



Minutes:

This item contains minutes of City Council meetings which are presented for approval [(a)-(d)] and minutes from City Council subcommittees and from other City commissions and committees [(e)-(j)] 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 Strategic Planning Retreat of January 20, 2012.

**RECOMMENDATION: APPROVE**

c) Special City Council Strategic Planning Meeting of January 31, 2012.

**RECOMMENDATION: APPROVE**

d) City Council Meeting (Closed Session) and Regular City Council Meeting of February 7, 2012.

**RECOMMENDATION: APPROVE**

e) Draft Cultural Arts Commission Special Meeting of January 10, 2012.

**RECOMMENDATION: RECEIVE AND FILE**

f) Draft Cultural Arts Commission Minutes for Special Meeting January 17, 2012.

**RECOMMENDATION: RECEIVE AND FILE**

g) Action Minutes, Planning Commission Meeting of February 8, 2012.

**RECOMMENDATION: RECEIVE AND FILE**

h) Action Minutes, Parking and Public Improvements Commission Meeting of January 26, 2012.

**RECOMMENDATION: RECEIVE AND FILE**

i) Draft Centennial Committee Minutes January 23, 2012.

**RECOMMENDATION: RECEIVE AND FILE**

j) Draft Parks and Recreation Meeting of January 23, 2012.

**RECOMMENDATION: RECEIVE AND FILE**

**CITY OF MANHATTAN BEACH**

**MEMORANDUM**

TO: Honorable Mayor and Members of City Council

THROUGH: David N. Carmany, City Manager

FROM: Liza Tamura, City Clerk

DATE: February 21, 2012

SUBJECT: Amendment to the January 3, 2012 City Council Minutes

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**RECOMMENDATION**

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

**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 concurred that adequate direction has been given to staff for Item Nos. 22-25, which are a mix of short, medium and long term timelines; therefore, no further action is necessary; 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; 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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](http://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.

01/03/12-11 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 concurred that adequate direction has been given to staff for Item Nos. 22-25, which are a mix of short, medium and long term timelines; therefore, no further action is necessary; 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; 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.

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Liza Tamura  
Recording Secretary

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Nicholas W. Tell, Jr.  
Mayor

ATTEST:

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Liza Tamura  
City Clerk

**CITY OF MANHATTAN BEACH  
MINUTES OF THE  
SPECIAL CITY COUNCIL  
STRATEGIC PLANNING MEETING  
JANUARY 20, 2012**

The Special Work Plan Meeting of the City Council of the City of Manhattan Beach, California, was held on the 20<sup>th</sup> day of January, 2012, at the hour of 8:30 a.m., in the Police/Fire Conference Room, 400/420 15<sup>th</sup> Street

**ROLL CALL**

Present: **City Council:** Lesser, Howorth, Montgomery, Powell and Mayor Tell.  
**Staff:** City Manager Dave Carmany, City Attorney Roxanne Diaz, City Clerk Liza Tamura, Community Development Director Richard Thompson, Finance Director Bruce Moe, Police Chief Eve Irvine, Fire Chief Bob Espinosa, Human Resources Director Cathy Hanson, Parks and Recreation Director Richard Gill and Public Works Director Jim Arndt.  
**Consultants:** Marilyn Snyder, Facilitator Snyder & Associates and Gail Tsuboi, Graphic Recorder

Absent: **City Council:** None.  
**Staff:** None.

Clerk: Tamura.

**AUDIENCE PARTICIPATION**

The following individuals spoke on Work Plan items:

- Richard Zeif
- Jim Fasola, Hermosa Beach
- Manhattan Beach Fire Battalion Chief Frank Chiella
- Paul Gross

**SCHEDULED – STRATEGIC PLANNING SESSION**

- 01/20/12-1. Introduction of the Facilitator, City Council and Department Heads.
- 01/20/12-2. Identify the City's Strengths and Accomplishments in 2011.
- 01/20/12-3. Identify Current Internal Weaknesses/Challenges.
- 01/20/12-4. Identify External Factors/Trends that Will/Might Have an Impact on the City in the Next Three Years.
- 01/20/12-5. Develop a Mission Statement.
- 01/20/12-6. Identify Three Year Goals.
- 01/20/12-7. Identify 6-Month Strategic Objectives.
- 01/20/12-8. Identify Next Steps/Follow-Up Process to Monitor Progress on the Goals and Objectives.
- 01/20/12-9. Summary of Strategic Plan Meeting.

Throughout the day, the City Council and Staff addressed the subject matters above. At the end of the meeting, the following Mission Statement and Three-Year Goals were created:

Mission Statement: The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, businesses and visitors.

Three-Year Goals (2012-2015):

- Maintain and enhance financial stability
- Increase Organizational effectiveness and efficiency
- Maintain and enhance city facilities, programs and the infrastructure
- Encourage engagement and increase participation of residents and businesses

Council reviewed the next steps and follow-up process and scheduled the next Strategic Plan Meeting for Wednesday, July 11, 2012.

### **ADJOURNMENT**

The meeting was duly adjourned at 3:58 p.m. 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, February 7, 2012, in the City Council Chambers of City Hall, 1400 Highland Avenue, in said City.

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Liza Tamura  
Recording Secretary

ATTEST:

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Nicholas W. Tell, Jr.  
Mayor

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Liza Tamura  
City Clerk

**CITY OF MANHATTAN BEACH  
MINUTES OF THE  
SPECIAL CITY COUNCIL  
STRATEGIC PLANNING MEETING  
JANUARY 31, 2012**

The Special Work Plan Meeting of the City Council of the City of Manhattan Beach, California, was held on the 31<sup>st</sup> day of January, 2012, at the hour of 5:36 p.m., in the City Council Chambers, located at 1400 Highland Avenue, Manhattan Beach, CA 90266.

**ROLL CALL**

Present: **City Council:** Lesser, Howorth, Montgomery, Powell and Mayor Tell.  
**Staff:** City Manager Dave Carmany, City Clerk Liza Tamura, Community Development Director Richard Thompson, Finance Director Bruce Moe, Police Chief Eve Irvine, Fire Battalion Chief John Weber, Human Resources Director Cathy Hanson, Parks and Recreation Director Richard Gill, Public Works Director Jim Arndt and Administrative Assistant to the City Manager Patricia Schilling

Absent: **City Council:** None.  
**Staff:** None.

Clerk: Tamura.

**AUDIENCE PARTICIPATION**

**The following individual spoke on this item:**

- **Frank Wattles**

**SCHEDULED – STRATEGIC PLANNING SESSION**

**REVIEW AND DISCUSSION OF THE 2011-2012 WORK PLAN AND CITY  
COUNCIL STRATEGIC PLAN**

City Manager Carmany summarized the January 20, 2012 Strategic Planning Meeting and the posting of the video to the City's website.

The City Council discussed the recommended list of projects, budget line and quarterly update.

**CITY MANAGER REPORTS**

City Manager Dave Carmany provided an update on a recent meeting that the City had with Caltrans officials regarding the fatal accident that happened on Sepulveda Boulevard and 8<sup>th</sup> Street. He stated that the outcome of the meeting provided both interim/short term solutions which include turn restrictions and U-turn restrictions; along with long term solutions which include an upgraded traffic signal with a protected left turn.

City Manager Carmany also reminded the public about the upcoming Walking School Bus event.

**OTHER COUNCIL BUSINESS, COMMITTEE AND TRAVEL REPORTS**



**ADJOURNMENT**

The meeting was duly adjourned at 7:37 p.m. 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, February 7, 2012, in the City Council Chambers of City Hall, 1400 Highland Avenue, in said City.

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Liza Tamura  
Recording Secretary

ATTEST:

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Nicholas W. Tell, Jr.  
Mayor

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Liza Tamura  
City Clerk

**CITY OF MANHATTAN BEACH  
MINUTES OF THE CITY COUNCIL  
CLOSED SESSION MEETING  
FEBRUARY 7, 2012**

The Closed Session Meeting of the City Council of the City of Manhattan Beach, California, was held on the 7<sup>th</sup> day of February, 2012, at the hour of 4:31 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 Diaz.  
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 4:32 p.m.

**RECESS INTO OPEN SESSION**

Council reconvened into Open Session at 6:05 p.m.

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

**ADJOURNMENT**

At 6:05 p.m. the meeting was recessed to the 6:30 p.m. Regular City Council Meeting on Tuesday, February 7, 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  
FEBRUARY 7, 2012**

The Regular Meeting of the City Council of the City of Manhattan Beach, California, was held on the 7<sup>th</sup> day of February, 2012, 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](http://www.citymb.info).

**PLEDGE TO FLAG**

Candace Cameron, an 8<sup>th</sup> Grader at Manhattan Beach Middle 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**

02/07/12-1. Presentation of Certificates to the Winners of the 2011 Fire Department Annual "Home Escape Plan" Contest

Mayor Tell, on behalf of the City Council, with Fire Engineer/Paramedic Brian Yount presented certificates and City pins to the following winners of the 2011 Fire Department Annual "Home Escape Plan" Contest: **Hatcher Johnson** (Pacific), **Kirra Troeger** (Grandview), **Kaitlin Beltran** (American Martyrs), **Nicole Wuelfing** (Pennekamp), **Betina Lounsbury** (Robinson) and **Isabella Sewell** (Meadows).

02/07/12-2. Designation of Properties as Culturally Significant Landmarks and Presentation of Plaques

Mayor Tell, on behalf of the City Council, along with former Mayor **Jan Dennis** and **Heritage Conservancy Member Robin Kirk**, presented Landmark Plaques to the following four property owners identifying their properties as culturally significant landmarks: **Frank Matranga** of 118 North Ardmore Avenue; **Cheryl Crabtree** of 328 28<sup>th</sup> Street; and **Michelle Demarko** of 2620 Alma Avenue. The Council also recognized property owner **Loralee Litchfield Cameron** of 129 13<sup>th</sup> Street, who was unable to attend.

**CONSENT CALENDAR**

The Consent Calendar (Item Nos. 3 through 11), consisting of items under *General Consent* and *Boards and Commissions*, was approved by motion of Councilmember Montgomery, seconded by Mayor Pro Tem Powell and passed by unanimous roll call vote; with the exception of Item Nos. 3a (which was continued to the February 21, 2012 City Council meeting), 9 and 11 which were considered later in the meeting under *Items Removed From the Consent Calendar*.

Prior to voting on the Consent Calendar, Mayor Pro Tem Powell requested that the date of the Library Commission Meeting minutes (Item No. 3a) be corrected on the City Council agenda to show that the meeting was held on December 12, 2011, not January 9, 2012.

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

**GENERAL CONSENT**

02/07/12-3. 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*
- b) *City Council Meeting (Closed Session) and Regular City Council Meeting of January 17, 2012*
- c) *Draft Cultural Arts Commission Meeting of December 13, 2011*
- d) *Parks and Recreation Commission Meeting of December 13, 2011*
- e) *Library Commission Meeting of December 12, 2012*
- f) *Planning Commission Meeting of January 25, 2012*
- g) *Draft Finance Subcommittee Meeting of January 17, 2012*
- h) *Centennial Committee Meeting January 9, 2012*

The Council continued the January 3, 2012, City Council Meeting minutes; approved the January 17, 2012, City Council Meeting minutes; and received and filed the minutes from the City Council Subcommittees, City Commissions and Committees, as amended.

02/07/12-4. *Adoption of Ordinance No. 2156 Amending the Manhattan Beach Zoning Code and Establishing Regulations for the Operation of Food Trucks on Private Property*

The Council adopted Ordinance No. 2156, an Ordinance of the City of Manhattan Beach Establishing Regulations for the Operation of Food Trucks on Private Property.

02/07/12-5. *Ratification of Motor Fuel Purchase from Southern Counties Oil in the Amount of \$27,494.77*

The Council waived formal bidding per Municipal Code Section 2.36.140 (waivers) and approved ratifying the purchase of fuel from Southern Counties Oil in the Amount of \$27,494.77.

02/07/12-6. *Purchase of Four Budgeted Replacement Police Motorcycles from Huntington Beach Honda (\$95,805.36)*

The Council approved the award of Bid #858-12 to Huntington Beach Honda in the amount of \$95,805.36 for the budgeted purchase of four replacement Police motorcycles.

02/07/12-7. Purchase of One Budgeted Replacement Vehicle for the Police Department From Wondries Fleet Group in the Amount of \$27,950.98

The Council approved one item on Bid #859-12 to Wondries Fleet Group in the amount of \$27,950.98 for the budgeted replacement of a Police vehicle.

02/07/12-8. Financial Reports:

a) Ratification of Demands: January 19, 2012 and February 2, 2012

b) Investment Portfolio for the Month Ending December 31, 2011

c) Financial Reports for the Month Ending December 31, 2011

The Council approved with no exception Warrant Register No. 18B in the amount of \$3,030,080.44 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 December 31, 2011; and received and filed the Financial Reports for the month ending December 31, 2011.

02/07/12-9. Fiscal Year 2011-2012 Mid-Year Budget Review

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

02/07/12-10. Two Year Contract Extension with Lance, Soll & Lunghard, LLP to Provide Professional Audit Services (\$80,256)

The Council approved a contract extension with Lance, Soll & Lunghard, LLP, Certified Public Accountants, to provide financial audit services for two additional fiscal years audits for fiscal year ending June 30, 2012 and June 30, 2013.

02/07/12-11. Designating Pacific Avenue and Redondo Avenue as Bicycle Friendly Streets

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

**COMMUNITY ANNOUNCEMENTS**

02/7/12-19. Don Gould Re Library Events

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

02/7/12-20. George Butts Re Community Emergency Response Team (CERT)

**George Butts, President of the CERT Board of Directors**, announced that 32 individuals graduated from the CERT program last month; that CERT has trained a total of 335 people; and that there are 289 residents on their roster.

02/7/12-21. Vickie Wippel Re Waste Management Services

**Vickie Wippel, Waste Management Community Relations Manager**, reminded residents that they can get new trash carts or change-out their current carts by calling Waste Management at (310) 830-7100.

02/7/12-22. Councilmember Howorth Re Kick-Off

Councilmember Howorth noted Robinson Elementary School's "Walking School Bus" kick-off on February 8, 2012.

02/7/12-23. Councilmember Howorth Re Send-Off

Councilmember Howorth encouraged residents to attend the Mira Costa High School Choir's fundraiser/send-off, for their performance at Carnegie Hall, on February 12, 2012 at 5:30 p.m. at Mira Costa High School.

02/7/12-24. Councilmember Howorth Re Math Team from Manhattan Beach Middle School

Councilmember Howorth announced that a team of ten students from Manhattan Beach Middle School placed first in the "Math Counts" competition and that six individual students placed in the top 20, including first and third place. She suggested that these students be recognized at a Council meeting after the State competition on March 17, 2012.

02/7/12-25. Mayor Pro Tem Powell Re Free Tax Advice

Mayor Pro Tem Powell advised that the IRS will be providing free tax services to individuals 55 and older and that those interested should call (310) 546-1911 for further information.

02/7/12-26. Councilmember Montgomery Re Leadership Manhattan Beach

Councilmember Montgomery announced Leadership Manhattan Beach's fundraiser at California Pizza Kitchen on February 13, 2012.

02/7/12-27. Mayor Tell Re State of the City

Mayor Tell reported that he gave the "State of the City" address this morning and that he will be repeating his presentation at the Rotary Club meeting on February 13, 2012.

02/7/12-28. Mayor Tell Re "Walking and Talking" Group

Mayor Tell mentioned that his Mayor's Moai Walk (a walk for anyone wishing to talk about City issues) meets every Council Tuesday at 9:00 a.m. at Peet's Coffee.

02/7/12-29. Viet Ngo Re Public Officials

**Viet Ngo, Anti Public Corruption Advocacy**, encouraged residents to report crimes by public officials.

**AUDIENCE PARTICIPATION**

02/7/12-30. Ed Skebe Re Unsatisfactory Work by Utility Companies

**Ed Skebe** presented a photo to substantiate his concerns over the unacceptable job done by Verizon and Time Warner with regard to wires on utility poles. He urged the Council to hold the utility companies accountable for the removal of old wires and the clean-up of "loops and tangles."

02/7/12-31. Steve Guidone Re Arson Investigation

**Steve Guidone** discussed the arson fire at the building in which his dental business was located. He questioned whether everything possible had been done to apprehend the person responsible and requested that the City explore the possibility of soliciting help from Los Angeles County, the State or Federal arson teams.

02/7/12-32. Arpad Pallal Re Cost Cutting Measures

**Arpad Pallal, 200 Block of 8<sup>th</sup> Street**, expressed his disappointment with the Council's lack of discussion regarding cost-cutting measures. He stressed the importance of paying attention to how the taxpayers' dollars are spent and voiced his opinion that the number one priority should be employee union contracts.

02/7/12-33. Viet Ngo Re Public Officials

**Viet Ngo, Anti Public Corruption Advocacy**, discussed public officials' continued disregard for the law.

02/7/12-34. Councilmember Montgomery Re League of California Cities' Poll

Councilmember Montgomery mentioned an article in *Westways* Magazine regarding a League of California Cities' poll about the State Legislature.

02/7/12-35. Mayor Pro Tem Powell Re Undergrounding Wires

With regard to comments made earlier in the meeting, Mayor Pro Tem Powell asked City Manager Carmany to contact the utility companies to clean up the undergrounding wires.

02/7/12-36. Mayor Pro Tem Powell Re Reward for Arsonist

Referencing another speaker's comments earlier in the meeting, Mayor Pro Tem Powell requested information on the process for establishing a reward for information leading to the arrest of the arsonist.

City Manager Carmany related his uncertainty as to whether this would be appropriate, but acknowledged that he will follow up on the idea.

**PUBLIC HEARINGS**

02/07/12-12. Public Hearing Regarding Utilization of Community Development Block Grant (CDBG) Funds

Mayor Tell introduced the subject item and Assistant Planner Angelica Ochoa provided the staff presentation.

Assistant Planner Ochoa responded to Council questions.

Mayor Tell opened the Public Hearing at 7:18 p.m.



**The following individuals spoke on this item:**

- **Stephanie Morales, South Bay Center for Counseling**
- **John Merryman, South Bay Family Health Care**
- **Marilyn Raffin, Beach Cities Health District**
- **Sayward Daley, 1736 Crisis Center**
- **Tina Harris, South Bay Children's Health Center**
- **Dorothy Forba, Project Touch**

Mayor Tell closed the Public Hearing at 7:28 p.m.

**MOTION:** Councilmember Howorth moved to adopt Resolution No. 6339; approve authorizing the City Manager to execute the agreement with the City of Hawaiian Gardens, and approve an allocation of general funds received to the identified public service agencies for the 2012-2013 Fiscal Year. 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.

02/07/12-13. Renewal of the North Manhattan Beach Business Improvement District (BID) for Fiscal Year 2011-2012

Mayor Tell introduced the subject item and Revenue Services Manager Steve Charelian provided the staff presentation.

Finance Director Bruce Moe and Revenue Services Manager Charelian responded to Council questions.

Mayor Tell opened the Public Hearing at 7:32p.m.

**The following individual spoke on this item:**

- **Michelle Murphy, 4400 Block of the Strand**

Mayor Tell closed the Public Hearing at 7:34 p.m.

**MOTION:** Councilmember Howorth moved to adopt Resolution No. 6340 providing for the collection of assessments for the North Manhattan Beach Business Improvement District (NMBBID) and approved ratifying the BID advisory board members for 2012. 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.

02/07/12-14. Regulations for Mobile Food Trucks in the City of Manhattan Beach: Ordinance No. 2157 Amending the Manhattan Beach Municipal Code and Adding a New Chapter 3.68 Regarding Mobile Food Vendors on the Public Right-of-Way

Mayor Tell introduced the subject item and City Attorney Roxanne Diaz provided the staff presentation.

Finance Manager Bruce Moe, Community Development Director Richard Thompson and City Attorney 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, of Dermer Behrendt**, representing the Food Truck Association

Mayor Tell closed the Public Hearing at 7:46 p.m.

City Attorney Diaz handed out a revised Ordinance No. 2157 explaining that Paragraph "L" was completely removed, and after talking with the Food Truck Association, Paragraph "C" on Page 2, Subsection 3.68.030, was removed in favor of "B" "the vending vehicle does not obstruct pedestrian or vehicular traffic", which was clearer.

**MOTION:** Councilmember Howorth moved to waive further reading and introduce Ordinance No. 2157, as amended, adding new chapter 3.68 regarding Mobile Food Vendors and further amending the Manhattan Beach Municipal Code. 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.

**GENERAL BUSINESS**

02/07/12-15. Review of the Pilot Program for the El Porto Parking Lot Exit

Mayor Tell introduced the subject item and Traffic Engineer Jack Rydell provided the PowerPoint presentation.

Traffic Engineer Rydell and Police Chief Eve Irvine responded to Council questions.

Councilmember Lesser disclosed that he had been on a ride along of the area with a Kelp Avenue resident and that he has friends who live on Ocean just south of 40<sup>th</sup> Street; however, stated that he has no financial interest in the issue.

**The following individuals spoke on this item:**

- **Michael Hoffman, 40<sup>th</sup> Street**
- **Shawn Papazian, 40<sup>th</sup> Street**
- **Noel Merritt, 3900 Block of The Strand**
- **Will Cherry, 3900 Block of The Strand**

- **Michelle Murphy, 4400 Block of The Strand**
- **Ed Skebe, 200 Block of Kelp Street**
- **Art Merkin, 3900 Block of The Strand**
- **Fred Cohen, Kelp Street**

Council directed staff to approve replacing existing signs at the Ocean Drive and 40<sup>th</sup> Street intersection as described by Traffic Engineer Rydell; placing a temporary barricade to force left turns on Southbound Ocean to 40<sup>th</sup> Street between 3:00 p.m. and 8:00 p.m. Monday through Friday; and replacing traffic spikes at the exit of the El Porto parking lot.

Council further directed Traffic Engineer Rydell to bring back a more comprehensive study of all of the issues discussed including using eastbound 40<sup>th</sup> Street as a possible exit from the El Porto parking lot and to evaluate signal timing on Highland to ensure proper timing.

Council further requested that the study should include all twelve locations for a period of one year, using weekly intervals, during all four seasons of the year, and on an hourly basis.

Hearing no objection, it was so ordered.

#### **RECESS AND RECONVENE**

At 9:11 p.m. the Council recessed and reconvened at 9:19 p.m. with all Councilmembers present.

#### **02/07/12-16. Status Update on Energy Efficiency and Water Conservation Programs from the Environmental Task Force**

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

There were no requests to speak on this item.

Mayor Tell received and filed the status update on the energy efficiency and water conservation programs of the Environmental Task Force.

Hearing no objections, it was so ordered.

#### **02/07/12-17. Goals for Fiscal Year 2012-2013 Budget**

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

Finance Director Moe responded to Council questions.

There were no requests to speak on this item.

Mayor Pro Tem Powell requested that Council be provided with year-to-date and budget-to-budget comparisons at the beginning of the budget process.

Mayor Tell received and filed the status report.

Hearing no objections, it was so ordered.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

02/07/12-9. Fiscal Year 2011-2012 Mid-Year Budget Review

Councilmember Lesser explained that he pulled this item off the Consent Calendar in order to allow Finance Director Bruce Moe to present the highlights of the mid-year budget review.

Finance Director Moe summarized some of the budget highlights.

**MOTION:** Councilmember Howorth moved to approve the Fiscal Year 2011-2012 Mid-Year Budget Review. 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.

02/07/12-11. Designating Pacific Avenue and Redondo Avenue as Bicycle Friendly Streets

Councilmember Lesser pulled this item for clarification on the implementation of the proposal in the staff report.

City Traffic Engineer Jack Rydell responded to Council questions.

**MOTION:** Councilmember Lesser moved to approve designating Pacific Avenue and Redondo Avenue as Bicycle Friendly Streets. 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 MANAGER REPORT(S)**

02/07/12-35. City Manager Re Upcoming Meeting

City Manager Carmany reminded everyone that the Capital Improvement Plan (CIP) Workshop Meeting will be held on February 28, 2012.

02/07/12-36. City Manager Re Hotel Operators

City Manager Carmany reported that he had an initial meeting with hotel operators and that they will be talking amongst themselves about a "T-Bid" and a Business Improvement District specifically for hotels. He added that once they get that in focus, they will return and ask the Council to take a look at it.

**OTHER COUNCIL BUSINESS, COMMITTEE AND TRAVEL REPORTS**

02/07/12-18. Calendar of Meetings for Los Angeles County Library, Manhattan Beach

Mayor Pro Tem Powell presented a one page calendar showing future City Commission meetings that will discuss the new County Library and art projects, for which he and Councilmember Lesser are liaisons as well as the Arts Committee Subcommittee representatives.

Councilmember Lesser commented that the purpose of the calendar is just to give an update on where the project stands and what the upcoming opportunities are for the public to comment on them.

02/07/12-37. Mayor Pro Tem Powell and Councilmember Montgomery Re Independent Cities' Association Meeting

Mayor Pro Tem Powell and Councilmember Montgomery reported on discussions at the recent Independent Cities' Association meeting, including the State of California's desire to shift responsibilities to municipalities without providing funding. They were also provided with updated information by the Drug Enforcement Agency with regard to medical marijuana and moratoriums in cities.

**ADJOURNMENT**

At 10:20 p.m. the Regular City Council meeting of February 7, 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, February 21, 2012, in the City Council Chambers of City Hall, 1400 Highland Avenue, in said City.

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Liza Tamura  
Recording Secretary

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Nicholas W. Tell, Jr.  
Mayor

ATTEST:

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Liza Tamura  
City Clerk

## **CULTURAL ARTS COMMISSION**

### **Minutes**

January 10, 2012

Manhattan Beach City Hall

1400 Highland Avenue

Manhattan Beach, CA 90266

#### **I. CALL TO ORDER**

The meeting called to order at 6:07 p.m.

#### **II. ROLL CALL**

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

Absent: Commissioner Susan Sweeney

Others Present: Mayor Pro Tem Wayne Powell, Council Member David Lesser, Parks & Recreation Director Richard Gill, Acting Cultural Arts Manager Megumi Sando Moisen, and Vicky Huynh, Recreation Leader II.

#### **III. APPROVAL MINUTES**

The minutes of the November 4 and 8, 2011 Cultural Arts Commission Meetings were approved as written.

#### **IV. AUDIENCE PARTICIPATION**

None.

#### **V. GENERAL BUSINESS**

##### **12/0110-01 The Use of the Public Art Funds for the Centennial and New Library Art Projects**

Parks and Recreation Director Richard Gill reported the recent development of the Public Art Fund allocations to the Commission. During the Cultural Arts Commission meeting on November 4, 2011, the Commission recommended up to \$200,000 of the Public Art Funds be used to develop a high quality art piece for the City's Centennial in 2012. Subsequently, the City has been approached by the Los Angeles County Arts Commission to consider adding some of the City's Public Art Funds to the art project budget for the new Manhattan Beach Library, which would total \$137,000 including the removal cost of existing artwork and contingency fund.

In the January 3, 2012 City Council meeting, staff requested direction from the City Council for the use of Public Art Funds. The City Council approved the use of up to \$400,000 of the uncommitted Public Art Funds for the two major public art projects -- the City's Centennial Celebration and artwork at the new Manhattan Beach Library. During the meeting, Mayor Pro Tem Wayne Powell and Council Member David Lesser were assigned to work with the Cultural Arts Commission to develop a process of selection,

implementation, and community involvement, and will report back to the entire City Council.

At the beginning of the Commission meeting, Council Member Lesser distributed a memo to the Cultural Arts Commissioners and some audience members listing the following discussion points: 1) vision of the Centennial project; 2) budget for the two projects; 3) timelines for the Centennial project and for supplementing the library art; 4) selection criteria; 5) integration of the City's Public Art Funds to the County's Civic Art Program; and 6) process.

**Vision of the Centennial Project:** Mayor Pro Tem Powell stated that the Centennial Art could be a monumental piece commemorating the city's 100 year history, reflective of the past, present and future. On the contrary, Manhattan Beach resident Jim Murray recommended the project's vision statement be broad, abstract, and less restrictive for artists to create quality art. Commissioner Rosenthal commented that the Centennial Project's vision statement should be one that celebrates the community of Manhattan Beach, not its history. Council Member Lesser saw the project's lack of definition, and the vision statement needed to be more tangible. Commissioner Samuels also stated that a solid vision statement needed to be developed.

**Budget:** Council Member Lesser mentioned that some council members had commented that an equal commitment of Public Trust Funds to the two projects was preferable. He also shared his view that the total commitment of \$300,000 for both projects would be legitimate. The Cultural Arts Commission agreed to be conservative on budget not to exceed \$300,000 in total, considering other possible expenses such as conservation and restoration. Responding to the Commission's suggestion to allocate \$200,000 for the Centennial Project, Council Member Lesser addressed the importance of supplementing the library project by suggesting more than \$130,000 of the Public Art Funds for the new library.

**Integration of Funds:** The Commission shared their concerns for the integration of the City's Public Art Funds to the County's Civic Art Fund for the new Library Art Project. Mr. Murray reported from the first Library Art Meeting with the County, in which he saw the County was set with the idea of working with only one artist. Commissioners and members from the community commented that it was premature to determine the amount of commitment because they were unclear how the City fund was going to be used in the County project.

**Timeline:** Councilmember Lesser expressed his concern with the tightness of timeline for the Centennial piece(s) to be completed before the end of 2012. He stated that it was more important to have the right artwork than rushing to make a decision prematurely. Commissioner Humbarger explained the possibility of having an additional temporary celebratory artwork this year for the occasion that the permanent Centennial art piece could not complete in time.

**Selection Process:** Using her website, Commissioner Rosenthal showed the Commission's review process of possible artists for the Centennial Project recommended by the Commissioners and a group of local art experts. She explained that they were going to select finalists by interviews and studio visits.

Council Members Powell and Lesser requested the Commission spend more time to clarify the process and define the vision, process, and budget of the Centennial project. The Commission agreed to have a special meeting on January 17, 2012 to continue their discussion to solidify the scope of the Centennial project and to decide the allocations of the Public Art Funds to the Centennial and the New Library Art Projects.

**VI. REPORTS AND OTHER BUSINESS**

Mr. Murray commented that Manhattan Beach community lacked opportunities of arts education. He stated that bringing art education into the school system and making a commitment to arts was desired. Commissioner Rosenthal also mentioned the importance of arts education and transparency, suggesting creating a forum where the community can learn and communicate with each other regarding arts.

**VII. ADJOURNMENT**

The meeting adjourned at 9:15p.m. Commissioner De Maria motioned to meet on January 17, 2012 at 6:00 p.m. for a special meeting.

DRAFT



# CULTURAL ARTS COMMISSION SPECIAL MEETING

## Minutes

January 17, 2012

Manhattan Beach City Hall

1400 Highland Avenue

Manhattan Beach, CA 90266

### I. CALL TO ORDER

The meeting called to order at 6:10 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, Acting Cultural Arts Manager Megumi Sando Moisen, and Vicky Huynh, Recreation Leader II.

### III. APPROVAL MINUTES

None.

### IV. AUDIENCE PARTICIPATION

None.

### V. GENERAL BUSINESS

12/0117-01 The Use of the Public Art Funds for the Centennial and the New Library Art Projects

#### **Funding Allocation for the Centennial and New Library Projects:**

Parks and Recreation Director Richard Gill illustrated the importance of supplementing the New Library Art Project. The Commissioners and several members from the community hesitated to commit the Public Art Funds to the new library project because they were uncertain of how the additional funding was going to be used and how the City's funding would make a difference. Commissioner Humbarger stressed that they need more information before making the decision.

Commissioner De Maria suggested that the City purchase an artwork and loan it to the County library, in which the Commission could still have influence on the selection of artwork. Mr. Gill replied that it would still go through the County's selection process because it is going to be on the property of the County.

The Commissioners agreed to consider the Centennial and New Library Projects separately, focusing on the Centennial project because they could be directly involved in the outcome. Several possibilities of allocation of up to \$400,000 of the Public Art Funds were discussed:

- Allocate \$150,000 each for the Centennial Art and the New Library Art. Secure \$200,000 for the Centennial project first and determine the amount of donation to the library project later (as needed).
- Commit up to \$200,000 for the Centennial project and donate the amount that makes the budget of both projects equally.

A MOTION was made by Commissioner Samuels and seconded by Commissioner Sweeney to recommend allocating \$200,000 of the Public Art Funds to the Centennial Art Project and up to \$63,000 to the Library Art project.

Ayes: Samuels, Sweeney, De Maria, Rosenthal.  
Noes: Humbarger.  
Abstain: None.  
Absent: None.

**Centennial Art Project:**

A discussion on potential artists in consideration for the Centennial Art Project commenced. The Cultural Arts Commission and community members discussed options of purchasing or commissioning artwork. Manhattan Beach resident Alison Wright recommended purchasing an existing artwork and moving it to a location nearby the new library after the Centennial celebration ends. The Commission chose to commission artwork, knowing that the project was not going to be finished in 2012.

The Commission determined the vision statement of the Centennial Art Project as follows: *The Manhattan Beach Cultural Arts Commission's goal is to commission a significant piece of Public Art to acknowledge Manhattan Beach's first 100 years.* The public art project is to create an exceptional experience for locals and visitors, by strengthening the visual identity of Manhattan Beach. The project also aims to foster community dialogues reflecting the dynamics of art, the site, audience, and its context.

Ms. Wright also suggested reinstating the Arts Festival in the Centennial celebration by using the Public Art Funds, and the Commission agreed to have the festival in addition to the permanent Centennial artwork.

A tentative timeline for selection of the permanent Centennial Art Project was determined as follows:

May 8, 2012	Selection of three (3) finalists
June, 2012	Orientation/tour for to the finalists
July 10, 2012	Conceptual design due
August 4, 2012	Design review and recommendation with ranking by the Cultural Arts Commission
September 4, 2012	Presentation to City Council

Manhattan Beach resident Gary McAulay requested the Commission involve the public in the artist selection process. Acting Cultural Arts Manager Megumi Moisen expressed

that the City was going to publicize the Cultural Arts Commission meetings and the progress of the Centennial Project via internet, e-blasts, and press releases to the local press.

**VI. REPORTS AND OTHER BUSINESS**

Ms. Wright introduced an Artist-in-Residence program in San Diego, where the community could communicate with artists and be involved in the development of art projects. She also referred to the “Cultural Treasure Hunt” program by the Craft and Folk Art Museum in Los Angeles, in which art pieces travel around the City at various locations such as restaurants and stores.

**VII. ADJOURNMENT**

The meeting was adjourned at 9:25 p.m. to the next Cultural Arts Commission meeting on Tuesday, February 14, 2012.

DRAFT



## PARKING AND PUBLIC IMPROVEMENTS COMMISSION ACTION MINUTES

January 26, 2012

6:43 P.M.

- 
- A. Call Meeting to Order
- B. Roll Call Present: Adami, Silverman, Fournier, and Stabile. Vigon arrived at 6:47 P.M.
- C. Approval of Minutes  
*1/26/12-1 December 1, 2011*  
Approved. (4-0)
- D. Audience Participation  
None.
- E. General Business  
*1/26/12-2 Pennekamp Elementary School Area Follow-up Evaluation*  
The Parking and Public Improvements Commission (PPIC) held a public meeting and recommended that City Council conclude that the traffic safety measures installed are effective, they are supported by Pennekamp Elementary School and area residents, and should be made permanent. (5-0)
- F. Commission Items  
None.
- G. Staff Items  
*1/26/12-3 Monthly Revenue and Expenditure Report for October 2011 and November 2011.*  
Received and Filed.  
  
*1/26/12-4 Notice to hold Special PPIC Meeting on February 16, 2012 and Regular PPIC Meeting on February 23, 2012.*  
Management Analyst Madrid noted that the Special PPIC Meeting on February 16, 2012 has been cancelled and that the next PPIC meeting will be on the regular meeting date of February 23, 2012.
- H. Adjournment to February 23, 2012.

## Manhattan Beach Centennial Committee

January 23, 2012 – 5:00 p.m. City Hall Council Chambers

### Minutes

Attendees: Mayor Nicholas Tell; Councilmember Richard Montgomery; Committee Members Annie Walker, Jan Dennis, Jeanna Harkenrider, Irene Cotter, Larry Lemoine, and Oliver Schulster; Director of Parks and Recreation Richard Gill, and Recording Secretary Mary Kirchwehm

#### Audience Participation

Paul Silva, publisher and editor in chief of the *Beach Reporter*, reported that his goal is to have a centennial corner with regular updates on the parade and any information that will be sent to him relating to the centennial. Mr. Silva encouraged the Committee to call him or to email him at [psilva@tbrnews.com](mailto:psilva@tbrnews.com)

Richard Montgomery inquired if something would be in the paper every week or every two weeks in the *Beach Reporter*. Mr. Silva reported that he would like to have a historical corner in the paper with old photos and write about what is happening with the centennial now. Mr. Silva expressed his interest in being a media sponsor.

Irene Cotter provided a brief synopsis of the mall event and timeline to Mr. Silva.

James Gill provided each committee member with a brass centennial coin and thanked the committee for the opportunity to sell the coins. Mr. Gill reported that as soon as he covers his cost, he will share the proceeds with the Committee. He also reported that he will produce silver coins for dignitaries participating in the parade and will sell them to the committee at cost. Mr. Gill stated that he is looking forward to selling the Centennial coins at the mall event. Annie Walker inquired if there is a website where the coins can be purchased. Mr. Gill reported that the coins are available on Facebook and Ebay, and he would have the [MB100coin.com](http://MB100coin.com) website available within a week. Mr. Gill provided his email address ([jamesrgill@aol.com](mailto:jamesrgill@aol.com)) if anyone has any questions or would like to contact him.

#### Meeting Topics

**Review Meeting Notes:** The Committee reviewed and adopted the January 9, 2012 Centennial Meeting notes as written.

## **Committee Reports:**

### **Events Update:**

#### **Budget Report:**

Richard Montgomery reported from the financials dated January 23, 2012, the total income year to date is \$103,481.04 and the expenses year to date are \$23,738.28 and the net income year to date is \$79,742.76. The total net income year to date (includes \$500 petty cash locked in City Hall) is \$80,242.76.

#### **Consideration of an Amendment to the Purchasing Policy:**

Nick Tell suggested the possibility to broaden some of the signing authority. Grace Leung is currently the only person authorized to sign checks and he suggested that Jeanna Harkenrider also have check signing authority.

Jan Dennis requested that the dollar amount limit be reduced from the previously approved \$10,000. Nick Tell suggested lowering it to \$2,500 and the committee can approve up to \$10,000.

The Committee requested clarification on policy procedures. Nick Tell reported that each event needs to have a detailed line item budget that is approved by the Centennial Committee. The committee chair and committee should have the ability to spend within the context of that budget. If they want to exceed a line item by more than \$2,500, approval would be needed from the Purchasing Policy subcommittee, consisting of Larry Lemoine, Irene Cotter, and Annie Walker, for that line item shift. If the expenses stay within that line item budget, there is no need for subsequent authority.

Richard Gill reiterated for verification that once the budget is approved, anything exceeding \$2,500 on a line item must be approved by the subcommittee and the authorized check signers would be Grace Leung and Jeanna Harkenrider.

**Action Item:** Nick Tell reported this item will be placed on the agenda for the next meeting to discuss the details prior to formal approval.

#### **Report of New Donations:**

Richard Montgomery reported new donations were received from the Local Yolk, Manhattan Beach Country Club, Southern California Gas Company, Waste Management, and Body Glove.

#### **Sponsorships:**

Annie Walker reported that there are no updates on sponsorships at this time. However, Annie did report that Skechers donated office space, including a board room and parking, until the end of next month. They provided a phone and internet line which the Committee will be billed for at the end of the February. Annie also reported that there is a new volunteer working Mondays, Wednesdays and Fridays and would like to get the volunteers who are working at the office frequently their own MB100 email address. The Facebook page and Twitter account are up and running.

Jan Dennis inquired about the purpose of having an office. Nick Tell reported that the office is base for the volunteers to make sponsorship phone calls, send out emails and also to house merchandise where it could be accessible seven days a week.

**Insurance Update:**

Jeanna Harkenrider reported that she received an insurance quote for \$1,467.00 for a \$2 million dollar liability policy that covers five of the Centennial events, not including the holiday fireworks.

*Action Item:* The Committee approved the amount of \$1,467.00 for the insurance cost of the events.

**Recent Website Updates:**

Jeanna Harkenrider reported that she spoke with City employee Ravy Sok, Micro Computer Specialist, regarding accessing the number of visits/hits to the Centennial website. Ravy reported to Jeanna that this task would be quite time consuming and inquired if the request could be narrowed down to particular pages on the website. Jeanna then specifically requested for the number of visits/hits for the "main page" and the "list of events page".

*Action Item:* Jeanna Harkenrider will report the number of visits/hits to the Committee once she receives it from Ravy Sok.

**Community Event Registration:**

Jeanna Harkenrider reported that she received an application from the Soroptimist organization to hold their upcoming spring tea function. The application indicates that events must occur within the City of Manhattan Beach, but they are requesting to hold their event at the Ayres Hotel in Hawthorne.

*Action Item:* The Committee approved the Soroptimist hosting their event at the Ayres Hotel.

**Upcoming Centennial Events:**

**Manhattan Village Carnival:** Annie Walker requested that anyone involved in the actual ceremony to meet at the fountain in the center of the mall by 2:45 p.m. and the ceremony will begin at 3:00 p.m. Nick Tell asked for the entire Committee to be present so he can introduce them.

*Action Item:* Annie Walker will send out an email to everyone notifying them where and what time to meet.

Annie reported that since the last meeting the Mall had reduced their budget and put a few things back on the Committee, such as the photo booth. Annie stated that although there is an increase in expenses, the budget will remain under \$10,000, but it has gone up from what she reported the previous week.

Irene Cotter distributed a site plan of the Carnival event showing the locations of the various stations, photo booth, merchandise kiosk, etc. Irene reported that there will be grids placed in the center of the mall displaying 30 historical photographs.



- Annie reported that the individual schools will be posting the event on their PTA websites. Irene reported that there will be a distribution of postcards of the event going to the schools tomorrow.

Irene reported that everything, including all wiring and electrical components, needs to be up and ready prior to 11:00 a.m. City employee Jessica Vincent reported that staff is scheduled to deliver the public announcement system along with other items and will assist in setting everything up.

**Action Item:** Jessica Vincent will arrange to have staff get in contact with Irene Cotter.

**MOTION:** Nick Tell made a motion to approve the \$10,000 budget for the Manhattan Village Carnival event. The motion was seconded by Irene Cotter.

**Ayes:** Nick Tell, Richard Montgomery, Irene Cotter, Annie Walker, Jeanna Harkenrider, Larry Lemoine, Jan Dennis, and Oliver Schulster.

**Noes:** None.

**Abstain:** None.

**Absent:** Trish Pietrzak, Joe Franklin, Grace Leung, and Zack Gill.

**School Art Contest:** Irene Cotter reported that the Committee made a donation to the Neptunians in the amount of \$500 towards any materials in order to accommodate the contest. Irene inquired if the Committee wants to award prizes or collect the art and have the Committee select a particular number of art to display.

**Action Item:** Richard Montgomery clarified that after the carnival event, the Committee needs to discuss and approve all line items and costs for future events.

**Staff Reports:**

**Merchandise for Purchase and Giveaways:**

Irene Cotter presented a sample of a striped beach towel with the embroidered Centennial logo on it. The logo can be made 20% larger and it can be placed anywhere on the towel. The Committee requested for the logo to be placed at the center bottom of the towel. Oliver Schulster reported that they are trying to get 25-50 towels in time for Sunday's event.

**Action Item:** Irene will order 145 towels and request the logo to be 20% larger and moved to the center edge of the towel.

Richard Montgomery inquired about the colors of the hats. Irene reported there are beige and navy hats. Irene and Oliver recommend selling the towel for \$25 and sell the six blankets left over from the holiday fireworks for \$35.

**Other Business:**

Richard Montgomery asked for an update on banners. Oliver Schulster presented a layout of the banner in the downtown and Sepulveda area. Right now initial installation will be downtown area with about 38-40 banners total. Of the 40 banners, there are currently 9 completed banners, 8 with sponsors and one with the Centennial logo.

Annie Walker inquired if the hanging of the banners can be absorbed by the City so that there would be no cost to the Committee.

Oliver Schulster reported that the City does hang “over the street banners” but not the “pole banners.”

Richard Gill reported that he would like to see an over the street banner at different locations.

**Wrap-Up and Calendar Review**

- Monday, February 27, 2012, 5:00 p.m. Centennial Committee Meeting in the Police/Fire Conference Room
- Monday, March 12, 2012, 5:00 p.m. Centennial Committee Meeting in City Hall
- Monday, March 26, 2012, 5:00 p.m. Centennial Committee Meeting in the Police/Fire Conference Room

**Adjournment:** The meeting was adjourned to the next Centennial meeting on February 13, 2012 at 5:00 p.m. in City Hall.

DRAFT

**MB Centennial Foundation  
Income & Expenses  
YTD 1/23/12**

*Prepared by: Grace S. Leung*

**Income**

1/9/2012      **Beginning Balance ~ from Last Report on 1/9/12**      \$ 73,481.04 (Attached)

**Income Generated ~ Period 1/10/12 - 1/23/12**

Date	Event / Description	Amount
1/21/2012	Donation/Sponsorship - Chevron	30,000.00
<b>Total Income Generated ~ Period 1/10/12 - 1/23/12</b>		<b>\$ 30,000.00</b>
<b>Total Income YTD 1/23/12</b>		<b>\$ 103,481.04</b>

**Expenses**

1/9/2012      **Beginning Balance ~ from Last Report on 1/9/12**      \$ 22,493.07 (Attached)

**Expenses Incurred ~ Period 1/10/12 - 1/23/12**

Date	Vendor	Expense Description	Amount
1/19/2012	Jay Becker	Fry's Purchases to fix computers	309.90
1/19/2012	Beatriz Sic	Help to Clean & Set-Up Office	250.00
1/20/2012	GotPrint	2500 MB Centennial Postcards	185.31
1/20/2012	The Greem Screen	Green Screen for Carnival - Deposit	500.00
<b>Total Expenses Incurred ~ Period 1/10/12 - 1/23/12</b>			<b>\$ 1,245.21</b>
<b>Total Expenses YTD 1/23/12</b>			<b>\$ 23,738.28</b>
<b>Net Income YTD 1/23/12</b>			<b>\$ 79,742.76</b> **
<b>Petty Cash - Locked Boxes in City Hall</b>			<b>\$ 500.00</b>
<b>Total Net Income YTD 1/23/12</b>			<b>\$ 80,242.76</b> **

**\*\*Out of this amount ~  
Monies currently in our PayPal account ~ total \$45.65**

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

January 23, 2012  
6:30 p.m.  
City Council Chambers

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**ROLL CALL**

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

Others Present: Director of Parks and Recreation Richard Gill, Recreation Services Manager Eve Kelso, Recreation Services Manager Gina Allen, Recreation Supervisor Jessica Vincent, Older Adult Supervisor Jan Buike, Volunteer of Outdoor Activities Tom Allard, and Recording Secretary Mary Kirchwehm.

**APPROVAL OF MINUTES**

The Minutes of the December 13, 2011 Parks and Recreation Commission minutes were approved as written.

**CEREMONIAL**

None.

**AUDIENCE PARTICIPATION**

None.

## **GENERAL BUSINESS**

### 2012/0123.1 – Recommendation from the Manhattan Beach Senior Advisory Committee to Install Petanque and Shuffleboard Courts and a Horseshoe Pit on Veterans Parkway, Across From the Joslyn Center, for the Older Adults Program

Director Gill introduced Recreation Services Manager Eve Kelso, Older Adults Supervisor Jan Buike, and Volunteer of Outdoor Activities Tom Allard.

Ms. Buike reported that the Older Adults Program (OAP) became a full time program four years ago and is headquartered in the Joslyn Community Center. The OAP offers emotional, physical, social, educational, and recreational programs. The recreation programs are a very important feature of the Older Adults Program because it encourages older adults to remain active. For example, ping pong is particularly important for those with cognitive impairment and those with Alzheimer's disease.

Mr. Allard reported that ping pong began two and a half years ago with participants playing once a week. Within the past seven months, participants are now playing four times a week and there are over 1,000 players, averaging 150 players a month.

Mr. Allard reported that petanque is the longest playing sport in the Older Adults Program. It began four years ago with participants playing twice a month. Participants are currently playing once a week on Live Oak field. Within the past seven months there have been approximately 216 participants, averaging 31 players a month.

Mr. Allard reported that participants have been playing horseshoes for two years on the grass area between Joslyn Center and the Scout House. Within the past seven months there have been approximately 216 participants playing once a month, averaging 30 players a month.

Mr. Allard reported that shuffleboard began less than a year ago. It is the most recent sport added to the OAP. Shuffleboard is played in the auditorium of the Joslyn Center. For the past seven months there have been approximately 169 participants, averaging 24 players a month. After the renovations are completed, the OAP would like to make all these activities available for participants twice a week.

Mr. Allard reported that new courts in the parkway would be a great asset not only to the OAP but to the entire community. The new courts would be available on the weekends for the community to use.

Ms. Kelso presented the current locations for these activities and the prospective locations on Veterans Parkway. Ms. Kelso reported that the total anticipated cost for this project is \$31,500. This would include two petanque courts, one horseshoe pit, two shuffleboard courts and other amenities such as tables, chairs, benches, etc. The goal is to keep the courts looking as natural as possible. Ms. Kelso stated that this was included in the original Capital Improvement Project (CIP) request to the City and it will be presented to City Council when they look at CIP projects. Ms. Kelso also reported that staff will be looking at potential donations. The Senior Advisory Committee is seeking support from the Parks and Recreation Commission.

Commissioner Hersman inquired if the Veterans Memorial will be impacted in any way by these additions. Mr. Allard reported that the location will not interfere with the memorial. Commissioner Hersman also expressed concern about the horseshoe pit being too close to the path where it may impact people walking or running along the path. Mr. Allard reported that a fence can be installed around the pit. Mr. Gill reported that a back stop can also be installed.

Commissioner Nicholson inquired about required maintenance. Mr. Allard reported that the only maintenance would be raking or sweeping the petanque courts which could be done by the players. Mr. Allard does not foresee any maintenance required by City staff. Commissioner Manna inquired if equipment for these activities would be available to the entire community. Mr. Allard reported that the equipment they have would be available to the older adults but that the general public would have to bring their own. Mr. Gill reported that if there is a demand from the public, equipment could be checked out at the Joslyn Center.

Commissioner Taylor inquired if it would be possible to move the shuffleboard court to avoid having to remove the tree. Mr. Allard reported that he would have to re-measure the area. Ms. Kelso reported that they will have an answer prior to going to City Council.

Commissioner Rothans inquired if these plans have been run by the City Engineer. Ms. Kelso reported that the plans have been reviewed by the superintendent of Public Works. Commissioner Rothans reported that there may be issues with the Americans with Disabilities Act (ADA) and suggests the plans be reviewed by the City Engineer. Commissioner Cajka inquired if the location would have any effect on the Hometown Fair. Mr. Allard reported that he did not think the location would have any effect on the Hometown Fair.

Commissioner Murray inquired if donations would be accepted by corporate donors. Ms. Kelso reported that donors have not yet been secured. Commissioner Murray inquired if a 501(c) has been set up for donations. Director Gill and Commissioner Nicholson reported any donations made to the City would be tax deductible.

Commissioner Nicholson made a motion to accept the recommendations by staff with regards to the shuffleboard courts, petanque courts and horseshoe pits on Veterans Parkway and recommend City Council proceed. The motion was seconded by Commissioner Rothans.

Ayes: Commissioners Cajka, Taylor, Murray, Manna, Hersman, Nicholson, and Rothans.

Noes: None.

Abstain: None.

Absent: None.

2011/1213.2 – Discussion of Sand Dune Park Operations, and Consideration of Additional Reservation Time Slots per City Council Direction; Consideration for Permanent Fencing for the Top and Bottom of the Sand Dune

Director Gill introduced Recreation Services Manager Gina Allen and Recreation Supervisor Jessica Vincent. Director Gill provided history of the Sand Dune reservation system. Director Gill reported that after one year of the implementation of the

reservation system, staff provided a report to City Council with positive feedback on the status of the reservation system. City Council directed staff to add a time slot during lunch from Monday – Thursday (12:30); add more hours on Saturday subject to daylight hours; allow older adults to utilize the dune without a reservation (subject to availability); and issue up to 50 pre-paid passes allowing pass holders to utilize the dune without a reservation, subject to availability. City Council was clear that no more than 20 people per reservation time slot are permitted on the dune.

Ms. Vincent reported that staff provided an update to City Council on October 18, 2011 on the status of the reservation system. City Council requested staff to hold two community outreach meetings to acquire more information from the community as to whether the existing fence around the sand dune should be replaced with a permanent fence and if so to get input from the community as to what color and style would be preferred for a permanent fence. In addition City Council asked staff to inquire from the community if reservation times should expand to include Sunday and reservation times prior to 8:00 a.m. Staff distributed a variety of public notifications informing the community of the two outreach meetings. Staff held these two community outreach meetings on December 7 and December 14, 2011. During these meetings, staff received feedback from the community.

Regarding the fence around the sand dune, the majority of those who attended the meeting were in favor of a fence more aesthetically pleasing preferably the color of sand or green. The color black was also recommended since this is the color of the fencing at the City's other parks. One person at the meeting recommended no replacement and another person recommended seeking another option.

Regarding expanding the reservation system, the majority of those who attended the meetings wish to leave the reservation system alone rather than expanding hours.

Ms. Vincent also reported that it was recommended to remove the orange maintenance fence which is located at the top of the sand dune. Ms. Vincent reported that she spoke with Maintenance Superintendent Juan Price who is exploring possible options. One option would be to install a bollard. For safety reasons, some type of barrier would need to be installed. It was also requested that the community be surveyed before making any changes because it was thought that the membership and older adult passes were created prematurely. The community indicated that they would like to be notified of anything relating to the sand dune. Ms. Vincent reported that staff created an e-news posting that will provide information to anyone interested in news related to the sand dune. It would require individuals to register for e-news on the City's website and click on Sand Dune News. In addition staff circulates all notifications to participants who have registered for a class or who have made reservations on ActiveNet.

Attendees also recommended that staff maintain good records of those using the dune and any type of waitlist that may occur. Since its inception in December there is an average of approximately five older adults using the dune per day (Monday through Friday) and only one membership since inception. Staff will continue to track usage of the dune as well as track those who are turned away (due to the limit) and use the stairs. Some of the meeting attendees also recommended increasing the hourly and membership rates to offset support operations. They also recommended increasing the youth age to 16. Staff

does not support the recommendation of increasing the youth age at this time because of the likely increase in teams using the sand dune. In summation, Ms. Vincent reported that staff recommends no changes at this time other than replacement of the fence.

Commissioner Hersman requested clarification of the one membership--one member on the dune or one membership purchased. Ms. Vincent reported that one membership has been purchased since its inception in January for \$20 a month. Commissioner Hersman inquired of the frequency the sand dune reaches its 20 maximum. Ms. Vincent reported that it varies but that it peaks during the summer months. Ms. Allen reported that it has only reached its maximum capacity a couple of times since August 2010.

Commissioner Hersman inquired why Friday at 12:30 is not included with the additional time slot. Ms. Vincent reported that Friday is street sweeping at noon and if a time slot is opened during that time, cars will either park in the neighborhood or park and receive a ticket.

Commissioner Hersman requested clarification on changing the older adult age to 65. Ms. Vincent reported that staff has no recommendation. Commissioner Hersman inquired if many residents were opposed to the age change. Ms. Vincent reported that she did not recall many residents opposed the older adult age change.

Commissioner Manna inquired if the staff recommendation to leave the reservation system the same included the membership pass that was implemented in December. Ms. Vincent reported that the staff recommendation to keep the reservation system as it is does include the membership pass and the older adult pass.

Commissioner Manna inquired if there is a breakdown showing the number of residents who use the dune compared to those who are non residents using the dune. Ms. Allen reported that the majority of users are non-residents. Commissioner Nicholson stated that he saw statistics that reported 15% of the users are residents and that the utilization of the dune is at 45%. Ms. Allen confirmed that both are correct.

Commissioner Taylor inquired about the process of reservations made by groups of more than 20 people. Ms. Allen reported that no more than 20 people are allowed on the dune at any reservation whether it is a membership, older adult or a group. Ms. Allen stated that group reservations cannot be made; however, each person in the group would have to make an individual reservation.

Commissioner Rothans requested clarification on the number of people who attended the community meetings. Ms. Vincent reported that she did not have the attendance report on hand but more than 17 people attended each meeting and 17 is number of people that voted.

Commissioner Rothans reported that the chain link fence appears to be a temporary fence and inquired if a more permanent looking fence such as a wrought iron fence would appear more established. Ms. Vincent reported that the suggested chain link fence would be a permanent, 6 ft. high fence that would be powder coated and appear permanent.



Commissioner Nicholson inquired when staff anticipates the next review period. Director Gill reported that staff would continue to monitor the dune and recommend that no more changes be made unless there are problems.

Commissioner Hersman inquired if staff has an opinion on Sunday reservations. Ms. Vincent reported that children and parents can go on the dune without reservations on Sundays.

Commissioner Murray reported that she would like to see a fence that is aesthetically pleasing. Director Gill reported that it was decided to continue with the chain link fence since that is what is at the other parks in the City. Ms. Vincent reported that the chain link fence is more durable. Commissioner Cajka expressed some safety concerns with the fence blending into too much with the sand and people possibly running into it.

Commissioner Manna inquired about the structure of the membership—if it is strictly for residents or non-residents. Director Gill reported that the membership has to be offered to everyone.

Manhattan Beach resident Gary Osterhout reported that he favors no change except for the fence. Mr. Osterhout is in favor of removing the bottom fence and using other ways to monitor the dune usage. He would like to see alternatives that would make the park look attractive.

Manhattan Beach resident Dennis White requested the Parks and Recreation Commission recommend to City Council that no further expansion of hours be made to the dune facility until full impact of the recently added weekday and Saturday hours can be evaluated. Mr. White does not wish to expand to Sunday hours. He reported that it should be re-evaluated after one year. He also is in favor of a fence because the dune cannot be regulated without a fence.

Manhattan Beach resident Wendy Watanabe Winter reported that she does not understand why a change occurred in December 2011 when the Staff Report in October 2011 did not recommend a change. She reported that the restrictions that were put in place in August 2010 were working well. Ms. Winter also stated that she believes more people would have attended the community meetings in December if advance notice was given and if they were not in the midst of the holiday season when a multitude of other programs were occurring. Ms. Winter is asking the Parks and Recreation Commission to relay to City Council to keep in mind the mandate of the community.

Manhattan Beach resident David Peterson reported that he fully concurs with last two speakers.

Manhattan Beach resident Jacob Rome reported that he is co-founder of C.O.R.E. and that there are 700 people who have supported expanding the usage of the dune. Mr. Rome reported that he lives a couple hundred yards from the dune and works from 9:00 a.m. to 5:00 p.m. Mondays through Fridays. Therefore, he cannot utilize the dune until the weekend where Saturday morning time slots fill up. Mr. Rome reported that he believes the low usage hours are because the hours are during the week when people are

working. Mr. Rome stated that there are no complaints during the week or on Saturdays, and therefore would not expect any complaints on Sundays.

Manhattan Beach resident Sandy Franchini stated agrees that a fence is absolutely needed at the bottom of the dune and would like to leave Sundays for the children since adults have other options. She would also like the older adult age to be changed to either 62 or 65 years of age. Ms. Franchini requests that City Council pay attention to the residents who live by the dune and who are impacted by the dune.

Manhattan Beach resident Don Trucker reported that he believes changes were suggested because utilization was below what was expected. Mr. Trucker does not suggest a wrought iron fence because during the sand replenishment a fence would need to be temporarily moved to provide access for equipment. Mr. Trucker also reported that the age for seniors in Manhattan Beach is 55 years—the golf card and tennis card is available at 55 years. In addition, not all seniors are computer literate and this provides them an opportunity to utilize the dune without significantly increasing numbers.

Director Gill reported that two years ago, it was the target to have two sand replenishments each year, this was calculated by the number of people who use the dune. However, last year there was only one replenishment because half the number of people used the dune. This was also part of the reason why City Council took into consideration of opening it up to the seniors and the passes.

Manhattan Beach resident Rhonda Peterson reported that when the sand dune was completely open, there was a time when sand replenishment occurred every two weeks when there were 10,000 to 15,000 people a month on the dune. Ms. Peterson also stated that she is very upset that it took 12 years of discussion to get anything significant done for the citizens who live next to the park, and it took only one year for a small group of people to speak to City Council to get changes made without public input.

Manhattan Beach resident Mark Wilson presented a photo of his son after he was hit by a car on Bell Avenue by someone leaving the sand dune. Mr. Wilson recommends not to expand the hours of the dune.

Manhattan Beach resident Bob Vargow concurs with Mr. Wilson, and the first two regarding the park.

Manhattan Beach resident Bill Franchini concurs with Sandy Franchini and what has been said by the people who are requesting that no additional changes be made.

Manhattan Beach resident Kathleen Spilane reported that the last year has been heaven and is frustrated and upset by the changes and does not understand why the changes occurred when Staff recommended not to change anything and why changes were made without community input.

Commissioner Rothans reported that while he can understand those who want to increase some of the hours slightly without causing disruption, he supports the overwhelming view of no additional changes.

Commissioner Murray reported that she agrees and concurs with staff and the residents that no changes be implemented. She also stated that she would like to see a fence that would be more aesthetically pleasing with perhaps some flowers.

Commissioner Hersman reported that she is sympathetic to the residents that live near the sand dune and does not think more time slots need to be added prior to 8:00 a.m. Commissioner Hersman also agrees that it would be nice to have a fence that is more aesthetically pleasing.

Commissioner Nicholson reported that a fence is necessary for control reasons and thinks that the report staff presented should be supported.

Commissioner Manna supports to leave the staff report as it is right now. He also reported that a fence is important to keep control of the dune.

Commissioner Cajka supports the staff report of no further changes and cautions that any changes made, even if it's minor, would eventually return the neighborhood to what it was prior to August 2010.

Commissioner Nicholson made a motion to accept and honor the recommendations of the staff report. The motion was seconded by Commissioner Rothans.

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

#### 2012/0123.3 – Discussion of Staff Recognition at Commission Meetings

Commissioner Murray reported that the Santa Monica Parks and Recreation Commissioners have embraced the staff appreciation event for their employees and have taken it a step further by inviting recognized staff to attend monthly commission meetings to be acknowledged for their outstanding work. Commissioner Murray reported that it has had a positive impact on employees and their morale. In addition, it keeps the Commissioners and City Council informed.

Commissioner Nicholson suggested the possibility of each division describing their function to the Commission on a quarterly basis. In this way, the Commissioners will become more knowledgeable of the programs and services that are provided while acknowledging staff simultaneously.

Commissioner Hersman reported her concerns that the sentiment of some staff may be that they are being overlooked. She was also concerned that it adding more work to Director Gill.

Commissioner Rothans inquired if the City has an "Employee of the Quarter" program. Director Gill reported that although the City did have a recognition program, they no longer have it in place. Director Gill reported that he would speak with the managers and report back to the Commissioners with possibly a quarterly plan and possibly recognizing individuals.

Commissioner Murray expressed her concerns about the hourly staff who do not get recognized by City Council. Commissioner Murray very strongly supports that the appreciation done on a monthly basis.

Commissioner Manna expressed his concern with the exclusionary aspect of the recognition.

### **COMMISSION ITEMS**

Commissioner Rothans recognized that Commissioner Nicholson has been in Manhattan Beach longer than anyone present at the meeting.

Commissioner Murray thanked staff for the tree dedication. She also informed everyone that the CAPRCBM award nomination results will be announced in February. Commissioner Murray reported that she will forward the CPRS conference schedule to everyone.

Commissioner Murray thanked everyone for the CAPRCBM Outstanding Commissioner nomination.

Commissioner Nicholson thanked staff for working on the application for the CAPRCBM Outstanding Commission nomination.

Commissioner Nicholson provided an update on the Scout House plans. He reported that there is a working plan to build a two story senior center/scout house on the current scout house site. The Property Owner's Association would donate \$500,000, and the scouts believe they could raise \$1.2 million dollars. The first floor would be primarily for seniors with shared dedicated space and the upstairs would be primarily for scouts. It will be proposed to the Capital Improvement Plan (CIP). Commissioner Nicholson reported that feedback should be received within the next month or two.

Commissioner Cajka inquired about the status of the size of the wood chips at the dog parks. Director Gill reported that he spoke with Maintenance Superintendent Juan Price and was informed that the company who provides the wood chips will make an adjustment to the chip size.

Commissioner Cajka inquired if Director Gill has spoken to Patrick Donohue regarding involvement at the concerts in the park. Director Gill reported the request has been denied.

Commissioner Manna requested that he would like to reopen the conversation of a skate park. Director Gill reported that it would be put on the next Parks and Recreation agenda for further discussion before going to City Council.

### **STAFF ITEMS**

None.

### **ADJOURNMENT**

The meeting was adjourned to the next Parks and Recreation Commission meeting on Monday, February 27, 2012.