

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 November 15, 2011.

RECOMMENDATION: APPROVE

- b) Receive and File Minutes of the Ad Hoc Open Government Subcommittee of October 25, 2011.

RECOMMENDATION: RECEIVE AND FILE

- c) Receive and File Draft Minutes of the Centennial Committee Meeting of November 14, 2011.

RECOMMENDATION: RECEIVE AND FILE

- d) Consideration of Minutes, Environmental Task Force Meeting of October 26, 2011.

RECOMMENDATION: RECEIVE AND FILE

**CITY OF MANHATTAN BEACH
MINUTES OF THE CITY COUNCIL
CLOSED SESSION MEETING
NOVEMBER 15, 2011**

The Closed Session Meeting of the City Council of the City of Manhattan Beach, California, was held on the 15th day of November, 2011, at the hour of 5:35 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 Item No. 1 will not be heard in Closed Session this evening. She explained that Mayor Tell will be abstaining from Item No. 2 on the Closed Session agenda because his membership with the Country Club is deemed an investment and Councilmember Montgomery will also be abstaining from Item No. 2 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 LEGAL COUNSEL--ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:
(one case)
2. **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

3. 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 5:35 p.m.

RECESS INTO OPEN SESSION

Mayor Pro Tem Powell, Councilmember Lesser and Councilmember Howorth reconvened into Open Session at 6:25 p.m.

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

ADJOURNMENT

At 6:25 p.m. the meeting was adjourned to the 6:30 p.m. Regular City Council Meeting on Tuesday, December 6, 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 15, 2011**

The Regular Meeting of the City Council of the City of Manhattan Beach, California, was held on the 15th day of November, 2011, at the hour of 6:30 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

Fire Chief Bob Espinoza 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 regarding Item Nos. 2 and 3 on the Closed Session agenda and that no reportable actions were taken.

CEREMONIAL CALENDAR

11/15/11-1. Presentation of Certificates to Joe Galliani and Carolyn Miller as Organizers of the Moving Planet Event

Mayor Tell, on behalf of the City Council, presented a certificate of recognition to **Carolyn Miller of Transition South Bay L.A.** for her help in organizing the Moving Planet event.

At the time of the recognition, Mr. Galliani was not present (See Page 5).

CONSENT CALENDAR

The Consent Calendar (Item Nos. 2 through 12), consisting of items under *General Consent and Boards and Commissions*, was approved by motion of Mayor Pro Tem Powell, seconded by Councilmember Howorth and passed by unanimous roll call vote with the exception of Item Nos. 9, 11 and 12, which were 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

11/15/11-2. 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)-(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
- b) Receive and File Action Minutes of the Planning Commission Meeting of November 9, 2011
- c) Receive and File Action Minutes of the Parking and Public Improvements Commission Meeting of October 27, 2011
- d) Receive and File Minutes of the Parks and Recreation Commission Meeting of September 26, 2011
- e) Receive and File Draft Minutes of the Parks and Recreation Commission Meeting of October 24, 2011
- f) Receive and File Draft Minutes of the Library Commission Meeting of October 13, 2011
- g) Receive and File Draft Minutes of the Centennial Committee Meeting of October 24, 2011

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

11/15/11-3. Consideration of Financial Report: Ratification of Demands: November 10, 2011

The Council approved with no exception Warrant Register No. 11B in the amount of \$1,919,202.69 in payment of ratification of demands and claims as prepared by the Director of Finance.

11/15/11-4. Consideration of Ratification of Emergency Pool Heater Replacement for Begg Pool by Knorr Systems, Inc. in the Amount of \$22,056.30 and Appropriation of \$11,028.15 from the Unreserved General Fund for the City's Portion of the Replacement

The Council waived formal bidding per Municipal Code Section 2.36.140 (waivers); approved ratifying the expense for the emergency replacement of the pool heater at Begg pool, provided by Knorr Systems, Inc. in the amount of \$22,056.30; and appropriated \$11,028.15 from the Unreserved General Fund for the City's portion of the replacement (the school district will reimburse the City for half the cost).

11/15/11-5. Consideration of Approval of Purchase and Placement of Three Business Directory Signs in the North Manhattan Beach Business Improvement District

The Council approved the installation of three custom double sided business directory signs at the following locations in the North Manhattan Beach Business Improvement District: 35th Street and Highland Avenue (West side adjacent to Four Daughters Restaurant); Highland Avenue and Rosecrans Avenue (Northeast corner adjacent to the parking structure); and Highland Avenue and Rosecrans Avenue (Southwest corner adjacent to Pancho's Restaurant).

11/15/11-6. Consideration of a 2010 U.S. Department of Homeland Security Grant Program Subrecipient Agreement Between the City of Los Angeles and the City of Manhattan Beach

The Council approved authorizing the City Manager to enter into a Subrecipient Agreement, Grant Year 2010 U.S. Department of Homeland Security Grant Program between the City of Los Angeles and the City of Manhattan Beach.

11/15/11-7. Consideration of a Resolution Supporting the Healthy Eating Active Living Campaign

The Council adopted Resolution No. 6332 expressing its desire to become a Healthy Eating Active Living City.

11/15/11-8. Consideration of One-Year Renewal of Fire Records Management System (RMS) Support and Maintenance Contract with Fire Information Support Services, Inc. in the Amount of \$24,582.00

The Council waived formal bidding per Municipal Code Section 2.36.140 (waivers) and approved authorizing the City Manager to renew a one-year Fire Records Management System (RMS) maintenance contract with Fire Information Support Services, Inc. for \$24,582.00.

11/15/11-9. Consideration to Authorize the City Manager to Award Professional Engineering Services Contracts to VA Consulting, Inc. (\$104,000) and Sunbeam Consulting (\$99,840) for Program Management Services Related to Various Capital Improvement Projects

Item No. 9 was pulled from the "CONSENT CALENDAR". Please refer to "ITEMS REMOVED FROM THE CONSENT CALENDAR."

11/15/11-10. Consideration of a Resolution Approving the Application for Grant Funds from the Los Angeles County Regional Park and Open Space District Excess Funds Grant Program for the Joslyn Center and Manhattan Heights Community Center Renovation Project

The Council adopted Resolution No. 6333 approving the application for grant funds from the Los Angeles County Regional Park and Open Space District Excess Funds Grant Program for the Joslyn Center and Manhattan Heights Community Center Renovation Project.

BOARDS AND COMMISSIONS

Parking & Public Improvements Commission

11/15/11-11. Consideration of Parking and Public Improvements Commission Recommendation to Approve an Encroachment Permit Appeal to Allow Raised Planters in the Public Right-of-Way to Remain at 301 28th Street

Item No. 11 was pulled from the "CONSENT CALENDAR". Please refer to "ITEMS REMOVED FROM THE CONSENT CALENDAR."

Planning Commission

11/15/11-12. Consideration of Planning Commission Approval of a Proposed Bank Use Replacing a Retail Use in a Commercial Development on the Property Located at 1130 Sepulveda Boulevard (Chase Bank)

Item No. 12 was pulled from the "CONSENT CALENDAR". Please refer to "ITEMS REMOVED FROM THE CONSENT CALENDAR."

COMMUNITY ANNOUNCEMENTS

11/15/11-18. John Marston Re TEDx Manhattan Beach Event

John Marston, TEDx member, shared information on TEDx Manhattan Beach's youth event on Sunday, November 20, 2011. He thanked Councilmember Howorth for her inspiration regarding this event and City staff for their assistance with this event, as well as the previous education event.

11/15/11-19. George Butts Re Training Class

Community Emergency Response Team (CERT) Board President George Butts announced that the association's Emergency Preparedness Training Classes will be held on January 14, 21, and 28, 2011.

11/15/11-19. Mayor Pro Tem Powell Re Luncheon

Mayor Pro Tem Powell spoke of the "Dine & Discover Your City" Luncheon for Manhattan Beach residents 55 and older on November 17, 2011 and the Santa arrival parade on November 25, 2011, at 9:30 a.m. at the Manhattan Village Mall.

11/15/11-20. Mayor Tell Re Holiday Events

Mayor Tell announced that the Pier Lighting and Holiday Open House will take place on November 16, 2011 at 6:00 p.m.

11/15/11-21. Councilmember Lesser Re North Manhattan Beach Events

Councilmember Lesser highlighted the annual Holiday Open House and Walkabout in North Manhattan Beach on December 1, 2011, 5:00 to 9:00 p.m.

11/15/11-22. Councilmember Howorth Re Holiday Shopping

Councilmember Howorth encouraged residents to patronize local shops.

11/15/11-23. Councilmember Montgomery Re Holiday Fireworks and Toy Drive

Councilmember Montgomery invited residents to contact him at rmontgomery@citymb.info about sponsorships for the Holiday Firework event on December 11, 2011 and noted the Beach Cities' 18th Annual Toy Drive.

THIS ITEM TAKEN OUT OF ORDER

11/15/11-24. Presentation of Certificates to Joe Galliani and Carolyn Miller as Organizers of the Moving Planet Event

Due to late arrival, Mayor Tell, on behalf of the City Council, presented a certificate of recognition to **Joe Galliani** of the **South Bay Bicycle Coalition** for his help in organizing the Moving Planet event.

AUDIENCE PARTICIPATION

None.

PUBLIC HEARINGS

11/15/11-13. Consideration of Zoning Text and Health Code Amendments to Allow Tattoo Studios to Operate Within the City by Use Permit

Mayor Tell opened the Public Hearing at 6:42 p.m.

Mayor Tell then requested that the Public Hearing be continued to the December 6, 2011 City Council meeting.

Hearing no objection, it was so ordered.

City Attorney Roxanne Diaz confirmed that the Public Hearing can be continued; however, if an audience member wanted to speak on this item tonight, they should be allowed to do so.

Seeing no requests to speak on this item, Mayor Tell moved to continue the Public Hearing to the December 6, 2011, City Council meeting.

Hearing no objection it was so ordered.

GENERAL BUSINESS

11/15/11-14. Review and Approve Recommended Schematic Option of the Los Angeles County Manhattan Beach Library, Interim Library Services to Include 20 Hours/Week of Bookmobile Services and Two Story Time Sessions/Week; and Select Representatives from the City of Manhattan Beach to Serve on the Los Angeles County Library Cultural Arts Selection Committee

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

Los Angeles County Librarian Margaret Todd and **Steve Johnson** and **Jim Favaro** of **MDA Johnson/Favaro** also presented to the Council.

The following individuals spoke on this item:

- **Alice Newhauser, 1400 Block of 11th Street**
- **John Marston, No Address Provided**
- **Gerry O'Conner, No Address Provided**

Los Angeles County Librarian Margaret Todd and **Steve Johnson** and **Jim Favaro** of **MDA Johnson/Favaro** responded to City Council questions.

MOTION: Mayor Pro Tem Powell moved to approve the recommended schematic design option for the Los Angeles County Manhattan Beach Library; establish level of interim services

for the 20 hour a week bookmobile and the two times per week Children's Story Time for the duration of construction of the new Library; appointed Mayor Pro Tem Powell and Councilmember Lesser as Voting Councilmembers to the Los Angeles County Cultural Arts Selection Committee; and appointed two (to be determined at a later time) Manhattan Beach Cultural Arts Commission Members as Non-Voting Council Members to the Los Angeles County Cultural Arts Selection Committee. 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.

11/15/11-15. Consideration of a Resolution Approving the South Bay Bicycle Master Plan

Mayor Tell introduced the subject item and Community Development Director Richard Thompson and **South Bay Initiative Director Los Angeles County Bicycle Coalition Marissa Christiansen** provided the PowerPoint presentation.

South Bay Initiative Director Los Angeles County Bicycle Coalition Christiansen and **Healthways Blue Zones Vitality City Director Joel Spoonheim** responded to City Council questions.

The following individuals spoke on this item:

- **Lillian Light, Manhattan Beach**
- **Kaye Ganyan, VOICE**
- **Kevin Post, Manhattan Beach**
- **Margaret Rebi, Hawthorne**
- **Adam Gerard, Mira Costa High School**
- **Joe Galliani, Torrance**
- **Alice Neuhasuer, 1400 Block of 11th Street**
- **Jim Fasola, Hermosa Beach**
- **Richard Strom, Manhattan Beach**
- **Julian Katz, Hermosa Beach**
- **Bill Hory, 1300 Block of Manhattan Beach Boulevard**
- **John Wilcox, 400 Block of Rosecrans**
- **Jacob Rome, Manhattan Beach**
- **David Sunduis, Manhattan Beach**
- **Lisa Santori, Chief Medical Officer Beach Cities Health District**
- **John Marsten, Manhattan Beach**
- **Roger Kohn, Manhattan Beach**

MOTION: Councilmember Howorth moved to adopt Resolution No. 6334 approving the South Bay Bicycle Master Plan; encouraged staff to implement the Master Plan within 10 years; and challenged staff to double the amount of existing miles of bike lanes during his term as Mayor. 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.

RECESS AND RECONVENE

At 9:03 p.m. the Council recessed and reconvened at 9:12 p.m. with all Councilmembers present.

11/15/11-16. Consideration to Approve the Vitality City Livability Plan

Mayor Tell introduced the subject item and Community Development Director Richard Thompson and **Healthways Blue Zones Vitality City Director Joel Spoonheim** provided the PowerPoint presentation.

The following individuals spoke on this item:

- **Andrea Giancoli, Hermosa Beach**
- **Walt Dougher, Vitality City**
- **George Schmeltzer, Hermosa Beach**
- **Lisa Santori, Chief Medical Officer Beach Cities Health District**
- **Sean Guthre, Redondo Beach**
- **Joe Galliani, Torrance**

MOTION: Councilmember Howorth moved to approve the Vitality City Livability Plan. 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.

11/15/11-17. Discussion of the 2011-2012 International Surf Festival's Charlie Saikley Six-Man Beach Volleyball Tournament

Mayor Tell introduced the subject item and Parks and Recreation Director Richard Gill and Police Chief Eve Irvine provided the PowerPoint presentation.

Parks and Recreation Director Richard Gill, Police Chief Eve Irvine and City Attorney Roxanne Diaz responded to City Council questions.

The following individuals spoke on this item:

- Lucas Doab, Hermosa Beach
- Cathy Smith, Manhattan Beach
- Scott Hubble, CA Beach Volleyball Association
- Luis Gienettic, Side Bar
- George Kaufman, 10th Street
- Tony Derrico, Business Owner and Manhattan Beach Resident
- Aaron Wachtfogel, No Address Provided
- Jeff Morrel, No Address Provided
- Miles Suttlemyer, Hermosa Beach
- Martha Andreani, Manhattan Beach
- Rita Thomasi, No Address Provided
- Gerry O'Conner, No Address Provided
- Andrew Wesley, Hermosa Beach Resident
- Ginger Sharilett, Manhattan Beach
- Jay Saikley, Charley Saikley 6-Man Tournament Director

Mayor Tell moved to approve conducting the event on Tuesday and Wednesday during the August 2012 International Surf Festival and also approved the creation of an Ad Hoc Sub-Committee that would include a fair representation of all those affected by the Charley Saikley Six-Man Beach Volleyball Tournament. Council also directed staff to return for Council consideration the appointment of members to the Ad Hoc Sub-Committee.

Hearing no objection, it was so ordered.

ITEMS REMOVED FROM THE CONSENT CALENDAR

11/15/11-9. Consideration to Authorize the City Manager to Award Professional Engineering Services Contracts to VA Consulting, Inc. (\$104,000) and Sunbeam Consulting (\$99,840) for Program Management Services Related to Various Capital Improvement Projects

Although this item was pulled from the Consent Calendar by a member of the audience, Mayor Tell suggested that it be agendaized for a future City Council meeting.

The following individual spoke on this item:

- Gerry O'Connor, No Address Provided

In response to Councilmember Lesser's concern over any possible time sensitive projects, Public Works Director Jim Arndt responded that that no time sensitive projects are on hold due to the absence of supervision.

Hearing no objection, the item was continued to a future City Council meeting.

BOARDS AND COMMISSIONS

Parking & Public Improvements Commission

11/15/11-11. Consideration of Parking and Public Improvements Commission Recommendation to Approve an Encroachment Permit Appeal to Allow Raised Planters in the Public Right-of-Way to Remain at 301 28th Street

A member of the audience pulled this item from the Consent Calendar for Council discussion.

The following individual spoke on this item:

- Gerry O'Connor, No Address Provided
- Appellant/Property Owner Bob Weiss

Community Development Director Richard Thompson responded to City Council questions.

MOTION: Councilmember Montgomery moved to approve the Encroachment Permit Appeal to allow raised planters to remain in the Public Right-of-Way at 301 28th Street. The motion was seconded by Councilmember Howorth and passed by unanimous roll call vote:

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

Planning Commission

11/15/11-12. Consideration of Planning Commission Approval of a Proposed Bank Use Replacing a Retail Use in a Commercial Development on the Property Located at 1130 Sepulveda Boulevard (Chase Bank)

Mayor Tell recommended that this item be continued due to his opinion that the property owner, as well as interested parties, should be present.

Councilmember Lesser asked if any time constraints relative to this item would be affected if it is continued.

Community Development Director Thompson advised that this project is in Plan Check.

Hearing no objection, the item was continued to a future City Council meeting.

CITY MANAGER REPORT(S)

None.

OTHER COUNCIL BUSINESS, COMMITTEE AND TRAVEL REPORTS

11/15/11-25. Councilmember Montgomery Re National League of Cities

Councilmember Montgomery spoke of information that he obtained from the National League of Cities (NLC); pointed out that the City of Manhattan Beach will host the annual NLC conference in April or May of 2012; and shared information on the NLCs' offer of \$2,500 to new members to attend an NLC event.

11/15/11-26. Councilmember Lesser Re Update on Centennial

In response to Councilmember Lesser's question about an update on the Centennial, Mayor Tell responded that it will take place at either the December 6, 2011 or December 20, 2011 City Council meeting.

ADJOURNMENT

At 12:05 a.m. the Regular City Council meeting of November 15, 2011 was duly adjourned to the to the 5:30 p.m. City Council Meeting (Closed Session) to be followed by the 6:30 p.m. Regular City Council Meeting on Tuesday, December 6, 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
AD HOC OPEN GOVERNMENT SUBCOMMITTEE MEETING
OCTOBER 25, 2011**

The Ad Hoc Open Government Subcommittee Meeting of the City Council of the City of Manhattan Beach, California, was held the 25th day of October, at the hour of 6:30 p.m., in the City Council Chambers of City Hall, at 1400 Highland Avenue, in said City. A full video of this Ad Hoc Open Government Subcommittee Meeting can be accessed online at www.citymb.info.

PLEDGE TO THE FLAG

Councilmember Amy Howorth led the pledge of allegiance.

ROLL CALL

Present: Councilmembers Lesser and Howorth.
Absent: None.
Staff: Liza Tamura, City Clerk
Roxanne Diaz, City Attorney
Clay Curtin, Management Analyst
Ariana Kennedy, Management Analyst

AUDIENCE PARTICIPATION

Gary McAulay, No Address Provided, contributed throughout the Subcommittee meeting. He thanked staff for doing their best to include the community in meetings; explained there is a large difference between what is legally required and reaching out to the public; asked for an establishment of City Council's goals (does City Council want to involve the public? How much outreach?); requested an examination of the structure and frequency of City Council meetings; asked for documentation of issues that arise during City Council meetings and agendaize them for discussion at a later meeting; asked what the minimum posting requirements are and suggested exceeding the minimum; and clarified that in his opinion nothing is more important than transparency.

Gerry O'Connor, No Address Provided, participated throughout the meeting. He expressed his appreciation and excitement and asked that the Open Government Subcommittee discuss: how to include the public (or not) in the staff report process; have a list of future items coming before the City Council with dates; set the goals of the Open Government Subcommittee, measure the cost and then make a decision regarding implementation; create a standard for substantive minutes for all meetings; ensure that minutes are posted with the videos on the City's website; add all future City Council meetings on the list of future meetings on the agenda (Work Plan, Study Sessions, Special meetings, etc.); consistently adhere to agreed upon

time limits for speakers; have staff introduce items pulled from the consent calendar; explore voting lights, electronic agendas, public timers offered by Granicus and other companies; asked that City Council meeting structure and management be discussed; provide notice for Finance Subcommittee meetings; have the City Manager report any significant conferences; improve the manner in which Work Plan documents are updated on the website and the minutes taken at those meetings; adhere to a higher set of standards (in regards to the Brown Act); increase management training for senior staff; have a significant budget for succession planning; explained that the Open Government Subcommittee should win back the trust of the community; and thanked the Subcommittee for discussing the issues.

Madonna Newburg, No Address Provided, asked staff to utilize the microphone when answering questions so the audience can hear the answer.

Carol Wahlberg, No Address Provided, asked for advanced noticing of future Work Plan meetings.

GENERAL BUSINESS

10/25/11-1. Discuss Open Government Definitions and Subcommittee Goals

Councilmembers Lesser and Howorth led a discussion regarding Open Government Definitions and Subcommittee Goals.

10/25/11-2. Review City Council Open Government Initiatives Discussed at 2011 – 2012 Work Plan Meetings and Other Proposals

Councilmember Lesser, Councilmember Howorth, City Attorney Roxanne Diaz, City Clerk Liza Tamura and the audience discussed, updated, and added to the City Council Open Government Initiatives Discussed at the 2011-2012 Work Plan Meeting. Management Analyst Clay Curtin updated the list during the meeting (see attachment).

10/25/11-3. Confirm Future Action by Subcommittee and Staff

Councilmember Lesser and Councilmember Howorth discussed the agenda for the next meeting: examining the revised list of Open Government Initiatives and prioritizing.

The Subcommittee members thanked the audience for their participation, asked the public to contact the Subcommittee with other suggestions and asked staff to notify and e-notify the community as soon as the next Ad Hoc Open Government meeting is scheduled.

ADJOURNMENT

At 8:48 p.m. the meeting was duly adjourned.

Ariana Kennedy
Recording Secretary

David Lesser
Councilmember

Amy Howorth
Councilmember

Discussion Topics of the Ad Hoc Open Government Subcommittee (10/25/11):

- **Notice of meetings**
 - Adequate public notice, more than the minimum required if possible
 - Reserved notices sent out as soon as meeting is set (Agenda to follow)
 - Explore concept and limits of the use of special meetings
 - Train City Council and Staff (1-page sheet?) on types of meetings (regular, special, emergency)
 - Schedule of upcoming meetings on each agenda
 - Explore policy limiting use of special meetings
- **Meeting Broadcasts** (City Council, Subcommittees, Commissions, Study Sessions, etc)
 - Capabilities for Police/Fire Community Room, Joslyn Center, Library – Latest Update
- **Meeting Minutes**
 - Timely completion and posting of City Council, Subcommittee, Commission minutes
 - Format of minutes (action vs. summary)
- **Meeting Structure** (City Council)
 - Sticking to the Agenda
 - Time limits (audience participation)
 - Policy: Time Caps (15-minute cumulative and 3-minute individual). Currently set by City Council resolution.
 - Order/placement of audience participation
 - Other cities' audience participation models
 - Proper meeting management
 - Consent Calendar content (include routine items only)
 - Pulling of consent items
 - City Council should pull 1st with Staff introduction included
 - Clarifying questions and statements that could be addressed quickly vs. pulling an item
- **Conference/travel reports**
 - Councilmembers provide oral (first meeting after event – AB1234) and written reports w/attachments (cover page or outline plus supplemental materials gathered)
 - City Manager report on travel/conferences of senior staff
- **Staff Reports**
 - How to or not to include the public/stakeholders
- **Public Records Requests**
- **Electronic Community Discussion Board**
- **Evaluation of Granicus or similar tools/technology** to aid in meeting operation and audience participation:
 - Voting Lights
 - Public Timer
 - Electronic Agenda Packets
 - Others?
- **Work Plan Meetings**
 - Quarterly Updates and ongoing updates posted on the website
 - Scheduling of meetings

Manhattan Beach Centennial Committee

November 14, 2011 – 5:00 p.m. Police and Fire Conference Room

Minutes

Attendees: Mayor Nicholas Tell, Councilmember Richard Montgomery; Committee Members Annie Walker, Jan Dennis, Oliver Schulster, Jeanna Harkenrider, Irene Cotter, and Trish Pietrzak; City Manager Dave Carmany, Director of Parks and Recreation Richard Gill, Recreation Services Managers Eve Kelso, Mark Leyman, Idris Al-Oboudi, City Clerk Liza Tamura and Recording Secretary Mary Kirchwehm.

Audience Participation

None.

Meeting Topics

Review Meeting Notes: The Committee reviewed and adopted the October 24, 2011 Centennial Meeting notes as written.

Committee Reports:

Events Update:

2011 Holiday Fireworks: Annie Walker reported that she and Richard Gill will be meeting with Pete Moffett on November 15, 2011.

Manhattan Village Event: Annie Walker reported that the budget for this event will be approximately \$5,000. This amount may be reduced depending on factors such as the availability of a kiosk in the mall, video production needs, and insurance needs. Jeanna Harkenrider will work on insurance for the events. Annie also reported on the possibility of one of the store fronts in the mall being available to display historic photos. Oliver Schulster distributed a copy of the photos that he received from Steve Meisenholder from the Historical Society.

School Art Contest: Annie Walker reported that she and Irene met with the Neptunians, and they offered to incorporate the Centennial art contest with their contest. Letters are being sent out to the schools regarding the Neptunian art program and they have agreed that the Committee can include some brief information with their letter. The artwork will be displayed for three days. The awards will be given on the third day and the Centennial can present their own award. Once the contest is over, the Centennial Committee will take possession of the Centennial artwork. The Neptunians suggested that the Centennial Committee make a donation towards this program. The Committee suggested displaying the artwork at the Taste of Manhattan event.

Taste of Manhattan: Annie Walker reported that Jeanna Harkenrider will co-chair this event along with Debbie Goldberg from Fresh Brothers and Clint Clausen from Four Daughters. Larry Lemoine informed Annie that Kathy Thomson, who has worked with Taste of L.A., is also interested in co-chairing this event and would like more information.

Action Item: Annie will send Larry more specifics on co-chairing the event.

Action Item: Sub-committee chairs will be sought to oversee each element presented.

Action Item: Annie will prepare a final budget and present it at the next meeting.

Downtown Festival: Annie reported that she will be meeting with Kris Mackerer D'errico with Bella Beach Babies next week.

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 November 14, 2011 is \$35,606.04. The total income generated between October 25, 2011 and November 14, 2011 is \$5,030.00. The Committee received a donation from Northrop Grumman in the amount of \$5,000.00. The total expenses year to date are \$8,513.49. The net income year to date is \$27,092.55. There is \$500.00 in petty cash which will bring the total net income year to date to \$7,592.55. Liza Tamura reported that a check was received from Continental Development in the amount of \$5,000.00.

Liza reported that the purchasing policy has been revised by Finance Director Bruce Moe and General Services Manager Gwen Eng, but it still needs to be reviewed by Roxanne Diaz, the City Attorney. Richard Montgomery requested that the Committee review the policy and submit any changes to Liza prior to the next meeting. After the policy is adopted, expense reimbursements can be issued.

Action Item: Any revisions to the purchasing policy should be sent to Liza before the next meeting.

Parade Efforts Update:

Jan Dennis reported that she has received a commitment from 34 parade units. She has been communicating with City engineers regarding crossing Sepulveda Boulevard. Jan also reported that the morning news anchor for Channel 7 will be reading the synopsis of the floats and possibly covering the parade. Trish Pietrzak reported there may be a conflict with KTLA.

Action Item: Jan and Trish Pietrzak will further discuss the coverage of the parade.

Jan inquired if the City will be producing a float in the parade. Dave Carmany responded that the City would be interested in producing a float.

Jeanna Harkenrider reported that the website contains Jan's phone number for parade information. Jan does not wish to have the application on the website because she has concerns with completed applications being misplaced.

Action Item: Jan will provide hard copies of the application to City Hall with instructions that completed applications should be mailed to her address.

Jan also reported that she has contacted all past mayors and has received a response from five. She plans on having the past mayors ride on a trolley in the parade.

Community Outreach and Sponsorship Update:

Trish Pietrzak reported that she met with the *Easy Reader* and they are offering exceptional coverage and are preparing a proposal.

Nick Tell reported that he had a meeting with Waste Management and was informed they would commit but does not know what that commitment is yet. He also reported that he has not heard from Verizon. He is still waiting to hear back from the Country Club.

Richard Montgomery reported that Chevron will be sending a payment for \$25,000.00 by the end of this year and then will be sending a second payment of \$25,000.00 after the first of the year.

Holiday Fireworks Seating, Merchandise Sales and Schedule of Events:

Irene Cotter reported the Committee had four locations where they sold merchandise last year. She reported that the community seemed more interested in getting to their spot for the fireworks rather than purchasing merchandise. She suggested that if merchandise is sold this year, it should be at one location. Irene also suggested selling the remainder of the merchandise that is currently in stock. Richard Montgomery suggested setting up a merchandise location in the center of the street at Manhattan Avenue and Manhattan Beach Boulevard.

The Committee agreed that the only additional merchandise to order to sell at the Holiday Fireworks would be 150 navy and 150 khaki hats. Trish inquired if there would be a significant reduction in cost if 250 of each color would be ordered. Irene does not think the reduction would be significant.

Action Item: Oliver Schulster will price the hats and send it to everyone prior to ordering.

Jan Dennis inquired if advertising the Centennial and the merchandise is permissible on the public channel. Richard Montgomery reported that it is his understanding that only informational items can be advertised on the public channel, but no sponsors can be put on the channel.

Action Item: Dave Garmany will check with the City Attorney regarding Centennial advertising and information on the public channel.

Magnetic Emblems for City Vehicles:

Oliver Schulster presented a photo of how the Centennial logo magnetic emblem would appear on a car. He reported that the emblem would be 11" x 14" and has concerns that it would not be very visible and not worth the expense. The total cost would be \$1,225.00 to cover all the vehicles. Oliver reported that he spoke with Gwen Eng on reducing the number of vehicles on which to place emblems. Oliver stated that if the logo is larger, the cost would be more per unit but a smaller quantity. Nick Tell commented that because the logo is somewhat difficult to see, it may be best to use the alternate logo for the emblems because it is much more visible.

Action Item: Oliver will bring a couple of versions of the alternate logo to present to the Committee at the next meeting.

Video and Image Content Project/Mira Costa:

Oliver Schulster reported that he has been in contact with Mira Costa regarding video and image content, but he has not heard back yet from anyone. Richard Montgomery suggested that Oliver contact the administration office at Mira Costa for Mr. Hernandez's phone number.

Community Event Registration Update:

Jeanna Harkenrider has not received any additional event registration applications. Jeanna reported that she has updated the web page with information on the parade. She has also updated the events and will be adding to the web page the sponsorship guide that Oliver Schulster sent. The Committee discussed the possibility of setting a budget to promote event registration.

Volunteer Recruitment:

Nick Tell suggested that postcards be distributed at the Pier Lighting event on November 16th.

Action Item: Eve Kelso will attempt to recruit a couple of volunteers to distribute postcards at the Pier Lighting event.

The Committee discussed recruiting volunteers for the Holiday Fireworks.

Action Item: Richard Montgomery will email Joe Franklin regarding recruiting three volunteers for the Holiday Fireworks from 4:00 – 7:00 p.m.

Staff Reports:

Merchandise Discussion to Consider the Purchase of Various Centennial Merchandise:

Oliver Schulster reported that he and Irene met regarding merchandise for 2012. The pricing of a flag is a little steep, but he will continue to do more research on pricing. Trish Pietrzak reported that the flag was a huge success at another City. Irene reported that the cost of purchasing between 5,000 to 10,000 decals as giveaways would be .13 each. The mall would give away approximately 1,000 at the event in January. Irene also reported that they also looked at some kind of wooden coin to give away. The Committee agreed that the stickers are a great item to give away and that it should be ordered in the two different design logos.

Oliver Schulster reported that if the Committee is interested in purchasing beach towels to their desired specifications that a decision should be made soon to allow for production time. Trish reported that she has a vendor who can produce a high quality beach towel. Jeanna Harkenrider also knows of a vendor who can produce a high quality beach towel.

Richard Gill inquired if the Centennial Committee should be doing more giveaways instead of selling merchandise. The Committee reported that people are still expressing interest in merchandise for a memento and exposure. Richard Montgomery reiterated about obtaining bids for the production of merchandise.

Richard Montgomery inquired about the possibility of producing Centennial coins to sell as merchandise. Jan Dennis reported an interest in giving them to special parade guests. The Committee agreed that the coins be given out selectively to those who significantly contributed to the Centennial, but not to produce in large quantities to sell.

Action Item: Oliver and Irene will price out other possible merchandise such as t-shirts to give to volunteers.

Action Item: Liza will contact Kris Mackerer D'errico at Bella Beach and ask her to show the Committee her Centennial bag at the next meeting.

Adjournment: The meeting was adjourned at 6:30 p.m. to the next Centennial meeting on November 28, 2011 at 5:00 p.m. in the Police/Fire Conference Room.

DRAFT

**MB Centennial Foundation
Income & Expenses
YTD 11/14/11**

Prepared by: Grace S. Leung

Income

10/24/2011 **Beginning Balance ~ from Last Report on 10/24/11** \$ 30,576.04 (Attached)

Income Generated ~ Period 10/25/11 - 11/14/11

Date	Event / Description	Amount
11/14/2011	MB Centennial Sweatshirt Sale	30.00
11/14/2011	Northrop Grumman Pride Sponsor	5,000.00
Total Income Generated ~ Period 10/25/11 - 11/14/11		\$ 5,030.00
Total Income YTD 11/14/11		\$ 35,606.04

Expenses

10/24/2011 **Beginning Balance ~ from Last Report on 10/24/11** \$ 8,158.13 (Attached)

Expenses Incurred ~ Period 10/25/11 - 11/14/11

Ck Date	Vendor	Expense Description	Amount
11/14/2011	Oliver Schulster (Staples Purchase)	Pre-Approved Expense for Old Hometown Fair - 3 Large MB Centennial Signs & Postcards	355.36
Total Expenses Incurred ~ Period 10/25/11 - 11/14/11			\$ 355.36
Total Expenses YTD 11/14/11			\$ 8,513.49

Net Income YTD 11/14/11 \$ 27,092.55 **

Petty Cash - Locked Boxes in City Hall 500.00

Total Net Income YTD 11/14/11 **27,592.55** **

**Out of this amount ~

**MB Centennial Foundation
Income & Expenses
YTD 10/24/11**

Prepared by: Grace S. Leung

Income

9/26/2011 **Beginning Balance ~ from Last Report on 9/26/11** \$ 25,325.04

Income Generated ~ Period 9/27/11 - 10/24/11

Date	Event / Description	Amount
10/2/2011	Hometown Fair Hat Sales	1,460.00
10/2/2011	Hometown Fair Water Sales	1,188.00
10/2/2011	Hometown Fair Water Sales - <i>Tips</i>	13.00
10/20/2011	Online Donation - Russ Lesser (Body Glove) **	2,500.00
10/23/2011	City Hall Merchandise Sales	90.00
Total Income Generated ~ Period 9/27/11 - 10/24/11		\$ 5,251.00
Total Income YTD 10/24/11		\$ 30,576.04

(PayPal)

Expenses

9/26/2011 **Beginning Balance ~ from Last Report on 9/26/11** \$ 6,957.58

Expenses Incurred ~ Period 9/27/11 - 10/24/11

Ck Date	Vendor	Expense Description	Amount
9/16/2011	Old Hometown Fair Board	Fee to Participate in 2011 Hometown Fair	100.00
9/29/2011	Costco	Water for Hometown Fair	251.69
10/1/2011	Long Beach Ice Co.	Ice for Water at Hometown Fair	72.00
10/6/2011	CX&B United	MB Centennial - Hats for Hometown Fair	721.56
10/20/2011	PayPal	Fee for Donation - Russ Lesser (Body Glove) **	55.30
Total Expenses Incurred ~ Period 9/27/11 - 10/24/11			\$ 1,200.55
Total Expenses YTD 10/24/11			\$ 8,158.13

Net Income YTD 10/24/11 \$ 22,417.91 **

Petty Cash - Locked Boxes in City Hall 500.00

Total Net Income YTD 10/24/11 22,917.91 **

**Out of this amount ~

ENVIRONMENTAL TASK FORCE MINUTES

October 26, 2011

5:30 P.M.

Police and Fire Community Facility

420 15th Street Manhattan Beach, CA 90266

1. CALL MEETING TO ORDER

In attendance: Environmental Task Force co-chair Councilmembers Amy Howorth and David Lesser, ETF Members Kim Matsoukas, Daniel Salzman, Audrey Judson, Julie Gonella, and Paul Beswick; and City Staff Public Works Director Jim Arndt, Maintenance Superintendent Juan Price, Utilities Manager Raul Saenz, and Environmental Programs Manager Sona Kalapura. Marilyn Lyon, Program Manager of the South Bay Environmental Services Center, and staff member Carmen Mark were also in attendance. An additional 10 residents were in attendance to participate in the Energy Efficiency 101 workshop.

2. BUSINESS ITEMS

Kalapura welcomed attendees to the meeting, and explained the special meeting date to coincide with the Energy Efficiency 101 workshop to be presented by the South Bay Environmental Services Center. She then began introductions of the ETF and public in attendance before continuing on with the ETF timeline and key project dates.

ETF Timeline:

- i. November 15th: Kickoff of ETF programs
- ii. November 17 & December 15: ETF Meetings – monitor program participation
- iii. December 6th/January 17th – Provide status report and recommendations to City Council

3. ENVIRONMENTAL TASK FORCE ITEMS

I. Water Conservation and Sustainable Landscaping (Water Conservation work group members: Paul Beswick, Julie Gonella, Ann Lin, Greg Monfette, and Gretchen Renshaw)

Presenter: Julie Gonella

Gonella provided a recap of Council-approved programs to help the City meet a water conservation goal of a 20% reduction in water used by 2020. The ETF programs to help the City achieve this goal include:

- i. Landscape Sustainability checkup: Free landscape audits to the community offered by vetted landscapers, program kickoff November 15th. A workshop to vet the contractors is being held on November 2nd.
- ii. Community mulch pilot program: Free mulch available to the community at the Public Works Yard, 3621 Bell Avenue. The program is available to the entire community and the site is nearly ready to receive the first mulch delivery. The public will need to bring their own tools to gather the mulch.

- iii. Post Office Demonstration garden: Proposal to renovate the existing landscape by implementing the principles of sustainable landscape; estimated start date January 2012. The project will be a case study utilizing aspects of the other ETF programs: landscape audit and mulch. A partnership with other organizations, such as Leadership Manhattan Beach is being presented to offset the costs of the project.
- iv. School-wide water conservation contest: Paul Beswick summarized a proposal to engage MBUSD schools in the annual West Basin “Water is Life” art contest. He stressed that it was important to promote a behavior and attitude change when it comes to water conservation and sustainability. He also mentioned trying to coordinate with the Centennial Committee to partner on their art contest that will potentially run during the same time.

II. Energy Efficiency and Renewable Energy (Energy Work Group members: Andy Cobb, Stacia Costa, Audrey Judson, Kim Matsoukas, and Daniel Salzman)

Presenter: Audrey Judson

Judson provided a recap of approved programs to help the City meet a 15% below 2005 greenhouse gas emissions reduction goal by 2020. The ETF programs to achieve this goal include:

- i. Residential Energy Conservation Program: “Watt” Watchers program will reward the household with the most energy conservation over a 3-month period. Residents will be asked to complete Edison’s 15-minute online survey to gauge current energy use and enter the contest. The ETF is working to engage local students to help promote the contest, as well as secure prizes for the school that is able to sign up the most contest participants. Residents will be asked to monitor energy usage beginning January 1st.
- ii. Green Business Challenge: free program for local businesses to begin monitoring and implementing sustainable business practices. Participating businesses will be recognized by the City and awarded “green” seals and certificates to denote participation in the program. The businesses will conduct a self-audit of current business practices, which goes beyond just energy conservation to include water conservation and zero waste principles as well. The ETF will provide the scorecards and resource list to give the businesses ideas on how they can incorporate sustainability measures. The ETF is partnering with Waste Management to conduct the audits and promote the program through the business associations and Chamber of Commerce.
- iii. Solar display in Metlox Plaza: educational display to raise awareness on the use of renewable energy. The solar panels will not generate a lot of power, but will be designed to illustrate the potential of renewable energy use in the community. The panels will offset the energy use of the escalators in Metlox Plaza, and the weekly Farmers Market. The display will also include an LCD screen to show the public how much electricity is being generated and what that would offset (e.g. number of homes powered, cars driven, etc.).

Discussion:

Councilmember Lesser questioned how the ETF/City would verify that the mulch was disease-free. Julie Gonella explained that a specific request had been made to several reputable tree trimmers that have been vetted by the Manhattan Beach Botanical Garden. A condition of participation in the program was a commitment by the tree trimmers to provide disease free, high-quality mulch. The mulch will also only be delivered during business hours so that City staff can ascertain the quality of the delivery.

A resident asked about the best time to irrigate landscaping and use indoor appliances. Kalapura answered that use of appliances was encouraged in the evenings, after 6pm/7pm, in order to save energy. To save water, appliances such as dishwashers and laundry machines should only be used for full loads. The City's permanent water conservation measures are still in effect, which disallows outdoor irrigation during the day, unless drip irrigation is present. Landscapes should only be watered after 6pm, or before 9am.

Councilmember asked about the solar installation and whether or not the power generated would go back onto the grid. The power would go back to the electricity grid and the power generated would be counted towards the energy use of the escalators and Farmers Market.

III. Energy Efficiency 101 Workshop

Several residents and two staff from the South Bay Environmental Services Center (SBESC) were in attendance for the Energy Efficiency 101 workshop. The workshop covered simple tips and measures for residents to reduce electricity consumption in their homes. Each area of the home was discussed, and options to improve the energy efficiency of that area were presented, along with rebate information and incentives available.

4. ADJOURNMENT

The next ETF meeting will be held on Thursday, November 17th at 5:30 PM in the Manhattan Beach Police Fire Community Room: 420 15th St., Manhattan Beach, CA 90266.

Regular meetings of the ETF are held on the 3rd Thursday of each month. Meeting information will also be posted on the Going Green webpage at www.citymb.info.