square feet of sales floor area. For the purposes of this section, "sales floor area" is defined as the total area of a tenant space, measured from the inside walls, excluding rooms or areas that are permanently inaccessible to the public, including but not limited to storage rooms, offices associated with the retain tenant, mechanical rooms, bathrooms, and common areas shared with other tenants in the building.

SECTION 5. Ordinance Nos. 16-0030 and 16-0031 are hereby repealed.

SECTION 6. CALIFORNIA ENVIRONMENTAL QUALITY ACT EXEMPTION.

The City Council determines that this ordinance is exempt from environmental 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. The adoption of these Amendments is therefore not a "project" within the meaning of CEQA and is exempt pursuant to CEQA Guidelines Section 15061(b)(3).

SECTION 7. INTERNAL CONSISTENCY. Any provisions of the Local Coastal Program, or any other resolution or ordinance of the City, to the extent that they are inconsistent with this Ordinance are hereby repealed, and the City Clerk shall make any necessary changes to the Local Coastal Program for internal consistency. The Council hereby directs the City Clerk to insert the regulations set forth in Section 3 and 4 of this Ordinance in their appropriate locations.

SECTION 8. 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 9. SAVINGS CLAUSE. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall constitute a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinance

SECTION 10. CERTIFICATION. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

SECTION 11. EFFECTIVE DATE. This Ordinance shall go into effect and be in full force and effect after certification by the California Coastal Commission.

RESOLUTION NO. 18-0148

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL AUTHORIZING SUBMISSION OF ORDINANCE NO. 18-0023 TO THE CALIFORNIA COASTAL COMMISSION TO AMEND THE LOCAL COASTAL PROGRAM (LCP) SECTION A.16.020, RELATED TO LAND USE REGULATIONS IN THE DOWNTOWN COMMERCIAL (CD) ZONE

THE MANHATTAN BEACH CITY COUNCIL RESOLVES AND FINDS AS FOLLOWS:

SECTION 1. The City Council conducted a duly noticed public hearing pursuant to applicable law on October 16, 2018 to consider amendments to Section A.16.020 of the Local Coastal Program (LCP) to regulate banks, catering services, offices, communication facilities, veterinary services, optometrists, and retail store sales floor area in the Downtown Commercial (CD) Zone. At the November 6, 2018 regular meeting, the City Council adopted Ordinance No. 18-0023.

SECTION 2. The proposed zone text amendments are exempt from the California Environmental Quality Act (CEQA) requirements pursuant to CEQA guidelines Section 15061(b)(3) because it can be seen with certainty that the amendments will not have the potential for any impacts on the environment. In addition, the action taken herein is not a "project" within the meaning of CEQA.

SECTION 3. The City Council finds that the Amendments to the LCP are consistent with Policy II.1 of the LCP Policies and Implementation Measures which states "Control development within the Manhattan Beach Coastal Zone".

SECTION 4. The City Council certifies that the subject amendment will be implemented in a manner fully in conformity with the California Coastal Act of 1976, as amended, and the City of Manhattan Beach Local Coastal Program.

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

SECTION 6. The City Council hereby directs the City Manager or his designee to submit the LCP amendment memorialized in Ordinance No. 18-0023 to the California Coastal Commission for certification in conformance with state law.

PASSED, APPROVED AND ADOPTED NOVEMBER 6, 2018.

AYES:
NOES:
ABSENT:
ABSTAIN:

STEVE NAPOLITANO
Mayor

ATTEST:

LIZA TAMURA
City Clerk

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Stephanie Katsouleas, Public Works Director

Prem Kumar, City Engineer

Tim Birthisel, Associate Engineer

SUBJECT:

Accept as Complete the Cycle 1 Storm Drain Improvements Project Constructed by Clarke Contracting Corporation; Authorize Filing a Notice of Completion with the County Recorder; and Release of Retention of \$24,998.40 (Public Works Director Katsouleas).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Formally accept as complete the Cycle 1 Storm Drain Improvements Project constructed by Clarke Contracting Corporation;
2. Authorize filing of the appropriate Notice of Completion with the County Recorder's Office; and
3. Approve the release of retention for \$24,998.40 to Clarke Contracting Corporation.

FISCAL IMPLICATIONS:

The Cycle 1 Storm Drain Improvements Project construction award was \$477,018, with an authorized construction contingency amount of \$47,700, for a total construction budget of \$524,718. The work was successfully completed for \$499,969. The remaining unexpended balance of \$24,749 will be returned to the Stormwater Fund (Fund 502) to be appropriated for future storm drain improvements.

BACKGROUND:

On December 19, 2017, City Council awarded a construction contract to Clarke Contracting Corporation for construction of the Cycle 1 Storm Drain Improvements Project. Storm drain pipe segments with the highest likelihood of future failure were selected for replacement due to

severe structural problems and multiple deficiencies, including fractures, cracks, roots, obstructions, sags, and severe operations and maintenance issues. Repairing the structural deficiencies reduced the potential for erosion and/or storm drain backup issues, which then minimized the potential for ponding and overflow of storm water onto private property.

The construction work included installation of reinforced concrete pipe (RCP), manholes, asphalt concrete, and repairs to existing curb, gutter, and sidewalks. The Project included over 750 linear feet of RCP mainline spot repairs at the following nine (9) locations in the City:

1. Bell Ave. and 36th Street
2. Pine Ave. and Valley Drive
3. Poinsettia Ave. and Marine Ave.
4. John Ave. and Marine Ave.
5. 36th Street and Blanche Ave.
6. 31st Street and Walnut Street
7. 19th Street and Elm Ave.
8. 18th Street and Pacific Ave.
9. 14th Street and Elm Ave.

DISCUSSION:

Construction began on February 27, 2018, and was substantially completed on April 9, 2018. The City processed one change order for utility interferences and additional concrete work, totaling \$22,951. This brought the total cost of construction to \$499,969, which is below the authorized construction and contingency budget of \$524,718. The funding summary is as follows:

\$477,018.00	Original Contract Award
<u>\$47,700.00</u>	<u>Available Contingency</u>
\$524,718.00	Total Budget
\$477,018.00	Cycle 1 Storm Drain Construction Costs
<u>\$22,950.07</u>	<u>Change Order #1</u>
\$499,968.07	Total Expenditures
\$24,749.93	Returned to Stormwater Fund (Fund 502)

The Contractor has completed all contract work and is now requesting formal acceptance of the project. The retention amount of \$24,998.40 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.

PUBLIC OUTREACH/INTEREST:

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

ENVIRONMENTAL REVIEW:

The project was determined to be 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 (g), "Minor Alterations to Land". No further environmental review is necessary.

LEGAL REVIEW

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

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Stephanie Katsouleas, Public Works Director

Prem Kumar, City Engineer

Tim Birthisel, Associate Engineer

SUBJECT:

Accept as Complete the Cycle 2 Community Development Block Grant (CDBG) Project No. 601911-17: Installation of Americans with Disabilities Act (ADA)-Compliant Curb Ramps Construction Project constructed by FS Contractors, Inc.; Authorize Filing a Notice of Completion with the County Recorder; and, Release the Retention for \$7,178.15 (Public Works Director Katsouleas).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Accept as complete the cycle 2 Community Development Block Grant Project No. 601911-17: Installation of ADA-Compliant Curb Ramps Project constructed by FS Contractors, Inc.;
2. Authorize filing of the appropriate Notice of Completion with the County Recorder's Office; and
3. Approve the release of retention for \$7,178.15 to FS Contractors, Inc.

FISCAL IMPLICATIONS:

The Cycle 2 CDBG Project No. 601911-17: Installation of ADA-Compliant Curb Ramps Project construction contract was awarded to FS Contractors, Inc. for \$146,250, with an authorized construction contingency amount of \$14,625, for a total construction budget of \$160,875. The work was successfully completed under budget for \$143,563. The remaining unexpended balance of \$17,312 will be returned to the Capital Improvement Plan (CIP) Fund to be appropriated for future Community Development Block Grant projects.

BACKGROUND:

The approved Capital Improvement Plan (CIP) identifies CDBG funds to be used for construction of ADA-Compliant concrete curb ramps to improve senior adults' and disabled persons' mobility and accessibility, create clear paths of travel, and remove architectural and material barriers. On February 20, 2018, City Council awarded a construction contract to FS Contractors, Inc., for the construction of the Cycle 2 CDBG Installation of ADA Curb Ramps Project. The construction work completed included installation of 37 ADA-compliant curb ramps at 18 intersections throughout the city.

DISCUSSION:

Construction began on April 23, 2018 and was completed June 1, 2018. The City processed two change orders, one for installation of concrete dowels totaling \$500, and one for replacement of a pull box, totaling \$1,812.99. This additional cost was offset by a reduction in other bid item quantities, bringing the total cost of construction to \$143,562.99, which is below the authorized construction budget of \$160,875.

\$146,250.00	Original Contract Budget
<u>+\$14,625.00</u>	<u>Authorized Contingency</u>
\$160,875.00	Total Construction Budget
<u>-\$143,562.99</u>	<u>Total Expenditures</u>
\$17,312.01	Returned to CIP

The Contractor has completed all contract work and is now requesting formal acceptance of the project. The retention amount of \$7,178.15 will be released thirty-five (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.

PUBLIC OUTREACH/INTEREST:

The work was coordinated and scheduled to minimize impact to the area residents and businesses.

ENVIRONMENTAL REVIEW:

The project was determined to be 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 further environmental review is necessary.

LEGAL REVIEW

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

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Stephanie Katsouleas, Public Works Director

Prem Kumar, City Engineer

Ish Medrano, Engineering Technician II

SUBJECT:

Accept as Complete the Following Construction Projects Constructed by Palp Inc., dba Excel Paving Company (Excel): 1) Manhattan Beach Boulevard Pavement Resurfacing Project and Other Right-of-Way Modifications Between Sepulveda Boulevard and Aviation Boulevard, and 2) Resurfacing of Redondo Avenue, 10th Street, 11th Street and Oak Avenue Project; Authorize Filing a Notice of Completion with the County Recorder; Release the Retention Amount of \$65,011; Approve an Increase to the Authorized Contract Amount by \$51,259, Needed to Process Final Change Order No. 3 for \$51,851 (Public Works Director Katsouleas).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Formally accept as complete the following projects constructed by Excel: 1) the Manhattan Beach Boulevard Pavement Resurfacing Project and Other Right-of-Way Modifications between Sepulveda Boulevard and Aviation Boulevard, and 2) the Resurfacing of Redondo Avenue, 10th Street, 11th Street and Oak Avenue Project;
2. Authorize filing of the Appropriate Notice of Completion with the County Recorder's Office;
3. Approve the release of retention for \$65,011 to Excel Paving Company; and
4. Approve an increase to the contract amount by \$51,259, which is needed to process final Change Order No. 3 for \$51,851 and close out the project.

FISCAL IMPLICATIONS:

A contract was awarded to Excel for \$1,156,428 for the two Capital Improvement Projects (CIP)

listed above, with an additional authorized construction contingency of \$92,515 (8%), for a total construction budget of \$1,248,943 from the Streets and Highways (gas tax) Fund. Considering the total quantities used on the project as well as approved and pending change orders, the final scope of work completed by Excel totaled \$1,300,202, which is \$51,259 or 4% above the authorized contract and contingency amount of \$1,248,943.

To cover the total project costs, staff recommends that City Council approve an increase of \$51,259 to the contract with Excel amount so that final Change Order No. 3 for \$51,851 can be processed. There are sufficient funds in the existing project budget to cover the requested increase of \$51,259.

BACKGROUND:

On June 6, 2017, City Council awarded a construction contract to Excel for various public right-of-way improvements. The project scope of work included resurfacing Manhattan Beach Boulevard (MBB) and other right-of-way improvements between Sepulveda Boulevard and Aviation Boulevard, including traffic signal and crosswalk modifications at the Target store driveway, extension of the existing raised median just west of Aviation Boulevard, and upgrades to curb ramps adjacent to MBB to meet Americans with Disabilities Act (ADA) compliance. The scope of work also included resurfacing the following neighborhood streets:

- Redondo Avenue, between Manhattan Beach Boulevard and 11th Street;
- 10th Street, between Peck Avenue and Herrin Avenue;
- 11th Street, between Peck Avenue and Redondo Avenue; and,
- Oak Avenue, between Rosecrans Avenue and 35th Street.

New pavement striping, markings and traffic signal detection loops were also installed.

DISCUSSION:

Construction began in August 2017 and was substantially completed in March 2018. During the course of construction, the City processed three change orders resulting from unforeseen conditions, including:

Change Order Number 1: \$15,991.00

- Modifications to the new safety light fixture on the signal located at the Target driveway
- Unforeseen buried obstacles encountered during trenching operations
- Striping reconfiguration at Fire Station #2
- Additional red curb painting and additional striping along Manhattan Beach Blvd, separating the parking lane from the #2 travel lane
- Additional concrete patch work as part of traffic signal loop detection installation.

Change Order Number 2: \$75,932.91

- Extending work area limits beyond their original boundaries in order to achieve best effort compliance with ADA compliant curb ramp installations given the existing steep terrain and physical obstructions in several ramp locations.
- Reconstruction of some work areas to mitigate unforeseen conflicts with existing utilities

in the area.

- Unforeseen additional trench excavations and surface improvements.

Change Order Number 3: \$51,850.11

Change Order #3 includes final adjustments to the quantities used to complete the project, which include:

- Removal and replacement of additional sidewalk areas
- Removal and replacement of concrete cross gutters
- Increased quantities of base material used
- Increase quantities for asphalt rubber hot mix

While the authorized contingency was sufficient to cover the first two change orders, it was insufficient to cover Change Order #3, resulting in a shortfall of \$51,259.02. Thus, additional funds are needed to supplement the original project budget for the completed work. There are sufficient funds in the project budget allocation to cover the \$51,259.02 balance and no additional appropriation is needed.

\$1,156,427.35	Original Contract Award
<u>\$92,515.00</u>	<u>Authorized Contingency</u>
\$1,248,942.35	Total Construction Budget
\$1,156,427.35	Cycle 1 Storm Drain Construction Costs
\$15,991.00	Change Order #1
\$75,932.91	Change Order #2
<u>\$51,850.11</u>	<u>Change Order #3</u>
\$1,300,201.37	Total Construction Expenditures
[\$51,259.02]	Overage - Additional Funding Needed

The contractor has completed all the contract work and is requesting formal acceptance of the project. The five (5%) retention amount of \$65,010.07 would be released upon 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. Therefore, staff recommends that City Council approve an additional \$51,259.02 increase to the contract amount from original project budget for the extra work itemized above so that Change Order #3 can be approved and the contract closed out.

ENVIRONMENTAL REVIEW:

Per the CEQA Guidelines, the project is exempt pursuant to the following provision: Section 15301, Class 1(c). A Notice of Exemption was filed 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.

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Liza Tamura, City Clerk

George Gabriel, Senior Management Analyst

SUBJECT:

60-Day Update on Changes and Modifications Made by Leadership Manhattan Beach (City Clerk Tamura).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

At the request of City Council, receive an update on changes and modifications made by Leadership Manhattan Beach and discuss and provide direction on support the City provides to Leadership Manhattan Beach (LMB).

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action however, the City regularly budgets and provides in-kind fee waivers and staff time towards various Leadership Manhattan Beach projects/initiatives. In the Fiscal Year 2018-19 Budget, the City has budgeted funds totaling \$425 for Leadership Manhattan Beach events such as the Meet the City event, mock City Council meeting, and the graduation dinner.

Staff regularly participates in annual Leadership Manhattan Beach classes. Tuition costs have varied yearly but the current price for tuition is \$899. Approximately two to four staff members in various departments participate in LMB classes on an annual basis and the City bears the full cost of tuition. Since 1996, the City has paid LMB approximately \$28,366 for tuition and other miscellaneous expenses.

In addition to budgeted expenses, the City provides in-kind fee waivers for room reservations, permits and numerous hours in staff time. To conduct meetings for LMB business, LMB has utilized the following City facilities at no cost: Public Works Yard, City Council Chambers, and

Police/Fire Conference Room. The City also waives room reservation fees for LMB at Marine Avenue Park and the Joslyn Community Center. Additionally, Staff estimates that since 2003, 718 staff hours have been utilized to complete various projects developed by LMB graduation classes.

BACKGROUND:

At the July 17, 2018, meeting, City Council requested a discussion regarding the City's support provided to Leadership Manhattan Beach.

Staff analyzed the City's support and provided that information in the staff report for the August 21, 2018 City Council meeting. Attached is that report for City Council reference.

Following discussion at the August 21, 2018, meeting, City Council directed staff to return to City Council with a status report on improvements made to Leadership Manhattan Beach within 60 days to determine future funding and/or support.

Since that time, Leadership Manhattan Beach has formed an independent Steering Committee to analyze various changes and/or modifications LMB can make to improve the Board of Director's effectiveness and service to the alumni. On October 30, 2018, Staff received a report summarizing the Steering Committee's recommendations and accomplishments. Staff has attached that report for City Council reference.

DISCUSSION:

Staff recommends that the City Council discuss and provide direction on the level of support the City would like to provide to LMB moving forward.

LEGAL REVIEW

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

Attachments:

1. Report from LMB Steering Committee
2. August 21, 2018, Staff Report
3. Bylaws and Policies of LMB

RECEIVED

2018 OCT 30 PM 7:20
CITY CLERK'S OFFICE
MANHATTAN BEACH, CA

Leadership Manhattan Beach announces accomplishment of the following:

Formation of an independent Steering Committee comprised of Facilitators Charlotte Lesser and Lea Ann King, Committee members Francey Marzicola, Shannon Ryan, Dave Harris and Mark Lipps, liaison to the LMB Board, Steven Carvel. Guest attendees included Kathleen Terry, Steve Nicholson and James Gill.

The Steering Committee which convened for four separate two to three hour meetings over a two month period, was tasked with making recommendations to the Board concerning the future governance of LMB through revised bylaws and revised policies and procedures. The Steering Committee also had the latitude to take under review other processes that they believed would improve the board's effectiveness and service to the alumni.

Recommendations of the Steering Committee have included:

- Utilization of a third-party voting service vendor (Election Buddy), for use in elections (adopted).
- The use of a special election (adopted) to fill recently vacated board positions including:
 - President;
 - Program Director;
 - Recruiting Director;
 - Event Director;
 - Marketing Director; and
 - Sponsorship Director.
- Empowerment of an independent Nominating Committee (adopted) chaired by Todd Dipaola and vested with authority to:
 - Receive applications of candidates for the special election to fill the vacated board positions;
 - Completion of the vetting process required by our bylaws and policies and procedures;
 - Administering the special election;
 - Administering and configuring the third-party owned voting system; and
 - Announcing winners
- Consideration of a Past Presidents' committee to provide support and recommendations to the board (expected to be presented by group of Past Presidents at the November 1, 2018 board meeting).

- The imposition of term limits on the office of President, limiting a President to serving two years before being required to step down for two years before being eligible to serve again (under consideration at the November 1, 2018 board meeting).
- The combination of the Alumni and Communications responsibilities under the Alumni Director (adopted).
- The authorization of interim President Robert D. Espinosa to run for the President position (adopted).
- The publication of board meeting agendas by 10:00 am the morning before board meetings by e-mail and Facebook (adopted).
- The publication of board meeting minutes, along with current organization financial statements following each board meeting (adopted).
- The inclusion of civility training into the Class curriculum (adopted).
- Mandatory participation of the board in the DiSC portion of the Class curriculum (adopted).
- The seating of a bylaws committee tasked with revision of the bylaws to permanently incorporate the adopted recommendations of the steering committee, together with such provisions necessary to accommodate the deficiencies in the current bylaws.



Agenda Date: 8/21/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Liza Tamura, City Clerk

George Gabriel, Management Analyst

SUBJECT:

Report on City Support Provided to Leadership Manhattan Beach as Non-Profit Organization (City Clerk Tamura).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

At the request of City Council, discuss and provide direction on support the City provides to Leadership Manhattan Beach (LMB).

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action however, the City regularly budgets and provides in-kind fee waivers and staff time towards various Leadership Manhattan Beach projects/initiatives. In the Fiscal Year 2018-19 Budget, the City has budgeted funds totaling \$425 for Leadership Manhattan Beach events such as the Meet the City event, mock City Council meeting, and the graduation dinner.

Staff regularly participates in annual Leadership Manhattan Beach classes. Tuition costs have varied yearly but the current price for tuition is \$899. Approximately two to four staff members in various departments participate in LMB classes on an annual basis and the City bears the full cost of tuition. Since 1996, the City has paid LMB approximately \$28,366 for tuition and other miscellaneous expenses.

In addition to budgeted expenses, the City provides in-kind fee waivers for room reservations, permits and numerous hours in staff time. To conduct meetings for LMB business, LMB has utilized the following City facilities at no cost: Public Works Yard, City Council Chambers, and Police/Fire Conference Room. The City also waives room reservation fees for LMB at Marine

Avenue Park and the Joslyn Community Center. Additionally, Staff estimates that since 2003, 718 staff hours have been utilized to complete various projects developed by LMB graduation classes.

BACKGROUND:

At the July 17, 2018 City Council meeting, the City Council requested a discussion regarding the City's support provided to Leadership Manhattan Beach.

Since its inception, the City has played an important role in supporting Leadership Manhattan Beach. According to LMB's website, LMB was founded and chartered in 1991 by the Manhattan Beach Chamber of Commerce, Manhattan Beach Unified School District and the City of Manhattan Beach. Additionally, LMB's founding sponsors were (and continue to be) Chevron and Northrop Grumman. Since 1991, over 600 people have graduated from the LMB program.

The organization's mission statement reads, "The purpose of Leadership Manhattan Beach is to develop and unite existing and aspiring community leaders in the Manhattan Beach community." LMB is a 501c(3) non-profit organization that is supported in large part by sponsors and alumni. Additionally, participants pay a tuition of \$899 for adults and \$499 for students.

LMB offers a comprehensive 9-month leadership program to educate and develop future community leaders. From September through May of the following year, LMB conducts training sessions and seminars centered on leadership and the facets of City of Manhattan Beach operations. Participants in the program have an opportunity to meet key leaders and experts within the community. Sessions for the program are held in different locations around the city so that the participants are exposed to different organizations and facilities. The program concludes with a final class project that completes a community service project for the City. Most recently, the LMB class installed bike fix-it stations in select locations throughout the City to assist bikers with maintenance of their bicycles.

DISCUSSION:

The City Clerk's Office is responsible for being the City liaison to LMB. As the liaison, the City Clerk's Office coordinates all room reservations for City facilities with the Parks and Recreation Department. In addition, the City Clerk's Office responds to all inquiries and directs LMB to the appropriate City resources to accomplish their goals. Upon completion of the nine-month course, the City's Clerk's Office prepares graduation certificates for the City Council to present to all graduates of the course.

The Parks and Recreation Department plays a large part in facilitating LMB meetings and class sessions for the program. LMB regularly holds Board of Directors meetings at Marine Avenue Park and one-time events at City Council Chambers (i.e. Mock City Council meeting), Public Works Yard (i.e. weekend retreat), and the Police/Fire Conference (i.e. class sessions).

All meetings require in-kind staff time to open the facility, set up the room, clean the room and close the facility each time. As mentioned earlier in the report, expenses that the City incurs are typically recovered from fees charged by the renting party. However, the City waives these expenses for LMB.

Leadership Manhattan Beach Classes and Projects

Each LMB class includes 25-30 adults and high school students. The City regularly contributes funding towards 2-4 City Staff members' tuition costs. Since 1991, approximately 55 City staff members have participated in the LMB program.

In that time, LMB has completed several community service projects for the benefit of the city and residents. Below are projects LMB has completed since its inception.

- 1992 - Storm Drain Public Relations and Public Education Program
- 1993 - Manhattan Beach Community FACTS Guide
- 1994 - Disaster Preparedness
- 1995 - Program for Teens and Plans for a Teen Center/Skate Park
- 1996 - Promotional Video "MB ... In the Spotlight"
- 1997 - City of Manhattan Beach Website
- 1998 - City of Manhattan Beach Resource Guide
- 1999 - Educational and informational program called "BEE Aware"
- 2000 - Millennium Time Capsule & Art Sculpture
- 2001 - Manhattan Beach Cookbook
- 2002 - Mutt Mitts
- 2003 - Park Renaming of Culiacan Park & "Facts on Plaques"
- 2004 - Drain Strain Project
- 2005 - Bridging the Generations Videos
- 2006 - Donation of Digital Projector
- 2007 - Refurbishment of Manhattan Beach Lifeguard Pier Station
- 2008 - Creation of "Envelope of Life" Life Saving Tools
- 2009 - Addition of Solar Trash Compactors at City Parks
- 2010 - Installation of Signage & AV System for Round House Aquarium Signage
- 2011 - Installation of Bike Racks throughout City
- 2012 - Sustainable Garden added to Post Office
- 2013 - Water Station Installation at Strand and Parks
- 2014 - Tot Lot Renovation at Live Oak Park
- 2015 - Addition of Binocular Telescopes to Pier
- 2016 - Installation of Concrete Ping Pong Tables at City Parks
- 2017 - Replacement of Santa Float
- 2018 - Bicycle Fix It Station Installations

While all these projects offer a significant benefit to the community, staff regularly expends a large amount of time and resources on these projects to ensure they comply with City laws, policies, services and procedures. In some instances, the City is tasked with ongoing maintenance of the project without additional fundraising from the Leadership Class that developed the project. For example, the Mutt Mitts project completed in 2002 requires the City to expend \$15,000-\$17,000 annually to restock the waste bags.

Staff recommends that the City Council discuss and provide direction on the level of support the City would like to provide to LMB moving forward.

LEGAL REVIEW

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

Attachments

1. Bylaws and Policies of LMB

LMB City Facility Reservation Report

Facility / Center	Event / Event Type /	Date	Start Time	End Time	Total Time	Cost of Room Reservation
	Hour					
Friday, June 30, 2017						
JCC Sunrise Room	Leadership Board Meeting	July 9, 2017	8:00:00 AM	5:00:00 PM	9	\$ 153.00
JCC Sunrise Room	Leadership Board Meeting	August 10, 2017	5:30:00 PM	9:00:00 PM	3.5	\$ 59.50
JCC Sunrise Room	Leadership Board Meeting	Sep 7, 2017	5:30:00 PM	9:00:00 PM	3.5	\$ 59.50
Police/Fire Conference Room	Class Session: Past, Present and Future	September 18, 2017	4:45:00 PM	8:30:00 PM	4.75	\$ -
JCC Sunrise Room	Leadership Board Meeting	Nov 2, 2017	5:30:00 PM	9:00:00 PM	3.5	\$ 59.50
MAP Rocketship Hall	Leadership Manhattan Beach Eleictons of Project	November 27, 2017	3:30:00 PM	8:30:00 PM	5	\$ 145.00
JCC Sunrise Room	Leadership Board Meeting	Dec 7, 2017	5:30:00 PM	9:00:00 PM	3.5	\$ 59.50
MAP Rocketship Hall	Leadership Manhattan Beach Project Discussion	December 11, 2017	4:30:00 PM	8:30:00 PM	4	\$ 116.00
City Council Chambers	City Council Stimulation	December 18, 2017	5:00:00 PM	8:30:00 PM	3.5	\$ -
Total					42.25	\$ 536.00

Sunday, July 01, 2018						
JCC Sunrise Room	Leadership Board Meeting	Jan 4, 2018	5:30:00 PM	9:00:00 PM	3.5	\$ 59.50
MAP Rocketship Hall	Leadership Manhattan Beach Project Meeting	Jan 8, 2018	4:30:00 PM	8:30:00 PM	4	\$ 116.00
Police/Fire Conference Room	Leadership Manhattan Beach Retreat II	January 13, 2018	9:00:00 AM	4:00:00 PM	7	\$ -
MAP Rocketship Hall	Leadership Manhattan Beach Project Meeting	Jan 29, 2018	4:30:00 PM	8:30:00 PM	4	\$ 116.00
JCC Sunrise Room	Leadership Board Meeting	Feb 1, 2018	5:30:00 PM	9:00:00 PM	3.5	\$ 59.50
MAP Rocketship Hall	Leadership Manhattan Beach Project Meeting	Feb 12, 2018	4:30:00 PM	8:30:00 PM	4	\$ 116.00
MAP Rocketship Hall	Leadership Manhattan Beach Project Meeting	Feb 26, 2018	4:30:00 PM	8:30:00 PM	4	\$ 116.00
JCC Sunrise Room	Leadership Board Meeting	Mar 1, 2018	5:30:00 PM	9:00:00 PM	3.5	\$ 59.50
MAP Rocketship Hall	Leadership Manhattan Beach Project Meeting	Mar 12, 2018	4:30:00 PM	8:30:00 PM	4	\$ 116.00
MAP Rocketship Hall	Leadership Manhattan Beach Project Meeting	Mar 26, 2018	4:30:00 PM	8:30:00 PM	4	\$ 116.00
JCC Sunrise Room	Leadership Board Meeting	Apr 5, 2018	5:30:00 PM	9:00:00 PM	3.5	\$ 59.50
MAP Rocketship Hall	Leadership Manhattan Beach Project Meeting	Apr 9, 2018	4:30:00 PM	8:30:00 PM	4	\$ 116.00
MAP Rocketship Hall	Leadership Manhattan Beach Project Meeting	Apr 23, 2018	4:30:00 PM	8:30:00 PM	4	\$ 116.00
MAP Rocketship Hall	Leadership Manhattan Beach Project Meeting	Apr 30, 2018	4:30:00 PM	8:30:00 PM	4	\$ 116.00
JCC Sunrise Room	LMB - Class of 2019 Interviews	May 12, 2018	8:00:00 AM	6:00:00 PM	10	\$ 170.00
JCC Sunrise Room	LMB - Class of 2019 Interviews	May 14, 2018	4:00:00 PM	10:00:00 PM	6	\$ 102.00
JCC Sunset Room	LMB - Class of 2019 Interviews	May 14, 2018	4:00:00 PM	10:00:00 PM	6	\$ 102.00
JCC Sunrise Room	LMB - Class of 2019 Interviews	May 19, 2018	8:00:00 AM	6:00:00 PM	10	\$ 170.00
JCC Sunset Room	LMB - Class of 2019 Interviews	May 21, 2018	4:00:00 PM	10:00:00 PM	6	\$ 102.00
JCC Sunrise Room	LMB - Boardmembers Meeting	Jun 7, 2018	5:00:00 PM	10:00:00 PM	5	\$ 85.00
Total					100	\$ 2,013.00

Grand Total	Total Hours	Total \$ Waived
	142.25	\$ 2,549.00



2018 – 2019 Class Calendar

Day	Date	Time	Location	Topic
Monday	Aug. 27	6:00-9:00 PM	The Belamar Hotel	Orientation: Leadership Manhattan Beach
Monday	Sep. 10	4:45-8:00 PM	MB Police & Fire Community Room	Manhattan Beach: Past, Present and Future
Saturday Sunday	Sep. 22 Sep. 23	7:30 AM 4:00 PM	American Jewish University	Leadership Retreat I: Creating a Dynamic Team
Monday	Oct. 1	5:30-8:30 PM	West Basin Water Reclamation Plant	Preserving Our Environment
Monday	Oct. 15	5:30-8:30 PM	Manhattan Beach School District	What's Happening in Education? City Council Simulation Preparation
Monday	Oct. 29	5:30-8:30 PM	Beach Cities Health District	The Power of One: Civic Engagement
Monday	Nov. 12	5:30-8:30 PM	Northrop	Business & Economics in the South Bay
Monday	Nov. 26	5:30-8:30 PM	Marine Avenue Park	Selection of Project
Monday	Dec. 10	5:30-8:30 PM	Marine Avenue Park	Project Discussion
Monday	Dec. 17	5:30-8:30 PM	Manhattan Beach City Council Chambers	City Council Simulation
Monday	Jan. 7	5:30-8:30 PM	Marine Avenue Park	Kicking Off Our Project
Saturday	Jan. 19	9:00 AM-4:00 PM	MB Police and Fire Community Room	Leadership Retreat II: Maximizing Team Performance
Monday	Jan. 28	5:30-8:30 PM	Marine Avenue Park	Project Meeting/Team Building
Monday	Feb. 11	5:30-8:30 PM	Marine Avenue Park	Project Meeting/Team Building
Monday	Feb. 25	5:30-8:30 PM	Marine Avenue Park	Project Meeting/Team Building
Monday	Mar. 11	5:30-8:30 PM	Marine Avenue Park	Project Meeting/Team Building
Monday	Mar. 25	5:30-8:30 PM	Marine Avenue Park	Project Meeting/Team Building
Monday	Apr. 8	5:30-8:30 PM	Marine Avenue Park	Project Meeting/Team Building
Monday	Apr.22	5:30-8:30 PM	Marine Avenue Park	Project Meeting/Team Building
Monday	Apr. 29	5:30-8:30 PM	Marine Avenue Park	Project Meeting/Team Building
Tuesday	April 30	6:30 PM	MB City Council Chambers	Presentation of Project to City Council
Thursday	May 9	6:00-9:00 PM	The Belamar Hotel	Class of 2019 Graduation

"Developing and Uniting Community Leaders"

LMB 2019 Roster

Last Name	First Name	M/F
Apostol	Jason	M
Avelleyra	Tanya	F
Boxer	Jonathan	M
Bruno	Jeanne-Marie	F
Bunnell	Laura	F
Chase	Alexandra	F
Chase	DeAnn	F
Enriquez	Andrew	M
Fliszar	Emily	F
Flores	Jessica	F
Giancoli	Andrea	F
Hampton	Troy	M
Hennon	Blake	M
Houska	Austin	M
Igoe	Shawn	F
Kerr	Daniel	M
Kirschenbaum	Allen	M
Kitsios	Steve	M
Mahlmann	Kristen	F
Marchetti	Christopher	M
Medi	Shahab	M
Mickschl	Cynthia	F
Nathan	Peri	F
Parks	Kristen	F
Pickard	Laura	F
Ramirez	Carla	F
Rideout	Tiana	F
Sena	Kathy	F

Leadership Manhattan Beach



Revision 11

April 2017

Leadership Manhattan Beach Bylaws

Revision Record

Revision	Date	Description of Changes	Section
Original	July 1991	Original release	All
1	August 1999	Increased maximum number of people on the board of directors to 20.	§6
2	May 2000	Completely rewritten to establish LMB as a membership-based organization. Members defined as those alumni who have paid their annual dues or are graduates of most recent class. Defined Board of Directors to consist of President, Vice President, Secretary, Treasurer, Program Director, Recruiting Director, Community Relations Director, and Sponsorship Director. Supporting committees established. Board of directors to be elected by voting members.	All
3	April 5, 2001	Added 6.13 Communications Director and renamed 6.11 Community Relations Director to Membership Director. Redefined responsibilities for 6.09 Recruiting Director and 6.11 Membership Director to better distribute workload. Revised section 7.08 to enable election of an interim Communications Director prior to next annual election. Revised paragraph 8.02 to delete the paid position of a Supporting Coordinator in favor of a volunteer coordinator position. Added revision record. Renumbered cover, revision record and table of contents to i, ii, iii. Updated Table of Contents to reflect changed paragraph titles and page numbers.	§6, §8
4	Nov 21, 2002	Added 2.01II(f) Major Sponsor definition and amended 6.02 to redefine participation of Major Sponsors as Non-Elected Board Members. Removed old language and inconsistencies, and added clarifying definitions in 3.04(a) and (b), 5.02, 6.01, 6.04(c) and (d), 6.13,7.01, 7.02, 7.04, 9.02, 9.07, 9.08, 9.09, and 11.01. Added a Non-discrimination policy in Section 4.05. Deleted Section 7.08 Bylaws Implementation which was specific to implementing the Bylaws Revision 3 of April 3, 2000, and renumbered the remaining sections of Article VII. Deleted Section 9.10 Coordination with MBCC and COMB which required LMB Member Meetings to be coordinated with MBCC and COMB, and renumbered the remaining sections of Article IX. The new Section 9.13 (old Section 9.14) is amended to clarify the Proxy Voting process. These amendments were adopted by the Board of Directors during its meeting of November 21, 2002.	§2, §3, §5, §6, §7, §9, §11
5	May 8,	Section 2.01 quoted acronyms and changed acronym for	§2, §6, §7,

	2006	<p>the City of Manhattan Beach. Section 6.01 changed number of Board Directors from 5 to 6, changed “Sponsorship” to “Development” (also in Sections 11.01 and 11.02) and split “Communications” into “Marketing” and “Technology”. Section 6.05 added requirement of 1 year prior service on Board for President position. Section 6.06 revised timeline for Vice President to run for President. Section 6.11 added responsibility for updates to alumni roster to Membership Director. Section 6.12 changed “Sponsorship” Director to “Development” and added responsibility for community presentations. Section 6.13 and 6.14 changed “Communications” Director to “Marketing” and “Technology” Directors and redefined both positions. Renumbered remaining sections. Article VII Sections 7.01, 7.02, 7.03, 7.04, 7.05, 7.06 and 7.07 revised and clarified Nominations, Elections and Tenure processes and terms. Section 9.02 put space between two words. Table of Contents renumbered. These amendments were adopted by the Board of Directors during its meeting of May 8, 2006.</p>	§9 §11,
6	March 5, 2009	<p>Section 2.01 (e) deleted "and who have paid their annual dues." and added "also known as "alumni."" Section 3.04 (c) deleted "dues from its members." and added "donations from its alumni." Section 5.01 deleted 1 year requirement and payment of annual dues for membership qualifications. Added "Voluntary alumni donations may be requested for financial support of LMB." Section 5.02 changed "members in good standing with LMB" to "LMB members". Section 5.03 removed ", fail to pay dues". Section 6.03 deleted "in good standing" to members' requirement. Section 6.11 changed "Membership" to "Alumni" regarding Director 3 times. Also changed "alumni" to "members" regarding LMB 2 times. Added ", including utilizing alumni networking sites for communications (with assistance of Technology Director). Section 6.12 changed "Development" to "Sponsorship" regarding Director 2 times. Added "for LMB, annual fundraising". Section 6.13 added "Marketing Director contributes marketing content to Leadershipmb.org (with assistance of Technology Director.) Section 7.01 removed "in good standing" regarding status of members. Section 7.07 removed "in good standing" regarding status of members. Added "membership" to LMB and removed "voting." (repetitive). Sections 11.01 and 11.02 changed "Development" to "Sponsorship". These amendments were adopted by the Board of Directors during its meeting of March 5, 2009.</p>	§2, §3, §5, §6, §7, §11
7	August, 2009	<p>Section 4.20 has been corrected to 4.02. Section 4.03 reference to section 9.08 has been changed to Article IX as it covers more than just section 9.08. Section 4.04 added "collaborate with MBCC and Major Sponsors..." which explains how the organization plan to collaborate with CMB, MBCC and the community to develop goals</p>	iv, 2, 4, 7 §4; §6, §9

		and strategic direction and why they have voting board seats. Section 6.13 reference to MBCOC has been changed to MBCC. Section 9.10 as all alumni are now members (or voting members) is it realistic to assume that 20% will turn up for a meeting? Section 9.11 with the move to electronic voting. The wording has been changed from "present and in person"? "Voting members" has been changed in various places to "members".	
8	March, 2011	Section 7.04 changed "during the Annual LMB Members Meeting," to "At least thirty days before the Annual LMB Members Meeting the Nominating Committee shall cause the ballot to be sent via email to all LMB members." Replaced "written ballot submitted at the Members Meeting/Annual Election or by signed written proxy, if unable to attend. Written proxy shall be sent with the notice of the Annual Members Meeting and shall be returned to the President." with "email. The results shall be counted five days before the Annual LMB Members meeting by the Nominating Committee."	§7
9	January 2017	Section 9.09(a) added to clarify the need for the Annual LMB Members Meeting to be available to all members without a fee, even when planned in conjunction with another LMB event for a fee.	§9
10	February 2017	To better clarify the responsibilities and expectations of the board members, Sections 6.04– 6.10 and Sections 6.12 – 6.15 have been revised. Sections 6.11, 6.16, 6.17, 6.18 have also been added. (Sections 6.19 and 6.20 have been renumbered, but remain the same.)	§6

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Leadership Manhattan Beach Bylaws

Article I. Name

Section 1.01 **Name and Relationship.** This organization shall be called Leadership Manhattan Beach. Leadership Manhattan Beach was originally chartered in 1991 by the Manhattan Beach Chamber of Commerce, Manhattan Beach, California, and remains affiliated with the Manhattan Beach Chamber of Commerce.

Article II. Definitions

Section 2.01 **Definitions.** Terms and acronyms used within the context of these Bylaws shall have the following meanings:

- (a) "LMB" shall refer to the Leadership Manhattan Beach corporation.
- (b) "MBCC" shall refer to the Manhattan Beach Chamber of Commerce.
- (c) "CMB" shall refer to the City of Manhattan Beach.
- (d) "Present and in person" shall mean that an individual is physically present in the mode in which the meeting or other event is being conducted (i.e., face-to-face meeting, teleconference, etc.)
- (e) "Member" shall mean those persons who are graduates of the LMB program also known as "alumni."
- (f) A "Major Sponsor" is a sponsor that has supported LMB with significant financial and in-kind contributions of at least \$2,000 annually for at least ten consecutive years.

Article III. Authority

Section 3.01 **Authority.** The authority of the Leadership Manhattan Beach organization is granted by the State of California, USA, as a not-for-profit corporation.

Section 3.02 **Federal Tax Status.** The Internal Revenue Service issued a determination letter in November 1995 granting LMB exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. Donors may deduct contributions to LMB as provided in section 170 of the code. A letter dated October 5, 1999 from the IRS District Director confirming this status is attached as Attachment 1.

Section 3.03 **Federal Identification Number.** The LMB Federal Identification Number is 95-4525658.

Section 3.04 **Scope.** Within the scope of its incorporation and these Bylaws, LMB has the authority to:

- (a) Establish, in addition to these Bylaws, policies, rules, and procedures for the management of LMB.
- (b) Administer the LMB education and training program for which tuition may be charged.
- (c) Solicit information and donations from its alumni.
- (d) Solicit and obtain sponsors for financial support of LMB.

Article IV. Objectives

Section 4.01 **Purpose.** The purpose of Leadership Manhattan Beach is to develop and unite existing and aspiring community leaders in the Manhattan Beach community.

Section 4.2002 **Leadership Program Objectives.** LMB shall conduct a leadership-focused program for all people of the community that provides:

- (a) **Community Education:** educating participants about the characteristics, culture, systems, opportunities, needs and issues related to the City and greater community of Manhattan Beach, the South Bay area and the County of Los Angeles.
- (b) **Leadership Competency and Skill Enhancement:** developing participants' leadership competency and skills in facilitation, group dynamics, consensus building, project management, etc.
- (c) **Community Servant Leadership Development:** fostering an appreciation of the importance of honesty, integrity and the moral dimension of community leadership, and encouraging each individual to participate in voluntary community service.

Section 4.03 **Graduate Program Objectives.** LMB shall establish and administer a LMB graduate (member) organization to provide awareness of opportunities for community service, continuing education, and social/networking functions. Meetings of the members shall be conducted in accordance with section 9.08Article IX.

Section 4.04 **Strategic Objectives.** The LMB Board of Directors shall develop goals and strategic directions for LMB through collaboration with the CMB, MBCC and Major Sponsors in the community of Manhattan Beach.

Section 4.05 **Non-discrimination Policy.** LMB does not discriminate against applicants, students, staff or members on the basis of race, color, gender, religion and national or ethnic origin.

Article V. Membership

Section 5.01 **Membership Qualifications.** LMB membership shall be granted to all graduates of the LMB training program following graduation. Voluntary alumni donations may be requested for financial support of LMB.

Section 5.02 **Voting Membership.** All LMB members shall be considered voting members of the organization at LMB Member Meetings and Special Membership Meetings, as defined in Article IX.

Section 5.03 **Termination of Membership.** LMB members who resign or are removed by the LMB Board shall no longer be considered LMB members.

Article VI. Board of Directors

Section 6.01 **Board Composition.** The LMB shall be governed by a Board of Directors (hereinafter referred to as “LMB Board”), consisting of four Officers (President, Vice President, Secretary, and Treasurer), six Directors (Recruiting Director, Program Director, Membership Director, Development Director, Marketing Director and Technology Director), and non-elected board members described in 6.02.

Section 6.02 **Non-elected Board Members.** MBCC’s Executive Director or designated representative is recognized as a non-elected, voting member of the LMB Board. A designated representative of each Major Sponsor is recognized as non-elected, voting member of the LMB Board. Such representative shall be a member of LMB as defined in Article V. Each year the Board shall review and update its list of Major Sponsors as part of its policies and procedures. The Past President is recognized as a non-elected, non-voting member of the LMB Board for one year following his/her replacement by a new President.

Section 6.03 **General.** All members of the LMB Board shall be LMB members. All members of the LMB Board are elected by the members of LMB as described in Article VII except the non-elected members described in 6.02.

Section 6.04 **LMB Board Responsibilities.** The LMB Board shall be responsible for the management of the affairs of the LMB organization, including the following:

- (a) Coordinating and facilitating an annual LMB program.
- (b) Coordinating and administering an LMB graduate program.
- (c) Providing reports to the MBCC Board of Directors and LMB members.
- (d) Providing a report to the members at the Annual LMB Members Meeting.
- (e) Developing annual strategic objectives.

Leadership Manhattan Beach uses a “working board” format meaning that although each board member has a specific area of responsibility/oversight, all board members will be required to perform the general work of the board as directed by the President and/or the Board in general.

Section 6.05 President. The President shall have previously served on the LMB Board for at least one term. The President shall be the Chief Executive Officer of LMB. The President shall ensure that LMB is operated in accordance with the LMB Bylaws and policies and procedures established by the LMB Board. The President shall preside at all meetings of the LMB Board.

Section 6.06 Vice President. The Vice President shall perform those duties defined in the LMB policies and procedures established by the LMB Board. The Vice President shall perform the duties of the President when the President is temporarily unavailable and requests the Vice President to serve in that official position. The Vice President is intended to serve as a candidate for the office of President.

Section 6.07 Secretary. The Secretary shall be responsible for recording the minutes of the meetings of the LMB Board and maintaining official records of the LMB in accordance with LMB policies and procedures established by the LMB Board. The secretary also reminds members of upcoming meetings and asks them to submit action reports. Following Board meetings, the secretary uploads the status reports, minutes, and agenda to the LMB Google drive.

Section 6.08 Treasurer. The Treasurer shall be responsible for managing the LMB funds and for maintaining official financial records of the LMB in accordance with the LMB policies and procedures established by the LMB Board. The Treasurer shall also deposit checks into the checking account for all LMB sponsorships and the notification of the Sponsorship director of net funds collected. The Treasurer will also be responsible for the deposit of all checks into the suspense account for all class project donations. And will communicate all payments received for the class to the class treasurer.

The Treasurer will also be responsible for writing and submitting all checks for all invoices requiring payment.

Section 6.09 Recruiting Director. The Recruiting Director shall be responsible for soliciting applicants for the annual LMB Class through the promotion of LMB in the South Bay community at large. The Recruiting Director shall be responsible for interviewing and selecting participants for each class. The Recruiting Director shall be responsible for the planning and execution of the LMB Annual Comedy & Magic Club Fundraiser.

Section 6.10 Program Director. The Program Director shall be responsible for the annual LMB program(s) available to participants selected by the recruiting process. The Program Director will also be responsible for the facilitation of the classes, providing the program schedule, agenda, facilities, staff and refreshments as necessary for each class. The Program Director shall have an open line of communication with the Class Facilitator, the Event Director and the Board of Directors and keep all apprised of the status of the Class and program on a regular basis. The Program Director will be responsible for sending reminders to the class prior to each class and all events.

Section 6.11 Event Director. The Event Director shall be responsible for planning and coordinating the Class Orientation, Retreats, Holiday Party and the Class Graduation. The Event Director is responsible for securing the dates and venues for the City Council Simulation, classes and tours. The Event Director shall have an open line of communication with the Program Director, Class Facilitator and the Board of Directors and keep all apprised of the status of the events on a regular basis.

Section 6.12 Alumni Director. The Alumni Director shall be responsible for growing and retaining the membership through special events, services and maintaining contact with LMB members. The Alumni Director shall coordinate and staff the Registration Tables at all LMB events, i.e.; Orientation, Graduation, Summer Social, Holiday Party etc. The Alumni Director shall also be responsible for updating the LMB member roster, including utilizing alumni networking sites for communications (with assistance of Technology Director.)

Section 6.13 Sponsorship Director. The Sponsorship Director shall be responsible for soliciting and maintaining sponsors for LMB, annual fundraising for LMB, as well as community presentations. The Sponsorship Director shall work closely with the Alumni and Recruiting Directors on Silent/Live Auctions and event sponsors. The Sponsorship Director will work closely with the "Fundraising Chair" for the class project making sure that the "Do Not Call" list is respected and that any possible exceptions are discussed.

Section 6.14 Marketing Director. The Marketing Director shall be responsible for maintaining the standard and integrity of the LMB image, which shall be executed through the marketing collateral. Marketing collateral shall include, but is not limited to, LMB print (stationary, brochures, business cards, Chamber Pak flyers, etc), publicity, advertising, and booth management (Hometown Fair, WIB Conference, MBCOC Business Expo). The Marketing Director contributes marketing content to Leadershipmb.org (with assistance of Technology Director.)

Section 6.15 Technology Director. The Technology Director shall be responsible for LMB data base management, LMB web site maintenance and updates, setup and maintenance of electronic payments, and administrative-mail communications. LMB may choose to pay an outside technology consultant to support the Technology Director. The Technology Director shall be the liaison between the LMB board and the hired technology consultant, as well as the liaison between the current class and the hired technology consultant.

Section 6.16 Communications Director. The Public Information Director shall be responsible for the publication of the Leadership Manhattan Beach Newsletter. The PID would also be responsible for networking and creating awareness about LMB with other not for profit organizations ie: MB Hometown Fair, MB 10K Race Committee and outreach to other businesses and organizations. The PID shall also manage the content of the LMB social media outlets.

Section 6.17 Teen Liaison. The Teen Liaison shall reach out to the students in the current class to answer their questions, making certain that the students understand their commitment to the program and the role they play. The Teen Liaison shall attend LMB events including the Retreats, City Council Simulation, class meetings and Alumni Events. The Teen Liaison position can be made up of two teens at the discretion of the Board President.

Section 6.18 Past President. The Past President Shall provide input and historical perspective to assist the Board during deliberations.

Section 6.19 **Committees.** The LMB Board may establish standing and ad-hoc committees to advise and conduct the responsibilities of LMB. Members who serve on committees are not elected, but are approved by the members of the LMB Board to whom the committee reports. For example, the Program Committee will report to the Program Director and the members who volunteer for that committee are approved by the Program Director.

Section 6.20 **Vacancies.** Vacancies in the office of President shall be filled by a special election conducted by vote of the LMB members. Vacancies in the offices of Vice President, Secretary, Treasurer or any Director shall be filled by appointment of the LMB President with the approval of the LMB Board and in accordance with the LMB policies and procedures established by the LMB Board. The President shall consult with the Nominations Committee to select qualified appointees in a manner consistent with the nominations and elections process.

Article VII. Nominations, Elections and Tenure

Appointment of Nominating Committee:

Section 7.01 **Nominating Committee.** The Nominating Committee shall be responsible for confirmation of candidates for the LMB Board (per Section 7.02) after a call for nominations has been made to the LMB Members. The Nominating Committee shall also be responsible for overseeing administration of the election processes and reporting on the results to the existing LMB Board for implementation and transition. Members of the Nominating Committee shall be LMB members. The Nominating Committee shall consist of no more than five (5) members and shall be appointed by the President with LMB Board approval at least 30 days prior to the Annual LMB Members Meeting each year.

Election of LMB Board:

Section 7.02 **Call for Nominations.** Prior to the Annual LMB Members Meeting each year, the LMB Board and the Nominating Committee shall solicit nominations for LMB Board positions from the LMB membership in accordance with policies and procedures established by the LMB Board. Nominations shall be accepted for a period to be published to the LMB membership by the LMB Board. The Nominating Committee shall interview each nominated candidate, all Board Members and anyone else with knowledge of the candidate to determine which candidate(s) is/are qualified for the position for which he or she has been nominated.

Section 7.03 **Restrictions.** No member of the Nominating Committee shall be included in the slate of nominees.

Section 7.04 **Completion of Elections.** The Nominating Committee shall conduct elections for LMB Board positions. At least thirty days before the Annual LMB Members Meeting the Nominating Committee shall cause the ballot to be sent via email to all LMB members. The LMB Members shall vote by email. The results shall be counted five days before the Annual LMB Members meeting by the Nominating Committee. The election results shall be announced by the Nominating Committee at the Annual LMB Members Meeting.

Section 7.05 **Voting.** Upon presentation of the slate of Board candidates and statement of qualifications by the Nominating Committee to the LMB Board, the LMB Board shall publish the names and qualifications of LMB Board member candidates to the LMB voting membership and shall conduct elections for the LMB Board member positions. LMB Board member candidates shall be elected by a simple majority of members voting.

Section 7.06 **Term of Service.** Newly elected LMB Board members will serve their terms from 1 July to 30 June. All LMB Board member terms of office are one year. If any Board Member wants to run for his or her position the following year, he or she will have to re-run for that position.

Section 7.07 **Removal.** A LMB Board member may be removed from office for cause by a simple majority vote of all LMB Members at that time. Ten (10) voting members of the LMB membership may petition the LMB Board to recall a LMB Board member. A valid recall petition shall be affirmed by a simple majority vote of the voting membership. A LMB Board Member may also be removed from office for cause by a simple majority vote of the LMB Board.

Section 7.08 **Resignation.** An LMB Board member may resign from office by submitting written notice to the LMB Board. Unless another time is specified in the notice or determined by the LMB Board, a LMB Board member's resignation shall be effective upon receipt by the LMB Board.

Article VIII. Limitations

Section 8.01 **Restrictions.** No member of the LMB Board or its officially designated representatives shall receive any compensation or other tangible or financial benefit for service on the LMB Board. However, the LMB Board shall authorize payment by the LMB of actual, reasonable expenses incurred by LMB Board members or officially designated representatives of the LMB, in accordance with the LMB policies and procedures established by the LMB Board. All LMB Board members and officially designated representatives shall act in a manner consistent with their obligations to the LMB Corporation and applicable law, regardless of any other affiliations, memberships or positions.

Section 8.02 **Facilitator.** The LMB recognizes the need to contract with a professional facilitator to conduct the LMB program classes. This contract shall be the responsibility of the Program Director and approved by the Board of Directors.

Article IX. Meetings

LMB Board of Directors Meetings:

Section 9.01 **Purpose.** Regularly scheduled business meetings shall be scheduled by the LMB Board to conduct LMB business and other activities as described in the LMB charter.

Section 9.02 **Conduct of Business.** The LMB Board will set the date and location of the meeting. The LMB Board may also conduct business by teleconference, video conference, or via electronic mail.

Section 9.03 **Quorum.** A quorum of the LMB Board for the transaction of all official LMB business is half of the LMB Board membership, not counting the non-elected Board members.

Section 9.04 **Meeting Minutes.** The LMB Board will produce and maintain meeting minutes, which will document meeting proceedings, action items, attendance and meeting schedule information.

Section 9.05 **Notice.** All members of the LMB Board must receive appropriate notice of a scheduled LMB Board meeting.

Section 9.06 **Executive Session.** The LMB Board members may schedule or make a motion to conduct LMB Board business in executive or closed session.

Section 9.07 **Voting.** LMB Board members shall submit their own respective vote on LMB business. Proxy voting is not allowed at LMB Board meetings. Under special circumstances, when deemed necessary by the President, the Board can vote via electronic mail or teleconferencing, provided reasonable effort is made to ensure all LMB Board members are contacted.

LMB Member Meetings:

Section 9.08 **Purpose.** The LMB Board shall conduct an Annual LMB Members Meeting open to the full LMB membership each year. The purpose of the LMB Members Meeting is to advance

the objectives of the LMB, elect the nominees to the LMB Board positions, and conduct other business as necessary. The LMB Board can conduct other LMB member meetings as needed.

Section 9.09 **Location.** The LMB Board shall select the location of the Annual LMB Members Meeting and announce the time, date, and location in a notice communicated to all members of the LMB. Notice and a meeting agenda shall be provided at least thirty (30) days in advance of the meeting.

- (a) **Accessibility.** The Annual LMB Members Meeting is free of charge to all members. Should the Annual LMB Members Meeting be held in conjunction with another event requiring a fee, such as the annual Summer Social, members must be permitted to attend the meeting portion of the event for no charge. After the Annual LMB Members Meeting portion of the event has concluded, members may be required pay the associated fees if they wish to remain for the social portion of the event.

Section 9.10 **Quorum.** A quorum for the transaction of official business at meetings of the LMB members shall be one-fifth of the LMB voting members. Only those LMB members present and in person shall count in determining a valid quorum.

Section 9.11 **Majority.** To approve a motion, a majority shall consist of 51% or more of the LMB voting members present and in person at the meeting or through electronic voting.

Section 9.12 **Business Meeting.** The LMB Board will establish policies and procedures for the conduct of LMB business meetings.

Section 9.13 **Proxy Voting.** LMB voting members may vote by granting a proxy to another member of LMB attending a member meeting as described in Section 9.08. The voting process shall be established in the LMB policies and procedures established by the LMB Board.

Special Membership Meetings:

Section 9.14 **Petition for Meeting.** Ten (10) voting members of the LMB may petition the LMB Board to call a special meeting of the LMB. The LMB President or a majority of the LMB Board shall call the special meeting.

Section 9.15 **Communication to Members.** Notification of a special meeting, written or electronic, including purpose, time, place, agenda, and names of principal participants, will be forwarded to the Secretary for distribution and recording purposes prior to the meeting date. Notification must be received by the membership at least thirty (30) days prior to the date of the meeting.

Section 9.16 **Meeting Materials.** Any written material to be used or distributed in connection with the meeting and/or carrying the name of the LMB is to be submitted to the LMB President prior to its distribution and/or use.

Article X. Finance

Section 10.01 **Fiscal Year.** The fiscal year of the LMB shall be from 1 July to 30 June.

Section 10.02 **Budget.** The LMB Treasurer will prepare an annual budget proposal for approval by the LMB Board. The LMB Treasurer will make the approved budget available to the LMB membership for information upon request.

Article XI. Resources

Section 11.01 **MBCC Office Support.** The LMB Board shall coordinate with MBCC to establish and provide operational support for the LMB as negotiated on an annual basis.

Section 11.02 **Sponsors.** The LMB Sponsorship Director shall solicit sponsorship from local businesses and other supporters of LMB. Sponsors may provide direct funds or “in-kind” funds in the form of services or materials.

Section 11.03 **Grants.** The LMB Sponsorship Director may solicit grants to provide additional operational funds for the LMB.

Article XII. Amendments

Section 12.01 **Voting.** Amendments to these Bylaws may be proposed by the LMB Board on its own initiative or upon petition by ten (10) percent of the voting members addressed to the Board. Amendments are accepted when approved by a least two-thirds of the voting LMB Board members.

Article XIII. Dissolution

Section 13.01 **Vote to Dissolve.** The membership of the LMB may vote to dissolve the organization in accordance with the procedures for voting at LMB business meetings.

Section 13.02 **Disposition of Assets.** Should the LMB be dissolved for any reason, its assets shall, after payment of all just debts, be turned over, without restrictions, to MBCC.

**LMB POLICIES AND PROCEDURES
(Updated 3/1/18)**

REVISION RECORD

REVISION

DESCRIPTION OF CHANGES

02-09-18	LMB – Code of Conduct added.
02-09-18	LMB Harassment Investigation Form added.
02-09-18	LMB Social Media Policy added
08-12-17	Class Project baseline budget amount was raised to \$10,000
04-22-17	Recruiting Interview Guidelines Added.
05-04-16	Class Project Fundraising & Sponsorship Guidelines added.
05-04-16	Class Project Fundraising Accounting Spreadsheet added.
03-15-14	Entire document updated using Styles.
03-15-14	Dates removed from titles and replaced with entries in Revision Record.
03-15-14	2010-2011 Board Commitment revised to require only an acknowledgement signature. Replaced term Committee with Team. Other minor edits incorporated.
03-13-14	Proposed Outline for Organization of Infrastructure items 3 to 5 deleted. Policy renamed Board Member Goals and Manual.
03-15-14	Replaced term Committee with Team in Outline for LMB Committee Operating Manuals. Renamed as Outline for LMB Operating Manuals.
03-15-14	Minor edit to LMB Mission Statement.
03-15-14	Class Web Use Policy edited to incorporate rationale as part of narrative. Incorporated updates provided by Technology Director 2014. Obsolete applications deleted and current ones added. Class Technology Director now mandatory. Supersedes 11/6/08 Policy.
03-15-14	Update to the Class Project Marketing Guide based on input from the Marketing Director 2014. Includes replacement of specific names with functional names. Supersedes 2008/2009 version.
03-15-14	Class Participant Conduct Policy dated 11/10/11 updated to select one of the optional consequences for a third violation. Minor edits incorporated.
03-15-14	Board of Directors Student Liaison Position dated 5/5/11 revised to remove future tense.
03-15-14	LMB and MB Chamber of Commerce (MBCC) Relationship (dated Dec 15, 2013) revised to add a procedure for identifying the individuals to be included in our MBCC Group Membership.
12-15-13	Chamber of Commerce Relationship Policy revised. Supersedes Nov 2011 version.
12-11-13	Class Web Use Policy revised Supersedes 11-6-08 version.
11-15-13	Class Participant Conduct Policy revised.
11-15-13	LMB Class Project Marketing Guide revised.

11-10-13 TEDx Manhattan Beach Policy dated 10-7-11 deleted.
08/01/13 Vice President Job Description added.
12-11-12 Class Project Fundraising Policies revised. Supersedes dated 5-6-10 and 2008/2009 versions.
11/01/11 LMB and MB Chamber of Commerce Relationship added.
08/04/11 LMB Policy to Operate Consistent with the Community Reinvestment Act added.
06/17/11 Sponsorship Levels added.
06-02-11 Facilitator Compensation Guideline deleted.
05/05/11 Board of Directors Student Liaison Position added.
10/01/09 Policy of Racial Nondiscrimination added.
01/21/09 Policy Regarding the Discussion of Political Issues and Political Candidates added.
04/02/08 Adult Student Selection Criteria for Class Recruiting added.
01/14/08 LMB High School Student Admission Policy added.
08-07-08 LMB Mission Statement added.
04/05/07 Class Graduation Dinner Comp Policy added.

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BOARD COMMITMENT POLCY

Each Member shall, to the best of their ability, satisfy the Board Commitments listed below.

Participation:

1. Behave ethically and with integrity so as to reflect positively on LMB
2. Achieve your individual board goals
3. Attend 9 of the 11 board meetings in a timely fashion
4. Use Robert's Rules while attending board meeting
5. Provide food and drink for 1 board meeting
6. Attend the board strategic planning retreat in June
7. Attend an informational session to help recruit new members
8. Attend the class project fundraiser or unveiling (if there is one).
9. Attend two of the following (1) class orientation (2) class meeting (3) city council simulation (4) class graduation
10. Be supportive and encouraging to the class especially during the project phase
11. Be supportive of alumni
12. Participate or post four times a year on our alumni website, Facebook, and Twitter
13. Actively contribute to ad hoc Board Member Teams established by the President

Recruitment:

Identify 2 potential recruits to the program and work with them to complete the online application. Bring them to an informational session.

Sponsorship:

Under the direction of the Sponsorship Director, maintain a relationship with 1 or 2 existing sponsors of the program and identify 1 new sponsor.

Events:

Assist other Board members in the organization of half of the LMB events, such as the Summer Social, Holiday Celebration, Alumni Mixer, or Sponsor Thank You Event.

Exception

Board Members may request to be excused from these requirements if they are involved in a large-scale, Board approved project.

Acknowledgement

Signature: _____

Date: _____

BOARD MEMBER GOALS AND MANUALS

Board Members are expected to accomplish the following by the beginning of September each year.

1. Top 3 Goals for the following year
2. Objectives/Tasks to meet each goal
3. Time lines by which to complete each objective/task
4. Identification of Team and Board Members with whom to coordinate efforts

Board Members are expected to complete the following.

1. Update to their Operating Manual by the end of May each year
2. Conduct a handoff and coordination meeting with their successor directly after Board elections.

OUTLINE FOR LMB OPERATING MANUALS

- I. Director Position/job description from Bylaws.
- II. Month by month calendar of tasks with related interactions with other Board Members.
- III. Contact List including names, addresses, phone numbers, email addresses.
 1. Team Members
 2. Vendors
 3. Resource People/Businesses
- IV. One Sheet on Lessons Learned from prior year including advice to prospective replacement.
- V. Coordinating Paperwork/Templates for your Team.
 1. Letters used
 2. Notices used
 3. Handouts used
 4. Computer disk with templates

LMB MISSION STATEMENT (AUGUST 7, 2008)

After review at the June 2008 Strategic Planning Session, the Board voted to keep the Mission Statement as: *"Developing and uniting community leaders."*

LMB MINUTES

1. The LMB Secretary shall prepare Minutes for all Board Meetings and shall submit them to board Members for review prior to the next board meeting.
2. LMB Board Members shall review, revise, and approve Minutes for prior meeting at each LMB Board Meeting.
3. The LMB Secretary shall prepare Minutes that document the results of the LMB Annual Members Meeting/Election to allow the Treasurer to submit new officer information to the bank when new officers are elected and installed.

POLICY OF RACIAL NONDISCRIMINATION

LMB's federal income tax exempt status requires that we communicate and document a racially nondiscriminatory policy for our students, selection process, brochures, advertising, and fund raising. Specifically, LMB must do the following:

1. LMB's racially nondiscriminatory policy must be included in all recruiting communications, brochures, advertising, and slide shows. LMB must maintain and retain records indicating the racial composition of the class and staff.
2. All materials used to solicit contributions must indicate LMB's racially nondiscriminatory policy.
3. LMB's web site must contain LMB's racially nondiscriminatory policy.

The following may be used to communicate our policy: “Leadership Manhattan Beach considers applicants on the basis of individual merit and without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or other factors irrelevant to participation in its program.”

LMB POLICY REGARDING THE DISCUSSION OF POLITICAL ISSUES AND POLITICAL CANDIDATES

Leadership Manhattan Beach (LMB) is not a political organization and does not endorse individuals for public office. Nor does it take positions on political issues or ballot proposals.

[THIS SHALL BE PLACED ON LMB WEBSITE AND APPROPRIATE MATERIALS]

LMB HIGH SCHOOL STUDENT ADMISSION POLICY

The student admission policy for the LMB program shall include high school juniors and seniors residing in Manhattan Beach.

ADULT STUDENT SELECTION CRITERIA FOR CLASS RECRUITING (APRIL 2, 2008):

- Priority One: Applicants from the prior year's waiting list.
- Priority Two: Manhattan Beach resident, who is also employed in MB
- Priority Three: Manhattan Beach resident
- Priority Four: Employed in Manhattan Beach
- Priority Five: Interested participant

LMB Candidate Interview Guide

The purpose of the LMB Candidate Interview is twofold. First we want to select the best possible candidate for the class from the candidate pool at hand and secondly to present Leadership Manhattan Beach in the best possible light.

We will usually have more candidates than space available and some candidates who are more than qualified will not be selected and feelings could be hurt. Our intention is to conduct all LMB business in the fairest and most transparent way possible. To ensure that there is never a question of favoritism and that all parties feel the process was fair, interview panels of no less than three (3) Alumni should be convened to conduct the interviews with each interview lasting twenty (20) minutes. When possible, if you have student interviews scheduled, try to have a teen on the panel.

Interviews can be conducted any day of the week, but typically are held on two consecutive Saturdays. Most people work and will not be able to make a weekday interview. The interviews should be scheduled beginning at 9:00AM with interviews lasting 20 minutes with a 30-minute lunch break for the Recruiting Director.

We have used SignUpGenius in the past to schedule both the Candidate interviews as well as the Interviewer time slots.

To ensure that we are not asking too much of those volunteering to do interviews it is highly recommended that two (2) separate interview panels be convened using the following schedule: Panel #1 – 9:00am-1:00pm, Panel #2 – 1:30pm-5:00pm.

Creating a professional environment and setting the tone of the interview is very important. Personalized placeholders should be created for each interviewer displaying the LMB logo and the interviewer's full name. (Templates have been provided in the digital file).

Each interviewer should have their own Notebook containing the following:

- Notebook – White 1” Binder with Inside Pockets
- Complete Candidate Interview Schedule of the Days Interviews
- All Candidate Applications in the Order to be interviewed (SignUpGenius)
- Candidate Rating Sheet for Each Candidate
- LMB Interview Questions for Each Candidate
- Copy of Class Schedule

Signage confirming the Candidate Interviews and candidate instructions is in the digital file and should be printed and posted conspicuously at the interview location.

Guide For Interviewers

It is a good policy to have those sitting on each panel arrive fifteen (15) minutes prior to the first interview of that session. This will be the first time for many of them and they may not be sure of what is expected of them or areas they need to pay close attention to during the interviews.

The Recruiting Director may want to do the preamble to each interview although it is a very long day and he/she may want to let others take the lead as well.

Mandatory Discussion Points

To be certain that each Candidate can fulfill LMB's requirements to be in the class there are a few housekeeping items that must be discussed/answered at the beginning of each interview.

Give the Candidate a copy of the Class Schedule. It should be explained to each Candidate that although we would like them to have a perfect attendance record, we understand the "life happens" and because of that, we will allow up to two (2) absences. Beyond that, it is up to the class Facilitator whether the Candidate can graduate with the class.

We also explain to them that we have two (2) mandatory Retreats (say the dates) that they must attend. If they know that they cannot attend both Retreats, thank them for their time and application and suggest they reapply when they can attend the Retreats. The same holds true if when they look at the Class Schedule they see dates that they know they will miss and they total more than the two (2) absences allowed.

We also point out the date for the Summer Social and although it is not mandatory to attend, we explain that it is the first time they will get to meet the Board of Directors, Alumni and their Class Facilitator. We let them know it is a fun event and we strongly recommend they attend.

It is your job as the Recruiting Director and as the Interview Panel to explain the LMB Program to the Candidates and to answer any questions they may have. It is through this interaction that you will perform the most important of tasks, determining who should be in the class. Not everyone should be in LMB. During the interview look for the signs that will make someone either an amazing addition to the class or the person who may be the "disrupter".

Class dynamics are a balancing act at best and you may end up having no control. I had a Facilitator ask me to do one thing and that was "do not recruit a crazy class". Pay attention to the questions you are asked and the responses given to your questions. If

you see a red flag, discuss it with the other panel members before the next interview while it is still fresh in your mind. In the end, you are responsible for the class you recruit.

If you have any questions, feel free to contact your predecessor, Board President or the Class Facilitator.

Finally, at the end of the interview let the Candidate know that you will be emailing determination letters by (select timing that fits) and a reminder about attending the Summer Social.

Remember, it's a learning experience and have fun with it.

SPONSORSHIP LEVELS ARE AS FOLLOWS

\$250-\$749	Friends of LMB
\$750-\$1,499	Bronze Level
\$1,500-\$2,499	Silver Level
\$2,500-\$4,999	Gold Level
\$5,000+	Platinum Level

Sponsorship donations to the Class Project do not qualify as LMB Program donations.

CLASS GRADUATION DINNER COMP POLICY

Class graduation dinner will be free to graduating students, dignitaries and the LMB Class Facilitator.

LMB CLASS PROJECT FUNDRAISING AND SPONSORSHIP GUIDE

Introduction

This document provides top-level guidance and recommendations to help the Class fundraise and manage their finances. Please feel free to contact the Sponsorship Director or the Treasurer for additional guidance or specific details. Contact information for both is provided below.

Budget and Financial Planning

The baseline budget for a Class Project cannot exceed \$10,000. However, the overall Class Project plan can include optional tasks that may be exercised if the Class fundraising efforts provide sufficient funds. The LMB Treasurer will need to approve the budget and fundraising methods prior to the commencement of the project. Details of various aspects of fundraising are outlined in the next several paragraphs. When developing your plan, remember that the Class Project is primarily about the leadership process and not the product. Excessive fund raising is neither required nor encouraged.

Fundraising Options and Guidelines

Monetary Sponsorships

A monetary donation made by a company or a private individual must be made to “Leadership Manhattan Beach” with a notation in the memo section of the check “for allocation to the Class project”. All checks and cash donations should be sent immediately to the LMB Treasurer. Checks should be mailed to the LMB PO Box 3046, Manhattan Beach, California, 90266.

LMB is a non-profit organization and all donations are tax deductible. Our Tax ID number (95-4525658) should be included on your acknowledgement of the contribution. Financial questions and tax exemption issues should be directed to the Treasurer.

The current LMB Sponsorship Levels may be found on our website at <http://www.leadershipmb.org/sponsors.html>. Class Sponsorship Levels may differ from these, if advantageous.

Some sponsors may prefer to offer support through in-kind donations. The Class will have to determine if these in-kind sponsors receive the same benefits as cash donation sponsors.

Events

Past events have included cocktail parties at private residences or local restaurants. Usually a ticket purchase is required for entrance to the event. Past ticket prices have ranged from \$25-\$40 and often include hors d'oeuvres and wine. The LMB Facilitator must approve any fundraising event “concept.”

Auction/Raffle

Although a lot of work, a silent and/or live auction and/or raffle at an event can be a fun and effective approach to fundraising. Generally, local merchants, individuals, or class members donate auction items. Please be considerate of approaching current LMB sponsors for further donations as discussed below under Sponsorship Coordination with LMB.

Electronic Fundraising

The Class will use the LMB PayPal account for all electronic fundraising efforts. The Class is permitted to use the LMB Square account for all credit card swipes at Auctions/Raffle events. The LMB Eventbrite account is to be used to sell tickets to events that the Class wishes to sell tickets to. No new accounts for receiving funds electronically should be created by the Class.

Sponsor Recognition

Sponsors of the Class Project should receive appropriate recognition for their donations. Class fundraising efforts should make it clear to potential sponsors that the fundraising is for the Leadership Manhattan Beach “Class of [insert graduation year]” project.

Sponsorship Coordination with LMB

It is very important to maintain close coordination between the Class fund raising and LMB sponsorship activities to avoid parallel solicitation of existing or new sponsors. Such parallel solicitations reflect poorly on the Class and LMB, further, in the past they have resulted in both groups being unsuccessful.

Existing LMB Sponsors

Current LMB Sponsors should not be solicited under any circumstances. A list of LMB sponsors can be found on the Sponsors page of our website (<http://www.leadershipmb.org/sponsors.html>). Click on “Additional Sponsors” at the bottom of the first Sponsor page to view the second page of sponsors.

Duplicate New Sponsors

The Sponsorship Director’s team regularly approaches new individuals and organizations with sponsorship requests, creating another opportunity for duplicate solicitation. LMB will generally defer to the Class in this case because a Class sponsor becomes an excellent LMB sponsor candidate the following year. Again, the key to avoiding duplication lies in the regular sharing of candidate new sponsors between the Class and LMB. An email when either list changes would help keep the two groups coordinated.

Project Finances

Financial questions and tax exemption issues should be directed to the LMB Treasurer. All receipts and requests for payment should also go to the LMB Treasurer on a regular and timely basis.

Fundraising

The Class will maintain a list of funds collected by source, donor and amount. This list should include contact information for all donors. The template for the fundraising will be provided by the LMB Treasurer for the Class Treasure to maintain. This template will be updated and provided to the LMB Treasurer on a weekly basis until all fundraising is complete.

Expenses

The Class will create a budget to complete the baseline project. Phases to expand the project can be added over above the baseline project should the Class have excess funds over and above the baseline. The LMB Treasurer will provide the Class with the budget template that is required to be maintained for the project. The budget will be sent to the LMB Treasurer on a weekly basis until the project is complete. The Class is responsible for covering the up-front costs of any fundraising effort. LMB makes an up-front loan of \$500, which may be used for any project related costs. Any request for

reimbursement must be accompanied by an invoice marked as paid or official receipt. PLEASE KEEP ALL RECEIPTS, as expenses cannot be reimbursed without proof of payment. All Class Project expenses must be paid prior to graduation.

Excess Funds

The Class shall determine the scope of their project and make a good faith effort to not fundraise beyond the anticipated cost of the project. If at graduation any funds remain, they will revert to the LMB General Fund.

LMB Board of Directors Contact Information

Contact information for the current Board of Directors, including the Sponsorship Director and the Treasurer, may be found on the LMB website at this location LeadershipMB.org/Board of Directors/. Alternatively, go to <http://leadershipmb.org>, click About Us, then click on here under Board of Directors. The Sponsorship Director and Treasurer's email are Sponsorship@LeadershipMB.org and Treasurer@LeadershipMB.org.

Historical Perspective Class Project Fundraising Policy/Guidelines:

The project target was set at \$7,500 because it limits the size and complexity of the project to what is manageable in the short time frame. In 2017 the project target was increased to \$10,000. A project that is too big makes it too stressful and makes what is a good learning experience into something that is too much hard work.

The \$500 the Board gives is a token support to get them going. We think this is still a realistic amount.

The Facilitator's major goals and role as it relates to the project are as follows:

- To encourage the class to select a project that allows them a chance to learn how to work together as a team and also provides something to the City.
- To ensure they are finished by graduation.
- To ensure they do not overextend themselves and create a financial liability for the Board or Program.
- To ensure there is no liability risk exposure to LMB.
- To make sure they don't damage the reputation of Leadership within the Community.
- To provide them with the team support they need to effectively work well together.
- To connect them with people they need to be successful.
- To share past lessons learned and information from past classes.
- To stay out of their way unless their intervention is needed.

LEADERSHIP MANHATTAN BEACH CLASS OF XXXX
PROJECT BUDGET

	<u>TARGET</u>		<u>WISH LIST</u>		<u>Total</u>
	<u>Phase 1</u>	<u>Phase 2</u>	<u>Phase 3</u>	<u>Phase 4</u>	
<u>OPERATING COSTS</u>					
Equipment					
Project hardware	0.00	0.00	0.00	0.00	0.00
Weather proofing	0.00	0.00	0.00	0.00	0.00
Shipping	0.00	0.00	0.00	0.00	0.00
ADA additional	0.00	0.00	0.00	0.00	0.00
Permits	0.00	0.00	0.00	0.00	0.00
Installation	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Fundraising					
Food	0.00	0.00	0.00	0.00	0.00
Miscellaneous supplies	0.00	0.00	0.00	0.00	0.00
DJ	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Ribbon Cutting					
Invitations	0.00	0.00	0.00	0.00	0.00
Flyers	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Recognition plaque for ribbon cutting	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Media & Promotion					
Print	0.00	0.00	0.00	0.00	0.00
Media	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Total cost of project	0.00	0.00	0.00	0.00	0.00
		0.00		0.00	0.00

LEADERSHIP MANHATTAN BEACH CLASS OF XXXX
FUNDRAISING DETAILS

<u>Donor Name</u>	<u>Email address</u>	<u>Amount</u>	<u>Paypal Fee</u>	<u>Net</u>	<u>Date</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>
DONOR NAME		\$0.00	\$0.00	\$0.00				
Total e-payments		\$0.00	\$0.00	\$0.00				
Checks								
DONOR NAME		\$0.00	\$0.00	\$0.00				
Total Checks		\$0.00	\$0.00	\$0.00				
Total Funds		\$0.00	\$0.00	\$0.00				
Fundraising Event								
Cash		0.00	0.00	0.00				
Square		0.00	0.00	0.00				
T-shirt cash		0.00	0.00	0.00				
Grand Total		\$0.00	\$0.00	\$0.00				
Budget Expense				\$0.00				
Net Surplus				\$0.00				

LMB - CLASS WEB USE POLICY

LMB Classes will use the existing LMB website (www.LeadershipMB.org) for publicity or fund raising purposes. This is because we want to have one web identity for LMB, not multiple identities for different classes or events. The class project manager or other designees should work with LMB's Technology Director to create a page or pages on the LMB site to promote their project or event.

LMB Classes have access to, and should use, LMB's existing web applications. For example, LMB uses MailChimp for email marketing to alumni and the Class may use this if they wish. LMB has vendor contracts that should be used to ensure consistency and control costs. Before creating email blasts, online registration processes, online surveys, or other web based activities class designees should consult with LMB's Technology Director.

Classes may create Private Facebook Groups or online project management sites (e.g., Basecamp, Smartsheets, etc.) or online-shared documents (e.g., Goggle docs) to help them manage their project. These sites shall have an internal, class-focused audience rather than a public audience.

The class shall appoint a Class Technology Director who will facilitate communication between the class and the LMB Board on these policy issues as well as help class members make the best use of technology in completing their class project.

Questions regarding this policy should be directed to the Technology Director.

LMB CLASS PROJECT MARKETING GUIDE

OVERVIEW

The purpose of the Marketing position is to create and maintain a publicity campaign that encompasses both marketing and public relations techniques to promote the LMB program, achievements, and successes within the South Bay community. This is done through a variety of methods, including fliers, newspaper advertisements, press releases, and so forth.

It will be up to your class to determine which methods of marketing you will employ to advertise and promote your class project. Below is a relatively comprehensive list of methods and resources available to you, but feel free to be creative and come up with your own ideas.

The most important thing to keep in mind is that, while any marketing you release does focus on your class project, it ultimately comes from the LMB program and reflects upon our entire organization, not just your class. For this reason it is important that the class marketing team maintain close communications with the Marketing Director on the Board (Marketing@LeadershpMB.org). Specifically, a meeting with the two to review and discuss the class marketing plans and materials shall occur prior to any public release.

GUIDELINES

The LMB board considers "strengthening the LMB brand" one of our primary goals. Essential to accomplishing this goal is the creation of a strong and recognizable LMB image used in all marketing material. The class can help achieve this goal by following the guidelines listed below.

1. The class will likely create their own logo for the project for use in their marketing materials. However, the LMB logo should also be prominently displayed on all marketing material and any signage or other material viewed by the public. Whenever possible, a link to the LMB website (www.leadershipmb.org) should be provided.
2. Keep in mind that, while LMB organizes and offers the class, LMB and the LMB Class Project are separate and distinct from a sponsorship standpoint. The two entities maintain separate sponsor lists and sponsoring the Class Project does not also result in the donor being a LMB Sponsor. Similarly, an LMB Sponsor is not automatically a Class Project Sponsor. Marketing materials need to reflect these differences to avoid donor confusion and possible disappointment.
3. If soliciting donations, work with the LMB Treasurer (Treasurer@LeadershipMB.org), to determine the best way of collecting payment. Do not use a PayPal account that belongs to an individual class member. Payments must go directly to the LMB account.

MARKETING METHODS and RESOURCES

Leadership Manhattan Beach

1. Class Project Page on the LMB Website. Both news articles and advertisements can be posted to help promote your class project. Work with the LMB Technology Director (webmaster@leadershipmb.org) to get things posted.
2. Mass emails publicizing your project can be sent to all LMB members/alumni through the LMB website (See CLASS WEB USE POLICY in this document.).
3. Community Events. We have an official LMB Canopy with the LMB logo that the class may use.

4. LMB maintains a public Facebook page and the class may establish their own Facebook page.

Other

Local Media (Beach Reporter, Easy Reader, etc.).

Press Releases.

Advertisements.

MARKETING CONTACTS

The Marketing Director The Marketing Director (Marketing@LeadershipMB.org) will provide updated information for the following, and other up to date, marketing contacts.

Manhattan Beach Chamber of Commerce

LMB Technology

Beach Reporter

Easy Reader

LMB AND MB CHAMBER OF COMMERCE RELATIONSHIP

History

The Leadership Manhattan Beach (LMB) Program began in 1991 and graduated the first class in 1992. Organization, fundraising, program structure, and recruitment of the first class participants occurred in 1990. When formed, LMB was a committee under the Manhattan Beach Chamber of Commerce (MBCC) and they provided invaluable start-up support including mailings (pre email), filing of history, coordination, and promotion. LMB will be eternally grateful to the Chamber for their support

Ongoing Relationship

To continue our close relationship the following benefits shall apply:

1. LMB will provide complementary class tuition for one MBCC member each year and MBCC will continue to be listed as a founding sponsor of LMB.
1. MBCC will grant LMB a complementary group Membership for twenty (20) LMB Board identified individuals each year. MBCC will provide a digital marketing package valued at \$500 to include four (4) blog posts and a position in the MBCC weekly e-blast two times throughout the year. Additionally the chamber will allow Leadership to use their physical address to receive items. The 20 Board identified individuals shall be chosen by majority vote of the Board of Directors.

LMB CLASS PARTICIPANT CONDUCT POLICY

The Board of Directors of Leadership Manhattan Beach (LMB) shall have summary power by vote of a majority to ask any LMB current class participant to leave the LMB program without cause or for conduct which in its opinion disturbs the order, dignity, business, harmony or impairs the good name, popularity or prosperity of the LMB organization or which is likely in its opinion to endanger the welfare, interest, or character of the LMB organization, or for any conduct in violation of state or federal law.

Dismissal Procedure for LMB Participant Policy

LMB Participants shall adhere to the LMB Participant Policy.

For those LMB Participants found to be in violation of LMB Participant Policy (at LMB Events), the procedure below shall be followed:

First Violation – A verbal warning will be given to the LMB Participant by the Program Director and the Facilitator. The LMB Participant shall be reminded of the LMB Participant Policy.

Second Violation – A second verbal warning will be given to the LMB Participant by the Program Director and the Facilitator. A written notice of second warning shall be issued to LMB Participant by Program Director.

Third Violation – A final verbal warning will be issued to the LMB Participant followed by a written Notification of Dismissal Vote. The Participant will be subject to dismissal by a simple majority vote by the LMB Board. The LMB Participant will be verbally informed of the result of the vote by the LMB Program Director; written Dismissal Notice, if applicable, will be issued to the LMB Participant by the LMB President.

LMB BoD STUDENT LIAISON POSITION

Selection Process

Recruited in April from current class. Must be no older than a junior in high school so they will be a senior during their time on the board.

Application due April 30. Application shall include a list of events at which student's presence will be expected during the next year.

Students interviewed by a minimum of two board members and Student Board Member from the existing year.

Notified by May 15th if they are accepted onto board.

Roles and Responsibilities

Act as a liaison between LMB Board, represented high school, and teen recruiter

Act as a liaison between teens in class and LMB Board (will attend classes a minimum of once per quarter)

Actively participate in leadership events (recruiting, alumni events)

Meet with teens and the Facilitator at beginning of class and provide Board with introduction to new students in the class

Attend the Fall retreat as student liaison

Meet with teens and the Facilitator before the project and provide the Board with student thoughts on class and project

Attend strategic planning session in June

LMB BOARD OF DIRECTORS, STUDENT LIAISON APPLICATION

Name _____

Address _____

Phone Number _____

High School _____

Current Grade _____

Why are you applying for a position on the LMB Board?

What was the main learning experience you took away from the LMB program?

How do you think you can contribute to the board? (i.e. what experiences, skills make you a good candidate?)

If you are chosen for the position you will be expected to attend the following activities (Specific dates may be found on the LMB Website by selecting the “click here” link under Program Calendar on the Applications page (<http://www.leadershipmb.org/applications.html>)).

- Teen meeting with the LMB Facilitator before the beginning of the class
- Fall retreat in Sept (if possible)
- Teen meeting Facilitator before the beginning of the class project in Jan
- Strategic Planning Session in Jun
- Attend Board Meetings first Thursday of every month
- Attend class once per quarter

I understand that I am expected to attend the above: _____

Date: _____

LMB POLICY TO OPERATE CONSISTANT WITH THE COMMUNITY REINVESTMENT ACT

It is the policy of Leadership Manhattan Beach to operate in a manner consistent with the Community Reinvestment Act (CRA) by supporting activities and projects that benefit individuals of low- to moderate-income.

Compliance examples. Specifics to be established by each board.

Class projects benefit surrounding communities in addition to Manhattan Beach.

 Signs of the Sea – benefits educational mission for broad community.

 Bike Racks – benefit those that bike to the beach from communities beyond MB.

Tuition scholarships for class participants experiencing financial hardship.

LMB VICE PRESIDENT JOB DESCRIPTION

The Vice President shall:

1. Form, lead, and facilitate cross-functional teams to achieve the objectives established by the President and the Board of Directors.
2. Advise, support, and help the President.
3. Serve as a spokesperson for LMB.
4. When requested by the President, perform the duties of President. Learn from the President to increase viability as a candidate for President.

**FACILITATOR BONUS COMPENSATION GUIDELINE (Deleted
6/2/11)**

**LMB – TEDX MANHATTANBEACH POLICY (ADDED 10/7/11,
Deleted 11/10/13)**



Leadership Manhattan Beach Code of Conduct

INTRODUCTION

Participation in Leadership Manhattan Beach (LMB) carries certain duties and responsibilities. This Code of Conduct outlines some of those duties and responsibilities.

POLICY AGAINST HARASSMENT

The Leadership Manhattan Beach Program does not tolerate unlawful harassment of any of its staff members or participants. Any form of harassment which violates federal, state or local law, including, but not limited to harassment related to an individual's race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition (cancer related or HIV/AIDS related), or physical or mental disability is a violation of this policy. For these purposes the term "harassment," includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct.

In addition to the above listed conduct, "sexual harassment" can also include the following examples of unacceptable behavior:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Visual conduct -- leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual suggestive or obscene letters, notes or invitations; or
- Physical conduct -- touching, assault, impeding or blocking movements.

Note that this policy is a "zero-tolerance" policy. Any violation of this policy will be treated as a disciplinary matter, regardless of whether it constitutes illegal harassment under the law.

A participant who feels that he or she is being harassed by another should immediately report the contact to the Leadership Manhattan Beach President, Program Facilitator or any LMB Board Member. Any participant of the program for reporting a harassment problem will not be penalized in any way. All complaints of harassment which are reported will be investigated as promptly as possible. All complaints of harassment which are reported will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Harassment of program a participant in connection with their participation in the Leadership Manhattan Beach program by outsiders may also be a violation of this policy. Any such harassment should be reported

immediately, and appropriate action will be taken. Harassment of program participants by program leaders or staff members is also prohibited.

CODE OF CONDUCT

For complete Social Media Policy please see referenced document “*LMB Social Media Policy*”. Members of the Leadership Manhattan Beach program are asked to use the upmost discursion and caution when posting on social media sites

Airing grievances or commenting about a business in a negative way in any public forum is highly discouraged and may result in removal from the Leadership Manhattan Beach program. Participants should be aware of the effect their actions may have on their image, as well as Leadership Manhattan Beach’s image.

- Members of the Leadership Manhattan Beach program will exercise proper authority and good judgment in their dealings with program staff, suppliers, and the general public and will respond to the needs of the program members in a responsible, respectful, and professional manner.
- Leadership Manhattan Beach members will conduct the business affairs of the association in good faith and with honesty, integrity, due diligence, and reasonable competence.
- The board of directors must act at all times in the best interests of the Leadership Manhattan Beach program and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, Leadership Manhattan Beach participants will identify the conflict and, as required, remove themselves from all discussion and voting on the matter. Specifically, board members shall follow these guidelines:

SOCIAL MEDIA

For complete Social Media Policy please see referenced document “*LMB Social Media Policy*”.

VIOLATIONS OF CODE OF CONDUCT

Violations of this Code of Conduct may result in disciplinary action, including the removal from the program.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of Leadership Manhattan Beach Code of Conduct, and that I am responsible for reading and following it.

SIGNATURE

DATE

PRINTED NAME



Leadership Manhattan Beach Investigation: Harassment Complaint Form

Name of the Complainant: _____

Department: _____

Phone Number: _____

E-mail: _____

Today's Date: _____

Name of the Accused: _____

Department: _____

Relationship of the Accused to the Complainant (manager, co-worker, client, etc.):

Phone Number: _____

E-mail: _____

Date of Incident: _____

(If more than one event, please report each event on a separate form.)

Where did the specific event occur?

Please explain the events that occurred.

How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?

Describe the harm you have suffered as a result of the event.

Were there any witnesses to this specific event? (If yes, please provide their names.)

Is there any physical evidence that supports your complaint? If so, please describe or attach copy of evidence.

What would be your desired outcome of the investigation?

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence Leadership Manhattan Beach deems relevant.

SIGNATURE

DATE

PRINTED NAME

Please return this form to the LMB Board President or any the Member of your choosing.



Leadership Manhattan Beach Social Media Policy

The following policy applies to all Leadership Manhattan Beach social media platforms, including but not limited to, Leadership Manhattan Beach website, Facebook (public page and alumni-only page), Instagram, Twitter, LinkedIn, public forums, blogs and emails. Any violation of this policy may result in loss of posting privileges and/or removal from the Leadership Manhattan Beach program. Please remember that social media posts, comments and emails reflect Leadership Manhattan Beach's public image and could potentially damage the reputation of our program.

- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, erroneous, libelous, political, or that which can create a hostile attitude towards, or are inimical to the best interests of the Leadership Manhattan Beach program.
- Posts that are personal, or for third-party gain or financial enrichment is prohibited. This includes classified ads, business promotion, image branding (direct or indirect), click-baiting or other posts that are unrelated to the operations or mission of Leadership Manhattan Beach. An exception allowing advertising is made for approved Leadership Manhattan Beach sponsor advertising.
- Multiple or repetitive posting and spam posts are not allowed.
- Leadership Manhattan Beach members are not to publish, post or release any information that is considered confidential or not for public distribution. If there are questions about what is considered confidential, participants should check with the Program Facilitator or President.
- Everyone shall post or comment on Leadership Manhattan Beach social media in a responsible, respectful, and professional manner, and in compliance with all Leadership Manhattan Beach policies.

Note: All posts and comments on Leadership Manhattan Beach social media will be reviewed by an authorized moderator/administrator prior to uploading, to ensure compliance with the above policy and to prevent hackers, trolls and spoofs from making inappropriate posts.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of Leadership Manhattan Beach Code of Conduct, and that I am responsible for reading and following it.

SIGNATURE

DATE

PRINTED NAME

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Anne McIntosh, Community Development Director
Nhung Madrid, Senior Management Analyst

SUBJECT:

Consideration of Short-Term Rental Program and Policies (Community Development Director McIntosh).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council direct staff to return with the necessary program elements to establish a short-term rental licensing and administrative program in commercial areas pursuant to the restrictions set forth in the staff report.

FISCAL IMPLICATIONS:

Short-term rentals are permitted in the commercial zones such as the Downtown CD zone, but not permitted in the residential zones. Without a licensing and administrative program regulating short-term rentals in commercial zones, the City does not receive any license/registration fees or Transient Occupancy Tax (TOT) revenues from short-term rentals. If the Council directs staff to create a licensing and administrative program, the City could receive TOT from authorized short-term rentals. Any increase in revenue depends on the program guidelines, the number of registered property owners who would be allowed to host short-term rentals, and under what limitations the program is subject to.

BACKGROUND:

On July 19, 2018, the City Council held a study session to review and discuss the goals and concerns of a short-term rental policy and various short-term rental programs in other municipalities throughout Southern California. After a lengthy discussion, the City Council directed staff to:

- Work in conjunction with short-term rental companies regarding compliance,
- Research implementing a short-term rental pilot program in the commercial zones west of Sepulveda Boulevard (owner-occupied; hosted stays),
- Further research hosted stays versus unhosted stays; and
- Return with data regarding short-term rental properties that are currently listed online.

DISCUSSION:

Staff is continuing to gather information in response to Council direction. As a first step, staff recommends that the City develop a licensing and administrative program for short-term rentals in the commercial districts, as outlined below. As noted previously, the City currently allows short-term rentals in the commercial zones, but, without a program, has not regulated such uses to minimize any potential adverse effects of such use.

Staff analyzed three commercial districts: Downtown Commercial (CD); North End Commercial (CNE); and Local Commercial (CL), to determine the potential impact, arising from a licensing and regulatory program for short-term rentals. Within the CD, CNE, and CL districts, there are approximately **380** total housing units that are commercially zoned. The breakdown is as follows:

- 35 single-family residences
- 11 condominium buildings (42 units)
- 13 apartment buildings (107 units)
- 36 duplex buildings (76 units)
- 13 triplex buildings (39 units)
- 9 quadruplex buildings (36 units)
- 19 mixed-use buildings (46 units)

Staff does not recommend allowing short-term rentals in rental apartment units except for the units that are owner occupied for reasons explained below. Therefore, the number of likely qualifying short-term rentals would be closer to **213** units.

Short-term rentals are considered to be a commercial use. Thus, three commercial zones-North Manhattan Beach (CNE), followed by Downtown (CD), on Manhattan Beach Boulevard (CL), and lastly, a small pocket on Aviation Boulevard (CL)-would be suitable for short-term rentals given the proximity to other adjacent commercial land uses and main transportation corridors. The majority of the units suitable for short-term rentals are located in these commercial zones.

Additionally, by limiting short-term rentals to existing single-family residences and condominium uses in the CD, CNE, and CL districts, program guidelines could be less restrictive, which could result in greater host compliance and less code enforcement activity. Program guidelines could also include the following provisions:

- Allow for hosted or unhosted stays,
- No limit on the number of stays per calendar year,
- Short-term rental unit is not required to be the Property Owner's primary residence,
- Registration of short-term rental property with City,
- Requirement to obtain a Business License; and

- Requirement to collect and remit TOT.

If the City chooses to move forward with a short-term rental program, it is imperative that the City Council consider developing guidelines prohibiting short-term rentals in year-round rental units, which will safeguard, preserve and protect residential housing stock in the City. The recent passage of the State's 2017 Legislative Housing Package has put more regulations on cities to comply with various state housing laws to meet regional housing needs. Therefore, staff does not recommend allowing short-term rentals in apartments, Accessory Dwelling Units (ADUs), or in residential zones in the City.

If the City Council supports a short-term rental pilot program in commercial zones, staff would return at a later date with the necessary program documents, possibly including, if necessary, an ordinance to amend the Zoning Code and Local Coastal Program. Additionally, staff may include more detailed information on the registration process, program guidelines and restrictions, and a mechanism to collect TOT revenue.

POLICY ALTERNATIVES:

ALTERNATIVE #1:

Maintain status quo and engage with a short-term rental compliance monitoring vendor (i.e., Host Compliance, or other like vendor) to supplement code enforcement efforts.

PROS:

- Maintaining the status quo would minimize impacts to neighborhoods from short-term rental nuisances.

CONS:

- The City would not collect TOT revenue on short-term rentals. This option does not allow for any flexibility. A significant amount of resources are already dedicated to enforcing the current ban which has not proven to be effective in eliminating short-term rentals in the City, and additional funding and resources would be required for an outside vendor to monitor compliance.

ALTERNATIVE #2:

Consider allowing hosted short-term rentals in residential districts citywide.

PROS:

- When a host is required to live on-site in the short-term rental, they are able to monitor and immediately respond to issues (such as noise, trash and parking) that may arise during the lodger's stay. Also, since hosts would be required to live in the short-term rental, there would be less lodgers occupying the home and lodgers would less likely rent for large parties or gatherings. By allowing hosted short-term rentals in residential areas, this would increase the amount of eligible properties which could take advantage of the program, thus resulting in possibly more TOT revenues.

CONS:

- Depending on the extent of the program, additional staffing resources in Community Development may be necessary for code compliance.

PUBLIC OUTREACH/INTEREST:

Upon City Council's direction, a community outreach effort will be undertaken to inform the community of the City's goals, policies, and program regarding short-term rentals.

ENVIRONMENTAL REVIEW

The discussion item is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there will be no potential impacts on the environment.

LEGAL REVIEW

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

Attachment:

1. Zoning Map

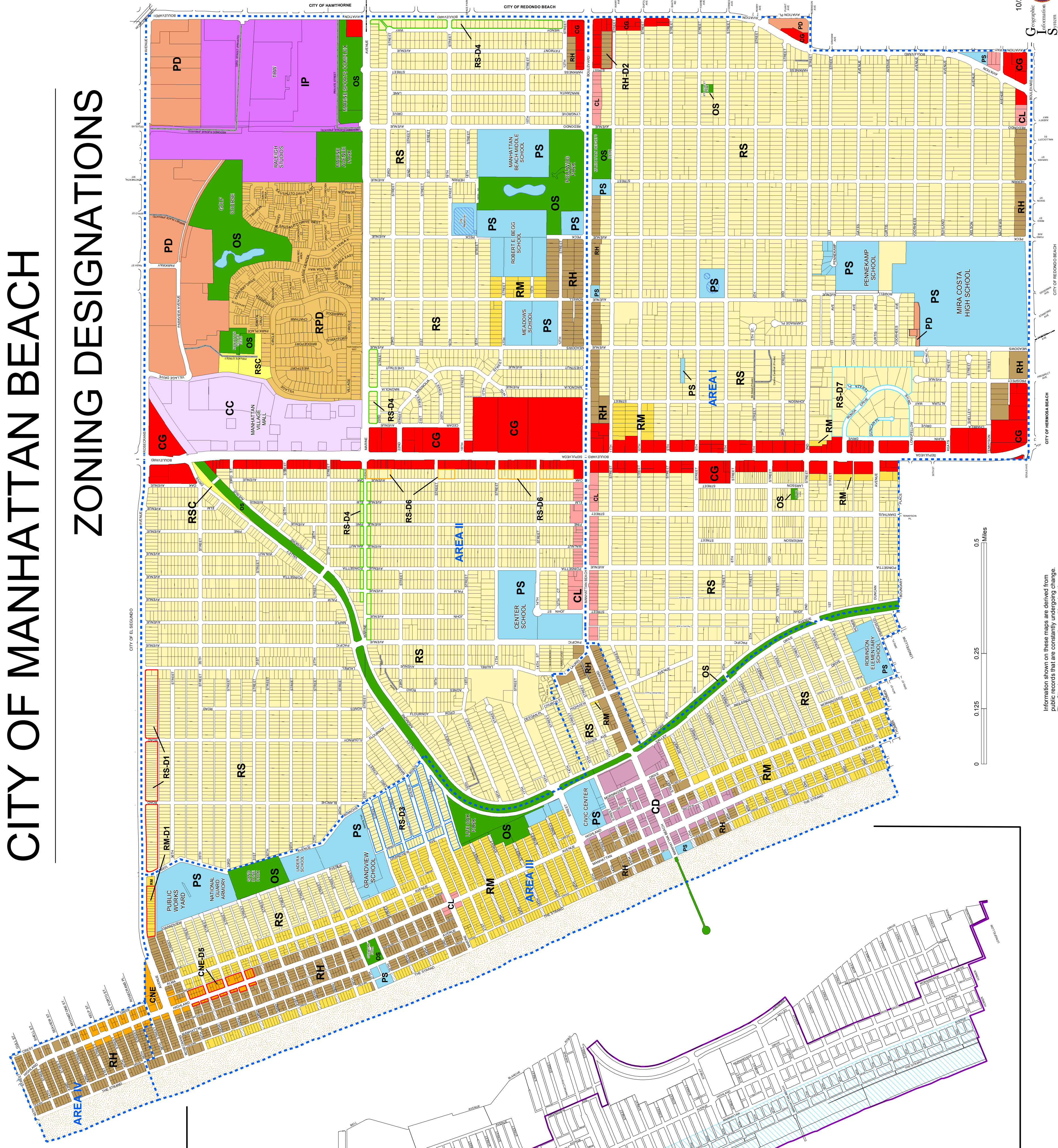
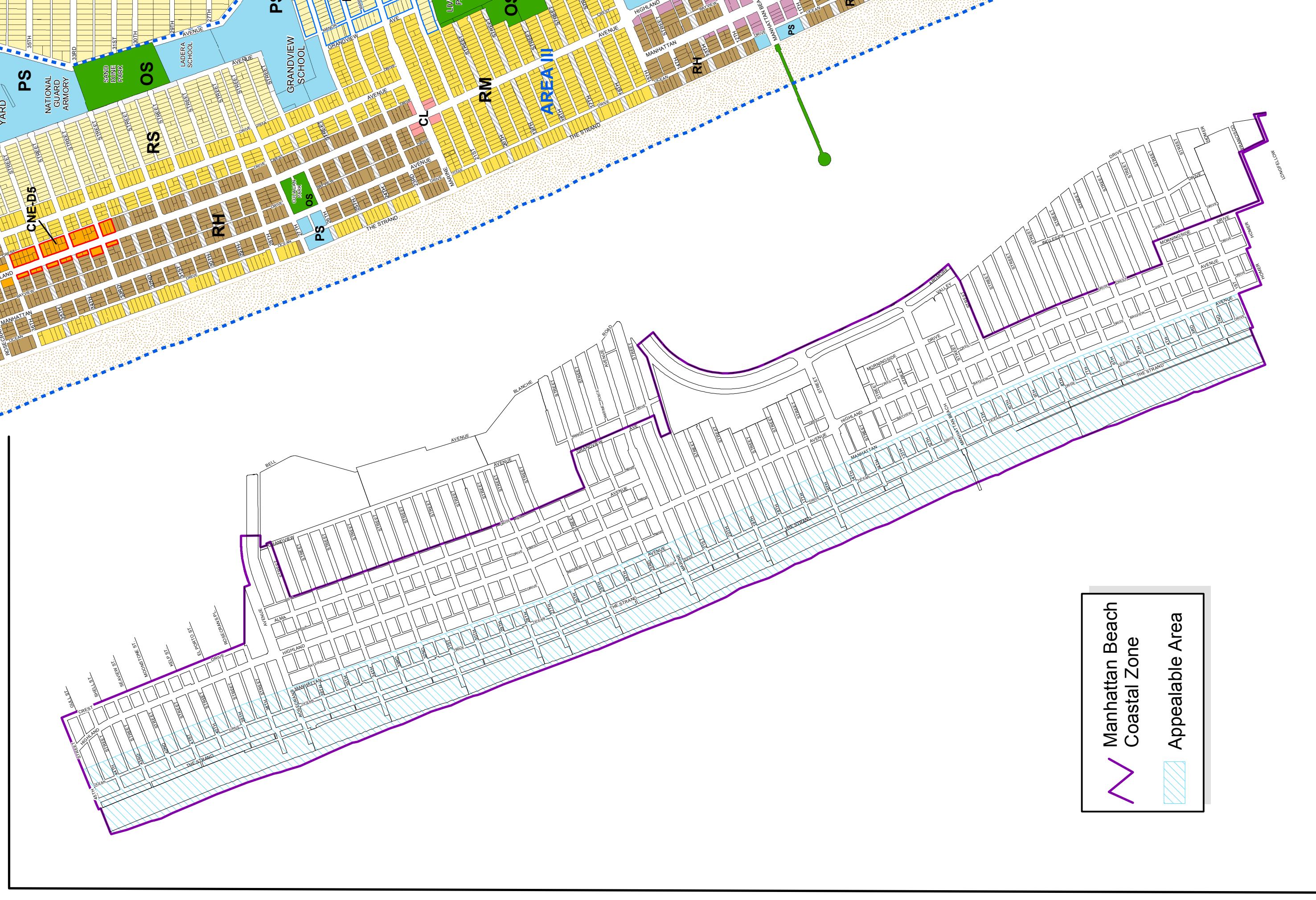


CITY OF MANHATTAN BEACH

ZONING DESIGNATIONS

Zoning Designations & Overlays

- Residential Districts**
- RS** Residential Single Family
- D1-Design Review**
-Rosecrans Avenue
- D3-Design Review**
-Gaslamp Neighborhood
- D4-Design Review**
-Traffic Noise Impact Area
- D6- Design Review**
-Oak Avenue
- D7- Design Review**
-Longfellow Drive
- RM** Residential Medium Density
- D1- Design Review**
-Rosecrans Avenue
- RH** Residential High Density
- D2- Design Review**
-11th Street
- RPD** Residential Planned Development
- RSC** Residential Senior Citizen
- Commercial Districts**
- CL** Local Commercial
- CC** Community Commercial
- CG** General Commercial
- CD** Downtown Commercial
- CNE** North End Commercial
- D5- Design Review**
-North End Commercial
- Other Districts**
- PD** Planned Development
- IP** Industrial Park
- PS** Public and Semi-Public
- OS** Open Space



Information shown on these maps are derived from public records that are constantly undergoing change. The City does not guarantee the positional or the thematic accuracy of the GIS data.

Map Adopted by Ordinance Number 2057 on August 3, 2004. Adoption Incorporates the Following Preceding Ordinances: 2038, 2025, 2019, 2012, 1995, 1994, 1948, 1832, 1779. It Also Incorporates the Following Amendments: 2062, 2105.



10/27/2011

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

George Gabriel, Senior Management Analyst

SUBJECT:

Resolution No. 18-0149 Declaring a Shelter Crisis Pursuant to SB 850, Allowing the City to be Eligible for Homeless Emergency Aid Program (HEAP) Grant Funding and the City's Multi-Jurisdictional Proposal to Implement the City's Homelessness Plan (City Manager Moe).

a) ADOPT RESOLUTION NO. 18-0149

b) APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 18-0149 Declaring a Shelter Crisis Pursuant to SB 850, Allowing the City to be Eligible for Homeless Emergency Aid Program (HEAP) Grant Funding,
2. Approve the City's multi-jurisdictional proposal in collaboration with the Cities of Redondo Beach and Hermosa Beach to implement the City's homelessness plan.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action. However, should the City receive grant funding from either the State or County's RFP, the City will reflect those grant amounts in the revised FY 2019-2020 budget.

BACKGROUND:

On August 21, 2018, the City Council adopted the City's "Five-Year Plan to Address Homelessness in Our Community." The plan contains 10 goals aligned with Manhattan Beach's and Los Angeles County's objectives to address homelessness. While the City plans to achieve these goals, no direct funding source has been identified to implement these goals.

In anticipation of the limited funding cities have to address homelessness, County of Los Angeles and State of California funds have become available through two separate grant

funding processes.

State of California

Pursuant to a new state statute codified in the California Health and Safety Code, the State of California has approved \$500 million in onetime funding to address homelessness in the FY 2018-19 State Budget through the new Homeless Emergency Aid Program (HEAP). The purpose of the HEAP is to provide local agencies with one-time flexible block grant funds to address immediate homelessness challenges. The allocation in funding under the program is based on (1) a jurisdiction's total share of homeless individuals based on a 2017 point-in-time count; (2) the jurisdiction's share of the total statewide homeless population based on the 2017 point-in-time-count; or (3) on whether a city has a population of 330,000 or more. The Los Angeles Homeless Services Authority (LAHSA) will be the administrative agency for the HEAP and expects an allocation of approximately \$80 million.

Eligible uses of funding include emergency aid, prevention, and diversion programs. In order to be eligible to apply for funds, a jurisdiction must declare a shelter crisis.

County of Los Angeles

On March 7, 2017, the Los Angeles County Board of Supervisors obtained voter approval for a 10-year, ¼ cent sales tax increase to help fund housing and support services for the homeless population throughout the County.

Recently, the County of Los Angeles released a Request for Proposals (RFP) for Measure H grant funding to cities. The funding opportunity provides up to \$9 million in County Measure H funds and \$1 million in private support through the Home for Good Funders Collaborative. These funds will help implement local projects that enhance County service systems for those currently experiencing or at-risk of homelessness. All indications are that the County is looking for multi-jurisdictional (i.e. regional) submissions. For example, individual cities are capped at \$300,000 grants, whereas joint submissions from multiple jurisdictions have no such cap.

At the City Council meeting on October 16, 2018, the City Council appointed five members to an ad hoc Homelessness Task Force. To date, the Task Force has met twice to discuss a multi-jurisdiction proposal that Manhattan Beach, Hermosa Beach, and Redondo Beach have discussed in an effort to create regionally collaborative solution to address homelessness.

DISCUSSION:

For City Council consideration are two separate items related to grant funds the City may utilize to address homelessness in the City of Manhattan Beach. These two opportunities are discussed in greater detail below.

HEAP Grant

As stated earlier, in order for the City to be eligible for HEAP funding provided by the State, the City must adopt a Resolution declaring a shelter crisis. The Resolution attached for City Council consideration is based off a template provided by the State with specified language that the City cannot alter if it would like to pursue HEAP funding.

Under the terms of the state statute (also confirmed by SBCCOG and LAHSA) approving this

Resolution to seek grant funds does not obligate the City to construct shelters or allow homeless to occupy public facilities. If the Council adopts Resolution No. 18-0149, the City will be eligible to apply for HEAP funding. The RFP is anticipated to be released in December. Once LAHSA releases the RFP, Staff and the Task Force will discuss the application requirements, and, if necessary, may seek Council direction.

Measure H Homelessness Plan Grant

Following discussions with the Homelessness Task Force, the City of Hermosa Beach, the City of Redondo Beach, the South Bay Cities Council of Government (SBCCOG) and the South Bay Coalition to End Homelessness, Staff has developed a multi-jurisdictional proposal to submit to the County.

In summary, the Proposal (attached) seeks to accomplish three key objectives by the “Tri-City Collaborative” which includes the City of Hermosa Beach and the City of Redondo Beach. These objectives include:

1. Staff and Community Training

The goal for Objective one is to modernize the training provided to Tri-City personnel to improve understanding of referral-based services and their role in managing contacts with people experiencing homelessness, and in providing customer service in CES protocols. Further, Objective one will educate the community on the programs implemented by the Tri-Cities, the existing CES system, referral portals, and their role in managing contacts with people experiencing homelessness. The outcome for Objective one is a Tri-City region led by City personnel galvanized by an understanding of the homeless crisis, and the progressive services and planning underway through Measure H implementation.

2. Creation of Coordinator

The goal for Objective two is to establish and promote coordination between the Tri-Cities. This will be comprised of aligning goals contained in each approved homeless plan as well as logistical management of outreach services that deal with the micro-region’s homeless population. The outcome is progressive outreach services and accelerated achievements in navigating individuals to housing by creating a coordinator in the form of a contractor or service organization that promotes coordination.

3. Housing Navigator

The goal for Objective three is to augment the existing matrix of partial-week outreach services. Adequate caseload management for outreach and navigation personnel remains a challenge that is addressed by increasing the number of caseworkers. The outcome is more rapid service outreach, increased follow-up on contacts, and better relationships with those experiencing homelessness. Recognizing existing CES high caseloads, provide dedicated Tri-City navigators.

The Homelessness Task Force has reviewed the Proposal (attached) and has recommended it to City Council for consideration and approval. Upon City Council approval of the proposal, the

City of Manhattan Beach will send the proposal to the County of Los Angeles for consideration by the November 7, 2018, deadline.

LEGAL REVIEW

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

Attachments:

1. Resolution No. 18-0149
2. 2018 Tri-Cities Implementation Grant Application

RESOLUTION NO. 18-0149

RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
DECLARING A SHELTER CRISIS PURSUANT TO SB 850
(CHAPTER 48, STATUTES OF 2018 AND GOVERNMENT CODE
§ 8698.2)

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

WHEREAS, California's Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to combat homelessness;

WHEREAS, the Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2018-19 Budget Act (Chapter 48, Statutes of 2018);

WHEREAS, the Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis pursuant to Government Code § 8698.2;

WHEREAS, Manhattan Beach has developed a homelessness plan and undertaken multiple efforts at the local level to combat homelessness;

WHEREAS, Manhattan Beach finds that in 2018, 41 persons within the City of Manhattan Beach are homeless and living without shelter;

WHEREAS, Manhattan Beach finds that the number of homeless is significant, and these persons are without the ability to obtain shelter;

WHEREAS, Manhattan Beach finds that the health and safety of unsheltered persons in the City of Manhattan Beach is threatened by a lack of shelter; and

WHEREAS, Manhattan Beach affirms the City's commitment to combatting homelessness and creating or augmenting a continuum of shelter and service options for those living without shelter in our communities.

NOW, THEREFORE, BE IT RESOLVED THAT THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES that a shelter crisis pursuant to Government Code § 8698.2 exists in the City of Manhattan Beach, and authorizes the City's participation in the Homeless Emergency Aid Program.

ADOPTED on November 6, 2018.

AYES:
NOES:
ABSENT:
ABSTAIN:

STEVEN A. NAPOLITANO
Mayor

ATTEST:

LIZA TAMURA
City Clerk

2018 CITIES HOMELESSNESS PLAN IMPLEMENTATION GRANT APPLICATION

PRIORITY AREA 2: INTER-JURISDICTIONAL APPLICATION

**For the Cities of Manhattan Beach (MB), Hermosa Beach (HB),
and Redondo Beach (RB), with Lead City Manhattan Beach (MB)**

REQUEST NARRATIVE - Please provide a response to the following questions within the listed character counts. Responses should be brief and specific.

Implementation Project (1000 character maximum per bullet)

Project Description - Please describe the eligible activity and use of funds requested through this submission. How does this project fit within your broader city plan to prevent and combat homelessness? Why was this project prioritized for this request over others that may be or is part of your Homelessness Plan?

The adjacent cities of MB, HB and RB comprise 120,000 residents over an 11 square mile area. Given our likenesses, it is crucial to develop solutions addressing our shared challenges. More importantly, we know through Coordinated Entry System (CES) and Mental Health Evaluation Team staff that homeless populations routinely travel between our Tri-Cities. Ensuring engagement consistency for city staff and law enforcement, and adding personnel focused in our subregion will move people quicker off the streets into interim and permanent housing.

Combining our cities' fiscal and administrative resources to efficiently implement key objectives common to our Council approved city homelessness plans allows us to achieve more together than by working independently.

1. Staff and Community Training

- Develop engagement/referral protocols; commence staff trainings
- Develop community "Homelessness 101" program; train the city trainers; hold training sessions

2. Coordinator

- Systematize, coordinate and oversee operational Tri-City homelessness engagement

3. Housing Navigator

- Recognizing existing CES high caseloads, provide dedicated Tri-City navigators

Request – How will the funds requested be utilized by the city to accomplish the project goals? [See eligible use list on page 6-7] Please be explicit on the use of funds including any specific

products that will be purchased, consultants that may be employed, or specific city staff that may be funded.

Requested Grant funding would be allocated to accomplish:

- Creation of a standard City personnel training manual as well as community-facing orientation and referral platforms developed with input from the Cities, homeless partners and the community
- Hold training presentations for City staff; Public meetings for “101” educational engagements
- Plan and present annual Homelessness Summit with all community stakeholders
- Contracting with local service provider(s) for housing navigators. Potential agencies with homeless services expertise are most qualified to manage the objective and bring established connections to CES services towards moving people off the streets into interim and permanent housing
- Contracting with local service provider(s) for deliverables including analysis of homelessness plans, unifying goals and consolidating client outreach services. Contract status allows for service to Tri-Cities; not possible at this time to create city full-time positions due to budget constraints
- A portion of grant funds would offset training hours for City Code Enforcement and Community Services part-time staff.

Readiness – What has your city done to date that has prepared you to take on this project? What potential barriers do you anticipate in implementing this project? How will the city avoid or address these barriers? Please be specific and use examples wherever possible. [Included documentation will be considered as part of readiness review]

All the activities will be fully integrated into our region’s CES; along with other community partners (please see support letters).

Advance Preparation

- Two Council approved homeless plans and third in development
- Tri-City staff and Public Safety personnel already assigned to homeless issues
- Full alignment with SPA 8 CES sub-regional Beach Cities hub (please see support letter)
- Homeless client relationships established and ongoing with CES regional outreach coordinator and outreach staff on a consistent, frequent schedule. Additionally, working with common Los Angeles County Mental Health Evaluation Teams (MHET).
- RB twice monthly case conferencing meetings already established, expandable to include MB and HB
- Partnership with South Bay Coalition to End Homelessness for overall strategic planning and community education syllabus

Potential Barriers

- Timetable for official action by each City, including contract preparation, risk management and City Council approval. There is an estimated 30-45 days from grant award until execution of agreements necessary under Objectives 1, 2 and 3. Working with key staff prior to award announcement to encourage readiness.

Match Requirement (1000 character maximum per bullet) – Priority Area 2 requires a city commitment of financial or in-kind resources [See list of sample resources on page 6]

Resources for Match – Which eligible city financial or in-kind resources are you proposing be matched through this proposal? How will the resource be secured and committed for this project if it is not already? Are these one-time, multi-year or sustainable resources?

As a result of Tri-City homeless planning to date, each City has allocated proportional administrative personnel to coordinate internal City homeless policy, as well as to liaise with each partner City herein. The primary match will be an allocation of additional dedicated staff time to move forward our plans. Potential grant funding would result in an increase of City staff work program required to administer the grant and each of the tasks associated with the three objectives. The additional work program capacity described is sustainable beyond the grant cycle schedule, if current personnel staffing levels are not impacted by external forces. City budgets continue to be under stress as a result of unfunded State and Federal obligations as well as the rising cost of medical benefits and employee pensions.

Match Eligibility – Match funding is only available on newly committed financial or in-kind resources, which includes increases in commitment of current resources for homelessness or newly identified resources. Outline commitments across last two fiscal years on your budget template and use this space to provide any additional detail.

City of Hermosa Beach: Homeless Action Plan Discretionary Funds (donation fund, transit vouchers, regional and miscellaneous services) FY 16-17: \$3,000, FY 17-18: \$5,000, Host location and coordination of 2017 and 2018 City Homeless Count; Assistant to the City Manager staff time - \$3,000

City of Manhattan Beach: In-kind resources in the form of staff time will be utilized. The breakdown is as follows:

- City Homelessness Liaison – 5 Hours per week (\$33,965 - 18 mos.)
- Police Department Homelessness Team (4 Members) – 1.5-2 Hours per Week (\$68,168 – 18 mos.)
- Parks and Recreation Older Adult Supervisor - 1 Hour per Week – (\$7,335 – 18 mos.)

City of Redondo Beach: FY 2016-17 \$50,000 agreement with PATH (People Assisting The Homeless) for 12-month CES services outreach, Host location and coordination of 2017 City Homeless Count, \$48,000 agreement with Harbor Interfaith for 12-month housing navigator; FY 2017-18 \$50,000 agreement with PATH (People Assisting The Homeless) for 12-month CES services outreach, Host location and coordination of 2018 City Homeless Count, \$48,000 agreement with Harbor Interfaith for 12-month housing navigator

Leverage – What additional city assets beyond those directly committed will be leveraged through this project (e.g., staff time, housing vouchers, etc.)? Please be specific on the types of resources and their estimated value.

City of Hermosa Beach: City staff time (City Manager’s Office, Community Development, Public Works Department, Community Resources Department, Hermosa Beach Police Department, and LA County Fire Department deployment) to engage community (i.e. through City’s website) and cost of outreach events and associated programming materials.

City of Manhattan Beach: Staff time within the City Manager’s Office to provide accountability/effectiveness of homelessness programs; City Attorney’s Office to process agreements with contractors; Police Department personnel to provide intimate working knowledge of homelessness (as it exists in Manhattan Beach today); Parks and Recreation staff time to assess homelessness activities in Parks and/or public areas.

City of Redondo Beach: Access to Housing Authority Waiting List, landlord referrals and mediation services; Police Chief to supervise deployment of officers providing homeless services; Information Technology personnel work program to implement website public surveys, online staff trainings; Financial Services Director to manage grant allocation and match requirements.

Work Plan (1000 character maximum per bullet) – Please complete the provided Work Plan template and answer the questions below.

Project Goals – Please provide a description of each of the goals listed in your Work Plan. If your project is successful, what will be the ultimate change in your community?

The goal for Objective one is to modernize the training provided to Tri-City personnel to improve understanding of referral-based services and their role in managing contacts with people experiencing homelessness, and in providing customer service in CES protocols. Further, Objective one will educate the community on the programs implemented by the Tri-Cities, the existing CES system, referral portals, and their role in managing contacts with people experiencing homelessness. The outcome for Objective one is a Tri-City region led by City personnel galvanized by an understanding of the

homeless crisis, and the progressive services and planning underway through Measure H implementation.

The goal for Objective two is to establish and promote coordination between the Tri-Cities. This will be comprised of aligning goals contained in each approved homeless plan as well as logistical management of outreach services that deal with the micro-region's homeless population. The outcome is progressive outreach services and accelerated achievements in navigating individuals to housing.

The goal for Objective three is to augment the existing matrix of partial-week outreach services. Adequate caseload management for outreach and navigation personnel remains a challenge that is addressed by increasing the number of caseworkers. The outcome is more rapid service outreach, increased follow-up on contacts, and better relationships with those experiencing homelessness.

Timeline – What do you hope to accomplish in 18 months? List key interim goals and milestones that will highlight progress within the project period.

Interim Goals and Milestones include (please see Work Plan for a complete list):

- Acquisition of the LA County personnel training manual if available through the Homeless Initiative Office
- Develop and conduct a training program for City personnel
- Develop and conducting community education forums
- Hold an annual Tri-Cities Summit for community stakeholders
- Execution of a contract with an Operations Coordinator
- Execution of a contract with two housing navigators
- Hold monthly management oversight meetings
- Hold monthly Tri-Cities case conferencing meetings
- Reduce the time to place people into interim or permanent housing

Long-Term Outcome/Vision -- Though the grant period lasts 18 months, some implementation projects may take more to fully implement. How long will it take to accomplish the long-term outcome of the project (e.g., lease up housing development)?

Ongoing projects will include the training of City personnel, existing and new, as the objectives of Measure H are activated over the next ten years. Likewise, educational forums for the public will continue in response to a dynamic land use and housing availability environment. The use of additional housing navigators will need to be maintained beyond the grant period, possibly codified as employees of one or more of the Tri-Cities, to deal with what is projected to be an increasing homeless population and thereby caseload.

City Implementation Team - Who within the city will be the lead(s) on this implementation project? Briefly describe their current city role and what role they will play in the implementation of this project. What key City departments will be a part of the project?

City of Hermosa Beach: Nico De Anda-Scaia, Assistant to the City Manager will be the administrative lead. Additional coordination with key departments include City Manager's Office, Community Development Department, Community Resources Department, Public Works Department, Police Department, and LA County Fire

City of Manhattan Beach: George Gabriel, Senior Management Analyst is the administrative lead. Additional coordination with office of the City Manager, City Attorney, Parks and Recreation Department, and Police Department.

City of Redondo Beach: John La Rock, Community Services Director and Lieutenant Fabien Saucedo, Police Department, are administrative leads; additional coordination with office of the City Manager, City Attorney, Community Development Department, Information Technology Department

Consulting Implementation Team – Please provide any details on any consultant/vendor selected or planned to support implementation. How were they selected? [Note: Any planned consultant should apply for the County Request for Qualifications related to this RFP to be approved for use on this project]

None selected at the time of grant application. Current service partners and South Bay Coalition to End Homelessness (SBCEH) will be engaged to solicit requests for proposal and referrals.

Partnerships - What organizations/individuals will be engaged in the implementation process outside of the city? Within this list, who is currently engaged and who still needs to be engaged?

Engaged: Harbor Interfaith Services (SPA & lead CES agency), Beach Cities Health District, Hermosa Beach Unified School District, Manhattan Beach Unified School District, Chambers of Commerce, Faith based organization collaborative(s), South Bay Cities Council of Governments, SBCEH, People Assisting the Homeless (PATH), LA County Department of Mental Health, Hermosa Beach Community Non-Profit Organizations, Business Improvement District (in respective Cities) Los Angeles County Department of Beaches & Harbors, Hermosa Beach Library (LA County, General Public), NAMI South Bay

Upcoming Engagement: Redondo Beach Unified School District

REQUIRED ATTACHMENTS

- Application Cover Page (1 required per city across all applications) – Template Provided
- Project Budget - Template Provided

- Project Work Plan - Template Provided
- Letter(s) of support from non-city partners engaged in the project (e.g., Coordinated Entry System lead) (1 required per city across all applications)
- Letter of coordination from city's respective Council of Government (1 required per city across all applications)
- OPTIONAL: Additional documentation showcasing work to date/readiness (e.g., city report, etc.).

**2018 CITIES HOMELESSNESS PLAN IMPLEMENTATION REQUEST FOR PROPOSALS
PRIORITY AREA 2 Budget Template**

City Name: **Manhattan Beach-Lead**
 Other city partners, if multi-jurisdictional proposal *Hermosa Beach, Redondo Beach*

Budget Contact Name: **George C. Gabriel**
 Budget Contact Email: ggabriel@citymb.info

BUDGET INSTRUCTIONS: Please utilize the budget template below to outline all project expenses related to your request for support. Please add additional rows as needed within the appropriate section. If you are applying collaboratively with another city please note in the Budget Narrative section any line-items that are specific to one of the partners vs. the overall project.

All project costs should be outlined in the budget below, not just those you are requesting support for. In the Additional Project Leverage section of the budget, please note any city resources (in-kind, vouchers, etc) that you plan to leverage on this specific project.

If you have questions on the budget, please contact rfp@unitedwayla.org prior to submission.

FUNDING LEVELS:

- Individual Cities - \$300,000 – A maximum of 10% of total Measure H funds in this category will be awarded to an individual city.
- Multi-Jurisdictional Proposals – No cap
- Match Requirement - Newly committed city financial or in-kind resources are eligible for a match of 2 (County) to 1 (City) up to \$100,000 (i.e., \$100,000 for \$50,000 of city commitment). Additionally, any city resources committed above \$50,000 are eligible for a 1 (County) to 1 (City) match. Up to \$300,000 may be requested by a single city.

MATCH REQUIREMENT		FY17 TOTAL RESOURCE VALUE (\$)	FY18 TOTAL RESOURCE VALUE (\$)	MATCH RESOURCE DESCRIPTION (Provide a brief description of the resource being proposed for match consideration)	
RB-Personnel In-Kind	\$	67,500.00	\$	33,750.00	Community Services Director-5%; Community Services Police Officer-50%; Community Services Police Commanders (2)-5%; City Manager-2.5%
MB-Personnel In-Kind	\$	73,343.56	\$	36,124.00	City Homelessness Liaison – 5 Hours per week (\$33,965 - 18 mos.), Police Department Homelessness Team (4 Members) – 1.5-2 Hours per Week (\$68,168 – 18 mos.), Parks and Recreation Older Adult Supervisor - 1 Hour per Week – (\$7,335 – 18 mos.)
HB-Cash	\$	57,480.00	\$	28,740.00	General Fund Allocation - \$5,000/year; Assistant to the City Manager - 4hrs/week (\$12,480/year); Police Officer - 10 hrs/week (\$40,000/year)
	\$	198,323.56	\$	98,614.00	

PROJECT BUDGET & MATCH REQUEST

Personnel -- Outline any city or partner personnel that is being requested for leveraged through this project.

	Owner/Manager - Note if resource is owned or managed by the city or another project partner	TOTAL PROJECT BUDGET (\$) - inclusive of request	Mark ("X") which line-items match funding will most directly support	BUDGET NARRATIVE (Provide a brief description of the expense & purpose for all budget line-items. Include specific product or consultant/vendors information where available. Please note if a line-item is dependent on match support)
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Training Consultant-Objective 1	City of Manhattan Beach	\$	120,000.00	X	Develop engagement and referral protocols for interactions with homeless individuals; Train City staff on protocols; Develop community "Homelessness 101" program curriculum; Train City staff trainers; Hold City-wide training sessions.
Plans Coordinator-Objective 2	City of Manhattan Beach	\$	150,000.00	X	Systematize, coordinate and oversee operational tri-City homelessness engagement.
Navigator-Objective 3	City of Manhattan Beach	\$	180,000.00		Provide dedicated tri-City navigators for direct client outreach to alleviate overloaded CES caseloads.
<i>Subtotal, Personnel</i>		\$	450,000.00	\$	

Non-Personnel -- Outline all other project costs, including consulting, start up, services, etc. Add additional line-items as needed. If a consultant is being requested, please provide the name of the desired consultant if available.

Consulting/Vendor [Vendor Name if available]					
[Add Budget-Line Item]					
<i>Subtotal, Non-Personnel</i>		\$			

Subtotal, Non-Personnel

TOTAL PROJECT BUDGET \$ 450,000

TOTAL ELIGIBLE FOR MATCH CONSIDERATION \$ 296,938

TOTAL REQUEST FOR MATCH SUPPORT \$ 210,866

(2 County:1 City up to \$100k; 1:1 beyond \$100k)

Other city partners, if multi-jurisdictional proposal

City Name: Manhattan Beach-Lead
Hermosa Beach, Redondo Beach

Budget Contact Name: George C. Gabriel
Budget Contact Email: ggabriel@citymb.info

LEVERAGE DESCRIPTION
(Provide a brief description of resources being leveraged including any specifics on the quantity, terms, etc of the resources that may impact the project plan and timeline)

ADDITIONAL PROJECT LEVERAGE

Leveraged Resources -- Outline any additional city or partner resources that will be leveraged in support of the project goals, including the resource owner (which may not always be the City), total value of the resource, and a brief description.

RESOURCE OWNER	TOTAL LEVERAGE VALUE (\$)	LEVERAGE DESCRIPTION
City of Manhattan Beach	\$ 26,762.00	Staff time within the City Manager's Office to provide accountability/effectiveness of homelessness programs; City Attorney's Office to process agreements with contractors; Police Department personnel to provide intimate working knowledge of homelessness (as it exists in Manhattan Beach today); Parks and Recreation staff time to assess homelessness activities in parks and/or public areas.
City of Hermosa Beach	\$ 14,720.00	Management Analyst - assist in the general management oversight and coordination of the proposed projects, Coordinate community outreach efforts to the City's business and faith-based community, and the general public, Manage city' digital communications Discretionary Fund - for "Homeless care packages," transit vouchers, homeless planning efforts
City of Redondo Beach	\$ 180,361	Financial Services Director-monitor grant allocation and match requirements; Police Chief-oversight of Department deployment for homeless services; Information Technology Director-manage electronic community outreach platforms; Housing Supervisor-coordinate Housing Authority partnership for housing navigation; 2107-19 City contract for PATH outreach (\$100k); 2018 City contract for Harbor Interfaith Navigator (\$60k)
	\$ 195,081.00	

2018 CITIES HOMELESSNESS PLAN IMPLEMENTATION REQUEST FOR PROPOSALS
Project Work Plan Template

WORK PLAN INSTRUCTIONS: Please utilize the work plan template to outline all project goals, activities and outcomes related to this project. Incorporate additional lines as necessary to outline interim activities and milestones. Activities, outputs and outcomes should be as specific as possible and integrate quantitative impact wherever possible. All activities and specific work plan results should fall within the grant term of January 1, 2019- June 30, 2020 (18-months). Though the Ultimate Change/Outcome listed below may fall outside of the project period, all project activities and expenses must be completed by June 30, 2020. If you have questions on the Work Plan, please contact rfp@unitedwayla.org prior to submission.

City Name:
Other City Partners, if multi-city proposal

Ultimate Change/Outcome(s):

Housing placements for individuals experiencing homelessness.

18-Month Project Goal:

Thorough, coordinated CES outreach and navigation for the homeless population of the three Beach Cities.

High-Level Indicators of Success during Project Period (18 months):

Reduce the time period for temporary, transitional and permanent housing placements for individuals experiencing homelessness in the three Beach Cities. Community awareness and support of organized efforts to address the homeless crisis in the three Beach Cities. Knowledgeable personnel of the three Beach Cities providing customer service and referrals to address homeless issues

TIMING

(Note specific dates/months or ranges starting from January 1, 2018)

MAJOR ACTIVITIES

(List specific and measurable outcomes related to your project)

OUTCOMES

KEY CITY & NON-CITY INDIVIDUALS/PARTNERS ENGAGED

PHASE 1 - PLANNING -- Activities/outcomes related to finalization of project plans

1st Quarter 2019	Select training consultant to develop curriculum and training schedule	Assessment of common goals and homeless programs for the three Beach Cities; common curriculum for homeless services training	Tri-Cities Training consultant, City staff of Manhattan Beach, Hermosa Beach, Redondo Beach
2nd Quarter 2019	Select Tri-Cities Navigator to coordinate CES program	Reduced caseload backlog, increased housing placements, increased CES contacts, implementation of approved Homeless Plans	Contracted Navigators, key City staff of Manhattan Beach, Hermosa Beach, Redondo Beach
(Please refer to Detailed Work Plan attached to this Template)			

PHASE 2- LAUNCH (if a new project or program) -- Activities/outcomes related to planned launch/start up of program or project.

3rd Quarter 2019	Commence training sessions with Tri-Cities personnel	City personnel of three Beach Cities acquire general knowledge of Homeless Programs and outreach portals	Tri-Cities Training consultant, City staff of Manhattan Beach, Hermosa Beach, Redondo Beach
2nd Quarter 2019	Conduct monthly coordination meetings between key staff and service providers for CES program management in the three Beach Cities	Joint efforts to provide services and navigation to the homeless population in the three Beach Cities	Tri-Cities Homeless Coordinator, key City staff of Manhattan Beach, Hermosa Beach, Redondo Beach
(Please refer to Detailed Work Plan attached to this Template)			

PHASE 3- PROJECT IMPLEMENTATION -- Activities/outcomes related to running of program or execution of project goals.

1st Quarter 2020	Coordination of Tri-Cities Homeless Count	Linkage of Tri-Cities Public Safety agencies and key City personnel to plan and implement a coordinated Homeless Count	Tri-Cities Homeless Coordinator and Navigators, Police personnel and key City staff of Manhattan Beach, Hermosa Beach, Redondo Beach
1st Quarter 2020	Publish Community Training Manual on Homelessness	Informed and supportive community (residents/businesses/guests) of the three Beach Cities	Tri-Cities Training Consultant, Homeless Coordinator and Navigators, Police personnel and key City staff of Manhattan Beach, Hermosa Beach, Redondo Beach
(Please refer to Detailed Work Plan attached to this Template)			

PHASE 4: PROJECT SUSTAINABILITY -- Activities and outcomes related to the sustainability of the proposed program, or how next steps for the project will be defined and initiated.

2nd Quarter 2020	Renew service agreements with PATH and Harbor Interfaith	Tri-City budget allocations to support ongoing homeless CES services and navigation	Tri-Cities City Council's, community members, Commissioners, City personnel
2nd Quarter 2020	Renew agreement for Tri-Cities Homeless Coordinator	Maintain regular coordination meetings for the three Beach Cities; continue planning and implementation for homeless service fairs; continue implementation of approved Homeless Plans	Tri-Cities City Council's, City personnel
(Please refer to Detailed Work Plan attached to this Template)			

Ultimate Change/Outcome(s):

Housing placements for individuals experiencing homelessness.

18-Month Project Goal:

Thorough, coordinated CES outreach and navigation for the homeless population of the three Beach Cities.

High-Level Indicators of Success during Project Period (18 months):

Reduce the time period for temporary, transitional and permanent housing placements for individuals experiencing homelessness in the three Beach Cities. Community awareness and support of organized efforts to address the homeless crisis in the three Beach Cities. Knowledgeable personnel of the three Beach Cities providing customer service and referrals to address homeless issues

EVALUATION OF IMPACT

Evaluation Methods - Please briefly describe what tools and tactics you will use to measure impact throughout the project period

Staff and community surveys responsive to the homeless services training; Quarterly evaluation of contract deliverables by Training Consultant and Homeless Coordinator; Comparative analysis of Homeless Count data before and after Tri-Cities coordination; Comparative analysis of the movement patterns of homeless individuals in the Tri-Cities to maximize CES service outreach; Analysis of process duration from initial outreach contact with an individual experiencing homelessness to CES milestones, i.e. health evaluation, governmental identification acquisition, placement in emergency/transitional/permanent housing.

Tri-Cities Homelessness Implementation Detailed Work Plan

Objective 1a: Staff Training

1. Select a consultant for this task who will help guide this process, develop curriculum, conduct initial training as a model, train leads for each city.
2. Consultant and South Bay Coalition to End Homelessness (SBCEH) (Nancy Wilcox) develop internal city engagement protocol
 - a. Work individually with key city staff, law enforcement, Coordinated Entry System (CES) Regional Coordinator (Breanna Jajairam) and CES Outreach Coordinator (Alex Michel) to identify goals (e.g., to work directly with clients, to refer internally to other dept's, to refer to CES, to refer to specialized agencies (like DPH Substance Abuse Prevention and Control (SAPC), mental health services, etc.))
 - b. Hold meetings as necessary to discuss city engagement protocol goals and procedures
 - c. Produce draft; send out for Tri-Cities review; incorporate comments
 - d. Finalize, with single document for Tri-Cities (slight variations allowed for first responders engagement, tailored for each city)
3. Develop Staff Training
 - a. Develop two Staff Training Tracks: Track 1: General awareness training for all staff (basics of homelessness, simple referral toolkit); Track 2: More specialized training for staff who routinely come in contact with persons experiencing homelessness (engagement strategies, introduction to motivational interviewing, deeper understanding of services and how to directly refer to them)
 - b. Consultant and SBCEH (Nancy Wilcox) review existing training curriculums (County supplied, SBCEH supplied, etc.)
 - c. Strategize most effective and efficient ways to train: current and new staff; methods (e.g., webinar, in-person "live" training, hybrid approach, etc).
 - d. Reach concurrence on time for training sessions (e.g., 1 hour, 4 hours, etc)
 - e. Involve United Way's "Everyone In" staff (SPA 8 staff Gabriela Garcia, Quincey Coleman; leadership staff Mike Dennis, Frank Romaro-Crockett) to help define the language used, messaging, etc.
 - f. Explore having people with lived experience share their story (Track 2); connect with CSH "Speak-Up" graduates (Ann English lead) and LAHSA Lived Experience Advisory Group (Clementina Verjan lead)
 - g. Finalize course syllabus for both tracks
 - h. Customize existing training provided by folding in Tri-Cities internal staff engagement protocol, other tweaks to make it more "local" (e.g., lots of existing material generated feels like it is for Downtown LA/Skid Row)
 - i. Develop draft training materials for both tracks

- j. Send out for review; solicit feedback; incorporate as appropriate
- k. Test materials on small sample; receive and incorporate feedback
- l. Finalize training materials
- 4. Conduct Staff Training
 - a. Schedule and hold “Train the Trainer” session
 - b. Each city develops its training schedule
 - c. Training rolled out
- 5. Develop strategy for giving training to new city employees
- 6. Track staff training attendance for monthly management meetings, end of grant report

Objective 1b: Community Training

1. Consultant and SBCEH (Nancy Wilcox) develop course material
 - a. Develop course syllabus
 - b. Get feedback on syllabus from core team, select stakeholders (e.g., business, faith community, education)
 - c. Involve United Way’s “Everyone In” staff: to help define the language used, messaging, etc.
 - d. Explore having people with lived experience share their story (or use videos that have this testimony); connect with CSH “Speak-Up” graduates and LAHSA Lived Experience Advisory Group
 - e. Using sample curriculum and the Staff Training materials as a baseline, develop the draft Community Training, tailored to make more appropriate for the general public as applicable
 - f. Add additional material as appropriate (e.g., on Prevention)
 - g. Finalize training materials
 - h. Send out for review; solicit feedback; incorporate as appropriate
 - i. Test materials on small sample; receive and incorporate feedback
2. Hold joint community trainings
 - a. Consultant schedules and holds “Train the Trainer” sessions, considering extending this to key community stakeholders (e.g., Chamber lead, key clergy, etc.)
 - b. Contact broader stakeholders for interest in receiving training (e.g., school districts/PTA, Chamber/business, faith organizations, etc.)
 - c. Schedule training sessions
 - d. Work out logistics (venue, setup, repro materials, identify and invite speakers, invite stakeholder members, etc.)
 - e. Training begins
3. As there is budget, develop other community materials: Resource guides, on-going messages posted on cities’ (and South Bay Cities Council of Governments (SBCCOG) website, city mailings (e.g., utility bills), etc.
4. Solicit community feedback on additional topics to cover in the future
5. Document community training attendance for monthly management meetings, end of grant report
6. Revisit training schedule in Month 15 to ensure sustainability after grant completion

Objective 2: Tri-Cities Homeless Coordinator

1. Tri-Cities select contractor:
 - a. Work with SBCEH (Nancy Wilcox) to identify service providers
 - b. Invite service providers to submit mini-bid
 - c. Review, select, contract with service provider
2. Promote city-level coordination with the Tri-Cities
 - a. Working with SBCEH and city staff, help align goals in each city's homelessness plans, and ensure alignment with South Bay regional CES efforts
3. Develop outreach support schedule for Tri-Cities Navigators, integrating with other regional outreach
4. "Operational" On-Going Activities:
 - a. Lead the monthly Management Meetings
 - b. Lead the monthly Tri-Cities Case Conferencing Meetings
 - c. Maintain the Tri-Cities "By Name" list of those homeless, prioritized by "acuity/vulnerability"
 - d. Provide interface with the Tri-Cities first responders
 - i. Coordinate with law enforcement on their "Top 10" list
 - e. Provide ongoing interface with Tri-Cities management team
 - f. Attend all SPA 8 CES Single Adult Case Conferencing (led by Breanna Jajairam and Alex Michel of HIS) and Youth Care Coordination meetings (led by Chris Jenne of HIS); CES-Family Case Conferencing meetings (led by Sharon Stewart) as appropriate
 - g. Interface with specialized mental health outreach teams, including DMH Mental Health Evaluation Team (MET) team (Mary Hoisington), multi-disciplinary "E6" teams (lead Laurie Ramey of MHALA), DMH Full Service Partnership (FSP) teams. Also interface with other mental health resources (Exodus Recovery in Redondo Beach, Exodus Recovery 24/7 Urgent Care Center onsite at Harbor/UCLA, NAMI South Bay (Paul Stansbury), etc.)
 - h. Interface with domestic violence providers (Rainbow Services, 1736 Family Crisis Center, Center for the Pacific Asian Family), be a primary contact for the SPA 8 DV Regional Coordinator (Carielle Escalante with Rainbow Services)
 - i. Interface with Veteran providers (US Veterans Initiative, MHALA), West LA VA (Michelle O'Neil) as appropriate when Vets are found in the Tri-Cities subregion
 - j. Work with SPA 8 CES Single Adult Matcher (Jessica Lomeli) as appropriate to ensure those matched to CES interim housing and permanent housing are not bottlenecked
 - k. Work with RB Housing Authority to help expedite matching to RB vouchers, including VASH
5. Be the lead on Tri-Cities Annual Homelessness Convening with community stakeholders
 - a. Develop format, agenda/focus
 - b. Invite guest speakers
 - c. Work with cities to invite stakeholders to participate
 - d. Work with cities on event logistics

6. Partnering with SBCEH (Nancy Wilcox) and LAHSA (Saira Cooper), help lead Homeless Count 2020 in the Tri-City region
7. Conduct monthly Tri-Cities Case Conference meetings
8. Support City Council meetings as appropriate

Objective 3: Tri-Cities Navigators

1. Select contractor:
 - a. Work with SBCEH (Nancy Wilcox) to identify service providers
 - b. Invite service providers to submit mini-bid
 - c. Review, select, contract with service provider
2. On-Boarding:
 - a. Orientation with CES Lead Harbor Interfaith (they do this for all new partners):
 - i. Learn CES Assessments
 - ii. Learn SPA 8 housing programs, referral process
 - iii. Learn SPA 8's Case File Creation/Documentation standards
 - iv. Secure HMIS account
 - b. Shadow CES/Harbor Interfaith Services staff
 - c. Shadow law enforcement and existing outreach workers as appropriate
3. On-Going Efforts
 - a. Attend CES Case Conferencing and Care Coordination meetings (the later as appropriate for TAY clients)
 - b. Get clients "document ready"
 - c. Accompany clients to all appointments (e.g., DMV, Social Security Office, Housing Authority, landlords, etc.)
 - d. Work closely with CES Matcher on referrals to interim and permanent housing
 - e. Work closely with other team members related to the client's needs (e.g., outreach, Rapid Re-Housing and Supportive Housing permanent housing leads, etc.)
 - f. Work closely with public safety staff
4. Partnering with SBCEH (Nancy Wilcox) and LAHSA (Saira Cooper), support Homeless Count 2020 by taking "special teams" difficult-to-canvass tracts

Oversight/Accountability

1. Each city signs an MOU with Harbor Interfaith Services (SPA 8 CES Lead), other contracted agencies so can share client non-medical information
2. Hold Tri-Cities Monthly Management meetings
 - a. *Attendees:* County Homeless Initiative SPA 8 Representative (Ashlee Oh, Tene Tate-Dickson), City grant leads (George Gabriel/MB, Nico De Anda-Scaia/HB, John La Rock/RB), CES (Shari Weaver (CES System/All Populations Coordinator or Breanna Jajairam (CES Regional Coordinator-Adult Individuals), Trainer Consultant, Tri-Cities Homeless Coordinator, SBCCOG (Grace Farwell) SBCEH (Nancy Wilcox)
 - b. Review operational progress to date, plans for remaining grant period

- c. Discuss challenges, offering mitigating solutions
 - d. Each city lead is responsible for reporting status to his/her city manager and other city leadership
 - e. Document progress on goals, action items
3. Hold Monthly Tri-Cities Case Conferencing meeting
 - a. *Attendees:* CES Regional Outreach Coordinator (Alex Michel), CES Adult Individual Matcher (Jessica Lomeli), Tri-Cities Coordinator, Tri-Cities Housing Navigators, all outreach working throughout the Tri-Cities (e.g., LAHSA HET outreach, “E6” Outreach, DMH Outreach, SBCCOG Outreach, Redondo-contracted outreach), public safety as appropriate, other key providers as needed, SBCEH (Nancy Wilcox)
 - b. Status/case conference those on the “By-Name” list; add additional names
 - c. Revisit resources/services available to the Tri-City region, including additional resources the cities can offer
 - d. Plan sub-regional Homeless Outreach Events (or loop into SPA-wide events as appropriate)
 - e. Document progress on goals, action items
 4. Hold Tri-Cities Senior Staff Meetings as appropriate
 - a. *Attendees:* County Homeless Initiative SPA 8 Representative (Ashlee Oh or Tene Tate-Dickson, City Managers (Bruce Moe/MB, Suja Lowenthal/HB, Joe Hoefgen/RB), City grant leads (George Gabriel/MB, Nico De Anda-Scaia/HB, John La Rock/RB), law enforcement, key members from the provider community, SBCCOG (Grace Farwell), SBCEH (Nancy Wilcox)
 - b. Review high level progress to date, plans for remaining grant period
 - c. Review budget to date, plans for remaining grant period
 - d. Discuss challenges, offering mitigating solutions
 - e. City Council status report-back, as needed by each city
 - f. Publish meeting agenda and minutes (with action items)
 5. Provide quarterly reports to SBCCOG’s Homeless Services Task Force
 6. Support City Council requests

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Mark Leyman, Director of Parks and Recreation
Martin Betz, Cultural Arts Manager

SUBJECT:

City Hall Lobby Public Art Project Request for Qualifications (Parks and Recreation Director Leyman).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council approve the City Hall Lobby Public Art Project Request for Qualifications.

FISCAL IMPLICATIONS:

If approved, the project will be supported through the Public Arts Trust Fund with \$250,000 allocated to produce the artwork, \$50,000 allocated as a contingency fund, and \$16,000 allocated for stipends to the finalists (4 X \$4,000). An additional \$1,500 will be allocated and awarded if the chosen artist also proposes and incorporates an educational component to their project. The total cost of the project is \$317,500.

The current Public Arts Trust Fund allocated balance is \$295,000. The unallocated balance as of October 4, 2018 is \$1,134,597.

BACKGROUND:

In 1975, Manhattan Beach's Sister City, Culiacan in the State of Sinaloa, Mexico presented to the City, a mural by artist Miguel Angel Vasquez as part of the dedication of the new City Hall. The artwork titled *The Men of the World Join Together to Create the New Man*, installed in the City Hall lobby, is made up of lacquers and epoxy on 16 plywood panels. In 2003, the mural was covered with a temporary wall and drape system due to public complaints regarding the imagery.

On September 19, 2017, City Council directed staff to follow procedures defined in the Cultural Arts Master Plan and requested the Cultural Arts Commission establish an Ad-Hoc Arts in Public Places Committee (ACCP). The ACCP was charged with developing a Request for Qualifications (RFQ), reviewing proposals and selecting top candidates to present to the Cultural Arts Commission. Thereafter the ACCP's final review, the Cultural Arts Commission will recommend three to four finalists to the City Council.

In addition to the RFQ, the City Council approved the decommissioning of the Miguel Angel Vasquez mural while following State and Federal guidelines regarding the decommissioning of Art. Though not required by the guidelines, due to the installation date of the artwork, the artist's heirs were notified of the City's intent to decommission the mural. They requested comprehensive photographic documentation and are investigating the possibility of taking possession of the artwork.

DISCUSSION:

After extensive deliberation by the APPC, the following points and criteria were considered by the committee to be critical to the success of the project:

Project Goals

- Create an iconic image for Manhattan Beach, unique to the setting and of a scale and quality to be a memorable image/experience.
- Utilize innovative and visionary methods to create an installation that activates the whole space and takes into account the architecture and fixtures currently in place.

Selection Criteria

This RFQ is open to professional artists residing in the United States. Minimum eligibility qualifications and factors indicated below will be considered:

- The aesthetic quality of the artist's past work, including content, craftsmanship, uniqueness, and relevance to its environment.
- The degree to which the artist's past work relates to the goals and parameters of the City Hall Public Art Project.
- The Artist's demonstrated ability to translate art concepts into durable and safe materials.
- Evidence that Artist's existing public artworks have maintained an appropriate level of quality and integrity over time.
- Artist's demonstrated ability to work successfully as a member of a project design team and ability to work within public review processes.
- Successful completion of at least two permanent art installation or design projects valued over \$150,000.00, preferably those that are similar in scope and nature to this project. Prior work could include architecture, landscape or urban design projects, if public art was an integral component.
- Experience in working cooperatively with multiple professionals including City staff, regulatory agencies, community members, and design professionals such as engineers, landscape architects, and architects.
- Aesthetic excellence in the design and execution of completed projects.
- Ability to install or oversee the installation of the commissioned work.

- Ability to comply with the project deadlines as indicated below.

Public Art Budget

The artist budget for this project is a not-to-exceed figure of \$ 250,000 with an additional \$1,500 to develop an educational component for Manhattan Beach youth.

Proposed Timeline

- November 6, 2018 - Present RFQ for approval to the City Council
- November 7-14, 2018 - Release RFQ nationally
- February 2019 - Selection and approval of Finalists
- May 2019 - Presentation of finalist's concepts
- May 2019 - Project artist chosen and agreement executed
- January 2020 - Completion of project and unveiling ceremony

POLICY ALTERNATIVES:

ALTERNATIVE #1

City Council approves RFQ and the associated expenditures as written.

PROS:

- The release of an RFQ gives the APPC an opportunity to research artistic possibilities for the designated space and enables the committee to make an artist recommendation to the Cultural Arts Commission.
- It begins the process to develop an iconic art work for the lobby of City Hall.

CONS:

- None.

ALTERNATIVE #2

City Council approves RFQ with a decreased expenditure.

PROS:

- The cost savings could be designated for other projects.

CONS:

- Limits the ability to develop an iconic art project for the City Hall lobby area.

ALTERNATIVE #3

Replace existing mural with an alternative such as a video wall or electronic image wall that could project an infinite variety of video art and images by artist and filmmakers.

PROS:

- Opens the opportunity to host many different artists and filmmakers over time.
- Addresses the challenges of a unique space.

CONS:

- Needs to be curated by staff on an ongoing basis.
- Does not address the traditional approach to public art by creating one iconic artwork.

PUBLIC OUTREACH/INTEREST:

The Request for Qualifications was developed by a committee consisting of community members and arts professionals at the August 13, 2018, meeting of the APPC. It was presented and approved for recommendation to the City Council at a public meeting of the Cultural Arts Commission on August 20th, 2018. Public input was considered.

LEGAL REVIEW:

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

Attachment:

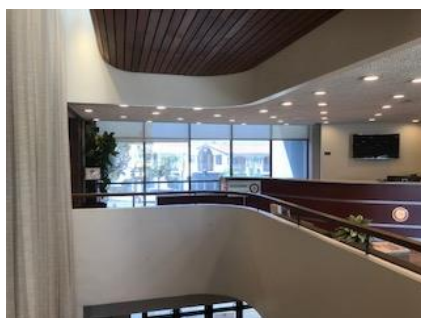
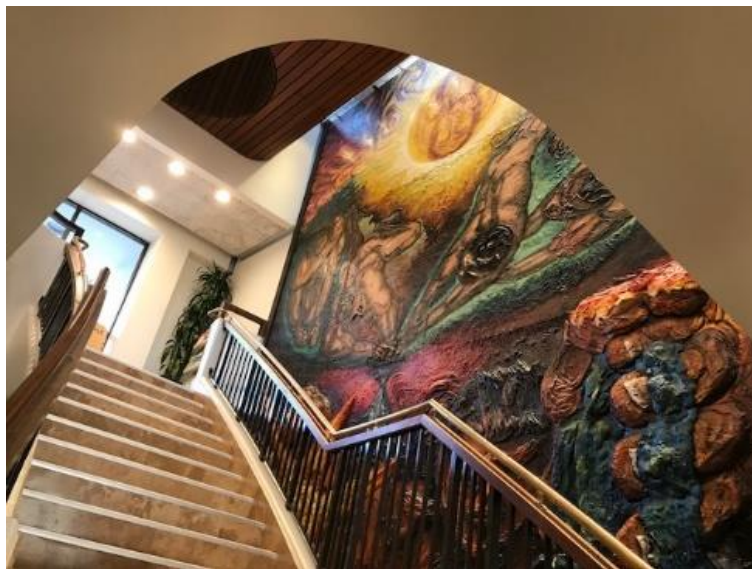
1. Request for Qualifications



PROJECT GOALS

Elements of the Manhattan Beach City Hall public art project may:

- Create an iconic image for Manhattan Beach, unique to the setting and of a scale and quality to be a memorable image
- Utilize innovative and visionary methods to create an installation that activates the whole space and takes into account the architecture and fixtures currently in place





PUBLIC ART BUDGET

The budget for this project is a not-to-exceed figure of \$ 250,000.00.

This amount includes all costs related to the Artist's design and project management fees; all subcontracted, and consultant costs, including engineers, electricians, materials, fabricators, studio, and overhead costs; fabrication, transportation, delivery, storage and installation of all art components; General and Automobile Liability, Professional Liability insurance, and automotive insurance as required; and all other costs associated with the art project including a minimum budget contingency of 15%. Please note that the budget includes all costs required for all permits and licenses.

ELIGIBILITY

This RFQ is open to professional artists residing in the United States who meet the minimum eligibility qualifications indicated below:

- Successful completion of at least 2 (two) permanent art installation or design projects valued over \$150,000.00, preferably those that are similar in scope and nature to this project. Prior work could include architecture, landscape or urban design projects, if public art was an integral component.
- Experience in working cooperatively with multiple professionals including City staff, regulatory agencies, community members, and design professionals such as engineers, landscape architects, and architects
- Aesthetic excellence in the design and execution of completed projects
- Ability to install or oversee the installation of the commissioned work
- Ability to comply with the project deadlines as indicated below



Community Participation

Manhattan Beach schools have robust visual arts programs and the Manhattan Beach Art in Public Places Program is interested in incorporating school children and other members of the community in the design and development of Artist's works or creating teaching opportunities for students and/or community members with working artists.

For artists proposing the inclusion of community participants, including Manhattan Beach Unified School youth, a stipend of \$1,500.00 is available, independent of the call's budget, to support the effort.



Participation can be in the design, fabrication or installation of the proposed art work(s) or an educational opportunity for an apprentice or multiple students in the Artist's studio or lab space or at the project site. An additional optional narrative of the proposal for community participation can be submitted with the Artist qualifications at the time of application or after selection, should the Artist wish to explore this opportunity.

ARTIST SELECTION PROCESS

PHASE ONE: SELECTION OF FINALISTS

Applications will be pre-screened by City staff to ensure that applicants meet the minimum qualifications.

The Art in Public Places Committee (APPC) is the Selection Panel and is comprised of:

- Representatives from the Cultural Arts Commission
- Two arts professionals with experience in evaluating or administering large- scale outdoor art projects
- One student representative
- One community member representative

The Selection Panel will review the applications and rank them according to the selection criteria outlined below.

The artists or artist teams with the highest scores will be invited to develop conceptual design proposals.

The Selection Panel will then review the final submissions, and rank them to recommend an artist or artist team for consideration by the City of Manhattan Beach Cultural Arts Commission. The Commission will review and make a recommendation to the City Council for final approval and appropriation of funds.





SELECTION CRITERIA

Artists will be selected to produce design concepts based on the following criteria:

- The aesthetic quality of the Artist's past work, including content, craftsmanship, uniqueness, and relevance to its environment
- The degree to which the Artist's past work relates to the goals and parameters of the City Hall Public Art project
- The Artist's demonstrated ability to translate art concepts into durable and safe materials
- Evidence that Artist's existing public artworks have maintained an appropriate level of quality and integrity over time
- Artist's demonstrated ability to work successfully as a member of a project design team and ability to work within public review processes

RESPONSIBILITIES OF FINALISTS

- Artists selected to design conceptual proposals will be required to attend a project orientation with representatives from the City, regulatory agencies, and other project stakeholders. Artists who attend the orientation and who travel more than 90 miles from the orientation site will receive a pre-approved travel allowance based on applicable Federal reimbursement rates.
- Artists will be given 10 – 12 weeks to develop design concepts.
- Artists must confer with the City and applicable regulatory agencies when developing the conceptual design for artwork, including identifying initial ideas for artwork locations, content, scale, and media.
- Conceptual design proposals must indicate the Artist's design intent, the location of the proposed artwork or installation, materials and fabrication processes, a preliminary budget based on actual cost estimates, and a project timeline. Finalists will be expected to provide to-scale renderings and other visual materials to adequately illustrate the proposed artwork.



- Proposed art budgets must include verifiable cost estimates for design development, fabrication and/or fabrication oversight, delivery, installation, professional consultants, including engineers, the Artist's project management fees, project documentation, required insurance, and all other costs associated with the art project.
- The proposed artist fees, which may include artist's design and project management costs, are expected to be within 10% to 20% of the total art budget. The proposed budgets will be evaluated based on the Artist's proposed scope of work and will be an integral part of the selection process.
- A Maintenance Plan is required from each Finalist. If the proposal includes electrical or mechanical components, artists will be required to submit a proposed maintenance plan that specifies how the City can maintain these components over a 20+ year lifespan.
- The Concepts will be placed on display in City Hall for a two-week period during which the public may comment, though not vote on, the proposals.

FINAL SELECTION CRITERIA

The Selection Panel will review and evaluate the proposals based on the following criteria:

- Artistic excellence, creativity and originality of the project concept
- The artist's response to the stated goals of the project, including the physical relationship of the artwork/installation to the site
- The technical feasibility of the proposed artwork/installation, including minimum maintenance requirements, resistance to vandalism and appropriateness for public use and access
- An evaluation of the proposed budget, including: 1) its feasibility for the nature and scope of the project, and 2) an analysis of whether the artist has done appropriate research and obtained viable cost estimates from subcontractors and suppliers
- Positive feedback from professional references





FINALIST’S HONORARIUM

The honorarium for the submission of the conceptual design proposal is \$3,000.00, plus \$1,000.00 in pre-approved travel expenses (if applicable), as well as reimbursable costs for the shipping of the proposal display materials for the presentation, not exceeding \$4,000.00. The honorarium will be paid upon the successful submission of the proposals and reimbursable expenses as invoiced by the Artist. Only expenses for which receipts are presented and verified can be reimbursed and any expenses in excess of the budget will be the sole responsibility of the artist.

OWNERSHIP OF MATERIALS

All submitted documents, including sketches, plans, specifications, reports, and all other materials, including models, submitted as part of the conceptual design proposal will become the property of the City of Manhattan Beach upon payment of the honorarium to the artist. Exceptions include material samples, tapes or other materials presented to illustrate the proposal, but which are not integral parts of the proposal.

PHASE TWO: DESIGN DEVELOPMENT

During Design Development each selected artist or artist team will develop final designs for the artwork or installation. Artists will collaborate with the City, regulatory agencies, and others as required to ensure compliance with applicable regulations.



PROJECT SCHEDULE**

Target dates for completion of preliminary design and final design are shown below.

RFQ issued	
Applications due	
Panel meets to select semi-finalists	
Project orientation for semi-finalists	
Conceptual design proposals due	
Proposals displayed for public viewing in City Hall	
Project finalists recommended by Selection Panel	



Cultural Arts Commission reviews Selection Panel recommendations	
City Council Considers Cultural Arts Commission Recommendations – project finalists selected	
Contracts and notice to proceed issued permits obtained	
Design development, fabrication and installation	
Dedication event	

*****This schedule is subject to change due to permitting processes, fabrication periods, and installation requirements. Final schedule will be refined with artists or artist team, agencies, and consultants.***

INSURANCE REQUIREMENTS

Selected artists will be required to carry insurance, including a minimum of \$2,000,000.00 combined single incident general liability insurance, \$100,000.00/\$300,000.00 combined single limit per accident automobile liability, and Workers’ Compensation and Employer’s Liability Insurance (if applicable) in the amount of \$1,000,000.00 per occurrence. Fine Arts Insurance for the value of the artwork/art elements will also be required.

- All proposed concepts for artwork are subject to approval by the City and must meet all applicable regulations for public access, safety and security. Applicable regulations will be provided to artists who are selected to prepare conceptual design proposals.
- All finalists must read and acknowledge acceptance of the terms of the City's public art agreement prior to finalist presentation to City Council. The terms of the agreement are non-negotiable and failure to accept the terms of the agreement will result in disqualification from the project at the conceptual design proposal phase.
- All artwork materials must have a 20-year minimum lifespan, and Artist must be prepared, if selected, to provide a detailed maintenance plan for the work as part of the final submission.
- The selected Artist will be required to confer with City staff and their designated consultants, as well as with other regulatory agencies when developing the conceptual design proposals, and if selected, in the final design development and construction phases of the project.
- The City of Manhattan Beach reserves the right to reject any or all applications or proposals and to modify or terminate the application process or the selection process for any reason and without prior notice.
- Direct all questions related to this RFQ via email only to: Martin Betz, mbetz@citymb.info



SUBMITTAL REQUIREMENTS

Due to the high volume of submission expected, any incomplete applications may be rejected from the process. Please make sure you have submitted, correctly labeled, emailed to the correct address, and correctly addressed the email Subject line.

WRITTEN MATERIALS:

Artist Statement

- A maximum 5,000-character artist statement indicating interest in and potential approach to the project. If applying as a team, please indicate the name and contact information for the team's representative, and their project role.
- Submit this as a single PDF file, named as follows:
ArtistLastName_ArtistFirstName_Artist_Statement.pdf

Community Participation Proposal

- If proposing community participation, a description of the means and methods for recruiting participants, and roles to be taken by participants should be defined.
- Maximum 3,000-character optional Community Participation Plan is needed if a stipend is being requested as part of the Artist's proposed design or fabrication process (this may be submitted at the RFP phase for selected finalists).
- Submit this as a single PDF file, named as follows:
ArtistLastName_ArtistFirstName_Community_Participation.pdf

Artist Resume

- Professional resumes for each applicant. Edited versions of not more than 3 pages per applicant, are requested.
- Submit each resume as a single PDF file, named as follows:
ArtistLastName_ArtistFirstName_Artist_Resume.pdf
- For teams submitting multiple resumes, add a number to the end of each file name.

Professional References

- Five professional references, including phone and email contact information.
- Submit this as a single PDF file, named as follows:
ArtistLastName_ArtistFirstName_References.pdf

Artist Application

- Attached is a summary application form, please complete, sign, and scan to facilitate the application's review.
- Submit this as a single PDF file, named as follows:
ArtistLastName_ArtistFirstName_Artist_Application.pdf

Image List

- Include an annotated image list with full descriptions including title, medium, dimensions, project budget, location and commissioning agency.
- Submit this as a single PDF file, named as follows:
ArtistLastName_ArtistFirstName_Image_List.pdf

IMAGES:



- Applicants must submit at least 6 (six) and up to 10 (ten) separate images of prior works of the scale and nature proposed for the Manhattan Beach City Hall project.
 - Submit each image as a PDF or JPEG file, named as follows:
ArtistLastName_ArtistFirstName_Image_Number.pdf
 - Number all images sequentially starting with 1, make sure this numbering corresponds to the image list.
 - Images should be of high enough quality to see well on a computer screen, but need not be large enough for print (approximately 600 – 1500 pixels in any direction).
- Images should highlight a minimum of 2 (two) projects valued over \$150,000.00.
- Images may include overall installation shots, details and/or progress views, but must clearly represent the scope, quality, and scale of the completed project.
- All applications must contain a minimum of 11 and maximum of 15 individual files in PDF (or JPEG for images) format.

TO SUBMIT

- Email all images and application materials to: Submissions@citymb.info
- Subject line: City Hall Mural RFQ ArtistLastName ArtistFirstName

Please keep in mind: we are anticipating a large number of submissions and materials, any emails NOT SUBJECTED CORRECTLY may get lost in the volume and will be difficult to search for when needed

APPLICATION MATERIALS MUST BE RECEIVED NO LATER THAN



Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Mark Leyman, Parks and Recreation Director
Stephanie Katsouleas, Public Works Director
Linda Robb, Management Analyst

SUBJECT:

Adopt Resolution No. 18-0150 Authorizing the Purchase of Outdoor Fitness Court Equipment to be Installed on Veteran's Parkway (near Vons) and Appropriating \$78,500 from the Capital Improvement Project Fund for the Purchase (Parks and Recreation Director Leyman).

ADOPT RESOLUTION NO. 18-0150

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 18-0150 (Attachment) authorizing the purchase of outdoor fitness court equipment to be installed on Veteran's Parkway at the Mariposa Fitness Station, located across from Vons, and appropriating \$78,500 from the Capital Improvement Project (CIP) Fund for the purchase.

FISCAL IMPLICATIONS:

The replacement of fitness equipment on Veteran's Parkway has been approved in the Capital Improvement Project (CIP) for \$245,000. Staff estimates that the cost of the National Fitness Court (NFC) equipment will be approximately \$78,500. The remaining budget will be used to cover installation costs, which will be awarded at a later date (anticipated mid-2019).

BACKGROUND:

The National Fitness Campaign (NFC) was originally founded in 1979 with a commitment to make fitness available to everyone free of charge. In response to the lack of access to health clubs and a rising tide of obesity and related illnesses, the NFC goal is to foster better health outcomes in communities across America, including making free fitness club style workouts accessible to the general public across all socio-economic levels and geographies. The first

NFC projects were installed in the 1980's and included fitness courts equipped with stations for exercising the body to promote good health. NFC's model was a success, and resulted in the installation of 10,000 free fitness courts in communities across the nation. Sponsored by Wells Fargo and more than 100 hospitals, it engaged millions and was celebrated by two U.S. presidents, governors, and over 4,000 cities. The program also includes an extended network of web and mobile fitness-related apps to keep users connected with and encouraged by friends, family and mentors.

The City received a \$30,000 equipment grant, which reduced the cost of the equipment from \$120,000 to \$90,000. NFC is also offering cities an additional \$15,000 grant for those who take equipment delivery by mid-November. Therefore, staff is bringing this item to the City Council to secure the equipment by that deadline to capitalize on the additional savings. Installation of the equipment will be coordinated with Public Works for implementation in 2019.

DISCUSSION:

Staff has evaluated a variety of options to replace the current fitness equipment at the Mariposa Fitness Station, as the amenities are well beyond their useful life and showing signs of deterioration. Staff selected the NFC Fitness court equipment because it provides opportunities for people of all ages, will accommodate more users than the current fitness station and provide a variety of additional fitness opportunities. The Fitness Court provides a seven station body weight fitness circuit, designed as a training tool for people of all ages and fitness levels. It uses no weights or machines, instead relying on a graduated training system of maneuvering and lifting one's own body weight. Each of the seven stations offers training for one essential body movement, including: Core, Squatting, Pushing, Lunging, Pulling, Agility, and Bending. The Fitness Court also has the capability to use an app on a smartphone to conduct a number of different workouts.

The Fitness Court is made of sustainable, recyclable materials, including 70% recycled rubber flooring and recycled steel framing. In addition, the back of the fitness wall could be used for a community mural, displaying artwork, or simply a wrap to blend into the natural surroundings.

Partnerships/Collaborations

After receiving the Fitness Court grant, staff reached out to a number of community health and wellness partners to discuss opportunities to work together on the project. The City received overwhelming support from the Manhattan Beach 10K Committee, Beach Cities Health District and the City of Redondo Beach, who is considering the same equipment.

Manhattan Beach 10K Committee

The MB 10K Committee has committed to contributing to the project, although the total dollar amount has not yet been determined. This will continue their tradition of supporting fitness, as they partnered with the City to install the original equipment that is now being replaced.

Beach Cities Health District

Staff met with the Beach Cities Health District (BCHD) team to discuss partnership opportunities and BCHD committed to provide fitness class programming for the Older Adult programs.

City of Redondo Beach

The City of Redondo Beach also received a grant for Fitness Court equipment. Therefore, Manhattan Beach plans to pursue a partnership with Redondo Beach that will save on shipping costs and possibly on installation of the equipment.

PUBLIC OUTREACH/INTEREST:

The Fitness Court was discussed and supported at the September 17, 2018, and October 22, 2018 Parks and Recreation Commission meetings. Staff placed signage on-site at the workout station on October 30th to gather input from the public. Staff will continue to gather feedback in the upcoming months, prior to returning for City Council project authorization. Staff will also post this project on Open City Hall.

LEGAL REVIEW

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

Attachments:

1. Resolution No. 18-0150
2. NFC Price Quote
3. Fitness Court Overview
4. NFC Award Letter - Manhattan Beach
5. NFC Fit 60+

RESOLUTION NO. 18-0150

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL TO IMPLEMENT AN OUTDOOR FITNESS COURT ON VETERAN'S PARKWAY

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City of Manhattan Beach will collaborate with National Fitness Campaign to implement the construction of an outdoor Fitness Court® and make fitness free to community residents and visitors.

SECTION 2. The City Council hereby authorizes acceptance of the National Fitness Campaign \$45,000 grant.

SECTION 3. The City Council hereby authorizes the City Manager to enter into an agreement with National Fitness Campaign to purchase the equipment described in the agenda report that accompanied this resolution, in an amount not to exceed \$78,500.

SECTION 4. The City Council authorizes the appropriation of \$78,500.

SECTION 5: The City Clerk shall certify to the passage and adoption of this resolution.

ADOPTED on November 6, 2018.

AYES:
NOES:
ABSENT:
ABSTAIN:

STEVEN A. NAPOLITANO
Mayor

ATTEST:

LIZA TAMURA
City Clerk



Congratulations — the City of Manhattan Beach has been selected as a 2019 NFC Healthy City!

Dear Mark,

We are pleased to announce that the City of Manhattan Beach has been selected to receive the NFC Fitness Grant, provided by official 2019 Campaign sponsors, to join the 2019 Healthy Cities Campaign.

This letter confirms your award of \$30,000 towards building a Fitness Court® and launching your local Fitness Campaign.

Your community has made a choice: to join a national movement and make world class fitness free! Our team will work with you to follow the path outlined in your grant application, to ship your Fitness Court® and to make you part of the National Campaign, promoting and activating the program in 2019.

We have assigned Trent Matthias as your dedicated Campaign Manager, your champion and partner in this program.

This grant award is the first step towards formal confirmation of your participation. The next step is a call with Trent to discuss building our partnership, to be scheduled in the next 14 days.

Here are some of the things to look forward to in 2019:

- ★ Launch Day Celebration – Open your Fitness Court® and build a network of NFC Ambassadors!
- ★ Fitness Court App – Learn the routines, film your challenge moves and compete nationally.
- ★ NFC Fitness Challenge – Get residents moving and keep them engaged with ongoing events.
- ★ Press & Media Promotions – Leverage NFC's reach for local and national feature coverage!

On behalf of the entire NFC team, I am thrilled to invite the City of Manhattan Beach to join us as partners in the 2019 Healthy Cities Campaign.

Best in Fitness,

Mitch Menaged, Founder
National Fitness Campaign



Grant Program Requirements

2019 NFC Healthy City Awardee

Grant Eligibility Information

Q1: Ends March 31, 2019

Your \$30,000 NFC Grant Award has been approved in the launch window selected in your grant application. This funding is contingent upon completion of key requirements and launch of The Fitness Court® program. Grant funds will be revoked if below deadlines are not met.

Welcome

Summary

Congratulations on your selection as an NFC Healthy City for 2019! In this stage, we work together to ensure adoption of the NFC project in your community, and to develop internal stakeholder consensus about program participation.

Requirement

Council Resolution of Adoption | Deadline: Within 60 Days of Receipt of Grant Award Letter

Timeline

Summary

At this stage, you will confirm that funding is ready and available to commit to the project. Upon request, NFC supports this phase with custom materials for potential partners and sponsors in the community.

Requirement

Issue Purchase Order | Deadline: December 21, 2018

Site Activation

Summary

During this time, cities will receive and install their Fitness Court at the selected site. NFC is fully available for targeted bid consulting, installation support and troubleshooting.

Requirement

Receive Fitness Court | Deadline: February 14, 2018

Launch

Summary

This stage is the culmination of all your efforts to bring this free, outdoor gym to your community - let's celebrate! The NFC team helps you coordinate a kickoff event with local stakeholders and media, and train your Fitness Court Ambassadors to formally launch the program.

Requirement

Launch Fitness Court | Deadline: March 15, 2018

City Council Meeting
November 6, 2018

Promotions



PRESS RELEASE
MEDIA SUPPORT

Web Feature



SOCIAL MEDIA
FEATURE STORY

Launch Party



EVENT PLANNING
LAUNCH KIT



NATIONAL FITNESS CAMPAIGN

2019

200 CITIES



NATIONAL FITNESS CAMPAIGN is building the worlds best outdoor gym network across America. Our mission is to make best in class fitness programs free and accessible to communities everywhere, as partner communities add Fitness Courts to healthy pedestrian infrastructure in cities across the country.

In 2018, the Campaign is building Digital Fitness Courts in 100 cities, bringing its program to public spaces in 35 states. Mayors and civic leaders have joined as partners and raised more than \$15,000,000 in the new Campaign's first year. This movement is building onto NFC's original 1980's campaign with Wells Fargo Bank which reached over 4,000 cities across 3 countries.

Digital training content flows through audio and video guides on the Fitness Court App, empowering NFC Ambassadors to bring fitness programing to millions.

NFC's goal is bringing the campaign to thousands of cities, disrupting fitness networks and making world class fitness free for all.



QUALIFIED CITIES WILL RECEIVE \$30,000 DOLLARS IN GRANT FUNDING

SUPPORTING SPONSORS





NATIONAL FITNESS CAMPAIGN : BUILDING PARTNERS IN FITNESS

National Fitness Campaign excels in supporting cities in the proper design, funding and activation of healthy infrastructure. Our team assists qualified cities in joining an evolving campaign offering free programming, classes and challenges to encourage adults of all ages to live well as they enjoy outdoor fit activities.

Our goal is to neutralize back-end health care by investing in front-end wellness. Our partner network is building across America to include cities and sponsors everywhere, making fitness fun, accessible and free for everyone!



PARTICIPATING COMMUNITIES

Over 100 partners nationwide in the 2018 Campaign

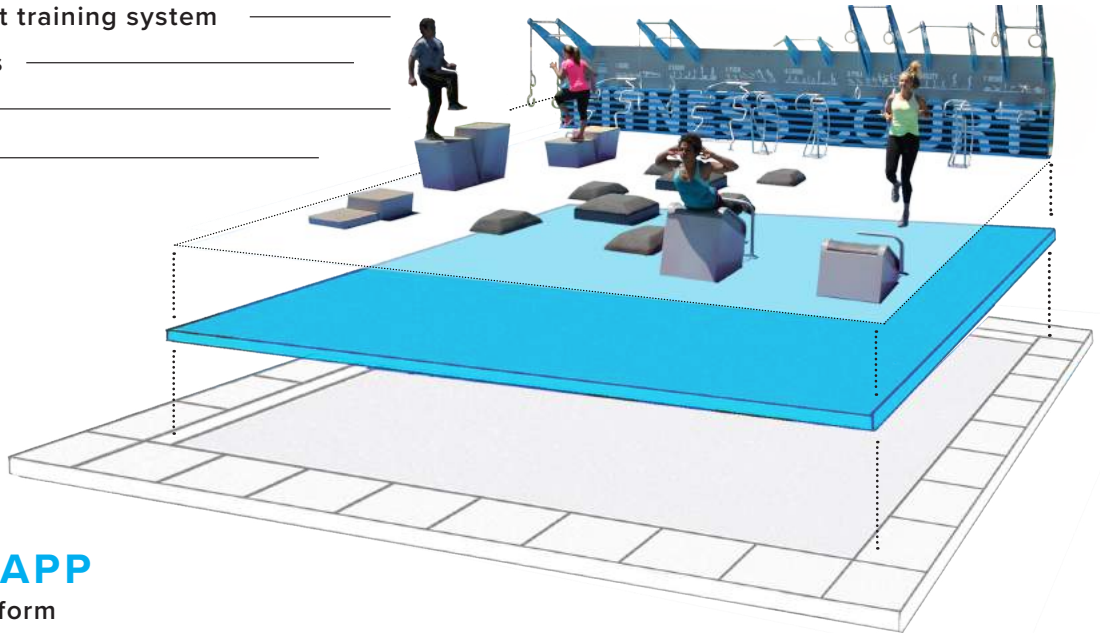


2019 PROGRAM OVERVIEW



FITNESS COURT THE BEST OUTDOOR GYM IN THE WORLD

- World class bodyweight circuit training system _____
- Adults of all ages and abilities _____
- Made in the U.S.A. _____
- Sports flooring _____



FITNESS COURT APP

Digital community fitness platform

NEW FOR 2019 PARTNERS

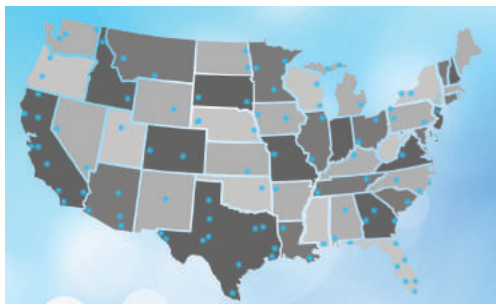
Advanced activation toolkit and community support system



DIGITAL TRAINING LAUNCHES ON THE APPLE WATCH



FITNESS COURT CLASSES



REGIONAL TRAINING CAMPS



CHALLENGE SERIES

PARTNERSHIP IN THE CAMPAIGN



This year, NFC is inviting 200 cities to join the 2019 Campaign, bringing our partnership network to over 300 cities nationwide. This year, Qualifying cities will receive \$30,000 in National Grant Funding toward the program.



NFC partners with qualified cities who demonstrate alignment with the Campaign’s values and requirements, shown below.

- 01 HEALTHY LIVING IS A PRIORITY**
- 02 SELECT AN ACTIVE, VISIBLE, ICONIC COMMUNITY SITE**
- 03 DEVELOP FUNDING SUPPORT TO BUILD THE PARTNERSHIP**
- 04 ADOPT THE PROJECT AND CONFIRM STEPS AND TIMING**



APPLY FOR PARTNERSHIP AND FUNDING

Cities who align with the Campaign will qualify by submitting a grant application for \$30,000 aided by NFC Staff. This application will illustrate smart pedestrian infrastructure design and planning, matching funding, city leadership support and council adoption for consideration.



PROGRAM FUNDING

Once awarded the Partnership, NFC works with you to develop the remaining funding for the program. A minimum matching contribution from the city of \$45,000 is recommended by NFC.

TOTAL FUNDING REQUIRED: \$120,000 + INSTALLATION

CITY	COMMUNITY (varies)	NATIONAL SPONSORS	+	INSTALLATION
\$90,000		\$30,000		(VARIES)

FITNESS SEASON® IS HERE

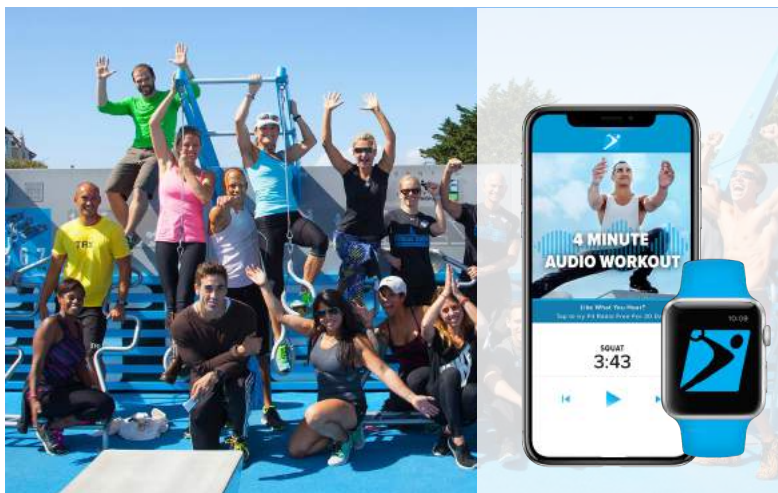
NFC Partnership and Activation Toolkit and Support System



PHASE 1: LAUNCH

Partnership in the Campaign includes full support on marketing, promoting and activating the Fitness Court in your community. National and statewide feature media, press releases, custom storytelling, social media support and opening day kits - it's all included!

The Fitness Court Training Camp - a unique community launch event - kicks off your program.



PHASE 2: ENGAGEMENT

Once launched, the Campaign builds a healthy community. The Fitness Court App delivers programs and training to users, while group classes, ambassador training sessions and more activate the program.

For 2019, the Campaign invites ambassadors from each city to 18 regional training camps to get certified, learn tools, share programs, build community awareness, and use.



PHASE 3: CHALLENGES

The season culminates with local, regional and National challenges, engaging residents and celebrating the healthy lifestyles built over the year.

There is something for everyone, from competitive challenges which allow qualification for national events, to celebrations, games and more.





Fitness Court

Download on the App Store

GET IT ON Google Play

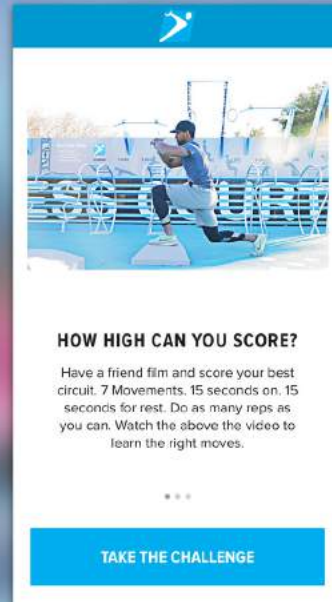
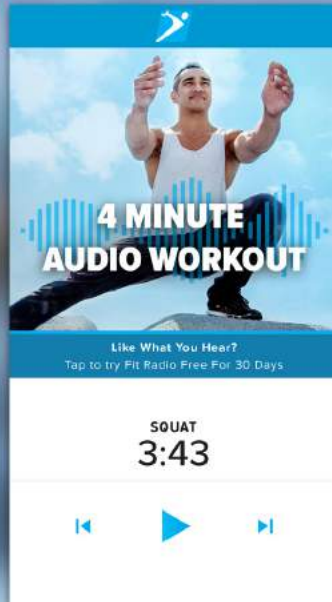
Get the App

Watch Fitness Videos

Workout and Rock Out

Take Scored, Timed Challenges

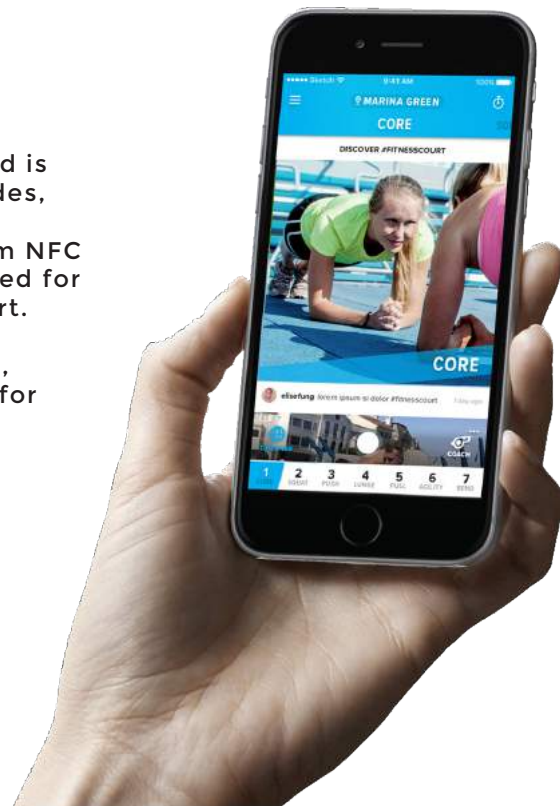
Make Every Rep Count



FITNESS COURT APP: THE DIGITAL COMMUNITY FITNESS SYSTEM FOR THE 21ST CENTURY

The all-new Fitness Court App for IOS and Android is a free coach in your pocket. Delivering audio guides, video guides and programs, the app is constantly updated with the latest and greatest content from NFC Headquarters in San Francisco. Content is delivered for both individual and group use on the Fitness Court.

Not only is it a world class digital training system, the Fitness Court App is the ultimate companion for building community around healthy living.

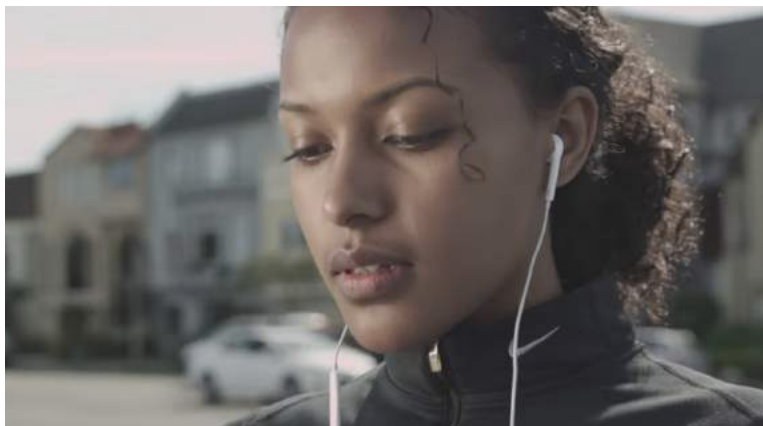




BUILD CONSENSUS. SHARE THE VIDEO!



THE 2019 CAMPAIGN VIDEO IS A 3 MINUTE SUMMARY OF THE CAMPAIGN. BE SURE TO WATCH AND SHARE!



3 MINUTES TO FREE FITNESS.

**WATCH HERE :
[FITNESSCOURT.COM/2019-campaign](https://fitnesscourt.com/2019-campaign)**



Fitness Court®

The Fitness Court® is a 32'x35' outdoor bodyweight circuit training system (see following page for full overview and details)

Fitness Court® Description:

- 32'x35' outdoor bodyweight circuit training system with the following components:
- Seven station circuit training system providing full-body workout modules
- Fitness Court body-weight training wall measuring 32'W x 2'D x 6' H with custom wall graphics
- Thirty pieces of body-weight training equipment (Fitness Elements) for simultaneous use by 28 users at one time. Fitness Elements are anchored and grouped within seven stations.
- Bolts, attachments and anchors required for installation

Specifications:

- All structural components are made from high-grade carbon steel
- Structural components receive high-grade powder coating
- All cladding (skins) made from high-grade aluminum and powder coated
- Lunge steps coated with polyurethane foam
- Plyometric boxes are capped with a color coded EPDM rubber surface
- Graphics and signage printed with anti-graffiti over-lamination material
- All deck anchors are mounted into an epoxy solution for seismic movement
- Bend stations are padded for comfort with memory foam and covered with mold and tear resistant fabric

2019 Fitness Campaign Ecosystem®

The Fitness Campaign Ecosystem is a collection of resources and services designed to activate, encourage and strengthen public participation in free outdoor fitness activities.

Campaign Program Includes:

Promotions and Marketing Package

- 2019 National promotions including city partners
- Customized 2019 Campaign Web story and press release featuring city partners
- 2019 Social Media activation and promotion campaign featuring city partners

Fitness Court Mobile App

IOS/ Android App teaching proper use, routines and challenges to the public - free for all users

- **Learn:** Video guides delivering workouts and teaching programs on the Fitness Court
- **Train:** Audio guides delivering a digitally aided coach in the pocket for users
- **Challenge:** Full Challenge tool allowing users to take and score the Fitness Court Challenge

Apple Watch App

- Fitness Court Audio Guides delivered through the Apple Watch to residents on the Fitness Court.

Localized Promotional Materials

- Opening Day Launch Kit: NFC swag items, prizes for challenges, custom promotional flyers, event guidance

2019 Fitness Season®

- Fitness Court Classes (video guides)
- 18 Regional Training Camps for Community Ambassadors
- Fitness Court Challenge Series

Fit 60+ Functional Fitness



ACTIVATION

The **Fitness Court** supports progressive functional fitness for senior adults. Each of the seven basic movements supports activities of daily living, and each station provides users hundreds of different ways to leverage their own bodyweight for sustained health.

This **unique outdoor gym** is a safe and effective tool for seniors to increase balance, encourage mobility, and reduce risk of injury. When integrated into a regular wellness practice, the Fitness Court supports core health, hip and joint flexibility, upper body strength and lower back stability.

ENGAGEMENT



Balance Series

Tone the mind and body in a beautiful outdoor setting

Mobility Series

Maintain and restore joint health and range of motion



Challenge Series

Friendly competition for active adults in 3, 5 or 7 minute intervals

“**I’m encouraged** and glad to see the outdoor gym includes equipment to improve balance, which is key to preventing falls. It’s free and open to the public, so no one would have any reason not to take advantage of it.”

Carol Claybaker, Senior Resident of Janesville, Wisconsin



QUOTE

City of Manhattan Beach
1400 Highland Avenue
MANHATTAN BEACH CA 90266
USA

Date
Oct 15, 2018

Expiry
Nov 15, 2018

Quote Number
QU-0133

National Fitness
Campaign LLC
For all questions
regarding this quote,
contact: info@nfchq.com

Description	Quantity	Unit Price	Tax	Amount USD
Fitness Court and National Campaign Resources - \$10,000 National Grant Funds Award - \$5,000 Sports Floor Material Credit	1.00	75,000.00	Tax Exempt	75,000.00
Packing and Freight for shipment of Fitness Court	1.00	3,050.00	Tax Exempt	3,050.00
			Subtotal	78,050.00
			TOTAL USD	78,050.00

Terms

1. PAYMENT TERMS

Purchaser will pay Seller 50% of the Purchase Price at least 30 days prior to the Shipping Date. Purchaser will pay the remaining 50% of the Purchase Price within 30 days of the Delivery Date. These payment terms will apply unless other approved payment terms have been agreed to by both parties.

2. SHIPPING AND DELIVERY

Shipping costs are estimates based on final delivery location. FOB Munford, AL. Purchaser is responsible for shipping costs, including packing, insurance and freight.

3. TAX EXEMPTION

This quoted total is based upon Purchaser's tax exempt status, for which verifying documentation must be provided to Seller. If Purchaser is not tax exempt, sales tax will be applied before Purchase Price is to be considered final or binding.

NFC Program Details - Campaign Specifications



Fitness Court™ The Fitness Court™ is a 32'x35' outdoor bodyweight circuit training system*

Fitness Court™ Description:

32'x35' outdoor bodyweight circuit training system with the following components:

1. Seven station circuit training system providing full-body workout modules
2. Fitness Court body-weight training wall measuring 32'W x 2'D x 6' H with wall graphics describing use, sponsor recognition and buyer recognition
3. Thirty pieces of body-weight training equipment (Fitness Elements) for simultaneous use by 28 users at one time. Fitness Elements are anchored and grouped within seven stations.
4. Bolts, attachments and anchors required for installation

Specifications:

1. All structural components are made from high-grade carbon steel
2. Structural components receive high-grade powder coating
3. All cladding (skins) made from high-grade aluminum and powder coated
4. Lunge steps coated with polyurethane foam
5. Plyometric boxes are capped with a color coded EPDM rubber surface
6. All deck anchors are mounted into an epoxy solution for seismic movement
7. All anchors for installation are included with Fitness Court
8. Bend stations are padded for comfort with memory foam and covered with mold and tear resistant fabric

*See attached exhibit for further information on the Fitness Court system.

National Campaign Resources

The National Campaign Resources is a collection of digital and print resources and services designed to activate, encourage and strengthen public participation in free outdoor fitness activities.

Components:

Web and Press tools

- 2018 National promotions including city partners
- Customized 2018 Campaign Web story and press release featuring city partners
- 2018 Social Media activation and promotion campaign featuring city partners

Fitness Court Mobile App

- IOS/ Android App teaching proper use, routines and challenges to the public - free for all users
- Coach mode, challenge mode, and social mode - allowing a variety of ways to participate in the program
- Social component encourages community participation and awareness

Circuit Training Programs

- 3 Levels of Circuit Training Routines (to be completed on the Fitness Court)
 - Beginner: Baseline Functional Fitness Training System
 - Intermediate: Full-Body Circuit training system for athletes at any level
 - Advanced: Competitive Fitness Court Challenge Series

Localized Promotional Materials

- Fitness Court Launch Party Kit
 - Press Release
 - Fitness Court Launch Party Event Guide
 - Event Roadmap and custom Campaign Support

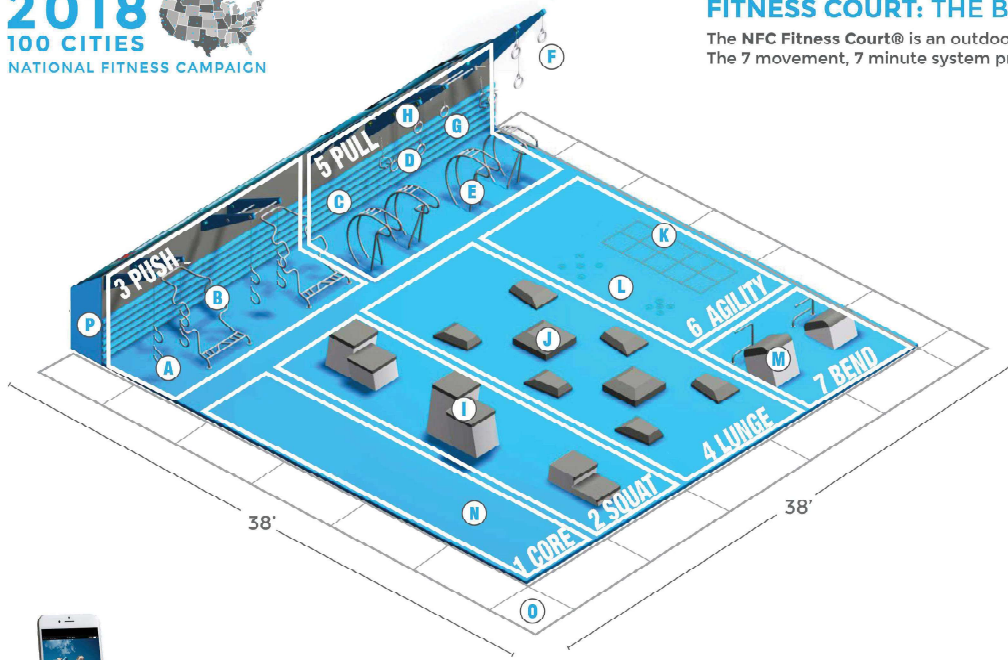
Activation Guidelines Package

- Fitness Court Programs
 - Group Fitness, Outdoor Classes, Bootcamps, Challenge Series
- Mayor's Challenge National Promotion Kit

Note: The National Fitness Campaign provides a comprehensive program encompassing both a physical installation in public space and promotional campaign and resources that work to assist city partners in activating their community. The Fitness Court, Campaign Ecosystem and components cannot be funded separately.

FITNESS COURT: THE BEST OUTDOOR GYM IN THE WORLD

The NFC Fitness Court® is an outdoor bodyweight circuit training system built in public spaces. The 7 movement, 7 minute system provides a full-body workout to people of all ability levels.



FITNESS ELEMENTS

- (A) 2 SETS DESTABILIZED PUSHING HANDLES
- (B) 2 SETS STABILIZED PUSHING LADDERS
- (C) 7 PROGRESSIVE FOOHOLD STRIPS
- (D) 2 SETS ROWING HANDLES
- (E) 4 FULL BODY ROWING STATIONS
- (F) 2 SETS MUSCLE UP RINGS
- (G) 2 SETS BICEP CURL RINGS
- (H) 2 SETS STABILIZED PULL-UP BARS
- (I) PLYOMETRIC / SQUAT BOXES
- (J) LUNGE STEP COURSE
- (K) AGILITY LADDERS
- (L) AGILITY DOTS
- (M) 2 BENDING STATIONS
- (N) P.I.P. SURFACE (Installed by others)
- (O) CONCRETE SLAB (installed by others)
- (P) PROGRESSIVE TRAINING WALL



Specifications

MADE TO LAST IN THE USA

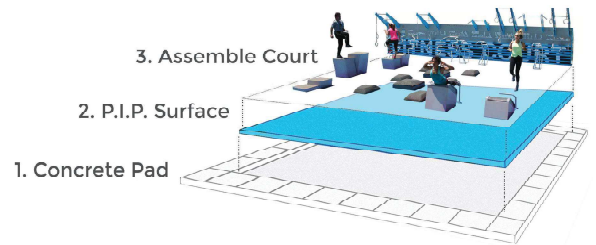
- manufactured in America
- resilient to heavy, repeated daily use
- over 30 individual pieces of equipment
- powder-coated steel components
- galvanized fittings and bolts
- stainless steel cables

Warranty + Maintenance

VIRTUALLY MAINTENANCE FREE

- made for all climates
- almost no moving parts (only the cables)
- equipment is anchor bolted into concrete
- Limited warranty on all equipment
- replacement parts available through NFC
- no requirement for disassembly in winter

Installation - by others*



*Full installation specifications and documentation are provided upon request

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, 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

October 31, 2018 Agenda Forecast

11/20/2018	Regular Meeting – 6:00 PM Tuesday
Deadlines	Finance – 10/9 City Manager – 10/16 City Attorney – 10/23 City Manager – 11/6 Packet – 11/14
	Pledge –
18-0425	1. Recognition from the Automobile Club of Southern California and the California Highway Patrol to Manhattan Beach Police Officers Shawn Thompson and Jason Gordon as Recipients of the 10851 Vehicle Theft Recovery Award (Ceremonial)
	2. Proclamation Declaring November 20, 2018, as a Day of Tolerance (Ceremonial)
18-0474	3. City Council Minutes (City Clerk Tamura) (Consent)
18-0448	4. Financial Report: Schedules of Demands: October 11, 2018 (Interim Finance Director Charelian) (Consent)
18-0342	5. Resolution No. 18-0126 Awarding RFP#1153-18 to Smart Source for a Three-Year Contract for Citywide Printing Services with an Estimated Annual Value Not-to-Exceed \$135,000 (Interim Finance Director Charelian) (Consent)
18-0469	6. Accept Purchase of Proposition A Funds from the City of Diamond Bar and Approve the Proposition A Local Return Fund Exchange Agreement (Parks and Recreation Director Leyman) (Consent)
18-0338	7. Resolution No. 18-0127 Approving a Professional Services Agreement for \$30,000 with JHD Planning, LLC for State Mandated Housing Related Planning Services (Community Development Director McIntosh) (Consent)
18-0473	8. Resolution No. 18--- to Award a Construction Contract to --- for the Liberty Village Pavement Rehabilitation and Improvement Project for \$---, Resolution No. 18--- Awarding a Construction Inspection Contract to --- for the Liberty Village Pavement Rehabilitation and Improvement Project and Marine Avenue Improvement Project for \$---, Resolution No. 18--- Awarding a Compaction Testing Contract to --- for the Liberty Village Pavement Rehabilitation and Improvement Project and Marine Avenue Improvement Project and Resolution No. 18--- Approving Amendment No. 1 to the Professional Services Agreement with Psomas for Construction Support Services in an Amount Not-to-Exceed \$--- (Public Works Director Katsouleas) (Consent)
18-0419	9. Update and Approve Cultural Arts Commission’s Recommendations for Sculpture Garden Finalists for 2018-2019 (Parks and Recreation Director Leyman) (General Business)
18-0476	10. Assessment of Historical Artifacts and Structural Review of Historical Beach House (Parks and Recreation Director Leyman) (General Business)
18-0441	11. Resolution No. 18--- Regarding Changing the Name of Sepulveda Blvd. to Pacific Coast Highway (Community Development Director McIntosh) (General Business)
18-0481	12. Approve the Prohibition of Left Turns from Northbound Sepulveda Blvd. Onto Westbound 11 th Street Consideration as Recommended by the Parking and Public Improvements Commission (Community Development Director McIntosh) (General Business)
18-0346	13. Agenda Forecast (Informational)

12/4/2018	Regular Meeting – 6:00 PM Tuesday
Deadlines	Finance – 10/23 City Manager – 10/30 City Attorney – 11/6 City Manager – 11/20 Packet – 11/28
	Pledge – Robinson Elementary School
	1. Recognition of Business Owner, Bob Roy for his 56 Years of Hair Services to the Community (Ceremonial)
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Financial Report: Schedules of Demands: (Date) (Interim Finance Director Charelian) (Consent)
18-0487	4. Resolution No. 18--- Awarding Bid #1185-19 to Merrimac Energy Group for a Three-Year Bulk Fuel Contract with an Estimated Value of \$290,000 (Interim Finance Director Charelian) (Consent)
	5. Personnel Rules Update (Interim Human Resources Director Tomikawa) (Consent)
18-0290	6. Updated Facility Reservation Policy Based on City Council Direction (Parks and Recreation Director Leyman) (Consent)
18-0484	7. Donation of One Surplus Vehicle to the Manhattan Beach Community Emergency Response Team Association (Acting Fire Chief Abell) (Consent)
	8. Resolution No. 18--- Approving a Revised Operating Agreement with OTS to Occupy the Roundhouse Building (Public Works Director Katsouleas) (Consent)
18-0472	9. Conduct Public Hearing Adopting Interim Zoning Ordinance No. 18--- for Accessory Dwelling Units (ADU's) (Community Development Director McIntosh) (Public Hearing)
18-0324	10. Field Allocation Policy: Updated Fee Options (Parks and Recreation Director Leyman) (General Business)
	11. Update on Report Received from SCE Regarding Manhattan Beach's Inventory Analysis (Community Development Director McIntosh) (General Business)
18-0459	12. Consider Directing Staff to Prepare an Ordinance to Update the City's Plastic Pollution Policy to Regulate Balloons, Polystyrene Met Trays and Plastic Takeout Containers (Community Development Director McIntosh) (General Business)
18-0471	13. Update on Sepulveda Initiatives Planning Project Recommendations (Community Development Director McIntosh) (General Business)
	14. Agenda Forecast (Informational)

12/18/2018	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 11/6 City Manager – 11/13 City Attorney – 11/20 City Manager – 12/4 Packet – 12/12
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Interim Finance Director Charelian) (Consent)
18-0483	3. Receive and File Second-Floor Outdoor Dining Use Permit Guidelines (Community Development Director McIntosh) (Consent)
	4. Discussion of Telecom Facilities with an Updated Ordinance (Community Development Director McIntosh and Information Technology Director Taylor) (Public Hearing)
18-0222 WP	5. Proposed Draft City Council Communications Policy (City Manager Moe) (General Business)
18-0327 WP	6. Community Grant Program and Walkabout Events (Parks and Recreation Director Leyman) (General Business)
18-0300 WP	7. City Merchandising, Licensing and Branding (Parks and Recreation Director Leyman) (General Business)
18-0301 WP	8. City of Manhattan Beach Donation Policy (Parks and Recreation Director Leyman) (General Business)
18-0098	9. Library Commission Recommendations Regarding the Use of Manhattan Beach County Library Surplus Funds (Parks and Recreation Director Leyman) (General Business)
18-0478	10. Proposal from the South Bay Boardriders Club to Donate a Bronze Paddleboard Statue (Parks and Recreation Director Leyman) (General Business)
	11. Consideration of Design Concepts for Construction of Fire Station No. 2 (Public Works Director Katsouleas) (General Business)
	12. Agenda Forecast (Informational)
1/2/2019	<i>Regular Meeting – 6:00 PM Wednesday</i>
Deadlines	Finance – 11/20 City Manager – 11/27 City Attorney – 12/4 City Manager – 12/18 Packet – 12/26
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands: (Date) (Interim Finance Director Charelian) (Consent)
	3. Agenda Forecast (Informational)

1/15/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 12/4 City Manager – 12/11 City Attorney – 12/18 City Manager – 1/1 Packet – 1/9
	Pledge –
	1. Annual City Recognition of Longstanding Local Businesses (Ceremonial)
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Financial Report: Schedules of Demands: (Date) (Interim Finance Director Charelian) (Consent)
	4. Resolution of Intention to Provide for Annual Levy and Collection of Assessments for the North Manhattan Beach Business Improvement District and Setting February 9, 2019 for a Public Hearing (Acting Finance Director Charelian) (Consent)
	5. Report on Possible Incentives to Increase Ridership of Beach Cities Transit (Community Development Director McIntosh) (General Business)
	6. Update on State Housing Laws (Community Development Director McIntosh) (General Business)
	7. Beach Dune Restoration Pilot Program (Community Development Director McIntosh) (General Business)
	8. Overview of Requirements for Stormwater Permit (Public Works Director Katsouleas) (General Business)
	9. Consideration of Award for Waste Hauling Franchise Agreement (Public Works Director Katsouleas) (General Business)
	10. Receive and File the Pavement Management Program 2018 Update Report (Public Works Director Katsouleas) (General Business)
	11. Agenda Forecast (Informational)
2/5/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 12/25 City Manager – 1/1 City Attorney – 1/8 City Manager – 1/22 Packet – 2/13
	Pledge – Manhattan Beach Middle School
	1. Proclamation Declaring February 2019 as National Engineers Week (Ceremonial)
2/19/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
	1. Conduct Public Hearing Adopting Resolution No. 19--- for the Renewal of the North Manhattan Beach Business Improvement District and Approval of Assessments for the Fiscal Year 2018-2019 (Interim Finance Director Charelian) (Public Hearing)
WP	2. Update to CalPERS Pension Costs and Unfunded Accrued Liability (Interim Finance Director Charelian) (General Business)
3/6/2019	<i>Regular Meeting – 6:00 PM Wednesday (General Municipal Elections on March 5, 2019)</i>
Deadlines	
	Pledge – Mira Costa High School
18-0461	1. Recognition to the Winners of the 2018 Fire Department Annual “Home Escape Plan” Contest (Ceremonial)
	1. 6 Month Update on the Sustainability Youth Council (Community Development Director McIntosh) (Consent)
	2. Conduct Public Hearing Adopting Resolution No. --- Regarding a Coastal Development Permit for the 2019 Manhattan Beach Open Volleyball Tournament (Parks and Recreation Director Leyman) (Public Hearing)

3/19/2019	<i>Regular Meeting – 6:00 PM Tuesday – City Council Reorganization Oath of Office for Newly Elected Councilmembers</i>
Deadlines	
	Pledge –
	1. Update on Citywide Signage Options and Priorities (Public Works Director Katsouleas) (General Business)
4/2/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
WP	Pledge –
	1. Update on Revenue Enhancements, Stormwater Fund and Streetlighting and Landscaping (Interim Finance Director Charelian) (General Business)
4/9/2019	<i>Work Plan Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
4/16/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge – Pennekamp Elementary School
4/23/2019	<i>Boards and Commissions Interviews – Tuesday (Tentative)</i>
Deadlines	
	Pledge –
4/30/2019	<i>MBUSD Board Members Joint Meeting – 6:00 PM Tuesday (Tentative)</i>
Deadlines	
	Pledge –
5/7/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge – Grand View Elementary School
	1. Proclamations for the Month of May: (Ceremonial) a) Declaring May 2019 as National Fire Services Day b) Declaring May 2019 as National Peace Officers Memorial Day c) Declaring May 2019 as National Police Week d) Declaring May 2019 as Public Works Week e) Declaring May 2019 as National Municipal Clerks Week f) Declaring May 2019 as Older Americans Month
	2. Appointments to City Boards and Commissions (City Clerk Tamura) (General Business)
5/21/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
	1. Appointments to City Boards and Commissions (Tentative) (City Clerk Tamura) (General Business)
6/3/2019	<i>Parks and Recreation Commission, Cultural Arts Commission and Library Commission Joint Meeting – 6:00 PM Monday</i>
Deadlines	
	Pledge –
	1. Six-Month Trial Basis Assessment of the Measures for West Marine Avenue Neighborhood Traffic Management Plan (Community Development Director McIntosh) (Public Hearing)
	2. Report on Police and Fire Software Updates and Solutions (Dispatch, Database, CAD and Emergency Notification System) (Police Chief Abell) (General Business)

6/4/2019	<i>Regular Meeting – 6:00 PM Tuesday – City Council Reorganization Mayor Hersman/Mayor Pro Tem Montgomery</i>
Deadlines	
	Pledge – Pacific Elementary School
	1. Public Safety Recognition (Ceremonial) <ul style="list-style-type: none"> a) Police Officer and Firefighter of the Year b) Medal of Valor Recipients (Tentative)
6/18/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
	1. Conduct Public Hearing Regarding the Renewal of Downtown Business Improvement District (BID) for Fiscal Year 2019-2020 Including Authorization to Collect Assessments; Ratification of the District Advisory Board; Authorization to Enter Into an Agreement with the Downtown Manhattan Beach Business and Professional Association; and Authorization to Disburse the Fiscal Year 2018-2019 Assessments Collected (Interim Finance Director Charelian) (Public Hearing)
	2. Conduct Public Hearing to Consider the Fiscal Years Capital Improvement Plan (Public Works Director Katsouleas) (Public Hearing)
	3. Conduct Public Hearing Regarding Annual Levy and Collection of Street Lighting and Landscaping District Maintenance Assessments for Fiscal Year 2019-2020 (Interim Finance Director Charelian) (Public Hearing)
	4. Conduct Public Hearing Regarding the Adoption/Approval of Fiscal Year 2019-2020 Operating Budget and Establishing an Appropriation Limit (Interim Finance Director Charelian) (Public Hearing)
6/19/2019	<i>Planning Commission and Parking and Public Improvements Commission Joint Meeting – 6:00 PM Wednesday</i>
Deadlines	
	Pledge –
7/2/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
	1. Proclamation Declaring July 2019 as Parks and Recreation Month (Ceremonial)
7/16/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
8/6/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
8/20/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
9/3/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
9/17/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –

10/1/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
	1. Update on User Fee Cost Allocation Study (Interim Finance Director Charelian) (General Business)
10/15/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
11/5/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
	1. Proclamation Declaring November 2019 as National Caregivers Month (Ceremonial)
	2. Recognition to the Winners of the 2019 Fire Department Annual “Home Escape Plan” (Ceremonial)
11/18/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
12/3/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
12/17/2019	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –

INFORMATIONAL MEMOS

Date Requested	Councilmember/ Staff Requested	Responsible Department	Memo	Anticipated Date
4/18/17	Napolitano	FN	Report on the Future Plans and Grant Finding Opportunities Regarding National Pollutant Discharge Elimination System (NPDES) Stormwater Permit Requirements	Q2 2018
4/18/17	Lesser	PW	Report on Possible Funding Opportunities from Metro and City Projects Relating to Public Transportation and Measure M	Q2 2018
WP 3/9/18	Taylor	IT	Update on Portable Recording Equipment	TBD
WP 3/9/18	Montgomery	CD	Assessment Regarding Pending Projects for the Traffic Engineer	TBD
WP 3/9/18	Hersman	FD HR	Update on Recruitment of Fire Management Open Executive Positions	TBD
WP 3/9/18	City Council	PD	City Hall Security (Infrastructure Upgrades and City Staff Training)	TBD
WP 3/9/18	HR Director	HR	Employee Handbook	March 2019
5/30/17	City Council	CC	Discussion of Potential City Store	TBD
WP 3/9/18	Abell Fire Chief	PD FD	Police and Fire Software Updates and Solutions (Dispatch, Database, CAD and Emergency Notification System)	TBD
WP 3/9/18	Abell	PD	Police Department Update on Officer Body Worn Cameras Replacement Project	TBD

CITY COUNCIL REQUESTS

Date Requested	Councilmember/ Staff Requested	Responsible Department	Memo	Anticipated Date
11/7/17	Howorth	FD	Discussion of City's Emergency/Information Communication Dissemination to the Public	Study Session
11/21/17	Howorth	PR	Update and Discussion of Annual Meeting with County Library Staff (County of Los Angeles – Library Commission Meeting November 19, 2018)	11/20/18
11/21/17	Howorth	IT	Discussion of a Working Group on Technology Focusing on Residents Interface with Technology	TBD
WP 3/9/18	McIntosh	CD	Update on State Housing Laws	1/15/19
WP 3/9/18	City Council	CD IT CA	Discussion of Telecom Facilities with an Updated Ordinance	12/18/18
WP 3/9/18	Montgomery Howorth Hersman	IT	Update on City Website	TBD
WP 3/9/18	City Council	IT	Update on New City URL (.gov)	TBD
WP 3/9/18	Howorth Hersman	CD	Update on Manhattan Beach Boulevard and Sepulveda Boulevard Property (Rite Aid)	TBD

Date Requested	Councilmember/ Staff Requested	Responsible Department	Memo	Anticipated Date
WP 3/9/18	Lesser Napolitano Hersman	FD	Emergency Preparedness (Internal and External Training)	December 2018
WP 3/9/18	HR Director	HR	Collective Bargaining Negotiations with 6 Labor Groups	January 2019
WP 3/9/18	Moe	MS	Report on City Services for Non-Profit Organizations	TBD
WP 3/9/18	Tamura Taylor	CC IT	Centralized Citywide Contract Management Systems (Part of IT Master Plan)	6/3/19
WP 3/9/18	Charelian	FN	Update on User Fee Cost Allocation Study	10/1/19
WP 3/9/18	Katsouleas	PW	Parking Management (Parking Meter Solution)	TBD
WP 3/9/18	Napolitano	CD	Infrastructural Aesthetics/Design Initiative for Public Projects	TBD
3/20/18	City Council	PD	Review and Approve School Safety Security Measures	TBD
4/17/18	McIntosh	CD	Ordinance Regarding the Distribution and Sale of Single-Use Items (Sustainability)	TBD
4/17/18	Lesser Hersman	CD	Air Conditioning Restrictions in Units	TBD
5/15/18	City Council	PR	Revised Facility Reservation Policy	11/20/18
5/22/18	Napolitano	MS	Discussion on Preservation of City History	11/20/18
6/5/18	City Council	PW	Update on City Signage Options and Priorities	3/19/19
6/5/18	Howorth	PW	Research Options of Installation of Bollards and Locations	TBD
6/19/18	City Council	CD	Draft Ordinance Incorporating Elements of the Downtown Specific Plan that are not Addressed in IZO 17-0007-U	TBD
6/19/18	Montgomery	PW	Update on Prioritization of Street Resurfacing Projects After Pavement Management Plan is Complete	TBD
6/19/18	Lesser	MS	Update on Frontier Communications	TBD
7/17/18	Napolitano	CD	Overview of Requirements for Stormwater Permit	12/4/18
7/17/18	City Council	FN	Update of Options for Increasing Stormwater Service Fees for the Fiscal Year 2019-2020 (Finance Subcommittee)	Spring 2019
7/17/18	City Council	CD	Discuss CUP Process for Second-Floor Dining Including Planning Commission Discussion	TBD
7/17/18	City Council	CD	Report on Possible Incentives to Increase Ridership of Beach Cities Transit	1/15/19
7/17/18	Howorth	IT	Munis Semi-Annual Reports From Date of Completion	TBD
7/17/18	Howorth	IT	Inner Gov Semi-Annual Reports From Date of Completion	TBD
7/19/18	City Council	CD	Updates on Short-Term Rentals	TBD

Date Requested	Councilmember/ Staff Requested	Responsible Department	Memo	Anticipated Date
8/7/18	City Council	PW	Survey Results from Businesses Along Sepulveda Blvd. and Community Regarding Potentially Changing the Name from Sepulveda Blvd. to Pacific Coast Highway	11/20/18
8/8/18	Howorth	CD	Presentations on Ocean Desalination Plan Proposed by West Basin Municipal Water District	TBD
8/21/18	City Council	FD	Staff to Return with an Agreement for Ambulance Services (McCormick)	TBD
8/21/18	Lesser	FD	Fire Feasibility Study	TBD
8/21/2018	City Council	MS	Staff to Return with an Update Homelessness Plan for the City	TBD
9/4/18	City Council	MS	Update on Chamber of Commerce Contract	TBD
9/4/18	City Council	PR	Update and Approve Cultural Arts Commission's Recommendations for Sculpture Garden Finalists for 2018-2019	11/20/18
9/19/18	Hersman Montgomery	PD	Additional Possible Locations for ALPR Cameras on Sepulveda Blvd. and Artesia (Including Private Businesses)	TBD
10/2/18	City Council	CD	Update on Sepulveda Initiatives Planning Project Recommendations	12/4/18
10/9/18	City Council	IT	Six Month Update on IT Fiber Pilot Program	4/16/19
10/16/18	City Council	CD	Return with Potential Regulations Related to Second-Floor Outdoor Dining	TBD
10/16/18	Montgomery	IT	Update on Implementation of the ERP Solution	January 2019

FUTURE MEETINGS TO BE SCHEDULED

Date Requested	Councilmember/ Staff Requested	Responsible Department	Memo	Anticipated Date
		MS	Joint City Council/Beach Cities Health District Meeting	TBD

Please note that all items with “**WP**” indicate that the item was added at the March 9, 2018, City Council – Work Plan Meeting

Agenda Date: 11/6/2018

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Mark Leyman, Parks and Recreation Director

SUBJECT:

Commission Minutes:

This Item Contains Minutes of the following City Commission Meetings:

- a) Parks and Recreation Commission Meeting Minutes of June 25, 2018
- b) Parks and Recreation Commission Meeting Minutes of July 16, 2018
- c) Parks and Recreation Commission Meeting Minutes of September 17, 2018
(Parks and Recreation Director Leyman).

INFORMATION ITEM ONLY

The attached minutes are for information only:

- 1. Parks and Recreation Commission Meeting Minutes of June 25, 2018
- 2. Parks and Recreation Commission Meeting Minutes of July 16, 2018
- 3. Parks and Recreation Commission Meeting Minutes of September 17, 2018

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
June 25, 2018
6:05 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:03 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Karger, Turkmany, Nicholson, Allard, Weiner, Greenberg
Absent: Commissioner Apostol

D. APPROVAL OF MINUTES

Commissioner Weiner moved to approve the May 21, 2018 minutes with the correction of one typo. Commissioner Greenberg seconded the motion. The motion passed.

Ayes: Commissioners Karger, Turkmany, Nicholson, Allard, Weiner, Greenberg
Noes: None
Abstain: None
Absent: Commissioner Apostol

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Commissioner Turkmany opened the floor to audience participation.

Seeing none, the floor was closed.

*Recreation Manager Jessica Vincent gave her staff updates during this time. Please see staff items below.

G. GENERAL BUSINESS

Salute to the Troops July 1, 2018 – Michele Stoll from Cultural Arts reviewed some of the major changes in Concerts in the park. The logistics schedule has been changed a bit to make things smoother. There will be barricades on the median of Manhattan Beach Boulevard between Redondo and Peck Avenues to keep people from crossing outside of the crosswalks.

Teen bands will be playing before the main show (except for Salute). We have a volunteer handling the teen bands.

An Uber/Lyft zone will be staffed by a CSC security officer. The Historical Society lot will be for band loading/unloading. Handicap parking will be at Begg Field.

Commissioner Nicholson inquired about the announcements. Ms. Stoll explained that the

sponsors require mentions throughout the concerts and that the format will be slightly different for Salute to the Troops. Essentia water and Kind will be there handing out free water and Kind Bars. Providence merged with City of Hope and will have a similar set up as last year and will have a booth at all concerts.

Timing and logistics for the event were discussed.

Commissioner Turkmany opened the floor to public comment:

Gary McAulay, Manhattan Beach Historical Society. Mr. McAulay requested that one spot be made available in the Historical Society parking lot for the elderly docent. The Historical society will be open from 12:00-3:00.

Lee Barr, resident – recommends having all military called out at the same time for recognition instead of each branch separately, due to the size of the event. He thanked the commission for all of their work organizing the event.

H. COMMISSION ITEMS – Donation policy – Commissioner Turkmany gave an update on the ad-hoc committee’s progress on the donation policy. These are guidelines that City Council asked the Commission to review.

Tiles and Pavers – these would be smaller items to get the community involved, perhaps in a plaza area. The Public Arts Trust Fund may be used if the project incorporates an art piece such as a mural.

The sub-committee talked about different existing locations around town that could accommodate a donor wall. Other ideas that came up were a community paint-by-number mural and some ideas for larger donations of \$10,000 or more. A new fitness court was used as an example of an area that could be supported by larger donations for the build and maintenance, as well as donor recognition around the perimeter.

Commissioner Greenberg recommended separating the policy from the programs. The policy will exist for an extended amount of time but the programs can change based on current needs.

Commissioner Weiner asked if the goal of the policy is community involvement, fundraising or sponsorship to cover specific projects. Commissioner Turkmany replied that options are being presented for many scenarios and the City Council will determine which options they would like to move forward with.

Commissioner Greenberg stated that his understanding is that the policy should be all encompassing of donations, large and small. He reiterated that it would be useful to separate the policy from the programs.

Director Leyman stated that they are two separate items to consider. There are community based, lower priced options that many people can get involved in and there are larger opportunities that may be centered around a particular project, trying to raise money. The sub-committee is looking at identifying all types of donations that will be made available. The document may be written, separated by program with the policy for the particular program directly following, along with possible locations for the donations.

Commissioner Karger stated that maybe the policy needs to to be written differently; more as an overarching policy with a separate document of specific ideas to present to City Council.

Commissioner Nicholson stated that new programs that may come up will be examined to make sure they conform to the policy. Commissioner Nicholson asked if this was separate

from the Public Art Trust Fund. Director Leyman clarified that the Trust Fund is separate but it is possible to utilize the Trust Fund if the project incorporates a piece of art.

Commissioner Greenberg referred back to the original scope of the project and asked about corporate sponsorship specifics. Director Leyman stated that he would like for corporate sponsorship opportunities to be addressed but that the language may be generic for now with more specifics to be addressed at a later date.

Commissioner Greenberg recommended adding in language regarding product activations as part of the sponsorship section. He suggested some formatting changes and adding a section called "Ownership Rights." Regarding plaques, there should be a general policy regarding language across the board, whether it be a tile, plaque, etc. He would also recommend adding wording "no additional language or dates will be incorporated on the plaque." Commissioner Greenberg asked that the policy be included in a staff report so that the commission can have time to review it before the meeting and discussion.

Commissioner Nicholson stated that the policy can address specific applications but it can also be general. He stated that he is alright with referring to specific examples now and later contemplate wording for future programs.

Commissioner Weiner asked if City planning needs to be involved and if there is a department that should be consulted before deciding locations. Director Leyman clarified that once preferred locations are identified, those locations would need to be vetted by Public Works for feasibility. Details such as length of term of the donation, maintenance details, etc. will also need to be addressed in the policy. He added that this model is similar to other municipalities and having generic language will be beneficial and provide some flexibility.

Commissioner Greenberg mentioned that the Strand Bench program had been put on hold and asked if the policy addressed the program or if there is a recommendation to restart the program. Director Leyman stated that the concern with going back to the existing model is the lack of diversity. There are 6 bench remaining locations available. Due to the price point of the bench choices, most donors choose the Stacy Duke wave. One thought is to leave the decision to City Council to fill those spots, possibly using the Public Arts Trust Fund to buy benches from different artists. This option will be in the staff report for City Council.

Commissioner Greenberg recommended adding a section that says that preexisting plaques are grandfathered in.

Commissioner Turkmany opened the floor to public comment.

Gary McAulay, Historical Society – Mr. McAulay feels that all remaining bench slots should be left blank. He feels that bench plaques should only say "Donated by _____" and include the artist's name. He stated that he doesn't think we should be using public spaces for private memorials. He makes an exception for the community tiles. He is very against naming rights for CIP projects as the City can afford to build its own projects. He disagrees with grandfathering in the wording on existing plaques. Commissioner Greenberg clarified that the wording shouldn't have to change now but when the bench is past its useful life, it would be removed along with the wording.

Director Leyman will look into rescheduling this item to the August 21, City Council meeting.

Commissioner Allard thanked Director Leyman for securing Steve Napolitano as emcee for the Salute to the Troops as Dennis McNeil will not be emceeding.

Commissioner Greenberg had the following updates, comments and questions:

- He reported that he has started putting some effort into bringing Olympic volleyball to Manhattan Beach and has spoken with David Lesser about contacts and challenges and whether or not this is even possible. He has reached out to a few community members who may have some relationships to leverage and has also reached out to Mayor Pro-tem Napolitano.
- Raquetball Courts at Marine Avenue Park - requested that Director Leyman locate the lease and share with the commission to see when it expires, so that planning may begin.
- Inquired if Automated External Defibrillators (AED) are available at each facility. Director Leyman stated that he believes that the risk manager is working on an inventory of AED devices and determining where they should be located.
- Storage sheds - Need a set of standards as far as maintenance of sheds, color. User groups should have an obligation to maintain the standards. Director Leyman agrees there should be a set of standards. Staff should also evaluate what the storage is being used for and how it is partitioned.
- Soda machines are inconsistent with the healthy lifestyle that we promote with our policies. Director Leyman stated that this is a good thing to talk about with the Park Master Plan and added that whenever this has been addressed in the past, people have requested it back.
- Manhappenings – great publication but very costly. Redondo has saved over \$100,000/year by eliminating the printed version, with little change to enrollment long term. Director Leyman stated that this is an ongoing consideration and conversation. Commissioner Greenberg stated that they're may be a happy medium by allowing people to opt-in and having a few available at key locations but not mailing one to every household.

Commissioner Nicholson asked about the third base dugout at Dorsey Field. There is an extended cage that was previously used to house a tractor. He asked if that would be available to other users. Director Leyman stated that it hadn't specifically been considered and there are many challenges with reallocating the space. Director Leyman and Commissioner Nicholson will discuss separately.

Commissioner Nicholson commented that a drinking fountain near the tennis courts was replaced with a water bottle filler but that doesn't work well if you don't have a water bottle. Director Leyman stated that he had spoken recently with Public Works and they are working on having the water bottle/drinking fountain combo be the standard.

I. STAFF ITEMS –

*With the approval of the commission, Jessica Vincent addressed her staff items before General Business items were discussed.

Capital Improvement projects – Dorsey field netting project is due for completion July 10.

The entire netting project will cost a little over \$125K and will include 4 different fields. Manhattan Village Field is being returfed and due to be complete August 18, with the ribbon cutting the first weekend after Labor day.

Field allocation policy – almost complete. There will be one more meeting with the sports committee. This item will be brought to the July Parks and Recreation commission meeting.

Commissioner Nicholson expressed frustration that he only received notice that Dorsey field

would be closed the night before.

In honor of Parks and Recreation month in July, Parks and Recreation is hosting an art show called A Day in the Life of Manhattan Beach. The opening reception will be June 29, 2018.

Director Leyman gave an update on City Council actions.

- June 5th City Council meeting – the wayfinding program was presented and will return at a future meeting to review fonts and renew agreement with consultant – the department is currently rebranding and creating a style guide for the department and city that will integrate with the wayfinding program
- City Council is exploring installation of retractable/removable bollards at various intersections for event safety. Commissioner Weiner offered that long term maintenance on retractable bollards is difficult; simple is better.
- June 19th meeting – City Council approved the CIP plan. Director Leyman will review with Public Works and bring the updated CIP back to the commission.
- June 19th meeting – City Council approved the budget. The Council wished there was more public input. The most significant change for the department was the reorganization saving about \$83,000 ongoing. The recruitment process will take a number of months. There will be a prioritization of recruitments citywide.
- Parking meter duration extended from 2 to 3 hours downtown after 6:00. Overflow parking will be allowed in the lower City Hall parking lot for downtown employees.
- The City Council discussed comments on the Draft Environmental Impact Report for desalinization plant. No action was taken and will be an ongoing discussion

Park Master Plan – to begin by the end of the year, late Fall contingent upon recruitments. Once there is a timeline, it will be revisited and next steps will be discussed.

The commissioners watched a short video showing a fitness court in action. The department is looking at the fitness court as an alternative to the current parcourse station on the Veterans Parkway as well as the fitness area at Polliwog Park. No action was taken. Director Leyman informed the commission that the department is applying for a \$30,000 grant to subsidize part of the this project.

J. ADJOURNMENT

Commissioner Allard moved to adjourn. Commissioner Nicholson seconded the motion. The motion passed. The meeting was adjourned at 8:09 pm to July 16, 2018, 6:00 p.m..

Ayes:	Commissioners Karger, Turkmany, Nicholson, Allard, Weiner, Greenberg
Noes:	None
Abstain:	None
Absent:	Commissioner Apostol

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
July 16, 2018
6:00 PM

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A. CALL TO ORDER

The meeting was called to order at 6:02 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Karger, Turkmany, Nicholson, Allard, Weiner, Greenberg
Absent: Commissioner Apostol

D. APPROVAL OF MINUTES

Commissioner Greenberg moved to approve the June 25, 2018 minutes as written.
Commissioner Weiner seconded the motion. The motion passed.

Ayes: Commissioners Karger, Turkmany, Nicholson, Allard, Weiner, Greenberg
Noes: None
Abstain: None
Absent: Commissioner Apostol

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Commissioner Turkmany opened the floor to audience participation.
Lee Barr, resident – Mr. Barr congratulated the commission on the Salute to the Troops concert. He mentioned that a previous commissioner had worked really hard on a project that had gone to City Council and it looked like it was going to be approved but at the final meeting for approval, one citizen stood up to speak and the whole project went down. He advised the commission to keep thinking outside of the box and not to be discouraged by setbacks.
The floor was closed to public comment.

G. GENERAL BUSINESS

None

H. COMMISSION ITEMS – Donation policy – Commissioner Turkmany gave an update on progress of the donation policy.

Presentation to City Council has been moved to October 16th so there is a little more time to work on the draft. The subcommittee was not able to get together since the last meeting and will be meeting at the end July to do further work on the policy.

Commissioner Nicholson inquired if the donation policy includes objects but not donations for events. There was some discussion about the distinction between a donation and a sponsorship.

Salute to the Troops debrief – Director Leyman reported that the police department estimated 4,000 attendees. Commissioner Weiner stated that overall, it went off well and there are some things to think about.

- Booth banners were a little too long. Could have been about 16 inches long so that people could get into the booths. Overall, the booth participants were satisfied.
- Seemed like fewer challenge coins were given out
- Mayor pro tem Napolitano did a good job
- Band did the job but was not mind blowing
- Tool kit would be useful
- It is difficult to get the crowd to listen the announcements
- Commissioner Turkmany thought that the letter writing booth might have benefitted from circulating through the crowd
- Commissioner Allard stated that a vocalist would have been nice

Commissioner Greenberg asked if the composition of the Salute crowd is different from a regular Concert in the Park. Commissioner Nicholson replied that in his opinion, there were less younger families than at a regular Concert. Commissioner Greenberg asked the commission if they want to try to attract a younger family crowd in the future. Commissioner Karger stated that she was thrilled with 4,000. Commissioner Nicholson added that attendance is driven by the music and younger people usually do not gravitate towards the military marches.

Commissioner Karger stated that she really liked the Jazz Band portion of the concert and that the first part should not be exclusively military songs. Commissioner Weiner agreed that next year the playlist should be opened up to non-military songs.

Commissioner Allard recommended making the Color Guard process easier.

Commissioner Nicholson stated that he thought there was more security than was necessary. Director Leyman informed that security staffing levels are determined by the Police Department. Commissioner Nicholson added that the signage was better for handicap parking and the number of porta potties was sufficient.

Commissioner Weiner reported that the side speakers are not effective and that the announcements only go through the front speakers. He also mentioned that the trash is overflowing.

Field Policy - Commissioner Weiner asked about the Field Policy as that was a big reason that the meeting was rescheduled for this date. Director Leyman reported that the intention was to present the field policy but with summer schedules being very busy, it was not possible to get stakeholders together for a meeting. There will be a meeting on July 18th and then one additional meeting with the policy coming back to the commission in August. The policy is scheduled to go to City Council on September 18th. It was decided to move the August meeting from August 27th to August 20th.

Commissioner Weiner asked that if there is a change and the subject will not be up for discussion at the next meeting, that the commission be informed prior to the meeting.

Commissioner Greenberg made the following comments:

- Congratulated staff on the Day in the life of Manhattan Beach event at the Manhattan

Beach Art Center.

- His youngest son is participating at the Teen Center and the staff is great and the programming is great. He stated that Teen Center should be marketed better because many don't even know it exists.
- The 14U Beach Softball Girls All-Star team has qualified for the USA Softball Western National Championships in Salem, Oregon and he would like to bring it to the attention of the City Council. Director Leyman recommended finding out the name of the coach and directing the coach to the City Clerk. The City Clerk can coordinate with the Mayor and City Council. If City Council cannot fit it on their calendar, they can give it to the Commission.
- Update on the 2028 Olympics initiative - He had a good call with Mayor pro tem Napolitano to see if he was supportive of bringing the Olympic volleyball events to Manhattan Beach. Mayor pro tem Napolitano is supportive with any or all of the beach volleyball events coming to Manhattan Beach with the caveat that the City has no budget for this and the project must be budget neutral. Commissioner Greenberg will continue to charge ahead now that he knows he has the support.
- There has been a lot of discussion on Nextdoor regarding what seems to be the problem with the homeless population. He is curious to know the impacts in the parks. Director Leyman reported that there has not been a significant uptick in park issues with homeless and that the City Manager's office is working on this initiative.

Commissioner Nicholson reported that he has had people approach him about the blanket situation at Concerts in the Park and the change in policy. He stated that the amphitheater is blanketed by 9:00 a.m. if the band is good. Director Leyman reported that the current policy to not remove unattended blankets is a City Attorney recommendation based on personal property. He added that the situation will be monitored and reviewed at the end of season.

Commissioner Karger added that she loves the idea of the teen bands and stated that the band the week before was great.

Commissioner Weiner stated that the City has done a great job of introducing people to pickleball and people are asking about courts and where to play. It will be something to consider moving forward. Commissioner Greenberg stated that this was presented many months ago and there was going to be a proposal to repurpose some existing tennis courts to pickleball courts. Director Leyman stated that this would be a consideration for the Parks Master Plan and added that Net ball is also gaining in popularity so may also be considered. Commissioner Greenberg asked about new beach tennis courts mid-strand. Director Leyman stated that it was a resident request that was worked out with LA County. Commissioner Greenberg asked about a new sport that appears to be a soccer league playing soccer on the basketball court. He stated that it looks like an organized group that he thinks it is a league being played on Saturday afternoons. Director Leyman will check with Recreation Supervisor Archie Sherman to see if he is aware.

I. STAFF ITEMS – Director Leyman gave the following updates.

1. Village Field update – photos shown of the reurf project. Musco lighting will eventually be swapped out and will use the Control Link module allowing for automation. For now, the bulbs and shields will be replaced but will not be LEDs until next year. The new lights will be lighter, brighter and have better shields. The ribbon cutting is scheduled for September 8, 2018.

2. Dorsey netting project is still active with estimated completion within 30 days. Live Oak was a previous landfill and there is soil testing that is being done. The project cannot move forward until soil samples are tested.
3. Pay and Play Racquetball Courts – The lease has been reviewed by the City Attorney and the City has almost no leverage. The tenant has two, ten-year options to renew after 2021. Commissioner Greenberg asked if there is a buyout possibility. Director Leyman stated that as we look at future usage, we may be able to look at a buyout as an option. Commissioner Nicholson asked if there were any maintenance requirements that might cost a lot of money. Commissioner Greenberg asked what would be the next step and Director Leyman stated that it would be a conversation with the City Manager and a reach out to the Pay and Play owner. Commissioner Greenberg asked that it be a standing item for updates.
4. Day if the Life of Manhattan Beach exhibition – There were over 600 attendees at the opening. It was a great collaboration and is likely to become an annual event.
5. MBO Tennis Tournament will be held July 26-July 29, 2018 at Live Oak and Mira Costa with finals at Manhattan Beach Country Club.
6. AVP MBO Volleyball Tournament will be held August 16-August 19, 2018. – no significant differences. Setup is very similar with the main stadium increasing capacity about 20% bringing seating to about 4,000.
7. International Surf Festival – 6-Man will be Friday and Saturday, August 3rd & 4th. Jr. 6-Man and the Sandcastle Contest will be Sunday August 5th.
8. 10th Annual Kids Extreme 10th will be on August 19th.
9. Manhattan Beach Grand Prix will be on July 22nd and will be adding a one mile run to the event, resurrecting the old Manhattan Mile.

J. **ADJOURNMENT**

Commissioner Karger moved to adjourn. Commissioner Allard seconded the motion. The motion passed. The meeting was adjourned at 7:05 pm to August 20, 2018.

Ayes:	Commissioners Karger, Turkmany, Nicholson, Allard, Weiner, Greenberg
Noes:	None
Abstain:	None
Absent:	Commissioner Apostol

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
September 17, 2018
6:00 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:07 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Karger, Turkmany, Nicholson, Weiner, Greenberg, Apostol

Absent: Commissioner Allard

D. APPROVAL OF MINUTES

The approval of the July 16, 2018 minutes will be delayed until the October 22nd meeting as the minutes were not attached to the agenda.

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Commissioner Turkmany opened the floor to audience participation.

Gary McAulay, resident – Mr. McAulay wanted to comment that this is the second time two commission meetings were scheduled on the same date. It was clarified that the Cultural Arts Commission meeting had been rescheduled to the following week.

The floor was closed to public comment.

G. GENERAL BUSINESS

Donation Policy – Commissioner Turkmany informed the commission that the subcommittee has discussed this policy a few times with the commission and has restructured so that procedures will be in one document and the actual programs in another.

Commissioner Weiner stated that there is no lending type program, such as for the LOVE sculpture, addressed in the document. Language will be corrected to reflect lending donations. Tier 3 – cash donation issues, language needs to clarify how the money will be used.

#6 also mentions donations in public parks. Commissioner Weiner stated that it is confusing to call the tiles a purchase.

Commissioner Greenberg - section 5, Vandalism and maintenance –he recommended adding “in a manner consistent with City property.” The City will make “every effort”, should be changed to “reasonable effort.”

Commissioner Greenberg likes that the policy was separated from the programs. He stated that there

should be a section that talks about programs and how they will work. He observed that in its current form, it looks like in order to do anything, you have to write a proposal. Director Leyman stated that he is taking down all the notes and the committee should take it all in and then the committee can sift through. All input is valuable so that the committee can further discuss.

Commissioner Greenberg's 2nd piece of feedback – putting those items aside, how does someone propose a donation? His takeaway is that it is at the discretion of City Staff. He stated that what we are trying to get to is a policy that is more prescriptive. In its current state, the policy is so vague that all of the discretion is left to City staff. Commissioner Turkmany stated that the donation list will have specifics for the turnkey items. Commissioner Greenberg stated that he is suggesting that if the policy throws everything back to staff discretion, that is fine, but is no different than not having a policy.

Commissioner Karger mentioned that she had seen some military tribute banners when she was on the East Coast and would like to consider adding the banners as an option for the donation program.

Director Leyman stated that there is a challenge in doing an umbrella project; staff doesn't necessarily want to make every call. There are trigger points that need to be addressed. There is a big range of different types of donations that have different requirements.

Commissioner Nicholson stated that the policy is difficult to understand. He asked if it is correct that Public Works will make recommendations for every donation. Director Leyman clarified that since Public Works will be assisting with the installation of tiles or location of trees, for example, they would be providing input.

Commissioner Greenberg stated that it would be helpful to see the policy and the program documents together. He would like to see one program laid out so that they could look at the process.

Chair Turkmany opened the floor to public comment.

Gary McAulay, resident – offered his thoughts on the donation policy and said it looks good overall. He likes the recommendation to reserve the last 6 Strand benches for City Council consideration. It is mentioned in the staff report to maintain the tree and bench donation program, updating the donor agreement and price, however, he is not in favor of the existing wording for plaques. He does not think that the public lands should be for sale for people to purchase private memorials. He feels that memorials on public land should be for public figures. He stated that the staff report made reference to an appropriate historic commission, and asked if there is a historic commission. It is vaguely worded. Regarding section 4, City reserves right to amend and reject location, but there is no catch all allowing the City to reject a request for whatever purpose the City deems. Regarding the capital improvement projects, he feels that it seems almost tailor made for a current project and he cannot agree with a dedication plaque on public property. He feels that chipping in on a project does not seem like a good enough reason to put a dedicatory plaque on a public structure. Lastly, there is no section mentioning what cannot be done. He recalled ghost bikes and memorials on telephone poles, effectively creating a shrine for a death at any particular location. He believes that it should be addressed in the policy.

Rotary Special Event – Dr. Chris Ullman of the Manhattan Beach Rotary described the VetBeerBq event he is proposing for Veterans Day, honoring Veterans, Active Duty Military and First Responders in the Kinecta Parking lot.

Commissioner Weiner asked about parking. Dr. Ullman stated there will be limited parking and the organizers are encouraging Uber and Lyft. Dr. Ullman stated that the event will cover about an acre and a half and will include tables around the dance floor. Commissioner Weiner suggested standing

cocktail tables throughout the area. Dr. Ullman reported that this is a 21 and over event.

Commissioner Greenberg stated that it looks like a fantastic event for a fantastic cause.

Commissioner Greenberg moved to approve the recommendation to City Council. Commissioner Weiner seconded the motion. The motion passed.

Ayes:	Commissioners Karger, Turkmany, Nicholson, Weiner, Greenberg and Apostol
Noes:	None
Abstain:	None
Absent:	Commissioner Allard

Field Use and Allocation Policy – Jessica Vincent, Recreation Manager – at the April meeting, the commission approved staff to present a formal recommendation to the City Council for the Field Use and Allocation Policy. When heard at the May City Council meeting, City Council redirected staff to create a sports committee to develop alternatives for a few of the challenges for the user groups. Those challenges included defining residency, the draft allocation model, efficient use of fields and revisiting the fees for youth sport organizations (YSO) only. That sports committee was formed and is comprised of one to two members of each sport organization; eight organizations total. The group met three times over the summer and developed a few potential changes to the policy. Those changes include:

- Defining the residents to include participants residing in Hermosa Beach as well as students attending schools in Manhattan Beach
- Changing field allocation procedures to increase optimal time for diamond field groups. Diamond field users have 3 weekday hours and 2 weekend hours per team during the season.
- Deleting the draft and pro-rata formula from the allocation procedures. This would only be in place if there was any sort of appeal made to the Parks and Recreation Commission. We would be allocating based on the model, 1 ½ weekday hours for all field groups and diamond groups will be allocated 3 weekday hours and 2 weekend hours. This draft would then be taken to the groups for review and finalization.
- Staff is looking at changing to a per-player model with additional fees assessed for closed registration and a non-resident rate.

Commissioner Greenberg stated that it is still a pro-rata field allocation model that would be done by staff. He suggested modifying the language in the staff report for City Council to make it less confusing.

Commissioner Nicholson asked why we are extending residency to Hermosa Beach residents and if there was reciprocity with Hermosa Beach. Manager Vincent replied that historically, several organizations have included residents of Hermosa and Manhattan Beach. The AYSO charter for the region is specific to Manhattan Beach and Hermosa Beach, so Hermosa Beach does not have their own AYSO region. Each organization has their own policies in place regarding residency.

Commissioner Greenberg clarified that the non-resident rate does not apply to Hermosa Beach kids. He added that one of the things we heard was that groups were very opposed to lowering the residency threshold and now this is broadening the definition to include Hermosa Beach residents as well as students who live outside of Manhattan Beach but attend school here. He asked if the Little League president is on board with this. Manager Vincent replied that he had been at all of the meetings and that it is a very collaborative group that understands the challenges we are facing by keeping at the

80% residency rate. They were open to the change and look at it as potential penalties by adding the fee, so that is where the compromise was made. Another point was that many Hermosa Beach kids will ultimately end up going to a Manhattan Beach school (Mira Costa).

Commissioner Weiner asked for clarification of the term “closed registration”. Manager Vincent explained that open registration means everyone plays, closed means you might not make the team because there is a draft. Commissioner Weiner suggested that the term “closed registration” be added to definitions.

Commissioner Turkmany asked if there was a big sticking point with the user groups. Manager Vincent stated that the group is working very well together and that the fact that there is only one representative present at the meeting says a lot.

Commissioner Greenberg stated that a fee escalation clause should be considered because if the fee structure is working well, it may be easier if it automatically ratchets up instead of having to come back in five years to consider a new fee model. He added that it is also important to consider a clause in the fee policy for, as the composition and usage patterns for the groups change, there should be a threshold at which the allocation changes, for example if a group’s usage changes, up or down, by more than x% that fees will be recalculated according to the established formula.

This policy is tentatively scheduled for the October 16th City Council meeting. Parks and Recreation has many staff reports going to the City Council in the next 2 meetings so it may be moved.

Commissioner Weiner mentioned that the entities are allowed to have clinics during their season. Manager Vincent stated that if an organization wants to have a clinic for the kids, they would need to submit a separate application. Commissioner Weiner inquired about appeals to allocations. Manager Vincent stated that if an organization is unhappy with their allocation, they can appeal to the Parks and Recreation commission. Based on commission recommendation, this may result in a 5 round draft.

Commissioner Greenberg stated that the ad hoc steered toward the hourly model with the objective to ensure efficient usage of fields. The policy has now moved to a per capita model. He does not want to lose sight of the objective of efficient utilization of fields. At the bottom of page 8 of the policy, there should be some language as follows - “It is not the intent of the City to allocate 100% of available field time. It is the intent of the City to allocate an amount of time based on the demonstrated needs of the youth sports organizations. Unallocated field time will be reserved for the City for use by emerging youth sports organizations, unforeseen needs of the existing youth sports organizations participating in the field allocation process and other organizations. He also suggests a way to measure field utilization. He added that if you don’t measure it, you can’t manage it. We still need a way to measure and manage field utilization. There should be a simple online portal for reporting non-use of a field. It could be as simple as a Google doc. Park staff should also monitor non-use as part of rounds. Manager Vincent reported that park staff does monitor and log non-use of fields.

Commissioner Nicholson asked about the provision for ensuring that all players play. He asked if each league makes their own rules. Manager Vincent confirmed that to be the case.

Chair Turkmany opened the floor to audience participation.

An audience member stated that the \$10 non-open registration fee appears in the staff report but not the policy document. She asked if all of the fees are going to be discussed as a separate item.

Commissioner Greenberg asked if the policy is coming back to next month’s meeting. Director Leyman stated that the commission can approve the policy with the changes proposed. If not today, a

special meeting may be necessary to approve. Commissioner Greenberg says that the policy and fees have to work together and he does not feel comfortable moving forward without all of the pieces. Director Leyman will work with the City Manager and explain the timing, if the City Council wants to see the item, we will call an emergency meeting. If it is pushed to a later date, it can be held off until the next meeting.

Manager Vincent will bring a revenue projection to the next meeting so Commissioner Nicholson can see a before and after. The goal is to increase revenue by \$100,000.

H. COMMISSION ITEMS

Pickleball – *this item was addressed after Ceremonial, before General Business to accommodate the number of people present to discuss the subject.*

Chair Turkmany opened the floor to public comment.

Lynn Mayo, resident – Ms. Mayo stated that the pickleball facilities are limited and the equipment is old and damaged. Currently, the equipment must be set up by players and it is difficult. Play is limited to 3 days a week in Manhattan Beach. As a result, it is easier to travel to other cities to play on permanent courts., She requested the City convert a single tennis court at Manhattan Heights to four pickleball courts.

Mary Chieffe, Manhattan Beach – Ms. Chieffe loves pickleball and thanked commission for considering and supporters for coming to the meeting. She stated that since Pickleball was introduced in Manhattan Beach, the sport has grown and data has been collected. She gathered sign in sheets that showed about 214 unique players between March and July of 2018. There were 1195 sign ins in the same period, which does not include those who didn't sign in or regular players who may have been away on vacation. She added that permanent courts would give Manhattan Beach residents a chance to play when their families can gather. A beginners court is available in Manahattan Beach which is important to make new players welcome. To keep up with growing demand for pickleball many cities have started the process of converting tennis courts. Because of high usage and interest, Ms. Chieffe requested this to be fast tracked to top of the Parks and Recreation project list or piggybacked onto an existing project within the next six months. She added that the people who got the pickleball courts in Hermosa Beach are willing to help and that now is the time for permanent pickleball courts in Manhattan Beach.

Tom Kreig, resident – grateful for city starting pickleball. Mr. Kreig stated that pickleball is a very social sport and that the classes offered are well utilized. The demand requires a need for accessibility. He mentioned that pickleball is not necessarily only a sport for older adults. If the schools start teaching, the kids will want to play as well. He reiterated that it is time for Manhattan Beach to make permanent courts and is asking for the Commission to figure out how to convert some tennis courts at Manhattan Heights to permanent pickleball courts.

Lois Tuey – Ms. Tuey came to Manhattan Beach in 2014 and asked if the City wanted to start a pickleball program. It started and grew so big that another gentleman took over. Grandparents are coming out and playing with the kids. The sport is getting bigger all the time and you don't want Hermosa to out do you.

Commissioner Weiner confirmed with Ms. Mayo that Hermosa has 4 permanent courts that are first come first served. El Segundo has dedicated nets but not permanent courts. Ms. Mayo informed the commission that there are adjustable nets that convert paddleball courts into pickleball courts.

Commissioner Greenberg asked if there is any reason why the pickleball courts need high fencing around the perimeter. Ms. Mayo stated that you would lose balls without the fencing.

Commissioner Weiner asked about side setback. Member of audience answered 7 or 8 feet on the side. Commissioner Greenberg asked Director Leyman if we should have good data on usage. Commissioner Greenberg thinks it's great how the sport has emerged and how the group has unified and before we can take away tennis court, we need to evaluate tennis usage and if the change can be made without adverse effect on the tennis players.

Commissioner Nicholson also would like to know about paddle tennis usage and if it is a rational tradeoff. Ms. Mayo stated that there is no need to make a tradeoff. There are lines that could be drawn on the paddle tennis courts.

Commissioner Karger stated that we need to see the data and trends.

An audience member asked why the Manhattan Beach Middle School courts are not being utilized. Another audience member added that she teaches pickleball and it is a great family activity.

Chair Turkmany thanked the audience for their participation and input and stated that the commission will continue to evaluate the request for permanent pickleball courts.

Commissioner Nicholson asked about the Dorsey netting project. He reported that it is done but there is one gap leaving an opportunity for a foul ball to go through the netting toward the ceramic building. Manager Vincent stated that at this point the project is closed out but is being monitored closely. No complaints have been made by the ceramics studio. Commissioner Nicholson offered to provide information about how many times a game it occurs. He stated that it would be somewhat unlikely for a ball to escape.

Commissioner Greenberg stated that Village Field looks great.

Commissioner Weiner asked about City Council recognition for recent winning teams. Archie reported that they had been forwarded to the City Clerk and he hasn't heard anything.

Commissioner Weiner mentioned that the November and December meetings may need to be rescheduled. The Commission decided to leave the November meeting as scheduled for the 26th and the December meeting could possibly be scheduled for Wednesday, December 19th.

I. STAFF ITEMS – Director Leyman gave the following updates.

Sand Dune reservations was added to the agenda because an email was received regarding exceeding the 20 per hour limit. Staff has been looking on an ongoing basis on how to make the process more efficient. We are looking at a third party reservation system. Commissioner Nicholson said the resident seemed to have an issue with groups showing up. Manager Vincent stated that one of the challenges with groups is that each person registers individually but they work out as a group. Staff is looking to mitigate this practice.

City Council summary – Director Leyman spoke with Councilmember Montgomery regarding the LA 2028 committee members and potential contacts. Staff is reaching out to potential candidates for committee members and will pass on leads to Commissioner Greenberg.

This past summer, the department brought in \$1.5 million with close to 7,500 registrations. For the two sessions in the Fall, so far there are over 2,000 reservations for over \$270,000. Summer revenue is up and number of registrations are down. This was expected because swim lessons went from two

to three weeks, REC program summer field trips were included in the weekly registration, and there were fewer tot camps.

City Council Updates:

- Approved a raise in parking meter rates to \$1.75/hour for street parking and \$1.50/hour in city owned lots.
- Adopted an urgency ordinance prohibiting shared mobility devices, such as scooters and e-bikes. There will be a 6-month moratorium.
- Adopted a 5-year plan to address homelessness. A task force will be created.
- Directed staff to gather information on the Transit Occupancy Tax and increase to 12, 13 or 14 %.
- Received a report on Leadership Manhattan Beach and gave LMB 60 days to evaluate leadership and return.
- New Mayor Napolitano, and Mayor Pro Tem Hersman.
- Directed Cultural Arts Commission to come back with revised list of Sculpture Garden options. Will be reevaluating 60 pieces.

Commissioner Greenberg asked what Parks and Recreation items are coming up to council – Director Leyman reported the following items: Field Policy; Fitness Court resolution (through CIP process); Prop A exchange to purchase Prop A funds; Historical Society inventory and potential facilities to house the historical collection; Sculpture Garden; RFQ for City Hall mural; Library surplus funds; Donation Policy; Walkabout event proposals; Community Grants; licensing, merchandising and branding; Wrapping utility boxes; Botanical Garden agreement; close out current grants; creating a private mural ordinance; and Rotary event.

Commissioner Weiner asked about the Pay and Play racquetball courts. Director Leyman stated that the owner will be approached at some point to discuss the future of the facility.

Commissioner Greenberg announced that the Metlox Art Walk will be held Saturday, September 22nd from 10:00 a.m. - 6:00 p.m.

Commissioner Turkmany welcomed Commissioner Apostol to the commission.

J. ADJOURNMENT

Commissioner Turkmany moved to adjourn. Commissioner Greenberg seconded the motion. The motion passed. The meeting was adjourned at 8:17 pm to October 22, 2018.

Ayes:	Commissioners Karger, Turkmany, Nicholson, Weiner, Greenberg and Apostol
Noes:	None
Abstain:	None
Absent:	Commissioner Allard