

AMENDED AGENDA

City Council Regular Meeting

Regular Meeting

Tuesday, September 15, 2020

6:00 PM

City Council Chambers



ELECTED OFFICIALS

Mayor Richard Montgomery

Mayor Pro Tem Suzanne Hadley

Councilmember Hildy Stern

Councilmember Steve Napolitano

Councilmember Nancy Hersman

City Treasurer Tim Lilligren

EXECUTIVE TEAM

City Manager Bruce Moe

City Attorney Quinn Barrow

City Clerk Liza Tamura

Community Development Director Carrie Tai

Finance Director Steve Charelian

Interim Fire Chief Wolfgang Knabe

Human Resources Director Lisa Jenkins

Information Technology Director Terry Hackelman

Parks and Recreation Director Mark Leyman

Police Chief Derrick Abell

Public Works Director Stephanie Katsouleas

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.

September 15, 2020

Amended City Council Meeting Agenda Packet:

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MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!

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

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

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

CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Wednesday, September 9, 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. CALL MEETING TO ORDER****B. ROLL CALL****C. CEREMONIAL CALENDAR**

1. Presentation of a Baby Passport to Clem and MaryEllen Udovich,
Welcoming Manhattan Beach's Newest Resident Callie Mae Udovich.
PRESENT

[20-0284](#)

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

This is the time for the City Council to: (a) notify the public of any changes to the agenda; (b) remove items from the consent calendar for individual consideration; or (c) rearrange the order of the agenda.

MOTION TO APPROVE AGENDA AND WAIVE FULL READING

E. 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.

Pursuant to Governor Newsom's Executive Orders No. N-25-20 and No. N-29-20, City Council Chambers is not open to the public. In the interest of maintaining appropriate social distancing, the City Council encourages the public to participate by submitting comments in advance of the meeting, no later than 5:30 PM, September 15, 2020 (the day of the meeting), via:

- 1) eComment at <http://www.citymb.info/ecomment>;
- 2) email to cityclerk@citymb.info; or
- 3) telephone message recorded at (310) 802-5030.

All of your comments provided by the deadlines above will be available to the City Council and the public prior to the meeting.

In addition, you may participate by joining Zoom during the meeting:

If you wish to speak on any item on the agenda, please register in advance by clicking the following link: <https://citymb.seamlessdocs.com/f/publiccomment>.

- 1) Join Zoom Meeting via the internet:
Direct URL: <https://comb.zoom.us/j/98365682559>, Meeting ID: 983-6568-2559

During the meeting you will need to use the "raise hand" button through Zoom at the time the Mayor invites the public to provide comments.

- 2) Join Zoom Meeting via Phone Conference (Voice Only):
Phone Number: (669) 900-6833, Meeting ID: 983-6568-2559

During the meeting you will need to enter *9 on the phone's dial pad at the time the Mayor invites the public to provide comments.

F. COVID-19

2. City Manager Report on EOC (Emergency Operations Center) and Update on COVID-19 Response.
3. City Council to Consider Additional Measures to Address COVID-19.

G. CONSENT CALENDAR (APPROVE)

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

-
4. City Council Minutes: [20-0170](#)
This Item Contains Minutes of the Following City Council Meeting(s):
a) City Council Adjourned Regular Meeting Minutes of September 1, 2020
b) City Council Regular Meeting Minutes of September 1, 2020
(City Clerk Tamura).
APPROVE

Attachments: [City Council Adjourned Regular Meeting Minutes of September 1, 2020](#)
[City Council Regular Meeting Minutes of September 1, 2020](#)
5. Financial Report: [20-0253](#)
Schedule of Demands: August 20, 2020 (Finance Director Charelian).
ACCEPT REPORT AND DEMANDS

Attachments: [Schedule of Demands for August 20, 2020](#)
6. Consideration Designating a Voting Delegate and Alternates to the 2020 [20-0159](#)
League of California Cities Annual Conference; Authorize the Delegate and
Alternates Voting Authority on Proposed Resolution(s) Being Considered at
the Conference (City Clerk Tamura).
a) **APPROVE VOTING DELEGATE AND ALTERNATES**
b) **AUTHORIZE VOTING AUTHORITY**

Attachments: [2020 Annual League of California Cities Conference Resolutions Packet](#)
[Designation of Voting Delegate/Alternates Form](#)
7. Consideration of Formally Authorizing the Submittal of an Application for a [20-0279](#)
Los Angeles County Grant for up to \$150,000 and Approval of Youth
Employment Plan for the Polliwog Park Playground Replacement Project
(Parks and Recreation Director Leyman).
ADOPT RESOLUTION NO. 20-0113

Attachments: [Resolution No. 20-0113](#)
8. Consideration of Formally Authorizing the Submittal of an Application for [20-0282](#)
State of California Parks & Water Bond 2018 Proposition 68 Per Capita
Grant Funds for up to \$199,955 for the Polliwog Park Playground
Replacement Project (Parks and Recreation Director Leyman).
ADOPT RESOLUTION NO. 20-0112

Attachments: [Resolution No. 20-0112](#)

9. Consideration of Ratification of an Agreement with Willdan Engineering for Code Enforcement Services to Safeguard Public Health (Police Chief Abell). [20-0271](#)

a) **ADOPT RESOLUTION NO. 20-0109**

b) **RATIFY AGREEMENT FOR ENFORCEMENT SERVICES
REQUIRED FOR THE COVID-19 PANDEMIC**

Attachments: [Resolution No. 20-0109](#)
[Agreement - Willdan Engineering](#)
[Bid Comparison](#)

10. Consideration of Waiving Formal Bid Requirements Pursuant to Manhattan Beach Municipal Code Section 2.36.150 and Adopting a Resolution Approving a Three-Year Agreement with Dell for Microsoft Enterprise Software Licensing with an Estimated Total Value of \$324,144 (Information Technology Director Hackelman). [20-0257](#)

a) **WAIVE FORMAL BIDDING**

b) **ADOPT RESOLUTION NO. 20-0099**

Attachments: [Resolution No. 20-0099](#)
[Agreement - Dell Microsoft Enterprise](#)
[Dell Quote](#)

H. ITEMS REMOVED FROM THE CONSENT CALENDAR

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

I. PUBLIC HEARINGS

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

11. Conduct Public Hearing for Consideration of Adopting Resolutions [20-0232](#)
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 Assessments Collected through August 31, 2020 (Finance Director Charelian).
a) CONDUCT PUBLIC HEARING
b) ADOPT RESOLUTION NOS. 20-0106 AND 20-0107
c) RATIFY BOARD

Attachments: [Resolution No. 20-0106](#)
[Resolution No. 20-0107](#)
[Agreement - DMBBPA \(2020-2021\)](#)
[BID Advisory Board of Directors to be Ratified \(FY 2020-2021\).pdf](#)
[Business Improvement Budget & Activity Plan \(July 2020\)](#)

12. Conduct Public Hearing for Coastal Development Permits to Approve an Increase to Parking Meter Rates for On-Street and Parking Lot Meters in the Appealable and Non-Appealable Coastal Zones (Finance Director Charelian). [20-0280](#)
a) CONDUCT PUBLIC HEARING
b) ADOPT RESOLUTION NOS. 20-0114 AND 20-0115

Attachments: [Resolution No. 20-0114](#)
[Resolution No. 20-0115](#)
[Coastal Development Permit Application \(Appealable Area\)](#)
[Coastal Development Permit Application \(Non-Appealable Area\)](#)
[Parking Meter Zones Map](#)

J. GENERAL BUSINESS

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

13. Request by Mayor Montgomery for a Status Update on Recent Police Activity at the Residence Inn by Marriott, Located at 1700 North Sepulveda Boulevard (Police Chief Abell). [20-0286](#)
DISCUSS AND PROVIDE DIRECTION

Attachments: [Letter to Residence Inn, September 11, 2020](#)

K. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS

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

L. FUTURE AGENDA ITEMS

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

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

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

- 14.** Recent Planning Commission Quasi-Judicial Decisions: [20-0283](#)
Proposed Master Use Permit Amendment to Allow Full Liquor Service in
Conjunction with Food Service at an Existing Restaurant with Beer and
Wine at 1131 Manhattan Avenue, Part of a Multi-Tenant Building at
1125-1131 Manhattan Avenue and 133 Manhattan Beach Boulevard, and
Make an Environmental Determination in Accordance with the California
Environmental Quality Act (Nando Milano LA, LLC/Vullo) (Community
Development Director Tai).
INFORMATION ITEM ONLY

P. CLOSED SESSION**Q. ADJOURNMENT**

In memory of Steve Oliveira.

R. FUTURE MEETINGS**CITY COUNCIL MEETINGS**

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 (Reorganization)

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

September 21, 2020 - Monday - 6:00 PM - Cultural Arts Commission Meeting
September 23, 2020 - Wednesday - 6:00 PM - Planning Commission Meeting
September 24, 2020 - Thursday - 6:00 PM - Parking and Public Improvements Commission
September 28, 2020 - Monday - 6:00 PM - Parks and Recreation Commission Meeting

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

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
May 31, 2021 – Monday – Memorial Day
July 4, 2021 - Friday - Independence Day
September 7, 2021 - Monday - Labor Day



CITY OF MANHATTAN BEACH
1400 Highland Avenue Manhattan Beach, CA 90266
www.citymb.info • (310) 802-5000

STAFF REPORT

Agenda Date: 9/15/2020

TO:

Members of the City Council

FROM:

Mayor Montgomery

SUBJECT:

Presentation of a Baby Passport to Clem and MaryEllen Udovich, Welcoming Manhattan Beach's Newest Resident Callie Mae Udovich.

PRESENT

**Presentation of a Baby Passport to Clem and MaryEllen Udovich, Welcoming
Manhattan Beach's Newest Resident Callie Mae Udovich**



CITY OF MANHATTAN BEACH CITY HALL

1400 Highland Avenue, Manhattan Beach, CA 90266

WEBSITE: www.citymb.info • **PHONE:** (310) 802-5000

AGENDA ITEM NO. 2

City Manager Report on EOC (Emergency Operations Center) and Update on COVID-19 Response.



CITY OF MANHATTAN BEACH CITY HALL

1400 Highland Avenue, Manhattan Beach, CA 90266

WEBSITE: www.citymb.info • **PHONE:** (310) 802-5000

AGENDA ITEM NO. 3

City Council to Consider Additional Measures to Address COVID-19.



Agenda Date: 9/15/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Liza Tamura, City Clerk

Martha Alvarez, Senior Deputy City Clerk

SUBJECT:

City Council Minutes:

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

- a) City Council Adjourned Regular Meeting Minutes of September 1, 2020
- b) City Council Regular Meeting Minutes of September 1, 2020
(City Clerk Tamura).

APPROVE

RECOMMENDATION:

The attached minutes are for City Council approval:

Attachment(s):

- 1. City Council Adjourned Regular Meeting Minutes of September 1, 2020
- 2. City Council Regular Meeting Minutes of September 1, 2020

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, September 1, 2020

4:30 PM

City Council Chambers

City Council Adjourned Regular Meeting

ELECTED OFFICIALS

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

PLEASE NOTE THAT THE CITY ARCHIVES THE VIDEO RECORDINGS OF ALL REGULAR CITY COUNCIL MEETINGS AND THE VIDEO FOR THIS MEETING IS HEREBY INCORPORATED BY THIS REFERENCE. ALSO IN SUPPORT OF MORE TRANSPARENCY AND THE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE, THE CITY OFFERS CLOSED CAPTIONING FOR REGULAR CITY COUNCIL MEETINGS. FOR A COMPLETE RECORD OF THIS CITY COUNCIL MEETING, GO TO:

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

A. CALL MEETING TO ORDER

At 4:30 PM, Mayor Montgomery called the meeting to order.

B. ROLL CALL

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

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

D. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Senior Deputy City Clerk Martha Alvarez confirmed that the following public comment(s) were received by the City for the September 1, 2020, City Council Adjourned Regular Meeting.

Cindy Houser

Mayor Montgomery opened the floor to public comment.

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

E. PUBLIC HEARINGS

- 1. Public Hearing to Consider Peter Gordon’s Appeal of the Police Chief’s Vicious Animal Determination (Police Chief Abell).

[20-0275](#)

- a) **CONDUCT PUBLIC HEARING**
- b) **DETERMINE THAT DOG IS VICIOUS WITHIN THE MEANING OF MANHATTAN BEACH MUNICIPAL CODE CHAPTER 5.01**

Mayor Montgomery introduced the item and opened the Public Hearing.

Police Captain Tim Hageman provided the staff presentation and presented evidence that the appellant was notified of this hearing in several ways.

Police Captain Hageman and City Attorney Quinn Barrow responded to City Council questions.

Mayor Montgomery opened the floor to public comment. He invited Mr. Gordon to testify .

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

Mayor Montgomery closed the Public Hearing.

Police Captain Hageman and City Attorney Barrow responded to City Council questions.

A motion was made by Mayor Pro Tem Hadley, seconded by Councilmember Hersman, to make the finding and determine that the dog is vicious. The motion carried by the following vote:

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

F. CLOSED SESSION

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

City Attorney Quinn Barrow announced the following Closed Session.

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

Agency Negotiators:

**Bruce Moe, City Manager
Lisa Jenkins, Human Resources Director**

Employee Groups:

**Manhattan Beach Firefighters' Association
Manhattan Beach Fire Management Association
Manhattan Beach Police Officers Association
Manhattan Beach Police Management Association
Manhattan Beach Mid-Management Employee Association
Manhattan Beach Part-Time Employees' Association
Unrepresented (Executive, Management and Confidential)
Teamsters Local 911**

**b) CONFERENCE WITH LEGAL COUNSEL (EXISTING LITIGATION)
(Government Code Section 54956.9(d)(1))**

**Name of Case: Darby T. Keen (Trustee) v City of Manhattan Beach
Los Angeles County Superior Court**

Case No: 19STCP02984

This is the case where a property owner sued the City to be allowed to rent his residentially zoned property in the Coastal Zone on a short-term basis.

II. RECESS INTO CLOSED SESSION

At 4:53 PM, Mayor Montgomery announced that City Council would recess into Closed Session.

III. RECONVENE INTO OPEN SESSION

At 6:05 PM, the City Council reconvened into Open Session with all Councilmembers present.

IV. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

City Attorney Quinn Barrow announced the following regarding the Closed Session Agenda Items:

Agenda Item No. a: City Council gave direction to its labor negotiators.

Agenda Item No. b: City Council by a 5-0 vote, authorized an appeal of the trial court's decision in the case of Keen v City of Manhattan Beach.

No other reportable action was taken.

G. ADJOURNMENT

At 6:06 PM Mayor Montgomery adjourned the meeting.

Martha Alvarez
Recording Secretary

Richard Montgomery
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, September 1, 2020

6:00 PM

Regular Meeting

City Council Chambers

City Council Regular Meeting

ELECTED OFFICIALS

Mayor Richard Montgomery

Mayor Pro Tem Suzanne Hadley

Councilmember Hildy Stern

Councilmember Steve Napolitano

Councilmember Nancy Hersman

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

A. CALL MEETING TO ORDER

At 6:06 PM, Mayor Montgomery called the meeting to order.

B. ROLL CALL

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

C. CEREMONIAL CALENDAR

- 1. Presentation of a Baby Passport, to Arcie and Steve Charelian, [20-0168](#)
Welcoming Manhattan Beach’s Newest Resident, Knox Stone Charelian.
PRESENT

Mayor Montgomery, on behalf of the City Council, presented Arcie and Steve Charelian with a Baby Passport for Manhattan Beach’s newest resident, Knox Stone Charelian.

- 2. Presentation of a Commendation Recognizing Chevron’s Policy, [20-0276](#)
Government and Public Affairs Manager, Rod Spackman for his 30 Plus Years of Dedicated Service.
PRESENT

Mayor Montgomery, on behalf of the City Council, presented a Commendation to Chevron’s Policy, Government and Public Affairs Manager, Rod Spackman on his retirement with 30 plus years of dedicated service for the community.

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

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

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

E. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Senior Deputy City Clerk Martha Alvarez confirmed that the following public comments were received by the City for the September 1, 2020, City Council Regular Meeting.

*Covid-19 Topics
8 emails*

*Agenda Item No. 9 - CSC Agreement
1 eComment*

*Agenda Item No. 11 - Bruce's Beach
24 emails
2 eComments*

*Agenda Item No. 12 - Gas-Powered Landscape Equipment
1 email
2 eComments*

*Other Comments Not on the Agenda
16 emails*

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

*Heather De Roos
Josh Murray
Grettel Fournell
Mike Simms*

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

Mayor Montgomery spoke about the protests over the weekend.

F. COVID-19

3. City Manager Report on EOC (Emergency Operations Center) and Update on COVID-19 Response.

City Manager Bruce Moe reported on the EOC (Emergency Operations Center).

4. City Council to Consider Additional Measures to Address COVID-19.

Councilmember Napolitano requested for consideration the request from the Downtown Business Association regarding an extension past the September 30, 2020, deadline for outdoor dining permits.

City Attorney Quinn Barrow responded to City Council questions.

City Council directed staff to extend the deadline to amend Emergency Order No. 11 to January 15, 2021, for outdoor dining permits and to include parking permits.

Councilmember Hersman inquired about the County allowing no facial coverings while playing single's tennis.

City Attorney Barrow provided clarification.

City Council directed staff to allow for singles tennis and pickleball with no facial coverings to coincide with the County Order.

Councilmember Napolitano inquired about the current eviction urgency ordinance.

City Attorney Barrow responded to City Council questions.

City Council directed staff to agendize back any changes and updates regarding the eviction urgency ordinance.

Mayor Pro Tem Hadley requested for consideration to waive the \$63 City Hall parking fee for merchants.

Finance Director Steve Charelian responded to City Council questions.

City Council directed staff to bring this item for discussion with the Finance Subcommittee.

Mayor Pro Tem Hadley requested for consideration to open the picnic tables at the park for Labor Day weekend.

Parks and Recreation Director Mark Leyman responded to City Council questions.

City Council directed staff to open non-enclosed picnic tables at the parks after Labor weekend.

Mayor Montgomery requested for consideration for the Mayor to work with other South Bay City. Mayors on a letter to ask Governor Newsom to exempt the City of Manhattan Beach and other Cities, from the Los Angeles County regulations during COVID-19.

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

Charlene Harding

Joe Franklin

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

Mayor Montgomery stated that he would move forward in his individual capacity with other South Bay Cities regarding the letter to Governor Newsom.

G. CONSENT CALENDAR (APPROVE)

A motion was made by Councilmember Hersman, seconded by Councilmember Napolitano, to approve the Consent Calendar. The motion carried by the following vote:

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

5. City Council Minutes: [20-0146](#)

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

a) City Council Adjourned Regular Meeting Minutes of August 18, 2020

b) City Council Regular Meeting Minutes of August 18, 2020

(City Clerk Tamura).

APPROVE

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

6. Financial Reports: [20-0252](#)

a) Schedule of Demands August 6, 2020

b) Investment Portfolio for the Month Ending July 31, 2020

c) Month End Report for July 31, 2020

(Finance Director Charelian).

ACCEPT REPORTS AND DEMANDS

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

7. Adoption of Annual Investment Policy for Fiscal Year 2020-2021 and [20-0183](#)

Delegation of Responsibility for Investing Funds to the City Treasurer

(Finance Director Charelian).

ADOPT

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

8. Second Reading and Adoption of an Ordinance Amending Chapters [20-0227](#)

2.36 (Purchasing) and 2.37 (Public Projects) of the Manhattan Beach

Municipal Code to Allow Electronic Filing of Bids and Modifying the

Authority to Approve Change Orders and Procure Professional Services

(Finance Director Charelian).

ADOPT ORDINANCE NO. 20-0019

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

9. Consideration of a Three-Year Unarmed Security Services Contract to Contemporary Services Corporation with an Estimated Annual Value of \$250,000 and Approve Ratification of a Contract Extension Amendment (Police Chief Abell). [20-0212](#)
- a) ADOPT RESOLUTION NO. 20-0091**
- b) RATIFY AMENDMENT NO. 1 FOR ENFORCEMENT SERVICES REQUIRED FOR THE COVID-19 PANDEMIC**

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

10. Consideration of Accepting the State of California Office of Traffic Safety Selective Traffic Enforcement Program (STEP) Grant in the Amount of \$80,000 (Police Chief Abell). [20-0264](#)
- a) ADOPT RESOLUTION NO. 20-0104**
- b) APPROPRIATE FUNDS**

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

H. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

I. PUBLIC HEARINGS

None.

J. GENERAL BUSINESS

Police Chief Derrick Abell provided an update on the protests over the weekend and the amplified equipment used by these organizations and responded to City Council questions.

11. Update on Formation of a Bruce’s Beach Task Force (Verbal Report) (City Manager Moe).

City Manager Bruce Moe provided a brief update.

Management Services, Management Analyst Alexandria Latragna provided the PowerPoint presentation.

Mayor Montgomery opened the floor to public comment.

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

Councilmember Napolitano gave a statement regarding the purpose of Bruce's Beach Task Force.

City Council directed staff to post the application for the Task Force online for thirty-days, City Council will conduct interviews and appoint the members of the Task Force, edit the mission statement and there will be an update in four months from Bruce's Beach Task Force.

12. Receive Update on Gas-Powered Landscape Equipment and Recommendations from the Sustainability Task Force (Continued from the August 18, 2020, City Council Meeting) (Community Development Director Tai). [20-0236](#)

DISCUSS AND PROVIDE DIRECTION

Community Development Director Carrie Tai provided a brief update.

Community Development Department, Environmental Sustainability Manager Dana Murray provided the PowerPoint presentation.

Environmental Sustainability Manager Murray and Public Works Director Stephanie Katsouleas responded to City Council questions.

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

- Charlene Harding*
- Faith Backus Lyons*
- Craig Cadwallader*

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

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

City Council directed staff to provide public outreach and educate homeowners about the current ordinance regarding gas-powered landscape equipment.

K. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS

Councilmember Hersman displayed two photos and reported the various events throughout the City of Manhattan Beach in celebration of "Women's Equality Day and the 100th Anniversary of the Women's Amendment."

L. FUTURE AGENDA ITEMS

Mayor Montgomery inquired about quiet areas, such as the Joslyn Community Center, where kids can go and have a quiet space to study if there is construction going on next door.

City Manager Bruce Moe stated he would follow up with Parks and Recreation Director Mark Leyman and report back to City Council.

M. CITY MANAGER REPORT

None.

N. CITY ATTORNEY REPORT

None.

O. INFORMATIONAL ITEMS

13. Commission Minutes: [20-0153](#)

This Item Contains Minutes of the following City Commission Meetings:

- a) Cultural Arts Commission Meeting Minutes (Cancelled Due to COVID-19) of March 16, 2020; April 20, 2020; May 18, 2020 and June 15, 2020 (Parks and Recreation Director Leyman)
- b) Parks and Recreation Commission Meeting Minutes (Cancelled Due to COVID-19) of March 23, 2020; April 27, 2020; May 25, 2020 and June 22, 2020 (Parks and Recreation Director Leyman)
- c) Library Commission Meeting Minutes (Cancelled Due to COVID-19) of April 13, 2020; May 11, 2020 and June 8, 2020 (Parks and Recreation Director Leyman)
- d) Finance Subcommittee Action Meeting Minutes of July 22, 2020 (Finance Director Charelian)
- e) Parks and Recreation Commission Special Meeting Minutes of July 22, 2020 (Parks and Recreation Director Leyman)
- f) Parks and Recreation Commission Meeting Minutes of July 27, 2020 (Parks and Recreation Director Leyman).

INFORMATION ITEM ONLY

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

P. CLOSED SESSION

None.

Q. ADJOURNMENT

At 9:20 PM, Mayor Montgomery adjourned the meeting to the 10:00 AM, Adjourned Regular Meeting on Friday, September 11, 2020, in the City Council Chambers.

Martha Alvarez
Recording Secretary

Richard Montgomery
Mayor

ATTEST:

Liza Tamura
City Clerk



Agenda Date: 9/15/2020

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 Report:
Schedule of Demands: August 20, 2020 (Finance Director Charelian).

ACCEPT REPORT AND DEMANDS

RECOMMENDATION:

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

FISCAL IMPLICATIONS:

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

The total value of the warrant registers for August 20, 2020, is \$6,194,381.29.

BACKGROUND:

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

DISCUSSION:

Schedule of Demands:

Every two weeks staff prepares a comprehensive listing of all disbursements with staff certification that the expenditure transactions listed have been reviewed and are within budgeted appropriations.

PUBLIC OUTREACH:

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

ENVIRONMENTAL REVIEW:

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

LEGAL REVIEW:

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

ATTACHMENT:

1. Schedule of Demands for August 20, 2020

City of Manhattan Beach



Schedule of Demands August 20, 2020

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT(S) WR 32A, WR 5A
DATED: 08/20/2020

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$6,194,381.29 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 15TH DAY OF SEPTEMBER

REVIEWED, CERTIFIED AND APPROVED
BY CITY MANAGER BRUCE MOE

| | | | |
|-----------------------|----------------------------|--------------|---------------------|
| WARRANT REGISTER (S) | WARRANT(S) | | |
| WR 32A, WR 5A | | 32A | 1,365,280.93 |
| | | 5A | 2,199,453.67 |
| | PREPAID WIRES / MANUAL CKS | 32A | 980,049.23 |
| | | 5A | 603,639.48 |
| | SUBTOTAL WARRANTS | | 5,148,423.31 |
| | VOIDS | | |
| | PAYROLL | PE 8/14/2020 | PY 1,045,957.98 |
| | TOTAL WARRANTS | | 6,194,381.29 |

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

| CHECK NO. | DATE | TYPE | PAYEE NAME | PAYMENT DESCRIPTION | CHECK AMOUNT |
|-----------|-----------|------|--------------------------------|---|--------------|
| 543136 | 8/20/2020 | N | AM-TEC TOTAL SECURITY INC | SECURITY DEVICES FOR ENGINEERING & CITY | 5,485.83 |
| 543137 | 8/20/2020 | N | ATKINSON ANDELSON LOYA | LEGAL SERVICES | 3,689.50 |
| 543138 | 8/20/2020 | N | BIG BELLY SOLAR LLC | BIG BELLY BAGS - YEAR 2 | 2,032.83 |
| 543139 | 8/20/2020 | N | CLINICAL LAB OF SAN BERNARDINO | WATER QUALITY TESTING SERVICES | 2,638.00 |
| 543140 | 8/20/2020 | N | COMET ELECTRIC INC | DOWNTOWN TRAFFIC SIGNAL UPGRADE IMPR | 173,367.88 |
| 543141 | 8/20/2020 | N | COMMERCIAL TRANSPORTATION SVC | COMMERCIAL DRIVERS LICENSE TRAINING-CI | 7,692.78 |
| 543142 | 8/20/2020 | N | CONCENTRA HEALTH SERVICES INC | MEDICAL SERVICES | 120.00 |
| 543143 | 8/20/2020 | N | CONTROL AUTOMATION DESIGN INC | A8-00026 SCADA PLANNED & UNPLANNED | 7,018.11 |
| 543144 | 8/20/2020 | N | CORE & MAIN LP | WATER ADVANCED METERING INFRASTRUCTU | 585,249.38 |
| 543145 | 8/20/2020 | N | CT&T CONCRETE PAVING INC | CITYWIDE CONCRETE REPAIRS PROJECT | 2,420.60 |
| 543146 | 8/20/2020 | N | STEWART FOURNIER | REIMBURSEMENT-TRAVEL EXPENSE | 217.41 |
| 543147 | 8/20/2020 | N | GARDA CL WEST INC | ARMORED SERVICES | 138.02 |
| 543148 | 8/20/2020 | N | GENERAL PUMP CO INC | A8-00042 BOOSTER PUMP 4 REPAIR | 40,533.93 |
| 543149 | 8/20/2020 | N | GEOSYNTEC CONSULTANTS INC | 3 YEAR PROFESSIONAL AGREEMENT | 82,264.89 |
| 543150 | 8/20/2020 | N | CHERYL ANN GRAHAM | CONCRETE SERVICES | 348.00 |
| 543151 | 8/20/2020 | N | GRANICUS LLC | A1-00011 CITIZEN ENGAGEMENT SERVICES-AM | 40,835.23 |
| 543152 | 8/20/2020 | N | HARBOR INTERFAITH SERVICES INC | HOMELESS SERVICES | 72,925.37 |
| 543153 | 8/20/2020 | N | HDL COREN & CONE | PROPERTY TAX REPORTING, ANALYTIC AND A | 3,249.18 |
| 543154 | 8/20/2020 | N | INFOSEND INC | THREE-YEAR ELECTRONIC BILL PRESENTMEN' | 8,811.00 |
| 543155 | 8/20/2020 | N | IPS GROUP INC | PARKING METER CREDIT CARD FEES, REPLACI | 21,875.54 |
| 543156 | 8/20/2020 | N | IWATER INC | INFRAMAP MANAGER | 13,700.00 |
| 543157 | 8/20/2020 | N | JOHN L HUNTER AND ASSOC INC | RESTAURANT STORMWATER & FOG INSPECTIC | 15,819.48 |

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

| CHECK NO. | DATE | TYPE | PAYEE NAME | PAYMENT DESCRIPTION | CHECK AMOUNT |
|-----------|-----------|------|------------------------------------|--|--------------|
| 543158 | 8/20/2020 | N | LA AREA FIRE CHIEFS ASSN | ANNUAL MEMBERSHIP DUES | 1,000.00 |
| 543159 | 8/20/2020 | N | LCM FINANCIAL CORPORATION | SAND DUNE REPLENISHMENT PROJECT | 12,500.00 |
| 543160 | 8/20/2020 | N | M B WATER DEPARTMENT | MONTHLY WATER CHARGES | 116,734.63 |
| 543161 | 8/20/2020 | N | MCGOWAN CONSULTING LLC | MS4 PERMIT & WATERSHED CONSULTANT | 25,619.90 |
| 543162 | 8/20/2020 | N | MERCHANTS LANDSCAPE SVCS INC | LANDSCAPE MAINTENANCE SERVICES | 3,564.00 |
| 543163 | 8/20/2020 | N | RELIANT IMMEDIATE CARE MED GRP INC | PRE-EMPLOYMENT PHYSICALS AND INMATE E | 174.64 |
| 543164 | 8/20/2020 | N | RINCON CONSULTANTS INC | EIR FOR SUNRISE SENIOR ASSISTED LIVING P | 17,944.36 |
| 543165 | 8/20/2020 | N | MATTHEW SABOSKY | REIMBURSEMENT-TRAVEL EXPENSE | 259.00 |
| 543166 | 8/20/2020 | N | SOUTH BAY AUTOMATION | AUTOMATED WINDOW TREATMENTS | 7,276.87 |
| 543167 | 8/20/2020 | N | SOUTH COAST AQMD | ANNUAL FEES | 985.26 |
| 543168 | 8/20/2020 | N | SOUTH COAST AQMD | ANNUAL FEES | 144.51 |
| 543169 | 8/20/2020 | N | SOUTHERN CALIFORNIA EDISON | MONTHLY ELECTRIC CHARGES | 93.14 |
| 543170 | 8/20/2020 | N | SOUTHERN CALIFORNIA GAS CO | GAS LIGHT MAINTENANCE | 21,270.17 |
| 543171 | 8/20/2020 | N | STANTEC CONSULTING INC | PECK RESERVOIR | 24,176.55 |
| 543172 | 8/20/2020 | N | STATE CONTROLLER'S OFFICE | FTB OFFSET PROGRAM | 624.39 |
| 543173 | 8/20/2020 | N | SUPERIOR COURT OF CA-CO OF LA | CITATION SURCHARGE | 30,148.50 |
| 543174 | 8/20/2020 | N | NOEL TREVINO | TEST AND REPAIR BACKFLOW DEVICES | 1,653.00 |
| 543175 | 8/20/2020 | N | TURBO DATA SYSTEMS INC | PARKING CITATION PROCESSING CONTRACT | 5,630.36 |
| 543176 | 8/20/2020 | N | UNDERGROUND SERVICE ALERT | UNDERGROUND SCHEMATIC NOTIFICATION | 290.41 |
| 543177 | 8/20/2020 | N | UNITED SITE SVCS OF CA INC | FENCING | 79.04 |
| 543178 | 8/20/2020 | N | VERIZON CALIFORNIA INC | CONTRACT SERVICES | 927.88 |
| 543179 | 8/20/2020 | N | WALTERS WHOLESALE ELECTRIC CO | ELECTRICAL SUPPLIES | 2,009.26 |

12:20:38PM
8/25/2020

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

| CHECK NO. | DATE | TYPE | PAYEE NAME | PAYMENT DESCRIPTION | CHECK AMOUNT |
|-----------------------|-----------|------|--------------------------------|--|---------------------|
| 543180 | 8/20/2020 | N | WATER REPLENISHMENT DISTRICT | MONTHLY WATER PURCHASES | 927.10 |
| 543181 | 8/20/2020 | N | WEST BASIN MUNICIPAL WATER DIS | TITLE 22 GROUNDWATER QUALITY MONITORI | 815.00 |
| SUBTOTAL | | | | | 1,365,280.93 |
| 10260 | 8/7/2020 | H | WEST BASIN MUNICIPAL WATER DIS | MONTHLY WATER PURCHASES | 666,902.96 |
| 10261 | 8/11/2020 | H | WASTE MANAGEMENT INC | SOLID WASTE HAULING CONTRACT - RESIDEN | 313,146.27 |
| SUBTOTAL | | | | | 980,049.23 |
| COMBINED TOTAL | | | | | 2,345,330.16 |

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 32a

| CHECK NO. | DATE | TYPE | PAYEE NAME | PAYMENT DESCRIPTION | CHECK AMOUNT |
|-----------|-----------|------|--------------------------------|--|--------------|
| 543136 | 8/20/2020 | N | AM-TEC TOTAL SECURITY INC | SECURITY DEVICES FOR ENGINEERING & CITY | 5,485.83 |
| 543137 | 8/20/2020 | N | ATKINSON ANDELSON LOYA | LEGAL SERVICES | 3,689.50 |
| 543139 | 8/20/2020 | N | CLINICAL LAB OF SAN BERNARDINO | WATER QUALITY TESTING SERVICES | 2,638.00 |
| 543140 | 8/20/2020 | N | COMET ELECTRIC INC | DOWNTOWN TRAFFIC SIGNAL UPGRADE IMPR | 173,367.88 |
| 543141 | 8/20/2020 | N | COMMERCIAL TRANSPORTATION SVC | COMMERCIAL DRIVERS LICENSE TRAINING-CI | 7,692.78 |
| 543143 | 8/20/2020 | N | CONTROL AUTOMATION DESIGN INC | A8-00026 SCADA PLANNED & UNPLANNED | 7,018.11 |
| 543144 | 8/20/2020 | N | CORE & MAIN LP | WATER ADVANCED METERING INFRASTRUCTU | 585,249.38 |
| 543148 | 8/20/2020 | N | GENERAL PUMP CO INC | A8-00042 BOOSTER PUMP 4 REPAIR | 40,533.93 |
| 543149 | 8/20/2020 | N | GEOSYNTEC CONSULTANTS INC | 3 YEAR PROFESSIONAL AGREEMENT | 82,264.89 |
| 543151 | 8/20/2020 | N | GRANICUS LLC | A1-00011 CITIZEN ENGAGEMENT SERVICES-AM | 40,835.23 |
| 543152 | 8/20/2020 | N | HARBOR INTERFAITH SERVICES INC | HOMELESS SERVICES | 72,925.37 |
| 543153 | 8/20/2020 | N | HDL COREN & CONE | PROPERTY TAX REPORTING, ANALYTIC AND A | 3,249.18 |
| 543154 | 8/20/2020 | N | INFOSEND INC | THREE-YEAR ELECTRONIC BILL PRESENTMEN' | 8,811.00 |
| 543155 | 8/20/2020 | N | IPS GROUP INC | PARKING METER CREDIT CARD FEES, REPLACI | 21,875.54 |
| 543156 | 8/20/2020 | N | IWATER INC | INFRAMAP MANAGER | 13,700.00 |
| 543157 | 8/20/2020 | N | JOHN L HUNTER AND ASSOC INC | RESTAURANT STORMWATER & FOG INSPECTIC | 15,819.48 |
| 543159 | 8/20/2020 | N | LCM FINANCIAL CORPORATION | SAND DUNE REPLENISHMENT PROJECT | 12,500.00 |
| 543160 | 8/20/2020 | N | M B WATER DEPARTMENT | MONTHLY WATER CHARGES | 116,734.63 |
| 543161 | 8/20/2020 | N | MCGOWAN CONSULTING LLC | MS4 PERMIT & WATERSHED CONSULTANT | 25,619.90 |
| 543162 | 8/20/2020 | N | MERCHANTS LANDSCAPE SVCS INC | LANDSCAPE MAINTENANCE SERVICES | 3,564.00 |
| 543164 | 8/20/2020 | N | RINCON CONSULTANTS INC | EIR FOR SUNRISE SENIOR ASSISTED LIVING P | 17,944.36 |
| 543166 | 8/20/2020 | N | SOUTH BAY AUTOMATION | AUTOMATED WINDOW TREATMENTS | 7,276.87 |
| 543170 | 8/20/2020 | N | SOUTHERN CALIFORNIA GAS CO | GAS LIGHT MAINTENANCE | 21,270.17 |

12:24:01PM
8/25/2020

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

WARRANT BATCH NUMBER: wr 32a

| CHECK NO. | DATE | TYPE | PAYEE NAME | PAYMENT DESCRIPTION | CHECK AMOUNT |
|-----------------------|-----------|------|--------------------------------|--|---------------------|
| 543171 | 8/20/2020 | N | STANTEC CONSULTING INC | PECK RESERVOIR | 24,176.55 |
| 543173 | 8/20/2020 | N | SUPERIOR COURT OF CA-CO OF LA | CITATION SURCHARGE | 30,148.50 |
| 543175 | 8/20/2020 | N | TURBO DATA SYSTEMS INC | PARKING CITATION PROCESSING CONTRACT | 5,630.36 |
| SUBTOTAL | | | | | 1,350,021.44 |
| 10260 | 8/7/2020 | H | WEST BASIN MUNICIPAL WATER DIS | MONTHLY WATER PURCHASES | 666,902.96 |
| 10261 | 8/11/2020 | H | WASTE MANAGEMENT INC | SOLID WASTE HAULING CONTRACT - RESIDEN | 313,146.27 |
| SUBTOTAL | | | | | 980,049.23 |
| COMBINED TOTAL | | | | | 2,330,070.67 |

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

**Report of Warrant Disbursements
wr 32a**

| Fund | Description | Amount |
|-------------|----------------------|----------------------------|
| 100 | General | 282,861.59 |
| 201 | Street Light | 21,270.17 |
| 205 | Streets & Highways | 2,420.60 |
| 401 | Capital Improvements | 178,853.71 |
| 501 | Water | 1,344,396.42 |
| 502 | Storm | 118,376.41 |
| 503 | Waste Water | 14,656.99 |
| 510 | Refuse | 315,179.10 |
| 520 | Parking | 20,920.17 |
| 521 | County Parking Lot | 1,342.92 |
| 522 | State Pier Lots | 5,481.68 |
| 605 | Information Services | 29,575.52 |
| 615 | Building Maintenance | 9,994.88 |
| wr 32a | | <u>2,345,330.16</u> |
| | | <u><u>2,345,330.16</u></u> |

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

| CHECK NO. | DATE | TYPE | PAYEE NAME | PAYMENT DESCRIPTION | CHECK AMOUNT |
|-----------------|-----------|------|--------------------------------|---|-------------------|
| 908242020 | 8/24/2020 | T | UNION BANK | F.I.T./,MEDICARE/S.I.T. | 319,676.87 |
| 908252020 | 8/25/2020 | T | PUBLIC EMPLOYEES' | PENSION SAFETY - CLASSIC: PAYMENT | 283,962.61 |
| SUBTOTAL | | | | | 603,639.48 |
| 543182 | 8/20/2020 | N | ADLERHORST INTERNATIONAL LLC | SOUTH BAY K-9 UPDATE/MAINTENANCE TRAI | 350.00 |
| 543183 | 8/20/2020 | N | ALLIANT INSURANCE SERVICES | FINE ARTS INSURANCE | 4,015.00 |
| 543184 | 8/20/2020 | N | AM-TEC TOTAL SECURITY INC | SECURITY/ALARM SYSTEMS | 10,294.46 |
| 543185 | 8/20/2020 | N | ARMORCAST PRODUCTS COMPANY | 18-09033 WATER METER BOXES | 12,086.74 |
| 543186 | 8/20/2020 | N | AT&T MOBILITY | CELLULAR CHARGES | 1,948.73 |
| 543187 | 8/20/2020 | N | AXON ENTERPRISE INC | A5-00010 AXON BODY CAMERAS ANNUAL MAI | 58,503.96 |
| 543188 | 8/20/2020 | N | BEST CONTRACTING SERVICES INC | P8-00124 ROOF REPLACEMENT-LIVE OAK/MARI | 110,779.50 |
| 543189 | 8/20/2020 | N | ALEN BILAN | REFUND PERMIT FEE | 8,091.90 |
| 543190 | 8/20/2020 | N | TYLER BODAMAR | CITATION REFUND | 750.00 |
| 543191 | 8/20/2020 | N | BRISTOL FARMS 02303 | BUSINESS LICENSE REFUND | 250.60 |
| 543192 | 8/20/2020 | N | CA TEAMSTERS LOCAL 911 | DUES (MISC): PAYMENT | 6,284.00 |
| 543193 | 8/20/2020 | N | CA WATER SERVICE COMPANY | WATER SERVICE | 158.20 |
| 543194 | 8/20/2020 | N | CELLCO PARTNERSHIP | CONTRACT SERVICES | 757.26 |
| 543195 | 8/20/2020 | N | CITY OF LOS ANGELES | ANNUAL MEMBERSHIP FY 20-21 | 5,505.00 |
| 543196 | 8/20/2020 | N | CITY OF MANHATTAN BEACH | MONTHLY DISBURSAL W/C ACCT | 196,289.27 |
| 543197 | 8/20/2020 | N | CITY OF MANHATTAN BEACH | MONTHLY DISBURSAL LIAB ACCT | 41,911.54 |
| 543198 | 8/20/2020 | N | CONSOLIDATED ELEC DISTRIBUTORS | A8-00050 SCADA SOFTWARE SUPPORT | 23,610.55 |
| 543199 | 8/20/2020 | N | CONTEMPORARY SERVICES CORP | UNARMED SECURITY SERVICES | 22,572.15 |
| 543200 | 8/20/2020 | N | CORAL BAY HOME LOANS | SKATEBOARD INSTRUCTOR | 2,028.60 |
| 543201 | 8/20/2020 | N | CORE & MAIN LP | P8-00111 AMI ALLEGRO | 408,877.73 |

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

| CHECK NO. | DATE | TYPE | PAYEE NAME | PAYMENT DESCRIPTION | CHECK AMOUNT |
|-----------|-----------|------|--------------------------------|--|--------------|
| 543202 | 8/20/2020 | N | SANTIAGO A CORNEJO | A4-00009 TENNIS COURT MONTHLY WASHING | 1,950.00 |
| 543203 | 8/20/2020 | N | CSULB FOUNDATION | REGISTRATON-CRIME SCENE INVESTIGATION | 1,448.00 |
| 543204 | 8/20/2020 | N | DDL TRAFFIC INC | P8-00125 TRAFFIC SIGNAL PREEMPTION DEVIC | 148,902.61 |
| 543205 | 8/20/2020 | N | DOUGLAS DECASTRO | BANNERS, DECALS, SIGNAGE | 1,067.63 |
| 543206 | 8/20/2020 | N | DESIGN SPACE MODULAR BUILDINGS | A4-00017 STORAGE CONTAINER RENTAL | 474.52 |
| 543207 | 8/20/2020 | N | DUTHIE ELECTRIC SERVICES | GENERATOR SERVICES | 11,000.00 |
| 543208 | 8/20/2020 | N | ELEMENT CONSTRUCTION | REFUND PERMIT FEE | 1,376.00 |
| 543209 | 8/20/2020 | N | GWEN ENG | DUES (MGMT CONF): PAYMENT | 110.00 |
| 543210 | 8/20/2020 | N | FEDERAL EXPRESS CORPORATION | DELIVERY SERVICES | 29.04 |
| 543211 | 8/20/2020 | N | FRONTIER CALIFORNIA INC | TELEPHONE SERVICE | 18,423.39 |
| 543212 | 8/20/2020 | N | FRONTIER CALIFORNIA INC | CABLE SERVICE | 489.71 |
| 543213 | 8/20/2020 | N | GOVERNMENTJOBS COM INC | COMPUTER SERVICES | 14,674.00 |
| 543214 | 8/20/2020 | N | GRANICUS LLC | A1-00011 CITIZEN ENGAGEMENT SERVICES-AM | 40,835.21 |
| 543215 | 8/20/2020 | N | JUNE GRANT | RIGHT OF WAY DEPOSIT REFUND | 496.00 |
| 543216 | 8/20/2020 | N | COURTNEY HALLE | REFUND RIGHT OF WAY DEPOSIT | 496.00 |
| 543217 | 8/20/2020 | N | HONEYWELL INTERNATIONAL INC | A8-00024 ANNUAL SERVICE AGREEMENT RENE | 32,717.25 |
| 543218 | 8/20/2020 | N | HORIZON ESCROW INC | BUSINESS LICENSE REFUND | 165.33 |
| 543219 | 8/20/2020 | N | ICMA RETIREMENT TRUST - 401 | DEFERRED COMP 108075: PAYMENT | 673.08 |
| 543220 | 8/20/2020 | N | ICMA RETIREMENT TRUST - 401 | LOAN REPAY 401 - 2.5%: PAYMENT | 1,715.56 |
| 543221 | 8/20/2020 | N | ICMA RETIREMENT TRUST - 457 | DEFERRED COMP 457 & LOAN REPAY | 86,850.48 |
| 543222 | 8/20/2020 | N | ICMA RETIREMENT TRUST 401 | DEFERRED COMP 109766: PAYMENT | 10,141.69 |
| 543223 | 8/20/2020 | N | INCONTACT INC | LONG DISTANCE SERVICE | 859.64 |

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

| CHECK NO. | DATE | TYPE | PAYEE NAME | PAYMENT DESCRIPTION | CHECK AMOUNT |
|-----------|-----------|------|------------------------------|--|--------------|
| 543224 | 8/20/2020 | N | IRON MOUNTAIN INFO MNGMT INC | RECORDS STORAGE | 2,021.95 |
| 543225 | 8/20/2020 | N | JOE MAR POLYGRAPH & | POLYGRAPH EXAM | 200.00 |
| 543226 | 8/20/2020 | N | JUDAH GROUP INC | RIGHT OF WAY DEPOSIT REFUND | 496.00 |
| 543227 | 8/20/2020 | N | K-9 SERVICES LLC | K9- MAINTENANCE TRAINING | 1,000.00 |
| 543228 | 8/20/2020 | N | JENNIFER KALLOK | EARNINGS WITHHOLDING | 184.62 |
| 543229 | 8/20/2020 | N | L A COUNTY FIRE DEPARTMENT | PERMIT FEES | 5,495.00 |
| 543230 | 8/20/2020 | N | M B POLICE MGMT ASSC | DUES \$ (POL MGT ASSN): PAYMENT | 525.00 |
| 543231 | 8/20/2020 | N | M B POLICE OFFICERS ASSOCIA | DUES % (POLICE - %): PAYMENT | 3,379.29 |
| 543232 | 8/20/2020 | N | LAURA MANUKIAN | CITATION OVERPAYMENT | 750.00 |
| 543233 | 8/20/2020 | N | MBPOA RETIREE | MD TRUST (MED TRUST): PAYMENT | 2,175.00 |
| 543234 | 8/20/2020 | N | MBPTEA | DUES (MBPTEA): PAYMENT | 75.00 |
| 543235 | 8/20/2020 | N | MELAD AND ASSOCIATES INC | FIRE PLAN CHECK FEES | 3,240.00 |
| 543236 | 8/20/2020 | N | VICTORIA HELEN MENDEZ | ARTHRITIS INSTRUCTOR | 90.00 |
| 543237 | 8/20/2020 | N | MERCHANTS LANDSCAPE SVCS INC | LANDSCAPE SERVICES-JULY 2020 | 42,088.31 |
| 543238 | 8/20/2020 | N | NANCY K BOHL INCORPORATED | PUBLIC SAFETY EMPLOYEE ASSISTANCE PROC | 7,931.25 |
| 543239 | 8/20/2020 | N | NEXTEL OF CALIFORNIA INC | CONTRACT SERVICES | 156.21 |
| 543240 | 8/20/2020 | N | OUNCE OF SALT LLC | BUSINESS LICENSE REFUND | 171.26 |
| 543241 | 8/20/2020 | N | RICHARD POLLACK | RIGHT OF WAY DEPOSIT REFUND | 496.00 |
| 543242 | 8/20/2020 | N | PREPAID LEGAL SERVICES INC | PREPAID LEGAL: PAYMENT | 63.80 |
| 543243 | 8/20/2020 | N | FRANKIE READ | REFUND TREE DEPOSIT | 800.00 |
| 543244 | 8/20/2020 | N | SEAN ROBERTS | REFUND OF ICMA LOAN PAYMENT | 52.38 |
| 543245 | 8/20/2020 | N | SOUTHERN CALIFORNIA EDISON | STREET LIGHTING CHARGES | 19,650.25 |

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

| CHECK NO. | DATE | TYPE | PAYEE NAME | PAYMENT DESCRIPTION | CHECK AMOUNT |
|-----------|-----------|------|--------------------------------|---------------------------------------|--------------|
| 543246 | 8/20/2020 | N | SOUTHERN CALIFORNIA EDISON | MONTHLY ELECTRIC CHARGES | 70,042.24 |
| 543247 | 8/20/2020 | N | SOUTHERN CALIFORNIA GAS CO | MONTHLY GAS CHARGES | 3,838.59 |
| 543248 | 8/20/2020 | N | SPCA LA | A5-00002 ANIMAL CARE/HOUSING | 725.00 |
| 543249 | 8/20/2020 | N | SPRINT SOLUTIONS INC | MOBILE COMMUNICATIONS | 37.99 |
| 543250 | 8/20/2020 | N | SROUR & ASSOCIATES | BUSINESS LICENSE REFUND | 822.85 |
| 543251 | 8/20/2020 | N | STATE DISBURSEMENT UNIT | EARNINGS WITHHOLDING | 970.16 |
| 543252 | 8/20/2020 | N | STATE DISBURSEMENT UNIT | EARNINGS WITHHOLDING | 230.76 |
| 543253 | 8/20/2020 | N | STATE DISBURSEMENT UNIT | EARNINGS WITHHOLDING | 92.30 |
| 543254 | 8/20/2020 | N | SULLY MILLER CONTRACTING CO | ASPHALT/EMULSION | 2,664.77 |
| 543255 | 8/20/2020 | N | TAYLOR TENNIS COURTS INC | A4-00013 TENNIS COUT RESURFACING | 3,560.50 |
| 543256 | 8/20/2020 | N | THOMSON REUTERS-WEST PUBLISH | WEB-BASED PUBLIC RECORDS DATABASE SEA | 446.52 |
| 543257 | 8/20/2020 | N | TILLMAN FORENSIC INVEST LLC | FINGERPRINT IDENTIFICATION | 337.50 |
| 543258 | 8/20/2020 | N | TIME WARNER CABLE INC | CABLE SERVICES | 101.60 |
| 543259 | 8/20/2020 | N | TOTAL ADMINISTRATION SVCS CORP | MONTHLY FEES | 476.20 |
| 543260 | 8/20/2020 | N | TOTAL ADMINISTRATIVE SVCS CORP | CHILD125 (CHILD 125 PLAN): PAYMENT | 5,693.40 |
| 543261 | 8/20/2020 | N | U.S. BANK | P/T EMP RETIREMENT CONTRIB: PAYMENT | 3,960.63 |
| 543262 | 8/20/2020 | N | UNIFIRST CORPORATION | UNIFORM AND SAFETY MAT RENTAL SERVICE | 1,536.46 |
| 543263 | 8/20/2020 | N | UNITED PARCEL SERVICE | DELIVERY SERVICE | 138.22 |
| 543264 | 8/20/2020 | N | VALENTIJN S VAN DER SLOOT | CITATION REFUND | 750.00 |
| 543265 | 8/20/2020 | N | VANTAGEPOINT TRANSFER AGENTS | RETMNT HLTH SAVINGS CONTRIB: PAYMENT | 1,418.23 |
| 543266 | 8/20/2020 | N | ROBIN L VARGAS | EARNINGS WITHHOLDING | 553.85 |
| 543267 | 8/20/2020 | N | WEST BASIN MUNICIPAL WATER DIS | MONTHLY WATER PURCHASES | 713,305.25 |

12:22:30PM
8/25/2020

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WARRANT BATCH NUMBER:

| CHECK NO. | DATE | TYPE | PAYEE NAME | PAYMENT DESCRIPTION | CHECK AMOUNT |
|-----------------------|-----------|------|-----------------------------|-----------------------------|---------------------|
| 543268 | 8/20/2020 | N | WEST COAST TENNIS CAMPS INC | TENNIS CAMP INSTRUCTOR | 6,253.00 |
| 543269 | 8/20/2020 | N | NICHOLAS WOOLARD | RIGHT OF WAY DEPOSIT REFUND | 496.00 |
| SUBTOTAL | | | | | 2,199,453.67 |
| COMBINED TOTAL | | | | | 2,803,093.15 |

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 5a**

| CHECK NO. | DATE | TYPE | PAYEE NAME | PAYMENT DESCRIPTION | CHECK AMOUNT |
|-----------------|-----------|------|--------------------------------|--|-------------------|
| 908242020 | 8/24/2020 | T | UNION BANK | F.I.T./,MEDICARE/S.I.T. | 319,676.87 |
| 908252020 | 8/25/2020 | T | PUBLIC EMPLOYEES' | PENSION SAFETY - CLASSIC: PAYMENT | 283,962.61 |
| SUBTOTAL | | | | | 603,639.48 |
| 543183 | 8/20/2020 | N | ALLIANT INSURANCE SERVICES | FINE ARTS INSURANCE | 4,015.00 |
| 543184 | 8/20/2020 | N | AM-TEC TOTAL SECURITY INC | SECURITY/ALARM SYSTEMS | 10,294.46 |
| 543185 | 8/20/2020 | N | ARMORCAST PRODUCTS COMPANY | 18-09033 WATER METER BOXES | 12,086.74 |
| 543187 | 8/20/2020 | N | AXON ENTERPRISE INC | A5-00010 AXON BODY CAMERAS ANNUAL MAI | 58,503.96 |
| 543188 | 8/20/2020 | N | BEST CONTRACTING SERVICES INC | P8-00124 ROOF REPLACEMENT-LIVE OAK/MARI | 110,779.50 |
| 543189 | 8/20/2020 | N | ALEN BILAN | REFUND PERMIT FEE | 8,091.90 |
| 543192 | 8/20/2020 | N | CA TEAMSTERS LOCAL 911 | DUES (MISC): PAYMENT | 6,284.00 |
| 543195 | 8/20/2020 | N | CITY OF LOS ANGELES | ANNUAL MEMBERSHIP FY 20-21 | 5,505.00 |
| 543196 | 8/20/2020 | N | CITY OF MANHATTAN BEACH | MONTHLY DISBURSAL W/C ACCT | 196,289.27 |
| 543197 | 8/20/2020 | N | CITY OF MANHATTAN BEACH | MONTHLY DISBURSAL LIAB ACCT | 41,911.54 |
| 543198 | 8/20/2020 | N | CONSOLIDATED ELEC DISTRIBUTORS | A8-00050 SCADA SOFTWARE SUPPORT | 23,610.55 |
| 543199 | 8/20/2020 | N | CONTEMPORARY SERVICES CORP | UNARMED SECURITY SERVICES | 22,572.15 |
| 543201 | 8/20/2020 | N | CORE & MAIN LP | P8-00111 AMI ALLEGRO | 408,877.73 |
| 543204 | 8/20/2020 | N | DDL TRAFFIC INC | P8-00125 TRAFFIC SIGNAL PREEMPTION DEVIC | 148,902.61 |
| 543207 | 8/20/2020 | N | DUTHIE ELECTRIC SERVICES | GENERATOR SERVICES | 11,000.00 |
| 543211 | 8/20/2020 | N | FRONTIER CALIFORNIA INC | TELEPHONE SERVICE | 18,423.39 |
| 543213 | 8/20/2020 | N | GOVERNMENTJOBS COM INC | COMPUTER SERVICES | 14,674.00 |
| 543214 | 8/20/2020 | N | GRANICUS LLC | A1-00011 CITIZEN ENGAGEMENT SERVICES-AM | 40,835.21 |
| 543217 | 8/20/2020 | N | HONEYWELL INTERNATIONAL INC | A8-00024 ANNUAL SERVICE AGREEMENT RENE | 32,717.25 |
| 543221 | 8/20/2020 | N | ICMA RETIREMENT TRUST - 457 | DEFERRED COMP 457 & LOAN REPAY | 86,850.48 |

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

WARRANT BATCH NUMBER: **wr 5a**

| CHECK NO. | DATE | TYPE | PAYEE NAME | PAYMENT DESCRIPTION | CHECK AMOUNT |
|-----------|-----------|------|--------------------------------|--|--------------|
| 543222 | 8/20/2020 | N | ICMA RETIREMENT TRUST 401 | DEFERRED COMP 109766: PAYMENT | 10,141.69 |
| 543229 | 8/20/2020 | N | L A COUNTY FIRE DEPARTMENT | PERMIT FEES | 5,495.00 |
| 543231 | 8/20/2020 | N | M B POLICE OFFICERS ASSOCIA | DUES % (POLICE - %): PAYMENT | 3,379.29 |
| 543235 | 8/20/2020 | N | MELAD AND ASSOCIATES INC | FIRE PLAN CHECK FEES | 3,240.00 |
| 543237 | 8/20/2020 | N | MERCHANTS LANDSCAPE SVCS INC | LANDSCAPE SERVICES-JULY 2020 | 42,088.31 |
| 543238 | 8/20/2020 | N | NANCY K BOHL INCORPORATED | PUBLIC SAFETY EMPLOYEE ASSISTANCE PROC | 7,931.25 |
| 543245 | 8/20/2020 | N | SOUTHERN CALIFORNIA EDISON | STREET LIGHTING CHARGES | 19,650.25 |
| 543246 | 8/20/2020 | N | SOUTHERN CALIFORNIA EDISON | MONTHLY ELECTRIC CHARGES | 70,042.24 |
| 543247 | 8/20/2020 | N | SOUTHERN CALIFORNIA GAS CO | MONTHLY GAS CHARGES | 3,838.59 |
| 543254 | 8/20/2020 | N | SULLY MILLER CONTRACTING CO | ASPHALT/EMULSION | 2,664.77 |
| 543255 | 8/20/2020 | N | TAYLOR TENNIS COURTS INC | A4-00013 TENNIS COUT RESURFACING | 3,560.50 |
| 543260 | 8/20/2020 | N | TOTAL ADMINISTRATIVE SVCS CORP | CHILD125 (CHILD 125 PLAN): PAYMENT | 5,693.40 |
| 543261 | 8/20/2020 | N | U.S. BANK | P/T EMP RETIREMENT CONTRIB: PAYMENT | 3,960.63 |
| 543267 | 8/20/2020 | N | WEST BASIN MUNICIPAL WATER DIS | MONTHLY WATER PURCHASES | 713,305.25 |
| 543268 | 8/20/2020 | N | WEST COAST TENNIS CAMPS INC | TENNIS CAMP INSTRUCTOR | 6,253.00 |

SUBTOTAL **2,163,468.91**

COMBINED TOTAL **2,767,108.39**

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

Report of Warrant Disbursements
wr 5a

| Fund | Description | Amount |
|-------------|----------------------|---------------------|
| 100 | General | 982,228.95 |
| 201 | Street Light | 30,566.09 |
| 205 | Streets & Highways | 14.52 |
| 210 | Asset Forfeiture | 757.26 |
| 233 | Measure R | 14.52 |
| 401 | Capital Improvements | 259,682.11 |
| 501 | Water | 1,157,505.92 |
| 502 | Storm | 1,065.47 |
| 503 | Waste Water | 18,649.60 |
| 510 | Refuse | 46.39 |
| 520 | Parking | 9,155.82 |
| 521 | County Parking Lot | 1,121.53 |
| 522 | State Pier Lots | 2,084.19 |
| 601 | Insurance | 238,200.81 |
| 605 | Information Services | 33,602.01 |
| 610 | Vehicle Fleet | 5,627.92 |
| 615 | Building Maintenance | 62,295.52 |
| 802 | Trust Deposit | 474.52 |
| wr 5a | | <u>2,803,093.15</u> |
| | | <u>2,803,093.15</u> |

CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 08/01/20 TO 08/14/20
PAY DATE: 08/21/20

NET PAY 1,045,957.98

8/1/2020

8/14/2020

CITY OF MANHATTAN BEACH PAYROLL REPORT

PAYROLL PERIOD ENDING DATE

8/14/2020

| FUND | <u>DESCRIPTION</u> | AMOUNT |
|-------------|--|---------------|
| 100 | General Fund | 1,425,538.62 |
| 210 | Asset Forfeiture Fund | 1,510.89 |
| 230 | Prop. A Fund | 15,669.20 |
| 501 | Water Fund | 25,996.75 |
| 502 | Stormwater Fund | 2,777.53 |
| 503 | Wastewater Fund | 12,291.37 |
| 520 | Parking Fund | 3,863.49 |
| 521 | County Parking Lots Fund | 1,021.39 |
| 522 | State Pier and Parking Lot Fund | 1,021.39 |
| 601 | Insurance Reserve Fund | 14,184.49 |
| 605 | Information Technology Fund | 45,840.08 |
| 610 | Fleet Management Fund | 11,985.62 |
| 615 | Building Maintenance & Operations Fund | 16,037.98 |
| 801 | Pension Trust Fund | 8,974.19 |
| | | 1,586,712.99 |
| | Gross Pay | |
| | | 540,755.01 |
| | Deductions | |
| | | 1,045,957.98 |
| | Net Pay | |

Report of D-Card Transactions

| Account Date | Department Management Services | Amount |
|-----------------|-----------------------------------|-----------------|
| 100-11-021-5207 | Advertising | |
| 06/30/2020 | DRI*NEXTDAYFLYERS | 222.77 |
| 06/30/2020 | SPEEDPRO IMAGING | 525.60 |
| 06/30/2020 | SPEEDPRO IMAGING | 661.50 |
| 100-11-021-5207 | Advertising | <u>1,409.87</u> |
| 11 | Management Services | <u>1,409.87</u> |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 30a, dated 7/23/2020; Check number 542998.

Report of D-Card Transactions

| Account Date | Department Finance | Amount |
|-----------------|-------------------------------|------------------------|
| 615-12-042-5211 | Automotive Parts | |
| 06/30/2020 | COMPLETES PLUS CPL | 308.95 |
| 06/30/2020 | COMPLETES PLUS CPL | 67.18 |
| 06/30/2020 | COMPLETES PLUS CPL | 683.48 |
| 615-12-042-5211 | Automotive Parts | <u>1,059.61</u> |
| 615-12-042-5222 | Warehouse Inventory Purchases | |
| 06/30/2020 | STAPLS0184286237000006 | 1,847.92 |
| 06/30/2020 | STAPLS0184286237000007 | 263.68 |
| 615-12-042-5222 | Warehouse Inventory Purchases | <u>2,111.60</u> |
| 12 | Finance | <u><u>3,171.21</u></u> |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 30a, dated 7/23/2020; Check number 542998.

Report of D-Card Transactions

| Account Date | Department Recreation | Amount |
|-----------------|---------------------------|-----------|
| 100-14-011-5101 | Contract Services | |
| 06/30/2020 | AT&T*PREMIER EBIL | 57.57 |
| 100-14-011-5101 | Contract Services | 57.57 |
| 100-14-011-5202 | Memberships & Dues | |
| 06/30/2020 | CA PARK REC SOCIETY | 3,025.00 |
| 06/30/2020 | MUNICIPAL MANAGEMENT ASSO | 90.00 |
| 06/30/2020 | NRPA OPERATING | 875.00 |
| 06/30/2020 | PAYPAL *CALIF ASSN | 255.00 |
| 100-14-011-5202 | Memberships & Dues | 4,245.00 |
| 100-14-011-5207 | Advertising | |
| 06/30/2020 | IN *EASY READER, INC. | 231.75 |
| 06/30/2020 | BEST VERSION MEDIA | 440.20 |
| 06/30/2020 | FACEBK YUEG9TWDY2 | 304.70 |
| 100-14-011-5207 | Advertising | 976.65 |
| 100-14-021-5217 | Departmental Supplies | |
| 06/30/2020 | THE HOME DEPOT #0620 | 48.18 |
| 100-14-021-5217 | Departmental Supplies | 48.18 |
| 100-14-024-5217 | Departmental Supplies | |
| 06/30/2020 | 99 CENTS ONLY STORES #310 | 3.29 |
| 06/30/2020 | LITTLE CAESARS 5905 | 183.57 |
| 06/30/2020 | SOUTH BAY GARDENS | 446.40 |
| 100-14-024-5217 | Departmental Supplies | 633.26 |
| 100-14-026-5217 | Departmental Supplies | |
| 06/30/2020 | DAVE & BUSTER'S, INC. | -1,294.55 |
| 06/30/2020 | S&S WORLDWIDE, INC. | 146.13 |
| 06/30/2020 | S&S WORLDWIDE, INC. | 320.47 |
| 06/30/2020 | AMZN MKTP US*MS0AB5PY1 | 282.53 |
| 06/30/2020 | AMZN MKTP US*MS0M87362 | 19.68 |
| 06/30/2020 | AMZN MKTP US*MS1FB2D22 | 35.63 |
| 06/30/2020 | AMZN MKTP US*MS20K5HB0 | 43.79 |
| 06/30/2020 | AMZN MKTP US*MS2CC44X2 | 74.65 |
| 06/30/2020 | AMZN MKTP US | -27.34 |
| 06/30/2020 | AMZN MKTP US | -37.20 |
| 06/30/2020 | ANGELS BBALL ANAHEIM | -350.00 |
| 06/30/2020 | FIVE BELOW 1311 | 26.46 |
| 06/30/2020 | FIVE BELOW 1311 | 300.43 |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 30a, dated 7/23/2020; Check number 542998.

Report of D-Card Transactions

| Account Date | Department Recreation | Amount |
|-----------------|--------------------------|----------|
| 06/30/2020 | FIVE BELOW 1311 | 396.07 |
| 06/30/2020 | FIVE BELOW 1311 | 404.89 |
| 06/30/2020 | FIVE BELOW 1311 | 55.13 |
| 06/30/2020 | FIVE BELOW 1311 | 62.57 |
| 06/30/2020 | HOBBY-LOBBY #850 | 150.95 |
| 06/30/2020 | MICHAELS #9490 | -65.45 |
| 06/30/2020 | MICHAELS STORES 3048 | 148.55 |
| 06/30/2020 | MICHAELS STORES 3048 | 229.45 |
| 06/30/2020 | MICHAELS STORES 3048 | -44.12 |
| 06/30/2020 | MICHAELS STORES 3048 | 82.00 |
| 06/30/2020 | MICHAELS STORES 3048 | -95.62 |
| 06/30/2020 | SMART AND FINAL 529 | 153.85 |
| 06/30/2020 | SMART AND FINAL 529 | 214.18 |
| 06/30/2020 | SPEEDPRO IMAGING | 1,587.75 |
| 06/30/2020 | TARGET 00001990 | 109.48 |
| 06/30/2020 | TARGET 00001990 | 219.10 |
| 06/30/2020 | TARGET 00001990 | 370.76 |
| 06/30/2020 | VONS #1623 | 131.40 |
| 100-14-026-5217 | Departmental Supplies | 3,651.62 |
| 100-14-028-5101 | Contract Services | |
| 06/30/2020 | AT&T*PREMIER EBIL | 861.44 |
| 100-14-028-5101 | Contract Services | 861.44 |
| 100-14-028-5217 | Departmental Supplies | |
| 06/30/2020 | UNITED SITE SERVICE | 59.14 |
| 100-14-028-5217 | Departmental Supplies | 59.14 |
| 100-14-031-5217 | Departmental Supplies | |
| 06/30/2020 | CRICUT | 1,010.20 |
| 100-14-031-5217 | Departmental Supplies | 1,010.20 |
| 100-14-034-5217 | Departmental Supplies | |
| 06/30/2020 | AARDVARK CLAY & SUPPLIES | 4,396.43 |
| 06/30/2020 | HOMEDEPOT.COM | 158.07 |
| 06/30/2020 | LAGUNA CLAY COMPANY | 143.83 |
| 06/30/2020 | LAGUNA CLAY COMPANY | 841.41 |
| 06/30/2020 | THE HOME DEPOT 620 | 269.91 |
| 06/30/2020 | TRIANGLE HARDWARE | 38.99 |
| 100-14-034-5217 | Departmental Supplies | 5,848.64 |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 30a, dated 7/23/2020; Check number 542998.

Report of D-Card Transactions

| Account Date | Department Recreation | Amount |
|-----------------|----------------------------|-----------------------|
| 100-14-043-5217 | Departmental Supplies | |
| 06/30/2020 | AMZN MKTP US*MS7U32XY0 | 162.89 |
| 06/30/2020 | AMZN MKTP US*MY7WD6R20 | 656.90 |
| 06/30/2020 | BED BATH & BEYOND #383 | 110.23 |
| 06/30/2020 | BIG LOTS STORES - #4111 | 110.60 |
| 06/30/2020 | FIVE BELOW 1311 | 174.20 |
| 06/30/2020 | SPEEDPRO IMAGING | 604.44 |
| 06/30/2020 | THE HOME DEPOT #0620 | 114.26 |
| 06/30/2020 | THE HOME DEPOT #0620 | 149.76 |
| 06/30/2020 | THE HOME DEPOT #0620 | 77.34 |
| 06/30/2020 | THE HOME DEPOT 620 | 366.13 |
| 100-14-043-5217 | Departmental Supplies | <hr/> 2,526.75 |
| 100-14-062-5217 | Departmental Supplies | |
| 06/30/2020 | PRINTABLE BINGO CARDS | 20.00 |
| 100-14-062-5217 | Departmental Supplies | <hr/> 20.00 |
| 230-14-091-5101 | Contract Services | |
| 06/30/2020 | AT&T*PREMIER EBIL | 296.13 |
| 230-14-091-5101 | Contract Services | <hr/> 296.13 |
| 230-14-091-5104 | Computer Contract Services | |
| 06/30/2020 | WHENIWORK.COM | 56.00 |
| 230-14-091-5104 | Computer Contract Services | <hr/> 56.00 |
| 230-14-091-5217 | Departmental Supplies | |
| 06/30/2020 | APPLE.COM/BILL | 0.99 |
| 230-14-091-5217 | Departmental Supplies | <hr/> 0.99 |
| 14 | Recreation | <hr/> <hr/> 20,291.57 |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 30a, dated 7/23/2020; Check number 542998.

Report of D-Card Transactions

| Account Date | Department Police | Amount |
|-------------------------|----------------------------------|-----------------|
| 100-15-011-5206 | Uniforms/Safety Equipment | |
| 06/30/2020 | PROFORCE LAW ENFORCEME | 1,067.63 |
| 100-15-011-5206 | Uniforms/Safety Equipment | <u>1,067.63</u> |
| 100-15-011-5217 | Departmental Supplies | |
| 06/30/2020 | JERSEY MIKES 20033 | 904.00 |
| 06/30/2020 | NOAH'S-ONLINE CATERING | 16.75 |
| 100-15-011-5217 | Departmental Supplies | <u>920.75</u> |
| 100-15-021-5101 | Contract Services | |
| 06/30/2020 | ROYAL AUTO DETAIL LLC | 800.00 |
| 100-15-021-5101 | Contract Services | <u>800.00</u> |
| 100-15-031-5205 | Training, Conferences & Meetings | |
| 06/30/2020 | INSTRUQ LEO TRAINING | 280.00 |
| 06/30/2020 | INSTRUQ LEO TRAINING | 280.00 |
| 100-15-031-5205 | Training, Conferences & Meetings | <u>560.00</u> |
| 100-15-031-5217 | Departmental Supplies | |
| 06/30/2020 | PEAVEY CORP. | 125.81 |
| 06/30/2020 | PEAVEY CORP. | 39.97 |
| 100-15-031-5217 | Departmental Supplies | <u>165.78</u> |
| 100-15-041-5101 | Contract Services | |
| 06/30/2020 | FILE KEEPERS | 107.80 |
| 100-15-041-5101 | Contract Services | <u>107.80</u> |
| 100-15-041-5217 | Departmental Supplies | |
| 06/30/2020 | FEDEX 940486689118 | 6.56 |
| 100-15-041-5217 | Departmental Supplies | <u>6.56</u> |
| 100-15-051-5205 | Training, Conferences & Meetings | |
| 06/30/2020 | EB CRIME PREVENTION T | -578.00 |
| 100-15-051-5205 | Training, Conferences & Meetings | <u>-578.00</u> |
| 100-15-081-5205 | Training, Conferences & Meetings | |
| 06/30/2020 | FREDPRYOR CAREERTRACK | 128.00 |
| 06/30/2020 | SKILLPATH / NATIONAL | 318.00 |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 30a, dated 7/23/2020; Check number 542998.

Report of D-Card Transactions

| Account Date | Department Police | Amount |
|-------------------------|----------------------------------|------------------------|
| 100-15-081-5205 | Training, Conferences & Meetings | <u>446.00</u> |
| 100-15-081-5206 | Uniforms/Safety Equipment | |
| 06/30/2020 | LA UNIFORMS AND TAILORIN | 154.24 |
| 06/30/2020 | LA UNIFORMS AND TAILORIN | 242.38 |
| 100-15-081-5206 | Uniforms/Safety Equipment | <u>396.62</u> |
| 100-15-091-5217 | Departmental Supplies | |
| 06/30/2020 | LOWES #01555* | 274.29 |
| 06/30/2020 | WEATHERTECH DIRECT LLC | 138.39 |
| 100-15-091-5217 | Departmental Supplies | <u>412.68</u> |
| 210-15-203-5210 | Computers, Supplies & Software | |
| 06/30/2020 | BESTBUYCOM806158306513 | 186.14 |
| 06/30/2020 | BESTBUYCOM806118105448 | 989.49 |
| 210-15-203-5210 | Computers, Supplies & Software | <u>1,175.63</u> |
| 15 | Police | <u><u>5,481.45</u></u> |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 30a, dated 7/23/2020; Check number 542998.

Report of D-Card Transactions

| Account Date | Department Fire | Amount |
|-------------------------|----------------------------|---------------|
| 100-16-011-5101 | Contract Services | |
| 06/30/2020 | ATT*TV NOW | 60.00 |
| 100-16-011-5101 | Contract Services | <u>60.00</u> |
| 16 | Fire | <u>60.00</u> |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 30a, dated 7/23/2020; Check number 542998.

Report of D-Card Transactions

| Account Date | Department Community Development | Amount |
|-------------------------|---|-----------------|
| 100-17-031-5203 | Reference Books & Periodicals | |
| 06/30/2020 | IHS GLOBAL INC. | 1,131.87 |
| 100-17-031-5203 | Reference Books & Periodicals | <u>1,131.87</u> |
| 17 | Community Development | <u>1,131.87</u> |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 30a, dated 7/23/2020; Check number 542998.

Report of D-Card Transactions

| Account Date | Department Public Works | Amount |
|-------------------------|------------------------------------|-------------------------|
| 501-18-241-5101 | Contract Services | |
| 06/30/2020 | IN *VIP DIRECT RESPONSE | 3,412.04 |
| 501-18-241-5101 | Contract Services | <u>3,412.04</u> |
| 18 | Public Works | <u>3,412.04</u> |
| | Report Totals | <u><u>34,958.01</u></u> |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 30a, dated 7/23/2020; Check number 542998.

Report of D-Card Transactions

| Account Date | Department Management Services | Amount |
|-------------------------|---|-----------------|
| 100-11-021-5207 | Advertising | |
| 07/10/2020 | SPEEDPRO IMAGING | 1,719.90 |
| 07/10/2020 | SPEEDPRO IMAGING | 2,034.90 |
| 100-11-021-5207 | Advertising | <u>3,754.80</u> |
| 11 | Management Services | <u>3,754.80</u> |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 3a, dated 7/23/2020; Check number 543023.

Report of D-Card Transactions

| Account Date | Department Finance | Amount |
|-------------------------|-------------------------------|---------------|
| 615-12-042-5211 | Automotive Parts | |
| 07/10/2020 | COMPLETES PLUS CPL | 235.55 |
| 07/10/2020 | COMPLETES PLUS CPL | 395.02 |
| 615-12-042-5211 | Automotive Parts | <u>630.57</u> |
| 12 | Finance | <u>630.57</u> |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 3a, dated 7/23/2020; Check number 543023.

Report of D-Card Transactions

| Account Date | Department Recreation | Amount |
|-----------------|--------------------------------|-----------------|
| 100-14-011-5101 | Contract Services | |
| 07/10/2020 | AT&T*PREMIER EBIL | 1,227.35 |
| 07/10/2020 | AT&T*PREMIER EBIL | 62.60 |
| 100-14-011-5101 | Contract Services | <u>1,289.95</u> |
| 100-14-011-5201 | Office Supplies | |
| 07/10/2020 | CDW GOVT #ZHC1754 | 465.98 |
| 07/10/2020 | CDW GOVT #ZJJ7632 | 1,322.88 |
| 07/10/2020 | OFFICE DEPOT #5125 | 199.76 |
| 100-14-011-5201 | Office Supplies | <u>1,988.62</u> |
| 100-14-011-5210 | Computers, Supplies & Software | |
| 07/10/2020 | DROPBOX*YM94TLL7FQWW | 19.99 |
| 07/10/2020 | MOTION ARRAY MONTHLY | 29.99 |
| 100-14-011-5210 | Computers, Supplies & Software | <u>49.98</u> |
| 100-14-011-5217 | Departmental Supplies | |
| 07/10/2020 | AMAZON.COM*MJ4GY6GP1 | 131.39 |
| 07/10/2020 | STICKER MULE | 20.81 |
| 100-14-011-5217 | Departmental Supplies | <u>152.20</u> |
| 100-14-026-5217 | Departmental Supplies | |
| 07/10/2020 | 99 CENTS ONLY STORES #310 | 104.79 |
| 07/10/2020 | AMZN MKTP US*MJ0N17XY0 | 220.74 |
| 07/10/2020 | AMZN MKTP US*MJ1W96231 | 70.06 |
| 07/10/2020 | APPLE.COM/BILL | 2.99 |
| 07/10/2020 | FOOD4LESS #0313 | 9.16 |
| 07/10/2020 | TARGET 00001990 | 152.99 |
| 100-14-026-5217 | Departmental Supplies | <u>560.73</u> |
| 100-14-028-5101 | Contract Services | |
| 07/10/2020 | UNITED SITE SERVICES | 251.36 |
| 100-14-028-5101 | Contract Services | <u>251.36</u> |
| 100-14-028-5203 | Reference Books & Periodicals | |
| 07/10/2020 | YELPINC*855 380 9357 | 90.00 |
| 100-14-028-5203 | Reference Books & Periodicals | <u>90.00</u> |
| 100-14-028-5217 | Departmental Supplies | |
| 07/10/2020 | UNITED SITE SERVICES | 79.04 |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 3a, dated 7/23/2020; Check number 543023.

Report of D-Card Transactions

| Account Date | Department Recreation | Amount |
|-----------------|---------------------------|-----------------|
| 100-14-028-5217 | Departmental Supplies | <u>79.04</u> |
| 100-14-031-5101 | Contract Services | |
| 07/10/2020 | THE HOME DEPOT #0620 | 132.99 |
| 100-14-031-5101 | Contract Services | <u>132.99</u> |
| 100-14-034-5217 | Departmental Supplies | |
| 07/10/2020 | AARDVARK CLAY & SUPPLIES | 102.91 |
| 07/10/2020 | HOMEDEPOT.COM | 658.85 |
| 100-14-034-5217 | Departmental Supplies | <u>761.76</u> |
| 100-14-042-5217 | Departmental Supplies | |
| 07/10/2020 | BIG LOTS STORES - #4111 | 31.16 |
| 07/10/2020 | COOLIE SURF INC | 4,626.37 |
| 07/10/2020 | COSTCO WHSE #0671 | 220.48 |
| 07/10/2020 | DICK'S CLOTHING&SPORTING | 832.05 |
| 07/10/2020 | IN *MANHATTAN STITCHING C | 1,424.60 |
| 07/10/2020 | IN *MANHATTAN STITCHING C | 443.48 |
| 07/10/2020 | MICHAELS STORES 3048 | 56.76 |
| 07/10/2020 | SMART AND FINAL 529 | 22.01 |
| 07/10/2020 | TARGET 00001990 | 73.29 |
| 07/10/2020 | THE HOME DEPOT #0620 | 32.96 |
| 100-14-042-5217 | Departmental Supplies | <u>7,763.16</u> |
| 100-14-043-5101 | Contract Services | |
| 07/10/2020 | WATER - COFFEE DELIVERY | 2.99 |
| 07/10/2020 | WATERLINE TECHNOLOGIES | 628.55 |
| 100-14-043-5101 | Contract Services | <u>631.54</u> |
| 100-14-043-5202 | Memberships & Dues | |
| 07/10/2020 | SPORTSENGINE | 99.95 |
| 100-14-043-5202 | Memberships & Dues | <u>99.95</u> |
| 100-14-043-5217 | Departmental Supplies | |
| 07/10/2020 | S&S WORLDWIDE, INC. | 135.57 |
| 07/10/2020 | COSTCO WHSE #0564 | 81.90 |
| 07/10/2020 | FIVE BELOW 1311 | 28.11 |
| 07/10/2020 | FOOD4LESS #0313 | 22.32 |
| 07/10/2020 | HOBBY-LOBBY #850 | 117.38 |
| 07/10/2020 | MICHAELS STORES 3048 | 21.13 |
| 07/10/2020 | MICHAELS STORES 3048 | 235.34 |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 3a, dated 7/23/2020; Check number 543023.

Report of D-Card Transactions

| Account Date | Department Recreation | Amount |
|-------------------------|----------------------------------|-------------------------|
| 07/10/2020 | SMART AND FINAL 529 | 59.28 |
| 07/10/2020 | TARGET 00001990 | 24.30 |
| 07/10/2020 | WM SUPERCENTER #5604 | 6.52 |
| 100-14-043-5217 | Departmental Supplies | <u>731.85</u> |
| 230-14-091-5101 | Contract Services | |
| 07/10/2020 | AT&T*PREMIER EBIL | 412.94 |
| 230-14-091-5101 | Contract Services | <u>412.94</u> |
| 230-14-091-5210 | Computers, Supplies & Software | |
| 07/10/2020 | APPLE.COM/BILL | 0.99 |
| 230-14-091-5210 | Computers, Supplies & Software | <u>0.99</u> |
| 230-14-091-5217 | Departmental Supplies | |
| 07/10/2020 | AMZN MKTP US*MJ1DY2OS0 | 36.12 |
| 230-14-091-5217 | Departmental Supplies | <u>36.12</u> |
| 14 | Recreation | <u><u>15,033.18</u></u> |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 3a, dated 7/23/2020; Check number 543023.

Report of D-Card Transactions

| Account Date | Department Police | Amount |
|-------------------------|------------------------------|-----------------|
| 100-15-011-5101 | Contract Services | |
| 07/10/2020 | DTV*DIRECTV SERVICE | 274.98 |
| 100-15-011-5101 | Contract Services | <u>274.98</u> |
| 100-15-011-5104 | Computer Contract Services | |
| 07/10/2020 | LOCATEPLUS | 129.95 |
| 100-15-011-5104 | Computer Contract Services | <u>129.95</u> |
| 100-15-011-5109 | Background Investigations | |
| 07/10/2020 | EXPERIAN EXP PAY CC | 158.33 |
| 100-15-011-5109 | Background Investigations | <u>158.33</u> |
| 100-15-011-5220 | POST Training | |
| 07/10/2020 | DOUBLETREE GUEST STES | 582.96 |
| 100-15-011-5220 | POST Training | <u>582.96</u> |
| 100-15-021-5217 | Departmental Supplies | |
| 07/10/2020 | GALLS | 495.41 |
| 100-15-021-5217 | Departmental Supplies | <u>495.41</u> |
| 100-15-041-5101 | Contract Services | |
| 07/10/2020 | FEDEX 940491341204 | 14.22 |
| 100-15-041-5101 | Contract Services | <u>14.22</u> |
| 100-15-041-5217 | Departmental Supplies | |
| 07/10/2020 | BEST BUY MHT 00010116 | 692.23 |
| 100-15-041-5217 | Departmental Supplies | <u>692.23</u> |
| 100-15-061-5217 | Departmental Supplies | |
| 07/10/2020 | IN *P B ELECTRONICS INC | 1,575.00 |
| 100-15-061-5217 | Departmental Supplies | <u>1,575.00</u> |
| 100-15-071-5101 | Contract Services | |
| 07/10/2020 | MISSION LINEN | 269.48 |
| 100-15-071-5101 | Contract Services | <u>269.48</u> |
| 100-15-081-5206 | Uniforms/Safety Equipment | |
| 07/10/2020 | LA UNIFORMS AND TAILORIN | 247.90 |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 3a, dated 7/23/2020; Check number 543023.

Report of D-Card Transactions

| Account Date | Department Police | Amount |
|-------------------------|------------------------------|-----------------|
| 100-15-081-5206 | Uniforms/Safety Equipment | <u>247.90</u> |
| 100-15-091-5217 | Departmental Supplies | |
| 07/10/2020 | NAPA AUTO PARTS | 25.34 |
| 100-15-091-5217 | Departmental Supplies | <u>25.34</u> |
| 15 | Police | <u>4,465.80</u> |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 3a, dated 7/23/2020; Check number 543023.

Report of D-Card Transactions

| Account Date | Department Community Development | Amount |
|-----------------|-------------------------------------|-------------------------|
| 100-17-011-5201 | Office Supplies | |
| 07/10/2020 | AMZN MKTP US*MJ5V43AJ1 | 31.74 |
| 07/10/2020 | AMZN MKTP US*MJ6SE6OM0 | 458.25 |
| 100-17-011-5201 | Office Supplies | <u>489.99</u> |
| 100-17-413-5202 | Memberships & Dues | |
| 07/10/2020 | USDN | 1,500.00 |
| 100-17-413-5202 | Memberships & Dues | <u>1,500.00</u> |
| 17 | Community Development | <u>1,989.99</u> |
| | Report Totals | <u><u>25,874.34</u></u> |

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 3a, dated 7/23/2020; Check number 543023.

Report of P-Card Transactions

| Account Date | Department Finance | Amount |
|-----------------|-------------------------------|----------|
| 100-12-011-5201 | Office Supplies | |
| 06/30/2020 | OFFICE DEPOT #5125 | 60.21 |
| 100-12-011-5201 | Office Supplies | 60.21 |
| 615-12-042-5101 | Contract Services | |
| 06/30/2020 | GOURMET COFFEE78413101 | 143.48 |
| 06/30/2020 | GOURMET COFFEE78413101 | 222.55 |
| 06/30/2020 | GOURMET COFFEE78413101 | 589.76 |
| 06/30/2020 | PBI*LEASEDEQUIPMENT | 915.81 |
| 06/30/2020 | WATER - COFFEE DELIVERY | 558.98 |
| 615-12-042-5101 | Contract Services | 2,430.58 |
| 615-12-042-5222 | Warehouse Inventory Purchases | |
| 06/30/2020 | THE HOME DEPOT PRO | 1,434.52 |
| 06/30/2020 | THE HOME DEPOT PRO | 165.65 |
| 615-12-042-5222 | Warehouse Inventory Purchases | 1,600.17 |
| 12 | Finance | 4,090.96 |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 31a, dated 8/6/2020; Check number 543071.

Report of P-Card Transactions

| Account Date | Department Recreation | Amount |
|-------------------------|----------------------------------|-------------------|
| 100-14-021-5101 | Contract Services | |
| 06/30/2020 | WATER - COFFEE DELIVERY | 25.18 |
| 100-14-021-5101 | Contract Services | <hr/> 25.18 |
| 14 | Recreation | <hr/> <hr/> 25.18 |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 31a, dated 8/6/2020; Check number 543071.

Report of P-Card Transactions

| Account Date | Department Police | Amount |
|-------------------------|------------------------------|------------------------|
| 100-15-011-5201 | Office Supplies | |
| 06/30/2020 | OFFICE DEPOT #5125 | 18.53 |
| 06/30/2020 | OFFICE DEPOT #5125 | 79.27 |
| 100-15-011-5201 | Office Supplies | <u>97.80</u> |
| 100-15-011-5206 | Uniforms/Safety Equipment | |
| 06/30/2020 | SHERIFF S RELIEF EMPORIUM | 176.22 |
| 100-15-011-5206 | Uniforms/Safety Equipment | <u>176.22</u> |
| 100-15-041-5101 | Contract Services | |
| 06/30/2020 | OFFICE DEPOT #5125 | 1,508.52 |
| 100-15-041-5101 | Contract Services | <u>1,508.52</u> |
| 100-15-091-5217 | Departmental Supplies | |
| 06/30/2020 | HARBOR FREIGHT TOOLS 425 | 63.39 |
| 100-15-091-5217 | Departmental Supplies | <u>63.39</u> |
| 15 | Police | <u><u>1,845.93</u></u> |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 31a, dated 8/6/2020; Check number 543071.

Report of P-Card Transactions

| Account Date | Department Fire | Amount |
|-----------------|---------------------------|--------------------|
| 100-16-031-5206 | Uniforms/Safety Equipment | |
| 06/30/2020 | TURNOUT MAINTENANCE CO | 509.88 |
| 100-16-031-5206 | Uniforms/Safety Equipment | <hr/> 509.88 |
| 16 | Fire | <hr/> <hr/> 509.88 |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 31a, dated 8/6/2020; Check number 543071.

Report of P-Card Transactions

| Account Date | Department Community Development | Amount |
|-------------------------|---|----------------------|
| 100-17-011-5208 | Postage | |
| 06/30/2020 | USPS PO 0547180221 | 7.75 |
| 100-17-011-5208 | Postage | <u>7.75</u> |
| 100-17-011-5217 | Departmental Supplies | |
| 06/30/2020 | AMAZON.COM AMZN.COM/BILL | -84.30 |
| 100-17-011-5217 | Departmental Supplies | <u>-84.30</u> |
| 100-17-051-5209 | Tools & Minor Equipment | |
| 06/30/2020 | THE HOME DEPOT #0620 | 191.60 |
| 100-17-051-5209 | Tools & Minor Equipment | <u>191.60</u> |
| 17 | Community Development | <u><u>115.05</u></u> |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 31a, dated 8/6/2020; Check number 543071.

Report of P-Card Transactions

| Account | Department | |
|-----------------|--------------------------------|----------------|
| Date | Public Works | Amount |
| 100-18-011-5201 | Office Supplies | |
| 06/30/2020 | OFFICE DEPOT #5125 | 7.11 |
| 100-18-011-5201 | Office Supplies | <hr/> 7.11 |
| 100-18-011-5217 | Departmental Supplies | |
| 06/30/2020 | WWW.VERSADESK.COM | 395.75 |
| 100-18-011-5217 | Departmental Supplies | <hr/> 395.75 |
| 100-18-021-5217 | Departmental Supplies | |
| 06/30/2020 | AMZN MKTP US*MS2P20KU2 | 30.64 |
| 100-18-021-5217 | Departmental Supplies | <hr/> 30.64 |
| 100-18-032-5210 | Computers, Supplies & Software | |
| 06/30/2020 | DMI* DELL HLTHCR/PTR | 1,736.52 |
| 06/30/2020 | DMI* DELL HLTHCR/PTR | 183.39 |
| 06/30/2020 | DMI* DELL HLTHCR/PTR | 241.99 |
| 06/30/2020 | DMI* DELL HLTHCR/PTR | 389.93 |
| 06/30/2020 | DMI* DELL HLTHCR/PTR | 94.16 |
| 100-18-032-5210 | Computers, Supplies & Software | <hr/> 2,645.99 |
| 100-18-032-5217 | Departmental Supplies | |
| 06/30/2020 | GARDENA WELDING SUPP | 128.12 |
| 06/30/2020 | GARDENA WELDING SUPP | 39.42 |
| 100-18-032-5217 | Departmental Supplies | <hr/> 167.54 |
| 100-18-034-5217 | Departmental Supplies | |
| 06/30/2020 | HD SUPPLY WHITE CAP #019 | 411.21 |
| 06/30/2020 | MANERI SIGN COMPANY INC | 285.95 |
| 06/30/2020 | MANERI SIGN COMPANY INC | 357.74 |
| 06/30/2020 | MANERI SIGN COMPANY INC | 894.40 |
| 06/30/2020 | MANERI SIGN COMPANY INC | 894.61 |
| 06/30/2020 | MANERI SIGN COMPANY INC | 894.61 |
| 06/30/2020 | THE HOME DEPOT 620 | 88.07 |
| 100-18-034-5217 | Departmental Supplies | <hr/> 3,826.59 |
| 100-18-042-5217 | Departmental Supplies | |
| 06/30/2020 | AQUA-FLO SUPPLY INC #107 | 1,428.60 |
| 100-18-042-5217 | Departmental Supplies | <hr/> 1,428.60 |
| 501-18-241-5101 | Contract Services | |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 31a, dated 8/6/2020; Check number 543071.

Report of P-Card Transactions

| Account | Department | |
|-----------------|---------------------------|-----------------|
| Date | Public Works | Amount |
| 06/30/2020 | SMART SOURCE CALIFORNIA | 1,092.55 |
| 501-18-241-5101 | Contract Services | <u>1,092.55</u> |
| 501-18-241-5217 | Departmental Supplies | |
| 06/30/2020 | WATERLINE TECHNOLOGIES | 794.31 |
| 501-18-241-5217 | Departmental Supplies | <u>794.31</u> |
| 501-18-251-5217 | Departmental Supplies | |
| 06/30/2020 | L2G*SCAQMD FEES 909-396-2 | 1,129.77 |
| 06/30/2020 | L2G*SCAQMD FEES 909-396-2 | 144.51 |
| 06/30/2020 | L2G*SCAQMD FEES 909-396-2 | 15.79 |
| 06/30/2020 | L2G*SCAQMD FEES 909-396-2 | 25.42 |
| 06/30/2020 | L2G*SCAQMD FEES 909-396-2 | 3.25 |
| 06/30/2020 | L2G*SCAQMD FEES 909-396-2 | 701.93 |
| 06/30/2020 | S AND J SUPPLY CO SFS | 2,118.00 |
| 06/30/2020 | SO CAL COMPTON PIPE SUPPL | 1,285.99 |
| 06/30/2020 | SO CAL COMPTON PIPE SUPPL | 437.36 |
| 06/30/2020 | THE HOME DEPOT #0620 | 124.64 |
| 501-18-251-5217 | Departmental Supplies | <u>5,986.66</u> |
| 502-18-311-5101 | Contract Services | |
| 06/30/2020 | SQ *ENVIRO FLOW, IN | 1,253.50 |
| 502-18-311-5101 | Contract Services | <u>1,253.50</u> |
| 520-18-511-5217 | Departmental Supplies | |
| 06/30/2020 | TODD PIPE AND SUPPLY HAWT | 476.28 |
| 520-18-511-5217 | Departmental Supplies | <u>476.28</u> |
| 610-18-611-5101 | Contract Services | |
| 06/30/2020 | MERCED A C EQUIPMENT | 973.55 |
| 610-18-611-5101 | Contract Services | <u>973.55</u> |
| 610-18-611-5217 | Departmental Supplies | |
| 06/30/2020 | SQ *STEVE'S LOCK, SAFE AN | 95.00 |
| 06/30/2020 | BOBCAT OF LOS ANGELES 060 | 35.50 |
| 06/30/2020 | BOBCAT OF LOS ANGELES 060 | -59.23 |
| 06/30/2020 | COMPLETES PLUS CPL | 11.88 |
| 06/30/2020 | COMPLETES PLUS CPL | 162.89 |
| 06/30/2020 | COMPLETES PLUS CPL | 17.25 |
| 06/30/2020 | COMPLETES PLUS CPL | -42.90 |
| 06/30/2020 | COMPLETES PLUS CPL | 42.91 |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 31a, dated 8/6/2020; Check number 543071.

Report of P-Card Transactions

| Account Date | Department Public Works | Amount |
|-----------------|----------------------------|-------------------------|
| 06/30/2020 | COMPLETES PLUS CPL | 8.73 |
| 06/30/2020 | COMPLETES PLUS CPL | 9.40 |
| 06/30/2020 | MARTIN CHEVROLET | -400.00 |
| 06/30/2020 | NAPA AUTO PARTS | -158.76 |
| 06/30/2020 | NAPA AUTO PARTS | -18.00 |
| 06/30/2020 | NAPA AUTO PARTS | 31.52 |
| 06/30/2020 | NAPA AUTO PARTS | -62.00 |
| 06/30/2020 | SOUTH BAY FORD | 5.80 |
| 610-18-611-5217 | Departmental Supplies | <u>-320.01</u> |
| 615-18-041-5101 | Contract Services | |
| 06/30/2020 | THE UPS STORE 1830 | 13.96 |
| 615-18-041-5101 | Contract Services | <u>13.96</u> |
| 615-18-041-5217 | Departmental Supplies | |
| 06/30/2020 | CATALINA PAINTS | 75.94 |
| 06/30/2020 | CREATIVE INDULGENCE | 1,084.05 |
| 06/30/2020 | CREATIVE INDULGENCE | 1,587.75 |
| 06/30/2020 | GRAINGER | 2,427.40 |
| 06/30/2020 | GRAINGER | 846.64 |
| 06/30/2020 | MCMASTER-CARR | -117.47 |
| 06/30/2020 | MCMASTER-CARR | 1,273.14 |
| 06/30/2020 | THE HOME DEPOT #0620 | 126.58 |
| 06/30/2020 | THE HOME DEPOT #0620 | 131.20 |
| 615-18-041-5217 | Departmental Supplies | <u>7,435.23</u> |
| 18 | Public Works | <u><u>26,208.25</u></u> |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 31a, dated 8/6/2020; Check number 543071.

Report of P-Card Transactions

| Account Date | Department Information Technology | Amount |
|-----------------|--------------------------------------|-------------------------|
| 605-19-051-5104 | Computer Contract Services | |
| 06/30/2020 | FACEBK *FACEBK XRHY2S6X82 | 417.00 |
| 605-19-051-5104 | Computer Contract Services | <u>417.00</u> |
| 605-19-051-5210 | Computers, Supplies & Software | |
| 06/30/2020 | DMI* DELL HLTHCR/PTR | 1,633.43 |
| 06/30/2020 | DMI* DELL HLTHCR/PTR | 262.17 |
| 06/30/2020 | SOURCE GRAPHICS | -339.45 |
| 605-19-051-5210 | Computers, Supplies & Software | <u>1,556.15</u> |
| 605-19-051-5225 | Printing | |
| 06/30/2020 | PARADISE AWARDS AND CRAZY | 81.18 |
| 06/30/2020 | SMART SOURCE CALIFORNIA | 79.45 |
| 605-19-051-5225 | Printing | <u>160.63</u> |
| 19 | Information Technology | <u>2,133.78</u> |
| | Report Totals | <u><u>34,929.03</u></u> |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 31a, dated 8/6/2020; Check number 543071.

Report of P-Card Transactions

| Account Date | Department Management Services | Amount |
|-------------------------|---|----------------------|
| 100-11-011-5217 | Departmental Supplies | |
| 07/27/2020 | SMART SOURCE CALIFORNIA | 295.66 |
| 100-11-011-5217 | Departmental Supplies | <u>295.66</u> |
| 100-11-021-5201 | Office Supplies | |
| 07/27/2020 | OFFICE DEPOT #5125 | 78.15 |
| 100-11-021-5201 | Office Supplies | <u>78.15</u> |
| 100-11-021-5203 | Reference Books & Periodicals | |
| 07/27/2020 | TORRANCE DAILY BREEZE | 10.00 |
| 100-11-021-5203 | Reference Books & Periodicals | <u>10.00</u> |
| 100-11-041-5105 | Elections | |
| 07/27/2020 | MCA DIRECT | 40.74 |
| 100-11-041-5105 | Elections | <u>40.74</u> |
| 11 | Management Services | <u><u>424.55</u></u> |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Finance | Amount |
|-----------------|-------------------------------|-----------------|
| 100-12-011-5201 | Office Supplies | |
| 07/27/2020 | AMZN MKTP US*MJ0UC77E0 | 10.23 |
| 07/27/2020 | OFFICE DEPOT #5125 | 271.43 |
| 07/27/2020 | OFFICE DEPOT #5125 | 392.97 |
| 100-12-011-5201 | Office Supplies | <u>674.63</u> |
| 100-12-011-5203 | Reference Books & Periodicals | |
| 07/27/2020 | D J*WALL-ST-JOURNAL | 19.99 |
| 100-12-011-5203 | Reference Books & Periodicals | <u>19.99</u> |
| 100-12-011-5217 | Departmental Supplies | |
| 07/27/2020 | AMZN MKTP US*MJ4FI60D1 | 77.05 |
| 07/27/2020 | AMZN MKTP US*MV0G64W81 | 77.71 |
| 07/27/2020 | APPLE.COM/BILL | 2.99 |
| 07/27/2020 | OFFICE DEPOT #5125 | 21.89 |
| 100-12-011-5217 | Departmental Supplies | <u>179.64</u> |
| 100-12-021-5217 | Departmental Supplies | |
| 07/27/2020 | ADVANTAGE LASER | 415.00 |
| 100-12-021-5217 | Departmental Supplies | <u>415.00</u> |
| 615-12-042-5222 | Warehouse Inventory Purchases | |
| 07/27/2020 | COSTCO WHSE #0564 | 104.68 |
| 07/27/2020 | COSTCO WHSE #0564 | 104.68 |
| 07/27/2020 | COSTCO WHSE #0564 | 104.68 |
| 07/27/2020 | COSTCO WHSE #0564 | 20.94 |
| 07/27/2020 | COSTCO WHSE #0564 | 83.75 |
| 07/27/2020 | GRAINGER | 611.44 |
| 07/27/2020 | MORTON SAFETY CO | 126.16 |
| 07/27/2020 | THE HOME DEPOT PRO | 133.97 |
| 07/27/2020 | THE HOME DEPOT PRO | 343.61 |
| 07/27/2020 | THE HOME DEPOT PRO | 964.31 |
| 07/27/2020 | WAXIE SANITARY SUPPLY | 178.66 |
| 615-12-042-5222 | Warehouse Inventory Purchases | <u>2,776.88</u> |
| 12 | Finance | <u>4,066.14</u> |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Human Resources | Amount |
|-----------------|--------------------------------------|--------|
| 100-13-011-5101 | Contract Services | |
| 07/27/2020 | THE UPS STORE #6778 | 12.06 |
| 07/27/2020 | THE UPS STORE #6778 | 12.79 |
| 100-13-011-5101 | Contract Services | 24.85 |
| 100-13-011-5225 | Printing | |
| 07/27/2020 | FEDEX OFFIC10100010165 | 191.63 |
| 100-13-011-5225 | Printing | 191.63 |
| 13 | Human Resources | 216.48 |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Police | Amount |
|-----------------|---------------------------|----------|
| 100-15-011-5201 | Office Supplies | |
| 07/27/2020 | AMZN MKTP US*MJ0RM6BJ2 | 27.69 |
| 07/27/2020 | OFFICE DEPOT #5125 | 108.66 |
| 07/27/2020 | OFFICE DEPOT #5125 | 159.31 |
| 07/27/2020 | OFFICE DEPOT #5125 | 21.22 |
| 07/27/2020 | OFFICE DEPOT #5125 | 28.71 |
| 07/27/2020 | OFFICE DEPOT #5125 | 55.93 |
| 07/27/2020 | OFFICE DEPOT #5125 | 69.55 |
| 07/27/2020 | OFFICE DEPOT #5125 | 94.01 |
| 100-15-011-5201 | Office Supplies | 565.08 |
| 100-15-011-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | 5.11, INC. | 43.79 |
| 100-15-011-5206 | Uniforms/Safety Equipment | 43.79 |
| 100-15-011-5217 | Departmental Supplies | |
| 07/27/2020 | THIN BLUE LINE USA RET | 750.00 |
| 100-15-011-5217 | Departmental Supplies | 750.00 |
| 100-15-011-5219 | STC Training | |
| 07/27/2020 | PRAETORIAN GROUP INC | 1,040.00 |
| 100-15-011-5219 | STC Training | 1,040.00 |
| 100-15-021-5217 | Departmental Supplies | |
| 07/27/2020 | DOMINO'S 7842 | 17.50 |
| 07/27/2020 | PETSMART # 0112 | 88.19 |
| 07/27/2020 | VONS #2056 | 38.58 |
| 100-15-021-5217 | Departmental Supplies | 144.27 |
| 100-15-031-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | 5.11, INC. | 43.79 |
| 07/27/2020 | 5.11 TACTICAL | 175.17 |
| 100-15-031-5206 | Uniforms/Safety Equipment | 218.96 |
| 100-15-041-5101 | Contract Services | |
| 07/27/2020 | OFFICE DEPOT #5125 | 944.73 |
| 100-15-041-5101 | Contract Services | 944.73 |
| 100-15-041-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | 5.11, INC. | 87.58 |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Police | Amount |
|-----------------|--------------------------------|------------------------|
| 100-15-041-5206 | Uniforms/Safety Equipment | <u>87.58</u> |
| 100-15-041-5210 | Computers, Supplies & Software | |
| 07/27/2020 | AMZN MKTP US*MJ95298Q0 | 51.45 |
| 07/27/2020 | APPLE.COM/BILL | 0.99 |
| 100-15-041-5210 | Computers, Supplies & Software | <u>52.44</u> |
| 100-15-041-5217 | Departmental Supplies | |
| 07/27/2020 | AMAZON.COM*MV4VC3E10 | 186.75 |
| 07/27/2020 | DMI* DELL HLTHCR/PTR | 271.32 |
| 07/27/2020 | DMI* DELL HLTHCR/PTR | 313.52 |
| 100-15-041-5217 | Departmental Supplies | <u>771.59</u> |
| 100-15-041-5225 | Printing | |
| 07/27/2020 | SMART SOURCE CALIFORNIA | 107.99 |
| 07/27/2020 | SMART SOURCE CALIFORNIA | 171.54 |
| 100-15-041-5225 | Printing | <u>279.53</u> |
| 100-15-051-5217 | Departmental Supplies | |
| 07/27/2020 | APPLE.COM/BILL | 5.99 |
| 100-15-051-5217 | Departmental Supplies | <u>5.99</u> |
| 100-15-091-5101 | Contract Services | |
| 07/27/2020 | RED CARPET CAR WASH | 150.00 |
| 100-15-091-5101 | Contract Services | <u>150.00</u> |
| 100-15-091-5217 | Departmental Supplies | |
| 07/27/2020 | SQ *STEVE'S LOCK, SAFE AN | 27.92 |
| 100-15-091-5217 | Departmental Supplies | <u>27.92</u> |
| 15 | Police | <u><u>5,081.88</u></u> |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Fire | Amount |
|-----------------|---------------------------|-------------------------|
| 100-16-011-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | GALLS | 832.98 |
| 100-16-011-5206 | Uniforms/Safety Equipment | <u>832.98</u> |
| 100-16-011-5217 | Departmental Supplies | |
| 07/27/2020 | BESTBUYCOM806243349963 | 1,098.99 |
| 100-16-011-5217 | Departmental Supplies | <u>1,098.99</u> |
| 100-16-031-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | GALLS | 131.35 |
| 07/27/2020 | SAMSClub #6619 | 129.17 |
| 100-16-031-5206 | Uniforms/Safety Equipment | <u>260.52</u> |
| 100-16-031-5217 | Departmental Supplies | |
| 07/27/2020 | COSTCO WHSE #0671 | 104.22 |
| 100-16-031-5217 | Departmental Supplies | <u>104.22</u> |
| 100-16-041-5217 | Departmental Supplies | |
| 07/27/2020 | BOUND TREE MEDICAL LLC | 155.99 |
| 07/27/2020 | BOUND TREE MEDICAL LLC | 211.99 |
| 07/27/2020 | BOUND TREE MEDICAL LLC | 2,140.51 |
| 07/27/2020 | BOUND TREE MEDICAL LLC | 2,347.60 |
| 07/27/2020 | BOUND TREE MEDICAL LLC | 624.80 |
| 07/27/2020 | BOUND TREE MEDICAL LLC | 74.46 |
| 07/27/2020 | BOUND TREE MEDICAL LLC | 880.48 |
| 07/27/2020 | BOUND TREE MEDICAL LLC | 94.74 |
| 100-16-041-5217 | Departmental Supplies | <u>6,530.57</u> |
| 100-16-052-5217 | Departmental Supplies | |
| 07/27/2020 | CIA MEDICAL | 1,315.60 |
| 07/27/2020 | EL TARASCO MEX | 97.59 |
| 100-16-052-5217 | Departmental Supplies | <u>1,413.19</u> |
| 16 | Fire | <u><u>10,240.47</u></u> |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Community Development | Amount |
|-----------------|-------------------------------------|--------|
| 100-17-011-5217 | Departmental Supplies | |
| 07/27/2020 | DROPBOX*B69YWZB9NQ9F | 45.00 |
| 100-17-011-5217 | Departmental Supplies | 45.00 |
| 100-17-051-5203 | Reference Books & Periodicals | |
| 07/27/2020 | AMZN MKTP US*MJ0XQ84C0 | 185.11 |
| 07/27/2020 | AMZN MKTP US*MJ6BI6CG2 | 164.24 |
| 07/27/2020 | AMZN MKTP US*MJ7CT9ML1 | 160.38 |
| 07/27/2020 | AMZN MKTP US | -71.16 |
| 100-17-051-5203 | Reference Books & Periodicals | 438.57 |
| 17 | Community Development | 483.57 |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Public Works | Amount |
|-----------------|--------------------------------|----------------|
| 100-18-011-5201 | Office Supplies | |
| 07/27/2020 | OFFICE DEPOT #5125 | 126.49 |
| 07/27/2020 | OFFICE DEPOT #5125 | 18.39 |
| 07/27/2020 | OFFICE DEPOT #5125 | 28.96 |
| 07/27/2020 | OFFICE DEPOT #5125 | 34.48 |
| 07/27/2020 | OFFICE DEPOT #5125 | 64.12 |
| 07/27/2020 | OFFICE DEPOT #5125 | 64.50 |
| 100-18-011-5201 | Office Supplies | <hr/> 336.94 |
| 100-18-011-5203 | Reference Books & Periodicals | |
| 07/27/2020 | PICMONKEY LLC | 12.99 |
| 100-18-011-5203 | Reference Books & Periodicals | <hr/> 12.99 |
| 100-18-011-5210 | Computers, Supplies & Software | |
| 07/27/2020 | APPLE.COM/BILL | 2.99 |
| 100-18-011-5210 | Computers, Supplies & Software | <hr/> 2.99 |
| 100-18-011-5217 | Departmental Supplies | |
| 07/27/2020 | AMZN MKTP US*MV29G5FD0 | 27.24 |
| 07/27/2020 | AMZN MKTP US*MV84T2HI2 | 31.72 |
| 100-18-011-5217 | Departmental Supplies | <hr/> 58.96 |
| 100-18-021-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | AMZN MKTP US*MV11Y81L2 | 18.89 |
| 07/27/2020 | AMZN MKTP US*MV8DQ5BG0 | 52.53 |
| 07/27/2020 | IN *MANHATTAN STITCHING C | 22.64 |
| 100-18-021-5206 | Uniforms/Safety Equipment | <hr/> 94.06 |
| 100-18-021-5210 | Computers, Supplies & Software | |
| 07/27/2020 | SHI INTERNATIONAL CORP | 3,868.80 |
| 100-18-021-5210 | Computers, Supplies & Software | <hr/> 3,868.80 |
| 100-18-021-5217 | Departmental Supplies | |
| 07/27/2020 | AMAZON.COM*MJ10A5WL2 | 175.12 |
| 07/27/2020 | AMAZON.COM*MJ7Z95500 | 82.08 |
| 07/27/2020 | AMZN MKTP US*MJ0MN7CN2 | 221.62 |
| 07/27/2020 | AMZN MKTP US*MV3PM7SE1 | 8.75 |
| 07/27/2020 | AMZN MKTP US*MV4DE40E2 | 18.07 |
| 07/27/2020 | AMZN MKTP US*MV6344852 | 12.58 |
| 07/27/2020 | AMZN MKTP US*MV9MT8QT0 | 21.89 |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Public Works | Amount |
|-----------------|----------------------------|----------------|
| 07/27/2020 | JERSEY MIKES ONLINE ORDE | 52.28 |
| 07/27/2020 | NAMEBADGE.COM | 26.25 |
| 07/27/2020 | OFFICE DEPOT #5125 | 176.28 |
| 07/27/2020 | OFFICE DEPOT #5125 | 81.99 |
| 100-18-021-5217 | Departmental Supplies | <hr/> 876.91 |
| 100-18-021-5225 | Printing | |
| 07/27/2020 | SMART SOURCE CALIFORNIA | 64.99 |
| 100-18-021-5225 | Printing | <hr/> 64.99 |
| 100-18-032-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | IN *MANHATTAN STITCHING C | 90.56 |
| 100-18-032-5206 | Uniforms/Safety Equipment | <hr/> 90.56 |
| 100-18-032-5217 | Departmental Supplies | |
| 07/27/2020 | A AND A READY MIX CONCRET | 484.00 |
| 07/27/2020 | METROPOLITAN COMPOUNDS | 4,990.00 |
| 07/27/2020 | THE HOME DEPOT #0620 | 32.35 |
| 100-18-032-5217 | Departmental Supplies | <hr/> 5,506.35 |
| 100-18-034-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | IN *MANHATTAN STITCHING C | 11.33 |
| 100-18-034-5206 | Uniforms/Safety Equipment | <hr/> 11.33 |
| 100-18-034-5217 | Departmental Supplies | |
| 07/27/2020 | MANERI SIGN COMPANY INC | 214.64 |
| 07/27/2020 | MANERI SIGN COMPANY INC | 335.08 |
| 07/27/2020 | THE HOME DEPOT 620 | 972.36 |
| 100-18-034-5217 | Departmental Supplies | <hr/> 1,522.08 |
| 100-18-042-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | IN *MANHATTAN STITCHING C | 11.33 |
| 100-18-042-5206 | Uniforms/Safety Equipment | <hr/> 11.33 |
| 100-18-042-5217 | Departmental Supplies | |
| 07/27/2020 | FRANKLIN PLANNER | 111.51 |
| 100-18-042-5217 | Departmental Supplies | <hr/> 111.51 |
| 501-18-231-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | IN *MANHATTAN STITCHING C | 33.99 |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Public Works | Amount |
|-----------------|----------------------------|-----------------|
| 07/27/2020 | RED WING SHOE STORE 0 | 316.25 |
| 501-18-231-5206 | Uniforms/Safety Equipment | <u>350.24</u> |
| 501-18-231-5217 | Departmental Supplies | |
| 07/27/2020 | PK SAFETY SUPPLY | 179.80 |
| 501-18-231-5217 | Departmental Supplies | <u>179.80</u> |
| 501-18-251-5202 | Memberships & Dues | |
| 07/27/2020 | AWWA.ORG | 286.00 |
| 501-18-251-5202 | Memberships & Dues | <u>286.00</u> |
| 501-18-251-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | IN *MANHATTAN STITCHING C | 67.92 |
| 501-18-251-5206 | Uniforms/Safety Equipment | <u>67.92</u> |
| 501-18-251-5209 | Tools & Minor Equipment | |
| 07/27/2020 | THE HOME DEPOT #0620 | 189.23 |
| 501-18-251-5209 | Tools & Minor Equipment | <u>189.23</u> |
| 501-18-251-5217 | Departmental Supplies | |
| 07/27/2020 | M & K METAL CO | 23.42 |
| 07/27/2020 | S AND J SUPPLY CO SFS | 2,445.50 |
| 07/27/2020 | THE HOME DEPOT 620 | 368.54 |
| 07/27/2020 | THE HOME DEPOT 620 | 404.95 |
| 07/27/2020 | TODD PIPE AND SUPPLY HAWT | 88.49 |
| 501-18-251-5217 | Departmental Supplies | <u>3,330.90</u> |
| 502-18-311-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | IN *MANHATTAN STITCHING C | 11.33 |
| 502-18-311-5206 | Uniforms/Safety Equipment | <u>11.33</u> |
| 503-18-321-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | IN *MANHATTAN STITCHING C | 22.66 |
| 503-18-321-5206 | Uniforms/Safety Equipment | <u>22.66</u> |
| 503-18-321-5217 | Departmental Supplies | |
| 07/27/2020 | THE HOME DEPOT 620 | 553.36 |
| 503-18-321-5217 | Departmental Supplies | <u>553.36</u> |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Public Works | Amount |
|-----------------|----------------------------|----------|
| 510-18-411-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | IN *MANHATTAN STITCHING C | 11.33 |
| 510-18-411-5206 | Uniforms/Safety Equipment | 11.33 |
| 520-18-511-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | IN *MANHATTAN STITCHING C | 22.66 |
| 520-18-511-5206 | Uniforms/Safety Equipment | 22.66 |
| 522-18-512-5217 | Departmental Supplies | |
| 07/27/2020 | HOMEDEPOT.COM | 304.59 |
| 07/27/2020 | NORMAN S WRIGHT AIRELINK | 1,225.31 |
| 522-18-512-5217 | Departmental Supplies | 1,529.90 |
| 610-18-611-5101 | Contract Services | |
| 07/27/2020 | MATHESON TRI-GAS IGG | 98.60 |
| 07/27/2020 | RED CARPET CAR WASH | 199.99 |
| 07/27/2020 | SAMS ALIGNMENT AND TIRE C | 75.00 |
| 07/27/2020 | SOCAL HONDA POWERSPORT | 1,058.82 |
| 07/27/2020 | SOCAL HONDA POWERSPORT | 1,656.80 |
| 07/27/2020 | SOCAL HONDA POWERSPORT | 391.89 |
| 07/27/2020 | SQ *JYOON INC. | 1,573.10 |
| 610-18-611-5101 | Contract Services | 5,054.20 |
| 610-18-611-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | IN *MANHATTAN STITCHING C | 45.32 |
| 610-18-611-5206 | Uniforms/Safety Equipment | 45.32 |
| 610-18-611-5217 | Departmental Supplies | |
| 07/27/2020 | IN *D & S SALES, INC. | 142.98 |
| 07/27/2020 | MOMAR, INC | 922.52 |
| 07/27/2020 | AMZN MKTP US*MJ8SM7MW0 | 95.88 |
| 07/27/2020 | AMZN MKTP US | -95.88 |
| 07/27/2020 | BOBCAT OF LOS ANGELES 060 | 129.51 |
| 07/27/2020 | COMPLETES PLUS CPL | -10.44 |
| 07/27/2020 | COMPLETES PLUS CPL | 101.17 |
| 07/27/2020 | COMPLETES PLUS CPL | 11.85 |
| 07/27/2020 | COMPLETES PLUS CPL | 12.46 |
| 07/27/2020 | COMPLETES PLUS CPL | 121.16 |
| 07/27/2020 | COMPLETES PLUS CPL | 124.74 |
| 07/27/2020 | COMPLETES PLUS CPL | 131.33 |
| 07/27/2020 | COMPLETES PLUS CPL | -139.58 |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Public Works | Amount |
|-------------------------|------------------------------------|---------------|
| 07/27/2020 | COMPLETES PLUS CPL | 139.58 |
| 07/27/2020 | COMPLETES PLUS CPL | -141.12 |
| 07/27/2020 | COMPLETES PLUS CPL | -143.95 |
| 07/27/2020 | COMPLETES PLUS CPL | 143.95 |
| 07/27/2020 | COMPLETES PLUS CPL | 165.92 |
| 07/27/2020 | COMPLETES PLUS CPL | 165.93 |
| 07/27/2020 | COMPLETES PLUS CPL | 17.51 |
| 07/27/2020 | COMPLETES PLUS CPL | 17.98 |
| 07/27/2020 | COMPLETES PLUS CPL | 18.26 |
| 07/27/2020 | COMPLETES PLUS CPL | 181.59 |
| 07/27/2020 | COMPLETES PLUS CPL | 187.33 |
| 07/27/2020 | COMPLETES PLUS CPL | -199.93 |
| 07/27/2020 | COMPLETES PLUS CPL | -21.54 |
| 07/27/2020 | COMPLETES PLUS CPL | 21.65 |
| 07/27/2020 | COMPLETES PLUS CPL | 239.11 |
| 07/27/2020 | COMPLETES PLUS CPL | 25.23 |
| 07/27/2020 | COMPLETES PLUS CPL | 26.95 |
| 07/27/2020 | COMPLETES PLUS CPL | 29.66 |
| 07/27/2020 | COMPLETES PLUS CPL | -30.79 |
| 07/27/2020 | COMPLETES PLUS CPL | 33.31 |
| 07/27/2020 | COMPLETES PLUS CPL | 33.79 |
| 07/27/2020 | COMPLETES PLUS CPL | 4.29 |
| 07/27/2020 | COMPLETES PLUS CPL | 40.86 |
| 07/27/2020 | COMPLETES PLUS CPL | 40.98 |
| 07/27/2020 | COMPLETES PLUS CPL | 43.93 |
| 07/27/2020 | COMPLETES PLUS CPL | 44.33 |
| 07/27/2020 | COMPLETES PLUS CPL | 48.63 |
| 07/27/2020 | COMPLETES PLUS CPL | 49.30 |
| 07/27/2020 | COMPLETES PLUS CPL | 52.68 |
| 07/27/2020 | COMPLETES PLUS CPL | 60.67 |
| 07/27/2020 | COMPLETES PLUS CPL | 7.33 |
| 07/27/2020 | COMPLETES PLUS CPL | 78.77 |
| 07/27/2020 | COMPLETES PLUS CPL | 9.54 |
| 07/27/2020 | GC IRON.COM LLC. | 332.44 |
| 07/27/2020 | GLOBAL TIRE & AUTOMOTIVE | 372.30 |
| 07/27/2020 | GLOBAL TIRE & AUTOMOTIVE | 490.56 |
| 07/27/2020 | LA CYCLE SPORTS | -193.59 |
| 07/27/2020 | LA CYCLE SPORTS | 387.18 |
| 07/27/2020 | MARTIN CHEVROLET | 147.55 |
| 07/27/2020 | MARTIN CHEVROLET | 58.22 |
| 07/27/2020 | NAPA AUTO PARTS | 117.55 |
| 07/27/2020 | NAPA AUTO PARTS | 119.00 |
| 07/27/2020 | NAPA AUTO PARTS | 12.56 |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Public Works | Amount |
|-----------------|--------------------------------|-----------------|
| 07/27/2020 | NAPA AUTO PARTS | 138.35 |
| 07/27/2020 | NAPA AUTO PARTS | 138.35 |
| 07/27/2020 | NAPA AUTO PARTS | 168.97 |
| 07/27/2020 | NAPA AUTO PARTS | 178.51 |
| 07/27/2020 | NAPA AUTO PARTS | 211.13 |
| 07/27/2020 | NAPA AUTO PARTS | 26.00 |
| 07/27/2020 | NAPA AUTO PARTS | 32.94 |
| 07/27/2020 | NAPA AUTO PARTS | 7.81 |
| 07/27/2020 | NAPA AUTO PARTS | 76.65 |
| 07/27/2020 | NAPA AUTO PARTS | 95.16 |
| 07/27/2020 | NAPA AUTO PARTS | 95.88 |
| 07/27/2020 | NPC*NEW PIG CORP | 272.29 |
| 07/27/2020 | SOUTH BAY FORD | 106.90 |
| 07/27/2020 | SOUTH BAY FORD | 176.35 |
| 07/27/2020 | SOUTH BAY FORD | 84.77 |
| 07/27/2020 | SPEEDPRO IMAGING | 223.06 |
| 610-18-611-5217 | Departmental Supplies | <u>6,816.32</u> |
| | | |
| 615-18-041-5101 | Contract Services | |
| 07/27/2020 | IN *PARADISE POOL AND SPA | 300.00 |
| 615-18-041-5101 | Contract Services | <u>300.00</u> |
| | | |
| 615-18-041-5206 | Uniforms/Safety Equipment | |
| 07/27/2020 | IN *MANHATTAN STITCHING C | 45.32 |
| 615-18-041-5206 | Uniforms/Safety Equipment | <u>45.32</u> |
| | | |
| 615-18-041-5210 | Computers, Supplies & Software | |
| 07/27/2020 | SHI INTERNATIONAL CORP | 773.76 |
| 615-18-041-5210 | Computers, Supplies & Software | <u>773.76</u> |
| | | |
| 615-18-041-5217 | Departmental Supplies | |
| 07/27/2020 | ARAMSCO MONTEBELLO | 2,272.82 |
| 07/27/2020 | ARCTIC GLACIER VERNON | 455.11 |
| 07/27/2020 | ARCTIC GLACIER VERNON | 486.11 |
| 07/27/2020 | CATALINA PAINTS | 128.76 |
| 07/27/2020 | CATALINA PAINTS | 15.28 |
| 07/27/2020 | CATALINA PAINTS | 33.62 |
| 07/27/2020 | CATALINA PAINTS | 46.25 |
| 07/27/2020 | CATALINA PAINTS | 52.18 |
| 07/27/2020 | CATALINA PAINTS | 92.93 |
| 07/27/2020 | CATALINA PAINTS | 97.89 |
| 07/27/2020 | GRAINGER | 248.35 |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Public Works | Amount |
|-----------------|----------------------------|------------------|
| 07/27/2020 | GRAINGER | 82.79 |
| 07/27/2020 | GRAINGER | 88.69 |
| 07/27/2020 | M & K METAL CO | 160.50 |
| 07/27/2020 | MCMASTER-CARR | 117.20 |
| 07/27/2020 | MCMASTER-CARR | 284.38 |
| 07/27/2020 | MCMASTER-CARR | 31.65 |
| 07/27/2020 | MCMASTER-CARR | 88.74 |
| 07/27/2020 | MONTGOMERY HARDWARE CO. | 597.53 |
| 07/27/2020 | THE HOME DEPOT #0620 | 107.49 |
| 07/27/2020 | THE HOME DEPOT #0620 | 144.98 |
| 07/27/2020 | THE HOME DEPOT #0620 | 171.84 |
| 07/27/2020 | THE HOME DEPOT #0620 | 182.72 |
| 07/27/2020 | THE HOME DEPOT #0620 | 25.05 |
| 07/27/2020 | THE HOME DEPOT #0620 | 35.34 |
| 07/27/2020 | TODD PIPE AND SUPPLY HAWT | 277.91 |
| 07/27/2020 | WESTWOOD BUILDING MATERIA | 157.25 |
| 07/27/2020 | WILLIAM@CALIFORNIAPLUM | 173.85 |
| 615-18-041-5217 | Departmental Supplies | <u>6,657.21</u> |
| 18 | Public Works | <u>38,817.26</u> |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.

Report of P-Card Transactions

| Account Date | Department Information Technology | Amount |
|-----------------|--------------------------------------|-------------------------|
| 605-19-051-5104 | Computer Contract Services | |
| 07/27/2020 | SPROUT SOCIAL, INC | 249.00 |
| 07/27/2020 | SPROUT SOCIAL, INC | 249.00 |
| 07/27/2020 | CANVA* 02758-1271030 | 270.00 |
| 07/27/2020 | DNH*GODADDY.COM | 159.98 |
| 07/27/2020 | DYN*DYN.COM/CHARGE | 35.00 |
| 07/27/2020 | DYN*DYN.COM/CHARGE | 5.00 |
| 07/27/2020 | DYN*DYN.COM/CHARGE | 5.00 |
| 605-19-051-5104 | Computer Contract Services | <u>972.98</u> |
| 605-19-051-5210 | Computers, Supplies & Software | |
| 07/27/2020 | ADOBE CREATIVE CLOUD | 52.99 |
| 07/27/2020 | AMZN MKTP US*MJ2Q49UI0 | 165.36 |
| 07/27/2020 | AMZN MKTP US*MJ4B08QA0 | 52.72 |
| 07/27/2020 | AMZN MKTP US*MJ7VJ5970 | 179.59 |
| 07/27/2020 | AMZN MKTP US*MV1F14B00 | 26.27 |
| 07/27/2020 | APPLE.COM/BILL | 0.99 |
| 07/27/2020 | APPLE.COM/BILL | 9.99 |
| 07/27/2020 | B&H PHOTO 800-606-6969 | 187.29 |
| 07/27/2020 | B&H PHOTO 800-606-6969 | 2,119.75 |
| 07/27/2020 | BESTBUYCOM806250716857 | 129.00 |
| 07/27/2020 | BESTBUYCOM806250716857 | 196.00 |
| 07/27/2020 | BESTBUYCOM806250716857 | 989.49 |
| 07/27/2020 | ITMANAGER.NET | 300.00 |
| 07/27/2020 | SAMSTORES | 454.99 |
| 07/27/2020 | ZOOM.US | 20.00 |
| 07/27/2020 | ZOOM.US | 50.00 |
| 605-19-051-5210 | Computers, Supplies & Software | <u>4,934.43</u> |
| 605-19-051-5212 | Office Equipment Maintenance | |
| 07/27/2020 | SOURCE GRAPHICS | 1,150.90 |
| 605-19-051-5212 | Office Equipment Maintenance | <u>1,150.90</u> |
| 19 | Information Technology | <u>7,058.31</u> |
| | Report Totals | <u><u>66,388.66</u></u> |

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 4a, dated 8/6/2020; Check number 543127.



Agenda Date: 9/15/2020

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:

Consideration Designating a Voting Delegate and Alternates to the 2020 League of California Cities Annual Conference; Authorize the Delegate and Alternates Voting Authority on Proposed Resolution(s) Being Considered at the Conference (City Clerk Tamura).

- a) **APPROVE VOTING DELEGATE AND ALTERNATES**
 - b) **AUTHORIZE VOTING AUTHORITY**
-

RECOMMENDATION:

Staff recommends that the City Council designate Mayor Montgomery as a voting delegate, Mayor Pro Tem Hadley as Alternate No. 1, Councilmember Stern as Alternate No. 2, Councilmember Napolitano as Alternate No.3 and Councilmember Hersman as Alternate No. 4 to the 2020 League of California Cities Annual Conference. Staff further recommends that City Council authorize the chosen Voting Delegate (Mayor Montgomery), and if necessary, Voting Alternates (Mayor Pro Tem Hadley, Councilmember Stern, Councilmember Napolitano and Councilmember Hersman), to vote in the best interest of the City regarding the proposed resolution(s) being considered at the annual League of California Cities (LOCC) Conference, Annual Business Meeting virtually/online on October 9, 2020.

FISCAL IMPLICATIONS:

Adequate funds are available in the Fiscal Year 2020-2021 budget for the related costs associated with the annual League of California Cities conference.

BACKGROUND:

The League of California Cities provides a variety of training, legislative support, and information to elected and appointed officials, as well as City staff. The League of California Cities will be holding its Annual Conference on Wednesday, October 7 through Friday, October

9, 2020, completely virtual/online. At the Annual Conference, the League conducts its Annual Business Meeting where League Members take action on conference resolutions. These resolutions help guide cities and the League in its efforts to improve the quality, responsiveness, and vitality of local government in California. The League's bylaws stipulate that each city is entitled to one vote on matters affecting municipal or League policy. The Annual Business Meeting is scheduled for Friday, October 9, 2020.

DISCUSSION:

It has been the City Council's past practice to appoint the Mayor as the Primary Voting Delegate and the Mayor Pro Tem as the Alternate Voting Delegate. However, the League of California Cities bylaws authorizes the appointment of additional alternates in order to plan for unforeseen situations (League Bylaw Amendment in 2006). Thus, staff is recommending that the City Council appoint Mayor Montgomery as the City's Voting Delegate, Mayor Pro Tem Hadley, Councilmember Stern, Councilmember Napolitano and Councilmember Hersman as the City's Voting Alternates, using the appropriate form attached. Staff also recommends that City Council authorize the Delegate, Mayor Montgomery, and if necessary Alternates Mayor Pro Tem Hadley, Councilmember Stern, Councilmember Napolitano and Councilmember Hersman, to vote in the best interest of the City on League resolutions at the Annual Business Meeting on Friday, October 9, 2020.

A full description and analysis of the resolution can be found in the Annual Conference Resolutions Packet.

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 there is no possibility that the activity may have a significant effect on the environment; therefore, pursuant to Section 15061(b)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

LEGAL REVIEW

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

ATTACHMENTS:

1. Designation of Voting Delegate/Alternates Form
2. 2020 Annual League of California Cities Conference Resolutions Packet



*Annual Conference
Resolutions Packet*

2020 Annual Conference Resolutions



October 7 – 9, 2020

INFORMATION AND PROCEDURES

RESOLUTIONS CONTAINED IN THIS PACKET: The League bylaws provide that resolutions shall be referred by the president to an appropriate policy committee for review and recommendation. Resolutions with committee recommendations shall then be considered by the General Resolutions Committee at the Annual Conference.

This year, one resolution has been introduced for consideration at the Annual Conference and referred to League policy committees.

POLICY COMMITTEES: Two policy committees will meet virtually at the Annual Conference to consider and take action on the resolution referred to them. The committees are: Governance, Transparency & Labor Relations and Public Safety. These committees will meet virtually on Tuesday, September 29, with the Governance, Transparency and Labor Relations Policy Committee meeting from 9:30 – 11:30 a.m. and the Public Safety Policy Committee meeting from 1:00 – 3:00 p.m. The sponsor of the resolution has been notified of the time and location of the meeting.

GENERAL RESOLUTIONS COMMITTEE: This committee will meet virtually at 1:00 p.m. on Thursday, October 8, to consider the reports of the policy committees regarding the resolutions. This committee includes one representative from each of the League's regional divisions, functional departments and standing policy committees, as well as other individuals appointed by the League president.

GENERAL ASSEMBLY: This meeting will be held virtually at 11:00 a.m. on Friday, October 9.

PETITIONED RESOLUTIONS: For those issues that develop after the normal 60-day deadline, a resolution may be introduced at the Annual Conference with a petition signed by designated voting delegates of 10 percent of all member cities (48 valid signatures required) and presented to the Voting Delegates Desk at least 24 hours prior to the time set for convening the Annual Business Meeting of the General Assembly. This year, that deadline is 12:30 p.m., Thursday, October 8.

Any questions concerning the resolutions procedures may be directed to Meg Desmond at the League office: mdesmond@cacities.org or (916) 658-8224

GUIDELINES FOR ANNUAL CONFERENCE RESOLUTIONS

Policy development is a vital and ongoing process within the League. The principal means for deciding policy on the important issues facing cities is through the League's seven standing policy committees and the board of directors. The process allows for timely consideration of issues in a changing environment and assures city officials the opportunity to both initiate and influence policy decisions.

Annual conference resolutions constitute an additional way to develop League policy. Resolutions should adhere to the following criteria.

Guidelines for Annual Conference Resolutions

1. Only issues that have a direct bearing on municipal affairs should be considered or adopted at the Annual Conference.
2. The issue is not of a purely local or regional concern.
3. The recommended policy should not simply restate existing League policy.
4. The resolution should be directed at achieving one of the following objectives:
 - (a) Focus public or media attention on an issue of major importance to cities.
 - (b) Establish a new direction for League policy by establishing general principals around which more detailed policies may be developed by policy committees and the board of directors.
 - (c) Consider important issues not adequately addressed by the policy committees and board of directors.
 - (d) Amend the League bylaws (requires 2/3 vote at General Assembly).

KEY TO ACTIONS TAKEN ON RESOLUTIONS

Resolutions have been grouped by policy committees to which they have been assigned.

| Number | Key Word Index | Reviewing Body Action | | |
|--------|----------------|-----------------------|---|---|
| | | 1 | 2 | 3 |
| | | | | |

1 - Policy Committee Recommendation to General Resolutions Committee
 2 - General Resolutions Committee
 3 - General Assembly

GOVERNANCE, TRANSPARENCY & LABOR RELATIONS POLICY COMMITTEE

| | | 1 | 2 | 3 |
|---|--|---|---|---|
| 1 | Amendment to Section 230 of The Communications Decency Act of 1996 | | | |

PUBLIC SAFETY POLICY COMMITTEE

| | | 1 | 2 | 3 |
|---|--|---|---|---|
| 1 | Amendment to Section 230 of The Communications Decency Act of 1996 | | | |

KEY TO ACTIONS TAKEN ON RESOLUTIONS (Continued)

Resolutions have been grouped by policy committees to which they have been assigned.

KEY TO REVIEWING BODIES

- 1. Policy Committee
- 2. General Resolutions Committee
- 3. General Assembly

KEY TO ACTIONS TAKEN

- A Approve
- D Disapprove
- N No Action
- R Refer to appropriate policy committee for study
- a Amend+
- Aa Approve as amended+
- Aaa Approve with additional amendment(s)+
- Ra Refer as amended to appropriate policy committee for study+
- Raa Additional amendments and refer+
- Da Amend (for clarity or brevity) and Disapprove+
- Na Amend (for clarity or brevity) and take No Action+
- W Withdrawn by Sponsor

ACTION FOOTNOTES

- * Subject matter covered in another resolution
- ** Existing League policy
- *** Local authority presently exists

Procedural Note:

The League of California Cities resolution process at the Annual Conference is guided by the League Bylaws. A helpful explanation of this process can be found on the League’s website by clicking on this link: [Resolution Process](#).

1. A RESOLUTION OF THE GENERAL ASSEMBLY OF THE LEAGUE OF CALIFORNIA CITIES CALLING FOR AN AMENDMENT OF SECTION 230 OF THE COMMUNICATIONS DECENCY ACT OF 1996 TO REQUIRE SOCIAL MEDIA COMPANIES TO REMOVE MATERIALS WHICH PROMOTE CRIMINAL ACTIVITIES

Source: City of Cerritos

Concurrence of five or more cities/city officials

Cities: City of Hawaiian Gardens, City of Lakewood, City of Ontario, City of Rancho Cucamonga, City of Roseville

Referred to: Governance, Transparency and Labor Relations and Public Safety Policy Committees

WHEREAS, local law enforcement agencies seek to protect their communities' residents, businesses, and property owners from crime; and

WHEREAS, increasingly, criminals use social media platforms to post notices of places, dates and times for their followers to meet to commit crimes; and

WHEREAS, Section 230 of the Communications Decency Act of 1996 currently provides online platforms (including social media platforms) immunity from civil liability based on third-party content and for the removal of content; and

WHEREAS, in the 25 years since Section 230's enactment, online platforms no longer function simply as forums for the posting of third-party content but rather use sophisticated algorithms to promote content and to connect users; and

WHEREAS, the United States Department of Justice, in its June 2020 report, "Section 230 — Nurturing Innovation or Fostering Unaccountability?," concluded the expansive interpretation courts have given Section 230 has left online platforms immune from a wide array of illicit activity on their services, with little transparency or accountability, noting it "makes little sense" to immunize from civil liability an online platform that purposefully facilitates or solicits third-party content or activity that violates federal criminal law; and

WHEREAS, current court precedent interpreting Section 230 also precludes state and local jurisdictions from enforcing criminal laws against such online platforms that, while not actually performing unlawful activities, facilitate them; and

WHEREAS, amendment of Section 230 is necessary to clarify that online platforms are not immune from civil liability for promoting criminal activities; and

NOW, THEREFORE, BE IT RESOLVED at the League General Assembly, assembled at the League Annual Conference on October 9, 2020 in Long Beach, California, that the League calls upon the U.S. Congress to amend Section 230 of the Communications Decency Act of 1996 to condition immunity from civil liability on the following:

1. Online platforms must establish and implement a reasonable program to identify and take down content which solicits criminal activity; and
2. Online platforms must provide to law enforcement information which will assist in the identification and apprehension of persons who use the services of the platform to solicit and to engage in criminal activity; and
3. An online platform that willfully or negligently fails in either of these duties is not immune from enforcement of state and local laws which impose criminal or civil liability for such failure.

Background Information to Resolution

Source: City of Cerritos

Background:

Social media platforms are now used as a primary means of communication, including by criminals who use them to advertise locations, dates, and times where the criminal acts will take place. Such communications, because they occur online, render the online platform immune from any civil liability for the costs incurred by law enforcement agencies that respond under Section 230 of the Communications Decency Act of 1996. Immunity from civil liability extends even to injunctive relief, thus preventing local governments from merely seeking an injunction against the online platform to have such a post removed.

The City of Cerritos supports the rights of free speech and assembly guaranteed under the First Amendment, but believes cities should have the ability to hold social media companies liable for their role in promoting criminal acts. Recently, the City suffered thousands of dollars in damages to respond to online threats that the Cerritos Mall would be looted. Anonymous posts on Instagram.com invited followers to “work together to loot Cerritos [M]all” only several days after the Lakewood Mall had been looted, causing thousands of dollars in damages. The posts were made under the names “cerritosmalllooting” and “cantstopusall,” among others. The City of Cerritos had no choice but to initiate response to protect the Mall and the public from this credible threat.

At the same time local governments face historic shortfalls owing to the economic effects of COVID-19, the nation’s social media platforms are seeing a record rise in profits. The broad immunity provided by Section 230 is completely untenable. Online platforms should be held responsible—and liable—for the direct harm they facilitate. Local governments are in no position to bear the costs of the crimes facilitated by these companies alone.

Congress is currently reviewing antitrust legislation and by extension, Section 230’s immunity provisions. The League urges Congress to amend Section 230 to limit the immunity provided to online platforms when they promote criminal activity to provide local governments some measurable form of relief.

League of California Cities Staff Analysis on Resolution No. 1

Staff: Charles Harvey, Legislative Representative
Bijan Mehryar, Legislative Representative
Caroline Cirrincione, Policy Analyst
Johnnie Piña, Policy Analyst

Committees: Governance, Transparency and Labor Relations
Public Safety

Summary:

This resolution states that the League of California Cities should urge Congress to amend Section 230 of the federal Communications Decency Act of 1996 (CDA) to limit the immunity provided to online platforms where their forums enable criminal activity to be promoted.

Ultimately, the policy objectives proposed under this resolution, if enacted, would incentivize social media companies to establish and implement a reasonable program to identify and remove content that solicits criminal activity.

Background:

The City of Cerritos is sponsoring this resolution in reaction to events whereby persons, using social media platforms to coordinate locations, dates, and times for their planned criminal activity, have committed acts of looting and vandalism resulting in both actual economic harm for targeted businesses, and pecuniary loss to cities who used resources to prevent such acts from occurring when such plans are discovered.

For example, just days after the Lakewood Mall had been looted, the City of Cerritos uncovered online communications via social media that persons were planning to target the nearby Cerritos Mall. Consequently, the city felt compelled to undertake measures to protect the Cerritos Mall, costing the city thousands of dollars to guard against what officials believed to be a credible threat.

Staff Comments:

Overview:

While there is certainly an argument to substantiate concerns around censorship, the use of social media as a tool for organizing violence is equally disturbing.

Throughout much of the 2020 Summer, there have been many reports of looting happening across the country during what were otherwise mostly peaceful demonstrations. Combined with the speculation of who is really behind the looting and why, the mayhem has usurped the message of peaceful protestors, causing a great deal of property damage in the process. Likewise, these criminal actions have upended the livelihood of some small business owners, many of whom were already reeling in the wake of the COVID-19 pandemic.

While social media allows people to connect in real time with others all over the world, organized illegal activity using social media is made easier by the anonymous nature of virtual interactions.

Nation’s Reaction to the Murder of George Floyd:

Shortly after the senseless killing of George Floyd by law enforcement on May 26, 2020, civil unrest began as local protests in the Minneapolis–Saint Paul metropolitan area of Minnesota before quickly spreading nationwide to more than 2,000 cities and towns across the United States, and in approximately 60 countries in support of the Black Lives Matter movement. Protests unfolded across the country throughout the entire month of June and into July, and persisted in a handful of cities such as Portland and Seattle into the month of August.

Although the majority of protests were peaceful, some demonstrations in cities escalated into riots, looting, and street skirmishes with police. While much of the nation’s focus has been on addressing police misconduct, police brutality, and systemic racism, some have used demonstrators’ peaceful protests on these topics as opportunities to loot and/or vandalize businesses, almost exclusively under the guise of the “Black Lives Matter” movement. It has been uncovered that these “flash robs”¹ were coordinated through the use of social media. The spontaneity and speed of the attacks enabled by social media make it challenging for the police to stop these criminal events as they are occurring, let alone prevent them from commencing altogether.

As these events started occurring across the country, investigators quickly began combing through Facebook, Twitter, and Instagram seeking to identify potentially violent extremists, looters, and vandals and finding ways to charge them after — and in some cases before — they sow chaos. While this technique has alarmed civil liberties advocates, who argue the strategy could negatively impact online speech, law enforcement officials claim it aligns with investigation strategies employed in the past.

Section 230 and other Constitutional Concerns

At its core, Section 230(c)(1) of the CDA provides immunity from liability for providers and users of an “interactive computer service” who publish information provided by third-party users. Essentially, this protects websites from lawsuits if a user posts something illegal, although there are exceptions for copyright violations, sex work-related material, and violations of federal criminal law.

Protections from Section 230 have come under more recent scrutiny on issues related to hate speech and ideological biases in relation to the influence technology companies can hold on political discussions.

Setting aside Section 230, there are some potential constitutional issues one could raise, should there be an attempt to implement such a resolution into statute.

¹ The “flash robs” phenomenon—where social media is used to organize groups of teens and young adults to quickly ransack and loot various retail stores—began to occur sporadically throughout the United States over the past ten years.

In the United States, the First Amendment prohibits the government from restricting most forms of speech, which would include many proposals to force tech companies to moderate content. While “illegal” types of speech enjoy limited or no First Amendment protection, the line for delineating between “legal” and “illegal” speech is very difficult to determine. Consequently, one would expect online platforms to push back on whether there is a constitutionally feasible way for them to “identify” protected speech versus unprotected speech, or whether there is a feasible way to define “content which solicits criminal activity.” A law requiring companies to moderate content based on the political viewpoint it expresses, for example, would likely be struck down as unconstitutional.

Nonetheless, private companies can create rules to restrict speech if they so choose. Online platforms sometimes argue they have constitutionally-protected First Amendment rights in their “editorial activity,” and therefore, it violates their constitutional rights to require them to monitor (i.e., “identify and take down”) content that may be protected under the First Amendment. They may also argue, along the same lines, that the government may not condition the granting of a privilege (i.e., immunity) on doing things that amount to a violation of their first amendment rights. This is why Facebook and Twitter ban hate speech and other verifiably false information, for example, even though such speech is permitted under the First Amendment.

With respect to privacy and the Fourth Amendment, online platforms may argue that requiring them to “provide to law enforcement information that will assist in the identification and apprehension of persons who use the services of the platform to solicit and to engage in criminal activity,” turns them into government actors that search users’ accounts without a warrant based on probable cause, in violation of the Fourth Amendment.

Industry Perspective

Unsurprisingly, industry stakeholders have strong opinions for what such changes could mean for their respective business models.

For instance, a Facebook spokesperson recently noted in a Fortune article that, “By exposing companies to potential liability for everything that billions of people around the world say, this would penalize companies that choose to allow controversial speech and encourage platforms to censor anything that might offend anyone.”

The article acknowledges that in recent years, both political parties have put social media companies under increased scrutiny, but they are not unified in their stated concerns. While Republicans accuse the companies of unfairly censoring their post, Democrats complain that these companies fail to do enough to block misinformation, violent content, and hate speech.

The article concludes that there is no way companies like Facebook and Twitter could operate without Section 230, and that the removal of this section would thereby “eliminate social media as we know it.”

Recent Federal Action on Social Media

The President recently issued an *Executive Order on Preventing Online Censorship*. In it, he notes the following:

“The growth of online platforms in recent years raises important questions about applying the ideals of the First Amendment to modern communications technology. Today, many Americans follow the news, stay in touch with friends and family, and share their views on current events through social media and other online platforms. As a result, these platforms function in many ways as a 21st century equivalent of the public square.

Twitter, Facebook, Instagram, and YouTube wield immense, if not unprecedented, power to shape the interpretation of public events; to censor, delete, or disappear information; and to control what people see or do not see.”

Ultimately the President implores the U.S. Attorney General to develop a proposal for federal legislation that “would be useful to promote the policy objectives of this order.” The President is not subtle in communicating his desire to ultimately see legislation heavily slanted toward the preservation of free speech on social media, which some interpret as a maneuver to preempt Twitter and Facebook from regulating speech they otherwise deem as hateful or demonstrably false.

Considerations for Congress

Courts have generally construed Section 230 to grant internet service providers broad immunity for hosting others’ content. Many have claimed that Section 230’s immunity provisions were critical to the development of the modern internet, and some continue to defend Section 230’s broad scope. But simultaneously, a variety of commentators and legislators have questioned whether those immunity provisions should now be narrowed, given that the internet looks much different today than it did in 1996 when Section 230 was first enacted.

One way for Congress to narrow Section 230’s liability shield would be to create additional exceptions, as it did with FOSTA and SESTA². If a lawsuit does not fall into one of the express exceptions contained in Section 230(e)³, courts may have to engage in a highly fact-specific inquiry to determine whether Section 230 immunity applies: Section 230(c)(1) immunity will be inapplicable if the provider itself has developed or helped to develop the disputed content, while Section 230(c)(2) immunity may not apply if a service provider’s decision to restrict access to content was not made in good faith.

Date Storage and Usage Considerations for Cities

Section 2 of the conditions the resolution applies to civil immunity requires that online platforms provide relevant information to law enforcement to assist in the identification and apprehension of persons who use the services of the platform to solicit and to engage in criminal activity. This section would most likely require the development of new procedures and protocols that govern law enforcements usage and retention of such information. Those new policies and procedures would undoubtedly raise privacy concerns depending on how wide the latitude is for law

² The Fight Online Sex Trafficking Act (FOSTA) and the Stop Enabling Sex Traffickers Act (SESTA) create an exception to Section 230 that means website publishers *would* be responsible if third parties are found to be posting ads for prostitution — including consensual sex work — on their platforms.

³ Section 230(e) says that Section 230 will not apply to: (1) federal criminal laws; (2) intellectual property laws; (3) any state law that is “consistent with” Section 230; (4) the Electronic Communications Privacy Act of 1986; and (5) civil actions or state prosecutions where the underlying conduct violates federal law prohibiting sex trafficking.

enforcement to request such information. In those circumstances cities could end up themselves incurring new liability for the governance of data that could either violate certain privacy rules or increase their data governance costs.

Fiscal Impact:

Unlike the costly resources needed to support or oppose a ballot measure, a federal resolution from the League of California Cities that simply urges Congress to undertake certain action should have a negligible fiscal impact, if any monetary impact at all.

Regarding cities, if social media had no immunity for its failure to police content that solicits criminal activity, then an individual city could theoretically save thousands if not millions of dollars, depending on its size and other subjective circumstances. Collectively, cities across the country could potentially save at least hundreds of millions between redress for actual economic harm suffered and/or the cost of preventative measures taken to stop criminal activity from occurring in the first place.

Conversely, if social media platforms were to shut down, due to an inability to comply with a policy requirement to regulate speech on the internet, it is unclear on how cities might be impacted from a fiscal standpoint.

Existing League Policy:

Public Safety:

Law Enforcement

The League supports the promotion of public safety through:

- Stiffer penalties for violent offenders, and
- Protecting state Citizens' Option for Public Safety (COPS) and federal Community Oriented Police Services (COPS) funding and advocating for additional funding for local agencies to recoup the costs of crime and increase community safety.

Violence

The League supports the reduction of violence through strategies that address gang violence, domestic violence, and youth access to tools of violence, including but not limited to firearms, knives, etc.

The League supports the use of local, state, and federal collaborative prevention and intervention methods to reduce youth and gang violence.

Governance, Transparency & Labor Relations:

Private Sector Liability

The League will work closely with private sector representatives to evaluate the potential for League support of civil justice reform measures designed to improve the business climate in California. These measures should be evaluated on a case-by-case basis through the League police process.

Questions to Consider:

Many cities obviously believe that creating civil liability for social media platforms—due to their role in providing the communication mediums for those who organize looting attacks— is key to deterring this organized criminal activity.

If such a change was actually passed by Congress, it would force social media to essentially police every conversation on stakeholders’ respective platforms, putting immense pressure on the industry to make subjective determinations about what conversations are appropriate and what are unacceptable.

At the end of the day, there are a few questions to consider in assessing this proposed resolution:

- 1) *What would this resolution’s impact be on free speech and government censorship?*
- 2) *What are the expectations for cities when they receive information from a social media platform about a potentially credible threat in their respective communities? Does a city become liable for having information from a social media platform and the threat occurs?*
- 3) *What would the costs be to develop and maintain new data governance policies, including data infrastructure, to store this information?*
- 4) *What is the role of the League in engaging in issues relating to someone’s privacy?*

Support:

The following letters of concurrence were received:

City of Hawaiian Gardens
City of Lakewood
City of Ontario
City of Rancho Cucamonga
City of Roseville

LETTERS OF CONCURRENCE

Resolution No. 1

Amendment to Section 230 of the Communications
Decency Act of 1996



CITY OF HAWAIIAN GARDENS

"Our Youth - Our Future"

August 7, 2020

John Dunbar, President
jdunbar@yville.com
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Dunbar:

On August 3, 2020, the Cerritos City Council approved to sponsor a **Resolution of the City Council of the City of Cerritos Submitting to the League of California Cities General Assembly a Proposed Resolution Regarding Support of Legislation Related to Social Media Platform Accountability for Promotion of Criminal Acts.**

This proposed resolution with the required background information will be submitted to the League of California Cities for consideration by the General Assembly at the Annual Conference on October 9, 2020. (Attachments 1 and 2) The intent of the resolution is to address the use of social medial platforms for posting information that leads followers to meet and commit crimes and to also hold these platforms and the persons who post said information civilly and criminally accountable for all costs incurred by the local jurisdictions where the crimes occurred.

The public safety efforts in the City of Hawaiian Gardens would certainly benefit from such legislation. This letter serves to support the City of Cerritos in their efforts to submit of the above mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

Ernie Hernandez
City Manager

cc Blanca Pacheco, President, LA County Division/League of California Cities - bpacheco@downeyca.org
Meg Desmond, League of California Cities - mdesmond@cacities.org
Kristine Guerrero, LA County Division/League of California Cities - kguerrero@cacities.org
Kathy Matsumoto, Assistant City Manager, City of Cerritos - kmatsumoto@cerritos.us

21815 PIONEER BOULEVARD, HAWAIIAN GARDENS, CA 90716-1237 TEL: (562) 420-2641 FAX: (562) 496-3708

Jeff Wood
Vice Mayor

Steve Craft
Council Member



Todd Rogers
Mayor

Ariel Pe
Council Member

Diane DuBois
Council Member

August 5, 2020

John Dunbar, President
jdunbar@yville.com
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Dunbar:

On August 3, 2020, the Cerritos City Council approved to sponsor a **Resolution of the City Council of the City of Cerritos Submitting to the League of California Cities General Assembly a Proposed Resolution Regarding Support of Legislation Related to Social Media Platform Accountability for Promotion of Criminal Acts.**

This proposed resolution, with the required background information, will be submitted to the League of California Cities for consideration by the General Assembly at the Annual Conference on October 9, 2020. (Attachments 1 and 2) The intent of the resolution is to address the use of social medial platforms for posting information that leads followers to meet and commit crimes and to also hold these platforms and the persons who post said information civilly and criminally accountable for all costs incurred by the local jurisdictions where the crimes occurred.

This letter serves to support the City of Cerritos in their efforts to submit the above mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

Todd Rogers
Mayor

cc: Blanca Pacheco, President, LA County Division/League of California Cities - bpacheco@downeyca.org
Meg Desmond, League of California Cities - mdesmond@cacities.org
Kristine Guerrero, LA County Division/League of California Cities - kguerrero@cacities.org
Kathy Matsumoto, Assistant City Manager, City of Cerritos - kmatsumoto@cerritos.us

Lakewood

5050 Clark Avenue, Lakewood, CA 90712 • (562) 866-9771 • Fax (562) 866-0505 • www.lakewoodcity.org • Email: service1@lakewoodcity.org



PAUL S. LEON
MAYOR

SCOTT OCHOA
CITY MANAGER

DEBRA DORST-PORADA
MAYOR PRO TEM

August 6, 2020

SHEILA MAUTZ
CITY CLERK

ALAN D. WAPNER
JIM W. BOWMAN
RUBEN VALENCIA
COUNCIL MEMBERS

JAMES R. MILHISER
TREASURER

John Dunbar, President
jdunbar@yville.com
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Dunbar:

On August 3, 2020, the Cerritos City Council approved to sponsor a **Resolution of the City Council of the City of Cerritos Submitting to the League of California Cities General Assembly a Proposed Resolution Regarding Support of Legislation Related to Social Media Platform Accountability for Promotion of Criminal Acts.**

This proposed resolution with the required background information will be submitted to the League of California Cities for consideration by the General Assembly at the Annual Conference on October 9, 2020. (Attachments 1 and 2) The intent of the resolution is to address the use of social medial platforms for posting information that leads followers to meet and commit crimes and to also hold these platforms and the persons who post said information civilly and criminally accountable for all costs incurred by the local jurisdictions where the crimes occurred.

This letter serves to support the City of Cerritos in their efforts to submit the above-mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

Alan D. Wapner
Council Member
League of California Cities Board Member

- c: Blanca Pacheco, President, LA County Division/League of California Cities - bpacheco@downeyca.org
- Meg Desmond, League of California Cities - mdesmond@cacities.org
- Kristine Guerrero, LA County Division/League of California Cities - kguerrero@cacities.org
- Kathy Matsumoto, Assistant City Manager, City of Cerritos – kmatsumoto@cerritos.us



CITY OF RANCHO CUCAMONGA

10500 Civic Center Drive | Rancho Cucamonga, CA 91730 | 909.477.2700 | www.CityofRC.us

August 6, 2020

John Dunbar, President
jdunbar@yville.com
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Dunbar:

On August 3, 2020, the Cerritos City Council approved to sponsor a **Resolution of the City Council of the City of Cerritos Submitting to the League of California Cities General Assembly a Proposed Resolution Regarding Support of Legislation Related to Social Media Platform Accountability for Promotion of Criminal Acts.**

This proposed resolution with the required background information will be submitted to the League of California Cities for consideration by the General Assembly at the Annual Conference on October 9, 2020. (Attachments 1 and 2) The intent of the resolution is to address the use of social medial platforms for posting information that leads followers to meet and commit crimes and to also hold these platforms and the persons who post said information civilly and criminally accountable for all costs incurred by the local jurisdictions where the crimes occurred.

On behalf of the City of Rancho Cucamonga, this letter serves to support the City of Cerritos in their efforts to submit the above mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

L. Dennis Michael
Mayor

cc: Blanca Pacheco, President, LA County Division/League of California Cities - bpacheco@downeyca.org
Meg Desmond, League of California Cities - mdesmond@cacities.org
Kristine Guerrero, LA County Division/League of California Cities - kguerrero@cacities.org
Kathy Matsumoto, Assistant City Manager, City of Cerritos - kmatsumoto@cerritos.us



City Council
311 Vernon Street
Roseville, California 95678

August 7, 2020

John Dunbar, President
jdunbar@yville.com
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Dunbar:

On August 3, 2020, the Cerritos City Council approved to sponsor a **Resolution of the City Council of the City of Cerritos Submitting to the League of California Cities General Assembly a Proposed Resolution Regarding Support of Legislation Related to Social Media Platform Accountability for Promotion of Criminal Acts.**

This proposed resolution with the required background information will be submitted to the League of California Cities for consideration by the General Assembly at the Annual Conference on October 9, 2020. (Attachments 1 and 2) The intent of the resolution is to address the use of social media platforms for posting information that leads followers to meet and commit crimes and to also hold these platforms and the persons who post said information civilly and criminally accountable for all costs incurred by the local jurisdictions where the crimes occurred.

On behalf of the City of Roseville, this letter serves to support the City of Cerritos in their efforts to submit the above mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

A handwritten signature in blue ink, appearing to read "John B. Allard II", written over a horizontal line.

John B. Allard II,
Mayor

Cc: Blanca Pacheco, President, LA County Division/League of California Cities - bpacheco@downeyca.org
Meg Desmond, League of California Cities - mdesmond@cacities.org
Kristine Guerrero, LA County Division/League of California Cities - kguerrero@cacities.org
Kathy Matsumoto, Assistant City Manager, City of Cerritos - kmatsumoto@cerritos.us
Jason Gonsalves, Joe A. Gonsalves and Son



CITY: Manhattan Beach

2020 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Wednesday, September 30, 2020. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: Richard Montgomery
Title: Mayor

2. VOTING DELEGATE - ALTERNATE

Name: Suzanne Hadley
Title: Mayor Pro Tem

3. VOTING DELEGATE - ALTERNATE

Name: Hildy Stern
Title: Councilmember

4. VOTING DELEGATE - ALTERNATE

Name: Steve Napolitano
Title: Councilmember

5. VOTING DELEGATE - ALTERNATE

Name: Nancy Hersman
Title: Councilmember

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: Liza Tamura

Email: ltamura@citymb.info

Mayor or City Clerk _____
(circle one) (signature)

Date _____ Phone (310)802-5055

Please complete and return by Wednesday, September 30, 2020

League of California Cities
ATTN: Darla Yacub
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: dyacub@cacities.org
(916) 658-8254



Agenda Date: 9/15/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Mark Leyman, Parks and Recreation Director
Linda Robb, Management Analyst

SUBJECT:

Consideration of Formally Authorizing the Submittal of an Application for a Los Angeles County Grant for up to \$150,000 and Approval of Youth Employment Plan for the Polliwog Park Playground Replacement Project (Parks and Recreation Director Leyman).

ADOPT RESOLUTION NO. 20-0113

RECOMMENDATION:

Staff recommends that the City Council consider adopting Resolution No. 20-0113 formally authorizing the submittal of an application for a Los Angeles County Regional Parks and Open Space District (RPOSD) grant for up to \$150,000 and approving the required Youth Employment Plan for the Polliwog Park Playground replacement project.

FISCAL IMPLICATIONS:

A comprehensive cost evaluation was completed for the replacement of the lower Polliwog Park playground, including: the playground equipment and surfacing, fencing, site grading, Americans with Disability Act (ADA) access, bio swale area and shade structures, for a combined \$2.6 million. One million dollars has been set aside in the CIP budget for this project. Staff is actively seeking grant opportunities to reduce the cost of the project. This resolution will allow staff to apply for grant funds. Approval and allocation of project funds will come as a separate item after construction bids are received.

BACKGROUND:

The original larger playground equipment next to the pond in Polliwog Park was built by members of a City service group in the 1970's, and included a large sunken wooden galleon. In 2003, the play structure was replaced with modernized equipment.

The existing playground equipment and padded surface have reached the end of their useful life. They are in a state of disrepair due to the extensive wear and tear of heavy, regular use by the public over the last 17 years. Due to safety concerns, a substantial portion of the existing play equipment has been placed off limits to users.

In spring of 2019, the City held community meetings and requested public input on playground equipment designs from four different playground equipment manufacturers. As a result of this process, a playground design by Kompan, Inc. was selected for a revitalized Polliwog Park Playground.

The proposed project will:

- Replace the existing play equipment with equipment that can withstand flooding from the pond while maintaining the natural theme of Polliwog Park.
- Provide full ADA access to the playground and the play equipment.
- Replace the existing fence surrounding the area designated for smaller, two to five year old children.
- Replace the play area padded surface

DISCUSSION:

The SWA Group, the design firm hired to craft the construction Request for Proposals (RFP) for the Polliwog Park Playground Replacement project, has prepared a report that estimates a cost of \$2.6 million. ADA accessibility and drainage issues require attention that was not anticipated in the original budgeted amount.

Staff identified a previously awarded grant in the amount of \$150,000 for the renovation of the Joslyn Center and Manhattan Heights, for which reimbursement was never requested. As this project was completed in 2012, staff requested that the grant be terminated and reallocated to the Polliwog Park project. The grant has been terminated and LA County RPOSD is awaiting the application to reallocate the funds. 10 percent of the grant funds are to be used to employ at-risk youth, for which a plan is attached. At-risk youth shall be defined as persons between the ages of 14-24, living in Manhattan Beach or the surrounding areas who are currently employed with the City, or will be hired as part-time Recreation Leader I or II.

A City Council approved resolution is required in order to submit a grant application.

Total grant funds identified by staff, including available maintenance and servicing (M&S) funds and allocations that may be directed to the Polliwog Park project, are as follows:

| | |
|--|------------------|
| LA County RPOSD Prop A Grant | \$150,000 |
| LA County RPOSD Prop A M&S | \$672,615 |
| LA County RPOSD Measure A allocation | \$272,753 |
| LA County RPOSD Measure A M&S | \$ 65,567 |
| <u>California State Parks Prop 68 allocation</u> | <u>\$199,955</u> |
| Total | \$1,360,890 |

This item will return to City Council for approval and allocation of project funds after project bids are received.

Staff recommends that the City Council consider adopting Resolution No. 20-0113 formally authorizing the submittal of an application for a Los Angeles County Regional Parks and Open Space District (RPOSD) grant for up to \$150,000 and approving the required Youth Employment Plan for the Polliwog Park Playground replacement project.

PUBLIC OUTREACH:

On April 29, 2019, four playground equipment manufacturers presented design concepts to, and received feedback from, staff and the public during a community meeting. The meeting was publicly noticed through social media, Parks & Recreation e blasts, and Manhattan Beach Unified School District newsletters. An advertisement was also placed in the Beach Reporter regarding community input for the project.

The four manufacturers created potential designs that were presented to the Parks & Recreation Commission on May 23, 2019. Because two of the manufacturers were ranked equally, staff posted a survey on Open City Hall to receive the community's input on the top two manufactures. The survey inviting the community to select a final design was posted twice on Open City Hall, May 9 through May 23, and June 7 through June 19. Ads were placed in the Beach Reporter and the project was marketed through social media and e blasts. The survey results showed that the majority of community responses favored Kompan, Inc. as the equipment manufacturer. This result was presented to the Parks & Recreation Commission on June 24, 2019.

ENVIRONMENTAL REVIEW:

The City has reviewed the proposed project for compliance with the California Environmental Quality Act (CEQA) and has determined that the project qualifies for a Categorical Exemption pursuant to Section 15302(b) (replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced) of the State CEQA Guidelines. A Notice of Exemption will be filed with the Los Angeles County Clerk's Office for the Project.

LEGAL REVIEW:

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

ATTACHMENT:

1. Resolution No. 20-0113

RESOLUTION NO. 20-0113

A RESOLUTION OF THE CITY OF MANHATTAN BEACH CITY COUNCIL APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR 5TH SUPERVISORIAL DISTRICT PROPOSITION A FUNDING FOR THE POLLIWOG PARK PLAYGROUND REPLACEMENT PROJECT AND APPROVING THE ADOPTION OF A YOUTH EMPLOYMENT PLAN

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

WHEREAS, the people of the County of Los Angeles on November 3, 1992, and on November 5, 1996 enacted Los Angeles County Proposition A, Safe Neighborhood Parks, Gang Prevention, Tree- Planting, Senior and Youth Recreation, Beach and Wildlife Protection (the Propositions), which among other uses, provides funds to public agencies and nonprofit organizations in the County for the purpose of acquiring and/or development facilities and open space for public recreation; and

WHEREAS, the Propositions also created the Los Angeles County Regional Park and Open Space District (the District) to administer said funds; and

WHEREAS, the District has set forth the necessary procedures governing application for grant funds under the Propositions, and

WHEREAS, the District's procedures require the City of Manhattan Beach to certify, by resolution, the approval of the application before submission of said application(s) to the District; and

WHEREAS, said application contains assurances that the City of Manhattan Beach must comply with; and

WHEREAS, City of Manhattan Beach certifies, through this resolution, that the application is approved for submission to the District; and

WHEREAS, City of Manhattan Beach will enter into an Agreement with the District to provide funds for acquisition and development projects.

WHEREAS, the District's procedures require the adoption of a Youth Employment Plan for development projects by the governing body of the agency.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF MANHATTAN BEACH HEREBY:

SECTION 1. Approves the filing of an application with the Los Angeles County Regional Park and Open Space District for Funds for the above

project; and

SECTION 2. Certifies that the City of Manhattan Beach understands the assurances and certification in the application form; and

SECTION 3. Certifies that the City of Manhattan Beach has, or will have, sufficient funds to operate and maintain the project in perpetuity; and

SECTION 4. Certifies that the City of Manhattan Beach will sign and return, within 30 days, both copies of the project agreement sent by the District for authorizing signature; and

SECTION 5. Approves the adoption of a Youth Employment Plan for the project (see attached); and

SECTION 6. Appoints the Director of Parks and Recreation, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of the aforementioned project.

ADOPTED ON September 15, 2020.

AYES:
NOES:
ABSENT
ABSTAIN

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk

CITY OF MANHATTAN BEACH YOUTH EMPLOYMENT PLAN

Increasing employment opportunities for at-risk youth was a goal of the Los Angeles County Regional Park and Open Space District and the City of Manhattan Beach. The Safe Neighborhood Parks Propositions of 1992 and 1996 state in Section 14 that "all funds of the District allocated to projects which include tasks that can be performed by youth, including but not limited to the rehabilitation, restoration and/or development of beach, park, recreation, open space and/or natural lands, and recreation and community facilities, shall be used to the maximum extent feasible to employ at-risk youth from the community in which the particular project is being carried out." Section 15 states "To the maximum extent feasible, Public Agencies and Nonprofit Organizations shall be encouraged to use funds received pursuant to this resolution to provide funding through agreements with community conservation corps, the California Conservation Corps, and with other community organizations, particularly when youth can be employed to work on restoration or rehabilitation projects being carried out in their own communities. Such agreements shall be entered into solely for the purposes set forth in the Youth Employment Plan."

The City of Manhattan Beach in furtherance of its goal of increasing employment opportunities for at-risk youth, and to fulfill its requirement to the District Board as a condition of the receipt of funds under the Safe Neighborhood Parks Propositions of 1992 and 1996, previously satisfied its Youth Employment Goal (YEG) of \$308,860, representing an amount equal to 10% of grants received for development projects. The current project will have a YEG of \$15,000, equal to ten percent of the City's total development Project funding from Propositions A of 1992 and 1996, for the Polliwog Park Playground Replacement Project.

The City of Manhattan Beach will meet its YEG (Youth Employment Goal) by employing youth in the following method:

New employment of at-risk youth to provide maintenance services at completed Proposition A projects sites where the maintenance is eligible to be funded by the District through the Maintenance and Services program, and employment of at-risk youth. These at-risk youth will be recruited from the City of Manhattan Beach, surrounding communities, and District. The working Job title they will have is Recreation Leader I and Recreation Leader II. The Duties that these staff will perform will include: safety maintenance inspections, perform minor maintenance services for the park facilities, setting up facility for use, cleaning facilities, and taking attendance.

In developing a Youth Employment Plan, the City of Manhattan Beach is putting a special emphasis on employing at-risk youth. Youth eligible for employment must be at least 14 to 24 years of age living in Manhattan Beach or the District. The City of Manhattan Beach is identifying all persons between the ages of 14 to 24 years to be at-risk youth. Employers must verify that youth under the age of 17 are in possession of a valid work permit.



Agenda Date: 9/15/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Mark Leyman, Parks and Recreation Director
Linda Robb, Management Analyst

SUBJECT:

Consideration of Formally Authorizing the Submittal of an Application for State of California Parks & Water Bond 2018 Proposition 68 Per Capita Grant Funds for up to \$199,955 for the Polliwog Park Playground Replacement Project (Parks and Recreation Director Leyman).

ADOPT RESOLUTION NO. 20-0112

RECOMMENDATION:

Staff recommends that the City Council consider adopting Resolution No. 20-0112, formally authorizing the submittal of an application for State of California Parks & Water Bond 2018 Proposition 68 (Prop 68) Per Capita Grant funds for up to \$199,955 for the Polliwog Park Playground Replacement Project.

FISCAL IMPLICATIONS:

A comprehensive cost evaluation was completed for the replacement of the lower Polliwog Park playground, including the playground equipment and surfacing, fencing, site grading, Americans with Disability Act (ADA) access, bio swale area, and shade structures for a combined \$2.6 million. One million dollars has been set aside in the CIP budget for this project. Staff is actively seeking grant opportunities to reduce the cost of the project. This resolution will allow staff to apply for grant funds. Approval and allocation of project funds will come as a separate item after construction bids are received.

BACKGROUND:

The California Parks and Water Bond Act of 2018 (Prop 68) was passed by the voters on June 5, 2018. The bond includes funds for a per capita allocation to cities to use for park rehabilitation, creation, and improvement. The Per Capita Program allocation for Manhattan Beach is \$177,952. An additional amount is available for entities with populations less than

200,000 in heavily urbanized counties. This allocates an additional \$22,003 to the City of Manhattan Beach, for a total of \$199,955.

A City Council approved resolution is required in order to submit a grant application. This item will return to City Council for approval and allocation of project funds after cost estimates are received.

The original larger playground equipment next to the pond in Polliwog Park was built by members of a City service group in the 1970's, and included a large sunken wooden galleon. In 2003, the play structure was replaced with modernized equipment.

The existing playground equipment and padded surface have reached the end of their useful life. They are in a state of disrepair due to the extensive wear and tear of heavy, regular use by the public over the last 17 years. Due to safety concerns, a substantial portion of the existing play equipment has been placed off limits to users.

In spring of 2019, the City held community meetings and requested public input on playground equipment designs from four different playground equipment manufacturers. As a result of this process, a playground design by Kompan, Inc. was selected for a revitalized Polliwog Park Playground.

The proposed project will:

- Replace the existing play equipment with equipment that can withstand flooding from the pond while maintaining the natural theme of Polliwog Park.
- Provide full ADA access to the playground and the play equipment.
- Replace the existing fence surrounding the area designated for smaller, two to five year-old children.
- Replace the play area padded surface

DISCUSSION:

The SWA Group, the design firm hired to craft the construction Request for Proposals (RFP) for the Polliwog Park Playground Replacement project, has prepared a report that estimates a cost of \$2.6 million. ADA accessibility and drainage issues require attention that was not anticipated in the original budgeted amount.

Total grant funds identified by staff, including available maintenance and servicing (M&S) funds, and allocations that may be directed to the Polliwog Park project, is as follows:

| | |
|--|------------------|
| LA County RPOSD Prop A Grant | \$150,000 |
| LA County RPOSD Prop A M&S | \$672,615 |
| LA County RPOSD Measure A allocation | \$272,753 |
| LA County RPOSD Measure A M&S | \$ 65,567 |
| <u>California State Parks Prop 68 allocation</u> | <u>\$199,955</u> |
| Total | \$1,360,890 |

Staff recommends that the City Council consider adopting Resolution No. 20-0112, formally authorizing the submittal of an application for Prop 68 Per Capita Grant funds for up to

\$199,955 for the Polliwog Park Playground Replacement Project

PUBLIC OUTREACH:

On April 29, 2019, four playground equipment manufacturers presented design concepts to and received feedback from staff and the public during a community meeting. The meeting was publicly noticed through social media, Parks & Recreation e-blasts, and Manhattan Beach Unified School District newsletters. An advertisement was also placed in the Beach Reporter regarding community input for the project.

The four manufacturers created potential designs that were presented to the Parks & Recreation Commission on May 23, 2019. Because two of the manufacturers were ranked equally, staff posted a survey on Open City Hall to receive the community's input on the top two manufactures. The survey inviting the community to select a final design was posted twice on Open City Hall, May 9 through May 23, and June 7 through June 19. Ads were placed in the Beach Reporter and the project was marketed through social media and e blasts. The survey results showed that the majority of community responses favored Kompan, Inc. as the equipment manufacturer. This result was presented to the Parks & Recreation Commission on June 24, 2019.

ENVIRONMENTAL REVIEW:

The City has reviewed the proposed project for compliance with the California Environmental Quality Act (CEQA) and has determined that the project qualifies for a Categorical Exemption pursuant to Section 15302(b) (replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced) of the State CEQA Guidelines. A Notice of Exemption will be filed with the Los Angeles County Clerk's Office for the Project.

LEGAL REVIEW:

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

ATTACHMENT:

1. Resolution No. 20-0112

RESOLUTION NO. 20-0112

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
APPROVING APPLICATION FOR STATE OF CALIFORNIA PARKS
AND WATER BOND 2018 PROPOSTION 68 PER CAPITA GRANT
FUNDS

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS
FOLLOWS:

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract with the State of California to complete project(s);

SECTION 1. Approves the filing of project application(s) for Per Capita program grant project(s); and

SECTION 2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and

SECTION 3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and

SECTION 4. Certifies that all projects proposed will be consistent with the park and recreation element of the City of Manhattan Beach general or recreation plan (PRC §80063(a)), and

SECTION 5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and

SECTION 6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and

SECTION 7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the City of Manhattan Beach will consider a range of actions that include, but are not limited to, the following:

- a. Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase

awareness within those communities and the public generally about specific programs and opportunities.

- b. Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
- c. Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
- d. Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
- e. Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
- f. Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.
- g. Identifying possible staff liaisons to diverse populations.

SECTION 8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).

SECTION 9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).

SECTION 10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and

SECTION 11. Delegates the authority to the (designated position, not name of person occupying position), or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and

SECTION 12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

ADOPTED ON September 15, 2020.

AYES:
NOES:
ABSENT
ABSTAIN

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk



Agenda Date: 9/15/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Derrick Abell, Chief of Police
Carrie Tai, AICP, Community Development Director
Steve S. Charelian, Finance Director

SUBJECT:

Consideration of Ratification of an Agreement with Willdan Engineering for Code Enforcement Services to Safeguard Public Health (Police Chief Abell).

- a) **ADOPT RESOLUTION NO. 20-0109**
 - b) **RATIFY AGREEMENT FOR ENFORCEMENT SERVICES
REQUIRED FOR THE COVID-19 PANDEMIC**
-

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 20-0109 ratifying an agreement with Willdan Engineering for code enforcement services in connection with emergency protective measures to safeguard public health during the COVID-19 pandemic.

FISCAL IMPLICATIONS:

No funds are available in the Fiscal Year 2020-2021 City Budget for enforcement of emergency protective measures; therefore, an appropriation of funds will be brought before the City Council during the October Budget Status Update. Note that these expenditures will be partially offset by citation revenue (\$100 per citation), estimated annually for Fiscal Year 2020-2021 at \$18,500.

DISCUSSION:

At the July 14, 2020, City Council meeting, staff was directed to explore the various options available to enforce State and Los Angeles County health orders requiring face coverings while in public. Due to the health and safety need to immediately enforce emergency health and safety measures during nights and weekends, it was determined that contracting out for these services was the most expeditious manner to achieve this mandate.

Staff contacted eight firms of which only one firm, Willdan Engineering, had code enforcement personnel that met the requisite criteria. An agreement with Willdan Engineering, dated July 17, 2020, was executed within the City Manager's authority, to assist the Police Department with emergency face covering enforcement related to COVID-19. The contract contains the required Federal Emergency Management Agency (FEMA) contract clauses, which are necessary for COVID-19 expenses to be submitted for potential reimbursement. Because this action was performed on an emergency basis, staff is now seeking City Council ratification for this agreement as required by Municipal Code Section 2.36.120 - Emergency procurement under the auspices of emergency protective measure. This requires City Council approval within a 60-day ratification window.

Enforcement activities began on July 18 and over a two-week period, the average spend has been \$5,000 per week. As more people become aware of enforcement, the revenues and expenses related to enforcement are likely to diminish due to fewer people violating orders or visiting the City.

Staff recommends that the City Council ratify an agreement with Willdan Engineering for code enforcement services. An appropriation for funding these efforts will be brought before the City Council at the October Budget Status Update meeting. The City may cancel the contract at any time without cause upon a 30-day notice.

PUBLIC OUTREACH:

At the July 14, 2020, meeting, the City Council conducted an extensive discussion regarding enforcement and citations for face coverings. The City Council discussion included an opportunity for the public to provide comments.

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.

ATTACHMENTS:

1. Resolution No. 20-0109
2. Agreement - Willdan Engineering
3. Bid Comparison

RESOLUTION NO. 20-0109

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL RATIFYING AN AGREEMENT BETWEEN THE CITY OF MANHATTAN BEACH AND WILLDAN ENGINEERING FOR CODE ENFORCEMENT SERVICES

RECITALS

- A. In the exercise of his emergency powers during the COVID-19 pandemic local emergency, the City Manager, in his capacity as the Director of Emergency Services, entered into an agreement on July 17, 2020 with Willdan Engineering for code enforcement services in connection with emergency protective measures necessary to safeguard public health during the COVID-19 pandemic.

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

SECTION 1. The City Council hereby ratifies the Agreement between the City of Manhattan Beach and Willdan Engineering dated July 17, 2020, for as-needed code enforcement services in connection with emergency protective measures necessary to safeguard public health during the COVID-19 pandemic.

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

ADOPTED on September 15, 2020.

AYES:
NOES:
ABSENT:
ABSTAIN:

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into on this 17th day of July, 2020 ("Effective Date"), by and between the City of Manhattan Beach, a municipal corporation ("City") and Willdan Engineering, a California corporation ("Contractor") (collectively, the "Parties").

RECITALS

A. City desires to utilize the services of Contractor as an independent contractor to provide code enforcement services to the City connection with emergency protective measures necessary to safeguard public health during the COVID-19 pandemic.

B. Contractor represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

C. City desires to retain Contractor and Contractor desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the Parties' performance of the promises, covenants, and conditions stated herein, the Parties hereto agree as follows:

Section 1. Contractor's Services. Contractor shall perform the services described in the Scope of Services (the "Services"), attached as Exhibit A. City may request, in writing, changes in the Services to be performed. Any changes mutually agreed upon by the Parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement. Contractor shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

Section 2. Term of Agreement. The term of this Agreement shall be from the Effective Date through June 30, 2021, unless sooner terminated as provided in Section 9 of this Agreement or extended.

Section 3. Compensation. City agrees to pay Contractor a fee of \$65.00 per hour. The rate is comprehensive and includes project management and any additional costs incurred by Contractor in performance of this contract (ie: mileage, uniforms and officer equipment or supplies). Contractor shall not be entitled to reimbursement for any expenses. Any expenses incurred by Contractor that are not expressly authorized by this Agreement will not be reimbursed by City.

Section 4. Method of Payment. Contractor shall submit to City a detailed invoice on a monthly basis for the services performed pursuant to this Agreement. Each invoice shall describe in detail the services rendered during the period, the days worked, number of hours worked, the hourly rates charged, and the services performed for each

day in the period, as applicable. Within 45 days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice.

Section 5. Independent Contractor. The Parties agree, understand, and acknowledge that Contractor is not an employee of the City, but is solely an independent contractor. Contractor expressly acknowledges and agrees that City has no obligation to pay or withhold state or federal taxes or to provide workers' compensation or unemployment insurance or other employee benefits and that any person employed by Contractor shall not be in any way an employee of the City. As such, Contractor shall have the sole legal responsibility to remit all federal and state income and social security taxes and to provide for his/her own workers' compensation and unemployment insurance and that of his/her employees or subcontractors. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees. Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Contractor shall indemnify and hold harmless City and its elected officials, officers and employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from Contractor's personnel practices. City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this Section.

Section 6. Permits and Licenses. Contractor shall obtain and maintain during the term of this Agreement all necessary licenses, permits, and certificates required by law for the provision of the Services, including a business license.

Section 7. Insurance.

(a) Contractor shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1. Commercial General Liability Insurance with a minimum limit of \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$2,000,000.00 per project or location. If Contractor is a limited liability company, the commercial general liability coverage shall be amended so that Contractor and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2. Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$1,000,000.00 per accident for bodily injury and property damage.

3. Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Contractor has no employees while performing

Services under this Agreement, Contractor shall execute a declaration that it has no employees.

4. Professional Liability Insurance with minimum limits of \$2,000,000.00 per claim and in aggregate.

(b) Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. City, its officers, officials, employees, designated volunteers and agents serving as independent contractors in the role of City officials, are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; premises owned, occupied or used by Contractor; or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no limitations on the scope of protection afforded to City, its officers, officials, employees, designated volunteers or agents serving as independent contractors in the role of City officials which are not also limitations applicable to the named insured.

2. For any claims related to this Agreement, Contractor's insurance coverage shall be primary insurance as respects City, its officers, officials, employees, designated volunteers and agents serving as independent contractors in the role of City officials. Any insurance or self-insurance maintained by City, its officers, officials, employees, designated volunteers or agents serving as independent contractors in the role of City officials shall be excess of Contractor's insurance and shall not contribute with it.

3. Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4. Each insurance policy, except for the professional liability policy, required by this clause shall expressly waive the insurer's right of subrogation against City and its elected officials, officers, employees, servants, attorneys, designated volunteers, and agents serving as independent contractors in the role of City officials.

(c) The City may, in writing, amend and/or waive any or all of the insurance provisions set forth herein.

(d) The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A-;VII in the latest edition of Best's Insurance Guide, unless waived in writing by City's Risk Manager.

(e) Contractor agrees that if it does not keep the aforesaid insurance in full force and effect it will be considered a breach of the contract. If there is a breach, City may immediately terminate this Agreement.

(f) All insurance coverages shall be confirmed by Contractor providing certificates of insurance and executed endorsements on forms approved by City. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before services commence.

(g) Any deductibles or self-insured retentions must be declared to and approved by City.

(h) Contractor shall require any sub-contractors to maintain insurance coverage that meets all of the requirements of this Agreement.

Section 8. Indemnification. Contractor shall defend, indemnify, and hold harmless the City, its officials, and every officer, employee and agent of City (collectively "Indemnitees") from any claim, liability or financial loss (including, without limitation, attorneys fees and costs), injuries to property or persons (including without limitation, attorneys fees and costs) arising out of any acts or omissions of Contractor, its officials, officers, employees or agents in connection with the performance of this Agreement, except for such claim, liability or financial loss or damage arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Contractor shall defend Indemnitees, with counsel appointed by Contractor and approved by Indemnitees, at Contractor's own cost, expense, and risk, and shall pay and satisfy any judgment, award, or decree that may be rendered against Indemnitees. Contractor shall reimburse Indemnitees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor or Indemnitees. All duties of Contractor under this Section shall survive termination of this Agreement.

Section 9. Termination.

(a) City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Contractor at least five calendar days before the termination is to be effective. Contractor may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least 60 calendar days before the termination is to be effective.

(b) Contractor shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Contractor, City shall pay Contractor based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the Services required by this Agreement. Contractor shall have no other claim against City by reason of such termination, including any claim for compensation.

Section 10. Notice. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Contractor's and City's regular business hours, or (c) three business days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

If to City: City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, California 90266
Attn: Lisa Jenkins

If to Contractor: Willdan Engineering
2401 East Katella Avenue
Anaheim, CA 92806
Attn: Albert Brady

Section 11. Attorneys' Fees. If a party commences any legal, administrative, or other action against the other party arising out of or in connection with this Agreement, the prevailing party in such action shall be entitled to have and recover from the losing party all of its attorneys' fees and other costs incurred in connection therewith, in addition to such other relief as may be sought and awarded.

Section 12. Entire Agreement. This Agreement represents the entire integrated agreement between City and Contractor, and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both City and Contractor.

Section 13. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement shall be resolved in a superior court with geographic jurisdiction over the City of Manhattan Beach.

Section 14. Prohibition of Assignment and Delegation. Contractor shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent.

Section 15. City Not Obligated to Third Parties. City shall not be obligated or liable under this Agreement to any party other than Contractor.

Section 16. Exhibits. **Exhibit A** and **Exhibit B** constitute a part of this Agreement and are hereby incorporated in this Agreement by this reference. In the event of any discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

Section 17. Corporate Authority. The persons executing this Agreement on behalf of the Parties warrant that they are duly authorized to execute this Agreement on behalf of said Parties and that by their execution, the Parties are formally bound to the provision of this Agreement.

Section 18. Severability. Invalidation of any provision contained herein or the application thereof to any person or entity by judgment or court order shall in no way affect any of the other covenants, conditions, restrictions, or provisions hereof, or the application thereof to any other person or entity, and the same shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

EXECUTED on the date first written above at Manhattan Beach, California.

CITY OF MANHATTAN BEACH

CONTRACTOR:

DocuSigned by:
By: Bruce Moe 7/17/2020
Name: Bruce Moe
Title: City Manager

DocuSigned by:
By: Al Brady 7/17/2020
Name: Albert Brady
Title: Deputy Director of Building & Safety, CBO

ATTEST:

DocuSigned by:
By: Liza Tamura 7/17/2020
Name: Liza Tamura
Title: City Clerk

APPROVED AS TO FORM:

DocuSigned by:
By: City Attorney, Quinn Barrow 7/17/2020
Name: Quinn M. Barrow
Title: City Attorney

APPROVED AS TO FISCAL IMPACT:

DocuSigned by:
By: Steve Charelian 7/17/2020
Name: Steve Charelian
Title: Finance Director

APPROVED AS TO CONTENT:

DocuSigned by:
By: Lisa Jenkins 7/17/2020
Name: Lisa Jenkins
Title: Human Resources Director

EXHIBIT A SCOPE OF SERVICE

Firm Profile

Founded in 1964, Willdan Group, Inc. is a leading nationwide provider of value-added professional technical and consulting services. The primary markets Willdan serves are: municipal engineering, planning, and staff augmentation; infrastructure and transportation; energy; economic and financial analysis; and homeland security and emergency management. The company serves these four complementary markets through its four service segments — engineering (Willdan Engineering), energy efficiency (Willdan Energy Solutions), public finance (Willdan Financial Services) and homeland security (Willdan Homeland Solutions).

Willdan has been in business for over 56 years

Willdan has a reputation for delivering high-quality projects on time and within budget. Rooted in Willdan’s corporate culture is its focus on quality customer service. The company has more than 1000 employees, including licensed engineers, program and construction managers, financial analysts, planners, and other skilled professionals.

Willdan benefits from well-established relationships with local and state government agencies, investor-owned and municipal utilities, and private sector commercial and industrial firms throughout the United States. The company served more than 800 distinct clients in 2015. Headquartered in Anaheim, the company operates from offices in more than a dozen states across the US.

Willdan Engineering

Willdan Engineering (Willdan), a California Corporation and subsidiary of WGI, specializes in solutions tailored to the unique needs of municipalities and other local government agencies. Services range from full-time, in-house staffing to interim or part-time assistance on a project-by-project basis.

Willdan’s business model is centered on the public sector.

Willdan’s understanding of public agency needs and issues is unique in the industry. In addition to the significant portion of our staff that have served in public agency management positions prior to joining Willdan, Willdan has had numerous assignments with over 60% of the cities and counties in California for building officials, city engineers, planning directors, traffic engineers, and other public agency staff members. With our depth of experience, expertise, knowledge and resources, Willdan is able to offer practical solutions that are timely, cost effective, and that meet the needs of individual communities. The diversity of our staff experience is an added value of our professional services.

We can function as part of the City of Manhattan Beach’ team without a conflict of interest.

Building and Safety/Engineering Services

Willdan’s experience and strength in plan review and inspection services encompasses the complete range of technical disciplines, including permit issuance, building inspection, grading inspection, accessibility inspection, **Code Enforcement**, CASp services, OSHPD III plan check and inspection, flood zone experience, building plan review, and fire-life safety. Willdan maintains an excellent working knowledge of all applicable codes and standards including Caltrans Standard Plans and Specifications, APWA Standards and Specifications, AWWA Standards and Specifications, California Building Codes, CEQA, and Americans with Disabilities Act requirements and California Title 24 requirements on accessibility. The inspection and plan review staff maintain current certifications and attends training on

a regular basis, to stay current with industry technologies and standards. Specific certifications and education are delineated in staff resumes herein.

Scope of Work

Code Enforcement Services

Code enforcement services are among the most complex and challenging services that government agencies provide. According to nationwide studies, property values, crime rates, insurance rates, business development, and the sense of community pride can be directly impacted by the successes of a jurisdiction's code enforcement program.



In an effort to aid jurisdictions with the difficult task of maintaining the quality of life for its citizens through such programs, Willdan has assembled a quality staff with extensive public agency experience in the areas of neighborhood preservation, housing inspection and code enforcement. Our expertise includes the development and implementation of inspection programs designed to ensure public safety, promote community involvement and protect quality of life issues through community education and enforcement of municipal and related codes including preparation for, and participation in, prosecution by city and district attorneys.

Willdan provides the following Code Enforcement Services:

- Inspection services for HUD section 8 programs.
- Review, study and analysis of existing programs.
- Development of ordinances and writing of grant proposals.
- Neighborhood cleanup and improvement programs.
- Community education programs.
- Development of educational materials.
- Provide project managers and/or supervisors as onsite "employees".
- Provide fulltime, part-time, interim and/or weekend staff as onsite "employees"
- Vehicle abatement and parking enforcement.
- Assist in enforcement, including preparation and participation in prosecution by city and district attorneys.
- The registration and enforcement of vacation rentals.
- The regulation of group and/or sober living homes.
- Inspection, regulation and enforcement of medicinal marijuana dispensaries.

Project Manager

Al Brady shall be the Project Manager and is fully responsible for seeing that the project is completed in compliance with the provisions of the agreement (see resume attached). Mr. Brady has over 30 years' experience in the code profession has provided contract code services to approximately 90 municipalities in California, Arizona and Nevada. He specializes in developing new code programs, improving existing divisions, revenue enhancement, ordinance revisions, maximizing staff efficiency and enhancing customer relations.

Related Experience

City of Goleta – Project Manager. Provided interim code enforcement staff.

County of Orange – Project Manager. Provided the staff of three full time code enforcement officers on a contract basis to address the county's backlog of code enforcement cases.

City of Soledad – Project Manager. Developed and implemented a new proactive code enforcement program. Willdan provided a contract code enforcement officer to staff this program for over one year.

City of Fountain Hills, Az – Project Manager. Developed and implemented a town code enforcement department. The scope of work included hiring staff, training and supervision for an eight-month period.

City of Irwindale – Project Manager. Provided municipal code enforcement services including monitoring of a local racetrack for compliance with the City Sound Ordinance on an interim basis.

City of Walnut – Project Manager. Provided interim code enforcement staff who were responsible for enforcing the City's Municipal Code.

City of South Pasadena – Project Manager. Provided interim code enforcement staff.

City of Irvine – Project Manager. Providing interim code enforcement staff.

City of Laguna Hills – Project Manager. Assisted the city in the development of a public education program concerning the city's code program.

City of Los Alamitos - Directed and participated in review of the city's code enforcement policy and procedures, and made recommendations for changes as necessary. Additionally, provided interim code enforcement staff and a Community Development Director.

City of Hawaiian Gardens – Project Manager. Assisted the City of Hawaiian Gardens in developing and implementing an Administrative Citation program.

City of Rosemead - Project Manager. Provided interim code enforcement staff to inspect a targeted areas of the city to facilitate neighborhood improvements.

City of San Clemente – Project Manager. Provided interim Code Enforcement staff to assist with their Code Enforcement Program.

City of Superior, AZ - Direct and participate in the review of the city's code enforcement policy and procedures, and make recommendations for changes as necessary. Development and Implementation of a Nuisance and an Administrative Citation Ordinance.

City of La Canada Flintridge - Direct and participate in the review of the city's code enforcement policy and procedures, and make recommendations for changes as necessary. Development and Implementation of a Nuisance, Cost Recovery and an Administrative Citation Ordinances. Provided interim code enforcement staff to conduct inspections and facilitate neighborhood improvements.

City of Adelanto – Project Manager. Provided interim Code Enforcement staff to assist with their Code Enforcement Program.

City of Del Mar - Provided interim code enforcement staff to the City and managed their entire Code program.

It should be noted that the projects listed above is not a comprehensive list of all our past code clientele but represents a small portion of the Municipalities we have served. We have also successfully provided service to the following jurisdictions:

- Bradbury
- City of Palm Desert
- City of Rancho Mirage
- Costa Mesa
- Desert Hot Springs
- El Monte
- Folsom
- Fountain Valley
- Laguna Woods
- Pasadena
- Perris
- Rancho Cordova
- Sacramento
- San Diego County
- San Jose
- San Juan Capistrano
- San Luis Obispo
- Sierra Madre
- Ventura
- West Hollywood

References

City of Laguna Woods

Rebecca Pennington
3244 Paseo Adelanto
San Juan Capistrano, CA 92675
(949) 234-4568
Project: Provided interim code enforcement staff.

County of Orange

Terry Cox
300 North Flower Street
Santa Ana, CA 92703
(562) 233-8969
Project: Provided interim code enforcement staff

City of La Canada Flintridge

Susan Koleda
1327 Foothill Boulevard
La Canada Flintridge, CA 91011
(818) 780-8881
Project: Provided interim code enforcement staff.

In closing, Willdan has provided code compliance services to numerous different California Cities and Counties. We are confident our team can provide the customer service based code compliance program the City is seeking. We hope this proposal meets with your approval. The resumes for our proposed team are on the pages that follow.

EXHIBIT B

Federal Emergency Management Agency (FEMA) Procurement Clauses

Under Contract Provisions for Non-Federal Entity Contracts Under Federal Award under 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, the following clauses are applicable to the goods and/or services acquired by the City of Manhattan Beach.

Applicable to all Purchases below \$10,000:

- 1) Suspension and Debarment - Contractor guarantees that it, its employees, contractors, subcontractors or agents (collectively "Contractor") are not suspended, debarred, excluded, or ineligible for participation in Medicare, Medi-Cal or any other federal or state-funded health care program, or from receiving Federal funds as listed in the List of parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration. Contractor must within 30 calendar days advise the City if, during the term of this Agreement, Contractor becomes suspended, debarred, excluded or ineligible for participation in Medicare, Medi-Cal or any other federal or state-funded health care program, as defined by 42 U.S.C. 1320a-7b(f), or from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration. Contractor will indemnify, defend and hold the City harmless for any loss or damage resulting from the conviction, debarment, exclusion or ineligibility of the Contractor.
- 2) Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended) - Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.
- 3) Procurement of Recovered Materials –
 - (i) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired— • Competitively within a timeframe providing for compliance with the contract performance schedule; • Meeting contract performance requirements; or • At a reasonable price.
 - (ii) Information about this requirement, along with the list of EPA designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
 - (iii) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."

- 4) Access to Records –
 - (a) The Contractor agrees to provide the City of Manhattan Beach, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
 - (b) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
 - (c) The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
 - (d) In compliance with the Disaster Recovery Act of 2018, the City of Manhattan Beach and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.
- 5) Changes – Any change, modification, change order, or constructive change are allowable, to the contract by either party will be documented in writing and agreed to by both parties.
- 6) Department of Homeland Security (DHS) Seal, Logo, and Flags – Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.
- 7) Compliance with Federal Law, Regulations, and Executive Orders - This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The contractor will comply will all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.
- 8) No Obligation by Federal Government - The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.
- 9) Program Fraud and False or Fraudulent Statements or Related Acts - The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.



City of Manhattan Beach
Finance Department
General Services Division

Attachment 1 - Bid Comparison Code Enforcement Services

| <u>Vendor</u> | <u>Hourly Rate</u> |
|--------------------------------|--|
| 1. Willdan Engineering | \$65.00 |
| 2. Annealta Group | No personnel available |
| 3. VCA Code | No personnel available |
| 4. First Call Staffing | Do not provide code enforcement services |
| 5. Craft Resources | Do not provide code enforcement services |
| 6. MuniTemps | Do not provide code enforcement services |
| 7. Contract Specialities Group | Do not provide code enforcement services in California |
| 8. Blockbyblock | Do not provide code enforcement services |



Agenda Date: 9/15/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Terry Hackelman, Information Technology Director
Gwen Eng, Purchasing Manager
Tatyana Roujenova-Peltekova, Senior Management Analyst

SUBJECT:

Consideration of Waiving Formal Bid Requirements Pursuant to Manhattan Beach Municipal Code Section 2.36.150 and Adopting a Resolution Approving a Three-Year Agreement with Dell for Microsoft Enterprise Software Licensing with an Estimated Total Value of \$324,144 (Information Technology Director Hackelman).

- a) **WAIVE FORMAL BIDDING**
 - b) **ADOPT RESOLUTION NO. 20-0099**
-

RECOMMENDATION:

Staff recommends that the City Council:

- a) Waive formal bid requirements pursuant to Manhattan Beach Municipal Code Section 2.36.150 (cooperative purchasing); and
- b) Adopt Resolution No. 20-0099 approving a three-year contract with Dell for Microsoft Enterprise software licensing with an estimated value of \$324,144.

FISCAL IMPLICATIONS:

The total estimated cost of obtaining Microsoft Enterprise software licensing is \$324,144 over three years. Funds are included in the Information Technology Fiscal Year 2020-2021 budget and will be provided for in future budgets.

BACKGROUND:

Microsoft's Enterprise Agreement (EA) is a volume licensing program that enables public agencies with 250 or more users the flexibility to purchase software licenses and updates under one agreement at a discounted price.

The City's most recent three-year Microsoft Enterprise License Agreement started on September 1, 2017. Microsoft granted a 90-day extension until the next agreement gets in place recognizing that one month does not allow sufficient time for all the contract activities to be completed. The 2017 contract originally was with Comparex; however, due to the acquisition of the company by SoftwareONE in February 2019, the agreement transitioned over to SoftwareONE. Some of the products included in the 2017 EA are:

- Windows Core Client Access License (CAL)
- Office Professional Plus (Outlook, Excel, Word, PowerPoint, etc.)
- Windows Enterprise
- Exchange Server Enterprise
- Windows Server System Center Standard
- SQL Server Management System
- SQL Client Access License (CAL)

The City's Municipal Code, Section 2.36.150 allows piggybacking on other public agencies' existing large scale/high volume contracts. Piggybacking is the extension of pricing, terms and conditions to other governmental agencies at the mutual consent of all parties.

DISCUSSION:

The pricing has been obtained through the County of Riverside contract for Microsoft licensing. The County of Riverside EA remains the best value for public sector agencies in California. Microsoft offers discounts on certain items that aren't available otherwise except through the use of this contract. In this instance, the County of Riverside is the lead agency on a cooperative bid which takes into account aggregate volume from other public agencies with the intent of making the contract available to any public agency in the State of California. Earlier this year, the Riverside enterprise agreement included almost 1,000 enrollments that include cities, counties, and special districts throughout the State of California along with the State agencies.

Ultimately, the County of Riverside contract was awarded to six separate vendors to provide flexibility to the public agencies based on each agency's procurement practices. Since the City is not formally bidding this requirement and utilizing another agency's procedures and contract, staff is requesting waiver of formal bidding procedures which is permissible under the City's Municipal Code, Section 2.36.150.

To differentiate the vendors under the multiple award for the City's requirements, staff solicited informal quotes from the six vendors included in the County of Riverside agreement to determine the best price. Below are the vendor responses:

| <u>#</u> | <u>Vendor</u> | <u>3-Year Cost</u> |
|----------|-----------------|---|
| 1. | Dell | \$324,143.79 |
| 2. | SoftwareONE | \$326,585.52 |
| 3. | Crayon Software | \$327,073.84 |
| 4. | SHI | \$347,073.84 |
| 5. | Insight | Unable to provide agreement in required timeframe |
| 6. | Softchoice | No Response |

Based on these results, Dell was selected as the lowest bid with a total three-year cost of \$324,143.79 paid in three annual installments of \$108,047.93. The new contract is about 46% higher (\$34,116 annual increase) than the 2017 agreement for the following reasons:

- 1) 8% increase in the average unit cost for the City's software products.
- 2) 13% growth in City users and/or devices.
- 3) New technology processing needs requiring additional server licenses (Windows Server OS and SQL Server)
- 4) Implementation of server virtualization to improve availability, reliability, stability, and recoverability for core City systems such as EnerGov Land Management, Munis ERP, OnBase Document Management System, and more.

By renewing this EA, the City will continue to pay for maintenance-only pricing on the licensing investment for another three-year Microsoft EA term. As part of the information technology practices, the City typically upgrades and deploys core City software in a timeframe that keeps City software versions at, or near, current vendor release versions. By having the EA in place, the City will continue to have upgrade rights to future versions of our licensed software at no additional cost. This will ensure that critical City software systems are current with security-related improvements and product enhancements.

The enterprise agreement includes other benefits such as:

- Enhanced licensing rights (SQL active-passive failover rights i.e. the passive server does not need to have a SQL license; without EA, the active and passive servers will each need SQL licensing)
- SQL virtual machine mobility rights (allows a SQL virtual machine to move around to different physical hosts; without this benefit, the SQL virtual machine would be anchored to one particular virtual host box only and not able to move around to other virtual hosts as needed)
- The Microsoft Office Home Use Program (Office365 available at discounted price for City employees)
- Microsoft Learn (free web-based training for all employees on Microsoft products)
- Three-year price protection against price increases
- Free web-based/e-mail technical support on the Microsoft server products covered on the EA (available through end of July 2021)

In conclusion, staff recommends that City Council a) waive formal bid requirements pursuant to Manhattan Beach Municipal Code Section 2.36.150 (cooperative purchasing), and b) adopt Resolution No. 20-0099 approving a three-year agreement with Dell Microsoft Enterprise software licensing with an estimated total value of \$324,144.

PUBLIC OUTREACH:

This bid was advertised on the County of Riverside's website as well as Public Purchase, a public bid notification board.

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 agreement has been reviewed by the City Attorney and is approved as to form.

ATTACHMENTS:

1. Resolution No. 20-0099
2. Agreement - Dell Microsoft Enterprise
3. Dell Quote

RESOLUTION NO. 20-0099

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL APPROVING A THREE-YEAR AGREEMENT BETWEEN THE CITY OF MANHATTAN BEACH AND DELL FOR MICROSOFT ENTERPRISE SOFTWARE LICENSING SERVICES

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the three-year Agreement between the City of Manhattan Beach and Dell dated September 1, 2020, for Microsoft Enterprise Software Licensing services for the total amount of \$324,144.

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

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

ADOPTED on September 15, 2019

AYES:
NOES:
ABSENT:
ABSTAIN:

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk



Program Signature Form

MBA/MBSA number

| |
|---------|
| 8084445 |
|---------|

5-0000005780496

Agreement number

8084445

Note: Enter the applicable active numbers associated with the documents below. Microsoft requires the associated active number be indicated here, or listed below as new.

For the purposes of this form, "Customer" can mean the signing entity, Enrolled Affiliate, Government Partner, Institution, or other party entering into a volume licensing program agreement.

This signature form and all contract documents identified in the table below are entered into between the Customer and the Microsoft Affiliate signing, as of the effective date identified below.

| Contract Document | Number or Code |
|----------------------------------|-------------------------|
| <Choose Agreement> | Document Number or Code |
| <Choose Agreement> | Document Number or Code |
| <Choose Agreement> | Document Number or Code |
| <Choose Agreement> | Document Number or Code |
| <Choose Agreement> | Document Number or Code |
| Enterprise Enrollment | X20-10635 |
| <Choose Enrollment/Registration> | Document Number or Code |
| <Choose Enrollment/Registration> | Document Number or Code |
| <Choose Enrollment/Registration> | Document Number or Code |
| <Choose Enrollment/Registration> | Document Number or Code |
| Product Selection Form | 0984149.007 (New) |
| Amendment | M97 (New) |
| Document Description | Document Number or Code |
| Document Description | Document Number or Code |
| Document Description | Document Number or Code |

By signing below, Customer and the Microsoft Affiliate agree that both parties (1) have received, read and understand the above contract documents, including any websites or documents incorporated by reference and any amendments and (2) agree to be bound by the terms of all such documents.

| Customer |
|--|
| Name of Entity (must be legal entity name)* City of Manhattan Beach |
| Signature* _____ |
| Printed First and Last Name* Bruce Moe |
| Printed Title City Manager |
| Signature Date* |
| Tax ID |

* indicates required field

Microsoft Affiliate**Microsoft Corporation****Signature** _____*Jessica Francom*
Jessica Francom (Aug 27, 2020 13:09 PDT)**Printed First and Last Name**

Jessica Francom

Printed Title

Authorized Signer

Signature Date

Aug 27, 2020

(date Microsoft Affiliate countersigns)

Agreement Effective Date

(may be different than Microsoft's signature date)

Optional 2nd Customer signature or Outsourcer signature (if applicable)**Customer****Name of Entity (must be legal entity name)*****Signature*** _____**Printed First and Last Name*****Printed Title****Signature Date***

* indicates required field

Outsourcer**Name of Entity (must be legal entity name)*****Signature*** _____**Printed First and Last Name*****Printed Title****Signature Date***

* indicates required field

If Customer requires additional contacts or is reporting multiple previous Enrollments, include the appropriate form(s) with this signature form.

After this signature form is signed by the Customer, send it and the Contract Documents to Customer's channel partner or Microsoft account manager, who must submit them to the following address. When the signature form is fully executed by Microsoft, Customer will receive a confirmation copy.

Microsoft Corporation
Dept. 551, Volume Licensing
6880 Sierra Center Parkway
Reno, Nevada 89511
USA

APPROVED AS TO FORM:**ATTEST:**

DocuSigned by:

BY: *City Attorney, Quinn Barrow*
NAME: QUINN M. BARROW
TITLE: CITY ATTORNEY

BY:
NAME: LIZA TAMURA
TITLE: CITY CLERK

APPROVED AS TO CONTENT:

DocuSigned by:

BY: *Terry Hackelman*
NAME: TERRY HACKELMAN
TITLE: INFORMATION TECHNOLOGY DIRECTOR

APPROVED AS TO FISCAL IMPACT:

DocuSigned by:

BY: *Steve S. Charelain*
NAME: STEVE S. CHARELIAN
TITLE: FINANCE DIRECTOR

City Council Meeting
September 15, 2020

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Enterprise Enrollment

State and Local

Enterprise Enrollment number
(Microsoft to complete)

Framework ID
(if applicable)

Previous Enrollment number
(Reseller to complete)

46673372

This Enrollment must be attached to a signature form to be valid.

This Microsoft Enterprise Enrollment is entered into between the entities as identified in the signature form as of the effective date. Enrolled Affiliate represents and warrants it is the same Customer, or an Affiliate of the Customer, that entered into the Enterprise Agreement identified on the program signature form.

This Enrollment consists of: (1) these terms and conditions, (2) the terms of the Enterprise Agreement identified on the signature form, (3) the Product Selection Form, (4) the Product Terms, (5) the Online Services Terms, (6) any Supplemental Contact Information Form, Previous Agreement/Enrollment form, and other forms that may be required, and (7) any order submitted under this Enrollment. This Enrollment may only be entered into under a 2011 or later Enterprise Agreement. By entering into this Enrollment, Enrolled Affiliate agrees to be bound by the terms and conditions of the Enterprise Agreement.

All terms used but not defined are located at <http://www.microsoft.com/licensing/contracts>. In the event of any conflict the terms of this Agreement control.

Effective date. If Enrolled Affiliate is renewing Software Assurance or Subscription Licenses from one or more previous Enrollments or agreements, then the effective date will be the day after the first prior Enrollment or agreement expires or terminates. If this Enrollment is renewed, the effective date of the renewal term will be the day after the Expiration Date of the initial term. Otherwise, the effective date will be the date this Enrollment is accepted by Microsoft. Any reference to "anniversary date" refers to the anniversary of the effective date of the applicable initial or renewal term for each year this Enrollment is in effect.

Term. The initial term of this Enrollment will expire on the last day of the month, 36 full calendar months from the effective date of the initial term. The renewal term will expire 36 full calendar months after the effective date of the renewal term.

Terms and Conditions

1. Definitions.

Terms used but not defined in this Enrollment will have the definition in the Enterprise Agreement. The following definitions are used in this Enrollment:

"Additional Product" means any Product identified as such in the Product Terms and chosen by Enrolled Affiliate under this Enrollment.

"Community" means the community consisting of one or more of the following: (1) a Government, (2) an Enrolled Affiliate using eligible Government Community Cloud Services to provide solutions to a Government or a qualified member of the Community, or (3) a Customer with Customer Data that is subject to Government regulations for which Customer determines and Microsoft agrees that the use of Government Community Cloud Services is appropriate to meet Customer's regulatory requirements.

Membership in the Community is ultimately at Microsoft's discretion, which may vary by Government Community Cloud Service.

"Enterprise Online Service" means any Online Service designated as an Enterprise Online Service in the Product Terms and chosen by Enrolled Affiliate under this Enrollment. Enterprise Online Services are treated as Online Services, except as noted.

"Enterprise Product" means any Desktop Platform Product that Microsoft designates as an Enterprise Product in the Product Terms and chosen by Enrolled Affiliate under this Enrollment. Enterprise Products must be licensed for all Qualified Devices and Qualified Users on an Enterprise-wide basis under this program.

"Expiration Date" means the date upon which the Enrollment expires.

"Federal Agency" means a bureau, office, agency, department or other entity of the United States Government.

"Government" means a Federal Agency, State/Local Entity, or Tribal Entity acting in its governmental capacity.

"Government Community Cloud Services" means Microsoft Online Services that are provisioned in Microsoft's multi-tenant data centers for exclusive use by or for the Community and offered in accordance with the National Institute of Standards and Technology (NIST) Special Publication 800-145. Microsoft Online Services that are Government Community Cloud Services are designated as such in the Use Rights and Product Terms.

"Industry Device" (also known as line of business device) means any device that: (1) is not useable in its deployed configuration as a general purpose personal computing device (such as a personal computer), a multi-function server, or a commercially viable substitute for one of these systems; and (2) only employs an industry or task-specific software program (e.g. a computer-aided design program used by an architect or a point of sale program) ("Industry Program"). The device may include features and functions derived from Microsoft software or third-party software. If the device performs desktop functions (such as email, word processing, spreadsheets, database, network or Internet browsing, or scheduling, or personal finance), then the desktop functions: (1) may only be used for the purpose of supporting the Industry Program functionality; and (2) must be technically integrated with the Industry Program or employ technically enforced policies or architecture to operate only when used with the Industry Program functionality.

"Managed Device" means any device on which any Affiliate in the Enterprise directly or indirectly controls one or more operating system environments. Examples of Managed Devices can be found in the Product Terms.

"Qualified Device" means any device that is used by or for the benefit of Enrolled Affiliate's Enterprise and is: (1) a personal desktop computer, portable computer, workstation, or similar device capable of running Windows Pro locally (in a physical or virtual operating system environment), or (2) a device used to access a virtual desktop infrastructure ("VDI"). Qualified Devices do not include any device that is: (1) designated as a server and not used as a personal computer, (2) an Industry Device, or (3) not a Managed Device. At its option, the Enrolled Affiliate may designate any device excluded above (e.g., Industry Device) that is used by or for the benefit of the Enrolled Affiliate's Enterprise as a Qualified Device for all or a subset of Enterprise Products or Online Services the Enrolled Affiliate has selected.

"Qualified User" means a person (e.g., employee, consultant, contingent staff) who: (1) is a user of a Qualified Device, or (2) accesses any server software requiring an Enterprise Product Client Access License or any Enterprise Online Service. It does not include a person who accesses server software or an Online Service solely under a License identified in the Qualified User exemptions in the Product Terms.

"Reseller" means an entity authorized by Microsoft to resell Licenses under this program and engaged by an Enrolled Affiliate to provide pre- and post-transaction assistance related to this agreement;

"Reserved License" means for an Online Service identified as eligible for true-ups in the Product Terms, the License reserved by Enrolled Affiliate prior to use and for which Microsoft will make the Online Service available for activation.

"State/Local Entity" means (1) any agency of a state or local government in the United States, or (2) any United States county, borough, commonwealth, city, municipality, town, township, special purpose district, or other similar type of governmental instrumentality established by the laws of Customer's state and located within Customer's state's jurisdiction and geographic boundaries.

"Tribal Entity" means a federally-recognized tribal entity performing tribal governmental functions and eligible for funding and services from the U.S. Department of Interior by virtue of its status as an Indian tribe.

"Use Rights" means, with respect to any licensing program, the use rights or terms of service for each Product and version published for that licensing program at the Volume Licensing Site and updated from time to time. The Use Rights include the Product-Specific License Terms, the License Model terms, the Universal License Terms, the Data Protection Terms, and the Other Legal Terms. The Use Rights supersede the terms of any end user license agreement (on-screen or otherwise) that accompanies a Product.

"Volume Licensing Site" means <http://www.microsoft.com/licensing/contracts> or a successor site.

2. **Order requirements.**

- a. **Minimum order requirements.** Enrolled Affiliate's Enterprise must have a minimum of 250 Qualified Users or Qualified Devices. The initial order must include at least 250 Licenses for Enterprise Products or Enterprise Online Services.
 - (i) **Enterprise commitment.** Enrolled Affiliate must order enough Licenses to cover all Qualified Users or Qualified Devices, depending on the License Type, with one or more Enterprise Products or a mix of Enterprise Products and the corresponding Enterprise Online Services (as long as all Qualified Devices not covered by a License are only used by users covered with a user License).
 - (ii) **Enterprise Online Services only.** If no Enterprise Product is ordered, then Enrolled Affiliate need only maintain at least 250 Subscription Licenses for Enterprise Online Services.
- b. **Additional Products.** Upon satisfying the minimum order requirements above, Enrolled Affiliate may order Additional Products.
- c. **Use Rights for Enterprise Products.** For Enterprise Products, if a new Product version has more restrictive use rights than the version that is current at the start of the applicable initial or renewal term of the Enrollment, those more restrictive use rights will not apply to Enrolled Affiliate's use of that Product during that term.
- d. **Country of usage.** Enrolled Affiliate must specify the countries where Licenses will be used on its initial order and on any additional orders.
- e. **Resellers.** Enrolled Affiliate must choose and maintain a Reseller authorized in the United States. Enrolled Affiliate will acquire its Licenses through its chosen Reseller. Orders must be submitted to the Reseller who will transmit the order to Microsoft. The Reseller and Enrolled Affiliate determine pricing and payment terms as between them, and Microsoft will invoice the Reseller based on those terms. Throughout this Agreement the term "price" refers to reference price. Resellers and other third parties do not have authority to bind or impose any obligation or liability on Microsoft.
- f. **Adding Products.**
 - (i) **Adding new Products not previously ordered.** New Enterprise Products or Enterprise Online Services may be added at any time by contacting a Microsoft Account Manager or Reseller. New Additional Products, other than Online Services, may be used if an order is placed in the month the Product is first used. For Additional Products that are Online Services, an initial order for the Online Service is required prior to use.

- (ii) **Adding Licenses for previously ordered Products.** Additional Licenses for previously ordered Products other than Online Services may be added at any time but must be included in the next true-up order. Additional Licenses for Online Services must be ordered prior to use, unless the Online Services are (1) identified as eligible for true-up in the Product Terms or (2) included as part of other Licenses.
- g. True-up requirements.** Enrolled Affiliate must submit an annual true-up order that accounts for any changes since the initial order or last order. If there are no changes, then an update statement must be submitted instead of a true-up order.
 - (i) **Enterprise Products.** For Enterprise Products, Enrolled Affiliate must determine the number of Qualified Devices and Qualified Users (if ordering user-based Licenses) at the time the true-up order is placed and must order additional Licenses for all Qualified Devices and Qualified Users that are not already covered by existing Licenses, including any Enterprise Online Services.
 - (ii) **Additional Products.** For Additional Products that have been previously ordered under this Enrollment, Enrolled Affiliate must determine the maximum number of Additional Products used since the latter of the initial order, the last true-up order, or the prior anniversary date and submit a true-up order that accounts for any increase.
 - (iii) **Online Services.** For Online Services identified as eligible for true-up in the Product Terms, Enrolled Affiliate may place a reservation order for the additional Licenses prior to use and payment may be deferred until the next true-up order. Microsoft will provide a report of Reserved Licenses ordered but not yet invoiced to Enrolled Affiliate and its Reseller. Reserved Licenses will be invoiced retrospectively to the month in which they were ordered.
 - (iv) **Subscription License reductions.** Enrolled Affiliate may reduce the quantity of Subscription Licenses at the Enrollment anniversary date on a prospective basis if permitted in the Product Terms, as follows:
 - 1) For Subscription Licenses that are part of an Enterprise-wide purchase, Licenses may be reduced if the total quantity of Licenses and Software Assurance for an applicable group meets or exceeds the quantity of Qualified Devices and Qualified Users (if ordering user-based Licenses) identified on the Product Selection Form, and includes any additional Qualified Devices and Qualified Users added in any prior true-up orders. Step-up Licenses do not count towards this total count.
 - 2) For Enterprise Online Services that are not a part of an Enterprise-wide purchase, Licenses can be reduced as long as the initial order minimum requirements are maintained.
 - 3) For Additional Products available as Subscription Licenses, Enrolled Affiliate may reduce the Licenses. If the License count is reduced to zero, then Enrolled Affiliate's use of the applicable Subscription License will be cancelled.
- Invoices will be adjusted to reflect any reductions in Subscription Licenses at the true-up order Enrollment anniversary date and effective as of such date.
- (v) **Update statement.** An update statement must be submitted instead of a true-up order if, since the initial order or last true-up order, Enrolled Affiliate's Enterprise: (1) has not changed the number of Qualified Devices and Qualified Users licensed with Enterprise Products or Enterprise Online Services; and (2) has not increased its usage of Additional Products. This update statement must be signed by Enrolled Affiliate's authorized representative.
- (vi) **True-up order period.** The true-up order or update statement must be received by Microsoft between 60 and 30 days prior to each Enrollment anniversary date. The three-year true-up order or update statement is due within 30 days prior to the Expiration Date, and any license reservations within this 30 day period will not be accepted. Enrolled Affiliate

may submit true-up orders more often to account for increases in Product usage, but an annual true-up order or update statement must still be submitted during the annual order period.

(vii) **Late true-up order.** If the true-up order or update statement is not received when due, Microsoft will invoice Reseller for all Reserved Licenses not previously invoiced and Subscription License reductions cannot be reported until the following Enrollment anniversary date (or at Enrollment renewal, as applicable).

h. Step-up Licenses. For Licenses eligible for a step-up under this Enrollment, Enrolled Affiliate may step-up to a higher edition or suite as follows:

(i) For step-up Licenses included on an initial order, Enrolled Affiliate may order according to the true-up process.

(ii) If step-up Licenses are not included on an initial order, Enrolled Affiliate may step-up initially by following the process described in the Section titled "Adding new Products not previously ordered," then for additional step-up Licenses, by following the true-up order process.

i. Clerical errors. Microsoft may correct clerical errors in this Enrollment, and any documents submitted with or under this Enrollment, by providing notice by email and a reasonable opportunity for Enrolled Affiliate to object to the correction. Clerical errors include minor mistakes, unintentional additions and omissions. This provision does not apply to material terms, such as the identity, quantity or price of a Product ordered.

j. Verifying compliance. Microsoft may, in its discretion and at its expense, verify compliance with this Enrollment as set forth in the Enterprise Agreement.

3. Pricing.

a. Price Levels. For both the initial and any renewal term Enrolled Affiliate's Price Level for all Products ordered under this Enrollment will be Level "D" throughout the term of the Enrollment.

b. Setting Prices. Enrolled Affiliate's prices for each Product or Service will be established by its Reseller. Except for Online Services designated in the Product Terms as being exempt from fixed pricing, As long as Enrolled Affiliate continues to qualify for the same price level, Microsoft's prices for Resellers for each Product or Service ordered will be fixed throughout the applicable initial or renewal Enrollment term. Microsoft's prices to Resellers are reestablished at the beginning of the renewal term.

4. Payment terms.

For the initial or renewal order, Microsoft will invoice Enrolled Affiliate's Reseller in three equal annual installments. The first installment will be invoiced upon Microsoft's acceptance of this Enrollment and remaining installments will be invoiced on each subsequent Enrollment anniversary date. Subsequent orders are invoiced upon acceptance of the order and Enrolled Affiliate may elect to pay annually or upfront for Online Services and upfront for all other Licenses.

5. End of Enrollment term and termination.

a. General. At the Expiration Date, Enrolled Affiliate must immediately order and pay for Licenses for Products it has used but has not previously submitted an order, except as otherwise provided in this Enrollment.

b. Renewal option. At the Expiration Date of the initial term, Enrolled Affiliate can renew Products by renewing this Enrollment for one additional 36-month term or by signing a new Enrollment. Microsoft must receive a Renewal Form, Product Selection Form, and renewal order prior to or at the Expiration Date. Microsoft will not unreasonably reject any renewal.

Microsoft may make changes to this program that will make it necessary for Customer and its Enrolled Affiliates to enter into new agreements and Enrollments at renewal.

c. If Enrolled Affiliate elects not to renew.

(i) **Software Assurance.** If Enrolled Affiliate elects not to renew Software Assurance for any Product under its Enrollment, then Enrolled Affiliate will not be permitted to order Software Assurance later without first acquiring a new License with Software Assurance.

(ii) **Online Services eligible for an Extended Term.** For Online Services identified as eligible for an Extended Term in the Product Terms, the following options are available at the end of the Enrollment initial or renewal term.

1) **Extended Term.** Licenses for Online Services will automatically expire in accordance with the terms of the Enrollment. An extended term feature that allows Online Services to continue month-to-month ("Extended Term") is available. During the Extended Term, Online Services will be invoiced monthly at the then-current published price as of the Expiration Date plus a 3% administrative fee for up to one year. If Enrolled Affiliate wants an Extended Term, Enrolled Affiliate must submit a request to Microsoft at least 30 days prior to the Expiration Date.

2) **Cancellation during Extended Term.** At any time during the first year of the Extended Term, Enrolled Affiliate may terminate the Extended Term by submitting a notice of cancellation to Microsoft for each Online Service. Thereafter, either party may terminate the Extended Term by providing the other with a notice of cancellation for each Online Service. Cancellation will be effective at the end of the month following 30 days after Microsoft has received or issued the notice.

(iii) **Subscription Licenses and Online Services not eligible for an Extended Term.** If Enrolled Affiliate elects not to renew, the Licenses will be cancelled and will terminate as of the Expiration Date. Any associated media must be uninstalled and destroyed and Enrolled Affiliate's Enterprise must discontinue use. Microsoft may request written certification to verify compliance.

d. Termination for cause. Any termination for cause of this Enrollment will be subject to the "Termination for cause" section of the Agreement. In addition, it shall be a breach of this Enrollment if Enrolled Affiliate or any Affiliate in the Enterprise that uses Government Community Cloud Services fails to meet and maintain the conditions of membership in the definition of Community.

e. Early termination. Any early termination of this Enrollment will be subject to the "Early Termination" Section of the Enterprise Agreement.

For Subscription Licenses, in the event of a breach by Microsoft, or if Microsoft terminates an Online Service for regulatory reasons, Microsoft will issue Reseller a credit for any amount paid in advance for the period after termination.

6. **Government Community Cloud.**

a. Community requirements. If Enrolled Affiliate purchases Government Community Cloud Services, Enrolled Affiliate certifies that it is a member of the Community and agrees to use Government Community Cloud Services solely in its capacity as a member of the Community and, for eligible Government Community Cloud Services, for the benefit of end users that are members of the Community. Use of Government Community Cloud Services by an entity that is not a member of the Community or to provide services to non-Community members is strictly prohibited and could result in termination of Enrolled Affiliate's license(s) for Government Community Cloud Services without notice. Enrolled Affiliate acknowledges that only Community members may use Government Community Cloud Services.

b. All terms and conditions applicable to non-Government Community Cloud Services also apply

to their corresponding Government Community Cloud Services, except as otherwise noted in the Use Rights, Product Terms, and this Enrollment.

- c. Enrolled Affiliate may not deploy or use Government Community Cloud Services and corresponding non-Government Community Cloud Services in the same domain.
- d. **Use Rights for Government Community Cloud Services.** For Government Community Cloud Services, notwithstanding anything to the contrary in the Use Rights:
 - (i) Government Community Cloud Services will be offered only within the United States.
 - (ii) Additional European Terms, as set forth in the Use Rights, will not apply.
 - (iii) References to geographic areas in the Use Rights with respect to the location of Customer Data at rest, as set forth in the Use Rights, refer only to the United States.



Enrollment Details

1. Enrolled Affiliate's Enterprise.

- a. Identify which Agency Affiliates are included in the Enterprise. (Required) Enrolled Affiliate's Enterprise must consist of entire offices, bureaus, agencies, departments or other entities of Enrolled Affiliate, not partial offices, bureaus, agencies, or departments, or other partial entities. Check only one box in this section. If no boxes are checked, Microsoft will deem the Enterprise to include the Enrolled Affiliate only. If more than one box is checked, Microsoft will deem the Enterprise to include the largest number of Affiliates:

Enrolled Affiliate only

Enrolled Affiliate and all Affiliates

Enrolled Affiliate and the following Affiliate(s) (Only identify specific affiliates to be included if fewer than all Affiliates are to be included in the Enterprise):

Enrolled Affiliate and all Affiliates, with following Affiliate(s) excluded:

- b. Please indicate whether the Enrolled Affiliate's Enterprise will include all new Affiliates acquired after the start of this Enrollment: Exclude future Affiliates

2. Contact information.

Each party will notify the other in writing if any of the information in the following contact information page(s) changes. The asterisks (*) indicate required fields. By providing contact information, Enrolled Affiliate consents to its use for purposes of administering this Enrollment by Microsoft, its Affiliates, and other parties that help administer this Enrollment. The personal information provided in connection with this Enrollment will be used and protected in accordance with the privacy statement available at <https://www.microsoft.com/licensing/servicecenter>.

- a. **Primary contact.** This contact is the primary contact for the Enrollment from within Enrolled Affiliate's Enterprise. This contact is also an Online Administrator for the Volume Licensing Service Center and may grant online access to others. The primary contact will be the default contact for all purposes unless separate contacts are identified for specific purposes

Name of entity (must be legal entity name)* City of Manhattan Beach

Contact name* First Tatyana **Last** Roujenova-Peltekova

Contact email address* tpeltekova@citymb.info

Street address* 1400 Highland Ave

City* Manhattan Beach

State* CA
 Postal code* 90266-7428
 (Please provide the zip + 4, e.g. xxxxx-xxxx)
 Country* United States
 Phone* (310) 802-5572
 Tax ID
 * indicates required fields

- b. **Notices contact and Online Administrator.** This contact (1) receives the contractual notices, (2) is the Online Administrator for the Volume Licensing Service Center and may grant online access to others, and (3) is authorized to order Reserved Licenses for eligible Online Services, including adding or reassigning Licenses and stepping-up prior to a true-up order.

Same as primary contact (default if no information is provided below, even if the box is not checked).

Contact name* First Last
 Contact email address*
 Street address*
 City*
 State*
 Postal code* -
 (Please provide the zip + 4, e.g. xxxxx-xxxx)
 Country*
 Phone*

Language preference. Choose the language for notices. English

This contact is a third party (not the Enrolled Affiliate). Warning: This contact receives personally identifiable information of the Customer and its Affiliates.
 * indicates required fields

- c. **Online Services Manager.** This contact is authorized to manage the Online Services ordered under the Enrollment and (for applicable Online Services) to add or reassign Licenses and step-up prior to a true-up order.

Same as notices contact and Online Administrator (default if no information is provided below, even if box is not checked)

Contact name*: First Last
 Contact email address*
 Phone*

This contact is from a third party organization (not the entity). Warning: This contact receives personally identifiable information of the entity.
 * indicates required fields

- d. **Reseller information.** Reseller contact for this Enrollment is:

Reseller company name* Dell Inc.
 Street address (PO boxes will not be accepted)* One Dell Way
 City* Round Rock
 State* TX
 Postal code* 78682
 Country* United States
 Contact name* Government Contract Admin
 Phone* 847-465-3700
 Contact email address* US_MS_VL_Admin@Dell.com
 * indicates required fields

By signing below, the Reseller identified above confirms that all information provided in this Enrollment is correct.

| | |
|----------------|--------------------------|
| Signature* | <i>RoseAnn Bretzmann</i> |
| Printed name* | RoseAnn Bretzmann |
| Printed title* | Analyst |
| Date* | 8/27/2020 |

* indicates required fields

Changing a Reseller. If Microsoft or the Reseller chooses to discontinue doing business with each other, Enrolled Affiliate must choose a replacement Reseller. If Enrolled Affiliate or the Reseller intends to terminate their relationship, the initiating party must notify Microsoft and the other party using a form provided by Microsoft at least 90 days prior to the date on which the change is to take effect.

- e. If Enrolled Affiliate requires a separate contact for any of the following, attach the Supplemental Contact Information form. *Otherwise, the notices contact and Online Administrator remains the default.*
 - (i) Additional notices contact
 - (ii) Software Assurance manager
 - (iii) Subscriptions manager
 - (iv) Customer Support Manager (CSM) contact

3. **Financing elections.**

Is a purchase under this Enrollment being financed through MS Financing? Yes, No.

If a purchase under this Enrollment is financed through MS Financing, and Enrolled Affiliate chooses not to finance any associated taxes, it must pay these taxes directly to Microsoft.



Amendment to Contract Documents

Enrollment Number

5-000005780496

This amendment ("Amendment") is entered into between the parties identified on the attached program signature form. It amends the Enrollment or Agreement identified above. All terms used but not defined in this Amendment will have the same meanings provided in that Enrollment or Agreement.

Enterprise Enrollment (Indirect) Invoice for Quoted Price Amendment ID M97

The price quoted to Enrolled Affiliate's Reseller is a fixed price based on an estimated order submission date. Microsoft will invoice Enrolled Affiliate's Reseller based on this fixed price quote. If this order is submitted later than the estimated order submission date, Enrolled Affiliate's Reseller will be charged for net new Monthly Subscriptions (including Online Services) for the period during which these services were not provided. Pricing to Enrolled Affiliate is agreed between Enrolled Affiliate and Enrolled Affiliate's Reseller.

| SKU Number | SKU Description | Existing Quantity | Incremental quantities |
|------------|---|-------------------|------------------------|
| AAA-11889 | O365GovE3 ShrdSvr ALNG SubsVL MVL AddOn touserCoreCALw/OPP | | 1 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Except for changes made by this Amendment, the Enrollment or Agreement identified above remains unchanged and in full force and effect. If there is any conflict between any provision in this Amendment and any provision in the Enrollment or Agreement identified above, this Amendment shall control.

This Amendment must be attached to a signature form to be valid.

Microsoft Internal Use Only:

| | | | |
|---|--|-----|---|
| (M97)EnrAmend(Ind)(InvoiceforQuotedPrice)(WW)(ENG)(Dec2019)(IU) .docx | | M97 | B |
|---|--|-----|---|



Enterprise Enrollment Product Selection Form

Microsoft | Volume Licensing

Proposal ID

0984149.007

Enrollment Number

Language: English (United States)

Enrolled Affiliate's Enterprise Products and Enterprise Online Services summary for the initial order:

| Profile | Qualified Devices | Qualified Users | Device / User Ratio | Enterprise Product Platform | CAL Licensing Model |
|------------|-------------------|-----------------|---------------------|-----------------------------|---------------------|
| Enterprise | 397 | 448 | 0.9 | Yes | User Licenses |

| Products | Enterprise Quantity |
|------------------------------------|---------------------|
| Office Professional Plus | |
| Office Professional Plus | 397 |
| Office 365 Plans | |
| Office 365 (Plan G3) Add On | 1 |
| Client Access License (CAL) | |
| Core CAL | |
| Core CAL | 448 |
| Windows Desktop | |
| Windows Enterprise OS Upgrade | 397 |

Enrolled Affiliate's Product Quantities:

| Price Group | 1 | 2 | 3 | 4 |
|----------------------------|---|---|---|--|
| Enterprise Products | Office Professional Plus + Office 365 ProPlus + Office 365 (Plans E3 and E5) + Microsoft 365 Enterprise | Client Access License + Office 365 (Plans E1, E3 and E5) + Microsoft 365 Enterprise | Client Access License + Windows Intune + EMS USL + Microsoft 365 Enterprise | Win E3 + Win E5 + Win VDA + Microsoft 365 Enterprise |
| Quantity | 397 | 448 | 448 | 397 |

Enrolled Affiliate's Price Level:

| Product Offering / Pool | Price Level |
|--|-------------|
| Enterprise Products and Enterprise Online Services USLS: Unless otherwise indicated in associated contract documents, Price level set using the highest quantity from Groups 1 through 4. | D |
| Additional Product Application Pool: Unless otherwise indicated in associated contract documents, Price level set using quantity from Group 1. | D |
| Additional Product Server Pool: Unless otherwise indicated in associated contract documents, Price level set using the highest quantity from Group 2 or 3. | D |

Enterprise Enrollment Product Selection Form

Microsoft | Volume Licensing

| | |
|---|---|
| Additional Product Systems Pool: Unless otherwise indicated in associated contract documents, Price level set using quantity from Group 4. | D |
|---|---|

NOTES

Unless otherwise indicated in the associated contract documents, the price level for each Product offering / pool is set as described above, based upon the quantity to price level mapping below:

| Quantity of Licenses and Software Assurance | Price Level |
|---|-------------|
| 2,399 and below | A |
| 2,400 to 5,999 | B |
| 6,000 to 14,999 | C |
| 15,000 and above | D |

Note 1: Enterprise Online Services may not be available in all locations. Please see the Product List for a list of locations where these may be purchased.

Note 2: Unless otherwise indicated in associated Agreement documents, the CAL selection must be the same across the Enterprise for each Profile.

Note 3: Enrolled Affiliate acknowledges that in order to use a third party to reimage the Windows Operating System Upgrade, Enrolled Affiliate must certify that it has acquired qualifying operating system licenses. The requirement applies to Windows Enterprise OS Upgrade. See Product Terms for details.

Note 4: If Enrolled Affiliate does not order an Enterprise Product or Enterprise Online Service associated with an applicable Product pool, the price level for Additional Products in the same pool will be price level "A" throughout the term of the Enrollment. Refer to the Qualifying Government Entity Addendum pricing provision for more details on price leveling.





City of Manhattan Beach PRE SIG NEW

Final Audit Report

2020-08-27

| | |
|-----------------|--|
| Created: | 2020-08-27 |
| By: | Roseann Bretzmann (Roseann_Bretzmann@Dell.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAo6vWjEqR2Uyka68nxk5c3Ke0DcHa0wY |

"City of Manhattan Beach PRE SIG NEW" History

-  Document created by Roseann Bretzmann (Roseann_Bretzmann@Dell.com)
2020-08-27 - 7:59:06 PM GMT- IP address: 71.239.102.35
-  Document emailed to Jessica Francom (v-jesfr@mslicense.com) for signature
2020-08-27 - 7:59:43 PM GMT
-  Email viewed by Jessica Francom (v-jesfr@mslicense.com)
2020-08-27 - 8:06:01 PM GMT- IP address: 159.118.235.202
-  Document e-signed by Jessica Francom (v-jesfr@mslicense.com)
Signature Date: 2020-08-27 - 8:06:32 PM GMT - Time Source: server- IP address: 159.118.235.202
-  Signed document emailed to Roseann Bretzmann (Roseann_Bretzmann@Dell.com) and Jessica Francom (v-jesfr@mslicense.com)
2020-08-27 - 8:06:32 PM GMT

Microsoft Software Assurance Enterprise License Agreement Pricing

| Quantity | Part # | Description | Annual Unit Price | Extended Annual Price |
|-----------------|---------------|--|--------------------------|------------------------------|
| 397 | 269-12442 | OfficeProPlus ALNG SA MVL Pltfrm | \$93.23 | \$37,013.89 |
| 397 | KV3-00353 | WINENTperDVC ALNG SA MVL Pltfrm | \$41.37 | \$16,424.32 |
| 448 | W06-01072 | CoreCAL ALNG SA MVL Pltfrm UsrCAL | \$44.23 | \$19,816.15 |
| 2 | 395-02504 | ExchgSvrEnt ALNG SA MVL | \$711.18 | \$1,422.35 |
| 1 | AAA-10764 | O365E3 ShrdSvr ALNG SubsVL MVL AddOn touserCoreCALw/OPP | \$65.69 | \$65.69 |
| 1 | 5HU-00216 | SfBSvr ALNG SA MVL | \$640.12 | \$640.12 |
| 1 | H04-00268 | SharePointSvr ALNG SA MVL | \$1,192.61 | \$1,192.61 |
| 349 | 359-00792 | SQLCAL ALNG SA MVL DvcCAL | \$33.50 | \$11,692.28 |
| 1 | 810-04760 | SQLSvrEnt ALNG SA MVL | \$1,378.48 | \$1,378.48 |
| 18 | 228-04433 | SQLSvrStd ALNG SA MVL | \$144.02 | \$2,592.43 |
| 1 | 9EN-00195 | SysCtrStdCore ALNG SA MVL 16Lic CoreLic | \$141.52 | \$141.52 |
| 3 | D87-01159 | VisioPro ALNG SA MVL | \$98.24 | \$294.72 |
| 45 | 9EA-00278 | WinSvrDCCore ALNG SA MVL 2Lic CoreLic | \$123.52 | \$5,558.27 |
| 8 | 9EA-00273 | WinSvrDCCore ALNG SA MVL 16Lic CoreLic | \$987.78 | \$7,902.24 |
| 14 | 9EM-00267 | WinSvrSTDCore ALNG SA MVL 16Lic CoreLic | \$136.63 | \$1,912.85 |
| | | Annual Subtotal Year 1 | | \$108,047.93 |
| | | Annual Subtotal Year 2 | | \$108,047.93 |
| | | Annual Subtotal Year 3 | | \$108,047.93 |
| | | No Tax - Electronic Delivery | | |
| | | 3-YEAR MICROSOFT ENTERPRISE AGREEMENT TOTAL | | \$324,143.79 |
| | | | | |



Agenda Date: 9/15/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

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

SUBJECT:

Conduct Public Hearing for Consideration of 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 Assessments Collected through August 31, 2020 (Finance Director Charelian).

- a) **CONDUCT PUBLIC HEARING**
 - b) **ADOPT RESOLUTION NOS. 20-0106 AND 20-0107**
 - c) **RATIFY BOARD**
-

RECOMMENDATION:

The Downtown Business Improvement District Advisory Board and City staff recommend that the City Council: a) conduct a public hearing; b) adopt Resolution No. 20-0106 authorizing the collection of assessments; c) ratify the nominees for the Fiscal Year (FY) 2020-2021 Downtown Business Improvement District (BID) Advisory Board; d) adopt Resolution No. 20-0107 authorizing the City Manager and BID Advisory Board Chairperson to enter into an agreement with the Downtown Manhattan Beach Business & Professional Association (DMBBPA) to provide services to the Business Improvement District; and e) authorize the disbursement of assessments collected through August 31, 2020, for FY 2019-2020 licensing year (approximately \$90,000).

FISCAL IMPLICATIONS:

The Downtown Business Improvement District is funded through an 80% surcharge on the annual business license tax for its members, up to a maximum of \$600 per business. The assessment is typically collected during the annual tax filing period that begins March 1 and

continues through April 30. Late filings and payments received through the end of the fiscal year (June 30) are also included in the disbursement to the DMBBPA in September.

Due to the impacts of the COVID-19 pandemic, including the City Council directed deferment for Business License tax filing and payment to August 31, the amount collected for the district assessment of approximately \$90,000 is less than prior years which have averaged around \$106,000 (*three-year average*).

The attached FY 2020-2021 proposed operating budget for the DMBBPA includes a factored reduction in assessment revenue and other items such as Farmer's Market and Special Events. It conservatively projects revenues of \$229,769 and anticipate expenses of approximately \$269,529.

BACKGROUND:

In 1996, during the downtown strategic planning process, the creation of a new business improvement district area was identified as a desired project. At that time, there was an existing Business Improvement District in place, pursuant to the Parking and Business Improvement Area Law of 1965, that could use its funds only for "the acquisition and construction of additional parking facilities" per Ordinance No. 1173.

There was a desire on the part of the downtown business owners to create a more flexible Business Improvement District so that the funds could be used for additional purposes as defined by the business owners. Therefore, downtown businesses requested that the City assist with the creation of a new Business Improvement District pursuant to the Parking and Business Improvement Area Law of 1989 (Streets and Highways Code Section 36500). In October 1998, the City Council adopted Ordinance No. 1989 which created a Business Improvement District under this law.

DISCUSSION:

The Downtown Business Improvement District and the associated business license tax assessment must be renewed annually. As required by law, the City Council adopted a resolution of intention at its' August 18, 2020, meeting, setting September 15, 2020, as the public hearing date to hear testimony regarding the proposed assessment and district renewal. The resolution of intention was mailed to all business district members and was published in The Beach Reporter establishing the required noticing of tonight's public hearing. If adopted, the resolution will become effective immediately and will set the assessment as an 80% surcharge on the business license tax for business members in the district, up to a maximum of \$600 per licensing year.

An additional requirement of the Business Improvement District is the establishment of an Advisory Board. Attached is a list of the FY 2020-2021 elected Advisory Board. State law requires that the City Council ratify the Advisory Board.

A primary role of the Business Improvement District Advisory Board is to review and approve the operating plan for the District. The attached plan contains all information relative to projected revenues and expenses, and it also outlines the services and programs to be funded by the Business Improvement District. This year, the operating plan identifies the following

programs for FY 2020-2021:

1. Parking, Transportation, & Community Programs
2. Marketing & Advertising
3. Promotions & Special Events
4. Professional Management & Communications

The District contracts with the DMBBPA to provide these services and implement the various programs identified in the operating plan. This relationship has been successful with programs such as the Farmers Market, Holiday Open House, advertising campaigns (newspapers, banners and television ads), and sidewalk sales. The DMBBPA has retained the services of an Executive Director, Jill Lamkin, to provide management support.

It is recommended that the City Council authorize the City Manager and the Chairperson of the Advisory Board (Mike Simms) to enter into an agreement (Attachment) with the DMBBPA to provide the services to the District for FY 2020-2021.

1. If the City Council performs the following actions tonight, the Business Improvement District and associated assessment will remain in place for FY 2020-2021 Conduct a public hearing
2. Adopt Resolution 20-0106 authorizing the collection of assessments;
3. Ratify the FY 2020-2021 Business Improvement District Advisory Board;
4. Adopt Resolution No. 20-0107 authorizing the City Manager and Chairperson of the Business Improvement District Advisory Board (Mike Simms) to enter into an agreement with the Downtown Manhattan Beach Business & Professional Association to provide the services and implement the programs identified in the Downtown Manhattan Beach Business Improvement District Business Improvement & Activity Plan - July 2020
5. Authorize the disbursement of funds collected for the Business Improvement District through August 31, 2020 (approximately \$90,000).

PUBLIC OUTREACH:

This public hearing has been properly noticed in accordance with State law. The resolution of intention was circulated to all downtown businesses and was published in The Beach Reporter.

ENVIRONMENTAL REVIEW:

The recommended action is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(3) in that it has no potential for causing a significant impact to the environment.

LEGAL REVIEW:

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

ATTACHMENTS:

1. Resolution No. 20-0106
2. Resolution No. 20-0107

3. Agreement - DMBBPA (2020-2021)
4. BID Advisory Board of Directors to be Ratified (FY 2020-2021)
5. Business Improvement Budget & Activity Plan (July 2020)

RESOLUTION NO. 20-0106

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
OVERRULING PROTESTS AND PROVIDING FOR THE ANNUAL LEVY
AND COLLECTION OF ASSESSMENTS FOR THE EXISTING
DOWNTOWN MANHATTAN BEACH BUSINESS IMPROVEMENT
DISTRICT, PURSUANT TO CALIFORNIA STREETS AND HIGHWAYS
CODE SECTION 36500 ET. SEQ. (THE PARKING & BUSINESS
IMPROVEMENT LAW OF 1989)

THE MANHATTAN BEACH CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby makes the following findings:

A. The City Council has previously formed a Property & Business Improvement District pursuant to the provisions of Section 36500 *et seq.* of the California Streets and Highways Code, the Parking & Business Improvement Law of 1989 (the "Act"), for providing services to the businesses within the area designated as the Downtown Manhattan Beach Business Improvement District (hereinafter referred to as the "District").

B. August 18, 2019, the City Council adopted Resolution 20-0095 declaring its intention to authorize the collection of assessments to provide services in accordance with the 2020 Downtown Manhattan Beach Property & Business Improvement District Plan for the period beginning July 1, 2020, and ending June 30, 2021 (the "Report"), with the services to be performed within the District. Resolution 20-0095 fixed the time and place for a hearing of any and all protests in relation to the proposed assessment for September 15, 2020.

C. Evidence has been received as to the publication and mailing of notice of the hearing in the time, form and manner required by law.

D. This Resolution is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(3) in that it has no potential for causing a significant impact to the environment.

SECTION 2. Following notice duly given pursuant to law, the City Council has held a full and fair public hearing regarding the levy and collection of an assessment against businesses within the District for Fiscal Year 2020-2021. At the public hearing, the testimony of all interested persons regarding the levy of an assessment against businesses within the District for Fiscal Year 2020-2021 was heard and considered. The City Council hereby determines that there was no majority protest within the meaning of the Act.

SECTION 3. Based upon its review of the Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, and other reports and information presented to the City, the City Council hereby finds and determines that (i) the businesses within the District will be benefitted by the expenditure of funds raised by the assessment, (ii) the District includes all of the

businesses so benefitted and that all other businesses located outside of the District will not be charged or assessed as they will derive only, at most, an indirect benefit from the program activities, and (iii) the net amount of the assessment levied within the District for the 2020-2021 Fiscal Year in accordance with the Report is apportioned by a formula and method which fairly distributes the net amount in proportion to the estimated benefits to be received by each such business.

SECTION 4. The City Council hereby confirms the Report as filed.

SECTION 5. The adoption of this Resolution constitutes the levy of an assessment for Fiscal Year 2020-2021.

SECTION 6. This Resolution shall take effect immediately upon adoption.

SECTION 7. The City Clerk shall certify to the passage and adoption of this Resolution.

ADOPTED this September 15, 2020

Ayes:
Noes:
Abstain:
Absent:

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk

RESOLUTION NO. 20-0107

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL APPROVING AN AGREEMENT BETWEEN THE CITY OF MANHATTAN BEACH AND THE DOWNTOWN MANHATTAN BEACH BUSINESS IMPROVEMENT DISTRICT AND THE DOWNTOWN MANHATTAN BEACH BUSINESS AND PROFESSIONAL ASSOCIATION

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the Agreement between the City and the Downtown Manhattan Beach Business Improvement District and the Downtown Manhattan Beach Business and Professional Association dated July 1, 2020 through June 30, 2021.

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

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

ADOPTED on September 15, 2020.

AYES:
NOES:
ABSENT:
ABSTAIN:

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk

AGREEMENT BETWEEN THE DOWNTOWN MANHATTAN BEACH
BUSINESS IMPROVEMENT DISTRICT, THE CITY OF MANHATTAN
BEACH, AND THE DOWNTOWN MANHATTAN BEACH BUSINESS &
PROFESSIONAL ASSOCIATION FOR PROFESSIONAL SERVICES

This agreement is entered into on this 15th day of September, 2020, by and between the Downtown Manhattan Beach Business Improvement District (“DISTRICT”), the City of Manhattan Beach (“CITY”), and the Downtown Manhattan Beach Business & Professional Association (“ASSOCIATION”) (collectively, the “Parties”).

RECITALS

- A. The City Council of the City of Manhattan Beach established a Business Improvement Area known as the Downtown Manhattan Beach Business Improvement District pursuant to Section 36500 et seq. of the California Streets and Highway Code (“Act”), by and through the adoption of Ordinance No. 1989 on October 6, 1998. That Ordinance authorized the levy of a special assessment to support improvements within the DISTRICT.
- B. On September 15, 2020, the City Council adopted Resolution No. 20-0106 overriding protests and providing for the collection of assessments within the DISTRICT for improvements and activities to be conducted during Fiscal Year 2020-2021.
- C. Pursuant to the Ordinance, assessments have been levied by the CITY upon the various businesses located within the DISTRICT.
- D. Said assessments are collected by the CITY and shall be used only for the benefit of the DISTRICT.
- E. The funds collected pursuant to the assessment shall be used to provide the services identified in the Downtown Manhattan Beach Business & Professional Association’s “Business Improvement & Activity Plan,” July 2020 attached hereto as Attachment “1” and incorporated herein.
- F. Due to the COVID-19 pandemic, the Parties have been delayed in preparing and executing this Agreement.

NOW, THEREFORE, in consideration of the recitals, mutual promises, covenants, representations and agreement set forth below, the Parties hereby promise, covenant, agree and represent as follows:

Section 1. TERM OF AGREEMENT

1.1 The term of this Agreement shall be from July 1, 2020 through June 30, 2021.

Section 2. ASSOCIATION RESPONSIBILITIES.

- 2.1 The ASSOCIATION or an agent of the ASSOCIATION shall render professional services and shall cooperate with the DISTRICT to provide work program coordination consisting of program development and implementation, program administration, and financial reports.
- 2.2 The ASSOCIATION shall submit to the DISTRICT program plans and reports, including the following:

Proposed Program Report

A program plan detailing services to be provided and operational/program budgets for each fiscal year. The report shall be submitted 30 days prior to the end of each fiscal year outlining the plans, goals and budgets for the ensuing fiscal year. The report shall include all documentation as required by Section 36533 of the Act, as well as all other pertinent provisions of the Act.

Quarterly Reports

The ASSOCIATION shall provide the CITY with updated quarterly reports outlining revenue and expenditures for the quarter. These reports shall be submitted to, and reviewed by, the Chairperson of the Downtown Manhattan Beach Advisory Committee & the CITY.

End of Year Report

The ASSOCIATION has submitted to the CITY a complete end-of-year report which includes the following:

- A) A full disclosure financial statement including supporting documentation of all expenditures covering the period from July 1, 2019 to June 30, 2020.
 - B) A statement by the President of the Downtown Manhattan Beach Business & Professional Association certifying that staff time expended and payment requested was for services performed in accordance with the provisions of this Agreement.
- 2.3 The ASSOCIATION shall administer the entire program in a prudent manner, within the parameters of the work program and budget approved by the City Council through the adoption of Resolution No. 20-0095, a Resolution of Intention, on August 18, 2020. The ASSOCIATION assumes full responsibility for contracting support services as required, and paying for all such direct out-of-pocket expenses as may be necessary for the timely completion of work. Obligations or expenditures for items not budgeted shall not be paid through assessments collected by the DISTRICT.
 - 2.4 The Chairperson of the Downtown Manhattan Beach Business Improvement District Advisory Committee or his or her designee shall have the authority to make reasonable

budget and program adjustments, not to exceed 15 percent of the total budget, between the program elements as necessary, and as limited by the total annual budget for the DISTRICT. Any budgetary changes in excess of 15 percent must be reviewed and approved by the entirety of the Downtown Manhattan Beach Business Improvement District Advisory Committee.

For fiscal year 2020-2021 the program elements shall include:

- A. Parking, Transportation & Community Programs
 - B. Marketing & Advertising
 - C. Promotions & Special Events
 - D. Professional Management & Communications
- 2.5 The disbursement of funds to the ASSOCIATION does not constitute approval by the CITY for any individual project or program that requires City Council and/or Planning Commission approval, requires use of CITY property or requires appropriate permits/approval from the CITY or any other governmental agency.
- 2.6 The Advisory Board of the DISTRICT shall be responsible for preparation of a Resolution of Intent to continue the establishment of the Business Improvement District and the levying of assessments for the next fiscal year. The Advisory Board shall participate in the public hearing process and make any recommendations to modify boundaries, benefit zones, methodology and activities.

Section 3. CITY RESPONSIBILITIES.

- 3.1 The CITY shall be responsible for collection of assessments, for effecting the collection of delinquent assessments, and for authorizing the disbursement of funds collected by the CITY, on behalf of the DISTRICT, to the ASSOCIATION.
- 3.2 The CITY shall review the ASSOCIATION'S quarterly progress reports and end-of-year financial report.

Section 4. DISBURSEMENTS.

- 4.1 Upon the execution of this Agreement, the DISTRICT shall disburse monies from the Downtown Business Improvement District assessments to the ASSOCIATION, as approved by the City Council on September 15, 2020.

Section 5. NOTICES.

- 5.1 Notice to the parties shall, unless otherwise requested in writing, be sent to:

DISTRICT: Chair, Downtown Manhattan Beach Business Improvement
District Advisory Committee
Attn: Mr. Mike Zislis
321 12th St., Suite 112
Manhattan Beach, CA 90266

CITY: City of Manhattan Beach
Attn: Steve S. Charelian, Finance Director
1400 Highland Avenue
Manhattan Beach, CA 90266

With one copy to: City of Manhattan Beach
Attn: City Manager
1400 Highland Avenue
Manhattan Beach, CA 90266

ASSOCIATION: Downtown Manhattan Beach Business & Professional Assoc.
Attn: Jill Lamkin
PO Box 3298
Manhattan Beach, CA 90266

Section 6. CONFLICT OF INTEREST

6.1 For the duration of this Agreement, the DISTRICT or its employees will not act as consultant or perform services of any kind for any person or entity in regard to the CITY without the prior written consent of the CITY.

Section 7. COST RECORDS.

7.1 In accordance with Generally Accepted Accounting Principles, the ASSOCIATION shall maintain full and complete records of services performed under this Agreement. Such records shall be open to inspection by the DISTRICT at any time.

7.2 The records maintained by the ASSOCIATION shall include all receipts for expenditures incurred. The DISTRICT reserves the right to perform a contract compliance audit at least once annually. The DISTRICT shall pay the cost of such an audit. The ASSOCIATION agrees to keep all receipts and other supporting documents available for inspection for a period of two years.

Section 8. FINANCIAL POLICIES

8.1 To maintain fiduciary responsibility, the ASSOCIATION shall, at all times, comply with its established financial policies.

Section 9. EQUAL OPPORTUNITY PROGRAM

9.1 Nondiscrimination and Affirmative Action. The ASSOCIATION shall comply with the applicable nondiscrimination and affirmative action provisions of the laws of the United States of America, the State of California, and the City of Manhattan Beach. In performing this Agreement, the ASSOCIATION shall not discriminate in its employment practices against any employee or applicant for employment because of such person's race, religion, national origin, ancestry, sex, sexual orientation, age, physical handicap, marital status or medical conditions. The ASSOCIATION shall also comply with all rules, regulations, and policies of the United States of America, the State of California and the City of Manhattan Beach, relating to nondiscrimination and affirmative action, including the filing of all forms required by said agencies. Any subcontract entered into by the ASSOCIATION relating to the agreement, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

Section 10. AMENDMENTS

10.1 The ASSOCIATION may periodically request a change in the scope of services of the contract to be performed hereunder. Such changes, which are mutually agreed upon by and between the DISTRICT and the ASSOCIATION, shall be incorporated in written amendments to this Agreement. This agreement may not be amended except in writing by mutual agreement of both parties. A failure to object to a breach of this Agreement shall not constitute an amendment thereof, and it shall not waive any future breach of the agreement.

Section 11. ASSIGNMENT

11.1 Neither this Agreement, nor any portion thereof, shall be assigned by ASSOCIATION without prior written consent of DISTRICT.

Section 12. PRESERVATION OF AGREEMENT

12.1 Should any provisions of this Agreement be found invalid or unenforceable, the decision shall affect only the provision interpreted, and all remaining provisions shall remain enforceable.

Section 13. ENTIRE AGREEMENT

13.1 This agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that representations by any party not embodied herein, and any other agreements, statements or promises concerning the subject matter of this Agreement, not contained in this Agreement, shall not be valid and binding. Any modification of this Agreement will be effective only if it is in writing signed by all parties. Any issues with respect to the interpretation or construction of this Agreement are to be resolved without resorting to the presumption that ambiguities should be construed against the drafter.

Section 14. AUTHORIZATION TO EXECUTE AGREEMENT

14.1 The Chair of the Downtown Manhattan Beach Business Improvement District & the President of the Downtown Manhattan Beach Business & Professional Association declare that they are authorized to execute this Agreement on behalf of the parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first written above.

DISTRICT:

DocuSigned by:

Mike Eislis

Chair, Downtown MB Business Improvement District

ASSOCIATION:

DocuSigned by:

Jim Paul

President, DMBBPA

CITY:

City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:

DocuSigned by:

City Attorney, Quinn Barrow

City Attorney

APPROVED BY FINANCE DEPARTMENT:

DocuSigned by:

Steve S. Charelian

E6C7B3D6337748F...

Finance Director

ATTACHMENT 1

BUSINESS IMPROVEMENT & ACTIVITY PLAN JULY 2020



**DOWNTOWN MANHATTAN BEACH
BUSINESS IMPROVEMENT DISTRICT**

Business Improvement & Activity Plan
July 2020

*Prepared by the **Downtown Manhattan Beach Business & Professional Association**
pursuant to the State of California
And the Parking and Business Improvement Area Law of 1989
to maintain the Business Improvement District for
Downtown Manhattan Beach, California.*

DOWNTOWN MANHATTAN BEACH BUSINESS IMPROVEMENT DISTRICT INFORMATION AT-A-GLANCE

This Business Improvement District has been in existence since April of 1969 under the authority of the “Parking and Business Improvement Area Law of 1965”. This law was restrictive with respect to the use of funds. In 1989 the State Legislature adopted Senate Bill 1424, “Parking and Business Improvement Area Law of 1989”. In 1998 a group of concerned merchants and a growing coalition of downtown stakeholders, developed the proposal to establish a new Downtown Manhattan Beach Business Improvement District (BID) under the new legislation. In October 1998, that legislation was approved and adopted as City Ordinance No. 1989. In January 1999, the BID contracted with the Downtown Manhattan Beach Business & Professional Association (DBPA), a 501 (c) 6 not-for-profit corporation established in 1985, to provide specific benefits to the members of the BID.

Location: The Existing Business District of Downtown Manhattan Beach.

Stakeholders: Downtown Businesses - All business license holders in the Downtown area except commercial property owners.

**Improvements
And Activities:**

- A. Parking, Transportation & Community Programs
- B. Marketing & Advertising
- C. Promotions & Special Events
- D. Professional Management & Communications

**Method of
Financing:**

Benefit-based assessments on City Business License Tax.

Assessment:

Based on the existing assessment. An 80% surcharge on the City Business License Tax not to exceed \$600.

**Collection of
Assessment:**

The fees are collected in March/April of each year and disbursed through contract, to the Downtown Manhattan Beach Business & Professional Association (DBPA).

Governance:

Advisory Board: Annual recommendations on Downtown Manhattan Beach Business Improvement District (BID) budgets and assessments will be submitted to the Manhattan Beach City Council by a seven–nine (7-9) member Advisory Board composed of business owners located within the boundaries of the BID. The Advisory Board will also monitor the delivery of improvements and activities, which will be the day-to-day responsibility of the Downtown Manhattan Beach Business and Professional Association (DBPA).

Business owners that are assessed within the BID, and, per State law, appointed by the Manhattan Beach City Council can nominate members of the Advisory Board.

Representation should consist of businesses on Manhattan Beach Boulevard, Manhattan Avenue and Highland Avenue. It should also contain a mix of retail, service and restaurants.

It is anticipated that the Advisory Board will meet at least once annually.

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Association:**

The BID will contract with the DBPA to carry out improvements and activities described in the Plan, as well as the day-to-day operations. In delivering BID improvements and activities, the DBPA will aim to meet the following objectives:

- Maximize coordination with the City and other civic organizations to leverage resources;
- Deliver programs through a cost-effective and non-bureaucratic organization that features one executive director that works for all Downtown Manhattan Beach stakeholders;
- Provide for accountability to business owners who pay assessments.

***Maintaining the
District:***

The City Council can maintain the district by adopting a Resolution of Intention. A public hearing shall be held not less than 20 or more than 30 days after the adoption of the Resolution of Intention. If there is not written protest from owners representing over 50% of the assessments to be paid, the BID assessment will continue.

***Benefits
Of the District:***

The BID costs no more than the prior assessment and allows the district's funds to be self-governed and to go beyond parking issues.

The BID allows for integrated marketing efforts such as cooperative promotions, advertising and publishing downtown directories and calendars of events.

The DBPA provides key promotional and organizational support through a variety of functions that directly benefit its ratepayers as well as the City. Such as:

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- Assisting the City in policy making, administration and implementation of City programs;
- Streamlining communications and saving time and energy, by providing the City with a single, unified Downtown entity.

ACHIEVEMENT vs. ACTIVITY PLAN 2019-2020

A. Downtown Manhattan Beach Lighting and Beautification

Lighting

Goal: Increase ambiance Downtown with new lighting.

Achievement: The DBPA allocated \$20,000 to purchase LED lights to be installed and maintained by the City of Manhattan Beach Public Works Department. Research was done and it was determined that the most practical first step is to install lights in the trees where power exists (non-palm trees). The first set of test lights has been purchased.

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Goal: Enhance landscaping, seating and walkway options throughout the District.

Achievement: The DBPA worked with a professional landscape architect to map out every planter within the BID and provided the City with suggestions for each area (see attached). Most beds require some construction, such as raising the borders around the planters to contain and protect plantings, or adding bench seating, which is outside the scope of the funding of the BID. The DBPA created and submitted plant diagrams we recommend for each planter and allocated \$20,000 to purchase plants that will be installed and maintained by the City of Manhattan Beach Public Works Department.

Goal: Improve overall aesthetics and sanitation of shared recycling bins in Lot 3 which have been problematic for years.

Achievement: The DBPA and Public Works met with all participating businesses to discuss solutions. New rules were established, and it was determined a locked enclosure would ensure only our businesses used the area to maintain responsibility for its cleanliness. The DBPA paid the City of Manhattan Beach Public Works Department \$5,491.02 to build a locked enclosure surrounding the shared recycling bins in Lot 3. The cleanliness and aesthetics have been greatly improved since this installation.

B. Parking and Transportation Strategies

Goal: Eliminate valet parking in Downtown Manhattan Beach due to rising operational costs and lack of vendor interest. Request that City updates parking meters previously utilized for valet parking to allowing payment during what were valet. The signs on these meters should also be updated so they no longer indicate they are reserved for valet parking.

Achievement: Complete.

Goal: Request final implementation of smart parking technology originally installed during construction of the Metlox parking structure. This technology should be utilized with parking space count displays at both entrances to the structure. This would eliminate the unsafe and unhealthy circling of vehicles in the garage looking for spaces that are not available.

Achievement: DBPA met with Public Works to determine feasibility and timeline for this project as a part of the meter replacements and enhancements within the BID. Project was approved and was due to be installed prior to summer 2020 but has been delayed due to COVID.

Goal: Re-instate the two “merchant only” spaces in Lot 1 that were removed when the Lot 1 retaining wall project was completed in late 2017.

Achievement: Complete.

Goal: Allow immediate Permit Parking access to the approximately 75 parking spaces previously allocated to dealer.com in Lot 1.

Achievement: To be completed by July 31, 2020. DBPA worked with City Traffic Engineer to determine need and availability of spaces available for merchant parking in Lots 1 & 2, concluding that up to 75 permits may be issued. Merchants on waiting lists for these lots have been contacted and permits are in the process of being distributed this month.

Goal: Request dedicated rideshare and taxi loading zones. Streets within the BID experience unnecessary congestion when ride share vehicles stop in the middle of a street or in front of a specific business, creating both a safety issue and traffic problems.

Achievement: Discussed, but not finalized. Will remain in 2020-2021 Plan.

Goal: Install a traffic light or flashing light crosswalk at the highly traveled and dangerous intersection at Manhattan Beach Boulevard & Morningside Drive.

Achievement: Public Works has completed this project.

Goal: The DBPA was directed to continue to explore hotel/concierge relationships and potential ride share options, partnering with the MB Chamber of Commerce and City where applicable.

Achievement: Initial conversations occurred with a local provider (ZiiP) to determine if an on-demand service was a possibility, but it was determined the service was very similar to Uber and less cost-effective. Subsequently, the DBPA Marketing Committee created a campaign through Facebook, targeting travelers near LAX and offering them a \$5 Uber voucher to visit Downtown Manhattan Beach. The campaign received over 14,000 impressions, but only created two conversions, so the campaign was suspended. This will remain an ongoing goal, particularly as travel resumes post COVID restrictions.

Goal: Continue to work with the City to explore options similar to the Downtowner EV shuttles.

Achievement: The DBPA met with the Chamber of Commerce as well as Councilmembers Hadley and Napolitano to discuss creative options through the LADOT as well as other alternatives. No progress has been made on this issue to date, but this remains a continued goal for 2020-2021.

C. Support Weekly Manhattan Beach Certified Farmers' Market

Goal: Continue to increase revenue of Farmers Market to support additional initiatives within the BID.

Achievement: Farmers Market sales increased by 12% over the prior year (pre-COVID).

Goal: Complete and execute a Farmers Market Agreement with the City of Manhattan Beach

Achievement: Complete.

D. Community Marketing Partners

Goal: Beginning in 2020-2021, the DBPA will create paid marketing partnerships with local organizations that are mutually beneficial, instead of providing cash donations. Some examples of marketing partnerships we have pursued are MBEF, Growing Great and the Roundhouse Aquarium.

Achievement: Support of partnerships will be determined based on revised revenue to the BID.

E. Marketing & Advertising

Goal: The DBPA is directed to continue with marketing programs that benefit all businesses in the BID, including:

- Creating and distributing materials in print, social media, posters, banners
- Participating in local visitor and destination guides; partnering with local hotel concierges (when travel resumes post COVID)
- Maintaining the website and email databases to ensure promotion and ease of use for public and businesses.
- Working in tandem with the Chamber of Commerce and their various advertising and marketing mechanisms, such as the Chamber Map and Destination Guide as well as seek their continued support in marketing and promotion of Downtown businesses.

Achievement: Ongoing effort.

F. Promotions & Special Events

Goal: The BID believes the Holiday Open House has been a tremendous success in bringing together the community and our Downtown Businesses. The BID directs the DBPA to consider adding an additional event this year.

Achievement: DBPA partnered with MBPD to co-host a Car Show to raise funds for the Police K-9 unit. The event was considered a great success for both the Police and for businesses and we were excited to plan another event this year, prior to COVID.

Goal:

- Sponsor (3) annual “Sidewalk Sales” to promote Downtown merchants
- Operate Sunset Beach Party at the AVP/MB Open with a portion of proceeds being donated to the Roundhouse Aquarium educational programs
- Conduct weekly Farmers Market and monthly Chef demos, business promotion booths
- Host the “Holiday Open House together with the Pier Lighting to kick-off the holiday shopping season
- Continue to work with the ‘Beach Events’ such as 6-Man/International Surf Festival, Catalina Paddleboard & Manhattan Open to ensure the downtown benefits from the events and that there

Achievement: Successful events held for previous year, and ongoing annual effort.

G. Professional Management & Communications

Goal: The DBPA is directed to continue to meet with and provide regular, professional and effective communications with the MB Residents’ Association, various City employees, Department Directors, MBPD/MBFD, City Council, DBPA membership and the BID Board.

Achievement: Ongoing effort.

Goal: The DBPA is directed to continue to provide affordable resources to businesses within the BID to assist with government mandated training or HR related issues through private vendors or coordination with the Chamber of Commerce, as well keep members apprised of important issues affecting their businesses.

Achievement: Ongoing effort.

Goal: The DBPA is directed to maintain professional management to ensure this cohesive Business Improvement and Activity Plan is implemented and continued maintain professional management to ensure this BID Activity Plan is implemented and that new businesses in the District are welcome and their participation is invited to ensure an economically thriving Downtown.

Achievement: Ongoing effort.

ACTIVITY PLAN 2020-2021

A. Work with City on COVID Relief Measures to Assist Businesses

Goal: DBPA is directed to meet with the City's Finance Committee to discuss Business License Tax calculations and adjustments.

Goal: For the 2020-2021 Plan year, the BID Board will meet quarterly (July, October, January, April) to continually adjust and amend the Plan based on COVID developments and will communicate such changes to the DBPA and City.

Goal: DBPA is directed to support and promote outdoor dining as long as possible, not only as a substitute for indoor seating, but also as a means to regain losses suffered by months of closure.

Goal: DBPA is directed to work with City Staff/Council Subcommittee to:

- Identify potential new traffic/parking strategies to most effectively utilize streets and parking for outdoor dining and retail use.
- Eliminate rental costs for parking spaces to allow all businesses the opportunity to expand outdoors.
- Determine cooperative initiatives to drive business to the BID.
- Immediately allow all applicants the ability to use adjacent walk streets for commercial use.
- Explore remote parking and shuttle options for beach or employee parking (including City employees).
- Brainstorm opportunities for businesses to operate outdoors in public spaces, such as hair and nail salons, fitness studios or other services.
- Regularly brainstorm, create and implement ideas that will support and maintain a healthy business community in response to COVID.
- Allow flexibility in operational hours when and where it makes sense.
- Collaborate to identify activities or entertainment (as allowed) that would enhance the Downtown environment.

Goal: DBPA is directed to collaborate with City resources and the Chamber of Commerce to create a coordinated Shop Local campaign. This should include the need for locals to spend locally but also to promote the level of service provided by local businesses as well as the enhanced benefits of shopping and dining in our vibrant community.

B. Downtown Manhattan Beach Lighting and Beautification

Goal: DBPA is directed to increase ambiance Downtown with new lighting. Coordinate with Public Works to install first set of LED string lights (already purchased) in one tree and request feedback from the BID and the community. Based on feedback, work with City to install lights in approximately 40 trees in the BID at a cost up to \$20,000.

Goal: Coordinate with Public Works to install plants in high visibility planters throughout the BID, according to our designs at a cost of up to \$20,000.

C. Parking and Transportation Strategies

Goal: DBPA is directed to ensure earliest possible implementation of smart parking technology in Metlox parking lot.

Goal: DBPA is directed to partner with Public Works and the Traffic Engineer to create dedicated Rideshare and Taxi Loading Zones.

Goal: The DBPA is directed to continue to explore hotel/concierge relationships and potential ride share options, partnering with the MB Chamber of Commerce and City where applicable.

Goal: The DBPA is directed to continue to work with the City to explore options similar to the Downtowner EV shuttles.

Goal: The DBPA is directed to continue red-bagging parking meters during the 2020 Holiday Season.

Goal: The DBPA is directed to continue to explore opportunities to provide event/employee/beach event shuttle (with parking located outside of Downtown) and/or ride share codes to attendees and staff

D. Support Weekly Manhattan Beach Certified Farmers' Market

Goal: The DBPA is directed to continue to work with the City's Environmental Sustainability department and Waste Management to further "green" the market and ensure all vendors are in compliance with local environmental ordinances.

Goal: The DBPA is directed to continue to increase revenue of the market while ensuring all LA County COVID safety measures are maintained.

Goal: The DBPA is directed to continue to cross promote businesses and farmers market to increase pedestrian traffic for both.

E. Community Marketing Partners

Goal: Beginning in 2020-2021, the DBPA will create marketing partnerships with local organizations that are mutually beneficial, instead of providing cash donations. Some examples of marketing partnerships we have pursued are MBEF, Growing Great and the Roundhouse Aquarium.

F. Marketing & Advertising

Goal: The DBPA is directed to continue with marketing programs that benefits all businesses in the BID, including:

- Create and distribute materials in print, social media, posters, banners
- Visitor and destination guides; hotel concierges (when travel resumes post COVID)
- Maintain the website and email databases to ensure promotion and ease of use for public and businesses.
- Maintain social media presence and increase number of social media followers, as of 7/15/20: Instagram – 15.5K; Twitter – 2,750; Facebook – 6,211
- Work in tandem with the Chamber of Commerce and their various advertising and marketing mechanisms, such as the Chamber Map and Destination Guide as well as seek their con

G. Promotions & Special Events

Goal: The DBPA is directed to successfully promote and execute any Special Events that would make sense and support businesses once COVID restrictions are lifted.

H. Professional Management & Communications

Goal: The DBPA is directed to continue to meet with and provide regular, professional and effective communications with the MB Residents' Association, various City employees, Department Directors, MBPD/MBFD, City Council, DBPA membership and the BID Board.

Goal: The DBPA is directed to continue to provide affordable resources to businesses within the BID to assist with government mandated training or HR related issues through private vendors or coordination with the Chamber of Commerce, as well keep members apprised of important issues affecting their businesses.

Goal: The DBPA is directed to maintain professional management to ensure this cohesive Business Improvement and Activity Plan is implemented, that new businesses in the District are welcome and their participation is invited to ensure an economically thriving Downtown and that the BID Board is aware of larger concerns and opportunities such as parking and revenue streams.

ACTIVITY PLAN BUDGET

I. INCOME

2020-2021 Operating Budget

\$229,769 total income has been budgeted.

This fiscal year's operating budget breakdown of income for the Downtown Manhattan Beach BID is outlined below.

BID Contribution

\$61,800 has been budgeted.

Unless changes are made at the July 31, 2020 Finance Committee meeting, the assessment methodology will remain the same, a surcharge on the City of Manhattan Beach Business License Tax. Calculation of individual assessments for one year is determined by one factor; an 80% surcharge on the business license tax, not to exceed \$600.00.

DBPA Event Income

\$10,115 projected income for the Holiday Open House/Pier Lighting

HOH income is a suggested \$100 contribution from each business and is allocated towards entertainment and activities that evening as well as Small Business Saturday and December Advertising.

Farmers Market Sales

\$157,836 projected income in total sales (market sales, merchandise, additional vendors, Carrot Coins and other sources).

II. FISCAL YEAR CAPITAL PLANS

Net income for 2019-2020 was \$55,209 contributing to the total equity of \$212,883, of which approximately the following \$102,058 is allocated:

- \$37,058 in BID reserves
- \$40,000 is allocated towards Beautification (lighting and plants)
- \$25,000 is appropriated for potential Parking and Transportation initiatives

III. EXPENSES

2020-2021 Operating Budget

\$229,769 is the Activity Plan budget

- **Professional Management & Administration (Rent, Supplies, Insurance, Accounting, Permits, Utilities, Security Patrol, etc.):**
\$111,255 is provided which accounts for 48% of the budget

- **Farmers Market Operations:**
\$82,340 is projected, comprising approximately 36% of the budget

- **Marketing, Advertising:**
\$61,526 is projected, comprising 27% of the budget

- **Special Events:**
\$14,408 is projected, comprising 6% of the budget (does not include advertising or marketing associated with events)

- **Budgeted Deficit:**
\$-108,163 is budgeted due to reduced BID and Farmers Market Income. This can be offset by changing capital expenditures or drawing from retained earnings.

BID Executive Board Members

2020-2021

For Ratification

1. **Michael Zislis** Shade Hotel, The Strand House, Rock'n Fish, Brewco
2. **Chandra Shaw** Owner, Trilogy Spa
3. Kris D'Errico Owner, Bella Beach Kids
4. Kelley Haley Owner, Homie Restaurant
5. Molly Hobin Williams Owner, Hobin Realty
6. David Caskey Owner, Caskey & Caskey Realty (Strand Hill Properties)
7. **Maureen McBride** Owner, Tabula Rasa Essentials
8. Kristin Coia Owner, Go Gently Nation
9. Vanessa Zippo Gallery Director, Bo Bridges Gallery

EXECUTIVE COMMITTEE

1. PRESIDENT Mike Simms - Owner, Simms Group
2. VICE PRESIDENT Lori Ford - Owner, Gum Tree
3. TREASURER **Kevin Barry** - Partner, Simms Group
4. SECRETARY Jenna Ritter - Director of Marketing, Zislis Group
5. PAST PRESIDENT **Linda McLoughlin Figel** - Owner, {pages} a bookstore

Bolded names also serve on the BID Board of Directors



**DOWNTOWN MANHATTAN BEACH
BUSINESS IMPROVEMENT DISTRICT**

Business Improvement Budget &
Activity Plan July 2020

*Prepared by the **Downtown Manhattan Beach Business & Professional Association**
pursuant to the State of California
And the Parking and Business Improvement Area Law of 1989
to maintain the Business Improvement District for
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- B. Marketing & Advertising
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Method of

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Achievement: Ongoing effort.

F. Promotions & Special Events

Goal: The BID believes the Holiday Open House has been a tremendous success in bringing together the community and our Downtown Businesses. The BID directs the DBPA to consider adding an additional event this year.

Achievement: DBPA partnered with MBPD to co-host a Car Show to raise funds for the Police K-9 unit. The event was considered a great success for both the Police and for businesses and we were excited to plan another event this year, prior to COVID.

Goal:

- Sponsor (3) annual “Sidewalk Sales” to promote Downtown merchants
- Operate Sunset Beach Party at the AVP/MB Open with a portion of proceeds being donated to the Roundhouse Aquarium educational programs
- Conduct weekly Farmers Market and monthly Chef demos, business promotion booths
- Host the “Holiday Open House together with the Pier Lighting to kick-off the holiday shopping season
- Continue to work with the ‘Beach Events’ such as 6-Man/International Surf Festival, Catalina Paddleboard & Manhattan Open to ensure the downtown benefits from the events and that there

Achievement: Successful events held for previous year, and ongoing annual effort.

G. Professional Management & Communications

Goal: The DBPA is directed to continue to meet with and provide regular, professional and effective communications with the MB Residents’ Association, various City employees, Department Directors, MBPD/MBFD, City Council, DBPA membership and the BID Board.

Achievement: Ongoing effort.

Goal: The DBPA is directed to continue to provide affordable resources to businesses within the BID to assist with government mandated training or HR related issues through private vendors or coordination with the Chamber of Commerce, as well keep members apprised of important issues affecting their businesses.

Achievement: Ongoing effort.

Goal: The DBPA is directed to maintain professional management to ensure this cohesive Business Improvement and Activity Plan is implemented and continued maintain professional management to ensure this BID Activity Plan is implemented and that new businesses in the District are welcome and their participation is invited to ensure an economically thriving Downtown.

Achievement: Ongoing effort.

ACTIVITY PLAN 2020-2021

A. Work with City on COVID Relief Measures to Assist Businesses

Goal: DBPA is directed to meet with the City's Finance Committee to discuss Business License Tax calculations and adjustments.

Goal: For the 2020-2021 Plan year, the BID Board will meet quarterly (July, October, January, April) to continually adjust and amend the Plan based on COVID developments and will communicate such changes to the DBPA and City.

Goal: DBPA is directed to support and promote outdoor dining as long as possible, not only as a substitute for indoor seating, but also as a means to regain losses suffered by months of closure.

Goal: DBPA is directed to work with City Staff/Council Subcommittee to:

- Identify potential new traffic/parking strategies to most effectively utilize streets and parking for outdoor dining and retail use.
- Eliminate rental costs for parking spaces to allow all businesses the opportunity to expand outdoors.
- Determine cooperative initiatives to drive business to the BID.
- Immediately allow all applicants the ability to use adjacent walk streets for commercial use.
- Explore remote parking and shuttle options for beach or employee parking (including City employees).
- Brainstorm opportunities for businesses to operate outdoors in public spaces, such as hair and nail salons, fitness studios or other services.
- Regularly brainstorm, create and implement ideas that will support and maintain a healthy business community in response to COVID.
- Allow flexibility in operational hours when and where it makes sense.
- Collaborate to identify activities or entertainment (as allowed) that would enhance the Downtown environment.

Goal: DBPA is directed to collaborate with City resources and the Chamber of Commerce to create a coordinated Shop Local campaign. This should include the need for locals to spend locally but also to promote the level of service provided by local businesses as well as the enhanced benefits of shopping and dining in our vibrant community.

B. Downtown Manhattan Beach Lighting and Beautification

Goal: DBPA is directed to increase ambiance Downtown with new lighting. Coordinate with Public Works to install first set of LED string lights (already purchased) in one tree and request feedback from the BID and the community. Based on feedback, work with City to install lights in approximately 40 trees in the BID at a cost up to \$20,000.

Goal: Coordinate with Public Works to install plants in high visibility planters throughout the BID, according to our designs at a cost of up to \$20,000.

C. Parking and Transportation Strategies

Goal: DBPA is directed to ensure earliest possible implementation of smart parking technology in Metlox parking lot.

Goal: DBPA is directed to partner with Public Works and the Traffic Engineer to create dedicated Rideshare and Taxi Loading Zones.

Goal: The DBPA is directed to continue to explore hotel/concierge relationships and potential ride share options, partnering with the MB Chamber of Commerce and City where applicable.

Goal: The DBPA is directed to continue to work with the City to explore options similar to the Downtowner EV shuttles.

Goal: The DBPA is directed to continue red-bagging parking meters during the 2020 Holiday Season.

Goal: The DBPA is directed to continue to explore opportunities to provide event/employee/beach event shuttle (with parking located outside of Downtown) and/or ride share codes to attendees and staff

D. Support Weekly Manhattan Beach Certified Farmers' Market

Goal: The DBPA is directed to continue to work with the City's Environmental Sustainability department and Waste Management to further "green" the market and ensure all vendors are in compliance with local environmental ordinances.

Goal: The DBPA is directed to continue to increase revenue of the market while ensuring all LA County COVID safety measures are maintained.

Goal: The DBPA is directed to continue to cross promote businesses and farmers market to increase pedestrian traffic for both.

E. Community Marketing Partners

Goal: Beginning in 2020-2021, the DBPA will create marketing partnerships with local organizations that are mutually beneficial, instead of providing cash donations. Some examples of marketing partnerships we have pursued are MBEF, Growing Great and the Roundhouse Aquarium.

F. Marketing & Advertising

Goal: The DBPA is directed to continue with marketing programs that benefits all businesses in the BID, including:

- Create and distribute materials in print, social media, posters, banners
- Visitor and destination guides; hotel concierges (when travel resumes post COVID)
- Maintain the website and email databases to ensure promotion and ease of use for public and businesses.
- Maintain social media presence and increase number of social media followers, as of 7/15/20: Instagram – 15.5K; Twitter – 2,750; Facebook – 6,211
- Work in tandem with the Chamber of Commerce and their various advertising and marketing mechanisms, such as the Chamber Map and Destination Guide as well as seek their con

G. Promotions & Special Events

Goal: The DBPA is directed to successfully promote and execute any Special Events that would make sense and support businesses once COVID restrictions are lifted.

H. Professional Management & Communications

Goal: The DBPA is directed to continue to meet with and provide regular, professional and effective communications with the MB Residents' Association, various City employees, Department Directors, MBPD/MBFD, City Council, DBPA membership and the BID Board.

Goal: The DBPA is directed to continue to provide affordable resources to businesses within the BID to assist with government mandated training or HR related issues through private vendors or coordination with the Chamber of Commerce, as well keep members apprised of important issues affecting their businesses.

Goal: The DBPA is directed to maintain professional management to ensure this cohesive Business Improvement and Activity Plan is implemented, that new businesses in the District are welcome and their participation is invited to ensure an economically thriving Downtown and that the BID Board is aware of larger concerns and opportunities such as parking and revenue streams.

ACTIVITY PLAN BUDGET

I. INCOME

2020-2021 Operating Budget

\$229,769 total income has been budgeted.

This fiscal year's operating budget breakdown of income for the Downtown Manhattan Beach BID is outlined below.

BID Contribution

\$61,800 has been budgeted.

Unless changes are made at the July 31, 2020 Finance Committee meeting, the assessment methodology will remain the same, a surcharge on the City of Manhattan Beach Business License Tax. Calculation of individual assessments for one year is determined by one factor; an 80% surcharge on the business license tax, not to exceed \$600.00.

DBPA Event Income

\$10,115 projected income for the Holiday Open House/Pier Lighting

HOH income is a suggested \$100 contribution from each business and is allocated towards entertainment and activities that evening as well as Small Business Saturday and December Advertising.

Farmers Market Sales

\$157,836 projected income in total sales (market sales, merchandise, additional vendors, Carrot Coins and other sources).

II. FISCAL YEAR CAPITAL PLANS

Net income for 2019-2020 was \$55,209 contributing to the total equity of \$212,883, of which approximately the following \$102,058 is allocated:

- \$37,058 in BID reserves
- \$40,000 is allocated towards Beautification (lighting and plants)
- \$25,000 is appropriated for potential Parking and Transportation initiatives

III. EXPENSES

2020-2021 Operating Budget

\$229,769 is the Activity Plan budget

- **Professional Management & Administration (Rent, Supplies, Insurance, Accounting, Permits, Utilities, Security Patrol, etc.):**
\$111,255 is provided which accounts for 48% of the budget
- **Farmers Market Operations:**
\$82,340 is projected, comprising approximately 36% of the budget
- **Marketing, Advertising:**
\$61,526 is projected, comprising 27% of the budget
- **Special Events:**
\$14,408 is projected, comprising 6% of the budget (does not include advertising or marketing associated with events)
- **Budgeted Deficit:**
\$-108,163 is budgeted due to reduced BID and Farmers Market Income. This can be offset by changing capital expenditures or drawing from retained earnings.



Agenda Date: 9/15/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Steve S. Charelian, Finance Director
Carrie Tai, Community Development Director
Cynthia Mickschl, Revenue Services Manager
Erik Zandvliet, Traffic Engineer

SUBJECT:

Conduct Public Hearing for Coastal Development Permits to Approve an Increase to Parking Meter Rates for On-Street and Parking Lot Meters in the Appealable and Non-Appealable Coastal Zones (Finance Director Charelian).

- a) **CONDUCT PUBLIC HEARING**
 - b) **ADOPT RESOLUTION NOS. 20-0114 AND 20-0115**
-

RECOMMENDATION:

Staff recommends that the City Council conduct a public hearing for coastal development permits to allow increases for parking meter rates to \$2.00 per hour for on-street meters and City-owned parking lots in the appealable and non-appealable portions of the Coastal Zone.

FISCAL IMPLICATIONS:

Recommendations by staff are intended to offset revenue losses (approximately \$544,000 annually, plus \$51,000 retroactively waived) resulting from emergency actions taken by City Council that allow the use of metered on-street parking spaces by businesses to create outdoor areas. The revenue losses stem from the usage of at least 67 parking spaces and lost parking citations. The total loss is unknown since the number of parking spaces used will rise as more businesses request space. At the time of this report, several additional retail businesses have completed applications for use of parking spaces. As a result, the estimated revenue losses will increase.

The new parking meter rates are estimated to increase revenue by approximately \$750,000 dollars per year, which is anticipated to offset the losses. This estimate is based on current

parking trends. Increasing hourly parking rates by \$0.25 for on-street meters (currently \$1.75 per hour) parking and \$0.50 for spaces in City lots (currently \$1.50 per hour). Each \$0.25 increase may result in additional revenue of \$114,000 for on-street parking and \$318,000 for City lot parking.

BACKGROUND:

On October 21, 2008, the City Council approved the 2008 Downtown Parking Management Plan. Applications were filed with the California Coastal Commission for items within the appealable portion of the Coastal Zone and subsequently approved. Changes to downtown parking rates require Coastal Development Permits (CDPs). Parking meter rates were last increased in 2018, with the appropriate CDPs for the appealable and non-appealable portions.

The Manhattan Beach City Council recently established an ad hoc subcommittee to review and recommend long-term solutions for local businesses in response to the COVID-19 pandemic. At the August 4, 2020, City Council meeting, the subcommittee recommended addressing revenue losses resulting from the business use of 67 on-street metered parking spaces (approximately \$544,000 annually). Additional revenue lost was due to a retroactive waiver granted by City Council of approximately \$51,000 for the monthly fees incurred by businesses utilizing metered parking spaces during June and July.

City Council directed staff to pursue increasing parking meter rates throughout the City to \$2.00 per hour and activate parking meter technology to zero-out the meter when a car vacates a space.

DISCUSSION:

Staff recommends conducting a public hearing to increase hourly parking rates by \$0.25 for on-street meters (currently \$1.75 per hour) and \$0.50 for spaces in City lots (currently \$1.50 per hour). This will create a uniform cost of \$2.00 per hour for all metered parking throughout the City. Based on this action the estimated annual increase to revenue is \$750,000.

In addition to increasing parking meter rates, activation of the option within the parking meter software will allow any unused time between vehicles to be “zeroed out” after a vehicle vacates a space before parking meter expiration. Based on the experience of the City’s parking meter software vendor (IPS Inc.), cities utilizing zero-out technology can experience an increase in revenue of up to 10% annually. Staff anticipates an increase to overall parking revenue from using this type of technology is approximately \$205,000 per year.

Due to the uncertainty surrounding the COVID-19 pandemic, it is unknown how long local businesses will need to operate under these conditions or when the use of parking spaces for outdoor business use will no longer be necessary. Requests for this use of parking spaces continue to come in and as those are approved, the revenue loss to the City for the use of those meters will increase.

The annual losses of approximately \$544,000 presented are based solely on the 67 parking spaces currently utilized and consider both per hour parking meter revenue and lost citation revenue. The potential for additional business use of on-street parking was considered in the revenue estimates by reducing the overall conservative parking meter revenue projections in

order to accommodate about 15-25 additional spaces.

In addition to the estimated revenue loss from the use of parking meters and citation revenue, the most recent Capital Improvement Plan (CIP) includes over \$13 million in unfunded parking related projects. Specifically, structural analysis, repair and rehabilitation for Lot 3 (12th Street and Morningside Drive) and Lot 4 (38th Street and Highland Avenue). Per the City's Financial Policy, the CIP Fund receives \$0.50 of the hourly rate from on-street parking meters.

At the end of each fiscal year, the Finance Department will transfer funds from parking citation revenue loss from the Parking Enterprise Fund to the General Fund. The parking citation revenue loss will be based on the total number of parking spaces in use. Based on the initial usage of 67 parking spaces usage the amount of citation loss is estimated at \$87,000. There may be additional revenue loss from the portion of right-of way space outside the footprint of the parking space itself which would typically earn the City \$3.00 per square foot during each month of use. The amount of square footage usage is undetermined at this time.

PUBLIC OUTREACH:

The Ad-Hoc Subcommittee consists of two City Council members residents, representatives from the Chamber of Commerce and business improvement districts, and City staff. The discussion to raise parking meter rates and zero-out unused meter time was conducted during a regular-scheduled City Council meeting during an agendized report for long-term COVID-19 business solutions. Additionally, a public notice for Coastal Development Permits was published in the Beach Reporter announcing the date of the public hearing, which will allow the members of the public to provide input on this topic for the City Council's consideration.

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:

Notices for Public Hearing were posted in accordance with legal requirements on September 3, 2020. The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

ATTACHMENTS:

1. Resolution No. 20-0114
2. Resolution No. 20-0115
3. Coastal Development Permit Application (Appealable Area)
4. Coastal Development Permit Application (Non-Appealable Area)
5. Parking Meter Zones Map

RESOLUTION NO. 20-0114

RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
APPROVING A COASTAL DEVELOPMENT PERMIT TO INCREASE
PUBLIC PARKING RATES BY TWENTY-FIVE CENTS WITHIN THE
APPEALABLE PORTION OF THE CITY'S COASTAL ZONE - CA 20-08
(City of Manhattan Beach)

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES, FINDS AND DETERMINES AS FOLLOWS:

SECTION 1. The City of Manhattan Beach ("Applicant") has proposed increasing public parking meter rates by twenty-five cents per hour (the "proposed parking rate increase" or "proposal") in certain locations within the Manhattan Beach Coastal Zone. If approved, metered street parking will cost \$2.00 per hour. In accordance with the Manhattan Beach Local Coastal Program (LCP), a rate increase requires a coastal development permit (CDP). Some of the subject parking meter locations are located within the area of the Coastal Zone known as the "appealable area," which means that a decision to increase rates within such area can be appealed to the California Coastal Commission.

SECTION 2. The proposal is exempt from the requirements of the California Environmental Quality Act (CEQA) because increasing parking rates has no potential for having a significant effect on the environment, per CEQA Guidelines Section 15061(b)(3). Further, the proposal will neither individually nor cumulatively have an adverse effect on wildlife resources, as defined in Fish and Game Code Section 711.2.

SECTION 3. The City Council conducted a duly noticed public hearing to consider the proposed increase to parking rates on September 15, 2020. Evidence, both written and oral, was presented to the Council. All persons wishing to address the Council regarding the proposal before and during the hearing were provided an opportunity to do so in full compliance with the Brown Act, as modified by Governor Gavin Newsom's Executive Order N-29-20 for public hearings occurring during the COVID-19 emergency.

SECTION 4. The record of the public hearing indicates:

- A. The parking spaces are located within the City's Area Districts III & IV, and are located in areas zoned Commercial, Open Space, and Public and Semi-public. The zoning of the spaces is consistent with the respective General Plan designations for each space.
- B. The City recently conducted a parking meter rate survey which indicates that the proposed rates are consistent with, or comparable to, the rates in other beach communities.
- C. Evidence was presented that the proposal is consistent with the General Plan Goals and Policies, as well as the Manhattan Beach Local Coastal Program (LCP).
- D. LCP Section A.96.150 contains coastal access policies, concerning access, transit and parking. Evidence was presented that the proposal does not affect such policies.

SECTION 5. Based upon substantial evidence in the record of the public hearing, and pursuant to LCP Section A.96.150 and other applicable law, the City Council hereby finds:

- A. The proposal is consistent with the City's General Plan because an increase in metered parking rates does not change any zoning or uses and does not have any impact upon the goals and objectives of the General Plan.
- B. The proposal conforms with the City's certified LCP, because the proposal is consistent with all applicable LCP policies and does not affect the City's existing consistency with the following policies of Chapter 4 of the LCP:

COASTAL ACCESS POLICIES

A. Access Policies

Policy I.A.2: The City shall encourage, maintain, and implement safe and efficient traffic flow patterns to permit sufficient beach and parking access.

Policy I.A.3: The City shall preserve pedestrian access systems including the Spider Web park concept (Spider Web park concept: a linear park system linking

the Santa Fe railroad right-of-way jogging trail to the beach with a network of walkstreets and public open spaces. See Figure NR-1 of the General Plan).

Policy I.A.4: The City shall maintain the use of commercial alleys as secondary pedestrian accessways.

B. Transit Policies

Policy I.B.4: The City shall maintain the use of the Santa Fe right-of-way as a non-automobile transportation corridor between the northern city boundary and the intersection of Valley-Ardmore and Manhattan Beach Boulevard, as the closest link to the commercial business district and beach use.

Policy I.B.5: The City shall maintain a pathway to facilitate jogging and pedestrian usage along the Santa Fe right-of-way.

Policy I.B.7: The City shall provide adequate signing and directional aids so that beach goers can be directed toward available parking.

C. Parking Policies

Policy I.C.2: The City shall maximize the opportunities for using available parking for weekend beach use.

Policy I.C.3: The City shall encourage additional off-street parking to be concentrated for efficiency relative to the parking and traffic system.

Policy I.C.10: Concentrate new parking in the Downtown Commercial District to facilitate joint use opportunities (office and weekend beach parking uses).

Policy I.C.11: Maintain the existing public parking system in the vicinity of Valley/Ardmore/Manhattan Beach Boulevard to provide parking out of the downtown area.

Policy I.C.15: Continue management of existing parking facilities through enforcement to improve efficiency by keeping on-street spaces available for short-term users and encouraging the long-term parkers to use off-street parking lots.

Policy I.C.16: Improve information management of the off-street parking system through improved signing, graphics and public information and maps.

II. COASTAL LOCATING AND PLANNING NEW DEVELOPMENT POLICIES

A. Commercial Development

Policy II.A.6: Encourage development of adequate parking facilities for future development through ground level on-site parking or a requirement to pay the actual cost of constructing sufficient parking spaces. Maximize use of existing parking facilities to meet the needs of commercial uses and coastal access.

SECTION 6. The Manhattan Beach City Council hereby APPROVES the subject Coastal Development Permit subject to the following conditions:

1. The approval herein is for a maximum increase of twenty-five cents per hour. Any proposed increase beyond twenty-five cents requires a new application for a Coastal Development Permit.
2. This Coastal Development Permit may be reviewed by the Community Development Department at any time in the future for the purpose of determining whether the increase has any adverse impact upon access to the coast.

SECTION 7. This Resolution, upon its effectiveness, constitutes the Coastal Development Permit for the subject parking meter rate increase. The proposed increase shall become effective after expiration of the time limits established by the Manhattan Beach Municipal Code and LCP.

SECTION 8. The City Clerk shall certify to the adoption of this resolution.

ADOPTED on September 15, 2020.

AYES:
NOES:
ABSENT:
ABSTAIN:

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk

RESOLUTION NO. 20-0115

RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
APPROVING A COASTAL DEVELOPMENT PERMIT TO INCREASE
PUBLIC PARKING RATES WITHIN THE NON-APPEALABLE PORTION
OF THE CITY'S COASTAL ZONE - CA 20-09

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES, FINDS AND DETERMINES AS FOLLOWS:

SECTION 1. The City of Manhattan Beach ("Applicant") has proposed increasing public parking rates by twenty-five cents per hour for street parking and by fifty cents per hour for parking in City owned parking lots (collectively the "proposal") within the Manhattan Beach Coastal Zone. If the rate increases are approved, the new rates for parking (the "proposed parking rate") will be \$2.00 per hour. In accordance with the Manhattan Beach Local Coastal Program (LCP), a rate increase for parking within the City's Coastal Zone requires a coastal development permit (CDP).

SECTION 2. The proposal is exempt from the requirements of the California Environmental Quality Act (CEQA) because increasing parking rates has no potential for having a significant effect on the environment, per CEQA Guidelines Section 15061(b)(3). Further, the proposal will neither individually nor cumulatively have an adverse effect on wildlife resources, as defined in Fish and Game Code Section 711.2.

SECTION 3. The City Council conducted a duly noticed public hearing to consider the proposal on September 15, 2020. Evidence, both written and oral, was presented to the Council. All persons wishing to address the Council regarding the proposal before and during the hearing were provided an opportunity to do so in full compliance with the Brown Act, as modified by Governor Gavin Newsom's Executive Order N-29-20 for public hearings occurring during the COVID-19 emergency.

SECTION 4. The record of the public hearing indicates:

- A. The parking spaces are located within the City's Area Districts III & IV, and are within areas zoned Commercial, Open Space, Residential, Public, and Semi-public. The zoning for the subject locations are consistent with the respective General Plan designations.
- B. The City recently conducted a parking rate survey which indicates that the proposed rates are consistent with, or comparable to, the parking rates in other beach communities.
- C. Evidence was presented that the proposal is consistent with the General Plan Goals and Policies, as well as the Manhattan Beach Local Coastal Program (LCP).
- D. LCP Section A.96.150 contains coastal access policies, concerning access, transit and parking. Evidence was presented that the proposal does not affect such policies.

SECTION 5. Based upon substantial evidence in the record of the public hearing, and pursuant to LCP Section A.96.150 and other applicable law, the City Council hereby finds:

- A. The proposal is consistent with the City's General Plan because an increase in parking rates does not change any zoning or uses and does not have any impact upon the goals and objectives of the General Plan.
- B. The proposal conforms with the City's certified LCP, because the proposal is consistent with all applicable LCP policies and does not affect the City's existing consistency with the following policies of Chapter 4 of the LCP:

COASTAL ACCESS POLICIES

A. Access Policies

Policy I.A.2: The City shall encourage, maintain, and implement safe and efficient traffic flow patterns to permit sufficient beach and parking access.

Policy I.A.3: The City shall preserve pedestrian access systems including the Spider Web park concept (Spider Web park concept: a linear park system linking the Santa Fe railroad right-of-way jogging trail to the beach with a network of walkstreets and public open spaces. See Figure NR-1 of the General Plan).

Policy I.A.4: The City shall maintain the use of commercial alleys as secondary pedestrian accessways.

B. Transit Policies

Policy I.B.4: The City shall maintain the use of the Santa Fe right-of-way as a non-automobile transportation corridor between the northern city boundary and the intersection of Valley-Ardmore and Manhattan Beach Boulevard, as the closest link to the commercial business district and beach use.

Policy I.B.5: The City shall maintain a pathway to facilitate jogging and pedestrian usage along the Santa Fe right-of-way.

Policy I.B.7: The City shall provide adequate signing and directional aids so that beach goers can be directed toward available parking.

C. Parking Policies

Policy I.C.2: The City shall maximize the opportunities for using available parking for weekend beach use.

Policy I.C.3: The City shall encourage additional off-street parking to be concentrated for efficiency relative to the parking and traffic system.

Policy I.C.10: Concentrate new parking in the Downtown Commercial District to facilitate joint use opportunities (office and weekend beach parking uses).

Policy I.C.11: Maintain the existing public parking system in the vicinity of Valley/Ardmore/Manhattan Beach Boulevard to provide parking out of the downtown area.

Policy I.C.15: Continue management of existing parking facilities through enforcement to improve efficiency by keeping on-street spaces available for short-term users and encouraging the long-term parkers to use off-street parking lots.

Policy I.C.16: Improve information management of the off-street parking system through improved signing, graphics and public information and maps.

II. COASTAL LOCATING AND PLANNING NEW DEVELOPMENT POLICIES

A. Commercial Development

Policy II.A.6: Encourage development of adequate parking facilities for future development through ground level on-site parking or a requirement to pay the actual cost of constructing sufficient parking spaces. Maximize use of existing parking facilities to meet the needs of commercial uses and coastal access.

SECTION 6. The Manhattan Beach City Council hereby APPROVES the subject Coastal Development Permit subject to the following conditions:

1. The approval herein is for a new parking rate of \$2.00 per hour. Any proposed increase beyond \$2.00 per hour requires a new application for a Coastal Development Permit.
2. This Coastal Development Permit may be reviewed by the Community Development Department at any time in the future for the purpose of determining whether the increase has any adverse impact upon access to the coast.

SECTION 7. This Resolution constitutes the Coastal Development Permit for the subject parking rate increases.

SECTION 8. The time within which judicial review, if available, of this decision must be sought is governed by California Code of Civil Procedure Section 1094.6, unless a shorter time is

provided by other applicable law. The City Clerk shall mail by first class mail, postage prepaid, a certified copy of this Resolution and a copy of the affidavit or certificate of mailing to any person or entity requesting notice of the decision.

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

ADOPTED on September 15, 2020.

AYES:
NOES:
ABSENT:
ABSTAIN:

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk



MASTER APPLICATION FORM

CITY OF MANHATTAN BEACH
COMMUNITY DEVELOPMENT DEPARTMENT

Office Use Only

Date Submitted:
Received By:
F&G Check Submitted:

City of Manhattan Beach Coastal Zone in the Appealable Area

Project Address

Legal Description

Various (comm.open space, public, semi-public, residential)

CA 08-33

III & IV

General Plan Designation

Zoning Designation

Area District

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

Project located in Appeal Jurisdiction

Project not located in Appeal Jurisdiction

Major Development (Public Hearing required)

Public Hearing Required (due to UP, Var, ME, etc.)

Minor Development (Public Hearing, if requested)

No Public Hearing Required

Submitted Application (check all that apply)

| | | | |
|--|-----------------|---|---------------|
| <input type="checkbox"/> Appeal to PC/PPIC/BBA/CC | 4225 | <input type="checkbox"/> Use Permit (Residential) | 4330 |
| <input checked="" type="checkbox"/> Coastal Development Permit | 4341 \$1,940.00 | <input type="checkbox"/> Use Permit (Commercial) | 4330 |
| <input type="checkbox"/> Continuance | 4343 | <input type="checkbox"/> Use Permit Amendment | 4332 |
| <input type="checkbox"/> Cultural Landmark | 4336 | <input type="checkbox"/> Variance | 4331 |
| <input type="checkbox"/> Environmental Assessment | 4225 | <input type="checkbox"/> Park/Rec Quimby Fee | 4425 |
| <input type="checkbox"/> Minor Exception | 4333 | <input type="checkbox"/> Pre-application meeting | 4425 |
| <input type="checkbox"/> Subdivision (Map Deposit) | 4300 | <input type="checkbox"/> Public Hearing Notice | 4339 \$182.00 |
| <input type="checkbox"/> Subdivision (Tentative Map) | 4334 | <input type="checkbox"/> Lot Merger/Adjust./\$15 rec. fee | 4225 |
| <input type="checkbox"/> Subdivision (Final) | 4334 | <input type="checkbox"/> Zoning Business Review | 4337 |
| <input type="checkbox"/> Subdivision (Lot Line Adjust.) | 4335 | <input type="checkbox"/> Zoning Report | 4340 |
| <input type="checkbox"/> Telecom (New or Renewed) | 4338 | <input type="checkbox"/> Other | |

Fee Summary: (See fees on reverse side)

Total Amount: \$ 2,122.00 (less Pre-Application Fee if applied within past 3 months)

Receipt Number: _____ Date Paid: _____ Cashier: _____

Applicant(s)/Appellant(s) Information

City of Manhattan Beach

Name

1400 Highland Avenue - Manhattan Beach, CA 90266

Mailing Address

OWNER/MUNICIPAL GOVERNMENT

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

STEVE CHARELIAN - FINANCE DIRECTOR

310-802-5552/SCHARELIAN@CITYMB.INFO

Contact Person (include relation to applicant/appellant)

Phone number / email

1400 Highland Avenue - Manhattan Beach, CA 90266

Address

310-802-5552/SCHARELIAN@CITYMB.INFO

Applicant(s)/Appellant(s) Signature

Phone number./email

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

APPLICATION TO COASTAL COMMISSION FOR PERMISSION TO INCREASE PARKING METER RATES IN THE

APPEALABLE COASTAL ZONE OF THE CITY OF MANHATTAN BEACH. SPECIFICALLY, STREET METERS WILL INCREASE TO

\$2.00/HR AND CITY -OWNED LOTS WILL INCREASE TO \$2.00/HR

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

OWNER'S AFFIDAVIT

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

STATE OF CALIFORNIA
 COUNTY OF LOS ANGELES

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

Signature of Property Owner(s) – (Not Owner in Escrow or Lessee)

BRUCE MOE - CITY MANAGER, CITY OF MANHATTAN BEACH

Print Name

1400 HIGHLAND AVENUE - MANHATTAN BEACH, CA 90266

Mailing Address

(310) 802-5053

Telephone/email

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____

by _____, proved to me on

the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature _____

Notary Public

SEAL

Fee Schedule Summary

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

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

Coastal Development Permit

| | | |
|--|----------|---|
| Public hearing – no other discretionary approval required: | \$ 4,871 | ✉ |
| Public hearing – other discretionary approvals required: | 2,142 | ✉ |
| No public hearing required – administrative: | 1,324 | ✉ |

Use Permit

| | | |
|-------------------------------|----------|---|
| Use Permit: | \$ 6,396 | ✉ |
| Master Use Permit: | 9,875 | ✉ |
| Master Use Permit Amendment: | 5,126 | ✉ |
| Master Use Permit Conversion: | 4,704 | ✉ |

Variance

| | | |
|-------------|----------|---|
| Filing Fee: | \$ 6,184 | ✉ |
|-------------|----------|---|

Minor Exception

| | | |
|-----------------|----------|---|
| Without notice: | \$ 1,477 | |
| With notice: | 1,985 | ✉ |

Subdivision

| | | |
|--|----------|---|
| Certificate of Compliance: | \$ 1,653 | |
| Final Parcel Map + mapping deposit: | 539 | |
| Final Tract Map + mapping deposit: | 748 | |
| Mapping Deposit (paid with Final Map application): | 500 | |
| Merger of Parcels or Lot Line Adjustment: | 1,153 | |
| Quimby (Parks & Recreation) fee (per unit/lot): | 1,817 | |
| Tentative Parcel Map (4 or less lots / units) No Public Hearing: | 1,333 | |
| Tentative Parcel Map (4 or less lots / units) Public Hearing: | 3,622 | ✉ |
| Tentative Tract Map (5 or more lots / units) No Public Hearing: | 4,134 | ✉ |

Environmental Review (contact Planning Division for applicable fee)

| | |
|--|--------|
| Environmental Assessment (no Initial Study prepared): | \$ 215 |
| Environmental Assessment (if Initial Study is prepared): | 3,133 |

✉ *Public Hearing Notice* applies to all projects with public hearings and covers the City's costs of envelopes, postage and handling the mailing of public notices. Add this to filing fees above, as applicable: \$ 72



MASTER APPLICATION FORM

CITY OF MANHATTAN BEACH
COMMUNITY DEVELOPMENT DEPARTMENT

Office Use Only
Date Submitted:
Received By:
F&G Check Submitted:

City of Manhattan Beach Coastal Zone in the Non-Appealable Area

Project Address

Legal Description

Various (comm.open space, public, semi-public, residential)

CA 08-32

III & IV

General Plan Designation

Zoning Designation

Area District

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

Project located in Appeal Jurisdiction

Project not located in Appeal Jurisdiction

Major Development (Public Hearing required)

Public Hearing Required (due to UP, Var, ME, etc.)

Minor Development (Public Hearing, if requested)

No Public Hearing Required

Submitted Application (check all that apply)

| | | | |
|--|-----------------|---|---------------|
| <input type="checkbox"/> Appeal to PC/PPIC/BBA/CC | 4225 | <input type="checkbox"/> Use Permit (Residential) | 4330 |
| <input checked="" type="checkbox"/> Coastal Development Permit | 4341 \$1,940.00 | <input type="checkbox"/> Use Permit (Commercial) | 4330 |
| <input type="checkbox"/> Continuance | 4343 | <input type="checkbox"/> Use Permit Amendment | 4332 |
| <input type="checkbox"/> Cultural Landmark | 4336 | <input type="checkbox"/> Variance | 4331 |
| <input type="checkbox"/> Environmental Assessment | 4225 | <input type="checkbox"/> Park/Rec Quimby Fee | 4425 |
| <input type="checkbox"/> Minor Exception | 4333 | <input type="checkbox"/> Pre-application meeting | 4425 |
| <input type="checkbox"/> Subdivision (Map Deposit) | 4300 | <input type="checkbox"/> Public Hearing Notice | 4339 \$182.00 |
| <input type="checkbox"/> Subdivision (Tentative Map) | 4334 | <input type="checkbox"/> Lot Merger/Adjust./\$15 rec. fee | 4225 |
| <input type="checkbox"/> Subdivision (Final) | 4334 | <input type="checkbox"/> Zoning Business Review | 4337 |
| <input type="checkbox"/> Subdivision (Lot Line Adjust.) | 4335 | <input type="checkbox"/> Zoning Report | 4340 |
| <input type="checkbox"/> Telecom (New or Renewed) | 4338 | <input type="checkbox"/> Other | |

Fee Summary: (See fees on reverse side)

Total Amount: \$ 2,122.00 (less Pre-Application Fee if applied within past 3 months)

Receipt Number: _____ Date Paid: _____ Cashier: _____

Applicant(s)/Appellant(s) Information

City of Manhattan Beach

Name

1400 Highland Avenue - Manhattan Beach, CA 90266

Mailing Address

OWNER/MUNICIPAL GOVERNMENT

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

STEVE CHARELIAN - FINANCE DIRECTOR

310-802-5552/SCHARELIAN@CITYMB.INFO

Contact Person (include relation to applicant/appellant)

Phone number / email

1400 Highland Avenue - Manhattan Beach, CA 90266

Address

310-802-5552/SCHARELIAN@CITYMB.INFO

Applicant(s)/Appellant(s) Signature

Phone number./email

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

APPLICATION TO COASTAL COMMISSION FOR PERMISSION TO INCREASE PARKING METER RATES IN THE

NON-APPEALABLE COASTAL ZONE OF THE CITY OF MANHATTAN BEACH. SPECIFICALLY, STREET METERS WILL INCREASE TO

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City of Manhattan Beach Parking Meter Locations



-  Parking Meters
- Coastal Zone**
-  Non-Appealable
-  Appealable



07/25/2018
GIS
CITY OF MANHATTAN BEACH



Agenda Date: 9/15/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Derrick Abell, Police Chief
Carrie Tai, AICP, Community Development Director

SUBJECT:

Request by Mayor Montgomery for a Status Update on Recent Police Activity at the Residence Inn by Marriott, Located at 1700 North Sepulveda Boulevard (Police Chief Abell).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council discuss and provide direction.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with receiving information; however, there may be costs associated with City Council direction.

BACKGROUND:

The Residence Inn by Marriott at 1700 North Sepulveda Boulevard is the site of a shooting that occurred on September 8, 2020. Police Department personnel and records indicate that this property has historically experienced heightened criminal activity. The City has received numerous complaints about the property from nearby residents. The Police Department also commonly observes behavior inconsistent with temporary visitor lodging on the property.

The City granted a Use Permit in 1985 for the construction and operation of the 176-room hotel. The Use Permit included a condition for an annual review. Staff has no indication that an annual review has been performed in recent past.

DISCUSSION:

After the September 8 shooting incident, the Police Department initiated a dialogue with the interim manager of the hotel, who has proposed the following operational changes in an effort to

deter criminal activity.

- The length of stay will be increased to a two-day minimum. Third party internet sales websites will be updated with this information.
- No same-day bookings will be accepted by the hotel.
- No walk-in reservations or bookings will be accepted by the hotel.
- Room rates will be increased on all rooms.
- The hotel will assign three security guards during each shift.
- All hotel guests will be required to sign a waiver regarding the \$1,000 security deposit indicating that the security deposit is forfeited if there is a call to the Manhattan Beach Police Department complaining about a disturbance involving that hotel guest.
- A parking control system will be implemented in which an outside security group will make contact with all incoming hotel traffic, including checking identification and verifying room guests. The number of room guests will be closely monitored.
- A permanent parking gate will be installed that restricts entry to hotel guests with room keys only and which is also supervised by security.

In addition, due to impacts to the residential neighbors on the east side of the subject property, the City is also requesting that the gate on the east side be secured and used for emergency purposes only. These modifications are memorialized in a letter that the City hand-delivered to the manager of the Residence Inn on September 11, 2020. The letter is attached.

Upon review of the recent police activity, the City Council could choose to request an annual review of the Use Permit to identify deficiencies or necessary modifications for crime deterrence. Furthermore, Municipal Code Section 10.104 grants enforcement responsibility of Use Permits to the City and includes a process to modify or revoke Use Permits.

LEGAL REVIEW:

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

ATTACHMENT:

1. Letter to Residence Inn, September 11, 2020



MANHATTAN BEACH CITY ATTORNEY
1400 Highland Avenue, Manhattan Beach, CA 90266

Quinn M. Barrow, Esq.
www.cityymb.info • qbarrow@cityymb.info • (310) 802-5000

September 11, 2020

Greg Willie
Evolution Hospitality
1700 North Sepulveda Boulevard
Manhattan Beach, California 90266

David Millard
Washington Holdings
4640 Admiralty Way, Suite 231
Marina del Rey, California 90292

HAND DELIVERED, EMAILED TO dmillard@waholdings.com AND greg.willie@evolutionhospitality.com AND SENT VIA FIRST CLASS MAIL

**Re: Recent Criminal Activity at Residence Inn, 1700 North Sepulveda,
Manhattan Beach**

Dear Messrs. Willie and Millard:

I have been informed that Mr. Willie has met with members of the Manhattan Beach Police Department regarding recent criminal activity at the Residence Inn located at 1700 North Sepulveda Boulevard, including the shooting that happened at the hotel this past Tuesday on September 8, 2020. It is my understanding that you have agreed to put the following measures into place as soon as possible:

- The length of stay will be increased to a two-day minimum. Third party internet sales websites will be updated with this information.
- No same-day bookings will be accepted by the hotel.
- No walk-in reservations or bookings will be accepted by the hotel.
- Room rates will be increased on all rooms.
- The hotel will assign three security guards during each shift.
- All hotel guests will be required to sign a waiver regarding the \$1,000 security deposit indicating that the security deposit is

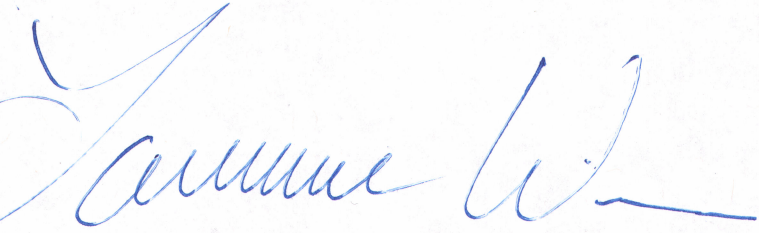
forfeited if there is a call to the Manhattan Beach Police Department complaining about a disturbance involving that hotel guest.

- A parking control system will be implemented in which a contracted security group will make contact with all incoming hotel traffic, including checking identification and verifying room guests. The number of room guests will be closely monitored.
- A permanent parking gate will be installed that restricts entry to hotel guests with room keys only and which is also supervised by security.

In addition, due to impacts to the residential neighbors on the east side of the hotel, I also request that the gate on the east side be installed for security purposes, only.



As per Manhattan Beach Municipal Code Chapter 4.116.030 prohibits smoking in all public places in Manhattan Beach. "Smoking" is defined as any act that generates smoke, via pipes, hookah pipes, vape, electronic cigarettes, or any other kind. Smoking of tobacco and cannabis is prohibited. I request that you will post appropriate signage at the hotel entrance to inform guests of these laws and encourage your guests to comply with these laws.



performance schedule with dates indicating when each item will be accomplished by sending an email to:

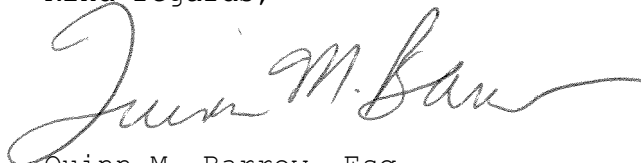
quinn@cityymb.info.

The City Council will receive a status report from City staff regarding the incidents at the hotel during its next meeting on September 15, 2020 at 6:00 p.m. The City invites you to attend the meeting remotely. More information about the meeting, including information on how to attend the meeting, can be found at www.cityymb.info.

CONFIDENTIAL
INSURED-INSURER PRIVILEGE
ATTORNEY WORK PRODUCT
ATTORNEY-CLIENT PRIVILEGE

Please contact me if you have any questions.

Kind regards,



Quinn M. Barrow, Esq.
City Attorney





Agenda Date: 9/15/2020

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Carrie Tai, AICP, Community Development Director

SUBJECT:

Recent Planning Commission Quasi-Judicial Decisions:
Proposed Master Use Permit Amendment to Allow Full Liquor Service in Conjunction with Food Service at an Existing Restaurant with Beer and Wine at 1131 Manhattan Avenue, Part of a Multi-Tenant Building at 1125-1131 Manhattan Avenue and 133 Manhattan Beach Boulevard, and Make an Environmental Determination in Accordance with the California Environmental Quality Act (Nando Milano LA, LLC/Vullo) (Community Development Director Tai).

INFORMATION ITEM ONLY

RECOMMENDATION:

On September 9, 2020 (after the posting of the September 15, 2020, City Council agenda), the Planning Commission considered the item described below. **In the event the Commission takes action on the item, staff will inform the City Council of the decision no later than Friday, September 11, 2020.**

1. Proposed Master Use Permit Amendment to Allow Full Liquor Service in Conjunction with Food Service at an Existing Restaurant with Beer and Wine at 1131 Manhattan Avenue, Part of a Multi-Tenant Building at 1125-1131 Manhattan Avenue and 133 Manhattan Beach Boulevard and Make an Environmental Determination in Accordance with the California Environmental Quality Act (Nando Milano LA, LLC/Vullo)

On May 15, 2020, the Community Development Department received an application requesting an amendment to an existing Master Use Permit Amendment to allow for full alcohol service in conjunction with food service at an existing restaurant space located at 1131 Manhattan Avenue. The applicant's tenant space is part of a multi-tenant property located at 1125-1131 Manhattan Avenue and 133 Manhattan Beach Boulevard
No change in operating hours are proposed.

Three public comments were received from neighbors opposed to full alcohol service at the existing restaurant space.

The Police Department has reviewed the applicant's request and has not raised any objections.

Link to the Planning Commission Staff Report:

https://cms6ftp.visioninternet.com/manhattanbeach/commissions/planning_commission/2020/20200909/20200909-2.pdf

In the event the Commission takes action, staff will inform the City Council of the decision no later than Friday, September 11, 2020.

Planning Commission quasi-judicial decisions can be called up for review by two Councilmembers or appealed by any member of the public within 15 days of the decision. If the Planning Commission takes action, the appeal period for this item ends on Thursday, September 24, 2020. For all requests for review, it shall be presumed that the reason for the request is that the decision may have significant and material effects on the quality of life within the City, or that the subject matter of the decision may have Citywide importance warranting review and determination by City's elected officials. Bias shall not be presumed or inferred due to a request for review.