



Minutes:

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

- a) City Council Meeting (Closed Session) and Regular City Council Meeting of January 3, 2012.

RECOMMENDATION: APPROVE

- b) City Council Meeting (Closed Session) and Regular City Council Meeting of January 17, 2012.

RECOMMENDATION: APPROVE

- c) Draft Cultural Arts Commission Meeting of December 13, 2011.

RECOMMENDATION: RECEIVE AND FILE

- d) Parks and Recreation Commission Meeting of December 13, 2011.

RECOMMENDATION: RECEIVE AND FILE

- e) Library Commission Meeting of January 9, 2012.

RECOMMENDATION: RECEIVE AND FILE

- f) Planning Commission Meeting of January 25, 2012.

RECOMMENDATION: RECEIVE AND FILE

- g) Draft Finance Subcommittee Meeting of January 17, 2012.

RECOMMENDATION: RECEIVE AND FILE

- h) Centennial Committee Minutes Meeting January 9, 2012.

RECOMMENDATION: RECEIVE AND FILE

CITY OF MANHATTAN BEACH

MEMORANDUM

TO: Honorable Mayor Tell and Members of the City Council
THROUGH: David N. Carmany, City Manager
FROM: Liza Tamura, City Clerk
DATE: February 7, 2012
SUBJECT: Amendment to the January 3, 2012 City Council Minutes

RECOMMENDATION

On January 17, 2012, the City Council requested that the minutes of January 3, 2012, (pages 7 and 8) Re Item No. 01/03/12-9 (*Update from the Ad Hoc Open Government Subcommittee and Approval of Open Government Initiatives*) reflect the list of short term Open Government initiatives that Council approved at the January 3, 2012 City Council.

Below are the amended minutes for your consideration.

01/03/12-9. Update from the Ad Hoc Open Government Subcommittee and Approval of Open Government Initiatives

The Council approved "Short-Term" Item Nos. 3, 4, 7, 14, 16, 23 and 27; directed staff that "Short-Term" Item Nos. 1, 8, 11, 12, 13, 15, 17 and 18 be considered at future City Council meetings along with the "Medium" and "Long Term" Items; and requested that the Vision Statement be brought back to Council with the suggested revisions.

Hearing no objection, it was so ordered.

**CITY OF MANHATTAN BEACH
MINUTES OF THE CITY COUNCIL
CLOSED SESSION MEETING
JANUARY 3, 2012**

The Closed Session Meeting of the City Council of the City of Manhattan Beach, California, was held on the 3rd day of January, 2012, at the hour of 4:37 p.m., in the City Council Chambers of City Hall, at 1400 Highland Avenue, in said City.

CALL TO ORDER

Mayor Pro Tem Powell called the meeting to order.

ROLL CALL

Present: Lesser, Howorth and Mayor Pro Tem Powell.
(Mayor Tell and Councilmember Montgomery arrived at 4:57 p.m.)
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 read into the record the following Closed Session items:

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
John N. Yonai, Tierra West Advisors

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

2. **CONFERENCE WITH LEGAL COUNSEL (EXISTING LITIGATION)**
(Government Code Section 54956.9(a))

a) *DFA PVA II Partner, LLC v. IMG Worldwide Inc., USA Volleyball, Leverage Agency LLC, Jose Cuervo International, Inc., U.S. Tequila Cuervo LA Rojena, SA De CV, City of Manhattan Beach, US Federal District Court, CV 11-06851*

b) *Geoff Dolan v. City of Manhattan Beach; Robert Wadden, et.al.*
Los Angeles Superior Court
Case No. BC472421

c) *Karl Nilsson v. City of Manhattan Beach*
California Worker's Compensation Appeals Board
Case No. ADJ 7374837

Councilmember Howorth stated, for the record, that Mayor Tell and Councilmember Montgomery have chosen not to participate in Item No. 1 due to the appearance of a Conflict of Interest.

City Attorney Roxanne Diaz added that Mayor Tell and Councilmember Montgomery have abstained from Item No. 1 because Mayor Tell has a membership with the Country Club, which is deemed an investment, and Councilmember Montgomery 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.

RECESS INTO CLOSED SESSION

Council recessed into Closed Session at 4:40 p.m.

Mayor Tell and Councilmember Montgomery joined the Closed Session at 4:57 p.m.

RECESS INTO OPEN SESSION

Council reconvened into Open Session at 5:35 p.m.

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

ADJOURNMENT

At 5:35 p.m. the meeting was recessed to the 6:30 p.m. Regular City Council Meeting on Tuesday, January 3, 2012, 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
JANUARY 3, 2012**

The Regular Meeting of the City Council of the City of Manhattan Beach, California, was held on the 3rd day of January, 2012, at the hour of 6:32 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

Police Chief Eve Irvine led the Pledge of Allegiance.

ROLL CALL

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

CEREMONIAL CALENDAR

01/03/12-1. Presentation of a Plaque by Southern California Edison and the South Bay Environmental Services Center to Recognize the City of Manhattan Beach's Achievement of the Silver Level, Representing Significant Electricity Savings in the Energy Leader Partnership Program

Southern California Edison Regional Manager of Public Affairs Scott Gobble and South Bay Environmental Services Center Program Manager Marilyn Lyons presented a plaque to the City for attaining the Silver Level in energy efficiency.

CONSENT CALENDAR

The Consent Calendar (Item Nos. 2 through 7) was considered later in the meeting under *Items Removed From the Consent Calendar*.

GENERAL CONSENT

01/03/12-2. Minutes of the City Council Meeting (Closed Session) and Regular City Council Meeting of December 20, 2011

Item No. 2 was pulled from the "CONSENT CALENDAR". Please refer to "ITEMS REMOVED FROM THE CONSENT CALENDAR."

01/03/12-3. Purchase of Additional Software Technology Suites from Granicus in the Amount of \$54,900 for Open Government Initiatives and Public Meeting Efficiencies

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

01/03/12-4. Contract with Holme Roberts & Owen LLP for Special Counsel Services

Item No. 4 was pulled from the "CONSENT CALENDAR". Please refer to "ITEMS REMOVED FROM THE CONSENT CALENDAR."

01/03/12-5. Report on Refuse Operation Review for Potential Cost and Rate Reductions (Efficiency Study)

Item No. 5 was pulled from the "CONSENT CALENDAR". Please refer to "ITEMS REMOVED FROM THE CONSENT CALENDAR."

01/03/12-6. Financial Reports:

a) Ratification of Demands: December 22, 2011

b) Investment Portfolio for the Month Ending November 30, 2011

c) Financial Reports for the Month Ending November 30, 2011

Item No. 6 was pulled from the "CONSENT CALENDAR". Please refer to "ITEMS REMOVED FROM THE CONSENT CALENDAR."

01/03/12-7. Contract to Complete the 2008 Housing Element Update and Prepare the 2013 Housing Element Update with J.H. Douglas & Associates in an Amount Not-to-Exceed \$31,636

Item No. 7 was pulled from the "CONSENT CALENDAR". Please refer to "ITEMS REMOVED FROM THE CONSENT CALENDAR."

COMMUNITY ANNOUNCEMENTS

01/03/12-10 Viet Ngo Re Anti-Public Corruption Advocacy

Viet Ngo discussed his anti-public corruption advocacy efforts.

01/03/11-11 Don Gould Re Library Events

Don Gould, Los Angeles County Librarian, announced Manhattan Beach Library events.

01/03/12-12 Ed Caprielian Re Outstanding Work By Police Department

Ed Caprielian recognized the outstanding efforts of the Manhattan Beach Police Department in dealing with the sale of alcohol to minors.

01/03/12-13 Jon Chaykowski Re Healthiest City in Los Angeles County

Jon Chaykowski thanked City Council for helping to make Manhattan Beach the healthiest city in Los Angeles County.

01/03/12-14 Sam Feldman Re Autism Foundation Event

Sam Feldman, Orange County, shared information on the success of his recent autism foundation fundraiser.

01/03/12-15 Mayor Pro Tem Powell Re North Manhattan Beach Business Improvement District

Mayor Pro Tem Powell announced that the next North Manhattan Beach Business Improvement District meeting will be held on January 4, 2011, at 6:00 p.m. in the Manhattan Beach Public Works' Office on Bell Avenue.

AUDIENCE PARTICIPATION

01/03/12-16. Richard Zief Re Manhattan Heights and Joslyn Center Construction

Richard Zief, Vice-Chairman of the Senior Advisory Committee, related the Committee's concerns over partitions and proposed reductions in the budget for renovations to the kitchen at the Manhattan Heights Community Center.

01/03/12-17. Ken Thompson Re Manhattan Heights

Ken Thompson expressed concern over proposed reductions in the budget for renovations to the kitchen at Manhattan Heights Community Center.

01/03/12-18. Barbara Landon Re Manhattan Heights

Barbara Landon, Acting President of the Manhattan Heights' Senior Club, voiced concern over proposed reductions in the budget for renovations to the kitchen at Manhattan Heights Community Center.

01/03/12-19. Viet Ngo Re Anti Public Corruption Advocacy

Viet Ngo discussed his anti-public corruption advocacy efforts.

01/03/12-20. Gerry O'Connor Re Various Issues

Gerry O'Connor asked for input on the status of his previous request for information on performance evaluations of the City Manager in Closed Session and on the Classification and Compensation Study. He expressed disappointment with regard to the lack of progress concerning labor negotiations and asked that a hiring freeze be discussed at a future meeting.

Mayor Tell announced that the topic of the City Manager's performance evaluation will be on the next City Council meeting agenda.

01/03/12-21. Ed Caprielian Re Labor Relations and Personnel Policies

Ed Caprielian discussed the failures of prior Manhattan Beach City Councils and related impacts on labor relations and personnel policies/procedures in the City.

PUBLIC HEARINGS

None.

THE FOLLOWING ITEM WAS TAKEN OUT OF ORDER

CITY MANAGER REPORT(S)

Mayor Tell took this item out of order due to the number of audience members present in reference to the Manhattan Heights and Joslyn Community Center renovations.

City Manager Dave Carmany displayed a spreadsheet summarizing the renovation projects and value engineering reductions.

Council concurred to form an Ad-Hoc Joslyn/Heights Renovation Subcommittee consisting of Mayor Pro Tem Powell and Councilmember Lesser to meet with the City Manager regarding this matter.

GENERAL BUSINESS

01/03/12-8. Commitment of Public Art Trust Funds for a Public Art Project Commemorating the Centennial of the City in an Amount Not-to-Exceed \$200,000

Mayor Tell introduced the subject item and Parks and Recreation Director Richard Gill provided the Staff presentation.

Parks and Recreation Director Gill responded to Council questions.

The following individuals spoke on this item:

- Gerry O'Connor
- Viet Ngo

Mayor Tell moved to approve a total amount of up to \$400,000 from the Public Art Trust Fund for two public art projects commemorating the City's Centennial and/or the art project for the new library; appoint Mayor Pro Tem Powell and Councilmember Lesser to serve on the Public Art Ad Hoc Subcommittee; and to return to Council with the details of the process on how to allocate the money and choose the art selection(s).

Hearing no objection, it was so ordered.

ITEMS REMOVED FROM THE CONSENT CALENDAR

GENERAL CONSENT

01/03/12-2. Minutes of the City Council Meeting (Closed Session) and Regular City Council Meeting of December 20, 2011

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

- Ed Caprielian
- Viet Ngo

MOTION: Councilmember Howorth moved to approve the subject minutes. The motion was seconded by Councilmember Montgomery and passed by the following unanimous roll call vote:

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

01/03/12-3. Purchase of Additional Software Technology Suites from Granicus in the Amount of \$54,900 for Open Government Initiatives and Public Meeting Efficiencies

Councilmember Howorth pulled this item stating that, although she supports staff's recommendations, she wanted to discuss the various software options.

City Manager Dave Carmany, Chief Executive Officer and Co-founder of Granicus Tom Spangler and City Clerk Liza Tamura responded to Council questions.

The following individuals spoke on this item:

- Ed Caprielian
- Marty Friedman
- Gerry O'Connor

MOTION: Councilmember Howorth moved to waive formal bidding per Municipal Code Section 2.36.140 (waivers); approve an award of order for the purchase and installation of the Granicus Legislative Management, Electronic Voting and Displays, and Citizen Participation Suites in the amount of \$54,900; appropriate \$34,200 from the unreserved PEG (Public Education and Government Access) Franchise Fees Fund balance and \$25,700 from the City Council Contingency Account; and approve authorizing the City Manager to execute any necessary agreements (i.e. license agreement, etc.) in support of this purchase. 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.

01/03/12-4. Contract with Holme Roberts & Owen LLP for Special Counsel Services

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

- Ed Caprielian
- Viet Ngo
- Gerry O'Connor

City Manager Dave Carmany, City Attorney Roxanne Diaz and Finance Director Bruce Moe responded to Council questions.

MOTION: Councilmember Montgomery moved to approve authorizing the City Manager to enter into a contract with Holme Roberts & Owen LLP for Special Counsel Services. 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.

01/03/12-5. Report on Refuse Operation Review for Potential Cost and Rate Reductions (Efficiency Study)

Councilmember Lesser pulled this item to obtain additional input on the efficiency study.

The following individuals spoke on this item:

- Esther Besbris
- Gerry O'Connor

City Manager Dave Carmany, Finance Director Bruce Moe and Public Works Director Jim Arndt responded to Council questions.

MOTION: Councilmember Montgomery moved to receive and file the subject report. 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.

01/03/12-6. Financial Reports:

- a) Ratification of Demands: December 22, 2011
- b) Investment Portfolio for the Month Ending November 30, 2011
- c) Financial Reports for the Month Ending November 30, 2011

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

- Ed Caprielian

MOTION: Councilmember Montgomery moved to approve with no exception Warrant Register No. 14B in the amount of \$2,861,798.32 in payment of ratification of demands and claims as prepared by the Director of Finance, together with the original demands and claims as prepared by said Warrant Register; received and filed the Investment Portfolio for the month ending November 30, 2011; and received and filed the Financial Reports for the month ending November 30, 2011. 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.

01/03/12-7. Contract to Complete the 2008 Housing Element Update and Prepare the 2013 Housing Element Update with J.H. Douglas & Associates in an Amount Not-to-Exceed \$31,636

Councilmember David Lesser pulled this item to ask some follow-up questions regarding the failure of the former Housing Element consultant.

Community Development Director Richard Thompson, City Attorney Roxanne Diaz and **John Douglas** of **J.H. Douglas & Associates** responded to council questions.

The following individual spoke on this item:

- **Gerry O'Connor**

MOTION: Councilmember Lesser moved to approve authorizing the City Manager to execute a contract with J.H. Douglas & Associates to complete the City's 2008 Housing Element Update and prepare the 2013 Update for an amount not-to-exceed \$31,636, and appropriate \$3,846 from the unreserved General Fund. 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)

THIS ITEM WAS TAKEN OUT OF ORDER. PLEASE SEE PAGE 4.

OTHER COUNCIL BUSINESS, COMMITTEE AND TRAVEL REPORTS

01/03/12-9. Update from the Ad Hoc Open Government Subcommittee and Approval of Open Government Initiatives

Mayor Tell introduced the subject item and City Manager Carmany provided the Staff presentation.

Councilmembers Lesser and Howorth summarized the proposed Vision Statement and initiatives of the Ad Hoc Open Government Subcommittee as well as the timeline, administrative and legal challenges, financial impact and the current status of the process.

City Manager Carmany responded to questions.

The following individuals spoke on this item:

- **Gerry O'Connor**

Mayor Tell and Councilmember Montgomery offered some revisions to the Vision Statement.

The Council approved "Short-Term" Item Nos. 3, 4, 7, 14, 16, 23 and 27; directed staff that "Short-Term" Item Nos. 1, 8, 11, 12, 13, 15, 17 and 18 be considered at future City Council meetings along with the "Medium" and "Long Term" Items; and requested that the Vision Statement be brought back to Council with the suggested revisions.

Hearing no objection, it was so ordered.

ADJOURNMENT

At 10:33 p.m. the Regular City Council meeting of January 3, 2012 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, January 17, 2012, 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
CLOSED SESSION MEETING
JANUARY 17, 2012**

The Closed Session Meeting of the City Council of the City of Manhattan Beach, California, was held on the 17th day of January, 2012, at the hour of 4:37 p.m., in the City Council Chambers of City Hall, at 1400 Highland Avenue, in said City.

CALL TO ORDER

Mayor Pro Tem Powell called the meeting to order.

ROLL CALL

Present: Lesser, Howorth, Montgomery and Mayor Pro Tem Powell.
Present: City Manager Carmany, City Attorney Diaz and consultant Barry Newton.
Absent: Mayor Tell.
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 read into the record the following Closed Session items:

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

Council recessed into Closed Session at 4:34 p.m.

RECESS INTO OPEN SESSION

Council reconvened into Open Session at 6:25 p.m.

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

ADJOURNMENT

At 6:25 p.m. the meeting was recessed to the 6:30 p.m. Regular City Council Meeting on Tuesday, January 17, 2012, 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
JANUARY 17, 2012**

The Regular Meeting of the City Council of the City of Manhattan Beach, California, was held on the 17th day of January, 2012, at the hour of 6:35 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.cityymb.info.

PLEDGE TO FLAG

Lily Hill, a 5th Grader at Robinson 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 there were no reportable actions.

CEREMONIAL CALENDAR

01/17/12-1. Presentation by the Hometown Fair Board to Present the Beer Garden Proceeds to the Mira Costa High School Drama, Badminton, Girls Soccer and Boys Volleyball

On behalf of the **Hometown Fair Board, Beer Garden Chairman Eric Hartman** presented a check for \$24,507.60 to be shared among the following Mira Costa High School groups, which were chosen by lottery: drama, badminton, girls' soccer and boys' volleyball.

01/17/12-2. Introduction of New Employees and Service Awards

Mayor Tell, along with the following Department Heads introduced and recognized the following individuals:

Police Chief Eve Irvine introduced newly hired Police Officers: Jesse Garcia, David Gibbons and David Irving. Police Officer Aleina Smith, also newly hired, but was out responding to a call.

Fire Battalion Chief Frank Chiella introduced newly hired Firefighter/Paramedics: Christian McArthur, David Schwarting and Joshua Kueng.

Finance Director Bruce Moe introduced newly hired Accountant Julie Chan.

Parks and Recreation Director Richard Gill introduced newly hired Administrative Clerk Matthew Cuevas.

The Council also recognized the following employees, who were unable to attend, for their dedicated service: Police Officer Jeanette Meers (20 years), Police Sergeant Scott Combs (15 years) and Sewer Maintenance Worker Chris Smith (15 years).

CONSENT CALENDAR

Prior to the adoption of the consent calendar, Mayor Pro Tem Powell, along with the City Council, acknowledged the dedicated hard work of the Finance Department regarding *Agenda Item No. 7 – Financial Audit Results and Comprehensive Annual Financial Report (CAFR)*.

The Consent Calendar (Item Nos. 3 through 10), consisting of items under *General Consent* and *Boards and Commissions*, was approved by motion of Councilmember Montgomery, seconded by Councilmember Howorth and passed by unanimous roll call vote, with the exception of Item Nos. 3, 4, 8 and 10 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

01/17/12-3. 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 approve the minutes of the:

- a) *City Council Meeting (Closed Session) and Regular City Council Meeting of January 3, 2012*
- b) *Action Minutes, Planning Commission Meeting of January 11, 2012*
- c) *Centennial Committee Meeting of December 12, 2011*
- d) *Environmental Task Force Meeting of December 15, 2011*

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

01/17/12-4. Agreement with Pacific Research & Strategies, Inc. for Professional Services for Community Outreach in the Amount of \$2,000 Per Month

Item No. 4 was pulled from the "CONSENT CALENDAR". Please refer to "ITEMS REMOVED FROM THE CONSENT CALENDAR."

01/17/12-5. Financial Reports - Ratification of Demands: January 5, 2012

The Council approved with no exception Warrant Register No. 15B in the amount of \$1,526,031.27 in payment of ratification of demands and claims as prepared by the Director of Finance, together with the original demands and claims as prepared by said Warrant Register.

01/17/12-6. Resolution of Intention to Provide for Annual Levy and Collection of Assessments for the North Manhattan Beach Business Improvement District and Setting February 7, 2012 for a Public Hearing

The Council adopted Resolution No. 6338 announcing the City's intention to set assessments for the North Manhattan Beach Business Improvement District for 2012; and setting the Public Hearing for the February 7, 2012 City Council Meeting.

01/17/12-7. Fiscal Year 2010-2011 Financial Audit Results and Comprehensive Annual Financial Report (CAFR)

The Council received and filed the subject report.

01/17/12-8. Update from the Ad Hoc Facilities Renovation Subcommittee Related to Value Engineering Items and Additional Costs Related to Lead and Asbestos Abatement at the Joslyn Center, Manhattan Heights Community Center and Begg Pool Locker Room Facilities

Item No. 8 was pulled from the "CONSENT CALENDAR". Please refer to "ITEMS REMOVED FROM THE CONSENT CALENDAR."

01/17/12-9. Progress Payment No. 1 in the Net Amount of \$50,175.00 for the Well 11-A Rehabilitation Project to General Pump Company, Inc.

The Council approved the issuance of the subject progress payment.

BOARDS AND COMMISSIONS

Planning Commission

01/17/12-10. Planning Commission Approval of a Use Permit to Demolish an Existing Office Building and Construct a New Pre-School (Daycare), Playground and Parking Lot at 1030 Manhattan Beach Boulevard (Chalk School)

Item No. 10 was pulled from the "CONSENT CALENDAR". Please refer to "ITEMS REMOVED FROM THE CONSENT CALENDAR."

COMMUNITY ANNOUNCEMENTS

01/17/12-16. Don Gould Re Library Events

Don Gould, Los Angeles County Librarian, announced Manhattan Beach Library events.

01/17/12-17. Francey Marzicola, Re Workshop at Redondo Beach Performing Arts Center

Francey Marzicola, 200 Block of 4th Street, announced the upcoming *In Search of a Purpose* Workshop on January 31, 2012, from 6:00 p.m. to 8:30 p.m. at the Redondo Beach Performing Arts Center.

01/17/12-18. Faith Lyons Re Mira Costa High School Choir

Faith Lyons, Mira Costa High School Choir Booster President, announced that the Mira Costa High School Vocal Ensemble Choir will perform on March 4, 2012 at the Vocal Festival at Carnegie Hall in New York. She noted that there will be a fundraising concert on February 12, 2012, at 5:30 p.m. in the Mira Costa High School Auditorium and that tickets may be purchased at www.costachoirtik@gmail.com.

01/17/12-19. Viet Ngo Re Anti-Public Corruption Advocacy

Viet Ngo offered information about the Advocacy group's activities in monitoring the activities of past and current public officials and City management. He invited witnesses to report public corruption by calling (310) 318-2769.

01/17/12-20. Loli Ramezani Mazhar Re Leadership Manhattan Beach Class of 2012 Project

Loli Ramezani Mazhar announced the annual Leadership Manhattan Beach Class of 2012's project to convert the existing landscaping outside of the post office at 15th Street and Valley Drive to sustainable landscaping.

01/17/12-21. Marge Hesse, Re Dial-a-Ride

Marge Hesse, 1300 Block of 1st Street, expressed her love of Manhattan Beach and the Dial-A-Ride Program. She requested input on the status of a petition circulated by the seniors concerning the lack of medical benefits being offered to one of the Dial-A-Ride drivers.

Mayor Tell related his intent to look into this matter.

01/17/12-22. Rod Spackman Re Reopening of Chevron Station

Rod Spackman, Public & Government Affairs' Manager for Chevron, offered input on the status of the Chevron gas station at Marine Avenue and Aviation Boulevard.

01/17/12-23. Councilmember Howorth Re Fiddler on the Roof

Councilmember Howorth discussed the Mira Costa Drama Boosters' upcoming production of "Fiddler on the Roof."

01/17/12-24. Councilmember Montgomery Re Centennial Event

Councilmember Montgomery encouraged everyone to visit the Centennial Carnival kick-off event at the Manhattan Village Mall on January 29, 2012 at 4:00 p.m.

01/17/12-25. Mayor Pro Tem Powell Re Art Exhibit

Mayor Pro Tem Powell called attention to the free art exhibition at the Creative Arts Center on February 2, 2012 from 7:00 p.m. to 9:00 p.m.

AUDIENCE PARTICIPATION

01/17/12-26. Ester Besbris Re Audience Input on Agenda Items

Ester Besbris related her concern that "City Recovery Costs" were on the Consent Calendar rather than up for discussion and that they should be agendaized for discussion as originally stated. She also pointed out that when the Council pulls items from the Consent Calendar before the public, the public's concerns are not always addressed.

01/17/12-27. Fyllis Kramer Re Dial-a-Ride Driver

Fyllis Kramer expressed concern regarding a Dial-A-Ride driver who does not receive medical benefits and requested information on the status of a petition to this effect submitted by the seniors approximately three months ago.

01/17/12-28. Dean Francois Re Open Government and Tree Issue

Dean Francois stated his appreciation for the Council's efforts on open government but commented that, relative to the tree issue at the post office, there are problems with the City's notification process.

01/17/12-29. Viet Ngo Re Lawsuit of Former City Manager

Viet Ngo discussed the lawsuit involving a former City Manager and suggested that pertinent legal fees be recovered.

01/17/12-30. Ralph Mailloux Re South Bay Regional Communications Authority

Ralph Mailloux, Executive Director of the South Bay Regional Public Communications Authority, provided an overview of the 9-1-1 emergency services the Authority provides to five South Bay cities, including Manhattan Beach. He also reported that they instituted new union contracts which include reducing overtime and implementing a two-tier retirement and pension program.

01/03/12-31. Gerry O'Connor Re Various Issues

Gerry O'Connor expressed disappointment with regard to the lack of progress concerning labor negotiations; asked that a hiring freeze be agendized; and asked for input on the status of his previous request for the results of the City Manager's evaluation.

PUBLIC HEARINGS

01/17/12-11. Regulations for Mobile Food Trucks in the City of Manhattan Beach: Ordinance No. 2156 Establishing Regulations for the Operation of Food Trucks on Private Property and Ordinance No. 2157 Adding a New Chapter 3.68 Regarding Mobile Food Vendors on the Public Right-of-Way and Amending the Manhattan Beach Municipal Code

Mayor Tell introduced the subject item and Associate Planner Eric Haaland provided the PowerPoint presentation.

Associate Planner Haaland and City Attorney Roxanne Diaz responded to Council questions.

Mayor Tell opened the Public Hearing at 7:45 p.m.

The following individual spoke on this item:

- **Kevin Behrendt, Los Angeles, speaking on behalf of the SoCal Mobile Food Vendors Association**

Mayor Tell closed the Public Hearing at 7:48 p.m.

MOTION: Councilmember Montgomery moved to waive further reading; introduce Ordinance No. 2156 (private property); and directed staff to return with Ordinance No. 2157 (public property) at the February 7, 2012 City Council Meeting. 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.

City Attorney Diaz read aloud the title of Ordinance No. 2156 and requested that the motion be amended to include continuing the Public Hearing to the February 7, 2012 City Council meeting.

Council concurred and hearing no objection it was so ordered.

01/17/12-12. Ordinance No. 2154 of the City of Manhattan Beach Amending and Adopting by Reference Chapter 11.36 of the Los Angeles County Code Regarding Body Art (Tattoo) and Ordinance No. 2155 of the City of Manhattan Beach Establishing Regulations for Body Art (Tattoo) Studios within the City

Mayor Tell introduced the subject item and Assistant Planner Esteban Danna provided the staff presentation.

Assistant Planner Danna and Community Development Director Richard Thompson responded to Council questions.

Mayor Tell opened the Public Hearing at 7:55 p.m.

Seeing no requests to speak, Mayor Tell closed the Public Hearing at 7:56 p.m.

MOTION: Councilmember Montgomery moved to adopt Ordinance No. 2154 and Ordinance No. 2155. 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.

GENERAL BUSINESS

01/17/12-13. Review a Pilot Program for the El Porto Parking Lot Exit

Mayor Tell, on behalf of the Council, continued this item to the February 7, 2012 City Council Meeting.

01/17/12-14. Agreement with Cutcliffe Consulting Group for Organization Development Services in the Amount Not-to-Exceed \$34,000

Mayor Tell introduced the subject item and City Manager Dave Carmany provided the staff presentation.

Mayor Tell provided background information on the idea of utilizing Cutcliffe Consulting as a means of helping improve stress experienced by City staff as a result of the difficult economy and the many changes which have occurred in the City.

City Attorney Roxanne Diaz responded to Council questions.

The following individuals spoke on this item:

- **Gerry O'Connor**
- **Marty Friedman**
- **Ken Thompson**

Prior to the adoption of the agreement, Mayor Pro Tem Powell requested that Page 2, Section 8 (a) be amended to identify that the consultant will be **Joe Cutcliffe** and not **Rod Wilson**.

MOTION: Councilmember Montgomery moved to approve authorizing the City Manager to execute the agreement, as amended with Cutcliffe Consulting Group in an amount not-to-exceed \$34,000; and appropriate \$34,000 from available General Funds. 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.

01/17/12-15. Landscape Renovation of the Post Office Demonstration Garden

Mayor Tell introduced the subject item and Environmental Programs Manager Sona Kalapura provided the staff presentation.

Public Works Director Jim Arndt and Environmental Programs Manager Kalapura responded to Council questions.

The following individuals spoke on this item:

- **Julie Gonella**
- **Dean Francois**
- **Gerry O'Connor**
- **Kathleen Terry**
- **Bill Victor**
- **Vinnie Fazzino**

MOTION: Councilmember Howorth moved to approve proceeding with the landscape renovation of the Post Office Demonstration Garden so that work on the project can begin. 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

01/17/12-3. 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 approve the minutes of the:

- a) City Council Meeting (Closed Session) and Regular City Council Meeting of January 3, 2012
- b) Action Minutes, Planning Commission Meeting of January 11, 2012
- c) Centennial Committee Meeting of December 12, 2011
- d) Environmental Task Force Meeting of December 15, 2011

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

- **Gerry O'Connor**

Council concurred with **Mr. O'Connor** agreeing that the minutes should identify all of the short term items that were approved by Council.

MOTION: Councilmember Howorth moved to continue Item A of the minutes of the January 3, 2012 City Council Meeting; and receive and file the minutes from the City Council Subcommittees, City Commission and Committees. The motion was seconded by Mayor Pro Tem Powell and passed by unanimous roll call vote:

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

01/17/12-4. Agreement with Pacific Research & Strategies, Inc. for Professional Services for Community Outreach in the Amount of \$2,000 Per Month

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

- **Gerry O'Connor**

City Manager Dave Carmany responded to Council questions.

MOTION: Councilmember Montgomery moved to approve the Agreement with Pacific Research & Strategies, Inc. for Professional Services for Community Outreach in the Amount of \$2,000 Per Month and approved an appropriation of \$10,000 from the Council Contingencies Fund to fund the subject agreement through the end of the fiscal year. The motion was seconded by Councilmember Howorth and passed by unanimous roll call vote:

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

01/17/12-8. Update from the Ad Hoc Facilities Renovation Subcommittee Related to Value Engineering Items and Additional Costs Related to Lead and Asbestos Abatement at the Joslyn Center, Manhattan Heights Community Center and Begg Pool Locker Room Facilities

Councilmember Lesser pulled this item in order to report on the recommendations that he and Mayor Pro Tem Powell were tasked to bring back to the Council regarding maintaining the kitchen upgrade at Manhattan Heights, a partition at the Joslyn Center and the asbestos and lead abatement in both facilities. He stated that the contingency is adequate to cover the kitchen upgrade and the partition; however, there may be insufficient funds if there are any further issues or change orders; that the core cause is the age of facilities; and the asbestos and lead abatements were expenses that staff did not anticipate. He acknowledged that, next time, staff would prefer to engage vendors at beginning of a project to better evaluate potential expenditures.

Mayor Pro Tem Powell added that the Subcommittee listened to the older adults; that safety was an important issue; that the process worked and the City now has guidelines going forward for bidding on projects; and further announced that what was promised to the seniors will be provided.

The following individuals spoke on this item:

- **Ken Thompson**
- **Unknown Speaker**

City Engineer Steve Finton responded to Council questions.

MOTION: Councilmember Howorth moved to approve an update from the Ad Hoc Facilities Renovation Subcommittee related to value engineering items (\$107,934 credit) and additional asbestos and lead abatement work (\$137,189.43). 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.

01/17/12-10. Planning Commission Approval of a Use Permit to Demolish an Existing Office Building and Construct a New Pre-School (Daycare), Playground and Parking Lot at 1030 Manhattan Beach Boulevard (Chalk School)

Councilmember Lesser pulled this item stating that he has no concerns related to the structure or the plan, but had concerns related to parking only.

Community Development Director Richard Thompson responded to Council questions.

The following individuals spoke on this item:

- **Project Architect Patrick Killen**
- **Preschool Owner Doug Willet**
- **Bill Victor**
- **Gerry O'Connor**
- **Jacque May**

MOTION: Councilmember Lesser moved to appeal the decision of the Planning Commission and directed staff to schedule a Public Hearing for the February 21, 2012 City Council Meeting. The motion was seconded by Councilmember Howorth and passed by the following roll call vote:

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

CITY MANAGER REPORT(S)

None.

OTHER COUNCIL BUSINESS, COMMITTEE AND TRAVEL REPORTS

None.

ADJOURNMENT

At 9:51 p.m. the Regular City Council meeting of January 17, 2012 was duly adjourned to the to the 8:30 a.m. Strategic Planning Meeting on Friday, January 20, 2012, in the Police/Fire Conference Room, 400/420 15th Street, in said City.

Liza Tamura
Recording Secretary

Nicholas W. Tell, Jr.
Mayor

ATTEST:

Liza Tamura
City Clerk

CULTURAL ARTS COMMISSION

Minutes

December 13, 2011

Joslyn Community Center Room #1

1601 Valley Drive

Manhattan Beach, CA 90266

I. CALL TO ORDER

The meeting was called to order at 5:23 p.m.

II. ROLL CALL

Present: Commissioner Peter De Maria, Commissioner Russ Samuels, Commissioner Nancy Humbarger, Commissioner Susan Sweeney, and Commissioner Susannah Rosenthal.

Absent: None.

Others Present: Parks & Recreation Director Richard Gill and Acting Cultural Arts Manager Megumi Sando Moisen.

III. APPROVAL MINUTES

The minutes of the October 11, 2011 Cultural Arts Commission Meeting were approved as written.

IV. AUDIENCE PARTICIPATION

Manhattan Beach Artist Alex Weinstein and his representative Tyler Lemkin from Leslie Sacks Contemporary Art introduced images of artwork for future public art consideration.

V. GENERAL BUSINESS

11/1213.1 - Selection of Two Representatives for the New Manhattan Beach Library Public Art Project

Parks and Recreation Director Richard Gill reported that the City Council, during their November 15th City Council meeting, directed the two members of City Council already serving on the new library ad hoc subcommittee (Councilmembers Powell and Lesser) to also serve on the County's Art Selection Committee for the new library. Comprised with representatives from the County and the City, the Selection Committee will contain 10-12 members. Two Cultural Arts Commissioners will also be on the committee with the Councilmembers as non-voting art expert advisors. Director Gill requested that the Cultural Arts Commission choose two members to serve on the Selection Committee.

Each commission member casted two votes, and Commissioners De Maria and Sweeny were selected. The County's Art Selection Committee requires a commitment of 12-18 months with active membership as a Cultural Arts Commissioner. The voting results

were as follows: Commissioner De Maria (4), Commissioner Sweeney (3), Commissioner Samuels (2), and Commissioner Humbarger (1).

11/1213.2 - Role of Ad Hoc Committee on the Public Art Selection Process

For clarification, the role of Ad Hoc Committee members was discussed. All Commissioners appreciated the Ad Hoc Committee's expertise and wanted their continued commitment. The Commission acknowledged that the Committee should be involved in overall programming beyond a specific project with a limited time frame. The role of the Committee should be advisory reflecting their expertise in public art and experience as former Cultural Arts Commissioners. Commissioner Rosenthal suggested a new name for the group of individuals matching the broad scope of commitment (e.g., Committee Advisors). The Commission agreed to consider a new title for the group of individuals.

11/1213.3 - Sculpture Garden Update

Acting Cultural Arts Manager Megumi Moisen reported that "Mariah" by Frank Mando, "The Tree Hugger," and "Tropic Birds" by Steven Rieman were going to be installed on December 15 and 16, 2011. Sites for "Not A Step" by Christian Tedeschi and "Believe, Green" by Jason Manley will be discussed in the December 20th City Council meeting.

11/1213.4 - Centennial Public Art Program

The Commission reviewed works by two artists for future consideration. Commissioner Samuels introduced James Caprell's large-size acrylic abstract paintings with rich textures (<http://www.caprellcollection.com/>). Commissioner De Maria presented projects by Ball-Nogues Studio (<http://www.ball-nogues.com/>) with an emphasis on the outdoor permanent installation "Cradle" commissioned by the City of Santa Monica. Jim Murray mentioned to Peter Shelton, Gwen Murrill, Michael Davis, and Richard Johnson for consideration.

VI. REPORTS AND OTHER BUSINESS

Jim Murray reminded the Commissioners that Peter Shelton's exhibition was being shown at "LA Louver" in Venice, until January 14, 2012. He also referred to the Los Angeles Art Show as a large-size annual art exhibition at LA Convention Center January 18-22, 2012.

Commissioner Samuels reported that Manhattan Beach resident Gerry Morton, who had reserved space for a bench donation on the Strand, showed his interest to contribute \$12,000 for a prototype bench.

VII. ADJOURNMENT

The meeting was adjourned at 8:23 p.m.

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

December 13, 2011
6:30 p.m.
Joslyn Center

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2011/1213.2 – Parks & Recreation Commission Candidacy for the 2011 CAPRCBM “Outstanding Commission Award”	2

ROLL CALL

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

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

APPROVAL OF MINUTES

The Minutes of the October 24, 2011 Parks and Recreation Commission minutes were approved as written.

CEREMONIAL

None

AUDIENCE PARTICIPATION

None

GENERAL BUSINESS

2011/1213.1 – Parks & Recreation Commission Staff Event

The Commissioners confirmed the date, time, and place for the Parks & Recreation Staff Appreciation event. The Commissioners requested that it should be noted on the invitation to staff to valet park their car at the hotel to avoid parking on the streets in the residential neighborhood.

2011/1213.2 – Parks & Recreation Commission Candidacy for the 2011 CAPRCBM “Outstanding Commission Award”

The Commissioners reviewed the application and discussed the required criteria. Director Richard Gill informed the Commissioners that he and his staff have prepared information in response to each criteria listed on the application, as it is applicable, and will email it to Commissioner Murray. The Commissioners discussed what can be added to the response.

Commissioner Rothans suggested nominating Commissioner Murray for the Outstanding Commissioner CAPRCBM award. The Commission was in agreement that Commissioner Murray should be nominated for the Outstanding Commissioner award. The Commission discussed the criteria for this nomination.

COMMISSION ITEMS

Commissioner Manna inquired about the progress of the Commemorative Wall project. Director Gill reported that the Commemorative Wall is almost complete and plans for the dedication ceremony are underway. The Commission will be notified of the date and time of the dedication ceremony.

Commissioner Cajka reported that City Council has directed Staff to hold two public meetings regarding the new features of the Sand Dune and then present a report to the Parks & Recreation Commission on January 23, 2012.

STAFF ITEMS

None.

ADJOURNMENT

The meeting was adjourned to the next Parks and Recreation Commission meeting on Monday, January 23, 2012.

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

December 12, 2011
6:30 p.m.
Manhattan Beach City Hall

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11/1212.1 – Status Report of the Manhattan Beach County Library
Project (City of Manahattan Beach/Los Angeles County.....1

ROLL CALL

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

Absent: None.

Others Present: Director of Parks & Recreation Richard Gill, Recreation Services Manager Mark Leyman, Manhattan Beach Library Manager Don Gould and Recording Secretary Mary Kirchwehm.

APPROVAL OF MINUTES

The Minutes of the October 13, 2011 Library Commission meeting were approved as written.

CEREMONIAL

None.

AUDIENCE PARTICIPATION

Manhattan Beach Library Manager Don Gould reported that the library has a number of programs coming up and is listed on the website www.colapublib.org as well as the library's Facebook page.

GENERAL BUSINESS

11/1212.1 – Status Report of the Manhattan Beach County Library Project (City of Manhattan Beach/Los Angeles County)

Recreation Services Manager Mark Leyman presented an overview of communications with the County. Mr. Leyman reported that there are monthly executive county meetings and working group meetings that meet once or twice a month and everything is as scheduled as it was previously presented to the Commission.

The schematic design has been completed and the project is in the design development phase. The design builders pre qualified to be the consultants; the scoping documents will be complete in July 2013 and it will be awarded in August.

Director Richard Gill reported that the project is being run by the County's Public Works Department and that they, along with the County Librarian Margaret Todd, work collaboratively with Councilmembers, the Public Works Director, and the City Manager at each executive meeting.

Commissioner Rhees inquired of the scheduling of the executive meetings. Director Gill reported that the executive meetings are scheduled for the third Thursday of every month in Downey.

Commissioner Cooperman inquired about the Manhattan Beach historical materials. Director Gill reported that the county has planned on lockable shelves and the possibility of digitizing the materials. Commissioner Cooperman inquired if any of the historical items can be qualified as art; thereby qualifying for any of the art budget that is allocated to the library.

Mr. Gary McAulay, board member for the Manhattan Beach Historical Society, reported that Library Consultant Linda Demmers is looking for space where the newspapers can be stored in a locked cabinet and accessible with a valid library card. There is 100 years of newspapers currently being stored in the restroom building near the Historical Society in Polliwog Park, and it is critical to have those papers digitized immediately. Mr. McAulay reported that it is important to keep the materials accessible without losing them or getting them destroyed. He also reported that while the digitization is critical, the expense and complexity of digitizing them have to be considered. Although Cal State Dominguez has offered to digitize them, it would mean that the newspapers would become their property. Commissioner Rhees inquired about the cost of digitizing. Mr. McAulay reported he does not know the answer since there are multiple factors of digitization.

Meeting was adjourned at 6:55 p.m. to the next regularly scheduled meeting on January 9, 2012.

Finance Subcommittee: Draft Meeting Action Minutes

Meeting Date: January 17, 2012
Recording Secretary: Bruce Moe

In Attendance: Tim Lilligren, Treasurer
Wayne Powell, Mayor Pro Tem
Richard Montgomery, City Councilmember
David N. Carmany, City Manager
Bruce Moe, Finance Director
Henry Mitzner, Controller
Eden Serina, Budget Analyst
Steve Charelian, Revenue Services Manager

Called to Order: 4:00 PM by Tim Lilligren, City Treasurer

Agenda Item #1 – Approval of Minutes from December 6, 2011 Finance Subcommittee Meetings

The Finance Subcommittee unanimously approved the minutes.

Agenda Item #2 -Financial Reports for November 2011

The Finance Subcommittee received and filed the report.

Agenda Item #3 - Investment Portfolio for November 2011

The Finance Subcommittee received and filed the report.

Agenda Item #4 - Accounts Receivable Report for December 2011

The Finance Subcommittee received and filed the report.

Agenda Item #5 – Extension of Contract with Lance, Soll & Lunghard for Financial Audit Services

The Finance Subcommittee voted unanimously to approve a two-year contract extension with Lance, Soll & Lunghard LLP for financial audit services. The Subcommittee further required Lance, Soll & Lunghard to appoint a new audit manager for the extension period.

Agenda Item #6 – Waiver of Security for Bank of Manhattan Certificate of Deposit Due to Federal Deposit Insurance Corporation Coverage

The Finance Subcommittee voted unanimously to authorize the City Treasurer to execute the Waiver of Security document.

Agenda Item #8 – Extension of Authorization to Exceed Fifty Percent Limitation of City’s Investment Portfolio in the State Local Agency Investment Fund (LAIF)

The Finance Subcommittee unanimously voted to extend the waiver of the fifty percent limitation in the City’s Investment Policy for funds deposited in the state Local Agency Investment Fund. The waiver is valid until December 31, 2012.

Agenda Item #9 – Public Comments

None.

Agenda Item #10 – Adjournment

The meeting was adjourned at 4:20 PM.

Manhattan Beach Centennial Committee

January 9, 2012 – 5:00 p.m. City Hall Council Chambers

Minutes

Attendees: Committee Members Annie Walker, Jan Dennis, Jeanna Harkenrider, Irene Cotter, Larry Lemoine, Joe Franklin, Grace Leung, and Zack Gill; Director of Parks and Recreation Richard Gill, City Clerk Liza Tamura, and Recording Secretary Mary Kirchwehm

Audience Participation

None.

Meeting Topics

Review Meeting Notes: Richard Montgomery reported that the December 12, 2011 meeting notes should be amended to reflect that the 50% profit to be received from the sale of James Gill's Centennial coins should be in U.S. currency. The Committee reviewed and adopted the December 12, 2011 meeting notes as amended.

Review Meeting Notes: Jan Dennis reported that the September 12, 2011 minutes should be amended to reflect that having signs at Marine Avenue and Second Street notifying drivers to prepare to stop for the parade is a suggestion. The Committee reviewed and adopted the September 12, 2011 Centennial Committee meeting notes as amended.

Committee Reports:

Events Update:

Budget Report:

Grace Leung reported that since the last treasurer's report of December 12, 2011, the income generated is \$32,815.00. From that amount \$32,000.00 is from sponsorship and \$815.00 is from merchandise sales from the Holiday Fireworks event and various merchandise sold at City Hall. The total income generated to date is \$73,481.04. The amount incurred from December 13, 2011 to January 9, 2012 is \$13,979.58. This amount was mostly from the holiday fireworks. The total expenses incurred to date is \$22,493.07. The total net income to date is \$51,487.97.

Adoption of the Purchasing Policy:

Grace Leung reported that the Resolution was supplied by Nancy Hersman for the Committee to adopt to be used in conjunction with the bylaws so that it would be in line with the purchasing policy. It was suggested that a subcommittee consisting of three people be appointed to approve the expenses and contracts (not to exceed \$10,000) so that the entire

Committee would not need to confer on every purchase. Anything above \$10,001 would need to be brought to the Committee for approval.

MOTION: Nick Tell made a motion to nominate Grace Leung as Chairperson of the Purchasing Policy Committee, and Larry Lemoine and Annie Walker as members of the Purchasing Policy Committee. The motion was seconded by Councilmember Richard Montgomery.

Ayes: Trish Pietrzak, Annie Walker, Larry Lemoine, Jan Dennis, Jeanna Harkenrider, Irene Cotter, Joe Franklin, Grace Leung
Noes: None.
Abstain: None.
Absent: Oliver Schulster.

Richard Montgomery reported that the Manhattan Country Club is donating \$25,000.

Joe Franklin reported Little Company of Mary is committed to donating \$25,000. Little Company of Mary requests an invoice.

Action Item: Grace Leung will provide an invoice to Little Company of Mary.

Richard Montgomery reported that the Chevron check has still not been received.

Action Item: Grace Leung will follow up with Chevron.

Annie Walker:

Annie Walker reported that she has been looking for office space, preferably in the downtown area. Annie reported that space is needed for volunteers to make phone calls, maintain files, etc. She found space at 806 Manhattan Beach Boulevard east of Pacific Avenue for \$775 a month for one year. The rent includes water and trash but not electricity or phones. If everyone is in agreement, she would like to proceed. Annie reported that she would need a security deposit of \$850.00. The Committee approved renting this space for the Committee.

Nick Tell reported Manhattan Towers may possibly donate some office space.

Manhattan Village Mall Carnival Event: The carnival event is scheduled for Sunday, January 29th from 3:00 to 6:00 p.m. Irene Cotter reported that the Mall has agreed to everything that was originally arranged with Erica Sanchez and Annie Walker; however, they cannot provide a photo booth due to the expense. Irene and Annie believe that the photo booth is important to the event and inquired with the mall if the Centennial Committee can donate some of the funds to enable the photo booth to be part of the event. Irene also reported that she and Annie committed Nick Tell and Richard Montgomery to attend the event. The mall inquired if the Centennial Committee plans a ribbon cutting ceremony or something similar as a kick off for the first Centennial event. The Committee agreed to have balloons and cupcakes.

Action Item: Irene will contact the mall to inquire if balloons can be dropped from the ceiling.

Action Item: Grace Leung offered to contact someone she knows at Suzy Cakes.

Trish Pietrzak reported that the mall will advertise for the carnival event in the Beach Reporter on January 26th. They will send out three email blasts to their customer database (January 6, 16 and the 28th), provide signage throughout the mall, post on their website, and have flyers at the concierge desk starting in December.

Action Item: Oliver Schulster and Trish will put together a flyer/announcement/ad that will go into as many backpacks as possible to include all the elementary schools, preschools, churches, daycare centers, community groups, etc.

Trish Pietrzak also reported that she received a call from the *Easy Reader*, and they are eager for the information for the mall event.

Action Item: Trish will send out a press release this week.

Richard Montgomery inquired if there will be a video person who will be taping events.

Annie Walker reported that she tried to set up a meeting with JD's office, but he has been gone.

Trish Pietrzak inquired about promoting Centennial events in the utility bills.

Action Item: Richard Gill will follow up on Centennial promotions in the utility bills.

Irene Cotter also reported that she contacted the author and publisher of the book, "Manhattan Beach: A California Beach Town" and reported that they have reduced their price to \$13.00. They also agreed that they would be interested in partnering at any venue, and they would donate 15% of the sales. The mall approved of the author being at the carnival and selling the books.

Irene Cotter reported that there will be a merchandise table selling hoodies, hats, t-shirts and a few scarves. There will also be signage. In addition, if the mall permits, the photographs that were donated from Torrance will be displayed and a docent will be available to discuss the photographs.

Annie Walker reported that she would like to have the historic photos displayed throughout the mall and is checking on the possibility of making cling-ons for store windows to display the photographs. Irene Cotter reported that they are in the process of having stickers made to give away to the children at the mall event.

Irene Cotter inquired if anyone has access to a portable public announcement (P.A.) system.

Action Item: Richard Gill will supply a portable (P.A.) system.

Richard Gill inquired if the mall is requiring insurance from the Committee. Irene Citter reported that the vendors will have their own people at the event and the Committee only has the merchandise table. Annie Walker reported that she received in writing what is needed back in November and will resend the email to Richard Gill.

Action Item: Annie Walker will resend an email regarding the mall's requirement for insurance.

Joe Franklin inquired if any volunteers are needed for the carnival event. Irene Cotter reported that additional volunteers are not needed.

Irene Cotter reported that coordination of transporting merchandise is needed.

Trish Pietrzak recommended that the Committee meet for a photo. The Committee agreed to meet at 4:00 p.m. for a photo.

Trish Pietrzak inquired about placing an ad to advertise the Centennial kick-off event. Annie Walker reported that the event is budgeted between \$5,000-\$10,000 and believes the event will not cost near the budgeted amount. Annie agreed that an ad for the event should be supplemented and not to depend on the mall for advertising. The Committee agreed to place an ad in the various papers for the event.

Taste of Manhattan: Annie Walker reported that at the last subcommittee meeting a ticketed price of \$15-\$20 was going to be the benchmark; however, Annie is trying to find a way to make this event free. After her subcommittee meeting, she would like to come back to the Committee with two or three options to make the food area free or as reasonable as possible.

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

Richard Montgomery inquired if KTLA and the radio were notified of the kick-off event. Trish reported that they have been notified but did not show up for the fireworks.

Richard Gill inquired if there are any in-kind donations from the *Beach Reporter* or the *Easy Reader*. Trish Pietrzak reported that the *Easy Reader* is interested. Larry Lemoine reported that the *Los Angeles Times* offered an in-kind donation where they can stuff locally, by zip code. Trish inquired if the offer from the *Los Angeles Times* is a one-time offer or if it can be done for more than one event.

Action Item: Annie Walker and Larry Lemoine will discuss with Kathy the offer from the *Los Angeles Times*.

Parade Update:

Jan Dennis reported that there are 1,669 people involved with the parade. She also reported that there are 53 units committed to participate in the parade. The cutoff date for the parade entry is March 15, 2012.

Jan reported that insurance for the parade is up to date.

Action Item: Mary Kirchwehm will follow up on the status of the Cal Trans permit for the parade.

Insurance Update/Community Event Registration/Website Update:

Jeanna Harkenrider reported that she has all the paperwork filled out and will forward it to the City's risk manager.

Jeanna Harkenrider reported that she received an application from the Soroptomist for a tea in May and will distribute to the committee.

Jeanna Harkenrider reported that she has not made any changes to the website.

Richard Montgomery inquired if there has been any tracking of the number of visits on the website.

Action Item: Jeanna Harkenrider will contact Ravy Sok to inquire about the possibility of tracking the number of visits on the website.

Volunteer Update:

Joe Franklin reported that there are some volunteers from the website. The feedback from the volunteers from the fireworks were great.

High School Efforts/List of Mira Costa High School Volunteers:

Zack Gill reported that he had created a Facebook page for the Centennial, and he created a Twitter account as well. He plans to update it and to make a school announcement to the students to visit the Centennial's Facebook page. Annie Walker reported that she also created a Facebook page. Annie suggested that the Facebook page and Twitter account be updated regularly.

Action Item: Annie will arrange a conference call so Zack and she can coordinate the Facebook page.

Action Item: Zack will send the link to everyone.

Zack also reported that he is trying to pursue Costa organizations to participate in the parade with floats.

Staff Reports:

Irene Cotter:

Irene Cotter reported that the Neptunians are also reaching 100 and will be having a fundraiser Saturday evening and is encouraging everyone to buy a ticket and attend the event.

Irene distributed a sample of a beach yellow and white striped beach towel. The towel is made in the U.S. The cost to produce 44 towels or less is \$25 each, and the cost to produce 100 towels or more would be \$24 each. To avoid fading of the logo, Irene suggested an embroidered logo on the towel.

Action Item: Irene will provide a sample of the embroidered towel.

Richard Montgomery:

Richard Montgomery is in agreement to have 25 coins made, but would like to make it clear that the 50% should be paid to the Committee in money not in coins. He requested that a letter be sent to James Gill to clarify that the 50% profit be in money and requested an acknowledgement of the letter with a signature.

Richard Gill:

Richard Gill reported that he would like to proceed with the implementation of banners. Annie Walker reported that they have kept the location just to downtown area due to lack of sponsorship. Richard Montgomery reported to move forward with banners.

Richard Gill introduced each of the Parks and Recreation Department managers and reported that he plans to assign each manager to work with the chairperson of a Centennial event to coordinate sharing City resources. Although the Centennial events are separate from the City, there are resources that can be shared.

Adjournment: The meeting was adjourned to the next Centennial meeting on January 23, 2012 at 5:00 p.m. in the Police/Fire Conference Room.

**MB Centennial Foundation
Income & Expenses
YTD 1/9/12**

Prepared by: Grace S. Leung

Income

12/12/2011 **Beginning Balance ~ from Last Report on 12/12/11** \$ 40,666.04 (Attached)

Income Generated ~ Period 12/13/11 - 1/9/12

Date	Event / Description	Amount
12/19/2011	Donation/Sponsorship - Local Yolk	500.00
12/19/2011	Donation/Sponsorship - Manhattan Beach Country Club	25,000.00
12/19/2011	Donation/Sponsorship - So. Cal Gas Co.	1,500.00
12/19/2011	Donation/Sponsorship - Waste Management	2,500.00
1/5/2012	Donation/Sponsorship - Body Glove	2,500.00
1/9/2012	Fireworks Merchandise Sales	395.00
1/9/2012	City Hall Merchandise Sales	420.00
Total Income Generated ~ Period 12/13/11 - 1/9/12		\$ 32,815.00
Total Income YTD 1/9/12		\$ 73,481.04

Expenses

12/12/2011 **Beginning Balance ~ from Last Report on 12/12/11** \$ 8,513.49 (Attached)

Expenses Incurred ~ Period 12/13/11 - 1/9/12

Date	Vendor	Expense Description	Amount
12/9/2011	Costco	Water for Fireworks	191.28
12/9/2011	Corner Bakery	Baked Goods for Fireworks	281.13
12/9/2011	FedEx	Signage for Fireworks	864.70
12/12/2011	Beatriz Sic	Temp Help for Fireworks Set-Up & Tear-Down	260.00
12/12/2011	Jimmy Franklin	Temp Help for Fireworks Set-Up & Tear-Down	100.00
12/12/2011	Kyle	Temp Help for Fireworks Set-Up & Tear-Down	100.00
12/12/2011	Sean Anders	Temp Help for Fireworks Set-Up & Tear-Down	100.00
12/12/2011	Kerri McDermott	Camera Crew for Fireworks	300.00
12/12/2011	Michael Cheeseman	Camera Crew for Fireworks	300.00
12/12/2011	Dani Thompson	Camera Crew for Fireworks	200.00
12/12/2011	Andrew Burks	Camera Crew for Fireworks	200.00
12/12/2011	Annie Walker	Reimbursement for Following Fireworks Expenses:	
		Dan Stanis - Flowers for Fireworks	110.93
		Mellano - Flowers for Fireworks	205.54
		Shibata - Flowers for Fireworks	32.90
		Moscatell's - Flowers for Fireworks	53.05
		Party City - Plates, Wristbands & Table Lights for Fireworks	186.61
		Office Depot - Envelops/Supplies for Fireworks	52.49
		Home Depot - Duct Tape/Zip Ties for Fireworks	25.10
		Manhattan B&B - Cookies for Fireworks	44.40
		Von's - Saran/Reynold Wrap for Fireworks	10.19
12/12/2011	Coffee Bean & Tea Leaf	Hot Chocolate & Coffee for Fireworks	557.60
12/16/2011	Easy Reader	Thank You Ad for Fireworks Show Sponsors	325.00
12/19/2011	CX & B	Merchandise for Fireworks ~ Hats	2,972.06
12/20/2011	CX & B	Merchandise for Fireworks ~ Blankets	808.56
12/21/2011	CX & B	MB Centennial Logo Patch Sample	70.69
1/5/2012	Paypal	Fee for Donation - Body Glove	55.30
1/9/2012	CSC	Security for Fireworks	1,064.77
1/9/2012	Classic Party Rentals	Rentals for Fireworks	1,507.28
1/9/2012	Pete Moffett Productions	MB Centennial Fireworks Display	3,000.00
Total Expenses Incurred ~ Period 12/13/11 - 1/9/12		\$ 13,979.58	
Total Expenses YTD 1/9/12		\$ 22,493.07	

Net Income YTD 1/9/12 \$ 50,987.97 **

Petty Cash - Locked Boxes in City Hall \$ 500.00

Total Net Income YTD 1/9/12 \$ 51,487.97 **

**Out of this amount ~

**MB Centennial Foundation
Income & Expenses
YTD 1/9/12**

Prepared by: Grace S. Leung

Monies currently in our PayPal account ~ total \$45.65