

City Council Regular Meeting

Regular Meeting
Tuesday, January 21, 2020
6:00 PM
City Council Chambers



Mayor Nancy Hersman
Mayor Pro Tem Richard Montgomery
Councilmember Suzanne Hadley
Councilmember Hildy Stern
Councilmember Steve Napolitano

Executive Team

Bruce Moe, City Manager
Quinn Barrow, City Attorney

Derrick Abell, Police Chief
Steve Charelian, Finance Director
Daryn Drum, Fire Chief
Patrick Griffin, Interim Information Technology Director
Lisa Jenkins, Human Resources Director

Stephanie Katsouleas, Public Works Director
Mark Leyman, Parks and Recreation Director
Carrie Tai, Community Development Director
Liza Tamura, City Clerk

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.**

January 21, 2020

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, January 15, 2020, 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

Pledge to the Flag - Marco Melika, American Martyrs

National Anthem - Mira Costa High School Band

B. ROLL CALL

C. CEREMONIAL CALENDAR

1. Presentation of Recognition Awards for Longstanding Local Businesses (Finance Director Charelian).
PRESENT

[20-0019](#)

2. Presentation of Certificates of Recognition to the Winners of the 2019 Manhattan Beach Police Department Holiday Card Contest.
PRESENT

[20-0020](#)

Attachments: [PowerPoint Presentation](#)

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.

3. City Council Minutes: [20-0021](#)

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

- a) City Council Adjourned Regular Meeting Minutes (City Council Retreat) of October 2, 2019
- b) City Council Adjourned Regular Meeting Minutes (Tri-Agency Study Session) of October 30, 2019
- c) City Council Adjourned Regular Meeting Minutes (Joint City Council/Parks and Recreation Commission, Cultural Arts Commission and Library Commission) of January 6, 2020
- d) City Council Adjourned Regular Meeting Minutes (Closed Session) of January 7, 2020
- e) City Council Regular Meeting Minutes of January 7, 2020 (City Clerk Tamura).

APPROVE

Attachments: [City Council Adjourned Regular Meeting Minutes \(City Council Retreat\) of October 2, 2019](#)
[City Council Adjourned Regular Meeting Minutes \(Tri-Agency Study Session\) of October 30, 2019](#)
[City Council Adjourned Regular Meeting Minutes \(Closed Session\) of January 7, 2020](#)
[City Council Adjourned Regular Meeting Minutes \(Joint City Council/Parks and Recreation Commission, Cultural Arts Commission and Library Commission\) of January 6, 2020](#)
[City Council Regular Meeting Minutes of January 7, 2020](#)

4. Financial Report: [20-0045](#)

Schedule of Demands: December 5, 2019 (Finance Director Charelian).

ACCEPT REPORT AND DEMANDS

Attachments: [Schedule of Demands for December 5, 2019](#)

5. Consider Adopting a Resolution Declaring an Intention to Provide for [20-0017](#)

Annual Levy and Collection of Assessments for the North Manhattan Beach Business Improvement District and Setting February 18, 2020, for a Public Hearing (Finance Director Charelian).

ADOPT RESOLUTION NO. 20-0007

Attachments: [Resolution No. 20-0007](#)
[2020 Annual Budget and Activity Plan](#)

6. Adopt a Resolution Establishing a Policy for Discontinuation of Residential Water Service Pursuant to SB 998 (Finance Director Charelian). [20-0033](#)
ADOPT RESOLUTION NO. 20-0009

Attachments: [Resolution No. 20-0009](#)
[SB998 – Full Text](#)
[Discountinuation of Residential Water Service Policy](#)

7. Consider Purchase of One Aerial Lift Truck from M & M Lifts, Inc. for \$148,472.12 for Public Works Activities(Finance Director Charelian). [20-0005](#)
a) WAIVE FORMAL BIDDING
b) APPROVE

Attachments: [Dur-A-Lift Dealership Letter](#)

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.

8. Public Hearing to Consider Extending Urgency Ordinance No. 19-0019-U and Urgency Ordinance No. 19-0020-U Requiring an Equal Number of Replacement Units for Residential Dwelling Units that are Demolished (Community Development Director Tai). [20-0043](#)
a) CONDUCT PUBLIC HEARING
b) ADOPT URGENCY ORDINANCE NOS. 20-0002-U AND 20-0003
-U EXTENDING THE INTERIM ZONING ORDINANCES FOR 10
MONTHS AND 15 DAYS

Attachments: [Urgency Ordinance No. 20-0002-U Extending Urgency Ordinance No. 19-0019-U](#)
[Urgency Ordinance No. 20-0003-U Extending Urgency Ordinance No. 19-0020-U](#)
[Urgency Ordinance No. 19-0019-U \(December 17, 2019\)](#)
[Urgency Ordinance No. 19-0020-U \(December 17, 2019\)](#)

9. Public Hearing to Consider Extending Urgency Ordinance No. 19-0021-U and Urgency Ordinance No. 19-0022-U for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) (Community Development Director Tai). [20-0044](#)
- a) **CONDUCT PUBLIC HEARING**
- b) **ADOPT URGENCY ORDINANCE NOS. 20-0004-U AND 20-0005-U EXTENDING THE INTERIM ZONING ORDINANCES FOR 10 MONTHS AND 15 DAYS**

Attachments: [Urgency Ordinance No. 20-0004-U Extending Urgency Ordinance No. 19-0021-U](#)
[Urgency Ordinance No. 20-0005-U Extending Urgency Ordinance No. 19-0022-U](#)
[Urgency Ordinance No. 19-0021-U \(December 17, 2019\)](#)
[Urgency Ordinance No. 19-0022-U \(December 17, 2019\)](#)

J. GENERAL BUSINESS

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

10. Consider Downtown Manhattan Beach and North Manhattan Beach Business Improvement District Beautification Measures (Public Works Director Katsouleas). [20-0036](#)
- DISCUSS AND PROVIDE DIRECTION**

Attachments: [Photos](#)

11. Consider Hardship Extensions to Tobacco Retailers Requesting Additional Time to Comply with Urgency Ordinance No. 19-0016-U Which Prohibits the Sale of Electronic Smoking Devices, Vaping Products, and Flavored Tobacco (Finance Department Charelian). [20-0018](#)
- CONSIDER EXTENSIONS**

Attachments: [Hardship Application Recommendations](#)

12. Report on the City's Homelessness Efforts and Initiatives (City Manager Moe). [20-0059](#)
- RECEIVE REPORT**

Attachments: [Harbor Interfaith Services Report \(December 2019\)](#)
[Homelessness Count Flyer](#)
[Homelessness Plan Goals Breakdown](#)
[South Bay Cities Council of Governments Innovation Funds Report](#)
[LAHSA Homelessness City Statistics \(July - September 2019\)](#)

13. Review of City Council's Request to Evaluate the Feasibility of Removing or Relocating Certain Solar Powered Flashing Beacon Appurtenances Currently Located on the West Side of Highland Avenue at 18th Street (Public Works Director Katsouleas). [20-0037](#)
- RECEIVE REPORT**

Attachments: [Existing and Rendered Photographs](#)

K. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS

In addition to providing reports of meetings and conferences attended by Councilmembers in connection with their official duties at City expense as required by AB 1234, Councilmembers requested at a previous City Council meeting that the following item(s) be placed on the agenda for discussion.

L. FUTURE AGENDA ITEMS

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

14. Agenda Forecast (City Clerk Tamura). [20-0022](#)
- DISCUSS AND PROVIDE DIRECTION**

Attachments: [January 15, 2020 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.

15. Commission Minutes:[20-0054](#)

This Item Contains Minutes of the following City Commission Meetings:

- a) Planning Commission Meeting Action Minutes of November 27, 2019
(Cancelled) (Community Development Director Tai)
- b) Finance Subcommittee Meeting Action Minutes of December 5, 2019
(Finance Director Charelian)
- c) Planning Commission Meeting Action Minutes of December 11, 2019
(Cancelled) (Community Development Director Tai)
- d) Planning Commission Meeting Action Minutes of December 25, 2019
(Cancelled) (Community Development Director Tai)
- e) Planning Commission Meeting Action Minutes of January 8, 2020
(Cancelled) (Community Development Director Tai)

INFORMATION ITEM ONLY

Attachments: [Planning Commission Meeting Action Minutes of November 27, 2019
\(Cancelled\)](#)
[Finance Subcommittee Meeting Action Minutes of December 5, 2019](#)
[Planning Commission Meeting Action Minutes of December 11, 2019
\(Cancelled\)](#)
[Planning Commission Meeting Action Minutes of December 25, 2019
\(Cancelled\)](#)
[Planning Commission Meeting Action Minutes of January 8, 2020
\(Cancelled\)](#)

P. CLOSED SESSION**Q. ADJOURNMENT**

R. FUTURE MEETINGS**CITY COUNCIL MEETINGS**

February 4, 2020 - Tuesday -- 6:00 PM - City Council Meeting
February 18, 2020 - Tuesday -- 6:00 PM - City Council Meeting
March 3, 2020 - Tuesday -- 6:00 PM - City Council Meeting (Reorganization)
March 17, 2020 - Tuesday -- 6:00 PM - City Council Meeting
April 7, 2020 - Tuesday -- 6:00 PM - City Council Meeting
April 14, 2020 - Tuesday -- 6:00 PM - Work Plan Meeting
April 21, 2020 - Tuesday -- 6:00 PM - City Council Meeting
April 28, 2020 - Tuesday -- TBD - Boards and Commissions Interviews
May 5, 2020 - Tuesday -- 6:00 PM - City Council Meeting
May 19, 2020 - Tuesday -- 6:00 PM - City Council Meeting
June 2, 2020 - Tuesday -- 6:00 PM - City Council Meeting
June 16, 2020 - Tuesday -- 6:00 PM - City Council Meeting
July 7, 2020 - Tuesday -- 6:00 PM - City Council Meeting
July 21, 2020 - Tuesday -- 6:00 PM - City Council Meeting
August 4, 2020 - Tuesday -- 6:00 PM - City Council Meeting
August 18, 2020 - Tuesday -- 6:00 PM - City Council Meeting
September 1, 2020 - Tuesday -- 6:00 PM - City Council Meeting
September 15, 2020 - Tuesday -- 6:00 PM - City Council Meeting
October 6, 2020 - Tuesday -- 6:00 PM - City Council Meeting
October 20, 2020 - Tuesday -- 6:00 PM - City Council Meeting
November 5, 2020 - Wednesday -- 6:00 PM - City Council Meeting
November 17, 2020 - Tuesday -- 6:00 PM - City Council Meeting
December 1, 2020 - Tuesday -- 6:00 PM - City Council Meeting (Reorganization)
December 15, 2020 - Tuesday -- 6:00 PM - City Council Meeting

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

January 20, 2019 - Monday - 6:00 PM - Cultural Arts Commission Meeting
January 22, 2019 - Wednesday - 6:00 PM - Planning Commission Meeting
January 23, 2019 - Thursday - 6:00 PM - Parking and Public Improvements Commission
January 27, 2019 - Monday - 6:00 PM - Parks and Recreation Commission Meeting
February 10, 2020 - Monday - 6:00 PM - Library Commission Meeting
February 12, 2020 - Wednesday - 6:00 PM - Planning Commission Meeting
February 17, 2020 - Monday - 6:00 PM - Cultural Arts Commission Meeting
February 24, 2020 - Monday - 6:00 PM - Parks and Recreation Commission Meeting
February 26, 2020 - Wednesday - 6:00 PM - Planning Commission Meeting

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

February 17, 2020 - Monday - Presidents Day

May 25, 2020 – Monday – Memorial Day

July 4, 2020 - Friday - Independence Day

September 7, 2020 - Monday - Labor Day

October 5, 2020 – Monday – Columbus Day

November 11, 2020 – Wednesday – Veterans Day

November 26-27, 2020 - Thursday & Friday - Thanksgiving Holiday

December 25, 2020 - Friday - Christmas Day Observed

January 1, 2021 – Friday – New Years Day Observed

January 18, 2021 – Monday – Martin Luther King Day

Agenda Date: 1/21/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Steve S. Charelian, Finance Department Director
Cynthia F. Mickschl, Revenue Services Manager

SUBJECT:

Presentation of Recognition Awards for Longstanding Local Businesses (Finance Director Charelian).

PRESENT

RECOMMENDATION:

Staff recommends that the City Council recognize businesses that have been providing services to the community for a number of years.

FISCAL IMPLICATIONS:

The cost of plaques and certificates is approximately \$1,500.

BACKGROUND:

City Council established an award program to recognize businesses that have continuously maintained a commercially-zoned premise, providing services to our community for many years.

On May 1, 2018, City Council approved a revision to the longstanding business award program changing the incremental milestones recognized from 10, 20, and 40 years of continuous service to 10, 25, 30, 40, and 50 years. Plaques will be awarded to businesses that achieve the 30, 40, and 50 year milestones, special proclamations will be presented to businesses with 25 years and certificates will be mailed to businesses with 10 years. The longstanding business awards will be placed on the ceremonial calendar, annually on the second City Council Meeting in January.

The table below shows the number of businesses receiving recognition in 2019 and 2018 under the new milestones, followed by a listing for the previous four years under the former structure:

Year	Plaques	Special Proclamations	Certificates
2019	22	16	35
2018	23	13	16
2017	3	25	42
2016	5	15	22
2015	1	18	37
2014	11	22	36

DISCUSSION:

This year, City Council will present a total of 22 plaques in the 30, 40, and 50 year categories:

50 Years

1. Automobile Club of Southern California
2. The Castle
3. Jack in The Box #395
4. Montessori School of Manhattan Beach Inc.
5. Northrop Grumman Systems Corporation
6. Marlene M. Schultz, D.D.S.

40 Years

1. Friendly Tailor
2. Manhattan Beach Nursery School
3. Manhattan Beach Tailors
4. Ullman/Schwartz Chiropractic
5. Linda P. Wilson, C.P.A.

30 Years

1. Bayside Hair Design
2. Beach Chinese Food to Go
3. BREWCO- Manhattan Beach
4. Lori J. Clark, O.D.
5. Coastline Chiropractic
6. Engravable U
7. Manhattan Beach Cleaners
8. Manhattan Beach Toyota
9. Mc Donald's #11194
10. Paws-A-While
11. SOI Counseling & Testing Center

Additionally, the following establishments have maintained their businesses within Manhattan Beach for 25 years and will be presented with special proclamations:

1. California Pizza Kitchen
2. California Tanning Salons, Inc.
3. The Coffee Bean #22
4. Equity Management Company

5. Jamba Juice #006
6. Johnny Rockets
7. Magic Nails & Spa
8. Manhattan Beach Animal Hospital
9. Manhattan Bread & Bagel
10. Lawrence S. Moy, M.D. Inc.
11. Oceanographic Teaching Station Inc.
12. Studio K Hair Designs
13. Tomaro Architecture Inc.
14. Victoria's Secret #612
15. West Coast Center for Orthopedic Surgery
16. Western America

The following establishments have served the community continuously for 10 years and will receive certificates by mail:

1. 3 Leaf Realty Inc.
2. All Yoo
3. Bath & Body Works #152
4. Beachside Smiles
5. Bella Beach Kids
6. Beverages & More, Inc. #111
7. Burstein Law Firm
8. Cielo A Boutique Salon
9. Contes Law Corporation
10. Free People
11. The Green Yogi
12. The Hummus Factory
13. J P Morgan Chase Bank, N.A. (2600 Sepulveda Blvd.)
14. J P Morgan Chase Bank, N.A. (700 S Sepulveda Blvd.)
15. Kasai Hair Manhattan Beach
16. Law Offices of John A. Strain
17. Momoko Skin Care
18. Moni Moni International
19. The Original Rinaldi's
20. Parametric Technology Corporation
21. Simmzy's
22. Stephen Morris, M.D. Inc.
23. Summer L. Blake, D.D.S. M.S., A Dental Corp.
24. Surf Food Stand
25. SusieCakes Bakery
26. Tin Roof Bistro
27. Valley Radiotherapy Assoc. Medical Group Inc.
28. Vista Manhattan, Inc.
29. Yoga Loft

All businesses contribute to the vitality of the community and it is through this program that we

recognize the contributions of these establishments.

PUBLIC OUTREACH:

After analysis notifying the award recipients, Staff determined no additional public outreach was 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 there is no possibility that the activity may have a significant effect on the environment; therefore, pursuant to Section 15061(b)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

LEGAL REVIEW:

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

Agenda Date: 1/21/2020

TO:

Members of the City Council

FROM:

Mayor Hersman

SUBJECT:

Presentation of Certificates of Recognition to the Winners of the 2019 Manhattan Beach Police Department Holiday Card Contest.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize
The Following Students as Winners of the
2019 Manhattan Beach Police Department Holiday Card Contest**

1st - 3rd Grade

**Hana Shepard of Pacific Elementary School
Valentina Lucido or American Martyrs**

4th - 6th Grade

**Jack Purdy of Robinson Elementary School
Bradley Bronstein of Pennekamp Elementary School
Jensen Koch of Pacific Elementary School
Audrey Treger of Manhattan Beach Middle School**

2019 Manhattan Beach Police Department Holiday Card Contest Winners

1st – 3rd Grade Winners

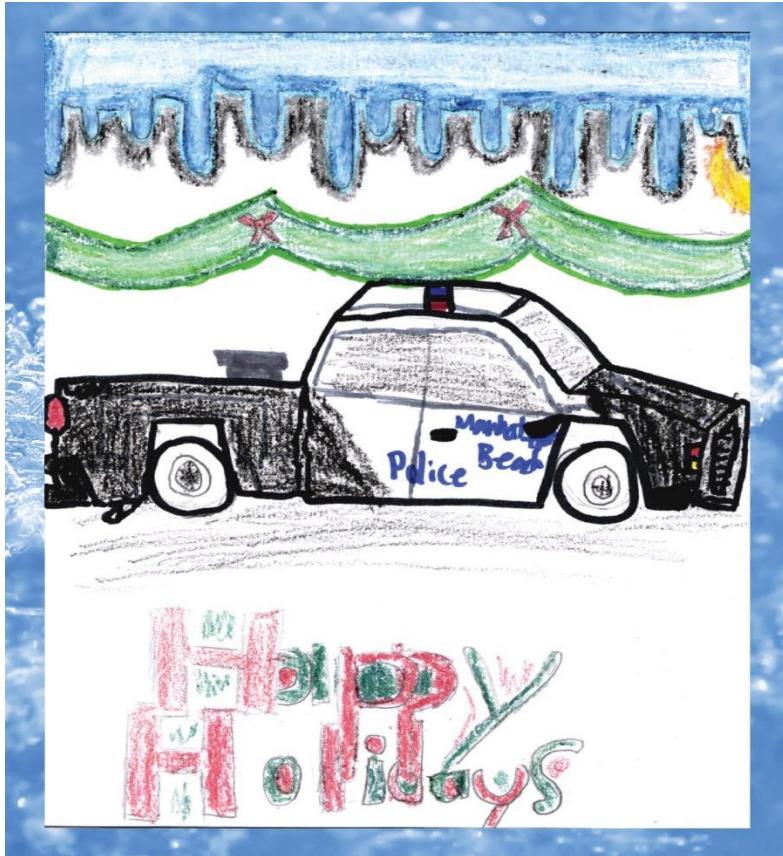


Hana Shepard
Pacific Elementary School



Valentina Lucido
American Martyrs

4th – 6th Grade Winners



Jack Purdy
Robinson Elementary School



Bradley Bronstein
Pennekamp Elementary School

4th – 6th Grade Winners

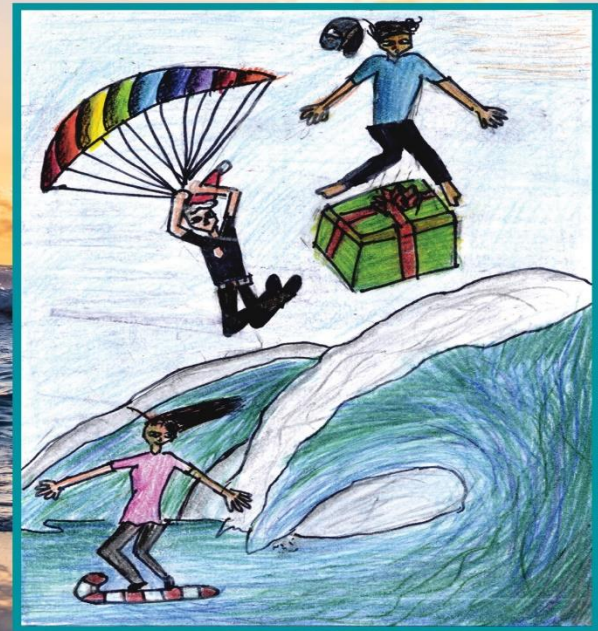
Happy Holidays



Jensen Koch

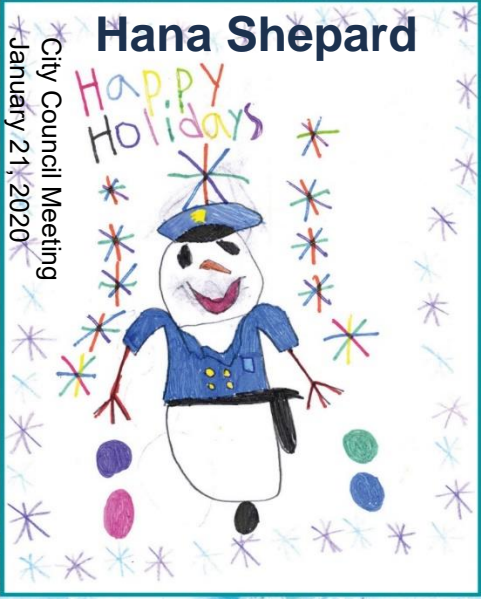
Pacific Elementary School

Happy Holidays



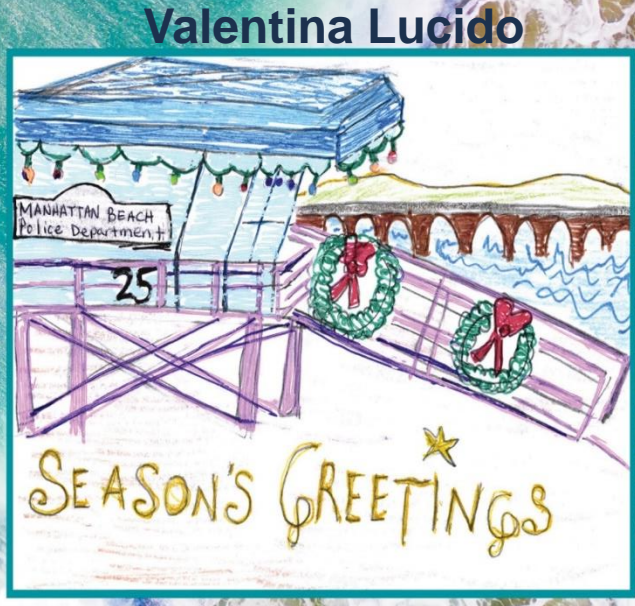
Audrey Treger

Manhattan Beach Middle School

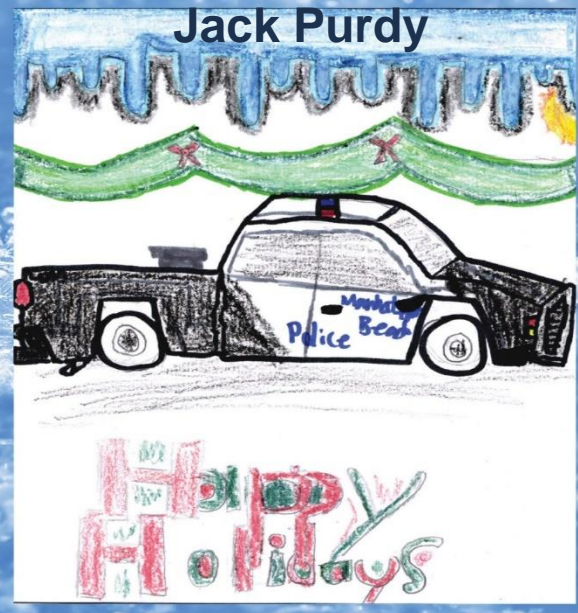


Hana Shepard

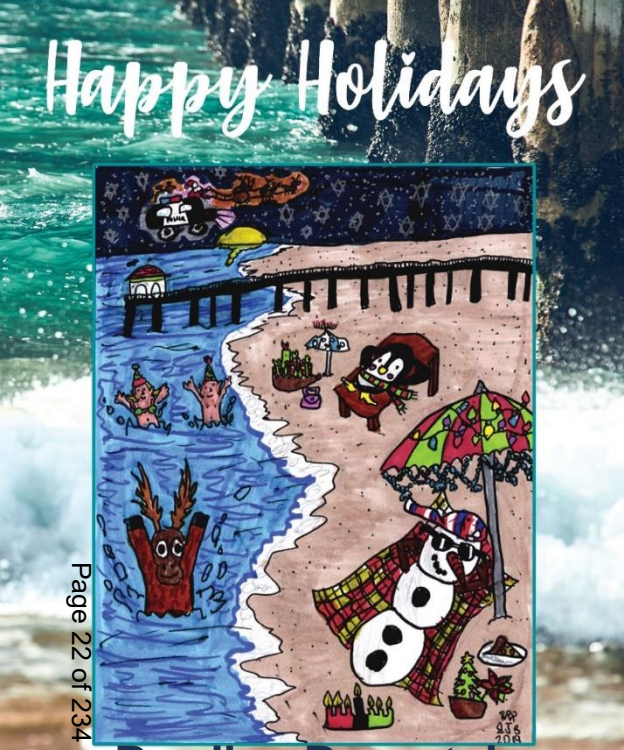
City Council Meeting
January 21, 2020



Valentina Lucido



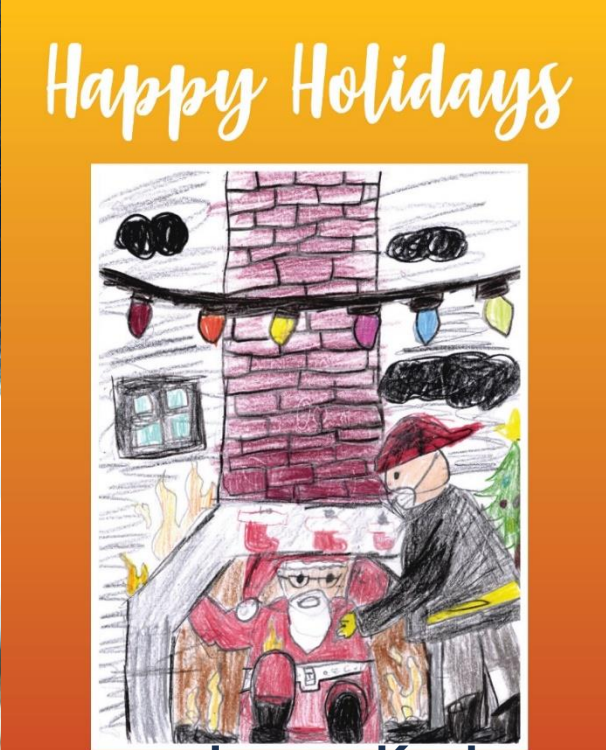
Jack Purdy



Happy Holidays

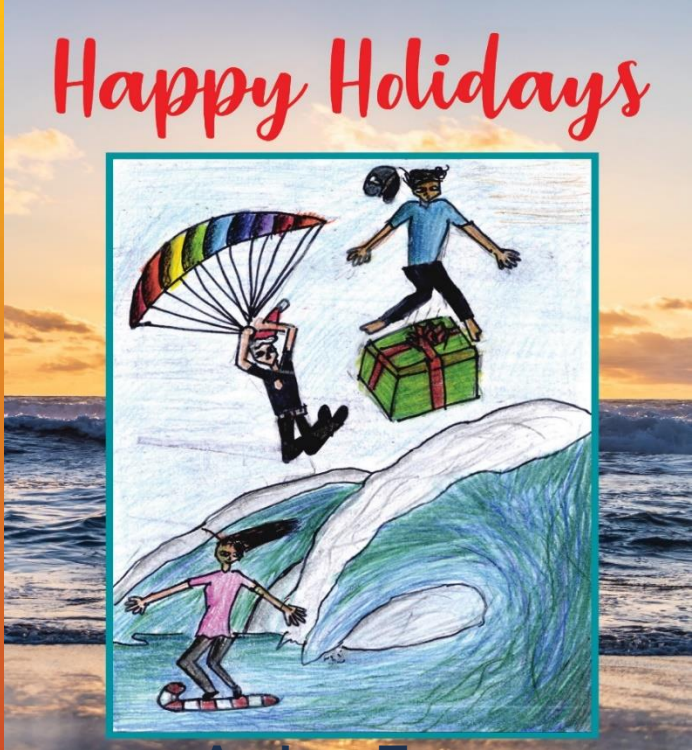
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Bradley Bronstein



Happy Holidays

Jensen Koch



Happy Holidays

Audrey Treger

Agenda Date: 1/21/2020

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 Adjourned Regular Meeting Minutes (City Council Retreat) of October 2, 2019
- b) City Council Adjourned Regular Meeting Minutes (Tri-Agency Study Session) of October 30, 2019
- c) City Council Adjourned Regular Meeting Minutes (Joint City Council/Parks and Recreation Commission, Cultural Arts Commission and Library Commission) of January 6, 2020
- d) City Council Adjourned Regular Meeting Minutes (Closed Session) of January 7, 2020
- e) City Council Regular Meeting Minutes of January 7, 2020
(City Clerk Tamura).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council approve the following attached minutes:

Attachment(s):

- 1. City Council Adjourned Regular Meeting Minutes (City Council Retreat) of October 2, 2019
- 2. City Council Adjourned Regular Meeting Minutes (Tri-Agency Study Session) of October 30, 2019
- 3. City Council Adjourned Regular Meeting Minutes (Joint City Council/Parks and Recreation Commission, Cultural Arts Commission and Library Commission) of January 6, 2020
- 4. City Council Adjourned Regular Meeting Minutes (Closed Session) of January 7, 2020
- 5. City Council Regular Meeting Minutes of January 7, 2020

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Wednesday, October 2, 2019

9:00 AM

City Council Retreat

Westdrift Hotel

1400 Parkview Avenue, Manhattan Beach, CA 90266

City Council Adjourned Regular Meeting

Mayor Nancy Hersman
Mayor Pro Tem Richard Montgomery
Councilmember Suzanne Hadley
Councilmember Hildy Stern
Councilmember Steve Napolitano

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 9:09 AM, Mayor Hersman called the meeting to order.

B. ROLL CALL

City Council:

Present - Mayor Hersman, Mayor Pro Tem Montgomery, Councilmember Hadley, Councilmember Stern and Councilmember Napolitano

Staff:

Present - City Manager Bruce Moe and City Attorney Quinn Barrow

Facilitator:

Present - Mejorando Group, Co-Founder & Partner Patrick Ibarra

C. PUBLIC COMMENTS (3 MINUTES PER PERSON)

The following individual(s) spoke:

Tom Freitag

D. CITY COUNCIL RETREAT AGENDA

See attached document from Mejorando Group Facilitator Patrick Ibarra for details of the City Council Retreat.

1. OVERVIEW OF THE CITY COUNCIL RETREAT

2. "HEADWINDS: CHANGE AS A PROCESS, NOT AN EVENT"

3. REFRESHER ON THE FORM OF GOVERNMENT:

- Role of the Mayor**
- Role of the Councilmembers**
- Role of the City Manager**
- Role of City Staff**
- Role of the Community**

4. STRATEGIES FOR CREATING A MORE CREDIBLE, EFFECTIVE GOVERNING BODY

5. GOVERNANCE: COMMUNICATION PROTOCOLS

6. "TAILWINDS: THE CITY'S EVOLVING ROLE AS A COMMUNITY BUILDER"

7. NEXT STEPS

E. ADJOURNMENT

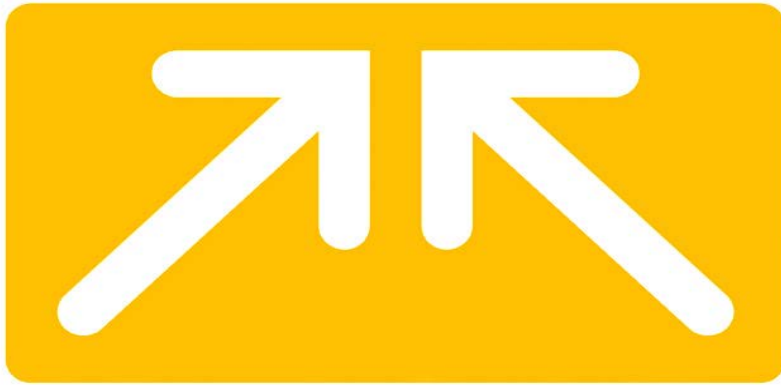
At 2:43 PM, Mayor Hersman adjourned the meeting to a 4:30 PM Closed Session meeting on October 1, 2019, in the City Council Chambers.

Martha Alvarez
Recording Secretary

Nancy Hersman
Mayor

ATTEST:

Liza Tamura
City Clerk



mejorando group

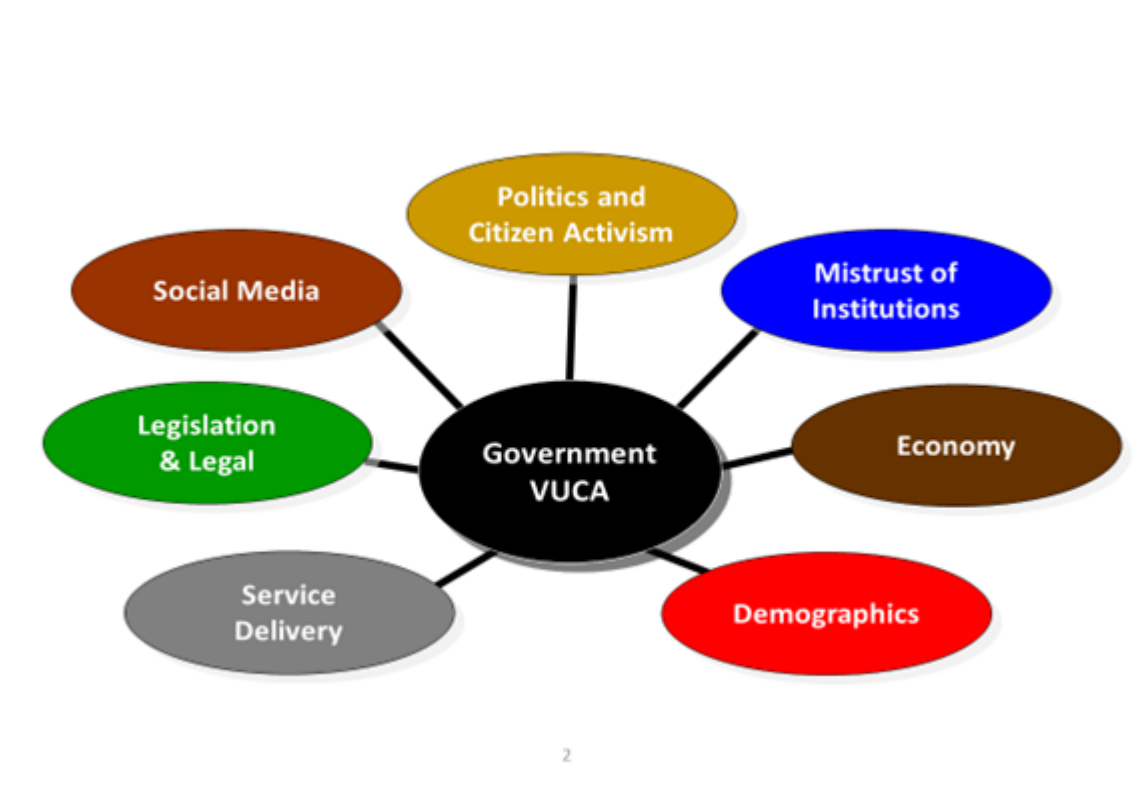


CITY COUNCIL RETREAT MEETING SUMMARY

Facilitated by
PATRICK IBARRA

October 2, 2019

HEADWINDS: **CHANGE AS A PROCESS, NOT AN EVENT**



- Old time residents who want to keep things as they are.
- Resistance to change – generational time frame

REFRESHER ON THE COUNCIL-MANAGER FORM OF GOVERNMENT

- **Role of Mayor**

- Bring it all together
- Facilitator
- Scheduling special meetings
- Sets the agenda for Council meetings
- Ceremonial roles
- Face of City

- **Role of the City Council**

- Get it done
- Nurture neighborliness
- Contribute comments
- Listen and respond to the public
- Be visible in the community such as at events
- Be accessible
- Provide input and feedback to City Manager and City Attorney
- Be responsive
- Collaborate with each other and city staff
- Demonstrate values such as respect, patience and empathy

- **Role of City Manager**

- Communication – weekly meetings on Monday and via email and by phone
- Manage City staff
- Running the city
- No surprises to Council
- Provide regular briefings such as the Monday meetings
- Being responsive to Mayor and Councilmembers

- **Role of City Staff Members**

- Get it done
- Responsiveness to Council
- Don't screw up!
- Follow up

- **Role of Community Members**

- Vote
- Give input, thoughts, concerns and ideas
- Email full Council
- Be active – attend events, volunteers, participate in programs
- Register for City email service
- Talk to your neighbors
- Support local businesses – shop local
- Participate in local service organizations

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Wednesday, October 30, 2019

6:00 PM

Tri-Agency Study Session
City Council,
Manhattan Beach Unified School District
and
Beach Cities Health District
Joslyn Community Center
1601 North Valley Drive
Manhattan Beach, CA 90266

City Council Adjourned Regular Meeting

Mayor Nancy Hersman
Mayor Pro Tem Richard Montgomery
Councilmember Suzanne Hadley
Councilmember Hildy Stern
Councilmember Steve Napolitano

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A. CALL MEETING TO ORDER

At 6:02 PM, Mayor Hersman called the meeting to order.

B. MOTION TO ELECT A TEMPORARY CHAIRPERSON TO LEAD THE MEETING

A unanimous vote was made to elect Mayor Hersman as temporary Chairperson.

C. ROLL CALL

ROLL CALL - MANHATTAN BEACH CITY COUNCIL

Present:

Councilmember Napolitano, Councilmember Stern, Councilmember Hadley, Mayor Pro Tem Montgomery and Mayor Hersman

Other Officials/Staff Present:

Bruce Moe, City Manager

Liza Tamura, City Clerk

Mark Leyman, Parks and Recreation Director

Martha Alvarez, Senior Deputy City Clerk

ROLL CALL - MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

Present:

Clerk Komatinsky, Boardmember Fenton, Boardmember Peel, Vice President Cochran and President Fournell

Other Officials/Staff Present:

Michael Matthews, Superintendent

Irene Gonzalez-Castillo, Assistant Superintendent Student Services

Heather Hoffman, Executive Assistant to the Superintendent

ROLL CALL - BEACH CITIES HEALTH DISTRICT BOARD OF DIRECTORS

Present:

Boardmember Chun, Boardmember Diehl and President Poster

Absent:

President Pro Tem Bholat and Secretary/Treasurer Chatterji

Other Official/Staff Present:

Lauren Nakano, Director

Ali Steward, Director of Youth Services

Manhattan Beach Mayor Pro Tem Montgomery and Manhattan Beach Unified School District Clerk Komatinsky arrived at 6:05 PM.

D. PLEDGE TO THE FLAG

Beach Cities Health District's Youth Advisory Council, Mira Costa High School Students; Alex Jeffords, Camille Jorenby, Sierra Sargent, Parker Blum, Ryan Dugdale, Zach Zawacki and Dahlia Kaldawy led the Pledge of Allegiance.

E. GENERAL BUSINESS

**Tri-Agency Study Session on Youth Health Issues.
DISCUSS AND PROVIDE DIRECTION**

i. Welcome and Opening

Mayor Hersman provided a brief introduction to the Tri-Agency Study Session.

Beach Cities Health District, Director of Youth Services Ali Steward facilitated the discussion with the Beach Cities Health District's Youth Advisory Council, Mira Costa High School Students; Alex Jeffords, Camille Jorenby, Sierra Sargent, Parker Blum, Ryan Dugdale, Zach Zawacki and Dahlia Kaldawy.

ii. Presentation Youth Health Issues

Manhattan Beach Unified School District, Superintendent Mike Matthews, City Manager Bruce Moe and Beach Cities Health District, Director of Youth Services Ali Steward provided the PowerPoint presentation.

iii. Presentation Regarding Data and Agency Successes

Manhattan Beach Unified School District Superintendent Mike Matthews, City Manager Bruce Moe and Beach Cities Health District Director of Youth Services Ali Steward provided the PowerPoint presentation.

iv. Presentation Regarding Agency Successes

v. Guided Roundtable Discussion

Mayor Hersman led the discussion on opportunities for collaboration and leadership.

F. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Mayor Hersman opened the floor to public comment. The following individual(s) spoke:

*Lisa Haderman
Dahlia Kaldawy
Alex Jeffords*

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

G. ADJOURNMENT

At 8:00 PM, Mayor Hersman adjourned the meeting to a 5:00 PM, Closed Session on Tuesday, November 5, 2019, in Council Chambers.

Martha Alvarez
Recording Secretary

Nancy Hersman
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, January 7, 2020

4:30 PM

Closed Session

City Council Chambers

City Council Adjourned Regular Meeting

*Mayor Nancy Hersman
Mayor Pro Tem Richard Montgomery
Councilmember Suzanne Hadley
Councilmember Hildy Stern
Councilmember Steve Napolitano*

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A. CALL MEETING TO ORDER

At 4:32 PM, Mayor Hersman called the meeting to order.

B. PLEDGE TO THE FLAG

City Manager Bruce Moe led the Pledge of Allegiance.

C. ROLL CALL

Present 5 - Mayor Hersman, Mayor Pro Tem Montgomery, Councilmember Hadley, Councilmember Stern and Councilmember Napolitano

D. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Mayor Hersman opened the floor to public comment.

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

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

City Attorney Quinn Barrow announced the following Closed Session.

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

Agency Negotiators:

Bruce Moe, City Manager

Lisa Jenkins, Human Resources Director

Employee Groups:

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

**II. CONFERENCE WITH LEGAL COUNSEL (ANTICIPATED LITIGATION)
(Government Code Section 54956.9(d)(2), (e)(5))**

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

The City Council has adopted a prohibition on the sale of flavored tobacco and vaping equipment and is considering a prohibition on the sale of tobacco.

Number of Cases: 1

F. RECESS INTO CLOSED SESSION

At 4:34 PM, Mayor Hersman announced that City Council would recess into Closed Session.

G. RECONVENE INTO OPEN SESSION

At 6:02 PM, the City Council reconvened into Open Session with all Councilmembers present.

H. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

City Attorney Quinn Barrow announced the following:

Agenda Item No. I, City Council gave direction to its labor negotiator.

Agenda Item No. II, no reportable action was taken.

I. ADJOURNMENT

At 6:03 PM, Mayor Hersman adjourned the meeting.

Martha Alvarez
Recording Secretary

Nancy Hersman
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Monday, January 6, 2020

6:00 PM

Joint City Council/Parks and Recreation Commission,
Cultural Arts Commission and Library Commission Meeting
City Council Chambers

City Council Adjourned Regular Meeting

Mayor Nancy Hersman
Mayor Pro Tem Richard Montgomery
Councilmember Suzanne Hadley
Councilmember Hildy Stern
Councilmember Steve Napolitano

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www.citymb.info/departments/city-clerk/city-council-meetings-agendas-and-minutes**

A. CALL MEETING TO ORDER

At 6:02 PM, Mayor Hersman called the meeting to order.

B. PLEDGE TO THE FLAG

Parks and Recreation Commissioner J.J. Turkmany, led the Pledge of Allegiance.

C. ROLL CALL

City Council

Present – Mayor Hersman, Mayor Pro Tem Montgomery, Councilmember Hadley, Councilmember Stern and Councilmember Napolitano

Staff

Present – City manager Bruce Moe, City Attorney Quinn Barrow, City Clerk Liza Tamura, Parks and Recreation Director Mark Leyman, Senior Deputy City Clerk Martha Alvarez, Senior Management Analyst George Gabriel, Recreation Services Manager Jessica Vincent, Recreation Supervisor Jan Buike, Recreation Supervisor Eilen Stewart and Management Analyst Linda Robb.

Cultural Arts Commission

Present – Chairman Rubino, Commissioner Ryan, Commissioner May, Commissioner Manna and Commissioner Taner

Absent – Commissioner Bennett

Library Commission

Present - Chairman Schreiner, Commissioner Windes, Commissioner Jones and Commissioner Parikh

Absent – Commissioner Bond and Commissioner Siemak

Parks and Recreation Commission

Present - Chairman Weiner, Commissioner Turkmany, Commissioner Nicholson, Commissioner Greenberg, Commissioner Karger, Commissioner McCarthy and Commissioner Jackson

D. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Mayor Hersman opened the floor to public comment.

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

E. GENERAL BUSINESS

1. Approval of Annual Commission Work Plans for the Cultural Arts Commission, Library Commission, and Parks and Recreation Commission (Parks and Recreation Director Leyman).

[20-0042](#)

APPROVE

Parks and Recreation Director Mark Leyman provided a brief introduction to tonight's Work Plan presentations.

Cultural Art Commission

Chairman Rubino, Commissioner Manna, Commissioner Ryan and Commissioner Taner provided the Cultural Arts Commission's presentation on the proposed Cultural Arts Commission Work Plan for the upcoming year, as identified in the staff report.

Chairman Rubino, Commissioner Manna, Commissioner Ryan and Commissioner Taner and Commissioner May responded to City Council questions.

Mayor Hersman thanked the Cultural Arts Commissioners for their Work Plan update, dedication and service.

Library Commission

Chairman Schreiner provided the Library Commission's presentation on the proposed Library Commission Work Plan for the upcoming year, as identified in the staff report.

Commissioner Windes, Commissioner Schreiner and Commissioner Jones responded to City Council questions.

Mayor Hersman thanked the Library Commissioners for their Work Plan update, dedication and service.

Parks and Recreation Commission

Chairman Weiner provided the Parks and Recreation Commission's presentation on the proposed Parks and Recreation Commission Work Plan for the upcoming year, as identified in the staff report.

Chairman Weiner and Commissioner Greenberg responded to City Council questions.

Mayor Hersman thanked the Parks and Recreation Commissioners for their Work Plan update, dedication and service.

F. ADJOURNMENT

At 7:26 PM, Mayor Hersman, adjourned the meeting to a 4:30 PM Closed Session meeting on Tuesday, January 7, 2020, in the City Council Chambers.

Martha Alvarez
Recording Secretary

Nancy Hersman
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, January 7, 2020

6:00 PM

Regular Meeting

City Council Chambers

City Council Regular Meeting

Mayor Nancy Hersman
Mayor Pro Tem Richard Montgomery
Councilmember Suzanne Hadley
Councilmember Hildy Stern
Councilmember Steve Napolitano

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A. PLEDGE TO THE FLAG

Manhattan Beach Chamber of Commerce, President/CEO Kelly Stroman led the Pledge of Allegiance.

B. ROLL CALL

Present: 5 - Mayor Hersman, Mayor Pro Tem Montgomery, Councilmember Hadley, Councilmember Stern and Councilmember Napolitano

C. CEREMONIAL CALENDAR

None.

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

Councilmember Hadley requested to remove from the Consent Calendar, Agenda Item No. 9 - Construction at 330 South Sepulveda Boulevard.

Councilmember Napolitano requested to remove from the Consent Calendar, Agenda Item No. 8 - Resolution Amending Building Code Adoption.

A motion was made by Mayor Pro Tem Montgomery, seconded by Councilmember Stern, to approve the agenda, waive the full reading of ordinances and removed from the Consent Calendar for individual consideration Agenda Item Nos. 8 and 9. The motion carried by the following vote:

Aye: 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

E. PUBLIC HEARING

1. Consider: 1) Approving the Final Assessment Engineer's Report for Underground Utility Assessment District (UUAD) 19-4; 2) Confirming the Assessments and Proceedings for UUAD 19-4 if Approved by a Majority Vote of the Weighted Returned Ballots in UUAD 19-4; 3) Adopting a Resolution Awarding a Construction Contract to Asplundh Construction, LLC for the UUAD 19-4 Project for \$3,998,090; 4) Authorizing the City Manager to Approve Additional Work, if Necessary, for up to \$527,962; and 5) Approving the Plans and Specifications for the Project; or 5) Declaring Abandonment of Proceedings for UUAD 19-4 Based on the Weighted Returned Ballot Results (Public Works Director Katsouleas).
- a) **ADOPT RESOLUTION NO. 20-0003 APPROVING THE FINAL ASSESSMENT ENGINEER'S REPORT AND CONFIRMING ASSESSMENTS OR DECLARING ABANDONMENT OF PROCEEDINGS FOR UUAD 19-4**
- b) **ADOPT RESOLUTION NO. 20-0004 APPROVING AN AGREEMENT**

[20-0012](#)

Mayor Hersman stated that she wanted to remind residents that they can still submit ballots up until the end of the public hearing. The ballots received by the City will be counted at the Police/Fire Conference Room. If a district fails there is a one year moratorium.

Public Works Department, Senior Civil Engineer Anastasia Seims provided the PowerPoint presentation.

Mayor Hersman opened the floor for public comments. The following individual(s) spoke:

*Eileen Fowler
Mick Welles*

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

City Clerk Liza Tamura left the City Council Chambers with the ballots at 6:20 PM to go to the Police/Fire Conference Room.

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

Dana Murray, Linda Chilton and Melodie Grubbs announced the Urban Tides Beach Walk on Friday, January 10, 2020, from 8:00 AM - 10:00 AM.

Lucia da Rosa Ames announced screening of "A Night in Jail" and panel discussion on the connection between homelessness, mental illness and drug addiction on January 13, 2020, at 7:00 PM, in American Martyrs Welcome Center. This will be one of the six community meetings that will be held to discuss homelessness.

Manhattan Beach Chamber of Commerce, President/CEO Kelly Stroman announced the following Manhattan Tax & Accounting Ribbon Cutting on Wednesday, January 15, 2020, from 5:30 PM - 6:30 PM; What is AB5?, on Tuesday, January 21, 2020, from 8:00 PM - 10:00 AM at the MB Chamber Conference Room; New Year Fiesta at Mercado restaurant on Wednesday, January 22, 2020, from 5:00 PM - 7:30 PM; and Cyber Security Seminar on Wednesday, January 29, 2020, from 6:00 PM - 7:30 PM at the Manhattan Beach Library.

Betsy Rubino announced Arts Exhibition "Mare Vitalis" and opening reception on January 17, 2020, the exhibition will be open to the public from January 17, 2020 and March 22, 2020.

Mayor Hersman announced that City Council and Parks and Recreation Commission, Cultural Arts Commission and Library Commission held a joint meeting on Monday, January 6, 2020.

Mayor Pro Tem Montgomery announced that the Beach Cities Toy Drive wrapping party was a success and collected over 2,000 toys, he thanked City Clerk staff for assisting in the Beach Cities Toy Drive and announced that in 2020 the Beach Cities Toy Drive wrapping party will be held at the Joslyn Community Center.

City Manager Bruce Moe announced the Community Budget Social on January 28, 2020, from 6:00 PM - 8:00 PM, at the Joslyn Community Center and also announced that Open City Hall is now open to the public to provide feedback regarding the budget online.

G. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Mayor Hersman opened the floor to public comment.

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

H. CONSENT CALENDAR (APPROVE)

A motion was made by Councilmember Napolitano, seconded by Councilmember Hadley, to approve the Consent Calendar, with the exception of Agenda Item Nos. 8 and 9, which were individually considered under Section H - Items Removed from the Consent Calendar. The motion carried by the following vote:

Aye: 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

2. City Council Minutes: [20-0001](#)
This Item Contains Minutes of the Following City Council Meeting(s):
a) City Council Adjourned Regular Meeting Minutes (Closed Session) of December 17, 2019
b) City Council Regular Meeting Minutes of December 17, 2019 (City Clerk Tamura).
APPROVE

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

3. Financial Reports: [20-0002](#)
a) Schedule of Demands November 21, 2019
b) Investment Portfolio for the Month Ending November 30, 2019
c) Month End Report for November 30, 2019 (Finance Director Charelian).
ACCEPT REPORTS AND DEMANDS

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

4. Consider Approving a Comprehensive Citywide Salary Schedule for all City Positions and Adjustments to Salary Ranges (Human Resources Director Jenkins). [20-0004](#)
ADOPT RESOLUTION NO. 20-0002

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

5. Adopt Title VI Plan for the City of Manhattan Beach in Order to Receive \$462,600 in Grant Funds to Purchase Four Dial-A-Ride Buses and \$540,000 for the Aviation Boulevard Sidewalk Installation Project (Parks and Recreation Director Leyman and Public Works Director Katsouleas). [20-0006](#)
APPROVE

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

6. Alleviation Measures Report Required Prior to the Extension or Expiration of Interim Ordinances Nos. 19-0019-U and 19-0020-U Requiring an Equal Number of Replacement Units for Residential Dwelling Units that are Demolished (Community Development Director Tai). [20-0034](#)
ISSUE ALLEVIATION MEASURES REPORT

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

7. Alleviation Measures Report Required Prior to the Extension or Expiration of Interim Ordinances Nos. 19-0021-U and 19-0022-U Regulating Accessory Dwelling Units (ADUs) (Community Development Director Tai). [20-0035](#)

ISSUE ALLEVIATION MEASURES REPORT

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

8. Consider Adopting a Resolution Amending Resolution No. 19-0095 (Building Code Adoption) to Correct Findings Pertaining to Permit Exemptions (Community Development Director Tai). [20-0013](#)

ADOPT RESOLUTION NO. 20-0005

This item was removed from the Consent Calendar and heard under Section H - Items Removed from the Consent Calendar.

9. Consider Allowing Construction at 330 South Sepulveda Boulevard on Two City Recognized Holidays (Martin Luther King Jr.'s Day and Presidents' Day) (Community Development Director Tai). [20-0008](#)

APPROVE

This item was removed from the Consent Calendar and heard under Section H - Items Removed from the Consent Calendar.

I. ITEMS REMOVED FROM THE CONSENT CALENDAR

8. Consider Adopting a Resolution Amending Resolution No. 19-0095 (Building Code Adoption) to Correct Findings Pertaining to Permit Exemptions (Community Development Director Tai). [20-0013](#)

ADOPT RESOLUTION NO. 20-0005

Community Development Department, Building Official Ryan Heise responded to City Council questions.

Mayor Hersman opened the floor to public comment.

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

Building Official Heise and City Attorney Quinn Barrow responded to City Council questions.

A motion was made by Mayor Pro Tem Montgomery, seconded by Councilmember Napolitano, directing staff to return with an Ordinance amending the building code ordinance and amending that permits are only required for fences and walls seven feet or higher. The motion carried by the following vote:

Aye: 4 - Hersman, Montgomery, Hadley and Napolitano

Nay: 1 - Stern

9. Consider Allowing Construction at 330 South Sepulveda Boulevard on Two City Recognized Holidays (Martin Luther King Jr.'s Day and Presidents' Day) (Community Development Director Tai). [20-0008](#)
APPROVE

Community Development Department, Building Official Ryan Heise provided a brief staff presentation.

Contractor/Applicant for McCarty Building Companics, Inc. and Building Official Heise responded to City Council questions.

Mayor Hersman opened the floor to public comment.

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

A motion was made by Mayor Pro Tem Montgomery, seconded by Mayor Hersman, to approve construction at 330 South Sepulveda Boulevard on two City recognized holidays (Martin Luther King Jr.'s Day and President's Day). The motion carried by the following vote:

Aye: 3 - Hersman, Montgomery and Napolitano

Nay: 2 - Hadley and Stern

J. GENERAL BUSINESS

10. Consider Authorizing the National League of Cities Service Line Warranty Program and Marketing Agreement to Offer Emergency Repair/Replacement Plans to Address Private Sewer and Water Infrastructure (City Manager Moe).

[20-0010](#)

- a) **DISCUSS AND PROVIDE DIRECTION**
b) **ADOPT RESOLUTION NO. 20-0006**

Management Services, Senior Management Analyst George Gabriel provided a brief presentation.

Senior Management Analyst Gabriel, Utility Service Partners Private Label, Inc., Regional Account Director Bill Coffey and City Manager Bruce Moe responded to City Council questions.

Mayor Hersman opened the floor to public comment.

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

City Manager Moe and Regional Account Director Coffey responded to City Council questions.

A motion was made by Councilmember Napolitano, seconded by Mayor Hersman, to deny the authorization of the National League of Cities Service Line Warranty Program and marketing agreement regarding private sewer and water connections. The motion carried by the following vote:

Aye: 4 - Hersman, Hadley, Stern and Napolitano

Nay: 1 - Montgomery

At 7:20 PM City Council recessed and reconvened at 7:27 PM with all Councilmembers present.

E. PUBLIC HEARING (CONTINUED)

1. Consider: 1) Approving the Final Assessment Engineer's Report for Underground Utility Assessment District (UUAD) 19-4; 2) Confirming the Assessments and Proceedings for UUAD 19-4 if Approved by a Majority Vote of the Weighted Returned Ballots in UUAD 19-4; 3) Adopting a Resolution Awarding a Construction Contract to Asplundh Construction, LLC for the UUAD 19-4 Project for \$3,998,090; 4) Authorizing the City Manager to Approve Additional Work, if Necessary, for up to \$527,962; and 5) Approving the Plans and Specifications for the Project; or 5) **d**eclaring Abandonment of Proceedings for UUAD 19-4 Based on the Weighted Returned Ballot Results (Public Works Director Katsouleas).

[20-0012](#)

ADOPT RESOLUTION NO. 20-0003 APPROVING THE FINAL ASSESSMENT ENGINEER'S REPORT AND CONFIRMING ASSESSMENTS OR DECLARING ABANDONMENT OF PROCEEDINGS FOR UUAD 19-4

- b) **ADOPT RESOLUTION NO. 20-0004 APPROVING AN AGREEMENT**

At 7:27 PM, Mayor Hersman read the following results.

131 parcels voted (78.44% of parcels returned ballots)

98 parcels voted yes.

74.81% in favor.

33 parcels voted no.

25.19% opposed.

A motion was made by Mayor Pro Tem Montgomery, seconded by Councilmember Hadley, to adopt Resolution No. 20-0003, making determinations, confirming assessments and proceedings and designating the superintendent of streets to collect and receive assessments and to establish a special fund for City of Manhattan Beach Underground Utility Assessment District No. 19-4. The motion carried by the following vote:

Aye: 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

A motion was made by Councilmember Napolitano, seconded by Mayor Pro Tem Montgomery, to adopt Resolution No. 20-0004, awarding a construction contract to Asplundh Construction, LLC. for the Underground Utility Assessment District No. 19-4 construction project; authorize the City Manager to approve additional work, if necessary; and approve the project specifications for Citywide concrete repair project. The motion carried by the following vote:

Aye: 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

Public Works Director Stephanie Katsouleas summarized the next steps regarding UUAD 19-4.

- 11. Security Enhancement Measures for City Hall and other Municipal Facilities (Police Chief Abell, Human Resources Director Jenkins and Public Works Director Katsouleas). [20-0009](#)

RECEIVE REPORT

Police Chief Derrick Abell provided the staff presentation.

Mayor Hersman opened the floor to public comment.

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

This report was received by order of the Chair.

K. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS

Mayor Pro Tem Montgomery reported that he attended the National League of Cities and provided a brief report on the conference.

L. FUTURE AGENDA ITEMS

- 12. Agenda Forecast (City Clerk Tamura). [20-0011](#)
DISCUSS AND PROVIDE DIRECTION

None.

M. CITY MANAGER REPORT

None.

N. CITY ATTORNEY REPORT

None.

O. INFORMATIONAL ITEMS

None.

P. CLOSED SESSION

None.

Q. ADJOURNMENT

At 7:35 PM, Mayor Hersman adjourned the meeting to a 6:00 PM, Joint City Council/Planning Commission and Parking and Public Improvements Commission Meeting on Wednesday, January 15, 2020, in the City Council Chambers.

Martha Alvarez
Recording Secretary

Nancy Hersman
Mayor

ATTEST:

Liza Tamura
City Clerk

Agenda Date: 1/21/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Steve S. Charelian, Finance Director
Henry Mitzner, Controller

SUBJECT:

Financial Report:
Schedule of Demands: December 5, 2019 (Finance Director Charelian).

ACCEPT REPORT AND DEMANDS

RECOMMENDATION:

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

FISCAL IMPLICATIONS:

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

The total value of the warrant registers for December 5, 2019, is \$6,415,647.51.

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.

PUBLIC OUTREACH:

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 determined that no additional legal analysis is necessary.

ATTACHMENT:

1. Schedule of Demands for December 5, 2019

City of Manhattan Beach



Schedule of Demands December 5, 2019

CITY OF MANHATTAN BEACH
WARRANT REGISTER


WARRANT(S) WR 12A & 12B
DATED: 11/27/2019 & 12/5/2019

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$6,415,647.51 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 21ST DAY OF JANUARY



CITY MANAGER

WARRANT REGISTER(S)	WR 12A & 12B	WARRANT(S)	12A	349,172.06	
			12B	4,237,660.70	
		PREPAID WIRES / MANUAL CKS	12A	538,950.94	
			12B	360,560.12	
		SUBTOTAL WARRANTS		<u>5,486,343.82</u>	
		VOIDS	12A		
		PAYROLL	PE 11/22/2019	PY	929,303.69
		TOTAL WARRANTS		<u><u>6,415,647.51</u></u>	

**CITY OF MANHATTAN BEACH
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
912022019	12/2/2019	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	263,719.75
912032019	12/3/2019	T	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	275,231.19
SUBTOTAL					538,950.94
540413	11/27/2019	N	WILLIAM ARLEDGE	STREET SWEEPING REIMBURSEMENT	156.44
540414	11/27/2019	N	AT&T MOBILITY	CELLULAR CHARGES	1,302.12
540415	11/27/2019	N	LISA BECKER	STREET SWEEPING REIMBURSEMENT	81.27
540416	11/27/2019	N	CATHY BERG-BRADLEY	STREET SWEEPING REIMBURSEMENT	146.36
540417	11/27/2019	N	MICHAEL BERNSTEIN	STREET SWEEPING REIMBURSEMENT	46.11
540418	11/27/2019	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	5,045.00
540419	11/27/2019	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	1,121.00
540420	11/27/2019	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	322.00
540421	11/27/2019	N	CA WATER SERVICE COMPANY	WATER SERVICE	145.23
540422	11/27/2019	N	RAVEN CASE	STREET SWEEPING REIMBURSEMENT	152.10
540423	11/27/2019	N	PIROSKA CASTILLO	STREET SWEEPING REIMBURSEMENT	121.92
540424	11/27/2019	N	JOANNE CIANCARELLI	STREET SWEEPING REIMBURSEMENT	27.33
540425	11/27/2019	N	SARAH CIANCARELLI	STREET SWEEPING REIMBURSEMENT	39.89
540426	11/27/2019	N	STEVEN CLARK	STREET SWEEPING REIMBURSEMENT	142.74
540427	11/27/2019	N	CLAY CLAUDINO	STREET SWEEPING REIMBURSEMENT	530.95
540428	11/27/2019	N	ROBYN COIT	STREET SWEEPING REIMBURSEMENT	145.02
540429	11/27/2019	N	EDWARD COLLINS	STREET SWEEPING REIMBURSEMENT	145.23
540430	11/27/2019	N	SCOTT COMBS	REIMBURSEMENT	2,795.35
540431	11/27/2019	N	JULIE CORTEZ	STREET SWEEPING REIMBURSEMENT	54.95
540432	11/27/2019	N	THERESA DAWSON	STREET SWEEPING REIMBURSEMENT	145.91

**CITY OF MANHATTAN BEACH
 WARRANT REGISTER**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
540433	11/27/2019	N	DOTY BROS EQUIPMENT CO	EMERGENCY REPAIRS	34,219.52
540434	11/27/2019	N	ERAN ELIEZER	STREET SWEEPING REIMBURSEMENT	271.06
540435	11/27/2019	N	FEDERAL EXPRESS CORPORATION	DELIVERY SERVICES	162.57
540436	11/27/2019	N	FRANCHISE TAX BOARD	EARNINGS WITHHOLDING	1,099.55
540437	11/27/2019	N	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	5,244.98
540438	11/27/2019	N	FRONTIER CALIFORNIA INC	CABLE SERVICE	130.98
540439	11/27/2019	N	ART GRASSO	STREET SWEEPING REIMBURSEMENT	130.80
540440	11/27/2019	N	NORMA DERANIAN GROVE	STREET SWEEPING REIMBURSEMENT	130.67
540441	11/27/2019	N	KATHLEEN HANNAWAY	STREET SWEEPING REIMBURSEMENT	94.84
540442	11/27/2019	N	MARGARET HIGGINS	STREET SWEEPING REIMBURSEMENT	142.47
540443	11/27/2019	N	WILLIAM HODGMAN	STREET SWEEPING REIMBURSEMENT	144.35
540444	11/27/2019	N	ALBERT HOHEB	STREET SWEEPING REIMBURSEMENT	43.06
540445	11/27/2019	N	DAVID HUGHES	STREET SWEEPING REIMBURSEMENT	84.51
540446	11/27/2019	N	RUTH OR MICHAEL IBARAKI	STREET SWEEPING REIMBURSEMENT	130.24
540447	11/27/2019	N	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 108075: PAYMENT	673.08
540448	11/27/2019	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,366.20
540449	11/27/2019	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	103,703.43
540450	11/27/2019	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	8,141.09
540451	11/27/2019	N	MAKIKO IWASAKI	STREET SWEEPING REIMBURSEMENT	39.91
540452	11/27/2019	N	MAURINE JENNINGS	STREET SWEEPING REIMBURSEMENT	141.44
540453	11/27/2019	N	GLEN JONAS	STREET SWEEPING REIMBURSEMENT	144.35
540454	11/27/2019	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62

**CITY OF MANHATTAN BEACH
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
540455	11/27/2019	N	HOWARD KAMINSKY	STREET SWEEPING REIMBURSEMENT	132.42
540456	11/27/2019	N	KARLA KELLY	STREET SWEEPING REIMBURSEMENT	135.60
540457	11/27/2019	N	RONALD KULKIN	STREET SWEEPING REIMBURSEMENT	141.17
540458	11/27/2019	N	L A COUNTY ASSESSOR	PARCEL POLYGON GIS DATA	16.43
540459	11/27/2019	N	P G OR C D LEW	STREET SWEEPING REIMBURSEMENT	267.79
540460	11/27/2019	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	455.00
540461	11/27/2019	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	6,566.86
540462	11/27/2019	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	66,881.50
540463	11/27/2019	N	MANHATTAN PIZZERIA	STREET SWEEPING REIMBURSEMENT	2,241.68
540464	11/27/2019	N	VINCENT MANRIQUEZ	STREET SWEEPING REIMBURSEMENT	142.47
540465	11/27/2019	N	GREG MARTIN	STREET SWEEPING REIMBURSEMENT	126.89
540466	11/27/2019	N	DENISE MAZZOTTA	STREET SWEEPING REIMBURSEMENT	142.63
540467	11/27/2019	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,025.00
540468	11/27/2019	N	ERROL MORIGAKI	STREET SWEEPING REIMBURSEMENT	142.47
540469	11/27/2019	N	MARGARET MUDGE	STREET SWEEPING REIMBURSEMENT	142.47
540470	11/27/2019	N	DAN NELSON	STREET SWEEPING REIMBURSEMENT	79.00
540471	11/27/2019	N	TAN NGUYEN	STREET SWEEPING REIMBURSEMENT	131.80
540472	11/27/2019	N	BILL PARDUCCI	STREET SWEEPING REIMBURSEMENT	141.17
540473	11/27/2019	N	SHARON OR TODD PARIS	STREET SWEEPING REIMBURSEMENT	141.44
540474	11/27/2019	N	DENISE PAZIENTI	STREET SWEEPING REIMBURSEMENT	278.92
540475	11/27/2019	N	SUSAN PEACOCK	STREET SWEEPING REIMBURSEMENT	130.24
540476	11/27/2019	N	CHARLES PEARLMAN	STREET SWEEPING REIMBURSEMENT	142.47

**CITY OF MANHATTAN BEACH
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
540477	11/27/2019	N	NANCY PETERSON	STREET SWEEPING REIMBURSEMENT	141.17
540478	11/27/2019	N	LISA POPOVICH	STREET SWEEPING REIMBURSEMENT	78.10
540479	11/27/2019	N	DEBORAH OR JOHN PORTER	STREET SWEEPING REIMBURSEMENT	131.53
540480	11/27/2019	N	MICHAEL ROSENBERGER	REIMBURSEMENT	1,724.50
540481	11/27/2019	N	DAVID SCUDDER	STREET SWEEPING REIMBURSEMENT	415.41
540482	11/27/2019	N	MICHAEL SHEHATA	STREET SWEEPING REIMBURSEMENT	68.72
540483	11/27/2019	N	JOHN SIDNEY	STREET SWEEPING REIMBURSEMENT	40.59
540484	11/27/2019	N	JACKIE NAM OR DARIN SIGNORELLI	STREET SWEEPING REIMBURSEMENT	19.15
540485	11/27/2019	N	BLAIR SILVER	STREET SWEEPING REIMBURSEMENT	141.17
540486	11/27/2019	N	IVO SKORIN	STREET SWEEPING REIMBURSEMENT	62.02
540487	11/27/2019	N	EDNA P SNOW	STREET SWEEPING REIMBURSEMENT	415.41
540488	11/27/2019	N	MAYA SODERSTRONG	STREET SWEEPING REIMBURSEMENT	373.07
540489	11/27/2019	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	3,848.56
540490	11/27/2019	N	MARK ST GERMAIN	STREET SWEEPING REIMBURSEMENT	141.17
540491	11/27/2019	N	STANDARD & POORS	ANALYTICAL SERVICES	29,700.00
540492	11/27/2019	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	1,295.09
540493	11/27/2019	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	230.76
540494	11/27/2019	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	92.30
540495	11/27/2019	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	20.53
540496	11/27/2019	N	SHERRI D STEINER	STREET SWEEPING REIMBURSEMENT	132.42
540497	11/27/2019	N	SHELLY STUTZ	STREET SWEEPING REIMBURSEMENT	134.20
540498	11/27/2019	N	MARGARET SULLIVAN	STREET SWEEPING REIMBURSEMENT	12.96

**CITY OF MANHATTAN BEACH
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
540499	11/27/2019	N	TAD THORMODSGAARD	STREET SWEEPING REIMBURSEMENT	23.31
540500	11/27/2019	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	8,145.86
540501	11/27/2019	N	TYLER TECHNOLOGIES INC	FIVE-YEAR ENERGOV PERMITTING PLATFORM	40,572.00
540502	11/27/2019	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	3,434.16
540503	11/27/2019	N	UNITED PARCEL SERVICE	DELIVERY SERVICE	58.00
540504	11/27/2019	N	VANTAGEPOINT TRANSFER AGENTS	RETMNT HLTH SAVINGS CONTRIB: PAYMENT	1,255.89
540505	11/27/2019	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
540506	11/27/2019	N	CAROL VEDDER	STREET SWEEPING REIMBURSEMENT	130.24
540507	11/27/2019	N	WENDY WATSON	STREET SWEEPING REIMBURSEMENT	141.17
540508	11/27/2019	N	BRITTLYN WHITE	STREET SWEEPING REIMBURSEMENT	68.08
540509	11/27/2019	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	4,730.26
540510	11/27/2019	N	MOLLY ZBOJNIEWICZ	STREET SWEEPING REIMBURSEMENT	144.35
SUBTOTAL					349,172.06
COMBINED TOTAL					888,123.00

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 12a**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
912022019	12/2/2019	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	263,719.75
912032019	12/3/2019	T	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	275,231.19
SUBTOTAL					538,950.94
540418	11/27/2019	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	5,045.00
540430	11/27/2019	N	SCOTT COMBS	REIMBURSEMENT	2,795.35
540433	11/27/2019	N	DOTY BROS EQUIPMENT CO	EMERGENCY REPAIRS	34,219.52
540437	11/27/2019	N	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	5,244.98
540449	11/27/2019	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	103,703.43
540450	11/27/2019	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	8,141.09
540461	11/27/2019	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	6,566.86
540462	11/27/2019	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	66,881.50
540489	11/27/2019	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	3,848.56
540491	11/27/2019	N	STANDARD & POORS	ANALYTICAL SERVICES	29,700.00
540500	11/27/2019	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	8,145.86
540501	11/27/2019	N	TYLER TECHNOLOGIES INC	FIVE-YEAR ENERGOV PERMITTING PLATFORM	40,572.00
540502	11/27/2019	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	3,434.16
540509	11/27/2019	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	4,730.26
SUBTOTAL					323,028.57

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

WARRANT BATCH NUMBER: wr 12a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
COMBINED TOTAL					861,979.51

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

**Report of Warrant Disbursements
 wr 12a**

Fund	Description	Amount
400	General	786,551.84
230	Prop A	101.81
403	UAD Construction	29,700.00
501	Water	48,418.01
502	Storm	261.92
503	Waste Water	644.11
510	Refuse	11,635.79
520	Parking	3,942.79
521	County Parking Lot	450.31
605	Information Services	3,900.00
615	Building Maintenance	2,516.42
wr 12a		<u>888,123.00</u>
		<u><u>888,123.00</u></u>

CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 11/09/19 TO 11/22/19
PAY DATE: 11/29/19

NET PAY 929,303.69

11/9/2019

11/22/2019

CITY OF MANHATTAN BEACH PAYROLL REPORT

PAYROLL PERIOD ENDING DATE

11/22/2019

FUND

100

DESCRIPTION

AMOUNT

General Fund

1,271,566.32

210

Asset Forfeiture Fund

3,313.29

230

Prop. A Fund

22,347.21

501

Water Fund

30,726.53

502

Stormwater Fund

2,353.48

503

Wastewater Fund

8,673.90

510

Refuse Fund

3,411.34

520

Parking Fund

3,651.75

521

County Parking Lots Fund

982.78

522

State Pier and Parking Lot Fund

982.83

601

Insurance Reserve Fund

9,742.32

605

Information Technology Fund

35,655.98

610

Fleet Management Fund

11,798.42

615

Building Maintenance & Operations Fund

16,429.30

801

Pension Trust Fund

8,879.93

Gross Pay

1,430,515.38

Deductions

501,211.69

Net Pay

929,303.69

**CITY OF MANHATTAN BEACH
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
912052019	12/5/2019	T	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS	360,560.12
SUBTOTAL					360,560.12
540511	12/5/2019	N	1 800 PACK RAT LLC	STORAGE CONTAINER	330.65
540512	12/5/2019	N	ABBA TERMITE & PEST CONTROL	THREE-YEAR BEE REMOVAL & RELOCATION S	780.00
540513	12/5/2019	N	AC MARTIN PARTNERS INC	CITY HALL RECEPTION & RESTROOMS UPGRAI	2,421.00
540514	12/5/2019	N	ADAMSON POLICE PRODUCTS	LAW ENFORCEMENT SUPPLIES	752.27
540515	12/5/2019	N	ADMINSURE INC	WORKERS COMP & MED BILL REVIEW	20,221.54
540516	12/5/2019	N	ARAKELIAN ENTERPRISES INC	STREET SWEEPING AND PRESSURE WASHING S	53,159.76
540517	12/5/2019	N	ASPEN ENVIRONMENTAL GROUP	CONSTRUCTION MANAGEMENT FOR SKECHER	1,914.59
540518	12/5/2019	N	AT&T MOBILITY	CELLULAR CHARGES	849.19
540519	12/5/2019	N	AT&T MOBILITY LLC	FIRE IOS DEVICES	980.19
540520	12/5/2019	N	BIG BELLY SOLAR INC	BIG BELLY BAGS - YEAR 2	2,032.80
540521	12/5/2019	N	BRIT WEST SOCCER INC	SOCCER CAMP INSTRUCTOR	13,217.75
540522	12/5/2019	N	CCS LOS ANGELES JANITORIAL INC	THREE-YEAR JANITORIAL CONTRACT SERVICE	2,540.00
540523	12/5/2019	N	CONTEMPORARY SERVICES CORP	UNARMED SECURITY SERVICES	5,602.82
540524	12/5/2019	N	CORAL BAY HOME LOANS	SKATEDOGS BIRTHDAY PARTY	275.00
540525	12/5/2019	N	SANTIAGO A CORNEJO	TENNIS COURT CLEANING SERVICES	1,500.00
540526	12/5/2019	N	CHRISTINE CRONIN	PARKS & RECREATION REFUND	300.00
540527	12/5/2019	N	CSAC EXCESS INSURANCE AUTH	MEDICAL SERVICES	1,505.70
540528	12/5/2019	N	CSULB FOUNDATION	REGISTRATION-CRIME ANALYSIS	452.00
540529	12/5/2019	N	MELISSA CUETO	RECRUITMENT ASSISTANCE	3,965.00
540530	12/5/2019	N	JULIE DAHLGREN	REIMBURSEMENT-TRAVEL EXPENSE	62.00
540531	12/5/2019	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	29,351.87

**CITY OF MANHATTAN BEACH
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
540532	12/5/2019	N	DEPARTMENT OF TRANSPORTATION	TRAFFIC SERVICES	14,814.89
540533	12/5/2019	N	DESIGN SPACE MODULAR BUILDINGS	CULTURAL ARTS TRAILER LEASE	474.52
540534	12/5/2019	N	DEWEY SERVICES INC	INTEGRATED PEST MANAGEMENT SERVICES	7,440.00
540535	12/5/2019	N	DOWNTOWN MB BUS & PROF ASSN	WELLNESS SERVICES	250.00
540536	12/5/2019	N	DUTHIE ELECTRIC SERVICES	AUXILIARY GENERATOR MAINTENANCE SERV	657.50
540537	12/5/2019	N	DYNTEK SERVICES INC	STORAGE AREA NETWORK SOLUTION	225.00
540538	12/5/2019	N	EBS GENERAL ENGINEERING INC	THE STRAND RESURFACING PROJECT	8,359.57
540539	12/5/2019	N	ELYSIAN ONE LLC	PARKS & RECREATION REFUND	114.50
540540	12/5/2019	N	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT CLAIMS	2,772.00
540541	12/5/2019	N	EYESTONE-JONES ENVIRONMENTAL	CONTRACT SERVICES	28,480.00
540542	12/5/2019	N	FIRE INFO SUPPORT SERVICES INC	FIRE DEPT RECORDS MANAGEMENT SOLUTION	1,400.00
540543	12/5/2019	N	FLYING LION INC	DRONE SERVICES FOR SPECIAL EVENTS & CRI	500.00
540544	12/5/2019	N	TONY FRYKLUND	VEHICLE GRAPHICS	398.00
540545	12/5/2019	N	GOLDEN BELL PRODUCTS INC	INSECTA TREATMENT OF SEWER MANHOLES	24,722.00
540546	12/5/2019	N	ANNA GORZKOWSKI	TENNIS INSTRUCTOR	624.00
540547	12/5/2019	N	HARRISON GREENBERG	ROUNDHOUSE AQUARIUM	103,079.15
540548	12/5/2019	N	HONEYCUTT CONSULTING GROUP LLC	CONSULTANT SVCS - ADVANCED METER INFR	7,605.00
540549	12/5/2019	N	HUNTINGTON BCH MOTORSPORTS INC	MOTORCYCLE PARTS & SERVICE	590.84
540550	12/5/2019	N	CHRISTOPHER INEQUEZ	REIMBURSEMENT-TRAVEL EXPENSE	107.00
540551	12/5/2019	N	IPS GROUP INC	PARKING METER CREDIT CARD FEES, REPLACI	2,641.68
540552	12/5/2019	N	JOE MAR POLYGRAPH &	PRE-EMPLOYMENT POLYGRAPH SERVICES	200.00
540553	12/5/2019	N	MORGAN ALEXANDRA KARI	ART INSTRUCTOR	912.18

**CITY OF MANHATTAN BEACH
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WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
540554	12/5/2019	N	TINA KATCHEN GALL	CDBG PROJECT ADMINISTRATION SERVICES	1,350.00
540555	12/5/2019	N	NELLY KORENEVSKY	DANCE INSTRUCTOR	1,188.30
540556	12/5/2019	N	L A COUNTY DEPT OF P W	TRAFFIC SERVICES	6,356.59
540557	12/5/2019	N	L A COUNTY MTA	LA METRO SEPT 2019 TAP SALES	554.00
540558	12/5/2019	N	L A COUNTY MTA	LA METRO COT 2019 REGULAR SV	25.00
540559	12/5/2019	N	LA COUNTY CLERK/RECORDER	NOTICE OF EXEMPTION	75.00
540560	12/5/2019	N	ROSEMARY A LACKOW	RECORDING SERVICES	252.00
540561	12/5/2019	N	LAW OFFICE OF BRENT BORCHERT	CLAIMS ADMINISTRATION	3,200.00
540562	12/5/2019	N	ANNE GRAY LEWIS	TENNIS INSTRUCTOR	8,528.00
540563	12/5/2019	N	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	14,826.54
540564	12/5/2019	N	LILIPUT LANDSCAPE CONST	BUSINESS LICENSE REFUND	102.54
540565	12/5/2019	N	MANHATTAN BEACH BADMINTON CLUB	BADMINTON INSTRUCTOR	1,152.00
540566	12/5/2019	N	MAX TREATMENT & WELLNESS CEN	BUSINESS LICENSE REFUND	121.66
540567	12/5/2019	N	MCGOWAN CONSULTING LLC	MS4 PERMIT & WATERSHED CONSULTANT	28,010.18
540568	12/5/2019	N	MEDIANEWS GROUP INC	NEWSPAPER RENEWAL	292.50
540569	12/5/2019	N	MELAD AND ASSOCIATES INC	BUILDING PLAN CHECK & INSPECTIONS AND F	46,451.15
540570	12/5/2019	N	JOSE RICO MENDEZ	REIMBURSEMENT-TRAVEL EXPENSE	257.53
540571	12/5/2019	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE MAINTENANCE SERVICES	52,917.77
540572	12/5/2019	N	MIHM INC	15-03511C CONTRACT SERVICES	700.00
540573	12/5/2019	N	MULTI SERVICE TECHNOLOGY SOLNS	SAFETY WORK BOOTS	887.54
540574	12/5/2019	N	NOTORIOUS FIT LLC	WELLNESS SERVICES	360.00
540575	12/5/2019	N	NOVACOAST INC	NETWORK SECURITY ASSESSMENT	17,812.09

**CITY OF MANHATTAN BEACH
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WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
540576	12/5/2019	N	NV 5 INC	PROFESSIONAL DESIGN SERVICES	55,943.14
540577	12/5/2019	N	OCCU-MED LTD	3YR PRE-EMPLOY ANALYSIS & EVALUATION S	500.00
540578	12/5/2019	N	ONWARD ENGINEERING	MBB @ SEPULVEDA DUAL LEFT TURN LANES	2,330.00
540579	12/5/2019	N	ORANGE COUNTY SHERIFF'S DEPT	REGISTRATION-FIELD TRAINING OFFICER	130.00
540580	12/5/2019	N	QUANTUM QUALITY CONSULTING INC	STORM DRAIN IMPROVEMENT PROJ - DESIGN S	131,410.00
540581	12/5/2019	N	QUANTUM QUALITY CONSULTING INC	DESIGN SERVICES AGREEMENT - ROSECRANS .	18,710.00
540582	12/5/2019	N	QUANTUM QUALITY CONSULTING INC	MANHATTAN SENIOR VILLAS DESIGN SERVICE	28,089.50
540583	12/5/2019	N	QUANTUM QUALITY CONSULTING INC	RESTROOM UPGRADE PROJECT	5,890.00
540584	12/5/2019	N	R DEPENDABLE CONST INC	PW CONSTRUCTION AGMT-CITY HALL RESTRC	135,992.50
540585	12/5/2019	N	RICHARDS WATSON & GERSHON	PROFESSIONAL SERVICES-OCTOBER 2019	114,354.24
540586	12/5/2019	N	RICHARDS WATSON & GERSHON	AMENDMENT NO. 1 - LEGAL SERVICES RETAIN	24,000.00
540587	12/5/2019	N	RINCON CONSULTANTS INC	EIR FOR SUNRISE SENIOR ASSISTED LIVING P	6,100.75
540588	12/5/2019	N	SCOTT ROBERT	GOLF INSTRUCTOR	3,332.00
540589	12/5/2019	N	ANA RODRIGUEZ	HEALTH AND WELLNESS PROGRAMMING	928.00
540590	12/5/2019	N	SA ASSOCIATES	SEWER INFRASTRUCTURE IMPROVEMENT PRO	6,433.05
540591	12/5/2019	N	SAFETY KLEEN CORP	GARAGE SUPPLIES	1,431.67
540592	12/5/2019	N	SAPPHOS ENVIRONMENTAL INC	HISTORIC PRESERVATION CONSULTING SERVI	735.00
540593	12/5/2019	N	SBRPCA	COMMUNICATIONS EQUIPMENT	77.47
540594	12/5/2019	N	SDI PRESENCE LLC	INTERIM INFORMATION TECHNOLOGY DIRECT	15,662.50
540595	12/5/2019	N	STANDARD INSURANCE COMPANY	SHORT TERM DISABILTIY PREMIUMS	1,585.16
540596	12/5/2019	N	STANDARD INSURANCE COMPANY	LIFE AD&D LTD PREMIUMS	12,049.18
540597	12/5/2019	N	STATE CENTER COMMUNITY COLLEGE	REGISTRATION-INTERVIEW & INTERROGATIO	73.00

**CITY OF MANHATTAN BEACH
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
540598	12/5/2019	N	STEPHAN T HONDA MD INC	PRE-EMPLOYMENT PHYSICALS	820.00
540599	12/5/2019	N	FRED STEVENS	UB REFUND-OVERPAYMENT	91.58
540600	12/5/2019	N	SUSAN SAXE CLIFFORD PHD	PSYCH EXAM SERVICES FOR POLICE APPLICAN	425.00
540601	12/5/2019	N	HANNES SWART	REIMBURSEMENT	2,400.32
540602	12/5/2019	N	SWRCB FEES	STATE WATER ANNUAL FEES	5,197.00
540603	12/5/2019	N	SWRCB FEES	WATER DISTRIBUTION OPERATOR CERTIFICAT	90.00
540604	12/5/2019	N	TAYLOR TECHNOLOGY SERVICES INC	TAX FORMS & AP CHECKS	482.91
540605	12/5/2019	N	TAYLOR TENNIS COURTS INC	COURT RESURFACING	17,480.00
540606	12/5/2019	N	THE CODE GROUP INC	BUILDING PLAN CHECK & INSPECTIONS AND F	61,691.28
540607	12/5/2019	N	THE COPY SHOP LLC	ROOF REPLACEMENT PROJECT	184.69
540608	12/5/2019	N	THE EDGE FITNESS TRAINING	FITNESS INSTRUCTOR/CONSULTANT	150.00
540609	12/5/2019	N	TERRELL LYNN THOMPSON	SENIOR YOGA INSTRUCTOR	943.80
540610	12/5/2019	N	THOMSON REUTERS-WEST PUBLISH	WEB-BASED PUBLIC RECORDS DATABASE SEA	446.52
540611	12/5/2019	N	TIER FIVE SOLUTIONS GROUP INC	RED HOUSE - CANON SCANNER	985.17
540612	12/5/2019	N	NOEL TREVINO	TEST AND REPAIR BACKFLOW DEVICES	4,470.00
540613	12/5/2019	N	UNDERGROUND SERVICE ALERT	UNDERGROUND SCHEMATIC NOTIFICATION	379.67
540614	12/5/2019	N	UNITED SITE SVCS OF CA INC	PORTABLE RESTROOMS	1,748.18
540615	12/5/2019	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	124,921.02
540616	12/5/2019	N	US BANK	METLOX/WATER/WASTE DEBT SERVICE	822,852.50
540617	12/5/2019	N	US BANK	POLICE/FIRE REFUNDING DEBT SERVICE	645,595.66
540618	12/5/2019	N	US BANK	MARINE FUNDING DEBT SERVICE	395,673.51
540619	12/5/2019	N	VECTOR RESOURCES INC	NETWORK TROUBLESHOOTING	500.00

**CITY OF MANHATTAN BEACH
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
540620	12/5/2019	N	VERSATILE INFO PRODUCTS IN	COMPUTER CONTRACT SERVICES	4,284.00
540621	12/5/2019	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	3,961.66
540622	12/5/2019	N	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	891.35
540623	12/5/2019	N	WASTE MANAGEMENT INC	FISCAL 2019-2%	379,015.51
540624	12/5/2019	N	WEST BASIN MUNICIPAL WATER DIS	MONTHLY WATER PURCHASES	626,672.50
540625	12/5/2019	N	WEST COAST ARBORISTS INC	TREE MAINTENANCE SERVICES - AMENDMENT	1,190.00
540626	12/5/2019	N	WESTERN WATERPROOFING CO INC	PARKING STRUCTURE LOT NO 2	1,103.00
540627	12/5/2019	N	WESTWOOD BUILDING MATERIALS	BUILDING MATERIALS/CEMENT	51.97
540628	12/5/2019	N	WILLDAN INC	MALL PROJECT	12,349.05
540629	12/5/2019	N	JENNIFER WINDHAM	CERAMICS INSTRUCTOR	764.10
540630	12/5/2019	N	WOLFF LANG CHRISTOPHER	FIRE STATION 2 DESIGN DEVELOPMENT DESIG	19,215.16
540631	12/5/2019	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	874.08
SUBTOTAL					4,237,660.70
COMBINED TOTAL					4,598,220.82

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 12b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
912052019	12/5/2019	T	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS	360,560.12
SUBTOTAL					360,560.12
540515	12/5/2019	N	ADMINSURE INC	WORKERS COMP & MED BILL REVIEW	20,221.54
540516	12/5/2019	N	ARAKELIAN ENTERPRISES INC	STREET SWEEPING AND PRESSURE WASHING S	53,159.76
540521	12/5/2019	N	BRIT WEST SOCCER INC	SOCCER CAMP INSTRUCTOR	13,217.75
540522	12/5/2019	N	CCS LOS ANGELES JANITORIAL INC	THREE-YEAR JANITORIAL CONTRACT SERVICE	2,540.00
540523	12/5/2019	N	CONTEMPORARY SERVICES CORP	UNARMED SECURITY SERVICES	5,602.82
540529	12/5/2019	N	MELISSA CUETO	RECRUITMENT ASSISTANCE	3,965.00
540531	12/5/2019	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	29,351.87
540532	12/5/2019	N	DEPARTMENT OF TRANSPORTATION	TRAFFIC SERVICES	14,814.89
540534	12/5/2019	N	DEWEY SERVICES INC	INTEGRATED PEST MANAGEMENT SERVICES	7,440.00
540538	12/5/2019	N	EBS GENERAL ENGINEERING INC	THE STRAND RESURFACING PROJECT	8,359.57
540540	12/5/2019	N	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT CLAIMS	2,772.00
540541	12/5/2019	N	EYESTONE-JONES ENVIRONMENTAL	CONTRACT SERVICES	28,480.00
540545	12/5/2019	N	GOLDEN BELL PRODUCTS INC	INSECTA TREATMENT OF SEWER MANHOLES	24,722.00
540547	12/5/2019	N	HARRISON GREENBERG	ROUNDHOUSE AQUARIUM	103,079.15
540548	12/5/2019	N	HONEYCUTT CONSULTING GROUP LLC	CONSULTANT SVCS - ADVANCED METER INFR.	7,605.00
540551	12/5/2019	N	IPS GROUP INC	PARKING METER CREDIT CARD FEES, REPLACI	2,641.68
540556	12/5/2019	N	L A COUNTY DEPT OF P W	TRAFFIC SERVICES	6,356.59
540561	12/5/2019	N	LAW OFFICE OF BRENT BORCHERT	CLAIMS ADMINISTRATION	3,200.00
540562	12/5/2019	N	ANNE GRAY LEWIS	TENNIS INSTRUCTOR	8,528.00
540563	12/5/2019	N	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	14,826.54
540567	12/5/2019	N	MCGOWAN CONSULTING LLC	MS4 PERMIT & WATERSHED CONSULTANT	28,010.18

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

WARRANT BATCH NUMBER: **wr 12b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
540569	12/5/2019	N	MELAD AND ASSOCIATES INC	BUILDING PLAN CHECK & INSPECTIONS AND F	46,451.15
540571	12/5/2019	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE MAINTENANCE SERVICES	52,917.77
540575	12/5/2019	N	NOVACOAST INC	NETWORK SECURITY ASSESSMENT	17,812.09
540576	12/5/2019	N	NV 5 INC	PROFESSIONAL DESIGN SERVICES	55,943.14
540580	12/5/2019	N	QUANTUM QUALITY CONSULTING INC	STORM DRAIN IMPROVEMENT PROJ - DESIGN S	131,410.00
540581	12/5/2019	N	QUANTUM QUALITY CONSULTING INC	DESIGN SERVICES AGREEMENT - ROSECRANS .	18,710.00
540582	12/5/2019	N	QUANTUM QUALITY CONSULTING INC	MANHATTAN SENIOR VILLAS DESIGN SERVICE	28,089.50
540583	12/5/2019	N	QUANTUM QUALITY CONSULTING INC	RESTROOM UPGRADE PROJECT	5,890.00
540584	12/5/2019	N	R DEPENDABLE CONST INC	PW CONSTRUCTION AGMT-CITY HALL RESTRC	135,992.50
540585	12/5/2019	N	RICHARDS WATSON & GERSHON	PROFESSIONAL SERVICES-OCTOBER 2019	114,354.24
540586	12/5/2019	N	RICHARDS WATSON & GERSHON	AMENDMENT NO. 1 - LEGAL SERVICES RETAIN	24,000.00
540587	12/5/2019	N	RINCON CONSULTANTS INC	EIR FOR SUNRISE SENIOR ASSISTED LIVING P	6,100.75
540588	12/5/2019	N	SCOTT ROBERT	GOLF INSTRUCTOR	3,332.00
540590	12/5/2019	N	SA ASSOCIATES	SEWER INFRASTRUCTURE IMPROVEMENT PRO	6,433.05
540594	12/5/2019	N	SDI PRESENCE LLC	INTERIM INFORMATION TECHNOLOGY DIRECT	15,662.50
540596	12/5/2019	N	STANDARD INSURANCE COMPANY	LIFE AD&D LTD PREMIUMS	12,049.18
540602	12/5/2019	N	SWRCB FEES	STATE WATER ANNUAL FEES	5,197.00
540605	12/5/2019	N	TAYLOR TENNIS COURTS INC	COURT RESURFACING	17,480.00
540606	12/5/2019	N	THE CODE GROUP INC	BUILDING PLAN CHECK & INSPECTIONS AND F	61,691.28
540612	12/5/2019	N	NOEL TREVINO	TEST AND REPAIR BACKFLOW DEVICES	4,470.00
540615	12/5/2019	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	124,921.02
540616	12/5/2019	N	US BANK	METLOX/WATER/WASTE DEBT SERVICE	822,852.50

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

WARRANT BATCH NUMBER: **wr 12b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
540617	12/5/2019	N	US BANK	POLICE/FIRE REFUNDING DEBT SERVICE	645,595.66
540618	12/5/2019	N	US BANK	MARINE FUNDING DEBT SERVICE	395,673.51
540620	12/5/2019	N	VERSATILE INFO PRODUCTS IN	COMPUTER CONTRACT SERVICES	4,284.00
540621	12/5/2019	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	3,961.66
540623	12/5/2019	N	WASTE MANAGEMENT INC	FISCAL 2019-2%	379,015.51
540624	12/5/2019	N	WEST BASIN MUNICIPAL WATER DIS	MONTHLY WATER PURCHASES	626,672.50
540628	12/5/2019	N	WILLDAN INC	MALL PROJECT	12,349.05
540630	12/5/2019	N	WOLFF LANG CHRISTOPHER	FIRE STATION 2 DESIGN DEVELOPMENT DESIG	19,215.16
SUBTOTAL					4,187,421.06
COMBINED TOTAL					4,547,981.18

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

**Report of Warrant Disbursements
wr 12b**

Fund	Description	Amount
00	General	1,406,562.15
201	Street Light	5,847.57
205	Streets & Highways	55,159.07
230	Prop A	579.00
231	Prop C	43,182.95
232	Ab2766	478.02
401	Capital Improvements	810,649.01
501	Water	797,056.44
502	Storm	190,867.98
503	Waste Water	110,667.97
510	Refuse	381,048.31
520	Parking	606,219.60
521	County Parking Lot	1,920.04
522	State Pier Lots	109,196.87
601	Insurance	28,501.95
605	Information Services	34,199.59
610	Vehicle Fleet	2,497.98
615	Building Maintenance	12,126.63
802	Trust Deposit	1,459.69
		<hr/>
		4,598,220.82
		<hr/>
		4,598,220.82

Agenda Date: 1/21/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Steve S. Charelian, Finance Director
Cynthia Mickschl, Revenue Services Manager

SUBJECT:

Consider Adopting a Resolution Declaring an Intention to Provide for Annual Levy and Collection of Assessments for the North Manhattan Beach Business Improvement District and Setting February 18, 2020, for a Public Hearing (Finance Director Charelian).

ADOPT RESOLUTION NO. 20-0007

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 20-0007 announcing the City's intention to renew and to set assessments for the North Manhattan Beach Business Improvement District (North MB BID) for 2020, and set the public hearing for February 18, 2020.

FISCAL IMPLICATION:

There is no budgetary or other financial implication associated with the adoption of the Resolution of Intention. At the current rate, the assessment levied collects approximately \$29,000 per year.

BACKGROUND:

From 1969 to 2004, a North MB BID existed (then called North End BID) for commercial properties located along the northern portion of Highland Avenue and a few businesses located along Rosecrans Avenue just east of Highland. This Business Improvement District, formed under the Parking and Business Improvement District Law of 1965, was fairly limited in scope and was used mainly to address parking acquisition and construction.

In December 2004, Council approved revamping the North MB BID because it was apparent that opportunities for increased parking were limited. Business owners in this area were interested in using the accumulated funds (then totaling around \$300,000) for promotional

purposes and to create an identity for North Manhattan Beach. As a result, this BID was dissolved to form a new BID pursuant to the Parking and Business Improvement Area Law of 1989 (Streets and Highway Code Section 36500), which permits funds to be used for broad purposes such as marketing, promotions, capital improvements, and special events. Districts and the associated assessments were also required to be renewed annually.

On February 18, 2020, the City Council will hold a public hearing to consider the request from the North MB BID's Advisory Board to renew the district and levy the associated assessments - 80% surcharge on business license fees to a maximum of \$500.

DISCUSSION:

The purpose of the Resolution is to announce the City's intention to renew the BID, establish the method of assessment, outline the activities and services to be funded by the assessment, and to set the date for a formal public hearing. The funding for the BID is established through an 80% surcharge on the business license tax, not-to-exceed \$500 for any individual business.

On January 8, 2020 the BID's Advisory Board met to discuss the proposed projects and activity plan, along with the associated budget for the coming year. At that time, the Advisory Board approved the project and activity plan (Attachment), reviewed the budgetary material and now requests that the City Council consider adopting the Resolution of Intention (Attachment).

The BID has used its funds in recent years to beautify and upkeep the area. These activities include all of the following: maintaining curb extensions with landscaping and irrigation at certain intersections, installing three directories with area maps, enhanced crosswalk treatments unique to the area, power sidewalk washing, purchase of aluminum branding signs, planting of sidewalk trees, and the installation of an entry monument on Rosecrans Avenue. The BID also provides community events during the year such as the winter holiday stroll. The BID currently has reserves around \$550,000.

The BID has elected an Advisory Board for 2020 which will be presented for Council ratification at the February 18, 2020, City Council meeting. The full roster of board members-elect are as follows:

- Gretchen Tiernan, Chairperson (Polish Nail Salon)
- Harry Ashikian, Vice Chairperson (Salvatore's Shoe Repair)
- Janice Davenport, Recording Secretary (Pancho's Restaurant)
- Peter Kim, Board Member (Sloopy's Restaurant)
- Megan Richardson, Board Member (Sand Spa)
- Steven Delk, Board Member (OB's Pub & Grill)
- Jason Goldwater, Board Member (Box)

Councilmember Steve Napolitano currently serves as the BID's Council representative, with Mayor Nancy Hersman as the alternate.

If adopted by the City Council, this Resolution of Intention will be circulated to all business owners within the BID as notification of the public hearing on February 18, 2020. In addition, a

notice advertising the public hearing will be placed in *The Beach Reporter*. At the public hearing, all proponents and opponents of the proposed Business Improvement District will have an opportunity to present information to the City Council.

CONCLUSION:

The North Manhattan Beach Business Improvement District Advisory Board and City staff recommends that the City Council adopt Resolution No. 20-0007 announcing the City's intention to renew and to set assessments for the North Manhattan Beach Business Improvement District for 2019, and setting the public hearing for February 18, 2020.

Attachments:

1. Resolution No. 20-0007
2. 2020 Annual Budget and Activity Plan

RESOLUTION NO. 20-0007

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL DECLARING ITS INTENTION TO PROVIDE FOR ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR THE NORTH MANHATTAN BEACH BUSINESS IMPROVEMENT DISTRICT, PURSUANT TO CALIFORNIA STREETS & HIGHWAYS CODE SECTION 36500, AND SETTING A TIME AND PLACE FOR A PUBLIC HEARING THEREON

WHEREAS, the Manhattan Beach City Council formed a Parking and Business Improvement District in North Manhattan Beach, pursuant to California Streets and Highways Code Section 36500 *et. seq.*;

WHEREAS, the North Manhattan Beach Business Improvement District Advisory Board met on January 8, 2020, and supported the proposed operating program and budget of the North Manhattan Beach Business Improvement District for 2020; and

WHEREAS, the City Council desires to continue the assessment on businesses within the Parking & Business Improvement District to allow the business owners within the District to utilize the funds for a range of services and activities that will promote and enhance North Manhattan Beach.

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Parking and Business Improvement District is known as the North Manhattan Beach Business Improvement District (hereinafter referred to as the "District").

SECTION 3. The District's physical boundaries include all operating businesses along Highland Avenue from 45th Street to the North and to 32nd Place to the South and along Rosecrans Avenue from Highland Avenue to the West to the 500 block of Rosecrans Avenue to the East. A map identifying the specific, legal boundary for the District is available for review in the Finance Director's Office.

SECTION 4. All businesses, with the exception of home-based businesses, commercial property owners who lease to licensed businesses, and residential rental units, within the boundaries of said District, as described herein, are subject to the provisions of the additional assessment which will be levied annually to pay for all improvements and activities within the District.

SECTION 5. The assessment methodology for funding the services and activities of the District shall be a surcharge of 80% on the business license tax, not to exceed \$500.00 per business license.

SECTION 6. The funds generated by the business license surcharge shall be used for the following purposes:

Parking and Transportation
Marketing and Promotions
Special Events
Capital Improvements
Management Services

SECTION 7. The City Council will convene a public hearing regarding the levying of assessments by the District on February 18, 2020, at 6:00 p.m., City Council Chambers, 1400 Highland Avenue, Manhattan Beach, to consider testimony of all interested parties for or against the levying of assessments by the District, the extent of the District, and the activities and services which shall be provided through the District.

SECTION 8. This Resolution shall be provided to each business owner within the District seven days of the date of adoption by the City Council.

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

ADOPTED January 21, 2020.

Ayes:
Noes:
Absent:
Abstain:

NANCY HERSMAN
Mayor

ATTEST:

LIZA TAMURA
City Clerk

**NORTH MANHATTAN BEACH
BUSINESS IMPROVEMENT DISTRICT
(NORTH MB BID)**

Annual Budget and Activity Plan
2020

DRAFT

Location: The general area surrounding the Rosecrans Avenue and Highland Avenue intersection. Specific boundaries are:

- (North to South) the extent of the Highland Avenue Right-Of-Way from the northernmost City line at 45th Street to 32nd Place on the south.
- (East to West) the extent of Rosecrans Avenue Right-Of-Way from Bell Avenue to the west side of Highland Avenue.

Stakeholders: North Manhattan Beach Businesses – All business license holders in the North Manhattan Beach area, with the exception of home-based businesses, residential rental units and commercial property owners.

Improvements and Activities:

- A. Capital Improvement Project Design
- B. Marketing & Advertising
- C. Project Implementation
- D. Professional Communications

Method of Financing: Benefit-based assessments on City Business License Tax.

Assessment: An 80% surcharge on the City Business License Tax not to exceed \$500.00.

Collection: The fees are collected in March/April of each year with the Business License Tax. The funds shall be retained in a designated fund and disbursed through the City. Approximately \$29,000/year

Governance: A City Council-ratified Advisory Board serves to make recommendations to the City Council for the North Manhattan Business Improvement District (BID) on such topics as budget and assessments. The Advisory Board consists of seven (7) members composed of area business owners and/or resident. The City Council ratifies the board members annually once the membership has held its election (typically in December). It is anticipated that the Advisory Board will meet at least once per month, on the 1st Wednesday at 6:00 PM.

In delivering BID improvements and activities, the Advisory Board will strive to meet the following objectives:

- Maximize coordination with the City and other civic organizations to leverage resources.

- Identify streetscape, landscape and other improvements, and create an identity plan for North Manhattan Beach.
- Provide accountability to business owners who pay assessments.

Maintaining the District:

The City Council maintains the district by adopting a Resolution of Intention. A Public Hearing shall be held after the adoption of the Resolution of Intention. If there is insufficient protest from owners representing over 50% of the assessments to be paid, the BID assessment will continue.

Benefits of the District:

The BID allows for streetscape, signage and landscape improvements, and the creation of a North Manhattan Beach identity through integrated marketing efforts such as promotions, branding and advertising.

The BID shall provide key promotional and organizational support through a variety of functions that directly benefit its ratepayers as well as the City; such as:

- Enhancing the appearance of North Manhattan Beach through signage, landscaping, etc.,
- Establishing and implementing a North Manhattan vision, and a beautification image that is in line with the rest of Manhattan Beach and reflects the good health and economic vitality of the entire City; making the City an attractive venue for business.
- Providing an inclusive link to the north end of the City.

ENHANCEMENT PROJECT AND ACTIVITY PLAN

The BID work plan for 2020 includes the following items:

- Continue using the website for North MB BID visitor outreach and marketing. Maintain and enhance the current website and social media outreach.– (approximately \$9,000/year)
- Collect data from North MB BID website survey, and collect updated e-mails from each business within the North MB BID. Evaluate e-notification opportunities on North MB BID website (www.northmb.info).

ENHANCEMENT PROJECT AND ACTIVITY PLAN

(Continued)

- Explore possibility of installing security cameras in North Manhattan Beach in partnership with the City of Manhattan Beach.
- Review possibilities of street lighting/decorations once City concludes purchase of Edison light poles.
- Explore new events for North Manhattan Beach.
- Continue efforts to promote Winter Holiday Stroll: street lighting/decorations, strategies and partnership with City for street closure.
- Look for opportunities to enhance participation by North MB BID businesses.
- Explore opportunities to create additional marketing for North MB BID businesses.
- Landscaping, lighting, public art, tree grates and replacement of existing trees in the North MB BID footprint.
- Branding logo/graphics for crosswalks being installed at 34th, 35th and 36th Streets on Highland.
- Review the possibilities of new enhancement monuments in the North MB BID footprint.
- Look to expand parking opportunities to accommodate visitors to the North MB BID.
- Update pole banner signs for the North MB BID branded with red surfer.

North Manhattan Beach Business Improvement District Reserves

FY 2017-2018 Actuals

Beginning Reserve Balance July 1, 2017	\$ 552,266.39
Revenues	28,770.31
Interest	8,832.18
Expenditures	<u>(36,216.09)</u>
Ending Reserve Balance as of June 30, 2018	<u>\$ 553,652.79</u>

FY 2018-2019 Actuals

Beginning Reserve Balance July 1, 2018	\$ 553,652.79
Revenues	27,024.62
Interest	11,796.89
Expenditures	<u>(20,876.80)</u>
Ending Reserve Balance as of June 30, 2019	<u>\$ 571,597.50</u>

FY 2019-2020 Budget

Beginning Reserve Balance July 1, 2018	\$ 571,597.50
Budgeted Revenues (1)	29,000.00
Estimated Interest	<u>10,000.00</u>
Projected Ending Reserve Balance as of June 30, 2019 (2)	<u>\$ 610,597.50</u>

(1) Budgeted Revenues are projected based on business license tax assessments not to exceed \$500 annually per business.

(2) The Projected Ending Reserve Balance is based on actual reserves at the beginning of the fiscal year adjusted for projected revenues with no estimated expenditures and funds remaining in the CIP carried over from previous years.

Agenda Date: 1/21/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Steve S. Charelian, Finance Department Director
Cynthia F. Mickschl, Revenue Services Manager

SUBJECT:

Adopt a Resolution Establishing a Policy for Discontinuation of Residential Water Service Pursuant to SB 998 (Finance Director Charelian).

ADOPT RESOLUTION NO. 20-0009

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 20-0009 establishing a policy for discontinuation of residential water service.

FISCAL IMPLICATIONS:

There would be no direct impact to the General Fund. The Water and Sewer Enterprise Funds may see a slight slowdown in revenues due to the lengthening of the delinquency period before discontinuation of residential water service and the requirement to offer a payment arrangement plan that could be as long as 12 months. Translation of the policy into the minimum five languages required by SB998 (Spanish, Chinese, Tagalog, Vietnamese, and Korean) will cost approximately \$500.

BACKGROUND:

Senate Bill 998 (Dodd) relating to the discontinuation of residential water service in urban and community water systems was signed by former Governor Jerry Brown in September 2018. Senate Bill 998 (SB 998) requires cities to provide additional rules and procedures before residential water service can be interrupted and is intended to minimize the number of Californians who have their water service interrupted due to their inability to pay. The City of Manhattan Beach issues about 79,500 residential water service bills per year (billed bi-monthly) and processes an average of 80 turn-offs annually (less than 1%).

It is mandatory that the City comply with the requirements set forth in SB 998 by February 1, 2020. The City's first billing affected by this law will be on February 12, 2020.

DISCUSSION:

Currently, the City allows for payments to be made up to 60 days prior to discontinuation of service. The new law will require the City to accept payments for up to 90 days from the initial bill date, as well as, the following:

- The City Council must adopt a written water interruption policy available in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language spoken by 10 percent or more of the City's population. The policy must be posted on the City's website and be available in writing upon request.
- The policy must contain:
 - Payment options including a plan for deferred or reduced payments and alternative payment schedules;
 - A formal appeals process for disputing bills; and
 - Telephone number for customers to call to discuss options.
- Residential water service cannot be interrupted:
 - until accounts are at least 60 days delinquent
 - until customer is notified at least seven business days before scheduled interruption date if a customer meets all of the following parameters:
 - Provides certification from a primary care provider that disconnection would pose a health and safety threat;
 - Demonstrates they are financially unable to pay; and
 - Is willing to enter into an alternative payment arrangement.
- The City must:
 - Offer a payment arrangement/amortization plan allowing an appropriate repayment period for outstanding balances to customers that meet the aforementioned parameters to avoid undue hardship.
 - Notify tenants of a multifamily property served by a single meter 10 days prior to service interruption for nonpayment.
 - Report annual number of service interruptions for nonpayment on the City's website and also to the State Water Resources Control Board.

The attached resolution complies with SB 998 and contains all of the required elements for establishing a policy for the discontinuation of residential water service.

Staff recommends that City Council adopt Resolution No. 20-0009.

PUBLIC OUTREACH:

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 determined that no additional legal analysis is necessary.

ATTACHMENTS:

1. Resolution No. 20-0009
2. SB998 - Full Text
3. Discontinuation of Residential Water Service Policy

RESOLUTION NO. 20-0009

A RESOLUTION OF THE MANHATTAN BEACH CITY
COUNCIL ADOPTING THE DISCONTINUATION OF
RESIDENTIAL WATER SERVICE POLICY

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS
FOLLOWS:

WHEREAS, Senate Bill 998 regulating the discontinuation of residential water service was signed on September 28, 2018, and will become effective February 1, 2020. SB 998 places additional requirements on water suppliers, that must be complied with prior to interrupting residential water service for nonpayment;

WHEREAS, one of the requirements of Senate Bill 998 is that local residential water systems and suppliers adopt a formal written residential water interruption policy available in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language spoken by 10 percent or more of the City's population;

WHEREAS, the City is a direct supplier of water services; and

WHEREAS, the City does not currently have a formal written policy regarding residential water discontinuation.

NOW, THEREFORE, BE IT RESOLVED that the City Council adopt the Discontinuation of Residential Water Service Policy attached hereto.

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

ADOPTED on January 21, 2020.

AYES:
NOES:
ABSENT:
ABSTAIN:

NANCY HERSMAN
Mayor

ATTEST:

LIZA TAMURA
City Clerk


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SB-998 Discontinuation of residential water service: urban and community water systems. (2017-2018)

SHARE THIS:



Date Published: 09/28/2018 09:00 PM

Senate Bill No. 998

CHAPTER 891

An act to add Chapter 6 (commencing with Section 116900) to Part 12 of Division 104 of the Health and Safety Code, relating to water.

[Approved by Governor September 28, 2018. Filed with Secretary of State September 28, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

SB 998, Dodd. Discontinuation of residential water service: urban and community water systems.

Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. Existing law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes.

Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including water corporations. Existing law requires certain notice to be given before a water corporation, public utility district, municipal utility district, or a municipally owned or operated public utility furnishing water may terminate residential service for nonpayment of a delinquent account, as prescribed.

This bill would require an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment available in prescribed languages. The bill would require the policy to include certain components, be available on the system's Internet Web site, and be provided to customers in writing, upon request. The bill would provide for enforcement of these provisions, including making a violation of these provisions punishable by a civil penalty issued by the board in an amount not to exceed \$1,000 for each day in which the violation occurs, and would require the enforcement moneys collected by the board to be deposited in the Safe Drinking Water Account. The bill would prohibit an urban and community water system from discontinuing residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. The bill would require an urban and community water system to contact the customer named on the account and provide the customer with the urban and community water system's policy on discontinuation of residential service for nonpayment no less than 7 business days before discontinuation of residential service, as prescribed.

This bill would prohibit residential service from being discontinued under specified circumstances. The bill would require an urban and community water system that discontinues residential service to provide the customer with information on how to restore service. The bill would require an urban and community water system to waive interest charges on delinquent bills for, and would limit the amount of a reconnection of service fee imposed on, a residential customer who demonstrates, as prescribed, to the urban and community water system household income below 200% of the federal poverty line. The bill would require an urban and community water system that furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit structure, mobilehome park, or permanent residential structure in a labor camp, and that the owner,

manager, or operator of the dwelling, structure, or park is the customer of record, to make every good faith effort to inform the residential occupants by written notice that service will be terminated and that the residential occupants have the right to become customers, as specified. The bill would require an urban and community water system to report the number of annual discontinuations of residential service for inability to pay on its Internet Web site and to the board, and the bill would require the board to post on its Internet Web site the information reported. The bill would require an urban water supplier, as defined, or an urban and community water system regulated by the commission, to comply with the bill's provisions on and after February 1, 2020, and any other urban and community water system to comply with the bill's provisions on and after April 1, 2020. The bill would provide that the provisions of the bill are in addition to the provisions in existing law duplicative of the bill and that where the provisions are inconsistent, the provisions described in the bill apply.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

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

SECTION 1. The Legislature finds and declares as follows:

(a) All Californians have the right to safe, accessible, and affordable water as declared by Section 106.3 of the Water Code.

(b) It is the intent of the Legislature to minimize the number of Californians who lose access to water service due to inability to pay.

(c) Water service discontinuations threaten human health and well-being, and have disproportionate impact on infants, children, the elderly, low-income families, communities of color, people for whom English is a second language, physically disabled persons, and persons with life-threatening medical conditions.

(d) When there is a delinquent bill, all Californians, regardless of whether they pay a water bill directly, should be treated fairly, and fair treatment includes the ability to contest a bill, seek alternative payment schedules, and demonstrate medical need and severe economic hardship.

(e) The loss of water service causes tremendous hardship and undue stress, including increased health risks to vulnerable populations.

(f) It is the intent of the Legislature that this act provide additional procedural protections and expand upon the procedural safeguards contained in the Public Utilities Code and Government Code as of January 1, 2018, relating to utility service disconnections.

SEC. 2. Chapter 6 (commencing with Section 116900) is added to Part 12 of Division 104 of the Health and Safety Code, to read:

CHAPTER 6. Discontinuation of Residential Water Service

116900. This chapter shall be known, and may be cited, as the Water Shutoff Protection Act.

116902. For the purposes of this chapter, the following definitions apply:

(a) "Board" means the State Water Resources Control Board.

(b) "Public water system" has the same meaning as defined in Section 116275.

(c) "Residential service" means water service to a residential connection that includes single-family residences, multifamily residences, mobilehomes, including, but not limited to, mobilehomes in mobilehome parks, or farmworker housing.

(d) "Urban and community water system" means a public water system that supplies water to more than 200 service connections.

(e) "Urban water supplier" has the same meaning as defined in Section 10617 of the Water Code.

116904. (a) An urban water supplier not regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020.

(b) An urban and community water system regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020. The urban and community water system regulated by the Public Utilities Commission shall file advice letters with the commission to conform with this chapter.

(c) An urban and community water system not described in subdivision (a) or (b) shall comply with this chapter on and after April 1, 2020.

116906. (a) An urban and community water system shall have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

- (1) A plan for deferred or reduced payments.
- (2) Alternative payment schedules.
- (3) A formal mechanism for a customer to contest or appeal a bill.
- (4) A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.

(b) The policy shall be available on the urban and community water system's Internet Web site, if an Internet Web site exists. If an Internet Web site does not exist, the urban and community water system shall provide the policy to customers in writing, upon request.

(c) (1) The board may enforce the requirements of this section pursuant to Sections 116577, 116650, and 116655. The provisions of Section 116585 and Article 10 (commencing with Section 116700) of Chapter 4 apply to enforcement undertaken for a violation of this section.

(2) All moneys collected pursuant to this subdivision shall be deposited in the Safe Drinking Water Account established pursuant to Section 116590.

116908. (a) (1) (A) An urban and community water system shall not discontinue residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. No less than seven business days before discontinuation of residential service for nonpayment, an urban and community water system shall contact the customer named on the account by telephone or written notice.

(B) When the urban and community water system contacts the customer named on the account by telephone pursuant to subparagraph (A), it shall offer to provide in writing to the customer the urban and community water system's policy on discontinuation of residential service for nonpayment. An urban and community water system shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

(C) When the urban and community water system contacts the customer named on the account by written notice pursuant to subparagraph (A), the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

- (i) The customer's name and address.
- (ii) The amount of the delinquency.
- (iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.
- (iv) A description of the process to apply for an extension of time to pay the delinquent charges.
- (v) A description of the procedure to petition for bill review and appeal.
- (vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies provided pursuant to subdivision (a) of Section 116906.

(2) If the urban and community water system is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the urban and community water system shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service

for nonpayment and the urban and community water system's policy for discontinuation of residential service for nonpayment.

(b) If an adult at the residence appeals the water bill to the urban and community water system or any other administrative or legal body to which such an appeal may be lawfully taken, the urban and community water system shall not discontinue residential service while the appeal is pending.

116910. (a) An urban and community water system shall not discontinue residential service for nonpayment if all of the following conditions are met:

(1) The customer, or a tenant of the customer, submits to the urban and community water system the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

(2) The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

(3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of Section 116906, with respect to all delinquent charges.

(b) (1) If the conditions listed in subdivision (a) are met, the urban and community water system shall offer the customer one or more of the following options:

(A) Amortization of the unpaid balance.

(B) Participation in an alternative payment schedule.

(C) A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers.

(D) Temporary deferral of payment.

(2) The urban and community water system may choose which of the payment options described in paragraph (1) the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. An urban and community water system may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.

(3) Residential service may be discontinued no sooner than 5 business days after the urban and community water system posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

(A) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

(B) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.

116912. An urban and community water system that discontinues residential service for nonpayment shall provide the customer with information on how to restore residential service.

116914. (a) For a residential customer who demonstrates to an urban and community water system household income below 200 percent of the federal poverty line, the urban and community water system shall do both of the following:

(1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service

during nonoperational hours, an urban and community water system shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

(2) Waive interest charges on delinquent bills once every 12 months.

(b) An urban and community water system shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

116916. (a) This section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

(b) If an urban and community water system furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp as defined in Section 17008, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the urban and community water system shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

(c) The urban and community water system is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the urban and community water system's rules and tariffs. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the urban and community water system, or if there is a physical means legally available to the urban and community water system of selectively terminating service to those residential occupants who have not met the requirements of the urban and community water system's rules and tariffs, the urban and community water system shall make service available to those residential occupants who have met those requirements.

(d) If prior service for a period of time is a condition for establishing credit with the urban and community water system, residence and proof of prompt payment of rent or other credit obligation acceptable to the urban and community water system for that period of time is a satisfactory equivalent.

(e) Any residential occupant who becomes a customer of the urban and community water system pursuant to this section whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the urban and community water system for those services during the preceding payment period.

(f) In the case of a detached single-family dwelling, the urban and community water system may do any of the following:

(1) Give notice of termination at least seven days prior to the proposed termination.

(2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

116918. An urban and community water system shall report the number of annual discontinuations of residential service for inability to pay on the urban and community water system's Internet Web site, if an Internet Web site exists, and to the board. The board shall post on its Internet Web site the information reported.

116920. (a) The Attorney General, at the request of the board or upon his or her own motion, may bring an action in state court to restrain by temporary or permanent injunction the use of any method, act, or practice declared in this chapter to be unlawful.

(b) For an urban and community water system regulated by the Public Utilities Commission, the commission may bring an action in state court to restrain by temporary or permanent injunction the use by an urban and

community water system regulated by the commission of any method, act, or practice declared in this chapter to be unlawful.

116922. All written notices required under this chapter shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the urban and community water system's service area.

116924. Where provisions of existing law are duplicative of this chapter, compliance with one shall be deemed compliance with the other. Where those provisions are inconsistent, the provisions of this chapter shall apply. Nothing in this chapter shall be construed to limit or restrict the procedural safeguards against the disconnection of residential water service existing as of December 31, 2018.

116926. This chapter does not apply to the termination of a service connection by an urban and community water system due to an unauthorized action of a customer.



CITY OF MANHATTAN BEACH
DISCONTINUATION OF RESIDENTIAL
WATER SERVICE POLICY
Effective February 1, 2020

Adopted by Resolution 20-0009 on January 21, 2020

GENERAL POLICY:

The City of Manhattan Beach provides water and sewer service to the residents and commercial businesses within its jurisdiction. The purpose of this policy is to establish general guidelines and procedures for handling the discontinuation of water service for residential customers due to non-payment in accordance with Senate Bill 998, chaptered September 28, 2018. The provisions in this policy are not all inclusive and are used in conjunction with known best practices for municipal water service billing.

PROVISIONS:

A. Billing

- 1) The City of Manhattan Beach issues bills for water service bi-monthly. Account holders receive a bill approximately every 60 calendar days (all due dates and collection dates are as-printed and may vary slightly from 60 calendar days due to weekends and holidays).
- 2) Account holders are responsible for paying their bills on or before the printed due date.
- 3) If a bill is not received, it is the account holder's responsibility to contact the City and request a copy of the bill or use the City's website to check the balance and/or submit electronic payment.
- 4) Mailings are assumed to be delivered if they are not returned to the City by the United States Postal Service (USPS). The City is not responsible for misdirection, undelivered, or lost mail. Account holders are responsible for all billing amounts accrued under their name.

B. Appealing a Bill

- a) Whenever the accuracy of any bill for water service is questioned, the City will investigate the claim and make a determination in a timely manner. Investigation may include a "Meter Check" where a current read will be taken, and the working condition of the water meter will be noted by checking water flow and movement through the water meter.
- b) City Staff will check the meter for indication of a continuous leak and will advise the resident if the low flow indicator shows current meter movement or the leak indicator icon is present. City staff cannot determine the possibility of intermittent (off and on) leaks on older style meters if the meter is not moving at the time, but in all cases will advise the resident of possible causes of water use. City Staff cannot assist in determining specific causes that are unrelated to the equipment. The account holder is responsible for hiring a plumber or other leak detection agent to aid in defining the cause of the leak and how it should be corrected (at account holder's expense).

C. Late Payments

- 1) Payment is due by the due date listed on the bill, approximately 30 calendar days from the date the bill is printed (all due dates are as-printed and may vary slightly from 30 calendar days due to weekends and holidays).
- 2) Accounts are deemed delinquent when carrying a balance beyond the due date. Delinquency starts on the first calendar day after the billing due date.
- 3) A Late Fee equal to 5% of the current billing amount will be assessed after the account has been delinquent for 6 calendar days.
- 4) A Late Penalty Notice will be mailed to the account mailing address on file.
- 5) At the discretion of the Finance Director or his or her designee, one late penalty may be waived for every 12 bills (approximately once every 2 years).

D. Discontinuation of Service

- 1) Accounts that have been delinquent for at least 60 calendar days will be scheduled for discontinuation of water service. Accounts are deemed delinquent when carrying a balance beyond the due date. Delinquency starts on the first calendar day after the billing due date.
- 2) A Late Notice will be mailed to the service address and account mailing address on file, if different, approximately 30 calendar days after the billing date, providing the total amount due, and scheduled date of discontinuation if bill remains unpaid.
- 3) A Shut-Off Notice will be mailed approximately 7 calendar days before the scheduled discontinuation (shut-off) date. Notification will include the total amount due, including penalties and scheduled date of discontinuation.
- 4) On the scheduled date of discontinuation, Public Works will attach a door-hanger notification at the service location in order to allow the resident a final opportunity to make payment.
 - a) When a door-hanger is delivered and water service is not discontinued because of payment by the resident, a field collection fee may be assessed.
 - b) When a door-hanger is delivered and water service is (shut-off) discontinued, a turn on fee may be assessed if water service is restored during normal business hours.
 - c) When water service is restored outside of normal business hours (Weekends, Holidays, or after 4:00PM on a regular business day) an after-hours turn on fee may apply. The customer must sign an acknowledgement of their responsibility for this fee before water service will be restored.

E. Exceptions for Discontinuation of Water Service due to Non-Payment

- 1) If the account holder has submitted a request to appeal the water bill, water service shall not be discontinued while the appeal is pending
- 2) Water service shall not be discontinued if all of the following conditions are met:
 - a) The account holder submits certification of a primary care provider that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident on the premises where residential service is provided.
 - b) The account holder demonstrates that he or she is financially unable to pay for residential service within the normal billing cycle. The account holder shall be

deemed financially unable to pay if any member of the household is a current recipient of:

- i. CalWORKs
 - ii. CalFresh
 - iii. General assistance
 - iv. Medi-Cal
 - v. Supplemental Security Income/State Supplementary Payment Program
 - vi. California Special Supplemental Nutrition Program for Women, Infants, and Children
- c) The account holder declares that the household's annual income is less than 200 percent of the federal poverty level.
 - d) The customer is willing to enter into an alternative payment arrangement.

II. ALTERNATIVE PAYMENT ARRANGEMENTS

A. Payment Plan

- 1) The City is able to offer an alternative payment arrangement upon the request of an account holder.
- 2) Payment Plans are available to account holders willing to enter into a signed agreement establishing a specific payment schedule of specific amounts
 - a) Final due dates will be set 30 calendar days after the initial shut-off date
- 3) Entering into a payment plan does not change or affect the timing of future billings.
- 4) Accounts that have been delinquent for less than 60 days and entered into a Payment Plan Agreement will not be scheduled for a discontinuation of service while the payment plan and account is active and in good standing.
- 5) Failure to abide by the terms of a payment plan or pay current charges for at least 60 days will result in discontinuation of service (Shut-off).
 - a) Notification of discontinuation of water service will be delivered at least 5 business days prior to scheduled discontinuation.

B. Payment Deferral

- 1) Account holders can request a deferment for current water service bills. Bills may be deferred for a maximum of 30 calendar days after the regularly scheduled shut-off date. Payment deferment will be granted to account holders willing to enter into a Payment Plan Agreement.

Agenda Date: 1/21/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Steve S. Charelian, Finance Director
Stephanie Katsouleas, Public Works Director
Gwen Eng, Purchasing Manager

SUBJECT:

Consider Purchase of One Aerial Lift Truck from M & M Lifts, Inc. for \$148,472.12 for Public Works Activities(Finance Director Charelian).

a) **WAIVE FORMAL BIDDING**

b) **APPROVE**

RECOMMENDATION:

Staff recommends that City Council waive formal bidding per Manhattan Beach Municipal Code (MBMC) Section 2.36.140 (waivers) and approve the purchase of one budgeted aerial lift truck from M & M Lifts, Inc. for \$148,472.12 for Public Works activities.

FISCAL IMPLICATIONS:

Funds totaling \$210,143 are budgeted in the Fiscal Year 2019-2020 Fleet Management Fund for purchase of this vehicle. This vehicle costs \$148,472.12; the remaining budgeted funds of \$61,670.88 will be returned to fund balance.

BACKGROUND:

Public Works currently has two aerial lift trucks - one larger lift truck and one smaller lift truck. The larger Lift-all is used by the Public Works Utilities, Streets, and Facilities Divisions for a variety of maintenance and emergency activities, including hanging street banners, changing street lights, repairing park field lights and netting, minor tree trimming and emergency response, roof access of City facilities, and exterior building maintenance.

The 1997 Lift-all is now in need of replacement. Due to the age of the vehicle, specialty parts for the vehicle and aerial lift equipment are becoming harder to acquire. As an example, during its

last service, it took six weeks to locate and acquire a replacement part; the lift was out of service for a total of eight weeks. Additionally, the 1997 lift truck does is not equipped to fully meet the needs of the Public Works Department. Its bucket only has room for one employee, when often times two employees are needed to complete a task. It does not have additional lift capabilities for equipment that may need to be hoisted onto a roof or light pole. Additionally, the truck is too large to maneuver everywhere a lift may be needed (e.g., park facilities and walk streets). Lastly, the vehicle's engine is no longer in compliance with current Air Quality Management District (AQMD) regulations.

DISCUSSION:

A new aerial lift vehicle was approved in the current year's budget. Staff is recommending replacing the Lift-all with a Dur-A-Lift DPM-40, which has the same reach as the larger lift truck, a much-needed double person basket, and the added feature of a 1,000 lb. lifting boom to assist with material handling at higher elevations that a forklift cannot serve. Its smaller footprint will provide additional backup to the City's smaller lift truck because it can be used on the City's narrow streets and the Strand. The new vehicle also meets current AQMD regulations. Lastly, because Public Works staff already has a working knowledge of operating the smaller DPM-36 lift truck, operating the DPM-40 will be seamless.

It is also worth noting that the Dur-A-Lift DPM-40 repair facility is located in Buena Park, which is reasonably close. The dealer, M & M Lifts, Inc., performs all service and carries the necessary parts in stock, thus ensuring any needed repairs are reasonably easy to obtain. Staff has been satisfied with the operation and dependability of the existing Dur-A-Lift vehicle.

Waiver of Formal Bidding

For public agencies in California, Dur-A-Lift products are only available from M & M Lifts, Inc., the only authorized dealer for the State. As a result, competitive formal bidding is not possible. Accordingly, staff recommends that the City Council waive formal bidding per MBMC Section 2.36.140 and authorize the issuance of a purchase order to M & M Lifts, Inc. in the amount of \$148,472.12. Although there are other vendors that can provide similar equipment, fleet standardization is beneficial for the users and maintenance staff.

If the City was to purchase from another dealer outside of California, that dealer could lose its distribution rights with the manufacturer. In addition, the City could experience issues with equipment warranty and/or repairs/maintenance, and the vehicle may not meet California air emissions standards.

The City's 1997 Lift-all will be sent to auction, although it is unlikely to bring a large return at sale due to its age, condition and difficulty in finding parts.

PUBLIC OUTREACH:

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

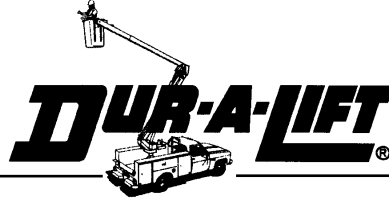
State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is necessary.

LEGAL REVIEW:

This purchase will be effected through a standard City purchase order with the City's customary terms and conditions applied. No further legal review is required.

ATTACHMENT:

1. Dur-A-Lift dealership letter



September 19, 2019

To: City of Manhattan Beach

Dear sir or madam,

This letter is to confirm that Dur-A-Lift has a dealer agreement with M & M Lifts, Inc. of Buena Park, California, to represent the Dur-A-Lift product line including all the makes and models manufactured under the Dur-A-Lift brand name. This agreement provides M&M, the opportunity to sell, install, and service the Dur-A-Lift line of equipment. M&M Lifts, Inc. is the sole distributor for Dur-A-Lift products in the State of California.

Yours Truly,

Loren Top

Loren Top
Sales Manager
Dur-A-Lift Inc.

2002 Kingbird Ave. • Box 31 • George, Iowa 51237 USA
1-877-438-7354 • Fax: 1-712-475-2809 • sales@dur-a-lift.com • www.dur-a-lift.com

Agenda Date: 1/21/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Carrie Tai, AICP, Community Development Director
Eric Haaland, Associate Planner

SUBJECT:

Public Hearing to Consider Extending Urgency Ordinance No. 19-0019-U and Urgency Ordinance No. 19-0020-U Requiring an Equal Number of Replacement Units for Residential Dwelling Units that are Demolished (Community Development Director Tai).

a) CONDUCT PUBLIC HEARING

b) ADOPT URGENCY ORDINANCE NOS. 20-0002-U AND 20-0003-U EXTENDING THE INTERIM ZONING ORDINANCES FOR 10 MONTHS AND 15 DAYS

RECOMMENDATION:

Staff recommends that the City Council adopt Urgency Ordinance Nos. 20-0002-U and 20-0003-U extending Interim Ordinance Nos. 19-0019-U and 19-0020-U to require an equal number of replacement units for residential dwelling units that are demolished.

FISCAL IMPLICATIONS:

There is no direct fiscal impact associated with the adoption of the attached Ordinance Nos. 20-0002-U and 20-0003-U. However, development of the permanent Zoning Code Amendments and companion Local Coastal Program for demolition requirements, will require additional staff time and resources.

BACKGROUND:

Recent State law added California Government Code Section 66300 requiring that an equal number of replacement units be provided for residential dwelling units that are demolished. Effective January 1, 2020, Senate Bill (SB) 330 requires that “[a]n affected city . . . shall not approve a housing development project that will require the demolition of residential dwelling units unless the project will create at least as many residential dwelling units as will be demolished.”

On December 17, 2019, the City Council adopted Interim Ordinance Nos. 19-0019-U and

19-0020-U to amend Municipal Code and Local Coastal Program regulations to require that housing be replaced on a one-to-one basis. Each Ordinance is effective for 45 days and will expire on January 31, 2020, unless extended.

DISCUSSION:

Interim Regulations

The draft Ordinance would extend Interim Ordinance Nos. 19-0019-U and 19-0020-U, which implements the new State requirements. The new statute requires that housing must be replaced on a one-to-one basis. In other words, if a triplex is proposed to be demolished, the builder must construct 3 units.

“Housing development project” is not defined in Section 66300, and the definition of this term provided in a separate section of the Government Code is ambiguous. The proposed ordinance would clarify that the replacement requirement applies to a proposal for a single-family home, as well as all other types of housing. To avoid any possible ambiguity as to whether a single family house is considered a “housing development project,” staff has drafted an ordinance consistent with the intent of the statute. The ordinance will allow property owners who wish to demolish a duplex and build a single family house to build a single family house, provided a second unit (which may or may not be an ADU) is built.

It is common for new residential development projects in Manhattan Beach to permanently eliminate existing dwelling units. Duplexes and triplexes are often replaced by single-family homes, and neighboring properties are sometimes merged for a single dwelling’s use, by preference of the developer. The proposed Municipal Code and LCP ordinances would implement the State intent to preserve the number of existing housing units. The regulations would prohibit approval of projects that would reduce the number of legal dwelling units Citywide. Clarification is provided that a Junior Accessory Dwelling Unit (JADU) can be used to replace a demolished dwelling unit in Area Districts III and IV (beach area) if it qualifies as an “affordable” housing unit. With certain exceptions, ADUs are not otherwise permitted in Area Districts III and IV. A separate report detailing the new ADU and JADU regulations is included in this agenda.

The proposed regulation language would require projects to replace existing units on-site, and would allow the alteration and remodeling of existing legal nonconforming residential units to conform to the new regulations.

Ongoing Studies and Council Questions

Staff will study the City’s interim development activity with respect to demolishing dwelling units, and State responses to the new regulations, in the coming year. It is expected that Accessory Dwelling Units (ADU) will be commonly used as replacement units for existing multi-family development, and adjustments are likely to be made to the interim ADU regulations that are the subject of a separate item on this agenda. Issues expected to be clarified include:

- Replacement of dwelling units that are nonconforming uses.
- Replacement of dwelling units that are nonconforming to design standards.

- Quantities of ADUs that can be used as replacement units.

INTERIM URGENCY ORDINANCE:

The proposed Interim Ordinances would extend Interim Ordinance Nos. 19-0019-U and 19-0020-U through December 17, 2020, unless the City Council repeals or extends it at a future hearing. Staff will return with a regular ordinance at a future City Council hearing, after Planning Commission review and recommendation through the public hearing process.

The City Council must make the following finding to adopt the Interim Urgency Ordinance and it must pass by a four-fifths vote:

There is a current and immediate threat to the public health, safety, or welfare, and that the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for use which is required in order to comply with a zoning ordinance would result in that threat to public health, safety, or welfare.

PUBLIC OUTREACH/INTEREST:

A legal notice was published in the Beach Reporter on January 9, 2020. Future Planning Commission and City Council public hearings for the Zoning Code Amendments will also be noticed.

ENVIRONMENTAL REVIEW:

Pursuant to Public Resources Code Section 21080.17 and CEQA Guidelines Section 15282(h), this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) because it is an ordinance regarding replacement of demolished units to implement the provisions of Government Code Section 66300.

LEGAL REVIEW:

The City Attorney has reviewed this report and approved as to form, as well as the interim ordinances.

Attachments:

1. Urgency Ordinance No. 20-0002-U Extending Urgency Ordinance No. 19-0019-U
2. Urgency Ordinance No. 20-0003-U Extending Urgency Ordinance No. 19-0020-U
3. Ordinance No. 19-0019-U (December 17, 2019)
4. Ordinance No. 19-0020-U (December 17, 2019)

URGENCY ORDINANCE NO. 20-0002-U

AN INTERIM ORDINANCE OF THE CITY OF MANHATTAN BEACH
EXTENDING INTERIM ORDINANCE NO. 19-0019-U AMENDING
THE MANHATTAN BEACH MUNICIPAL CODE TO REGULATE
RESIDENTIAL DEVELOPMENT PROJECTS THAT REQUIRE THE
DEMOLITION OF DWELLING UNITS, AND MAKING A
DETERMINATION OF EXEMPTION UNDER CEQA

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Ordinance No. 19-0019-U, adopted on December 17, 2019, amends Manhattan Beach Municipal Code Section 10.12.020 to regulate residential development projects that require the demolition, remodel or alteration of legal residential dwelling units. Ordinance No. 19-0019-U is hereby extended in full force and effect, as modified herein, for 10 months and 15 days to and including December 15, 2020.

SECTION 2. Manhattan Beach Municipal Code Section 10.12.020(Q) is amended to read as follows:

“(Q). The City shall not approve a residential development project that will require the demolition of legal residential dwelling units unless the project is consistent with Government Code Section 66300(d), as the same may be amended from time to time. For purposes of this subsection, a residential development project shall include remodels/alterations, as well as the construction of a single-family dwelling.

A junior accessory dwelling unit, as defined in Section 10.74.020 of this Code, may be constructed to comply with this subsection, and the property owner shall record a declaration of restrictions, in a form approved by the City Attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (i) the property owner shall be an owner-occupant, unless the owner is a government agency, land trust, or housing organization; (ii) the junior accessory dwelling unit is to be rented only for terms of 30 days or longer; (iii) the junior accessory dwelling unit is to be rented only for an “affordable rent” as defined in Health and Safety Code Section 50053; (iv) the junior accessory dwelling unit is not to be sold or conveyed separately from the single-family dwelling; (v) the property owner and all successors in interest shall maintain the junior accessory dwelling unit and the property in accordance with all applicable junior accessory dwelling unit requirements and standards, including the restrictions on the size and attributes of the junior accessory dwelling unit provided in Government Code Section 65852.22; and (vi) that any violation will be subject to penalties as provided in Municipal Code Chapter 1.04. Proof of recordation of the covenant shall be provided to the City at a time deemed appropriate by the Director of Community Development.”

SECTION 3. Alleviation Measures Report. In accordance with California Government Code Section 65858(d), the City Council has issued a written report describing the measures taken to alleviate the condition that led to the adoption of Ordinance No. 19-0019-U.

SECTION 4. Term. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be effective immediately upon its adoption. This Ordinance shall expire on December 15, 2020, unless extended by the City Council at a regularly noticed public hearing, pursuant to Government Code Section 65858.

SECTION 5. Legislative Findings. In adopting Urgency Ordinance No. 19-0019-U, the City Council made a number of legislative findings to support to adoption on an urgency basis. The Council hereby extends Ordinance No. 19-0019-U based upon those findings, and the following findings.

The City continues to study the potential land use, public services, parking, traffic, and infrastructure effects of residential development projects that reduce the total number of residential dwelling units in the City. The City is also assessing the ways in which recently adopted State Housing Laws will affect the review and approval of proposed residential development projects. As the Legislature noted in its findings for Senate Bill No. 330, "California is experiencing a housing supply crisis, with housing demand far outstripping supply." The Legislature also found that this housing crisis has resulted in – among other things – increased poverty and homelessness, longer commute times, higher exposure to fire hazard, and increasing greenhouse gas emissions. Residential development projects that reduce the number of dwelling units in the City will exacerbate the housing crisis and its various consequences. Unless the City adopts this interim urgency ordinance, the City may be compelled to approve a residential development project that may have severe negative impacts on the surrounding community or adopt permanent standards without the benefit of an inquiry and study on the appropriate restrictions on the approval of residential development projects in the City and in particular areas. Based upon the foregoing, the City Council hereby finds that there is a current and immediate threat to the public health, safety, or welfare if new residential development projects reduce the number of dwelling units in the City, and that the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for such projects which is required in order to comply with the City's Zoning Ordinance would result in that threat to public health, safety, or welfare. Due to the foregoing circumstances, it is necessary for the preservation of the public health, safety, and welfare for this Ordinance to take effect immediately.

The City intends to consider the adoption of permanent regulations within a reasonable time. The Planning Commission, the City Council and the people of Manhattan Beach require a reasonably limited, yet sufficient period of time to

establish permanent regulations for residential development projects that require the demolition of dwelling units. Given the time required to schedule and conduct duly noticed public hearings before the Planning Commission and the City Council, the City Council finds that extension of this Ordinance is necessary to prevent the approval of residential development projects with a reasonable potential to conflict with the City's permanent regulations. The City Council has the authority to adopt an interim ordinance pursuant to Government Code Sections 65858 and 36937(b) in order to protect the public health, safety, or welfare.

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 section 21000, et seq., ("CEQA") and the CEQA Guidelines (14 California Code of Regulations section 15000, et seq.) because this zoning ordinance implements the provisions of Government Code Section 65852.2 and is therefore exempt from CEQA pursuant to Public Resources Code Section 21080.17 and California Code of Regulations Section 15282(h). To the extent that any provisions of this Ordinance are not exempt pursuant to Section 15282(h), the amendments are not subject to CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

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.

SECTION 8. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 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.

ADOPTED on January 21, 2020.

ATTEST:

NANCY HERSMAN
Mayor

LIZA TAMURA
City Clerk

APPROVED AS TO FORM

QUINN M. BARROW
City Attorney

URGENCY ORDINANCE NO. 20-0003-U

AN INTERIM ORDINANCE OF THE CITY OF MANHATTAN BEACH
EXTENDING INTERIM ORDINANCE NO. 19-0020-U AMENDING
THE CITY'S LOCAL COASTAL PROGRAM TO REGULATE
RESIDENTIAL DEVELOPMENT PROJECTS THAT REQUIRE THE
DEMOLITION OF DWELLING UNITS, AND MAKING A
DETERMINATION OF EXEMPTION UNDER CEQA

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS
FOLLOWS:

SECTION 1. Ordinance No. 19-0020-U, adopted on December 17, 2019, amends Manhattan Beach Local Coastal Program Section A.12.020 to regulate residential development projects that require the demolition, remodel or alteration of legal residential dwelling units. Ordinance No. 19-0020-U is hereby extended in full force and effect, as modified herein, for 10 months and 15 days to and including December 15, 2020.

SECTION 2. Manhattan Beach Local Coastal Program Section A.12.020(P) is amended to read as follows:

“(P). The City shall not approve a residential development project that will require the demolition of legal residential dwelling units unless the project is consistent with Government Code Section 66300(d), as the same may be amended from time to time. For purposes of this subsection, a residential development project shall include remodels/alterations, as well as the construction of a single-family dwelling.

A junior accessory dwelling unit, as defined in Section A.74.020 of this Local Coastal Program, may be constructed to comply with this subsection, and the property owner shall record a declaration of restrictions, in a form approved by the City Attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (i) the property owner shall be an owner-occupant, unless the owner is a government agency, land trust, or housing organization; (ii) the junior accessory dwelling unit is to be rented only for terms of 30 days or longer; (iii) the junior accessory dwelling unit is to be rented only for an “affordable rent” as defined in Health and Safety Code Section 50053; (iv) the junior accessory dwelling unit is not to be sold or conveyed separately from the single-family dwelling; (v) the property owner and all successors in interest shall maintain the junior accessory dwelling unit and the property in accordance with all applicable junior accessory dwelling unit requirements and standards, including the restrictions on the size and attributes of the junior accessory dwelling unit provided in Government Code Section 65852.22; and (vi) that any violation will be subject to penalties as provided in Local Coastal Program Chapter 1.04. Proof of recordation of the covenant shall be

provided to the City at a time deemed appropriate by the Director of Community Development.”

SECTION 3. Alleviation Measures Report. In accordance with California Government Code Section 65858(d), the City Council has issued a written report describing the measures taken to alleviate the condition that led to the adoption of Ordinance No. 19-0020-U.

SECTION 4. Term. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be effective immediately upon its adoption. This Ordinance shall expire on December 15, 2020, unless extended by the City Council at a regularly noticed public hearing, pursuant to Government Code Section 65858.

SECTION 5. Legislative Findings. In adopting Urgency Ordinance No. 19-0020-U, the City Council made a number of legislative findings to support to adoption on an urgency basis. The Council hereby extends Ordinance No. 19-0020-U based upon those findings, and the following findings.

The City continues to study the potential land use, public services, parking, traffic, and infrastructure effects of residential development projects that reduce the total number of residential dwelling units in the City. The City is also assessing the ways in which recently adopted State Housing Laws will affect the review and approval of proposed residential development projects. As the Legislature noted in its findings for Senate Bill No. 330, “California is experiencing a housing supply crisis, with housing demand far outstripping supply.” The Legislature also found that this housing crisis has resulted in – among other things – increased poverty and homelessness, longer commute times, higher exposure to fire hazard, and increasing greenhouse gas emissions. Residential development projects that reduce the number of dwelling units in the City will exacerbate the housing crisis and its various consequences. Unless the City adopts this interim urgency ordinance, the City may be compelled to approve a residential development project that may have severe negative impacts on the surrounding community or adopt permanent standards without the benefit of an inquiry and study on the appropriate restrictions on the approval of residential development projects in the City and in particular areas. Based upon the foregoing, the City Council hereby finds that there is a current and immediate threat to the public health, safety, or welfare if new residential development projects reduce the number of dwelling units in the City, and that the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for such projects which is required in order to comply with the City’s Local Coastal Program would result in that threat to public health, safety, or welfare. Due to the foregoing circumstances, it is necessary for the preservation of the public health, safety, and welfare for this Ordinance to take effect immediately.

The City intends to consider the adoption of permanent regulations within a reasonable time. The Planning Commission, the City Council and the people of Manhattan Beach require a reasonably limited, yet sufficient period of time to establish permanent regulations for residential development projects that require the demolition of dwelling units. Given the time required to schedule and conduct duly noticed public hearings before the Planning Commission and the City Council, the City Council finds that extension of this Ordinance is necessary to prevent the approval of residential development projects with a reasonable potential to conflict with the City's permanent regulations. The City Council has the authority to adopt an interim ordinance pursuant to Government Code Sections 65858 and 36937(b) in order to protect the public health, safety, or welfare.

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 section 21000, et seq., ("CEQA") and the CEQA Guidelines (14 California Code of Regulations section 15000, et seq.) because this zoning ordinance implements the provisions of Government Code Section 65852.2 and is therefore exempt from CEQA pursuant to Public Resources Code Section 21080.17 and California Code of Regulations Section 15282(h). To the extent that any provisions of this Ordinance are not exempt pursuant to Section 15282(h), the amendments are not subject to CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 7. Internal Consistency. Any provisions of the- Local Coastal Program, 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.

SECTION 8. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 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.

ADOPTED on January 21, 2020.

ATTEST:

NANCY HERSMAN
Mayor

LIZA TAMURA
City Clerk

APPROVED AS TO FORM

QUINN M. BARROW
City Attorney

URGENCY ORDINANCE NO. 19-0019-U

AN INTERIM ORDINANCE OF THE CITY OF MANHATTAN BEACH
AMENDING THE MANHATTAN BEACH MUNICIPAL CODE TO
REGULATE RESIDENTIAL DEVELOPMENT PROJECTS THAT
REQUIRE THE DEMOLITION OF DWELLING UNITS, AND
MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

Section 1. The City Council hereby amends Manhattan Beach Municipal Code Section 10.12.020 to regulate residential development projects that require the demolition, remodel or alteration of legal residential dwelling units that proposes to reduce the number of legal units, by adding subsection (Q) to the "Additional Use Regulations" column for "Residential Uses" to read as follows:

"(Q). The City shall not approve a residential development project that will require the demolition of legal residential dwelling units unless the project is consistent with Government Code Section 66300(d), as the same may be amended from time to time. For purposes of this subsection, a residential development project shall include remodels/alterations, as well as the construction of a single-family dwelling.

A junior accessory dwelling unit, as defined in Section 10.74.020 of this Code, may be constructed to comply with this subsection, and the property owner shall record a declaration of restrictions, in a form approved by the City Attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (i) the property owner shall be an owner-occupant, unless the owner is a government agency, land trust, or housing organization; (ii) the junior accessory dwelling unit is to be rented only for terms of 30 days or longer; (iii) the junior accessory dwelling unit is to be rented only for an "affordable rent" as defined in Health and Safety Code Section 50053; (iv) the junior accessory dwelling unit is not to be sold or conveyed separately from the single-family dwelling; (v) the property owner and all successors in interest shall maintain the junior accessory dwelling unit and the property in accordance with all applicable junior accessory dwelling unit requirements and standards, including the restrictions on the size and attributes of the junior accessory dwelling unit provided in Government Code Section 65852.22; and (vi) that any violation will be subject to penalties as provided in Municipal Code Chapter 10.04. Proof of recordation of the covenant shall be provided to the City at a time deemed appropriate by the Director of Community Development."

Section 2. Term. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be effective immediately upon its adoption. This Ordinance shall expire on January 31, 2020,

unless extended by the City Council at a regularly noticed public hearing, pursuant to California Government Code Section 36937(b).

Section 3. Legislative Findings. The City is currently studying the potential land use, public services, parking, traffic, and infrastructure effects of residential development projects that reduce the total number of residential dwelling units in the City. As the Legislature noted in its findings for Senate Bill No. 330, "California is experiencing a housing supply crisis, with housing demand far outstripping supply." The Legislature also found that this housing crisis has resulted in – among other things – increased poverty and homelessness, longer commute times, higher exposure to fire hazard, and increasing greenhouse gas emissions. Residential development projects that reduce the number of dwelling units in the City will exacerbate the housing crisis and its various consequences. Unless the City adopts this interim urgency ordinance, the City may be compelled to approve a residential development project that may have severe negative impacts on the surrounding community or adopt permanent standards without the benefit of an inquiry and study on the appropriate restrictions on the approval of residential development projects in the City and in particular areas. Based upon the foregoing, the City Council hereby finds that there is a current and immediate threat to the public health, safety, or welfare if new residential development projects reduce the number of dwelling units in the City, and that the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for such projects which is required in order to comply with the City's Zoning Ordinance would result in that threat to public health, safety, or welfare. Due to the foregoing circumstances, it is necessary for the preservation of the public health, safety, and welfare for this Ordinance to take effect immediately. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health, and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be passed immediately upon its introduction and shall become effective immediately upon its adoption.

The City intends to consider the adoption of permanent regulations within a reasonable time. The Planning Commission, the City Council and the people of Manhattan Beach require a reasonably limited, yet sufficient period of time to establish permanent regulations for residential development projects that require the demolition of dwelling units. Given the time required to schedule and conduct duly noticed public hearings before the Planning Commission and the City Council, the City Council finds that this Ordinance is necessary to prevent the approval of residential development projects with a reasonable potential to conflict with the City's permanent regulations. The City Council has the authority to adopt an interim ordinance pursuant to Government Code Sections 65858 and 36937(b) in order to protect the public health, safety, or welfare.

Section 4. 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 CEQA Guidelines (14 California Code of Regulations §§ 15000, et seq.) because this zoning ordinance implements the provisions of Government Code Section 65852.2 and is therefore exempt from CEQA pursuant to Public Resources Code Section 21080.17 and California Code of Regulations Section 15282(h). To the extent that any provisions of this ordinance are not exempt pursuant to Section 15282(h), the amendments are not subject to CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

Section 5. 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.

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

Section 7. Savings Clause. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall constitute a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinance.

Section 8. Discretionary and non-discretionary residential development applications which include all of the submittal requirements for a complete application, that are accepted by the City before 5:30 PM, December 17, 2019, are not subject to this urgency ordinance.


ADOPTED on December 17, 2019.

AYES: Napolitano, Stern, Hadley, Montgomery and Mayor Hersman.
NOES: None.
ABSENT: None.
ABSTAIN: None.



NANCY HERSMAN
Mayor

ATTEST:



LIZA TAMURA
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF MANHATTAN BEACH)

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance, being Ordinance No. 19-0019-U was duly passed and adopted by the said City Council, approved and signed by the Mayor, and attested by the City Clerk, of said City, all at a regular meeting of the said Council duly and regularly held on the 17th day of December, 2019, and that the same was so passed and adopted by the following vote, to wit:

Ayes: Napolitano, Stern, Hadley, Montgomery and Mayor Hersman.
Noes: None.
Absent: None.
Abstain: None.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of said City this 18th day of December, 2019.



City Clerk of the City of
Manhattan Beach, California

(SEAL)

CERTIFICATE OF PUBLICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF MANHATTAN BEACH)

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, do hereby certify that Ordinance No. 19-0019-U has been duly and regularly published according to law and the order of the City Council of said City and that same was so published in The Beach Reporter, a weekly newspaper of general circulation on the following date, to wit December 26th, 2019 and in witness whereof, I have hereunto subscribed my name this 27th day of December, 2019.



City Clerk of the City of
Manhattan Beach, California

URGENCY ORDINANCE NO. 19-0020-U

AN INTERIM ORDINANCE OF THE CITY OF MANHATTAN BEACH
AMENDING THE CITY'S LOCAL COASTAL PROGRAM TO
REGULATE RESIDENTIAL DEVELOPMENT PROJECTS THAT
REQUIRE THE DEMOLITION OF DWELLING UNITS, AND
MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

Section 1. The City Council hereby amends Manhattan Beach Local Coastal Program Section A.12.020 to regulate residential development projects that require the demolition of residential dwelling units, by adding subsection (P) to the "Additional Use Regulations" column for "Residential Uses" to read as follows:

"(P). The City shall not approve a residential development project that will require the demolition of legal residential dwelling units unless the project is consistent with Government Code Section 66300(d), as the same may be amended from time to time. For purposes of this subsection, a residential development project shall include remodels/alterations, as well as the construction of a single-family dwelling.

A junior accessory dwelling unit, as defined in Section 10.74.020 of the Manhattan Beach Municipal Code, may be constructed to comply with this subsection, and the property owner shall record a declaration of restrictions, in a form approved by the City Attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (i) the property owner shall be an owner-occupant, unless the owner is a government agency, land trust, or housing organization; (ii) the junior accessory dwelling unit is to be rented only for terms of 30 days or longer; (iii) the junior accessory dwelling unit is to be rented only for an "affordable rent" as defined in Health and Safety Code Section 50053; (iv) the junior accessory dwelling unit is not to be sold or conveyed separately from the single-family dwelling; (v) the property owner and all successors in interest shall maintain the junior accessory dwelling unit and the property in accordance with all applicable junior accessory dwelling unit requirements and standards, including the restrictions on the size and attributes of the junior accessory dwelling unit provided in Government Code Section 65852.22; and (vi) that any violation will be subject to penalties as provided in Municipal Code Chapter 10.04. Proof of recordation of the covenant shall be provided to the City at a time deemed appropriate by the Director of Community Development."

Section 2. Term. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be effective

immediately upon its adoption. This Ordinance shall expire on January 31, 2020, unless extended by the City Council at a regularly noticed public hearing, pursuant to California Government Code Section 36937(b).

Section 3. Legislative Findings. The City is currently studying the potential land use, public services, parking, traffic, and infrastructure effects of residential development projects that reduce the total number of residential dwelling units in the City. As the Legislature noted in its findings for Senate Bill No. 330, "California is experiencing a housing supply crisis, with housing demand far outstripping supply." The Legislature also found that this housing crisis has resulted in – among other things – increased poverty and homelessness, longer commute times, higher exposure to fire hazard, and increasing greenhouse gas emissions. Residential development projects that reduce the number of dwelling units in the City will exacerbate the housing crisis and its various consequences. Unless the City adopts this interim urgency ordinance, the City may be compelled to approve a residential development project that may have severe negative impacts on the surrounding community or adopt permanent standards without the benefit of an inquiry and study on the appropriate restrictions on the approval of residential development projects in the City and in particular areas. Based upon the foregoing, the City Council hereby finds that there is a current and immediate threat to the public health, safety, or welfare if new residential development projects reduce the number of dwelling units in the City, and that the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for such projects which is required in order to comply with the City's Local Coastal Program would result in that threat to public health, safety, or welfare. Due to the foregoing circumstances, it is necessary for the preservation of the public health, safety, and welfare for this Ordinance to take effect immediately. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health, and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be passed immediately upon its introduction and shall become effective immediately upon its adoption.

The City intends to consider the adoption of permanent regulations within a reasonable time. The Planning Commission, the City Council and the people of Manhattan Beach require a reasonably limited, yet sufficient period of time to establish permanent regulations for residential development projects that require the demolition of dwelling units. Given the time required to schedule and conduct duly noticed public hearings before the Planning Commission and the City Council, the City Council finds that this Ordinance is necessary to prevent the approval of residential development projects with a reasonable potential to conflict with the City's permanent regulations. The City Council has the authority to adopt an interim ordinance pursuant to Government Code Sections 65858 and 36937(b) in order to protect the public health, safety, or welfare.

Section 4. 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 CEQA Guidelines (14 California Code of Regulations §§ 15000, et seq.) because this zoning ordinance implements the provisions of Government Code Section 65852.2 and is therefore exempt from CEQA pursuant to Public Resources Code Section 21080.17 and California Code of Regulations Section 15282(h). To the extent that any provisions of this ordinance are not exempt pursuant to Section 15282(h), the amendments are not subject to CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

Section 5. Internal Consistency. Any provision of the Local Coastal Program, to the extent that it is inconsistent with this Ordinance is hereby repealed, and the City Clerk shall make any necessary changes to the Local Coastal Program for internal consistency.

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

Section 7. Savings Clause. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall constitute a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinance.

Section 8. Discretionary and non-discretionary residential development applications which include all of the submittal requirements for a complete application, that are accepted by the City before 5:30 PM, December 17, 2019, are not subject to this urgency ordinance.


ADOPTED on December 17, 2019.

AYES: Napolitano, Stern, Hadley, Montgomery and Mayor Hersman.
NOES: None.
ABSENT: None.
ABSTAIN: None.



NANCY HERSMAN
Mayor

ATTEST:



LIZA TAMURA
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF MANHATTAN BEACH)

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance, being Ordinance No. 19-0020-U was duly passed and adopted by the said City Council, approved and signed by the Mayor, and attested by the City Clerk, of said City, all at a regular meeting of the said Council duly and regularly held on the 17th day of December, 2019, and that the same was so passed and adopted by the following vote, to wit:

Ayes: Napolitano, Stern, Hadley, Montgomery and Mayor Hersman.
Noes: None.
Absent: None.
Abstain: None.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of said City this 18th day of December, 2019.



City Clerk of the City of
Manhattan Beach, California

(SEAL)

CERTIFICATE OF PUBLICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF MANHATTAN BEACH)

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, do hereby certify that Ordinance No. 19-0020-U has been duly and regularly published according to law and the order of the City Council of said City and that same was so published in The Beach Reporter, a weekly newspaper of general circulation on the following date, to wit December 26th, 2019 and in witness whereof, I have hereunto subscribed my name this 27th day of December, 2019.



City Clerk of the City of
Manhattan Beach, California

Agenda Date: 1/21/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Carrie Tai, AICP, Community Development Director
Angelica Ochoa, Associate Planner
Eric Haaland, Associate Planner

SUBJECT:

Public Hearing to Consider Extending Urgency Ordinance No. 19-0021-U and Urgency Ordinance No. 19-0022-U for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) (Community Development Director Tai).

a) CONDUCT PUBLIC HEARING

b) ADOPT URGENCY ORDINANCE NOS. 20-0004-U AND 20-0005-U EXTENDING THE INTERIM ZONING ORDINANCES FOR 10 MONTHS AND 15 DAYS

RECOMMENDATION:

Staff recommends that the City Council adopt Urgency Ordinance Nos. 20-0004-U and 20-0005-U extending Interim Ordinance Nos. 19-0021-U and 19-0022-U to amend regulations to accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs).

FISCAL IMPLICATIONS:

There is no direct fiscal impact associated with the adoption of the attached Ordinance Nos. 20-0004-U and 20-0005-U. However, development of the permanent Zoning Code Amendments for ADUs and JADUs, and then processing future applications for ADUs and JADUs, will require additional staff time and resources.

BACKGROUND:

Recent State law amended California Government Code Section 65852.2 and further limits local jurisdiction's ability to regulate or limit accessory dwelling units ("ADUs"). Effective January 1, 2020, the bills- Assembly Bill (AB) 881, AB 68, AB 587, AB 670 and Senate Bill (SB) 13 -require cities to adopt an ordinance that complies with the new restrictions and includes specific standards. Cities without such an ordinance must approve any ADU that meets minimal State criteria. Below is a summary of the central provisions in the proposed Ordinances, which implement the new State law.

On December 17, 2019, the City Council adopted Interim Ordinance Nos. 19-0021-U and 19-0022-U to amend regulations in the City's Zoning Code and the Local Coastal Program for accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs), as described below. Each Ordinance is effective for 45 days and will expire on January 31, 2020, unless extended.

DISCUSSION:

Interim Regulations

The draft Ordinance would extend Interim Ordinance Nos. 19-0021-U and 19-0022-U amending regulations to accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs), which revise the areas where ADUs may be permitted, revise local development standards, and implements the new State requirements regarding square footage, setbacks, height, and parking. These regulations do not impact the City's regulations over Guest Houses (or Accessory Living Quarters) under Municipal Code Section 10.52.050.

An ADU is an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as a primary dwelling. A JADU is a similar dwelling but must be attached to a primary dwelling and not exceed 500 square feet in area.

Under the interim standards, ADUs are generally prohibited in Area Districts III and IV (beach area) for fire and traffic safety reasons. However, in coordination with other State Housing Bills, specifically the housing replacement bill, which is the impetus of a separate item on this agenda, provision of an ADU would be permitted as replacement housing for an existing legal unit being demolished. They are permitted on residential lots in Area Districts I and II, subject to the specified standards and requirements summarized below.

The following ADU regulations that were in effect from 2016 to 2018 were affected by with the new State requirements:

- Minimum lot area requirement
- Location restriction, allowed in Area Districts I and II only with SFR
- Maximum square footage of 700 square feet
- Minimum setbacks of 3 to 5 feet depending on location of ADU
- Maximum height of 15 feet for one story ADU's and 22 feet for two story ADU's
- Parking requirement for replacement ADU's
- Owner occupant requirement

To comply with the new law, the Interim Zoning Ordinance includes the following standards:

- **Square footage** -

Detached ADUs

Maximum square footage is 850 square feet for studio and one-bedroom units. Two bedroom ADUs shall not exceed 1,000 square feet of gross floor area.

Attached ADUs

The ADU shall not exceed fifty percent (50%) of the gross floor area for the primary dwelling, but in no case shall the ADU be less than 220 square feet, nor more than 1,000 square feet in floor area.

- **Setbacks** - ADUs must be 4 feet from rear and side lot lines. If ADU is converted from existing legal space, no additional setbacks are required.

- **Height** - Detached ADUs shall not exceed 16 feet in height; or, when located above a garage, shall not exceed 25 feet in height subject to certain limitations.
- **Parking** - One off-street parking space is required for a detached ADU, unless certain exceptions are met (most, if not all, will meet exceptions), in addition to the required parking for the primary residence. No replacement parking for an existing residence would be required when an ADU is converted from a garage, carport or covered parking structure, displaces that parking, as long as the ADU remains.
- **JADU's** - A JADU would be permitted on a site in addition to a regular ADU, under certain circumstances, with only a building permit. JADUs must be located entirely within the walls of an existing or proposed single family primary dwelling unit, be a minimum of 220 square feet in area and maximum of 500 square feet of area, have a separate entry and no required parking.

Ongoing Studies

Staff will study the City's interim development activity of ADUs, and State responses to the new regulations, in the coming year, and expects adjustments to be made to the interim regulations in the permanent ordinances to be adopted in late 2020.

To provide the City Council with context on ADU development activity within the City, staff researched the number of single family residences with new and remodeled guest houses and accessory structures in the City for the three years preceding the allowance of ADUs. Accessory structures counted included detached rumpus rooms, shops, pool houses, or cabanas, which could be converted to ADUs. For 2018, there were 6 new guest houses and 1 accessory structure, and for 2019, there were 3 new guest houses and 12 accessory structures. According to the current (2014) Housing Element, there are 11,482 single family residential units and a total of 14,929 dwelling units (single and multi-family) in the entire City. Based on this and GIS data information, staff estimates that there are about 8,000 single family residential units in Area Districts I and II in the RS, RM, RH and RPD zones, where most ADU development is expected.

INTERIM URGENCY ORDINANCES:

The proposed Interim Ordinances would extend Interim Ordinance Nos. 19-0021-U and 19-0022-U through December 17, 2020, unless the City Council repeals or extends it at a future hearing. In addition, the operative language in the ordinances has been modified slightly to mirror language in the state statute. Staff will return with a regular ordinance at a future City Council hearing, after Planning Commission review and recommendation through the public hearing process.

The City Council must make the following finding to adopt the Interim Urgency Ordinance and it must pass by a four-fifths vote:

There is a current and immediate threat to the public health, safety, or welfare, and that the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for use which is required in order to comply with a zoning ordinance would result in that threat to public health, safety, or welfare.

PUBLIC OUTREACH/INTEREST:

A legal notice was published in the Beach Reporter on January 9, 2020. Future Planning Commission and City Council public hearings for the permanent Zoning Code Amendments will also be noticed.

ENVIRONMENTAL REVIEW:

Pursuant to Public Resources Code Section 21080.17 and CEQA Guidelines Section 15282(h), this Ordinance is exempt from the California Environmental Quality Act ("CEQA") because it is an ordinance regarding accessory dwelling units to implement the provisions of Government Code Section 65852.2.

LEGAL REVIEW:

The City Attorney has reviewed this report and approved as to form, as well as the interim ordinances.

Attachments:

1. Urgency Ordinance No. 20-0004-U Extending Urgency Ordinance No. 19-0021-U
2. Urgency Ordinance No. 20-0005-U Extending Urgency Ordinance No. 19-0022-U
3. Urgency Ordinance No. 19-0021-U (December 17, 2019)
4. Urgency Ordinance No. 19-0022-U (December 17, 2019)

URGENCY ORDINANCE NO. 20-0004-U

AN INTERIM ORDINANCE OF THE CITY OF MANHATTAN BEACH EXTENDING AND AMENDING INTERIM ORDINANCE NO. 19-0021-U AMENDING THE MANHATTAN BEACH MUNICIPAL CODE TO REGULATE ACCESSORY DWELLING UNITS AND OTHER ACCESSORY STRUCTURES, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Ordinance No. 19-0021-U, adopted on December 17, 2019, amends Manhattan Beach Municipal Code Chapter 10.74 to allow accessory dwelling units and junior accessory dwelling units consistent with state law. Ordinance No. 19-0021-U is hereby extended in full force and effect, as amended herein, for 10 months and 15 days to and including December 15, 2020.

SECTION 2. Manhattan Beach Municipal Code Chapter 10.74 is hereby amended to read as follows:

“Chapter 10.74 - Accessory Dwelling Units

- Section 10.74.010 – Purpose and Applicability
- Section 10.74.020 – Definitions
- Section 10.74.030 – General Requirements and Application Procedure
- Section 10.74.040 – ADU Standards
- Section 10.74.050 – JADU Standards
- Section 10.74.060 – Fees and Utility Connections
- Section 10.74.070 – Appeals

Section 10.74.010 - Purpose and Applicability.

The purpose of this Chapter is to implement the requirements of Government Code Sections 65852.2 and 65852.22 to allow Accessory Dwelling Units and Junior Accessory Dwelling Units consistent with state law.

Section 10.74.020 - Definitions.

“Accessory Dwelling Unit” or “ADU” has the meaning ascribed in Government Code Section 65852.2, as the same may be amended from time to time. Notwithstanding the foregoing, the term “ADU” does not include a Guest House (or Accessory Living Quarters), as defined in Municipal Code Section 10.04.030.

“Attached ADU” means an ADU that is constructed as a physical expansion (i.e. addition) of the Primary Dwelling, or the remodeling of the Primary Dwelling, and shares a common wall with the Primary Dwelling.

“Detached ADU” means an ADU that is constructed as a separate structure from the Primary Dwelling, which does not share any walls with the Primary Dwelling.

“Existing Structure” means an existing single-family dwelling, multi-family dwelling, or other accessory structure that can be safely converted into habitable space under the California Building Standards Code, as amended by the City, and any other applicable laws.

“Junior Accessory Dwelling Unit” or “JADU” has the meaning ascribed in Government Code Section 65852.22, as the same may be amended from time to time.

“Primary Dwelling”, for purposes of this chapter, means the existing or proposed single-family dwelling on the lot where an ADU would be located.

“Public Transit”, for purposes of this chapter, has the meaning ascribed in Government Code Section 65852.2(j), as the same may be amended from time to time.

Section 10.74.030 - General Requirements and Application Procedure.

- A. Before constructing an ADU or a JADU or converting an Existing Structure or portion of a structure to an ADU or JADU, the applicant shall obtain permits in accordance with the requirements of this section.
- B. All ADUs and JADUs shall satisfy the requirements of the California Building Standards Code, as amended by the City, and any other applicable laws.
- C. Projects Exempt from Obtaining an ADU Permit. An applicant shall not be required to submit an application for an ADU permit under subsection D of this section, and may instead seek building permit approval for an ADU or JADU that satisfies the requirements of Government Code Section 65852.2(e)(1), as the same may be amended from time to time, and the California Building Standards Code, as amended by the City, and any other applicable laws. An ADU or JADU approved pursuant to this subsection shall be rented only for terms of 30 days or longer.
- D. Projects Subject to ADU Permit Review and Timelines.

1. The Director of Community Development or his/her designee shall ministerially review and approve an ADU permit application and shall not require a public hearing, provided that the submitted application is complete and demonstrates that the ADU or JADU complies with the requirements contained in this chapter and any other applicable law.
 2. ADU permit applications subject to ministerial approval shall be processed within the timelines established by California Government Code Section 65852.2.
 3. Where an ADU permit application is submitted with an application for a single-family dwelling or multi-family dwelling that is subject to discretionary review under this Code, the ADU permit application will be considered separately without discretionary review or a public hearing, following action on the portion of the project subject to discretionary review.
 4. In addition to obtaining an ADU permit, the applicant shall be required to obtain a building permit and any other applicable construction or related permits prior to the construction of the ADU or JADU.
- E. Minor Exception: An applicant may apply for a Minor Exception, pursuant to Section 10.84.120, for the establishment of an ADU or JADU in an existing legal structure that does not comply with the ADU or JADU standards provided in this chapter. A Minor Exception may not be requested for site or lot conditions.

Section 10.74.040 - ADU Standards.

Excepting those ADUs approved pursuant to Subsection 10.74.030(C), ADUs shall comply with the following standards:

- A. Location Restrictions: One ADU shall be allowed on a lot with a proposed or existing single-family dwelling that is zoned RS, RM, RH, or RPD within Area District I and Area District II. For fire safety purposes, no ADUs shall be permitted in Area District III or Area District IV.
- B. Development Standards:
 1. Size, General: An ADU is limited to a maximum of two bedrooms. Studio and one bedroom ADUs shall not exceed 850 square feet of gross floor area. Two bedroom ADUs shall not exceed 1,000 square feet of gross floor area.

2. Additional Size Limitations for Attached ADUs: If there is an existing or proposed Primary Dwelling, an Attached ADU shall not exceed fifty percent ~~(50%)~~ of the gross floor area for the Primary Dwelling.
 3. Height for Detached ADUs: A Detached ADU shall not exceed 16 feet in height; or, when located above a garage, shall not exceed 25 feet in height subject to applicable standards provided in this Title.
 4. Setbacks: No setback shall be required for an ADU that is within an Existing Structure or within a structure constructed in the same location and dimensions as an Existing Structure. For all other ADUs, the required setback from side and rear lot lines shall be four feet.
 5. Standards: An ADU shall conform to all open space, buildable floor area, minimum lot size, and front and corner side yard setback regulations applicable to the zoning district in which the property is located, except in the following cases:
 - a. ADUs that are not required to obtain an ADU permit as provided in Section 10.74.030(C).
 - b. Where the application of such standards would not permit construction of an 800 square foot ADU that is 16 feet in height with four-foot side and rear yard setbacks, the regulation(s) at issue shall be waived to permit such an ADU.
 6. Except as provided in subsection 5.b, an ADU shall count toward the maximum total buildable floor area applicable to the lot.
- C. Guest Houses: If an ADU is located on a lot with a Guest House, either, but not both, the Guest House or the ADU shall be attached to the Primary Dwelling.
- D. Design and Features:
1. An ADU shall not have any outdoor deck at a height greater than 30 inches above local grade if the deck is located in the Primary Dwelling's required yards.
 2. If the property abuts an alley, any new driveway access for an ADU must be provided through the alley.

3. If an automatic fire sprinkler system is required for the Primary Dwelling, the ADU must also have an automatic fire sprinkler system.
 4. An ADU shall have a separate exterior access.
 5. For any second-story Detached ADU, all exterior openings, including windows and doors, that face less than 15 feet away from a rear non-alley or side interior property line shall be fitted with translucent glazing and satisfy one of the following: (i) be fixed (i.e., inoperable) or (ii) be located at least five feet above the finished floor level at the window's lowest point.
 6. A permanent foundation shall be required for all ADUs.
 7. Refuse containers shall comply with Municipal Code Section 5.24.030.
- E. Covenant Required: The property owner shall record a declaration of restrictions, in a form approved by the City Attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (i) the ADU is to be rented only for terms of 30 days or longer; (ii) the ADU is not to be sold or conveyed separately from the Primary Dwelling; (iii) the property owner and all successors in interest shall maintain the ADU and the property in accordance with all applicable ADU requirements and standards; and (iv) that any violation will be subject to penalties as provided in Municipal Code Chapter 1.04. Proof of recordation of the covenant shall be provided to the City at a time deemed appropriate by the Director of Community Development.
- F. Parking Requirements (ADU):
1. In addition to the off-street parking space(s) required for the Primary Dwelling, one off-street parking space shall be provided for each ADU, except when:
 - a. The ADU is located within one-half mile walking distance of Public Transit;
 - b. The ADU is located within an architecturally and historically significant historic district;
 - c. The ADU is part of the existing Primary Dwelling or all or part of an existing accessory structure or building;

- d. The ADU is located in an area where on-street parking permits are required but not offered to an ADU occupant; or
 - e. The ADU is located within one block of a city-approved and dedicated parking space for a car share vehicle.
2. Required setbacks, yards and open space shall not be used for parking except that:
 - a. Parking may be located within an enclosed accessory building as permitted by Municipal Code Section 10.52.050; and
 - b. Parking may be located outside of the front yard setback on existing driveways existing prior to January 1, 2019, that are conforming in width and clearance.
 3. The dimensions of all parking spaces, driveways, vehicular access, turning radius and similar parking standards shall comply with the requirements set forth in Municipal Code Chapter 10.64.
 4. When the ADU is created by converting or demolishing a garage, carport or covered parking structure, replacement of parking space(s) eliminated by the construction of the ADU shall not be required as long as the ADU remains in use as a legal ADU.

Section 10.74.050 - JADU Standards.

JADUs shall comply with the following requirements:

- A. A JADU shall be a maximum of 500 square feet of buildable floor area. The buildable floor area of a shared sanitation facility shall not be included in the maximum buildable floor area of a JADU.
- B. A JADU must be contained entirely within the walls of the existing or proposed single-family dwelling.
- C. A separate exterior entry from the main entrance to the single-family dwelling shall be provided to serve a JADU.
- D. A JADU may include separate sanitation facilities, or may share sanitation facilities with the existing or proposed single-family dwelling.

- E. A JADU shall include an efficiency kitchen meeting the requirements of Government Code Section 65852.22.
- F. Covenant Required: The property owner shall record a declaration of restrictions, in a form approved by the City Attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (i) the property owner shall be an owner-occupant of either the Primary Dwelling or the JADU, unless the owner is a government agency, land trust, or housing organization; (ii) the JADU is to be rented only for terms of 30 days or longer; (iii) the JADU is not to be sold or conveyed separately from the single-family dwelling; (iv) the property owner and all successors in interest shall maintain the JADU and the property in accordance with all applicable JADU requirements and standards, including the restrictions on the size and attributes of the JADU provided in Government Code Section 65852.22; and (v) that any violation will be subject to penalties as provided in Municipal Code Chapter 1.04. Proof of recordation of the covenant shall be provided to the City at a time deemed appropriate by the Director of Community Development.
- G. No additional parking is required for a JADU.

Section 10.74.060 - Fees and Utility Connections.

- A. The owner of an ADU or JADU shall be subject to the payment of all sewer, water and other applicable fees except as specifically provided in California Government Code Sections 65852.2 and 65852.22.
- B. With the submittal of the ADU Permit or prior to receiving a building permit if no ADU Permit is required, the owner of an ADU or JADU must submit letters of service availability for water and sewer disposal to the Building Official.

Section 10.74.070 - Appeals.

The applicant may appeal City decisions pursuant to Municipal Code Chapter 10.100.”

SECTION 3. Alleviation Measures Report. In accordance with California Government Code Section 65858(d), the City Council has issued a written report describing the measures taken to alleviate the condition that led to the adoption of Ordinance No. 19-0021-U.

SECTION 4. Term. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be effective

immediately upon its adoption. This Ordinance shall expire on December 15, 2020, unless extended by the City Council at a regularly noticed public hearing, pursuant to Government Code Section 65858.

SECTION 5. Legislative Findings. In adopting Urgency Ordinance No. 19-0021-U, the City Council made a number of legislative findings to support to adoption on an urgency basis. The Council hereby extends Ordinance No. 19-0021-U based upon those findings, and the following findings.

The City continues to study the potential land use, public services, parking, traffic, and infrastructure effects of allowing ADUs and JADUs to be built on lots in various areas of Manhattan Beach. Effective January 1, 2020, Senate Bill 13 (“SB 13”), Assembly Bill 68 (“AB 68”), and Assembly Bill 881 (“AB 881”) amend Government Code Sections 65852.2 and 65852.22 to further limit the standards cities may impose on ADUs and JADUs. In the absence of a State-compliant ordinance on January 1, 2020, the City’s existing ADU regulations may be considered null and void pursuant to Government Code Section 65852.2(a)(4), and the City would then be required to approve any ADU that meets minimal State criteria. Areas of Manhattan Beach vary significantly in lot size, lot coverage, density, traffic, parking, and seasonal population fluctuations. Unless the City adopts this interim urgency ordinance, the City would be required to either approve ADUs in locations and under standards that may have severe negative impacts on the surrounding community or adopt permanent standards without the benefit of an inquiry and study on the appropriate locations and standards for ADUs and JADUs in the City and in particular areas. The City is also studying the safety risks, including the risk of fire, posed by an increase in the construction of ADUs and JADUs on lots in various areas of Manhattan Beach.

Staff continues to study, revise, and draft proposed permanent regulations, which both the Planning Commission and City Council must then consider after receiving input from residents at public hearings. The new ADU and JADU regulations will also require an amendment to the City’s Local Coastal Plan. The City Council finds that property owners are likely to submit applications for ADUs and JADUs before new regulations become effective. These applications would cause confusion and ambiguity regarding the applicability of provisions in the City’s current ADU regulations, at least some of which are compliant with the new legislation, and the State standards, with potentially inconsistent and unfair results for City residents. The establishment of these ADUs has the potential to conflict with the City’s permanent ADU and JADU regulations, which will be adopted in compliance with Government Code Sections 65852.2 and 65852.22 after further study of the appropriate standards and locations for ADUs and JADUs in Manhattan Beach. Based upon the foregoing, the City Council hereby finds that there is a current and immediate threat to the public health, safety, or welfare if the City is required to either approve ADUs in locations and under standards that may have severe negative impacts on the surrounding community or adopt permanent standards without the benefit of an inquiry and study on the appropriate locations

and standards for ADUs and JADUs in the City and in particular areas, and that the approval of ADUs and JADUs under existing standards would result in that threat to public health, safety, or welfare. Due to the foregoing circumstances, it is necessary for the preservation of the public health, safety, and welfare for this Ordinance to take effect immediately.

The City intends to consider the adoption of permanent regulations within a reasonable time. The Planning Commission, the City Council and the people of Manhattan Beach require a reasonably limited, yet sufficient period of time to establish permanent regulations for ADUs and JADUs. Given the time required to schedule and conduct duly noticed public hearings before the Planning Commission and the City Council, the City Council finds that this Ordinance is necessary to prevent the establishment of ADUs and JADUs with a reasonable potential to conflict with the City's permanent regulations. The City Council has the authority to adopt an interim ordinance pursuant to Government Code Sections 65858 and 36937(b) in order to protect the public health, safety, or welfare.

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 section 21000, et seq., ("CEQA") and the CEQA Guidelines (14 California Code of Regulations section 15000, et seq.) because this zoning ordinance implements the provisions of Government Code Section 65852.2 and is therefore exempt from CEQA pursuant to Public Resources Code Section 21080.17 and California Code of Regulations Section 15282(h). To the extent that any provisions of this Ordinance are not exempt pursuant to Section 15282(h), the amendments are not subject to CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

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.

SECTION 8. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 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.

ADOPTED on January 21, 2020.

ATTEST:

NANCY HERSMAN
Mayor

LIZA TAMURA
City Clerk

APPROVED AS TO FORM

QUINN M. BARROW
City Attorney

URGENCY ORDINANCE NO. 20-0005-U

AN INTERIM ORDINANCE OF THE CITY OF MANHATTAN BEACH
EXTENDING AND AMENDING INTERIM ORDINANCE NO. 19-
0022-U AMENDING THE CITY'S LOCAL COASTAL PROGRAM TO
REGULATE ACCESSORY DWELLING UNITS AND OTHER
ACCESSORY STRUCTURES, AND MAKING A DETERMINATION
OF EXEMPTION UNDER CEQA

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Ordinance No. 19-0022-U, adopted on December 17, 2019, amends Manhattan Beach Local Coastal Program Chapter A.74 to allow accessory dwelling units and junior accessory dwelling units consistent with state law. Ordinance No. 19-0022-U is hereby extended in full force and effect, as amended herein, for 10 months and 15 days to and including December 15, 2020.

SECTION 2. Manhattan Beach Local Coastal Program Chapter A.74 is hereby amended to read as follows:

“Chapter A.74 - Accessory Dwelling Units

Section A.74.010 – Purpose and Applicability
Section A.74.020 – Definitions
Section A.74.030 – General Requirements and Application Procedure
Section A.74.040 – JADU Standards
Section A.74.050 – Fees and Utility Connections

Section A.74.010 - Purpose and Applicability.

The purpose of this Chapter is to implement the requirements of Government Code Sections 65852.2 and 65852.22 to allow Accessory Dwelling Units and Junior Accessory Dwelling Units consistent with state law.

Section A.74.020 - Definitions.

“Accessory Dwelling Unit” or “ADU” has the meaning ascribed in Government Code Section 65852.2, as the same may be amended from time to time. Notwithstanding the foregoing, the term “ADU” does not include a Guest House (or Accessory Living Quarters), as defined in Local Coastal Program Section A.04.030.

“Attached ADU” means an ADU that is constructed as a physical expansion (i.e. addition) of the Primary Dwelling, or the remodeling of the Primary Dwelling, and shares a common wall with the Primary Dwelling.

“Detached ADU” means an ADU that is constructed as a separate structure from the Primary Dwelling, which does not share any walls with the Primary Dwelling.

“Existing Structure” means an existing single-family dwelling, multi-family dwelling, or other accessory structure that can be safely converted into habitable space under the California Building Standards Code, as amended by the City, and any other applicable laws.

“Junior Accessory Dwelling Unit” or “JADU” has the meaning ascribed in Government Code Section 65852.22, as the same may be amended from time to time.

“Primary Dwelling”, for purposes of this chapter, means the existing or proposed single-family dwelling on the lot where an ADU would be located.

“Public Transit”, for purposes of this chapter, has the meaning ascribed in Government Code Section 65852.2(j), as the same may be amended from time to time.

Section A.74.030 - ADUs and JADUs Permitted.

- A. An ADU or JADU is permitted in the Coastal Zone, provided it satisfies the requirements of:
 - 1. Government Code Section 65852.2(e)(1), as the same may be amended from time to time;
 - 2. California Building Standards Code, as amended by the City;
 - 3. City building permit requirements; and
 - 4. Any other applicable laws.

- B. An applicant may apply for a Minor Exception, pursuant to Section A.84.120, for the establishment of an ADU or JADU in an existing legal structure that does not comply with the ADU or JADU standards provided in this chapter. A Minor Exception may not be requested for site or lot conditions.

Section A.74.040 - JADU Standards.

JADUs shall comply with the following requirements:

- A. A JADU shall be a maximum of 500 square feet of buildable floor area. The buildable floor area of a shared sanitation facility shall not be included in the maximum buildable floor area of a JADU.

- B. A JADU must be contained entirely within the walls of the existing or proposed single-family dwelling.
- C. A separate exterior entry from the main entrance to the single-family dwelling shall be provided to serve a JADU.
- D. A JADU may include separate sanitation facilities, or may share sanitation facilities with the existing or proposed single-family dwelling.
- E. A JADU shall include an efficiency kitchen meeting the requirements of Government Code Section 65852.22.
- F. Covenant Required: The property owner shall record a declaration of restrictions, in a form approved by the City Attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (i) the property owner shall be an owner-occupant of either the Primary Dwelling or the JADU, unless the owner is a government agency, land trust, or housing organization; (ii) the JADU is to be rented only for terms of 30 days or longer; (iii) the JADU is not to be sold or conveyed separately from the single-family dwelling; (iv) the property owner and all successors in interest shall maintain the JADU and the property in accordance with all applicable JADU requirements and standards, including the restrictions on the size and attributes of the JADU provided in Government Code Section 65852.22; and (v) that any violation will be subject to penalties as provided in Local Coastal Program Chapter 1.04. Proof of recordation of the covenant shall be provided to the City at a time deemed appropriate by the Director of Community Development.
- G. No additional parking is required for a JADU.

Section A.74.050 - Fees and Utility Connections.

- A. The owner of an ADU or JADU shall be subject to the payment of all sewer, water and other applicable fees except as specifically provided in California Government Code Sections 65852.2 and 65852.22.
- B. Prior to receiving a building permit, the owner of an ADU or JADU must submit letters of service availability for water and sewer disposal to the Building Official.”

SECTION 3. Alleviation Measures Report. In accordance with California Government Code Section 65858(d), the City Council has issued a written report

describing the measures taken to alleviate the condition that led to the adoption of Ordinance No. 19-0022-U.

SECTION 4. Term. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be effective immediately upon its adoption. This Ordinance shall expire on December 15, 2020, unless extended by the City Council at a regularly noticed public hearing, pursuant to Government Code Section 65858.

SECTION 5. Legislative Findings. In adopting Urgency Ordinance No. 19-0022-U, the City Council made a number of legislative findings to support to adoption on an urgency basis. The Council hereby extends Ordinance No. 19-0022-U based upon those findings, and the following findings.

The City continues to study the potential land use, public services, parking, traffic, and infrastructure effects of allowing ADUs and JADUs to be built on lots in various areas of Manhattan Beach. Effective January 1, 2020, Senate Bill 13 (“SB 13”), Assembly Bill 68 (“AB 68”), and Assembly Bill 881 (“AB 881”) amend Government Code Sections 65852.2 and 65852.22 to further limit the standards cities may impose on ADUs and JADUs. In the absence of a State-compliant ordinance on January 1, 2020, the City’s existing ADU regulations may be considered null and void pursuant to Government Code Section 65852.2(a)(4), and the City would then be required to approve any ADU that meets minimal State criteria. Areas of Manhattan Beach vary significantly in lot size, lot coverage, density, traffic, parking, and seasonal population fluctuations. Unless the City adopts this interim urgency ordinance, the City would be required to either approve ADUs in locations and under standards that may have severe negative impacts on the surrounding community or adopt permanent standards without the benefit of an inquiry and study on the appropriate locations and standards for ADUs and JADUs in the City and in particular areas. The City is also studying the safety risks, including the risk of fire, posed by an increase in the construction of ADUs and JADUs on lots in various areas of Manhattan Beach.

Staff continues to study, revise, and draft proposed permanent regulations, which both the Planning Commission and City Council must then consider after receiving input from residents at public hearings. The new ADU and JADU regulations will also require an amendment to the City’s Local Coastal Plan. The City Council finds that property owners are likely to submit applications for ADUs and JADUs before new regulations become effective. These applications would cause confusion and ambiguity regarding the applicability of provisions in the City’s current ADU regulations, at least some of which are compliant with the new legislation, and the State standards, with potentially inconsistent and unfair results for City residents. The establishment of these ADUs has the potential to conflict with the City’s permanent ADU and JADU regulations, which will be adopted in compliance with Government Code Sections 65852.2 and 65852.22 after further study of the appropriate standards and locations for ADUs and JADUs in

Manhattan Beach. Based upon the foregoing, the City Council hereby finds that there is a current and immediate threat to the public health, safety, or welfare if the City is required to either approve ADUs in locations and under standards that may have severe negative impacts on the surrounding community or adopt permanent standards without the benefit of an inquiry and study on the appropriate locations and standards for ADUs and JADUs in the Coastal Zone and other areas of the City, and that the approval of ADUs and JADUs under existing standards would result in that threat to public health, safety, or welfare. Due to the foregoing circumstances, it is necessary for the preservation of the public health, safety, and welfare for this Ordinance to take effect immediately. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health, and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be passed immediately upon its introduction and shall become effective immediately upon its adoption.

The City intends to consider the adoption of permanent regulations within a reasonable time. The Planning Commission, the City Council and the people of Manhattan Beach require a reasonably limited, yet sufficient period of time to establish permanent regulations for ADUs and JADUs. Given the time required to schedule and conduct duly noticed public hearings before the Planning Commission and the City Council, the City Council finds that this Ordinance is necessary to prevent the establishment of ADUs and JADUs with a reasonable potential to conflict with the City's permanent regulations. The City Council has the authority to adopt an interim ordinance pursuant to Government Code Sections 65858 and 36937(b) in order to protect the public health, safety, or welfare.

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 section 21000, et seq., ("CEQA") and the CEQA Guidelines (14 California Code of Regulations section 15000, et seq.) because this zoning ordinance implements the provisions of Government Code Section 65852.2 and is therefore exempt from CEQA pursuant to Public Resources Code Section 21080.17 and California Code of Regulations Section 15282(h). To the extent that any provisions of this Ordinance are not exempt pursuant to Section 15282(h), the amendments are not subject to CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 7. Internal Consistency. Any provisions of the Local Coastal Program, 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.

SECTION 8. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by

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

SECTION 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.

ADOPTED on January 21, 2020.

ATTEST:

NANCY HERSMAN
Mayor

LIZA TAMURA
City Clerk

APPROVED AS TO FORM

QUINN M. BARROW
City Attorney

URGENCY ORDINANCE NO. 19-0021-U

AN INTERIM ORDINANCE OF THE CITY OF MANHATTAN BEACH
AMENDING THE MANHATTAN BEACH MUNICIPAL CODE TO
REGULATE ACCESSORY DWELLING UNITS AND OTHER
ACCESSORY STRUCTURES, AND MAKING A DETERMINATION
OF EXEMPTION UNDER CEQA

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

Section 1. The City Council hereby amends Chapter 10.74 of Title 10 of the
Manhattan Beach Municipal Code to read as follows:

“Chapter 10.74 - Accessory Dwelling Units

- Section 10.74.010 – Purpose and Applicability
- Section 10.74.020 – Definitions
- Section 10.74.030 – General Requirements and Application Procedure
- Section 10.74.040 – ADU Standards
- Section 10.74.050 – JADU Standards
- Section 10.74.060 – Fees and Utility Connections
- Section 10.74.070 – Appeals

Section 10.74.010 - Purpose and Applicability.

The purpose of this Chapter is to implement the requirements of
Government Code Sections 65852.2 and 65852.22 to allow Accessory
Dwelling Units and Junior Accessory Dwelling Units consistent with state
law.

Section 10.74.020 - Definitions.

“Accessory Dwelling Unit” or “ADU” has the meaning ascribed in
Government Code Section 65852.2, as the same may be amended from
time to time. Notwithstanding the foregoing, the term “ADU” does not
include a Guest House (or Accessory Living Quarters), as defined in
Municipal Code Section 10.04.030.

“Attached ADU” means an ADU that is constructed as a physical expansion
(i.e. addition) of the Primary Dwelling, or the remodeling of the Primary
Dwelling, and shares a common wall with the Primary Dwelling.

“Detached ADU” means an ADU that is constructed as a separate structure
from the Primary Dwelling, which does not share any walls with the Primary
Dwelling.

“Existing Structure” means an existing single-family dwelling, multi-family dwelling, or other accessory structure that can be safely converted into habitable space under the California Building Standards Code, as amended by the City, and any other applicable laws.

“Junior Accessory Dwelling Unit” or “JADU” has the meaning ascribed in Government Code Section 65852.22, as the same may be amended from time to time.

“Primary Dwelling”, for purposes of this chapter, means the existing or proposed single-family dwelling on the lot where an ADU would be located.

“Public Transit”, for purposes of this chapter, has the meaning ascribed in Government Code Section 65852.2(j), as the same may be amended from time to time.

Section 10.74.030 - General Requirements and Application Procedure.

- A. Before constructing an ADU or a JADU or converting an Existing Structure or portion of a structure to an ADU or JADU, the applicant shall obtain permits in accordance with the requirements of this section.
- B. All ADUs and JADUs shall satisfy the requirements of the California Building Standards Code, as amended by the City, and any other applicable laws.
- C. Projects Exempt from Obtaining an ADU Permit. An applicant shall not be required to submit an application for an ADU permit under subsection D of this section, and may instead seek building permit approval for an ADU or JADU that satisfies the requirements of Government Code Section 65852.2(e)(1), as the same may be amended from time to time, and the California Building Standards Code, as amended by the City, and any other applicable laws. An ADU or JADU approved pursuant to this subsection shall be rented only for terms of 30 days or longer.
- D. Projects Subject to ADU Permit Review and Timelines.
 - 1. The Director of Community Development or his/her designee shall ministerially review and approve an ADU permit application and shall not require a public hearing, provided that the submitted application is complete and demonstrates that the ADU or JADU complies with the requirements contained in this chapter and any other applicable law.

2. ADU permit applications subject to ministerial approval shall be processed within the timelines established by California Government Code Section 65852.2.
 3. Where an ADU permit application is submitted with an application for a single-family dwelling or multi-family dwelling that is subject to discretionary review under this Code, the ADU permit application will be considered separately without discretionary review or a public hearing, following action on the portion of the project subject to discretionary review.
 4. In addition to obtaining an ADU permit, the applicant shall be required to obtain a building permit and any other applicable construction or related permits prior to the construction of the ADU or JADU.
- E. Minor Exception: An applicant may apply for a Minor Exception, pursuant to Section 10.84.120, for the establishment of an ADU or JADU in an existing legal structure that does not comply with the ADU or JADU standards provided in this chapter. A Minor Exception may not be requested for site or lot conditions.

Section 10.74.040 - ADU Standards.

Excepting those ADUs approved pursuant to Subsection 10.74.030(C), ADUs shall comply with the following standards:

- A. Location Restrictions: One ADU shall be allowed on a lot with a proposed or existing single-family dwelling that is zoned RS, RM, RH, or RPD within Area District I and Area District II. For fire safety purposes, no ADUs shall be permitted in Area District III or Area District IV.
- B. Development Standards:
 1. Size, General: An ADU is limited to a maximum of two bedrooms. Studio and one bedroom ADUs shall not exceed 850 square feet of gross floor area. Two bedroom ADUs shall not exceed 1,000 square feet of gross floor area.
 2. Additional Size Limitations for Attached ADUs: If there is an existing or proposed Primary Dwelling, an Attached ADU shall not exceed fifty percent (50%) of the gross floor area for the Primary Dwelling, but in no case shall the ADU be less than 220 square feet, nor more than 1,000 square feet in floor area.
 3. Height for Detached ADUs: A Detached ADU shall not exceed 16 feet in height; or, when located above a garage, shall not

exceed 25 feet in height subject to applicable standards provided in this chapter.

4. **Setbacks:** No setback shall be required for an ADU that is within an Existing Structure or within a structure constructed in the same location and dimensions as an Existing Structure. For all other ADUs, the required setback from side and rear lot lines shall be four feet.
 5. **Standards:** An ADU shall conform to all, buildable floor area, and front and corner side yard setback regulations applicable to the zoning district in which the property is located, except in the following cases:
 - a. ADUs that are not required to obtain an ADU permit as provided in Section 10.74.030(C).
 - b. Where the application of buildable floor area, and setback regulations would not permit construction of an 800 square foot ADU that is 16 feet in height with four-foot side and rear yard setbacks, the regulation(s) at issue shall be waived to permit such an ADU.
 6. Except as provided in subsection 5.b, an ADU shall count toward the maximum total buildable floor area applicable to the lot.
- C. **Guest Houses:** If an ADU is located on a lot with a Guest House, either, but not both, the Guest House or the ADU shall be attached to the Primary Dwelling.
- D. **Design and Features:**
1. An ADU shall not have any outdoor deck at a height greater than 30 inches above local grade if the deck is located in the Primary Dwelling's required yards.
 2. If the property abuts an alley, any new driveway access for an ADU must be provided through the alley.
 3. If an automatic fire sprinkler system is required for the Primary Dwelling, the ADU must also have an automatic fire sprinkler system.
 4. An ADU shall have a separate exterior access.
 5. For any second-story Detached ADU, all exterior openings, including windows and doors, that face less than 15 feet away

from a rear non-alley or side interior property line shall be fitted with translucent glazing and satisfy one of the following: (i) be fixed (i.e., inoperable) or (ii) be located at least five feet above the finished floor level at the window's lowest point.

6. A permanent foundation shall be required for all ADUs.
 7. Refuse containers shall comply with Municipal Code Section 5.24.030.
- E. **Covenant Required:** The property owner shall record a declaration of restrictions, in a form approved by the City Attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (i) the ADU is to be rented only for terms of 30 days or longer; (ii) the ADU is not to be sold or conveyed separately from the Primary Dwelling; (iii) the property owner and all successors in interest shall maintain the ADU and the property in accordance with all applicable ADU requirements and standards; and (iv) that any violation will be subject to penalties as provided in Municipal Code Chapter 1.04. Proof of recordation of the covenant shall be provided to the City at a time deemed appropriate by the Director of Community Development.
- F. **Parking Requirements (ADU):**
1. In addition to the off-street parking space(s) required for the Primary Dwelling, one off-street parking space shall be provided for each ADU, except when:
 - a. The ADU is located within one-half mile walking distance of Public Transit;
 - b. The ADU is located within an architecturally and historically significant historic district;
 - c. The ADU is part of the existing Primary Dwelling or all or part of an existing accessory structure or building;
 - d. The ADU is located in an area where on-street parking permits are required but not offered to an ADU occupant; or
 - e. The ADU is located within one block of a city-approved and dedicated parking space for a car share vehicle.
 2. Required setbacks, yards and open space shall not be used for parking except that:

- a. Parking may be located within an enclosed accessory building as permitted by Municipal Code Section 10.52.050; and
 - b. Parking may be located outside of the front yard setback on existing driveways existing prior to January 1, 2019, that are conforming in width and clearance.
3. The dimensions of all parking spaces, driveways, vehicular access, turning radius and similar parking standards shall comply with the requirements set forth in Municipal Code Chapter 10.64.
 4. When the ADU is created by converting or demolishing a garage, carport or covered parking structure, replacement of parking space(s) eliminated by the construction of the ADU shall not be required as long as the ADU remains in use as a legal ADU.

Section 10.74.050 - JADU Standards.

JADUs shall comply with the following requirements:

- A. A JADU shall be a minimum of 220 square feet and a maximum of 500 square feet of buildable floor area. The buildable floor area of a shared sanitation facility shall not be included in the maximum buildable floor area of a JADU.
- B. A JADU must be contained entirely within the walls of the existing or proposed single-family dwelling.
- C. A separate exterior entry from the main entrance to the single-family dwelling shall be provided to serve a JADU.
- D. A JADU may include separate sanitation facilities, or may share sanitation facilities with the existing or proposed single-family dwelling.
- E. A JADU shall include an efficiency kitchen meeting the requirements of Government Code Section 65852.22.
- F. Covenant Required: The property owner shall record a declaration of restrictions, in a form approved by the City Attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (i) the property owner shall be an owner-occupant of either the Primary Dwelling or the JADU, unless the owner is a government agency, land trust, or housing organization; (ii) the JADU is to be rented only for terms of 30 days or longer;

(iii) the JADU is not to be sold or conveyed separately from the single-family dwelling; (iv) the property owner and all successors in interest shall maintain the JADU and the property in accordance with all applicable JADU requirements and standards, including the restrictions on the size and attributes of the JADU provided in Government Code Section 65852.22; and (v) that any violation will be subject to penalties as provided in Municipal Code Chapter 1.04. Proof of recordation of the covenant shall be provided to the City at a time deemed appropriate by the Director of Community Development.

- G. No additional parking is required for a JADU.

Section 10.74.060 - Fees and Utility Connections.

- A. The owner of an ADU or JADU shall be subject to the payment of all sewer, water and other applicable fees except as specifically provided in California Government Code Sections 65852.2 and 65852.22.
- B. With the submittal of the ADU Permit or prior to receiving a building permit if no ADU Permit is required, the owner of an ADU or JADU must submit letters of service availability for water and sewer disposal to the Building Official.

Section 10.74.070 - Appeals.

The applicant may appeal City decisions pursuant to Municipal Code Chapter 10.100.”

Section 2. The City Council hereby amends Section 10.52.050 (Accessory Structures) of Title 10 of the Manhattan Beach Municipal Code to add language explaining that JADUs are not subject to site regulations for accessory structures, by amending paragraph K to read as follows:

“K. Accessory Dwelling Units and Junior Accessory Dwelling Units constructed in compliance with Chapter 10.74 are not subject to the provisions of this Section 10.52.050.”

Section 3. The City Council hereby amends Section 10.84.120 (Minor Exceptions) of Title 10 of the Manhattan Beach Municipal Code to add an additional exception for JADUs and to update the reference to the applicable sections of the Municipal Code, by amending the final row of the table to read as follows:

<p>10.74.040 and 10.74.050</p>	<p>Alterations and remodeling to existing legal structures that do not comply with the ADU and JADU standards to allow conversion to an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) - (structure standards only, not lot or site conditions).</p>
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Section 4. Term. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be effective immediately upon its adoption. This Ordinance shall expire on January 31, 2020, unless extended by the City Council at a regularly noticed public hearing, pursuant to Government Code Section 65858.

Section 5. Legislative Findings. The City is currently studying the potential land use, public services, parking, traffic, and infrastructure effects of allowing ADUs and JADUs to be built on lots in various areas of Manhattan Beach. Effective January 1, 2020, Senate Bill 13 (“SB 13”), Assembly Bill 68 (“AB 68”), and Assembly Bill 881 (“AB 881”) amend Government Code Sections 65852.2 and 65852.22 to further limit the standards cities may impose on ADUs and JADUs. In the absence of a State-compliant ordinance on January 1, 2020, the City’s existing ADU regulations may be considered null and void pursuant to Government Code Section 65852.2(a)(4), and the City would then be required to approve any ADU that meets minimal State criteria. Areas of Manhattan Beach vary significantly in lot size, lot coverage, density, traffic, parking, and seasonal population fluctuations. Unless the City adopts this interim urgency ordinance, the City would be required to either approve ADUs in locations and under standards that may have severe negative impacts on the surrounding community or adopt permanent standards without the benefit of an inquiry and study on the appropriate locations and standards for ADUs and JADUs in the City and in particular areas.

Staff is studying, revising, and drafting proposed permanent regulations, which both the Planning Commission and City Council must then consider after receiving input from residents at public hearings. The new ADU and JADU regulations will also require an amendment to the City’s Local Coastal Plan. The City Council finds that property owners are likely to submit applications for ADUs and JADUs before new regulations become effective. These applications would cause confusion and ambiguity regarding the applicability of provisions in the City’s current ADU regulations, at least some of which are compliant with the new legislation, and the State standards, with potentially inconsistent and unfair results for City residents. The establishment of these ADUs has the potential to conflict with the City’s permanent ADU and JADU regulations, which will be adopted in compliance with Government Code Sections 65852.2 and 65852.22 after further study of the appropriate standards and locations for ADUs and JADUs in Manhattan Beach. Based upon the foregoing, the City Council hereby finds that there is a current and immediate threat to the public health, safety, or welfare if the City is required to either approve ADUs in locations and under standards that may

have severe negative impacts on the surrounding community or adopt permanent standards without the benefit of an inquiry and study on the appropriate locations and standards for ADUs and JADUs in the City and in particular areas, and that the approval of ADUs and JADUs under existing standards would result in that threat to public health, safety, or welfare. Due to the foregoing circumstances, it is necessary for the preservation of the public health, safety, and welfare for this Ordinance to take effect immediately. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health, and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be passed immediately upon its introduction and shall become effective immediately upon its adoption.

The City intends to consider the adoption of permanent regulations within a reasonable time. The Planning Commission, the City Council and the people of Manhattan Beach require a reasonably limited, yet sufficient period of time to establish permanent regulations for ADUs and JADUs. Given the time required to schedule and conduct duly noticed public hearings before the Planning Commission and the City Council, the City Council finds that this Ordinance is necessary to prevent the establishment of ADUs and JADUs with a reasonable potential to conflict with the City's permanent regulations. The City Council has the authority to adopt an interim ordinance pursuant to Government Code Sections 65858 and 36937(b) in order to protect the public health, safety, or welfare.

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 CEQA Guidelines (14 California Code of Regulations §§ 15000, et seq.) because this zoning ordinance implements the provisions of Government Code Section 65852.2 and is therefore exempt from CEQA pursuant to Public Resources Code Section 21080.17 and California Code of Regulations Section 15282(h). To the extent that any provisions of this ordinance are not exempt pursuant to Section 15282(h), the amendments are not subject to CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

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.

Section 8. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section,

subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

Section 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.

ADOPTED on December 17, 2019.

AYES: Napolitano, Stern, Hadley, Montgomery and Mayor Hersman.
NOES: None.
ABSENT: None.
ABSTAIN: None.

ATTEST:



LIZA TAMURA
City Clerk


NANCY HERSMAN
Mayor

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF MANHATTAN BEACH)

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance, being Ordinance No. 19-0021-U was duly passed and adopted by the said City Council, approved and signed by the Mayor, and attested by the City Clerk, of said City, all at a regular meeting of the said Council duly and regularly held on the 17th day of December, 2019, and that the same was so passed and adopted by the following vote, to wit:

Ayes: Napolitano, Stern, Hadley, Montgomery and Mayor Hersman.
Noes: None.
Absent: None.
Abstain: None.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of said City this 18th day of December, 2019.



City Clerk of the City of
Manhattan Beach, California

(SEAL)

CERTIFICATE OF PUBLICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF MANHATTAN BEACH)

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, do hereby certify that Ordinance No. 19-0021-U has been duly and regularly published according to law and the order of the City Council of said City and that same was so published in The Beach Reporter, a weekly newspaper of general circulation on the following date, to wit December 26th, 2019 and in witness whereof, I have hereunto subscribed my name this 27th day of December, 2019.



City Clerk of the City of
Manhattan Beach, California

URGENCY ORDINANCE NO. 19-0022-U

AN INTERIM ORDINANCE OF THE CITY OF MANHATTAN BEACH
AMENDING THE MANHATTAN BEACH LOCAL COASTAL
PROGRAM TO REGULATE ACCESSORY DWELLING UNITS AND
OTHER ACCESSORY STRUCTURES, AND MAKING A
DETERMINATION OF EXEMPTION UNDER CEQA

THE MANHATTAN BEACH CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

Section 1. The City Council hereby amends Manhattan Beach Local Coastal Program to add Chapter A.74 to read as follows:

“Chapter A.74 - Accessory Dwelling Units

Section A.74.010 – Purpose and Applicability
Section A.74.020 – Definitions
Section A.74.030 – General Requirements and Application Procedure
Section A.74.040 – JADU Standards
Section A.74.050 – Fees and Utility Connections

Section A.74.010 - Purpose and Applicability.

The purpose of this Chapter is to implement the requirements of Government Code Sections 65852.2 and 65852.22 to allow Accessory Dwelling Units and Junior Accessory Dwelling Units consistent with state law.

Section A.74.020 - Definitions.

“Accessory Dwelling Unit” or “ADU” has the meaning ascribed in Government Code Section 65852.2, as the same may be amended from time to time. Notwithstanding the foregoing, the term “ADU” does not include a Guest House (or Accessory Living Quarters), as defined in Local Coastal Program Section A.04.030.

“Attached ADU” means an ADU that is constructed as a physical expansion (i.e. addition) of the Primary Dwelling, or the remodeling of the Primary Dwelling, and shares a common wall with the Primary Dwelling.

“Detached ADU” means an ADU that is constructed as a separate structure from the Primary Dwelling, which does not share any walls with the Primary Dwelling.

“Existing Structure” means an existing single-family dwelling, multi-family dwelling, or other accessory structure that can be safely converted into

habitable space under the California Building Standards Code, as amended by the City, and any other applicable laws.

“Junior Accessory Dwelling Unit” or “JADU” has the meaning ascribed in Government Code Section 65852.22, as the same may be amended from time to time.

“Primary Dwelling”, for purposes of this chapter, means the existing or proposed single-family dwelling on the lot where an ADU would be located.

“Public Transit”, for purposes of this chapter, has the meaning ascribed in Government Code Section 65852.2(j), as the same may be amended from time to time.

Section A.74.030 - ADUs and JADUs Permitted.

A. An ADU or JADU is permitted in the Coastal Zone, provided it satisfies the requirements of:

1. Government Code Section 65852.2(e)(1), as the same may be amended from time to time;
2. California Building Standards Code, as amended by the City;
3. City building permit requirements.; and
4. Any other applicable laws.

B. An applicant may apply for a Minor Exception, pursuant to Section A.84.120, for the establishment of an ADU or JADU in an existing legal structure that does not comply with the ADU or JADU standards provided in this chapter. A Minor Exception may not be requested for site or lot conditions.

Section A.74.040 - JADU Standards.

JADUs shall comply with the following requirements:

- A. A JADU shall be a minimum of 220 square feet and a maximum of 500 square feet of buildable floor area. The buildable floor area of a shared sanitation facility shall not be included in the maximum buildable floor area of a JADU.
- B. A JADU must be contained entirely within the walls of the existing or proposed single-family dwelling.
- C. A separate exterior entry from the main entrance to the single-family dwelling shall be provided to serve a JADU.

- D. A JADU may include separate sanitation facilities, or may share sanitation facilities with the existing or proposed single-family dwelling.
- E. A JADU shall include an efficiency kitchen meeting the requirements of Government Code Section 65852.22.
- F. **Covenant Required:** The property owner shall record a declaration of restrictions, in a form approved by the City Attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (i) the property owner shall be an owner-occupant of either the Primary Dwelling or the JADU, unless the owner is a government agency, land trust, or housing organization; (ii) the JADU is to be rented only for terms of 30 days or longer; (iii) the JADU is not to be sold or conveyed separately from the single-family dwelling; (iv) the property owner and all successors in interest shall maintain the JADU and the property in accordance with all applicable JADU requirements and standards, including the restrictions on the size and attributes of the JADU provided in Government Code Section 65852.22; and (v) that any violation will be subject to penalties as provided in Local Coastal Program Chapter 1.04. Proof of recordation of the covenant shall be provided to the City at a time deemed appropriate by the Director of Community Development.
- G. No additional parking is required for a JADU.

Section A.74.050 - Fees and Utility Connections.

- A. The owner of an ADU or JADU shall be subject to the payment of all sewer, water and other applicable fees except as specifically provided in California Government Code Sections 65852.2 and 65852.22.
- B. Prior to receiving a building permit, the owner of an ADU or JADU must submit letters of service availability for water and sewer disposal to the Building Official.

Section 2. The City Council hereby amends Manhattan Beach Local Coastal Program Section A.52.050 (Accessory Structures) to add language explaining that JADUs are not subject to site regulations for accessory structures, by adding paragraph I to read as follows:

“I. Accessory Dwelling Units and Junior Accessory Dwelling Units constructed in compliance with Chapter A.74 are not subject to the provisions of this Section A.52.050.”

Section 3. The City Council hereby amends Manhattan Beach Local Coastal Program Section A.84.120 (Minor Exceptions) to add an additional exception for JADUs and to update the reference to the applicable sections of the Local Coastal Program, by adding a final row of the table to read as follows:

A.74.040	Alterations and remodeling to existing legal structures that do not comply with the ADU and JADU standards to allow conversion to an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) - (structure standards only, not lot or site conditions).
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Section 4. Term. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be effective immediately upon its adoption. This Ordinance shall expire on January 31, 2020, unless extended by the City Council at a regularly noticed public hearing, pursuant to Government Code Section 65858.

Section 5. Legislative Findings. The City is currently studying the potential land use, public services, parking, traffic, and infrastructure effects of allowing ADUs and JADUs to be built on lots in various areas of Manhattan Beach, including the Coastal Zone. Effective January 1, 2020, Senate Bill 13 (“SB 13”), Assembly Bill 68 (“AB 68”), and Assembly Bill 881 (“AB 881”) amend Government Code Sections 65852.2 and 65852.22 to further limit the standards cities may impose on ADUs and JADUs. In the absence of a State-compliant ordinance on January 1, 2020, the City’s existing ADU regulations may be considered null and void pursuant to Government Code Section 65852.2(a)(4), and the City would then be required to approve any ADU that meets minimal State criteria. Areas of Manhattan Beach vary significantly in lot size, lot coverage, density, traffic, parking, and seasonal population fluctuations. Unless the City adopts this interim urgency ordinance, the City would be required to either approve ADUs in locations and under standards that may have severe negative impacts on the surrounding community or adopt permanent standards without the benefit of an inquiry and study on the appropriate locations and standards for ADUs and JADUs in the City and in particular areas.

Staff is studying, revising, and drafting proposed permanent regulations, which both the Planning Commission and City Council must then consider after receiving input from residents at public hearings. The new ADU and JADU regulations will also require an amendment to the City’s Local Coastal Plan. The City Council finds that property owners are likely to submit applications for ADUs and JADUs before new regulations become effective. These applications would cause confusion and ambiguity regarding the applicability of provisions in the City’s current ADU regulations, at least some of which are compliant with the new legislation, and the State standards, with potentially inconsistent and unfair results

for City residents. The establishment of these ADUs has the potential to conflict with the City's permanent ADU and JADU regulations, which will be adopted in compliance with Government Code Sections 65852.2 and 65852.22 after further study of the appropriate standards and locations for ADUs and JADUs in Manhattan Beach. Based upon the foregoing, the City Council hereby finds that there is a current and immediate threat to the public health, safety, or welfare if the City is required to either approve ADUs in locations and under standards that may have severe negative impacts on the surrounding community or adopt permanent standards without the benefit of an inquiry and study on the appropriate locations and standards for ADUs and JADUs in the Coastal Zone and other areas of the City, and that the approval of ADUs and JADUs under existing standards would result in that threat to public health, safety, or welfare. Due to the foregoing circumstances, it is necessary for the preservation of the public health, safety, and welfare for this Ordinance to take effect immediately. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health, and safety within the meaning of Government Code Sections 65858 and 36937(b) and therefore shall be passed immediately upon its introduction and shall become effective immediately upon its adoption.

The City intends to consider the adoption of permanent regulations within a reasonable time. The Planning Commission, the City Council and the people of Manhattan Beach require a reasonably limited, yet sufficient period of time to establish permanent regulations for ADUs and JADUs. Given the time required to schedule and conduct duly noticed public hearings before the Planning Commission and the City Council, the City Council finds that this Ordinance is necessary to prevent the establishment of ADUs and JADUs with a reasonable potential to conflict with the City's permanent regulations. The City Council has the authority to adopt an interim ordinance pursuant to Government Code Sections 65858 and 36937(b) in order to protect the public health, safety, or welfare.

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 CEQA Guidelines (14 California Code of Regulations §§ 15000, et seq.) because this zoning ordinance implements the provisions of Government Code Section 65852.2 and is therefore exempt from CEQA pursuant to Public Resources Code Section 21080.17 and California Code of Regulations Section 15282(h). To the extent that any provisions of this ordinance are not exempt pursuant to Section 15282(h), the amendments are not subject to CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

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.

Section 8. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

Section 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.


ADOPTED on December 17, 2019.

AYES: Napolitano, Stern, Hadley, Montgomery and Mayor Hersman.
NOES: None.
ABSENT: None.
ABSTAIN: None.



NANCY HERSMAN
Mayor

ATTEST:



LIZA TAMURA
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF MANHATTAN BEACH)

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance, being Ordinance No. 19-0022-U was duly passed and adopted by the said City Council, approved and signed by the Mayor, and attested by the City Clerk, of said City, all at a regular meeting of the said Council duly and regularly held on the 17th day of December, 2019, and that the same was so passed and adopted by the following vote, to wit:

Ayes: Napolitano, Stern, Hadley, Montgomery and Mayor Hersman.
Noes: None.
Absent: None.
Abstain: None.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of said City this 18th day of December, 2019.



City Clerk of the City of
Manhattan Beach, California

(SEAL)

CERTIFICATE OF PUBLICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF MANHATTAN BEACH)

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, do hereby certify that Ordinance No. 19-0022-U has been duly and regularly published according to law and the order of the City Council of said City and that same was so published in The Beach Reporter, a weekly newspaper of general circulation on the following date, to wit December 26th, 2019 and in witness whereof, I have hereunto subscribed my name this 27th day of December, 2019.



City Clerk of the City of
Manhattan Beach, California

Agenda Date: 1/21/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Stephanie Katsouleas, Public Works Director

SUBJECT:

Consider Downtown Manhattan Beach and North Manhattan Beach Business Improvement District Beautification Measures (Public Works Director Katsouleas).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that City Council discuss and provide direction on various measures that can be taken to enhance the Downtown Manhattan Beach and North Manhattan Beach (NMB) Business Improvement Districts (BIDs).

FISCAL IMPLICATIONS:

The total fiscal implications are unknown at this time and will depend on direction given by City Council. However, staff estimates that up to \$150,000 will be spent on the North Manhattan Beach BID to replace 21 trees and install 28 cast iron grates using available money from the NMB BID assessment fund.

BACKGROUND:

Downtown Manhattan Beach

The downtown area of Manhattan Beach is generally described as located between 8th Street and 15th Street, from Valley Drive to the Strand. It has undergone periodic transformations over the years, including sidewalk and crosswalk replacements, landscaping refreshment, parking enhancements, replacement of trash receptacles, development of the Metlox complex, and other infrastructure upgrades-the most recent being the upcoming replacement of traffic signals at five intersections.

This past year, both City Council and the Downtown Business Professional Association (DBPA)

began discussing how the downtown area could be refreshed and enhanced within the public right-of-way, and asked staff to evaluate what measures could be implemented in the near and midterm. Several ideas were proposed, and a few actions have already been taken toward this goal, which include:

1. Thermoplastic stencils were created and installed on four sidewalk panels in front of City Hall as a demonstration project to showcase how decorative and patterned thermoplastic could be used to cover the gray tiles sidewalks. Although the specific patterns installed were only examples, they provided City Council and the community the opportunity to experience the concept and decide whether it should be further explored. Two types of installations were completed - one in which the tiles were removed and replaced with concrete before installing the stencils, and one in which the stencil was installed directly over the gray tiles.
2. Staff met with DBPA representatives on September 18, 2019, to discuss downtown improvements and better understand their priorities. The DBPA expressed a desire to explore:
 - Replacing all landscaping in planter beds to match the palette recently installed in front of Starbucks Coffee at the northwest corner of Highland Avenue and Manhattan Beach Boulevard;
 - Replacing trees, installing new tree grates, and upgrading irrigation;
 - Installing lighting in planter beds and on trees;
 - Installing more benches throughout the downtown area;
 - Installing new and updated wayfinding signage; and
 - Adding one more big-belly solar trash can on Highland Avenue just west of Jamba Juice.
3. City Council recommended exploring the feasibility of installing string lighting over roadways and intersections, scrambled crosswalks, sidewalk and crosswalk replacements; and installing an intelligent parking occupancy system at Metlox and Lot 3. City Council approved the purchase and installation of new parking meters citywide and a new meter kiosk in Metlox on November 5, 2019. The new meters will have parking finder app capabilities, which will be rolled out in 2020.
4. Internally, several actions have either already been implemented or are in the works toward improving the downtown area, which include:
 - In 2018, seven big-belly solar trash cans were installed in strategic places where the most trash was being generated. They have been very effective in controlling overflowing trash in high traffic areas.
 - A pilot demonstration project using drought tolerant and native landscaping was installed in front of Starbucks on Highland Avenue and Manhattan Beach Boulevard, showcasing colorful yet durable plants.
 - A bench was installed in front of Starbucks on Highland Avenue and Manhattan Beach Boulevard.

- New bike racks were installed throughout the downtown area in 2017/18.
- Several dying trees have been replaced, with more scheduled in 2020.
- The Wayfinding Master Plan was adopted on November 17, 2019, which includes new guidelines for parking and pedestrian signage in the downtown area.
- Power washing of the crosswalks was increased from annually to four times per year.
- A gated trash enclosure was installed at the base of Lot 3.
- Five traffic signals are scheduled to be replaced in early 2020.
- Scrambled crosswalks are under review for implementation in spring 2020.

North Manhattan Beach

Staff met with the North Manhattan Beach Business Improvement District (NMB BID) several times throughout 2019 to discuss what type of improvements could be undertaken in the commercial area, which is primarily located along Highland Avenue between 33rd Street and 41st Street, and on Rosecrans Avenue, between Highland Avenue and Alma Avenue. Some of the key ideas discussed included replacing trees that were distressed and dying, installing tree grates, enhancing neighborhood ambiance with lighting and hanging banners. Staff attended the NMB BID meeting on January 8, 2020, where the newly elected Board concurred with the previous Board's recommendation to proceed with replacing 21 trees with King palms and 28 cast iron grates.

Also, in early 2019, City staff removed the aluminum banners that had been installed years ago along the Highland Avenue corridor. They were replaced with canvas banners this past spring and with holiday banners in December. No other enhancements have yet been undertaken in the NMB BID.

DISCUSSION:

There are a variety of Downtown and North Manhattan Beach enhancements that could be implemented, some with corresponding budgets that have yet to be fully identified. Those opportunities are listed below, along with an estimate of the staff resources and funds that would need to be allocated to implement them. They are ranked in order of easiest and least expensive to implement, to most resource-intensive and expensive to implement.

DOWNTOWN MANHATTAN BEACH

1. **Painting Refresh:** This action includes refreshing all of the existing red, white, yellow and green curbs in the downtown area, which can be accomplished with existing staff resources. Target completion date: May 2020.
2. **Scrambled Crosswalks:** This action can be implemented on Manhattan Beach Boulevard at the intersections of Highland Avenue and Manhattan Avenue. Modifications to the street markings and signal timing can be incorporated into the Signal Replacement Project currently underway, at a cost yet to be determined. This project would be completed by May 2020, if City Council approves the design concept presented in the attachment and staff is given direction to proceed. The project would meet the required pedestrian marking standards for scrambled crosswalks and could incorporate the new City logo as the centerpiece of art at the Manhattan Beach Boulevard and Manhattan

Avenue intersection (see attached rendering). A second art image would need to be selected for the centerpiece of art at the Manhattan Beach Boulevard and Highland Avenue intersection.

3. **Wayfinding Signage:** On November 19, 2019, City Council approved the Wayfinding Master Plan and allocated \$347,184 from the Parking Fund for Phase I implementation, which includes pedestrian and parking wayfinding signage in the downtown area. Staff will be working on this effort throughout 2020. No additional funding or resources are necessary at this time.
4. **One Additional Big Belly Solar Trash Can:** There is a need for one additional Big Belly solar trash can on the south side of Manhattan Beach Boulevard, between Morningside Drive and Highland Avenue where the existing trash can often overflows, particularly in the morning. This action can be easily implemented in July 2020 by incorporating an additional \$2,800 into the Fiscal Year (FY) 2020-2021 budget.
5. **Street Furniture:** The DBPA has expressed a desire to install new street furniture (e.g., benches) in the downtown area. The furniture type and specific locations have yet to be selected, and no funds have been identified for purchasing products. The estimated cost to implement this action will depend type of street furniture selected and whether any infrastructure needs to be altered to accommodate installations. The action can be easily implemented pending resolution of these issues.
6. **Trash Can Replacements:** In addition to the Big Belly solar trash cans, consideration should be given to replacing all the static trash cans throughout the Downtown BID. New containers could be fabricated that prominently display the City's logo and other wayfinding elements. The approximate cost for each of the 87 existing trash and recycling container is about \$1,000. This action would take some time to implement due the outreach and involvement of City Council, DBPA and North Manhattan Beach representatives in the container selection and design process. Ordering and installation would be carried out with internal resources. No budget had been identified for this purchase; the amount needed would depend on the containers ultimately selected.
7. **String Lighting and Tree Up-lighting:** The DBPA has expressed an interest in installing ambient lighting in the downtown area, such as tree up-lighting or wrapping trees with string lighting. There are electrical power sources in virtually every planted bed in the downtown area, making string lighting around trees and ambient up-lighting easy to implement in these areas.

Additionally, City Council has expressed an interest in installing aerial string lights across intersections and possibly across roadways in the downtown area. Installation of crossed string lighting across Manhattan Beach Boulevard at the intersections of Highland Avenue and Manhattan Avenue is possible and could be incorporated into the traffic signal project underway pending confirmation that the lateral tension load requirements on the signal poles would be met. However, installing string lights across roadways would be more challenging to implement for two primary reasons. First, based on the recent

street light structural analysis completed, the existing street light poles cannot meet lateral tension load code requirements for installing string lights. Secondly, the street light poles were installed in a staggered formation, thus limiting the ability to crisscross string lighting unless additional poles were installed. No budget has been identified for the lighting initiatives in the downtown area.

8. Updated Landscaping: This past summer, staff replaced landscaping in the planter bed in front of Starbucks, located at the corner of Manhattan Beach Boulevard and Highland Avenue, with drought-tolerant, native species. This effort was completed as a demonstration project to evaluate the plant selection, color palette, growth, durability, and community reaction before considering area-wide implementation Downtown. The results and responses have been very positive overall, and the City has received multiple requests from Downtown businesses to refresh their adjacent planter beds with the same plant materials. In total, there are 71 planter beds within the Downtown BID, ranging from small corner areas to larger parkway areas. Staff estimates that a complete landscaping replacement project would cost approximately \$200,000 at \$13 per square foot, inclusive of planter bed preparation, plant material, mulch, and labor. No funding has yet been identified for this action. City Council may wish to consider installing new landscaping in phases over several years, or alternatively, create a partnership with the DBPA to implement this action as a single project.

9. Street Tree and Tree Grate Replacements: Funding for tree replacements was incorporated into the new West Coast Arborist contract approved by City Council on December 17, 2019. As planned, approximately 20% of the trees in the downtown area that are in decline, diseased, and dying will be replaced each year over the next five years with an annual budget allocation of approximately \$35,000. Existing palms species will be replaced with King Palms, and other species will be replaced in-kind or with a similar species unless an alternative tree palette is selected and approved by City Council. No additional funding is needed to complete this task unless City Council wishes to accelerate the proposed replacement schedule.

Tree grates throughout Downtown should also be replaced in the near future. Currently, there is a combination of intact, cracked, deteriorated and missing concrete grates. Staff will recommend an allocation of \$260,000 to replace 327 tree grates Downtown with 3x3 cast iron tree grates as a single project as part of the FY 2020-21 budget.

10. Crosswalk Replacement: The blue stamped, asphalt crosswalks were installed Downtown in late 2015 to replace the deteriorated blue granite tile crosswalks installed in the late 80s. The project's objective was to achieve the same blue tiled look using colored asphalt in lieu of more expensive tiles, matching the blue tiles that remain on the portion of sidewalks adjacent to the intersections. Overall, the asphalt replacement has held up well and is a fairly durable product. However, because asphalt is inherently porous, oil drippings from cars and tire marks have stained the crosswalks, a problem that was not as prevalent with the granite tiles. All of the crosswalks Downtown are power washed quarterly for approximately \$16,000, which removes many but not all of the stained markings. Staff has not yet obtained a cost estimate to remove and replace the blue asphalt crosswalks. Such costs would depend on the material to be installed, for

which there is wide variability in pricing and associated labor requirements. Additionally, this action would take some time to implement due to the outreach and involvement of City Council, DBPA and community in the material selection and design process.

- 11. Sidewalk Replacement:** There are approximately 1.5 miles of sidewalks in the downtown area, most of which have a gray tile inlay that was installed in the late 1980s. The remaining areas have either stamped concrete mimicking the gray tiles or smooth concrete. In preparation for a discussion about possible replacement of Downtown sidewalks, earlier this year, staff had several custom thermoplastic stencils installed on the sidewalk in front of City Hall. This installation was intended to spark ideas about the types of sidewalk treatments and images that could be considered to either cover or replace the gray tiled areas. Staff notified the DBPA Executive Director of the installation and asked her to encourage DBPA members to take a look at it and provide their feedback. The feedback we received is best described as “lukewarm.” Exploring and demonstrating other types of sidewalk treatments would require more significant staff time, planning, and a budget. Other sidewalk treatments could include embedded crushed glass (e.g., similar to the crosswalk between City Hall and Metlox), geometric tiles, and concrete etchings (see attached photos). Based on the most recent bids received by the City for removing and replacing sidewalk concrete, it would cost approximately \$1.5 million to remove the gray tiles and install smooth concrete throughout Downtown. Any decorative features added would increase this estimate, perhaps significantly based on the feature chosen. Additionally, any areas that do not currently comply with Americans with Disabilities Act (ADA) guidelines would need to be corrected, further raising the cost of the project.

Please note that undertaking a complete sidewalk replacement project Downtown is a significant capital improvement project, inclusive of extensive public meetings, design brainstorming and approval, detailed design services, ADA compliance, construction and inspection activities and intensive business notification due to its impact on business operations. Because Public Works already has plans to start construction on four major capital projects 2020, each expected to last from 12 to 18 months, staff could not realistically commence a downtown sidewalk project until 2022 unless some of the current CIP priorities were shifted or additional resources were provided. In all, staff will be actively working on more than 30 CIPs in 2020, with many of them considered high priorities (e.g., Sepulveda Bridge, Peck Reservoir, street resurfacing, pump station replacements, security enhancements, HVAC replacement, pier railings, and utility undergrounding).

NORTH MANHATTAN BEACH BUSINESS IMPROVEMENT DISTRICT

- 1. Street Trees and Tree Grate Replacements:** The City’s Urban Forester, Ernest Area, has worked closely with the NMB BID in selecting which trees should be replaced and which replacement species should be installed. As mentioned above, at the January 8, 2020, the NMB BID confirmed that they would like the City to proceed with replacing 21 trees with King palms. That work will begin immediately and is estimated to cost approximately \$100,000 to remove the trees, hand dig out the tree roots, complete

necessary concrete repairs and purchase and install new trees (approximately \$4,700 per location for labor and new trees).

Ernest also presented to the NMB BID tree grate designs made out of cast iron. Unfortunately, because the City's tree wells are only 3' x 3' in size, no companies manufacture tree grate products this small using materials other than cast iron. Cast iron grates cost about \$767 each, and frame supports, if needed, are about \$300 each. There are approximately 28 grates needed in the NMB BID, at an estimated cost up to \$35,000, plus installation and prep work for the frames that will support the grates, estimated at \$13,000. Staff will proceed with purchasing and installing the new grates over the next several months. Funds are available from North Manhattan Beach assessment funds for the tree replacements and new cast iron grates.

- 2. String Lighting:** Staff evaluated whether string lighting could be installed on street light poles across Highland Avenue between 33rd Street and Rosecrans Avenue. Unfortunately, they cannot be installed on the existing street lights because the marbelite poles do not meet the code's requirement for the lateral tension that the string lights would place on the poles. Although new poles and foundations could be installed, the secondary problem is that it is not possible to install additional marbelite poles in any balanced fashion that would achieve the desired crisscross look. There are simply too many obstacles when considering store front entries, garages, pedestrian ramps, alley ways, T-intersections, scenic views and existing subsurface infrastructure. However, consideration could be given to crossed lighting at the intersection of Highland Avenue and Rosecrans Avenue, as well as "lighted pole art" on the street lights in lieu of banners (see attached sample art).

String lighting around the trees along Highland Avenue could also be considered. Although there is currently no power source for the string lights, solar powered lights may be an option worth exploring. As a "proof of concept" project, City staff purchased two different brands of solar string lighting and installed them on two palm trees at the Public Works yard (see attached photo). They light up nicely and stay lit all night, do not require any electricity, and could be fairly easily deployed. However, these particular products were only 200' in length and did not have "extension" capabilities. Staff was unable to find any solar string lights manufactured in longer lengths, suggesting that this approach may have limited application. An alternative would be to install electricity to each tree well. This would be very expensive considering that Highland Avenue is located within several utility underground districts. Thus, extensive trench work on both sides of the street would be required.

Staff will continue to work with the new Board Members of the NMB BID on these lighting initiatives to further explore which projects are both feasible and desirable for implementation given existing structural constraints. Staff will also be working with NMB BID Board Members on the final tree and grate replacement program this coming spring.

Please note that several of the initiatives under consideration in the downtown area are either not applicable or of interest to the NMB BID. For example, there has been no request for bench

seating, other street furniture or big belly solar trash cans. There are almost no landscaped areas along Highland Avenue and Rosecrans Avenue. Finally, the NMB BID already has decorative crosswalks and has not requested exploring installation of decorative sidewalks.

CONCLUSION:

Based on the discussion points above, staff recommends that City Council discuss and provide direction regarding the following Downtown opportunities:

1. **Painting Refresh:** No action or additional budget needed. This project is already planned.
2. **Scrambled Crosswalks:** Direct staff to incorporate scrambled crosswalks at two intersections as part of the signal replacement CIP. Confirm the art work desired in the intersections so that staff can move forward with quotes for the images. Funding for this work will be based on the thermoplastic quotes received, and could potentially come from the existing project budget.
3. **Wayfinding Signage:** No action or additional budget is needed. Direction was previously provided by City Council. Final designs will come back to City Council for approval.
4. **One Additional Big Belly Solar Trash Can:** Direct staff to incorporate an additional \$2,800 into the Fiscal Year (FY) 2020-2021 budget in July 2020 for this effort.
5. **Street Furniture:** Direct staff to work with the DBPA to explore bench types and locations for installation and other possible street furniture initiatives. This action would come back to City Council for final approval and identification of funding.
6. **Area Wide Trash Can Replacements:** Confirm whether staff should explore this initiative and provide further direction.
7. **String Lighting, Tree Up-lighting and Aerial Intersection and Roadway Lights:** Discuss and provide direction. Staff has not yet explored this initiative in terms of cost, source of funding and staff implementation effort.
8. **Updated Landscaping:** Discuss and provide direction. Staff estimates that a complete landscaping replacement project would cost approximately \$200,000. No funding has been identified for this action.
9. **Street Tree and Tree Grate Replacements:** A five-year street tree replacement schedule has already been developed and incorporated into the budget. Complete tree grate replacements will be incorporated into the budget process for FY 2020-21 for consideration. If an alternative schedule is desired, direct staff to amend the proposed implementation plan.
10. **Crosswalk Replacement:** Discuss and provide direction. The level of effort provided by staff and implementation costs will depend heavily on the materials selection and direction given by City Council.
11. **Sidewalk Replacement:** Discuss and provide direction. The level of effort provided by staff and implementation costs will depend heavily on the materials selection and direction given by City Council.

The North Manhattan Beach BID efforts are still in the early planning stages. However, City Council may wish to discuss and provide direction regarding the types of trees to be installed, the pole light art under consideration, street tree up-lighting and string lighting, and intersection

cross lighting.

PUBLIC OUTREACH:

Staff has met with DBPA and NMB BID representatives on several occasions regarding possible improvements to these business improvement districts. Staff will continue to meet with the DBPA and NMB BID for all of the proposed projects listed above as they progress through various approval and implementation phases.

ENVIROMENTAL 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.

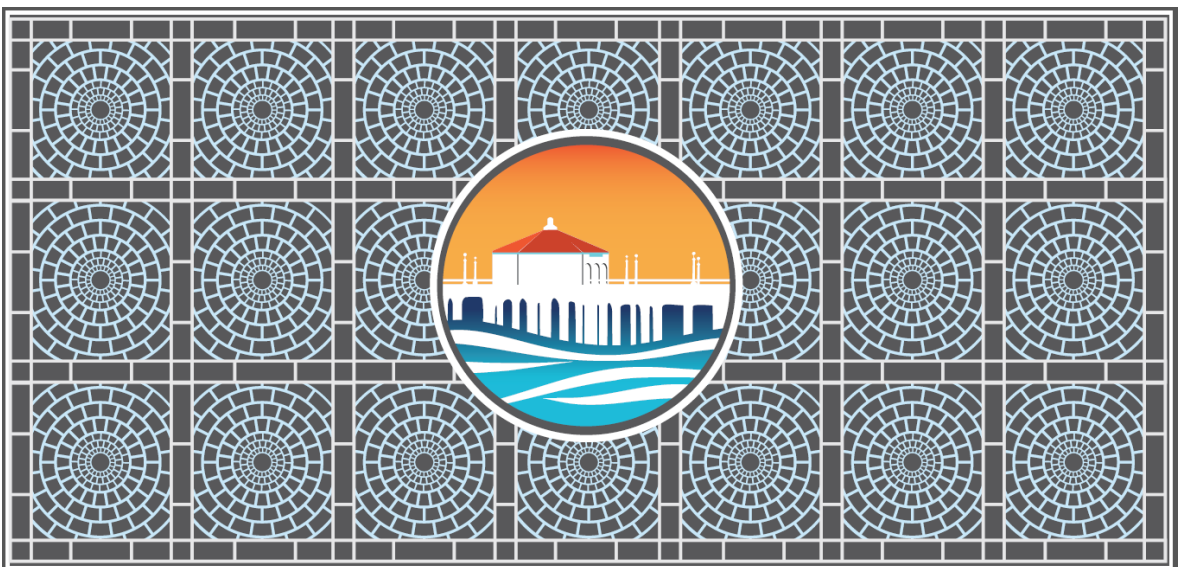
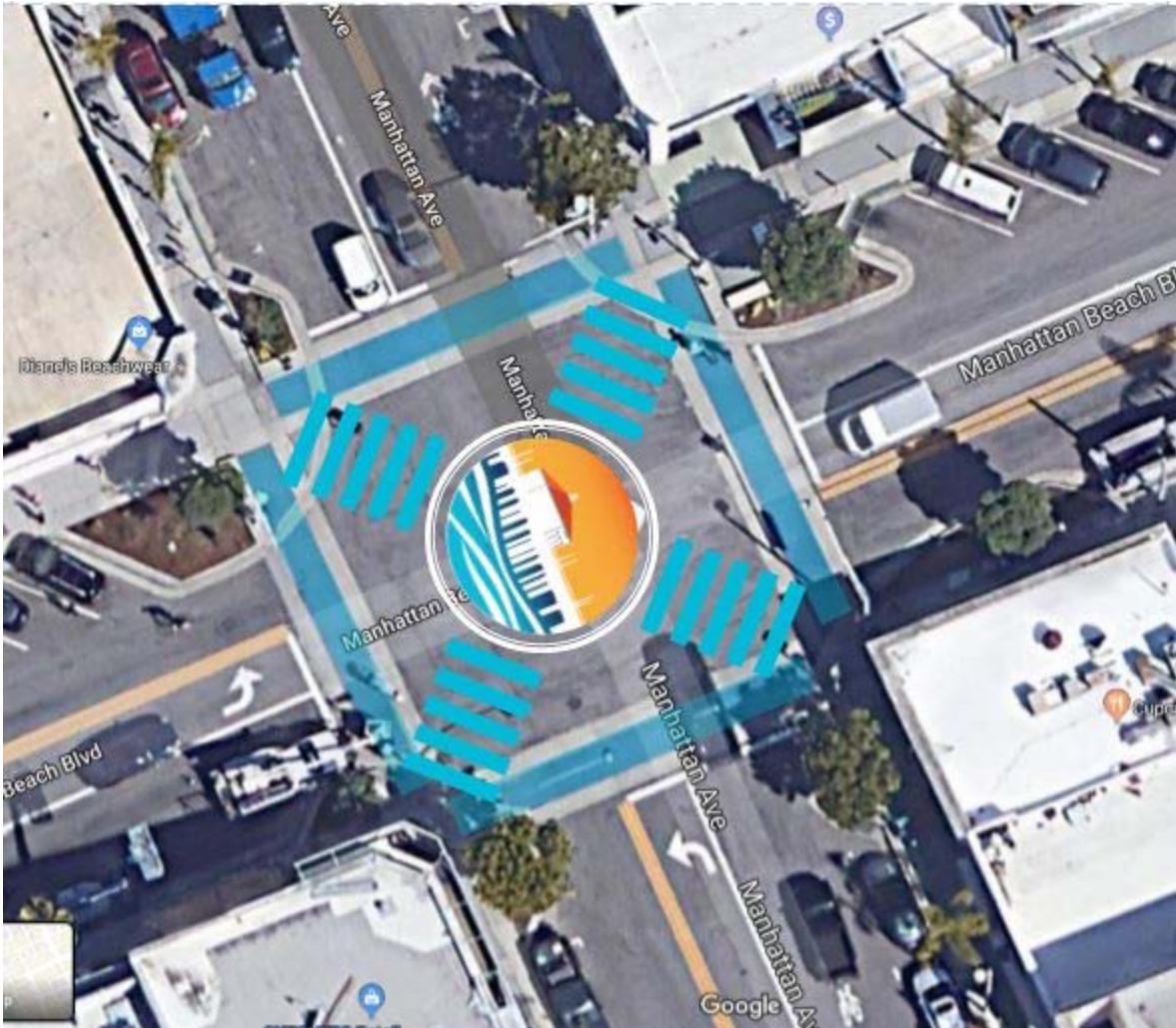
LEGAL REVIEW:

No legal review was required for this staff report.

ATTACHMENT:

1. Photos

Scrambled Crosswalk Graphic Concepts



Grid Detail

Custom Thermoplastic Design Concepts— Installed at City Hall



Preparation Work—
Removal of gray tiles



Geometric Thermoplastic
over smooth concrete



Thermoplastic Sunflower
Hop Scotch over smooth
concrete



Sealife—Crab
directly over gray tiles

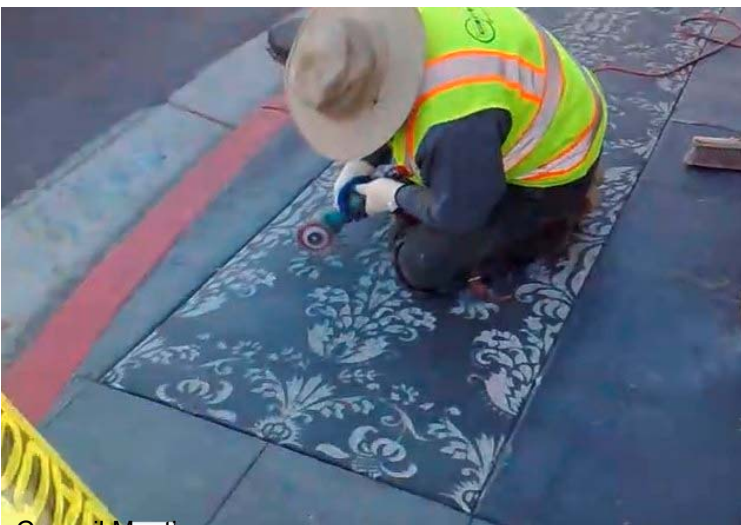
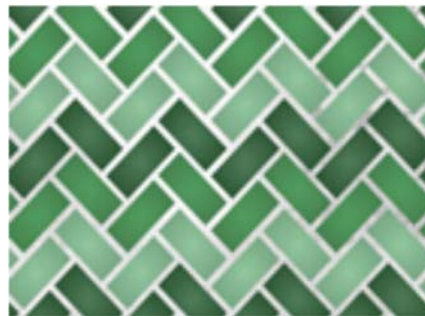
Various Sidewalk Treatment Design Concepts



Crushed glass
embedded in
concrete



Geometric Patterns



Concrete Etchings

Streetlight Banner Art



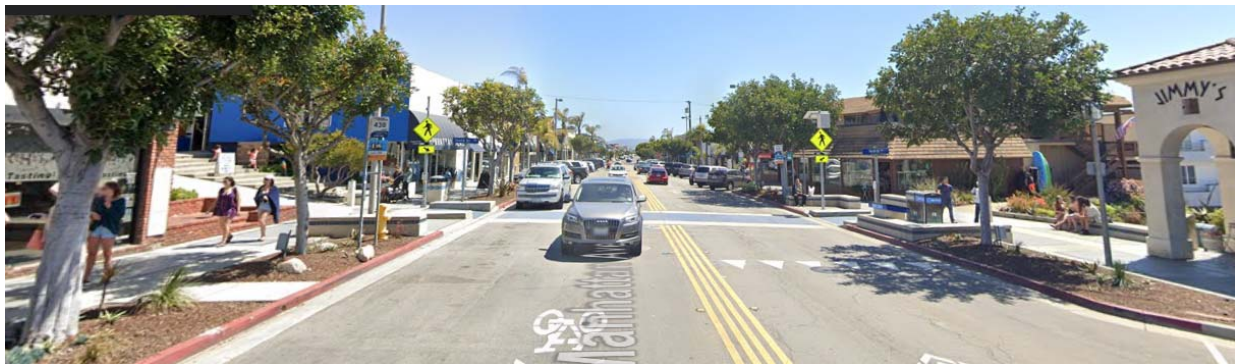
**Solar String Lighting Proof of Concept
Installed at Public Works Yard**



Tree Grates
Intact, Damaged, Uplifted and Missing Grates



Downtown Area Planter Beds



Agenda Date: 1/21/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Steve S. Charelian, Finance Director
Cynthia F. Mickschl, Revenue Services Manager

SUBJECT:

Consider Hardship Extensions to Tobacco Retailers Requesting Additional Time to Comply with Urgency Ordinance No. 19-0016-U Which Prohibits the Sale of Electronic Smoking Devices, Vaping Products, and Flavored Tobacco (Finance Department Charelian).

CONSIDER EXTENSIONS

RECOMMENDATION:

Staff recommends that the City Council consider hardship extensions requested by four tobacco retailers additional time to comply with Ordinance No. 19-0016-U.

FISCAL IMPLICATIONS:

The fiscal implications of the requested extensions is difficult to calculate because City revenues derived from such sales are from business license taxes and sales taxes. Neither tax is reported at the product level; rather, businesses report their total sales, which also includes sales of other products that are not the subject of Ordinance No. 19-0016-U. Thus, the financial implications of a decision to grant or deny an extension request to four applicants, albeit difficult to quantify, is minimal.

BACKGROUND:

On November 5, 2019, City Council adopted Ordinance No. 19-0016-U prohibiting the sale of electronic smoking devices, vaping products and flavored tobacco in the City.

The ordinance contains a hardship extension provision, allowing businesses an opportunity to demonstrate the extent to which they are affected by the ordinance. Any tobacco retailer that wished to continue to sell electronic smoking devices, vaping products or flavored tobacco after the ordinance's effective date could apply for a hardship extension. Pursuant to the ordinance,

the City Council shall grant a hardship extension upon making a finding that the denial of the extension would result in the applicant being deprived of all economically viable use of the property. The Council has the discretion to grant the extension upon other grounds, even if the ordinance does not deprive an applicant of all economically viable use of the property.

Staff communicated frequently with the City retailers in order to assure that the provisions of the ordinance were understood and that the concerns of the retailers were addressed. These communications included written correspondence, emails, and in-person meetings.

DISCUSSION:

On or prior to November 25, 2019, the City received a total of five applications for hardship extensions. One applicant (MB Smoke Shop located at 1005 N. Aviation Boulevard) withdrew its application from consideration. The remaining applications were evaluated by the Finance Director and staff sub-committee for adherence to the provisions of the ordinance.

As noted above, the City Council must grant a hardship extension upon making a finding that the denial of the extension would result in the applicant being deprived of all economically viable use of the property. Further, the City Council has the discretion to grant the extension upon other grounds, even if the ordinance does not deprive an applicant of all economically viable use of the property. Without question, a decision to enforce a limited ordinance such as this without granting an extension would not deprive a person of all economically viable use of the property in question. There are no businesses in the City that sell electronic smoking devices, vaping products, and flavored tobacco, exclusively. Accordingly, staff recommends that the City Council consider other factors such as fairness, helping local businesses, a store's existing stock of such products, and the amount of time an applicant has requested.

The applicants provided a narrative explaining why they felt the extension was warranted, a complete inventory of the products prohibited by the ordinance, approximate sales totals for such products, and an implementation plan for compliance. Due to the proprietary nature of the information provided, the applications are not part of the public record.

Each application has been considered individually and on its own merits. Staff evaluated the sales and inventory data provided by the applicants to assess the respective proposals, and found that each request was reasonable. Based upon its review of the individual applications, staff recommends that the City Council consider each applicants request for an extension in the amount of time requested by each applicant, solely for the purpose of deleting stock existing as of November 5, 2019, the effective date of the ordinance:

- Players Liquor, located at 3804 Highland Ave, requested 30 days
- Current Events, located at 1140 Highland Ave, requested 3 months
- Manhattan Beach Market, located at 1111 Manhattan Ave, requested 3 months
- 7 Eleven, located at 1221 Artesia Blvd, requested 6 months

Staff recommends that the Council consider the requested hardship extensions. In that the requests were submitted at the end of November, it is quite possible that the inventory existing as of November 5, 2019 has been depleted.

ATTACHMENT:

1. Hardship Application Recommendations

Sale of Flavored Tobacco & Electronic Smoking Devices
Manhattan Beach Urgency Ordinance Adopted 11/05/19
Hardship Extension Requests
Tobacco products that impart a characterizing flavor and electronic smoking devices

	Date Application Received	Retailer Name	Business Address	Term of Requested Extension	Plan for phasing out the sale of those products	Finance Director Recommended Action
1	11/22/2009	Players Liquor	3804 Highland Ave	1 month	30 days to deplete inventory, remaining products to be removed after 30 days	Approve Extension
2	11/22/2019	Current Events	1140 Highland Ave	3 months	3 months to deplete inventory and find other products to replace with other products. Cigarettes are non-returnable.	Approve Extension
3	11/25/2019	Manhattan Beach Market	1111 Manhattan Ave	3 months	90 days to deplete current inventory of flavored/menthol products	Approve Extension
4	11/25/2019	7-Eleven #24549	1221 Artesia Blvd	6 months	Public notice and discontinuation of sales occurring immediately. At the end of the extension period, store will incur losses for any items remaining.	Approve Extension

Agenda Date: 1/21/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

George Gabriel, Senior Management Analyst

SUBJECT:

Report on the City's Homelessness Efforts and Initiatives (City Manager Moe).

RECEIVE REPORT

RECOMMENDATION:

Staff recommends that the City Council receive the update on the City's homelessness and initiatives.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

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. Since the passage of Measure H, various cities have taken an active role in addressing homelessness. In October 2017, 47 cities were awarded homelessness planning grants. Manhattan Beach was one of the cities to apply for, receive this funding, and subsequently develop a homelessness plan.

On August 21, 2018, the City Council adopted the City's "Five-Year Plan to Address Homelessness in Our Community." The plan contains seven goals aligned with Manhattan Beach's and Los Angeles County's objectives to address homelessness. Each goal contains supplemental information and includes: 1) Supported actions to achieve those goals; 2) Associated policy changes and requirements to move forward; 3) How progress will be measured; 4) Who is responsible for each goal and its progress; 5) What City resources will be leveraged; and 6) Timeline to complete each goal.

While the cities of Manhattan Beach, Hermosa Beach, and Redondo Beach (collectively the South Bay Beach Cities) each developed its own independent Homelessness Plan, all three cities began to explore joint efforts to address homelessness. There were common elements including creation of detailed internal city protocols in response to homelessness, creation of consistent system-level response, training for first responders and city staff who have frequent contact with the homeless, strengthening ties with available resources and educating the general public.

Pursuant to City Council authorization in November 2018, and at the recommendation of the homelessness task force, the City submitted a multi-jurisdictional proposal Homelessness Plan Implementation Grant with the cities of Redondo Beach and Hermosa Beach.

In April 2019, the Los Angeles County Homeless Initiative announced the award of Measure H grant funding to the South Bay Beach Cities totaling \$330,666 towards homeless coordination, training and housing navigation services.

At the September 4, 2019, City Council meeting, the City Council approved a City Homelessness Plan Implementation Grant contract with the County of Los Angeles.

Thereafter, the South Bay Beach Cities developed specifications in order to obtain proposals from qualified service providers to assist in moving people off the streets into interim and permanent housing. These specifications and tasks included but were not limited to:

- Providing a full-time Homeless Coordinator/City Liaison to leverage the cities' fiscal and administrative resources to systematize, coordinate and help oversee multi-sectoral homeless efforts to enhance and expand regional access to services.
- Developing and implementing internal city-level homelessness response protocols and beach city regional response;
- Tailoring training material and lead training sessions with staff;
- Planning and holding an annual homelessness stakeholder roundtable/community meeting;
- Providing two full-time Homeless Case Managers to assist homeless individuals and families by completing Coordinated Entry System (CES) Assessments, maintaining case notes in Los Angeles Homeless Services Authority's (LAHSA) Homeless Management Information System (HMIS); and
- Getting participants "document ready," and make successful referrals to interim housing, treatment centers, and permanent housing.

At the October 15, 2019, meeting, City Council awarded a subcontract to a qualified homeless services firm, Harbor Interfaith Services (HIS), to provide the services described above, until February 2021.

DISCUSSION:

The City of Manhattan Beach continues to take an active role in addressing homelessness, strategically and regionally, in a humane fashion. Below is a list of updates and efforts the City's is currently undertaking on homelessness.

Homelessness Count

For the second consecutive year, the City will host a deployment site for the 2020 Greater Los Angeles Homeless Count (conducted by the Los Angeles Homeless Services Authority) at the Joslyn Community Center at 1601 N. Valley Drive on Wednesday, January 22, 2020, from approximately 8:00 PM - 11:00 PM.

The City hosted a deployment site for the county-wide 2019 Homelessness Count to assist with understanding the size and scope of homelessness. Within the count, 22 individuals were counted in Manhattan Beach, down from 41 individuals in 2018.

Harbor Interfaith Services Outreach

As part of the agreement with HIS, one coordinator and two case managers (i.e. housing navigators) were to be dedicated to the South Bay Beach Cities. Within 60 days, HIS recruited and fully staffed those three positions, and outreach is ongoing.

For community reference, the South Bay Beach Cities Homelessness Coordinator position has been filled by Karli Dreizler; she will be the primary point of contact for outreach services and regional efforts in the Beach Cities. Karli's previous experience includes Mental Health America's Homeless Full Service Partnership, and assisting with a food rescue program in South L.A., Food Forward.

Another aspect of the agreement with HIS is monthly reporting on contract deliverables. Staff has attached the December 2019 report for City Council reference. Being that HIS became fully staffed recently, the future reports will show outreach success at higher rates.

Consistent with the City's grant funding agreement, HIS is currently working with all three beach cities to coordinate a community/stakeholder meeting on homelessness in March 2020.

Homelessness Plan

Staff is continuing to make strides toward accomplishing the ambitious goals set forth in the City's Homelessness plan. Of the seven goals presented in the City's Homelessness Plan, 17 measurements and supporting actions are present in the document to measure progress and success. Within the measurements and supporting actions, 10 are completed and 7 are in progress. Most recently, the City accomplished the following actions:

- Completion of mental health first aid training by 10 staff members in the Police Department;
- Reports on homelessness plan implementation, prepared by the City Manager's Office; and
- Report tracking City resources expended to address homelessness.

Attached to the staff report is a breakdown of all goals related to the City's Homelessness Plan. Of note, four goals that are currently in progress, are past the intended deadline but are currently being evaluated by the newly hired South Bay Beach Cities Homelessness Coordinator. Staff will now work with the coordinator and accomplish these goals as soon as possible.

Memorandum of Understanding with Hermosa Beach and Redondo Beach

In order to formalize the grant agreement and regional approach the cities of Manhattan Beach, Hermosa Beach and Redondo Beach are making toward homelessness, staff in all three cities are finalizing a Memorandum of Understanding. While staff has sought to expedite the MOU, County requirements have delayed the process., Staff has recently obtained an MOU template provided by another multi-jurisdictional grant awardee (Cities of Pomona, Claremont and La Verne) and will present it to the City Council at the March 3, 2020, meeting.

South Bay Cities Council of Governments (SBCCOG) Funding

In November 2019, the County of Los Angeles Board of Supervisors approved a motion to allocate \$6 million to Council of Governments (COG) to provide “Innovation Funds” for homeless services. The money for each COG was determined by the numbers from the 2019 homeless count, and as a result, the SBCCOG expects to receive \$739,685 in funding (12.33%).

The innovation funds allocated to the COGs are specifically to support the County’s two priority areas: 1) increasing the supply of permanent and interim housing, and 2) enhancing County service systems as well as for “innovation” toward region-wide collaboration, with a focus on interim and permanent supportive housing.

Each COG is conducting its own process to determine how to utilize this funding and will have the flexibility to determine how the funding will be distributed to member cities or to use for regional programs. At the time staff provided this report, the SBCCOG had proposed to utilize \$295,287 for two City specific proposals (Redondo Beach and Torrance) and \$444,398 for region-wide programs that include education and training, safe parking, client aid, and shelter/housing feasibility measures. For additional details, staff has attached the SBCCOG staff report.

Staff will monitor funding opportunities and determine if the City can utilize funding toward addressing homelessness.

Legislative Initiatives

In light of recent court decisions, cities are urging the state legislature to clarify the tools available for addressing homeless issues.. Additionally, legislative advocacy efforts are being pursued to revise the Welfare and Institutions Code of California (i.e. “5150”) to give the City more tools in helping individuals, including those without shelter, who may pose a danger to themselves and others due to mental illness, or who are gravely disabled. Staff will keep City Council apprised of these efforts should an opportunity arise that supports or opposes potential legislation.

Homeless Resources Fair

On December 11, 2019, a Homeless Resources Fair was held at the Redondo Beach Performing Arts Center by a variety of homeless service providers in the South Bay, and 55 individuals were assisted. Law enforcement in the beach cities regularly participate by referring homeless residents they contact and connect them to services. For context, the event has been held in the South Bay since October 2017 on a quarterly basis throughout the South Bay (Service Planning Area 8). Whenever the event is held, transportation is provided to and from the event to the original location they were picked up from. The event was promoted primarily

through various homeless service providers, health care providers, mental health providers, and some faith-based organizations.

CONCLUSION:

Staff recommends that the City Council receive the update on the City's homelessness and initiatives.

LEGAL REVIEW:

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

ATTACHMENTS:

1. Harbor Interfaith Services Report (December 2019)
2. Homelessness Count Flyer
3. Homelessness Plan Goals Breakdown
4. South Bay Cities Council of Governments Innovation Funds Report
5. LAHSA Homelessness City Statistics (July - September 2019)



Beach Cities Outreach Outcomes

November 2019 - March 2021

Reporting Period: December 2019

Clients are attributed to City by CES Assessment Question #34:
"What city within the County of Los Angeles do you live in?"

Assessments, Interactions	This Month				From Contract Start to Date				Progress to Date	
	MB	HB	RB	Total	MB	HB	RB	Total	Goal	Progress
Unduplicated Assessments (By CES Acuity Score)										
1 - 4 (Priority Score 1)				0				0		
5 - 7 (Priority Score 2)				0				0		
8 - 11 (Priority Score 3)				0				0		
12 - 17 (Priority Score 3)	1			1	1			1		
Totals:	1	0	0	1	1	0	0	1	200	1%

Clients Case Managed										
1 - 4 (Priority Score 1)				0				0		
5 - 7 (Priority Score 2)				0				0		
8 - 11 (Priority Score 3)				0				0		
12 - 17 (Priority Score 3)	1	1		2	1	1		2		
Totals:	1	1	0	2	1	1	0	2		

Street Outreach Interactions by City										
Number of Clients	10	1		11	1	1		2		
Number of Interactions	13	1		14	1	1		2		

Document Ready	This Month				From Contract Start to Date				Progress to Date	
	MB	HB	RB	Total	MB	HB	RB	Total	Goal	Progress
Documentation / Benefits Enrollment: Number who have all documents and are enrolled in eligible DPSS programs										
Documentation Ready, DPSS Enrolled	1	1		2	1	1		2	120	2%

Program Placements	<u>This Month</u>				<u>From Contract Start to Date</u>				<u>Progress to Date</u>	
	MB	HB	RB	Total	MB	HB	RB	Total	Goal	Progress
Interim Housing Referrals Made				0				0	% Attained:	#DIV/0!
Interim Housing Referrals Attained				0				0	24	0%
Treatment Programs Referrals Made				0				0	% Attained:	#DIV/0!
Treatment Program Referrals Attained				0				0	50	0%
Stable Housing Referrals/Matches		1		1		1		1	% Attained:	0%
Stable Housing Placements				0				0	22	0%

Dictionary

Term	Definition
Acuity Score	The numeric outcome of an Assessment, measuring a client's vulnerability while experiencing homelessness. Certain programs and resources are only available to clients with a high enough Acuity Score.
Assessment	Standard set of questions used to determine a client's vulnerability. The vulnerability is quantified as the client's 'Acuity Score.' There is a separate assessment for each population: Single Adults, Families and Youth. Also known as a VI-SPDAT (Vulnerability Index - Service Prioritization Assistance Tool).
CES	Coordinated Entry System; a common set of protocols, including assessments and referrals, used by homeless service providers across Los Angeles County in order to connect people experiencing homelessness to various resources and services more efficiently.
Crisis / Bridge Housing	A program that provides temporary shelter, with connection to CES services, while a client is searching for or transitioning into permanent housing.
Interim Housing	A facility where individuals continue receiving ongoing care for a specific reason, either medical or mental health related. Also known as Recuperative Care.
Match	A formal link between a homeless client and a supportive housing unit or voucher made by a CES 'Matcher.' There is a Matcher for each system, Single Adults, Families and Youth, within each SPA. The match is made by comparing the client's information with the resource's eligibility requirements, and selecting the most vulnerable client who matches those requirements to be matched.
Priority Score	A simplification of the range of Acuity Score values into a scale with scores 1 (Acuity Score 0-4), 2 (Acuity Score 5-7) and 3 (Acuity Score 8-17). Certain programs and resources are only available to clients with high enough Priority Scores. For example, only clients with a Priority Score of 3 are eligible for enrollment in a Housing Navigation program.
Referral Attained	A response to a 'Referral Made,' confirming that the program is able and willing to provide their services to the referred client.
Referral Made	A request sent to a program to provide services to a client.
Stable Housing	Any housing, whether market-rate or a supportive unit, that a client can stay in with no time limitations placed on their stay, is with Crisis/Bridge or Transitional housing. Also known as Permanent Housing.
TAY	Transitional Aged Youth (ages 18-24).
Transitional Housing	Residential programs for Youth that provide assistance to residents in finding permanent housing, and case management around both the clients' needs and goals, including connections to education, employment, and health services. Usually with a stay limited to 36 months.

Reporting Period: December 2019

Meeting Participation	This Month	From Contract Start	Goal	Progress	Notes
Monthly Beach Cities Management	0	1	16	6%	
<hr/>					
Beach Cities Hub Care Coordination	1	3	32	9%	
<hr/>					
SBCCOG Homeless Task Force Bi-Monthly	1	1	8	13%	



**Greater
Los Angeles
Homeless
Count**

JOIN MANHATTAN BEACH'S HOMELESS COUNT on Wednesday, January 22, 2020 from 8-11 pm

Frequently Asked Questions

Why do we do the Count?

To get the official statistics of what homelessness looks like in our community. These are then used to bring needed services and housing to the South Bay.

Why is it conducted every year?

To see the trends and understand the progress we are making in ending homelessness.

How will I know what to do that night?

You will be fully trained and provided with the materials you'll need.

How old do I have to be?

All volunteers need to be at least 18 years old to participate in this activity.

How long will it take?

About 3 hours or less.



**Joslyn Community Center
1601 N. Valley Dr.**

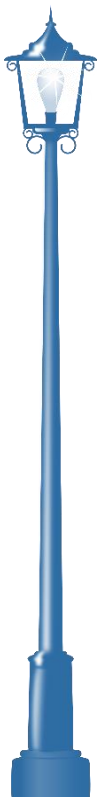
Click on [this link](https://www.theycountwillyou.org/manhattan_beach_count_20200122) to sign up, or go to
https://www.theycountwillyou.org/manhattan_beach_count_20200122

How It Works

- Come to this location at 8:00 pm for a brief training overview
- While working in teams of 2-3, you'll be assigned a census tract that you'll drive, looking for persons experiencing homelessness
- You will just be tallying how many people you see – keeping a respectful distance from them
- When your team has finished, you'll return to this deployment site to turn in your results

Questions?

Please contact
George Gabriel, ggabriel@citymb.info
Paul Stansbury, pstans5@aol.com



Manhattan Beach Homelessness Plan Goals

Goal #	Goal Detail	Measurements and Supporting Actions	Deadline	Status
1	TO ENSURE RESIDENT SAFETY AND WELLBEING BY SUPPORTING POLICE DEPARTMENT, FIRE DEPARTMENT, AND CITY STAFF IN RESPONDING APPROPRIATELY, SAFELY, AND EFFECTIVELY TO PERSONS WHO ARE EXPERIENCING HOMELESSNESS IN MANHATTAN BEACH.	Request the board of supervisors to increase the availability of a mental health clinician to collaborate with MBPD on the mental evaluation team (MET).	N/A	Complete
		Hold preliminary meetings with County Supervisor’s staff in fall 2018.	Fall 2018	Complete
		First cross-training meeting with service providers will be held, and at least annually thereafter.	12/1/2019	In Progress - Recently staffed Homelessness Coordinator is evaluating goal.
		Staff protocols and resource guide will be created and disseminated to all city staff who interact with people experiencing or at risk of homelessness.	5/1/2019	Complete
		At least 10 MB staff members will complete mental health first aid training.	12/1/2019	Complete
		Preliminary evaluation of these activities will be included in the annual report on plan implementation, prepared by the City Manager’s Office.	5/1/2020	Complete
2	TO HELP RESIDENTS AND BUSINESSES TO RESPOND SAFELY AND EFFECTIVELY TO INDIVIDUALS WHO ARE HOMELESS IN MANHATTAN BEACH.	The MBPD and BCHD will have a community education plan in place, for implementation beginning May 1, 2020.	12/1/2019	In Progress - Recently staffed Homelessness Coordinator is evaluating goal.

Manhattan Beach Homelessness Plan Goals

Goal #	Goal Detail	Measurements and Supporting Actions	Deadline	Status
		A Manhattan Beach-specific resource card will be printed and ready for distribution to city businesses and residents, with the same material posted on the city website.	5/1/2019	Complete
		The card will be updated at least once each year.	N/A	In Progress
		A preliminary business community plan should be in place to begin the process of fostering job creation and volunteer service to address homelessness in Manhattan Beach.	12/1/2019	In Progress - Recently staffed Homelessness Coordinator is evaluating goal.
3	TO SHARE RESPONSIBILITY FOR ADDRESSING HOMELESSNESS WITH NEIGHBORING CITIES, IN ORDER TO EXPAND PERMANENT SOLUTIONS TO HOMELESSNESS.	City Manager's Office will provide an annual report on progress toward accomplishing these goals through regional collaboration.	N/A	Complete
4	TO SUPPORT FAITH GROUPS TO EFFECTIVELY HELP INDIVIDUALS EXPERIENCING HOMELESSNESS IN MANHATTAN BEACH.	The City will hold its first cross-training with city staff, Manhattan Beach community groups, faith communities, and outreach workers from community-based organizations. This event will be held annually in 2020, 2021, and 2022.	12/1/2019	In Progress - Recently staffed Homelessness Coordinator is evaluating goal.
5	TO REDUCE HOMELESSNESS AMONG MANHATTAN BEACH RESIDENTS	Include activities and results in annual report to City Council.	N/A	Complete
6	TO IMPROVE CITY RESPONSE TO HOMELESSNESS BY OBTAINING ADDITIONAL RESOURCES TO ADDRESS HOMELESSNESS IN MANHATTAN BEACH, AND BY CREATING EFFICIENCIES IN THE USE OF CURRENT RESOURCES.	City will be able to create a report tracking City resources expended to address homelessness.	12/1/2019	Complete
		During the 2018-2019 fiscal year, the City will apply for any funding from Measure H that provides resources needed by the City.	N/A	Complete

Manhattan Beach Homelessness Plan Goals

Goal #	Goal Detail	Measurements and Supporting Actions	Deadline	Status
7	TO SUPPORT THE AVAILABILITY OF REGIONAL HOUSING OPPORTUNITIES IN THE SOUTH BAY FOR POPULATIONS AT RISK OF HOMELESSNESS.	As funding is available, produce plan for senior housing.	N/A	In Progress
		Within state mandated timelines, conform to state mandates.	N/A	In Progress

NOTE: The City's "Five-Year Plan to Address Homelessness in our Community" can be found on the City's website at this link--> <https://www.citymb.info/home/showdocument?id=39379>

South Bay Cities Council of Governments

January 13, 2020

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director
Grace Farwell, Senior Project Manager/Homeless Services Coordinator

SUBJECT: Homeless Services Report – LA County Innovation Funds

Adherence to Strategic Plan:

Goal C: *Member Networking and Communications*. Sustain and strengthen Board and member commitment to SBCCOG and its initiatives.

BACKGROUND AND OVERVIEW

In November 2019, the Board of Supervisors approved a motion to allocate \$6 million to the COGs to provide Innovation Funds for Homeless Services. The money per COG was determined by the numbers from the 2019 homeless count, and as a result, the SBCCOG expects to receive \$739,685 (12.33%).

The funds allocated to the COGs are specifically to support the two (2) priority areas set forth in the September 2018 Cities Homelessness Implementation Plan RFP:

- Priority Area 1 focusing on increasing the supply of permanent and interim housing for people experiencing homelessness, and
- Priority Area 2 focusing on enhancing County service systems for those experiencing and/or at-risk of homelessness.

Each COG is conducting its own process to determine how to utilize this funding and will have the flexibility to determine how the funding will be distributed to member cities or to use for regional programs.

On November 21, 2019, the SBCCOG issued a call for projects to the South Bay cities and service providers in SPA 8. The proposals were due December 16, 2019. The SBCCOG received ten (10) proposals from the following cities and service providers: El Segundo, Gardena, Inglewood, Redondo Beach, Torrance, Harbor Interfaith Services, PATH, and SBCCOG. Torrance submitted three proposals. See attached spreadsheet with project title and dollar amount requested.

EVALUATION OF PROPOSALS

In conversations with LA County Homeless Initiative representatives, the County wants to see not only innovation, but also region-wide collaboration, with a focus on interim and permanent supportive housing. Several proposals requested funding for ongoing programs within their city, and others requested funding for programs that are similar in nature. Since we have only 45% of the funding to cover project proposals, we evaluated and grouped those that we could do as a

region instead of funding the individual proposals to do the same programs at different proposed costs. A brief review of why projects were not recommended for funding:

- El Segundo – this is for an additional ride-along which is an expansion of current service
- Gardena – primarily for client aid and community education – to be done regionally
- Inglewood – primarily for shared housing and employee training – to be done regionally
- Redondo Beach – 2 of the proposals were continuation of existing programs, client aid (to be done regionally)
- Torrance – Safe parking to be done regionally and with possible LAHSA funding. RV vouchers – looking to seek funding from other sources (Measure W?)
- Harbor Interfaith Services – housing navigator and client aid – latter to be done regionally
- PATH – Safe parking – to be done regionally and with possible LAHSA funding.

RECOMMENDATIONS FOR FUNDING

City-specific proposals (\$295,287):

City of Torrance - \$50,000 to update 2016 homelessness plan. This amount is based on what LA County determined feasible for cities based on homeless population count when homelessness plans were developed in 2018. Torrance did not participate in that round of funding for developing homelessness plans. Through the Torrance plan, they will assess homeless populations, their dynamic needs, and opportunities to support these populations, as well as hire a consultant to assess potential opportunities to increase housing. Additionally, having an up to date homeless plan has been a requirement for being able to access other county funding, and this may continue as a requirement for future funding. There is still an overall LA County goal to have all 88 cities complete homelessness plans.

City of Redondo Beach - \$245,287 for Enhanced Response Pilot Program. This program incorporates an outreach/case manager/housing navigator into the prosecutors' program by attending court hearings at least once a month. During that time, outreach is conducted at the court, meeting individuals for the first time to begin the process of services and housing connections as well as assisting with structuring court orders based on an individuals' needs.

Region-wide programs (\$444,398):

- **Education and Training** for elected officials, city staff, business community, and the general public/community members. This training will be customized to the South Bay and particular areas within the South Bay and will include best practices in encountering someone experiencing homelessness, resources available, reporting, etc.
- **Home Sharing Pilot Program** will focus on matching homeowners who are able to rent out a room or a portion of their home or an ADU to a compatible qualified housemate/renter for long-term arrangements. This program will also include a partnership with SilverNest, an online matching program for homeowners and homeseekers, and SHARE! Collaborative, a program that provides affordable, permanent supportive housing in single-family.
- **Safe Parking.** Develop guidelines and identify locations for Safe Parking, including establish a standardized cost per vehicle per night, services provided (security, restrooms, wash basins, car registration and insurance, case management), explore a 6-month gym

membership which will allow participant to shower, work out, etc. prior to going to work or school. It appears that LAHSA will be releasing an RFP sometime before March 2020 from which we would seek funding for site implementation.

- **Client Aid** will be available for all cities and agencies in the South Bay that will include motel vouchers, specifically to be provided to individuals 1-2 nights prior to a job interview or housing interview; assistance with first/last month's rent; security deposit; essential furniture, clothing, basic necessities and other forms of assistance as required and upon documentation.
- **Emergency Shelter and Interim Housing.** Review city ordinances related to emergency shelters and explore what it would take to become operational. Identify locations for potential interim housing.

RECOMMENDATION

That the SBCCOG prepare a funding plan for the projects recommended above for January Board approval to be submitted to LA County for approval.

NEXT STEPS

The proposals and recommendations will be reviewed and discussed at the January 8, 2020 Homeless Services Task Force meeting. Their deliberations will be reported to the Steering Committee.

All proposals will be kept on file and if other funding sources become available, the proposals will be revisited.

City/Organization	Project Title	Contact People	Amount Requested	Total Funds for SBCCOG
El Segundo	El Segundo Police Department Homeless Initiative	Lt. Dan Kim	\$11,700.00	
Gardena	Gardena Homeless Plan	Jaclyn Coppa	\$25,000.00	
Inglewood	South Bay Housing Utilization Optimization Project	Damian Pipkins / Lori Jones / Roberto Chavez	\$50,000.00	
Redondo Beach	Redondo Beach Homelessness Projects	John LaRock	\$388,287.00	
Torrance	Torrance Homeless Plan Development	Domenica Megerdichian / Viet Hoang	\$70,000.00	
Torrance	Torrance Safe Parking Program	Domenica Megerdichian / Viet Hoang	\$425,000.00	
Torrance	Torrance Recreational Vehicles (RV) Voucher Program	Domenica Megerdichian / Viet Hoang	\$12,000.00	
Harbor Interfaith Services	Housing Navigator and Client Aid	Tahia Hayslet / Shari Weaver	\$127,119.00	
PATH	CSUDH Housing Project	Haley Fusilier / Courtney Reed	\$270,000.00	
SBCCOG	Home Sharing Pilot Project	Grace Farwell / Jacki Bacharach	\$254,369.00	
			\$1,633,475.00	\$739,685.00



HOMELESSNESS STATISTICS BY CITY
MANHATTAN BEACH

Manhattan Beach	SPA 8	City Share of SPA
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Point-in-Time Homeless Count Data			
On January 24th, 2018:			
Total Persons	41	4,138	1%
On January 23rd, 2019:			
Total Persons	22	4,409	0%

Cumulative CES Statistics from HMIS - 7/1/2018 to 3/31/2019			
CES Assessments			
Total Persons Assessed	9	2,244	0%
Individuals Assessed	9	1,310	1%
Youth Assessed	-	144	0%
Families Assessed	-	821	0%
Veterans Assessed	-	150	0%
Persons Aged 62+ Assessed	-	213	0%
Types of Services Provided to those Assessed			
Interim Housing	2	648	0%
Rapid Re-Housing	-	615	0%
Street Outreach (Contacts)	3	501	1%
Street Outreach (Engagements)	3	356	1%
Other (Non-Permanent)	1	616	0%

Permanent Housing Placements - 7/1/2018 to 3/31/2019			
Persons Placed into Permanent Housing	2	318	1%

Point-in-Time Homeless Count Data – Taken from the 2018 and 2019 Greater Los Angeles Homeless Count totals.

Cumulative CES Statistics from HMIS – This data includes all persons that were assessed through CES and received homeless services in the date range. For households with more than one person (including families), the assessment of the head of household is applied to all members.

Permanent Housing Placements – Includes persons that have moved into permanent housing during the report period (through either rapid re-housing, permanent supportive housing, or other permanent destinations).

Agenda Date: 1/21/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Stephanie Katsouleas, Public Works Director

Prem Kumar, City Engineer

Anastasia Seims, Senior Civil Engineer

SUBJECT:

Review of City Council's Request to Evaluate the Feasibility of Removing or Relocating Certain Solar Powered Flashing Beacon Appurtenances Currently Located on the West Side of Highland Avenue at 18th Street (Public Works Director Katsouleas).

RECEIVE REPORT

RECOMMENDATION:

Staff recommends that City Council discuss and provide direction regarding a request to remove or relocate certain solar powered flashing beacon appurtenances currently located on the west side of Highland Avenue at 18th Street.

FISCAL IMPLICATIONS:

The fiscal implications of this issue could range from "no cost" up to \$15,000, depending on the direction given by City Council.

BACKGROUND:

Earlier this year, staff installed several pedestrian safety measures as part of the Cycle 3, 5, and 10 grant projects awarded in 2011 and 2012. One of those grants, the Cycle 5 award, called for constructing pedestrian safety enhancements at 17 different locations throughout the City, including:

- Pedestrian signage;
- Crosswalk limit lines;
- High visibility crosswalks;
- Flashing beacons and in-roadway warning lights; and

- Pedestrian countdown timers.

Prior to receiving the award, the grant application was presented to the Parking and Public Improvement Commission and City Council at public meetings in 2011, and the final proposed designs were reviewed and approved by City Council in early 2017. Plans and specifications were developed and subsequently bid for construction in early 2018. The project was rebid in mid-2018 due to the high bid cost received. Following the second bid process, on August 7, 2018, City Council awarded a construction contract to PTM General Engineering Services Inc. for \$491,000 for the Cycle 5 Pedestrian Safety Improvement Project. Shortly thereafter, the contractor began procuring all construction materials needed to complete the project, including long lead items such as steel poles, and then initiated the work.

By February 5, 2019, the overwhelming majority of Cycle 5 work had been completed, including installation of flashing beacons and in-road warning lights at the intersections of Highland Avenue and 17th Street, 18th Street and 19th Street. However, due to complaints received by residents at the corner of 18th Street and Highland Avenue, City Council requested that the adjacent crosswalk improvements be placed on the agenda for review and further discussion. On March 19, 2019, City Council held further discussions and directed staff to:

- Relocate the pedestrian signs from the steel poles installed to the adjacent streetlights where feasible (completed).
- Permanently remove the associated flashing beacons from the steel poles (completed).
- Complete a structural analysis of the adjacent streetlight to determine whether it could support the weight of the crosswalk appurtenances (solar panel, battery, controller, push button), and present findings of the structural analysis and other relocation options to City Council at a future meeting.

DISCUSSION:

At the time of Cycle 5 design, bidding, and installations, Manhattan Beach did not own the adjacent streetlights, thus negating consideration to install the appurtenances directly onto streetlight poles. Thus they were placed on steel poles near each intersection. On the west side of the intersection at Highland Avenue and 18th Street, the steel pole foundation had to be located approximately 5 feet away from the street curb face due to existing conflicting underground appurtenances. Although this location was not the most ideal, other existing infrastructure and Americans with Disability (ADA) ramp requirements limited where the steel pole foundation could physically be placed. As installed, it is the closest available location next to the crosswalk and fully within the public right-of-way. Similar physical limitations were not present on the east side of Highland Avenue at 18th Street where the companion steel pole and appurtenances were also placed.

Shortly after the installation, staff removed the flashing beacons and relocated the signage to the adjacent streetlights at all three locations. Staff also completed a structural analysis to determine whether the appurtenances located on the steel poles could be relocated to the adjacent streetlights, which were purchased in late spring 2019. The structural analysis determined that the existing marbelite streetlights are not structurally capable of carrying the full load of the crosswalk appurtenances based on current code requirements. Therefore, staff provides the following options for consideration at the intersection of 18th Street and Highland Avenue:

Option 1

Leave the current installation as-is, in which case the steel pole, battery, solar panel, and push button would remain in their current location on the west side of Highland Avenue at 18th Street (see attached photo).

Option 2

Relocate the solar panel, battery and controller to the existing steel pole on the east side of Highland Avenue at 18th Street; and install a shorter steel pole for the pedestrian push button where the existing steel pole is on the west side of Highland Avenue (see attached photo renderings). The cost for limited demolition, relocation work, rewiring, conduit and sidewalk restoration is estimated at \$6,000. This work could be paid for using existing Curb, Gutter, and Ramp Replacement funds if there are not sufficient contingency funds available in the Cycle 5 budget, thus no additional appropriation would be needed.

Staff recommends that City Council discuss these proposed options and provide direction to staff on which option to implement.

PUBLIC OUTREACH:

A notification letter regarding this agenda item was sent to residents in the immediate vicinity of Highland Avenue and 18th Street who may be affected by any decision made by City Council.

ENVIROMENTAL REVIEW:

On June 2018 staff filed a Notice of Exemption with the County of Los Angeles Clerk Office after determining the HSIP project qualify for a Categorical Exemption (improvements to existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities).

LEGAL REVIEW:

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

ATTACHMENT:

1. Existing and Rendered Photographs

Highland Avenue at 18th Street



Existing Pedestrian Improvements, looking south.



Existing Pedestrian Improvements, west side



Existing Pedestrian Improvements, east side

Highland Avenue at 18th Street



Proposed Pedestrian Improvements, looking south.



Proposed Pedestrian Improvements, looking west.

Agenda Date: 1/21/2020

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, Deputy City Clerk

SUBJECT:

Agenda Forecast (City Clerk Tamura).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Attached is the most recent Agenda Forecast for City Council Review

January 15, 2020 Agenda Forecast

TENTATIVE DRAFT – SUBJECT TO CHANGE
**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
 INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

CEREMONIAL	CONSENT	PUBLIC HEARING	GENERAL BUSINESS	CITY COUNCIL	INFORMATIONAL
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02/04/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	City Manager – 12/24 Finance – 12/31 City Attorney – 1/7 City Manager – 1/21 Packet – 1/29
	Pledge – Manhattan Beach Middle School National Anthem – Manhattan Beach Middle School Band
	1. Proclamation Declaring February 16-22, 2020 as National Engineers Week (Ceremonial)
20-0031	2. City Council Minutes (City Clerk Tamura) (Consent)
20-0047	3. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
20-0025	4. Consider Adopting a Resolution Amending the Conflict of Interest Code for the City of Manhattan Beach; and Consider Adopting a Resolution Approving a Conflict of Interest Code for the Manhattan Beach Capital Improvement Corporation (City Manager Moe and City Attorney Barrow) (Consent)
	5. Consider Introduction of an Ordinance Extending the Prohibition of Shared Mobility Devices from Being Placed or Operated in Any Public Right-of-Way or on Public Property, or Offered for Use Anywhere in the City Regarding Shared Mobility (City Manager Moe) (Consent)
NO FILE	6. Consider Adopting a Resolution Approving a Memorandum of Understanding with the Manhattan Beach Firefighters’ Association (Human Resources Jenkins) (Consent)
20-0039	7. Consider Awarding a Professional Design Service Agreement to AECOM Technical Services, Inc. for the 2020 Storm Drain Master Plan Update Project for \$250,000 (Public Works Director Katsouleas) (Consent)
20-0055	8. Consider Introducing an Ordinance to Prohibit the Sale of Tobacco Products in the City (City Manager Moe and City Attorney Barrow) (General Business)
20-0024	9. Consider Introduction of Ordinance No. 19--- Prohibiting Use of City Facilities for Campaign Events and Use of City Resources for Non-City Purposes, and Provide Direction on the Elections Policy (City Attorney Barrow and City Clerk Tamura) (General Business)
20-0016	10. Consider an Agreement with the Downtown Manhattan Beach Business Professional Association (DMBBPA) dba: Manhattan Beach Certified Farmer’s Market (MBCFM) for the Management of a Certified Farmer’s Market and Utilization of City Property and Right-of-Way (Finance Director Charelian) (General Business)
20-0007	11. Approve Updated Banner Policy (Parks and Recreation Director Leyman) (General Business)
20-0015	12. Consider the Parking and Public Improvements Commission Recommendation to Incorporate Proposed Crosswalk Enhancements Into New or Ongoing Projects as Part of the City’s Capital Improvements Plan and Pursue Funding Opportunities (Community Development Director Tai) (General Business)
20-0038	13. Consider Waiving Formal Bidding per MBMC Section 2.36.140 and Consider Adopting a Resolution Awarding an Agreement with Core and Main, Inc. for the Budgeted Purchase of an Advanced Metering Infrastructure (AMI) System in an Amount Not-to-Exceed \$3,500,000 for the Water Meter Upgrade and Automation Project (Public Works Director Katsouleas) (General Business)
20-0032	14. Agenda Forecast (Informational)

TENTATIVE DRAFT – SUBJECT TO CHANGE
**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
 INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

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| CEREMONIAL | CONSENT | PUBLIC HEARING | GENERAL BUSINESS | CITY COUNCIL | INFORMATIONAL |
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02/18/2020	Regular Meeting – 6:00 PM Tuesday
Deadlines	City Manager – 1/7 Finance – 1/14 City Attorney – 1/21 City Manager – 2/4 Packet – 2/12
	Pledge – American Martyrs School National Anthem
20-0053	1. Recognition to Jeanne Hendricks from MBCERT for Providing CPR Training to Over 1,000 Individuals in Manhattan Beach (Ceremonial)
20-0051	2. City Council Minutes (City Clerk Tamura) (Consent)
20-0046	3. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	4. Consider Adopting an Ordinance to Prohibit the Sale of Tobacco Products in the City (City Manager Moe and City Attorney Barrow) (General Business)
	5. Consider Adopting an Ordinance Extending the Prohibition of Shared Mobility Devices from Being Placed or Operated in Any Public Right-of-Way or on Public Property, or Offered for Use Anywhere in the City Regarding Shared Mobility (City Manager Moe) (Consent)
20-0023	6. Receive the Fiscal Year 2019-2020 Mid-Year Budget Report and Update on Fiscal Year 2020-2021 Budget (Finance Director Charelian) (Consent)
20-0003	7. Consider Awarding a Contract to Vigilant Solutions, Inc. to Install Additional Fixed License Plate Readers for an Amount Not-to-Exceed \$280,000 (Police Chief Abell) (Consent)
20-0041	8. Budgeted Purchase of Proposition A Transportation Funds from the City of Maywood (Parks and Recreation Director Leyman) (Consent)
20-0040	9. Conduct Public Hearing Regarding the Renewal of the North Manhattan Beach Business Improvement District and Approval of the Annual Collection of Assessments for Fiscal Year 2019-2020 (Finance Director Charelian) (Public Hearing)
NO FILE	10. Conduct Continued Public Hearing Regarding Citywide User Fee Schedule and Cost Allocation Plan (Finance Director Charelian) (Public Hearing)
NO FILE	11. Consider Approving the Proposed Fiscal Year 2019-2020 Chamber of Commerce Work Plan Contract in Amount of \$--- (City Manager Moe) (General Business)
NO FILE	12. Consider Approving a City Council Communications Policy (City Manager Moe) (General Business)
20-0027	13. Review of City Council Assignments and Additional Staff-Supported Groups Within the City (City Clerk Tamura) (General Business)
20-0026	14. Enterprise Project Implementation Update of 1) Enterprise Resource Planning (ERP) and 2) Land Management System (LMS) Solutions (Interim Information Technology Director Griffin) (General Business)
20-0030	15. Agenda Forecast (Informational)

TENTATIVE DRAFT – SUBJECT TO CHANGE
**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
 INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

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|------------|---------|----------------|------------------|--------------|---------------|
| CEREMONIAL | CONSENT | PUBLIC HEARING | GENERAL BUSINESS | CITY COUNCIL | INFORMATIONAL |
|------------|---------|----------------|------------------|--------------|---------------|

03/03/2020	Regular Meeting – 6:00 PM Tuesday – City Council Reorganization Mayor Montgomery/Mayor Pro Tem Hadley
Deadlines	City Manager – 1/21 Finance – 1/28 City Attorney – 2/4 City Manager – 2/18 Packet – 2/26
	Pledge – Mira Costa High School
20-0061	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
20-0052	3. Consider Adopting a Resolution Awarding an Agreement to McCormick Ambulance for Emergency Ambulance Transport Services in an Amount Not-to-Exceed \$250,000 Annually (Fire Chief Drum) (Consent)
20-0052	4. Consider Adopting a Resolution Awarding RFP No. 1220-20 to Environmental Science Associates for an Agreement for Development of a Climate Resiliency Program with an Estimated Value of \$345,765, partially funded by a \$225,000 grant (Community Development Director Tai) (Consent)
20-0049	5. UUAD 19-4 Bond Sale (Finance Director Charelian) (General Business)
20-0049	6. Reorganization of the Manhattan Beach Capital Improvements Corporation (Finance Director/CFO Charelian) (CIC)
	7. Agenda Forecast (Informational)
03/17/2020	Regular Meeting – 6:00 PM Tuesday
Deadlines	Finance – 2/4 City Manager – 2/11 City Attorney – 2/18 City Manager – 3/3 Packet – 3/11
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
20-0060	3. Consider Adopting a Resolution Approving a Coastal Development Permit for the 2020 Manhattan Beach Open Volleyball Tournament August 13-16, 2020; and Request from AOS GROUP for Special Permit: Limited Alcoholic Beverage Use in the Lower South Pier Parking Lot and VIP Bleacher Seating Area Adjacent to the Stadium Court (Parks and Recreation Director Leyman) (Public Hearing)
20-0050	4. Conduct Public Hearing Regarding Ordinance No. 19-0010 Updating the Tree Ordinance (Public Works Katsouleas) (Public Hearing)
	5. Information on a Possible Pilot Program for Beach Buggies (City Manager Moe) (General Business)
20-0029	6. Consider Approval of New Mural Artist and Locations and Allocate Public Art Trust Funds (Parks and Recreation Director Leyman) (General Business)
20-0048	7. Consider Introducing an Ordinance Amending Manhattan Beach Municipal Code Chapter 7.16, Chapter 7.36, Chapter 7.40 and Chapter 9.72 Related to Improvements in the Public Right of Way (Public Works Director Katsouleas) (General Business)
	8. Agenda Forecast (Informational)

TENTATIVE DRAFT – SUBJECT TO CHANGE
**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
 INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

CEREMONIAL	CONSENT	PUBLIC HEARING	GENERAL BUSINESS	CITY COUNCIL	INFORMATIONAL
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04/07/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 2/25 City Manager – 3/3 City Attorney – 3/10 City Manager – 3/24 Packet – 4/1
	Pledge –
	1. Proclamation Declaring the Month of April, 2019, as Earth Month (Ceremonial)
	2. Recognition to Manhattan Beach’s Certified Green Businesses (Ceremonial)
	3. Proclamation Declaring the Month of April, 2019, as DMV/Donate Life California Month (Ceremonial)
	4. City Council Minutes (City Clerk Tamura) (Consent)
20-0028	5. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	6. Update on Donation Program Policy and Options (Parks and Recreation Director Leyman) (General Business)
	7. Park Master Plan (Parks and Recreation Director Leyman) (General Business)
20-0056	8. Information and Report on Construction Hours on Saturdays (Community Development Tai) (General Business)
	9. Options Regarding WiFi at Metlox (Interim Information Technology Director Griffin) (General Business)
20-0014	10. Consider Funding Options for CalPERS Pension Liabilities (Finance Director Charelian) (General Business)
	11. CIP (Public Works Director Katsouleas)
	12. Agenda Forecast (Informational)
04/14/2020	<i>Work Plan Meeting – 6:00 PM Tuesday</i>
Deadlines	
	Pledge –
	1. Work Plan Discussion
04/21/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 3/10 City Manager – 3/17 City Attorney – 3/24 City Manager – 4/7 Packet – 4/15
	Pledge – Pennekamp Elementary School
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	4. Fiber Master Plan (Public Works Director Katsouleas) (General Business)
	5. Quarterly Update on the Fiscal Year 2019-2020 City Council Work Plan (City Manager Moe) (General Business)
	6. Agenda Forecast (Informational)
04/28/2020	<i>Boards and Commissions Interviews – TMD Tuesday</i>
	Pledge –

TENTATIVE DRAFT – SUBJECT TO CHANGE
FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS

CEREMONIAL

CONSENT

PUBLIC HEARING

GENERAL BUSINESS

CITY COUNCIL

INFORMATIONAL

05/05/2020	Regular Meeting – 6:00 PM Tuesday
Deadlines	Finance – 3/24 City Manager – 3/21 City Attorney – 4/7 City Manager – 4/21 Packet – 4/29
	Pledge – Grand View Elementary School
	1. Proclamations for the Month of May: (Ceremonial) <ul style="list-style-type: none"> a) Declaring May 2019 as National Fire Services Day b) Declaring May 2019 as National Municipal Clerks Week c) Declaring May 2019 as National Peace Officers Memorial Day d) Declaring May 2019 as International Firefighters Appreciation Day e) Declaring May 2019 as National Public Works Week f) Declaring May 2019 as National Building Safety Month g) Declaring May 2019 as National Older Americans Month
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	4. Appointments to City Boards and Commissions (City Clerk Tamura) (General Business)
	5. Consider Approving the MOU Associated with Catalina Classic Paddleboard Race Bronze Sculpture (Parks and Recreation Director Leyman) (General Business)
	6. Agenda Forecast (Informational)
05/19/2020	Regular Meeting – 6:00 PM Tuesday
Deadlines	Finance – 4/7 City Manager – 4/14 City Attorney – 4/21 City Manager – 5/5 Packet – 5/13
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	3. Agenda Forecast (Informational)
06/02/2020	Regular Meeting – 6:00 PM Tuesday
Deadlines	Finance – 4/21 City Manager – 4/28 City Attorney – 5/5 City Manager – 5/19 Packet – 5/27
	Pledge – Pacific Elementary School
	1. Public Safety Recognition (Ceremonial) <ul style="list-style-type: none"> a) Police Officer of the Year b) Medal of Valor Recipients
	2. Recognition to Outgoing Commissioners (Ceremonial)
	3. City Council Minutes (City Clerk Tamura) (Consent)
	4. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	5. Conduct Public Hearing to Consider the Fiscal Years Capital Improvement Plan (Public Works Director Katsouleas) (Public Hearing)
	6. Conduct Public Hearing Regarding the Adoption/Approval of Two-Year Operating Budget and Establishing an Appropriation Limit (Finance Director Charelian) (Public Hearing)
	7. Ordinance Amending Building Code Adoption to Correct Findings Pertaining to Permit Exemptions (Community Development Director Tai) (General Business)
	8. Agenda Forecast (Informational)
06/16/2020	Regular Meeting – 6:00 PM Tuesday
Deadlines	Finance – 5/5 City Manager – 5/12 City Attorney – 5/19 City Manager – 6/2 Packet – 6/10
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
20-0057	3. Consider Introducing an Ordinance Amending Building Code Adoption to Restore Permit Exemptions to Fences 7' and Under (Community Development Director Tai) (General Business)
	4. Agenda Forecast (Informational)

TENTATIVE DRAFT – SUBJECT TO CHANGE
FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
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CEREMONIAL

CONSENT

PUBLIC HEARING

GENERAL BUSINESS

CITY COUNCIL

INFORMATIONAL

07/07/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 5/26 City Manager – 6/2 City Attorney – 6/9 City Manager – 6/23 Packet – 7/1
	Pledge –
	1. Proclamation Declaring July 2019 as Parks and Recreation Month (Ceremonial)
	7. City Council Minutes (City Clerk Tamura) (Consent)
	8. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	9. Resolution Adopting the 2020 Conflict of Interest Code (City Clerk Tamura) (Consent)
	10. Agenda Forecast (Informational)
07/21/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 6/9 City Manager – 6/16 City Attorney – 6/23 City Manager – 7/7 Packet – 7/15
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	3. Report on Police and Fire Software Updates and Solutions (Dispatch, Database, CAD and Emergency Notification System) (Police Chief Abell and Fire Chief Drum) (General Business)
	4. Agenda Forecast (Informational)
08/04/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 6/23 City Manager – 6/30 City Attorney – 7/7 City Manager – 7/21 Packet – 7/29
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	3. Agenda Forecast (Informational)
08/18/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 7/7 City Manager – 7/14 City Attorney – 7/21 City Manager – 8/4 Packet – 8/12
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	3. Agenda Forecast (Informational)
09/01/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 7/21 City Manager – 7/28 City Attorney – 8/4 City Manager – 8/18 Packet – 8/26
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	3. Agenda Forecast (Informational)
09/15/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 8/4 City Manager – 8/11 City Attorney – 8/18 City Manager – 9/1 Packet – 9/9
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	3. Agenda Forecast (Informational)
10/06/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 8/25 City Manager – 9/1 City Attorney – 9/8 City Manager – 9/22 Packet – 9/30
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	3. Agenda Forecast (Informational)

TENTATIVE DRAFT – SUBJECT TO CHANGE
**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**

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| CEREMONIAL | CONSENT | PUBLIC HEARING | GENERAL BUSINESS | CITY COUNCIL | INFORMATIONAL |
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10/20/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 9/8 City Manager – 9/15 City Attorney – 9/22 City Manager – 10/6 Packet – 10/14
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	3. Agenda Forecast (Informational)
11/04/2020	<i>Regular Meeting – 6:00 PM Wednesday (General Municipal Elections on November 3, 2020)</i>
Deadlines	Finance – 9/22 City Manager – 9/29 City Attorney – 10/6 City Manager – 10/20 Packet – 10/28
	Pledge –
	1. Proclamation Declaring November 2020 as National Caregivers Month (Ceremonial)
	2. Recognition to the Winners of the 2020 Fire Department Annual “Home Escape Plan” (Ceremonial)
	3. City Council Minutes (City Clerk Tamura) (Consent)
	4. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	5. Agenda Forecast (Informational)
11/17/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 10/6 City Manager – 10/13 City Attorney – 10/20 City Manager – 11/3 Packet – 11/11
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	3. Agenda Forecast (Informational)
12/01/2020	<i>Regular Meeting – 6:00 PM Tuesday – City Council Reorganization Mayor Hadley/Mayor Pro Tem Stern</i>
Deadlines	Finance – 10/20 City Manager – 10/27 City Attorney – 11/3 City Manager – 11/17 Packet – 11/25
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	3. Agenda Forecast (Informational)
12/15/2020	<i>Regular Meeting – 6:00 PM Tuesday</i>
Deadlines	Finance – 11/3 City Manager – 11/10 City Attorney – 11/17 City Manager – 12/1 Packet – 12/9
	Pledge –
	1. City Council Minutes (City Clerk Tamura) (Consent)
	2. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	3. One Year Update on Application Previously Approved to Allow an Office Use on the Ground Floor of a Building at 1419 Highland Avenue (Zebrowski) (Community Development Director Tai) (Consent)
	4. Agenda Forecast (Informational)

TENTATIVE DRAFT – SUBJECT TO CHANGE

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

CEREMONIAL

CONSENT

PUBLIC HEARING

GENERAL BUSINESS

CITY COUNCIL

INFORMATIONAL

INFORMATIONAL MEMOS

Date Requested	Councilmember/ Staff Requested	Responsible Department	Memo	Anticipated Date
2/19/19	City Council	CD	Information on the Use of Single-Use Plastic Bottles at City Events and Facilities	TBD
7/17/18	City Council	CD	Receive and File Update on Ridership for Beach Cities Transit Line 109	TBD

CITY COUNCIL REQUESTS

Date Requested	Councilmember/ Staff Requested	Responsible Department	Memo	Anticipated Date
WP 3/9/18	City Clerk	CC IT	Update on Centralized Citywide Contract Management Systems	TBD
WP 3/9/18	HR Director	HR	Comprehensive Update of Personnel Rules, Policies and Procedures Handbook	TBD
2/5/19	Montgomery	MS	Information on Opt-In Insurance Program (Homeline Service Warranty)	TBD
5/21/19	City Council	MS	Report on Leadership Manhattan Beach	TBD
5/21/19	Napolitano	CD	Report on Landscaping Electric Tools as Recommended by the Sustainability Task Force	Q2 2020
6/5/19	City Manager	MS	Information on Purchasing Beds in a Homeless Facility	TBD
7/2/19	City Council	PW	Discuss Ground Pavement Lighting Near Joslyn Community Center	TBD
8/6/19	Napolitano	CD	Review Recommendations by the Sustainability Task Force Regarding Energy Efficiency Standards	Q2 2020
8/6/19	Napolitano	CD	Review Recommendations by the Sustainability Task Force Regarding Expanding Runoff Requirements to Zero Discharge for Private Properties	Q2 2020
9/17/19	Hersman Stern	CC	Review the Mayor’s Youth Council Program	TBD
9/17/19	Hersman	CC	Review the City’s Existing Task Forces	TBD
10/15/19	Napolitano	MS	Draft Letter from Utility Service Partners Private Label, Inc. Regarding the City’s Non-Endorsement	TBD
12/3/19	City Council	CD	One Year Update on Application Previously Approved to Allow an Office Use on the Ground Floor of a Building at 1419 Highland Avenue (Zebrowski)	12/15/20
12/3/19	City Council	CD	Information Regarding Construction and the Possibility of Modifying Construction Hours on Saturdays	4/7/20
12/3/19	City Council	IT	Options Regarding WiFi at Metlox	4/7/20
	PW Director	PW	Approve the Purchase of Automated Water Infrastructure Water Meters	TBD
12/17/19	City Council	PW	Consideration of Sidewalk Bollards Near the Farmer’s Market	TBD
	PW Director	PW	Relocating Certain Solar Powered Flashing Beacon Located on the West Side of Highland Avenue and	TBD

TENTATIVE DRAFT – SUBJECT TO CHANGE
**FORECAST OF UPCOMING CITY COUNCIL MEETING ITEMS,
 INFORMATIONAL MEMOS, & FUTURE AGENDA ITEMS**



FUTURE MEETINGS TO BE SCHEDULED

Date Requested	Councilmember/ Staff Requested	Responsible Department	Memo	Anticipated Date
		CC	Joint Meeting with Manhattan Beach Unified School Districts	TBD
8/6/19	City Council	CM	Tri-City Submit with City of Redondo Beach and Hermosa Beach to Discuss Homelessness Grant	TBD
9/25/19	City Council	PW	Fiber Master Plan Study Session	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: 1/21/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Carrie Tai, Community Development Director
Steve Charelian, Finance Director

SUBJECT:

Commission Minutes:

This Item Contains Minutes of the following City Commission Meetings:

- a) Planning Commission Meeting Action Minutes of November 27, 2019 (Cancelled)
(Community Development Director Tai)
- b) Finance Subcommittee Meeting Action Minutes of December 5, 2019 (Finance Director
Charelian)
- c) Planning Commission Meeting Action Minutes of December 11, 2019 (Cancelled)
(Community Development Director Tai)
- d) Planning Commission Meeting Action Minutes of December 25, 2019 (Cancelled)
(Community Development Director Tai)
- e) Planning Commission Meeting Action Minutes of January 8, 2020 (Cancelled) (Community
Development Director Tai)

INFORMATION ITEM ONLY

The attached minutes are for information only:

1. Planning Commission Meeting Action Minutes of November 27, 2019 (Cancelled)
2. Finance Subcommittee Meeting Action Minutes of December 5, 2019
3. Planning Commission Meeting Action Minutes of December 11, 2019 (Cancelled)
4. Planning Commission Meeting Action Minutes of December 25, 2019 (Cancelled)
5. Planning Commission Meeting Action Minutes of January 8, 2020 (Cancelled)



**City of Manhattan Beach
Planning Commission Meeting Action Minutes
Wednesday, November 27, 2019
6:00 P.M.
City Hall Council Chambers
1400 Highland Avenue, Manhattan Beach, CA 90266**

The City of Manhattan Beach Planning Commission Regular Meeting of November 27, 2019 was cancelled, due to the holiday.

The next adjourned meeting of the Planning Commission is scheduled for December 11, 2019 at 6:00p.m. in City Council Chambers, located at City Hall, 1400 Highland Avenue, Manhattan Beach, California.

Finance Subcommittee Meeting Draft Action Minutes

Meeting Date: December 5, 2019
Recording Secretary: Helga Foushanes

In Attendance: Tim Lilligren, Treasurer
Nancy Hersman, Mayor
Steve S. Charelian, Finance Director
Henry Mitzner, Controller
Libby Bretthauer, Financial Analyst
Cynthia Mickschl, Revenue Services Manager
Julie Bondarchuk, Sr. Accountant
George Gabriel, Sr. Management Analyst

Called to Order: 10:32 a.m. by Nancy Hersman, Mayor

Agenda Item #1 – Public Comments

None.

Agenda Item #2 - Approval of Minutes from October 24, 2019 Finance Subcommittee Meeting

The Finance Subcommittee approved the minutes of October 24, 2019.

Agenda Item #3 – Review of Results of Fiscal Year 2018-2019 Financial Audit

Finance Director Charelian presented the overall financial results.

Audit partner Brian Gruber from the firm Lance, Soll and Lunghard provided the Finance Subcommittee with an overview of the audit. The City will receive an unmodified opinion.

Staff was directed to prepare a staff report for the December 17, 2019 City Council meeting. In addition staff was asked to present an update on the Single Audit at a future Finance Subcommittee meeting.

Agenda Item #4 – Month-End Financials for October 2019

The Finance Subcommittee received and filed the report.

Agenda Item #5 - Investment Portfolio for October 2019

The Finance Subcommittee received and filed the report.

Agenda Item #6 – Fiscal Year 2019/2020 Monthly Schedule of Transient Occupancy Tax and Lease Payments and Miscellaneous Accounts Receivables

The Finance Subcommittee received and filed the report.

Agenda Item #7 – Consideration of Bad Debt Write-Off's for Referral to Collections

The Finance Subcommittee received and filed the report.

Agenda Item #8 – Adjournment

The meeting adjourned at 10:57 a.m.



**City of Manhattan Beach
Planning Commission Meeting Action Minutes
Wednesday, December 11, 2019
6:00 P.M.
City Hall Council Chambers
1400 Highland Avenue, Manhattan Beach, CA 90266**

The City of Manhattan Beach Planning Commission Regular Meeting of December 11, 2019 was cancelled, due to no agenda items being scheduled.

The next adjourned meeting of the Planning Commission is scheduled for December 25, 2019 at 6:00p.m. in City Council Chambers, located at City Hall, 1400 Highland Avenue, Manhattan Beach, California.



**City of Manhattan Beach
Planning Commission Meeting Action Minutes
Wednesday, December 25, 2019
6:00 P.M.
City Hall Council Chambers
1400 Highland Avenue, Manhattan Beach, CA 90266**

The City of Manhattan Beach Planning Commission Regular Meeting of December 25, 2019 was cancelled, due to the holiday.

The next adjourned meeting of the Planning Commission is scheduled for January 8, 2020 at 6:00p.m. in City Council Chambers, located at City Hall, 1400 Highland Avenue, Manhattan Beach, California.



**City of Manhattan Beach
Planning Commission Meeting Action Minutes
Wednesday, January 8, 2020
6:00 P.M.
City Hall Council Chambers
1400 Highland Avenue, Manhattan Beach, CA 90266**

The City of Manhattan Beach Planning Commission Regular Meeting of January 8, 2020 was cancelled, due to no agenda items being scheduled.

The next adjourned meeting of the Planning Commission will take place at the Joint City Council/Planning Commission/Parking and Public Improvements Commission meeting, scheduled on **January 15, 2020 at 6:00 p.m.** in **City Council Chambers**, located at City Hall, 1400 Highland Avenue, Manhattan Beach, California.

