

Agenda Date: 2/18/2020

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 Renewing the North Manhattan Beach Business Improvement District and Approval of the Annual Collection of Assessments for Fiscal Year 2020-2021 (Finance Director Charelian).

a) CONDUCT PUBLIC HEARING

b) ADOPT RESOLUTION NO. 20-0015

c) RATIFY 2020 BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD MEMBERS

d) CONSIDER THE PROPOSED 2020 ACTIVITY PLAN

RECOMMENDATION:

Staff recommends that the City Council:

- a) Conduct a Public Hearing regarding the proposed assessment;
- b) Adopt Resolution No. 20-0015, renewing the district and authorizing the collection of the assessment to provide services of the North Manhattan Beach Business Improvement District (NMB BID);
- c) Ratify the Business Improvement District Advisory Board Members for 2020; and
- d) Review and approve the Proposed 2020 Activity Plan.

FISCAL IMPLICATIONS:

The North Manhattan Beach Business Improvement District (NMB BID) is funded through an 80% surcharge to the business license tax paid by those businesses located within the district, not to exceed \$500 annually. Collections for this fiscal year are estimated to be \$29,000. NMB BID has approximately \$600,000 in reserve for projects and activities.

BACKGROUND:

In January 2004, the City Council dissolved the North End Business Improvement District, which was formed in 1969 under the State's Parking and Business Improvement District Act of 1965. The BID was limited in scope and was mainly responsible for addressing parking acquisition and construction. Because opportunity for acquiring additional parking in the North End is limited, business district members wanted to use the funds for other types of activities, such as physical improvements, beautification, signage, marketing, and promotion. To accommodate this request, City Council dissolved the 1969 Business Improvement District and created the current Business Improvement District using the broader 1989 Business Improvement District Act.

DISCUSSION:

Assessments

The NMB BID and its associated assessments must be renewed annually. In conformance with applicable law, the City Council adopted Resolution No. 20-0015 on January 21, 2020, declaring its intention to authorize the collection of assessments to provide services in accordance with the 2020 Activity Plan and Annual Budget. Tonight's public hearing to allow testimony both in support of and against the proposed assessments was established at that meeting and has been properly noticed in accordance with State law.

The Resolution of Intention was circulated to all current North Manhattan Beach business members and was published in The Beach Reporter. If adopted, Resolution No. 20-0015 will be effective immediately and will set the assessment at 80% surcharge on the business license tax not to exceed \$500 annually for NMB BID member businesses. This assessment remains unchanged from last fiscal year and will be in effect for the next assessment cycle, which coincides with the fiscal year 2020-2021 business license period (March 1, 2020 - Feb 28, 2021).

Advisory Board

The 1989 Business Improvement District Act requires that the City Council select a BID Advisory Board. Advisory Board duties include recommendations to the City Council on expenditure of revenues derived from the assessments, as well as the method and basis of levying the assessments. The following is a list of the 2020 Advisory Board elected by the NMB BID membership, and their affiliation with the district:

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

This board was elected at the December 4, 2019 NMB BID Advisory Board meeting through a nomination and balloting process. On February 6, 2020 after the February Advisory Board Meeting, Board Member Jason Goldwater formally resigned. The City Council has the

discretionary authority to ratify the election results with the remaining Board members.

Annual Budget and Activity Plan 2020

The Business Improvement District Advisory Board reviews and approves the operating plan for the District. The attached Annual Budget and Activity Plan 2020 contains all information relative to projected revenues and expenses, and outlines the services and programs to be funded by the Business Improvement District. This year, the operating plan identifies the following programs:

- Continue using the website for NMB BID visitor outreach and marketing. Maintain and enhance the digital presence of the North Manhattan Beach district through public engagement (e.g. surveys, individual business outreach), website, social media, and e-notifications. The estimated cost is \$9,000 per year.
- Develop a brand/logo for the NMB BID and include trademarking. The estimated one-time cost is \$6,000-8,000.
- Review possibilities of street lighting or decorations once City concludes purchase of Edison light poles.
- Host Annual Holiday Stroll Community Event in December. The estimated cost is \$40,000 - 50,000.
- Solicit Bids for Public Art and work with the City Public Arts Commission for installation and placement. The estimated cost is \$16,000-30,000.
- Determine process to request that the City expand parking limits in the District from two hours to three hours.

The City is currently in the process of replacing trees and grates in the NMB BID which has been on the Activity Plan for several years. The Business Improvement District will approach the City Council with future requests as they are identified.

By-Laws

The NMB BID recently reviewed and revised their bylaws at the advisory Board Meeting held on February 5, 2020 (Attachment 3). These bylaws provide the NMB BID governance articles election procedures, annual reporting requirements, meeting procedures, and code of conduct. The bylaws were developed by the advisory board and were reviewed by the City's legal team.

CONCLUSION

If there is not a majority protest of the assessment payers, staff recommends that the City Council:

- a) Adopt Resolution No. 20-0015 renewing the district and authorizing the collection of the assessment to provide services of the North Manhattan Beach Business Improvement District;
- b) Ratify the Business Improvement District Advisory Board Members for 2020; and
- c) Review and approve the Proposed 2020 Activity Plan.

PUBLIC OUTREACH:

In compliance with State law, copies of the Resolution of Intention adopted on January 21, 2020, were mailed to all current NMB BID members on January 23, 2020. A Public Notice was placed

in the February 6, 2020, Beach Reporter publication.

LEGAL REVIEW

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

ATTACHMENTS:

1. Resolution No. 20-0015
2. 2020 Annual Budget and Activity Plan
3. NMBBID Bylaws

RESOLUTION NO. 20-0015

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL OVERRULING PROTESTS AND PROVIDING FOR THE ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR THE EXISTING NORTH MANHATTAN BEACH BUSINESS IMPROVEMENT DISTRICT, PURSUANT TO CALIFORNIA STREETS AND HIGHWAYS CODE SECTION 36500 ET. SEQ. (SB 1424 - PARKING & BUSINESS IMPROVEMENT LAW OF 1989, CHAPTER 2)

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES, FINDS AND DETERMINES:

SECTION 1. The City Council hereby finds:

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

B. On January 21, 2020, the City Council adopted Resolution No. 20-0007 declaring its intention to authorize the collection of assessments to provide services in accordance with the 2020 Enhancement Project and Activity Plan for the period beginning January 1, 2020, and ending December 31, 2020 (the "Report"), with such services to be performed within the District.

C. Resolution No. 20-0007 fixed the time and place for a public hearing of any and all protests in relation to the proposed assessment for February 18, 2020.

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

E. This Resolution is Categorically Exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the approval may have a significant effect on the environment.

SECTION 2. On February 18, 2020, the City Council held a duly noticed 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 Council considered testimony of all interested persons regarding the levy of any assessment against businesses within the District for fiscal year 2020- 2021. 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 in the District will be benefitted by the expenditure of funds raised by the assessment for fiscal year 2020-2021, (ii) the District includes all of the businesses so benefitted, and (iii) the net amount of the assessment levied within the District for fiscal year 2020-2021 in accordance with Resolution No. 20-0007 and 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 originally filed.

SECTION 5. The adoption of this resolution constitutes the levy of an assessment for fiscal year 2020-21.

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 February 18, 2020.

Ayes:
Noes:
Abstain:
Absent:

NANCY HERSMAN
Mayor City of Manhattan Beach

ATTEST:

LIZA TAMURA
City Clerk

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

2020 Annual Report,
Budget, Activity Plan and Goals

Location: The general area surrounding the Rosecrans Avenue and Highland Avenue intersection (See Attachment A).
Specific boundaries are:

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

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

Improvements and Activities:

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

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

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

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

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

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

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

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

Maintaining the District:

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

Benefits of the District:

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

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

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

ACTIVITY PLAN & GOALS

The BID activity plan for 2020 includes the following items:

- Continue using the website for North MB BID visitor outreach and marketing. Maintain and enhance the digital presence of the North Manhattan Beach district through public engagement (surveys, individual business outreach), website, social media and e-notifications. (estimated cost – 9,000/year)
- Develop a brand/logo for the BID and include trademarking (estimated cost – 6,000-8,000 one time)
- Review possibilities of street lighting/decorations once City concludes purchase of Edison light poles. (beautification)
- Host Annual Holiday Stroll Community Event in December
 - Street Closure (estimated cost 40,000-50,000)
- Solicit Bids for Public Art and work with the City Public Arts Commission for installation and placement (16-30K)
- Determine process to request the City expand parking limits in the District from 2 hours to 3 hours

ACTIVITY PLAN & GOALS

(Continued)

- Enhance participation by North MB BID businesses. (GOAL)
- Look to expand parking opportunities to accommodate visitors to the North MB BID. (GOAL)
- Explore possibility of installing security cameras in North Manhattan Beach in partnership with the City of Manhattan Beach. (GOAL)

BUDGET

North Manhattan Beach Business Improvement District Reserves

FY 2017-2018 Actuals

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

FY 2018-2019 Actuals

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

FY 2019-2020 Budget

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

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

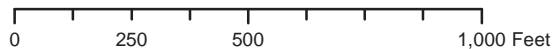
(2) The Projected Ending Reserve Balance is based on actual reserves at the beginning of the fiscal year adjusted for projected revenues with no estimated expenditures and funds remaining in the CIP carried over from previous years.

City of Manhattan Beach

North Manhattan Beach Business Improvement District



May 12, 2009



BYLAWS FOR NORTH END MANHATTAN BEACH BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD

ARTICLE 1. GOVERNANCE AND SCOPE

On January 4, 2005, the City Council of the City of Manhattan Beach approved Ordinance No. 2071 to form the North End Manhattan Beach Business Improvement District ["North MB.BID"] pursuant to Parking and Business Improvement Area Law of 1989, being California Streets and Highways Code Sections 53500 through 53551, as amended from time to time (the "Act").

Section 36530 of the Act provides that the City Council shall appoint an advisory board which shall make a recommendation to the City Council on the expenditure of revenues derived from the levy of assessments, on the classification of business and the method and basis of levying assessments. Section 36533 of the Act provides that the advisory board shall cause to be prepared a report for each fiscal year for which assessments are to be levied and collect to pay the costs of the improvements and activities described in the report.

By its minute motion on December 21, 2004, the City Council appointed the advisory Board pursuant to Section 36530 (the "Advisory Board"). These Bylaws provide the rules and regulations that govern the operation and management of the Advisory Board.

ARTICLE 2. MISSION STATEMENT

The Advisory Board serves at the pleasure of the City Council and is advisory only. The Advisory Board shall make recommendations to the City Council on the expenditure of revenues from the North MB.BID assessments, pursuant to Ordinance No. 2017, for services and improvements that directly and principally benefit its business members, namely:

- Parking & Transportation;
- Marketing and Promotions;
- Special Events;
- Capital Improvements; and,
- Management Services.

ARTICLE 3. ADVISORY BOARD

3.1 Advisory Board

The City Council appointed a seven-member Advisory Board on December 21, 2004.

3.1.Officers.

The Officers of the Advisory Board shall be chairperson, vice-chairperson and recording secretary. Officers shall be elected annually by BID board members in January. [Article 4, Advisory Board Election] Each officer shall hold only one officer role per year.

The Chairperson shall exercise overall responsibility for the Advisory Board.

Specific responsibilities include, but are not limited to:

- 1) Conducting meetings;
- 2) Preparing agendas;

BYLAWS FOR NORTH END MANHATTAN BEACH BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD

- 3) Interfacing with city-council delegate/alternate, finance department and other city staff;
- 4) Testifying to the city council.

The Vice-Chair shall serve as chair, in event of the chairperson being temporarily absent or otherwise unavailable, as result of resignation, removal, incapacitation or other reasons.

The Recording-Secretary shall prepare the official record of the Advisory Board meetings. Specific responsibilities include, but are not limited to: Prepare meeting minutes for Advisory Board approval; and amend them per Advisory Board direction.

3.2. Term of Service and Vacancies.

Officers may serve in their elected position for a maximum of four consecutive years. The member may apply for reelection to the office after allowing one year, January 1 to December 31, between terms.

In case of vacancy, a board majority may appoint a qualified person to fill the vacancy, in an agendized action at a noticed meeting. Vacancies may also remain until the next annual election, provided that the board has at least a quorum of four members.

A mid-term appointment requires ratification by the city-council delegate or alternate (if the delegate is absent).

3.3. Compensation.

Officers, Advisory Board members and North MB.BID members shall not receive compensation in any form.

3.4. Conflict of Interest.

Advisory board members shall abstain from participating in any matter that comes before them, for which, the business represented by that board member may have any direct or indirect economic interest, exclusive of the benefits that accrue to all BID members. If a conflict of interest may exist, the board member shall recuse himself or herself from discussion, consideration and voting.

3.5. Removal.

Board members should attend all meetings. When a board-member fails to attend three meetings during a one-year term, the Advisory Board may consider removal by a majority vote, in an agendized action at a noticed meeting.

ARTICLE 4. ADVISORY BOARD ELECTION.

Annually, the Advisory Board shall hold an election by the to fill the seven seats on the board at the first meeting in December, in time for ratification by the city council, before the next BID advisory meeting.

4.1. Candidate Qualifications.

No business member may nominate more than one candidate for the Advisory Board. No candidate may represent more than one business.

BYLAWS FOR NORTH END MANHATTAN BEACH BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD

4.2. Election Schedule.

Sixty days prior to the election, staff shall notify BID members of the election, by U.S. Mail and by email. The notification shall include, but not limited to: 1) Instructions and schedule for candidate filings; 2) Candidate qualification requirements; 3) Summary of current board; 4) City-staff liaison contact information; and 5) Election procedure, including that for Officers.

Candidates must file a written application with the city-staff liaison, no earlier than 45 days before the election and no later than 5:00 PM thirteen (13) days before the day of the election.

4.3. Applications.

Candidates shall file with the city-staff liaison identified above, a written application in any format. In addition to a statement of intent to become an Advisory Board member for the North MB.BID, the application shall include: 1) Name; 2) Address, not necessarily in Manhattan Beach; 3) Phone number, preferably cell; and 4) Email address.

If representing a business, the business must be current with all Business License taxes and district assessments in order to be considered.

Residents applying for the Advisory Board, but not representing a business, shall submit in their applications proof of home ownership within the boundaries of the North Manhattan Beach Business Improvement District. Resident members of the board will be ex-officio members and will not have voting privileges, nor will they be required to pay the district assessment.

Applicants may include a statement not exceeding 200 words regarding their qualifications for membership on the board. Staff shall distribute these qualifications to North MB.BID members at least two days before the election.

4.4. Candidate Certification.

Upon receiving applications, the city-staff liaison shall promptly review and verify that the filings comply with requirements above. If any discrepancies discovered in an application, staff shall immediately inform the applicant and facilitate corrections, if possible.

For candidates representing a business, staff shall directly and independently verify with the business that they authorize the candidate representation.

4.5 Advisory Board Election Procedure.

To commence the election agenda item, staff shall distribute election materials and ballots to the BID members and summarize the election process, including subsequent election of officers by the newly elected board.

After the staff testimony, the candidates may make a two-minute statement regarding their qualifications. Candidates need not attend the election and may designate another person to present their statement.

To vote, BID members must attend the election meeting; absentee ballots not permitted. Each BID business present shall have only one ballot, regardless of how many attendees associated with the business present. The voting representative for the business shall not represent any other business. No other persons attending the election may vote.

Vote counting shall occur at a public meeting of the Advisory Board. The results shall identify the winning candidates, but not their relative standings or vote totals. Staff shall

BYLAWS FOR NORTH END MANHATTAN BEACH BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD

file all voting records and ballots with the City Clerk.

4.6 Voting Ties and More than Two Use Classifications Elected.

In the case of a tie for the seventh seat, immediately after the election, BID members shall vote on a runoff between only the two tied candidates. In the event of another tie, the staff liaison shall resolve the tie with a coin toss.

4.7 Election of Officers.

Immediately after the general election, the newly-elected Advisory Board shall elect officers. Any North MB.BID business that is subject to the assessment and in attendance at the meeting may nominate one member of the newly-elected Advisory Board for any of the three offices. Newly-elected board members may nominate themselves. To qualify, each nominee must orally accept their nomination.

All newly-elected board members may vote for one nominated individual per office. The candidate receiving the most votes wins the office, even if a plurality, rather than a majority. In event of a tie, a coin toss shall resolve the tie.

4.8 Newly Elected Board Members and Officers.

Officers and Advisory Board members shall not officially take office, until their election is ratified by the City Council. As an exception, newly-elected board members may vote for officers, per Section 4.7 and vote on the activity plan, bylaws, and annual report prior to ratification by City Council. If the City Council does not ratify the election, then the BID membership may conduct another election.

ARTICLE 5. ADVISORY BOARD MEETINGS, AGENDAS AND MINUTES.

5.1. Regular Meetings.

The Advisory Board should meet once every month, at a time, date, and location determined by a majority of the Board. The meeting must occur at a facility having adequate seating capacity and free parking for the public. Advisory Board will pause after 90 minutes from the start of the meeting to determine (by majority vote) if they will defer any remaining agenda items to the next meeting or continue.

For Advisory Board meetings, the City staff liaison shall coordinate the notification of North MB.BID members, the city-council delegate/alternate by mail, no earlier than two weeks before the meeting and no later than one week before the meeting. The notice shall include the meeting agenda. Section 4.2 requires different noticing for elections.

At least one week prior to the scheduled date, all advisory board meetings shall have a posting on the city website calendar. This posting shall include as attachments, all documents submitted for consideration by the advisory board at the meeting. Items posted on the city website calendar are part of the public record, and subject to public record requests.

If after the one-week deadline above, BID members or the public submit documents to the Advisory Board, the city staff liaison shall attach the submissions to the official minutes for the meeting so they will be made part of the public record.

BYLAWS FOR NORTH END MANHATTAN BEACH BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD

5.2. Regular Meeting Procedures.

Because the North MB.BID constitutes a city entity, it shall comply with the Ralph M. Brown Act (being California Government Code Sections 54950 through 54963, as amended from time to time) when matters within the subject matter of the district are heard, discussed, or deliberated, and with the California Public Records Act (being California Government Code Sections 6250 through 6276.48) for all records relating to activities of the district.

The chairperson shall conduct the meeting pursuant to *Roberts Rules of Order*. Specifically, all attendees may address every agenda item for three minutes. The chair has discretion to award additional time for testimony by individual attendees.

Meeting Minutes.

The Recording-Secretary shall:

Provide the city-staff liaison with the draft minutes and amend the minutes per direction by the Board.

5.3. Special Meetings.

The chairperson may schedule special meetings of the Advisory Board. These special meetings shall comply with procedural requirements for regular meetings above, except that: 1) Noticing shall occur no later than five days before the meeting; and, 2) After the meeting, the recording secretary shall provide minutes to the city staff liaison along with all documents considered by the board.

5.4. Purchasing Procedures.

The Advisory Board should follow the current City provisions in MBMC 2.36. for informal and formal contract procedures and professional services.

5.5 Quorum.

Fifty percent of the elected advisory board shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes., A smaller number may adjourn from time to time until a quorum is obtained. Action may be taken by the Advisory Board upon a vote of a majority of a quorum, unless a higher vote is required by law.

5.6 Code of Conduct.

All Members of the Advisory Board shall adhere to the City Policy regarding code of conduct and meeting decorum.

ARTICLE 6. ANNUAL REPORT.

6.1. Annual Report.

Annually, in January, the Advisory Board shall approve the annual report which will be brought before city-council for approval.

The annual report shall include the information required by the Act, and shall include: 1) Improvements and activities planned for the coming year; 2) Estimated costs of said items where available; 3) The financial balance sheet for the past year; and 4) Proposed amendments to the bylaws if any.

The annual report should also include accomplishments achieved during the past year.

BYLAWS FOR NORTH END MANHATTAN BEACH BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD

ARTICLE 7. CITY-STAFF LIAISON PARTICIPATION.

The City Manager shall designate a City staff person to liaise with the Advisory Board, coordinate notices for public meetings and conduct annual elections. The City staff liaison does not serve on the Advisory Board and may attend meetings to offer support and assist as needed.

ARTICLE 8. BYLAWS AMENDMENT.

The Advisory Board may modify these bylaws and shall submit to the City Council a copy of its current bylaws with the annual report.