



Consideration of Minutes:

This item contains minutes of City Council meetings which are presented for approval [(a)] and minutes from City Council subcommittees and from other City commissions and committees [(b)-(g)] which are presented to be received and filed by the Council. Staff recommends that the City Council by motion take action to:

- a) Approve Minutes of the City Council Meeting (Closed Session) and Regular City Council Meeting of November 1, 2011.

RECOMMENDATION: APPROVE

- b) Receive and File Action Minutes of the Planning Commission Meeting of November 9, 2011.

RECOMMENDATION: RECEIVE AND FILE

- c) Receive and File Action Minutes of the Parking and Public Improvements Commission Meeting of October 27, 2011.

RECOMMENDATION: RECEIVE AND FILE

- d) Receive and File Minutes of the Parks and Recreation Commission Meeting of September 26, 2011.

RECOMMENDATION: RECEIVE AND FILE

- e) Receive and File Draft Minutes of the Parks and Recreation Commission Meeting of October 24, 2011.

RECOMMENDATION: RECEIVE AND FILE

- f) Receive and File Draft Minutes of the Library Commission Meeting of October 13, 2011.

RECOMMENDATION: RECEIVE AND FILE

- g) Receive and File Draft Minutes of the Centennial Committee Meeting of October 24, 2011.

RECOMMENDATION: RECEIVE AND FILE

**CITY OF MANHATTAN BEACH
MINUTES OF THE CITY COUNCIL
CLOSED SESSION MEETING
NOVEMBER 1, 2011**

The Closed Session Meeting of the City Council of the City of Manhattan Beach, California, was held on the 1st day of November, 2011, at the hour of 5:30 p.m., in the City Council Chambers of City Hall, at 1400 Highland Avenue, in said City.

CALL TO ORDER

Mayor Tell called the meeting to order.

ROLL CALL

Present: Lesser, Howorth, Montgomery, Powell and Mayor Tell
Present: City Manager Carmany and City Attorney Roxanne Diaz.
Absent: None.
Clerk: Tamura.

PUBLIC COMMENT ON CLOSED SESSION AGENDA

None.

ANNOUNCEMENT IN OPEN SESSION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS

City Attorney Roxanne Diaz announced that, for the record, Mayor Tell will be abstaining from Item No. 1 on the Closed Session agenda because his membership with the Country Club is deemed an investment. She added that Councilmember Montgomery will also be abstaining from Item No. 1 because he has a use privilege and, under the lease, utilizes a membership on behalf of City business and does not want give anyone the perception of a conflict of interest.

1. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
(Government Code Section 54956.8)

Property: Manhattan Beach Country Club
1330, 1332 and 1334 Park View Avenue

Agency Negotiator: Dave Carmany, City Manager

Negotiating Parties: Sara Neilson, Managing Director for the Manhattan Country Club

2. **CONFERENCE WITH LABOR NEGOTIATOR**
(Government Code Section 54957.6)

Agency Negotiator: David N. Carmany, City Manager

Employee Groups: Manhattan Beach Firefighters' Association;
Manhattan Beach Police Officers' Association;
Management Confidential; and
Teamsters

RECESS INTO CLOSED SESSION

Mayor Pro Tem Powell, Councilmember Lesser and Councilmember Howorth recessed into Closed Session at 5:32 p.m.

RECESS INTO OPEN SESSION

Mayor Pro Tem Powell, Councilmember Lesser and Councilmember Howorth reconvened into Open Session at 5:25 p.m.

City Attorney Roxanne Diaz announced that the City Council met in Closed Session and that no reportable actions were taken.

ADJOURNMENT

At 5:25 p.m. the meeting was adjourned to the 6:30 p.m. Regular City Council Meeting on Tuesday, November 1, 2011, in the City Council Chambers of City Hall, 1400 Highland Avenue, in said City.

Liza Tamura
Recording Secretary

Nicholas W. Tell, Jr.
Mayor

ATTEST:

Liza Tamura
City Clerk

**CITY OF MANHATTAN BEACH
MINUTES OF THE CITY COUNCIL
REGULAR MEETING
NOVEMBER 1, 2011**

The Regular Meeting of the City Council of the City of Manhattan Beach, California, was held on the 1st day of November, 2011, at the hour of 6:33 p.m., in the City Council Chambers of City Hall, at 1400 Highland Avenue, in said City. A full video of this City Council meeting can be accessed online at www.citymb.info.

PLEDGE TO FLAG

Ally Kennedy, a 5th Grader at Pacific Elementary School, led the pledge of allegiance.

ROLL CALL

Present: Lesser, Howorth, Montgomery, Powell and Mayor Tell.
Absent: None.
Clerk: Tamura.

CLOSED SESSION ANNOUNCEMENT

City Attorney Roxanne Diaz announced that the City Council met in Closed Session and that no reportable actions were taken.

CEREMONIAL CALENDAR

11/01/11-1. Drawing of Winning Schools for the Manhattan Bread and Bagel's "Schools Knead The Dough" Contest

Mayor Tell introduced **Manhattan Bread and Bagel Owner, Michael Keegan** who explained his "*Schools Knead the Dough*" contest and asked Mayor Tell to draw the winners. The winning schools were: Meadows Elementary; Mira Costa High School; and Jefferson Elementary School in Redondo Beach. American Martyrs Elementary School, Hermosa Valley Elementary School and Grandview Elementary Schools won free bagels for the entire student body.

CONSENT CALENDAR

Prior to voting on the Consent Calendar, Councilmember Powell pointed out that it was Councilmember Lesser who seconded the motion on Item No. 2a (*Approve Minutes of the City Council Meeting (Closed Session) and Regular City Council Meeting of October 18, 2011*) not Councilmember Montgomery, who was absent from that meeting.

The Consent Calendar (Item Nos. 2 through 6), consisting of items under *General Consent and Boards and Commissions*, was approved by motion of Councilmember Howorth, seconded by Mayor Pro Tem Powell and passed by unanimous roll call vote, with an amendment to Item No. 2a and the exception of Item No. 3 and with, which was considered later in the meeting under "*Items Removed From the Consent Calendar*".

Ayes: Lesser, Howorth, Montgomery, Powell and Mayor Tell.
Noes: None.
Absent: None.
Abstain: None.

GENERAL CONSENT

11/01/11-2. Consideration of Minutes:

This item contains minutes of City Council meetings which are presented for approval [(a)] and minutes from City Council subcommittees and from other City commissions and committees [(b)-(d)] which are presented to be received and filed by the Council. Staff recommends that the City Council by motion take action to:

- a) Approve Minutes of the City Council Meeting (Closed Session) and Regular City Council Meeting of October 18, 2011
- b) Receive and File Draft Minutes of the Cultural Arts Commission Special Meeting of October 11, 2011
- c) Receive and File Draft Minutes of the Cultural Arts Commission Meeting of October 11, 2011
- d) Receive and File Action Minutes of the Planning Commission Meeting of October 26, 2011

The Council approved the subject City Council Meeting minutes, as amended, and received and filed the minutes from the City Council Subcommittees, City Commissions and Committees.

11/01/11-3. Consideration of Adoption of Ordinance No. 2144 Amending the Manhattan Beach Municipal Code by Adding a New Chapter 14.46 Regarding the Parking of Oversized Vehicles and Trailers; Consideration of Adoption of Ordinance No. 2145 Amending the Manhattan Beach Municipal Code by Adding Section 14.36.180 to Prohibit the Parking of Detached Trailers; and Consideration of a Resolution Amending the Penalty Schedule for Parking Violations

Item No. 3 was pulled from the "CONSENT CALENDAR". Please refer to "ITEMS REMOVED FROM THE CONSENT CALENDAR."

11/01/11-4. Consideration of Financial Reports:

- a) Ratification of Demands: October 27, 2011
- b) Investment Portfolio for the Month Ending September 30, 2011
- c) Financial Reports for the Month Ending September 30, 2011

The Council approved with no exception Warrant Register No. 10B in the amount of \$2,949,059.11 in payment of ratification of demands and claims as prepared by the Director of Finance; received and filed the Investment Portfolio for the month ending September 30, 2011; and received and filed the Financial Reports for the month ending September 30, 2011.

11/01/11-5. Consideration of Ratification of Motor Fuel Purchase From Falcon Fuels in the Amount of \$27,283.23

The Council approved ratifying the purchase of fuel from Falcon Fuels in the amount of \$27,283.23.

11/01/11-6. Consideration to Approve Specifications and Authorize the City Manager to Seek Bids for a Construction Contract for the Block 35 Booster Pump Motor Replacement and Electrical System Improvement Project

The Council approved plans and specifications for the replacement of Block 35 Booster Pump Motor Replacement and Electrical System Improvement Project and authorize the City Manager to solicit construction bids.

COMMUNITY ANNOUNCEMENTS

11/01/11-12. Don Gould Re Upcoming Library Events

Don Gould, Los Angeles County Librarian, announced the upcoming library events.

11/01/11-13. MaryAnn Varni Re Holiday Open House and Pier Lighting

Downtown Business and Professional Association Executive Director MaryAnn Varni announced that the 22nd annual Pier Lighting will take place on November 16, 2011, and the 17th annual Downtown Holiday Open House and holiday hunt will be on November 17, 2011.

11/01/11-14. Councilmember Howorth Re High School Play

Councilmember Howorth suggested that everyone attend the Mira Costa play “*You Can’t Take it With You*”, which runs Fridays and Saturdays for the next two weekends.

11/01/11-15. Councilmember Montgomery Re Pier to Pier Walk

Councilmember Montgomery thanked **Robyn Ebert** for making the Pier to Pier Friendship Walk possible. He also thanked the participants and staff and announced that over 7,000 people attended and over \$525,000 was raised.

11/01/11-16. Councilmember Montgomery Pumpkin Races

Councilmember Montgomery shared that the Pumpkin Races were a big hit and thanked the Parks and Recreation Department and Recreation Services Manager Idris Al-Oboudi for a great event.

11/01/11-17. Councilmember Howorth Re Pier to Pier Walk

Councilmember Howorth explained there was a great moment during the Friendship Walk when **Tommy Lasorda** said, “Just as the General Patton said, “the Dodger’s will be back!””

11/01/11-18. Mayor Pro Tem Powell Re New Library Meeting

Mayor Pro Tem Powell announced that the Library Subcommittee, consisting of himself and Councilmember Lesser, will hold a Community Library Meeting on November 8, 2011 at 6:30 p.m. in the City Council Chambers. He added that the meeting agenda is on the City website.

11/01/11-19. Mayor Pro Tem Powell Re Veteran’s Day Ceremony

Mayor Pro Tem Powell reminded the public that the City’s Veteran’s Day Ceremony will take place in Veteran’s Parkway at Valley Drive and 15th Street at 11:00 a.m. on November 11, 2011.

Mayor Tell added that the time may change and asked that the public to stay tuned.

11/01/11-20. Mayor Pro Tem Powell Re Pumpkin Race

Mayor Pro Tem Powell agreed that the Pumpkin Race was an excellent event; that the kids really loved it; and that the City Council had an entry. He explained that the City Council pumpkin took 2nd place in its class and displayed the decorated pumpkin.

11/01/11-21. Councilmember Montgomery Pier-to-Pier

Councilmember Montgomery mentioned that Councilmember Howorth is on the board of the Skechers Pier-to-Pier Friendship Walk.

AUDIENCE PARTICIPATION

11/01/11-22. Willy Leventhal Re Moai Walk, Veteran's Day and Bob Dole

Willy Leventhal, Hermosa Beach Resident, thanked Mayor Tell for the Moai Walks; stated that he will keep the City Council updated regarding the Veteran's Day speaker; asked that Manhattan Beach welcome the returning Veteran's back and allow a walkway to the beach; and read comments from Bob Dole about injuries sustained while being in the armed forces and Martin Luther King, Jr.

11/01/11-23. Mayor Tell Re Moai Walk

Mayor Tell announced that eight people and one dog joined him on his hour long Moai Walk in the morning and welcomed the public to join him every Council Tuesday at Peet's Coffee on Manhattan Beach Boulevard at 9:00 a.m.

GENERAL BUSINESS

11/01/11-7. Consideration to Coordinate the Joslyn Center Renovation Project with Scout House Reconstruction or, Alternatively, Approve of Plans and Specification for the Joslyn Center Renovation Project and Authorize the City Manager to Solicit Construction Bids

Mayor Tell introduced the subject item and Public Works Director Jim Arndt provided the PowerPoint presentation.

Public Works Director Jim Arndt and City Engineer Finton responded to City Council questions.

The following individuals spoke on this item:

- **Tim Lilligren, Manhattan Beach Property Owners Association**
- **Richard Zeif, No Address Provided**
- **Ken Thompson, Representing the Manhattan Heights Seniors**
- **Patrick McBride, 5th Street and Peck Avenue**

MOTION: Councilmember Montgomery moved to approve the plans and specification for the Joslyn Center Renovation Project and approved authorizing the City Manager to solicit construction bids by including with the bid solicitation for the Manhattan Heights Community Center and Begg Pool Locker Room renovation projects. The motion was seconded by Councilmember Lesser and passed by the following unanimous roll call vote:

Ayes: Lesser, Howorth, Montgomery, Powell and Mayor Tell
Noes: None.
Absent: None.
Abstain: None.

11/01/11-8. Consideration of City Council Work Plan Item Regarding Budget Review Process

Mayor Tell introduced the subject item and Finance Director Bruce Moe provided the PowerPoint presentation.

Finance Director Bruce Moe responded to City Council questions.

There were no public comments on this item.

City Manager Dave Carmany spoke of the different approaches to municipal budgeting in the past and that the Council should consider this their budget, not staff's or anyone else's. He pointed out that some "reductions of opportunity" (vacant positions and reshuffling) were used during the last budget process but encouraged the Council to keep the goal of priority based budgeting in mind - not just a zero based budget. He concluded that the budget review process will be brought back to Council in January or February for further discussion.

In review, Mayor Tell stated that the Council will accept recommendation #1 (providing for public input at the beginning of the budget process; that no survey will be taken at this time; that additional budget study sessions will be added if necessary; and that the Capital Improvement Plan should be bifurcated.

Hearing no objections, it was so ordered.

RECESS AND RECONVENE

At 8:30 p.m. the Council recessed and reconvened at 8:38 p.m. with all Councilmembers present.

11/01/11-9. Consideration of a Request to Appropriate \$20,000 for the Continued Operation of the Ocean Express Shuttle

Mayor Tell introduced the subject item and Management Analyst Ariana Kennedy provided the staff presentation.

Finance Director Bruce Moe and Management Analyst Kennedy responded to City Council questions.

The following individuals spoke on this item:

- **Mary Ann Varni, Executive Director Downtown Business & Professional Association**
- **Tony Rico, Owner of Bella Beach**

MOTION: Councilmember Howorth moved to approve funding of \$20,000 towards the operating costs of the Ocean Express Shuttle for one year and directed the City Manager to discuss a multi-year contract with Gateway to L.A. which will include a proportional contribution from the City of El Segundo and/or consider adding an additional stop in the North End. The motion was seconded by Mayor Pro Tem Powell and passed by the following unanimous roll call vote:

Ayes: Lesser, Howorth, Montgomery, Powell and Mayor Tell
Noes: None.
Absent: None.
Abstain: None.

ITEMS REMOVED FROM THE CONSENT CALENDAR

11/01/11-3. Consideration of Adoption of Ordinance No. 2144 Amending the Manhattan Beach Municipal Code by Adding a New Chapter 14.46 Regarding the Parking of Oversized Vehicles and Trailers; Consideration of Adoption of Ordinance No. 2145 Amending the Manhattan Beach Municipal Code by Adding Section 14.36.180 to Prohibit the Parking of Detached Trailers; and Consideration of a Resolution Amending the Penalty Schedule for Parking Violations

Councilmember Montgomery pulled this item from the Consent Calendar over his concern that the Ordinance is not strong enough and that other schools need the same oversized vehicle prohibition as Pacific Elementary School.

City Manager Dave Carmany and City Attorney Roxanne Diaz responded to Council's questions.

Mayor Tell directed staff to contact the school principals; inform them of the restrictions and prohibitions now in place; and obtain their feedback.

There were no public comments on this item.

MOTION: Councilmember Montgomery moved to adopt Ordinance No. 2144; Ordinance No. 2145 and Resolution No. 6331. The motion was seconded by Councilmember Howorth and passed by the following unanimous roll call vote:

Ayes: Lesser, Howorth, Montgomery, Powell and Mayor Tell
Noes: None.
Absent: None.
Abstain: None.

CITY MANAGER REPORT(S)

11/01/11-24. City Manager David Carmany Re Strategic Plan Meeting

City Manager Carmany confirmed that on Friday, January 20, 2012, the Strategic Plan meeting will be held in the City Council Chambers and encouraged interested parties to attend.

OTHER COUNCIL BUSINESS, COMMITTEE AND TRAVEL REPORTS

11/01/11-10. Verbal Report From Councilmembers Lesser and Howorth Regarding the Ad Hoc Open Government Subcommittee Meeting of October 25, 2011

Councilmember Lesser briefly summarized the history of the Open Government Ad Hoc Subcommittee that both he and Councilmember Howorth are members of. He reviewed the October 25, 2011 Ad Hoc Subcommittee meeting regarding Open Government definitions, goals, initiatives and future actions of the Subcommittee. Councilmember Lesser announced that the next Ad Hoc Subcommittee meeting will be held on Tuesday, November 29, 2011 at 6:30 p.m. in the City Council Chambers. He noted that the planned agenda will include reviewing initiatives, prioritizing and directing staff.

The Council briefly discussed the need for a visual voting system and electronic agenda system, which Councilmember Lesser explained will be explored by the Subcommittee.

There were no public comments on this item.

11/01/11-11. Verbal Report From Mayor Pro Tem Powell and Councilmember Lesser Regarding the Library Project

Councilmember Lesser reported that he and Mayor Pro Tem Powell recently attended a Dine and Discover luncheon regarding the need for a new library. He announced that the next Library Community Meeting will be held on Tuesday, November 8, 2011 at 6:30 p.m. in the City Council Chambers and that the agenda mainly consists of the recommendations for the exterior of the proposed new library building and budget. He added that the following will be discussed at the November 15, 2011 City Council meeting: the formal approval of the schematic plans; the composition of the Los Angeles County Cultural Arts Commission for the selecting of public art; and the level of interim services to be provided during the construction period. Councilmember Lesser concluded that the project architects have been attending more City meetings than originally scheduled, so staff will have to be mindful of this when budgeting; that Los Angeles County will be approving the schematic drawing following the City's approval; and that the Community Development Department is working on an addendum to the Environmental Impact Report (EIR) used for the Police/Fire building in hopes that it will be able to be used.

There were no public comments on this item.

ADJOURNMENT – in Memory of Hawthorne City Councilmember Ginny Lambert

At 9:28 p.m. the Regular City Council meeting of November 1, 2011 was duly adjourned to the 5:30 p.m. Adjourned Regular Meeting to be followed by the 6:30 p.m. Regular City Council Meeting on Tuesday, November 15, 2011, in the City Council Chambers of City Hall, 1400 Highland Avenue, in said City.

Liza Tamura
Recording Secretary

Nicholas W. Tell, Jr.
Mayor

ATTEST:

Liza Tamura
City Clerk

PARKING AND PUBLIC IMPROVEMENTS COMMISSION ACTION MINUTES

OCTOBER 27, 2011

6:30 pm

- A. Call Meeting to Order
- B. Roll Call Present: Vigon, Adami, Silverman, Fournier, and Stabile.
- C. Approval of Minutes
10/27/11-1 September 22, 2011
Approved (3-0-2).
- D. Audience Participation
None.
- E. General Business
10/27/11-2 Consideration of an Encroachment Permit Appeal to Allow Existing Yucca Trees Over 42" in Height on the Public Walk Street to Remain – 228 7th Street
Planning Manager Jester reported that the respondent at 228 7th Street had requested a continuance. She stated that this is the second continuance requested by the party and that the request had been reviewed by the City Attorney and staff had no objections. Planning Manager Jester asked the Commission to continue the item to the December 1, 2011, meeting emphasizing that the item would move forward at that time and this would be the last continuance granted. Item continued to the December , 2011, meeting (5-0).
- 10/27/11-3 Consideration of an Encroachment Permit Appeal to Allow Raised Planters in the Public Right-of-Way to Remain – 301 28th Street*
The appeal was upheld (3-2).
- F. Commission Items
Commissioner Silverman requested that the “No Parking Anytime” restrictions along Parkview Avenue be changed to allow parking after 6pm which would coincide with the metering hours.
- G. Staff Items
10/27/11-4 Monthly Revenue and Expenditure Report
Received and Filed.
10/27/11-5 Staff Update on PPIC Items
Management Analyst Curtin provided a status update for the follow-up items regarding the 2011 Federal Safe Routes to School grant, downtown sidewalk/streetscape cleaning and maintenance requests, Highland Avenue crosswalk visibility concerns, and downtown crosswalk/sidewalk tile replacement.
10/27/11-5 Notice to Cancel the November 24, 2011 PPIC Meeting due to the Thanksgiving Holiday
- H. Adjournment to December 1, 2011.

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS & RECREATION COMMISSION

September 26, 2011
6:30 P.M.

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11/0926.1 Selection of 2011/2012 Parks and Recreation Commission Officers	1

ROLL CALL

Present: Commissioners Rothans, Nicholson, Hersman, Manna
(Commissioner Taylor arrived at 7:06 p.m.)

Absent: Commissioners Cajka and Murray.

Others Present: Parks & Recreation Director Richard Gill and Recording Secretary
Mary Kirchwehm

AGENDA CHANGES

None.

APPROVAL OF MINUTES

The minutes of the July 25, 2011 Parks and Recreation Commission meeting were approved.
The minutes of the August 25, 2011 Commissioners Workshop meeting were approved.

CEREMONIAL

None.

AUDIENCE PARTICIPATION

None.

GENERAL BUSINESS

11/0926.1 – Selection of 2011/2012 Parks and Recreation Commission Officers

Mr. Gill reported that annually the Parks and Recreation Commission is required to select a Chair and Vice Chair for the Commission. In that past, officers have been selected on a seniority basis.

MOTION: Commissioner Rothans moved that Tom Cajka be appointed Chair to the Parks and Recreation Commission and that Fred Manna be appointed Vice. The motion was seconded by Commissioner Hersman.

Ayes: Nicholson, Hersman, Rothans, Murray, and Manna.

Noes: None.

Abstain: None.

Absent: None.

COMMISSION ITEMS

Commissioner Nicholson provided an update from the last Senior Advisory Committee (SAC) meeting, which Councilmembers David Lesser and Wayne Powell also attended. He reported that City Treasurer Tim Lilligren, a representative of the Property Owners Association, is working with the scouts to develop a new Scout House and Senior Center. The plan is to use the existing footprint and build a two-story building. The first floor would have 1,000 sq. ft. dedicated to a senior room and the rest would consist of a kitchen and multi-purpose space for all users. The second floor would have dedicated space available to all Scouts and some common space for all users. This would double the amount of space that the Scouts currently have. The Oasis will still be available for the older adults. The budget for this project is \$2.1 million dollars, and the Property Owners Association is contributing \$500,000 in seed money. The Scouts are committed to raising the balance at the local scout level.

Commissioner Nicholson also provided an update on the joint project with Mira Costa High School and the SAC for the Centennial. He reported that Kate Nelson, a former teacher at Mira Costa, is preparing an oral history project that would involve interviewing older adults who lived in Manhattan Beach during the '30s, '40s, '50s and '60s. The students will conduct the interviews and work on the technical production. The SAC is asking the Centennial Committee to contribute \$600 for books for the students to use in conjunction with this project.

Commissioner Nicholson reported that a member of the Leadership Manhattan Beach class is working on a proposal to improve facilities and/or programs for Parks and Recreation and is currently working with Recreation Services Manager Idris Al-Oboudi on a wish list.

Commissioner Manna inquired about the turf installation status at Marine soccer field. Director Gill reported that the American Youth Soccer Organization (AYSO) is currently in the process of fundraising. Commissioner Hersman inquired if AYSO will be paying for the maintenance of the turf. Director Gill reported that the maintenance of the turf will be the responsibility of the City.

Commissioner Rothans inquired about the possibility of Parks and Recreation creating an event or project to celebrate 100 years of Parks and Recreation programs and/or parks. The Commission suggested some possible ideas might include: a competition among staff and possibly other departments; displaying a storyboard with historical photographs of the City's parks; or a publication. The Commissioners also inquired about the status of the challenge coin idea as well in the possibility of selling Centennial flags for the community to display and show their community pride.

Commissioner Manna inquired about the cost of the challenge coin. Commissioner Rothans reported that he had ordered 1,000 challenge coins for the Scouts. The coins were produced using seven colors, were individually numbered, and cost \$3.10 each. The Scouts sold them for \$10.00 each and they were sold out within three months. Commissioner Manna inquired if there is a policy regarding the Commission raising the money and selling Centennial coins.

OTHER

Director Gill updated the Commission on the Capital Improvement Plans (CIPs). He reported that the architect is working quickly and will have drawings to the older adults next week and a special meeting will be scheduled. The Joslyn Center and Manhattan Heights will be closed December 15, 2011 – March 15, 2012. The City is currently working with the School District regarding Begg Pool.

ADJOURNMENT

At 7:20 p.m. the meeting was adjourned to the next Parks and Recreation Commission meeting on Monday, October 24, 2011.

**CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION**

October 24, 2011
6:30 p.m.
Manhattan Beach City Hall

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ROLL CALL

Present: Commissioners Rothans, Murray, Cajka, Hersman, Manna and Taylor.

Others Present: Director of Parks and Recreation Richard Gill, Recreation Services Manager Mark Leyman and Recording Secretary Mary Kirchwehm.

APPROVAL OF MINUTES

The Minutes of the September 26, 2011 Parks and Recreation Commission minutes were approved as written.

CEREMONIAL

None

AUDIENCE PARTICIPATION

None

GENERAL BUSINESS

2011/1024.1 – Centennial Celebration with the Parks & Recreation Department

Director Richard Gill presented the following ways in how the Parks and Recreation Department can be involved with the Centennial:

- Photography and Art Exhibit at the Creative Arts Center: Exhibit photographs and art of the changes and progression that took place in Manhattan Beach during the last 100 years and display old photos that seniors from Manhattan Beach bring in from the past 100 years.
- Concerts in the Park: Celebration of 100 Years of American Music
- Manhappenings Design beginning Winter 2012: The design will cover different periods of time.

- Centennial Logo: Place the Centennial logo on all receipts, reports, flyers, emails, and giveaways. Place logo on t-shirts for events.
- Incorporate MB100 into Already Established MB Events: Family Campout, Veterans Day Ceremony, Volleyball Tournaments, Tennis Tournaments, etc.
- Photo Exhibit at City Hall: Display historical photos in City Hall.
- Display Cases at Park Facilities: Promote Centennial events.
- Day of Play: Old fashioned games. This could be part of the historic picnic after the parade at Polliwog.
- Centennial Themed Volleyball Tournament: Youth or adult tournament.
- Sandcastle Contest: To include professionals and amateurs. The Centennial logo can be recreated in the sand along with various sand “art pieces.”
- Beach Day (Centennial Celebration Beach Day): A day of beach activities for the family to celebrate the Centennial.
- Teen Battle of the Bands/Day in the Park: Activities specific for youth and teens
- Chalk Art: A square of sidewalk can be purchased for doing chalk artwork at one of the Centennial events.

Commissioner Hersman offered to speak with the PTA chair and suggested that the elementary PTAs may be able to assist with the organization of games the day of the picnic. Commissioner Murray inquired about having the school bands and choir showcase some of the events. Commissioner Hersman suggested the possibility of tying in the high school “Pops Concert” with the Centennial.

Commissioner Rothans inquired about the possibility of Centennial flags. Director Gill reported that the Centennial Committee will review this at the next Centennial Committee meeting on November 14, 2011.

2011/1024.2 – Inspiration Wall at Marine Avenue Park Update

Recreational Services Manager Mark Leyman presented an update along with photographs on the Inspiration Wall at Marine Avenue Park. He reported that it was installed Friday, October 21, 2011. He also reported that Engineering is still working on the timeline for the interior stonework, drainage, electrical, lighting, landscaping and the concrete work in front of the piece. Preliminary estimate for completion is approximately two to three weeks. Once the unveiling date is set, the Commission will be notified.

2011/1024.3 – Big Marine Improvements

Mr. Leyman reported that previous Little League President Tom Tyrer and one of the Mira Costa High School baseball coaches, Carlos, have been instrumental in envisioning upgrades with Big Marine and would like to see added padding installed along the home run fence. Currently, the baseball field at Big Marine has over 100 big league seats that were donated by Camden Yards and recently installed. In addition, Little League recently installed a new scoreboard. Mr. Leyman reported that Carlos presented to the City two possible options for the added silk screen padded fences:

Option 1: Plain green screen, similar to the tennis courts, at a cost of \$15,000. Different donors would be sought to fund the project.

Option 2 (the preferred option): Silk screening, similar to that of big league stadiums, at a cost of \$53,000. This would consist of possibly six or eight sponsors with their logo. Maintenance of the outfield homerun fence would be funded through the sponsorship.

Mr. Leyman presented a handout that illustrates the two options, and he reported that the placement of the logos on the outfield homerun fence would be amenable to the City's banner policy on field fences. Mr. Leyman also stated that Carlos would not approach alcohol, energy drinks or cigarette sponsors and would like input from the Commission as to what type of sponsors they think would be suitable.

Commissioner Rothans and Commissioner Hersman inquired who is authorized to set the sponsorship criteria and if the City can legally limit sponsors. They suggested that this be reviewed by the City Attorney.

MOTION: Commissioner Rothans moved to recommend that City staff explore the design layout sheet for the major league sponsorship approach and work with Director Gill and Mr. Leyman with the solicitation of sponsors and the types of sponsorships and ultimately proceed to Council for final approval. The motion was seconded by Commissioner Hersman.

Ayes: Rothans, Taylor, Murray, Cajka, Hersman and Manna.
Noes: None.
Abstain: None
Absent: None.

COMMISSION ITEMS:

Commissioner Murray reported that the CPRS board members will be holding the Annual Scholarship Awards in Long Beach at the Hotel Maya on Thursday, March 22, 2012. Last year Commissioner Nicholson was awarded "Outstanding Commissioner" and Idris Al-Oboudi was awarded "Outstanding Professional." She would like to see the Parks and Recreation Commission apply to the "Outstanding Commission of the Year" award based on their involvement. The deadline for award submission is January 2012. Commissioner Murray thanked Commissioners Rothans and Hersman for attending the round table discussion for California Parks and Recreation. Commissioner Murray also reported that she will be immediate past president in March and will be initiating new board members. As an immediate past president, we are able to have a board member from the City of Manhattan Beach and to please let her know if anyone is interested.

Commissioner Cajka inquired about what is taking place on March 22, 2012. Commissioner Murray stated that there is a three day conference that includes a lot of educational sessions and workshops geared towards commissioners, board members and professionals. The conference is at the Long Beach Convention Center. The City always has a special cocktail reception for commissioners and board members. There will be four positions on the board that will be available in 2012 if anyone would like to apply for the position. Director Gill reported that he will try to find funding for Commissioners for the conference. Commissioner Murray also reported that as members of the California Parks and Recreation Society, participate as volunteers and the registration fee would be waived.

Commissioner Hersman inquired about that status of Sand Dune. Director Gill reported that City Council made some changes to include: 1) increasing three time slots for Saturdays; 2) add a 12:30 time slot from Mondays through Fridays; 3) seniors 55+ would

be allowed to use the Dune without a reservation as long as there are not more than 20 people on the Dune; and 4) 50 special use passes will be given to first 50 people who apply monthly, allowing them to use the Dune without a reservation as long as there are not more than 20 people on the Dune. Director Gill also reported that there will be a community meeting to discuss the fence and the possibility of implementing Sunday hours.

Commissioner Murray made a motion to adjourn.

OTHER COMMISSION BUSINESS

None

ADJOURNMENT

The meeting was adjourned to the next Parks and Recreation Commission meeting on Monday, November 28, 2011.

DRAFT

**CITY OF MANHATTAN BEACH
MINUTES OF THE LIBRARY COMMISSION**

October 13, 2011
6:30 p.m.
Manhattan Beach City Hall

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11/1008.1 – Presentation and Status Report of the Manhattan Beach
County Library Project (City of Manhattan Beach/Los
Angeles County) 1

ROLL CALL

Present: Commissioners Adams, Rhees, Hook, Clemons, and Cooperman.

Absent: None.

Others Present: Mayor Pro Tem Wayne Powell, Councilmember David Lesser; Director of Public Works Jim Arndt, Director of Parks & Recreation Richard Gill, Recreation Services Manager Mark Leyman, Chief Deputy Los Angeles County Libraries Fred Hungerford, County of Los Angeles Public Works Project Manager Jason Kim, Library Consultant Linda Demmers; Architect Jim Favaro; Manhattan Beach Library Manager Don Gould and Recording Secretary Mary Kirchwehm.

APPROVAL OF MINUTES

The Minutes of the August 8, 2011 Library Commission meeting were approved as written.

CEREMONIAL

None.

AUDIENCE PARTICIPATION

None.

GENERAL BUSINESS

11/1008.1 – Presentation and Status Report of the Manhattan Beach County Library Project (City of Manhattan Beach/Los Angeles County)

Public Works Director Jim Arndt reported on the status of the Library project and introduced the Council Subcommittee, Councilmember David Lesser and Mayor Pro Tem Wayne Powell.

Councilmember Lesser thanked the County and Commission for their commitment to the Library project. Councilmember Powell reported that there will be a Community meeting on November 8, 2011 and that this is an ongoing and evolving project.

Director Arndt reported that while some aspects of the project have already been determined, there will be plenty of opportunity for public input on the following:

- Public Art: The Cultural Arts Commission will work with the County to determine the type of public art. There is approximately \$130,000 - \$140,000 available for public art.
- Exterior of Building: Use of materials and landscaping.
- Interim Services: The library will be closed for approximately two years. The budget for interim services is \$150,000.

Los Angeles County Public Works Project Manager Jason Kim presented the new library's project budget and the overall project schedule:

Project Budget

Budget Category	Proposed Budget
Plans and Specifications	\$16,487,000
Plans and Specifications	1,200,000
Plan Check and Jurisdictional Review	79,000
Consultant Services	870,000
Furniture, Fixtures and Equipment	1,640,000
Miscellaneous Expenditures	115,000
County Services	2,180,000
Total Project Budget	\$22,571,000

Project Timeline

Month/Year	
August 2011	Scoping Document Contract Awarded
November 2011	Schematic Design
January 2012	Prequalify Design Builders
July 2012	Project Scoping Documents
August 2012	Award Design Build Contract
November 2012	Library Move Out/Closure
December 2012 – January 2013	Library Demolition
January 2013	Jurisdictional Approvals
February 2013	Begin Construction
June 2014	Substantial Completion
December 2014	Library Opening

Commissioner Hook inquired about the change in the dollar amounts in some of the categories from what they received previously in the total project cost estimate. Mr. Kim reported that numbers are sometimes shifted around to meet the current needs of the

project. Director Arndt stated that there will be a lot more movement in the total project cost estimate as the design becomes more complete. He explained that the budget is being held to \$22.5 million dollars and that if there is a change, there will be a corresponding change to stay within budget.

Commissioner Cooperman reported that in December 2010, the Commission received a budget from the architects in the amount of \$16.9 million dollars, and he inquired why there is such a disparity with the current fixed figure of \$22.5 million dollars. Director Arndt reported that the figure in December 2010 was a very preliminary figure and that the current figure is a mature budget. He also reported that if there is any money remaining, it will stay with the library.

Library Consultant Linda Demmers reported that since 2000, the City's library usage has been steadily increasing. After doing some comparable studies, she expects attendance in the first year of opening the new library to be approximately 450,000. Ms. Demmers also reported on the operation and program aspect of the new library which included new features such as self-service, automated materials handling, new material formats (e-books, downloadable music, DVDs), public technology use, increase or addition of service desks, family place, teen spaces, and flexibility of the use of space and furniture.

Architect Jim Favaro presented the architectural design concept for the new library and the project status. He also reviewed the mechanics and how the program and services of the library will work. Mr. Favaro reported that the objective is to maximize the capacity of the site, maximize the use of the civic plaza, respect the height limitations while utilizing the views, and optimize the interior and exterior light. Mr. Favaro reviewed the four parking lots that will serve the facility; the exterior walkways; the open space that will extend to Civic Center Plaza; the interior of the building; and the building program.

Parking

Four parking lots will serve the library: Highland Avenue lot, 15th Street lot, 13th Street lot, and the 13th Street garage under Civic Center Plaza.

Exterior Walkways

The walkway on the west side of City Hall will be adjusted allowing for a wider sidewalk; open space to extend to Civic Center Plaza; and the building will have four frontages.

Interior of Building/Building Program

The first floor will consist of a circulation desk where there will also be a news/beverage stand along with a Friends of the Library bookstore. In addition, there will be a customer service area, restrooms, the community meeting room and the children's library which will face Civic Center Plaza. The stairs will be located at the center of the building. The second floor will be a completely open floor space consisting of fiction/non fiction, young adults, periodicals, information, customer service and a mechanical room.

Building Design

The building design will consist of glass to capture the light and community of Manhattan Beach. The design approach will be light and space movement inspired.

Commissioner Rhees inquired about the ceiling height on the first and second floors. Mr. Favaro reported that the ceiling height on the first floor will be 14 feet and the second floor will be a minimum of 10 feet.

Commissioner Adams inquired about the maintenance of the glass. Mr. Favaro reported there will be a maintenance program that will not cause a significant cost increase.

Director Richard Gill reported that the budget for interim services is set for \$150,000 and the cost to continue the children's story time in its current capacity is \$26,000 per year. Mr. Gill reported that the cost for a bookmobile for 40 hours a week will be \$133,000 per year; whereas the minimum of 20 hours a week will cost \$65,000 per year. Mr. Gill explained that if more is spent on interim services, then less is available for the construction of the library.

Commissioner Cooperman inquired if the bookmobile will be utilized for browsing as well as ordering books. Chief Deputy Los Angeles County Libraries Fred Hungerford reported that the operation of the bookmobile is primarily to pick up books since there is a very limited amount of shelf service. Mr. Hungerford also reported that the bookmobile service has been done at a number of libraries during construction and it works well. In addition, there are full service libraries nearby in Hermosa Beach and Lawndale. Commissioners Hook and Rhees suggested using the bookmobile for 20 hours a week. Manhattan Beach Library Manager Don Gould reported that he thinks 4 hours a day would be adequate. He suggested the bookmobile be available in the mid afternoon to mid evening from Tuesdays through Saturdays. Mr. Hungerford suggested that the hours of the bookmobile can be increased as needed. The County will run an analysis on the Library's peak hours of usage.

COMMISSION ITEMS

None.

STAFF ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 7:55 p.m.

Manhattan Beach Centennial Committee

October 24, 2011 – 5:00 p.m. Police and Fire Conference Room

Meeting Notes

Attendees: Mayor Nicholas Tell, Councilmember Richard Montgomery; Committee Members Annie Walker, Joe Franklin, Grace Leung, Jan Dennis, Oliver Schulster, Jeanna Harkenrider, Larry Lemoine, and Irene Cotter; Parks & Recreation Director Richard Gill, Recreation Services Manager Eve Kelso, and Recording Secretary Mary Kirchwehm.

Audience Participation

None.

Meeting Topics

Review Meeting Notes: The Committee reviewed and adopted the October 12, 2011 Centennial Meeting notes as written.

Committee Reports:

Budget Report, Purchasing Policy and Report of New Donations Update:

Grace Leung's budget report reflected that the total income year to date as of October 24, 2011 is \$30,576.04. The total income generated from September 27, 2011 to October 24, 2011 is \$5,251.00. The Committee received a donation from Russ Lesser in the amount of \$2,500. The total expenses year to date are \$8,158.13. The net income year to date is \$22,417.91. There is \$500.00 in petty cash which will bring the total income year to date to \$22,917.91. Oliver Schulster reported that he has some receipts for postcards and signage which will adjust the number for the next meeting.

Action Item: Discussion of the Purchasing Policy will be rescheduled to the next meeting on November 14, 2011.

Parade Efforts Update:

Jan Dennis reported that she has received a commitment from 30 parade units. She also reported that the Department of Transportation has approved the parade crossing Sepulveda Boulevard; however the cost will be between \$2,000-\$3,000. The Committee members indicated that it would be worth the money to have the parade route along Manhattan Beach Boulevard crossing Sepulveda Boulevard. Jan reported that Chevron contacted her and informed her that they will produce a float for a queen and her court.

Jeanna Harkenrider reported that she has not put any parade information on the website yet since she does not have any electronic information. Jeanna stated that she can add parade

contact information to the website. Jan approved of putting her home phone number on the website as a contact number for parade information.

Action Item: Jeanna Harkenrider will add parade contact information on the website.

Jan also reported that she will need announcers for the parade. Larry Lemoine suggested contacting the morning anchor from KTLA, Michaela Pereira since she has offered her help.

Community Outreach and Sponsorship Update:

Richard Montgomery reported that Chevron still intends on making two donations—one check before the end of the year and one after January 2012. He also reported that Nick Tell and Trish Pietrzak are speaking with Waste Management.

Beach Reporter, Easy Reader, Daily Breeze, Los Angeles Times and KTLA Update:

Larry Lemoine reported that the *Los Angeles Times* is interested in making an in-kind donation and doing some type of exclusive coverage in exchange for free Centennial advertising and free inserts in the *Los Angeles Times* by zip code. United Airlines also indicated considering an in-kind donation.

Manhattan Village Event, School Art Contest and Historic Picnic/Chair Assignments for All Events/Insurance Update:

Annie Walker introduced Petra, the new chairperson for the Manhattan Village event. Annie reported that the mall is doing a lot of outreach and work on the event. The kiosk will not be available until the end of January 2012. The weekend before Halloween, the mall plans on distributing bags that will include Centennial event postcards. The same card will be circulated for their Christmas event. Petra's husband offered to donate some canvas for signage for the mall.

School Art Contest: Annie reported that Young at Art has not made any commitment regarding the School Art Contest. The Committee considered changing this event to an Art Show rather than an Art Contest. The Committee also discussed other possibilities such as contacting the Neptunians.

Taste of Manhattan: Cathy Thompson from the *Los Angeles Times* has offered to help with the Taste of Manhattan. Richard Montgomery will also call Marianne Fitzpatrick.

Historic Picnic at Polliwog Park: There was nothing to report at this time.

Downtown Festival: Annie reported that Kris Mackerer D'errico with Bella Beach Babies may be interested in chairing this event.

Open House and Pier Event: There was nothing to report at this time.

Centennial Ball: To be discussed at a later date.

2012 Holiday Fireworks: To be discussed at a later date.

Richard Montgomery reported that he, Nick Tell, Michael Greenberg, and Pete Moffet met regarding the fireworks for 2012. It is their inclination for the 2012 fireworks date to remain

on the second weekend in December and not to change it to the actual anniversary of December 2nd.

Hometown Fair Merchandising Sales Report on Caps and Water:

Annie Walker reported that the National Charity League were great volunteers. The hats and water were completely sold out. Annie informed the Committee that she received a lot of positive feedback and questions from the community regarding the Centennial. Irene Cotter reported that Annie did a great job coordinating the Hometown Fair booths. She also stated that the people really like the hats and felt the price was great. The postcards also worked out very well since people could take the information with them.

Action Item: Irene Cotter and Oliver Schulster plan to meet regarding merchandise to sell at the fireworks in December and January in the Mall.

Annie reported that several people inquired about a coffee table book. She spoke with Steve Meisenholder regarding coffee table books and was informed that John Post is working on a coffee table book.

Holiday Fireworks Seating, Merchandise Sales and Schedule of Events:

Annie Walker reported that she still needs to get together with Richard Gill to walk the area for the 2011 Holiday Fireworks.

Video and Image Content Project/Mira Costa:

Oliver Schulster discussed meeting with Zack Gill to work with the Mira Costa High School Media Department regarding the possibility of gathering photographs and video content at the Centennial events in 2012.

Action Item: Richard Montgomery suggested contacting Mr. Hernandez for weekly broadcasts in the *Mustang News*.

Magnetic Emblem for City Vehicles Update:

Oliver Schulster reported that the cost for two magnetic UV coated logos on each city vehicle (150 vehicles) would be \$2.45 excluding tax and shipping. It would consist of four colors and measure approximately 9" x 11". This cost is based on purchasing 500 emblems (2 for each vehicle and extra to allow for theft or damage throughout the year).

Action Item: Oliver will report the process time and provide a template at the next Committee meeting.

Oliver also reported that he has spoken with Steve Meisenholder and will be receiving higher resolution images on Wednesday. Richard Montgomery asked Oliver to find out if Steve has a high resolution of the sign over the pier.

Community Event Registration Update:

Jeanna Harkenrider had nothing new to report since the last meeting.

Recent Website Updates:

Jeanna Harkenrider reported that in addition to parade information for Jan she is going to work on the sponsorship page.

Action Item: Jeanna will print a sample of what is going on the website and bring it to the next meeting.

Volunteer Recruitment List and Organizational Chart Update:

Joe Franklin reported he has approximately 14 volunteers from Mira Costa as a result from Zack Gill's efforts at Mira Costa. Richard Montgomery suggested that someone from City staff send out an email blast of the flyer from the City website.

Staff Reports:

Kate Nelson Request for a \$630 Donation to Purchase 36 Books for Mira Costa High School Oral History Project: This item will be discussed at the next meeting.

Merchandise Discussion to Consider the Purchase of Various Centennial Merchandise: Richard M. reported that Trish Pietrzak would like to address some possible merchandise items to give away such as two types of challenge coins--one to give to volunteers and another to give to sponsors. Richard Montgomery also reported that a Manhattan Beach resident designed a Centennial logo to place on a bag and offered to charge just her cost. It will be presented at the next meeting.

Action Item: All possible Centennial merchandise will be discussed at the next meeting.

Request by the Parks and Recreation Commission to Sell Centennial Merchandise:

Richard Gill reported that the Parks & Recreation Commission has expressed interest in promoting the Centennial and the possibility of selling Centennial merchandise such as flags, coins, etc.

Action Item: The Committee decided to discuss this further at the next Centennial meeting.

Other:

Larry Lemoine suggested putting the arch back in front of the pier to consist of committee names, sponsors, etc.

Adjournment: The meeting was adjourned at 6:20 p.m. to the next Centennial meeting on November 14, 2011 at 5:00 p.m. in the Police/Fire Conference Room.