

City Council Regular Meeting

Regular Meeting
Tuesday, March 3, 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.**

March 3, 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.cityymb.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, February 26, 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

Bella Jacobson

B. NATIONAL ANTHEM

Ella Brown, Mira Costa High School Senior

C. CEREMONIAL CALENDAR

1. Presentation of Certificates of Recognition to Bryce Lee and Jaden Ip for Providing Musical Accompaniment for the March 3, 2020 Mayoral Reorganization.
PRESENT

[20-0124](#)

D. ROLL CALL

E. 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.

2. Presentation by the County of Los Angeles Public Health Department Providing an Update on the Corona Virus.

F. REORGANIZATION

3. City Council Reorganization:
 - a) Recognition of Outgoing Mayor Hersman
 - b) Selection of Mayor
 - c) Selection of Mayor Pro Tem**APPROVE**

[20-0100](#)**G. RECESS AND RECONVENE****H. 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

I. 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.

J. 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.

4. Financial Reports: [20-0072](#)
- a) Schedule of Demands February 13, 2020
 - b) Investment Portfolio for the Month Ending January 31, 2020
 - c) Month End Report for January 31, 2020
(Finance Director Charelian).

ACCEPT REPORTS AND DEMANDS

Attachments: [Schedule of Demands for February 13, 2020](#)
[Investment Portfolio for the Month Ending January 31, 2020](#)
[Month End Report for January 31, 2020](#)

5. Consider Adopting a Resolution Approving a Memorandum of Understanding Between the City of Manhattan Beach and Manhattan Beach Mid-Management Employees Association (Human Resources Director Jenkins). [20-0098](#)

ADOPT RESOLUTION NO. 20-0023

Attachments: [Resolution No. 20-0023](#)
[MBMEA MOU \(Final Version\)](#)
[MBMEA MOU \(Strikethrough Version\)](#)

6. Consider Adopting: 1) a Resolution Setting a Date and Time for a Public Hearing to Consider Increasing Commercial and Residential Solid Waste Hauling Fees and City Recovery Costs for 2020 - 2024; and 2) a Resolution Adopting Procedures in Connection with Proposed Solid Waste Hauling Fee Increases (Public Works Director Katsouleas). [20-0096](#)

ADOPT RESOLUTION NOS. 20-0028 AND 20-0029

Attachments: [Resolution No. 20-0028](#)
[Resolution No. 20-0029](#)

K. ITEMS REMOVED FROM THE CONSENT CALENDAR

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

L. PUBLIC HEARINGS

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

M. ADJOURN CITY COUNCIL MEETING TO A MEETING OF THE MANHATTAN BEACH CAPITAL IMPROVEMENTS CORPORATION

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT ON CAPITAL IMPROVEMENT CORPORATION

IV. GENERAL BUSINESS

7. Reorganization of the Manhattan Beach Capital Improvements Corporation (Finance Director/CFO Charelian). [CIC-4](#)

ELECT A NEW PRESIDENT AND VICE PRESIDENT

8. Consider Adopting a Conflict of Interest Code for the Manhattan Beach Capital Improvement Corporation (City Manager Moe and City Attorney Barrow). [CIC-5](#)

ADOPT RESOLUTION NO. CIC-9

Attachments: [Resolution No. CIC-9](#)

N. ADJOURN MANHATTAN BEACH CAPITAL IMPROVEMENTS CORPORATION AND RECONVENE CITY COUNCIL MEETING

O. GENERAL BUSINESS

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

9. Adopt a Resolution Amending the Conflict of Interest Code for the City of Manhattan Beach; and Adopting a Resolution Ratifying the Conflict of Interest Code for the Manhattan Beach Capital Improvements Corporation (City Attorney Barrow). [20-0025](#)

ADOPT RESOLUTION NOS. 20-0010 AND 20-0011

Attachments: [Resolution No. 20-0010](#)
[Resolution No. 20-0011](#)
[2019 Conflict of Interest Code](#)

P. 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.

10. City Council Reports

11. Consider Request by Mayor Hersman and Councilmember Stern to Revisit the Default Renewable Energy Tier for Power Customers Under the Clean Power Alliance of Southern California (Community Development Director Tai).

[20-0123](#)

DISCUSS AND PROVIDE DIRECTION

Attachments: [Policy for Changes](#)

Q. FUTURE AGENDA ITEMS

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

12. Agenda Forecast (City Clerk Tamura).

[20-0102](#)

DISCUSS AND PROVIDE DIRECTION

Attachments: [February 26, 2020 Agenda Forecast](#)

R. CITY MANAGER REPORT

S. CITY ATTORNEY REPORT

T. INFORMATIONAL ITEMS

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

U. CLOSED SESSION

V. ADJOURNMENT

W. FUTURE MEETINGS

CITY COUNCIL MEETINGS

March 17, 2020 - Tuesday -- 6:00 PM - City Council Meeting
April 7, 2020 - Tuesday -- 6:00 PM - City Council Meeting
April 21, 2020 - Tuesday -- 6:00 PM - City Council Meeting
April 28, 2019 - 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

March 9, 2020 - Monday - 6:00 PM - Library Commission Meeting
March 11, 2020 - Wednesday - 6:00 PM - Planning Commission Meeting
March 16, 2020 - Monday - 6:00 PM - Cultural Arts Commission Meeting
March 23, 2020 - Monday - 6:00 PM - Parks and Recreation Commission Meeting
March 25, 2020 - Wednesday - 6:00 PM - Planning Commission Meeting
March 26, 2020 - Thursday - 6:00 PM - Parking and Public Improvements Commission
April 8, 2020 - Wednesday - 6:00 PM - Planning Commission Meeting
April 13, 2020 - Monday - 6:00 PM - Library Commission Meeting
April 20, 2020 - Monday - 6:00 PM - Cultural Arts Commission Meeting
April 22, 2020 - Wednesday - 6:00 PM - Planning Commission Meeting
April 23, 2020 - Thursday - 6:00 PM - Parking and Public Improvements Commission
April 27, 2020 - Monday - 6:00 PM - Parks and Recreation Commission Meeting
May 11, 2020 - Monday - 6:00 PM - Library Commission Meeting
May 13, 2020 - Wednesday - 6:00 PM - Planning Commission Meeting
May 18, 2020 - Monday - 6:00 PM - Cultural Arts Commission Meeting
May 25, 2020 - Monday - 6:00 PM - Parks and Recreation Commission Meeting
May 27, 2020 - Wednesday - 6:00 PM - Planning Commission Meeting
May 28, 2020 - Thursday - 6:00 PM - Parking and Public Improvements Commission
June 8, 2020 - Monday - 6:00 PM - Library Commission Meeting
June 10, 2020 - Wednesday - 6:00 PM - Planning Commission Meeting
June 15, 2020 - Monday - 6:00 PM - Cultural Arts Commission Meeting
June 22, 2020 - Monday - 6:00 PM - Parks and Recreation Commission Meeting

X. CITY OFFICES CLOSED**CITY HOLIDAYS:**

May 25, 2020 – Monday – Memorial Day

July 4, 2020 - Friday - Independence Day

September 7, 2020 - Monday - Labor Day

October 12, 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

February 15, 2021 - Monday - Presidents Day

Agenda Date: 3/3/2020

TO:

Members of the City Council

FROM:

Mayor Hersman

SUBJECT:

Presentation of Certificates of Recognition to Bryce Lee and Jaden Ip for Providing Musical Accompaniment for the March 3, 2020 Mayoral Reorganization.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize
Bryce Lee
and
Jade IP
for Providing Musical Accompaniment
for the March 3, 2020 Mayoral Reorganization**

Agenda Item No. 2

Presentation by the County of Los Angeles Public Health Department Providing an Update on the Corona Virus.

Agenda Date: 3/3/2020

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 Reorganization:

- a) Recognition of Outgoing Mayor Hersman
- b) Selection of Mayor
- c) Selection of Mayor Pro Tem

APPROVE

RECOMMENDATION:

Staff recommends that the City Council recognize outgoing Mayor Hersman and proceed with the selection of the new Mayor and Mayor Pro Tem.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

The City of Manhattan Beach is a General Law city incorporated under the laws of the State of California on December 2, 1912. The City has a "Council-Manager" form of government where the City Manager is appointed by the City Council and is the Chief Executive Officer of the municipal corporation. The City Council acts as the board of directors of the municipal corporation and meets in a public forum where citizens may participate in the governmental process. The Mayor serves as the chairperson of the City Council. The City Council consists of five members, elected at-large on a non-partisan basis, who serve staggered four-year terms, with a two consecutive term limit.

On September 1, 2015, the California State Legislature passed the California Voter Participation Rights Act, also known as, Senate Bill (SB) 415. This legislation prohibits a local

government from holding an election on any date other than a statewide election date if doing so in the past has resulted in a significant decrease in voter turnout. SB 415 requires cities with insufficient voter turnout to either change their election dates to June or November of even years, or adopt a plan to consolidate its election with the statewide election, no later than the November 8, 2022, statewide general election.

At the October 18, 2016, City Council Meeting, City Council adopted Ordinance No. 16-0026 establishing new General Municipal Election dates to be held in November of even years beginning in November 2020, to meet state mandates imposed by SB 415. Therefore, in 2019, the City held the last General Municipal election in March to be followed by the County consolidated elections in November of even years. Councilmembers elected on or after the November 2020 consolidated election, will return to the previous Mayoral rotation, occurring every nine and a half months.

For reference, upcoming mayoral terms are scheduled to begin and end at the following dates with the accompanying term lengths:

- March 3, 2020 - December 1, 2020 (9 Months - Richard Montgomery)
- December 1, 2020 - September 7, 2021 (9 Months - Suzanne Hadley)
- September 7, 2021 - June 7, 2022 (9 Months - Hildy Stern)

DISCUSSION:

The Mayor is a member of the City Council and selected by a majority of the City Council every nine months. As a member of the City Council, the Mayor shall have all the powers of a member. In addition, the Mayoral role is largely ceremonial as he or she attends public events on behalf of the City Council.

The Mayor Pro Tem is also a member of the City Council and is selected by a majority of the City Council every nine months. The Mayor Pro Tem serves as backup to the Mayor, presides over the City Council meeting in the Mayor's absence, and attends events when the Mayor is unavailable.

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.

Agenda Date: 3/3/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Steve S. Charelian, Finance Director
Henry Mitzner, Controller
Julie Bondarchuk, Senior Accountant

SUBJECT:

Financial Reports:

- a) Schedule of Demands February 13, 2020
- b) Investment Portfolio for the Month Ending January 31, 2020
- c) Month End Report for January 31, 2020
(Finance Director Charelian).

ACCEPT REPORTS AND DEMANDS

RECOMMENDATION:

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

FISCAL IMPLICATIONS:

The financial reports included herein are 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 register for February 13, 2020, is \$2,930,361.83.

BACKGROUND:

Finance staff prepares a variety of financial reports for City Council and the Finance Subcommittee. A brief discussion of the attached report follows.

DISCUSSION:

Schedule of Demands:

Every two weeks, staff prepares a comprehensive listing of all disbursements with staff

certification that the expenditure transactions listed have been reviewed and are within budgeted appropriations.

Investment Portfolio:

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

Month End Report:

This package includes summary level financial information for the month ending January 31, 2020. This report marks the seventh month of Fiscal Year 2019-2020 and reflects the annual budget adopted by City Council.

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

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.

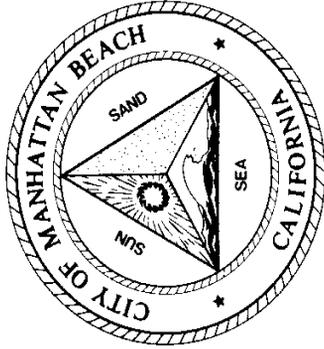
LEGAL REVIEW:

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

ATTACHMENTS:

1. Schedule of Demands for February 13, 2020
2. Investment Portfolio for the Month Ending January 31, 2020
3. Month End Report for January 31, 2020

City of Manhattan Beach

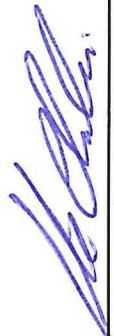


Schedule of Demands February 13, 2020

CITY OF MANHATTAN BEACH
WARRANT REGISTER

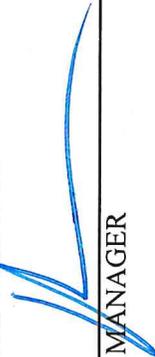
WARRANT(S) WR 17A & WR 17B
DATED: 02/06/2020 & 02/13/2020

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF **\$2,930,361.83** HAVE BEEN REVIEWED AND THAT SAID CLAIMS OR DEMANDS ARE ACCURATE, ARE IN CONFORMANCE WITH THE ADOPTED BUDGET, AND THAT THE FUNDS ARE AVAILABLE THEREOF



FINANCE DIRECTOR

THIS 3RD DAY OF MARCH



CITY MANAGER

WARRANT REGISTER(S)	WR 17A & WR 17B	WARRANT(S)	17A	754,345.61
			17B	220,677.18
		PREPAID WIRES / MANUAL CKS	17A	936,800.07
			17B	0.00
		SUBTOTAL WARRANTS		<u>1,911,822.86</u>
		VOIDS	17A	(27,656.94)
		PAYROLL	PY	1,046,195.91
		TOTAL WARRANTS		<u><u>2,930,361.83</u></u>

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
902052020	2/5/2020	T	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS FEB 2020	376,054.31
902102020	2/10/2020	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	289,174.52
902112020	2/11/2020	T	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	271,571.24
SUBTOTAL					936,800.07
541357	2/6/2020	N	AC MARTIN PARTNERS INC	CITY HALL RECEPTION/RESTROOMS UPGRADE	4,249.00
541358	2/6/2020	N	ADAMSON POLICE PRODUCTS	LAW ENFORCEMENT SUPPLIES	3,761.33
541359	2/6/2020	N	ADMINISTRATIVE SERVICES COOP	DIAL A RIDE SUPPLEMENTAL CAB SERVICE	846.11
541360	2/6/2020	N	ADVANCED IMAGING STRATEGIES	5YR MULTIFUNCTION COPIERS & PRINTERS AC	3,268.58
541361	2/6/2020	N	PERRY ALLISON	GYM EQUIPMENT MAINTENANCE AGREEMENT	190.00
541362	2/6/2020	N	AMELIA AMELL	UTILITY BOX ART PROJECT	250.00
541363	2/6/2020	N	ASPEN ENVIRONMENTAL GROUP	CONSTRUCTION MANAGEMENT FOR SKECHER	2,059.77
541364	2/6/2020	N	AT&T MOBILITY	CELLULAR CHARGES	2,807.45
541365	2/6/2020	N	DEREK BILLINGS	UTILITY BOX ART PROJECT	250.00
541366	2/6/2020	N	JULIE BONDARCHUK	REIMBURSEMENT-TRAVEL EXPENSE	1,158.82
541367	2/6/2020	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	1,092.00
541368	2/6/2020	N	MARK CAMPE	CITATION REFUND	53.00
541369	2/6/2020	N	JOHN FRANKLIN CAPEN	BACKGROUND INVESTIGATIONS SERVICES	9,986.93
541370	2/6/2020	N	KIM CAREY	PARKS & RECREATION REFUND	262.00
541371	2/6/2020	N	CCS LOS ANGELES JANITORIAL INC	THREE-YEAR JANITORIAL CONTRACT SERVICE	46,014.30
541372	2/6/2020	N	CORAL BAY HOME LOANS	SKATEBOARD INSTRUCTOR	1,156.40
541373	2/6/2020	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	30,760.27
541374	2/6/2020	N	DEWEY SERVICES INC	INTEGRATED PEST MANAGEMENT SERVICES	2,480.00
541375	2/6/2020	N	DIGITAL ASSURANCE	DISSEMINATION SERVICES	2,500.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
541376	2/6/2020	N	DUTHIE ELECTRIC SERVICES	AUXILIARY GENERATOR MAINTENANCE SERV	685.00
541377	2/6/2020	N	EBS GENERAL ENGINEERING INC	MARINE AVENUE IMPROVEMENT PROJECT	66,923.75
541378	2/6/2020	N	CHRISTIAN EICHENLAUB	REIMBURSEMENT-TRAVEL EXPENSE	57.00
541379	2/6/2020	N	ELEVATORS ETC LP	ELEVATOR AND ESCALATOR MAINTENANCE	2,760.00
541380	2/6/2020	N	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT CLAIMS	19,469.00
541381	2/6/2020	N	EVERBRIDGE INC	EQUIPMENT	17,347.25
541382	2/6/2020	N	FEDERAL EXPRESS CORPORATION	DELIVERY SERVICE	37.34
541383	2/6/2020	N	FRANCHISE TAX BOARD	EARNINGS WITHHOLDING	2,235.66
541384	2/6/2020	N	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	5,003.39
541385	2/6/2020	N	FRONTIER CALIFORNIA INC	CABLE SERVICE	130.98
541386	2/6/2020	N	JESSE GARCIA	REIMBURSEMENT-TRAVEL EXPENSE	163.00
541387	2/6/2020	N	GARDA CL WEST INC	ARMORED SERVICES	22.66
541388	2/6/2020	N	GOLDEN HEART RANCH	SPECIALTY COOKING INSTRUCTOR	920.70
541389	2/6/2020	N	TIMOTHY HAGEMAN	REIMBURSEMENT-TRAVEL EXPENSE	57.00
541390	2/6/2020	N	TODD HELMERSON	CITATION REFUND	53.00
541391	2/6/2020	N	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 108075: PAYMENT	673.08
541392	2/6/2020	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,241.63
541393	2/6/2020	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	93,501.77
541394	2/6/2020	N	ICMA RETIREMENT TRUST 401	DEFERRED COMP 109766: PAYMENT	8,272.47
541395	2/6/2020	N	IDS GROUP INC	GAS KILN PROJECT	10,242.50
541396	2/6/2020	N	INFOSEND INC	THREE-YEAR ELECTRONIC BILL PRESENTMEN	5,126.44
541397	2/6/2020	N	IPS GROUP INC	PARKING METER CREDIT CARD FEES, REPLACI	16,669.72

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
541398	2/6/2020	N	IVA SOLUTIONS INC	DSX SERVER	2,047.08
541399	2/6/2020	N	JAYCOX CONSTRUCTION CNG	CNG MAINTENANCE & EMERGENCY SERVICES	2,418.71
541400	2/6/2020	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
541401	2/6/2020	N	TINA KATCHEN GALL	CDBG PROJECT ADMINISTRATION SERVICES	1,275.00
541402	2/6/2020	N	KEVORK ENTERPRISES INC	AUTO BODY REPAIRS	4,445.32
541403	2/6/2020	N	KARIM KHALIL ABDEL	CITATION REFUND	53.00
541404	2/6/2020	N	L A COUNTY DEPT OF P W	TRAFFIC SERVICES	128.21
541405	2/6/2020	N	L A COUNTY MTA	LA METRO DEC 2019 EZ PASS SALES	294.00
541406	2/6/2020	N	LEADERSHIP MANHATTAN BEACH	2 AED DONATION TO LEADERSHIP MB	3,000.00
541407	2/6/2020	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	525.00
541408	2/6/2020	N	M B POLICE OFFICERS ASSOCIA	DUES % (POLICE - %): PAYMENT	3,538.87
541409	2/6/2020	N	M B POLICE OFFICERS ASSOCIA	VENDING MACHINE COINS COLLECTED	360.69
541410	2/6/2020	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	17,238.50
541411	2/6/2020	N	MAIN STREET TOURS INC	CHARTER BUS SERVICES	4,202.00
541412	2/6/2020	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	7,191.80
541413	2/6/2020	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,100.00
541414	2/6/2020	N	MELAD AND ASSOCIATES INC	BUILDING PLAN CHECK & INSPECTIONS AND F	47,243.89
541415	2/6/2020	N	VICTORIA HELEN MENDEZ	ARTHRITIS FOUNDATION	510.00
541416	2/6/2020	N	MERRIMAC ENERGY GROUP	BID# 1185-19, BULK FUEL	24,721.18
541417	2/6/2020	N	CYNTHIA MICKSCHL	REIMBURSEMENT-TRAVEL EXPENSE	181.00
541418	2/6/2020	N	MIHM INC	15-03518C CONTRACT SERVICES	1,600.00
541419	2/6/2020	N	MONTAGUE ART	PUBLIC ART PROJECT	17,670.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
541420	2/6/2020	N	DANA MURRAY	REIMBURSEMENT-TRAVEL EXPENSE	121.15
541421	2/6/2020	N	NOTORIOUS FIT LLC	FITNESS INSTRUCTOR	3,240.00
541422	2/6/2020	N	PACIFIC ADVANCED CIVIL ENG	LARSSON STREET PUMP STATION UPGRADE	3,070.00
541423	2/6/2020	N	MONIKA PETROCZY	UTILITY BOX ART PROJECT	250.00
541424	2/6/2020	N	QUICK CRETE PRODUCTS CORP	RESTORATION HOVER LIDS	11,169.00
541425	2/6/2020	N	RICHARDS WATSON & GERSHON	AMENDMENT NO. 1 - LEGAL SERVICES RETAIN	24,000.00
541426	2/6/2020	N	RICHARDS WATSON & GERSHON	PROFESSIONAL SERVICES-DEC 2019	44,499.99
541427	2/6/2020	N	ROUTEMATCH SOFTWARE INC	DIAL A RIDE MONTHLY HOSTING	480.98
541428	2/6/2020	N	SAFETY KLEEN CORP	GARAGE SUPPLIES	1,891.67
541429	2/6/2020	N	ROBERT SILAGY	CITATION REFUND	84.00
541430	2/6/2020	N	RYAN B SMALL	REIMBURSEMENT-TRAVEL EXPENSE	71.32
541431	2/6/2020	N	SO CA MUNICIPAL ATHLETIC FED	MEMBERSHIP RENEWAL	550.00
541432	2/6/2020	N	STANDARD INSURANCE COMPANY	SHORT TERM DISABILITY PREMIUMS	1,563.65
541433	2/6/2020	N	STANDARD INSURANCE COMPANY	LIFE AD&D LTD PREMIUMS	12,238.57
541434	2/6/2020	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	1,354.86
541435	2/6/2020	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	230.76
541436	2/6/2020	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	92.30
541437	2/6/2020	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	20.53
541438	2/6/2020	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	3,199.94
541439	2/6/2020	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE	77,864.30
541440	2/6/2020	N	SUSAN SAXE CLIFFORD PHD	PSYCH EXAM SERVICES FOR POLICE APPLICAN	850.00
541441	2/6/2020	N	THE PITNEY BOWES BANK INC	POSTAGE FUND RESERVE ACCOUNT	10,000.00

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
541442	2/6/2020	N	AUVI TONNU	REIMBURSEMENT-TRAVEL EXPENSE	153.00
541443	2/6/2020	N	DONOVAN TORRES	REIMBURSEMENT-TRAVEL EXPENSE	163.00
541444	2/6/2020	N	TROY & BANKS INC	UTILITY 12 MONTH SAVINGS-FINAL INVOICE	1,447.98
541445	2/6/2020	N	TURBO DATA SYSTEMS INC	DEPARTMENT SUPPLIES	10,309.69
541446	2/6/2020	N	TYLER TECHNOLOGIES INC	MUNIS ENTERPRISE RESOURCE PLANNING SOI	14,106.88
541447	2/6/2020	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	3,320.14
541448	2/6/2020	N	UNITED RENTALS NORTH AMERICA	EQUIPMENT RENTAL	556.66
541449	2/6/2020	N	UNITED RENTALS NORTHWEST INC	PIER LIGHTING-BOOM LIFTS	921.55
541450	2/6/2020	N	UNITED SITE SVCS OF CA INC	FENCING	79.04
541451	2/6/2020	N	US DEPARTMENT OF EDUCATION AWG	EARNINGS WITHHOLDING	26.06
541452	2/6/2020	N	VANTAGEPOINT TRANSFER AGENTS	RETMT HLTH SAVINGS CONTRIB: PAYMENT	1,402.04
541453	2/6/2020	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
541454	2/6/2020	N	VERIZON CALIFORNIA INC	CONTRACT SERVICES	900.76
541455	2/6/2020	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	4,096.92
541456	2/6/2020	N	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	10,701.37
541457	2/6/2020	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	2,095.48

SUBTOTAL

754,345.61

COMBINED TOTAL

1,691,145.68

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 17a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
902052020	2/5/2020	T	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS FEB 2020	376,054.31
902102020	2/10/2020	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	289,174.52
902112020	2/11/2020	T	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	271,571.24
SUBTOTAL					936,800.07
541357	2/6/2020	N	AC MARTIN PARTNERS INC	CITY HALL RECEPTION/RESTROOMS UPGRADE	4,249.00
541358	2/6/2020	N	ADAMSON POLICE PRODUCTS	LAW ENFORCEMENT SUPPLIES	3,761.33
541360	2/6/2020	N	ADVANCED IMAGING STRATEGIES	5YR MULTIFUNCTION COPIERS & PRINTERS AC	3,268.58
541364	2/6/2020	N	AT&T MOBILITY	CELLULAR CHARGES	2,807.45
541369	2/6/2020	N	JOHN FRANKLIN CAPEN	BACKGROUND INVESTIGATIONS SERVICES	9,986.93
541371	2/6/2020	N	CCS LOS ANGELES JANITORIAL INC	THREE-YEAR JANITORIAL CONTRACT SERVICE	46,014.30
541373	2/6/2020	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	30,760.27
541375	2/6/2020	N	DIGITAL ASSURANCE	DISSEMINATION SERVICES	2,500.00
541377	2/6/2020	N	EBS GENERAL ENGINEERING INC	MARINE AVENUE IMPROVEMENT PROJECT	66,923.75
541379	2/6/2020	N	ELEVATORS ETC LP	ELEVATOR AND ESCALATOR MAINTENANCE	2,760.00
541380	2/6/2020	N	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT CLAIMS	19,469.00
541381	2/6/2020	N	EVERBRIDGE INC	EQUIPMENT	17,347.25
541384	2/6/2020	N	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	5,003.39
541393	2/6/2020	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	93,501.77
541394	2/6/2020	N	ICMA RETIREMENT TRUST 401	DEFERRED COMP 109766: PAYMENT	8,272.47
541395	2/6/2020	N	IDS GROUP INC	GAS KILN PROJECT	10,242.50
541396	2/6/2020	N	INFOSEND INC	THREE-YEAR ELECTRONIC BILL PRESENTMEN'	5,126.44
541397	2/6/2020	N	IPS GROUP INC	PARKING METER CREDIT CARD FEES, REPLACI	16,669.72
541402	2/6/2020	N	KEVORK ENTERPRISES INC	AUTO BODY REPAIRS	4,445.32

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

WARRANT BATCH NUMBER:

wr 17a

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
541406	2/6/2020	N	LEADERSHIP MANHATTAN BEACH	2 AED DONATION TO LEADERSHIP MB	3,000.00
541408	2/6/2020	N	M B POLICE OFFICERS ASSOCIA	DUES % (POLICE - %): PAYMENT	3,538.87
541410	2/6/2020	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	17,238.50
541411	2/6/2020	N	MAIN STREET TOURS INC	CHARTER BUS SERVICES	4,202.00
541412	2/6/2020	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	7,191.80
541414	2/6/2020	N	MELAD AND ASSOCIATES INC	BUILDING PLAN CHECK & INSPECTIONS AND F	47,243.89
541416	2/6/2020	N	MERRIMAC ENERGY GROUP	BID# 1185-19, BULK FUEL	24,721.18
541419	2/6/2020	N	MONTAGUE ART	PUBLIC ART PROJECT	17,670.00
541421	2/6/2020	N	NOTORIOUS FIT LLC	FITNESS INSTRUCTOR	3,240.00
541422	2/6/2020	N	PACIFIC ADVANCED CIVIL ENG	LARSSON STREET PUMP STATION UPGRADE	3,070.00
541424	2/6/2020	N	QUICK CRETE PRODUCTS CORP	RESTORATION HOVER LIDS	11,169.00
541425	2/6/2020	N	RICHARDS WATSON & GERSHON	AMENDMENT NO. 1 - LEGAL SERVICES RETAIN	24,000.00
541426	2/6/2020	N	RICHARDS WATSON & GERSHON	PROFESSIONAL SERVICES-DEC 2019	44,499.99
541433	2/6/2020	N	STANDARD INSURANCE COMPANY	LIFE AD&D LTD PREMIUMS	12,238.57
541438	2/6/2020	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	3,199.94
541439	2/6/2020	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE	77,864.30
541441	2/6/2020	N	THE PITNEY BOWES BANK INC	POSTAGE FUND RESERVE ACCOUNT	10,000.00
541445	2/6/2020	N	TURBO DATA SYSTEMS INC	DEPARTMENT SUPPLIES	10,309.69
541446	2/6/2020	N	TYLER TECHNOLOGIES INC	MUNIS ENTERPRISE RESOURCE PLANNING SOI	14,106.88
541447	2/6/2020	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	3,320.14
541455	2/6/2020	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	4,096.92
541456	2/6/2020	N	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	10,701.37
SUBTOTAL					709,732.51

WARRANT BATCH NUMBER:

wr 17a

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

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
COMBINED TOTAL					1,646,532.58

PAYMENT LEGEND:

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

Check History Listing
 CITY OF MANHATTAN BEACH

Bank code:	union											
apCkHist	02/03/2020	5:04PM										Page: 1
Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total				
534170	08/02/2018	36644 SKYLAR LANE	V	02/03/2020	61324788	06/16/2018	53.00	53.00				
534171	08/02/2018	36665 MARY M LOOKER	V	02/03/2020	E18-0015	04/02/2018	849.00	849.00				
534534	08/30/2018	11911 PROVIDENCE MEDICAL INSTIT	V	02/03/2020	600000287	07/05/2018	119.00	119.00				
534746	09/13/2018	36747 SARAH LEFTON	V	02/03/2020	MO-1160	08/22/2018	0.75	0.75				
534881	09/27/2018	28436 ANTHEM BLUE CROSS	V	02/03/2020	40190036	09/24/2018	1,582.88	1,582.88				
534890	09/27/2018	36776 CALPERS	V	02/03/2020	41461514	09/24/2018	1,232.83	1,232.83	2,815.71			
535108	10/11/2018	36793 AVA MARIE SCHROEDER	V	02/03/2020	45169565	09/24/2018	104.95	104.95				
535119	10/11/2018	36794 MAURICIO VALLE	V	02/03/2020	EL PORT 197	10/09/2018	2.50	2.50				
535259	10/25/2018	36816 PRIME AIRE INC	V	02/03/2020	MB-0221	10/09/2018	2.00	2.00				
535301	10/25/2018	36819 JUAN GLASS CO INC	V	02/03/2020	BL# 25836	06/15/2018	19.38	19.38				
535405	11/08/2018	36840 ALEXSANDRA ISOVSKI	V	02/03/2020	BL# 19824	06/15/2018	208.04	208.04				
535444	11/08/2018	13174 S B FIRE CHIEFS ASSOCIATIO	V	02/03/2020	19-0075011-05	10/23/2018	2.00	2.00				
535448	11/08/2018	36842 DREW SHEPARD	V	02/03/2020	10-2018	10/19/2018	200.00	200.00				
535478	11/08/2018	36854 ED WINGINGTON	V	02/03/2020	18-0540200-18	10/23/2018	3.03	3.03				
535632	11/29/2018	36986 DEE DEREK T AND MICHELE C	V	02/03/2020	39-0070013-03	10/19/2018	765.50	765.50				
535639	11/29/2018	36979 DURHAM PATRICK F	V	02/03/2020	4178-013-062	11/30/2018	549.93	549.93				
535666	11/29/2018	36987 HARTMAN DANIEL M HARTMAI	V	02/03/2020	4178-013-023	11/30/2018	742.67	742.67				
535678	11/29/2018	36935 IVANIR OMER	V	02/03/2020	4178-013-065	11/30/2018	549.93	549.93				
535768	11/29/2018	36968 URSINI CHARLES C III	V	02/03/2020	4178-004-002	11/30/2018	742.67	742.67				
535781	11/29/2018	24604 LARRY WINTER	V	02/03/2020	4178-012-013	11/30/2018	742.67	742.67				
535830	12/06/2018	12708 FBINAA-CALIFORNIA CHAPTEF	V	02/03/2020	4178-013-043	11/30/2018	742.67	742.67				
			V	02/03/2020	12-14-18	12/14/2018	55.00	55.00				
			V	02/03/2020	12-14-18	12/14/2018	55.00	55.00				

Check History Listing
 CITY OF MANHATTAN BEACH

5:04PM

Bank code: union

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
535840	12/06/2018	37023 CHRIS GERWIN	V	02/03/2020	12-14-18	12/14/2018	50.00	160.00
536014	12/20/2018	37049 CAPSTONE EXTERIOR DESIGN	V	02/03/2020	RW15-0463	10/09/2018	496.00	496.00
536051	12/20/2018	37046 BLAIR HERBERT	V	02/03/2020	RW15-0006	11/13/2018	496.00	496.00
536053	12/20/2018	37031 NICOLE HIRSHBERG	V	02/03/2020	00290223	11/29/2018	496.00	496.00
536104	12/20/2018	37045 KARENA SAHAIDACHNY	V	02/03/2020	RW15-0010	12/04/2018	2.00	2.00
536119	12/20/2018	26663 THOMAS EDWARD TRUOVE	V	02/03/2020	FALL 2018	11/13/2018	496.00	496.00
536140	12/27/2018	32616 M B POLICE MGMT ASSC	V	02/03/2020	Ben647386	11/27/2018	3,339.25	3,339.25
536326	01/17/2019	37075 2204 ALMA LLC	V	02/03/2020	002896-0023	12/28/2018	342.00	342.00
536450	01/24/2019	32616 M B POLICE MGMT ASSC	V	02/03/2020	Ben647919	12/17/2018	500.00	500.00
536547	01/31/2019	37093 R MARTIN	V	02/03/2020	47294832	01/25/2019	399.00	399.00
536597	01/31/2019	37108 UNITED AMERICAN INSURANC	V	02/03/2020	47575343	08/14/2018	421.02	421.02
536665	02/14/2019	37144 VIRGIL ANGEL	V	02/03/2020	EL PORTO #91	10/16/2018	107.04	107.04
536707	02/14/2019	37162 HAYLEY 6 INC	V	02/03/2020	10486	01/28/2019	4.00	4.00
536724	02/14/2019	37148 ROGER KILLACKEY	V	02/03/2020	L PIER 09	01/22/2019	100.00	100.00
536787	02/14/2019	37150 SICILIA VALDEZ	V	02/03/2020	13-0311	01/28/2019	2.00	2.00
536791	02/14/2019	37158 PATRICK B LONG OR LAUREN	V	02/03/2020	10956	01/08/2019	2.25	2.25
536794	02/14/2019	37152 KINSTON YI	V	02/03/2020	01-07-19	01/16/2019	100.00	100.00
536796	02/14/2019	37142 HEATHER ZAMBRANO	V	02/03/2020	61374327	01/28/2019	2.50	2.50
536824	02/28/2019	11015 AAA FLAG & BANNER MFG CO	V	02/03/2020	INV234476	09/01/2018	53.00	53.00
536905	02/28/2019	36229 NOARUS AUTO GROUP INC	V	02/03/2020	INV236247	06/28/2018	579.12	579.12
536938	02/28/2019	37177 TROOP 849 - TIM LILLIGREN	V	02/03/2020	INV239288	08/17/2018	263.76	263.76
					TS16-0001/TS17-0005	10/25/2018	211.75	1,054.63
					WINTER 2019	12/11/2017	602.00	602.00
						02/12/2019	225.00	225.00

Check History Listing
 CITY OF MANHATTAN BEACH

papCkHist
 02/03/2020 5:04PM

Bank code: union

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
537020	03/14/2019	11345 CSULB FOUNDATION	V	02/03/2020	01-28-19	01/28/2019	184.50	184.50
537031	03/14/2019	14613 STEVE FAIRBROTHER	V	02/03/2020	01-14-19	01/14/2019	248.50	248.50
537033	03/14/2019	37201 MABLE FARMER	V	02/03/2020	61378066	10/13/2018	313.00	313.00
537153	03/28/2019	15917 HISAKO ASANO GOULD	V	02/03/2020	WINTER 2019	03/11/2019	550.20	550.20
537305	04/11/2019	35191 MARK ANDERSON	V	02/03/2020	RW17-0148	12/18/2018	496.00	496.00
537316	04/11/2019	37263 BLUE SKY WEST INC	V	02/03/2020	RW17-0294	12/20/2018	496.00	496.00
537334	04/11/2019	37260 JOHN & REBECCA CLOUGH	V	02/03/2020	RW17-0270	12/19/2018	496.00	496.00
537362	04/11/2019	15598 CRAIG FODNESS	V	02/03/2020	RW16-0572	12/11/2018	496.00	496.00
537363	04/11/2019	37223 GAP CONSTRUCTION	V	02/03/2020	BL# 30484	03/25/2019	8.00	8.00
537387	04/11/2019	35150 J D F BUILDERS	V	02/03/2020	RW16-0372	11/26/2018	496.00	496.00
537422	04/11/2019	37251 JUAN MONTANO	V	02/03/2020	RW17-0024	12/12/2018	427.00	427.00
537443	04/11/2019	37259 DANIEL POP	V	02/03/2020	RW17-0251	12/19/2018	496.00	496.00
537459	04/11/2019	21311 MATTHEW SABOSKY	V	02/03/2020	02-06-19	02/06/2019	28.00	28.00
537465	04/11/2019	35553 SCHUCHART DOW INC	V	02/03/2020	RW17-0063	12/12/2018	496.00	496.00
537554	04/25/2019	37308 WHITNEY ALFORD	V	02/03/2020	7SZV277	03/20/2019	1,039.00	1,039.00
537566	04/25/2019	34278 BRENDA BITTNER	V	02/03/2020	FALL 2018	12/08/2018	1,916.25	1,916.25
537652	04/25/2019	12382 LIZA TAMURA	V	02/03/2020	04-02-19	04/02/2019	77.00	77.00
537704	05/02/2019	37317 JENNIFER M SHAKESHAF	V	02/03/2020	39931886	04/10/2019	100.00	100.00
537736	05/09/2019	37340 MATTHEW BAGLEY	V	02/03/2020	SPRING 2019	04/09/2019	50.00	50.00
537775	05/09/2019	37338 BLAKE GEORGE	V	02/03/2020	SPRING 2019	04/09/2019	50.00	50.00
537776	05/09/2019	37356 THOMAS GEYER	V	02/03/2020	L3-0029	04/10/2019	1.50	1.50
537777	05/09/2019	37357 BEATRIZ GOMEZ	V	02/03/2020	11	04/10/2019	1.00	1.00
537811	05/09/2019	13842 LACPCA	V	02/03/2020	04182019	04/18/2019	50.00	50.00

Check History Listing
 CITY OF MANHATTAN BEACH

papCkHist
 02/03/2020 5:04PM

Bank code: union

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
537839	05/09/2019	37307 SUSANNA NISHINAGA	V	02/03/2020	SPRING 2019	04/02/2019	34.00	34.00
537885	05/09/2019	37370 SYSTEMS WATERPROOFING II	V	02/03/2020	BL# 25168	04/24/2019	90.00	90.00
537912	05/09/2019	37328 BRIAN WITHERS	V	02/03/2020	03-05-19	03/05/2019	401.90	401.90
union Total:							27,656.94	
Total Checks:							27,656.94	

68 checks in this report

Report of Warrant Disbursements
wr 17a

Description	Amount
General	1,426,019.09
Prop A	4,365.86
Prop C	66,961.09
Capital Improvements	15,766.50
Water	8,286.84
Storm	71.90
Waste Water	435.64
Refuse	11,169.00
Parking	21,789.86
County Parking Lot	902.59
State Pier Lots	9,471.86
Insurance	19,469.00
Information Services	12,621.47
Vehicle Fleet	33,476.88
Building Maintenance	40,031.44
Trust Deposit	20,306.66
	<u>1,691,145.68</u>
	<u>1,691,145.68</u>

wr 17a

CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 01/18/20 TO 01/31/20
PAY DATE: 02/07/20

NET PAY **1,046,195.91**

1/18/2020
CITY OF MANHATTAN BEACH PAYROLL REPORT
1/31/2020
PAYROLL PERIOD ENDING DATE

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,375,380.57
210	Asset Forfeiture Fund	1,841.39
230	Prop. A Fund	22,938.64
501	Water Fund	31,296.86
502	Stormwater Fund	2,390.13
503	Wastewater Fund	9,157.55
510	Refuse Fund	3,258.47
520	Parking Fund	3,768.92
521	County Parking Lots Fund	998.10
522	State Pier and Parking Lot Fund	998.16
601	Insurance Reserve Fund	9,382.31
605	Information Technology Fund	32,412.35
610	Fleet Management Fund	12,074.58
615	Building Maintenance & Operations Fund	16,053.30
801	Pension Trust Fund	8,550.02
	Gross Pay	<u>1,530,501.35</u>
	Deductions	484,305.44
	Net Pay	<u><u>1,046,195.91</u></u>

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
902052020	2/5/2020	T	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS FEB 2020	376,054.31
902102020	2/10/2020	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	289,174.52
902112020	2/11/2020	T	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	271,571.24
SUBTOTAL					936,800.07
541357	2/6/2020	N	AC MARTIN PARTNERS INC	CITY HALL RECEPTION/RESTROOMS UPGRADE	4,249.00
541358	2/6/2020	N	ADAMSON POLICE PRODUCTS	LAW ENFORCEMENT SUPPLIES	3,761.33
541359	2/6/2020	N	ADMINISTRATIVE SERVICES COOP	DIAL A RIDE SUPPLEMENTAL CAB SERVICE	846.11
541360	2/6/2020	N	ADVANCED IMAGING STRATEGIES	5YR MULTIFUNCTION COPIERS & PRINTERS AC	3,268.58
541361	2/6/2020	N	PERRY ALLISON	GYM EQUIPMENT MAINTENANCE AGREEMENT	190.00
541362	2/6/2020	N	AMELIA AMELL	UTILITY BOX ART PROJECT	250.00
541363	2/6/2020	N	ASPEN ENVIRONMENTAL GROUP	CONSTRUCTION MANAGEMENT FOR SKECHER	2,059.77
541364	2/6/2020	N	AT&T MOBILITY	CELLULAR CHARGES	2,807.45
541365	2/6/2020	N	DEREK BILLINGS	UTILITY BOX ART PROJECT	250.00
541366	2/6/2020	N	JULIE BONDARCHUK	REIMBURSEMENT-TRAVEL EXPENSE	1,158.82
541367	2/6/2020	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	1,092.00
541368	2/6/2020	N	MARK CAMPE	CITATION REFUND	53.00
541369	2/6/2020	N	JOHN FRANKLIN CAPEN	BACKGROUND INVESTIGATIONS SERVICES	9,986.93
541370	2/6/2020	N	KIM CAREY	PARKS & RECREATION REFUND	262.00
541371	2/6/2020	N	CCS LOS ANGELES JANITORIAL INC	THREE-YEAR JANITORIAL CONTRACT SERVICE	46,014.30
541372	2/6/2020	N	CORAL BAY HOME LOANS	SKATEBOARD INSTRUCTOR	1,156.40
541373	2/6/2020	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	30,760.27
541374	2/6/2020	N	DEWEY SERVICES INC	INTEGRATED PEST MANAGEMENT SERVICES	2,480.00
541375	2/6/2020	N	DIGITAL ASSURANCE	DISSEMINATION SERVICES	2,500.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
541376	2/6/2020	N	DUTHIE ELECTRIC SERVICES	AUXILIARY GENERATOR MAINTENANCE SERV	685.00
541377	2/6/2020	N	EBS GENERAL ENGINEERING INC	MARINE AVENUE IMPROVEMENT PROJECT	66,923.75
541378	2/6/2020	N	CHRISTIAN EICHENLAUB	REIMBURSEMENT-TRAVEL EXPENSE	57.00
541379	2/6/2020	N	ELEVATORS ETC LP	ELEVATOR AND ESCALATOR MAINTENANCE	2,760.00
541380	2/6/2020	N	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT CLAIMS	19,469.00
541381	2/6/2020	N	EVERBRIDGE INC	EQUIPMENT	17,347.25
541382	2/6/2020	N	FEDERAL EXPRESS CORPORATION	DELIVERY SERVICE	37.34
541383	2/6/2020	N	FRANCHISE TAX BOARD	EARNINGS WITHHOLDING	2,235.66
541384	2/6/2020	N	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	5,003.39
541385	2/6/2020	N	FRONTIER CALIFORNIA INC	CABLE SERVICE	130.98
541386	2/6/2020	N	JESSE GARCIA	REIMBURSEMENT-TRAVEL EXPENSE	163.00
541387	2/6/2020	N	GARDA CL WEST INC	ARMORED SERVICES	22.66
541388	2/6/2020	N	GOLDEN HEART RANCH	SPECIALTY COOKING INSTRUCTOR	920.70
541389	2/6/2020	N	TIMOTHY HAGEMAN	REIMBURSEMENT-TRAVEL EXPENSE	57.00
541390	2/6/2020	N	TODD HELMERSON	CITATION REFUND	53.00
541391	2/6/2020	N	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 108075: PAYMENT	673.08
541392	2/6/2020	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,241.63
541393	2/6/2020	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	93,501.77
541394	2/6/2020	N	ICMA RETIREMENT TRUST 401	DEFERRED COMP 109766: PAYMENT	8,272.47
541395	2/6/2020	N	IDS GROUP INC	GAS KILN PROJECT	10,242.50
541396	2/6/2020	N	INFOSEND INC	THREE-YEAR ELECTRONIC BILL PRESENTMEN	5,126.44
541397	2/6/2020	N	IPS GROUP INC	PARKING METER CREDIT CARD FEES, REPLACI	16,669.72

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
541398	2/6/2020	N	IVA SOLUTIONS INC	DSX SERVER	2,047.08
541399	2/6/2020	N	JAYCOX CONSTRUCTION CNG	CNG MAINTENANCE & EMERGENCY SERVICES	2,418.71
541400	2/6/2020	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
541401	2/6/2020	N	TINA KATCHEN GALL	CDBG PROJECT ADMINISTRATION SERVICES	1,275.00
541402	2/6/2020	N	KEVORK ENTERPRISES INC	AUTO BODY REPAIRS	4,445.32
541403	2/6/2020	N	KARIM KHALIL ABDEL	CITATION REFUND	53.00
541404	2/6/2020	N	L A COUNTY DEPT OF P W	TRAFFIC SERVICES	128.21
541405	2/6/2020	N	L A COUNTY MTA	LA METRO DEC 2019 EZ PASS SALES	294.00
541406	2/6/2020	N	LEADERSHIP MANHATTAN BEACH	2 AED DONATION TO LEADERSHIP MB	3,000.00
541407	2/6/2020	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	525.00
541408	2/6/2020	N	M B POLICE OFFICERS ASSOCIA	DUES % (POLICE - %): PAYMENT	3,538.87
541409	2/6/2020	N	M B POLICE OFFICERS ASSOCIA	VENDING MACHINE COINS COLLECTED	360.69
541410	2/6/2020	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	17,238.50
541411	2/6/2020	N	MAIN STREET TOURS INC	CHARTER BUS SERVICES	4,202.00
541412	2/6/2020	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	7,191.80
541413	2/6/2020	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,100.00
541414	2/6/2020	N	MELAD AND ASSOCIATES INC	BUILDING PLAN CHECK & INSPECTIONS AND F	47,243.89
541415	2/6/2020	N	VICTORIA HELEN MENDEZ	ARTHRITIS FOUNDATION	510.00
541416	2/6/2020	N	MERRIMAC ENERGY GROUP	BID# 1185-19, BULK FUEL	24,721.18
541417	2/6/2020	N	CYNTHIA MICKSCHL	REIMBURSEMENT-TRAVEL EXPENSE	181.00
541418	2/6/2020	N	MIHM INC	15-03518C CONTRACT SERVICES	1,600.00
541419	2/6/2020	N	MONTAGUE ART	PUBLIC ART PROJECT	17,670.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
541420	2/6/2020	N	DANA MURRAY	REIMBURSEMENT-TRAVEL EXPENSE	121.15
541421	2/6/2020	N	NOTORIOUS FIT LLC	FITNESS INSTRUCTOR	3,240.00
541422	2/6/2020	N	PACIFIC ADVANCED CIVIL ENG	LARSSON STREET PUMP STATION UPGRADE	3,070.00
541423	2/6/2020	N	MONIKA PETROCZY	UTILITY BOX ART PROJECT	250.00
541424	2/6/2020	N	QUICK CRETE PRODUCTS CORP	RESTORATION HOVER LIDS	11,169.00
541425	2/6/2020	N	RICHARDS WATSON & GERSHON	AMENDMENT NO. 1 - LEGAL SERVICES RETAIN	24,000.00
541426	2/6/2020	N	RICHARDS WATSON & GERSHON	PROFESSIONAL SERVICES-DEC 2019	44,499.99
541427	2/6/2020	N	ROUTEMATCH SOFTWARE INC	DIAL A RIDE MONTHLY HOSTING	480.98
541428	2/6/2020	N	SAFETY KLEEN CORP	GARAGE SUPPLIES	1,891.67
541429	2/6/2020	N	ROBERT SILAGY	CITATION REFUND	84.00
541430	2/6/2020	N	RYAN B SMALL	REIMBURSEMENT-TRAVEL EXPENSE	71.32
541431	2/6/2020	N	SO CA MUNICIPAL ATHLETIC FED	MEMBERSHIP RENEWAL	550.00
541432	2/6/2020	N	STANDARD INSURANCE COMPANY	SHORT TERM DISABILITY PREMIUMS	1,563.65
541433	2/6/2020	N	STANDARD INSURANCE COMPANY	LIFE AD&D LTD PREMIUMS	12,238.57
541434	2/6/2020	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	1,354.86
541435	2/6/2020	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	230.76
541436	2/6/2020	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	92.30
541437	2/6/2020	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	20.53
541438	2/6/2020	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	3,199.94
541439	2/6/2020	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE	77,864.30
541440	2/6/2020	N	SUSAN SAXE CLIFFORD PHD	PSYCH EXAM SERVICES FOR POLICE APPLICAN	850.00
541441	2/6/2020	N	THE PITNEY BOWES BANK INC	POSTAGE FUND RESERVE ACCOUNT	10,000.00

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
541442	2/6/2020	N	AUVI TONNU	REIMBURSEMENT-TRAVEL EXPENSE	153.00
541443	2/6/2020	N	DONOVAN TORRES	REIMBURSEMENT-TRAVEL EXPENSE	163.00
541444	2/6/2020	N	TROY & BANKS INC	UTILITY 12 MONTH SAVINGS-FINAL INVOICE	1,447.98
541445	2/6/2020	N	TURBO DATA SYSTEMS INC	DEPARTMENT SUPPLIES	10,309.69
541446	2/6/2020	N	TYLER TECHNOLOGIES INC	MUNIS ENTERPRISE RESOURCE PLANNING SOI	14,106.88
541447	2/6/2020	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	3,320.14
541448	2/6/2020	N	UNITED RENTALS NORTH AMERICA	EQUIPMENT RENTAL	556.66
541449	2/6/2020	N	UNITED RENTALS NORTHWEST INC	PIER LIGHTING-BOOM LIFTS	921.55
541450	2/6/2020	N	UNITED SITE SVCS OF CA INC	FENCING	79.04
541451	2/6/2020	N	US DEPARTMENT OF EDUCATION AWG	EARNINGS WITHHOLDING	26.06
541452	2/6/2020	N	VANTAGEPOINT TRANSFER AGENTS	RETMT HLTH SAVINGS CONTRIB: PAYMENT	1,402.04
541453	2/6/2020	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
541454	2/6/2020	N	VERIZON CALIFORNIA INC	CONTRACT SERVICES	900.76
541455	2/6/2020	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	4,096.92
541456	2/6/2020	N	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	10,701.37
541457	2/6/2020	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	2,095.48

SUBTOTAL

754,345.61

COMBINED TOTAL

1,691,145.68

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 17b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
541459	2/13/2020	N	ADMINSURE INC	WORKERS COMP & MEDICAL BILL REVIEW	20,221.54
541460	2/13/2020	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES CONTRACT	17,433.72
541472	2/13/2020	N	CT&T CONCRETE PAVING INC	CITYWIDE CONCRETE REPAIRS PROJECT	40,415.85
541487	2/13/2020	N	MYTHOGRAPH INC	PUBLIC ART PROJECT	3,000.00
541490	2/13/2020	N	NEW TANGRAM LLC	NEW & REPLACEMENT FURNITURE - PD	9,108.01
541496	2/13/2020	N	SEQUEL CONTRACTORS INC	LIBERTY VILLAGE PAVEMENT REHABILITATION	86,134.32
541497	2/13/2020	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	3,924.69
541498	2/13/2020	N	SPIDR TECH INC	AUTOMATED VICTIM NOTIFICATION SUBSCRIB	14,261.00
541506	2/13/2020	N	TRUIS ENTERTAINMENT LLC	MB MURAL ARTIST	9,500.00
541507	2/13/2020	N	US BANK NA	FUEL PURCHASES-JAN 2020	2,614.20

SUBTOTAL

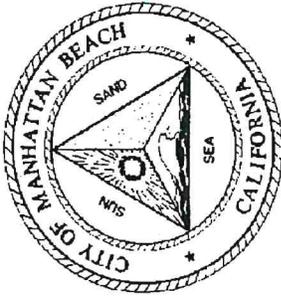
COMBINED TOTAL

206,613.33
206,613.33

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

Report of Warrant Disbursements
 wr 17b

Description	Amount
General	52,493.10
Streets & Highways	126,550.17
Asset Forfeiture	315.15
Refuse	1,582.51
Parking	3,847.71
Insurance	20,671.54
Information Services	38.01
Vehicle Fleet	2,614.20
Building Maintenance	64.79
Trust Deposit	12,500.00
	<u>220,677.18</u>
	<u>220,677.18</u>



City of Manhattan Beach

Investment Portfolio December 2020

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

Steve S. Charelian, Finance Director

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Summary
January 1, 2020 through January 31, 2020

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
LAIIF	41,371,111.96	41,371,111.96	41,371,111.96	33.76	1	1	1.940	1.967
Medium Term Notes	20,500,000.00	20,769,984.00	20,393,524.01	16.64	1,460	915	2.316	2.348
Federal Agency Issues - Coupon	48,000,000.00	48,551,970.00	47,969,383.55	39.14	1,550	777	2.030	2.058
Treasury Securities - Coupon	13,000,000.00	13,170,520.00	12,816,249.38	10.46	1,354	914	2.413	2.447
Investments	122,871,111.96	123,863,585.96	122,550,268.90	100.00%	992	552	2.087	2.116
Cash								
Passbook/Checking (not included in yield calculations)	2,418,846.19	2,418,846.19	2,418,846.19		1	1	0.000	0.000
Total Cash and Investments	125,289,958.15	126,282,432.15	124,969,115.09		992	552	2.087	2.116

Total Earnings January 31 Month Ending 196,027.14 Fiscal Year To Date 1,358,331.82
Current Year

Steve S. Charelian
2/20/20

STEVE S. CHARELIAN, FINANCE DIRECTOR

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Investments
January 31, 2020

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date
LAIF											
SYS3000	3000	Local Agency Invest. Fund	07/01/2018	41,371,111.96	41,371,111.96	41,371,111.96	1.967		1.967	1	
		Subtotal and Average		41,371,111.96	41,371,111.96				1.967	1	
		Medium Term Notes									
30231GAG7	MTN0077	EXXON MOBIL CORPORATION	08/21/2015	1,000,000.00	999,950.00	995,330.00	1.912		2.020	34	03/06/2020
478160CH5	MTN0095	Johnson & Johnson	01/25/2018	2,000,000.00	2,005,280.00	1,996,334.91	1.950	AAA	2.167	283	11/10/2020
742718EN5	MTN0090	Procter & Gamble	03/15/2017	1,000,000.00	1,002,430.00	990,350.00	1.850		2.110	367	02/02/2021
717081DX8	MTN0097	Pfizer Inc	04/23/2018	1,000,000.00	1,005,930.00	988,738.73	1.950	AA	2.709	488	06/03/2021
904764AT4	MTN0086	UNILEVER CAPITAL	10/18/2016	500,000.00	498,120.00	495,980.00	1.375		1.550	543	07/28/2021
084670BC1	MTN0094	BERKSHIRE HATHWAY	11/03/2017	1,000,000.00	1,034,050.00	1,026,436.68	3.750	AA	2.148	561	08/15/2021
191218BY5	MTN0085	COCA-COLA CO	10/18/2016	1,000,000.00	1,000,780.00	997,190.00	1.550		1.610	578	09/01/2021
911312BC9	MTN0100	United Parcel Service	10/04/2016	1,000,000.00	1,016,640.00	979,947.77	2.350		3.193	835	05/16/2022
22160KAK1	MTN0102	COSTCO COMPANIES	05/13/2019	1,000,000.00	1,016,950.00	994,226.00	2.300		2.500	837	05/18/2022
90331HPC1	MTN0105	US BANK NA OHIO	09/09/2019	1,000,000.00	1,023,100.00	1,018,037.05	2.650		1.883	842	05/23/2022
037833DC1	MTN0096	APPLE INC	04/23/2018	1,000,000.00	1,013,220.00	975,906.84	2.100		3.060	954	09/12/2022
68389XAP0	MTN0103	ORACLE CORP	05/13/2019	1,000,000.00	1,023,860.00	995,436.00	2.500		2.640	987	10/15/2022
037833AK6	MTN0098	APPLE INC	05/22/2018	1,000,000.00	1,024,140.00	973,051.72	2.400		3.298	1,187	05/03/2023
594918BQ6	MTN0104	MICROSOFT CORP	07/01/2019	1,000,000.00	1,015,570.00	999,000.00	2.000	AAA	2.025	1,284	08/08/2023
06406FAD5	MTN0106	BANK OF NY MELLO	09/09/2019	1,000,000.00	1,016,200.00	1,009,011.00	2.200		1.961	1,292	08/16/2023
89236TFN0	MTN0099	TOYOTA MOTOR CREDIT	09/21/2018	1,000,000.00	1,061,810.00	999,500.00	3.450		3.461	1,327	09/20/2023
89236TDK8	MTN0101	TOYOTA MOTOR CREDIT	03/26/2019	1,000,000.00	1,020,190.00	985,761.81	2.250		2.634	1,355	10/18/2023
254687FK7	MTN0107	Walt Disney	12/12/2019	2,000,000.00	1,984,824.00	1,979,606.50	1.750		1.977	1,672	08/30/2024
191216CL2	MTN0108	COCA-COLA CO	12/12/2019	1,000,000.00	1,006,940.00	993,679.00	1.750		1.890	1,679	09/06/2024
		Subtotal and Average		20,500,000.00	20,769,984.00	20,393,524.01			2.348	915	
		Federal Agency Issues - Coupon									
880591EV0	FAC0274	Tennessee Valley Authority	05/21/2018	2,000,000.00	2,002,220.00	1,998,658.25	2.250		2.568	43	03/15/2020
3134G3K58	FAC0260	Federal Home Loan Mortgage	05/22/2017	1,000,000.00	999,920.00	999,850.00	1.500		1.505	47	03/19/2020
3133EEW55	FAC0236	FED FARM CR BK	06/19/2015	2,000,000.00	2,001,880.00	2,001,898.00	1.800		1.780	135	06/15/2020
3136G4EK5	FAC0254	Fannie Mae	10/28/2016	2,000,000.00	1,996,580.00	1,996,000.00	1.200		1.255	178	07/28/2020
3135G0T60	FAC0267	Fannie Mae	01/10/2018	2,000,000.00	1,998,680.00	1,993,777.61	1.500		1.978	180	07/30/2020
3130ACE26	FAC0273	Federal Home Loan Bank	05/21/2018	2,000,000.00	1,997,240.00	1,982,130.37	1.375		2.564	240	09/28/2020
3136G0X55	FAC0246	Fannie Mae	03/17/2016	1,000,000.00	999,260.00	995,550.00	1.500		1.600	272	10/30/2020
3134G9E52	FAC0250	Federal Home Loan Mortgage	07/05/2016	1,000,000.00	998,290.00	1,000,000.00	1.330		1.330	333	12/30/2020
3135G0J20	FAC0256	Fannie Mae	12/28/2016	1,000,000.00	998,980.00	993,645.59	1.375		1.917	391	02/26/2021
3130A8BQ5	FAC0248	Federal Home Loan Bank	06/15/2016	2,000,000.00	2,000,020.00	2,000,000.00	1.690		1.690	408	03/15/2021

Federal Agency Issues - Coupon

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date
880591EV0	FAC0274	Tennessee Valley Authority	05/21/2018	2,000,000.00	2,002,220.00	1,998,658.25	2.250		2.568	43	03/15/2020
3134G3K58	FAC0260	Federal Home Loan Mortgage	05/22/2017	1,000,000.00	999,920.00	999,850.00	1.500		1.505	47	03/19/2020
3133EEW55	FAC0236	FED FARM CR BK	06/19/2015	2,000,000.00	2,001,880.00	2,001,898.00	1.800		1.780	135	06/15/2020
3136G4EK5	FAC0254	Fannie Mae	10/28/2016	2,000,000.00	1,996,580.00	1,996,000.00	1.200		1.255	178	07/28/2020
3135G0T60	FAC0267	Fannie Mae	01/10/2018	2,000,000.00	1,998,680.00	1,993,777.61	1.500		1.978	180	07/30/2020
3130ACE26	FAC0273	Federal Home Loan Bank	05/21/2018	2,000,000.00	1,997,240.00	1,982,130.37	1.375		2.564	240	09/28/2020
3136G0X55	FAC0246	Fannie Mae	03/17/2016	1,000,000.00	999,260.00	995,550.00	1.500		1.600	272	10/30/2020
3134G9E52	FAC0250	Federal Home Loan Mortgage	07/05/2016	1,000,000.00	998,290.00	1,000,000.00	1.330		1.330	333	12/30/2020
3135G0J20	FAC0256	Fannie Mae	12/28/2016	1,000,000.00	998,980.00	993,645.59	1.375		1.917	391	02/26/2021
3130A8BQ5	FAC0248	Federal Home Loan Bank	06/15/2016	2,000,000.00	2,000,020.00	2,000,000.00	1.690		1.690	408	03/15/2021

Portfolio CITY
CP
PM (PRF_PM2) 7.3.0

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Investments
January 31, 2020

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date
Federal Agency Issues - Coupon											
3130A8NT6	FAC0251	Federal Home Loan Bank	07/13/2016	2,000,000.00	1,998,800.00	2,000,000.00	1.480		1.480	528	07/13/2021
3134G9M79	FAC0258	Federal Home Loan Mortgage	03/13/2017	2,000,000.00	2,013,260.00	1,994,156.49	1.875		2.076	541	07/26/2021
3137EAE09	FAC0269	Federal Home Loan Mortgage	01/25/2018	2,000,000.00	1,991,380.00	1,964,618.78	1.125		2.154	558	08/12/2021
3136G36C4	FAC0252	Fannie Mae	09/29/2016	2,000,000.00	2,000,340.00	2,000,000.00	1.600		1.600	606	09/29/2021
3133EGYB5	FAC0253	FED FARM CR BK	10/14/2016	2,000,000.00	2,000,000.00	1,999,000.00	1.540		1.550	619	10/12/2021
3133EHCT8	FAC0259	FED FARM CR BK	05/22/2017	1,000,000.00	1,015,600.00	1,005,775.57	2.150		1.894	773	03/15/2022
3135G0T45	FAC0261	Fannie Mae	05/22/2017	1,000,000.00	1,010,840.00	1,001,150.00	1.875		1.850	794	04/05/2022
880591EN8	FAC0277	Tennessee Valley Authority	12/12/2018	2,000,000.00	2,024,160.00	1,951,714.29	1.875		2.793	926	08/15/2022
880591EN8	FAC0279	Tennessee Valley Authority	02/14/2019	1,000,000.00	1,012,080.00	982,906.07	1.875		2.493	926	08/15/2022
3130A3KM5	FAC0268	Federal Home Loan Bank	01/10/2018	2,000,000.00	2,063,600.00	2,008,831.19	2.500		2.357	1,042	12/09/2022
3133EJDE6	FAC0271	FED FARM CR BK	02/16/2018	2,000,000.00	2,067,200.00	1,993,018.80	2.570		2.708	1,111	02/16/2023
3133EJSD2	FAC0276	FED FARM CR BK	10/02/2018	2,000,000.00	2,094,780.00	1,990,360.00	2.890		3.000	1,234	06/19/2023
3133EJK57	FAC0278	FED FARM CR BK	12/12/2018	2,000,000.00	2,110,040.00	2,018,607.57	3.080		2.840	1,269	07/24/2023
3133EKN44	FAC0283	FED FARM CR BK	09/11/2019	2,000,000.00	2,000,020.00	2,000,000.00	2.030		2.030	1,318	09/11/2023
3134GTXP3	FAC0280	Federal Home Loan Mortgage	06/28/2019	1,000,000.00	1,002,380.00	1,000,000.00	2.220		2.220	1,607	06/26/2024
3134GT6N8	FAC0284	Federal Home Loan Mortgage	09/12/2019	2,000,000.00	2,001,080.00	2,000,000.00	2.125		2.125	1,685	09/12/2024
3130A2UW4	FAC0285	Federal Home Loan Bank	12/11/2019	2,000,000.00	2,133,480.00	2,104,714.97	2.875		1.771	1,686	09/13/2024
3135G0W66	FAC0286	Fannie Mae	12/11/2019	2,000,000.00	2,019,860.00	1,993,020.00	1.625		1.700	1,718	10/15/2024
				48,000,000.00	48,551,970.00	47,969,383.55			2.058	777	
Treasury Securities - Coupon											
912828NT3	UST0025	US TREASURY	05/21/2018	1,000,000.00	1,005,430.00	1,000,312.50	2.625		2.610	196	08/15/2020
912828V1	UST0026	US TREASURY	05/21/2018	1,000,000.00	998,830.00	991,615.62	1.375		2.529	227	09/15/2020
912828D72	UST0023	US TREASURY	02/16/2018	1,000,000.00	1,009,530.00	992,413.85	2.000		2.439	577	08/31/2021
912828F21	UST0024	US TREASURY	02/16/2018	1,000,000.00	1,012,070.00	993,820.08	2.125		2.478	607	09/30/2021
912828XQ8	UST0027	US TREASURY	12/12/2018	2,000,000.00	2,033,360.00	1,964,476.70	2.000		2.681	911	07/31/2022
912828XQ8	UST0028	US TREASURY	02/14/2019	1,000,000.00	1,016,680.00	987,705.65	2.000		2.510	911	07/31/2022
912828L57	UST0031	US TREASURY	03/25/2019	1,000,000.00	1,011,410.00	986,915.76	1.750		2.201	972	09/30/2022
9128283C2	UST0032	US TREASURY	03/25/2019	1,000,000.00	1,018,480.00	991,406.25	2.000		2.250	1,003	10/31/2022
912828S92	UST0029	US TREASURY	02/14/2019	1,000,000.00	998,160.00	957,229.11	1.250		2.525	1,276	07/31/2023
912828D1	UST0030	US TREASURY	02/14/2019	1,000,000.00	1,002,310.00	960,627.30	1.375		2.432	1,307	08/31/2023
912828W48	UST0033	US TREASURY	05/13/2019	1,000,000.00	1,031,880.00	995,039.06	2.125		2.234	1,489	02/29/2024
912828W71	UST0034	US TREASURY	05/13/2019	1,000,000.00	1,032,380.00	994,687.50	2.125		2.240	1,520	03/31/2024
				13,000,000.00	13,170,520.00	12,816,249.38			2.447	914	

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Investments
January 31, 2020

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM	Days to Maturity
Total and Average										
				122,871,111.96	123,863,585.96	122,550,268.90			2.116	552

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Cash
January 31, 2020

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity
Money Market Fund										
SYS39903-39902	39901	UNION BANK	07/01/2018	2,418,846.19	2,418,846.19	2,418,846.19			0.000	1
Subtotal and Average										1
Total Cash and Investments				125,289,958.15	126,282,432.15	124,969,115.09			2.116	552

**City of Manhattan Beach
Investment Portfolio Summary
As of January 31, 2020**

PORTFOLIO PROFILE	Jan 31, 2020	Dec 31, 2019	Nov 30, 2019	Oct 31, 2019	Sep 30, 2019
Total Book Value (Excluding Trust Funds)	\$122,550,269	\$115,379,157	\$110,212,298	\$108,213,229	\$109,714,914
Increase/(Decrease) from Prior Period	7,171,112	5,166,858	1,999,069	(1,501,685)	(4,467,892)
Percentage Change	6.2%	4.7%	1.8%	(1.4%)	(3.9%)
Average Yield to Maturity (365 Days)	2.116%	2.148%	2.182%	2.196%	2.211%
Increase/(Decrease) from Prior Period	(0.032%)	(0.034%)	(0.015%)	(0.015%)	(0.016%)

PORTFOLIO ALLOCATIONS

By Security	Value (Par)	Percent	Par YTM	Time Horizon	Percent
LAIF*	\$41,371,112	33.67%	1.967%	Next 12 months	48%
Medium Term Notes	20,500,000	16.7%	2.348%	Months 13-24	16%
Federal Agencies	48,000,000	39.1%	2.058%	Months 25-36	14%
U.S. Treasuries	13,000,000	10.6%	2.447%	Months 37-48	12%
Total	\$122,871,112	100.0%	2.117%	Total	100.0%

*LAIF YTM as of January 31, 2020

RECENT ACTIVITY

Security	Date of Activity	Maturity Date	Purchase (Par)	Maturing/Call	YTM
FHLB - 2.875% Coupon	12/11/2019	9/13/2024	2,000,000		1.710%
FNMA - 1.625% Coupon	12/11/2019	10/15/2024	2,000,000		1.700%
MTN - 1.75% Coupon	12/12/2019	8/30/2024	2,000,000		1.980%
MTN - 1.75% Coupon	12/12/2019	9/6/2024	1,000,000		1.890%
Total Purchases			\$7,000,000		1.810%
Matured: FNMA - 1.75% Coupon	11/26/2019	11/26/2019		2,000,000	1.642%
Called: FHLB - 2% Coupon	11/18/2019	2/16/2022		1,000,000	2.000%
Matured: FFCB - 1.5% Coupon	12/19/2019	12/19/2019		1,000,000	1.580%
Called: FHLMC - 2.375% Coupon	12/27/2019	6/27/2024		1,000,000	2.375%
Matured: MTN - 1.7% Coupon	12/15/2019	12/15/2019		1,000,000	1.861%
Total Maturing/Calls				\$6,000,000	1.850%

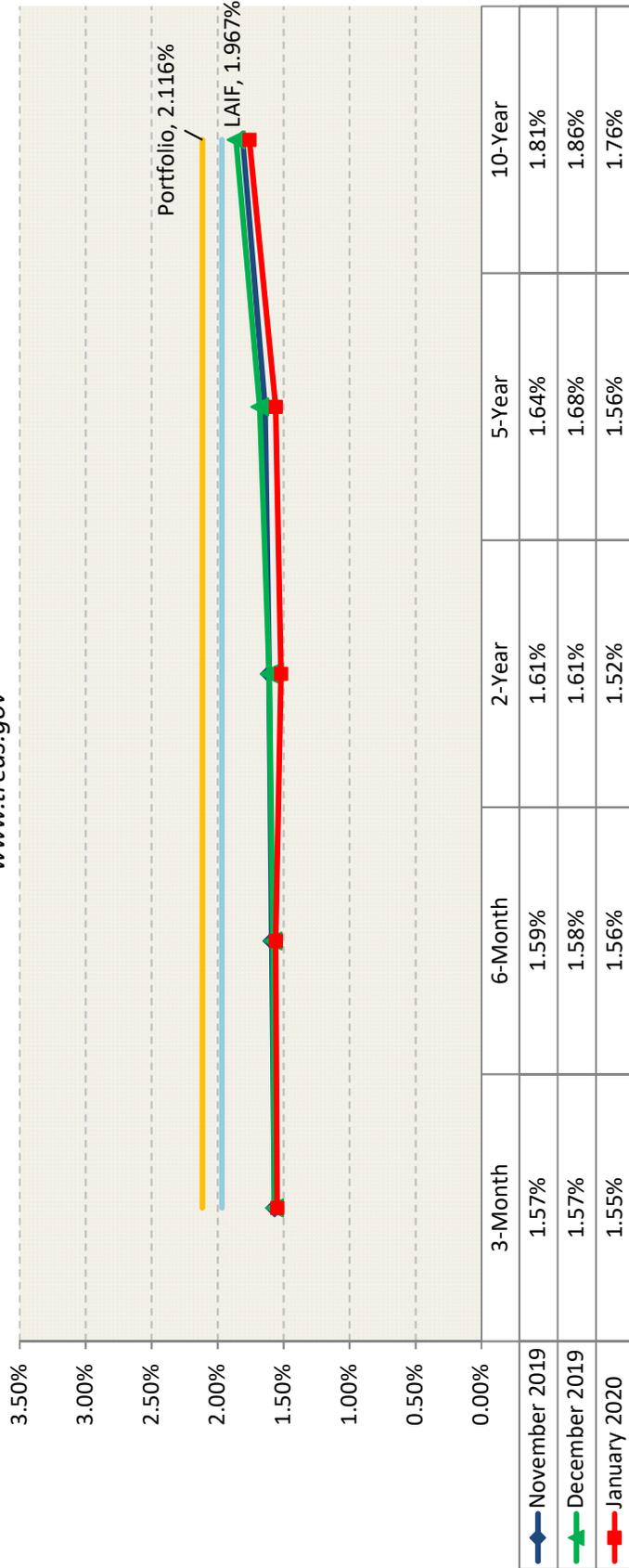
**City of Manhattan Beach
Investment Portfolio Summary
As of January 31, 2020**

FUNDS HELD IN TRUST	Value
Police/Fire Refunding Bonds	\$361
Marine Avenue Refunding Bonds	31
Meltox & Water/Wastewater Refunding Bonds	64
UUAD Assessment Refunding Bonds	590,458
UUAD Assessment District 12 & 14	567,465
PARS Investment Trust	1,370,294
Total Funds Held in Trust	\$2,528,673

As of January 31, 2020

US Treasuries Yield Curve

www.treas.gov



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

City of Manhattan Beach Investment Policy Compliance Chart

As of January 31, 2020

Instrument	% of Total	Dollar Compliance Limit	Percentage Compliance Limit	Term Compliance Limit
Local Agency Investment Fund (LAIF)	\$41,371,112	Yes	Temporary Suspension	
Treasury Securities	33.7%			
US Treasury	\$13,000,000			5 Years Yes
Total U.S. Treasuries (12)	10.6%			
Medium Term (Corporate) Notes				
Costco	1,000,000		5.0% Yes	5 Years Yes
Total Consumer Staples Sector	\$1,000,000		10.0% Yes	5 Years Yes
Coca-Cola	2,000,000		5.0% Yes	5 Years Yes
Unilever Capital	500,000		5.0% Yes	5 Years Yes
Proctor & Gamble	1,000,000		5.0% Yes	5 Years Yes
Total Consumer Goods Sector	\$3,500,000		10.0% Yes	
Berkshire Hathaway	1,000,000		5.0% Yes	5 Years Yes
Toyota Motor Credit	2,000,000		5.0% Yes	5 Years Yes
US Bank	1,000,000		5.0% Yes	5 Years Yes
Bank of NY	1,000,000		5.0% Yes	5 Years Yes
Total Financial Sector	\$5,000,000		10.0% Yes	
Exxon Mobil	1,000,000		5.0% Yes	5 Years Yes
Total Energy Sector	\$1,000,000		10.0% Yes	
Pfizer Inc	1,000,000		5.0% Yes	5 Years Yes
Johnson & Johnson	2,000,000		5.0% Yes	5 Years Yes
Total Healthcare Sector	\$3,000,000		10.0% Yes	
United Parcel Service	1,000,000		5.0% Yes	5 Years Yes
Total Industrials Sector	\$1,000,000		10.0% Yes	
Apple Inc	2,000,000		5.0% Yes	5 Years Yes
Microsoft Corp	1,000,000		5.0% Yes	5 Years Yes
Oracle Corp	1,000,000		5.0% Yes	5 Years Yes
Total Technology Sector	\$4,000,000		10.0% Yes	
Walt Disney Co	2,000,000		5.0% Yes	5 Years Yes
Total Communication Services Sector	\$2,000,000			
Total Medium Term Notes (19)	16.7%		20.0% Yes	
Federal Agencies				
Federal Home Loan Bank (FHLB)	\$10,000,000		33.3% Yes	5 Years Yes
Federal Farm Credit (FFCB)	13,000,000		33.3% Yes	5 Years Yes
Fannie Mae (FNMA)	11,000,000		33.3% Yes	5 Years Yes
Freddie Mac (FHLMC)	9,000,000		33.3% Yes	5 Years Yes
Tennessee Valley Authority (TVA)	5,000,000		33.3% Yes	5 Years Yes
Total Federal Agencies (28)	39.1%		60.0% Yes	
Total Portfolio	100.0%			



**CITY OF MANHATTAN BEACH
TREASURER'S REPORT
January 31, 2020**

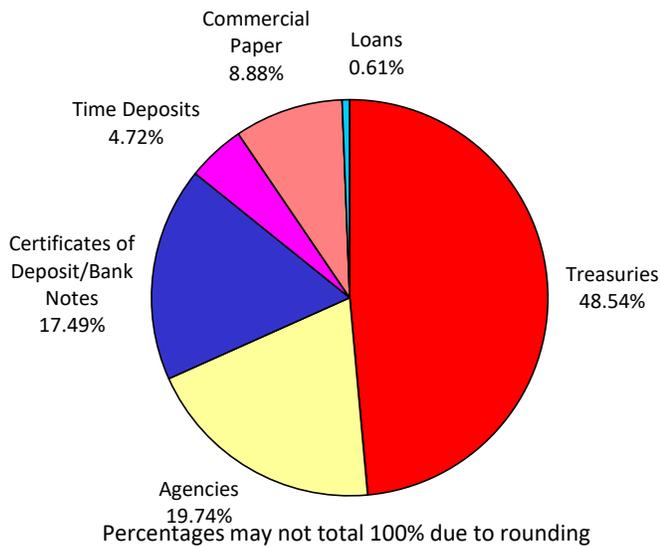
<u>Investments</u>	Book Value
LAIF	\$41,371,111.96
Medium Term Notes	20,393,524.01
Federal Agency Issues-Coupon	47,969,383.55
Treasury Securities	12,816,249.38
Subtotal Investments	<u>\$122,550,268.90</u>
<u>Demand Deposit/Petty Cash</u>	
Cash in Bank	\$2,418,846.19
Petty Cash	2,555.84
Subtotal Demand Deposit	<u>\$2,421,402.03</u>
Subtotal City Cash & Investments	<u>\$124,971,670.93</u>
<u>Bond Funds Held in Trust</u>	
Police Fire Refunding	\$360.77
Marine Ave Park Refunding	30.92
Metlox & Water/Wastewater Refunding	64.31
Utility Assessment Districts	1,157,922.95
Subtotal Bonds Held in Trust	<u>\$1,158,378.95</u>
<u>Investment Trust Funds</u>	
PARS Pension Rate Stabilization Trust	1,370,293.70
 Treasurer's Balance	 <u><u>\$127,500,343.58</u></u>



PMIA/LAIF Performance Report as of 02/12/2020



Pooled Money Investment Account Portfolio Composition ⁽¹⁾ 01/31/20 \$100.6 billion



PMIA Average Monthly Effective Yields ⁽¹⁾

Jan 2020	1.967
Dec 2019	2.043
Nov 2019	2.103

LAIF Quarterly Performance Quarter Ended 12/31/19

Apportionment Rate ⁽²⁾ :	2.29
Earnings Ratio ⁽²⁾ :	0.0000625008577897
Fair Value Factor ⁽¹⁾ :	1.001770298
Daily ⁽¹⁾ :	2.02%
Quarter to Date ⁽¹⁾ :	2.11%
Average Life ⁽¹⁾ :	226

PMIA Daily Rates ⁽¹⁾

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
01/13/20	1.98	1.99	220
01/14/20	1.97	1.99	221
01/15/20	1.96	1.99	228
01/16/20	1.95	1.99	226
01/17/20	1.95	1.99	224
01/18/20	1.95	1.98	224
01/19/20	1.95	1.98	224
01/20/20	1.95	1.98	224
01/21/20	1.95	1.98	219
01/22/20	1.95	1.98	218
01/23/20	1.94	1.98	216
01/24/20	1.94	1.98	218
01/25/20	1.94	1.97	218
01/26/20	1.94	1.97	218
01/27/20	1.94	1.97	216
01/28/20	1.94	1.97	215
01/29/20	1.94	1.97	216
01/30/20	1.93	1.97	215
01/31/20	1.93	1.97	215
02/01/20	1.93	1.97	215
02/02/20	1.93	1.96	215
02/03/20	1.92	1.96	213
02/04/20	1.92	1.96	211
02/05/20	1.92	1.96	212
02/06/20	1.92	1.96	211
02/07/20	1.92	1.96	210
02/08/20	1.92	1.96	210
02/09/20	1.92	1.96	210
02/10/20	1.92	1.96	209
02/11/20	1.92	1.96	208
02/12/20	1.92	1.95	206

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

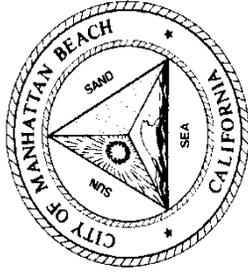
Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

(1) State of California, Office of the Treasurer

(2) State of California, Office of the Controller

City of Manhattan Beach



Month End Report January 31, 2020 Fiscal Year 2019-2020

General Fund Expenditures By Department

	Annual Budget	Current Month	YTD Expend.	YTD Encumb.	Available Budget	Percent Utilized*
11 Management Services	3,995,383	252,145	1,923,966	216,586	1,854,831	53.58
12 Finance	3,516,871	337,317	1,906,328	52,262	1,558,281	55.69
13 Human Resources	1,245,190	136,961	634,786	94,253	516,151	58.55
14 Parks and Recreation	9,064,577	650,308	4,843,667	40,740	4,180,169	53.88
15 Police	29,031,531	2,937,751	17,258,874	239,846	11,532,811	60.27
16 Fire	14,482,155	1,562,738	8,368,845	19,758	6,093,552	57.92
17 Community Development	6,497,370	513,379	3,345,796	119,225	3,032,349	53.33
18 Public Works	8,106,967	656,970	3,897,915	120,344	4,088,708	49.57
19 Information Technology	329,460	33,961	231,952	-	97,508	70.40
100 General Fund	76,269,505	7,081,529	42,412,129	903,014	32,954,361	56.79

*Percent Utilized includes YTD encumbrances.

City of Manhattan Beach
Fiscal Year 2019-20 Statement of Revenues & Expenditures
January 31, 2020

% of Year
58.3%

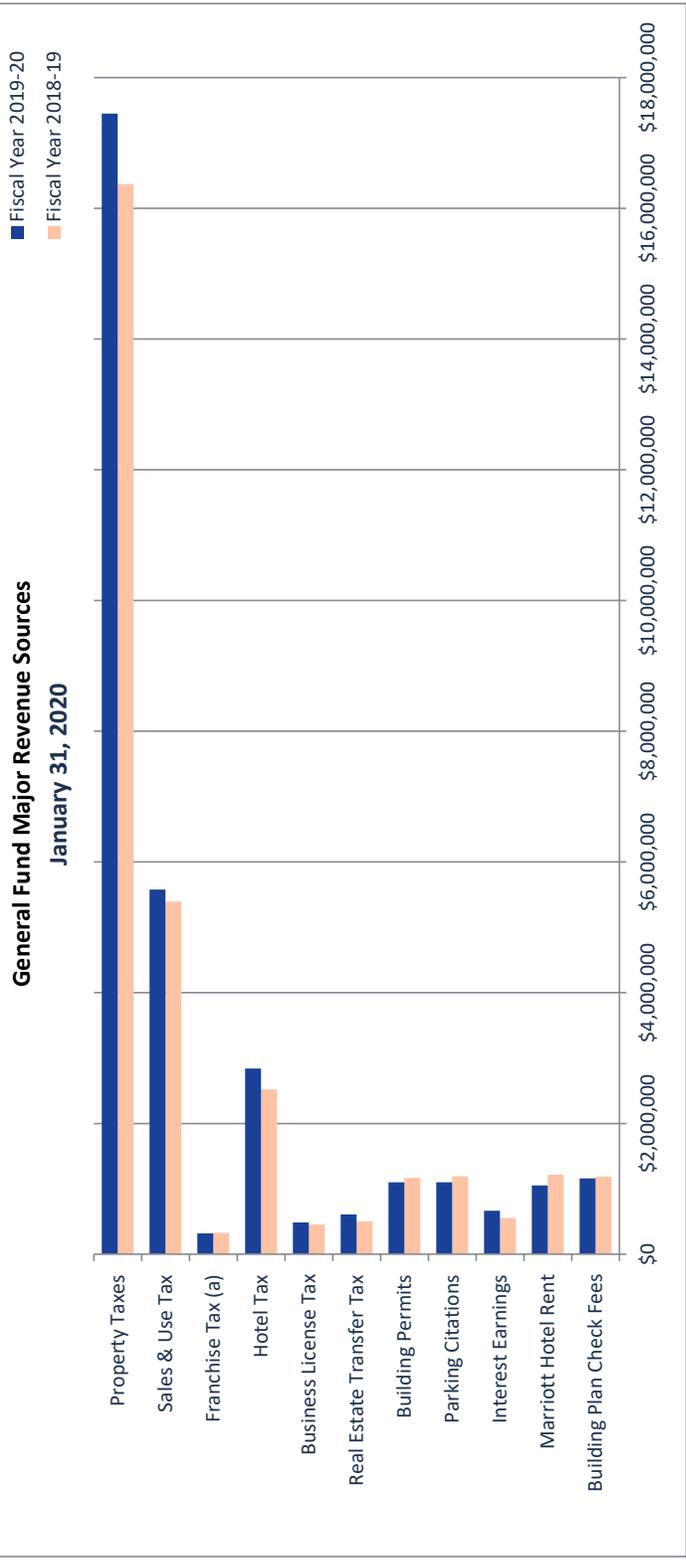
		Current Year Activity						
<u>Fund Title</u>	<u>Fund No.</u>	<u>Budgeted Revenue</u>	<u>YTD Revenues</u>	<u>% Realized</u>	<u>Budgeted Expenditures</u>	<u>YTD Expenditures</u>	<u>% Expended</u>	
General Fund	100	\$76,481,052	\$41,261,551	54.0%	\$76,269,505	\$42,412,129	55.6%	
Street Lighting & Landscaping Fund	201	394,800	186,971	47.4%	546,801	353,015	64.6%	
Gas Tax Fund	205	3,254,859	908,557	27.9%	3,711,064	491,791	13.3%	
Asset Forfeiture	210	8,000	13,555	169.4%	198,697	153,423	77.2%	
Police Safety Grants	211	141,328	153,987	109.0%	191,012	43,168	22.6%	
Prop A Fund	230	1,039,166	452,207	43.5%	1,009,249	570,592	56.5%	
Prop C Fund	231	17,509,048	385,260	2.2%	20,992,000	1,162,794	5.5%	
AB 2766 Fund	232	83,106	11,267	13.6%	49,959	33,546	67.1%	
Measure R	233	480,818	302,927	63.0%	1,177,419	125,965	10.7%	
Measure M	234	513,809	301,568	58.7%	546,425	11,597	2.1%	
Capital Improvements Fund	401	3,489,532	1,332,495	38.2%	11,210,183	1,492,265	13.3%	
Underground Assessment District Construction	403	3,280	12,575,559	383401.2%	-	10,520,665	n/a	
Water Fund	501	15,646,664	10,010,725	64.0%	49,932,131	6,475,438	13.0%	
Storm Drain Fund	502	368,633	251,487	68.2%	3,121,463	550,472	17.6%	
Wastewater Fund	503	3,524,488	2,332,206	66.2%	12,433,457	1,047,520	8.4%	
Refuse Fund	510	4,354,992	2,490,551	57.2%	5,148,949	2,193,449	42.6%	
Parking Fund	520	4,299,078	2,081,022	48.4%	5,134,389	1,687,821	32.9%	
County Parking Lots Fund	521	1,043,500	628,234	60.2%	752,250	131,509	17.5%	
State Pier & Parking Lot Fund	522	803,433	394,613	49.1%	830,690	323,045	38.9%	
Insurance Reserve Fund	601	6,851,720	4,036,531	58.9%	6,530,153	4,208,915	64.5%	
Information Systems Reserve Fund	605	2,814,647	1,641,864	58.3%	3,798,330	1,715,757	45.2%	
Fleet Management Fund	610	2,663,995	1,348,340	50.6%	2,305,471	765,762	33.2%	
Building Maintenance & Operation Fund	615	2,083,535	1,032,783	49.6%	2,027,956	1,028,323	50.7%	
Special Assessment Debt Service	710	965,000	380,378	39.4%	1,006,950	996,950	99.0%	
Special Assessment UAD 12 14 Fund	711	-	373	n/a	-	-	n/a	
City Pension Fund	801	177,780	799	0.4%	241,000	138,976	57.7%	
PARS Investment Trust	804	-	51,348	n/a	-	-	n/a	
		\$148,996,262	\$84,567,160	56.8%	\$209,165,504	\$78,634,887	37.6%	

**City of Manhattan Beach
Fiscal Year 2019-20 General Fund Major Revenue Trends
January 31, 2020**

**Percent of Year
58.3%**

Fund No.	Major Revenue Accounts	Year-To-Date Actuals					2020	FY 2020	
		2015	2016	2017	2018	2019		Adj Budget	Realized
100	Property Taxes	12,492,331	13,461,874	14,411,531	15,445,953	16,372,562	17,448,035	33,111,743	52.7%
100	Sales & Use Tax	5,203,446	4,272,597	5,183,912	5,149,184	5,395,491	5,580,287	9,150,000	61.0%
100	Franchise Tax (a)	593,209	518,617	451,606	411,542	326,909	316,483	1,155,700	27.4%
100	Hotel Tax	2,359,274	2,582,772	2,625,179	2,200,894	2,522,946	2,840,889	4,750,000	59.8%
100	Business License Tax	304,894	280,529	300,001	305,570	451,609	486,861	3,946,250	12.3%
100	Real Estate Transfer Tax	452,865	499,114	376,469	441,178	499,727	610,955	765,000	79.9%
100	Building Permits	724,606	1,064,894	888,851	1,091,370	1,169,321	1,101,962	1,650,000	66.8%
100	Parking Citations	1,441,495	1,374,943	1,502,039	1,398,520	1,193,390	1,098,921	2,250,000	48.8%
100	Interest Earnings	250,899	217,503	353,625	413,016	554,469	666,997	919,254	72.6%
100	Marriott Hotel Rent	1,016,291	907,403	903,306	764,719	1,215,062	1,053,992	1,700,000	62.0%
100	Vehicle in Lieu	15,099	14,430	15,812	-	-	-	-	-
100	Building Plan Check Fees	778,725	619,056	980,685	1,124,455	1,189,691	1,161,341	1,800,000	64.5%
	Total Major Revenue Accounts	25,633,134	25,813,734	27,993,017	28,746,398	30,891,178	32,366,724	61,197,947	52.9%
	Over/(Under) Prior Year	180,600	2,179,283	753,381	2,144,780	1,475,546	4.8%		
	Percent Change From Prior Year	0.7%	8.4%	2.7%	7.5%	4.8%			

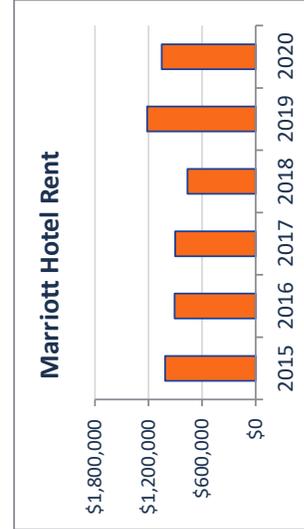
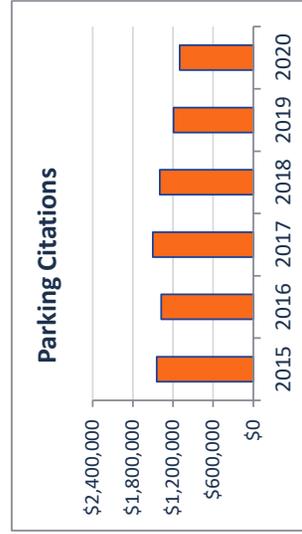
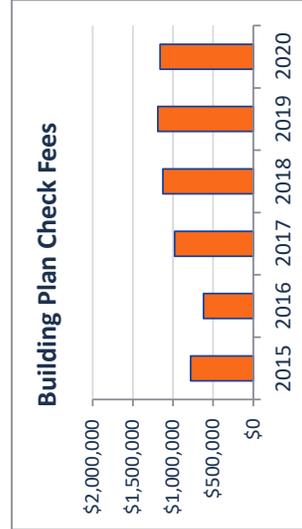
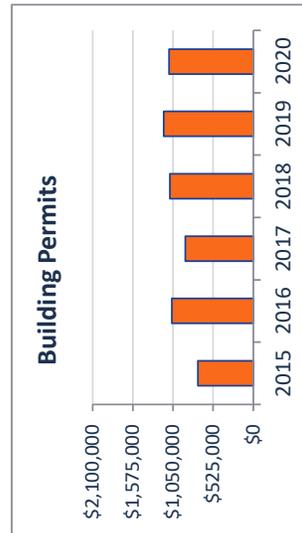
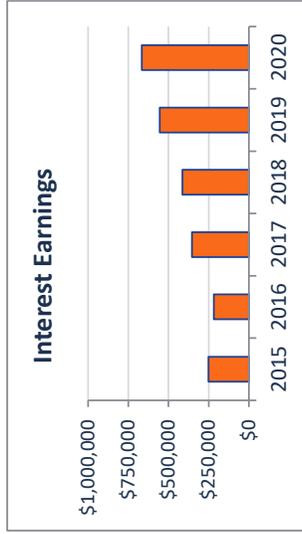
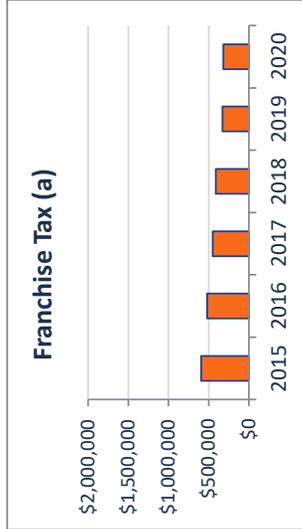
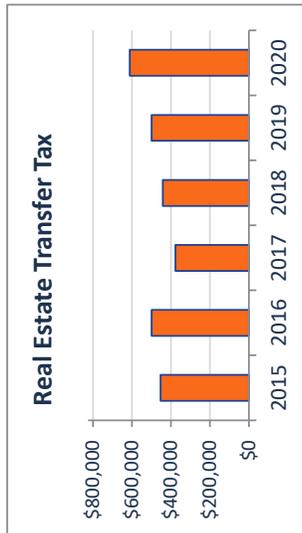
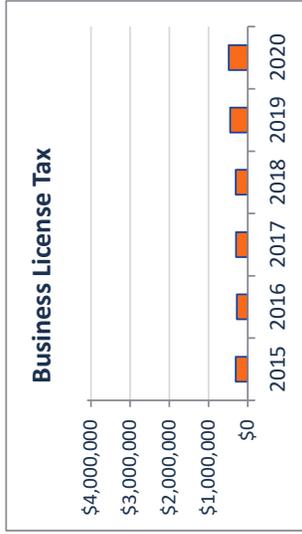
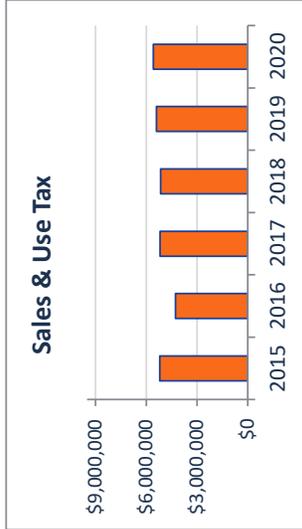
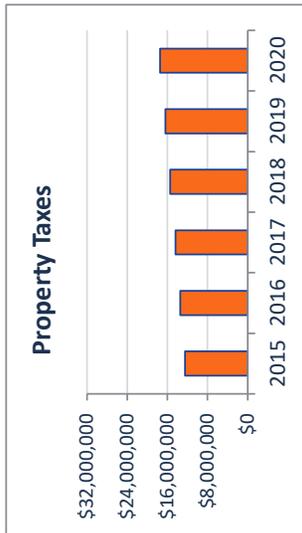
Other Revenues	7,911,938	7,405,421	8,207,799	9,009,622	10,726,049	8,894,827	15,283,105	58.2%
Total General Fund Revenues	33,545,071	33,219,155	36,200,817	37,756,021	41,617,227	41,261,551	76,481,052	54.0%



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

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

**Percent of Year
58.3%**



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

Agenda Date: 3/3/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Lisa Jenkins, Human Resources Director

SUBJECT:

Consider Adopting a Resolution Approving a Memorandum of Understanding Between the City of Manhattan Beach and Manhattan Beach Mid-Management Employees Association (Human Resources Director Jenkins).

ADOPT RESOLUTION NO. 20-0023

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 20-0023 approving the attached Memorandum of Understanding (MOU) between the City of Manhattan Beach and the Manhattan Beach Mid-Management Employees Association (MBMEA).

FISCAL IMPLICATIONS:

The cost of the MBMEA MOU is \$13,963,328 over the term of the two-year MOU. The cost of the MOU represents an approximately 4.3% increase, or a total \$361,153, over the term of the two-year MOU.

BACKGROUND:

The MBMEA represents employees in the City of Manhattan Beach in mid-management, supervisory, and professional positions. There are currently 44 authorized positions represented by the MBMEA.

DISCUSSION:

The last MOU between the City and the MBMEA was a two-year agreement, which expired on December 31, 2019. Representatives of the Association and the City, having met and conferred in good faith from October 2019 through February 2020, have agreed to the terms found in the attached MOU.

The following summarizes the significant terms of the negotiated MOU recommended for City

Council approval:

1. Term of Agreement

- January 1, 2020 - December 31, 2021

2. Salary

- Salary steps for each existing salary range will be created and employees will move on steps as follows:
 - The top of each existing range will increase by 2%.
 - Working backwards from the top of the range, 12 salary steps will be calculated with 2.5% between each step.
 - Effective in the pay period following City Council approval of the MOU, employees will be moved to the salary step that is closest to but not lower than their current salary rate.
 - Employees who meet performance standards will advance to the next salary step in the range annually.
- Effective in the pay period following City Council adoption of the MOU, employees will receive a one-time, non-pensionable lump sum payment, in an amount that, when combined with the percentage salary increase achieved by moving to the closest salary step equal or above their current salary, totals 1.25%. Employees who receive 1.25% or more as a result of moving to salary steps will not be eligible for this payment.

3. "Exceptional Performance" Bonus

- Effective January 2, 2021, and later, the City Manager, at his sole discretion, may grant an "exceptional performance" bonus of up to 5% to any individual employee to acknowledge superior job performance on the employee's part or for successfully completing a project, program, or effort outside their normal scope.

4. General Leave

- Effective in the pay period following City Council adoption of the MOU, employees' general leave accrual rate will be based upon prior full-time years of service with any public sector agency (including Cities, Counties, school districts, special districts, or other agencies approved by the Human Resources Director).

5. Opt out of Medical Insurance/Cash Incentive

- In lieu of tying cash-back for opting out of medical insurance to the employee's Flexible Spending Account contributions, employees will be eligible for the following opt-out/cashback incentive effective in the pay period following City Council approval of the MOU:
 - Employees opting out of health insurance who would have otherwise been eligible for either single or two-party medical coverage will receive \$2,700 per year.
 - Employees opting out of health insurance who would have otherwise been eligible for family medical coverage (employee plus 2 or more qualified dependents) will

receive \$5,400 per year.

6. Temporary Assignment Pay

- Employees, who are asked to perform the full scope of another job due to a vacancy or leave of absence will receive the following:
 - No additional pay for the first 59 days.
 - 5% of base salary for performing the work of the other position for day 60 to day 90.
 - 10% of base salary for performing the work of the other position for greater than 90 days.

7. Other - At-will Status

- Per the existing MOU, all employees hired or promoted into the MBMEA after January 1, 2018, are considered “at-will,” are not subject to the City’s civil service system, and do not have a property interest in their job.
- As offered in the prior MOU adoption, during the first month after City Council approval, existing “classified” employees (employees who have a property-interest in their employment with the City) will have the option to irrevocably change their designation from “classified” to “at-will.”
- Per the existing MOU, “at-will” employees receive a 4.5% deferred compensation contribution versus “classified” employees who receive a 2.5% deferred compensation contribution.

8. General

- Reorganization of articles and sections.
- Clarifying language to improve the ease of understanding and administration of MOU provisions.
- Corrections or revisions to language in existing contract terms.
- Memorialization of procedures and practices not previously contained in the MOU.
- Removal of language no longer applicable or out of date and addition of new language based upon current laws or regulations.

PUBLIC OUTREACH:

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

LEGAL REVIEW:

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

Special Counsel has approved the MOU as to form.

ATTACHMENTS:

1. Resolution No. 20-0023
2. MBMEA MOU (Final Version)
3. MBMEA MOU (Strikethrough Version)

RESOLUTION NO. 20-0023

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
ADOPTING THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF MANHATTAN BEACH AND THE
MANHATTAN BEACH MID-MANAGEMENT EMPLOYEES
ASSOCIATION (MBMEA)

WHEREAS, the Manhattan Beach City Council provided parameters for the negotiation of compensation, benefits and other matters within the scope of representation;

WHEREAS, the City Council authorized its negotiators to negotiate within those set of parameters, and met periodically with their negotiators to review their bargaining position; and

WHEREAS, the negotiators and the Manhattan Beach Mid-Management Employees Association ("MBMEA") have met and conferred in good faith, and the MBMEA ratified their new MOU.

NOW THEREFORE, THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES:

SECTION 1. The City Council hereby approves and adopts the MOU between the City and the MBMEA for the period of January 1, 2020 through December 31, 2021.

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

SECTION 2. The City Clerk shall certify to the passage and adoption of this Resolution.

ADOPTED on March 3, 2020.

AYES:
NOES:
ABSENT:
ABSTAIN:

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk



MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF MANHATTAN BEACH

AND

**MANHATTAN BEACH MID-MANAGEMENT EMPLOYEES
ASSOCIATION**

January 1, 2020 – December 31, 2021

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PREAMBLE

This Memorandum of Understanding (“MOU” or “Agreement”) is prepared between representatives of the City of Manhattan Beach (“City”) and the Manhattan Beach Mid-Management Employees Association (“MBMEA” or “Association”). Full consideration has been given to salaries, employee benefits and other terms and conditions of employment.

ARTICLE 1: RECOGNITION AND EFFECTIVE DATES

This MOU shall become effective January 1, 2020 and will continue in effect through December 31, 2021. The MBMEA is the officially recognized exclusive representative for all classifications listed in Exhibit A, as well as any future mid-management, professional and supervisory classifications created during the term of the MOU, unless such classification qualifies as a confidential classification as defined by the City’s Employer-Employee Relations Resolution. This MOU represents the full and complete understanding between the parties related to the subject matter set forth herein.

ARTICLE 2: AT-WILL AND CLASSIFIED EMPLOYEE DESIGNATION

“At-will” employees are non-classified employees who have no property interest to continued employment and are not covered under the City’s Civil Service System. “Classified” employees have property interest to continued employment, and are placed under the City’s Civil Service System.

Employees in the following classifications who were employed by the City prior to January 1, 2018 are designated to be “Classified”:

1. Accountant
2. Equipment Maintenance Supervisor
3. Facilities Supervisor
4. Geographic Information Systems Analyst
5. Maintenance Supervisor
6. Police Records Manager
7. Principal Civil Engineer
8. Senior Civil Engineer
9. Urban Forester
10. Wastewater Supervisor
11. Water Supervisor

All other classifications within the MBMEA as well as all employees hired into any of the above classifications on or after January 1, 2018 are considered “at-will” positions. The City will ensure that employees who are selected to promote from a “classified” position to an “at-will” position will be advised, prior to their promotion, that that their status will change upon promotion.

During the first month after City Council approval of this MOU, existing “classified” employees will be given a one-time option to change their designation from “classified” to “at-will”.

ARTICLE 3: FLSA EXEMPT STATUS, WORK HOURS AND OVERTIME

- A. FLSA Exempt Status:** All employees are exempt from the FLSA's overtime compensation requirements except for the classification of Accountant.
- B. Hours of Work:** As management, professional and supervisory employees, all individuals are normally expected to work a minimum of forty hours per workweek as well as any additional hours that may be required to fulfill the responsibilities and work assignments of the position. The City may require employees to record hours actually worked, regardless of FLSA exempt/non-exempt status. The City will fulfill its meet and confer obligations regarding the procedure for recording time.
- C. Work Schedule:** All employees are assigned to work a 9/80 or 4/10 work schedule. Employees may request a different work schedule, which is subject to department head approval. Any changes to an employee's(s') work schedule are subject to meet and confer during the term of the MOU. In addition, the parties agree that the City reserves the right to modify the employee's regular day off (for employee's working a 4/10 or alternating regular day off for employees working a 9/80) to the Friday of its choosing without meeting and conferring.

For non-exempt employees assigned to the 9/80 work schedule, the FLSA designated workweek begins four hours after the start time of the employee's alternating regular day off.

- D. Partial Day Absences:** Non-exempt employees must record actual hours worked and use accrued leave for any absence.

Exempt employees must use accrued leave to cover any absence of four (4) hours or more.

- E. Overtime:** Only employees in classifications designated as non-exempt pursuant to the Fair Labor Standards Act (FLSA) are eligible to receive overtime. Non-exempt employees who work more than forty hours in a designated workweek are eligible for FLSA overtime pay at one and one-half. Approval for all overtime must be requested and granted prior to working said overtime, except in emergency situations.

ARTICLE 4: COMPENSATION

A. Salary:

1. The salary ranges established for classifications covered by this MOU are identified in Exhibit A.
2. Effective in the pay period following City Council approval of this MOU, employees will be moved to the salary step that is closest to but not lower than their current salary rate.

3. Effective in the pay period following City Council adoption of the MOU, employees shall receive a one-time, non-PERSable payment in an amount that, when combined with their base salary increase based upon moving to the closest salary step (equal or above their current salary), will total 1.25%. If an employee's salary increase by moving to the next step is at least 1.25%, then they will not qualify for any additional payment.

- B. Adjustments to the Salary Range:** Adjustments to the salary range for an existing position or the creation of a new classification with an assigned salary range requires a recommendation by the City Manager and City Council approval.
- C. Salary Upon Appointment or Promotion:** At the time of appointment, the appointing authority may recommend any salary step within the salary range that is commensurate with the experience, knowledge, skills, and/or abilities of the individual related to the classification.
- D. Movement Within the Salary Range:** Effective the beginning of the first full pay period in January 2021, and annually thereafter, employees who have been in their position for more than six months (hired before July 1, 2020 and annually thereafter) and receive a "meets standards" or above performance evaluation, will be eligible for movement to the next salary step upon the recommendation of the employees' supervisor and approval of the department director.

Beginning with the approval of this MOU, all employees will be evaluated on a calendar year basis (e.g. starting calendar year 2020, all employees will be evaluated January – December 2020). A completed performance evaluation must accompany any recommendation for a salary step increase. Annual step increases will be retroactive to the beginning of the first full pay period in January.

- E. Acting Pay:** Any employee assigned by their Department Head to serve in a position above their classification will receive "acting pay" of 5% above the employee's existing base salary beginning on the fifth consecutive working day in the acting position.

Should the temporary assignment be made beyond 30 consecutive calendar days, payment will be made at the bottom of the range of the higher classification (if the bottom of the range provides greater than a 5% increase). Acting pay must be approved by use of an Employee Action Form. Acting assignments generally shall not exceed twelve (12) months. Any acting assignment extending beyond twelve (12) months requires City Manager approval. If the position for which the employee is acting is vacant and the law limits the acting assignment to 960 hours, the City will follow the law and limit the acting assignment to no more than 960 hours.

The Parties agree that to the extent permitted by law, Acting Pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(3) Temporary Upgrade Pay.

F. Temporary Assignment Pay: Any employee assigned by their department head to perform the full scope of another position at or below their salary range due to a vacancy or leave of absence will receive the following:

- No additional pay for the first 59 days
- 5% of base salary for performing the work of the other position from day 60 to day 90
- 10% of base salary for performing the work of the other position after 90 days

Employees assigned a portion of the duties of a vacant position or who perform some additional duties of an employee on leave are not eligible for this pay.

G. Exceptional Performance Bonus: Effective after January 1, 2021 and later, the City Manager, at their sole discretion, may grant an “exceptional performance” bonus of up to 5% of base salary to any individual employee to acknowledge superior job performance or for successfully completing a project, program, or effort outside the regular scope of their job.

ARTICLE 5: TOOL, BOOT, AND UNIFORM ALLOWANCES

A. Tool Allowance for Equipment Maintenance Supervisor: The City will reimburse the Equipment Maintenance Supervisor for the replacement of hand tools and other job-related tools, up to a \$700.00 annual allowance. Receipts for such tools must be provided to the City to receive any or all of this allowance. The City agrees to provide adequate storage space for the Supervisor to secure their tools and equipment during the employee’s non-working hours.

B. Uniform Allowance for Equipment Maintenance Supervisor: The City shall provide the Equipment Maintenance Supervisor with clean and presentable work clothing and t-shirts to be laundered and provided through a uniform rental service, as requested by employee and approved by employee’s supervisor. Any portion of the uniform which is torn, badly stained, or in any way unsuitable in appearance through work activity as determined by the supervisor shall be exchanged and replaced at the discretion of the City. The City will provide for alterations as needed. The employee shall pay for any additional uniform alterations. City uniforms shall not be worn off duty and every effort shall be made to maintain the highest public image of City employees. The City reserves the right to determine the manner in which this work clothing is provided, to select the uniform rental service, and to select the style and color of the work clothing. The option to wear t-shirts or shorts shall be subject to revocation either individually or collectively at any time by the City if deemed in the City’s best interest and such revocation (with at least 90 days’ notice) shall not become the subject of any grievance proceeding.

The parties agree that to the extent permitted by law, the value of the uniforms provided in this article is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(5) Uniform allowance. Notwithstanding the previous sentence, for “new members” as defined by the Public Employees’ Pension Reform Act of 2013, the uniform allowance will not be reported as compensation earned to CalPERS.

- C. Safety Shoe Allowance:** Every two (2) years, employees in the following classifications are eligible to receive safety shoes/boots at the City's expense up to the maximum dollar amount provided for in this MOU: Building Official, Equipment Maintenance Supervisor, Facilities Supervisor, Maintenance Supervisor, Principal Civil Engineer, Senior Civil Engineer, Senior Plan Check Engineer, Traffic Engineer, Urban Forester, Wastewater Supervisor, and Water Supervisor.

Upon hire and on or around July 1st of each year that the employee is eligible for boot replacement, the City will provide a voucher for the City's designated vendor for up to \$200.00 for employees in the designated classifications. This allowance can be utilized to purchase safety shoes/boots and resole, as well as related supplies (e.g. laces or mink oil). If an employee's boots wear out to the point where they are not usable in advance of their next scheduled boot replacement, they can request an earlier replacement, which must be approved by their supervisor. The Finance Department will determine the method for routing and paying invoices provided by the City's vendor, or providing reimbursement if a voucher is not used. Resoling of shoes and any related supplies purchased from the City allowance must be made at the same time as the shoes are purchased and the receipt(s) is provided at the same time as the receipt for the boots.

City specifications for safety boots will be determined with the input of the Association President and the appropriate managers/department heads.

ARTICLE 6: HEALTH INSURANCE AND BENEFITS PLANS

- A. Medical Insurance:** The City is enrolled in CalPERS Medical in accordance with the Public Employees' Medical and Hospital Care Act (PEMHCA). Employees who enroll in a CalPERS medical plan will receive a City contribution of ninety-five percent (95%) of the employee's premium (up to a maximum of the PERS Choice plan), depending on the employee's enrollment (single, employee with one dependent or employee with two or more dependents). If the plan chosen is less costly than (or as costly as) the rates of the PERS Choice plan, the City will pay 95% of the premium for the plan chosen with the employee paying (with a deduction from their pay) for the remainder (5%) of the plan chosen. If an employee chooses a plan which is more costly than the PERS Choice plan rate, the employee will pay the difference between the PERS Choice premium rate and the more expensive plan as well as the additional 5% of the PERS Choice premium rate for the coverage chosen, i.e., single, employee + 1 or employee + 2. The City's health insurance contribution will be inclusive of (not in addition to) the PERS statutory minimum.

The City shall pay any surcharge assessed by PERS on the medical insurance premiums up to 3.3%. Any further surcharges shall be paid by the employee.

- B. Opt Out of Medical Insurance:** Employees, who are able to demonstrate to the City's satisfaction that they have minimum essential coverage as defined by the Affordable Care Act, (through another source other than coverage in the individual market) may opt out of participation in the City's health plan.

Only employees who opt out of health insurance completely will receive a cash opt out incentive. Effective the pay period following City Council approval of this MOU, employees will be eligible for the following opt out incentive:

Employees opting out of health insurance who would have otherwise been eligible for either single or two-party medical coverage will receive \$2,700 per year (\$103.85 per pay period), paid biweekly as part of payroll. Employees opting out of health insurance who would have otherwise been eligible for family medical coverage (employee plus 2 or more qualified dependents) will receive an opt-out incentive of \$5,400 per year (\$207.69 per pay period), paid biweekly as part of payroll. This opt-out amount is taxable income and will not be considered compensation earnable (meaning it does not qualify as “special compensation” under the CalPERS regulations).

- C. Affordable Care Act (ACA) Reopener:** During the term of this MOU, either party may reopen labor negotiations for the purpose of discussing potential penalties, taxes or other impacts under the Affordable Care Act.
- D. Dental Insurance:** The City shall contribute \$70.00 per month for each employee to use for dental insurance coverage or received as cash. If received as cash, the payment of the stipend is subject to all applicable federal and state tax withholding/reporting requirements. This contribution cannot be used to pay other benefits on a pre-tax basis.
- E. Vision Insurance:** The City will provide vision coverage and pay the full vision care plan premium for employees and eligible dependents through a carrier chosen by the City.
- F. Long Term Disability Coverage:** The City will provide coverage and pay the full premium for each employee in accordance with the City’s Long Term Disability Plan.
- G. Short Term Disability Coverage:** The City will make available for voluntary participation at the employee’s cost a short term disability plan. However, minimum participation will be required to be able to offer this plan.
- H. Life Insurance:** The City will provide coverage and pay the current premium for life insurance for each employee in accordance with the plan and carrier chosen by the City. The current life insurance plan benefit for an employee is 1.5 times the employee’s annual base salary, up to a maximum of \$500,000.
- I. Section 125 Flexible Spending Accounts:** The City offers medical and/or dependent care flexible spending accounts. Participation in one or both plans is voluntary and funded by the employee.

ARTICLE 7: RETIREMENT BENEFITS

- A. Retiree Medical Insurance:** In accordance with the Public Employees’ Medical and Hospital Care Act (PEMHCA), the City shall pay the CalPERS statutory minimum amount on behalf of each employee who retires from the City in accordance with the requirements of PEMHCA.

In addition to the provision of the CalPERS statutory minimum as provided in the previous paragraph, employees who retire from the City and who have a minimum of fifteen (15) years of service with the City of Manhattan Beach shall receive a contribution of \$250.00 per month to be used toward health insurance costs. The retiree will no longer be eligible to receive said contribution at the earliest date one of the following occurs:

- 1) The retiree reaches 65 years of age,
- 2) The retiree becomes eligible for Medicare; or
- 3) The retiree passes away.

B. CalPERS Retirement: The City contracts with the California Public Employees' Retirement System for retirement benefits.

1. "Classic" CalPERS Members: Employees who are "classic" members under the CalPERS retirement program receive the following retirement benefits:

2% @ 55 retirement formula and one-year final compensation (Government Code section 20042). Employees contribute the 7% member contribution on a pre-tax basis toward the retirement benefit.

2. "New Members" under the Public Employee Pension Reform Act (PEPRA): Employees who are "new members under the CalPERS retirement program receive the following benefits:

2% @ 62 retirement formula and a three-year final compensation period (Government Code section 7522.32(a)). Employees contribute the higher of 7% or one-half the normal cost as identified annually by CalPERS.

3. Optional Benefits: The City contracts for all retirement benefits with CalPERS. Optional benefits for the miscellaneous CalPERS members include:
 - Credit for Unused Sick Leave (Government Code Section 20965)
 - Third Level of 1959 Survivor Benefits (Government Code Section 21573)
 - Military Service Credit as Public Service (Government Code Section 21024)

C. Deferred Compensation: Employees may participate in a 457 deferred compensation program by electing to contribute pre-tax earnings to the plan subject to annual plan limits.

The City will contribute 2.5% of base pay into a 401(a) plan on behalf of "classified employees" as defined in Article 2.

The City will contribute 4.5% of base pay into a 401(a) plan on behalf of "at-will" employees as defined in Article 2.

ARTICLE 8: GENERAL LEAVE

A. Leave Accrual: General Leave is provided to employees as paid time off from work. Employees begin to accrue General Leave with the first day of employment. Effective in the pay period following City Council adoption of the MOU, all years of full-time service with any public sector agency (including Cities, Counties, school districts, special districts or other agencies approved by the Human Resources Director) will be counted towards years of service for the purpose of calculating the employee’s general leave accrual. Employees may accumulate up to three years of general leave accrual. If an employee reaches the general leave accrual maximum, that employee will not accumulate further leave until such time that the employee’s accrual falls below the maximum amount.

Accrual rates and maximum accrual levels are as follows:

<u>Tenure</u>	<u>Annual Accrual</u>	<u>Biweekly Accrual</u>	<u>Maximum Accrual</u>
0 – 5 full years	200 hours	7.692 hours	600 hours
> 5 years to 10 full years	240 hours	9.231 hours	720 hours
> 10 full years	280 hours	10.769 hours	840 hours

B. Advance of General Leave upon Appointment: Upon an employee’s appointment to a position covered in this bargaining unit, the City Manager may authorize a beginning General Leave balance above zero. If the employee leaves the City prior to having earned the General Leave provided in the starting balance, it will be deducted from the employee’s final paycheck.

C. Conversion of Vacation and Sick Leave: Employees represented by the MBMEA accrue general leave and do not accrue vacation or sick leave. City employees who have been promoted or reclassified to an MBMEA position from a position that accrues vacation and sick leave will have their existing leave accruals converted as follows:

Vacation leave will be converted to general leave. Sick leave hours will be frozen and may only be used in the following circumstances:

1. For any illness or non-work related injury that causes an employee to be out for ten (10) consecutive working days or more. An employee may convert used general leave to sick leave retroactively for absences that eventually meet that criteria.
2. For illness or injury of any length when general leave is exhausted.

Employees who retire from the City with frozen sick leave hours will have their sick leave converted to service credit in accordance with the City’s contract with CalPERS.

- D. Use of General Leave:** Accrued general leave may be used as earned for vacation, personal time off or for any reason that would qualify for sick leave pursuant to City policy and consistent with applicable law.

Employees wishing to use general leave for vacation, personal reasons, and sick leave where advance notice is possible (e.g., prescheduled doctor's appointments or procedures) should request such leave as far in advance as they are able, but usually at least one week in advance of the requested period. Leaves will be scheduled, insofar as possible and practical, at those times requested by each employee. However, approving the use of general leave is subject to operational feasibility to ensure the continuity of services and shall be solely at the discretion of the employee's supervisor.

Employees wishing to use general leave for sick leave purposes in cases where such advanced notice is not possible or practical should inform their supervisor such leave is needed (e.g. "calling in sick" for themselves or a family member). Requests for sick leave will be reviewed and granted consistent with applicable law.

- E. Annual Leave Cash-out:** On or before the pay period which includes December 15 of each calendar year, an employee may make an irrevocable election to cash out up to one hundred and twenty (120) hours of accrued general leave, which will be earned in the following calendar year and paid out the following December at the employee's base rate of pay. Elections will be made on forms provided by Human Resources and cannot be modified once elected. The employee's General Leave balance cannot be reduced below 80 hours as a result of cashing out leave. Thus, if the employee's leave balance would fall below 80 hours as a result of cashing out leave, the employee will receive cash for their election only for the hours above 80.

- F. Payment of Accrued and Unused Leave Upon Separation:** When an employee separates from City employment, general leave balances shall be paid out at the employee's base rate of pay.

ARTICLE 9: HOLIDAYS

- A. Designated Holidays:** The following days shall be recognized and observed as paid holidays:

1. New Year's Day, January 1.
2. Martin Luther King, Jr. Day, third Monday in January.
3. Presidents' Day, third Monday in February.
4. Memorial Day, last Monday in May.
5. Independence Day, July 4th.
6. Labor Day, first Monday in September.
7. Columbus Day, second Monday in October.
8. Veteran's Day, November 11th.
9. Thanksgiving Day, fourth Thursday of November.
10. Friday following Thanksgiving Day.
11. Christmas, December 25th.

- B. Observance of Holidays and Holiday Pay:** Employees will receive eight (8) hours for each paid holiday above that falls on a work day provided they are in paid status the day preceding and the day following a scheduled holiday. Employees are required to use general leave hours for the additional one or two hours depending on their work schedule (e.g., employees on a 9/80 work schedule will supplement leave time with one hour of general leave).

If one of the paid holidays falls on a Sunday, the Monday following shall be observed as the holiday. If one of the paid holidays falls on a Saturday, the Friday preceding shall be observed as the holiday.

- C. Holiday Leave Bank:** If a holiday falls on an employee's regularly scheduled day off, they will accrue eight (8) hours in a holiday bank. The employee may use the hours in the holiday bank as leave time (requesting to use the leave similarly to a request for vacation) except that the hours must be used as leave and cannot be cashed out. There is no cash value associated with these holiday bank hours. The maximum number of hours an employee may have in the holiday bank is forty (40) hours. All employees will be paid for the above mentioned legal holidays.

ARTICLE 10: ADDITIONAL BENEFITS AND LEAVE PROGRAMS

- A. Vehicle Allowance:** Employees are eligible for a vehicle allowance according to the applicable City policy.
- B. Tuition Reimbursement Program:** All employees shall be eligible to participate in the City's tuition reimbursement program as outlined in the applicable City policy. The current annual reimbursement amount for tuition and books is \$3,000.
- C. Bereavement Leave:** Upon the death of an immediate family member, employees may use up to forty (40) hours of paid bereavement leave in a consecutive twelve-month period beginning from the date the leave first begins. For bereavement leave purposes, immediate family members include spouse, registered domestic partner, parent, brother, sister, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, foster child, foster parent, grandparent and grandchild. This bereavement leave will not be charged to the employee's accrued leave balances.
- D. Jury Duty Leave:** The City will provide up to two (2) weeks (80 hours) paid leave time for employees who are summoned to serve for jury duty in accordance with the following:
- Employees are to immediately notify their supervisor when summoned for jury duty and provide the jury summons upon request.
 - Employees serving jury duty or appearing in court as a result of a jury summons will receive pay for time served, up to a maximum of 80 hours of pay each 12-month period.
 - Employees will remain on their normal work schedule throughout their jury service and will only be compensated when serving on their regularly scheduled work days.
 - Employees who are temporarily released from actual service for one-half (1/2) work day or more will report back to work for the remaining hours in the workday unless the employee

has arranged in advance to take leave. If the employee is required to report in the afternoon, they will report to work for the first part of their work day.

- Employees will complete their timesheet and provide documentation of time served in the method required by the payroll division of the Finance Department.

E. Catastrophic Leave Program: Employees in the unit shall be permitted to donate accrued general leave to other City employees who have exhausted all paid leaves, who have been granted an unpaid leave and who need to continue to be absent from work because of a catastrophic injury or illness. The value of the leave will be determined based on the donating employee's compensation. It will then be converted to general leave hours for the donee's use based on the donee's rate of pay. For example, if an employee who earns \$40 per hour donated 10 hours of general leave to an employee who earns \$30 per hour, the donee would receive \$400 divided by \$30 or 13.333 hours of general leave. Bargaining unit members may donate General Leave to members outside of the bargaining unit. Then value of such leave will be converted to the donee's rate of pay. Leave may not be donated from outside the unit. An employee wishing to donate leave must inform the Human Resources Department of their desire to donate leave, the amount of the donation and the employee to whom they wish to donate.

F. Workers' Compensation and Injury on Duty (IOD) Leave: Employees are authorized injury leave when the employee suffers a compensable illness or injury while on duty or arising in and out of the course of employment, which may also qualify for Family Medical Leave. The City will pay the employee's salary for the first seven (7) days of a qualified absence. If the absence continues past seven (7) calendar days, the employee will collect temporary total disability (TTD) payments, which they may supplement with accrued General Leave to remain in full time paid status. Workers' compensation benefits will be administered in accordance with applicable state law per the California Labor Code and current City policy.

G. Leave of Absence without Pay: If an employee has exhausted all of their leaves, an employee may request a leave of absence without pay, which is subject to City Manager approval. Leave without pay for a protected leave and medical accommodation will be submitted to the Human Resources Office and handled as a reasonable accommodation request. For requested leaves of absence for a non-medical reason, the Department Director may recommend to the City Manager to grant an employee a leave of absence without pay for up to one (1) year at their discretion. The City Manager's decision is final and is not grievable.

ARTICLE 11: GRIEVANCE PROCEDURE

This grievance procedure is the sole and exclusive manner by which an employee or the Association can challenge any allegations that the City has misinterpreted, misapplied or violated this MOU in any way. A grievance shall be defined as an allegation by an employee or the Association of a misinterpretation, misapplication or violation of a particular provision of this MOU.

A. Informal Grievance Procedure (Resolution with Immediate Supervisor and/or Department Head): Any employee with a grievance is encouraged to initiate the grievance procedure within thirty (30) calendar days of the date of the incident, or when the employee should reasonably have been made aware of the grievance, by explaining the situation orally or in writing to their immediate supervisor and/or department head. If a disagreement about the MOU interpretation or application still exists following the informal procedure, employees should initiate the following procedure.

B. Formal Grievance Procedure:

1. Filing of Grievance and HR Director Decision: The employee or the Association may initiate a formal grievance, in writing, to the Human Resources Director within sixty (60) calendar days of the date of the incident. While employees are encouraged to utilize an informal grievance process, a formal grievance may be filed regardless of if the informal grievance procedure under Step A is utilized. If the employee or the Association so requests, following written submission of the grievance, the Human Resources Director shall meet with the employee and their representative in an effort to resolve the issue. Within thirty (30) calendar days, the Human Resources Director, shall present their decision, in writing, to the employee and/or the Association.
2. Mediation: Either the employee or the Association may request the grievance be submitted to mediation within fifteen (15) working days of receipt of the HR Director's decision. Upon request to mediate the grievance, the City shall make the formal written request for a mediator from the California State Mediation and Conciliation Service.
3. City Manager Determination: Within fifteen (15) working days of the Human Resources Director's Decision or the day of mediation (if mediation was requested and did not resolve the grievance), the employee or the Association may request in writing to present the grievance to the City Manager. If such a meeting is requested, the City Manager shall meet with the employee and their representative, or the Association representatives bringing forth the grievance, in an effort to resolve the issue. The meeting with the City Manager is not a hearing, but an informal meeting where the employee or Association will have the chance to explain its position. Within thirty (30) working days of this informal meeting held, the City Manager or designee shall present a decision, in writing, to the employee and the Association, with copies to the Human Resources Director. The City Manager's decision shall be final.

C. Prescribed Timeframes in Grievance Proceedings: The time limits contained herein can be extended by mutual agreement of the parties. Unless such agreement occurs prior to the timeframes prescribed herein, the employee and the Association waive their rights for grievance filing, mediation or appeal if they do not respond within the prescribed timeframes within each step.

ARTICLE 12: DISCIPLINE

The disciplinary procedures listed in this article only apply to “classified” employees (those listed in Article 2 of this MOU) and do not apply to “at-will” employees. An “at-will” employee may be discharged at any time by the appointing power with or without cause.

The City is committed to following the principles of progressive discipline. Disciplinary actions should be designed to fit the nature of the employee’s performance or conduct. The particular action imposed shall depend on the severity of the conduct, the particular factual circumstances involved, the employee’s work history and previous formal disciplinary record and take into consideration other incidents with comparable circumstances. For purposes of this Article, a working day is defined as a day City Hall is open for business.

A. Disciplinary actions defined

1. Oral or Written Warning: An oral or written warning is a tool by supervisors to address performance problems or minor instances of misconduct. An oral or written warning may be initiated at any time. When issuing an oral or written warning, the supervisor or manager will review with the employee the specific deficiency(ies) or misconduct in question, improvement needed, the City’s standards, and the supervisor’s expected behavior moving forward. The employee should be advised of the action that will be taken should they fail to achieve the improvement outlined within the time period specified. Written warnings will be kept in the supervisory file, rather than the official personnel file, and a copy will be given to the employee. At the supervisor’s discretion, a summary of the behavior leading up to the warning may be incorporated into the employee’s performance evaluation during their next evaluation. Once the performance evaluation is completed for the year and the supervisor determines if the warning should be incorporated into the employee’s performance evaluation, all warnings referenced in the supervisory file shall be discarded.
2. Letter of Reprimand: A Letter of Reprimand is considered the lowest level of formal discipline. A Letter of Reprimand may be used for minor offenses warranting disciplinary action and/or to provide formal notice to an employee that the City will take further disciplinary action unless immediate, real and consistent improvement in performance is demonstrated. The supervisor or manager issuing the Letter of Reprimand shall meet with the employee to discuss specific improvements required within a defined time period to avoid further disciplinary action where applicable. A copy of the Letter of Reprimand will be placed in the employee’s official personnel file. A Letter of Reprimand is not appealable, but the employee may attach a written response for the Department Head to review and evaluate. The employee’s written response will be placed in the employee’s official personnel file.
3. Suspension: Suspension is the temporary removal of an employee from their duties without pay. A suspension should be commensurate with the offense and may not exceed thirty (30) days.

4. Reduction in Pay: A Reduction in Pay is a reduction in compensation for a limited and defined period of time. An example of this is a reduction in the employee's step placement for a defined period of time, which does not result in any classification change. The employee remains in their classification and continues to perform their regular and customary duties for the duration of the Reduction in Pay.
5. Demotion: Demotion is the movement of an employee from their current classification to a classification having a lower salary range. The employee must meet the minimum qualifications of the position to which they are demoting. Demotion is generally utilized as a disciplinary action when the employee has not been able to competently perform required duties of their classification but did not engage in misconduct that would preclude them from City Employee. Demotion may also be utilized as progressive disciplinary action. Demotion cannot result in the displacement of an employee who is a member of the MBMEA bargaining unit.
6. Discharge: Discharge is the involuntary termination of an employee from City employment.

B. Pre-Disciplinary Procedure

If an employee is to be suspended, receive a reduction in pay, be demoted or discharged, the employee shall receive written notice of the proposed disciplinary action in advance of the imposition of discipline, stating the specific grounds and the particular facts upon which the action is based. The notice will include copies of any known materials, reports or other documents upon which the intended action is based. Electronic copies will be provided upon request.

Within seven (7) calendar days after the employee has been provided with the notice of proposed disciplinary action, the employee shall notify the Department Head or Human Resources Director of their intention to respond in writing or orally to the proposed disciplinary action. The employee's response will be reviewed or heard by the "Skelly Officer" who will be the Department Head or designee who has the authority to modify or eliminate the intended disciplinary action. If the employee elects to respond in writing, the employee must respond within seven (7) calendar days after his/her election to provide a written response. If the employee requests a meeting, it will be scheduled within a reasonable timeframe.

Following the written response or in-person meeting, the Skelly Officer (if a person other than the department head) will issue their written decision to the Department Head. The Department Head or designee will issue the employee a final written notice of discipline in accordance with the Skelly Officer's decision prior to the effective date of the disciplinary action.

C. Disciplinary Appeal Process

1. A disciplinary action of suspension of three (3) days or less is appealable through the following procedure below:

Step 1: The employee must, within seven (7) calendar days, present the appeal to the Human Resources Director for processing. The employee's appeal must state the specific policy(ies), rule(s) and/or MOU provisions that were allegedly improperly applied and the bases for appealing the imposed disciplinary action and stating the specific resolution desired. The failure of the employee to take this action shall constitute a waiver of the appeal, unless time limits are extended through mutual agreement.

Step 2: Within a reasonable time of receipt of the appeal, the Human Resources Director will set up a meeting between the employee and their representative with the City Manager or designee to review the issues. A written decision will then be rendered within thirty (30) calendar days of the meeting. The decision of the City Manager will be final.

2. A disciplinary action of suspension of four (4) days or more, reduction in pay, demotion or discharge is appealable per the appeal procedure below.

The employee may, within ten (10) calendar days of receipt of the disciplinary action, appeal to advisory arbitration. The parties, or their designated representatives, in good faith shall attempt to agree on an arbitrator. If they are unable to agree within a reasonable time, either party may request the State Mediation and Conciliation Service to submit a list of seven (7) arbitrators. The parties shall select the arbitrator by alternately striking names (beginning with the Association) from a list until one name remains. Such person shall then become the arbitrator.

The arbitrator so selected shall hold a hearing within a reasonable timeframe at a time and place convenient to the parties.

The arbitrator's decision shall be submitted to the City Manager with copies to all parties. The City Manager may adopt, reject, or modify the arbitrator's decision. The City Manager's decision shall be rendered in writing within thirty (30) calendar days of receipt of the arbitrator's decision. The City Manager's determination constitutes a final administrative action by the City subject to judicial review pursuant to Code of Civil Procedure Section 1094.5.

Costs of the arbitrator shall be borne by the City.

The City Manager's decision is final and conclusive.

- D. Retention of Documents:** Any disciplinary action up to the level of a suspension of four (4) hours or less shall be removed from an employee's personnel file at the time an employee leaves City employment if the employee has not been disciplined in the last eighteen (18) months.

ARTICLE 13: ASSOCIATION RIGHTS

- A. Association Dues:** The Association shall provide written notice to the payroll division of the Finance department when employees have elected to join the MBMEA and should have the applicable dues deducted from their wages. Payroll will set up, remove or modify the deduction as requested in writing by the MBMEA. Upon the City's request, the Association will confirm the appropriate status (whether dues should be deducted or not) of any employees(s).
- B. Indemnification:** The Association shall indemnify the City from any claims, demands, or other action relating to the City deducting dues from employees who have authorized the deduction.
- C. Employee Orientation:** City will provide the Association with ten (10) calendar days advanced notice, or as soon as practicable, of all new employee orientations within the bargaining unit. The Association will select its representative to meet with the new employee and that meeting will be conducted after completion of the City orientation. City representatives will not be present during this meeting. When selecting its representative, the Association will make reasonable efforts to minimize disruption to the department operational needs. The Association will be provided up to thirty (30) minutes to discuss, among other things, the rights and obligations created by the MOU, the role of the Association, and to answer any questions that the employee may have. Alternatively, upon the request of the Association, the Association may provide written materials to be provided to the employee by Human Resources staff during the new hire orientation. The inclusion of said materials are subject to the review and approval of the Human Resources Director.
- D. Employee Information:** The City will provide the employee information it has on file, including name, job, title, department, work location, work email and phone numbers for all new hires within the bargaining unit within thirty (30) days of hire. In addition, on a quarterly basis, the City will provide the Association with a digital file containing the same information for all employees in Association-represented classifications.

ARTICLE 14: NON-DISCRIMINATION

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

ARTICLE 15: CHANGES TO JOB DESCRIPTIONS

During the term of the MOU, if the City wishes to modify any job description for any classification in the unit, it may do so. However, the Association shall have the right (within ten (10) calendar days of receiving notice of the change of the job description) to request to meet and confer promptly over any terms and conditions of employment related to the change. If the Association does not respond within the 10 calendar days, the City may move forward with revising the job description.

ARTICLE 16: MANAGEMENT RIGHTS

The City need not meet with the representatives of the Association to consider and decide:

1. Issues of public policy;
2. The merits, necessity, or organization of any department, service or activity provided by the City pursuant to law or ordinance;
3. Matters which relate to the management of the City or the direction of its work force, including the right to direct employees, to hire, promote, transfer, assign, or retain employees, or suspend, demote, discharge, or take other proper disciplinary action against employees, maintain the efficiency of the operation of the City Government, and take any actions necessary to meet conditions of an emergency nature, subject to the rules and regulations of the City. The City Manager need not meet with the representatives of any recognized employee organization to consider the personal grievance of an individual employee or group of employees until the procedure for the resolution of grievances provided for in this MOU has been completed.
4. If the City proposes a work schedule change for a member of the unit by informing the Association, and if the Association has no objection, the schedule change can go into effect on the date the parties agree.

ARTICLE 17: SAVINGS CLAUSE

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

This MOU was ratified by the Manhattan Beach Mid-Management Employees Association and then approved by the City Council of the City of Manhattan Beach on March 3, 2020.

MBMEA

CITY OF MANHATTAN BEACH

BY _____
Shawn Igoe
President

BY _____
Lisa Jenkins
Human Resources Director

BY _____
Jessica Vincent
Vice President

BY _____
Gwen Eng
Secretary/Treasurer

BY _____
Vicky Barker
Chief Labor Negotiator

BY _____
Peter J. Brown
Chief Labor Negotiator

EXHIBIT A - SALARY SCHEDULE

The following is a list of the classifications represented by the MBMEA and their salary effective March 14, 2020.

	A	B	C	D	E	F	G	H	I	J	K	L
Accountant	5,366	5,500	5,637	5,778	5,922	6,070	6,222	6,378	6,537	6,700	6,868	7,040
Building Official	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Building Services Analyst	6,405	6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
City Engineer	12,757	13,076	13,403	13,738	14,081	14,433	14,794	15,164	15,543	15,932	16,330	16,738
Crime Analyst	6,405	6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Cultural Arts Manager	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Environmental Sustainability Manager	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Equipment Maintenance Supervisor	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Facilities Supervisor	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Geographic Information Systems Analyst	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Information Systems Manager	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Information Technology Analyst	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Maintenance Manager	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Maintenance Supervisor	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Management Analyst	6,405	6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Planning Manager	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Police Records Manager	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Principal Civil Engineer	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Purchasing Manager	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Recreation Program Supervisor	6,405	6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Recreation Manager	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Revenue Services Manager	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Senior Accountant	6,405	6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Senior Civil Engineer	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Senior Management Analyst	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Senior Plan Check Engineer	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Senior Planner	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Senior Recreation Manager	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Traffic Engineer	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Urban Forester	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Utilities Manager	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Wastewater Supervisor	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Water Supervisor	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425



2018-2019

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF MANHATTAN BEACH

AND

**MANHATTAN BEACH MID-MANAGEMENT EMPLOYEES
ASSOCIATION**

January 1, 202018 – December 31, 202119

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CHAPTER 1—INTRODUCTION

ARTICLE 1: PREAMBLE

—This Memorandum of Understanding (“MOU” or “Agreement”) is prepared between representatives of the City of Manhattan Beach (“City”) and the Manhattan Beach Mid-Management Employees Association (“MBMEA” or “Association”). Full consideration has been given to salaries, employee benefits and other terms and conditions of employment.

ARTICLE 12: RECOGNITION AND EFFECTIVE DATES

—This MOU shall become effective January 1, 2018~~20~~²⁰ and will continue in effect through December 31, 2019~~21~~. The MBMEA is the officially recognized exclusive representative for all classifications listed in Exhibit A, as well as any future mid-management, professional and supervisory classifications created during the term of the MOU, for positions which are mid-management, supervisory or professional employees—unless such classification qualifies as a confidential classification as defined by the City’s Employer-Employee Relations Resolution. This MOU represents the full and complete understanding between the parties related to the subject matter set forth herein ~~and all preliminary negotiations of whatever kind or nature are merged herein.~~

CHAPTER 2—COMPENSATION

ARTICLE 26: AT-WILL AND CLASSIFIED EMPLOYEE DESIGNATION OF AT-WILL AND CLASSIFIED EMPLOYEES

~~—There are employees within the MBMEA who are considered either “at will” employees or “classified” employees. “At-will” employees are non-classified employees who have no property interest to continued employment and are not covered under the City’s Civil Service System. “Classified” employees have property interests to continued employment, and are those who have been placed under the City’s Civil Service System. “At will” employees receive a City contribution of 4.5% of their base monthly compensation to a City sponsored 401(a) plan and classified employees receive a City contribution of 2.5% of their base monthly compensation to a City sponsored 401(a) plan.~~

~~—Employees in the following classifications who were employed by the City prior to January 1, 2018 are designated to be “Classified”:~~

- ~~1. Accountant~~
- ~~2. Equipment Maintenance Supervisor~~
- ~~3. Facilities/Electrical Supervisor~~
- ~~4. Geographic Information Systems Analyst~~
- ~~5. Maintenance Supervisor~~
- ~~6. Planning Manager~~
- ~~7. Police Records Manager~~

- 7. Principal Civil Engineer
- Purchasing Manager
- Recreation Services Manager
- Senior Accountant
- 8. Senior Civil Engineer
- Senior Plan Check Engineer
- Senior Planner
- 9. Urban Forester
- 10. Wastewater Supervisor
- 11. Water Supervisor

All other classifications within the MBMEA as well as all employees hired into any of the above classifications on or after January 1, 2018 are considered “at-will” positions. The City will ensure that employees who are selected to promote from a “classified” position to an “at-will” position will be advised, prior to their promotion, that that their status will change upon promotion. During the first month after City Council approval of this MOU, existing “classified” employees will be given a one-time option to change their designation from “classified” to “at-will”.

ARTICLE 311: FLSA EXEMPT STATUS, WORK HOURS, AND OVERTIME

/WORK SCHEDULE

A. FLSA Exempt Status: All employees are exempt from the FLSA’s overtime compensation requirements except for the classification of Accountant.

A.

B. Hours of work: As management, professional and supervisory employees, all individuals are normally expected to work a minimum of forty hours per workweek as well as any additional hours that may be required to fulfill the responsibilities and work assignments of the position. The City may require employees to record hours actually worked, regardless of FLSA exempt/non-exempt status. The City will fulfill its meet and confer obligations regarding the procedure for recording time.

B.

C. Work Schedule: All employees are assigned to work a 9/80 or 4/10 work schedule. Employees may request a different work schedule, which is subject to department head approval. Any changes to an employee’s(s’) work schedule are subject to meet and confer during the term of the MOU. In addition, the parties agree that the City reserves the right to modify the employee’s regular day off (for employee’s working a 4/10 or alternating regular day off for employees working a 9/80) to the Friday of its choosing without meeting and conferring.

For non-exempt employees assigned to the 9/80 work schedule, the FLSA designated workweek begins four hours after the start time of the employee’s alternating regular day off.

D. Partial Day Absences:

Non-exempt employees must record actual hours worked and use accrued leave for any absence.

Exempt employees must use accrued leave to cover any absence of four (4) hours or more.

- C. E. Overtime:** Only employees in classifications designated as non-exempt pursuant to the Fair Labor Standards Act (FLSA) are eligible to receive overtime. Non-exempt employees who work more than forty hours in a designated workweek are eligible for FLSA overtime pay at one and one-half. Approval for all overtime must be requested and granted prior to working said overtime, except in emergency situations.

ARTICLE 34: SALARIES AND COMPENSATION

A. Salary:

1. The salary ranges established for classifications covered by this MOU are identified in Exhibit A.

2. Effective in the pay period following City Council approval of this MOU, employees will be moved to the salary step that is closest to but not lower than their current salary rate.

Effective in the pay period following City Council adoption of the MOU, employees shall receive a one-time, non-PERSable payment in an amount that, when combined with their base salary increase based upon moving to the closest salary step (equal or above their current salary), will total 1.25%. If an employee's salary increase by moving to the next step is at least 1.25%, then they will not qualify for any additional payment.

B. Adjustments to the salary range: Adjustments to the salary range for an existing position or the creation of a new classification with an assigned salary range requires a recommendation by the City Manager and City Council approval.

C. Salary upon appointment or promotion: At the time of appointment, the appointing authority may recommend any salary step within the salary range that is commensurate with the experience, knowledge, skills, and/or abilities of the individual related to the classification.

D. Movement within the salary range: Effective the beginning of the first full pay period in January 2021 and annually thereafter, employees who have been in their position for more than six months (hired before July 1, 2020 and annually thereafter) and receive a "meets standards" or above performance evaluation will be eligible for movement to

the next salary step upon the recommendation of the employees' supervisor and approval of the department director.

Beginning with the approval of this MOU, all employees will be evaluated on a calendar year basis (e.g. starting calendar year 2020, all employees will be evaluated January – December, 2020). A completed performance evaluation must accompany any recommendation for a salary step increase. Annual step increases will be retroactive to the beginning of the first full pay period in January.

A. Initial Employment

~~The rate of compensation for initial employment in any classification shall be determined by the City Manager following the receipt of a recommendation from the Department Head from the department in which the applicant or promotee will be employed. The determination of the rate of compensation will be based upon the experience, education, skills and abilities of the employee.~~

~~B. Merit Pool~~

~~*For calendar year 2018, three percent (3%) has been set aside for salary adjustments of employees. Individual employee salary increases shall be based on performance and shall acknowledge and reflect the level of job proficiency indicated by the employee's performance evaluation. Each employee's increase shall be determined by the City Manager who will consider feedback from the Department Head of each department that employs an employee in the Association.*~~

~~*For 2018, the top and bottom of the range will not change. Employees whose base salary is at the top of range will be eligible to receive a one-time lump sum payment for 2018 (per the criteria established in the previous paragraph) but it will not be added to the range.*~~

~~Employee compensation will be effective the first full pay period in January 2018. It will then be set forth in the salary schedule of ranges in Exhibit A to this MOU.~~

~~C. Compensation for Calendar Year 2019~~

~~Effective the first full pay period in January 2019, the City shall grant a base salary increase for all represented employees of two percent (2%).~~

~~D. Timing of Compensation~~

~~*The monthly salaries or compensation herein provided for shall be paid monthly, or in equal bi-weekly installments as approved by the City Council. Other salaries, wages, or compensation may be paid weekly, bi-weekly, or monthly, or as demands for same may be presented, at the discretion of the City Council. Hourly equivalents of monthly salaries for positions shall be those computed and published by the Finance Department.*~~

~~E. Vehicle Allowance~~

~~*Employees are eligible for a vehicle allowance according to the applicable City's Administrative Instructions.*~~

E. ARTICLE 4: ACTING PAYActing Pay:

Any employee assigned by their Department Head to serve in a position above their classification will receive The "acting pay program" provides that payment will be made

~~at~~ of -5% above the employee's existing base ~~salary rate of pay~~ beginning on the fifth consecutive working day in the acting position.

~~_____~~ Should the temporary assignment ~~be made beyond go beyond~~ 30 consecutive calendar days, payment will be made at the bottom of the range of the higher classification ~~(if the bottom of the range provides greater than a 5% increase).~~ ~~Such acting pay is paid when an employee is designated by the Department Head to serve in a position above his/her own classification. To be so designated, the a~~ Acting pay must be approved by use of an ~~Personnel~~ Employee Action Form. Acting assignments generally shall not exceed twelve (12) months. ~~Any acting assignment extending Determinations to go beyond the~~ twelve (12) months ~~requires shall be determined by the~~ City Manager approval. If the position for which the employee is acting is vacant and the law limits the acting assignment to 960 hours, the City will follow the law and limit the acting assignment to no more than 960 hours.

The Parties agree that to the extent permitted by law, Acting Pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(3) Temporary Upgrade Pay.

F. -Temporary Assignment Pay:

Any employee assigned by their department head to perform the full scope of another position at or below their salary range due to a vacancy or leave of absence will receive the following:

- No additional pay for the first 59 days
- 5% of base salary for performing the work of the other position from day 60 to day 90
- 10% of base salary for performing the work of the other position after 90 days

Employees assigned a portion of the duties of a vacant position or who perform some additional duties of an employee on leave are not eligible for this pay.

G. Exceptional Performance Bonus: Effective after January 1, 2021 and later, the City Manager, at their sole discretion, may grant an "exceptional performance" bonus of up to 5% of base salary to any individual employee to acknowledge superior job performance or for successfully completing a project, program, or effort outside the regular scope of their job.

ARTICLE 5: TOOL, BOOT AND UNIFORM ALLOWANCES

Tool Allowance for Equipment Maintenance Supervisor: The City will ~~reimburse provide~~ the Equipment Maintenance Supervisor for the replacement of hand tools and other job-related tools, up to with a \$700.00 annual allowance. ~~This allowance is intended for the replacement of hand tools and the purchase of job related special tools.~~ Receipts for such tools must be provided to the City to receive any or all of this allowance. ~~Further, t~~The City agrees to provide adequate storage

~~space for the means by which~~ the Supervisor ~~to can~~ secure ~~his/her/their~~ tools and equipment during the employee's non-working hours.

~~A.—~~**B. Uniform Allowance for Equipment Maintenance Supervisor:** The City shall provide the Equipment Maintenance Supervisor with clean and presentable work clothing and t-shirts to be laundered and provided through a uniform rental service, as requested by employee and approved by employee's supervisor. ~~There shall be a minimum of eleven (11) sets of work clothing. In addition, the City will provide at the beginning of each fiscal year five (5) t-shirts with the City insignia to the Equipment Maintenance Supervisor.~~ Any portion of the uniform which is torn, badly stained, or in any way unsuitable in appearance through work activity as determined by the supervisor shall be exchanged and replaced at the discretion of the City. The City will provide for alterations as once a year, if needed. The employee shall pay for any additional uniform alterations. City uniforms shall not be worn off duty and every effort shall be made to maintain the highest public image of City employees. The City reserves the right to determine the manner in which this work clothing is provided, to select the uniform rental service, and to select the style and color of the work clothing. ~~Unless mutually agreed, this work clothing shall consist of the following:~~

~~A.—~~Work Pants/Short (combined of 11)

~~B.—~~Work Shirts/T-shirts

~~C.—~~Name Patches

~~D.—~~City Patches

~~E.—~~City Hats

~~A. —~~ ~~The employee must make the choice at the beginning of the year whether to wear a collared shirt (with buttons) or with no collar (a t-shirt).~~ The option to wear t-shirts or shorts shall be subject to revocation either individually or collectively at any time by the City if deemed in the City's best interest and such revocation (with at least 90 days' notice) shall not become the subject of any grievance proceeding.

The parties agree that to the extent permitted by law, the value of the uniforms provided in this article is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(5) Uniform allowance. Notwithstanding the previous sentence, for "new members" as defined by the Public Employees' Pension Reform Act of 2013, the uniform allowance will not be reported as compensation earned to CalPERS.

ARTICLE 6: BOOT ALLOWANCE

~~B. The City will provide safety/uniform shoes or reimbursement in the pay period including July 1 of each year of the MOU for employees required to wear safety boots, including~~ **Safety Shoe Allowance:** Every two (2) years, employees in the following classifications are eligible to receive safety shoes/boots at the City's expense up to the maximum dollar amount provided for in this MOU: Building Official, Equipment Maintenance Supervisor, Facilities Supervisor, Maintenance Supervisor, Principal Civil Engineer,

Senior Civil Engineer, Senior Plan Check Engineer, Traffic Engineer, Urban Forester, Wastewater Supervisor, and Water Supervisor.

~~Upon hire and on or around July 1st of each year that the employee is eligible for boot replacement, the City will provide a voucher for the City's designated vendor reimbursement for up to \$200.00 for employees in the designated classifications. This allowance can be utilized to purchase one (1) pair of safety shoes/boots and plus one resole, as well as related supplies (e.g. laces or mink oil). If an employee's boots wear out to the point where they are not usable in advance of their next scheduled boot replacement, they can request an earlier replacement, which must be approved by their supervisor for a total of up to \$200.00 (for the boots and resole) with the method approved by the Finance Department will determine the method for routing and paying invoices provided by the City's vendor, or providing reimbursement if a voucher is not used, in the pay period including January 1 of 2018 and every two years thereafter. If an employee purchases boots which cost less than the maximum provided herein and wishes to purchase supplies for his/her boots (e.g., laces or mink oil) he/she may do so if the purchases are made. Resoling of shoes and any related supplies purchased from the City allowance must be made at the same time as the purchase of the boots/shoes are purchased and the receipt(s) is provided at the same time as the receipt for the boots.~~

City specifications for safety boots will be determined with the input of the Association President and the appropriate managers/department heads.

ARTICLE 7: UNIFORMS – EQUIPMENT MAINTENANCE SUPERVISOR

~~The City shall provide the Equipment Maintenance Supervisor with clean and presentable work clothing to be laundered and provided through a uniform rental service. There shall be a minimum of eleven (11) sets of work clothing. In addition, the City will provide at the beginning of each fiscal year five (5) t-shirts with the City insignia to the Equipment Maintenance Supervisor. Any portion of the uniform which is torn, badly stained, or in any way unsuitable in appearance through work activity as determined by the supervisor shall be exchanged and replaced at the discretion of the City. The City will provide for alterations once a year, if needed. The employee shall pay for any additional uniform alterations. City uniforms shall not be worn off duty and every effort shall be made to maintain the highest public image of City employees. The City reserves the right to determine the manner in which this work clothing is provided, to select the uniform rental service, and to select the style and color of the work clothing. Unless mutually agreed, this work clothing shall consist of the following:~~

- ~~F. Work Pants/Short (combined of 11)~~
- ~~G. Work Shirts/T shirts~~
- ~~H. Name Patches~~
- ~~I. City Patches~~
- ~~J. City Hats~~

~~The employee must make the choice at the beginning of the year whether to wear a collared shirt (with buttons) or with no collar (a t-shirt). The option to wear t-shirts or shorts shall~~

~~be subject to revocation either individually or collectively at any time by the City if deemed in the City's best interest and such revocation (with at least 90 days' notice) shall not become the subject of any grievance proceeding.~~

~~_____ All employees must wear appropriate reflective gear at all times when working in the public right of way. Employees who fail to do so may be subject to discipline.~~

~~_____ The parties agree that to the extent permitted by law, the value of the uniforms provided in this article is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(5) Uniform allowance. Notwithstanding the previous sentence, for "new members" as defined by the Public Employees' Pension Reform Act of 2013, the uniform allowance will not be reported as compensation earned to CalPERS.~~

CHAPTER 3 – BENEFITSARTICLE 8: RETIREMENT

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

~~_____ For unit members defined as "new members" under the PEPRA such employees will pay the higher of seven percent or one half of the total normal cost as defined by the Act as their employee retirement contribution.~~

~~_____ The City contracts with CalPERS for the One-Year Final Compensation option (Government Code Section 20042) for unit members defined as "classic members." For unit members defined as "new members" under the PEPRA such employees' final compensation will be based on the highest annual average pensionable compensation during the three consecutive years of employment immediately preceding the effective date of his or her retirement or any other three consecutive year period chosen by the employee per Government Code section 7522.32(a).~~

~~_____ The retirement formula provided to employees hired before January 1, 2013 as well as those employees hired after January 1, 2013 who are not defined as "new members" per the~~

~~Pension Reform Act of 2013 (i.e., “classic members”) is the 2% @ age 55 benefit. For unit members defined as “new members” under the PEPPA such employees’ are provided the 2% @ age 62 benefit provided for in the Public Employees’ Retirement Law per Government Code section 7522.20(a).~~

~~Retiree Sick Leave Conversion~~

~~— The City contracted with CalPERS for eligible employees to provide for Sick Leave Conversion pursuant to Section 20965.~~

~~Deferred Compensation and Retiree Savings~~

~~— Employees may also opt to contribute salary reductions tax deferred through a City sponsored 457 plan.~~

~~— Classified civil service employees will receive a City contribution of 2.5% of their base monthly compensation to a City sponsored 401(a) plan. At will employees shall receive a City contribution of 4.5% of their base monthly compensation to a City sponsored 401(a) plan.~~

~~ARTICLE 9: INSURANCES (MEDICAL, RETIREE MEDICAL, DENTAL, VISION, LONG AND SHORT TERM DISABILITY, LIFE, FLEXIBLE SPENDING ACCOUNTS)~~

~~Each employee is eligible to participate in a City approved group insurance benefits program providing comprehensive major medical, dental, life insurance, and accidental death and dismemberment insurance coverage. Enrollment in a long-term disability program is mandatory for employees. All employees covered under the insurance benefits program, in order to receive the insurance allowance, must enroll in a City approved group medical plan or Medicare.~~

~~ARTICLE 6: HEALTH INSURANCE AND BENEFITS PLANS~~

~~A. Medical Insurance~~

~~The City is enrolled in CalPERS Medical in accordance with the Public Employees’ Medical and Hospital Care Act (PEMHCA). Employees who enroll in a CalPERS medical plan will receive a City contribution of ~~The City will contribute an amount for each bargaining unit member for health insurance. The amount the City will contribute will be~~ ninety-five percent (95%) of the employee’s premium (up to a maximum of the PERS Choice plan), depending on ~~whether~~ the employee’s~~

~~enrollment is enrolled as~~ (single, employee with one dependent or employee with two or more dependents). If the plan chosen is less costly than (or as costly as) the rates of the PERS Choice plan, the City will pay 95% of the premium for the plan chosen with the employee paying (with a deduction from their pay) for the remainder (5%) of the plan chosen. If an employee chooses a plan which is more costly than the PERS Choice plan rate, the employee will pay the difference between the PERS Choice premium rate and the more expensive plan as well as the additional 5% of the PERS Choice premium rate for the coverage chosen, i.e., single, employee + 1 or employee + 2. The City's health insurance contribution will be inclusive of (not in addition to) the PERS statutory minimum.

The City shall pay any surcharge assessed by PERS on the medical insurance premiums up to 3.3%. Any further surcharges shall be paid by the employee.

B. ~~Opt Out of Medical Insurance:~~ Employees, who are able to demonstrate to the City's satisfaction that they have minimum essential coverage as defined by the Affordable Care Act, (through another source other than coverage in the individual market, whether or not obtained through Covered California) may opt out of participation in the City's health plan.

Only employees who opt out of health insurance completely will receive a cash opt out incentive. Effective the pay period following City Council approval of this MOU, employees will be eligible for the following opt out incentive:

~~Employees opting out of health insurance who would have otherwise been eligible for either single or two-party medical coverage will receive \$2,700 per year (\$103.85 per pay period), paid biweekly as part of payroll. Employees opting out of health insurance who would have otherwise been eligible for family medical coverage (employee plus 2 or more qualified dependents) will receive an opt-out incentive of \$5,400 per year (\$207.69 per pay period), paid biweekly as part of payroll. cash back in the form of 95% of the employee only PERS Choice premium rate (up to the maximum per year they have designated to their flexible spending or dependent care account), which will be paid to the employee in his or her normal paycheck, subject to applicable taxes, to the extent the City would have contributed to the City's Section 125 Healthcare or Childcare flexible benefit plan (if qualified to participate) up to the maximum dollar amount allowed by law. If taken as pay, ~~this~~ opt-out amount is taxable income and will not be considered compensation earnable (i.e., PERSable meaning it does not qualify as "special compensation" under the CalPERS regulations). ~~as it is not part of the employee's compensation and is not considered "special compensation" under the CalPERS regulations which define "special compensation". Employees may choose to allocate the amount to the City's Section 125 Healthcare or Childcare Flexible Benefits Plan up to the maximum allowed by law. Employees completely opting out of health insurance must show proof of coverage under another acceptable group health plan.~~~~

~~The City shall pay any surcharge assessed by PERS on the medical insurance premiums up to 3.3%. Any further surcharges shall be paid by the employee.~~

A. ~~Affordable Care Act (ACA) Minimum Essential Coverage Requirements and Reopener:~~

A. ~~Employees who are able to demonstrate to the City's satisfaction that they have minimum essential coverage as defined by the Affordable Care Act, (through another~~

~~source other than coverage in the individual market, whether or not obtained through Covered California) may opt out of participation in the City's health plan.~~

During the term of this MOU, either party may reopen labor negotiations for the purpose of discussing potential penalties, taxes or other impacts under the Affordable Care Act.

~~**Retiree Medical**~~

~~Because the City contracts with CalPERS for the provision of medical insurance it complies with the requirements of Public Employees' Medical and Hospital Care Act (PEMHCA). Therefore, the City shall pay the CalPERS statutory minimum amount on behalf of all employees who retire from the City in accordance with the requirements of PEMHCA.~~

~~In addition to the provision of the CalPERS statutory minimum as provided in the previous paragraph, employees who retire from the City and who have a minimum of fifteen (15) years of service with the City of Manhattan Beach shall receive a contribution of \$250.00 per month. Said contribution will be used toward health insurance costs, unless and until whichever of the following occurs first:~~

- ~~1) The retiree reaches 65 years of age;~~
- ~~2) The retiree becomes eligible for Medicare; or~~
- ~~3) The retiree passes away.~~

~~If any of the preceding conditions occur, the employee shall no longer be eligible to receive the additional \$250 per month retiree medical contribution.~~

C.

D. Dental Insurance

The City shall contribute \$70.00 per month for each employee to use for ~~either~~ dental insurance coverage or received as cash. If received as cash, the payment of the stipend is subject to all applicable federal and state tax withholding/reporting requirements. This \$70.00 cannot be used to pay for health insurance. contribution cannot be used to pay other benefits on a pre-tax basis.

E. Vision Insurance

The City will ~~continue to~~ provide vision coverage and pay the full vision care plan premium for employees and eligible dependents through a carrier chosen by the City.

F. Long Term Disability Coverage

The City will provide coverage and pay the full premium for each employee in accordance with the City's Long Term Disability Plan.

G. Short Term Disability Coverage

The City will make available for voluntary participation at the employee's cost a short term disability plan. However, minimum participation will be required to be able to offer this plan.

H. Life Insurance

The City will provide coverage and pay the current premium for life insurance for each employee in accordance with the plan and carrier chosen by the City. The current life insurance plan benefit for an employee is 1.5 times the employee's annual base salary, up to a maximum of \$500,000.

I. Section 125 Flexible Spending Accounts

~~The City will provide and administer flexible spending accounts to employees for healthcare and/or dependent care expenses. The City offers medical and/or dependent~~

care flexible spending accounts. Participation in one or both plans is voluntary and funded by the employee.

ARTICLE 7: RETIREMENT BENEFITS

A. Retiree Medical Insurance

Because the City contracts with CalPERS for the provision of medical insurance it complies with the requirements of—In accordance with the Public Employees’ Medical and Hospital Care Act (PEMHCA)—Therefore, the City shall pay the CalPERS statutory minimum amount on behalf of ~~each~~ employees who retires from the City in accordance with the requirements of PEMHCA.

In addition to the provision of the CalPERS statutory minimum as provided in the previous paragraph, employees who retire from the City and who have a minimum of fifteen (15) years of service with the City of Manhattan Beach shall receive a contribution of \$250.00 per month ~~to~~ .
~~Said contribution will be used toward health insurance costs. The retiree will no longer be eligible to receive said contribution at the earliest date one of , unless and until whichever of the following occurs first:~~

- 1) The retiree reaches 65 years of age.
- 2) The retiree becomes eligible for Medicare; or
- 3) The retiree passes away.

If any of the preceding conditions occur, the employee shall no longer be eligible to receive the additional \$250 per month retiree medical contribution.

B. CalPERS Retirement

The City contracts with the California Public Employees’ Retirement System for retirement benefits.

1. “Classic” CalPERS Members

Employees who are “classic” members under the CalPERS retirement program receive the following retirement benefits:

2% @ 55 retirement formula and one-year final compensation (Government Code section 20042). Employees contribute the 7% member contribution on a pre-tax basis toward the retirement benefit.

2. “New Members” under the Public Employee Pension Reform Act (PEPRA)

Employees who are “new members under the CalPERS retirement program receive the following benefits:

2% @ 62 retirement formula and a three-year final compensation period (Government Code section 7522.32(a)). Employees contribute the higher of 7% or one-half the normal cost as identified annually by CalPERS.

3. Optional Benefits

The City contracts for all retirement benefits with CalPERS. Optional benefits for the miscellaneous CalPERS members include:

- Credit for Unused Sick Leave (Government Code Section 20965)
- Third Level of 1959 Survivor Benefits (Government Code Section 21573)
- Military Service Credit as Public Service (Government Code Section 21024)

C. Deferred Compensation: Employees may participate in a 457 deferred compensation program by electing to contribute pre-tax earnings to the plan subject to annual plan limits.

The City will contribute 2.5% of base pay into a 401(a) plan on behalf of “classified employees” as defined in Article 2.

The City will contribute 4.5% of base pay into a 401(a) plan on behalf of “at-will” employees as defined in Article 2.

ARTICLE 10: TUITION REIMBURSEMENT PROGRAM

~~———— All employees shall be eligible to participate in the City’s tuition reimbursement program as outlined in the applicable Personnel Instruction. The current annual reimbursement amount for tuition and books is \$3,000.~~

ARTICLE 11: OVERTIME/WORK SCHEDULE

~~———— Employees subject to FLSA overtime compensation provisions and regulations who are required to work more than forty (40) hours in a defined workweek shall receive overtime pay at one and one-half. Overtime shall mean that time an employee is required to work in excess of forty (40) hours per defined workweek (i.e. seven consecutive 24-hour periods or 168 regularly recurring hours). For employees working the 9/80 work schedule, their workweek which will be used to calculate overtime will end exactly four hours after the start time of their work shift on the day of the week which constitutes the employee’s alternating regular day off. For example, if an employee’s workday starts at 7:30 a.m. on Friday and her regular day off is Friday, her workweek for calculating overtime shall start at 11:30 a.m. on Friday and end the following Friday at 11:29 a.m. Approval for all overtime must be requested and granted prior to working said overtime, except in emergency situations.~~

~~———— All employees are exempt from the FLSA’s overtime compensation requirements except for the classification of Accountant.~~

~~———— For all employees in the unit who are exempt from overtime (all classifications except Accountant) they must use accrued leave to cover any absence from work for a full day or more. For absences of less than a day, exempt employees must use accrued leave to cover an absence of four hours or more. For the classification of Accountant, employees must use appropriate accrued leave to account for any absence.~~

ARTICLE 12: ALTERNATIVE WORK SCHEDULE

~~Employees work an alternative work schedule, unless otherwise provided by the City Manager or his/her designee. Alternative work schedules include:~~

- ~~• A 9/80 schedule consists of alternate weeks of one week that includes 4 consecutive workdays of 9 hours each, followed by 5 consecutive workdays within the next week, 4 consecutive days of which consist of 9 work hours each and 1 day of 8 work hours.~~
- ~~• A 4/10 schedule consists of a weekly work schedule of 4 consecutive workdays of 10 work hours each.~~

~~Any changes to an employee(s) work schedule are subject to meet and confer during the term of the MOU. In addition, the parties agree that the City reserves the right to modify the employee's regular day off (for employee's working a 4/10 or alternating regular day off for employees working a 9/80) to the Friday of its choosing without meeting and conferring.~~

CHAPTER 4 - LEAVES OF ABSENCE

ARTICLE 138: GENERAL LEAVE

~~All employees shall be entitled to annual general leave with pay. Employees begin to earn general leave as stated below, and may use such leave time as it is earned. If an employee terminates employment with the City and then returns, general leave shall be earned at the same rates as if he or she were a new employee. Employees whose classifications have changed and have become represented by the MBMEA, and who have accrued sick leave hours, will have their sick leave hours frozen. Frozen sick leave hours can only be used according to the City's General Leave Policy as memorialized in the memo issued in November 1993 when General Leave was implemented.~~

~~Employees begin to earn general leave on the first day of employment as follows:~~

<u>Tenure</u>	<u>General Leave Accrued</u>
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~~Greater than: Less than or _____ hours/month~~

~~_____ equal to:~~

~~Zero months 5 full years _____ 16.667 (hours/month)~~

~~5 full years 10 full years _____ 20.000 (hours/month)~~

~~10 full years _____ 23.330 (hours/month)~~

A. Leave Accrual:

General Leave is provided to employees as paid time off from work. Employees begin to accrue General Leave with the first day of employment. Effective in the pay period following City Council adoption of the MOU, All years of full-time service with any public sector agency (including Cities, Counties, school districts, special districts or other agencies approved by the Human Resources Director) will be counted towards years of service for the purpose of calculating the employee’s general leave accrual. Employees may accumulate up to three years of general leave accrual. If an employee reaches the general leave accrual maximum, that employee will not accumulate further leave until such time that the employee’s accrual falls below the maximum amount.

Accrual rates and maximum accrual levels are as follows:

<u>Tenure</u>	<u>Annual accrual</u>	<u>Biweekly accrual</u>	<u>Maximum Accrual</u>
<u>0 – 5 full years</u>	<u>200 hours</u>	<u>7.692 hours</u>	<u>600 hours</u>
<u>> 5 years to 10 full years</u>	<u>240 hours</u>	<u>9.231 hours</u>	<u>720 hours</u>
<u>> 10 full years</u>	<u>280 hours</u>	<u>10.769 hours</u>	<u>840 hours</u>

B. Advance of General Leave Upon Appointment

Upon an employee’s appointment to a position covered in this bargaining unit, the City Manager may authorize a beginning General Leave balance above zero. If the employee leaves the City prior to having earned the General Leave provided in the starting balance, it will be deducted from the employee’s final paycheck.

~~Notwithstanding this chart, the City Manager retains the discretion to offer General Leave to an applicant or promotee with a starting balance so that once the employee begins working, he/she will have some General Leave to use if necessary. If the employee leaves the City prior to having earned the General Leave provided in the starting balance, it will be deducted from the employee’s final paycheck.~~

C. Conversion of Vacation and Sick Leave: ~~E~~Employees represented by the MBMEA accrue general leave and do not accrue vacation or sick leave. City employees who have been promoted or reclassified to an MBMEA position whose classifications have changed from a position that accrues vacation and sick leave will have their existing leave accruals converted as follows:

Vacation leave will be converted to general leave. and have become represented by the MBMEA, and who have accrued sick leave hours, will have their sick leave hours frozen. Sick leave hours will be frozen and may only be used in the following circumstances:

1. For any illness or non-work related injury that causes an employee to be out for ten (10) consecutive working days or more. An employee may convert used general leave to sick leave retroactively for absences that eventually meet that criteria.
2. For illness or injury of any length when general leave is exhausted.

Employees who retire from the City with frozen sick leave hours will have their sick leave converted to service credit in accordance with the City's contract with CalPERS.

D. Use of Request for General Leave:

~~An employee may request the use of a~~Accrued general leave may be used as earned for vacation, ~~personal time off or as well as~~ for any reason that would ~~purposes~~ qualify~~ng~~ for sick leave pursuant to City policy and consistent with applicable law.

Employees wishing to use general leave for vacation, ~~and~~ personal reasons, and sick leave where advance notice is possible (e.g., prescheduled doctor's appointments or procedures) should request such leave as far in advance as ~~they are able~~reasonably possible, but usually at least one week in advance of the requested period. Leaves will be scheduled, insofar as possible and practical, at those times requested by each employee. However, ~~because of the nature of the work and the requirement that the orderly performance and continuity of services be maintained, it may be necessary to limit the number or prohibit any employees from using general leave during a particular period or at the same time. The granting of~~approving the use of general leave is subject to operational feasibility to ensure the continuity of services and shall be solely at the discretion of the employee's supervisor.

Employees wishing to use general leave for sick leave purposes in cases where such advanced notice is not possible or practical should inform their supervisor ~~request~~ such leave is needed (e.g. "calling in sick" for themselves or a family member) ~~only in cases of necessity and actual sickness~~. Requests for sick leave will be reviewed and granted consistent with applicable law.

Maximum General Leave Accumulation:

~~Employees may accumulate up to three years of general leave accrual. If an employee reaches the general leave accrual maximum, that employee will not accumulate further leave until such time that the employee's accrual falls below the maximum amount.~~

E. Annual Leave Cash-out

On or before the pay period which includes December 15 of each calendar year starting in 2018, an employee may make an irrevocable election to cash out up to one hundred and twenty (120) hours of accrued general leave, which will be earned in the following calendar year and paid out the following December at the employee's base rate of pay. Elections will be made on forms provided by Human Resources and cannot be modified once elected. On the pay day for the first pay period in December each year in the following year, the employee will receive cash for the amount of General Leave the employee irrevocably elected to cash out in the prior year. However, tThe employee's General Leave balance cannot be reduced below 80 hours as a result of cashing out leave. Thus, if by receiving cash for employee's General Leave, the employee's General Leave leave balance would fall below is less than 80

~~hours as a result of cashing out leave, the employee will receive cash for their election (up to a maximum 120 hours) only for the hours amount above 80 hours.~~

F. -Payment of Accrued and Unused Leave Balances-Upon Separation

—When an employee separates from City employment, general leave balances shall be paid out at the employee’s base rate of pay.

ARTICLE 14: GENERAL LEAVE CASH OUT

~~On or before the pay period which includes December 15 of each calendar year starting in 2018, an employee may make an irrevocable election to cash out up to one hundred and twenty (120) hours of accrued general leave which will be earned in the following calendar year at the employee’s base rate of pay. On the pay day for the first pay period in December each year in the following year, the employee will receive cash for the amount of General Leave the employee irrevocably elected to cash out in the prior year. However, the employee’s General Leave balance cannot be reduced below 80 hours. Thus, if by receiving cash for employee’s General Leave, the employee’s General Leave balance is less than 80 hours, the employee will receive cash (up to a maximum 120 hours) for the amount above 80 hours.~~

ARTICLE 159: PAID HOLIDAYS

A. — Designated Holidays

The following days shall be recognized and observed as paid holidays:

1. New Year's Day, January 1.
2. Martin Luther King, Jr. Day, third Monday in January.
3. Presidents’ Day, third Monday in February.
4. Memorial Day, last Monday in May.
5. Independence Day, July 4th.
6. Labor Day, first Monday in September.
7. Columbus Day, second Monday in October.
8. Veteran's Day, November 11th.
9. Thanksgiving Day, fourth Thursday of November.
10. Friday following Thanksgiving Day.
11. Christmas, December 25th.

~~**B. Observance of Holidays and Holiday Pay: Employees will receive eight (8) hours for each paid holiday above that falls on a work day. Employees will receive paid holidays if they are provided they is in paid status the day preceding and the day following a scheduled holiday. Employees are required to use general leave hours for the additional one or two hours depending on their work schedule (e.g., employees on a 9/80 work schedule will supplement leave time with one hour of general leave).**~~

If one of the paid holidays falls on a Sunday, the Monday following shall be observed as the holiday. If one of the paid holidays falls on a Saturday, the Friday preceding shall be observed as the holiday.

C. Holiday Leave Bank

If a holiday falls on an an employee's regularly scheduled day off, ~~they~~employees will accrue eight (8) hours in a holiday bank. The employee may use the hours in the holiday bank as leave time (requesting to use the leave similarly to a request for vacation) except that the hours must be used as leave and cannot be cashed out. There is no cash value associated with these holiday bank hours. The maximum number of hours an employee may have in the holiday bank is forty (40) hours. All employees will be paid for the above mentioned legal holidays.

~~Employees will receive paid holidays if they are in paid status the day preceding and day following a scheduled holiday.~~

ARTICLE 10: ADDITIONAL BENEFITS AND LEAVE PROGRAMS

A. Vehicle Allowance

~~Employees are eligible for a vehicle allowance according to the applicable City policy's Administrative Instructions.~~

B. Tuition Reimbursement Program

ARTICLE 10: TUITION REIMBURSEMENT PROGRAM

~~———— All employees shall be eligible to participate in the City's tuition reimbursement program as outlined in the applicable City policy/Personnel Instruction. The current annual reimbursement amount for tuition and books is \$3,000.~~

ARTICLE 16: BEREAVEMENT LEAVE

C. Bereavement Leave

~~Upon the death of an immediate family member, employees may use up to forty (40) hours of paid bereavement leave in a consecutive twelve-month period beginning from the date the leave first begins. For bereavement leave purposes, immediate family members include spouse, registered domestic partner, parent, brother, sister, child, mother-in-law father-in-law, sister-in-law, brother-in-law, foster child, foster parent, grandparent and grandchild. The City will provide up to 40 hours of paid bereavement leave in a consecutive 12-month period beginning from the date the leave first begins, in the event of the passing of a member of the immediate family, as defined below. This bereavement leave will not be charged to the employee's accrued leave balances.~~

~~Immediate family is defined as: husband, wife, registered domestic partner, parent, brother, sister, child, mother in law father in law, sister in law, brother in law, foster child, foster parent, grandparent and grandchild.~~

ARTICLE 17: JURY DUTY

D. Jury Duty

~~Employees of the City will receive regular compensation for jury duty service on their scheduled work days. The City will provide up to two (2) weeks (80 hours) paid leave time for employees who are summoned to serve for jury duty in accordance with the following:-~~

- ~~• Employees are to immediately notify their supervisor when summoned for jury duty and provide the jury summons upon request. The employee will provide proof of a jury~~

~~summons. Upon completion of jury duty, the employee will provide documentation of time served.~~

- ~~A. Employees servin on jury duty or appearing in court as a result of a jury summons will receive pay for time served, up to a maximum of 80 hours of pay each 12-month period. This includes the time to meet with a judge should the employee have reason for seeking an exemption from serving.~~
- ~~B. Employees will remain on their normal work schedule throughout their jury service and will only not be compensated when serving on their regularly scheduled work days off.~~
- ~~C. Employees will remain on their normal work schedule throughout their jury service.~~
- ~~D. Employees who are temporarily released from actual service for one-half (1/2) work day or more will report back to work for the remaining hours in the workday unless the employee has arranged in advance to take leave. If the employee is required to report in the afternoon, the employee they will report to work for the first part of their work day shift.~~
- ~~E. A. Employees are to immediately notify their supervisor when summoned for jury duty. The employee will provide proof of a jury summons. Upon completion of jury duty, the employee will provide documentation of time served.~~
- ~~F. The eEmployees will complete their timesheet and provide documentation of time served in the method required by the payroll division of the Finance Department. showing the number of hours served per day marked with the notation "JD." The employee must provide written confirmation of jury service for the payment to be approved. The employee will receive full pay for the hours served subject to the maximum stated above.~~

ARTICLE 18: CATASTROPHIC LEAVE PROGRAM

E. Catastrophic Leave Program

Employees in the unit shall be permitted to donate accrued general leave to other City employees who have exhausted all paid leaves, who have been granted an unpaid leave and who need to continue to be absent from work because of a catastrophic injury or illness. The value of the leave will be determined based on the donating employee's compensation. It will then be converted to general leave hours for the donee's use based on the donee's rate of pay. For example, if an employee who earns \$40 per hour donated 10 hours of general leave to an employee who earns \$30 per hour, the donee would receive \$400 divided by \$30 or 13.33 hours of general leave. Bargaining unit members may donate General Leave to members outside of the bargaining unit. Then value of such leave will be converted to the donee's rate of pay. Leave may not be donated from outside the unit. An employee wishing to donate leave must inform the Human Resources Department of ~~his/her~~their desire to donate leave, the amount of the donation and the employee to whom ~~he/she~~they wishes to donate.

ARTICLE 19: INJURY ON DUTY/WORKERS' COMPENSATION LEAVE

F. Workers' Compensation and Injury on Duty (IOD) Leave

Employees are authorized injury leave when the employee suffers a compensable illness or injury while on duty or arising in and out of the course of employment, which may also qualify for Family Medical Leave. The City will pay the employee's salary for the first seven (7) days of a qualified absence. If the absence continues past seven (7) calendar days, the employee will

collect temporary total disability (TTD) payments, which they may supplement with accrued General Leave to remain in full time paid status. ~~Temporary disability will be paid at the state-approved rate. The employee may subsidize his or her pay with accrued General Leave to make up a full pay check.~~ Workers' compensation benefits will be administered in accordance with applicable state law per the California Labor Code and current City policy.

ARTICLE 20: LEAVE OF ABSENCE WITHOUT PAY

G. ——— Leave of Absence without Pay

~~If an employee has exhausted all of their leaves, an employee may request a leave of absence without pay, which is subject to The City Manager approval. Leave without pay for a protected leave and medical accommodation will be submitted to the Human Resources Office and handled as a reasonable accommodation request. For requested leaves of absence for a non-medical reason, the Department Director may recommend to the City Manager to grant an employee of the unit a leave of absence without pay for up to one (1) year at his/her/their discretion. The City Manager's decision is final and is not grievable. Such a leave will not be granted unless the employee has exhausted all other accrued leaves. An employee who fails to promptly return from a leave without pay may be subject to termination. The decision to grant or deny any leave of absence without pay is not subject to the filing of a grievance or any other challenge. The City Manager's decision is final.~~

CHAPTER 5 – EMPLOYER-EMPLOYEE RELATIONS

ARTICLE 121:– GRIEVANCE PROCEDURE

This grievance procedure is the sole and exclusive manner by which an employee or the Association can challenge any allegations that the City has misinterpreted, misapplied or violated this MOU in any way. A grievance shall be defined as an allegation by an employee or the Association of a misinterpretation, misapplication or violation of a particular provision of this MOU.

Step One– A. Informal Grievance Procedure: Resolution with Immediate Supervisor and/or Department Head. Any employee with a grievance is encouraged to shall initiate the grievance procedure within thirty (30) 15 workingcalendar days of the date of the incident, or when the employee should reasonably have been made aware of the grievance, by explaining the situation orally or in writing to his or her/their immediate supervisor and/or department head. ~~The employee waives the right to proceed with the grievance if he or she does not initiate the procedure by the deadline. The supervisor shall make a decision and present his or her decision, in writing, to the employee within ten (10) working days~~ If a disagreement about the MOU interpretation or application still exists following the informal procedure, employees should initiate the following procedure.

Step Two B. – Formal Grievance Procedure: Director of Human Resources.

- 1. Filing of Grievance and HR Director Decision:** The employee or the Association may initiate a formal advance the grievance, in writing, to the Director of Human Resources Human Resources Director within sixty (60) ten (10) workingcalendar days of the date of the incident. ~~receipt of the Step One decision. While~~

~~employees are encouraged to utilize an informal grievance process, a formal grievance may be filed regardless of if the informal grievance procedure under Step A is utilized. The employee waives the right to proceed with the grievance if he or she does not act by the deadline.~~ If the employee or the Association so requests, following written submission of the grievance ~~to the Director of Human Resources,~~ the Director of Human Resources Director shall meet with the employee and ~~his or her~~ their representative in an effort to resolve the issue. Within thirty (30) calendar ~~15 working~~ days, the ~~Director of Human Resources~~ Human Resources Director, shall present ~~his or her~~ their decision, in writing, to the employee and/or the Association.

~~———— If the grievant is the Association, the Association may skip step one and file the grievance directly with the Director of Human Resources within twenty (20) days of the date of the incident, or when the Association knew or should reasonably have been made aware of the grievance.~~

~~———— If the Association so requests, following written submission of the grievance to the Director of Human Resources, the Director of Human Resources shall meet with the Association and its representative in an effort to resolve the issue. Within 15 working days, the Director of Human Resources, shall present his or her decision, in writing, to the Association.~~

~~————~~ Step Three—2. Mediation: Either the employee or the Association may request the grievance be submitted to mediation within fifteen (15) working days of receipt of the ~~Step Two~~ HR Director's decision. Upon request to mediate the grievance, the City shall make the formal, written request for a mediator from the California State Mediation and Conciliation Service.

~~Step Four—City Manager.~~ 3. City Manager Determination: Within 15 working days of the Human Resources Director's Decision or the day of mediation (if mediation was requested and did not resolve the grievance), ~~the~~ the employee or the Association may request in writing to present the grievance, ~~in writing~~ to the City Manager, ~~within 15 working days of receipt of the Director of Human Resources' decision or the day of mediation if the employee or Association requested mediation. The employee waives the right to proceed with the grievance if the employee or the Association does not act by the deadline. If such a meeting is requested~~ the employee or the Association so requests, following written submission of the grievance to the City Manager, the City Manager shall meet with the employee and ~~his~~ their representative, or the Association representatives bringing forth the grievance, in an effort to resolve the issue. ~~The~~ is meeting with the City Manager is not a hearing, ~~but~~ — Rather it is an informal meeting ~~with~~ where the employee or Association will have the chance to explain its position. ~~The meeting shall not last more than one hour.~~ Within thirty (30) ~~15~~ working days ~~of receipt of the grievance or of this~~ an informal meeting held ~~as provided in this section, whichever is sooner,~~ the City Manager or ~~his or her~~ designee shall present a decision, in writing, to the employee and the Association, with copies to the ~~Director of Human Resources~~ Director. The City Manager's decision shall be final.

C. Prescribed Timeframes in Grievance Proceedings

The time limits contained herein can be extended by mutual agreement of the parties. Unless such agreement occurs prior to the timeframes prescribed herein, the employee and the Association waive their rights for grievance filing, mediation or appeal if they do not respond within the prescribed timeframes within each step.

ARTICLE 122: DISCIPLINE

The disciplinary procedures listed in this article only apply to “classified” employees ~~within the civil service system~~ (those listed in Article 27 of this MOU) and do not apply to “at-will” employees. An “at-will” employee may be discharged at any time by the appointing power with or without cause.

The City is committed to following the principles of progressive discipline. Disciplinary actions should be designed to fit the nature of the employee’s performance or conduct. The particular action imposed shall depend on the severity of the conduct, the particular factual circumstances involved, the employee’s work history and previous formal disciplinary record and take into consideration other incidents with comparable circumstances. For purposes of this Article, a working day is defined as a day City Hall is open for business.

~~Provisions:~~

A. Disciplinary actions defined:

1. Oral ~~or~~ Written Warning

~~An~~ ~~The use of an~~ oral or written warning ~~is shall not be considered disciplinary action, and shall be used as~~ a tool by supervisors to address performance problems or minor instances of misconduct. ~~An oral or written warning and~~ may be initiated at any time. When issuing an oral or written warning, the supervisor or manager will review with the employee both the specific deficiency(ies) or misconduct in question, improvement needed, and the City’s standards and the supervisor’s expected behavior moving forward. The cause(s) of the deficiency will be identified along with specific improvement needed. The employee should be advised of the action that will be taken should ~~he or she~~ they fail to achieve the improvement outlined within the time period specified. ~~Any w~~Written warnings will be kept in the supervisory file, rather than not the official personnel file, and a copy will be given to the employee. At the supervisor’s discretion, a summary of the behavior leading up to the warning may be incorporated into the employee’s performance evaluation during their next evaluation. The supervisory file is intended to be a temporary file to record performance, both positive and negative, throughout the performance year. Once the performance evaluation is completed for the year and the supervisor determines if the warning should be incorporated into the employee’s performance evaluation filed in the employee’s personnel file, all warnings referenced items in the supervisory file shall should be discarded. referenced in the performance evaluation if appropriate, and discarded at the end of the performance year.

2. Letter of Reprimand

A Letter of Reprimand ~~is shall be~~ considered the lowest level of formal discipline. ~~A Letter of Reprimand generally is appropriate to correct instances of less serious circumstances or employee misconduct which do not warrant suspension or discharge, repeated instances of minor misconduct or identified performance problems. The purpose of a~~ A Letter of Reprimand may be used for minor offenses warranting disciplinary action and/or is to put the employee on notice provide formal notice to an employee that the City will take ~~further~~other disciplinary action unless immediate, real and consistent improvement in performance is demonstrated. The supervisor or manager issuing the Letter of Reprimand shall meet with the employee to discuss specific improvements required within a defined time period to avoid further disciplinary action where applicable. A copy of the Letter of Reprimand will be placed in the employee's official personnel file. A Letter of Reprimand is not appealable, but the employee may attach a written response for the Department Head to review and evaluate. The employee's written response will be placed in the employee's official personnel file.~~may be appealed to the Department Head level only.~~

3. Suspension

Suspension is the temporary removal of an employee from ~~his or her~~their duties without pay. A suspension should be commensurate with the offense and may not exceed thirty (30) days.

4. Reduction in Pay

A Reduction in Pay is a reduction in compensation for a limited and defined period of time. An example of this is a reduction in the employee's step placement for a defined period of time, which~~and~~ does not result in any classification change. The employee remains in their classification and continues to perform their regular and customary duties~~report to work~~ for the duration of the Reduction in Pay.

5. Demotion

~~6.~~—Demotion is the movement of an employee from ~~his~~their current classification to a ~~new~~ classification having a lower salary range. The employee must meet the minimum qualifications of the position to which they are demoting. Demotion is generally utilized as a disciplinary action when the employee has not been able to competently perform~~The Department Head may demote an employee whose ability to perform such employee's~~ required duties of their classification but did not engage in misconduct that would preclude them from City Employee. Demotion may also be utilized~~falls below standard, or for as progressive disciplinary action purposes. Upon request of the employee, and with the consent of the prospective supervising official, demotion may be made to a vacant position as a substitution for layoff. No employee shall be demoted to a position for which such employee does not possess the minimum qualifications. Demotion cannot result in the displacement of an employee who is a member of the MBMEA bargaining unit.~~

7. 6. Discharge

Discharge is the involuntary termination of an employee from City employment. ~~An at will employee may be discharged at any time by the appointing power with or without cause.~~

B. Pre-Disciplinary Procedure

If an employee is to be suspended, receive a reduction in pay, be demoted or discharged, the employee shall:

- ~~1. Receive written notice of the intended proposed disciplinary action in advance of the imposition of discipline at least 7 calendar days before the date it is intended to become effective, stating the specific grounds and the particular facts upon which the action is based. The notice will include~~

~~Receive copies of copies of any known materials, reports or other documents upon which the intended action is based. Electronic copies will be provided upon request.~~

~~Within seven (7) calendar days after the employee has been provided with the notice of proposed disciplinary action, the employee shall notify the Department Head or Human Resources Director of their intention to respond in writing or orally to the proposed disciplinary action. The employee's response will be reviewed or heard by the "Skelly Officer" who will be the Department Head or designee who has~~

~~2. _____~~

~~Be accorded the right to respond in writing to the intended charges within 7 calendar days unless the parties mutually agree to a different time frame.~~

~~3. _____~~

~~4. Be accorded the right to meet with the Department Head or designee who has the authority to modify or eliminate the intended disciplinary action. If the employee elects to respond in writing, the employee must respond within seven (7) calendar days after their election to provide a written response. If the employee requests a meeting, it will be scheduled within a reasonable timeframe, within 7 calendar days unless the parties mutually agree to a different time frame.~~

- ~~5. Following the written response or in-person meeting, the Skelly Officer (if a person other than the department head) will issue their written decision to the Department Head. The Department Head or designee will issue the employee a Be given the final written notice of discipline in accordance with the Skelly Officer's decision decision of the Department Head or designee prior to the effective date of the disciplinary action.~~

~~C. Disciplinary Appeal Process~~

- ~~1. A disciplinary action of suspension of 3 days or less is appealable through the following procedure below:~~

~~**Step 1:** The employee must, within five (5) working days, present the appeal to the Human Resources Director for processing. The employee's appeal must state the specific policy(ies), rule(s) and/or MOU provisions that were allegedly improperly applied and the bases for appealing the imposed disciplinary action and stating the specific resolution desired. The failure of the employee to take this action shall constitute a waiver of the appeal, unless time limits are extended through mutual agreement.~~

~~**Step 2:** Within ten working days of receipt of the appeal, the Human Resources Director will set up a meeting between the employee and his/her representative with the City Manager or his or her designee to review the issues. A written decision will then be rendered within fifteen (15) working days of the meeting. The decision of the City Manager will be final.~~

~~2. A disciplinary action of suspension of 4 days or more, reduction in pay, demotion or discharge is appealable per the appeal procedure below.~~

~~D. Appeal Procedure:~~

~~A disciplinary action of suspension of 4 days or more, reduction in pay, demotion or discharge is appealable per the appeal procedure below.~~

C. Disciplinary Appeal Process

1. A disciplinary action of suspension of three (3) days or less is appealable through the following procedure below:

~~**Step 1:** The employee must, within seven (7) calendar five (5) working days, present the appeal to the Human Resources Director for processing. The employee's appeal must state the specific policy(ies), rule(s) and/or MOU provisions that were allegedly improperly applied and the bases for appealing the imposed disciplinary action and stating the specific resolution desired. The failure of the employee to take this action shall constitute a waiver of the appeal, unless time limits are extended through mutual agreement.~~

~~**Step 2:** Within a reasonable time of receipt of the appeal, the Human Resources Director will set up a meeting between the employee and their representative with the City Manager or designee to review the issues. A written decision will then be rendered within thirty (30) calendar days of the meeting. The decision of the City Manager will be final.~~

2. A disciplinary action of suspension of four (4) days or more, reduction in pay, demotion or discharge is appealable per the appeal procedure below.

~~**Step 1:** The employee may appeal to the City Manager within may, within five ten (105) calendar days of receipt of the disciplinary action, appeal to advisory arbitration. The parties, or their designated representatives, in good faith shall attempt to agree on an arbitrator. If they are unable to agree within a reasonable time, either party may request the State Mediation and Conciliation Service to submit a list of seven (7) arbitrators. The parties shall select the arbitrator by alternately striking names~~

(beginning with the Association) from a list until one name remains. Such person shall then become the arbitrator.

The arbitrator so selected shall hold a hearing within a reasonable timeframe at a time and place convenient to the parties.

The arbitrator's decision shall be submitted to the City Manager with copies to all parties. The City Manager may adopt, reject, or modify the arbitrator's decision. The City Manager's decision shall be rendered in writing within thirty (30) calendar days of receipt of the arbitrator's decision. The City Manager's determination constitutes a final administrative action by the City subject to judicial review pursuant to Code of Civil Procedure Section 1094.5.

Costs of the arbitrator shall be borne by the City.

~~— The City Manager or his/her designee shall call for a hearing to be held within ten (10) days from the receipt of the appeal and the discussion at said meeting shall be recorded. The Human Resources Director or his/her designee shall present the testimony on behalf of the City and the employee or his/her representative shall present the testimony on behalf of the appealing party(ies). The City Manager or his/her designee shall hear both sides of the issue and within thirty (30) calendar days from the date of such meeting, render a decision in writing to the employee.~~

~~**Step 2:** The employee has ten (10) working days from the receipt of the City Manager's or designee's decision to request an appeal before the Los Angeles County Civil Service Commission by submitting a written request to the Human Resources Director. The failure of the employee to take this action shall constitute a waiver of the appeal, unless time limits are extended through mutual agreement.~~

~~— Qualified disciplinary appeal hearings referred to the Civil Service Commission shall be conducted in accordance with the Commission's adopted hearing rules. The Commission may determine that a private hearing is necessary to secure all the facts in the case. Whenever such a finding is made, the Commission (or its designated hearing officer) may limit attendance at the hearing to the members of the Commission (or its designated hearing officer), the City Manager and/or representative, the employee requesting the hearing and his/her representative, the officer or officers from whose action the appeal was taken, and such witnesses and other persons as the Commission (or its designated hearing officer) may require to be present. The hearing need not be conducted according to technical rules relating to evidence and witnesses.~~

~~— Upon the conclusion of the hearing, the Commission (or its designated hearing officer) shall make its findings, recommendations and advisory decisions in writing. Such findings, recommendations and decisions shall be countersigned and filed as a permanent record by the City Manager. The City Manager shall deliver a copy of such findings, recommendations and decisions to any officer or employee affected by such findings and recommendations, or from whose action the appeal was taken.~~

~~Step 3: The City Manager (or designee) may thereupon affirm, revoke or modify the action taken based on his/her judgment. The City Manager's decision is shall then be final and conclusive.~~

a. **D. Retention of Documents**

Any disciplinary action up to the level of a suspension of four (4) hours or less shall be removed from an employee's personnel file at the time an employee leaves City employment if the employee has not been disciplined in the last eighteen (18) months.

ARTICLE 23: JOB ABANDONMENT

~~Employees absent from work without authorization or notification for three (3) consecutive working days, shall be construed to have abandoned their employment with the City and may be subject to termination.~~

Resignation with Good Standing and Reinstatement

~~An employee wishing to leave in good standing shall file with the supervising official at least two (2) weeks before leaving the service a written resignation stating the effective date and reasons for leaving. Failure to comply with this rule shall be entered on the service record of the employee and may be cause for denying future employment by the City. The resignation shall be forwarded to the City Manager with a statement by the Department Head as to the resigned employee's service performance and other pertinent information concerning the cause for resignation.~~

~~With the approval of the Department Head, an employee who has resigned with a good record may be reinstated within two (2) years of the effective date of resignation to the employee's former position, or to a vacant position in the same or comparable class. Upon reinstatement, the employee, for all purposes, shall be considered as though he or she was hired on the date of reinstatement.~~

ARTICLE 2413: ASSOCIATION RIGHTS AGENCY SHOP AND DUES DEDUCTION

~~The parties agree that all mid-management, professional, and supervisory unit employees represented by the Manhattan Beach Manhattan Beach Mid-Managers Association have the right to join or not join the Association. However, the enactment of a local "Agency Shop" (which is authorized by law) requires that as a condition of continuing employment, employees in the bargaining unit must either join the Association or pay to the Association a service fee in lieu of Association dues. Such service fee shall be established by the Association, and shall not exceed the standard initiation fee, periodic dues and general assessments of the Association.~~

1. **A. Association Dues; /Service Fees**

The Association shall provide written notice to the payroll division of the Finance department when employees have elected to join the MBMEA and should have the applicable dues deducted from their wages. Payroll will set up, remove or modify the deduction as requested in writing by the MBMEA. Upon the City's request, the Association will confirm the appropriate status (whether dues should be deducted or not) of any employees(s).

~~_(a) The Human Resources Department shall provide all mid management, professional, and supervisory unit employees with an authorization notice advising them that Agency Shop for the Association has become effective and an agreement exists with the Association, and that all employees subject to the agreement must either join the Association, pay a service fee to the Association, or provide proof of membership in a religious organization which holds historic opposition to membership in a labor organization. Such notice shall include a form for the employee's signature authorizing a payroll deduction of Association dues, a service fee or a charitable contribution equal to the service fee. All employees shall have 14 calendar days from the date they receive the form to fully execute it and return it to the City Human Resources Office.~~

~~_(b) If the form is not completed properly or returned within 14 calendar days, the City shall commence and continue a payroll deduction of service fees from the regular biweekly paychecks of such employee. The effective date of Association dues, service fee, or charitable contribution shall begin no later than the beginning of the first pay period commencing 14 calendar days after receipt of the authorization form by the employee.~~

~~_(c) The employee's earnings must be sufficient after the other legal and required deductions are made to cover the amount of the dues or fees authorized. When an employee is in a non-pay status for an entire pay period, no withholding will be made to cover the pay period from future earnings. In the case of an employee in a non-pay status only during part of the pay period, whose salary is not sufficient to cover the full withholding, no deduction shall be made. All other legal and required deductions (including health care and insurance deductions) have priority over Association dues and service fees.~~

~~2. Religious Exemption~~

~~_(a) Any employee who is able to demonstrate he/she is a member of a bona fide religion, body or sect that has historically held conscientious objections to joining or financially supporting public employee organizations, shall, upon presentation of active membership in such religion, body, or sect, not be required to join or financially support any public employee organization as a condition of employment. The employee may be required, in lieu of periodic dues, initiation fees or agency shop fees, to pay sums equal to the dues, initiation fees or agency shop fees to a nonreligious, non-labor charitable fund exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, chosen by the employee from a list of at least three of these funds, designated in a memorandum of understanding between the City and the Association, or if the memorandum of understanding fails to designate the funds, then to any such fund chosen by the employee. Proof of the payments shall be made on a monthly basis to the City as a condition of continued exemption from the requirement of financial support to the Association.~~

~~_(b) Declarations of or applications for religious exemption and any other supporting documentation shall be forwarded to the Association within 14 calendar days of receipt by the City. The Association shall have 14 calendar days after receipt of a request for religious exemption to challenge any exemption granted by the City. If challenged, the deduction to the charity of the employee's choice shall commence but shall be held in escrow pending resolution of the challenge. Charitable contributions shall be made by regular payroll deductions only.~~

~~3. Rescission~~

~~The agency shop provision in this agreement may be rescinded by a majority vote of all the employees in the unit covered by the agreement, provided that:~~

- ~~(a) — A request for such a vote is supported by a petition containing the signatures of at least 30 percent of the employees in the unit;~~
- ~~(b) — The vote is by secret ballot;~~
- ~~(c) — The vote may be taken at any time during the term of a subsequently negotiated memorandum of understanding, but in no event shall there be more than one rescission vote taken during the term of that MOU. Notwithstanding the above, the City and the Association may negotiate, and by mutual agreement provide for, an alternative procedure or procedures regarding a vote on an agency shop agreement.~~
- ~~(d) — If a “rescission vote” is approved by unit members during the term of a current memorandum of understanding, the Association agrees not to petition for or seek Agency Shop status for the duration of the current of the memorandum of understanding.~~

4. B. Indemnification:

~~The Association shall indemnify, defend, and hold the City harmless against any liability arising from any claims, demands, or other action relating to the City deducting dues from employees who have authorized the deduction.'s compliance with the agency fee obligation including claims relating to the Association's use of monies collected under these provisions. The City reserves the right to select and direct legal counsel in the case of any challenge to the City's compliance with the agency fee obligation, and the Association agrees to pay any attorney, arbitrator or court fees related thereto.~~

5. Requirement to Comply with Record of Financial Transactions

~~The Association is required to keep an adequate record of its financial transactions and shall make available annually, upon request, to the City and the City employees who are members of the Association, within 60 days after the end of the fiscal year a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to accuracy by its president and treasurer or corresponding principal officer, or by a certified public accountant.~~

6. D. Reopener Regarding Changes in the Law

~~If at any time the law applicable to agency shop is modified (either Government Code section 3502.5 or federal law) the parties agree that either party has the right to reopen this agreement.~~

C. Employee Orientation:

~~City will provide the Association with ten (10) calendar days advanced notice, or as soon as practicable, of all new employee orientations within the bargaining unit. The Association will select its representative to meet with the new employee and that meeting will be conducted after completion of the City orientation. City representatives will not be present during this meeting. When selecting its representative, the Association will make reasonable efforts to minimize disruption to the department operational needs. The Association will be provided up to thirty (30) minutes to discuss, among other things, the rights and obligations created by the~~

MOU, the role of the Association, and to answer any questions that the employee may have. Alternatively, upon the request of the Association, the Association may provide written materials to be provided to the employee by Human Resources staff during the new hire orientation. The inclusion of said materials are subject to the review and approval of the Human Resources Director.

D. Employee Information: The City will provide the employee information it has on file, including name, job, title, department, work location, work email and phone numbers for all new hires within the bargaining unit within thirty (30) days of hire. In addition, on a quarterly basis, the City will provide the Association with a digital file containing the same information for all employees in Association--represented classifications.

ARTICLE 2514: NON-DISCRIMINATION

It is agreed that neither the MBMEA nor the City shall discriminate against any employee because of any ~~other~~ protected class identified by law.

ARTICLE 15: CHANGES TO JOB DESCRIPTION

During the term of the MOU, if the City wishes to modify any job description for any classification in the unit, it may do so. However, the Association shall have the right (within ten (10) calendar days of receiving notice of the change of the job description) to request to meet and confer promptly over any terms and conditions of employment related to the change. If the Association does not respond within the 10 calendar days, the City may move forward with revising the job description.

ARTICLE 26: DESIGNATION OF AT-WILL AND CLASSIFIED EMPLOYEES

~~There are employees within the MBMEA who are considered either “at will” employees or “classified” employees. “At will” employees are non-classified employees who have no property interest to continued employment and are not covered under the City’s Civil Service System. “Classified” employees have property interests to continued employment, and are those who have been placed under the City’s Civil Service System. “At will” employees receive a City contribution of 4.5% of their base monthly compensation to a City-sponsored 401(a) plan and classified employees receive a City contribution of 2.5% of their base monthly compensation to a City-sponsored 401(a) plan.~~

~~Employees in the following classifications who were employed by the City prior to January 1, 2018 are designated to be “Classified”:~~

- ~~1. Accountant~~
- ~~2.1. Equipment Maintenance Supervisor~~
- ~~3.1. Facility/Electrical Supervisor~~
- ~~4.1. Geographic Information Systems Analyst~~
- ~~5.1. Maintenance Supervisor~~
- ~~6.1. Planning Manager~~
- ~~7.1. Police Records Manager~~
- ~~8.1. Principal Civil Engineer~~
- ~~9.1. Purchasing Manager~~
- ~~10.1. Recreation Services Manager~~
- ~~11.1. Senior Accountant~~
- ~~12.1. Senior Civil Engineer~~
- ~~13.1. Senior Plan Check Engineer~~
- ~~14.1. Senior Planner~~
- ~~15.1. Urban Forester~~
- ~~16.1. Water Supervisor~~

~~All other classifications within the MBMEA as well as all employees hired into any of the above classifications on or after January 1, 2018 are considered “at will” positions. The City will ensure that employees who are selected to promote from a “classified” position to an “at will” position will be advised, prior to their promotion, that that their status will change upon promotion.~~

~~During the first month after City Council approval of this MOU, existing “classified” employees will be given a one-time option to change their designation from “classified” to “at will”.~~

ARTICLE 27: SAVINGS CLAUSE

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

ARTICLE 2816: MANAGEMENT’S RIGHTS RESERVED

The City need not meet with the representatives of the Association to consider and decide:

- 1. Issues of public policy;

2. The merits, necessity, or organization of any department, service or activity provided by the City pursuant to law or ordinance;
3. Matters which relate to the management of the City or the direction of its work force, including the right to direct employees, to hire, promote, transfer, assign, or retain employees, or suspend, demote, discharge, or take other proper disciplinary action against employees, maintain the efficiency of the operation of the City Government, and take any actions necessary to meet conditions of an emergency nature, subject to the rules and regulations of the City. The City Manager need not meet with the representatives of any recognized employee organization to consider the personal grievance of an individual employee or group of employees until the procedure for the resolution of grievances provided for in this MOU has been completed.
4. If the City proposes a work schedule change for a member of the unit by informing the Association, and if the Association has no objection, the schedule change can go into effect on the date the parties agree.

ARTICLE 17: SAVING CLAUSE

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

This MOU was ratified by the Manhattan Beach Mid-Management Employees Association and then approved by the City Council of the City of Manhattan Beach on _____, March 3, 2020.

MBMEA

CITY OF MANHATTAN BEACH

BY _____
Shawn Igoe
President

BY _____
~~Teresia Zadroga Haase~~ Lisa Jenkins
Human Resources Director

BY _____
~~Eve Kelse~~ Jessica Vincent
Vice President

~~BY _____~~
~~_____~~ Bruce Moe
Interim City Manager

BY _____
Gwen Eng
Secretary/Treasurer

~~BY _____~~
~~Christine Tomikawa~~
~~Human Resources Manager~~

BY _____
Vicky Barker
Chief Labor Negotiator

BY _____
Peter J. Brown

Chief Labor Negotiator

Exhibit-EXHIBIT A – SALARY SCHEDULE

The following is a list of the classifications represented by the MBMEA and their salary effective March 14, 2020.

	A	B	C	D	E	F	G	H	I	J	K	L
Accountant	5,366	5,500	5,637	5,778	5,922	6,070	6,222	6,378	6,537	6,700	6,868	7,040
Building Official	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Building Services Analyst	6,405	6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
City Engineer	12,757	13,076	13,403	13,738	14,081	14,433	14,794	15,164	15,543	15,932	16,330	16,738
Crime Analyst	6,405	6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Cultural Arts Manager	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Environmental Sustainability Manager	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Equipment Maintenance Supervisor	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Facilities Supervisor	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Geographic Information Systems Analyst	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Information Systems Manager	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Information Technology Analyst	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Maintenance Manager	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Maintenance Supervisor	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Management Analyst	6,405	6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Planning Manager	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Police Records Manager	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Principal Civil Engineer	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Purchasing Manager	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Recreation Program Supervisor	6,405	6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Recreation Manager	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Revenue Services Manager	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Senior Accountant	6,405	6,565	6,729	6,897	7,069	7,246	7,427	7,613	7,803	7,998	8,198	8,403
Senior Civil Engineer	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Senior Management Analyst	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Senior Plan Check Engineer	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Senior Planner	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Senior Recreation Manager	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Traffic Engineer	8,568	8,782	9,002	9,227	9,458	9,694	9,936	10,184	10,439	10,700	10,967	11,241
Urban Forester	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Utilities Manager	10,471	10,733	11,001	11,276	11,558	11,847	12,143	12,447	12,758	13,077	13,404	13,739
Wastewater Supervisor	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425
Water Supervisor	7,184	7,364	7,548	7,737	7,930	8,128	8,331	8,539	8,752	8,971	9,195	9,425

~~The following is a list of the classifications represented by the MBMEA and their salary for 2018~~

~~(Effective first full pay period of calendar year)~~

	Min.	Max.
Accountant	5130	6,767
Building Official	10150	13206
City Engineer	11241	14625
Cultural Arts Manager	8295	10805

Economic Vitality Manager	10150	13206
Environmental Programs Manager	8295	10805
Equipment Maintenance Supervisor	6985	9059
Facility/Electrical Supervisor	6985	9059
Geographic Information Systems Analyst	6985	9059
Information Systems Manager	10150	13206
Maintenance Manager	10150	13206
Maintenance Supervisor	6985	9059
Management Analyst	6221	8076
Older Adult Supervisor	6221	8076
Planning Manager	10150	13206
Police Records Manager	6221	8076
Principal Civil Engineer	10150	13206
Purchasing Manager	8295	10805
Recreation Services Manager	8295	10805
Revenue Services Manager	8295	10805
Senior Accountant	6221	8076
Senior Civil Engineer	8295	10805
Senior Management Analyst	6985	9059
Senior Plan Check Engineer	8295	10805
Senior Planner	8295	10805
Traffic Engineer	8295	10805
Urban Forester	6985	9059
Utilities Manager	10150	13206
Water Supervisor	6985	9059

The following is a list of the classifications represented by the MBMEA and their salary for 2019

~~(Effective first full pay period of calendar year)~~

	Min.	Max.
Accountant	5233	6902
Building Official	10353	13470
City Engineer	11466	14918
Cultural Arts Manager	8461	11021
Economic Vitality Manager	10353	13470
Environmental Programs Manager	8461	11021
Equipment Maintenance Supervisor	7125	9240
Facility/Electrical Supervisor	7125	9240
Geographic Information Systems Analyst	7125	9240
Information Systems Manager	10353	13470
Maintenance Manager	10353	13470
Maintenance Supervisor	7125	9240
Management Analyst	6345	8238
Older Adult Supervisor	6345	8238
Planning Manager	10353	13470
Police Records Manager	6345	8238
Principal Civil Engineer	10353	13470
Purchasing Manager	8461	11021
Recreation Services Manager	8461	11021
Revenue Services Manager	8461	11021
Senior Accountant	6345	8238
Senior Civil Engineer	8461	11021
Senior Management Analyst	7125	9240
Senior Plan Check Engineer	8461	11021
Senior Planner	8461	11021
Traffic Engineer	8461	11021
Urban Forester	7125	9240
Utilities Manager	10353	13470
Water Supervisor	7125	9240

Agenda Date: 3/3/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Stephanie Katsouleas, Public Works Director

Anna Luke-Jones, Public Works Senior Management Analyst

SUBJECT:

Consider Adopting: 1) a Resolution Setting a Date and Time for a Public Hearing to Consider Increasing Commercial and Residential Solid Waste Hauling Fees and City Recovery Costs for 2020 - 2024; and 2) a Resolution Adopting Procedures in Connection with Proposed Solid Waste Hauling Fee Increases (Public Works Director Katsouleas).

ADOPT RESOLUTION NOS. 20-0028 AND 20-0029

RECOMMENDATION:

Staff recommends that City Council adopt: 1) Resolution No. 20-0028 setting May 5, 2020 for a public hearing under the Proposition 218 protest procedure to consider adopting new commercial and residential solid waste hauling fees and City Recovery Costs, inclusive of annual Consumer Price Index (CPI) escalations over the next five years; and 2) Resolution No. 20-0029 adopting procedures in connection with the proposed solid waste hauling fee increases.

FISCAL IMPLICATIONS:

Commercial and residential solid waste hauling fees (rates) are fully paid by the customers receiving refuse service. The City also receives a City Recovery Cost (CRC) for the administration and oversight of the program and solid waste contractor. Under the new agreement with Waste Management (WM), residential solid waste hauling rates will increase by approximately 25% over current rates. Additionally, most commercial customer rates will be substantially higher based on the volume and frequency of waste collection services they receive. The commercial rate increase is partly due to the fact that commercial customers will begin paying for recycling services that were previously provided at no additional charge. The onset of paying for recycling collection services is attributable to the rapidly changing recycling market in China and corresponding increased cost of recycling.

In order to pass along the proposed FY 2020/21 rate increases to commercial and residential customers, including the proposed annual CPI increase for the following four years, the City is required to undertake a Proposition 218 protest ballot process. This includes setting a date for a public hearing to hear protests against the proposed rates and the CRC fee, and, assuming no majority protest, approving the new rates and CRC fee for implementation, effective July 1, 2020. The new waste hauling rate for FY20-21 and the rate adjustment calculation method for the subsequent four years are provided in the attached Proposition 218 ballot materials along with the CRC rate for the first year. If the City receives a majority protest, then it will not be able to impose the new rates on commercial and residential customers. Under such a scenario, the City would be required to subsidize the difference between the upcoming, new contractor rate and the previously-approved customer rate. The estimated difference between the existing and proposed rates for Year 1 is approximately \$2.7 million, and would be adjusted annually based on Consumer Price Index rate changes. Note, however, that there are no time restrictions for when the City could initiate a new Proposition 218 process for the same solid waste hauling fees, so re-balloting could occur at any time should this procedure fail.

When the new contract rates take effect on July 1, 2020, Waste Management will begin billing Manhattan Beach's businesses and residents directly for refuse service. The company will also collect the CRC on the City's behalf and remit it directly to the City on a monthly basis.

BACKGROUND:

On February 5, 2019, following an 18-month hauler selection process, City Council awarded Waste Management a new seven-year, commercial and residential solid waste hauling contract, with three optional one-year extensions. This term structure (7+1+1+1) could potentially allow the agreement to be in effect for ten years.

Due to the significant fee increases in the new contract, City Council also decided to defer the start date to July 1, 2020 and, in the meantime, continue to offer the lower waste hauling rates and terms approved in 24-month extension to the previous WM contract. As mentioned under Financial Implications, when new, higher service fees are proposed, the City is required to initiate a Proposition 218 majority protest process in order to pass on those rates increases to its businesses and residents. Proposition 218 allows municipalities to consider rate adjustments for up to five years. At the end of this five-year term, in order to raise collection fees Manhattan Beach will be required to initiate another Proposition 218 process for the remaining two-year term of the contract, as well as consider the rates for the three-one-year optional renewal periods.

DISCUSSION:

Proposition 218 Background and Process

In November 1996, California voters passed Proposition 218, the "Right to Vote on Taxes Act," and added Articles XIIC and XIID to the California Constitution. Article XIID imposes substantive and procedural requirements to impose or increase property-related fees, such as the proposed refuse collection service charges. This constitutional amendment protects taxpayers by limiting the methods in which local governments can create or increase taxes, fees, and charges without taxpayer consent. Proposition 218 requires voter approval prior to any

imposition or increase of general taxes, assessments, and certain user fees, including charges paid by rate payers for refuse services.

In order to implement new customer rates, City Council must initiate the Proposition 218 voter protest process and set a public hearing time and date to approve or reject the new rates. This process requires that the City mail a notice to each prospective rate payer identifying the proposed rate increases and conduct a public hearing to consider the rate increases at least forty-five days after the notices are mailed. At the public hearing, the City Council must consider all protests or objections to the proposed refuse collection service charge. At the conclusion of the public hearing, the City Council must tabulate the written protests against the proposed refuse collection service charges and determine whether a majority protest exists. Unless protests are received from a majority of rate payers (50% + 1), the rates may be adopted by a majority vote of City Council at the public hearing. If City Council sets the public hearing and authorizes staff to begin the Proposition 218 notification process, notices will be mailed by March 11, 2020, and a Public Hearing will be on May 5, 2020, during the regularly scheduled City Council meeting.

In addition to Resolution No. 20-0028 setting the time and date for the public hearing, City Council is also being asked to consider Resolution 20-0029 establishing "Procedures for the Conduct of a Public Hearing Relating to Proposed Increase to Solid Waste Hauling Fees" (the "Procedures"). The Procedures govern the conduct of the public hearing and the submission and tabulation of written protests in connection with the City Council's consideration of the proposed increase to commercial and residential solid waste hauling fees in compliance with the requirements of Proposition 218.

City Recovery Cost

A small portion of each customer's solid waste hauling rate, as shown in the attachment, includes the City Recovery Cost for the administration and oversight of the refuse program and contractor. The FY20-21 CRC rate has been calculated at 1.30%. The CRC is calculated annually by the City based on actual cost recovery for administration and oversight of the waste hauling program and contractor. Beginning in year two, annual adjustments, if any, will not exceed 5%.

Currently, the Refuse Fund serves as an intermediary to transfer refuse collections to the contractor. Since Waste Management will begin the refuse billing on July 1, 2020, Finance plans to close the Refuse Fund and transfer all the assets, liabilities, and residual activity to the General Fund.

Waste Management Rates and Annual Increases

The solid waste hauling rates shown in the attachment represent the base rates for FY20-21, and the rate adjustment calculation method for four additional rate increases to be applied annually on July 1 of each subsequent year (2021 - 2024). Waste Management's annual rate increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (CUUR0000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The attached Proposition 218 document provides the total customer rates

beginning July 1, 2020 (Hauler Cost + City Recovery Cost = Customer Rate).

Timeline

Upon setting a date for the public hearing, the Proposition 218 Notice of Public Hearing and Proposed Rates will be mailed to each affected property owner in the City. The public hearing must be held upon or after the expiration of a 45-day period from the mailing of these ballot materials. At the public hearing, scheduled for May 5, 2020, City Council will hear public testimony either in support for or against the proposed rate increases, and the mailed protest ballots will be tabulated during the meeting to determine the percentage of property owners in favor of or opposed to the proposed rate increases.

The following timeline represents the current schedule for adopting new solid waste hauling fees under the new franchise agreement, effective July 1, 2020:

- March 3, 2020** City Council adopts a resolution to begin Proposition 218 protest ballot process for voters to either approve or reject the five-year schedule of solid waste hauling fee increases.

- March 11, 2020** Proposition 218 deadline for mailing notices to property owners.

- May 5, 2020** City Council conducts a public hearing to count all Proposition 218 protest votes received and considers whether to adopt a resolution approving a five-year schedule of rate increases for refuse services, beginning July 1, 2020.

- July 1, 2020** Effective date of new rates and franchise agreement.

The Public Works Department will also host a public meeting during the 45-day mailed ballot period to discuss individual assessments with property owners. This meeting is scheduled for April 1, 2020, at 6:00 PM in City Council Chambers. During the public meeting, staff will provide businesses and residents an opportunity to further review the proposed rate increases and any ask questions they may have.

Therefore, staff recommends that City Council adopt: 1) Resolution No. 20-0028 setting May 5, 2020 for a public hearing under the Proposition 218 protest procedure to consider adopting new commercial and residential solid waste hauling fees and City Recovery Costs, inclusive of annual Consumer Price Index (CPI) escalations over the next five years; and 2) Resolution No. 20-0029 adopting procedures in connection with the proposed solid waste hauling fee increases.

PUBLIC OUTREACH:

An extensive amount of public outreach was conducted regarding selection of services and procurement of a new waste hauling contract between September 28 and November 3, 2017. The information collected was used to develop a list of the solid waste hauling services to be included in a new franchise agreement. Outreach avenues included:

- On-line and printed surveys at City facilities;
- Distribution at the 2017 Hometown Fair;
- Advertising in the Beach Reporter (print and digital);
- Posting on the City's Facebook, Twitter, and NextDoor accounts;
- Dissemination through the City's e-notification system;
- Presentations at the Downtown Business Association and the North End Business Improvement District meetings, and through email blasts to members of both organizations and the Chamber of Commerce.

Solid waste hauling services and fees were also discussed at multiple City Council meetings, including:

- July 18, 2017
- November 7, 2017
- February 6, 2018
- April 17, 2018
- May 15, 2018
- January 15, 2019
- February 5, 2019

In addition to the required Proposition 218 notice to all property owners, Beach Reporter ads will be printed on March 19, March 26, April 2, April 9, and April 16, 2020, reminding residents to read their notices and submit their Proposition 218 protest ballots.

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 previously approved the new solid waste hauling franchise agreement as to form.

ATTACHMENTS:

1. Resolution No. 20-0028
2. Resolution No. 20-0029

RESOLUTION NO. 20-0028

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL INITIATING PROCEEDINGS TO CONSIDER PROPOSED RATE INCREASES FOR COMMERCIAL AND RESIDENTIAL SOLID WASTE HAULING FEES AND SETTING A DATE AND TIME FOR A PUBLIC HEARING TO CONSIDER PROTESTS THERETO

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. After a number of duly noticed City Council meetings, on February 5, 2019, the Manhattan Beach City Council awarded a franchise agreement to Waste Management for collection of solid waste. In connection with such action, the City Council will consider increasing solid waste fees. Article XIII A of the California Constitution (also known as Proposition 218) sets forth the required procedure for increasing solid waste fees.

SECTION 2. The City Council hereby sets a public hearing for May 5, 2020, at which time the Council will hear and consider all protests to the proposed rates. If a majority protest is not received, the Council will consider adopting the rates set forth in the fee schedule attached as Exhibit A, in accordance with California Constitution Article XIII A. If new rates are adopted, they will be effective on the effective date of the new franchise agreement, July 1, 2020.

SECTION 3. This resolution shall take effect immediately.

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

ADOPTED on March 3, 2020.

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk



CITY OF MANHATTAN BEACH

1400 Highland Avenue, Manhattan Beach, CA 90266

www.citymb.info • (310) 802-5000

March 11, 2020

**CITY OF MANHATTAN BEACH
NOTICE OF PUBLIC HEARING FOR SOLID WASTE SERVICE RATE INCREASES**

On February 5, 2019, City Council awarded the City of Manhattan Beach’s next solid waste franchise agreement to Waste Management. The new contract is scheduled to begin July 1, 2020. This is a Proposition 218 notice of proposed rate increases for the City of Manhattan Beach’s solid waste service rates and charges.

What is a Proposition 218 notice? Why am I receiving this notice?

Proposition 218 was passed by California voters in 1996 to limit methods by which local governments can create or increase taxes, fees and charges without taxpayer consent. As a result of the contract award (and depending upon the service you select), you may or may not see an increase to your solid waste bill.

Property Owner/Rate Payer: If you *own* a residential and/or commercial property in 90266 or you *are directly responsible for payment* of solid waste service rates (each, a “solid waste customer”), you are receiving this notice by law. You have the legal right to submit a written protest to the proposed rate increase.

Tenant/Non-Rate Payer: If you *rent or lease* a residential and/or commercial property and you are *not directly responsible* for payment of solid waste service rates, you are receiving this notice as a courtesy to answer some questions about proposed changes in the solid waste rates.

NOTICE IS HEREBY GIVEN that the City Council will hold a public hearing on the proposed solid waste service rate increase during its regularly scheduled meeting on Tuesday, May 5, 2020, at 6:00 PM at 1400 Highland Avenue, Manhattan Beach, California, in the City Council Chamber.

At the public hearing, City Council will hear and consider all objections or protests to the proposed solid waste service rates.

Why are the solid waste rates changing?

The proposed customer rates reflect the cost of the new contract rates awarded to Waste Management by City Council on February 5, 2019 as well as the 1.3% City Recovery Cost (CRC) to manage the solid waste program (contractor rate (WM) + CRC = customer rate). The City’s CRC is adjusted annually based on actual cost for administration of the solid waste program. The City solicited proposals from qualified waste haulers as part of a competitive process, and Waste Management submitted the lowest priced proposal of the three companies who responded to the request for proposals.

When and where will the Public Hearing be?

The proposed changes will be considered by City Council at a public hearing held on **Tuesday, May 5, 2020 at 6:00 PM**, in the City Council Chamber at Manhattan Beach City Hall, 1400 Highland Avenue, Manhattan Beach, CA 90266.

When would these rates go into effect?

If approved, the new rates and CRC will become effective on July 1, 2020. Rates for FY2020-2021 are attached to this notice.

The attached rate sheets are for Fiscal Year (FY) 2020-2021 (Year 1). What will the rates be for Years 2-5 (FY2021/22, FY2022/23, FY2023/24 and FY2024/25)?

For the subsequent four years, Waste Management's annual rate increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (CUUR0000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The City's CRC may be adjusted annually and will be based on the actual cost to administer the solid waste program, but in no case will exceed a 5% increase. The rate adjustment is calculated administratively and is effective on July 1 each year.

I want to exercise my right to protest the rates. What do I do?

Any property owner or tenant who is directly responsible for payment of solid waste service rates (each, a "solid waste customer") has a right to protest and may submit a written protest against the proposed solid waste service rates. If you choose to protest, you must submit such protest in writing through one of the following avenues:

1. Delivered to the City Clerk *prior to the end of the public hearing* on May 5, 2020.
2. Mailed or personally delivered to the City Clerk's Office at City Hall, 1400 Highland Avenue, Manhattan Beach, CA 90266. Protests that are mailed or personally delivered to City Hall must be received by the City Clerk before 5:00 PM on May 5, 2020.
3. Emailed no later than Tuesday, May 5, 2020 by 5:00 PM, to: cityclerk@citymb.info

What do I include in the protest letter?

To be counted, a written protest must: (1) identify the property address subject to the proposed solid waste service rate increase, (2) include a statement protesting the proposed rate increases, (3) identify the solid waste customer (property owner/rate payer's name) and (4) include the signature of the solid waste customer.

How many protest votes can be submitted per property?

No more than *one* written protest per parcel of property will be counted in calculating a majority protest.

How many protest letters are needed to overturn the proposed rates?

Under the Proposition 218 law, 50% + 1 of the total users must protest. A majority protest exists if, at the end of the public hearing, there are written protests submitted by a majority of the solid waste customers subject to the proposed solid waste service rates. The City Council cannot adopt the proposed solid waste service rates if a majority protest exists.

Can I challenge the fees in court?

If you challenge the proposed fees in court, you may be limited to raising only the issues you or someone else raise at the public hearing described in this notice, or in a written correspondence delivered to the City Clerk by the date and time above.

I'd like to learn a little more.

The City will hold a Proposition 218 community meeting to review the rates and answer questions the public may have regarding this process on Wednesday, April 1, 2020 at 6:00 PM; City Council Chambers, 1400 Highland Ave, 90266.

I can't make the meeting. Who do I call or email my questions to?

Contact Anna Luke-Jones, Public Works Senior Management Analyst, at (310) 802-5363 or aluke@citymb.info. For more information about the new franchise agreement beginning July 1, 2020 please visit www.citymb.info/newcontract2020. To request solid waste services from Waste Management, please contact the company's Customer Service Department at (310) 830-7100.

How will I be billed for solid waste collection services?

Effective with the new contract starting July 1, 2020, WM will take over billing responsibilities for solid waste collection services. This means that residential and commercial customers will now receive a bill directly from WM rather than the City.

The Frequently Asked Questions (FAQ) on the next page may assist with some additional questions you may have.

RESIDENTIAL CUSTOMERS ONLY

I'm a homeowner. How can I save money on my solid waste bill with these new rates?

Your single-family, solid waste rate is based on the number and quantity of *gray trash carts*. There is no additional charge for residential recycling (blue cart) or residential organics (yard/food green cart). *Focus on waste prevention, reuse and donation* – the less waste your household generates, the less there is to collect and process. Also, reduce plastics consumption, as several types of plastic will no longer be acceptable in the recycling cart effective July 1, 2020. However, a quarterly customer rebate (residential and commercial) from the hauler's sale of recyclable material is an added requirement. Learn more at www.citymb.info/newcontract2020.

Can you elaborate on the issue of plastics? What exactly will be accepted in the blue recycling cart?

The new contract, beginning July 1, 2020, will still allow paper, metal and glass. However only plastics # 1, 2 and 5 will be accepted in recycling containers citywide. Examples of allowable plastics include beverage/water/soda bottles, food containers, salad dressing bottles, clear milk jugs, detergent/bleach/shampoo bottles, plastic crates, Tupperware, refrigerated containers such as yogurt, margarine, etc., and bottle tops. WM will no longer accept plastics # 3, 4, 6 and 7 in recycling containers citywide effective July 1, 2020. Examples of plastics no longer allowed include plastic wrap, PVC pipes, frozen food bags, sandwich bags, disposable utensils, packing materials, Styrofoam, plastic CDs/DVDs, baby bottles, eye glasses, etc.

COMMERCIAL BUSINESS CUSTOMERS ONLY

What makes up my businesses solid waste bill?

The business/commercial bill costs will vary depending on the size, quantity and collection frequency of both landfill and recycling carts/bins serviced.

I'm a business owner. How can I save money on my solid waste bill with these new rates?

There are a couple of ways to save money. Most importantly, *focus on waste prevention, reuse and donation* – the less waste your business generates (landfill, recycling, organics, etc.) the less there is to collect and process. This may allow you to reduce service levels by reducing bin/cart sizes, quantities and collection frequency. Smaller and fewer bins collected less frequently = savings. Also, reduce plastics consumption, as several types of plastic will no longer be acceptable in the recycling cart effective July 1, 2020.

Can you elaborate on the issue of plastics? What exactly will be accepted in the white bin or blue recycling cart?

The new contract, beginning July 1, 2020, will still allow paper, metal and glass. However only plastics # 1, 2 and 5 will be accepted in recycling containers citywide. Examples of allowable plastics include beverage/water/soda bottles, food containers, salad dressing bottles, clear milk jugs, detergent/bleach/shampoo bottles, plastic crates, Tupperware, refrigerated containers such as yogurt, margarine, etc., and bottle tops. WM will no longer accept plastics # 3, 4, 6 and 7 in recycling containers citywide effective July 1, 2020. Examples of plastics no longer allowed include plastic wrap, PVC pipes, frozen food bags, sandwich bags, disposable utensils, packing materials, Styrofoam, plastic CDs/DVDs, baby bottles, eye glasses, etc.

I need help navigating all of these changes – what resources are available for my business?

Waste Management (WM) offers free commercial audits to help assess service levels, as well as certification as a MB Green Business through various waste prevention measures. WM can also provide free outreach materials of what's recyclable and help provide on-site training for staff. Call WM at (310) 830-7100 to request one of these free services.

Is there anything new or significant in the rate sheets I should know about?

Starting July 1, 2020, commercial businesses will begin paying for recycling services (blue carts/white bins). There have been several major changes in the recycling industry worldwide, and the types and cost for processing materials have been affected. California state laws AB 341, AB 1826 and SB 1383 require additional programming for and oversight of commercial recycling.

However, a quarterly customer rebate (residential and commercial) from the hauler's sale of recyclable material is an added requirement. Learn more at www.citymb.info/newcontract2020.

Why does my business need to recycle?

Preventing waste before it enters the “waste stream” is most ideal. However, once material has completed its useful life and cannot be reused or donated, disposal is often the next step. Recycling is the “next best thing” and offers an opportunity for certain materials to be utilized as something different. Another reason to recycle is to ensure compliance with California state law: AB 341 is a Mandatory Commercial Recycling law and AB 1826 is a Mandatory Commercial Organics Recycling law. Businesses can contact WM to order recycling and food waste containers or schedule a commercial audit to explore ways to remain compliant with both of these very important state laws.

SCHOOL CUSTOMERS ONLY

How will my school’s solid waste bill be affected?

Public and private schools (pre-school through 12th grade) in Manhattan Beach will continue to adhere to the commercial business rate structure with one exception: recycling. Recycling containers (blue carts/white bins) and collection service for all public and private schools (pre-school through 12th grade) within the City of Manhattan Beach limits (zip code 90266) will continue to be serviced at no additional charge.

Will the school’s recycling program be affected at all? What exactly will be accepted in the white bin or blue recycling cart?

The new contract, beginning July 1, 2020, will still allow paper, metal and glass, however only plastics # 1, 2 and 5 will be accepted in recycling containers citywide. Examples of allowable plastics include beverage/water/soda bottles, food containers, salad dressing bottles, clear milk jugs, detergent/bleach/shampoo bottles, plastic crates, Tupperware, refrigerated containers such as yogurt, margarine, etc., and bottle tops. WM will no longer accept plastics # 3, 4, 6 and 7 in recycling containers citywide effective July 1, 2020. Examples of plastics no longer allowed include plastic wrap, PVC pipes, frozen food bags, sandwich bags, disposable utensils, packing materials, Styrofoam, plastic CDs/DVDs, baby bottles, eye glasses, etc.

2020-2021 Manhattan Beach Rates: Residential with 1.3% CRC
The FY2020-2021 rates are comprised of the contractor rate (Waste Management) + the City's City Recovery Cost (CRC) when applicable.

FY2021-2022, FY2022-2023, FY2023-2024 and FY2024-2025 solid waste hauling fee increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (CJUR0000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The City's CRC is also adjusted annually and is based on actual cost for administration of the solid waste program but will not exceed 5% annually. The rate adjustment is calculated administratively and is effective on July 1 each year.

Single Family Dwelling (SFD) Monthly Rates

Single family residents will be charged a Standard Service rate for their FIRST (1st) gray trash cart. If additional gray trash carts are requested, the "additional SFD trash cart" rate will be applied to each additional gray trash cart. Optional Backyard Service is available by request for an additional surcharge per dwelling unit (hauler retrieves carts from owner's private property, services carts and returns to original location - helpful for seniors, physically impaired, frequent travelers, etc.).

Volume-Based Automated Three-Cart Collection Service for Single Family Dwelling (SFD)	2020-21 Customer City Rate
20 gal SFD gray trash cart	\$14.01
36 gal SFD gray trash cart	\$14.01
65 gal SFD gray trash cart	\$18.19
95 gal SFD gray trash cart	\$22.37
20 gal additional SFD gray trash cart	\$4.18
35 gal additional SFD gray trash cart	\$4.18
65 gal additional SFD gray trash cart	\$6.27
95 gal additional SFD gray trash cart	\$8.37
SFD backyard service surcharge	\$13.65
Blue Recycling Cart for paper, metal, glass & select plastics (any size)	NO CHARGE
Green Organics Recycling Cart for yard and food waste (any size)	NO CHARGE

2020-2021 Manhattan Beach Rates: Multi-Family Dwelling Carts with 1.3% CRC
The FY2020-2021 rates are comprised of the contractor rate (Waste Management) + the City's City Recovery Cost (CRC) when applicable.

FY2021-2022, FY2022-2023, FY2023-2024 and FY2024-2025 rate increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (CUUR0000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The City's CRC is also adjusted annually and is based on actual cost for administration of the solid waste program. The rate adjustment is calculated administratively and is effective on July 1 each year.

Multi-Family Dwelling (MFD) Cart Monthly Rates

Multi-Family cart customers will continue to be charged a flat Standard Service rate per dwelling unit; therefore, additional trash carts may be requested at no additional cost. Due to the nature of multi-family dwellings, tenant occupancy may fluctuate too frequently for the property owner to change service levels with each tenant change. Blue Recycling and Green Organics (yard/food) carts will be provided and serviced at no additional charge. The Backyard Service Surcharge is in addition to Standard Service fee and is assessed per dwelling unit.

Automated Three-Cart Collection Service for Residential Cart Customers with 2 to 9 Units	2020-21 Customer City Rate	OPTIONAL Backyard Service Surcharge Rate
MF - 2 units	\$32.74	\$27.29
MF - 3 units	\$49.11	\$40.93
MF - 4 units	\$65.48	\$54.57
MF - 5 units	\$81.86	\$68.22
MF - 6 units	\$98.23	\$81.86
MF - 7 units	\$114.60	\$95.50
MF - 8 units	\$130.97	\$109.14
MF - 9 units	\$147.34	\$122.79
Blue Recycling Cart for paper, metal, glass & select plastics (any size)	NO CHARGE	
Green Organics Recycling Cart for yard and food waste (any size)	NO CHARGE	
Cart Exchange (above one per year)	\$17.14	
Trash Cart Overage	\$5.73	
Additional Residential Bulky Item Pick-up (once 18 items exceeded per unit)	\$24.69	
Residential Gravity Cart Lock Installation (per cart)	\$104.54	
Residential Contamination Fee (per occurrence)	\$20.91	

2020-2021 Manhattan Beach Rates: Commercial 35 Gallon Cart with 1.3% CRC
The FY2020-2021 rates are comprised of the contractor rate (Waste Management) + the City's City Recovery Cost (CRC) when applicable.

FY2021-2022, FY2022-2023, FY2023-2024 and FY2024-2025 solid waste hauling fee increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (CUUR0000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The City's CRC is also adjusted annually and is based on actual cost for administration of the solid waste program but will not exceed 5% annually. The rate adjustment is calculated administratively and is effective on July 1 each year.

Commercial Trash Cart Monthly Rates

Commercial businesses determine rates through a tiered-rate structure. Commercial customers choose the size and quantity of cart and frequency of collection.

Commercial 35 Gallon Trash Cart	2020-21 Customer City Rate
35 gal Trash Cart 1x/wk	\$25.57
35 gal Trash Cart 2x/wk	\$51.16
35 gal Trash Cart 3x/wk	\$76.72
35 gal Trash Cart 4x/wk	\$102.29
35 gal Trash Cart 5x/wk	\$127.84
35 gal Trash Cart 6x/wk	\$153.42
35 gal Trash Cart 7x/wk	\$179.01
35 gal Trash Cart Extra Pickup	\$4.07

Commercial Recycling Cart Monthly Rates

Commercial businesses will begin paying for recycling services beginning July 1, 2020. Commercial customers choose the size and quantity of cart and frequency of collection. Public and private schools (pre-school through 12th grade) receive recycling services at no additional charge.

Commercial 35 Gallon Recycling Cart	2020-21 Customer City Rate
35 gal Recycling Cart 1x/wk	\$12.78
35 gal Recycling Cart 2x/wk	\$25.58
35 gal Recycling Cart 3x/wk	\$38.36
35 gal Recycling Cart 4x/wk	\$51.16
35 gal Recycling Cart 5x/wk	\$63.93
35 gal Recycling Cart 6x/wk	\$76.71
35 gal Recycling Cart 7x/wk	\$89.51
35 gal Recycling Cart Extra Pickup	\$2.04

2020-2021 Manhattan Beach Rates: Commercial 65 Gallon Cart with 1.3% CRC
The FY2020-2021 rates are comprised of the contractor rate (Waste Management) + the City's City Recovery Cost (CRC) when applicable.

FY2021-2022, FY2022-2023, FY2023-2024 and FY2024-2025 solid waste hauling fee increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (GUR0000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The City's CRC is also adjusted annually and is based on actual cost for administration of the solid waste program but will not exceed 5% annually. The rate adjustment is calculated administratively and is effective on July 1 each year.

Commercial Trash Cart Monthly Rates

Commercial businesses determine rates through a tiered-rate structure. Commercial customers choose the size and quantity of cart and frequency of collection.

Commercial 65 Gallon Trash Cart	2020-21 Customer City Rate
65 gal Trash Cart 1x/wk	\$50.10
65 gal Trash Cart 2x/wk	\$100.18
65 gal Trash Cart 3x/wk	\$150.27
65 gal Trash Cart 4x/wk	\$200.37
65 gal Trash Cart 5x/wk	\$250.44
65 gal Trash Cart 6x/wk	\$300.55
65 gal Trash Cart 7x/wk	\$350.64
65 gal Trash Cart Extra Pickup	\$8.01

Commercial Recycling Cart Monthly Rates

Commercial businesses will begin paying for recycling services beginning July 1, 2020. Commercial customers choose the size and quantity of cart and frequency of collection. Public and private schools (pre-school through 12th grade) receive recycling services at no additional charge.

Commercial 65 Gallon Recycling Cart	2020-21 Customer City Rate
65 gal Recycling Cart 1x/wk	\$25.06
65 gal Recycling Cart 2x/wk	\$50.08
65 gal Recycling Cart 3x/wk	\$75.13
65 gal Recycling Cart 4x/wk	\$100.20
65 gal Recycling Cart 5x/wk	\$125.22
65 gal Recycling Cart 6x/wk	\$150.28
65 gal Recycling Cart 7x/wk	\$175.33
65 gal Recycling Cart Extra Pickup	\$4.00

2020-2021 Manhattan Beach Rates: Commercial 95 Gallon Cart with 1.3% CRC
The FY2020-2021 rates are comprised of the contractor rate (Waste Management) + the City's City Recovery Cost (CRC) when applicable.

For FY2021-2022, FY2022-2023, FY2023-2024 and FY2024-2025 solid waste hauling fee increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (CUUR0000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The City's CRC is also adjusted annually and is based on actual cost for administration of the solid waste program but will not exceed 5% annually. The rate adjustment is calculated administratively and is effective on July 1 each year.

Commercial Trash Cart Monthly Rates

Commercial businesses determine rates through a tiered-rate structure. Commercial customers choose the size and quantity of cart and frequency of collection.

Commercial 95 Gallon Trash Cart	2020-21 Customer City Rate
95 gal Trash Cart 1x/wk	\$75.14
95 gal Trash Cart 2x/wk	\$150.27
95 gal Trash Cart 3x/wk	\$225.42
95 gal Trash Cart 4x/wk	\$300.55
95 gal Trash Cart 5x/wk	\$375.66
95 gal Trash Cart 6x/wk	\$450.82
95 gal Trash Cart 7x/wk	\$525.94
95 gal Trash Cart Extra Pickup	\$11.42

Commercial Recycling Cart Monthly Rates

Commercial businesses will begin paying for recycling services beginning July 1, 2020. Commercial customers choose the size and quantity of cart and frequency of collection. Public and private schools (pre-school through 12th grade) receive recycling services at no additional charge.

Commercial 95 Gallon Recycling Cart	2020-21 Customer City Rate
95 gal Recycling Cart 1x/wk	\$37.57
95 gal Recycling Cart 2x/wk	\$75.13
95 gal Recycling Cart 3x/wk	\$112.72
95 gal Recycling Cart 4x/wk	\$150.28
95 gal Recycling Cart 5x/wk	\$187.83
95 gal Recycling Cart 6x/wk	\$225.41
95 gal Recycling Cart 7x/wk	\$262.97
95 gal Recycling Cart Extra Pickup	\$5.70

2020-2021 Manhattan Beach Rates: Commercial 2 Cubic Yard Bin with 1.3% CRC
The FY2020-2021 rates are comprised of the contractor rate (Waste Management) + the City's City Recovery Cost (CRC) when applicable.

FY2021-2022, FY2022-2023, FY2023-2024 and FY2024-2025 solid waste hauling fee increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (CPIUR0000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The City's CRC is also adjusted annually and is based on actual cost for administration of the solid waste program but will not exceed 5% annually. The rate adjustment is calculated administratively and is effective on July 1 each year.

Commercial Bin Monthly Rates

Commercial businesses determine rates through a tiered-rate structure for both trash and recycling bins. Commercial customers choose the size and quantity of bins and frequency of collection. Commercial businesses will begin paying for recycling services beginning July 1, 2020. Commercial customers choose the size and quantity of cart and frequency of collection. Public and private schools (pre-school through 12th grade) receive recycling services at no additional charge. Food waste carts and services are provided at no additional charge.

Commercial 2 Cubic Yard Bin	2020-21 Customer City Rate
2 CY Trash Bin 1x/wk	\$141.88
2 CY Trash Bin 2x/wk	\$221.71
2 CY Trash Bin 3x/wk	\$295.55
2 CY Trash Bin 4x/wk	\$369.48
2 CY Trash Bin 5x/wk	\$443.37
2 CY Trash Bin 6x/wk	\$591.17
2 CY Trash Bin 7x/wk	\$738.92
2 CY Trash Bin Extra Pickup	\$25.64
2 CY Trash Compactor Bin 1x/wk	\$237.15
2 CY Trash Compactor Bin 2x/wk	\$370.49
2 CY Trash Compactor Bin 3x/wk	\$493.96
2 CY Trash Compactor Bin 4x/wk	\$624.04
2 CY Trash Compactor Bin 5x/wk	\$741.01
2 CY Trash Compactor Bin 6x/wk	\$988.14
2 CY Trash Compactor Bin 7x/wk	\$1,235.35
2 CY Trash Compactor Bin Extra Pickup	\$42.88

Commercial 2 Cubic Yard Bin Continued	2020-21 Customer City Rate
2 CY Split Bin 1x/wk	\$134.55
2 CY Split Bin 2x/wk	\$215.25
2 CY Split Bin 3x/wk	\$286.93
2 CY Split Bin 4x/wk	\$358.66
2 CY Split Bin 5x/wk	\$430.42
2 CY Split Bin 6x/wk	\$572.47
2 CY Split Bin 7x/wk	\$715.56
2 CY Split Bin Extra Pickup	\$25.64
2 CY Recycling Bin 1x/wk	\$70.94
2 CY Recycling Bin 2x/wk	\$110.85
2 CY Recycling Bin 3x/wk	\$147.78
2 CY Recycling Bin 4x/wk	\$184.75
2 CY Recycling Bin 5x/wk	\$221.70
2 CY Recycling Bin 6x/wk	\$295.58
2 CY Recycling Bin 7x/wk	\$369.46
2 CY Recycling Bin Extra Pickup	\$12.82

Temporary Bin Monthly Rates

All customers may rent a temporary trash bin for up to ten days per rental. Temporary bins are useful when performing a garage clean-out, a large move-out, etc.

2 Cubic Yard Temporary Bin	2020-21 Customer City Rate
2 CY Temp Bin, 10 days, 1 dump (no CRC)	\$150.98
2 CY Temp Bin, additional dump (no CRC)	\$90.93
2 CY Temp Bin, daily rental > 10days (no CRC)	\$2.07

2020-2021 Manhattan Beach Rates: Commercial 3 Cubic Yard Bin with 1.3% CRC
The FY2020-2021 rates are comprised of the contractor rate (Waste Management) + the City's City Recovery Cost (CRC) when applicable.

FY2021-2022, FY2022-2023, FY2023-2024 and FY2024-2025 solid waste hauling fee increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (CUUR0000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The City's CRC is also adjusted annually and is based on actual cost for administration of the solid waste program but will not exceed 5% annually. The rate adjustment is calculated administratively and is effective on July 1 each year.

Commercial Bin Monthly Rates

Commercial businesses determine rates through a tiered-rate structure for both trash and recycling bins. Commercial customers choose the size and quantity of bins and frequency of collection. Commercial businesses will begin paying for recycling services beginning July 1, 2020. Commercial customers choose the size and quantity of cart and frequency of collection. Public and private schools (pre-school through 12th grade) receive recycling services at no additional charge. Food waste carts and services are provided at no additional charge.

Commercial 3 Cubic Yard Bin	2020-21 Customer City Rate
3 CY Trash Bin 1x/wk	\$182.22
3 CY Trash Bin 2x/wk	\$281.25
3 CY Trash Bin 3x/wk	\$374.99
3 CY Trash Bin 4x/wk	\$468.73
3 CY Trash Bin 5x/wk	\$562.46
3 CY Trash Bin 6x/wk	\$749.95
3 CY Trash Bin 7x/wk	\$937.47
3 CY Trash Bin Extra Pickup	\$38.44
3 CY Trash Compactor Bin 1x/wk	\$302.41
3 CY Trash Compactor Bin 2x/wk	\$472.64
3 CY Trash Compactor Bin 3x/wk	\$634.61
3 CY Trash Compactor Bin 4x/wk	\$787.55
3 CY Trash Compactor Bin 5x/wk	\$944.99
3 CY Trash Compactor Bin 6x/wk	\$1,260.06
3 CY Trash Compactor Bin 7x/wk	\$1,575.10
3 CY Trash Compactor Bin Extra Pickup	\$63.79

Commercial 3 Cubic Yard Bin Continued	2020-21 Customer City Rate
3 CY Split Bin 1x/wk	\$138.20
3 CY Split Bin 2x/wk	\$218.34
3 CY Split Bin 3x/wk	\$291.08
3 CY Split Bin 4x/wk	\$363.86
3 CY Split Bin 5x/wk	\$432.81
3 CY Split Bin 6x/wk	\$580.70
3 CY Split Bin 7x/wk	\$725.91
3 CY Split Bin Extra Pickup	\$38.44
3 CY Recycling Bin 1x/wk	\$91.11
3 CY Recycling Bin 2x/wk	\$140.62
3 CY Recycling Bin 3x/wk	\$187.50
3 CY Recycling Bin 4x/wk	\$234.36
3 CY Recycling Bin 5x/wk	\$281.23
3 CY Recycling Bin 6x/wk	\$374.98
3 CY Recycling Bin 7x/wk	\$468.74
3 CY Recycling Bin Extra Pickup	\$19.23

Temporary Bin Monthly Rates

All customers may rent a temporary trash bin for up to ten days per rental. Temporary bins are useful when performing a garage clean-out, a large move-out, etc.

3 Cubic Yard Temporary Bin	2020-21 Customer City Rate
3 CY Temp Bin, 10 days, 1 dump	\$169.64
3 CY Temp Bin, additional dump	\$135.71
3 CY Temp Bin, daily rental > 10days	\$3.10

2020-2021 Manhattan Beach Rates: Commercial 4 Cubic Yard Bin with 1.3% CRC
The FY2020-2021 rates are comprised of the contractor rate (Waste Management) + the City's City Recovery Cost (CRC) when applicable.

FY2021-2022, FY2022-2023, FY2023-2024 and FY2024-2025 solid waste hauling fee increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (CUUR0000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The City's CRC is also adjusted annually and is based on actual cost for administration of the solid waste program but will not exceed 5% annually. The rate adjustment is calculated administratively and is effective on July 1 each year.

Commercial Bin Monthly Rates

Commercial businesses determine rates through a tiered-rate structure for both trash and recycling bins. Commercial customers choose the size and quantity of bins and frequency of collection. Commercial businesses will begin paying for recycling services beginning July 1, 2020. Commercial customers choose the size and quantity of cart and frequency of collection. Public and private schools (pre-school through 12th grade) receive recycling services at no additional charge. Food waste carts and services are provided at no additional charge.

Commercial 4 Cubic Yard Bin	2020-21 Customer City Rate
4 CY Trash Bin 1x/wk	\$218.30
4 CY Trash Bin 2x/wk	\$341.22
4 CY Trash Bin 3x/wk	\$454.93
4 CY Trash Bin 4x/wk	\$568.68
4 CY Trash Bin 5x/wk	\$682.41
4 CY Trash Bin 6x/wk	\$909.88
4 CY Trash Bin 7x/wk	\$1,137.35
4 CY Trash Bin Extra Pickup	\$51.27
4 CY Trash Compactor Bin 1x/wk	\$368.15
4 CY Trash Compactor Bin 2x/wk	\$575.24
4 CY Trash Compactor Bin 3x/wk	\$767.02
4 CY Trash Compactor Bin 4x/wk	\$958.65
4 CY Trash Compactor Bin 5x/wk	\$1,150.49
4 CY Trash Compactor Bin 6x/wk	\$1,533.93
4 CY Trash Compactor Bin 7x/wk	\$1,917.64
4 CY Trash Compactor Bin Extra Pickup	\$86.47

Commercial 4 Cubic Yard Bin Continued	2020-21 Customer City Rate
4 CY Split Bin 1x/wk	\$141.88
4 CY Split Bin 2x/wk	\$221.71
4 CY Split Bin 3x/wk	\$295.55
4 CY Split Bin 4x/wk	\$369.48
4 CY Split Bin 5x/wk	\$443.37
4 CY Split Bin 6x/wk	\$591.17
4 CY Split Bin 7x/wk	\$738.92
4 CY Split Bin Extra Pickup	\$51.27
4 CY Recycling Bin 1x/wk	\$109.15
4 CY Recycling Bin 2x/wk	\$170.61
4 CY Recycling Bin 3x/wk	\$227.46
4 CY Recycling Bin 4x/wk	\$284.34
4 CY Recycling Bin 5x/wk	\$341.20
4 CY Recycling Bin 6x/wk	\$454.95
4 CY Recycling Bin 7x/wk	\$568.68
4 CY Recycling Bin Extra Pickup	\$25.63

Temporary Bin Monthly Rates

All customers may rent a temporary trash bin for up to ten days per rental. Temporary bins are useful when performing a garage clean-out, a large move-out, etc.

4 Cubic Yard Temporary Bin	2020-21 Customer City Rate
4 CY Temp Bin, 10 days, 1 dump	\$188.30
4 CY Temp Bin, additional dump	\$180.50
4 CY Temp Bin, daily rental > 10days	\$4.12

2020-2021 Manhattan Beach Rates: Commercial 6 Cubic Yard Bin with 1.3% CRC
The FY2020-2021 rates are comprised of the contractor rate (Waste Management) + the City's City Recovery Cost (CRC) when applicable.

For 2021-2022, FY2022-2023, FY2023-2024 and FY2024-2025 solid waste hauling fee increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (CPIUR0000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The City's CRC is also adjusted annually and is based on actual cost for administration of the solid waste program but will not exceed 5% annually. The rate adjustment is calculated administratively and is effective on July 1 each year.

Commercial Bin Monthly Rates

Commercial businesses determine rates through a tiered-rate structure for both trash and recycling bins. Commercial customers choose the size and quantity of bins and frequency of

Commercial 6 Cubic Yard Bin	2020-21 Customer City Rate
6 CY Trash Bin 1x/wk	\$280.66
6 CY Trash Bin 2x/wk	\$438.65
6 CY Trash Bin 3x/wk	\$584.89
6 CY Trash Bin 4x/wk	\$731.08
6 CY Trash Bin 5x/wk	\$877.30
6 CY Trash Bin 6x/wk	\$1,169.76
6 CY Trash Bin 7x/wk	\$1,462.21
6 CY Trash Bin Extra Pickup	\$76.88
6 CY Trash Compactor Bin 1x/wk	\$474.96
6 CY Trash Compactor Bin 2x/wk	\$742.28
6 CY Trash Compactor Bin 3x/wk	\$989.73
6 CY Trash Compactor Bin 4x/wk	\$1,237.12
6 CY Trash Compactor Bin 5x/wk	\$1,484.52
4 CY Trash Compactor Bin 6x/wk	\$1,979.41
6 CY Trash Compactor Bin 7x/wk	\$2,474.26
6 CY Trash Compactor Bin Extra Pickup	\$130.12
6 CY Recycling Bin 1x/wk	\$140.34
6 CY Recycling Bin 2x/wk	\$219.32
6 CY Recycling Bin 3x/wk	\$292.44
6 CY Recycling Bin 4x/wk	\$365.54
6 CY Recycling Bin 5x/wk	\$438.66
6 CY Recycling Bin 6x/wk	\$584.88
6 CY Recycling Bin 7x/wk	\$731.11
6 CY Recycling Bin Extra Pickup	\$38.44

Temporary Bin Monthly Rates

All customers may rent a temporary trash bin for up to ten days per rental. Temporary bins are useful when performing a garage clean-out, a large move-out, etc.

6 Cubic Yard Temporary Bin	2020-21 Customer City Rate
6 CY Temp Bin, 10 days, 1 dump	\$225.62
6 CY Temp Bin, additional dump	\$271.42
6 CY Temp Bin, daily rental > 10days	\$6.19

2020-2021 Manhattan Beach Rates: Other Services with 1.3% CRC

The FY2020-2021 rates are comprised of the contractor rate (Waste Management) + the City's City Recovery Cost (CRC) when applicable.

FY2021-2022, FY2022-2023, FY2023-2024 and FY2024-2025 solid waste hauling fee increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (CUUR000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The City's CRC is also adjusted annually and is based on actual cost for administration of the solid waste program but will not exceed 5% annually. The rate adjustment is calculated administratively and is effective on July 1 each year.

Other Services

There are services and costs which fall outside the standard service. For example, commercial bin customers can opt for a hasp and lock service to reduce illegal dumping issues. Commercial customers may utilize the bulky pick-up program for a fee. In the event of a major emergency, the City can hire the hauler at the emergency collection and disposal rate listed below to assist with clean up. Businesses can purchase in-house use Slim-Jim containers and lids through the hauler for break rooms, kitchen prep areas or bussing stations to assist with capturing food waste. The bin overage charge is part of the hauler's Snapshot program which helps businesses right-size their service levels; the charge is assessed by the hauler after the businesses third consecutive overage in the same calendar year (WM will send written warnings for the first two incidents).

Other Services	2020-21 Customer City Rate
Hasp & Lock Charge per bin per PU per wk	\$8.85
Com Bulky PU per Item, White Goods with CFCs	\$18.52
Com Bulky PU per Item, All Other Items	\$12.34
Commercial Contamination Fee	\$52.27
Emergency Collection & Disposal per hour	\$86.38
Bin Cleaning or Exchange (above one per year)	\$36.59
Bin Overage Charge, per overage	\$39.99
Slim-Jim Organics Containers - 16-gal body	\$29.32
Slim-Jim Organics Containers - 20-gal body	\$29.91
Slim-Jim Organics Containers - 23-gal body	\$30.51
Slim-Jim Organics Containers - 32-gal body	\$43.67
Slim-Jim Solid Lid (16, 20, or 23-gal)	\$29.91
Slim-Jim Solid Lid (32-gal)	\$34.70
Slim-Jim Vented Lift Lid (16, 20, or 23-gal)	\$31.11
Slim-Jim Vented Lift Lid (32-gal)	\$35.89

**2020-2021 Manhattan Beach Rates: Optional Construction & Demolition Rates & Commercial Roll-Off Box Rates (no CRC)
The FY2020-2021 rates are comprised of the contractor rate (Waste Management) + the City's City Recovery Cost (CRC) when applicable.**

For 2021-2022, FY2022-2023, FY2023-2024 and FY2024-2025 solid waste hauling fee increases will be limited to the Consumer Price Index (CPI) increase for Trash and Garbage Collection (CUUR0000SEHG02), U.S. City average, as published by the United States Department of Labor, Bureau of Labor Statistics, between the calendar year ended the December prior to the Rate Year anniversary date, and the calendar year ended the prior December. The City's CRC is also adjusted annually and is based on actual cost for administration of the solid waste program but will not exceed 5% annually. The rate adjustment is calculated administratively and is effective on July 1 each year.

Optional Construction & Demolition Rates

These rates do not include the City Recovery Cost (CRC) and would be utilized only if City Council voted to franchise Construction and Demolition hauling and recycling. Haulers were asked to provide pricing for this service in their proposals in the event that City Council chooses to franchise this service during the contract term.

Optional Construction & Demolition Rates (if City chooses to activate)	2020-21 Customer City Rate
25 - 40cy C&D Roll Off Box, per pull	\$271.66
10cy Low Boy C&D Roll Off Box, per pull	\$271.66
Temporary Bin Service, first dump	\$194.62
Temporary Bin service, additional dump	\$194.62
Tonnage Charge - Mixed Loads of C&D Debris	\$86.79

2020-2021 Manhattan Beach Rates: Commercial Roll-Off Box Rates (no CRC)

Commercial Roll-Off Box Rates

Roll-off box rates are not subject to the City Recovery Cost.

Commercial Roll-Off	2020-21 Customer City Rate
Standard Box, any size	\$271.66
Compactor Box, any size	\$367.43
Standard or Compactor Box Rental, per week	\$34.06
Trash Disposal Per Ton Charge	\$63.12
Mixed Recyclables Per Ton Charge	\$47.34
Organics Waste Per Ton Charge	\$116.10

RESOLUTION NO. 20-0029

A RESOLUTION OF THE MANHATTAN BEACH CITY
COUNCIL ADOPTING PROCEDURES IN CONNECTION
WITH PROPOSED SOLID WASTE HAULING FEE
INCREASES

RECITALS

WHEREAS, Article XIII D of the California Constitution and the Proposition 218 Omnibus Implementation Act (Government Code Section 53750, *et seq.*) (the "Implementation Act") impose certain procedural and substantive requirements for imposing new or increased property-related fees and charges, as defined in Article XIII D ("Charges"), including the requirement to conduct a public hearing and majority protest proceedings for consideration of increases in rates;

WHEREAS, neither Article XIII D nor the Implementation Act provides specific guidance for the conduct of the public hearing and majority protest proceedings; and

WHEREAS, City Council desires to adopt procedures for the conduct of its public hearings and majority protest proceedings for consideration of rate increases which are consistent with Article XIII D and the Implementation Act.

NOW, THEREFORE, THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

Section 1. In accordance with Article XIII D and the Implementation Act, the City Council hereby approves the Procedures for the Conduct of a Public Hearing Relating to a Proposed Solid Waste Hauling Fees, as set forth in Attachment A, attached hereto and incorporated herein by reference (the "Procedures").

ADOPTED March 3, 2020.

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk

ATTACHMENT A

PROCEDURES FOR THE CONDUCT OF A PUBLIC HEARING RELATING TO
PROPOSED INCREASES TO REFUSE COLLECTION SERVICE CHARGES

(See attached)

**PROCEDURES FOR THE CONDUCT OF A
PUBLIC HEARING RELATING TO PROPOSED
SOLID WASTE HAULING FEES**

The following Procedures have been adopted by the City Council of the City of Manhattan Beach for the purpose of conducting a public hearing required by Article XIII D of the California Constitution for consideration of the proposed increase to solid waste hauling fees (the “Proposed Increase”).

A. Definitions

1. “Customer of Record” means the person whose name appears on the City’s records as the person who contracted for, and became obligated to pay for, solid waste hauling for the Identified Parcel.
2. “Identified Parcel” means the parcel to which the Proposed Increase will apply.
3. “Proposed Increase” means a proposed increase to a charge for solid waste hauling service.
4. “Record Owner” means the owner of an Identified Parcel whose name and address appears on the last Los Angeles County equalized secured property tax assessment roll (the “Assessment Roll”), or in the case of any public entity, the State of California, or the United States, means the representative of that public entity at the address of that entity known to the City.

B. Notice of the Public Hearing on the Proposed Increase

1. Notice of the public hearing on the Proposed Increase shall be sent, postage prepaid, by first class mail at least forty-five (45) days prior to the date set for the public hearing, to the Customer of Record and to the Record Owner, if such person or entity is not the same as the Customer of Record.
2. “Record Owner” means the owner of an Identified Parcel whose name and address appears on the last Los Angeles County equalized secured property tax assessment roll (the “Assessment Roll”), or in the case of any public entity, the State of California, or the United States, means the representative of that public entity at the address of that entity known to the City.
3. Failure of any person to receive notice shall not invalidate the proceedings.

C. Eligibility to File a Protest

1. Any Customer of Record or Record Owner may file a written protest against the Proposed Increase.
2. If the owner of any Identified Parcel is not shown on the Assessment Roll, such owner may file a protest for such parcel by filing with the City Clerk a proxy from the Record Owner in a form satisfactory to the City Attorney or evidence of ownership satisfactory to the City Attorney. Any such proxy or evidence must be received by the City Clerk prior to the conclusion of the public hearing.
3. When a Customer of Record is, or an Identified Parcel is held by, a partnership, as community property, in joint tenancy, or as a tenancy in

common, any partner, spouse, joint tenant, or tenant in common, as the case may be, may file a protest for such parcel.

4. An executor, administrator, or guardian may file a protest for an Identified Parcel on behalf of the estate it represents. If such representative is shown on the Assessment Roll as paying taxes and assessments levied against the parcel, that fact shall establish the right of such representative to file the protest. If such representative is not shown on the Assessment Roll, the representative must file with the City Clerk written documentation satisfactory to the City Attorney establishing the legal representation. Any such documentation must be filed with the City Clerk prior to the conclusion of the public hearing.
5. When a Customer of Record is, or an Identified Parcel is held by, a corporation or unincorporated association, a protest may be filed by any person authorized in writing by the board of directors or trustees or other managing body thereof to take such actions. The corporation or unincorporated association must file with the City Clerk written authorization satisfactory to the City Attorney. Any such written authorization must be filed with the City Clerk prior to the conclusion of the public hearing.

D. Submission of Written Protests

1. Written protests may be mailed (via U.S. mail) to the City Clerk at City Hall or delivered in person to the City Clerk at City Hall or at the public hearing.
2. To be counted, each written protest must: (i) clearly state opposition to the Proposed Increase, (ii) identify the property covered by the protest and (iii) include an original signature (no copies) of the Customer of Record or Record Owner that is filing the written protest with respect to the Identified Parcel
3. No protest received after the close of the public hearing shall be counted in determining the existence of a majority protest. The last pick up by the City Clerk of protests mailed or delivered to City Hall will occur at 5:00 p.m. on the date scheduled for the public hearing. To ensure that protests which are mailed or delivered to City Hall are received by the City Clerk prior to the close of the public hearing, such protests must be received by the City Clerk at City Hall prior to 5:00 p.m. on the date scheduled for the public hearing. The City Clerk shall endorse on each written protest the date it is filed with the City. The City Clerk shall identify any protests which are received after the close of the public hearing.
4. Written protests may be withdrawn in writing at any time before the conclusion of the public hearing by the person who submitted the written protest.

5. For purposes of determining whether a majority protest exists, only one protest for each Identified Parcel will be counted.
6. Prior to the commencement of the public hearing, all written protests submitted shall be kept secret and confidential.
7. After the City Council opens the public hearing, all written protests shall be considered public records.

E. Conduct of the Public Hearing; Determination of A Majority Protest

1. At the time, date and place fixed for the public hearing, the City Council shall:
 - (i) Hear a staff presentation pertaining to the Proposed Increase;
 - (ii) Hear all persons interested in the matter of the Proposed Increase; and
 - (iii) Receive all written communications regarding the Proposed Increase.
2. The public hearing may be continued from time to time, as the City Council determines is necessary to complete its consideration of the Proposed Increase.
3. If the City Council determines at the close of the public hearing that written protests have been presented, and not withdrawn, by either the Record Owners or Customers of Record of a majority of the Identified Parcels (i.e., there is a majority protest), the City Council shall not approve the Proposed Increase.
4. If the City Council determines at the close of the public hearing that a majority protest does not exist among the Record Owners or Customers of Record, the City Council may adopt the Proposed Increase.

Agenda Date: 3/3/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager/Chief Administrative Officer

FROM:

Steve S. Charelian, Finance Director/Chief Financial Officer

SUBJECT:

Reorganization of the Manhattan Beach Capital Improvements Corporation (Finance Director/CFO Charelian).

ELECT A NEW PRESIDENT AND VICE PRESIDENT

RECOMMENDATION:

Staff recommends that the Board of Directors of the Manhattan Beach Capital Improvements Corporation elect a new President and a new Vice President.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

The Manhattan Beach Capital Improvements Corporation (CIC) was formed in 1996 to facilitate issuance of debt for improvements to the water and wastewater system. It has been used since then as the conduit for a number of debt issues including the Police/Fire Facility, Metlox improvements, and Marine Avenue Sports Fields.

DISCUSSION:

The bylaws of the Corporation state that the President and Vice President of the Corporation must be elected from the members of the City Council. Typically, the current Mayor serves as the President, with the Mayor Pro Tem serving as the Vice President. Appointed positions include the City Manager serving as the CIC's Chief Administrative Officer, and the City's Finance Director serving as the Chief Financial Officer. With the change of Mayor and Mayor Pro Tem on the agenda for the March 3, 2020, City Council meeting, staff recommends that the CIC Board of Directors elect a new President and a new Vice President.

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.

Agenda Date: 3/3/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Quinn Barrow, City Attorney
Alexandria Latragna, Management Analyst

SUBJECT:

Consider Adopting a Conflict of Interest Code for the Manhattan Beach Capital Improvement Corporation (City Manager Moe and City Attorney Barrow).

ADOPT RESOLUTION NO. CIC-9

RECOMMENDATION:

Staff recommends that the Board of Directors of the Manhattan Beach Capital Improvements Corporation adopt a conflict of interest code for the Manhattan Beach Capital Improvement Corporation.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

California law requires every local agency to adopt a COIC identifying the positions in the agency that have the authority to make or participate in government decisions, as well as the financial interests that must be reported on the California Form 700 by the individuals who occupy those positions. Agencies are required to amend their COIC when changed circumstances make amendments necessary.

The purpose of the Form 700 and a COIC is twofold: first, it is used as a tool to help officials in government avoid financial conflicts of interest by identifying potential pitfalls; second, the form and code are used to preserve the public's trust in the governmental decisions that are made on their behalf.

A COIC is made up of the following three components:

1. *Incorporation Section:*

This section designates where the Form 700s are filed and retained, and must reference California Code of Regulations Section 18730, which provides the rules for disqualification procedures, reporting financial interests, and references the current gift limit.

2. *List of Designated Positions:*

The Code must list all positions that make or participate in making decisions that “may foreseeably have a material effect on any financial interest.” This covers all employees, officers, and may include volunteers on boards and commissions.

3. *Disclosure Categories:*

A disclosure category identifies the types of financial interests officials must disclose on their Form 700. Each disclosure category must be narrowly tailored to the financial interests affected and potential decisions that the official may be involved in.

DISCUSSION:

A COIC is mandated to reflect the agency’s current structure and identify all officials and employees who should be filing a Form 700. To ensure that they remain current and accurate, each local agency is required to review the COIC in even-numbered years. The attached resolution amending the City’s COIC is in compliance with that effort.

The City of Manhattan Beach created the Manhattan Beach Capital Improvements Corporation to facilitate issuance of debt for improvements to the water and wastewater system, the Police/Fire Facility, Metlox, and the Marine Avenue Sports Fields. As it is a separate legal municipal corporation, state law requires that it have a separate conflict of interest code to identify positions that make or participate in making decisions. The City Council will adopt the attached COIC tonight after the Corporation adjourns.

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. Resolution No. CIC-9

RESOLUTION NO. CIC-9

A RESOLUTION OF THE MANHATTAN BEACH CAPITAL IMPROVEMENTS CORPORATION ADOPTING THE 2020 CONFLICT OF INTEREST CODE OF THE MANHATTAN BEACH CAPITAL IMPROVEMENTS CORPORATION

THE MANHATTAN BEACH CITY CAPITAL IMPROVEMENT CORPORATION HEREBY RESOLVES:

SECTION 1. The Manhattan Beach City Capital Improvements Corporation hereby adopts the 2020 Conflict of Interest Code attached hereto and incorporated herein by this reference.

SECTION 2. The City Clerk shall certify to the passage and adoption of this Resolution.

ADOPTED March 3, 2020.

Ayes:
Noes:
Abstain:
Absent:

RICHARD MONTGOMERY
President

ATTEST:

LIZA TAMURA
Secretary

2020
CONFLICT OF INTEREST
OF THE
MANHATTAN BEACH CAPITAL IMPROVEMENTS CORPORATION
INCORPORATION

The Political Reform Act of 1974 (PRA) requires state and local government agencies to adopt and promulgate conflict of interest codes to help government employees avoid financial conflicts. See California Government Code sections 81000 *et seq.*

The Fair Political Practices Commission (FPPC) has adopted a regulation that contains the terms of a standard conflict of interest code, can be incorporated by reference, and may be amended by the FPPC to conform to amendments to the PRA after public notice and hearings. This conflict of interest code for the Capital Improvements Corporation hereby incorporates by reference that regulation (2 California Code of Regulations section 18730); the Attached Schedule A, which identifies each position in the agency that is charged with making or participating in making a government decision which may foreseeably have a material effect on a financial interest; and the attached Schedule B, which identifies the economic interests that the individuals in those designated positions must disclose.

Officials (individuals holding, elected to, or appointed to a position in Schedule A) must periodically submit statements of economic interests that disclose the economic interests in Schedule B that they held during the reporting period. The statements must be submitted to the Manhattan Beach City Clerk's Office, which makes the statements available for public inspection and reproduction (see California Government Code section 81008).

SCHEDULE A

President	1
Vice President	1
Director	1
Chief Executive Officer	1
Chief Financial Officer	1
Secretary	1

CONSULTANTS/NEW POSITIONS:

Consultants and new positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The President may determine in writing if a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Government Code section 81008)

SCHEDULE B

An individual whose position is identified in the Designated Positions Section (Schedule A) of this conflict of interest code is a filer and must disclose each economic interest identified below for the disclosure category associated with the individual's position. Disclosure must be made by filing the California Form 700 on specified schedules.

The definition for investments, business positions, sources of income, interests in real property, doing business, gifts, and other terms may be found in the California Political Reform Act, its associated regulations, and the instructions for the California Form 700.

Economic interests must be disclosed for the applicable reporting period. In general, the following types of Form 700 filings have the following reporting periods:

Annual: January 1 through December 31 of the previous calendar year.

Assuming Office: The date the filer assumes office for investments, business positions, and interests in real property; for income, the 12 months immediately preceding the date the filer assumes office.

Leaving Office: The last date covered by the filer's most recent filing through the date the filer left the designated position.

Reporting periods may vary in individual circumstances and should be verified with the Clerk's Office.

Category 1.

Any investment, business position, source of income (including receipt of gifts, loans, and travel payments, or interest in real property).

Agenda Date: 3/3/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Quinn Barrow, City Attorney

Liza Tamura, City Clerk

Alexandria Latragna, Management Analyst

SUBJECT:

Adopt a Resolution Amending the Conflict of Interest Code for the City of Manhattan Beach; and Adopting a Resolution Ratifying the Conflict of Interest Code for the Manhattan Beach Capital Improvements Corporation (City Attorney Barrow).

ADOPT RESOLUTION NOS. 20-0010 AND 20-0011

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 20-0010 amending the Conflict of Interest Code (COIC) for the City of Manhattan Beach and Resolution No. 20-0011 ratifying the COIC for the Manhattan Beach Capital Improvements Corporation.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

California law requires every City agency to adopt a COIC identifying the positions in the agency that have the authority to make or participate in government decisions, as well as the financial interests that must be reported on the California Form 700 by the individuals who occupy those positions. Agencies are required to amend their COIC when changed circumstances make amendments necessary.

The purpose of the Form 700 and a COIC is twofold: first, it is used as a tool to help officials in government avoid financial conflicts of interest by identifying potential pitfalls; second, the form and code are used to preserve the public's trust in the governmental decisions that are made on their behalf.

A COIC is made up of the following three components:

1. *Incorporation Section:*

This section designates where the Form 700s are filed and retained, and must reference California Code of Regulations Section 18730, which provides the rules for disqualification procedures, reporting financial interests, and references the current gift limit.

2. *List of Designated Positions:*

The Code must list all positions that make or participate in making decisions that “may foreseeably have a material effect on any financial interest.” This covers all employees, officers, and may include volunteers on boards and commissions.

3. *Disclosure Categories:*

A disclosure category identifies the types of financial interests officials must disclose on their Form 700. Each disclosure category must be narrowly tailored to the financial interests affected and potential decisions that the official may be involved in.

DISCUSSION:

A COIC is mandated to reflect the agency’s current structure and identify all officials and employees who should be filing a Form 700. To ensure that they remain current and accurate, each local agency is required to review the COIC in even-numbered years. The attached resolution amending the City’s COIC is in compliance with that effort.

The City of Manhattan Beach created the Manhattan Beach Capital Improvements Corporation to facilitate issuance of debt for improvements to the water and wastewater system, the Police/Fire Facility, Metlox, and the Marine Avenue Sports Fields. As it is a separate legal municipal corporation, state law requires that it have a separate conflict of interest code to identify positions that make or participate in making decisions. The Corporation met earlier tonight to consider the agency’s COIC. Staff recommends that the City Council ratify the COIC making it effective immediately.

Resolution No. 20-0010 amends the City’s current COIC, and replaces Resolution No. 18-0103. Resolution No. 20-0011 ratifies a COIC for the Manhattan Beach Capital Improvements Corporation.

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. 20-0010
2. Resolution No. 20-0011
3. Current Conflict of Interest Code

RESOLUTION NO. 20-0010

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL ADOPTING THE 2020 CONFLICT OF INTEREST CODE OF THE CITY OF MANHATTAN BEACH

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES:

SECTION 1. The City of Manhattan Beach City Council hereby adopts the 2020 Conflict of Interest Code attached hereto and incorporated herein by this reference.

SECTION 2. Adoption of this Resolution and the 2020 Conflict of Interest Code for the City supersedes all the previously approved Conflict of Interest Codes for the City.

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

ADOPTED March 3, 2020.

Ayes:
Noes:
Abstain:
Absent:

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk

2020
CONFLICT OF INTEREST
OF THE
CITY OF MANHATTAN BEACH, CALIFORNIA
INCORPORATION

The Political Reform Act of 1974 (PRA) requires state and local government agencies to adopt and promulgate conflict of interest codes to help government employees avoid financial conflicts. See California Government Code sections 81000 *et seq.*

The Fair Political Practices Commission (FPPC) has adopted a regulation that contains the terms of a standard conflict of interest code, can be incorporated by reference, and may be amended by the FPPC to conform to amendments to the PRA after public notice and hearings. The City of Manhattan Beach (City) hereby adopts this conflict of interest code and incorporates by reference that regulation (2 California Code of Regulations section 18730); the Attached Schedule A, which identifies each position in the agency that is charged with making or participating in making a government decision which may foreseeably have a material effect on a financial interest; and the attached Schedule B, which identifies the economic interests that the individuals in those designated positions must disclose.

City officials (individuals holding, elected to, or appointed to a position in Schedule A must periodically submit statements of economic interests that disclose the economic interests in Schedule B that they held during the reporting period. The statements must be submitted to the Clerk's Office, which makes the statements available for public inspection and reproduction (see California Government Code section 81008).

SCHEDULE A

COMMUNITY DEVELOPMENT DEPARTMENT:

Community Development Director	1
Building Official	1
Senior Building Inspector	4
Planning Manager	1
Senior Planner	4
Senior Plan Check Engineer	4
Senior Management Analyst	3, 7
Associate Planner	4
Assistant Planner	4
Principal Building Inspector	4
Building Inspector	4
Code Enforcement Officer	4
Environmental Programs Manager	3, 6, 7
Traffic Engineer	3, 6, 7

FINANCE DEPARTMENT:

Finance Director	1
Finance Subcommittee Members	1
Controller	1
Revenue Services Manager	1
Senior Financial Analyst	1
Purchasing Manager	1
General Services Coordinator	2
Management Analyst	1

FIRE DEPARTMENT:

Fire Chief	1
Fire Battalion Chief	3, 4, 6
Fire Captain/Paramedic	3, 4, 6
Fire Marshal/Captain	4
Fire Inspector	1
Senior Management Analyst	1

HUMAN RESOURCES DEPARTMENT:

Human Resources Director	1
Risk Manager	1
Human Resources Manager	1

INFORMATION TECHNOLOGY DEPARTMENT:

Information Technology Director	1
Information Technology Manager	1
Geographic Information Systems Analyst	3, 5
Senior Management Analyst	2, 5, 6

MANAGEMENT SERVICES:

City Clerk	1
Senior Deputy City Clerk	1
Senior Management Analyst	1
Management Analyst	1
Deputy City Clerk	1

PARKS AND RECREATION DEPARTMENT:

Parks and Recreation Director	1
Senior Recreation Manager	3, 6
Recreation Manager	3, 6
Recreation Programs Supervisor	3, 6
Recreation Supervisor	3, 6
Management Analyst	3, 6
Cultural Arts Manager	3, 6

POLICE DEPARTMENT:

Police Chief	1
Police Captain	1
Senior Management Analyst	3, 6, 7

PUBLIC WORKS DEPARTMENT:

Public Works Director	1
Utilities Manager	1
City Engineer	1
Principal Civil Engineer	1
Water Supervisor	2, 4
Facilities Supervisor	2, 4
Maintenance Supervisor	2, 4
Maintenance Manager	2, 4
Equipment Maintenance Supervisor	3
Senior Management Analyst	1
Management Analyst	3, 6
Senior Civil Engineer	1
Public Works Inspector	4

COMMISSIONS:

Cultural Arts Commissioner	1
Parking and Public Improvements Commissioner	1
Parks and Recreation Commissioner	1
Library Commissioner	1

CONSULTANTS/NEW POSITIONS:

Consultants and new positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The City Manager may determine in writing if a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Government Code section 81008)

NOTE: City Council, City Manager, City Attorney, City Treasurer, and Planning Commissioners are required to submit disclosure statements pursuant to state law (California Government Code Sections 87200, *et. seq.*).

SCHEDULE B

An individual whose position is identified in the Designated Positions Section (Schedule A) of this conflict of interest code is a filer and must disclose each economic interest identified below for the disclosure category associated with the individual's position. Disclosure must be made by filing the California Form 700 on specified schedules.

The definition for investments, business positions, sources of income, interests in real property, doing business, gifts, and other terms may be found in the California Political Reform Act, its associated regulations, and the instructions for the California Form 700.

Economic interests must be disclosed for the applicable reporting period. In general, the following types of Form 700 filings have the following reporting periods:

Annual: January 1 through December 31 of the previous calendar year.

Assuming Office: The date the filer assumes office for investments, business positions, and interests in real property; for income, the 12 months immediately preceding the date the filer assumes office.

Leaving Office: The last date covered by the filer's most recent filing through the date the filer left the designated position.

Reporting periods may vary in individual circumstances and should be verified with the Clerk's Office.

Category 1. (Broad/Indefinable Decisions)

Any investment, business position, source of income (including receipt of gifts, loans, and travel payments, or interest in real property).

Category 2. (Procurement Decisions – Agency-Wide Authority)

Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) if the business entity or source provides leased facilities, products, equipment vehicles, machinery or services (including training or consulting services) of the type utilized by the City.

Category 3. (Procurement Decisions – Limited Authority)

Investments and business positions in business entities and sources of income (including receipt of gifts, loans and travel payments) if the business entity or source provides leased facilities, products, equipment, vehicles, machinery or services (including training or consulting services) of the type utilized by the position's Department.

Category 4. (Regulatory Decisions)

Designated positions in this category must report investments, business positions in business entities, and income, including receipt of gifts, loans and travel payments, from sources subject to the department's regulatory, permit, or licensing authority.

Category 5. (IT Decisions)

Designated positions in this category must report investments, business positions in business entities, and income, including receipt of gifts, loans, and travel payments, from sources that provide information technology and telecommunications goods, products or services, including but not limited to, computer hardware or software companies, computer consultant services, training, data processing firms, and media services.

Category 6. (Grant Funding Decisions)

Investments and business positions in business entities and sources of income (including receipt of gifts, loans and travel payments) if the business entity or source is of the type to receive grants or other funding from or through the City.

Category 7. (Legislative/Regulatory Decisions)

Investments and business positions in business entities and sources of income (including receipt of gifts, loans and travel payments) if the business entity or source is, or was registered as a "lobbyist."

RESOLUTION NO. 20-0011

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL RATIFYING THE 2020 CONFLICT OF INTEREST CODE OF THE MANHATTAN BEACH CAPITAL IMPROVEMENTS CORPORATION

WHEREAS the Manhattan Beach Capital Improvements Corporation met on March 3, 2020, and adopted a Conflict of Interest Code identifying the positions within the Capital Improvements Corporation charged with making or participating in making a government decision which may foreseeably have a material effect on a financial interest.

NOW THEREFORE, THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES:

SECTION 1. The City Council hereby ratifies the 2020 Conflict of Interest Code for the Capital Improvements Corporation attached hereto and incorporated herein by this reference.

SECTION 2. The City Clerk shall certify to the passage and adoption of this Resolution.

ADOPTED March 3, 2020.

Ayes:
Noes:
Abstain:
Absent:

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk

2020
CONFLICT OF INTEREST
OF THE
MANHATTAN BEACH CAPITAL IMPROVEMENTS CORPORATION
INCORPORATION

The Political Reform Act of 1974 (PRA) requires state and local government agencies to adopt and promulgate conflict of interest codes to help government employees avoid financial conflicts. See California Government Code sections 81000 *et seq.*

The Fair Political Practices Commission (FPPC) has adopted a regulation that contains the terms of a standard conflict of interest code, can be incorporated by reference, and may be amended by the FPPC to conform to amendments to the PRA after public notice and hearings. This conflict of interest code for the Capital Improvements Corporation hereby incorporates by reference that regulation (2 California Code of Regulations section 18730); the Attached Schedule A, which identifies each position in the agency that is charged with making or participating in making a government decision which may foreseeably have a material effect on a financial interest; and the attached Schedule B, which identifies the economic interests that the individuals in those designated positions must disclose.

Officials (individuals holding, elected to, or appointed to a position in Schedule A) must periodically submit statements of economic interests that disclose the economic interests in Schedule B that they held during the reporting period. The statements must be submitted to the Manhattan Beach City Clerk's Office, which makes the statements available for public inspection and reproduction (see California Government Code section 81008).

SCHEDULE A

President	1
Vice President	1
Director	1
Chief Executive Officer	1
Chief Financial Officer	1
Secretary	1

CONSULTANTS/NEW POSITIONS:

Consultants and new positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The President may determine in writing if a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Government Code section 81008)

SCHEDULE B

An individual whose position is identified in the Designated Positions Section (Schedule A) of this conflict of interest code is a filer and must disclose each economic interest identified below for the disclosure category associated with the individual's position. Disclosure must be made by filing the California Form 700 on specified schedules.

The definition for investments, business positions, sources of income, interests in real property, doing business, gifts, and other terms may be found in the California Political Reform Act, its associated regulations, and the instructions for the California Form 700.

Economic interests must be disclosed for the applicable reporting period. In general, the following types of Form 700 filings have the following reporting periods:

Annual: January 1 through December 31 of the previous calendar year.

Assuming Office: The date the filer assumes office for investments, business positions, and interests in real property; for income, the 12 months immediately preceding the date the filer assumes office.

Leaving Office: The last date covered by the filer's most recent filing through the date the filer left the designated position.

Reporting periods may vary in individual circumstances and should be verified with the Clerk's Office.

Category 1.

Any investment, business position, source of income (including receipt of gifts, loans, and travel payments, or interest in real property).

RESOLUTION NO. 18-0103

A RESOLUTION OF THE MANHATTAN BEACH CITY
COUNCIL ADOPTING THE 2019 CONFLICT OF INTEREST
CODE OF THE CITY OF MANHATTAN BEACH

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES:

SECTION 1. The City of Manhattan Beach City Council hereby adopts the 2019 Conflict of Interest Code attached hereto and incorporated herein by this reference.

SECTION 2. Adoption of this Resolution and the 2019 Conflict of Interest Code for the City supersedes all the previously approved Conflict of Interest Codes for the City.

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

ADOPTED September 19, 2018.

Ayes:
Noes:
Abstain:
Absent:

STEVEN A. NAPOLITANO
Mayor

ATTEST:

LIZA TAMURA
City Clerk

2019
CONFLICT OF INTEREST
OF THE
CITY OF MANHATTAN BEACH, CALIFORNIA

SECTION 100. PURPOSE. Pursuant to the provisions of Government Code Sections 87300, et seq., the City of Manhattan Beach ("City") hereby adopts this Conflict of Interest Code ("Code"). The provisions of the Code supplement Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions contained in Government Code Sections 82000 et seq. and regulations adopted by the Fair Political Practices Commission are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

It is the purpose of this Code to provide for the disclosure of assets and income of designated employees of the City which may be materially affected by their official actions, and, in appropriate circumstances, to provide that designated employees should be disqualified from acting in order that conflicts of interest may be avoided.

SECTION 200. DESIGNATED POSITIONS. The positions listed on Exhibit "A" are designated positions. Officers and employees holding those positions are designated employees and are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest.

SECTION 300. DISCLOSURE STATEMENTS. Designated positions shall be assigned to one or more of the disclosure categories set forth on Exhibit "B". Each designated employee shall file an annual statement disclosing that employee's interest in investments, real property, and income, designated as reportable under the category to which the employee's position is assigned on Exhibit "B".

SECTION 400. PLACE AND TIME OF FILING.

(a) All designated employees required to submit a statement of financial interest shall electronically file using the City Clerk's electronic filing software system.

(b) A designated employee required to submit an initial statement of financial interest shall submit the statement within 30 days after the effective date of this Code.

(c) All individuals appointed, promoted or transferred to designated positions shall file initial statements within 30 days after assuming office.

(d) Annual statements shall be filed by April 1 by all designated employees. Such statements shall cover the period of the preceding calendar year.

(e) Every designated employee who leaves office shall file, within 30 days of leaving office, a statement disclosing reportable investments, business positions, interests in real property, and income held or received at any time during the period between the closing date of the last statement required to be filed and the date of leaving office.

However, a designated employee who resigns his or her position within 45 days following initial appointment is not deemed to assume or leave office, provided that during the period between appointment and resignation, the individual does not make, participate in making, or use the position to influence any decision of the City of Manhattan Beach or receive or become entitled to receive any form of payment by virtue of being appointed to the position.

SECTION 500. CONTENTS OF DISCLOSURE STATEMENTS. Disclosure statements shall be made on forms supplied by the City Clerk, and shall contain the following information:

(a) Contents of Investment and Real Property Reports:

When an investment, or an interest in real property, is required to be reported, the statement shall contain:

- (1) A statement of the nature of the investment or interest;
- (2) The names of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- (3) The address or other precise location of the real property;
- (4) A statement whether the fair market value of the investment, or interest in real property, exceeds \$10,000, and whether it exceeds \$100,000. This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer.

(b) Contents of Personal Income Reports:

When personal income is required to be reported, the statement shall contain:

- (1) The name and address of each source of income aggregating \$250 or more in value, or \$25 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
- (2) A statement whether the aggregate value of income from each source was greater than \$1,000, and whether it was greater than \$10,000;
- (3) A description of the consideration, if any, for which the income was received; and

(4) In the case of a gift, the amount or value and the date on which the gift was received.

(c) Contents of Business Entity Reports:

When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

(1) The name, address, and general description of the business activity of the business entity; and

(2) In the case of a business entity, the name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000 during a calendar year, and if that person from whom the business entity received payments was doing business with the agency or expecting to do business with the agency.

(d) Initial Statement:

The first report filed by an employee appointed to a designated position shall disclose any reportable investments and interest in real property.

(e) Acquisition or Disposal during Reporting Period:

If any otherwise reportable investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

SECTION 600. DISQUALIFICATION. Designated employees shall disqualify themselves from making or participating in the making or in any way attempting to use their official position to influence a governmental decision when it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally on:

(a) any reportable investment or interest in real property;

(b) any reportable source of income other than loans by a commercial lending institution in the regular course of business, aggregating \$250 or more in value received within 12 months prior to the time the decision is made; or

(c) any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

CONFLICT OF INTEREST CODE FOR THE CITY OF MANHATTAN BEACH

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (**2 California Code of Regulations Section 18730**) that contains the terms of a standard conflict of interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of **2 California Code of Regulations Section 18730** and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions, and establishing disclosure requirements, shall constitute the conflict of interest code for the City of Manhattan Beach.

Individuals holding designated positions shall file their statements with the City Clerk's Office, pursuant to Section 5 of the Model Code, which will retain the statements and make the statements available for public inspection and reproduction. (Gov. Code Section 81 008). Conflict of Interest Code

EXHIBIT "A"

COMMUNITY DEVELOPMENT DEPARTMENT:

Community Development Director	1,2,3
Building Official	1,2,3
Senior Building Inspector	1,2,3
Planning Manager	1,2,3
Senior Planner	1,2,3
Senior Plan Check Engineer	1,2,3
Senior Management Analyst	1,2,3
Associate Planner	1,2,3
Assistant Planner	1,2,3
Principal Building Inspector	1,2,3
Building Inspector	1,2,3
Code Enforcement Officer	1,2,3
Environmental Programs Manager	1,2,3

FINANCE DEPARTMENT:

Controller	1,2,3
Revenue Services Manager	1,2,3
Senior Financial Analyst	1,2,3
Purchasing Manager	1,2,3
General Services Coordinator	1,2,3
Management Analyst	1,2,3

FIRE DEPARTMENT:

Fire Chief	1,2,3
Fire Battalion Chief	1,2,3
Fire Marshal/Captain	1,2,3
Fire Inspector	1,2,3

HUMAN RESOURCES DEPARTMENT:

Human Resources Director	1,2,3
Risk Manager	1,2,3
Human Resources Manager	1,2,3

INFORMATION TECHNOLOGY DEPARTMENT:

Information Technology Director	1,2,3
Information Technology Manager	1,2,3
Geographic Information Systems Analyst	1,2,3

MANAGEMENT SERVICES:

City Clerk	1,2,3
Senior Deputy City Clerk	1,2,3
Senior Management Analyst	1,2,3
Management Analyst	1,2,3

PARKS AND RECREATION DEPARTMENT:

Parks and Recreation Director	1,2,3
Senior Recreation Manager	1,2,3
Recreation Manager	1,2,3
Recreation Programs Supervisor	1,2,3
Recreation Supervisor	1,2,3
Management Analyst	1,2,3

POLICE DEPARTMENT:

Police Chief	1,2,3
Police Captain	1,2,3

PUBLIC WORKS DEPARTMENT:

Public Works Director	1,2,3
Utilities Manager	1,2,3
City Engineer	1,2,3
Principal Civil Engineer	
Water Supervisor	1,2,3
Facilities Supervisor	1,2,3
Maintenance Supervisor	1,2,3
Maintenance Manager	1,2,3
Equipment Maintenance Supervisor	1,2,3
Senior Management Analyst	1,2,3
Management Analyst	1,2,3

BOARDS/COMMISSIONS:

Cultural Arts Commission	1,2,3
Parking and Public Improvements Commission	1,2,3
Parks and Recreation Commission	1,2,3
Library Commission	1,2,3

MISCELLANEOUS:

Traffic Engineer	1,2,3,4
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OFFICIALS WHO MANAGE PUBLIC INVESTMENTS:

It has been determined that the positions listed below manage public investments and will file the Form 700 statement of economic interests:

Finance Director	1,2,3,5
Finance Subcommittee Members	1,2,3,5

CONSULTANTS:

With respect to consultants, the City Manager shall determine in writing if a particular consultant performs a range of duties requiring disclosure hereunder. That determination shall include a description of the consultant's duties and a statement of the extent of disclosures requirements. A copy of that determination shall be filed with the City Clerk and a copy forwarded to the City Council.

NOTE: City Council, City Manager, City Attorney, City Treasurer, and Planning Commissioners are required to submit disclosure statements pursuant to state law **(California Government Code Sections 87200, et. seq.)**.

EXHIBIT "B"

Category 1.

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency.

Category 2.

Persons in this category shall disclose all investments. Investment means any financial interest in, business position in, or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value exceeds \$1,000. The term "investment" does not include a time or deemed deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency. Investments of individuals include a pro rata share of investments of any business entity or trust in which the individual or spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.

Category 3.

Persons in this category shall disclose all income received from any source located or doing business within the jurisdiction or expecting to do business within the jurisdiction. Income received from a public agency need not be disclosed. Income of persons in this category also includes a pro rata share of any income of any business entity located or doing business within the jurisdiction in which the person or spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.

Category 4.

Persons in this category shall disclose all income from and investments in business that manufacture or sell supplies of the type utilized by the Department in which the person is employed.

Category 5.

Persons in this category shall disclose all investments in and income from all banks, savings and loan associations, insurance companies, investment companies, stockbrokers, title companies, financial consultants, data processing firms or consultants.

Agenda Item No. 10

City Council Reports.

Agenda Date: 3/3/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Carrie Tai, AICP, Community Development Director
Dana Murray, Environmental Sustainability Manager

SUBJECT:

Consider Request by Mayor Hersman and Councilmember Stern to Revisit the Default Renewable Energy Tier for Power Customers Under the Clean Power Alliance of Southern California (Community Development Director Tai).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends the City Council discuss and provide direction regarding the request by Mayor Hersman and Councilmember Stern to consider changing the default tier for residential and commercial power accounts under the Clean Power Alliance.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

The Clean Power Alliance of Southern California (CPA) is a nonprofit entity and a community choice energy (CCE) program, formed through a Joint Powers Authority (JPA). The JPA is made up of 31 public agencies across Los Angeles and Ventura counties, working together to bring affordable, clean energy to our communities.

CPA purchases clean power and sells it to customers, while Southern California Edison (SCE) is responsible for delivery, billing, and for resolving any electricity service issues. The CCE program allows government agencies to buy and generate clean electricity for their residents and businesses by creating a partnership between the municipality and the existing utility provider. Public entities who are part of the CPA have the option to purchase up to 100% renewable/clean electricity - such as solar, wind, bioenergy, geothermal, and hydroelectric - at

competitive rates, which helps communities achieve their climate action goals and reduce greenhouse gas emissions. This enables municipalities to buy power from cleaner renewable sources while still using existing utilities (e. g. SCE) to deliver clean electricity to customers.

In December 2017, City Council unanimously approved a motion to become a member of the CPA. Each of the CPA Member Agencies has discretion to select the Default Rate Product (Default) for the customers in their respective jurisdictions. Prior to service launch, each Member Agency selected a Default Rate. On February 20, 2018, City Council selected the 50% renewable energy tier offered by CPA to power customers (residents and businesses) in the City. The Default established the energy rate product that every customer was automatically enrolled in, unless the customer affirmatively opted to a different rate product or opted-out of CPA service all together.

Although CPA's Joint Powers Agreement contemplates that each Member Agency may change its individual Default Rate Product, the Joint Powers Agreement does not specify a process. A change in the Default Rate Product will impact CPA's fiscal, energy procurement, operational, and customer communication activities, and CPA needs to appropriately plan for these changes. CPA's current rate product options are:

- Lean Power, which provides 36% renewable energy content at a 1-2% discount as compared to SCE base rates
- Clean Power, which provides 50% renewable energy content at a 0-1% discount as compared to SCE base rates
- 100% Green Power, which provides 100% renewable energy content at a 7-9% premium as compared to SCE base rates

In October 2019, the City of Malibu became the first CPA jurisdiction to decide to change its Default when its City Council voted to change its community-wide Default from Clean Power (50%) to 100% Green Power. CPA anticipates that more jurisdictions may also decide to change their Default from their original selections; thus, on February 6, 2020, the CPA Board of Directors approved a Policy for Changes to Default Rate Products. The policy is provided as an attachment. This policy describes the requirements for advance notice by CPA member agencies, customer communications, default transition timeline, and the applicability and frequency of default changes.

For Default product changes to take place in 2020, jurisdictions must notify CPA no later than April 1, 2020. Notification can be provided via email to CPA staff. CPA will implement any change to the Default Rate Product in the month of October following the Member Agency's notification to CPA of the Member Agency's Default Rate Product change pursuant to the attached policy. The transition will take effect on the individual customer's first meter-read date in October 2020.

CPA will notify customers subject to a Member Agency's Default Rate Product change. CPA will lead, with support from the Member Agency, the development and dissemination of customer notices. Any customer accounts subject to a Member Agency's Default Rate Product change shall be sent a minimum of two notifications. A minimum of one notice shall be sent prior to the change going into effect. In addition to the two required notices referenced in Section 4.a. in the attached policy, CPA will coordinate with a Member Agency who wishes to develop and

distribute additional customer notices and conduct additional communications such as on-bill messaging, bill inserts, social media campaigns, jurisdictional newsletters, etc. CPA will cover the cost of the required customer notices for the Member Agency's first Default Rate Product change. A Member Agency may change its Default Product no more than one time every two years. A customer may take an Opt Action at any time by notifying CPA.

Pursuant to the Brown Act, the City Council cannot discuss items not on an agenda unless under limited circumstances. The City Council has developed a process to allow individual Councilmembers to request, with the support of another Councilmember, that items be placed on a future agenda for City Council discussion. At that future meeting, the item is identified on the agenda in full compliance with the Brown Act. Discussion allows an opportunity to the public to provide input and the City Council, as a body, to decide whether City resources (staff time, etc.) should be incurred to present a more comprehensive report at a third City Council meeting. The process:

STEP ONE: During "Future Agenda Items," a Councilmember may request that an item be placed on the agenda. On February 18, 2020, a Councilmember requested that this item be placed on a future agenda, and a second Councilmember concurred.

STEP TWO: The item was thus placed on this agenda. After discussion, the City Council has the following options: a) Receive and File the report; b) Provide direction to staff; c) Continue the item to a future date.

STEP THREE: If City Council chooses option b) in Step Two above, staff recommends that the City Council discuss and vote on a possible change to the default CPA tier for residential and commercial power customers in the City.

DISCUSSION:

At the request of Mayor Hersman and Councilmember Stern at the February 18, 2020, City Council meeting, staff has placed this item on the agenda for further discussion. Staff recommends that the issue be discussed and voted on by City Council on March 17, 2020.

ATTACHMENT:

1. Policy for Changes

Policy Title	Changes to Default Rate Product		
Policy Number	CPA2020-13	Effective Date	Original: 02/06/2020



Policy No. 13 for Changes to Default Rate Product

I.

PURPOSE

Each of the Clean Power Alliance of Southern California’s (“CPA”) Member Agencies has discretion to select the Default Rate Product for the customers in their respective jurisdictions. Prior to service launch, each Member Agency selected a Default Rate.

Although CPA’s Joint Powers Agreement contemplates that each Member Agency may change its individual Default Rate Product, the Joint Powers Agreement does not specify a process.

A change in the Default Rate Product will impact CPA’s fiscal, energy procurement, operational, and customer communication activities, and CPA needs to appropriately plan for these changes.

CPA enacts this Policy in order to specify a process for a Member Agency to change its Default Rate Product while providing CPA sufficient notice and time to prepare for that change.

II.

DEFINITIONS

1. **“Board”** means the Board of Directors of CPA.
2. **“CPA Rates”** means the rates applicable to a customer class as established in CPA’s rate schedule. For example, rates D, GS-1, AL-2-F, TOU-GS-1-A.
3. **“CPA Rate Product”** means a rate product approved by the Board and available to CPA customers. For example, Lean Power, Clean Power, or 100% Green Power. A CPA Rate Product is distinguishable from CPA Rates.
4. **“Default Rate Product”** is a CPA Rate Product option which each Member Agency selected as the default for the Member Agency’s customers. The Member Agency’s selection established the CPA Rate Product (e.g., Lean Power, Clean Power, or 100% Green Power) that every customer in the Member Agency’s jurisdiction would be given unless the customer takes an Opt Action.
5. **“Member Agency”** is a “Party” as that term is defined in Section 1.16 of CPA’s Joint Powers Agreement.
6. **“Opt Action”** means an affirmative action taken by an individual CPA customer account either (a) to choose a CPA Rate Product that is different from the Default Rate Product for the customer’s current service location, or (b) to opt out of CPA service.

Policy Title	Changes to Default Rate Product		
Policy Number	CPA2020-13	Effective Date	Original: 02/06/2020

III.

PROCESS REGARDING CHANGES TO A MEMBER AGENCY'S SELECTION OF THE DEFAULT RATE PRODUCT

1. **Advance Notice.** If a Member Agency intends to change its Default Rate Product for the Member Agency's customers, a Member Agency shall provide notification to CPA of the Member Agency's decision to change its Default Rate Product before January 1 of the year in which the Default Rate Product change will occur. See Section III.3.

Notwithstanding the foregoing, CPA and the Member Agency may mutually agree upon a different notification schedule, as long as such notification is provided by April 1, 2020.

2. **Activities Subsequent to Member Agency Notice.** Upon receipt of a Member Agency's notice, CPA may engage in any of the following activities:
 - a. Purchase or prepare to purchase the appropriate amount of resources to meet the expected change in demand when the Default Rate Product is changed;
 - b. Complete or prepare to complete additional regulatory compliance and reporting requirements, if any;
 - c. Coordinate with CPA's data manager and Customer Service Center to make necessary operational adjustments;
 - d. Evaluate fiscal impacts of default rate product change;
 - e. Examine CPA Rates and any rate impacts;
 - f. Coordinate and work with SCE on billing considerations;
 - g. Prepare for and deploy customer communications efforts. See Section IV.4, below, for additional detail;
 - h. Identify and address any other operational impacts or issues and take steps to mitigate those impacts/issues; or,
 - i. Take any other action necessary to effectuate the Member Agency's change in Default Rate Product.

3. **October Default Rate Product Change Implementation.** CPA will implement any change to the Default Rate Product in the month of October following the Member Agency's notification to CPA of the Member Agency's Default Rate Product change pursuant to Section IV.1, above. The transition will take effect on the individual customer's first meter-read date in October.

Notwithstanding the foregoing, CPA and the Member Agency may mutually agree upon a different implementation schedule.

4. **Customer Communications.** CPA will notify customers subject to a Member Agency's Default Rate Product change. CPA will lead, with support from the Member Agency, the development and dissemination of customer notices.
 - a. **Required Notifications.** Any customer accounts subject to a Member Agency's Default Rate Product change shall be sent a minimum of two (2) notifications. A minimum of one (1) notice shall be sent prior to the change going into effect.

Policy Title	Changes to Default Rate Product		
Policy Number	CPA2020-13	Effective Date	Original: 02/06/2020

- b. **Optional Additional Notifications.** In addition to the two required notices referenced in Section 4.a., above, CPA will coordinate with a Member Agency who wishes to develop and distribute additional customer notices and/or conduct additional communications such as on-bill messaging, bill inserts, social media campaigns, jurisdictional newsletters, etc.
 - c. **Cost of Customer Notices.** CPA will cover the cost of the required customer notices for the Member Agency's first Default Rate Product change. Subsequent Default changes will be charged to the Member Agency.
- 5. **Exceptions to Application of Default Rate Product Change.** Notwithstanding anything contained in this Policy, in no event shall a Member Agency's change in the Default Rate Product affect the following:
 - a. **Prior Customer Opt Actions.** Any customer account that has affirmatively taken any Opt Action.
 - b. **Additional Exceptions.** The CPA Executive Director is authorized to determine additional exceptions for customers that would be excluded from the parameters of a Default Rate Product change or to implement the change on a different schedule than as set forth herein.
- 6. **Frequency of Default Rate Product Change by a Member Agency.** A Member Agency may change its Default Product no more than one (1) time every two (2) years.
- 7. A customer may take an Opt Action at any time by notifying CPA.

Agenda Date: 3/3/2020

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

February 26, 2020 Agenda Forecast

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 |
|------------|---------|----------------|------------------|--------------|---------------|

03/17/2020	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 –
20-0123	1. Baby Passports (Ceremonial)
20-0108	2. City Council Minutes (City Clerk Tamura) (Consent)
20-0073	3. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
20-0117	4. Consider Approving the Proposed Fiscal Year 2020-2021 Chamber of Commerce Work Plan Agreement in the Amount of \$62,545 (City Manager Moe) (Consent)
20-0118	5. Consider Approving a Memorandum of Understanding Between the City of Manhattan Beach, the City of Redondo Beach and the City of Hermosa Beach Regarding the Implementation of the South Bay Beach Cities Homelessness Project (City Manager Moe) (Consent)
NO FILE	6. City Council Assignments (City Clerk Tamura)
20-0122	7. Consider Adopting a Resolution Approving a Comprehensive Citywide Salary Schedule for all City Positions and Adjustments to Salary Ranges (Human Resources Director Jenkins) (Consent)
20-0041	8. Budgeted Purchase of Proposition A Transportation Funds from the City of Maywood (Finance Director Charelian and Parks and Recreation Director Leyman) (Consent)
20-0061	9. Consider Adopting a Resolution Renewing an Agreement for Three-Years to McCormick Ambulance for Emergency Ambulance Transport Services in an Amount Not-to-Exceed \$250,000 Annually (Fire Chief Drum) (Consent)
20-0003	10. 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)
20-0083	11. Consider: 1) Awarding a Construction Contract to Best Contracting Services, Inc. for the Roof Replacement of the Recreation Hall and Recreation Center at Live Oak Park and the Community Building at Marine Avenue Park for \$254,600 in Response to Bid No. 1226-20; 2) Authorizing the City Manager to Execute the Agreement; 3) Authorizing the City Manager to Approve Additional Work, if Necessary, for up to \$50,920 (20% Contingency); and 4) Approving the Plans and Specifications for the Project (Public Works Director Katsouleas) (Consent)
20-0084	12. Consider Adopting a Resolution Awarding a Professional Services Agreement to --- for Construction Management and Inspection Services for the Underground Utility Assessment District No. 19-4 Project for the Amount of --- (Public Works Director Katsouleas) (Consent)
20-0091	13. Consider Approving the Annual Progress Report for 2019 as Required by the California Department of Housing and Community Development (Community Development Director Tai) (Consent)
20-0121	14. Consider Adopting a Resolution Approving Amendment No 1 of an Agreement with General Pump Corporation for the Repair of Booster No. 3 at Peck Reservoir and Appropriating an Additional \$21,719 (Public Works Director Katsouleas) (Consent)
20-0129	15. Consider Adopting a Resolution of Sole Source Exception Findings Within Public Contract Code Section 3400 for Specific Materials, Products, Systems and Services for City-Related Water, Sewer and Stormwater Capital Projects (Public Works Director Katsouleas) (Consent)
20-0060	16. Conduct Public Hearing to 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)
20-0029	17. Consider Approval of New Mural Artist and Locations and Allocate Public Art Trust Funds (Parks and Recreation Director Leyman) (General Business)
20-0097	18. Consider the Manhattan Beach Education Foundation (MBEF) Donor Appreciation Community Recognition Proposal for a Donor Wall Placed in Metlox Plaza (Parks and Recreation Director Leyman) (General Business)

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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20-0082	19. Update on Design and Construction Activities for the Senior & Scout Community Center (Public Works Director Katsouleas) (General Business)
20-0050	20. Conduct Public Hearing Regarding Ordinance No. 19-0010 Updating the Tree Ordinance and 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 Katsouleas) (General Business)
20-0105	21. 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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04/07/2020	Regular Meeting – 6:00 PM Tuesday
Deadlines	Finance – 2/25 City Manager – 3/3 City Attorney – 3/10 City Manager – 3/24 Packet – 4/1
	Pledge –
20-0111	1. Proclamation Declaring the Month of April, 2020, as DMV/Donate Life California Month (Ceremonial)
20-0112	2. City Council Minutes (City Clerk Tamura) (Consent)
NO FILE	3. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
20-0077	4. Consider Ordering Plans, Specifications, Cost Estimates and Engineer’s Report for Annual Streetlighting and Landscaping Assessments (Finance Director Charelian) (Consent)
20-0085	5. Consider Adopting a Resolution Awarding a Design Services Agreement to --- for the Polliwog Park Playground Project for the Amount of --- (Public Works Director Katsouleas) (Consent)
20-0092	6. Formally Accept as Complete the Cycle 3 Federal SRTS Pedestrian Safety Improvements Project Constructed by Calpromax Engineering, Inc.; Authorize Filing Notice of Completion with the County Recorder; and Approve Release of Retention for \$27,484 (Public Works Director Katsouleas)
20-0093	7. Formally Accept as Complete the HSIP Cycle 5 Pedestrian Safety Improvements Project Constructed by PTM General Engineering Services, Inc.; Authorize Filing a Notice of Completion with the County Recorder; and Approve Release of Retention for \$25,695 (Public Works Director Katsouleas) (Consent)
NO FILE	8. Consider Second Reading and Adoption of an Ordinance Updating the Manhattan Beach Municipal Code Regarding Trees (Public Works Director Katsouleas) (Consent)
20-0056	9. Information and Report on Construction Hours on Saturdays (Community Development Tai) (General Business)
20-0128	10. Consider the Installation of Public WiFi for the Metlox Plaza (Interim Information Technology Director Griffin) (General Business)
20-0088	11. Presentation of the Proposed 5-Year Capital Improvement Program (CIP) for Fiscal Year 2020-2021 Through Fiscal Year 2024-2025 (Public Works Director Katsouleas) (General Business)
20-0116	12. Consider Approving a City Council Communications Policy (City Manager Moe) (General Business)
20-0113	13. Agenda Forecast (Informational)
04/14/2020	Work Plan Meeting – 6:00 PM Tuesday
Deadlines	
	Pledge –
	1. Work Plan Discussion
04/21/2020	Regular Meeting – 6:00 PM Tuesday
Deadlines	Finance – 3/10 City Manager – 3/17 City Attorney – 3/24 City Manager – 4/7 Packet – 4/15
	Pledge – Pennekamp Elementary School
20-0109	1. Proclamation Declaring the Month of April, 2020, as Earth Month (Ceremonial)
20-0110	2. Recognition to Manhattan Beach’s Certified Green Businesses (Ceremonial)
20-0114	3. City Council Minutes (City Clerk Tamura) (Consent)
	4. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
20-0089	5. Receive an Update on the Fiber-to-the-Premises (FTTP) Pilot Area Design Project and Consider Next Steps (Public Works Director Katsouleas) (General Business)
20-0115	6. Agenda Forecast (Informational)
04/28/2020	Boards and Commissions Interviews – TMD Tuesday
	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) 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)
20-0078	4. Consider Approving the Assessment Engineer’s Report for Annual Levy of Streetlighting Assessments for Fiscal Year 2020-2021 (Finance Director Charelian) (Consent)
20-0079	5. Consider the City Council’s Intention to Provide for Annual Levy and Collection of Assessments for Streetlighting Maintenance and Setting a Public Hearing for June 16, 2020 (Finance Director Charelian) (Consent)
20-0086	6. Consider the City Council’s Intention to Provide for Annual Levy and Collection Assessments for the Downtown Business Improvement District and Setting a Public Hearing for June 16, 2020 (Finance Director Charelian) (Consent)
20-0070	7. Conduct Public Hearing for Refuse Rates and Consider Adopting a Resolution for Refuse Rate Changes Effective on Utility Bills Generated from July 1, 2020 Through July 1, 2025 (Public Works Director Katsouleas) (Public Hearing)
	8. Appointments to City Boards and Commissions (City Clerk Tamura) General Business)
20-0068	9. Fee Waiver Requests Associated with Non-Profit Special Events (Parks and Recreation Leyman) (General Business)
20-0024	10. Consider Introducing an Ordinance 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)
	11. Consider Approving the MOU Associated with Catalina Classic Paddleboard Race Bronze Sculpture (Parks and Recreation Director Leyman) (General Business)
20-0028	12. Update on Donation Program Policy and Options (Parks and Recreation Director Leyman) (General Business)
20-0063	13. Park Master Plan (Parks and Recreation Director Leyman) (General Business)
20-0066	14. Consider the Recommendation from the Cultural Arts Commission on the Polliwog Park Pavilion Request for Proposal (Parks and Recreation Leyman) (General Business)
20-0064	15. Presentation of the City Hall Mural Finalists (Parks and Recreation Director Leyman) (General Business)
20-0065	16. Presentation of the Community Grant Recommendation from the Cultural Arts Commission (Parks and Recreation Director Leyman) (General Business)
20-0014	17. Consider Funding Options for CalPERS Pension Liabilities (Finance Director Charelian) (General Business)
	18. 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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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) 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)
20-0080	3. Conduct a Public Hearing Adopting a Resolution Providing for Annual Levy and Collection of Streetlighting and Landscaping District Maintenance Assessments for Fiscal Year 2020-2021 (Finance Director Charelian) (Public Hearing)
20-0087	4. Conduct Public Hearing Adopting Resolutions Regarding Renewal of Downtown Business Improvement District (BID) for Fiscal Year 2020-2021 Including Authorization to Collect Assessments; Ratification of the District Advisory Board; Authorization to Enter Into an Agreement with the Downtown Manhattan Beach Business and Professional Association; and Authorization to Disburse Fiscal Year 2019-2020 Assessments Collected (Finance Director Charelian) (Public Hearing)
20-0057	5. Consider Introducing an Ordinance Amending Building Code Adoption to Restore Permit Exemptions to Fences 7' and Under (Community Development Director Tai) (General Business)
	6. Agenda Forecast (Informational)
07/07/2020	Regular Meeting – 6:00 PM Tuesday
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)
	19. City Council Minutes (City Clerk Tamura) (Consent)
	20. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	21. Resolution Adopting the 2020 Conflict of Interest Code (City Clerk Tamura) (Consent)
	22. 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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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. Human Resources Professionals Week (Ceremonial)
	2. City Council Minutes (City Clerk Tamura) (Consent)
	3. Financial Report: Schedules of Demands (Finance Director Charelian) (Consent)
	4. 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)
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)

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

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
12/3/19	City Council	IT	Options Regarding WiFi at Metlox	4/7/20

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
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
---	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
2/4/20	City Council	PR	Updated Banner Policy	TBD
2/18/20	Hersman	CD	Update on 100% Clean Power Alliance for City Facilities	TBD
2/18/20	City Council	PR	Analyze facility reservations utilized by non-profits and explore a "non-profit" and "local non-profit" special rate	TBD

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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FUTURE MEETINGS TO BE SCHEDULED

Date Requested	Councilmember/ Staff Requested	Responsible Department	Memo	Anticipated Date
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Please note that all items with “**WP**” indicate that the item was added at the
 March 9, 2018, City Council – Work Plan Meeting

