

**City Council Regular Meeting**  
**City Council Reorganization and Regular Meeting**  
**Tuesday, March 21, 2023**  
**6:00 PM**  
**City Council Chambers and Zoom**



**ELECTED OFFICIALS**

**Mayor** Steve Napolitano

**Mayor Pro Tem** Richard Montgomery

**Councilmember** Joe Franklin

**Councilmember** Amy Howorth

**Councilmember** David Lesser

**City Treasurer** Tim Lilligren

**EXECUTIVE TEAM**

**City Manager** Bruce Moe

**City Attorney** Quinn Barrow

**City Clerk** Liza Tamura

**Finance Director** Steve Charelian

**Fire Chief** Michael Lang

**Human Resources Director** Lisa Jenkins

**Information Technology Director** Terry Hackelman

**Parks and Recreation Director** Mark Leyman

**Police Chief** Rachel Johnson

**Public Works Director** Erick Lee

**Acting Community Development Director** Talyn Mirzakhonian

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**MISSION STATEMENT:**

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

## **MARCH 21, 2023**

### **CITY COUNCIL MEETING AGENDA PACKET:**

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**MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!**

*The City offers an opportunity to participate in City Council meetings via Zoom and In-Person.*

*Zoom Meeting:*

*Meeting ID: 933 7620 0363*

*Direct URL: <https://citymb-info.zoom.us/j/93376200363>*

*Via Phone Conference (Voice Only):*

*Phone Number: (669) 900-6833, Meeting ID: 933 7620 0363*

*The City Council encourages the public to participate by submitting comments in advance of the meeting, no later than 12:00 PM, March 21, 2023 (the day of the meeting), via:*

- 1) eComment at <http://www.manhattanbeach.gov/ecomment>
- 2) email to [cityclerk@manhattanbeach.gov](mailto:cityclerk@manhattanbeach.gov) 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.*

*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.manhattanbeach.gov](http://www.manhattanbeach.gov), 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.*

*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, March 15, 2023, 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.**

**PLEASE NOTE THAT THE CITY COUNCIL MAY ACT ON ANY ITEM LISTED ON THE AGENDA.**

**A. CALL MEETING TO ORDER**

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

**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. REORGANIZATION**

1. City Council Reorganization:
  - a) Recognition of Outgoing Mayor Napolitano
  - b) Selection of Mayor
  - c) Selection of Mayor Pro Tem (City Clerk Tamura).**APPROVE**

[23-0123](#)

**F. RECESS AND RECONVENE**

**G. RECESS CITY COUNCIL MEETING TO A MEETING OF THE MANHATTAN BEACH CAPITAL IMPROVEMENTS CORPORATION**

**I. CALL MEETING TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENT ON CAPITAL IMPROVEMENT CORPORATION**



**IV. GENERAL BUSINESS**

2. Reorganization of the Manhattan Beach Capital Improvements Corporation (CFO Charelian).

[CIC-13](#)

**ELECT A NEW PRESIDENT AND VICE PRESIDENT**

**H. ADJOURN THE MANHATTAN BEACH CAPITAL IMPROVEMENTS CORPORATIONS AND RECONVENE CITY COUNCIL MEETING**

**I. CEREMONIAL CALENDAR**

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

*City Councilmembers and community organization representatives may inform the public about upcoming events.*

## K. 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.

The City Council encourages the public to participate by submitting comments in advance of the meeting, no later than 12:00 PM, March 21, 2023 (the day of the meeting), via:

- 1) eComment at <http://www.manhattanbeach.gov/ecomment>
- 2) email to [cityclerk@manhattanbeach.gov](mailto:cityclerk@manhattanbeach.gov) 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 PERSON PUBLIC PARTICIPATION

Please complete the "Request to Address the City Council" card by filling out your name, city of residence, the item(s) you would like to offer public comment, and returning it to the City Clerk.

### NOOM PUBLIC PARTICIPATION

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>, even when submitting this request you will need to use the "raise hand" feature via Zoom during the presentation of that Agenda Item in order to confirm with the City Clerk's Office that you wish to provide comments.

- 1) Join Zoom Meeting via the internet:

Direct URL: <https://citymb-info.zoom.us/j/93376200363>, Meeting ID: 933 7620 0363

During the meeting you will need to use the "raise hand" button through Zoom at the time the Agenda Item is being presented for City Council consideration.

- 2) Join Zoom Meeting via Phone Conference (Voice Only):

Phone Number: (669) 900-6833, Meeting ID: 933 7620 0363

During the meeting you will need to enter \*9 on the phone's dial pad at to activate the "raise hand" button at the time the Agenda Item is being presented for City Council consideration.

Please note, the City is not responsible for the public's use of Zoom as it relates to the software, configuration, and setting on a personal device. The public is encouraged to visit the Zoom website for information on use of this software. The City's use of Zoom is consistent with the platform features and functions as described on the Zoom website.

**L. CONSENT CALENDAR (APPROVE)**

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

3. City Council Minutes: [23-0125](#)  
This Item Contains Minutes of the Following City Council Meeting(s):  
a) City Council Adjourned Regular Meeting Minutes of March 6, 2023  
b) City Council Regular Meeting Minutes of March 7, 2023  
(City Clerk Tamura).  
**APPROVE**  
**Attachments:** [City Council Adjourned Regular Meeting Minutes of March 6, 2023](#)  
[City Council Regular Meeting Minutes of March 7, 2023](#)
4. Financial Reports: [23-0083](#)  
a) Schedule of Demands February 17, 2023, and February 24, 2023  
b) Investment Portfolio for the Month Ending January 31, 2023  
c) Month End Report for January 31, 2023  
(Finance Director Charelian).  
**ACCEPT REPORTS AND DEMANDS**  
**Attachments:** [Schedule of Demands February 17, 2023 and February 24, 2023](#)  
[Investment Portfolio January 2023](#)  
[Month End Financial Report January 2023](#)
5. Consideration of a Resignation from Los Angeles County West Vector Control Board Trustee Dupree; Declare Vacant Los Angeles County West Vector Control Board Trustee Member-At-Large Seat (Dupree); and Defer Appointment Until the Annual Boards and Commissions Interview and Appointment Process (City Clerk Tamura). [23-0145](#)  
**A) ACCEPT RESIGNATION**  
**B) DECLARE VACANCY**  
**C) DEFER APPOINTMENT**  
**Attachments:** [Letter of Resignation - Trustee Dupree](#)
6. Consideration of Introducing an Ordinance Amending Section 8.20.020 of the Manhattan Beach Municipal Code to Increase the Rate of the City's Transient Occupancy Tax to 14% in Accordance with Measure A (Finance Director Charelian). [23-0137](#)  
**INTRODUCE ORDINANCE NO. 23-0007**  
**Attachments:** [Ordinance No. 23-0007](#)

7. Second Reading and Adoption of Ordinance No. 23-0006 Amending: [23-0133](#)
- a) the Zoning Text in Title 10, Part III of the Manhattan Beach Municipal Code and
  - b) the Zoning Map, to Create a Residential Overlay Zoning District for Certain Commercial Properties (Acting Community Development Director Mirzakhaniyan).

**ADOPT ORDINANCE NO. 23-0006**

Attachments: [Ordinance No. 23-0006](#)  
[Staff Report - March 7, 2023](#)

8. Consideration of Accepting as Complete Work Performed by Bon Air Incorporated Regarding the City Hall HVAC Improvements Project (Public Works Director Lee). [23-0011](#)

**ACCEPT AND AUTHORIZE**

**M. ITEMS REMOVED FROM THE CONSENT CALENDAR**

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

**N. PUBLIC HEARINGS**

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

**O. GENERAL BUSINESS**

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

9. Consideration of Resolutions to Initiate the Proposition 218 Process to Consider Increasing Wastewater Rate Fees and Adopt Procedures in Connection with Proposed Wastewater Fee Increases (Public Works Director Lee). [23-0035](#)

**ADOPT RESOLUTION NOS. 23-0029 AND 23-0030**

Attachments: [Resolution No. 23-0029](#)  
[Resolution No. 23-0030](#)  
[PowerPoint Presentation](#)

10. Consideration of a Resolution Amending the City Manager's Employment Agreement to Extend the Term to February 5, 2027, and Increase Yearly Base Salary to \$308,165.04 (City Attorney Barrow). [23-0130](#)

**ADOPT RESOLUTION NO. 23-0031, APPROVING AMENDMENT NO. 3 TO CITY MANAGER EMPLOYMENT AGREEMENT**

Attachments: [Resolution No. 23-0031](#)  
[Amendment No. 3 - City Manager's Employment Agreement](#)  
[Employment Agreement and Amendment Nos. 1 and 2](#)

**P. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS**

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

**Q. FUTURE AGENDA ITEMS**

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

**R. CITY MANAGER REPORT****S. CITY ATTORNEY REPORT****T. INFORMATIONAL ITEMS**

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

11. Agenda Forecast (City Clerk Tamura).  
**INFORMATION ITEM ONLY**

[23-0126](#)

**U. CLOSED SESSION****V. ADJOURNMENT**

**W. FUTURE MEETINGS****CITY COUNCIL MEETINGS**

*April 4, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*April 18, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*April 25, 2023 - Tuesday -- TBD - Boards and Commissions Interviews*  
*May 2, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*May 9, 2023 - Tuesday -- 6:00 PM - Budget Study Session*  
*May 16, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*May 23, 2023 - Tuesday -- 6:00 PM - Budget Study Session*  
*June 6, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*June 20, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*July 4, 2023 - Tuesday -- 6:00 PM - City Council Meeting (Rescheduled to July 5, 2023)*  
*July 5, 2023 - Wednesday -- 6:00 PM - City Council Meeting (Rescheduled from July 4, 2023)*  
*July 18, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*August 1, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*August 15, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*September 5, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*September 19, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*October 3, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*October 17, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*November 7, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*November 21, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*December 5, 2023 - Tuesday -- 6:00 PM - City Council Meeting*  
*December 19, 2023 - Tuesday -- 6:00 PM - City Council Meeting*

**BOARDS, COMMISSIONS AND COMMITTEE MEETINGS**

*March 22, 2023 - Wednesday - 3:00 PM - Planning Commission Meeting*  
*March 23, 2023 - Thursday - 4:00 PM - Parking and Public Improvements Commission Meeting*  
*March 27, 2023 - Monday - 4:00 PM - Parks and Recreation Commission Meeting*  
*April 10, 2023 - Monday - 4:00 PM - Library Commission Meeting*  
*April 12, 2023 - Wednesday - 3:00 PM - Planning Commission Meeting*  
*April 17, 2023 - Monday - 4:00 PM - Cultural Arts Commission Meeting*  
*April 24, 2023 - Monday - 4:00 PM - Parks and Recreation Commission Meeting*  
*April 26, 2023 - Wednesday - 3:00 PM - Planning Commission Meeting*  
*April 27, 2023 - Thursday - 4:00 PM - Parking and Public Improvements Commission Meeting*

**X. CITY OFFICES CLOSED**

**CITY HOLIDAYS:**

*May 29, 2023 – Monday – Memorial Day*

*July 4, 2023 - Tuesday - Independence Day*

*September 4, 2023 - Monday - Labor Day*

*October 9, 2023 – Monday – Columbus Day*

*November 10, 2023 – Friday – Veterans Day (Observance of November 11, 2023)*

*November 23-24, 2023 - Thursday & Friday - Thanksgiving Holiday*

*December 25, 2023 - Monday - Christmas Day Observed*

*January 1, 2024 – Monday – New Years Day Observed*

*January 15, 2024 – Monday – Martin Luther King Day*

*February 19, 2024 - Monday - Presidents Day*







**CITY OF MANHATTAN BEACH**

1400 Highland Avenue Manhattan Beach, CA 90266  
www.manhattanbeach.gov • (310) 802-5000

# STAFF REPORT

**Agenda Date:** 3/21/2023

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Liza Tamura, City Clerk

Martha Alvarez, Assistant City Clerk

**SUBJECT:**

City Council Reorganization:

- a) Recognition of Outgoing Mayor Napolitano
- b) Selection of Mayor
- c) Selection of Mayor Pro Tem  
(City Clerk Tamura).

**APPROVE**

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**RECOMMENDATION:**

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

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the recommended action.

**BACKGROUND:**

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

**DISCUSSION:**

The Mayor is a member of the City Council and is selected by a majority of the City Council every nine and a half months. As a member of the City Council, the Mayor shall have all the powers of a member, in addition to attending public events on behalf of the City Council in a ceremonial capacity.

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

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

- March 21, 2023 - January 2, 2024 (9 ½ Months)
- January 2, 2024 - October 15, 2024 (9 ½ Months)

**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.



**CITY OF MANHATTAN BEACH**

1400 Highland Avenue Manhattan Beach, CA 90266  
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# STAFF REPORT

**Agenda Date:** 3/21/2023

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**TO:**

Board of Directors of the Manhattan Beach Capital Improvements Corporation

**THROUGH:**

Bruce Moe, Chief Administrative Officer

**FROM:**

Steve S. Charelian, Chief Financial Officer

**SUBJECT:**

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

**ELECT A NEW PRESIDENT AND VICE PRESIDENT**

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**RECOMMENDATION:**

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

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the recommended action.

**BACKGROUND:**

The Manhattan Beach Capital Improvements Corporation (CIC) was formed in 1996 to facilitate issuance of debt for improvements to the water and wastewater system. It has been used since then as the conduit for a number of debt issues including the Police/Fire Facility, Metlox improvements, Marine Sports Fields, and Fire Station No. 2.

**DISCUSSION:**

The bylaws of the Corporation state that the President and Vice President of the Corporation must be elected from the members of the City Council. Typically, the current Mayor serves as the President, with the Mayor Pro Tem serving as the Vice President. Appointed positions include the City Manager serving as the CIC's Chief Administrative Officer, and the City's Finance Director serving as the Chief Financial Officer. With the change of Mayor and Mayor Pro Tem on the agenda for the March 21, 2023, City Council meeting, staff recommends that the CIC Board of Directors elect a new President and a new Vice President.

**PUBLIC OUTREACH:**

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

**ENVIRONMENTAL REVIEW**

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

**LEGAL REVIEW**

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



**CITY OF MANHATTAN BEACH**

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# STAFF REPORT

**Agenda Date:** 3/21/2023

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Liza Tamura, City Clerk

Patricia Matson, 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 March 6, 2023
- b) City Council Regular Meeting Minutes of March 7, 2023  
(City Clerk Tamura).

**APPROVE**

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**RECOMMENDATION:**

The attached minutes are for City Council approval:

Attachment(s):

- 1. City Council Adjourned Regular Meeting Minutes of March 6, 2023
- 2. City Council Regular Meeting Minutes of March 7, 2023



# City of Manhattan Beach

1400 Highland Avenue  
Manhattan Beach, CA 90266



## Meeting Minutes - Draft

Monday, March 6, 2023

5:00 PM

City Council Chambers

## City Council Adjourned Regular Meeting

### **ELECTED OFFICIALS**

**Mayor Steve Napolitano**

**Mayor Pro Tem Richard Montgomery**

**Councilmember Joe Franklin**

**Councilmember Amy Howorth**

**Councilmember David Lesser**

**A. CALL MEETING TO ORDER**

*Mayor Napolitano called the meeting to order.*

**B. PLEDGE TO THE FLAG**

*Peter Brown led the Pledge of Allegiance.*

**C. ROLL CALL**

*Roll Call led by City Clerk Liza Tamura.*

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

**D. PUBLIC COMMENTS (3 MINUTES PER PERSON)**

*Mayor Napolitano opened the floor to public comments.*

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

**E. CLOSED SESSION**

*Assistant City Attorney Brendan Kearns announced the following Closed Session:*

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

**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**

**II. RECESS INTO CLOSED SESSION**

*At 5:02 PM, the City Council recessed into Closed Session.*



**III. RECONVENE INTO OPEN SESSION**

*At 6:22 PM, the City Council reconvened with all City Councilmembers present.*

**IV. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION**

*Assistant City Attorney Kearns announced that the City Council went into Closed Session to discuss the items identified on the agenda and that the City Council gave direction to its labor negotiators.*

**F. ADJOURNMENT**

*At 6:22 PM, Mayor Napolitano adjourned the meeting and announced that the next meeting would take place on March 7, 2023, at 6:00 PM.*

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**Patricia Matson**  
**Recording Secretary**

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**Steve Napolitano**  
**Mayor**

**ATTEST:**

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**Liza Tamura**  
**City Clerk**



# City of Manhattan Beach

1400 Highland Avenue  
Manhattan Beach, CA 90266



## Meeting Minutes - Draft

Tuesday, March 7, 2023

6:00 PM

Regular Meeting

City Council Chambers and Zoom

## City Council Regular Meeting

### ***ELECTED OFFICIALS***

***Mayor Steve Napolitano***

***Mayor Pro Tem Richard Montgomery***

***Councilmember Joe Franklin***

***Councilmember Amy Howorth***

***Councilmember David Lesser***

**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.manhattanbeach.gov/departments/city-clerk/city-council-meetings-agendas-and-minutes](http://www.manhattanbeach.gov/departments/city-clerk/city-council-meetings-agendas-and-minutes)

**A. CALL MEETING TO ORDER**

*Mayor Napolitano called the meeting to order.*

**B. PLEDGE TO THE FLAG**

*Jackson Zawacki of Mira Costa High School, led the Pledge of Allegiance.*

**C. ROLL CALL**

*Roll Call led by City Clerk Liza Tamura.*

**Present:** 5 - Mayor Napolitano, Mayor Pro Tem Montgomery, Councilmember Franklin, Councilmember Howorth and Councilmember Lesser

**D. CEREMONIAL CALENDAR**

*None.*

**E. APPROVAL OF AGENDA AND WAIVER OF FULL READING OF ORDINANCES**

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

**Aye:** 5 - Napolitano, Montgomery, Franklin, Howorth and Lesser

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

*Library Manager Josh Murray announced that the Library would be closed on March 9, 2023, for their annual staff development training. Regular library hours would resume at 10:00 AM on March 10, 2023.*

*Bruna Bernardi, member of the Leadership Manhattan Beach Class of 2023, announced their class project that would assist in building a pantry at the Richstone Family Center as part of the Single Mom's Nutrition Pantry Project.*

*Communications & Civic Engagement Manager Jessica Vincent announced the Bruce's Beach Plaque Dedication Ceremony on March 18, 2023, at 10:00 AM at Bruce's Beach Park. She also announced the upcoming Sepulveda Bridge Widening Project Dedication Ceremony and Bo Bridges Mural Ribbon Cutting at City Hall.*

*President and CEO of the Chamber of Commerce David Archer announced the annual State of the City on March 16, 2023, at the Westdrift Hotel from 5:00 PM to 6:00 PM.*

*Heather Kim announced the Manhattan Beach Police Department's promotional ceremony on March 8, 2023, at 2:30 PM in front of the Police Department.*

*Councilmember Lesser announced that the South Bay Cities Council of Governments would be holding their annual General Assembly on March 23, 2023, from 9:00 AM - 3:00 PM. The event is free and open to the those that register.*

**G. PUBLIC COMMENTS (3 MINUTES PER PERSON)**

*Mayor Napolitano opened the floor to public comments. The following individual(s) spoke:*

*Julie Justus McGinity  
Suzanne Hadley  
Chad Feilke  
Cash Feilke  
Megan Leon*

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

## H. CONSENT CALENDAR (APPROVE)

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

**Aye:** 5 - Napolitano, Montgomery, Franklin, Howorth and Lesser

1. City Council Minutes: [23-0025](#)  
This Item Contains Minutes of the Following City Council Meeting(s):
  - a) City Council Regular Meeting Minutes of February 21, 2023
  - b) City Council Adjourned Regular Meeting Minutes of February 28, 2023 (City Clerk Tamura).**APPROVE**  

The recommendation for this item was approved on the Consent Calendar.
2. Financial Reports: [23-0082](#)  
Schedule of Demands February 3, 2023, and February 10, 2023 (Finance Director Charelian).  
**ACCEPT REPORTS AND DEMANDS**  

The recommendation for this item was approved on the Consent Calendar.
3. Receive and File the 2022 Housing Element Annual Progress Report as Required by the California Department of Housing and Community Development (Acting Community Development Director Mirzakhian). [23-0108](#)  
**RECEIVE AND FILE**  

The recommendation for this item was approved on the Consent Calendar.
4. Consideration of a Resolution Awarding a Construction Agreement to FS Contractors, Inc. for the Rowell Avenue Sidewalk Gap Closure Between 1st Street and Curtis Avenue Project for \$602,767 Including Contingency; and a Determination Pursuant to the California Environmental Quality Act that the Project is Categorically Exempt Pursuant to Section 15301(c) of the State CEQA Guidelines (Public Works Director Lee). [23-0051](#)  
**ADOPT RESOLUTION NO. 23-0022**  

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

## I. ITEMS REMOVED FROM THE CONSENT CALENDAR

*None.*

**J. PUBLIC HEARING**

5. Public Hearing to Consider Ordinance No. 23-0006 Amending: [23-0113](#)

- a) the Zoning Text in Title 10, Part III of the Manhattan Beach Municipal Code and
- b) the Zoning Map; and to Consider Resolution No. 23-0025 Amending the Land Use Element of the Manhattan Beach General Plan, to Create a Residential Overlay Zoning District for Certain Commercial Properties (Acting Community Development Director Mirzakhonian).

**A) CONDUCT PUBLIC HEARING****B) INTRODUCE ORDINANCE NO. 23-0006****C) ADOPT RESOLUTION NO. 23-0025**

**(Estimated Time: 30 Mins.)**

*Acting Community Development Director Talyn Mirzakhonian introduced Senior Planner Jahee Yoon who provided the PowerPoint presentation.*

*Senior Planner Yoon, Acting Community Development Director Mirzakhonian, and City Attorney Quinn Barrow responded to City Council questions.*

*Mayor Napolitano opened the public hearing. The following individual(s) spoke:*

*Paul Mullin*

*Seeing no further requests to speak, Mayor Napolitano closed the public hearing.*

*Councilmember Howorth made a motion to adopt the proposed resolution.*

*City Attorney Barrow clarified the motion made by Councilmember Howorth.*

**A motion was made by Councilmember Howorth, seconded by Mayor Pro Tem Montgomery, to introduce Ordinance No. 23-0006.**

**City Attorney Quinn Barrow read the title of Ordinance No. 23-0006 into the record:**

**AN ORDINANCE OF THE CITY OF MANHATTAN BEACH ADDING CHAPTER 10.50 TO THE MANHATTAN BEACH MUNICIPAL CODE TO ESTABLISH A RESIDENTIAL OVERLAY ZONING DISTRICT AND APPLYING THE OVERLAY TO CERTAIN PROPERTIES**

**The motion carried by the following vote:**

**Aye:** 3 - Montgomery, Howorth and Lesser

**Nay:** 2 - Napolitano and Franklin

**A motion was made by made by Councilmember Howorth, seconded by Mayor Pro Tem Montgomery, to adopt Resolution No. 23-0025, a resolution of the Manhattan Beach City Council adopting amendments to the land use element of the General Plan regarding a Residential Overlay District. The motion carried by the following vote:**

**Aye:** 3 - Montgomery, Howorth and Lesser

**Nay:** 2 - Napolitano and Franklin

*City Attorney Barrow provided that the ordinance would return under the Consent Calendar at the next City Council meeting for its second reading and adoption.*



**K. GENERAL BUSINESS**

6. Consideration of Design Updates, Cost Estimates, Naming of the Senior and Scout Community Center, and Renegotiating the Memorandum of Understanding (Parks and Recreation Director Leyman).

[23-0032](#)

*(Estimated Time: 1 Hr.)*

**A) DISCUSS AND PROVIDE DIRECTION****B) IF APPROVED, ALLOCATE \$1,691,548**

*Councilmember Lesser disclosed that his family had contributed to the non-profit that supports the Scout Center, but that he had no financial interest in the project and would continue to be a part of the discussion.*

*City Attorney Quinn Barrow provided that there were no financial interests in a decision on this matter so there is no conflict of interest under the PRA. Any of the Councilmembers that have donated to the non-profit have a fiduciary duty to the City to make the best decision for the City.*

*Parks and Recreation Director Mark Leyman provided a brief PowerPoint presentation and introduced Architect Louie Tomaro who provided a PowerPoint as well.*

*Friends of the Senior & Scout Community Center Boardmember Julie Justus McGinity, Mr. Tomaro, Friends of the Senior & Scout Community Center Vice-Chair Beth Gessner, and Parks and Recreation Director Leyman responded to City Council questions.*

*Parks and Recreation Director Leyman and Finance Director Steve Charelian continued the PowerPoint presentation.*

*Finance Director Charelian and Parks and Recreation Director Leyman responded to City Council questions.*

*Parks and Recreation Director Leyman continued the PowerPoint presentation.*

*Public Works Director Erick Lee, Finance Director Charelian, Ms. McGinity, City Attorney Quinn Barrow, and City Manager Bruce Moe responded to City Council questions.*

*Mayor Napolitano opened the floor to public comments. The following individual(s) spoke:*

*Michael Tauber  
Wayne Powell  
Lucia La Rosa Ames*

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

*Acting Community Development Director Talyn Mirzakhianian responded to City Council questions.*

A motion was made by Councilmember Lesser, seconded by Councilmember Howorth:

- 1) to move forward with the Senior & Scout Community Center and discuss naming rights at a later date;
- 2) to chose funding Option 1 as identified in the Staff Report which would fund the shortfall of \$1,691,548 by transferring the amount from the Unreserved General Fund balance to the CIP Fund over two years in Fiscal Year 2022-2023 (\$691,548) and Fiscal Year 2023-2024 (\$1.0 million). To mitigate the impact on Unreserved General Fund balance, staff proposes reducing the General Fund Pension Policy transfer to the Pension Stabilization Fund by \$1.0 million in Fiscal Year 2023-2024;
- 3) to direct staff to engage with the Friends of the Senior & Scout Community Center regarding renegotiating the MOU and report back to the City Council without delaying the project.

The motion carried by the following vote:

**Aye:** 5 - Napolitano, Montgomery, Franklin, Howorth and Lesser

*At 8:25 PM, the City Council recessed and reconvened at 8:39 PM with all City Councilmembers present.*

7. Consideration of the City of Manhattan Beach Historical Collection Policy and Action Plan and a Polliwog Pavilion Concept to Improve Access to the Historical Collection and Expand Eastside Library Services (Parks and Recreation Director Leyman). [23-0127](#)

*(Estimated Time: 45 Mins.)*

**DISCUSS AND PROVIDE DIRECTION**

*Parks and Recreation Director Mark Leyman introduced Senior Recreation Manager Melissa McCollum who provided background information regarding the item.*

*History Associates Incorporated Archivist Brandon Werts provided a PowerPoint presentation.*

*Senior Recreation Manager McCollum provided a PowerPoint presentation.*

*Senior Recreation Manager McCollum, Manhattan Beach Historical Society Vice-President Kristin Long Drew, Parks and Recreation Director Leyman, and City Manager Bruce Moe responded to City Council questions.*

*Mayor Napolitano opened the floor to public comments. The following individual(s) spoke:*

*Kristin Long Drew  
Martha Andreani  
Gary McAulay  
Mark Shoemaker*

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

*A motion was made by Mayor Pro Tem Montgomery, to accept the Collection Policy for the City of Manhattan Beach Historical Collection; direct staff to begin implementing phases III and IV of the Action Plan for improving the care management of the Historical Collection; and direct staff to continue to develop a Polliwog Pavilion concept in partnership with the Los Angeles County Library to improve access to the Historical Collection and expand east side library services.*

*Councilmember Lesser inquired if Councilmember Montgomery would consider directing staff to return with more information regarding the surplus and how it might be utilized.*

*Councilmember Montgomery declined to incorporate the request into the motion.*

**A motion was made by Mayor Pro Tem Montgomery, seconded by Councilmember Howorth, to accept the Collection Policy for the City of Manhattan Beach Historical Collection; direct staff to begin implementing Phases III and IV of the Action Plan for improving the care management of the Historical Collection; and direct staff to continue to develop a Polliwog Pavilion concept in partnership with the Los Angeles County Library to improve access to the Historical Collection and expand east side library services. The motion carried by the following vote:**

**Aye:** 5 - Napolitano, Montgomery, Franklin, Howorth and Lesser

8. Consideration of a Revised Annual Work Plan for the Cultural Arts Commission (CAC) and Authorization for Requests for Proposals for Utility Box Beautification, Murals, and Sculpture Garden (Parks and Recreation Director Leyman).

[23-0104](#)

**(Estimated Time: 30 Mins.)**

**DISCUSS AND PROVIDE DIRECTION**

*Parks and Recreation Director Mark Leyman introduced Cultural Arts Manager Eilen Stewart who provided the PowerPoint presentation.*

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

*Cultural Arts Manager Stewart continued the PowerPoint presentation and responded to City Council questions throughout the presentation.*

*Mayor Napolitano opened the floor to public comments. The following individual(s) spoke:*

*Jackie May  
Tom Horton  
Gary McAulay*

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

*A motion was made by Mayor Pro Tem Montgomery to approve the Cultural Arts Commission's request to install a commemorative plaque honoring Dale Velzy in front of 117 Manhattan Beach Boulevard; and to approve the proposals and recommended budgets for the following initiatives: Utility Box Beautification, Murals, and Sculpture Garden.*

*Councilmember Howorth inquired if Mayor Pro Tem Montgomery would consider removing the restroom building at the Pier and the Fire Station as potential mural locations.*

*Mayor Pro Tem Montgomery requested to hear Council's comments first.*

*At 10:30 PM, City Attorney Quinn Barrow provided that a motion would be needed to extend the meeting past 11:00 PM.*

**A motion was made by Councilmember Lesser, seconded by Councilmember Howorth, to extend the meeting past 11:00 PM. The motion carried by the following vote:**

**Aye:** 3 - Franklin, Howorth and Lesser

**Nay:** 1 - Montgomery

**Abstain:** 1 - Napolitano

*Cultural Arts Manager Stewart provided clarification regarding the plaque language.*

**A motion was made by Mayor Pro Tem Montgomery, seconded by Councilmember Howorth, to approve the Cultural Arts Commission's request to install a commemorative plaque honoring Dale Velzy in front of 117 Manhattan Beach Boulevard; and to approve the proposals and recommended budgets for the following initiatives: Utility Box Beautification, Murals, and Sculpture Garden. The motion carried by the following vote:**

**Aye:** 5 - Napolitano, Montgomery, Franklin, Howorth and Lesser

*Cultural Arts Manager Stewart further clarified the plaque language and responded to City Council questions.*

*A motion was made by Councilmember Howorth to approve the installation of a plaque honoring Dale Velzy with the following language: "Dale "Hawk" Velzy, opened the world's first known surfboard retail shop on this site in 1950."*

*Cultural Arts Manager Stewart responded to City Council questions.*

*Councilmember Howorth amended her motion to include that the size of the plaque be 12" x 16".*

*Cultural Arts Manager Stewart responded to City Council questions.*

**A motion was made by Councilmember Howorth, seconded by Mayor Pro Tem Montgomery, to approve the installation of a 12" x 16" plaque honoring Dale Velzy with the following language: "Dale "Hawk" Velzy, opened the world's first known surfboard retail shop on this site in 1950." The motion carried by the following vote:**

**Aye:** 5 - Napolitano, Montgomery, Franklin, Howorth and Lesser

***The City Council approved the Cultural Arts Commission's request to proactively explore new art opportunities and to bring them back for City Council consideration.***

9. Review and Select the Design Option for Decorative Crosswalks in North Manhattan Beach and Adopt Resolution Nunc Pro Tunc No. 23-0024 for Work to be Completed in Conjunction with the Biennial Slurry Seal Project which Qualifies for a Categorical Exemption Pursuant to Section 15301 Class 1 of the State CEQA Guidelines (Public Works Director Lee).

[23-0072](#)

(Estimated Time: 30 Mins.)

**A) DISCUSS AND PROVIDE DIRECTION**

**B) ADOPT RESOLUTION NUNC PRO TUNC NO. 23-0024**

*Public Works Director Erick Lee introduced Associate Engineer Bianca Cardenas who provided the PowerPoint presentation.*

*Mayor Napolitano opened the floor to public comments. The following individual(s) spoke:*

*Mike Simms  
Heather Kim*

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

*Director of the North Manhattan Beach Business Improvement District Mike Simms responded to City Council questions.*

*A motion was made by Mayor Pro Tem Montgomery to rotate each of the logo options at the available crosswalks.*

*Public Works Director Erick Lee provided additional information and responded to City Council questions.*

**A motion was made by Mayor Pro Tem Montgomery, seconded by Mayor Napolitano, to rotate Logo Option 2 (North Manhattan Beach Business Improvement District Logo) and Logo Option 3 (City Logo) at each of the crosswalks and let the NMBBID decide the logo rotation at the four available crosswalks; and to adopt Resolution Nunc Pro Tunc No. 23-0024, a resolution of the Manhattan Beach City Council correcting the amount indicated in Section 3 of Resolution No. 23-0003 for additional work on the Slurry Seal Project encompassing the north area of the Sand Section, if necessary. The motion carried by the following vote:**

**Aye:** 4 - Napolitano, Montgomery, Howorth and Lesser

**Nay:** 1 - Franklin

**L. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS**

*Councilmember Howorth provided an update regarding the Clean Power Alliance and the overall participation rates within the community and rate changes.*

## M. FUTURE AGENDA ITEMS

*Councilmember Lesser requested a report back from staff regarding calming measures or prospective projects regarding pedestrian safety on Valley Drive. The request was seconded by Councilmember Franklin.*

*City Attorney Quinn Barrow and City Manager Bruce Moe responded to City Council questions.*

***The City Council directed staff to send the request to the Parking and Public Improvements Commission to evaluate and return to the City Council with potential solutions.***

*City Attorney Barrow responded to City Council questions.*

*City Attorney Barrow confirmed that the motion from Agenda Item No 9. included the adoption of Resolution Nunc Pro Tunc No. 23-0024.*

## N. CITY MANAGER REPORT

*None.*

## O. CITY ATTORNEY REPORT

*None.*

## P. INFORMATIONAL ITEMS

10. Agenda Forecast (City Clerk Tamura). [23-0112](#)  
**INFORMATION ITEM ONLY**

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

11. Recent Planning Commission Quasi-Judicial Decisions: [23-0109](#)  
Use Permit Amendment to Allow Alcohol Sales (the Sale of Beer and Wine Only for On-Site Consumption) at an Existing "Eating and Drinking Establishments" Use Located at 321 Manhattan Beach Boulevard in the Downtown Commercial (CD) Zoning District. (Bluestone Lane Restaurant) (Acting Community Development Director Mirzakhaniyan).  
**INFORMATION ITEM ONLY**

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

**12. Commission Minutes:**[23-0114](#)

This Item Contains Minutes of the following City Commission Meetings:

- a) Parking and Public Improvements Commission Meeting Minutes of August 25, 2022 (Acting Community Development Director Mirzakhonian)
- b) Parking and Public Improvements Commission Meeting Minutes of September 22, 2022 (Cancelled) (Acting Community Development Director Mirzakhonian)
- c) Parking and Public Improvements Commission Meeting Minutes of October 27, 2022 (Cancelled) (Acting Community Development Director Mirzakhonian)
- d) Parking and Public Improvements Commission Meeting Minutes of November 24, 2022 (Rescheduled) (Acting Community Development Director Mirzakhonian)
- e) Parking and Public Improvements Commission Meeting Minutes of December 1, 2022 (Acting Community Development Director Mirzakhonian)
- f) Library Commission Meeting Minutes of December 12, 2022 (Parks and Recreation Director Leyman)
- g) Planning Commission Meeting Minutes of December 14, 2022 (Acting Community Development Director Mirzakhonian)
- h) Parking and Public Improvements Commission Meeting Minutes of December 22, 2022 (Rescheduled) (Acting Community Development Director Mirzakhonian)
- i) Planning Commission Meeting Minutes of January 25, 2023 (Cancelled) (Acting Community Development Director Mirzakhonian)
- j) Planning Commission Meeting Minutes of February 8, 2023 (Cancelled) (Acting Community Development Director Mirzakhonian).

**INFORMATION ITEM ONLY**

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

**Q. CLOSED SESSION**

*None.*



**R. ADJOURNMENT**

*At 11:06 PM, Mayor Napolitano adjourned the meeting to March 14, 2023 at 6:00 PM.*

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**Patricia Matson**  
**Recording Secretary**

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**Steve Napolitano**  
**Mayor**

**ATTEST:**

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**Liza Tamura**  
**City Clerk**





**CITY OF MANHATTAN BEACH**

1400 Highland Avenue Manhattan Beach, CA 90266  
www.manhattanbeach.gov • (310) 802-5000

# STAFF REPORT

**Agenda Date:** 3/21/2023

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Steve S. Charelian, Finance Director  
Julie Bondarchuk, Financial Controller  
Libby Bretthauer, Financial Services Manager

**SUBJECT:**

Financial Reports:

- a) Schedule of Demands February 17, 2023, and February 24, 2023
- b) Investment Portfolio for the Month Ending January 31, 2023
- c) Month End Report for January 31, 2023  
(Finance Director Charelian).

**ACCEPT REPORTS AND DEMANDS**

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**RECOMMENDATION:**

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

**FISCAL IMPLICATIONS:**

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

The total value of the warrant registers for February 17, 2023, and February 24, 2023, is \$3,334,764.37.

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

Investment Portfolio:

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

Month End Report:

This package includes summary level financial information for the month ending January 31, 2023. This report marks the seventh month of fiscal year 2022-2023 and reflects the annual budget adopted by City Council. The report provides monthly and year-to-date activity for all funds and departments presenting a snapshot of budget performance. A report highlighting the performance of key revenue sources is also included.

Lastly, a summary of balance sheet accounts managed by the City is included to provide the balances as of January 31, 2023. Balance sheet accounts record funds collected from private parties for a specific use together with the various expenditures that result from associated projects and activities. This report shows a brief description of each account along with its purpose, month-end balance, and the managing department.

**PUBLIC OUTREACH:**

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

**ENVIRONMENTAL REVIEW:**

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

**LEGAL REVIEW:**

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

**ATTACHMENTS:**

1. Schedule of Demands for February 17, 2023, and February 24, 2023
2. Investment Portfolio for the Month Ending January 31, 2023
3. Month End Report for January 31, 2023

# City of Manhattan Beach

## Finance Department



## Schedule of Demands

### February 17, 2023, and February 24, 2023

**CITY OF MANHATTAN BEACH**  
**WARRANT REGISTER**

WARRANT(S) AP021723 & AP022423  
 DATED: 2/17/2023 & 2/24/2023

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$3,334,764.37 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.

THIS 21ST DAY OF MARCH

REVIEWED, CERTIFIED AND APPROVED  
 BY CITY MANAGER BRUCE MOE AND  
 BY FINANCE DIRECTOR STEVE CHARELIAN

WARRANT REGISTER (S ) AP021723 & AP022423	WARRANT(S)  AP021723 AP022423  PREPAID WIRES / MANUAL CKS AP021723 AP022423	779,939.73 841,876.86  9,019.85 <u>622,383.18</u>
<b>SUB-TOTAL WARRANTS</b>		2,253,219.62
VOIDS		(58.86)
PAYROLL	PE 2/10/2023	PY 1,081,603.61
<b>TOTAL WARRANTS</b>		<u><u>\$ 3,334,764.37</u></u>

# CITY OF MANHATTAN BEACH

## WARRANT REGISTER



### WIRES

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
902172023	2/17/2023	W	CITY OF MANHATTAN BEACH	PE 2-10-23 FSA CONTRIBUTION	9,019.85
<b>SUB-TOTAL :</b>					<b>9,019.85</b>

### WARRANT #: AP021723

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
552855	2/17/2023	P	THE ABY MANUFACTURING GROUP INC.	DEPARTMENTAL BADGE SUPPLIER	485.29
552856	2/17/2023	P	ADAMSON POLICE PRODUCTS	LAW ENFORCEMENT SUPPLIES	3,555.37
552857	2/17/2023	P	ADMINSURE INC	GENERAL LIABILITY CLAIMS ADMIN	4,519.00
552858	2/17/2023	P	ARAKELIAN ENTERPRISES INC	STREET SWEEPING AND PRESSURE W	70,177.35
552859	2/17/2023	P	ARDURRA GROUP INC	132983 JAN'23 ON-CALL PROJECT	19,455.00
552860	2/17/2023	P	ASSA ABLOY ENTRANCE SYSTEMS US	CITY HALL AUTOMATIC FRONT DOOR	960.00
552861	2/17/2023	P	AT&T MOBILITY	DEPARTMENT CELL MONTHLY CELL P	3,376.78
552862	2/17/2023	P	BARR COMMERCIAL DOOR REPAIR	THREE YEAR COMMERCIAL DOOR REP	597.50
552863	2/17/2023	P	BIG BELLY SOLAR LLC	BIG BELLY SOLAR TRASH/RECYCLIN	2,323.29
552864	2/17/2023	P	BRINKS INCORPORATED	ARMORED CASH TRANSPORT	1,252.40
552865	2/17/2023	P	BRYAN CAVE LEIGHTON PAISNERLLP	TRADEMARK & LOGO LEGAL SERVICE	2,178.75
552866	2/17/2023	P	BUSINESS RECOVERY SERVICES	REMOTE PAYMENT PROCESSING SERV	630.33
552867	2/17/2023	P	CA NEWSPAPER PARTNERSHIP	ADVERTISING	2,841.26
552868	2/17/2023	P	CA TEAMSTERS LOCAL 911	TEAMSTERS DUES	5,186.01
552869	2/17/2023	P	CALIFORNIA DEPARTMENT OF HEALTH CARE	ACCT #GEM1043216740 GEMT QUALI	8,402.94
552870	2/17/2023	P	CHARTER COMMUNICATIONS HOLDING LLC	CABLE SERVICE (MS) FEB 2023	136.70
552871	2/17/2023	P	CINTAS CORPORATION NO 640	AUTOMATED HAND SANITIZER STATI	58.86
552872	2/17/2023	P	CIVIC SOLUTIONS INC	CIV SOL JAN 2023 INV RE PROF S	21,255.00
552873	2/17/2023	P	CLEAR GOV INC	BUDGET BOOK SOFTWARE	18,671.23



# CITY OF MANHATTAN BEACH

## WARRANT REGISTER



### WARRANT #: AP021723

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
552874	2/17/2023	P	COMPANY NURSE LLC	WORK INJURY TRIAGE HOTLINE	495.00
552875	2/17/2023	P	CONCENTRA HEALTH SERVICES INC	DOT RANDOM TESTING & OHS SERVI	240.00
552876	2/17/2023	P	CORODATA RECORDS MANAGEMENT	OFFSITE RECORDS STORAGE	266.82
552877	2/17/2023	P	CUSTOMER REFUND	PAGE; CITE 67012368	53.00
552878	2/17/2023	P	CUSTOMER REFUND	LACAZE; CITE 70013777	84.00
552879	2/17/2023	P	D & H FIRE PROTECTION INC	FIRE PROTECTION SERVICES	1,150.00
552880	2/17/2023	P	EASY READER INC	NMBBID 2022 HOLIDAY STROLL AD	639.00
552881	2/17/2023	P	EBIX INC	INSURANCE CERTIFICATE DATA MAN	3,782.50
552882	2/17/2023	P	EMPLOYEE REFUND VENDOR	REIMBURSEMENT-TRAVEL EXPENSE	240.93
552883	2/17/2023	P	EMPLOYEE REFUND VENDOR	REIMBURSEMENT-TRAVEL EXPENSE	729.21
552884	2/17/2023	P	FEDERAL EXPRESS CORPORATION	DELIVERY SERVICE	8.00
552885	2/17/2023	P	FRANCHISE TAX BOARD	PE 2-10-23 PAYROLL GARNISHMENT	275.00
552886	2/17/2023	P	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	475.26
552887	2/17/2023	P	GALLS PARENT HOLDINGS LLC	DEPARTMENTAL UNIFORM VENDOR	693.46
552888	2/17/2023	P	GEOSYNTEC CONSULTANTS INC	PROJECT MANAGEMENT BEACH CITIE	55,999.22
552889	2/17/2023	P	GLENN A RICK ENGINEERING & DEVELOPMENT	92350 11/26-12/31/22 AVIATION	4,630.20
552890	2/17/2023	P	HADRONEX INC	SMARTCOVER SEWER TECHNOLOGY	7,025.00
552891	2/17/2023	P	HDL COREN & CONE	PROPERTY TAX REPORTING, ANALYT	3,548.94
552892	2/17/2023	P	HERC RENTALS INC	MONTHLY RENTAL OF 2 - 6"PUMPS	9,677.20
552893	2/17/2023	P	HPS WEST INC	1-INCH MASTER METER WATER METE	21,164.71
552894	2/17/2023	P	INTERNATIONAL CITY MANAGEMENT	ICMA - PE 02-10-23 - PLAN 1093	1,542.04
552895	2/17/2023	P	INTERNATIONAL CITY MANAGEMENT	ICMA - PE 02-10-23 - PLAN 1097	15,653.55
552896	2/17/2023	P	INTERNATIONAL CITY MANAGEMENT	ICMA - PE 02-10-23 - PLAN 3005	92,273.12
552897	2/17/2023	P	INTERNATIONAL CITY MANAGEMENT	ICMA - PE 02-10-23 - PLAN 8034	1,613.69



# CITY OF MANHATTAN BEACH

## WARRANT REGISTER



### WARRANT #: AP021723

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
552898	2/17/2023	P	IPS GROUP INC	PARKING METER FEES, PARTS & LA	23,046.73
552899	2/17/2023	P	IRON MOUNTAIN INFO MNGMT INC	RECORDS STORAGE - PERM & ARCHI	2,982.54
552900	2/17/2023	P	KEVORK ENTERPRISES INC	AUTO BODY REPAIRS	1,500.95
552901	2/17/2023	P	L A COUNTY SHERIFFS DEPT	JAIL FOOD FOR JAN 2023	719.84
552902	2/17/2023	P	LAURIE MCDERMOTT	NMBBID 2022 HOLIDAY STROLL	450.00
552903	2/17/2023	P	LIVEVIEW TECHNOLOGIES INC	MONTHLY LIVEVIEW SURVEILLANCE	2,459.65
552904	2/17/2023	P	M B POLICE MGMT ASSC	PE 2-10-23 MBPMA DUES	450.00
552905	2/17/2023	P	M B POLICE OFFICERS ASSOCIA	PE 2-10-23 MBPOA DUES	3,632.50
552906	2/17/2023	P	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	7,357.98
552907	2/17/2023	P	MANHATTAN BEACH PART TIME EMPLOYEES	PE 2-10-2023 MBPTEA DUES	50.00
552908	2/17/2023	P	MARCELO SERRANO	PE 2-10-2023 MBMEA DUES	902.00
552909	2/17/2023	P	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE MAINTENANCE SERVICES	6,264.68
552910	2/17/2023	P	MEREDITH R MILLER	HEALTH & WELLNESS PROGRAM	990.00
552911	2/17/2023	P	MONTGOMERY HARDWARE CO	ELECTRICAL SUPPLIES	470.95
552912	2/17/2023	P	NAVIA BENEFIT SOLUTIONS INC	FLEXIBLE SPENDING ACCOUNT	354.20
552913	2/17/2023	P	OCCU HEALTH CENTERS OF CA	PROVIDE PROFESSIONAL MEDICAL S	626.00
552914	2/17/2023	P	ONWARD ENGINEERING	6736 THRU JAN'23 MBB & SEPULVE	1,003.75
552915	2/17/2023	P	PACIFIC ADVANCED CIVIL ENG	6905 THRU 1/31/23 PHASE 2 DESI	41,000.00
552916	2/17/2023	P	PORAC RETIREE MEDICAL TRUST	PE 2-10-23 PORAC MEDCIAL TRUST	3,750.00
552917	2/17/2023	P	PREPAID LEGAL SERVICES INC	PE 2-10-2023 PREPAID LEGAL	15.95
552918	2/17/2023	P	QUICKCAPTION INC	COMPUTER CONTRACT SERVICES - C	2,662.00
552919	2/17/2023	P	REGENTS UNIVERSITY OF CALIFORNIA LOS	NURSE EDUCATOR CONTRACT	2,856.20
552920	2/17/2023	P	RICHARDS WATSON & GERSHON	PUBLIC RECORDS ACT REQUESTS (D	27,151.26
552921	2/17/2023	P	ROBIN L VARGAS	PE 2-10-23 PAYROLL GARNISHMENT	553.85

# CITY OF MANHATTAN BEACH

## WARRANT REGISTER



### WARRANT #: AP021723

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
552922	2/17/2023	P	SOUTHERN CALIFORNIA EDISON	STREET LIGHTING CHARGES	1,441.25
552923	2/17/2023	P	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	44,707.29
552924	2/17/2023	P	SOUTHERN CALIFORNIA GAS CO	MONTHLY GAS CHARGES	1,510.75
552925	2/17/2023	P	STATE DISBURSEMENT UNIT	PE 2-10-2023 PAYROLL GARNISHME	160.15
552926	2/17/2023	P	STATE DISBURSEMENT UNIT	PE 2-10-2023 PAYROLL GARNISHME	680.76
552927	2/17/2023	P	STEVES LOCK	PUBLIC WORKS YARD GYM LOCK SER	199.00
552928	2/17/2023	P	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	2,737.08
552929	2/17/2023	P	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE - DECEMBER	105,862.50
552930	2/17/2023	P	THE CODE GROUP INC	PC - DEC 2022	33,172.88
552931	2/17/2023	P	THE EDGE FITNESS TRAINING	MBFIT LUNCH & LEARN	300.00
552932	2/17/2023	P	TOTAL COMPENSATION SYSTEMS INC	ACTUARIAL SERVICES GASB 75	1,800.00
552933	2/17/2023	P	TURBO DATA SYSTEMS INC	CITATION PROCESSING	9,470.58
552934	2/17/2023	P	U.S. BANK	PE 2-10-2023 PARS	3,610.23
552935	2/17/2023	P	UNITED PARCEL SERVICE	DELIVERY SERVICE	30.00
552936	2/17/2023	P	US ARMOR CORPORATION	POLICE OFFICER SAFETY VESTS	600.13
552937	2/17/2023	P	US BANK	UAD 19-14 TRUSTEE ADMIN FEES	3,941.67
552938	2/17/2023	P	US BANK NA	FUEL PURCHASES	1,277.00
552939	2/17/2023	P	UST OPERATORS OF SO CALIF INC	UNDERGROUND FUEL TANK INSPECTI	3,640.00
552940	2/17/2023	P	VERSATILE INFO PRODUCTS IN	ANNUAL PUMA RECORDER SOFTWARE	1,277.00
552941	2/17/2023	P	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	493.50
552942	2/17/2023	P	WATER REPLENISHMENT DISTRICT	MONTHLY WATER PURCHASE	1,952.25
552943	2/17/2023	P	WECK ANALYTICAL ENVIRONMENTAL SERVICES	LABORATORY SERVICES FOR WATER	218.50
552944	2/17/2023	P	WEST BASIN MUNICIPAL WATER DIS	TITLE 22 PURVEYOR MONITORING P	1,315.60
552945	2/17/2023	P	WESTMED AMBULANCE INC	EMERGENCY AMBULANCE TRANSPORT	27,860.00

# CITY OF MANHATTAN BEACH

## WARRANT REGISTER



### WARRANT #: AP021723

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
552946	2/17/2023	P	WILLDAN ENGINEERING	INV 00713706 - MIT&COMPL THRU	12,107.67
<b>SUB-TOTAL WARRANT AP021723:</b>					<b>779,939.73</b>
<b>TOTAL WARRANT(S):</b>					<b>788,959.58</b>



# CITY OF MANHATTAN BEACH

DISBURSEMENT BY FUND

DATED 02/17/2023



<b>Fund</b>	<b>Fund Description</b>	<b>Amount</b>
100	General Fund	504,668.20
201	Street Lighting & Landscape Fu	9,583.44
205	Gas Tax Fund	7,165.25
230	Prop. A Fund	57.73
231	Prop. C Fund	2,788.75
233	Measure R	4,630.20
501	Water Fund	25,920.08
502	Stormwater Fund	96,715.66
503	Wastewater Fund	48,450.17
520	Parking Fund	48,228.29
521	County Parking Lots Fund	2,169.21
522	State Pier and Parking Lot Fun	6,218.67
601	Insurance Reserve Fund	9,962.50
605	Information Technology Fund	208.37
610	Fleet Management Fund	6,462.15
615	Building Maintenance & Operati	12,080.91
711	Special Assessment UAD 12 & 14	3,650.00
<b>GRAND TOTAL:</b>		<b>788,959.58</b>

# CITY OF MANHATTAN BEACH



## WARRANT REGISTER

### WIRES

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
9013123	1/31/2023	W	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	CALPERS CONTRIBUTION PE 12-30-2022	292,545.05
902232023	2/23/2023	W	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	CALPERS CONTRIBUTION PE 02-10-2023	329,838.13
<b>SUB-TOTAL :</b>					<b>622,383.18</b>

### WARRANT #: AP022423

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
552947	2/24/2023	P	ADMINSURE INC	WC CLAIMS ADMINISTRATION	17,974.00
552948	2/24/2023	P	ADVANCED IMAGING STRATEGIES	5YR MULTIFUNCTION COPIERS & PR	13,225.67
552949	2/24/2023	P	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES 01/22-	26,518.80
552950	2/24/2023	P	AM-TEC TOTAL SECURITY INC	MONTHLY MONITORING SERVICE	1,418.57
552951	2/24/2023	P	ARAKELIAN ENTERPRISES INC	STREET SWEEPING AND PRESSURE W	114,328.90
552952	2/24/2023	P	AT&T	T1 LINE TO RCC 2/7/23-3/6/23	349.20
552953	2/24/2023	P	CA NEWSPAPER PARTNERSHIP	ADVERTISING	1,028.00
552954	2/24/2023	P	CCS LOS ANGELES JANITORIAL INC	JANITORIAL CONTRACT SERVICES	180.00
552955	2/24/2023	P	CHARTER COMMUNICATIONS HOLDING LLC	DARK FIBER MAINTENANCE	3,915.37
552956	2/24/2023	P	CINTAS CORPORATION NO 640	AUTOMATED HAND SANITIZER STATI	58.86
552957	2/24/2023	P	CITY OF HAWTHORNE	JAIL SERVICES - JANUARY 2023	1,500.00
552958	2/24/2023	P	CIVICPLUS LLC	MUNICIPAL CODE SERVICES	1,350.00
552959	2/24/2023	P	CORAL BAY HOME LOANS	SKATEDOGS WINTER I INVOICE	1,813.00
552960	2/24/2023	P	DATAWORKS PLUS LLC	LIVESCAN ANNUAL MAINTENANCE FE	1,456.70
552961	2/24/2023	P	DEWEY SERVICES INC	INTEGRATED PEST MANAGEMENT SER	2,430.00
552962	2/24/2023	P	DUDEK	DUDEK 12/31/22 - 1/27/23 INV R	757.50
552963	2/24/2023	P	EMPLOYEE REFUND VENDOR	REIMBURSEMENT-TRAVEL EXPENSE	575.13
552964	2/24/2023	P	EMPLOYEE REFUND VENDOR	REIMBURSEMENT-COBRA	716.66
552965	2/24/2023	P	EMPLOYEE REFUND VENDOR	REIMBURSEMENT-TRAVEL EXPENSE	54.62
552966	2/24/2023	P	EQUINIX INC	DATA CENTER SECURE RACK SERVIC	1,470.00
552967	2/24/2023	P	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	126.23
552968	2/24/2023	P	JL GROUP LLC	PROVIDE ADMINISTRATIVE INVESTI	19,239.94
552969	2/24/2023	P	KOSMONT & ASSOCIATES INC	CONSULTING SERVICES	1,943.50
552970	2/24/2023	P	L A COUNTY DEPARTMENT OF PUBLIC WORKS	TRAFFIC SERVICES	4,203.33
552971	2/24/2023	P	LA COUNTY CLERK/RECORDER	NOE CITYWIDE CONCRETE REPAIRS	75.00
552972	2/24/2023	P	LAZ KARP ASSOCIATES LLC	SUPPLEMENTAL PARKING ENFORCEME	18,700.52
552973	2/24/2023	P	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	4,880.28

**WARRANT #: AP022423**

<b>CHECK #</b>	<b>DATE</b>	<b>TYPE</b>	<b>PAYEE NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
552974	2/24/2023	P	MANHATTAN STITCHING COMPANY	EMBROIDERY ON SWIM TEAM JACKET	536.55
552975	2/24/2023	P	DANIEL MCCORMICK	DAN MCCORMICK WINTER 2023 INVO	3,737.50
552976	2/24/2023	P	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE MAINTENANCE SERVICES	54,719.77
552977	2/24/2023	P	MUSIC RHAPSODY INC	MUSIC RHAPSODY WINTER PAYMENT	3,094.00
552978	2/24/2023	P	NANCY K BOHL INCORPORATED	EMPLOYEE SERVICES FOR JANUARY	250.00
552979	2/24/2023	P	NTH GENERATION COMPUTING INC	RUBRIK CLOUD VAULT 1YR SUBSCRI	7,906.00
552980	2/24/2023	P	ONWARD ENGINEERING	6737 JAN'23 CYCLE 1 WATER	2,875.00
552981	2/24/2023	P	PARK PLACE TECHNOLOGIES LLC	CORE SWITCH AND SERVERS 1 YR M	4,860.84
552982	2/24/2023	P	PUBLIC RISK INNOVATION SOLUTIONS AND	EMPLOYEE ASSISTANCE PROGRAM	2,879.10
552983	2/24/2023	P	RACE TELECOMMUNICATIONS INC	INTERNET SERVICES/SOUTH BAY FI	2,330.27
552984	2/24/2023	P	RELIANT IMMED CARE MED GRP INC	OK TO BOOK-MAR 2022	350.49
552985	2/24/2023	P	ROBERT MICHAEL SCHWIEGER	VIDEO RECORDING & EDITING SERV	3,200.00
552986	2/24/2023	P	ROSEMARY A LACKOW	MINUTES SECRETARY	168.00
552987	2/24/2023	P	SHI INTERNATIONAL CORP	DISASTER RECOVERY STORAGE	10,030.06
552988	2/24/2023	P	SOUTH BAY SPROUTS LLC	SOUTH BAY SPROUTS PAYMENT FOR	1,076.00
552989	2/24/2023	P	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	105.27
552990	2/24/2023	P	SSBRA	JANUARY 2023 7ON7 SOCCER REFER	2,200.00
552991	2/24/2023	P	T MOBILE USA	MONTHLY SERVICE	61.12
552992	2/24/2023	P	TERRYBERRY COMPANY LLC	SERVICE AWARD PINS FIRE DEPT	693.02
552993	2/24/2023	P	TINA KATCHEN GALL	151 JAN'23 CDBG ADMINISTRATION	1,665.00
552994	2/24/2023	P	TURBO DATA SYSTEMS INC	PARKING ENFORCER TICKET ROLL	2,737.50
552995	2/24/2023	P	UNITED PARCEL SERVICE	DELIVERY SERVICE	30.00
552996	2/24/2023	P	VERIZON CALIFORNIA INC	MONTHLY SERVICE	88.59
552997	2/24/2023	P	WECK ANALYTICAL ENVIRONMENTAL SERVICES	LABORATORY SERVICES FOR WATER	637.40
552998	2/24/2023	P	WEST BASIN MUNICIPAL WATER DIS	MONTHLY WATER PURCHASES	492,530.60
552999	2/24/2023	P	WESTCHESTER MEDICAL GROUP	NEW HIRE EXAMS AND DMV EXAMS	2,825.00
<b>SUB-TOTAL WARRANT AP022423:</b>					<b>841,876.86</b>
<b>TOTAL WARRANT(S):</b>					<b>1,464,260.04</b>

# CITY OF MANHATTAN BEACH

DISBURSEMENT BY FUND

DATED 02/24/2023



<b>Fund</b>	<b>Fund Description</b>	<b>Amount</b>
100	General Fund	773,251.58
201	Street Lighting & Landscape Fu	12,576.18
205	Gas Tax Fund	75.00
230	Prop. A Fund	238.38
234	Measure M	3,076.03
501	Water Fund	510,330.56
502	Stormwater Fund	62,503.72
503	Wastewater Fund	206.80
520	Parking Fund	26,445.99
521	County Parking Lots Fund	2,941.68
522	State Pier and Parking Lot Fun	12,013.94
601	Insurance Reserve Fund	20,853.10
605	Information Technology Fund	30,662.25
615	Building Maintenance & Operati	9,084.83
<b>GRAND TOTAL:</b>		<b>1,464,260.04</b>

# CITY OF MANHATTAN BEACH

## VOIDED CHECK LISTING



CHECK #	DATE	VENDOR NAME	VOID AMOUNT
551486	02/17/2023	CINTAS CORPORATION NO 640	58.86
<b>GRAND TOTAL VOIDS:</b>			<b>58.86</b>



**CITY OF MANHATTAN BEACH PAYROLL**  
**PAY PERIOD: 01/28/23 TO 02/10/23**  
**PAY DATE: 02/17/23**

**NET PAY 1,081,603.61**

# CITY OF MANHATTAN BEACH



## DISBURSEMENT BY FUND

DATED 02/10/2023

<b>Fund</b>	<b>Fund Description</b>	<b>Amount</b>
100	General Fund	1,402,249.81
210	Asset Forfeiture Fund	459.03
230	Prop. A Fund	15,931.87
501	Water Fund	44,911.03
502	Stormwater Fund	4,470.20
503	Wastewater Fund	15,743.08
520	Parking Fund	6,006.57
521	County Parking Lots Fund	1,291.34
522	State Pier and Parking Lot Fun	1,291.33
601	Insurance Reserve Fund	15,828.93
605	Information Technology Fund	48,446.15
610	Fleet Management Fund	14,044.98
615	Building Maintenance & Operati	18,339.85
801	Pension Trust Fund	7,786.65
<b>GRAND TOTAL:</b>		<b>1,596,800.82</b>
<b>LESS: DEDUCTIONS</b>		<b>(515,197.21)</b>
<b>NET PAYROLL</b>		<b>\$ 1,081,603.61</b>

# City of Manhattan Beach

## Finance Department



## Investment Portfolio

### January 2023

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

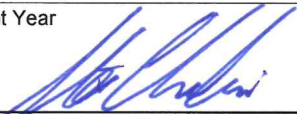
A handwritten signature in blue ink, appearing to read "Steve S. Charelian". The signature is written over a horizontal line.

Steve S. Charelian, Finance Director

**CITY OF MANHATTAN BEACH**  
**Portfolio Management**  
**Portfolio Summary**  
**January 1, 2023 through January 31, 2023**

<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM 360 Equiv.</b>	<b>YTM 365 Equiv.</b>
LAIF	39,000,000.00	39,000,000.00	39,000,000.00	31.33	1	1	2.392	2.425
Medium Term Notes	15,000,000.00	14,254,060.00	14,559,592.45	11.70	1,668	785	2.690	2.727
Federal Agency Issues - Coupon	32,000,000.00	30,987,140.00	31,935,585.45	25.66	1,441	637	2.224	2.254
Treasury Securities - Coupon	40,000,000.00	37,073,690.00	38,970,765.52	31.31	1,574	1,059	1.825	1.850
<b>Investments</b>	<b>126,000,000.00</b>	<b>121,314,890.00</b>	<b>124,465,943.42</b>	<b>100.00%</b>	<b>1,058</b>	<b>587</b>	<b>2.206</b>	<b>2.237</b>
<b>Cash</b>								
Passbook/Checking (not included in yield calculations)	14,516,896.07	14,516,896.07	14,516,896.07		1	1	0.000	0.000
<b>Total Cash and Investments</b>	<b>140,516,896.07</b>	<b>135,831,786.07</b>	<b>138,982,839.49</b>		<b>1,058</b>	<b>587</b>	<b>2.206</b>	<b>2.237</b>

<b>Total Earnings</b>	<b>January 31 Month Ending</b>	<b>Fiscal Year To Date</b>
Current Year	196,638.41	1,226,478.18

  
 STEVE S. CHARELIAN, FINANCE DIRECTOR

Reporting period 01/01/2023-01/31/2023

Run Date: 03/10/2023 - 09:08

Portfolio CITY  
 CP  
 PM (PRF\_PM1) 7.3.11  
 Report Ver. 7.3.11

**CITY OF MANHATTAN BEACH**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**January 31, 2023**

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM	Days to Maturity	Maturity Date
<b>LAIF</b>											
SYS3000	3000	Local Agency Invest. Fund	07/01/2018	39,000,000.00	39,000,000.00	39,000,000.00	2.425		2.425	1	
<b>Subtotal and Average</b>				<b>39,000,000.00</b>	<b>39,000,000.00</b>	<b>39,000,000.00</b>			<b>2.425</b>	<b>1</b>	

**Medium Term Notes**

037833AK6	MTN0098	APPLE INC	05/22/2018	1,000,000.00	994,380.00	997,244.68	2.400	AA+	3.298	91	05/03/2023
037833DB3	MTN0112	APPLE INC	10/25/2022	1,000,000.00	949,200.00	917,649.61	2.900		4.905	1,684	09/12/2027
023135BX3	MTN0111	AMAZON.COM LLC	02/24/2022	1,000,000.00	900,390.00	967,368.59	1.000	AA	1.963	1,196	05/12/2026
06406FAD5	MTN0106	BANK OF NY MELLO	09/09/2019	1,000,000.00	985,230.00	1,009,011.00	2.200	A	1.951	196	08/16/2023
06406RAL1	MTN0109	BANK OF NY MELLO	02/10/2020	1,000,000.00	959,600.00	1,011,205.00	2.100	A	1.850	631	10/24/2024
254687FK7	MTN0107	Walt Disney	12/12/2019	2,000,000.00	1,911,320.00	1,992,716.62	1.750	A-	1.977	576	08/30/2024
478160CP7	MTN0113	Johnson & Johnson	10/25/2022	1,000,000.00	880,420.00	846,890.32	0.950	AAA	4.593	1,673	09/01/2027
478160CP7	MTN0114	Johnson & Johnson	12/22/2022	1,000,000.00	880,420.00	870,132.01	0.950	AAA	3.880	1,673	09/01/2027
191216CL2	MTN0108	COCA-COLA CO	12/12/2019	1,000,000.00	961,170.00	993,679.00	1.750	A+	1.890	583	09/06/2024
594918BQ6	MTN0104	MICROSOFT CORP	07/01/2019	1,000,000.00	985,910.00	999,000.00	2.000	AAA	2.025	188	08/08/2023
594918BY9	MTN0115	MICROSOFT CORP	12/22/2022	1,000,000.00	973,670.00	966,773.11	3.300	AAA	4.185	1,466	02/06/2027
58933YAY1	MTN0110	MERCK & CO INC	10/05/2021	1,000,000.00	899,860.00	991,420.00	0.750	A+	0.950	1,119	02/24/2026
89236TFN0	MTN0099	TOYOTA MOTOR CREDIT	09/21/2018	1,000,000.00	991,090.00	999,500.00	3.450	A+	3.461	231	09/20/2023
89236TDK8	MTN0101	TOYOTA MOTOR CREDIT	03/26/2019	1,000,000.00	981,400.00	997,002.51	2.250	A+	2.634	259	10/18/2023
<b>Subtotal and Average</b>				<b>15,000,000.00</b>	<b>14,254,060.00</b>	<b>14,559,592.45</b>			<b>2.727</b>	<b>785</b>	

**Federal Agency Issues - Coupon**

3133EJDE6	FAC0271	FED FARM CR BK	02/16/2018	2,000,000.00	1,998,140.00	1,999,714.80	2.570	AA+	2.708	15	02/16/2023
3133EJSD2	FAC0276	FED FARM CR BK	10/02/2018	2,000,000.00	1,986,340.00	1,990,360.00	2.890	AA+	3.000	138	06/19/2023
3133EJK57	FAC0278	FED FARM CR BK	12/12/2018	2,000,000.00	1,981,680.00	2,002,956.33	3.080	AA+	2.840	173	07/24/2023
3133ENPX2	FAC0294	FED FARM CR BK	02/24/2022	1,000,000.00	946,200.00	997,642.00	1.800	AA+	1.870	933	08/22/2025
3133EJDV8	FAC0296	FED FARM CR BK	04/11/2022	2,000,000.00	1,949,100.00	2,033,468.61	3.150	AA+	2.747	1,510	03/22/2027
3133ENWP1	FAC0297	FED FARM CR BK	05/16/2022	2,000,000.00	1,950,400.00	2,000,000.00	2.625	AA+	2.625	470	05/16/2024
3133ENEJ5	FAC0301	FED FARM CR BK	06/17/2022	1,000,000.00	941,800.00	956,408.74	0.875		3.250	656	11/18/2024
3133ENV72	FAC0303	FED FARM CR BK	10/27/2022	1,000,000.00	1,017,870.00	998,356.00	4.500		4.550	1,272	07/27/2026
3130A2UW4	FAC0285	Federal Home Loan Bank	12/11/2019	2,000,000.00	1,948,240.00	2,037,915.11	2.875		1.771	590	09/13/2024
3130AGWK7	FAC0289	Federal Home Loan Bank	02/07/2020	1,000,000.00	955,020.00	1,001,306.00	1.500	AA+	1.470	561	08/15/2024
3130A1XJ2	FAC0291	Federal Home Loan Bank	02/04/2021	1,000,000.00	976,180.00	1,038,617.51	2.875	AA+	0.312	499	06/14/2024
3130A8ZQ9	FAC0293	Federal Home Loan Bank	02/24/2022	1,000,000.00	943,320.00	995,852.00	1.750	AA+	1.871	954	09/12/2025
3130ASDS5	FAC0300	Federal Home Loan Bank	06/17/2022	1,000,000.00	975,140.00	990,620.00	2.750		3.230	513	06/28/2024
3130AN4T4	FAC0302	Federal Home Loan Bank	10/24/2022	1,000,000.00	905,260.00	884,333.51	0.875		4.343	1,227	06/12/2026
3137EAEX3	FAC0298	Federal Home Loan Mortgage	05/13/2022	2,000,000.00	1,819,800.00	1,874,439.22	0.375	AA+	2.722	965	09/23/2025

Portfolio CITY  
CP

**CITY OF MANHATTAN BEACH**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**January 31, 2023**

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM	Days to Maturity	Maturity Date
<b>Federal Agency Issues - Coupon</b>											
3135G0W66	FAC0286	Fannie Mae	12/11/2019	2,000,000.00	1,912,980.00	1,993,020.00	1.625	AA+	1.700	622	10/15/2024
3135G0W66	FAC0287	Fannie Mae	02/07/2020	2,000,000.00	1,912,980.00	2,011,260.00	1.625	AA+	1.500	622	10/15/2024
3135G0V75	FAC0288	Fannie Mae	02/07/2020	2,000,000.00	1,925,400.00	2,007,546.98	1.750	AA+	1.526	517	07/02/2024
3135G0V75	FAC0290	Fannie Mae	02/04/2021	1,000,000.00	962,700.00	1,022,920.24	1.750	AA+	0.259	517	07/02/2024
3135G0U43	FAC0292	Fannie Mae	02/04/2021	1,000,000.00	987,910.00	1,018,986.51	2.875	AA+	0.499	223	09/12/2023
880591EW8	FAC0295	Tennessee Valley Authority	02/24/2022	1,000,000.00	922,670.00	974,973.77	0.750	AA+	1.763	834	05/15/2025
880591CJ9	FAC0299	Tennessee Valley Authority	05/13/2022	1,000,000.00	1,068,010.00	1,104,888.12	6.750	AA+	2.894	1,004	11/01/2025
<b>Subtotal and Average</b>				<b>32,000,000.00</b>	<b>30,987,140.00</b>	<b>31,935,585.45</b>			<b>2.254</b>	<b>637</b>	
<b>Treasury Securities - Coupon</b>											
912828S92	UST0029	US TREASURY	02/14/2019	1,000,000.00	982,660.00	993,037.29	1.250		2.525	180	07/31/2023
912828D1	UST0030	US TREASURY	02/14/2019	1,000,000.00	980,940.00	992,841.36	1.375		2.432	211	08/31/2023
912828W48	UST0033	US TREASURY	05/13/2019	1,000,000.00	972,380.00	995,039.06	2.125		2.234	393	02/29/2024
912828W71	UST0034	US TREASURY	05/13/2019	1,000,000.00	971,170.00	994,687.50	2.125		2.240	424	03/31/2024
912828U3	UST0035	US TREASURY	02/07/2020	2,000,000.00	1,921,880.00	2,013,594.72	1.875		1.493	577	08/31/2024
912828ZW3	UST0036	US TREASURY	05/28/2021	1,000,000.00	915,390.00	991,593.08	0.250		0.561	880	06/30/2025
912828ZW3	UST0039	US TREASURY	08/11/2021	1,000,000.00	915,390.00	991,355.45	0.250		0.591	880	06/30/2025
912828ZT0	UST0047	US TREASURY	12/08/2021	1,000,000.00	916,330.00	980,845.11	0.250		1.058	850	05/31/2025
912828ZC7	UST0051	US TREASURY	12/09/2021	1,000,000.00	940,310.00	1,003,906.25	1.125		1.001	758	02/28/2025
912828Z78	UST0054	US TREASURY	04/08/2022	2,000,000.00	1,836,880.00	1,909,374.01	1.500		2.665	1,460	01/31/2027
912828A7	UST0057	US TREASURY	06/17/2022	1,000,000.00	925,080.00	936,296.28	1.500		3.287	1,291	08/15/2026
912828X88	UST0059	US TREASURY	09/01/2022	1,000,000.00	948,520.00	962,398.01	2.375		3.285	1,564	05/15/2027
912828X88	UST0060	US TREASURY	09/01/2022	1,000,000.00	948,520.00	961,974.60	2.375		3.295	1,564	05/15/2027
912828ZV5	UST0062	US TREASURY	09/01/2022	1,000,000.00	872,460.00	884,026.81	0.500		3.241	1,610	06/30/2027
912828YQ7	UST0064	US TREASURY	10/25/2022	1,000,000.00	926,480.00	902,486.90	1.625		4.180	1,368	10/31/2026
91282CAB7	UST0037	US TREASURY	05/28/2021	2,000,000.00	1,824,380.00	1,982,140.38	0.250		0.576	911	07/31/2025
91282CAJ0	UST0038	US TREASURY	05/28/2021	1,000,000.00	909,610.00	989,739.80	0.250		0.620	942	08/31/2025
91282CAB7	UST0040	US TREASURY	08/11/2021	1,000,000.00	912,190.00	991,006.90	0.250		0.601	911	07/31/2025
91282CAJ0	UST0041	US TREASURY	08/11/2021	1,000,000.00	909,610.00	990,239.73	0.250		0.586	942	08/31/2025
91282CAZ4	UST0042	US TREASURY	08/09/2021	1,000,000.00	906,250.00	991,526.79	0.375		0.658	1,033	11/30/2025
91282CAB7	UST0043	US TREASURY	10/05/2021	1,000,000.00	912,190.00	988,541.88	0.250		0.681	911	07/31/2025
91282CAT8	UST0044	US TREASURY	10/05/2021	2,000,000.00	1,810,460.00	1,971,951.75	0.250		0.707	1,003	10/31/2025
91282CCW9	UST0045	US TREASURY	10/05/2021	1,000,000.00	899,690.00	992,500.00	0.750		0.907	1,307	08/31/2026
91282CCP4	UST0046	US TREASURY	10/05/2021	1,000,000.00	897,540.00	990,392.08	0.625		0.892	1,276	07/31/2026
91282CCF6	UST0048	US TREASURY	12/09/2021	1,000,000.00	905,080.00	985,409.95	0.750		1.191	1,215	05/31/2026
91282CCJ8	UST0049	US TREASURY	12/09/2021	1,000,000.00	907,500.00	988,932.51	0.875		1.176	1,245	06/30/2026

Portfolio CITY  
CP

**CITY OF MANHATTAN BEACH**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**January 31, 2023**

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date
<b>Treasury Securities - Coupon</b>											
91282CCZ2	UST0050	US TREASURY	12/09/2021	1,000,000.00	901,990.00	987,478.98	0.875		1.210	1,337	09/30/2026
91282CAM3	UST0052	US TREASURY	02/24/2022	2,000,000.00	1,817,180.00	1,916,355.89	0.250		1.678	972	09/30/2025
91282CDG3	UST0053	US TREASURY	04/08/2022	1,000,000.00	909,100.00	943,586.68	1.125		2.581	1,368	10/31/2026
91282CEH0	UST0055	US TREASURY	05/16/2022	1,000,000.00	968,830.00	996,500.00	2.625		2.750	804	04/15/2025
91282CCP4	UST0056	US TREASURY	06/17/2022	1,000,000.00	897,540.00	908,183.10	0.625		3.187	1,276	07/31/2026
91282CCZ2	UST0058	US TREASURY	06/17/2022	1,000,000.00	901,990.00	912,781.52	0.875		3.302	1,337	09/30/2026
91282CEW7	UST0061	US TREASURY	09/01/2022	1,000,000.00	982,930.00	997,755.04	3.250		3.300	1,610	06/30/2027
91282CFB2	UST0063	US TREASURY	09/01/2022	1,000,000.00	962,620.00	977,313.97	2.750		3.309	1,641	07/31/2027
91282CFB2	UST0065	US TREASURY	12/22/2022	1,000,000.00	962,620.00	954,972.14	2.750		3.787	1,641	07/31/2027
<b>Subtotal and Average</b>				<b>40,000,000.00</b>	<b>37,073,690.00</b>	<b>38,970,765.52</b>			<b>1.850</b>	<b>1,059</b>	
<b>Total and Average</b>				<b>126,000,000.00</b>	<b>121,314,890.00</b>	<b>124,465,943.42</b>			<b>2.237</b>	<b>587</b>	

**CITY OF MANHATTAN BEACH**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**January 31, 2023**

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity
<b>Money Market Fund</b>										
SYS39903-39902	39901	UNION BANK	07/01/2018	14,516,896.07	14,516,896.07	14,516,896.07			0.000	1
<b>Subtotal and Average</b>										<b>1</b>
<b>Total Cash and Investments</b>				<b>140,516,896.07</b>	<b>135,831,786.07</b>	<b>138,982,839.49</b>			<b>2.237</b>	<b>587</b>





## City of Manhattan Beach Investment Portfolio Summary *As of January 31, 2023*

PORTFOLIO PROFILE	Jan 31, 2023	Dec 31, 2022	Nov 30, 2022	Oct 31, 2022	Sep 30, 2022
Total Book Value (Excluding Trust Funds)	\$124,465,943	\$118,465,943	\$124,553,045	\$124,553,045	\$127,010,065
Increase/(Decrease) from Prior Period	6,000,000	(6,087,101)	-	(2,457,020)	(229,440)
Percentage Change	5.1%	(4.9%)	0.0%	(1.9%)	(0.2%)
Average Yield to Maturity (365 Days)	2.237%	2.157%	2.066%	1.991%	1.808%
Increase/(Decrease) from Prior Period	0.080%	0.090%	0.076%	0.183%	0.139%

### PORTFOLIO ALLOCATIONS

By Security	Value (Par)	Percent	Par YTM	Time Horizon	Percent
LAIF*	\$39,000,000	30.95%	2.425%	Next 12 months	42%
Medium Term Notes	15,000,000	11.9%	2.726%	Months 13-24	18%
Federal Agencies	32,000,000	25.4%	2.254%	Months 25-36	17%
U.S. Treasuries	40,000,000	31.7%	1.850%	Months 37-48	13%
<b>Total</b>	<b>\$126,000,000</b>	<b>100.0%</b>	<b>2.235%</b>	Months 49-60	10%
				<b>Total</b>	<b>100.0%</b>

\*LAIF YTM as of January 31, 2023

### RECENT ACTIVITY

Security	Date of Activity	Maturity Date	Purchase (Par)	Maturing/Call	YTM
T - 1.625% Coupon	10/24/2022	10/31/2026	1,000,000		4.180%
MTN - 2.9% Coupon	10/24/2022	9/12/2027	1,000,000		4.905%
MTN - 0.95% Coupon	10/24/2022	9/1/2027	1,000,000		4.593%
FHLB - 0.875% Coupon	10/24/2022	6/12/2026	1,000,000		4.343%
FFCB - 4.5% Coupon	10/24/2022	7/27/2026	1,000,000		4.550%
T - 2.75% Coupon	12/20/2022	7/31/2027	1,000,000		3.787%
MTN - 0.95% Coupon	12/20/2022	9/1/2027	1,000,000		3.880%
MTN - 3.3% Coupon	12/20/2022	2/6/2027	1,000,000		4.163%
<b>Total Purchases</b>			<b>\$8,000,000</b>		<b>4.300%</b>
Matured: MTN - 2.5% Coupon	10/15/2022	10/15/2022		1,000,000	2.640%
Matured: T - 2% Coupon	10/31/2022	10/31/2022		1,000,000	2.250%
Matured: FHLB - 2.5% Coupon	12/9/2022	12/9/2022		1,000,000	2.357%
<b>Total Maturing/Calls</b>				<b>\$3,000,000</b>	<b>2.415%</b>



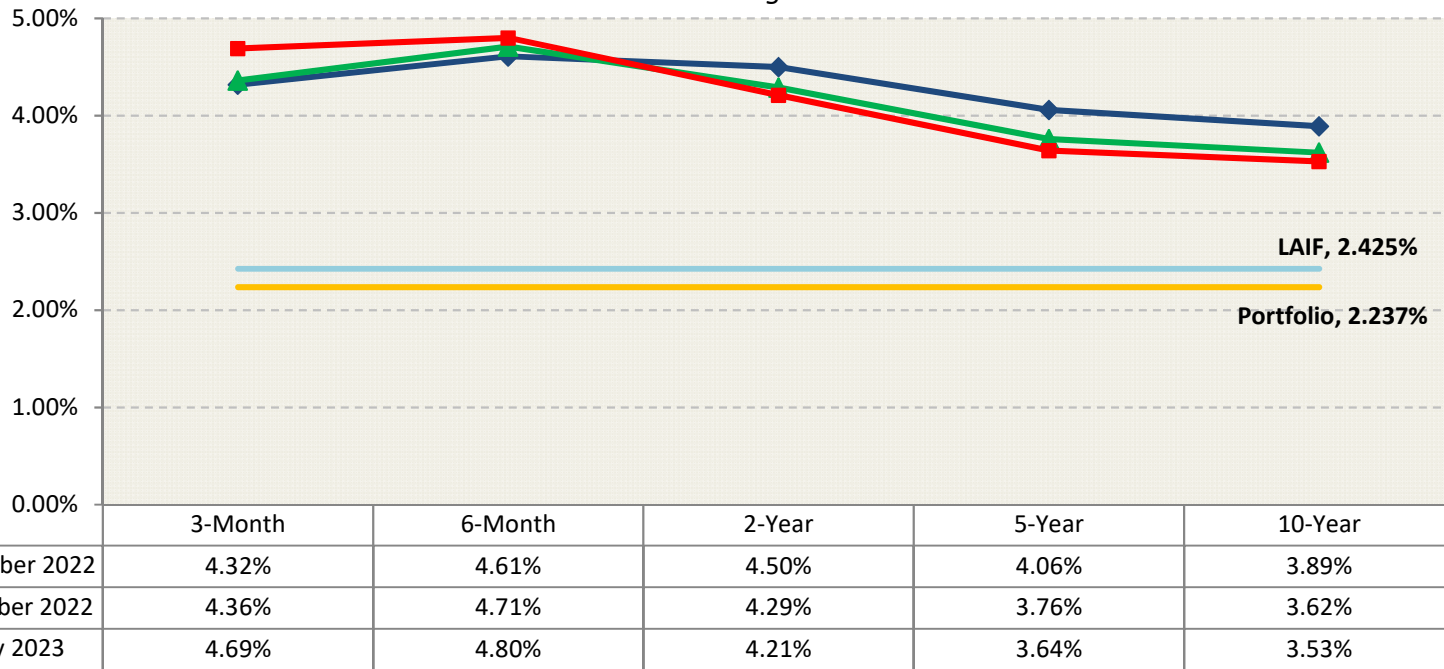
# City of Manhattan Beach Investment Portfolio Summary *As of January 31, 2023*

FUNDS HELD IN TRUST	Value
Police/Fire Refunding Bonds	\$35.98
Fire Station 2 COPs	60.81
Marine Avenue Refunding Bonds	1.25
Pension Obligation Bonds	2,436.89
Metlox & Water/Wastewater Refunding Bonds	8,327.40
UUAD Assessment Refunding Bonds	512,323.66
UUAD Assessment District 12 & 14	403,578.84
UUAD Assessment District 4	204,036.73
PARS Investment Trust	2,831,122.30
<b>Total Funds Held in Trust</b>	<b>\$3,961,923.86</b>

As of January 31, 2023

## US Treasuries Yield Curve

[www.treas.gov](http://www.treas.gov)



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

**CITY OF MANHATTAN BEACH**  
**Portfolio Maturity Structure**  
*February 2023 through January 2028*

**HELD TO MATURITY**  
**Rolling 60 Months**

Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt						
Feb 23	2/16/23	2.7%	FFCB	nc	\$2.0M	Feb 24	2/29/24	2.23%	T	nc	\$1.0M	Feb 25	2/28/25	1.00%	T	nc	\$1.0M	Feb 26	2/24/26	0.95%	MTN	MW: 10	\$1.0M	Feb 27	2/6/27	4.16%	MTN	nc	\$1.0M
Mar 23						Mar 24	3/31/24	2.24%	T	nc	\$1.0M	Mar 25						Mar 26						Mar 27	3/22/27	2.75%	FFCB	nc	\$2.0M
Apr 23						Apr 24						Apr 25	4/15/25	2.75%	T	nc	\$1.0M	Apr 26						Apr 27					
May 23	5/3/23	3.3%	MTN	MW: 15	\$1.0M	May 24	5/16/24	2.63%	FFCB	nc	\$2.0M	May 25	5/15/25	1.76%	TVA	nc	\$1.0M	May 26	5/31/26	1.19%	T	nc	\$1.0M	May 27	5/15/27	3.28%	T	nc	\$1.0M
													5/31/25	1.06%	T	nc	\$1.0M		5/12/26	1.96%	MTN	nc	\$1.0M		5/15/27	3.29%	T	nc	\$1.0M
Jun 23	6/19/23	3.0%	FFCB	nc	\$2.0M	Jun 24	6/14/24	0.31%	FHLB	nc	\$1.0M	Jun 25	6/30/25	0.56%	T	nc	\$1.0M	Jun 26	6/30/26	1.18%	T	nc	\$1.0M	Jun 27	6/30/27	3.30%	T	nc	\$1.0M
							6/28/24	3.23%	FHLB	nc	\$1.0M		6/30/25	0.59%	T	nc	\$1.0M		6/12/26	4.34%	FHLB	nc	\$1.0M		6/30/27	3.24%	T	nc	\$1.0M
Jul 23	7/24/23	2.8%	FFCB	nc	\$2.0M	Jul 24	7/2/24	1.53%	FNMA	nc	\$2.0M	Jul 25	7/31/25	0.58%	T	nc	\$2.0M	Jul 26	7/31/26	0.89%	T	nc	\$1.0M	Jul 27	7/31/27	3.31%	T	nc	\$1.0M
	7/31/23	2.5%	T	nc	\$1.0M		7/2/24	0.26%	FNMA	nc	\$1.0M		7/31/25	0.60%	T	nc	\$1.0M		7/31/26	3.19%	T	nc	\$1.0M		7/31/27	3.79%	T	nc	\$1.0M
													7/31/25	0.68%	T	nc	\$1.0M		7/27/26	4.55%	FFCB	nc	\$1.0M						
Aug 23	8/31/23	2.4%	T	nc	\$1.0M	Aug 24	8/15/24	1.47%	FHLB	nc	\$1.0M	Aug 25	8/31/25	0.62%	T	nc	\$1.0M	Aug 26	8/31/26	0.91%	T	nc	\$1.0M	Aug 27					
	8/8/23	2.0%	MTN	MW:12.5	\$1.0M		8/30/24	1.98%	MTN	7/30/24	\$2.0M		8/31/25	0.59%	T	nc	\$1.0M		8/15/26	3.29%	T	nc	\$1.0M						
	8/16/23	2.0%	MTN	6/16/23	\$1.0M		8/31/24	1.49%	T	nc	\$2.0M		8/22/25	1.87%	FFCB	nc	\$1.0M												
Sep 23	9/20/23	3.5%	MTN	nc	\$1.0M	Sep 24	9/6/24	1.89%	MTN	9/6/24	\$1.0M	Sep 25	9/12/25	1.87%	FHLB	nc	\$1.0M	Sep 26	9/30/26	1.21%	T	nc	\$1.0M	Sep 27	9/12/27	4.91%	MTN	nc	\$1.0M
	9/12/23	0.5%	FNMA	nc	\$1.0M		9/13/24	1.77%	FHLB	nc	\$2.0M		9/23/25	2.72%	FHLMC	nc	\$2.0M		9/30/26	3.30%	T	nc	\$1.0M		9/1/27	4.59%	MTN	nc	\$1.0M
													9/30/25	1.68%	T	nc	\$2.0M								9/1/27	3.88%	MTN	nc	\$1.0M
Oct 23	10/18/23	2.6%	MTN	nc	\$1.0M	Oct 24	10/15/24	1.70%	FNMA	nc	\$2.0M	Oct 25	10/31/25	0.71%	T	nc	\$2.0M	Oct 26	10/31/26	2.58%	T	nc	\$1.0M	Oct 27					
							10/15/24	1.50%	FNMA	nc	\$2.0M								10/31/26	4.18%	T	nc	\$1.0M						
							10/24/24	1.85%	MTN	9/6/24	\$1.0M																		
Nov 23						Nov 24	11/18/24	3.25%	FFCB	nc	\$1.0M	Nov 25	11/30/25	0.66%	T	nc	\$1.0M	Nov 26						Nov 27					
													11/1/25	2.89%	TVA	nc	\$1.0M												
Dec 23						Dec 24						Dec 25						Dec 26						Dec 27					
Jan 24						Jan 25						Jan 26						Jan 27	1/31/27	2.67%	T	nc	\$2.0M	Jan 28					
<b>Total By Year (excl LAIF)</b>					<b>\$14.0m</b>						<b>\$23.0m</b>						<b>\$22.0m</b>						<b>\$16.0m</b>						<b>\$12.0m</b>
<b>% of Total Securities (excl LAIF)</b>					<b>16%</b>						<b>26%</b>						<b>25%</b>						<b>18%</b>						<b>14%</b>
<b>% of Total Investments (incl LAIF)</b>					<b>42%</b>						<b>18%</b>						<b>17%</b>						<b>13%</b>						<b>10%</b>

Total Securities	69%	\$87.0M
LAIF	31%	\$39.0M
<b>Total Investments</b>	<b>100%</b>	<b>\$126.0M</b>

*Shaded rows indicate months with significant cash inflows.*

**City of Manhattan Beach**  
**Investment Policy Compliance Chart**  
*As of January 31, 2023*

Instrument		% of Total	Dollar Compliance		Percentage Compliance		Term Compliance	
			Limit	Compliant?	Limit	Compliant?	Limit	Compliant?
Local Agency Investment Fund (LAIF)	\$39,000,000	31.0%	\$75,000,000	Yes	Temporary Suspension			
<b>Treasury Securities</b>								
US Treasury	\$40,000,000	31.7%					5 Years	Yes
<i>Total U.S. Treasuries (35)</i>		<b>\$40,000,000</b>	<b>31.7%</b>					
<b>Medium Term (Corporate) Notes</b>								
Coca-Cola	1,000,000	0.8%			5.0%	Yes	5 Years	Yes
Amazon	1,000,000	0.8%			5.0%	Yes	5 Years	Yes
<i>Total Consumer Goods Sector</i>		<b>\$2,000,000</b>	<b>1.6%</b>		<b>10.0%</b>	<b>Yes</b>		
Toyota Motor Credit	2,000,000	1.6%			5.0%	Yes	5 Years	Yes
Bank of NY	2,000,000	1.6%			5.0%	Yes	5 Years	Yes
<i>Total Financial Sector</i>		<b>\$4,000,000</b>	<b>3.2%</b>		<b>10.0%</b>	<b>Yes</b>		
Johnson & Johnson	2,000,000	1.6%			5.0%	Yes	5 Years	Yes
Merck	1,000,000	0.8%			5.0%	Yes	5 Years	Yes
<i>Total Pharmaceuticals Sector</i>		<b>\$3,000,000</b>	<b>2.4%</b>		<b>10.0%</b>	<b>Yes</b>		
Apple Inc	2,000,000	1.6%			5.0%	Yes	5 Years	Yes
Microsoft Corp	2,000,000	1.6%			5.0%	Yes	5 Years	Yes
<i>Total Technology Sector</i>		<b>\$4,000,000</b>	<b>3.2%</b>		<b>10.0%</b>	<b>Yes</b>		
Walt Disney Co	2,000,000	1.6%			5.0%	Yes	5 Years	Yes
<i>Total Communication Services Sector</i>		<b>\$2,000,000</b>						
<b>Total Medium Term Notes (14)</b>		<b>\$15,000,000</b>	<b>11.9%</b>		<b>20.0%</b>	<b>Yes</b>		
<b>Federal Agencies</b>								
Federal Home Loan Bank (FHLB)	\$7,000,000	5.6%			33.3%	Yes	5 Years	Yes
Federal Farm Credit (FFCB)	13,000,000	10.3%			33.3%	Yes	5 Years	Yes
Fannie Mae (FNMA)	8,000,000	6.3%			33.3%	Yes	5 Years	Yes
Freddie Mac (FHLMC)	2,000,000	1.6%			33.3%	Yes	5 Years	Yes
Tennessee Valley Authority (TVA)	2,000,000	1.6%			33.3%	Yes	5 Years	Yes
<b>Total Federal Agencies (22)</b>		<b>\$32,000,000</b>	<b>25.4%</b>		<b>60.0%</b>	<b>Yes</b>		
<b>Total Portfolio</b>	<b>\$126,000,000</b>	<b>100.0%</b>						



**CITY OF MANHATTAN BEACH**  
**TREASURER'S REPORT**  
**January 31, 2023**

<b><u>Investments</u></b>	<b>Book Value</b>
LAIF	\$39,000,000.00
Treasury Securities	38,970,765.52
Federal Agency Issues-Coupon	31,935,585.45
Medium Term Notes	14,559,592.45
<b>Subtotal Investments</b>	<b><u>\$124,465,943.42</u></b>
<b><u>Demand Deposit/Petty Cash</u></b>	
Cash in Bank	\$14,516,896.07
Petty Cash	2,771.41
<b>Subtotal Demand Deposit</b>	<b><u>\$14,519,667.48</u></b>
<b>Subtotal City Cash &amp; Investments</b>	<b><u>\$138,985,610.90</u></b>
<b><u>Bond Funds Held in Trust</u></b>	
Police Fire Refunding	\$35.98
Fire Station 2 COPs	60.81
Marine Ave Park Refunding	1.25
Metlox & Water/Wastewater Refunding	8,327.40
Utility Assessment Districts	1,119,939.23
Pension Obligation Bonds	2,436.89
<b>Subtotal Bonds Held in Trust</b>	<b><u>\$1,130,801.56</u></b>
<b><u>Investment Trust Funds</u></b>	
PARS Pension Rate Stabilization Trust	2,831,122.30
 <b>Treasurer's Balance</b>	 <b><u><u>\$142,947,534.76</u></u></b>



# PMIA/LAIF Performance Report as of 02/15/23



## PMIA Average Monthly Effective Yields<sup>(1)</sup>

January	2.425
December	2.173
November	2.007

## Quarterly Performance Quarter Ended 12/31/22

LAIF Apportionment Rate <sup>(2)</sup> :	2.07
LAIF Earnings Ratio <sup>(2)</sup> :	0.00005680946709337
LAIF Fair Value Factor <sup>(1)</sup> :	0.981389258
PMIA Daily <sup>(1)</sup> :	2.29
PMIA Quarter to Date <sup>(1)</sup> :	1.98
PMIA Average Life <sup>(1)</sup> :	287

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 01/31/23 \$206.0 billion

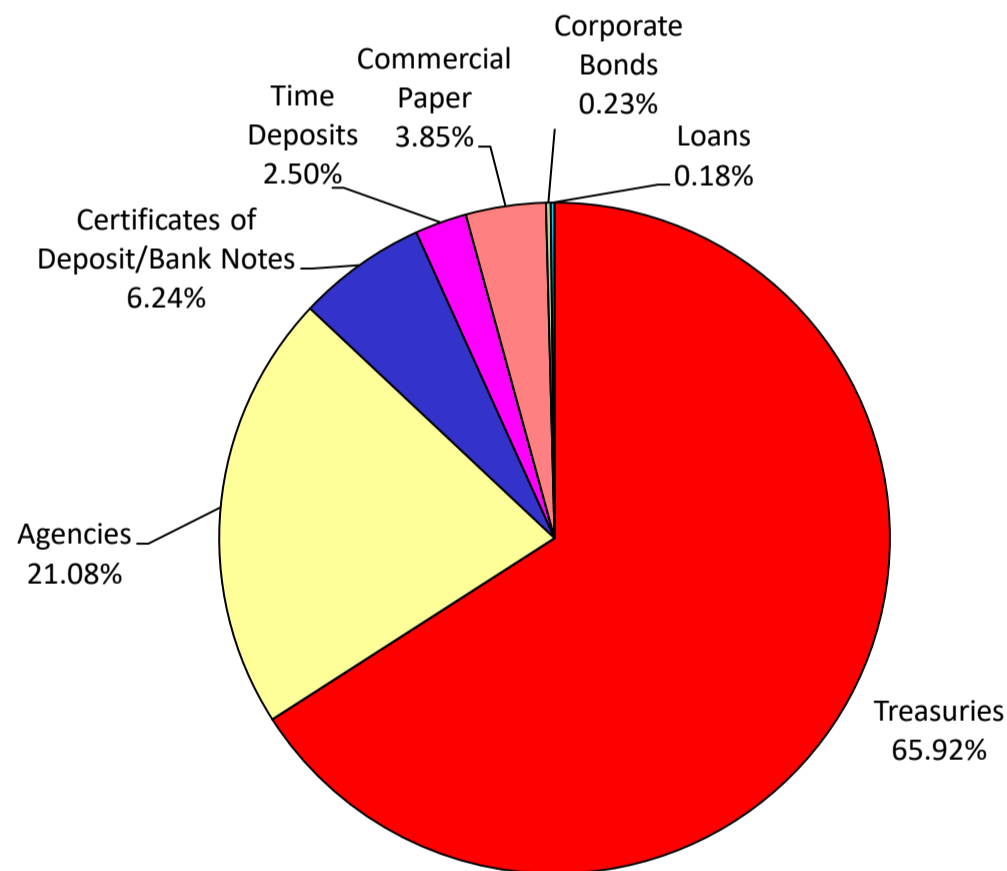


Chart does not include \$3,323,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

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

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller

# City of Manhattan Beach

## Finance Department



## Month End Report January 31, 2023

### Fiscal Year 2022-2023



City of Manhattan Beach  
 Fiscal Year 2022-2023 General Fund Expenditures by Department  
 As of January 31, 2023

**% of Year  
58.3%**

Current Year Activity

	Dept No.	Original Budget	Budget Adjustments <sup>1</sup>	Adjusted Budget	YTD Expenditures	YTD Encumbrances	Available Budget	% Used
Management Services	11	\$4,359,023	\$173,158	\$4,532,181	\$2,373,259	\$490,524	\$1,668,399	63.2%
Finance	12	3,819,223	23,665	3,842,888	2,022,580	157,541	1,662,768	56.7%
Human Resources	13	1,622,969	92,701	1,715,670	957,700	72,142	685,828	60.0%
Parks and Recreation	14	9,131,405	63,127	9,194,532	4,855,248	84,439	4,254,845	53.7%
Police	15	33,631,799	136,509	33,768,308	17,706,433	61,739	16,000,136	52.6%
Fire	16	15,286,191	343,210	15,629,401	8,049,533	14,395	7,565,473	51.6%
Community Development	17	6,782,954	82,895	6,865,849	3,458,472	74,831	3,332,546	51.5%
Public Works	18	10,641,587	448,913	11,090,500	5,110,605	118,328	5,861,567	47.1%
Information Technology	19	-	-	-	-	-	-	-
		<b>\$85,275,151</b>	<b>\$1,364,179</b>	<b>\$86,639,330</b>	<b>\$44,533,829</b>	<b>\$1,073,939</b>	<b>\$41,031,561</b>	<b>52.6%</b>

<sup>1</sup>Budget Adjustments include City Council-approved adjustments during the current year and encumbrances carried forward from the prior year.





City of Manhattan Beach  
 Fiscal Year 2022-2023 Statement of Revenues & Expenditures  
 As of January 31, 2023

% of Year  
**58.3%**

Current Year Activity

Fund	Adjusted Budget	YTD Revenues	%	Adjusted Budget	Year-to-Date		%	
					Expenditures	Expenditures		Encumbrances
Fund No.	Revenues	Revenues	Realized	Expenditures	Expenditures	Encumbrances	Utilized	
General Fund	100	\$86,931,574	\$48,161,910	55.4%	\$86,639,330	\$44,533,829	\$1,073,939	52.6%
Street Lighting & Landscaping Fund	201	390,822	187,247	47.9%	719,511	273,837	1,692	38.3%
Gas Tax Fund	205	2,048,850	1,048,451	51.2%	3,786,986	195,762	1,097,649	34.2%
Asset Forfeiture	210	41,800	26,168	62.6%	135,497	26,783	27,747	40.2%
Police Safety Grants	211	159,000	180,902	113.8%	209,693	75,935	5,693	38.9%
Prop A Fund	230	883,003	567,630	64.3%	788,363	396,078	5,307	50.9%
Prop C Fund	231	9,615,953	2,234,512	23.2%	10,050,168	603,471	1,872,353	24.6%
AB 2766 Fund	232	47,500	29,361	61.8%	673	392	-	58.2%
Measure R	233	1,087,088	437,226	40.2%	2,595,986	54,525	878,568	35.9%
Measure M	234	11,594,378	452,529	3.9%	12,873,472	101,349	525,445	4.9%
Measure W	240	3,015,015	450,686	14.9%	2,603,515	80,549	1,073,647	44.3%
Capital Improvements Fund	401	2,698,284	951,248	35.3%	13,413,182	1,592,735	2,924,084	33.7%
Bond Construction Fund	402	-	240,615	n/a	5,595,390	2,241,168	3,214,003	97.5%
Underground Assessment District Construction	403	-	114,041	n/a	1,316,657	80,990	8,389	6.8%
Water Fund	501	16,472,500	8,536,916	51.8%	33,720,518	13,454,336	10,848,208	72.1%
Stormwater Fund	502	344,484	218,515	63.4%	4,458,062	685,939	136,216	18.4%
Wastewater Fund	503	3,628,000	2,293,201	63.2%	15,418,797	1,269,529	1,207,674	16.1%
Parking Fund	520	3,983,200	2,516,289	63.2%	3,026,777	1,129,138	22,831	38.1%
County Parking Lots Fund	521	1,363,000	728,927	53.5%	953,214	133,475	-	14.0%
State Pier & Parking Lot Fund	522	833,500	539,537	64.7%	2,776,820	233,286	29,501	9.5%
Insurance Reserve Fund	601	7,549,860	6,605,344	87.5%	8,278,953	7,323,571	145,870	90.2%
Information Systems Reserve Fund	605	3,698,533	2,157,948	58.3%	4,738,998	1,843,276	545,272	50.4%
Fleet Management Fund	610	2,772,827	1,519,191	54.8%	4,885,091	1,425,637	1,711,237	64.2%
Building Maintenance & Operation Fund	615	2,195,831	1,039,907	47.4%	2,596,244	1,053,390	372,744	54.9%
Special Assessment Debt Service	710	714,150	366,776	51.4%	700,450	663,875	-	94.8%
Special Assessment UAD 19-12 19-14 Fund	711	606,106	332,820	54.9%	609,007	499,453	-	82.0%
Special Assessment UAD 19-4 Fund	712	337,613	169,277	50.1%	341,813	278,506	-	81.5%
City Pension Fund	801	264,480	833	0.3%	196,680	117,436	-	59.7%
PARS Investment Trust	804	50,000	(27,262)	-54.5%	-	-	-	-
		<b>\$163,327,351</b>	<b>\$82,080,744</b>	<b>50.3%</b>	<b>\$223,429,847</b>	<b>\$80,368,250</b>	<b>\$27,728,070</b>	<b>36.0%</b>



City of Manhattan Beach  
 Fiscal Year 2022-2023 Citywide Revenues  
 As of January 31, 2023

**% of Year  
58.3%**

Current Year Activity

	Fund No.	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
General Fund	100	\$86,669,227	\$262,347	\$86,931,574	\$48,161,910	38,769,664	55.4%
Street Lighting & Landscaping Fund	201	390,822	-	390,822	187,247	203,576	47.9%
Gas Tax Fund	205	1,798,763	250,087	2,048,850	1,048,451	1,000,399	51.2%
Asset Forfeiture	210	41,800	-	41,800	26,168	15,632	62.6%
Police Safety Grants	211	159,000	-	159,000	180,902	(21,902)	113.8%
Prop A Fund	230	883,003	-	883,003	567,630	315,373	64.3%
Prop C Fund	231	712,451	8,903,502	9,615,953	2,234,512	7,381,440	23.2%
AB 2766 Fund	232	47,500	-	47,500	29,361	18,139	61.8%
Measure R	233	547,088	540,000	1,087,088	437,226	649,862	40.2%
Measure M	234	5,921,033	5,673,345	11,594,378	452,529	11,141,850	3.9%
Measure W	240	1,611,500	1,403,515	3,015,015	450,686	2,564,329	14.9%
Capital Improvements Fund	401	1,605,438	1,092,846	2,698,284	951,248	1,747,036	35.3%
Bond Construction Fund	402	-	-	-	240,615	(240,615)	100.0%
Underground Assessment District Construction	403	-	-	-	114,041	(114,041)	100.0%
Water Fund	501	16,472,500	-	16,472,500	8,536,916	7,935,584	51.8%
Stormwater Fund	502	344,484	-	344,484	218,515	125,969	63.4%
Wastewater Fund	503	3,628,000	-	3,628,000	2,293,201	1,334,799	63.2%
Parking Fund	520	3,983,200	-	3,983,200	2,516,289	1,466,911	63.2%
County Parking Lots Fund	521	1,363,000	-	1,363,000	728,927	634,073	53.5%
State Pier & Parking Lot Fund	522	833,500	-	833,500	539,537	293,963	64.7%
Insurance Reserve Fund	601	7,549,860	-	7,549,860	6,605,344	944,516	87.5%
Information Systems Reserve Fund	605	3,698,533	-	3,698,533	2,157,948	1,540,585	58.3%
Fleet Management Fund	610	2,772,827	-	2,772,827	1,519,191	1,253,636	54.8%
Building Maintenance & Operation Fund	615	2,195,831	-	2,195,831	1,039,907	1,155,924	47.4%
Special Assessment Debt Service	710	714,150	-	714,150	366,776	347,374	51.4%
Special Assessment UAD 19-12 19-14 Fund	711	606,106	-	606,106	332,820	273,286	54.9%
Special Assessment UAD 19-4 Fund	712	337,613	-	337,613	169,277	168,336	50.1%
City Pension Fund	801	264,480	-	264,480	833	263,647	0.3%
PARS Investment Trust	804	50,000	-	50,000	(27,262)	77,262	-54.5%
		<b>\$145,201,709</b>	<b>\$18,125,642</b>	<b>\$163,327,351</b>	<b>\$82,080,744</b>	<b>\$81,246,607</b>	<b>50.3%</b>



City of Manhattan Beach  
 Fiscal Year 2022-2023 Citywide Expenditures  
 As of January 31, 2023

**% of Year  
58.3%**

Current Year Activity

Fund	Fund No.	Original Budget	Budget Adjustments*	Adjusted Budget	Year-to-Date		Available Budget	% Utilized
					Actuals	Encumbrances		
General Fund	100	\$85,275,151	\$1,364,179	\$86,639,330	\$44,533,829	\$1,073,939	\$41,031,561	52.6%
Street Lighting & Landscaping Fund	201	612,022	107,489	719,511	273,837	1,692	443,981	38.3%
Gas Tax Fund	205	1,575,138	2,211,848	3,786,986	195,762	1,097,649	2,493,575	34.2%
Asset Forfeiture	210	107,750	27,747	135,497	26,783	27,747	80,967	40.2%
Police Safety Grants	211	155,000	54,693	209,693	75,935	5,693	128,065	38.9%
Prop A Fund	230	780,646	7,717	788,363	396,078	5,307	386,978	50.9%
Prop C Fund	231	1,260,138	8,790,030	10,050,168	603,471	1,872,353	7,574,345	24.6%
AB 2766 Fund	232	673	-	673	392	-	281	58.2%
Measure R	233	760,138	1,835,848	2,595,986	54,525	878,568	1,662,893	35.9%
Measure M	234	5,870,138	7,003,334	12,873,472	101,349	525,445	12,246,679	4.9%
Measure W	240	1,200,000	1,403,515	2,603,515	80,549	1,073,647	1,449,319	44.3%
Capital Improvements Fund	401	6,442,589	6,970,593	13,413,182	1,592,735	2,924,084	8,896,364	33.7%
Bond Construction Fund	402	-	5,595,390	5,595,390	2,241,168	3,214,003	140,218	97.5%
Underground Assessment District Construction	403	1,285,750	30,907	1,316,657	80,990	8,389	1,227,278	6.8%
Water Fund	501	13,304,706	20,415,812	33,720,518	13,454,336	10,848,208	9,417,974	72.1%
Stormwater Fund	502	1,836,564	2,621,498	4,458,062	685,939	136,216	3,635,906	18.4%
Wastewater Fund	503	4,710,392	10,708,405	15,418,797	1,269,529	1,207,674	12,941,593	16.1%
Parking Fund	520	2,698,608	328,169	3,026,777	1,129,138	22,831	1,874,809	38.1%
County Parking Lots Fund	521	953,214	-	953,214	133,475	-	819,739	14.0%
State Pier & Parking Lot Fund	522	737,458	2,039,362	2,776,820	233,286	29,501	2,514,033	9.5%
Insurance Reserve Fund	601	8,243,352	35,601	8,278,953	7,323,571	145,870	809,512	90.2%
Information Systems Reserve Fund	605	4,276,387	462,611	4,738,998	1,843,276	545,272	2,350,450	50.4%
Fleet Management Fund	610	2,490,440	2,394,651	4,885,091	1,425,637	1,711,237	1,748,217	64.2%
Building Maintenance & Operation Fund	615	2,195,831	400,413	2,596,244	1,053,390	372,744	1,170,110	54.9%
Special Assessment Debt Service	710	700,450	-	700,450	663,875	-	36,575	94.8%
Special Assessment UAD 19-12 19-14 Fund	711	609,007	-	609,007	499,453	-	109,554	82.0%
Special Assessment UAD 19-4 Fund	712	341,813	-	341,813	278,506	-	63,307	81.5%
City Pension Fund	801	196,680	-	196,680	117,436	-	79,244	59.7%
PARS Investment Trust	804	-	-	-	-	-	-	-
		<b>\$148,620,035</b>	<b>\$74,809,812</b>	<b>\$223,429,847</b>	<b>\$80,368,250</b>	<b>\$27,728,070</b>	<b>\$115,333,526</b>	<b>48.4%</b>

\*Budget Adjustments include City Council-approved adjustments during the current year and encumbrances carried forward from the prior year.

**Balance Sheet Accounts  
As of January 31, 2023**

Account	Description	Established	Purpose	Amount
<b>Parks &amp; Recreation</b>				
100-21501	Tree and Bench Donations	2003	Donations for trees & benches.	\$ 6,797
100-21702	Joslyn Foundation Deposits	1997	Joslyn Center Donations.	6,558
100-21705	Pumpkin Race	2013	Sponsorship revenue/expenses for Pumpkin Race.	18,915
100-21706	Recreation Sponsorships	2017	Sponsorship revenue/expenses for other programs.	18,750
802-21708	Public Art Development Fees	2003	Funded through a portion of development fees. Used to fund Public Art.	2,181,352
<b>Police</b>				
100-21410	Reserve Force Deposits	1997	Funded through donations. Reserve Officer equipment, training, etc.	\$ 1,945
100-21405	K9 Deposits	1997	Funded through donations. Used for K9 Equipment.	530
100-21408	Victims Assistance Deposits	1997	Property that is forfeited permanently and goes to auction. The funds are deposited for Victims Assistance programs.	3,423
100-21411	Every 15 Minutes Deposits	1998	Funded through donations. Every 15 Minutes Program. In conjunction with Mira Costa (MBUSD).	4,356
100-21409	Explorer Scout Deposits	1997	Funded through donations. Explorer events, special equipment, etc.	11,585
100-21404	Neighborhood Watch Deposits	1997	Property that is forfeited permanently and goes to auction. The funds are deposited for various Neighborhood Watch uses.	13,305
100-21407	Equipment Deposits	1997	Funded through donations. Used for Various Special Equipment.	23,144
100-21412	Graux Trust (Police)	2014	Donation gift from the Graux Trust.	8,893
100-21402	Inmate Welfare Deposits	1997	Funds generated through inmate telephone in the jail. Use for Inmate welfare, i.e. new mattresses, periodicals, newspapers, books, etc.	45,944
<b>Fire</b>				
100-21453	Paramedic Trust Deposits	1997	Donations to Fire operations.	\$ 7,295
100-21451	Graux/Rotary Trust (Fire)	2014	Donation gift from the Graux Trust.	1,756
100-21452	Customer Deposits	2012	Donations from public to fire services.	653
100-21913	Fire Technology Replacement	2020	Funded through a fee of 5% of annual Fire Inspection Permits. The purpose of this technology fee is to recover the cost associated with replacement of existing system, upgrades to the existing and new system, and maintenance costs associated with the system.	17,622
<b>Community Development</b>				
100-21602	Tree Penalties for Illegal Removal	2018	Fines for illegally removed trees for the planting of new trees.	\$ 77,255
100-21601	General Plan Maintenance	2010	Surcharge taken from permits to fund updates for General Plan (i.e., Mobility Plan, Housing Element, Land Use, etc.).	489,517
100-21608	Seismic Fees	1998	A portion of this fee is paid quarterly by the City to the Department of Conservation (DoC) along with a quarterly report. Balance of fee is used for data utilization, and seismic education incorporating data interpretations from data of the strong-motion instrumentation program.	62,558
100-21609	Congestion Management Plan	2002	Fees that are charged for projects that increase traffic; Planning correction checklist has section for CMP, where a spreadsheet calculates trips/cost; county program on hold for number of years. Funds are to be used for transportation improvements.	68,440
100-21610	BSA Revolving Fund Fee	2009	Fee identified during Building permit application. A portion of this fee is paid quarterly by the City to the CA Building Standards Commission (BSC) along with a quarterly report. Fee paid to BSC based on calculations in the report.	16,487
100-21616	SB 1186 Disability Access & Education	2014	Fee charged on permits, a portion of which is available yearly for Building Inspector training on Title 24, CASp (Certified Access Specialist Program), and SB 1186.	90,711
100-21914	Energov Technology Replacement	2020	Funded through a fee of 3% of Building Permits. The purpose of this technology fee is to recover the cost associated with replacement of existing system, upgrades to the existing and new system, and maintenance costs associated with the system.	133,378
<b>Information Technology</b>				
100-21311	Time Warner PEG Deposit	1997	Public, Education, and Governmental Access. MBtv (city government cablecast and webcast) capital expenditures, repairs and upgrades.	\$ 558,714
100-21312	Verizon PEG Deposit	2007	Public, Education, and Governmental Access. MBtv (city government cablecast and webcast) capital expenditures, repairs and upgrades.	321,276

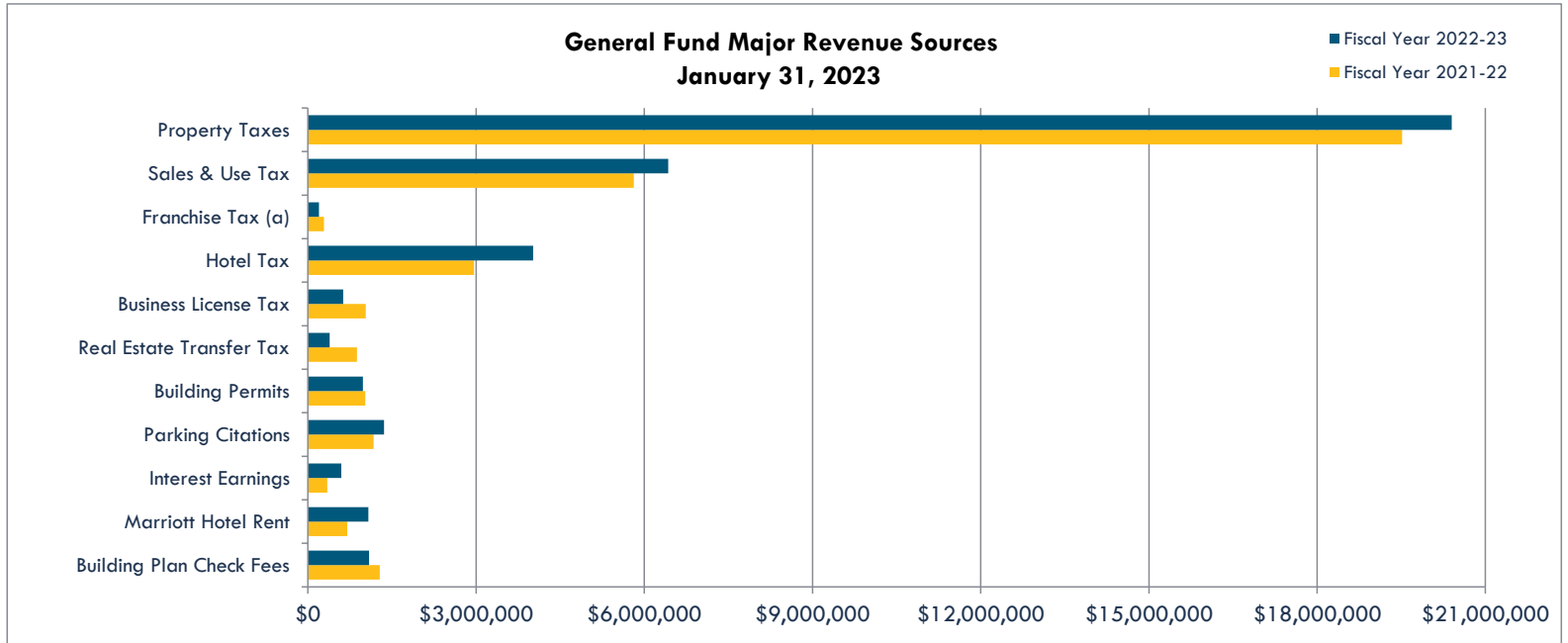
**Total \$ 4,191,161**



City of Manhattan Beach  
 Fiscal Year 2022-2023 General Fund Major Revenue Trends  
 January 31, 2023

Percent of Year  
 58.3%

Major Revenue Accounts	Fund No.	Year-To-Date Actuals						FY 2023	
		2018	2019	2020	2021	2022	2023	Adj Budget	Realized
Property Taxes	100	15,445,953	16,372,562	17,448,035	12,953,416	19,514,592	20,401,983	38,049,313	53.6%
Sales & Use Tax	100	5,149,184	5,395,491	5,580,287	4,783,258	5,813,585	6,429,043	9,260,000	69.4%
Franchise Tax (a)	100	411,542	326,909	316,483	299,254	289,135	198,376	1,135,000	17.5%
Hotel Tax	100	2,200,894	2,522,946	2,840,889	1,183,374	2,965,157	4,018,074	4,025,000	99.8%
Business License Tax	100	305,570	451,609	490,227	817,415	1,031,426	630,688	3,600,000	17.5%
Real Estate Transfer Tax	100	441,178	499,727	610,955	527,678	874,561	387,668	810,000	47.9%
Building Permits	100	1,091,370	1,169,321	1,101,962	849,070	1,023,875	982,839	1,532,712	64.1%
Parking Citations	100	1,398,520	1,193,390	1,098,921	981,665	1,172,769	1,359,136	1,875,000	72.5%
Interest Earnings	100	413,016	554,469	666,997	521,227	348,423	598,499	637,522	93.9%
Marriott Hotel Rent	100	764,719	1,215,062	1,053,992	568,661	703,531	1,077,506	1,350,000	79.8%
Vehicle in Lieu	100	-	-	-	-	40,590	-	17,000	0.0%
Building Plan Check Fees	100	1,124,455	1,189,691	1,161,341	1,194,711	1,284,465	1,093,327	1,755,000	62.3%
<b>Total Major Revenue Accounts</b>		<b>28,746,398</b>	<b>30,891,178</b>	<b>32,370,090</b>	<b>24,679,727</b>	<b>35,062,108</b>	<b>37,177,140</b>	<b>64,046,547</b>	<b>58.0%</b>
Over/(Under) Prior Year			2,144,780	1,478,912	(7,690,363)	10,382,381	2,115,031		
Percent Change From Prior Year			7.5%		(23.8%)	42.1%	6.0%		
Other Revenues		1,684,121	2,109,867	711,082	4,089,846	8,973,139	10,984,771	22,885,027	48.0%
<b>Total General Fund Revenues</b>		<b>30,430,520</b>	<b>33,001,045</b>	<b>33,081,172</b>	<b>28,769,573</b>	<b>44,035,247</b>	<b>48,161,910</b>	<b>86,931,574</b>	<b>55.4%</b>

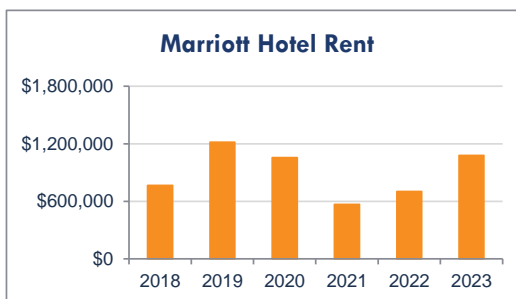
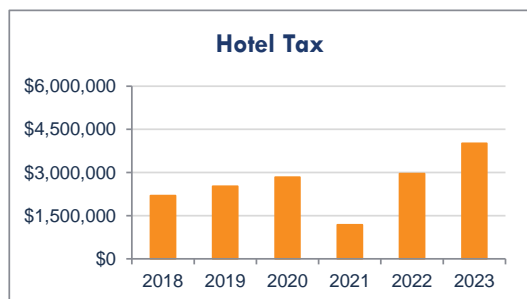
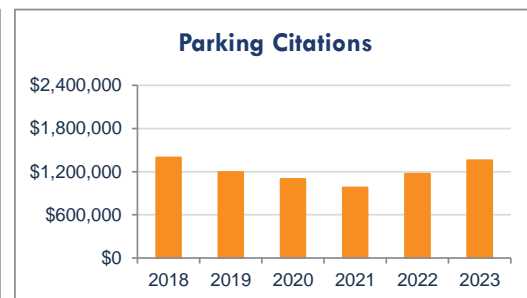
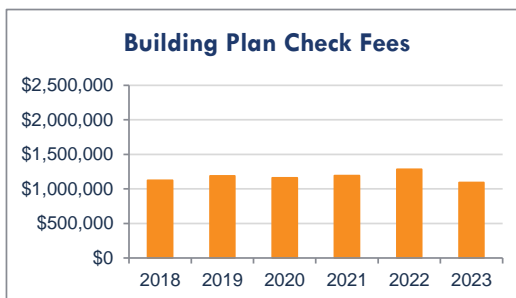
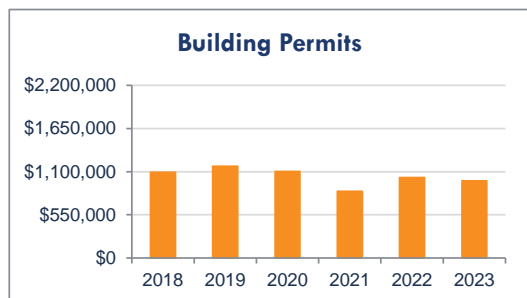
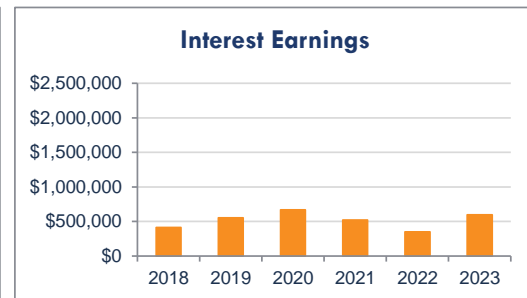
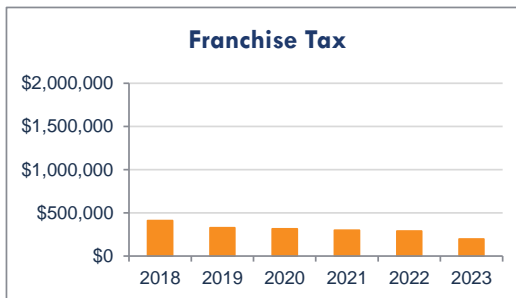
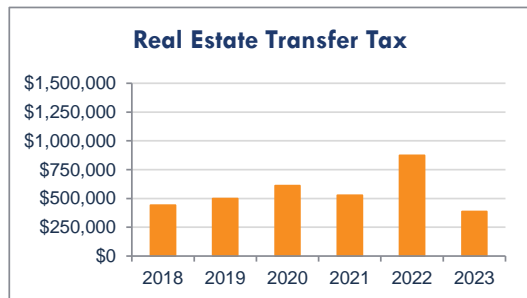
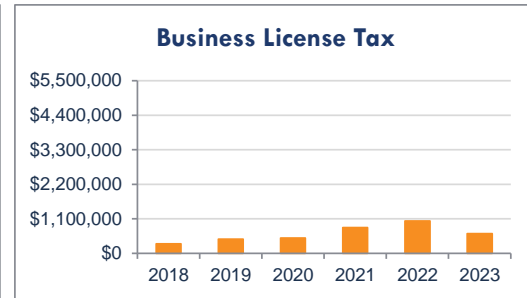
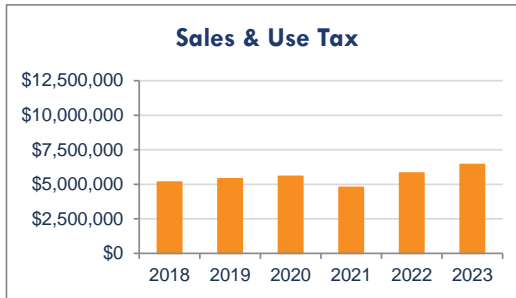
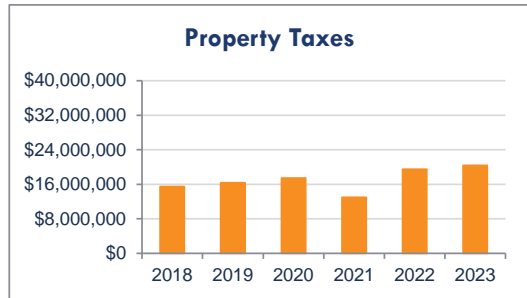


(a) The structure of payments for the some of the franchise fees has changed resulting in lower initial revenues at the beginning of the fiscal year as compared to prior years. This revenue will self adjust throughout the year to better align with prior full-year numbers.



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

Percent of Year  
58.3%





**CITY OF MANHATTAN BEACH**

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# STAFF REPORT

**Agenda Date:** 3/21/2023

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Liza Tamura, City Clerk

Patty Matson, Deputy City Clerk

**SUBJECT:**

Consideration of a Resignation from Los Angeles County West Vector Control Board Trustee Dupree; Declare Vacant Los Angeles County West Vector Control Board Trustee Member-At-Large Seat (Dupree); and Defer Appointment Until the Annual Boards and Commissions Interview and Appointment Process (City Clerk Tamura).

**A) ACCEPT RESIGNATION**

**B) DECLARE VACANCY**

**C) DEFER APPOINTMENT**

---

**RECOMMENDATION:**

Staff recommends that the City Council:

- a) Accept the resignation from Los Angeles County West Vector Control Board Trustee Jake Dupree;
- b) Declare vacant Los Angeles County West Vector Control Board Trustee Member-At-Large Seat (Dupree); and
- c) Defer the appointment until the annual Boards and Commission interview and appointment process as scheduled.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the recommended action. Staff has actively been advertising the annual Boards and Commissions vacancies. Once the aforementioned seat is declared vacant, staff will update all advertisements to include the LA County West Vector Control Board seat.

**BACKGROUND:**

The Los Angeles County West Vector and Vector-Borne Disease Control District was formed in

1944 and covers approximately 680 square miles, contains 23 cities, including the City of Manhattan Beach, and unincorporated territory of Los Angeles County. The purpose of the control district is to educate the public about vector-transmitted diseases, vector related injuries, and provide additional information on services offered by the control district. Each city and county within the boundaries of the district, may appoint one representative each to the Los Angeles County West Vector Control Board of Trustees.

The board holds regular meetings once every two months on the 2nd Thursday of the month at their headquarters. There are a total of six meetings per year (January, March, May, July, September, and November).

First time appointees are appointed for a two year term; thereafter, a trustee may be appointed to a two or four year term at the discretion of City Council. There is no maximum tenure for this appointment.

On March 3, 2023, Trustee Dupree tendered his letter of resignation to the City; effectively leaving the Los Angeles County West Vector Control Board Trustee Member-At-Large Seat vacant, beginning on July 1, 2023.

**DISCUSSION:**

This newly declared vacancy coincides with our current annual Boards and Commissions interview and appointment process, therefore, upon approval, staff will update the online application to include this seat. Any applications received for this position will be considered as part of the annual interview and appointment process. The application deadline is April 13, 2023 at 5:00 PM. Interviews for this seat and the scheduled vacancies will occur on April 25, 2023, and appointments will be made by the City Council at the May 2, 2023 meeting.

The newly appointed member will begin their term on July 1, 2023, so that they may attend the next regularly scheduled Vector Control Board meeting on July 13, 2023. The term for the Los Angeles County West Vector Control Board Trustee Seat is due to expire on December 31, 2024. The new trustee will fulfill the remainder of the term left vacant by Jake Dupree. Upon completing this term, the appointed member will need to submit a new application in order to be considered for reappointment.

**PUBLIC OUTREACH:**

As part of the 2023 annual Boards and Commissions interview and appointment process, staff has advertised for several Board and Commission vacancies in the Beach Reporter, City Hall posting boards, Manhattan Heights Community Center and Joslyn Community Center posting boards, the City's website, the City's social media channels, the City's eNewsletter, and sent e-notifications to website subscribers. Staff will continue with scheduled outreach as planned and will update all advertisements with the newly declared seat.

**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. Letter of Resignation - Jake Dupree

## Liza Tamura, MMC

---

**From:** Jake Dupree  
**Sent:** Friday, March 3, 2023 10:13 AM  
**To:** Liza Tamura, MMC  
**Subject:** West LA Vector Resignation

Hi Liza Tamura and to whom it may concern,

I would like to resign from my position on Los Angeles County West Vector Control Board - Manhattan Beach. It has been a pleasure to serve for my community. I am able to complete the term through June 2023 to help with the transition.

Thank you for the privilege to serve my community.

Sincerely,

Jake Dupree



**JAKE DUPREE**  
TRUSTEE

[jdupree@manhattanbeach.gov](mailto:jdupree@manhattanbeach.gov)

**CITY OF MANHATTAN BEACH** 1400 Highland Avenue Manhattan Beach, CA 90266  
Office Hours: M-Th 8:00 AM-5:00 PM | Fridays 8:00 AM-4:00 PM | Not Applicable to Public Safety

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# STAFF REPORT

**Agenda Date:** 3/21/2023

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Steve S. Charelian, Finance Director  
Libby Bretthauer, Financial Services Manager

**SUBJECT:**

Consideration of Introducing an Ordinance Amending Section 8.20.020 of the Manhattan Beach Municipal Code to Increase the Rate of the City's Transient Occupancy Tax to 14% in Accordance with Measure A (Finance Director Charelian).

**INTRODUCE ORDINANCE NO. 23-0007**

---

**RECOMMENDATION:**

Staff recommends that the City Council consider Ordinance No. 23-00XX amending Section 8.20.020 of the Manhattan Beach Municipal Code to increase the rate of the City's Transient Occupancy Tax (TOT) to 14% in accordance with Measure A, adopted by the Manhattan Beach electorate in 2019.

**FISCAL IMPLICATIONS:**

Staff anticipates that increasing the City's TOT rate from 12% to 14% will result in an approximately \$1.25 million in annual revenues within the General Fund, the fund that primarily supports the City's public safety and general government activities. If approved, this rate change would take effect on July 1, 2023.

**BACKGROUND:**

On March 5, 2019, the Manhattan Beach voters approved Measure A at the City's 2019 General Municipal Election. Measure A authorized the City Council to increase the City's TOT rate by up to 4% to fund essential City services including police patrols and crime prevention; fire and paramedic emergency response; and other general City services.

**DISCUSSION:**

As authorized by the voters in Measure A, City Council approved a 2% TOT increase and

scheduled the implementation to take effect on May 1, 2020. However, in response to the COVID-19 pandemic, City Council deferred the escalation of the City's TOT rate from 10% to 12% until July 1, 2020. Based on the voter-authorized parameters written into Measure A, City Council has the option to raise the TOT rate up to 14% after May 1, 2022.

Staff periodically monitors the TOT rates amongst various comparable cities in the greater Los Angeles area and current rates range from 12% to 15%. Similar to its coastal neighbors of El Segundo and Redondo Beach, the City's current TOT rate is set at 12%. Many other area cities have higher TOT rates including Hermosa Beach (14%), Santa Monica (14%), Beverly Hills (14%), Culver City (14%) and Malibu (15%).

Raising the City's TOT rate to 14% would allow the City to substantially offset the cost of recent public safety enhancements and align the City's TOT rate with other nearby cities. Staff estimates that this increase could generate an estimated \$1.25 million annually in General Fund revenues to help offset costs associated with adding public safety positions.

Other cities that recently had a voter approved TOT increase made the effective date of the increase within two to three months. If approved by the City Council, the rate increase in Manhattan Beach would take effect July 1, 2023.

**PUBLIC OUTREACH:**

Staff informed all area hotels and short-term rental operators of the City Council agenda item considering the TOT increase prior to its presentation on February 21, 2023. Additional notifications were sent in March notifying hotel and short-term rental operators of the Ordinance reading dates.

**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.

**ATTACHMENT:**

1. Ordinance No. 23-0007

**ORDINANCE NO. 23-0007**

**AN ORDINANCE OF THE CITY OF MANHATTAN BEACH AMENDING SECTION 8.20.020 OF THE MANHATTAN BEACH MUNICIPAL CODE TO INCREASE THE RATE OF THE CITY'S TRANSIENT OCCUPANCY TAX TO 14% IN ACCORDANCE WITH MEASURE A, ADOPTED BY THE MANHATTAN BEACH ELECTORATE IN 2019**

**RECITALS**

A. On March 5, 2019, the Manhattan Beach voters approved Measure A at the City's 2019 General Municipal Election. Measure A authorized the City Council to increase the City's Transient Occupancy Tax (TOT) rate by up to 4% to fund essential City services including police patrols and crime prevention; fire and paramedic emergency response; and other general City services.

B. Prior to Measure A, the TOT was 10%. In accordance with Measure A, the City Council authorized a 2% TOT increase to 12%, which took effect in 2020.

C. Pursuant to Measure A, City Council may increase the TOT rate by an additional 2%, to increase the TOT rate to 14%.

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

SECTION 1. The City Council hereby amends Section 8.20.020 to Chapter 8.20 (Uniform Hotel/Motel Occupancy Tax) to Title 8 (Finance, Revenue and Taxation) of the Manhattan Beach Municipal Code to read as follows:

**"Section 8.20.020 – Tax Imposed.**

For the privilege of occupancy in any hotel, each transient shall be subject to and shall pay a tax in the amount of ten percent (10%) of the rent charged by the operator. Commencing May 1, 2020, each transient shall be subject to and shall pay a tax in the amount of twelve percent (12%) of the rent charged by the operator. Commencing July 1, 2023, each transient shall be subject to and shall pay a tax in the amount of fourteen percent (14%) of the rent charged by the operator. Said tax shall constitute a debt owed by the transient to the City which debt shall be extinguished only by payment to the operator or to the City. The transient shall pay the tax to the operator of the hotel at the time the rent is paid. If the rent is paid in installments, a proportionate share of the tax shall be paid with each installment. The unpaid tax shall be due upon the transient's ceasing to occupy space in the hotel. If for any reason the tax due is not paid to the operator of the hotel, the Tax Administrator may require that such tax shall be paid directly to the Tax Administrator."

SECTION 2. INTERNAL CONSISTENCY. Any provisions of the Municipal Code, or any other resolution or ordinance of the City, to the extent that they are inconsistent with this Ordinance are hereby repealed, and the City Clerk shall make any necessary changes to the Municipal Code for internal consistency.

SECTION 3. SEVERABILITY. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or their application and, to this end, the provisions of this Ordinance are severable.

SECTION 4. CERTIFICATION. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

ADOPTED on \_\_\_\_\_, 2023.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
LIZA TAMURA  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
QUINN M. BARROW  
City Attorney



**CITY OF MANHATTAN BEACH**

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# STAFF REPORT

**Agenda Date:** 3/21/2023

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Talyn Mirzakhonian, Acting Community Development Director  
Jaehee Yoon, Senior Planner

**SUBJECT:**

Second Reading and Adoption of Ordinance No. 23-0006 Amending:

- a) the Zoning Text in Title 10, Part III of the Manhattan Beach Municipal Code and
- b) the Zoning Map, to Create a Residential Overlay Zoning District for Certain Commercial Properties (Acting Community Development Director Mirzakhonian).

**ADOPT ORDINANCE NO. 23-0006**

---

**RECOMMENDATION:**

Staff recommends that the City Council adopt Ordinance No. 23-0006 to create a residential overlay zoning district for certain commercial properties.

**FISCAL IMPLICATIONS:**

There are no fiscal impacts associated with the adoption of the ordinance.

**BACKGROUND:**

On March 7, 2023, after conducting a public hearing, the City Council introduced Ordinance No. 23-0006 (Municipal Code Amendment) to create a residential overlay zoning district for certain commercial properties. The Overlay will implement a portion of Program 2 and the full scope of Program 7 of the City Council-adopted 6th Cycle Housing Element.

**DISCUSSION:**

Ordinance No. 23-0006 will create a Residential Overlay District (“Overlay”) that will supplement the underlying zoning on applicable properties to facilitate additional housing opportunities in the City, in accordance with the adopted 6th cycle Housing Element.

Staff recommends that the City Council adopt Ordinance No. 23-0006.

**ENVIRONMENTAL REVIEW:**

On March 22, 2022, the City Council adopted Resolution No. 22-0014 adopting an Initial Study/Negative Declaration (IS/ND) prepared for the Housing Element, and adopted findings pursuant to CEQA and the State CEQA Guidelines. On September 23, 2022, the City Council adopted Resolution No. 22-0137, adopting an Addendum to the adopted IS/ND in connection with its adoption of the revised Housing Element. As the ordinance amending the zoning text and zoning map are implementation actions that are within the scope of the adopted IS/ND and Addendum, no further environmental analysis is required.

**LEGAL REVIEW:**

The City Attorney has approved as to form the ordinance.

**ATTACHMENTS:**

1. Ordinance 23-0006
2. Staff Report (Link in attached Agenda) - March 7, 2023



**ORDINANCE NO. 23-0006**

**AN ORDINANCE OF THE CITY OF MANHATTAN BEACH ADDING CHAPTER 10.50 TO THE MANHATTAN BEACH MUNICIPAL CODE TO ESTABLISH A RESIDENTIAL OVERLAY ZONING DISTRICT AND APPLYING THE OVERLAY TO CERTAIN PROPERTIES**

**THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:**

SECTION 1. The City Council hereby adds Chapter 10.50 (Residential Overlay District) to Title 10 (Planning and Zoning) of the Manhattan Beach Municipal Code to read as follows:

“Chapter 10.50 - Residential Overlay District

Section 10.50.010 – Specific Purpose and Applicability  
Section 10.50.020 – Development Standards  
Section 10.50.030 – Procedure

**Section 10.50.010 – Specific Purpose and Applicability.**

The purpose of this Chapter is to implement the requirements of Government Code Sections 65583.2(h) and (i), by establishing an overlay zoning district, designated as “Residential Overlay District” or “ROD” on the zoning map, inclusive of objective development standards that allow by-right multifamily residential development for qualifying projects, consistent with State law.

**Section 10.50.020 – Development Standards**

Projects on designated lots shall comply with the following development standards:

- A. **Density:** The density shall range between a minimum of 20 DU/AC and a maximum of 60 DU/AC.
  - 1. **Mixed-use Projects:** Maximum Floor Area Factor of 2.0, applicable to entire project.
- B. **Setbacks:** No setbacks are required, unless a property line of the project site abuts a residential property, in which case, development shall comply with the following:
  - 1. A minimum five (5) foot setback is required at any property line separating existing residential development from a project approved pursuant to this Section.
  - 2. Structures shall not intercept a 60° daylight plane inclined inward from a height of 20 feet above existing grade at the shared property line.
- C. **Height:**
  - 1. Development on designated sites along Sepulveda Boulevard, Aviation Boulevard, Manhattan Beach Boulevard and Artesia Boulevard shall not exceed 36 feet in height.
  - 2. Development on designated sites along Rosecrans Avenue, including APN 4138020056, shall not exceed 60 feet in height.
  - 3. For all projects, roof mounted mechanical equipment and elevator shafts are

allowed to exceed the maximum allowed height limit by up to five (5) feet, so long as they are properly screened and located in an area that would not be visible from or adversely impact the surrounding properties.

- D. **Open Space:** A minimum of 50 square feet of private open space per unit is required. To qualify, open space shall have minimum dimension of five (5) feet in any direction. Common open space shall be provided at equal to or greater than eight percent (8%) of buildable floor area.
- E. **Fence/Wall:** A solid masonry or concrete wall is required for project sites that abut or adjoin a ground-floor residential use or residentially zoned property. The minimum height of a fence or wall shall be six (6) feet as measured from the finished grade of the development approved pursuant to this Section, and up to eight (8) feet, unless a greater height is mutually agreed upon for a common property line by the abutting property owners and approved by the Community Development Department.
- F. **Parking:** Required parking spaces for residential units shall be provided in accordance with the State density bonus law (CA Government Code 65915). Commercial parking in mixed-used projects are subject to standard parking requirements in Chapter 10.64 of the MBMC.
- G. **Residential Capacity:** Projects can be developed solely with residential uses. For mixed-use projects, a minimum 50% of the floor area shall be dedicated to residential uses.
- H. **Other:** Project must include a minimum of 20% of the total units for lower-income households. Owner-occupied and rental multifamily uses are allowed.

**Section 10.50.030 - Procedure**

Pursuant to Government Code Sections 65583.2(h) and (i), any development proposed pursuant to this Chapter is permitted by-right. Qualifying projects shall be submitted directly to the Building and Safety Division for plan check review.”

SECTION 2. ZONING MAP AMENDMENT. The City Council hereby amends the City of Manhattan Beach Zoning Map to incorporate the Residential Overlay District as reflected on the attached Exhibit.

SECTION 3. CONSISTENCY WITH GENERAL PLAN AND ZONING CODE'S NOTICE AND HEARING REQUIREMENTS. The proposed zoning text amendment and zoning map amendment will be consistent with the General Plan Goals and Policies as they are consistent with the City's Housing Element of the General Plan and corresponding amendments are also proposed to the General Plan Land Use Element. Specifically, the proposed amendments to the Land Use Element focus on commercial districts and corridors, such as Sepulveda Boulevard and Rosecrans Avenue east of Sepulveda, where the proposed Residential Overlay District will be applicable. The proposed zoning text amendment and zoning map amendment are also consistent with the notice and hearing requirements of the City's Zoning Code.

SECTION 4. INTERNAL CONSISTENCY. Any provisions of the Municipal Code, or any other resolution or ordinance of the City, to the extent that they are inconsistent with this Ordinance are hereby repealed, and the City Clerk shall make any necessary changes to the Municipal Code for internal consistency.

SECTION 5. SEVERABILITY. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such

invalidity will not affect the effectiveness of the remaining provisions or their application and, to this end, the provisions of this Ordinance are severable.

SECTION 6. CERTIFICATION. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

ADOPTED on March 21, 2023.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
LIZA TAMURA  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
QUINN M. BARROW  
City Attorney

EXHIBIT A  
UPDATED ZONING MAP



# CITY OF MANHATTAN BEACH

## ZONING DESIGNATIONS

### Area District Boundaries

### Zoning Designations & Overlays

#### Residential Districts

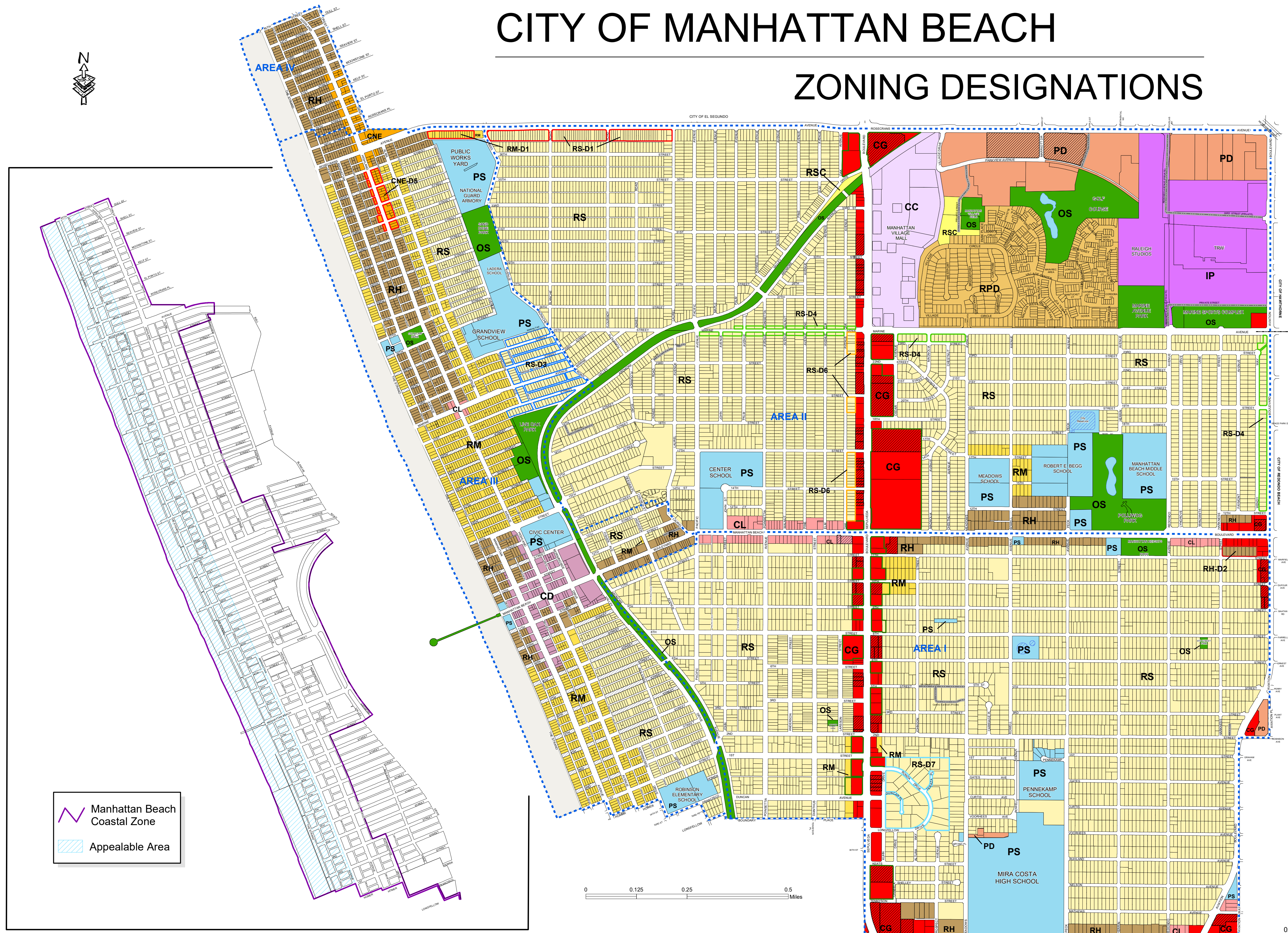
- RS** Residential Single Family
  - D1-Design Review -Rosecrans Avenue
  - D3-Design Review -Gaslamp Neighborhood
  - D4-Design Review -Traffic Noise Impact Area
  - D6- Design Review -Oak Avenue
  - D7- Design Review -Longfellow Drive
  - D8- Design Review -Sepulveda Corridor
- RM** Residential Medium Density
  - D1- Design Review -Rosecrans Avenue
  - D8- Design Review -Sepulveda Corridor
- RH** Residential High Density
  - D2- Design Review -11th Street
- RPD** Residential Planned Development
- RSC** Residential Senior Citizen

#### Commercial Districts

- CL** Local Commercial
- ROD** Residential Overlay District
- CC** Community Commercial
- CG** General Commercial
  - D8- Design Review -Sepulveda Corridor
  - ROD** Residential Overlay District
- CD** Downtown Commercial
- CNE** North End Commercial
  - D5- Design Review -North End Commercial

#### Other Districts

- PD** Planned Development
- ROD** Residential Overlay District
- IP** Industrial Park
- PS** Public and Semi-Public
- OS** Open Space



Map Adopted by Ordinance Number 2057 on August 3, 2004.  
 Adoption Incorporates the Following Preceding Ordinances:  
 2038, 2025, 2019, 2012, 1988, 1935, 1899, 1848, 1832, 1779.  
 It Also Incorporates the Following Amendments: 2062, 2105.

Information shown on these maps are derived from public records that are constantly undergoing change. The City does not guarantee the positional or the Thematic accuracy of the GIS data.





**CITY OF MANHATTAN BEACH**

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# STAFF REPORT

**Agenda Date:** 3/7/2023

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Talyn Mirzakhonian, Acting Community Development Director  
Jaehee Yoon, Senior Planner

**SUBJECT**

Public Hearing to Consider Ordinance No. 23-0006 Amending:

- a) the Zoning Text in Title 10, Part III of the Manhattan Beach Municipal Code and
- b) the Zoning Map; and to Consider Resolution No. 23-0025 Amending the Land Use Element of the Manhattan Beach General Plan, to Create a Residential Overlay Zoning District for Certain Commercial Properties (Acting Community Development Director Mirzakhonian).

**A) CONDUCT PUBLIC HEARING**

**B) INTRODUCE ORDINANCE NO. 23-0006**

**C) ADOPT RESOLUTION NO. 23-0025**

(Estimated Time: 30 Mins.)

---

**RECOMMENDATION:**

Staff recommends that the City Council: (1) introduce an ordinance to amend: (a) the zoning text in Title 10, Part III of the Manhattan Beach Municipal Code, and (b) the zoning map; and (2) adopt a resolution amending the Land Use Element of the Manhattan Beach General Plan, to create a residential overlay zoning district for certain commercial properties.

**EXECUTIVE SUMMARY:**

On September 23, 2022, the Manhattan Beach City Council amended the Manhattan Beach General Plan by adopting the 6th Cycle Housing Element Update (“Housing Element”). The adopted Housing Element includes a number of programs to facilitate additional housing opportunities in the City. To implement the Housing Element and achieve consistency with that portion of the City’s General Plan, on February 22, 2023, the Planning Commission recommended that the City Council amend the City’s Land Use Element, Zoning Code, and Zone Map (the “Amendments”). If adopted, the Amendments will create a Residential Overlay District (“Overlay”) that will supplement the underlying zoning on certain properties to facilitate

additional housing opportunities in the City. The Overlay will implement a portion of Program 2 and the full scope of Program 7 in the adopted Housing Element.

If adopted, the Overlay would be applied to 34 sites, comprised of 75 parcels in total, on select General Commercial (CG), Planned Development (PD), and Local Commercial (CL) zoning districts. As an overlay zoning district, the existing base zoning district regulations will continue to apply while providing an option to develop multifamily residential or mixed-use residential projects through the proposed regulations. Consistent with State Housing Law, objective development standards to allow for streamlined review of qualifying projects are incorporated into the proposed ordinance.

**FISCAL IMPLICATIONS:**

The fiscal implications associated with this item are limited to expenditure of staff time in drafting the staff report and the proposed amendments. Costs associated with any future application processing would be off-set by cost recovery fees.

**BACKGROUND:**

As stated in the linked Planning Commission staff report (which is incorporated by reference), the Housing Element is one of the State-mandated parts (elements) of a General Plan which describes the City’s needs, goals, policies, objectives, and programs regarding the preservation, improvement, and development of housing within the City. Per State law, jurisdictions are required to update the Housing Element every eight years.

On September 23, 2022, the City Council adopted the Housing Element. In order to implement certain programs in the adopted Housing Element, properties identified in the Housing Element must be “rezoned.” “Rezoning” in this case means creation of the residential overlay zone set forth in Program 2 in the adopted Housing Element. The proposed rezoning can also be extended to implement Program 7, as the same regulatory framework required for Program 2 is applicable. The proposed amendments would implement a portion of Program 2 and the full scope of Program 7, creating an overlay zoning district and applying it to the sites identified in Table 15 and Table 7 of Appendix E (Sites Analysis and Inventory).

On February 22, 2023, the Planning Commission conducted a duly noticed public hearing to consider the proposed amendments and make a recommendation to the City Council. After closing the public hearing, the Planning Commission unanimously (5:0) voted to recommend to the City Council adoption of the proposed amendments.

**DISCUSSION:**

As stated in the Planning Commission staff report, the Program Implementation section of the adopted Housing Element identifies 31 programs that will be implemented during the 6th Cycle planning period (2021 - 2029) to ensure that the City’s housing needs are met and to set the goals and policies in motion. Both Program 2 and Program 7 are intended to increase development capacity in identified areas within the City to meet housing needs.

The proposed Overlay encompasses approximately 43 acres of sites in the General Commercial (CG) and Planned Development (PD) districts and 0.5 acre in the Local Commercial (CL) district. In order to establish the Overlay, amendments to the City’s General

Plan, zoning code, and zoning map, are required as demonstrated below.

### **1. General Plan Amendment to the Land Use Element**

The General Plan is a document that establishes the long-range goals for the physical development of the community. A General Plan is often referred to as the "constitution" for development in the City, reflecting the long term "vision" of the community through its goals, policies and objectives. General Plans are required to be internally consistent, and as a policy document they are general in nature.

As noted above, State law requires cities such as Manhattan Beach to update their Housing Elements every eight years, as the City Council did last year. As part of the process, staff reviewed other elements of the Manhattan Beach General Plan to see if other Elements, such as the Land Use Element, also require amendments to achieve internal consistency or to implement Housing Element programs. Accordingly, staff and the Planning Commission recommend amendments to the General Plan Land Use Element.

The recommended amendments to the Land Use Element focus on commercial districts and corridors, such as Sepulveda Boulevard and Rosecrans Avenue east of Sepulveda. Specifically, additional language has been added, or existing sentences have been revised, to allow for multifamily residential developments in the commercial areas identified on the Map, consistent with the adopted Housing Element. Details of the proposed amendments to the Land Use Element is attached, with new text in red underline and deletions in strikethrough.

Please note that, unrelated to the Overlay, the recommended amendments to the Land Use Element also include clean-up language regarding the Longfellow Drive Overlay (D7) and Sepulveda Boulevard Corridor Overlay (D8), both of which are not currently reflected in the General Plan, to attain consistency with Chapter 10.44 (D Design Overlay District) of the zoning code.

### **2. Zoning Text and Map Amendment**

In general, a City's zoning code is the document that implements the General Plan. The Zoning Code sets forth more specific development and use standards to implement the General Plan's vision and must be consistent with the General Plan. Similar to their review of the Land Use Element, staff reviewed the Zoning Code to see if the Code likewise requires amendments to achieve consistency with the General Plan or to implement Housing Element programs. In addition, staff drafted specific development and use standards to implement the adopted Housing Element's vision and programs. Accordingly, staff and the Planning Commission recommend amendments to the Zoning Code and Zoning Map. Property owners of applicable sites within the Overlay will continue to have the option of developing their properties pursuant to the existing base zoning district regulations. If the Council adopts the proposed amendments, such property owners would have the additional option to develop multifamily residential projects, including mixed-use projects, in accordance with the proposed overlay zoning regulations.

If adopted, the Overlay will be incorporated into the Zoning Code as Chapter 10.50 (Residential Overlay District) of Part III (Overlay District Regulations) of Title 10 (Planning and Zoning). The provisions within Chapter 10.50 will establish objective development standards facilitating



housing development consistent with Program 20 (Objective Design Standards) of the Housing Element. A summary of the proposed objective standards are provided in Table 1 - Residential Overlay District Development Standards (Attachment).

The Overlay will be applicable to 34 sites identified in Table 15 and Table 7 of Appendix E (Sites Analysis and Inventory) in the Housing Element (Attachment); the 34 sites are composed of 75 parcels. All 34 sites are located along major corridors with convenient access to a variety of resources. The existing zoning designations consist of 23 sites zoned as CG, eight sites zoned as CG-D8 (Sepulveda Boulevard Corridor Overlay), two sites zoned as PD, and one site zoned CL. The sites all contain commercial uses. The attached zoning map amendment shows all 34 sites (Attachment).

**PUBLIC OUTREACH:**

The noticing related to this public hearing was mailed to all property owners of the 75 identified parcels for the Overlay, posted at City Hall and other City locations, posted on the City's website, and published in The Beach Reporter on February 23, 2023.

In addition, the specific sites selected in the adopted Housing Element resulted from a very robust public engagement effort conducted in connection with the adoption of that Housing Element. Local governments must demonstrate a diligent effort to achieve public participation of all economic segments of the community in their development of the Housing Element. Accordingly, development of the Housing Element Programs and specific site selection was a result of community input received during the following public meetings/events:

- August 24, 2021                      City Council meeting
- August 31, 2021                      Stakeholder's Workshop
- September 15, 2021                  Planning Commission Study Session
- September 21, 2021                  City Council meeting
- October 2, 2021                        City's Hometown Fair
- November 2, 2021                    City Council meeting
- December 8, 2021                    Planning Commission meeting
- January 12, 2022                      Planning Commission public hearing
- February 1, 4, and 9, 2022        City Council public hearings
- March 22, 2022                        City Council public hearing
- September 23, 2022                  City Council public hearing

**ENVIRONMENTAL REVIEW:**

On March 22, 2022, the City Council adopted Resolution No. 22-0014 adopting an Initial Study/Negative Declaration (IS/ND) prepared for the Housing Element, and adopted findings pursuant to the California Environmental Quality Act (CEQA) and the State CEQA Guidelines. On September 23, 2022, the City Council adopted Resolution No. 22-0137, adopting an Addendum to the adopted IS/ND in connection with its adoption of the revised Housing Element. As the proposed amendments are implementation actions that are within the scope of the adopted IS/ND and Addendum, no further environmental analysis is required.

**LEGAL REVIEW:**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary, and has approved as to form the draft ordinance.

**ATTACHMENTS:**

1. Draft Ordinance No. 23-0006
2. Draft Resolution No. 23-0025
3. Table 1 - Residential Overlay District Development Standards
4. February 22, 2023 Planning Commission Staff Report (linked)
5. Adopted 6th Cycle Housing Element (linked)
6. HCD's Housing Element Compliance Incentives and Noncompliance Consequences
7. Powerpoint Presentation



**CITY OF MANHATTAN BEACH**

1400 Highland Avenue Manhattan Beach, CA 90266  
www.manhattanbeach.gov • (310) 802-5000

# STAFF REPORT

**Agenda Date:** 3/21/2023

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Erick Lee, Public Works Director  
Katherine Doherty, City Engineer  
Jeff Fijalka, Senior Civil Engineer

**SUBJECT:**

Consideration of Accepting as Complete Work Performed by Bon Air Incorporated Regarding the City Hall HVAC Improvements Project (Public Works Director Lee).

**ACCEPT AND AUTHORIZE**

---

**RECOMMENDATION:**

Staff recommends that the City Council:

- 1) Formally accept as complete the Bon Air Incorporated construction contract;
- 2) Authorize the filing of the Notice of Completion with the County Recorder; and
- 3) Release the retention of \$56,992.68.

**FISCAL IMPLICATIONS:**

The construction contract for the City Hall HVAC Improvements Project was awarded to Bon Air Incorporated (Bon Air) for a total not to exceed \$1,170,000.00. Bon Air completed work on the project for a total cost of \$1,139,853.56. The remaining contract balance of \$30,146.44 will be returned to the Capital Improvement Project (CIP) Fund.

**BACKGROUND:**

The current City Hall buildings were constructed in 1974 and the last major retrofit of the heating, ventilation, and air conditioning (HVAC) system was performed over 35 years ago. By 2016, the system was well beyond its original expected useful life, and rust on internal components led to an increasing number system failures and service calls. Additionally, an energy audit performed that year revealed inefficiencies in the system operation.

In 2019, the City hired Kitchell CEM to perform a study and develop recommendations to

improve the City Hall HVAC system. Kitchell recommended prioritizing improvements into three categories:

1. Package 1: Critical replacement items involving replacement of major mechanical equipment;
2. Package 2: Impending items involving replacement of all existing variable air volume terminals, as well as supply and return air diffusers and grills; and
3. Package 3: Maintenance items.

To avoid the costs and disruptions associated with continually repairing the failing system, and following the recommendations of the 2019 assessment report, City Council voted to approve a project to replace the major mechanical system components, and Kitchell was hired to design the Package 1 improvements. The scope of work included in the construction drawings and specifications developed by Kitchell included the following:

- Replacement of existing mechanical equipment in a like-for-like fashion, including:
  - All three air handling units,
  - Air-cooled chiller,
  - Roof exhaust fans, and
  - Rooftop chilled/heating hot water piping;
- Installation of a new, redundant HVAC system to serve the data server room;
- Installation of a new energy management control system to control the HVAC system; and
- General building and electrical work associated with the improvements.

On April 6, 2021, following a competitive bid process, the City Council awarded a construction agreement to Bon Air in the amount of \$1,017,000 and authorized a construction contingency for additional work up to \$153,000.

**DISCUSSION:**

Construction of the City Hall HVAC Improvements Project began on January 27, 2022 and was substantially complete on June 1, 2022. The contractor recently fulfilled the remaining “punchlist” items to the City’s satisfaction.

One change order was necessary for the work performed by Bon Air. Contract Change Order No. 1 included modification of existing equipment pedestals, additional hot water piping, extending the duration of temporary cooling unit rentals, and replacement of ductwork, valves, vents, the expansion tank and pot feeder, and the chilled water pump impeller. The change order also included the cost of additional pipe supports and roof repairs, thermostat relocation, a new programmable controller, and the removal of unused controls and ancillary electrical equipment. The total value of Change Order No. 1 was \$122,853.56.

The Bon Air contract budget and expenditure summary is as follows:

Budget		
	\$1,017,000.00	Original Contract Award
	\$ 153,000.00	Authorized Contingency
	<b>\$1,170,000.00</b>	<b>Total Combined Bon Air Contract Budget</b>

Expenditures

\$1,017,000.00	Contract Expenditures
\$ 122,853.56	CCO#1 - Additional equipment, removals and repairs
<b>\$1,139,853.56</b>	<b>Final Bon Air Contract Costs</b>

**PUBLIC OUTREACH:**

Prior to the start of construction, City Hall staff was notified via e-mail of the general project schedule and potential construction impacts. City staff was additionally notified via e-mail in advance of any work requiring the mobilization of a crane. Traffic control was set in place to direct vehicular and pedestrian traffic during the crane operations.

**ENVIRONMENTAL REVIEW:**

The City has reviewed the proposed project for compliance with the California Environmental Quality Act and has determined that the project qualifies for a Categorical Exemption pursuant to Section 15301 Class 1(d) (repair and maintenance of existing public facilities, involving negligible or no expansion of use) of the State CEQA Guidelines.

**LEGAL REVIEW:**

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





**CITY OF MANHATTAN BEACH**

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# STAFF REPORT

**Agenda Date:** 3/21/2023

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Erick Lee, Public Works Director  
Lou Vargas, Utilities Division Manager  
Nicky Petroff, Senior Management Analyst

**SUBJECT:**

Consideration of Resolutions to Initiate the Proposition 218 Process to Consider Increasing Wastewater Rate Fees and Adopt Procedures in Connection with Proposed Wastewater Fee Increases (Public Works Director Lee).

**ADOPT RESOLUTION NOS. 23-0029 AND 23-0030**

---

**RECOMMENDATION:**

Staff recommends that City Council:

1. Adopt Resolution No. 23-0029 initiating the Proposition 218 process and setting a date and time for a public hearing to consider increasing wastewater fees for five years beginning November 1, 2023; and
2. Adopt Resolution No. 23-0030 establishing procedures in connection with proposed wastewater fee increases.

**FISCAL IMPLICATIONS:**

There are no immediate fiscal implications at this time. If City Council initiates the Proposition 218 process, the fiscal implication would be dependent upon the number of Proposition 218 protests received by the City Clerk's Office and the City Council's decision to adopt increases to wastewater rates.

**BACKGROUND:**

The City's current utility bill structure includes water and wastewater (sewer) fixed service and consumption charges. The sewer consumption charges are directly associated with water consumption. Customers pay both a sewer fixed charge for the provision of sewer service and sewer consumption charge that varies with the amount of their water usage.

The last Proposition 218 notice for wastewater rate increases was conducted in 2009. The City Council approved increases between 9% and 17% for five years between 2009 and 2014. The rate increases provided for the continued operation and maintenance of the system.

In December 2022, the City contracted with Black & Veatch to develop a Wastewater Rate Study by analyzing the City's wastewater system data and developing future wastewater rates. A primary focus of this study is to balance the affordability of costs while providing adequate funds for reinvestment in the wastewater infrastructure to ensure long-term, reliability and sustainability.

**DISCUSSION:**

Black & Veatch analyzed the City's historical wastewater fees and recommendations from the Wastewater Master Plan, along with operational wastewater needs and various rate structures. Upon approval and direction from the City Council on the proposed wastewater rate increases, staff will work with the consultant to finalize the Wastewater Rate Study. That document will be included in the materials associated with the public hearing to increase wastewater rates, which is proposed for May 16, 2023.

*Findings from Wastewater Rate Analysis*

In 2010, the City completed a comprehensive Wastewater Master Plan, which evaluated the City's sewer collection system and provided a framework for undertaking the construction of new and replacement facilities for the service area. The Wastewater Master Plan was developed as planning guide to aid in meeting future Statewide General Waste Discharge Requirements issued by the California Regional Water Quality Control Board. In summary, the Wastewater Master Plan identified \$42 million in improvements needed to maintain the infrastructure in good condition for both the collection system and lift stations.

The City's current wastewater rate structure is insufficient to continue supporting the needed level of infrastructure reinvestment and anticipated operating cost increases. To meet the City's operational, capital replacement, and reserve policy needs, Black & Veatch has determined that wastewater rates need to increase fund revenue by approximately 45% over the next five years. Black & Veatch recommends a 17.0% increase in Calendar Year (CY) 2024, a 17.0% increase in CY 2025, a 4.0% increase in CY 2026, a 4.0% increase in CY 2027, and a 3.0% increase in CY 2028. By implementing these revenue increases, the City's wastewater fund will be appropriately resourced to fund routine operational and maintenance costs, ensure that the City can continue to reinvest in its wastewater infrastructure, afford anticipated increases of labor and materials, and maintain reserves to ensure funds are available to address emergency and other unanticipated capital expenses.

As part of its analysis to review and evaluate the City's current wastewater system operations and the next five years of capital projects, Black & Veatch determined that the continued use of a bi-monthly fixed charge will provide the wastewater enterprise-revenue stability while the uniform, flat rate variable charge will provide the customer the ability to control their bill. While the revenue increases represent the total percentage of additional revenue required to meet costs, the actual increase experienced by customers will vary based on their meter connection



and consumption for the billing period.

The bi-monthly fixed charge recovers costs associated with administrative services and a portion of the collection capacity costs related with the wastewater collection system. These costs are incurred by the wastewater utility regardless of the sewage flow returned to the wastewater system. In deriving the service charges, Black & Veatch used meter ratios based on maximum operating capacities by water meter size. These ratios are industry standards established by the American Water Works Association (AWWA) and recognize that as meter size increases, so does the capacity. For example, customers with a 4" meter expect to be able to consume more water (at a higher flow capacity) than customers with a 3/4" meter. In general, customers with the need for higher water capacity will have a higher level of sewage returning to the collection system. Consequently, the bi-monthly service charges have been realigned to reflect higher rates among the larger meter sizes that are consistent with industry standards.

Staff recommends that the first-rate increase occur on November 1, 2023, which will be reflected on customer bills after January 1, 2024; this will allow for a thorough public outreach effort to prepare customers for the upcoming rate changes. Although the actual fees paid by ratepayers will vary based on water usage, bi-monthly wastewater bills for average ratepayers with a 5/8" or 3/4" meter consuming 20 HCF would increase by approximately \$5.49 (which equates to \$2.75 per month).

It is important to note that the City last raised wastewater rates in 2014. If wastewater rates were increased consistently with inflation since 2014 (inflation has averaged 2.6% per year from 2015 to 2021, and 7.4% for 2022), ratepayers would have seen a compounded total inflationary increase of 25.4% over the previous eight-year period. Instead of pursuing the 25.4% inflationary increase since 2014, the City has kept rates stagnant. To continue to execute projects and meet state requirements, the City should consider rate increases that will help the wastewater system to continue operating properly and allow for the next phase of capital improvements.

### *Proposition 218 Background and Process*

Once City Council selects the rate structure, the proposed increases are subject to a Proposition 218 vote (see Government Code section 53753.5). In November 1996, California voters passed Proposition 218, the "Right to Vote on Taxes Act," and added Articles XIIC and XIID to the California Constitution. Article XIID imposes substantive and procedural requirements to impose or increase property-related fees, such as the proposed wastewater fee changes. This constitutional amendment protects taxpayers by limiting the methods by which local governments can create or increase taxes, fees, and charges without taxpayer consent. Proposition 218 requires voter approval prior to any imposition or increase of general taxes, assessments, and certain user fees, including charges paid by ratepayers for wastewater.

In order to implement new customer fees, City Council must initiate the Proposition 218 voter protest process and set a public hearing time and date to approve or reject the new fees. This process requires that the City mail a notice to each prospective ratepayer identifying the proposed rate increases and conduct a public hearing to consider the rate increases at least

forty-five days after the notices are mailed. The City Council must consider all protests or objections to the proposed fee at the public hearing. At the conclusion of the public hearing, the City Council must tabulate the written protests against the proposed wastewater fees and determine whether a majority protest exists. Unless protests are received from a majority of ratepayers (50% + 1), the fees may be adopted by a majority vote of the City Council at the public hearing. If City Council sets the public hearing and authorizes staff to begin the Proposition 218 notification process, notices will be mailed by March 28, 2023, and a public hearing will be held on May 16, 2023 during the regularly scheduled City Council meeting.

In addition to Resolution No. 23-0029 setting the time and date for the public hearing, City Council is also being asked to consider Resolution No. 23-0030 establishing “Procedures for the Conduct of a Public Hearing Relating to Proposed Increase to Wastewater Fees” (the “Procedures”). The Procedures govern the conduct of the public hearing and the submission and tabulation of written protests in connection with the City Council’s consideration of the wastewater fees in compliance with the requirements of Proposition 218. New wastewater fees are recommended to become effective on November 1, 2023, but not reflected on bills until January 1, 2024.

#### *Tentative Next Steps*

Upon setting a date for the public hearing, the Proposition 218 Notice of Public Hearing and Proposed Fees will be mailed to each affected property owner in the City. The public hearing must be held upon or after the expiration of a 45-day period from mailing these ballot materials. At the public hearing proposed for May 16, 2023, the City Council will hear public testimony either in support of or against the proposed rate increases, and the mailed protest ballots will be tabulated during the meeting to determine the percentage of property owners in favor of or opposed to the proposed fee increases.

The following timeline represents the proposed schedule for adopting new wastewater fees, effective on November 1, 2023, but not reflected on bills until January 1, 2024, should City Council initiate the Proposition 218 process on March 21, 2023:

#### **March 21, 2023**

City Council action to authorize Proposition 218 protest ballot process for voters to approve or reject the five-year schedule of wastewater fee increases.

#### **March 28, 2023**

Mail Proposition 218 notifications to property owners and ratepayers.

#### **April 19, 2023**

Community Meeting with a brief presentation on the Proposition 218 process and Q & A period. Meeting will be conducted in a hybrid manner from the Council Chambers at 6:00 PM to allow in-person and virtual (Zoom) participation.

#### **May 12, 2023**

45th day and final day of the protest period. (Notices postmarked March 28, 2023).

**May 16, 2023**

Proposition 218 public hearing and City Council action. Consideration whether to adopt a resolution approving a five-year schedule of wastewater fee increases, effective November 1, 2023.

**November 1, 2023**

New rates take effect assuming City Council approval.

**January 1, 2024**

New rates will begin to be reflected in customer's bills.

**November 1, 2024, November 1, 2025, November 1, 2026, and November 1, 2027**

Effective dates of the remaining rate increases within the five-year Proposition 218 rate period.

**January 1, 2025, January 1, 2026, January 1, 2027, and January 1, 2028**

Dates that the remaining rate increases will begin to be reflected in bills within the five-year Proposition 218 rate period.

**CONCLUSION:**

Staff recommends that the City increase Wastewater Fees so that the next phase of capital and operating wastewater expenses may be covered and system reinvestment and replacement of aging infrastructure can continue.

Staff requests direction on the following:

1. Initiating the Proposition 218 Process by Adopting Resolution No. 23-0029, Setting a Date and Time for a Public Hearing to Consider Increasing Wastewater Fees for a five year period from November 2023 through November 2028. (Attached)
2. Adopting Resolution No. 23-0030 Regarding Procedures in Connection with Proposed Wastewater Fee Increases (Attached).

**PUBLIC OUTREACH:**

Tonight's presentation provides outreach and discussion regarding the Preliminary Wastewater Rate Analysis results.

*Proposition 218 Outreach*

If the Proposition 218 process is initiated, in addition to the required Proposition 218 notice to all property owners/ratepayers (required) and tenants/occupants (courtesy), the following Public Outreach will take place:

- The Beach Reporter ads will be printed on March 30, April 6, 13, 20, and 27, reminding property owners/ratepayers to read their Proposition 218 notices and, if

desired, submit their protest ballots.

- The Communications Division will include Proposition 218 reminders in the March and April community newsletter (published every 3rd week of the month). If fees are adopted at the May 16, 2023 public hearing, the Communications Division will provide monthly reminders of the fee adjustment in the June - December 2023 publications.
- The Revenue Services Division will place a message on the water bill throughout the Proposition 218 process and (if adopted) notify customers regarding the new fee schedule.
- A Proposition 218 Community Meeting will be held on April 19, 2023. Consultant Black & Veatch and City Staff will provide a brief presentation and answer questions from the public.
- The City's Calendar will include a post regarding the Proposition 218 protest period listing each day of the 45-day protest period.
- The City's Calendar will also include a post for the Community Meeting, the Public Hearing and, if adopted, the service date the new fees go into effect.
- The City's social media platforms, including Facebook, Instagram and Twitter, will post updates and reminders during the Proposition 218 process.

**ENVIRONMENTAL REVIEW:**

No environmental review was conducted in preparation for this recommendation.

**LEGAL REVIEW:**

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

**ATTACHMENTS:**

1. Resolution No. 23-0029
2. Resolution No. 23-0030
3. PowerPoint Presentation

RESOLUTION NO. 23-0029

A RESOLUTION OF THE MANHATTAN BEACH CITY  
COUNCIL ADOPTING PROCEDURES IN CONNECTION  
WITH PROPOSED WASTEWATER RATE FEE INCREASES

RECITALS

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

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

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

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

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

ADOPTED on March 21, 2023.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

RICHARD MONTGOMERY  
Mayor

ATTEST:

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LIZA TAMURA  
City Clerk

ATTACHMENT A

PROCEDURES FOR THE CONDUCT OF A PUBLIC HEARING RELATING TO  
PROPOSED INCREASES TO WASTEWATER RATE FEES

(See attached)

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**PROCEDURES FOR THE CONDUCT OF A  
PUBLIC HEARING RELATING TO PROPOSED  
WASTEWATER RATE FEES**

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*The following Procedures have been adopted by the City Council of the City of Manhattan Beach for the purpose of conducting a public hearing required by Article XIII D of the California Constitution for consideration of the proposed increase to wastewater rate fees (the "Proposed Increase").*

---

A. Definitions

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

B. Notice of the Public Hearing on the Proposed Increase

1. Notice of the public hearing on the Proposed Increase shall be sent, postage prepaid, by first class mail at least forty-five (45) days prior to the date set for the public hearing, to the Customer of Record and to the Record Owner, if such person or entity is not the same as the Customer of Record.
2. Failure of any person to receive notice shall not invalidate the proceedings.

C. Eligibility to File a Protest

1. Any Customer of Record or Record Owner may file a written protest against the Proposed Increase.
2. If the owner of any Identified Parcel is not shown on the Assessment Roll, such owner may file a protest for such parcel by filing with the City Clerk a proxy from the Record Owner in a form satisfactory to the City Attorney or evidence of ownership satisfactory to the City Attorney. Any such proxy or evidence must be received by the City Clerk prior to the conclusion of the public hearing.
3. When a Customer of Record is, or an Identified Parcel is held by, a partnership, as community property, in joint tenancy, or as a tenancy in common, any partner, spouse, joint tenant, or tenant in common, as the case may be, may file a protest for such parcel.
4. An executor, administrator, or guardian may file a protest for an Identified Parcel on behalf of the estate it represents. If such representative is shown on the Assessment Roll as paying taxes and assessments levied against the parcel, that fact shall establish the right of such representative to file the protest. If such representative is not shown on the Assessment Roll, the representative must file with the City Clerk written documentation satisfactory to the City Attorney establishing the legal representation. Any such documentation must be filed with the City Clerk prior to the conclusion of the public hearing.
5. When a Customer of Record is, or an Identified Parcel is held by, a corporation or unincorporated association, a protest may be filed by any person authorized in writing by the board of directors or trustees or other managing body thereof to take such actions. The corporation or unincorporated association must file with the City Clerk written authorization satisfactory to the City Attorney. Any such written authorization must be filed with the City Clerk prior to the conclusion of the public hearing.



D. Submission of Written Protests

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

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

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

RESOLUTION NO. 23-0030

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL INITIATING PROCEEDINGS TO CONSIDER PROPOSED WASTEWATER RATE INCREASES AND SETTING A DATE AND TIME FOR A PUBLIC HEARING TO CONSIDER PROTESTS THERETO

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES, FINDS, DETERMINES AS FOLLOWS:

SECTION 1. Article XIII D of the California Constitution and the Proposition 218 Omnibus Implementation Act (Government Code Section 53750, *et seq.*) (the "Implementation Act") impose certain procedural and substantive requirements for imposing new or increased property-related fees and charges, as defined in Article XIII D, including the requirement to conduct a public hearing and majority protest proceedings for consideration of increases in rates.

SECTION 2. The City Council hereby sets a public hearing for May 16, 2023, at which time the Council will hear and consider all protests to the proposed wastewater rates. If the City does not receive a majority protest, the Council will consider adopting the rates set forth in the fee schedule attached as Exhibit A, in accordance with California Constitution Article XIII D.

SECTION 3. This Resolution shall take effect immediately.

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

ADOPTED on March 21, 2023.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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RICHARD MONTGOMERY  
Mayor

ATTEST:

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LIZA TAMURA  
City Clerk

**Exhibit A**

**Proposed Fee Schedule**

	<b>Current</b>	<b>Nov. 1, 2023</b>	<b>Nov. 1, 2024</b>	<b>Nov. 1, 2025</b>	<b>Nov. 1, 2026</b>	<b>Nov. 1, 2027</b>
<b>Bi-Monthly Fixed Charge (\$/bi-mo)</b>						
5/8" or 3/4"	11.12	12.80	14.98	15.58	16.20	16.69
1"	15.56	17.90	20.95	21.79	22.66	23.34
1-1/2"	22.98	30.65	35.87	37.30	38.79	39.96
2"	31.86	45.95	53.77	55.92	58.15	59.90
3"	55.56	86.76	101.50	105.56	109.79	113.08
4"	82.20	132.66	155.21	161.42	167.87	172.91
6"	156.24	260.16	304.38	316.56	329.22	339.10
8"	245.10	413.16	483.40	502.73	522.84	538.53
10"	348.76	617.16	722.08	750.96	781.00	804.43
<b>Variable Usage Charge (\$/HCF)</b>						
All Usage	1.27	1.46	1.71	1.78	1.85	1.90



# CITY OF MANHATTAN BEACH PROPOSAL TO INCREASE WASTEWATER RATES

March 21, 2023  
City Council Meeting

March 21, 2023



\*Note: This PowerPoint presentation is intended solely as a visual aid to an oral staff presentation of an agenda report topic. In the event of any differences between the presentation and the agenda report, the information in the agenda report prevails.\*

# WASTEWATER RATES INTRODUCTION

- Wastewater Rates have not increased in 9 years.
- Current wastewater Rates are insufficient.
- City hired Black & Veatch to conduct rate analysis.
- To meet the City's needs, a 45% increase over the next five years is needed.





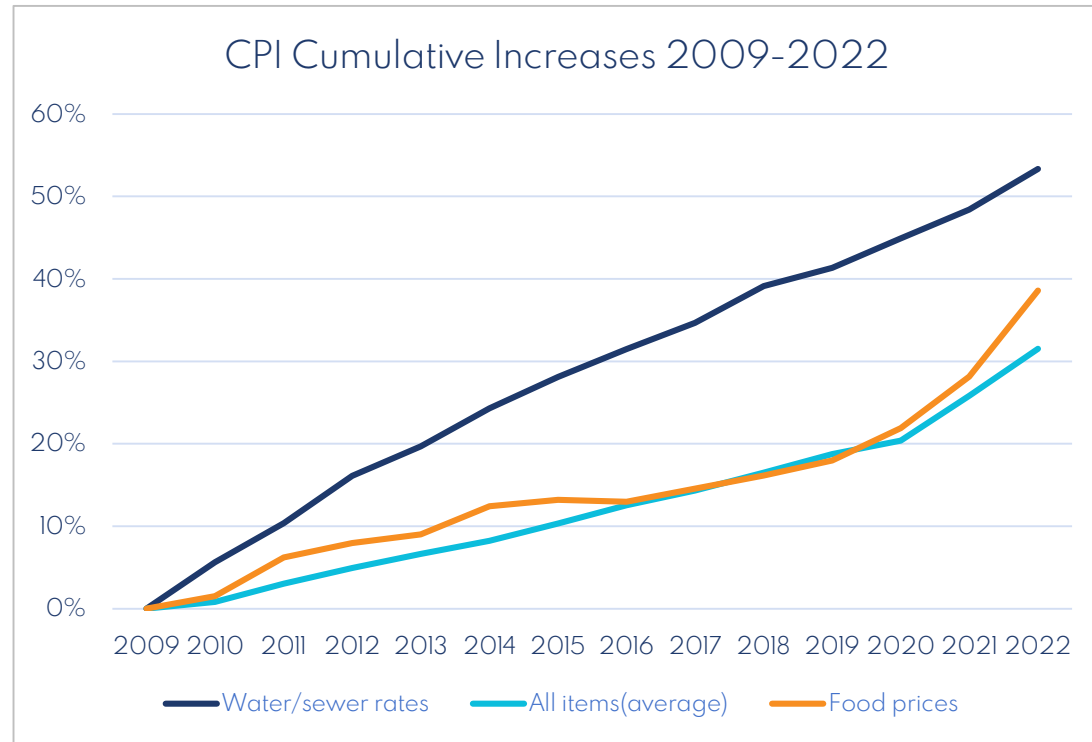
# WHAT IS FUNDED BY CUSTOMER UTILITY BILLS?



- Operating costs (salaries, benefits, supplies).
- Capital costs (lift stations, force and sewer mains).
- Debt service on bonds issued for capital costs and pension obligations.
- Wastewater enterprise fund is not subsidized by general fund taxes.

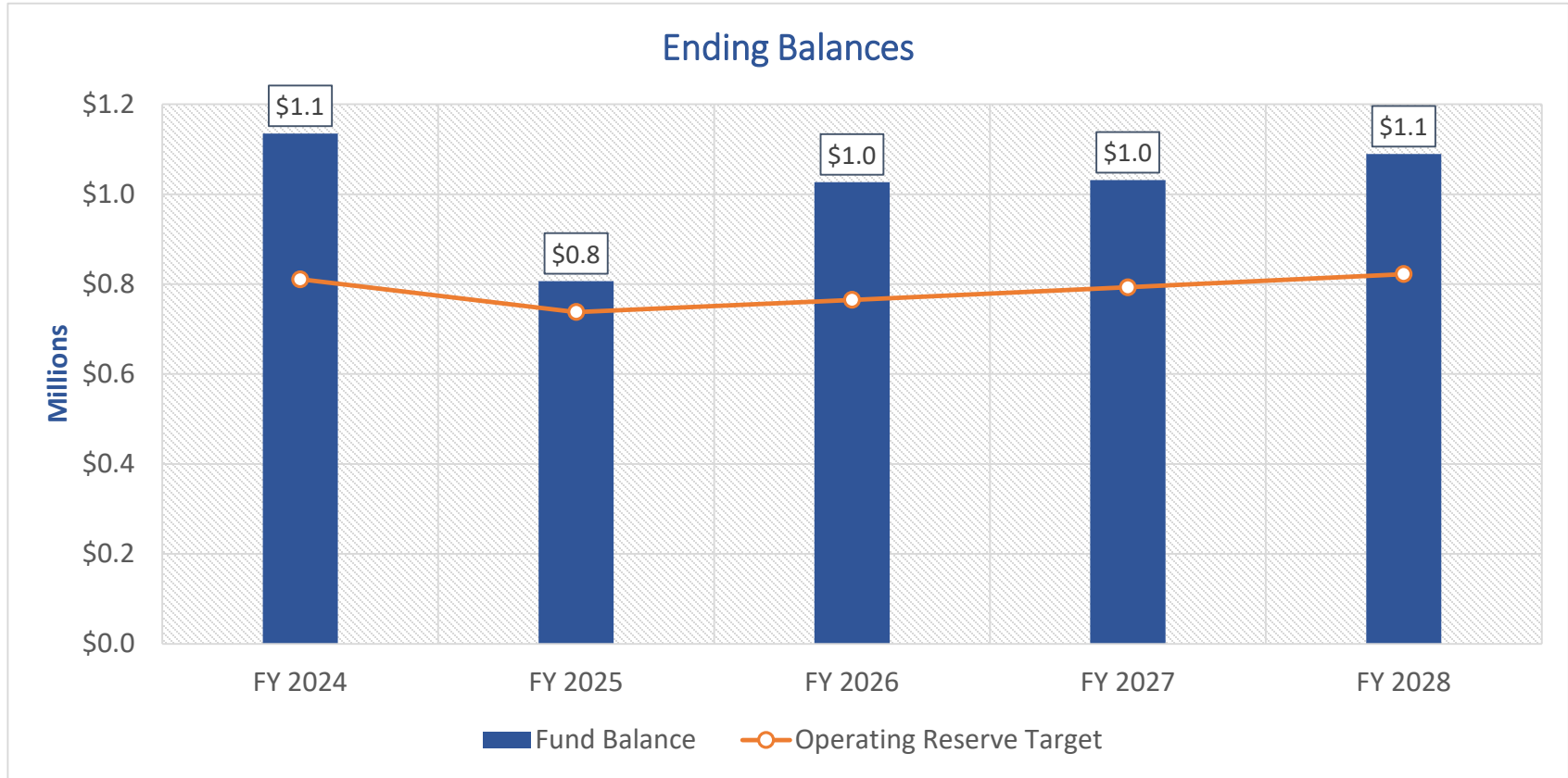
# WHY DO RATES NEED TO BE ADJUSTED?

- Costs to serve wastewater have gone up since 2014.
- Costs of parts and materials have increased
- Compounded inflation since 2014 is 25.4%.
- Capital project and maintenance costs are increasing.



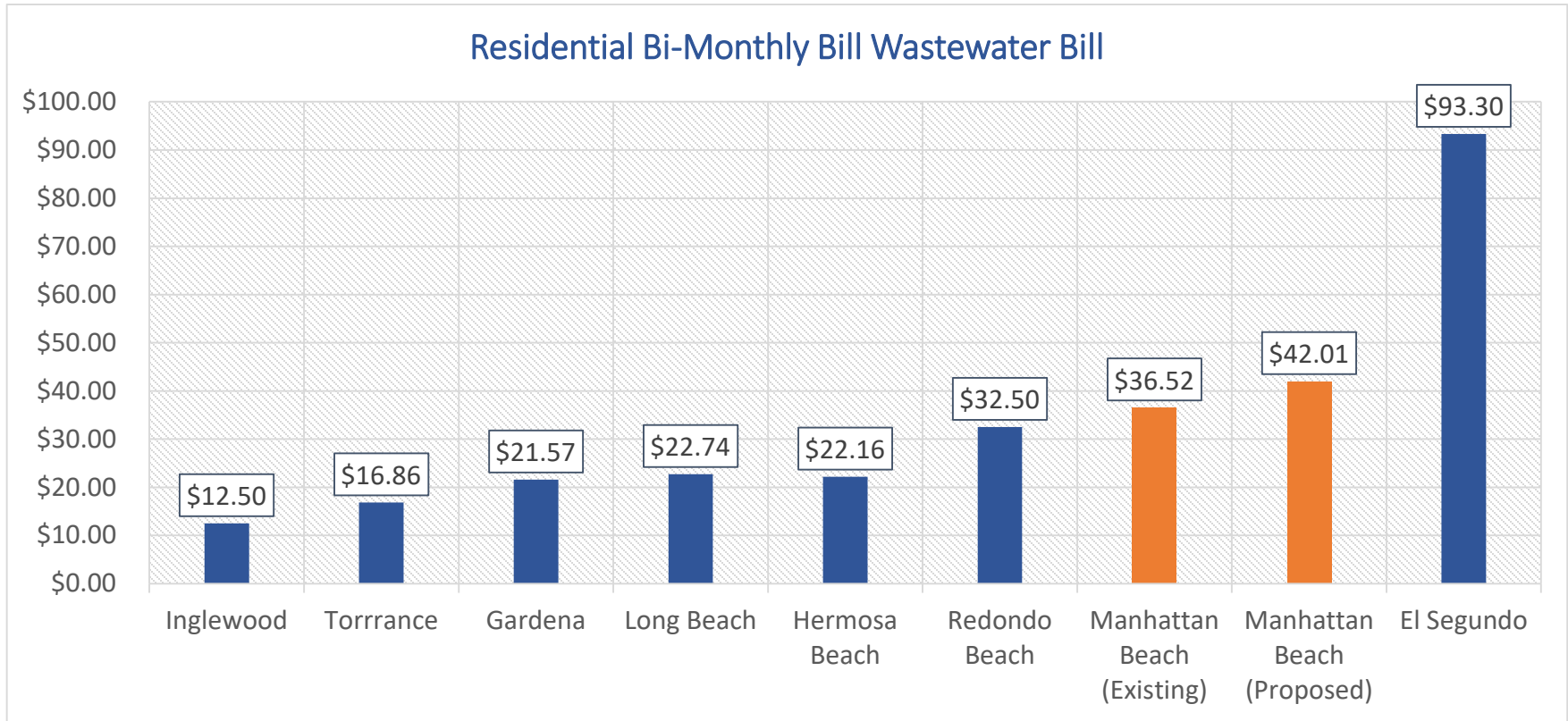
# PROPOSED RATE ADJUSTMENTS – 45% OVER 5 YEARS

Nov. 2023	Nov. 2024	Nov. 2025	Nov. 2026	Nov. 2027
17.00%	17.00%	4.00%	4.00%	3.00%





# LOCAL WASTEWATER RATE COMPARISON



# BILL IMPACTS

Single Family Residential					
Meter Size	Usage (HCF)	Currently Bi-Monthly Bill	Proposed Bi-Monthly Bill	Difference (\$)	Difference (%)
5/8" or 3/4"	0	\$11.12	\$12.80	\$1.68	15.1%
	5	\$17.47	\$20.11	\$2.64	15.1%
	10	\$23.82	\$27.41	\$3.59	15.1%
	15	\$30.17	\$34.71	\$4.54	15.0%
	20	\$36.52	\$42.01	\$5.49	15.0%
	40	\$61.92	\$71.22	\$9.30	15.0%
	80	\$112.72	\$129.63	\$16.91	15.0%

- For the most common meter size and usage, a typical single-family residential customer will see an increase of \$5.49 or 15.0% on their bi-monthly bill.
- November 1, 2023: Effective Date of new rates.
- January 1, 2024: New rates reflected on bills.

# FINANCIAL PROJECTIONS – INFLATIONARY ASSUMPTIONS

Cost Escalation Factors	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Salary & Wages	3.0%	3.0%	3.0%	3.0%	3.0%
Fringe Benefits	3.0%	3.0%	3.0%	3.0%	3.0%
Contractual Services	3.8%	3.8%	3.8%	3.8%	3.8%
Utilities	7.5%	7.5%	5.0%	5.0%	5.0%
Departmental Supplies	4.0%	4.0%	4.0%	4.0%	4.0%
Interfund Service Payments	4.0%	4.0%	4.0%	4.0%	4.0%
Capital Projects	2.7%	2.7%	2.7%	2.7%	2.7%

# OPERATIONS & MAINTENANCE EXPENSES

Operation & Maintenance Summary	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Salaries & Benefits	\$624,200	\$639,600	\$658,800	\$678,600	\$699,000
Materials & Services	\$677,100	\$394,300	\$410,300	\$427,100	\$444,500
Internal Services	\$1,138,700	\$1,184,200	\$1,231,500	\$1,280,800	\$1,332,000
Debt Service	\$25,613	\$25,628	\$25,613	\$25,618	\$25,589
<b>Total</b>	<b>\$2,465,613</b>	<b>\$2,243,728</b>	<b>\$2,326,213</b>	<b>\$2,412,118</b>	<b>\$2,501,089</b>

# CAPITAL EXPENSES

Capital Expenditures Summary	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Collection System	\$1,129,700	\$738,300	\$758,200	\$778,700	\$799,800
Lift Station	\$3,081,000	\$1,423,900	\$1,462,300	\$1,668,700	\$1,713,800
General WW System Assets	\$0	\$348,100	\$0	\$111,200	\$0
<b>Total</b>	<b>\$4,210,700</b>	<b>\$2,510,300</b>	<b>\$2,220,500</b>	<b>\$2,558,600</b>	<b>\$2,513,600</b>

# PROP 218 PROCESS

- To implement new customer fees, Council must initiate the Prop. 218 process.
- Process requires:
  - Mail a notice to property owners/ratepayers.
  - 45 day protest period.
  - Conduct Public Hearing after protest period.

## Sample Prop. 218 Notice



CITY OF MANHATTAN BEACH

1400 Highland Avenue, Manhattan Beach, CA 90266

Visit [www.manhattanbeach.gov/wastewaterrates](http://www.manhattanbeach.gov/wastewaterrates) • (310) 802-5312

Submit questions to [publicworks@manhattanbeach.gov](mailto:publicworks@manhattanbeach.gov)

March 28, 2023

### CITY OF MANHATTAN BEACH NOTICE OF PUBLIC HEARING Proposed Changes to Wastewater Service Rates and Charges

**NOTICE IS HEREBY GIVEN** that the Manhattan Beach City Council ("City Council") will hold a public hearing to consider proposed changes to the wastewater service rates and charges (hereinafter "rates" or "charges") during its regularly scheduled meeting on Tuesday, May 16, 2023 at 6:00 PM, or as soon thereafter as the matter may be heard, at 1400 Highland Avenue, Manhattan Beach, California, in the City Council Chamber.

Manhattan Beach is proposing changes to its current wastewater service rates, and is sending this notice to all property owners/rate payers of record that receive wastewater service from the City and may be impacted by these changes. The new wastewater rates are proposed to be effective November 1, 2023 and will be adjusted each November 1 thereafter through November 1, 2027. The attached schedule shows the proposed rates, subject to potential pass-through adjustments. The rates effective November 1, 2027 cannot be increased unless the City undertakes this process again to change the rates at some time in the future.

Any property owner or tenant who is directly responsible for payment of wastewater service rates (i.e., a "wastewater customer") may submit a protest against the proposed changes to the wastewater service rates. If you are a tenant that is *not directly responsible* for payment of wastewater service rates, you are receiving this notice as a courtesy and the City Council will not consider your protest in determining whether a majority protest exists against the proposed changes to the wastewater service rates.

**Property Owner/Rate Payer.** If you *own* property in the City or you *are a tenant who is directly responsible for payment* of City wastewater utility bills, you have the legal right to submit a protest to the proposed changes to the wastewater service rates.

**Tenant/Non-Rate Payer.** If you *rent or lease* property in the City and you are *not directly responsible* for payment of wastewater utility bills, you are receiving this notice as a courtesy.

The proposed changes to the wastewater service rates are the result of a detailed rate analysis, which was reviewed by the City Council at its meeting on March 21, 2023. The analysis proposes a rate structure that recovers sufficient revenue to cover the City's increased costs of providing wastewater service and a fair and equitable cost allocation among wastewater customer categories. The proposed changes to the wastewater service rates, which include proposed rate increases, are necessary to cover the following costs: operations,



City Council Meeting

March 21, 2023

PROPOSAL TO INCREASE WATER RATES  
MARCH 21, 2023

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# 218 PROCESS TIMELINE

The below proposed timeline represents City Council adopting the resolution to initiate the Proposition 218 process.

Dates	Item
March 21, 2023	City Council initiates the Proposition 218 process; sets June 6, 2023 for Public Hearing.
March 28, 2023	Postmark Proposition 218 notice, mailing to property owners/rate payers (required) and tenants/occupants (courtesy).
April 19, 2023	Community Meeting (in-person & Zoom).
May 16, 2023	Public Hearing to announce protest count and determine if Council can approve rate increase.
November 1, 2023	New rates go into effect (if protest count is less than 50% + 1 and Council approves rate increase).
January 1, 2024	New wastewater rates reflected on customer bills.

# RECOMMENDATION

Nov. 2023	Nov. 2024	Nov. 2025	Nov. 2026	Nov. 2027
17.00%	17.00%	4.00%	4.00%	3.00%

## Staff requests direction on the following:

1. Adopting Resolution 23-XXXX Initiating the Proposition 218 Process and Setting a Date and Time for a Public Hearing.
  - Recommending May 16, 2023, for the Public Hearing.
2. Adopting Resolution 23-XXXX Regarding Procedures in Connection with Proposed Wastewater Fee Increases.





**CITY OF MANHATTAN BEACH**

1400 Highland Avenue Manhattan Beach, CA 90266  
www.manhattanbeach.gov • (310) 802-5000

# STAFF REPORT

**Agenda Date:** 3/21/2023

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**TO:**

Honorable Mayor and Members of the City Council

**FROM:**

Quinn M. Barrow, City Attorney

**SUBJECT:**

Consideration of a Resolution Amending the City Manager's Employment Agreement to Extend the Term to February 5, 2027, and Increase Yearly Base Salary to \$308,165.04 (City Attorney Barrow).

**ADOPT RESOLUTION NO. 23-0031, APPROVING AMENDMENT NO. 3 TO CITY MANAGER EMPLOYMENT AGREEMENT**

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**RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 23-0031, approving Amendment No. 3 to the City Manager's employment agreement.

**FISCAL IMPLICATIONS:**

The proposed amended agreement results in an annual cost increase of \$28,014.96.

**BACKGROUND:**

The City Council hired Bruce Moe as City Manager on February 6, 2018, by way of an employment agreement with an initial three-year term. After two subsequent amendments, the agreement currently expires on February 5, 2024 (Agreement).

**DISCUSSION:**

Throughout the term of the agreement, the City Council has conducted a series of closed sessions to evaluate the City Manager's performance, most recently at the end of 2022 and earlier this year. In recognition of the fiscal impacts of the COVID-19 pandemic and an awareness of the sensitivity to increasing salary and benefits costs, Mr. Moe has not sought a merit increase since April 2019. At the most recent closed session, the City Council directed the City Attorney to draft an amendment to the Agreement, to increase his annual salary by approximately 10%, and extend the employment agreement for three years to February 5, 2027. If the Council adopts the Resolution, the City Manager's monthly base salary will be \$25,680.42, effective April 1, 2023. Annualized, the City Manager's base salary will be \$308,165.04.

Attached is Amendment No. 3, reflecting the proposed revisions to the Agreement.

**ATTACHMENTS:**

1. Resolution No. 23-0031
2. Amendment No. 3 - City Manager's Employment Agreement
3. Employment Agreement and Amendment Nos. 1 and 2

RESOLUTION NO. 23-0031

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL APPROVING AMENDMENT NO. 3 TO THE CITY MANAGER'S EMPLOYMENT AGREEMENT TO EXTEND THE TERM FOR AN ADDITIONAL THREE YEARS AND INCREASE HIS MONTHLY SALARY TO \$25,680.42

RECITALS

- A. On February 21, 2018, the City of Manhattan Beach ("City") and Bruce Moe ("City Manager") entered into an employment agreement ("Employment Agreement").
- B. On April 2, 2019, the City and City Manager (collectively the "Parties") entered into Amendment No. 1 to the Employment Agreement providing for a three percent merit increase to the City Manager's base salary and a cell phone allowance in lieu of providing a smart phone.
- C. On November 4, 2020, the "Parties") entered into Amendment No. 2 extending the term of the Employment Agreement to February 5, 2024, and modifying certain benefits. Hereinafter, the Employment Agreement, as amended by Amendments No. 1 and No. 2, is referred to as "the Agreement."

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

SECTION 1. The City Council hereby approves Amendment No. 3 to the Agreement to extend the Agreement for three years until February 5, 2027.

SECTION 2. Pursuant to Government Code § 36506, the City Council hereby fixes the compensation of the City Manager in the amount set forth in Section 4 of the Agreement, as amended by Amendment No. 3.

SECTION 3. The Mayor shall execute the Amendment on behalf of the City.

SECTION 4. The City Clerk shall certify to the passage and adoption of this resolution.

ADOPTED on March 21, 2023.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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RICHARD MONTGOMERY  
Mayor

ATTEST:

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LIZA TAMURA  
City Clerk

**AMENDMENT NO. 3 TO CITY MANAGER'S  
EMPLOYMENT AGREEMENT**

This Amendment No. 3 ("Amendment 3") to that certain Employment Agreement dated February 21, 2018 by and between the City of Manhattan Beach, a municipal corporation ("City") and Bruce Moe ("Employee") is entered into on March 22, 2023.

**RECITALS**

A. City and Employee entered into an employment agreement on February 21, 2018, setting forth Employee's duties and responsibilities as City Manager for the City.

B. On April 2, 2019, City and Employee entered into Amendment No. 1 providing for a three percent merit increase to Employee's base salary and a cell phone allowance in lieu of providing a smart phone.

C. On November 5, 2020, City and Employee entered into Amendment No. 2: providing a three year extension of the term of the Agreement to February 5, 2024; and modifying certain benefits. Hereinafter, the agreement, as amended by Amendments No. 1 and No. 2, is referred to as "the Agreement."

D. The parties want to provide a three year extension of the term of the Agreement and increase Employee's annual base salary to \$308,165.04.

NOW, THEREFORE, the Parties hereby amend the Agreement as follows:

Section 1. Section 1 (Term) of the Agreement is hereby revised to read

"1. TERM. Employee commenced his service as City Manager on February 6, 2018, which shall also be deemed the effective date of this Agreement ("Effective Date"). Unless sooner terminated as provided in this Agreement, the term of this Agreement shall expire on February 5, 2027, unless extended. However, nothing in the Agreement is intended to prevent employee from resigning with at least 60 days' written notice."

Section 2. Section 4(A) (Base Salary) of the Agreement is hereby revised to read:

"A. Base Salary.

(1) Monthly Base Salary and Increases.

a. For the period of February 6, 2018 through April 5, 2019, City shall pay Employee a monthly base salary of \$21,250.

b. Effective April 6, 2019, City shall pay Employee a monthly base salary of \$21,887.50.

c. Effective November 5, 2020, City shall pay Employee a monthly base salary of \$23,345.83.

d. Effective April 1, 2023, City shall pay Employee a monthly base salary of \$25,680.42.

(2) At its sole discretion, the City Council may consider merit adjustments commensurate with Employee's performance in accordance with the evaluation process pursuant to Section 5 of this Agreement.

(3) Employee's salary shall be subject to withholding and other applicable taxes, and shall be payable to Employee at the same time as other employees of City are paid. Employee shall be exempt from the overtime pay provisions of California law (if any) and federal law."

Section 3. Except as specifically amended by this Amendment No. 3, all terms and conditions set forth in the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Amendment is entered into March 22, 2023.

CITY OF MANHATTAN BEACH

EMPLOYEE

By: \_\_\_\_\_  
Name: Richard Montgomery  
Title: Mayor

By: \_\_\_\_\_  
Name: Bruce Moe  
Title: City Manager

ATTEST:

By: \_\_\_\_\_  
Name: Liza Tamura  
Title: City Clerk

APPROVED AS TO FORM:

By: Quinn M. Barrow  
Name: Quinn M. Barrow  
Title: City Attorney

**EMPLOYMENT AGREEMENT**  
**BETWEEN THE CITY OF MANHATTAN BEACH AND BRUCE MOE**

**RECITALS**

- A. The City of Manhattan Beach (“City”) desires to hire a City Manager.
- B. Bruce Moe (“Employee”) has been employed by the City since 1989, and has served the City as its Finance Director since 1998.
- C. Employee represents that he is qualified to perform the duties of City Manager.
- D. The parties acknowledge that Employee is committed to the ideals of the International City Management Association (“ICMA”). The parties mutually desire that Employee be subject to and comply with the ICMA Code of Ethics.
- E. Employee commits to comply with the ICMA Code of Ethics.
- F. City and Employee wish to enter into an Employment Agreement that sets forth the rights and obligations of the parties.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and conditions herein contained, City and Employee agree as follows:

1. **TERM.** Employee commenced his service as City Manager on February 6, 2018, which shall also be deemed the effective date of this Agreement (“Effective Date”). Unless sooner terminated as provided in this Agreement, the initial term of this Agreement shall be for three years from the Effective Date, with an expiration date of February 5, 2021, unless extended. However, nothing in the Agreement is intended to prevent Employee from resigning with at least 60 days’ written notice.

2. **DUTIES AND AUTHORITY.** Employee shall exercise the powers and perform the duties of the position of City Manager as set forth in the Manhattan Beach Municipal Code, City’s personnel rules, regulations and procedures and the City Manager job description, as each of them currently or may in the future exist. At the option of City, Employee shall serve as Executive Director of or a representative to any other authority or agency created by or staffed by City. Employee shall exercise such other powers and perform such other duties as City, by the City Council, may from time to time assign.

3. **EMPLOYEE’S OBLIGATIONS.** Employee shall devote his full energies, interest, abilities and productive time to the performance of this Agreement, and utilize his best efforts to promote City’s interests. Employee shall not engage in any activity, consulting service or enterprise, for compensation or otherwise (together “Outside Employment”), which is actually or potentially in conflict with or inimical to, or which



materially interferes with, his duties and responsibilities to City. Additionally, Employee shall not undertake any Outside Employment except with the consent of the City Council.

**4. SALARY AND BENEFITS.**

A. Base Salary. City shall pay Employee an annual base salary of \$255,000. At its sole discretion, the City Council may consider merit adjustments commensurate with Employee's performance in accordance with the evaluation process pursuant to Section 5 of this Agreement. Employee's salary shall be subject to withholding and other applicable taxes and shall be payable to Employee at the same time as other employees of City are paid. Employee shall be exempt from the overtime pay provisions of California law (if any) and federal law.

B. Employment Benefits. In addition to base salary, City shall provide to Employee the following benefits:

(1) Holidays. Employee shall be entitled to the same holidays listed below, with pay, consistent with the rules applicable to the City's Management/Confidential employees. Employee's salary includes holiday pay. Accordingly, Employee shall not be entitled to any additional salary or compensation for working on a holiday.

- a. New Year's Day
- b. Martin Luther King Day
- c. Presidents' Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Columbus Day
- h. Veterans Day
- i. Thanksgiving Day
- j. Friday following Thanksgiving Day, and
- k. Christmas Day.

(2) General Leave. Employee shall accrue general leave at the rate of 280 hours annually, prorated and credited each pay period. When possible, general leave shall be scheduled with the City Council at least two weeks in advance. Employee may accrue general leave not to exceed a limit of 840 hours. Once Employee's accrual



reaches the 840-hour limit, all further accruals will cease; and Employee will not be eligible for further accruals until his accrued general leave balance falls below the 840-hour limit. Employee may “cash out” accrued leave in accordance with the applicable rules for Management/Confidential employees.

(3) Group Medical, Dental and Vision Insurance. During the term of his employment, Employee and his eligible dependents shall participate in the City’s CalPERS group medical program under the Public Employees’ Medical and Hospital Care Act and dental and vision insurance plans in accordance with the terms and conditions of such act, plan or program on the same basis as Management/Confidential employees of the City.

(4) Life Insurance. Employee will receive City paid life insurance under the City’s group policy with a benefit that is 1.5 times annual base salary, subject to a maximum of \$500,000. Medex Travel Assist will be included with the coverage.

(5) Automobile.

a. City shall provide to Employee a monthly automobile allowance of \$400. Such amount is designed to reimburse Employee for all costs associated with the use of Employee’s automobile for City business, including but not limited to all applicable costs of automobile liability insurance, maintenance, operating expenses, depreciation and interest.

b. Employee shall maintain all records required by applicable California and federal law concerning use of such automobile, including without limitation, records to substantiate personal and City-related use of such automobile.

c. Employee currently has an automobile liability insurance policy with \$250,000/\$500,000/\$100,000 maximum coverage, combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts arising out of the operation of the automobile. Unless otherwise required by the City, Employee shall maintain a policy with such coverage and limits throughout the term of this Agreement.

(6) Retirement Plan. Employee shall be covered by the Public Employees’ Retirement System plan applicable to current miscellaneous employees of City in accordance with the terms and conditions of that plan as it now exists or as it may be changed from time-to-time in the future. In addition, City will provide a retiree medical benefit of \$400 per month until Medicare eligibility or age 65. This retiree medical benefit will be provided according to the eligibility, terms and conditions in effect on the Effective Date.

(7) Technology. At no cost to Employee, City shall provide Employee with the use of a City-owned laptop computer and a smart phone (iPhone or equivalent), subject to applicable City policies and procedures.

(8) Long and Short Term Disability Insurance. Employee will receive City paid Long Term Disability coverage under the City's group policy with a plan benefit that pays 60% of salary after a 60-day waiting period. Employee may purchase short term disability coverage under the City's group plan at his own expense, according to the terms, conditions and procedures of that plan.

(9) Professional Development. City shall pay all reasonable and necessary business expenses, including travel, conference, meals, lodging and meeting expenses incurred in obtaining continuing education within the state and the ICMA annual meeting, in accordance with the City budget, resolutions and state law, as applicable. Upon prior City Council approval, City shall pay all reasonable and necessary business expenses, including travel, conference, meals, lodging and meeting expenses incurred outside the state.

(10) Bonding. City shall bear the full cost of any fidelity or other bonds required of Employee under any law, or City ordinance or resolution by virtue of his employment with the City.

(11) Deferred Compensation Plan. Employee shall be entitled to participate, at Employee's sole expense, in the City's 457 deferred compensation plan in accord with the terms and conditions of that plan. In addition, City shall contribute an annual amount of \$17,500, incrementally paid on a bi-weekly basis, to a 401(a) and contribute an amount equal to two percent of Employee's salary to a Retiree Health Savings Plan in accord with the terms, conditions and procedures of the 401(a) plan document and provisions of the Internal Revenue Code, including related regulations.

(12) Designation of Recipients Pursuant to Government Code Section 53245. Employee may file with City a designation of a person who, notwithstanding any other provision of law, shall, on the death of Employee, be entitled to receive all warrants or checks that would have been payable to Employee had he survived. Employee may change the designation from time to time. Any person so designated shall claim such warrants or checks from City. On sufficient proof of identity, City shall deliver the warrants or checks to the claimant. A person who receives a warrant or check pursuant to this subsection is entitled to negotiate it as if he or she were the payee.

(13) Additional Benefits. Employee shall be entitled to participate in City's healthcare and/or dependent care expense accounts at his own expense, subject to the applicable terms and conditions. Employee shall also be entitled to use City's on-site fitness center, subject to City's policies for such use.

5. **ANNUAL EVALUATIONS.** On or before six months from the Effective Date of this Agreement, and every one year anniversary thereafter, the City Council may conduct an evaluation of Employee's performance. During that evaluation, the City Council and Employee shall mutually establish performance goals and objectives to be met by Employee during the following year. Employee will request and schedule such reviews, as appropriate, pursuant to City Council agenda procedures or as otherwise directed by the



City Council. In addition, the City Council may, but is not required to, review Employee's salary and benefits as part of the evaluation process or at any other time. Nothing in this paragraph is intended to limit additional interim evaluations or reviews or to limit the normal communications process between the City Council and Employee.

6. **INDEMNIFICATION.** Except as otherwise permitted, provided, limited or required by law, including without limitation California Government Code Sections 825, 995, and 995.2 through 995.8, City will defend and pay any costs and judgments assessed against Employee arising out of an act or omission by Employee occurring in the course and scope of Employee's performance of his duties under this Agreement.

7. **AT-WILL EMPLOYMENT RELATIONSHIP.** Employee is employed at the pleasure of the City Council, and is thus an at-will employee. The City Council may terminate this Agreement and the employment relationship at any time without cause. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of City to terminate the employment of Employee. City shall pay Employee for all services through the effective date of termination. In addition, Employee shall receive severance to the extent provided in Section 8 and shall receive no other compensation or payment (except for vested benefits).

8. **SEVERANCE.**

A. If City terminates this Agreement (thereby terminating Employee's employment with City) without cause during the term of this Agreement, City shall:

(1) Pay Employee an amount equal to his then-monthly base salary for a period of six months on a monthly basis, less interim compensation (as defined below) to which Employee becomes entitled during the six-month period following his termination. Employee shall use his best efforts and due diligence to secure employment with, become an independent contractor for, or otherwise provide services for compensation for, any person, organization or entity, other than City; and

(2) Provide at no cost to Employee the insurance benefits provided by Section 4.B(3) herein for six months or until Employee secures other employment, whichever occurs first. Such medical and dental insurance benefits will be provided to Employee through reimbursement of COBRA premiums.

B. Regardless of any other provision or the term of this Agreement, the maximum severance and health benefits that Employee may receive under this Agreement as a result of termination, shall not exceed the limitations provided in Government Code §§ 53260–53264, including the limitation that the maximum cash settlement that Employee may receive shall be an amount equal to the monthly salary of the Employee multiplied by the number of months left on the unexpired term of the Agreement.

C. As used in this Agreement, the term "interim compensation" shall include, but not be limited to: compensation, in any form, to which Employee is entitled

from employment other than employment with City; compensation, in any form, to which Employee is entitled as an independent contractor; and compensation, in any form, from any source, including, without limitation, unemployment and disability insurance, from any person, entity or source, to which Employee is otherwise entitled. Interim compensation shall include retirement benefits. Upon City's request, Employee shall promptly provide City with documentary evidence of interim compensation.

- D. Employee shall not be entitled to severance pay if:
  - (1) Employee terminates this Agreement; or
  - (2) City terminates this Agreement for cause because Employee:
    - a. Breaches this Agreement, including, without limitation, by willful or persistent material breach of duties or inattention to duties;
    - b. Engages in corrupt or willful misconduct in office, including any illegal act involving personal gain;
    - c. Is convicted of a felony or misdemeanor. In no event shall a minor traffic offense or moving violation be considered a misdemeanor involving moral turpitude. In the event Employee is terminated while under investigation for any felony or misdemeanor involving moral turpitude, City may withhold part or all of any severance payment, until it is determined if charges will be filed, and if charges are filed, until final judgment is rendered. If charges are not filed, or if Employee is found innocent, City shall pay any severance to which Employee is entitled;
    - d. Has committed resume fraud or commits other acts of material dishonesty;
    - e. Takes unauthorized absences or leave;
    - f. Violates the City's anti-harassment policies or fails to report or investigate claims of harassment as required by law;
    - g. Abuses drugs or alcohol to such an extent that such abuse materially affects the performance of his duties;
    - h. Acts in any way that has or may have a substantial and adverse effect on City's interest;
    - i. Abuses his office or position, as that term is defined in Government Code Section 53243.4;
    - j. Fails to comply with the ICMA Code of Ethics; or



k. Violates properly established rules or procedures, or adversely affects the reputation of City, its officers or employees.

For any of the foregoing, the City may, in its discretion, place Employee on paid or unpaid administrative leave.

E. Except as otherwise mutually agreed, any dispute as to whether severance is excused under Section 8, Paragraph D, shall be referred to arbitration before a single neutral arbitrator selected from a list of seven arbitrators requested from the California State Mediation and Conciliation Service. Employer will strike the first name and the parties will alternate striking names until one person is left who shall be designated as the arbitrator. The arbitrator shall determine the rules and procedures to be used for the arbitration with due regard to the rights of the parties. Each party shall initially pay one-half the cost of the arbitration. The prevailing party in the arbitration shall be entitled to reasonable attorney fees and that party's costs of arbitration.

9. **INTEGRATION OF AGREEMENT.** This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties concerning Employee's employment. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, oral or written, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party.

10. **METHOD OF AMENDMENT.** Amendments to this Agreement are effective only upon City Council and Employee written approval.

11. **NOTICES.** All notices pertaining to this Agreement shall be sent to:

EMPLOYEE: Bruce Moe  
At the most recent address on file in Employee's personnel file held by City's Human Resources Department

CITY: City Clerk  
City of Manhattan Beach  
1400 Highland Avenue  
Manhattan Beach, California 90266

Such notice shall be deemed made when personally delivered, transmitted by facsimile, or when mailed, 48 hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

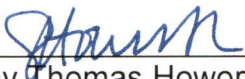

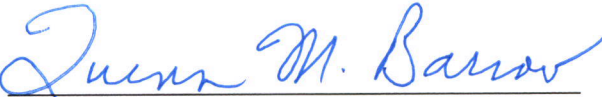
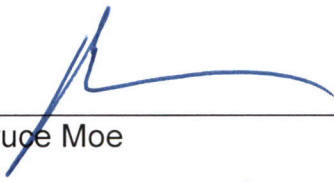
12. **GENERAL PROVISIONS.**

A. If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall nevertheless remain in full force and effect. If any provision is held invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

B. This Agreement shall be interpreted and construed pursuant to and in accordance with the local laws of the State of California and all applicable City Codes, Ordinances and Resolutions.

C. Employee acknowledges that he has had the opportunity and has conducted an independent review of the financial, tax and legal effects of this Agreement. Employee acknowledges that he has made an independent judgment upon the financial and legal effects of this Agreement and has not relied upon any representation of City, its officers, agents or employees other than those expressly set forth in this Agreement.

Executed by the parties as of the date below:

<p>CITY OF MANHATTAN BEACH</p> <p>By: <u></u> Amy Thomas Howorth, Mayor</p> <p>Date: <u>2/21/18</u></p> <p>ATTEST:</p> <p><u></u> 2-21-18 Liza Tamura, City Clerk</p> <p>APPROVED AS TO FORM:</p> <p><u></u> Quinn M. Barrow, City Attorney</p>	<p>EMPLOYEE</p> <p>By: <u></u> Bruce Moe</p> <p>Date: <u>2-13-2018</u></p>
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## AMENDMENT NO. 1 TO EMPLOYMENT AGREEMENT

This Amendment No. 1 ("Amendment 1") to that certain Employment Agreement dated February 21, 2018 by and between the City of Manhattan Beach, a municipal corporation ("City") and Bruce Moe ("Employee") is entered into on April 2, 2019.

### RECITALS

A. The City and Employee entered into an employment agreement ("Agreement") on February 21, 2018.

B. Section 4(A) of the Agreement states: "At its sole discretion, the City Council may consider merit adjustments commensurate with Employee's performance in accordance with the evaluation process pursuant to Section 5 of this Agreement."

C. Section 5 of the Agreement provides for annual evaluations of Employee's performance and that the Council may review Employee's salary and benefits as part of the evaluation process or at any other time.

D. The City Council performed its annual evaluation ("Evaluation") of Employee's performance in March 2019.

E. Based upon the Evaluation, the City Council has directed the City Attorney to draft an amendment to the Agreement providing for a three percent merit increase to Employee's base salary. In addition, the City Manager has requested that the City provide him with a smart phone allowance in the amount of \$75 in lieu of providing to him a smart phone.

NOW, THEREFORE, the Parties hereby amend the Agreement as follows:

1. Section 4(A) (Base Salary) of the Agreement is hereby revised to read:

"A. Base Salary.

(1) Monthly Base Salary and Increases.

a. For the period of February 6, 2018 through April 5, 2019, City shall pay Employee a monthly base salary of \$21,250.

b. Effective April 6, 2019, City shall pay Employee a monthly base salary of \$21,887.50.

(2) At its sole discretion, the City Council may consider merit adjustments commensurate with Employee's performance in accordance with the evaluation process pursuant to Section 5 of this Agreement.

(3) Employee's salary shall be subject to withholding and other applicable taxes, and shall be payable to Employee at the same time as other employees

of City are paid. Employee shall be exempt from the overtime pay provisions of California law (if any) and federal law.”

2. Section 4 B (7) (Technology) of the Agreement is hereby revised to read:

“(7) Technology. At no cost to Employee, City shall provide Employee with the use of a City-owned laptop or tablet computer and a smart phone subject to applicable City policies and procedures. In lieu of providing a smart phone, City shall provide Employee a smart phone allowance in the amount of \$75 per month.”


3. Except as specifically amended by this Amendment No. 1, all terms and conditions set forth in the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Amendment is entered into April 2, 2019.

CITY OF MANHATTAN BEACH

EMPLOYEE

By:   
\_\_\_\_\_  
Mayor Steve Napolitano


  
\_\_\_\_\_  
City Manager Bruce Moe

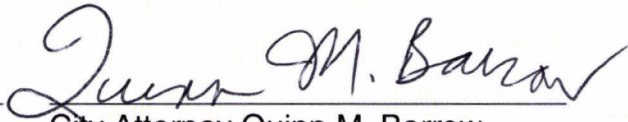
Date: 4/8/19

4-3-2019

ATTEST:

APPROVED AS TO FORM:

 4-9-19  
\_\_\_\_\_  
City Clerk Liza Tamura

  
\_\_\_\_\_  
City Attorney Quinn M. Barrow



## AMENDMENT NO. 2 TO EMPLOYMENT AGREEMENT

This Amendment No. 2 (“Amendment 2”) to that certain Employment Agreement by and between the City of Manhattan Beach, a municipal corporation (“City”) and Bruce Moe (“Employee”) is entered into on November 5, 2020.

### RECITALS

A. City and Employee entered into an employment agreement, with an effective date of February 6, 2018, setting forth Employee’s duties and responsibilities as City Manager for the City.

B. On April 2, 2019, City and Employee entered into Amendment No. 1 providing for a three percent merit increase to Employee’s base salary and a cell phone allowance in lieu of providing a smart phone.

C. Hereinafter, the agreement, as amended by Amendment No. 1, is referred to as “the Agreement.”

D. Unless extended, the term of the Agreement will expire on February 5, 2021.

E. The City Manager has requested an amendment to the Agreement with the following provisions:

- A three year extension of the term of the Agreement
- Reallocation of the existing City deferred compensation contribution of \$17,500 to base salary
- A one-time relaxation of the maximum accrual of 840 hours of leave time by 151 hours to allow Employee to use such additional time within a year to offset his inability to use that leave time during the COVID-19 pandemic.

NOW, THEREFORE, the Parties hereby amend the Agreement as follows:

1. Section 1 (Term) of the Agreement is hereby revised to read

“1. TERM. Employee commenced his service as City Manager on February 6, 2018, which shall also be deemed the effective date of this Agreement (“Effective Date”). Unless sooner terminated as provided in this Agreement, the initial term of this Agreement shall be for three years from the Effective Date, with an expiration date of February 5, 2024, unless extended. However, nothing in the Agreement is intended to prevent employee from resigning with at least 60 days’ written notice.”

2. Section 4(A) (Base Salary) of the Agreement is hereby revised to read:

“A. Base Salary.

(1) Monthly Base Salary and Increases.

a. For the period of February 6, 2018 through April 5, 2019, City shall pay Employee a monthly base salary of \$21,250.

b. Effective April 6, 2019, City shall pay Employee a monthly base salary of \$21,887.50.

c. Effective November 5, 2020, City shall pay Employee a monthly base salary of \$23,345.83.

(2) At its sole discretion, the City Council may consider merit adjustments commensurate with Employee’s performance in accordance with the evaluation process pursuant to Section 5 of this Agreement.

(3) Employee’s salary shall be subject to withholding and other applicable taxes, and shall be payable to Employee at the same time as other employees of City are paid. Employee shall be exempt from the overtime pay provisions of California law (if any) and federal law.”

3. Section 4 B (2) (General Leave) of the Agreement is hereby revised to read:

“(2) General Leave. Employee shall accrue general leave at the rate of 280 hours annually, prorated and credited each pay period. When possible, general leave shall be scheduled with the City Council at least two weeks in advance. Employee may accrue general leave not to exceed a limit of 840 hours. Once Employee’s accrual reaches the 840-hour limit, all further accruals will cease; and Employee will not be eligible for further accruals until his accrued general leave balance falls below the 840-hour limit. Employee may “cash out” accrued leave in accordance with the applicable rules for Management/Confidential employees.

Notwithstanding the foregoing 840 maximum accrual number of general leave hours, effective March 16, 2020, employee may accrue an additional 151 hours above the maximum accrual number of 840. Any general leave accrued above 840 hours is non-cashable and will be placed in a separate bank, which may be used at any time prior to November 5, 2021, on a “use it or lose it” basis.”

4. Section 4 B (11) (General Leave) of the Agreement is hereby revised to read:

(11) Deferred Compensation Plan. Employee shall be entitled to participate, at Employee’s sole expense, in the City’s 457 deferred compensation plan in accord with the terms and conditions of that plan. In addition, City shall contribute an amount equal to two percent of Employee’s salary to a Retiree Health Savings Plan in accord with the terms, conditions and procedures of the plan document and provisions of the Internal Revenue Code, including related regulations.


5. Except as specifically amended by this Amendment No. 2, all terms and conditions set forth in the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Amendment is entered into November 5, 2020.

CITY OF MANHATTAN BEACH

EMPLOYEE

DocuSigned by:  
By:   
#8CF05002835449...  
Mayor Richard Montgomery

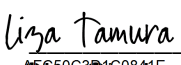
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City Manager Bruce Moe

Date: 11/19/2020

12/3/2020

ATTEST:

APPROVED AS TO FORM:

DocuSigned by:  
  
#FC50C3D1C0841E...  
City Clerk

DocuSigned by:  
  
#C6CC9C5085B24EB...  
City Attorney

12/3/2020





**CITY OF MANHATTAN BEACH**

1400 Highland Avenue Manhattan Beach, CA 90266  
www.manhattanbeach.gov • (310) 802-5000

# STAFF REPORT

**Agenda Date:** 3/21/2023

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Liza Tamura, City Clerk

Martha Alvarez, Assistant City Clerk

**SUBJECT:**

Agenda Forecast (City Clerk Tamura).  
**INFORMATION ITEM ONLY**

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**DISCUSSION:**

The subject matter below is anticipated to appear on future City Council Agendas. It's important to note that the information being provided is tentative, subject to change and is listed for planning purposes only. Agendas for City Council Meetings are finalized and posted 6 days prior to the meeting date.

**CEREMONIAL**

- Pledge - Johnny Gosser, American Martyrs.

**CONSENT**

- City Council Minutes (City Clerk Tamura).
- Financial Reports (Finance Director Charelian).
- Consideration of a Resolution Ordering Plans, Specifications, Cost Estimates, and Engineer's Report for Annual Street Lighting and Landscaping Assessments (Finance Director Charelian).
- Second Reading and Adoption of an Ordinance Implementing Voter-Approved Measure A that Approved an Increase in the Transient Occupancy Tax (TOT) to 14% (Finance Director Charelian).
- Receive and File an Update on the City's Traffic Signal Battery Backup Systems (Acting Community Development Director Mirzakhonian).
- Award of Construction Contract for Annual Citywide Concrete Repair Program (Public Works Director Lee).

- Award Contract to TBD for Professional Construction Inspection Services for Various Capital Improvement Projects (Public Works Director Lee).
- Sepulveda Bridge Contract Adjustment (Public Works Director Lee).
- Storywalk Library Commission Work Plan Item Update (Parks and Recreation Director Leyman).
- Acceptance of Cycle 1 Water Infrastructure Improvement Project (Public Works Director Lee).
- Award Contract to TBD for Design Services for Various City Hall and Public Works Facility Remodel Projects (Public Works Director Lee).
- Consideration of a Resolution Awarding a Construction Agreement to Xxxx, Inc. for the Cycle 2 Street Resurfacing Project Encompassing Agnes Road, 27th and 29th Streets for \$X,XXX,XXX Including Contingency, and Approving a Construction Management and Inspection Professional Services Agreement with Xxxx Consultants, Inc. for \$XX,XXX (Public Works Director Lee).
- Acceptance of Sepulveda Bridge Widening Project (Public Works Director Lee).
- Consideration of a Resolution Approving a Three-Year Maintenance Services Agreement with \*\*\* for Commercial and Automatic Door Maintenance of City Facilities in the Amount of \$450,000 (Public Works Director Lee).
- Consideration of Updates to the Boards and Commissions Handbook (City Clerk Tamura).
- Peck Avenue Storm Drain Improvement Project - Award of Design (Public Works Director Lee).
- Encumbrance of Remaining BID Beautification Funds (Public Works Director Lee).

### **PUBLIC HEARING**

- Consideration of a Resolution Adopting a List of Street Repair Projects for the Fiscal Year 2023-2024 Funded by Senate Bill 1: The Road and Accountability Act of 2017; and Authorizing the Public Works Director to Submit the Necessary Project Information to the California Transportation Commission (Public Works Director Lee).

### **GENERAL BUSINESS**

- Selection of Long-Term Outdoor Dining Task Force Members (Acting Community Development Director Mirzakhonian).
- Consideration of a Resolution Opposing State Ballot Initiative No. 21-0042A1 Titled the, "Taxpayer Protection and Government Accountability Act" (City Manager Moe).
- Consideration of the Coyote Management and Response Plan (City Manager Moe).
- Approve the Acceptance and Placement Location of the One Year Loan of "Surf Ascension" Sculpture by Artist Domisi Kevan Parham and Appropriate Funding from the Public Arts Trust Fund in the Amount Not-to-Exceed \$12,000 (Parks and Recreation Director Leyman).
- Adopting Policies and Procedures for Naming and Dedicating City Parks and Facilities (Parks and Recreation Director Leyman).
- Boards and Commissions Interviews (City Clerk Tamura).
- Appointment of Boards and Commissions (City Clerk Tamura).
- Presentation of the Proposed 5-Year Capital Improvement Program (CIP) for Fiscal Year 2023-2024 Through Fiscal Year 2027-2028 (Public Works Director Lee).

- Presentation of the Fiscal Year 2023-2024 Proposed Operating Budget (Finance Director Charelian).
- Discuss and Provide Direction on Wayfinding Masterplan Implementation Phase 1 (Public Works Director Lee).
- Budget Study Session (Finance Director Charelian).