

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)-(e)] 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 Capital Improvement Plan Public Workshop Meeting of February 28, 2012.

RECOMMENDATION: APPROVE

b) City Council Meeting (Closed Session) and Regular City Council Meeting of March 6, 2012.

RECOMMENDATION: APPROVE

c) Action Minutes, Parking and Public Improvements Commission Meeting of February 23, 2012.

RECOMMENDATION: RECEIVE AND FILE

d) Action Minutes, Planning Commission Meeting of March 14, 2012.

RECOMMENDATION: RECEIVE AND FILE

e) Centennial Committee Minutes February 27, 2012.

RECOMMENDATION: RECEIVE AND FILE

f) Centennial Committee Minutes March 2, 2012.

RECOMMENDATION: RECEIVE AND FILE

**CITY OF MANHATTAN BEACH
MINUTES OF THE
CITY COUNCIL
CAPITAL IMPROVEMENT PLAN
PUBLIC WORKSHOP MEETING
FEBRUARY 28, 2012**

The Capital Improvement Plan Meeting of the City Council of the City of Manhattan Beach, California, was held on the 28th day of February, 2012, at the hour of 5:30 p.m., in the City Council Chambers, located at 1400 Highland Avenue, Manhattan Beach, CA 90266.

PLEDGE TO FLAG

City Treasurer Tim Lilligren led the pledge of allegiance.

ROLL CALL

Present: Lesser, Howorth, Montgomery, Powell and Mayor Tell.
(Councilmember Howorth absent after 7:15 p.m.).

Absent: None.

Clerk: Tamura.

AUDIENCE PARTICIPATION

The following individuals spoke on this item:

- **Tim Lilligren, Manhattan Beach Property Owners Association**
- **Tom Allard, Senior Advisory Committee**
- **Ret Bernard**
- **Beth Gessner**
- **Michael Talbert, Committee Chairman for Troop 849**
- **Fred Manna, 700 Block of 30th Street**
- **Jill Sutherland, 2800 Block of Pacific Avenue**

SCHEDULED

02/28/12-1. *Review and Discuss Fiscal Year 2012-2013 to Fiscal Year 2016-2017 Capital Improvement Plans*

The City Council met to discuss the proposed projects for the 2013 – 2017 Capital Improvement Plan (CIP).

Public Comment was heard by community members, with requests to replace the Scout House (and a reminder to Council that a \$500,000 donation will be made from the Manhattan Beach Property Owners Association (MBPOA), as well as additional fundraising from the Scouts toward that project); construct a Skate Park behind Center Field at Marine Avenue Park; and to adjust the Pacific Lift Station undergrounding in the current CIP schedule.

Public Works Director Jim Arndt and City Engineer Steve Finton provided the staff presentation on the proposed projects for the 2013 – 2017 Capital Improvement Plan for Council review and discussion. Public Works Director Arndt stated that the presentation included \$98 million in proposed funded projects, and \$123 million in proposed unfunded projects (which Council could choose to fund on a case by case selection). Projects were discussed in the areas of Wastewater, Stormwater, the Pier, Streets/Transportation, Parking, and Facilities.

City Council directed staff to modify several projects prior to bringing the CIP back for City Council adoption on April 3, 2012. The majority of the City Council discussion was on Facilities, particularly in reference to aging structures and remodel vs. rebuild. City Council elected to postpone specific facility prioritization pending completion of a thorough facility assessment included as a project in the FY 2012-13 CIP.

City Council directed City Manager Dave Carmany to agendize a full review of the 2008 Facilities Strategic Plan in summer 2012. City Council also committed to budgeting \$2 million per year which may be phased in as finances allow.

Tim Lilligren reminded Council of the \$500,000 donation from the **MBPOA** toward the Scout House project and agreed to continue working with the **MBPOA** to reserve the donation funds until a decision has been made by the City Council on the Scout House reconstruction project.

To solidify this understanding City Manager Carmany will provide a Letter of Intent, on behalf of the City, for Council consideration one month from the Capital Improvement Plan meeting to the MBPOA for the pursuit of this project.

ADJOURNMENT

The meeting was duly adjourned at 8:16 p.m. to the 4:30 p.m. City Council Meeting (Closed Session) to be followed by the 6:30 p.m. Regular City Council Meeting on Tuesday, March 6, 2012, in the City Council Chambers of City Hall, 1400 Highland Avenue, in said City.

Liza Tamura
Recording Secretary

ATTEST:

Nicholas W. Tell, Jr.
Mayor

Liza Tamura
City Clerk

**CITY OF MANHATTAN BEACH
MINUTES OF THE CITY COUNCIL
CLOSED SESSION MEETING
MARCH 6, 2012**

The Closed Session Meeting of the City Council of the City of Manhattan Beach, California, was held on the 6th day of March, 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 Pro Tem Powell called the meeting to order.

ROLL CALL

Present: Lesser, Howorth, Montgomery, Mayor Pro Tem Powell
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:

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

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

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

Agency Negotiator: David N. Carmany, City Manager

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

RECESS INTO CLOSED SESSION

Council recessed into Closed Session at 4:32 p.m.

RECESS INTO OPEN SESSION

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

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

ADJOURNMENT

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

The Regular Meeting of the City Council of the City of Manhattan Beach, California, was held on the 6th day of March, 2012, at the hour of 6:36 p.m., in the City Council Chambers of City Hall, at 1400 Highland Avenue, in said City. A full video of this City Council meeting can be accessed online at www.citymb.info.

PLEDGE TO FLAG

Sofie Silverman led the pledge of allegiance.

ROLL CALL

Present: Lesser, Howorth, Montgomery, Mayor Pro Tem Powell.
Absent: Mayor Tell.
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 on the Conference with the Labor Negotiator item. She also reported that, today, the judge granted the City's Anti-Slap motion and dismissed, in its entirety, the lawsuit filed by Geoff Dolan for breach of contract and invasion of privacy.

CEREMONIAL CALENDAR

03/06/12-1. Presentation of Tokens of Appreciation to the City of Manhattan Beach by the Manhattan Beach 10K Race Committee in Recognition of Their 35th Anniversary

Mayor Pro Tem Powell introduced **Manhattan Beach 10K Race Director Rachel Judson** and the **10K Race Committee members** who presented framed 10K Race t-shirts to the Manhattan Beach Fire and Police Departments, the Public Works Department and **Amateur Radio Club member Mike Hamada** in recognition of the Race's 35th Anniversary.

CONSENT CALENDAR

Prior to voting on the Consent Calendar, Councilmember Lesser stated that, later in the evening under "Other Council Business", he would like to discuss how the City can better inform residents when potential agenda items are removed from the agenda. He further stated the "alcohol on the beach" and "trolley" items are no longer on this evening's agenda.

Also, prior to the vote, Councilmember Montgomery stated that he would be abstaining on Item No. 12 (*Planning Commission Approval of a Master Use Permit Amendment to Allow the Expansion of the Existing Restaurant to Add a Private Dining Room/Event Space Area With On-Site Consumption of Beer and Wine at 3500 Sepulveda Boulevard (Tin Roof)*) as he is an advisor to the applicant, Mr. Simms.

The Consent Calendar (Item Nos. 2 through 12), consisting of items under *General Consent* and *Boards and Commissions*, was approved by motion of Councilmember Howorth, seconded by Councilmember Lesser and passed by the following roll call vote, with the exception of Item No. 12 on which Councilmember Montgomery abstained.

Ayes: Lesser, Howorth, Montgomery, Mayor Pro Tem Powell
Noes: None.
Absent: Mayor Tell.
Abstain: Montgomery (Item No.12).

GENERAL CONSENT

03/06/12-2. 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)-(f)] 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 Strategic Planning Meeting of January 20, 2012
- b) Special City Council Strategic Planning Meeting of January 31, 2012
- c) City Council Meeting (Closed Session) and Regular City Council Meeting of February 7, 2012
- d) City Council Meeting (Closed Session) and Regular City Council Meeting of February 21, 2012
- e) Draft Centennial Committee Meeting February 13, 2012
- f) Environmental Task Force Meeting of February 16, 2012

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

03/06/12-3. Declare Vacancy: Cultural Arts Commission, Seat No. 3 (Sweeney)

The Council passed a motion to declare vacant Cultural Arts Commission Seat No. 3 (Sweeney).

03/06/12-4. Financial Reports: Ratification of Demands: March 1, 2012

The Council approved with no exception Warrant Register No. 19B in the amount of \$1,839,880.63 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.

03/06/12-5. Purchase of Three Chevrolet Tahoe Replacement Vehicles for the Police Department From Wondries Fleet Group in the Amount of \$92,969.44

The Council approved an award OF Bid #860-12 to Wondries Fleet Group in the amount of \$92,969.44 for the budgeted replacement of three Police vehicles.

03/06/12-6. This Space Intentionally Left Blank

03/06/12-7. Award a Construction Contract to John S. Meek Company, Inc. for the Manhattan Beach Pier Localized Structural Rehabilitation Project (\$253,250.00); Award a Professional Engineering Services Contract to Arcadis (\$51,900) for Construction Inspection Services; and, Approve an Amendment (\$20,000) to the Existing Design Contract with Moffatt & Nichol for Construction Period Consultation

The Council approved authorizing the City Manager to award a contract in the amount of \$253,250.00 to John S. Meek Company, Inc. for the Manhattan Beach Pier Localized Structural Rehabilitation Project; approved authorizing the City Manager to approve additional work in an amount not-to-exceed \$50,650.00 (20%); approved authorizing the City Manager to execute a Professional Engineering Services contract with Arcadis in an amount not-to-exceed \$51,900 for construction inspection services; approved an amendment to the existing design contract with Moffatt & Nichol increasing the not-to-exceed amount from \$37,000 to \$57,000 for Construction Period Consultation.

03/06/12-8. Final Payment in the Net Amount of \$239,094.76 to Roy Allan Slurry Seal, Inc.; Formally Accept the 2011 Slurry Seal Project as Complete; and Authorize Filing of the Appropriate Notice of Completion and Release Retention in the Amount of \$26,566.09

The Council approved authorizing the City Manager to approve the issuance of a final payment in the net amount of \$239,094.76 to Roy Allan Slurry Seal, Inc. for the 2011 Slurry Seal Project; formally accepted the 2011 Slurry Seal Project as complete; and approved authorizing the filing of the appropriate Notice of Completion and the release of retention in the amount of \$26,566.09

03/06/12-9. Award of Professional Services Agreements to Kling Consulting Group, Inc. (\$36,752) for Geotechnical Engineering and KDM Meridian (\$133,285) for Topographic Survey Services Related to the Following Capital Improvement Projects: a) 2nd Street Booster Pump Station Project; b) Larsson Street Pump Station Improvement; c) Water Main Replacement Program and Attached Fire Hydrant Installation Project (Area 1 - Hill Section); d) Sepulveda Boulevard & 2nd Street Water Main Rehabilitation Project; e) Fiscal Year 2012-2013 Rehabilitation of Gravity Sewer Mains; f) Street Resurfacing Project: Ardmore and Valley; and g) Sepulveda Boulevard at Manhattan Beach Boulevard Dual Left Turn Lanes, Westbound to Southbound, Eastbound to Northbound, and Northbound to Westbound

The Council approved authorizing the City Manager to award a professional services agreement to Kling Consulting Group, Inc. in an amount not-to-exceed \$36,752 for professional geotechnical engineering services; and approved awarding a professional services agreement to KDM Meridian in an amount not to exceed \$133,285 for professional topographic surveying services.

03/06/12-10. Approval of Professional Engineering Services Contract with Psomas for Design Services for the Fiscal Year 2012-2013 Water Main Replacement and Attached Fire Hydrant Installation (Area 1 - Hill Section) Project for an Amount Not-to-Exceed \$ 49,800.00

The Council approved authorizing the City Manager to approve a Professional Engineering Services Contract to Psomas in the amount of \$49,800.00 for Design of the Fiscal Year 2012-2013 Water Main Replacement and Attached Fire Hydrant Installation (Area 1- Hill Section) Project.

03/06/12-11. Approval of a Professional Engineering Services Contract with PRP Engineering, Inc. for Design Services for the Larsson Street Pump Station and 2nd Street Booster Pump Station Upgrade Projects for an Amount Not-to-Exceed \$108,080.00

The Council approved authorizing the City Manager to approve a Professional Engineering Services Contract to PRP Engineering, Inc. in the amount of \$108,080.00 for design of the Larsson Street Pump Station and 2nd Street Booster Pump Station Upgrade Projects.

BOARDS AND COMMISSIONS

Planning Commission

03/06/12-12. Planning Commission Approval of a Master Use Permit Amendment to Allow the Expansion of the Existing Restaurant to Add a Private Dining Room/Event Space Area With On-Site Consumption of Beer and Wine at 3500 Sepulveda Boulevard (Tin Roof)

The Council received and filed the decision of the Planning Commission to approve a Master Use Permit Amendment to allow the expansion of the existing restaurant to add a private dining room/event space area with on-consumption of beer and wine.

COMMUNITY ANNOUNCEMENTS

03/06/12-16. Angela Silverman Re Foundation of Local Arts

Angela Silverman, Representing FOLA (Foundation of Local Arts), invited the public to a reception that will be held at Metlox on Sunday, March 25, 2012 from 11 a.m. to 1:00 p.m. Featured at the reception will be the Private Collection of Metlox by Jan Dennis.

03/06/12-17. Don Gould Re Library Events

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

03/06/12-18. Viet Ngo Re

Viet Ngo, Anti Public Corruption Advocacy, conveyed that his committee exists and is active due to public officials who disregard with the law.

03/06/12-19. Councilmember Montgomery Re Taste of Manhattan Beach

Councilmember Montgomery encouraged residents to attend the *Taste of Manhattan Beach* event on March 25, 2012 from 1:00 – 5:00 p.m. at 13th Street and Morningside Drive. He added that tickets are on sale through the website: www.mb100.org.

03/06/12-20. Councilmember Howorth Re Camp Expo

Councilmember Howorth spoke of a Summer Camp Expo being held at Meadows Elementary School this Saturday as a great resource for parents.

03/06/12-21. Mayor Pro Tem Powell Re Hazardous Waste Disposal

Mayor Pro Tem Powell announced that on Saturday, March 17, 2012 at Northrup Grumman at Marine Avenue and Aviation Boulevard, there will be a Hazardous Waste disposal where you can safely dispose of hazardous household chemicals and e-waste.

03/06/12-22. Mayor Pro Tem Powell Re American Martyrs School

Mayor Pro Tem Powell thanked the students of American Martyrs School for the appreciation shown to him and Councilmember Lesser on their visit to the schools Open House.

AUDIENCE PARTICIPATION

032/06/12-23. Bill Victor Re Library

Bill Victor voiced his concerns about the replacement of the Library with a van during the reconstruction period and the jobs of the library employees.

03/06/12-24. Andrea Nylund Re Watt Watchers

Andrea Nylund, Eco Hatchery, shared that her company has launched an energy saving initiative in conjunction with the City's Watt Watcher Program. She also stated that there is a free Environmental Programs Agency award winning application called "Light Bulb Finder" which helps people switch from incandescent bulbs to energy efficient bulbs.

03/06/12-25. Viet Ngo Re Law Suit

Viet Ngo, Anti Public Corruption Advocacy, related that he was happy the City prevailed in the Dolan lawsuit and requested that the City file to recover costs and pursue further charges.

03/06/12-26. Amy Cusack Re Light Metlox Blue

Amy Cusack, FirstSteps for Kids, Inc., requested the City's support for "Light It Up Blue" a project to raise awareness for Autism.

PUBLIC HEARINGS

None.

GENERAL BUSINESS

03/06/12-13. Presentation of Final Site Design for Leadership Manhattan Beach Sustainable Garden

Mayor Pro Tem Powell introduced the subject item and Public Works Director Jim Arndt and **Leadership Manhattan Beach Project Director Loli Ramezani Mazhar, Co-Director Tyler Wolf, Landscape Committee Lead Julie Gonella and Hardscape Committee Lead Vinny Fazzino** provided a PowerPoint presentation.

There were no requests to speak on this item.

MOTION: Councilmember Howorth moved to approve accepting the final site design as presented, with exception of the “recognition” plaque. The motion was seconded by Councilmember Lesser and passed by the following unanimous roll call vote:

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

Council further directed the City Manager to work with the Leadership Manhattan Beach Class in order to address the concerns related to the “recognition” plaque.

03/06/12-14. Planning Commission Approval of a Planned Development Permit Amendment for Renovation, Small Addition, and Membership Increase at the Manhattan Country Club Located at 1330 Parkview Avenue

Mayor Pro Tem Powell introduced the subject item and Community Development Director Richard Thompson provided the staff presentation.

The following individuals spoke on this item:

- Grant Kirkpatrick, 600 Block of 1st Street
- Sarah Nelson, Manhattan Country Club

Mayor Pro Tem Powell moved to receive and file the Planning Commission’s approval of PC 12-01 approving the renovation, small addition, and request to increase the maximum number of memberships from 1,200 to 1,400.

Hearing no objections, it was so ordered.

03/06/12-15. Strategic Plan Update

Mayor Pro Tem Powell introduced the subject item and City Manager Dave Carmany provided the PowerPoint presentation.

There were no requests to speak on this item.

At the request of Councilmember Lesser, City Manager Carmany responded that the Strategic Plan will be posted on the City’s website.

Mayor Pro Tem Powell moved to receive and file the subject report.

Hearing no objections, it was so ordered.

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

CITY MANAGER REPORT(S)

03/06/12-27. City Manager Carmany Re Volleyball Tournament

City Manager Carmany reported that interest in the Six Man Volleyball Tournament has been very low due to the mid-week change. He encouraged early sign-ups and stated that the City would continue communication with the teams.

OTHER COUNCIL BUSINESS, COMMITTEE AND TRAVEL REPORTS

03/06/12-28. Councilmember Lesser Re Better Communication

Councilmember Lesser discussed ways of better providing residents with information about items that are not going to be on the agenda.

ADJOURNMENT

At 8:15 p.m. the Regular City Council meeting of March 6, 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, March 20, 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

PARKING AND PUBLIC IMPROVEMENTS COMMISSION ACTION MINUTES

February 23, 2012

6:35 P.M.

-
- A. Call Meeting to Order
- B. Roll Call Present: Silverman, Fournier, Vigon and Stabile.
- C. Approval of Minutes
21/23/12-1 January 26, 2012
Approved. (4-0)
- D. Audience Participation
None.
- E. General Business
2/23/12-2 Aviation Boulevard Bicycle Lane Preliminary Engineering Study
The Parking and Public Improvements Commission held a public meeting, reviewed and commented on the Aviation Boulevard Bicycle Lane Preliminary Engineering Study and continued the item to the next meeting for further discussion. (4-0)
- F. Commission Items
None.
- G. Staff Items
2/23/12-3 Monthly Revenue and Expenditure Report for December 2011.
Received and Filed.
2/23/12-4 Staff Items
Management Analyst Madrid reminded the Commissioners about the Traffic Commissioners Workshop coming up on March 17, 2012 in Buena Park.
- H. Adjournment to March 22, 2012.

**CITY OF MANHATTAN BEACH
PLANNING COMMISSION ACTION MINUTES**

March 14, 2012

Council Chambers – 1400 Highland Avenue

6:30 P.M.

Final Decisions Made Tonight Will be Scheduled for City Council Review on April 3, 2012

(Unless otherwise stated at the meeting)

1. CALL MEETING TO ORDER **6:30 P.M.**
2. PLEDGE TO FLAG
3. ROLL CALL **CHAIRPERSON PARALUSZ,
GROSS, VICE-CHAIR ANDREANI,
CONAWAY, SEVILLE-JONES**

03/14/12-1. Reorganization of Commission Officers **ANDREANI AS CHAIRPERSON,
CONAWAY AS VICE-CHAIR**
4. APPROVAL OF MINUTES

03/14/12-2. Regular meeting – February 8, 2012 **APPROVED WITH CORRECTIONS
(5:0)**
5. AUDIENCE PARTICIPATION **(3-Minute Limitation)**
The public may address the Commission regarding any item of City business not on the agenda. **NONE**
6. GENERAL BUSINESS

03/14/12-3. Consideration of Determination of Consistency of the Proposed Fiscal Year 2012-13 Capital Improvement Plan with the City of Manhattan Beach General Plan. **ADOPTED RESOLUTION (5:0)**

03/14/12-4. Presentation and Status Report of the Manhattan Beach County Library Project. **ACCEPTED PRESENTATION, DISCUSSED AND PROVIDED
COMMENTS (VOTE NOT REQUIRED)**
7. DIRECTOR'S ITEMS **NONE**
8. PLANNING COMMISSION ITEMS
a. Hometown Fair – Needs one more board member
b. 3/21/12 – Community Meeting for Library Art
c. 3/15/12 from 6 - 8 p.m. – Water Main Project Meeting
d. 3/25/12 – Centennial Taste of Manhattan Beach Event
9. TENTATIVE AGENDA March 28, 2012 **NONE**
10. ADJOURNMENT TO March 28, 2012 **MEETING ADJOURNED
AT 8:50 P.M.**

March 28, 2012 April 11, 2012 April 25, 2012 May 9, 2012

Meetings are broadcast live through Manhattan Beach Local Community Cable Channels (Time Warner Channel 8 and Verizon Channel 35), and Live Webcast via the City's website. Most meetings are rebroadcast at 12:00 PM and 8:30 PM on the Friday and Sunday following the Wednesday meeting on the Community Cable Channels and Live Webcast. If a City Council meeting falls in the same week as a Planning Commission meeting, the Commission meeting will be replayed the next week on Thursday at Noon. Meetings are archived at www.citymb.info.

Manhattan Beach Centennial Committee

February 27, 2012 – 5:00 p.m. Police/Fire Conference Room

Minutes

Attendees: Mayor Nicholas Tell; Councilmember Richard Montgomery; Committee Members Irene Cotter; Jan Dennis, Grace Leung, Oliver Schulster, Larry Lemoine, Annie Walker, and Jeanna Harkenrider; Director of Parks and Recreation Richard Gill, City Clerk Liza Tamura, Recreation Services Manager Idris Al-Oboudi, and Recording Secretary Mary Kirchwehm

Audience Participation

Penny Wirsing from the Soroptimist International of Manhattan Beach (SIMB) inquired about their parade entry application and their spring tea event proposal regarding the dessert contest and the winning dessert being featured at the Centennial Ball. In regards to the parade application, Jan Dennis reported that there are some specific questions she gave to Michelle that need to be answered.

Action Item: Jeanna Harkenrider will print out the SIMB proposal and email it to the Committee.

James Gill reported that he does not have a profit yet to share with the Committee, but he will continue to update the Committee.

Meeting Topics

Review Meeting Notes: The Committee reviewed and adopted the February 13, 2012 Centennial Meeting notes as written.

Committee Reports:

Budget Report:

Grace Leung reported no additional income has been generated since the last report and therefore, the net income to date remains at \$70,734.92.

Purchasing Policy:

Annie Walker reported a typo under competitive bids. The figure should be \$10,000 not \$10,00.

Action Item: Annie Walker approved the Purchasing Policy with the exception of the typo.

Action Item: The Committee approved the Purchasing Policy.

Sponsorships:

Annie Walker reported that she met with Anheuser-Busch and will be meeting with Verizon, Simms, Clean Street, Ralphs, Bristol Farms and Whole Foods.

Community Event Registration:

Jeanna Harkenrider reported that the Committee received an event registration application from the Downtown Business Association pertaining to the Holiday Open House, but it was returned to them because it did not comprise of anything relating to the Centennial.

The website has been updated with the Taste of Manhattan page. Tickets will be available for purchase tomorrow morning.

Events Update:

School Art Contest

Annie Walker reported that the postcards Oliver Schulster created for this contest will be distributed to all the schools and all kid friendly (kindergarten to 12th grade) locations. There will also be an email blast through the City's email server.

Irene Cotter reported that an updated email was sent to the schools explaining the logistics of the Open House on Sunday, March 18th that will display the artwork and the tea/awards ceremony on Tuesday, March 20th at the Club House. There will be a first place, second place and third place winners. It is estimated that there will be 60 pieces of art that will be displayed at the Taste event.

Irene also stated that there will be a need for support from the committee to secure and maintain the artwork from the Club House to the Taste event and then return the artwork to the schools. Irene reported 15 grids were purchased for the mall event and would like to place an order for an additional 30 grids to display the artwork. The cost would be approximately \$1,000. Annie Walker reported that renting temporary walls would cost more than purchasing the grids. Oliver Schulster reported that the grids would be useful for other Centennial events.

Action Item: The Committee approved the purchase of 30 grids.

Taste of Manhattan

Annie Walker reported that the postcards Oliver Schulster created for the Taste of Manhattan event will be distributed beginning on Friday. There will also be an email blast through the City's email server, two ads in the *Beach Reporter* in the two weeks preceding the event, over the street banners, and posters in the windows of participating restaurants.

Action Item: Richard Gill will coordinate an email blast to be distributed from the Chamber of Commerce for the Taste event as well as the School Art Contest.

Annie presented a list of 15 confirmed restaurants participating in the event and mentioned that she would like to have 26 restaurants participating in this event. Celebrity Chefs Brian Malarkey and Devin Alexander are confirmed for cooking demonstrations.

Farmers Market, demonstrations by the Botanical Gardens, and composting will all be open to the public at no cost.

Larry Lemoine reported that there will be live coverage of the event by KTLA.

Irene Cotter reported that there will be towels and hats. Irene proposed doing another t-shirt. Annie reported that there has been many requests for shirts with the Taste logo.

Action Item: The Committee approved ordering 100 shirts with the Taste logo and additional Centennial logo shirts.

Centennial Parade

Jan Dennis reported that there are 72 confirmed units for the parade and requested that the Mayor and each City Councilmember provide the number of people who will be in their car. Richard Gill reported that Fire, Police, Public Works and the City Attorney have all met with Jan and everything is good. Jan reported that the deadline for float submission is March 15, 2012.

Historic Picnic

Idris Al-Oboudi reported that after the parade, the community will be invited to picnic at Polliwog Park where a 100 ft. cake will be featured with iconic images of Manhattan Beach. There will also be a band playing music similar to the Beach Boys. The band and sound cost will be approximately \$3,000. There will be old fashioned activities/games on Begg Field. Looking at the possibility of food vendor sponsors and sponsors for prizes. The event is expected to last three to four hours.

Idris stated that information/notification will be sent out to the residents in the surrounding area. In addition, there will be notifications in the local papers with the parade route.

Richard Gill reported the possibility of food trucks being present to give people the opportunity to purchase food.

MB100 Festival, Downtown Open House and Pier Event

Annie Walker reported two possible dates for this event—July 7 or July 21 and requested feedback from the Committee.

Action Item: The Committee approved this event for July 7, 2012.

Centennial Ball

Annie Walker reported that Margaret is looking for someone to chair this event.

Action Item: Nick Tell reported that a plan needs to be provided to City Council such as attendance, location, barricades, music, etc.

Holiday Fireworks

Richard Montgomery stated that there is nothing yet to report on this event.

Staff Reports:

Banners:

Oliver Schulster reported that over the street banners are currently being produced for the Taste event as well as Centennial banners. The artwork is done for the street pole banners, but the Skechers logo is needed.

Action Item: Richard Montgomery will forward the Skechers logo to Oliver.

Proposed “100 Sign”:

The Committee reviewed a proposal for the purchase of a Centennial sign. The Committee agreed not to purchase the sign.

Wrap-Up and Calendar Review:

- 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 March 12, 2012 at 5:00 p.m. in City Hall.

**MB Centennial Foundation
Income & Expenses
YTD 2/27/12**

Prepared by: Grace S. Leung

Income

2/13/2012 *Beginning Balance ~ from Last Report on 2/13/12* \$ 110,484.90 (Attached)
Income Generated ~ Period 2/14/12 - 2/27/12

Date	Event / Description	Amount
	<i>None to report</i>	-

<i>Total Income Generated ~ Period 2/14/12 - 2/27/12</i>	\$ -
<i>Total Income YTD 2/27/12</i>	\$ 110,484.90

Expenses

2/13/2012 *Beginning Balance ~ from Last Report on 2/13/12* \$ 40,249.98 (Attached)
Expenses Incurred ~ Period 2/14/12 - 2/27/12

Date	Vendor	Expense Description	Amount
		<i>None to report</i>	-

<i>Total Expenses Incurred ~ Period 2/14/12 - 2/27/12</i>	\$ -
<i>Total Expenses YTD 2/27/12</i>	\$ 40,249.98

<i>Net Income YTD 2/27/12</i>	\$ 70,234.92	**
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Petty Cash - Locked Boxes in City Hall \$ 500.00

<i>Total Net Income YTD 2/27/12</i>	\$ 70,734.92	**
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****Out of this amount ~
 Monies currently in our PayPal account ~ total \$45.65**

**Manhattan Beach Centennial Committee
Special Meeting**

March 2, 2012 – 11:00 a.m. Police/Fire Conference Room

Minutes

Attendees: Mayor Nicholas Tell; Committee Members Annie Walker, Irene Cotter, Trish Pietrzak; Oliver Schulster, Larry Lemoine, and Jeanna Harkenrider; Director of Parks and Recreation Richard Gill, City Clerk Liza Tamura, and Recording Secretary Mary Kirchwehm

Audience Participation

None.

Meeting Topics

Consideration Regarding the Approval of the Line Item Budget for the Upcoming Taste of Manhattan Beach Centennial Event

Annie Walker presented a status report on the Taste of Manhattan Beach event and also presented a line item budget totaling \$99,947.83.

Entertainment

DJ/Band:

Annie Walker reported that a Manhattan Beach DJ has been scheduled. However, a band has not yet been booked.

Action Item: Irene Cotter will contact the band, Feed the Kitty, to inquire about their availability and cost.

Action Item: Trish Pietrzak knows of a possible band and will contact them.

Table Décor

Flowers:

Annie Walker reported that they are looking for in-kind donations but have not had much luck. A volunteer who is an interior designer has offered to help with the decorations but more volunteers are needed to assemble the decorations.

Rentals

Annie Walker reported that the large tent to go over the entire area was eliminated to reduce costs. Annie also reviewed the site map for the location of the Farmers Market, the band, composting demonstration, booths, etc.

Annie reported that the Classic Party Rentals bid has been separated. The estimate for the power supply to each of the vendors is \$18,800.

Annie stated that they are hoping to get the cooking demonstration sponsored through Williams Sonoma.

CSC

Annie Walker stated that there are two overnight guards scheduled as well as other guards to cover the entrance, exit, elevator, staircase, cooking demonstrations, and each exit around the entire perimeter, etc. The cost estimate for this is \$12,500.

Trash

Annie Walker reported that she is working with Waste Management and Clean Street hoping to get this sponsored.

Marketing

Annie Walker reported that the cost for tote bags would be approximately \$7,000. She stated that Grow donated bags; however due to the texture of the bag, it may not be possible to co-brand them.

Annie reported that a Taste of Manhattan banner is in the process of being made.

Annie reported that 5,000 cards are being printed for distribution.

Annie reported that the vendor signs will be on foam board with Velcro to adhere to the tents. No bids have been received yet.

Annie reported that Classic Chic has offered to donate the printing of the historic photos for the Step and Repeat.

Supplies

Annie Walker reported the budget for supplies is \$5,500. A majority of this cost is for the credentials. This amount also includes items such as lanyards, wristbands, envelopes and will call supplies.

Miscellaneous

Annie Walker reported a budget of \$2,500 for miscellaneous items. This would include the grids which cost approximately \$1,400, including shipping, tax and hooks.

Larry Lemoine inquired about the projected income for the Taste event. Annie Walker explained that this event was never intended to make income and the tickets are being sold at a minimal cost. The sponsorship is paying for this event.

Nick Tell inquired about the amount still expected to come from sponsors. Annie Walker reported that \$35,000 is expected today and \$86,000 is still to come.

Nick Tell suggested getting more things sponsored or scaling things back to reduce the costs.

Annie Walker inquired if CSC costs could be reduced through the use of volunteers. Nick Tell suggested working with the City to reduce infrastructure.

Annie Walker also reported that follow up sponsorship phone calls need to be made.

Action Item: Richard Gill will arrange a meeting with Police, Public Works, Annie Walker and Bryan from Classic.

The Committee approved the following line items for the Taste of Manhattan Beach event:

Item	Budget
DJ Entertainment	\$800.00
Trash	\$2,633.81
Supplies (credentials, envelopes, will call supplies, etc.)	\$5,500.00
Miscellaneous (grids)	\$1,500.00

Staff Reports:

None.

Other Business:

None.

Wrap-Up and Calendar Review:

- Monday, March 26, 2012, 5:00 p.m., Centennial Committee Meeting in the Police/Fire Conference Room.
- Monday, April 9, 2012, 5:00 p.m., Centennial Committee Meeting in the Police/Fire Conference Room
- Monday, April 23, 2012, 5:00 p.m., Centennial Committee Meeting in the Police/Fire Conference Room

Adjournment: The meeting was adjourned to the next regularly scheduled Centennial meeting on March 12, 2012 at 5:00 p.m. in City Hall.