

# City of Hermosa Beach

*City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254*



## Regular Meeting Agenda

**Tuesday, March 12, 2019**

**6:00 PM**

**Closed Session - 6:00 P.M.**

**Regular Meeting - 7:00 P.M.**

### Council Chambers

### City Council

*Mayor*

*Stacey Armato*

*Mayor Pro Tem*

*Mary Campbell*

#### *Councilmembers*

*Hany S. Fangary*

*Justin Massey*

*Jeff Duclos*

*City Clerk*

*Elaine Doerfling*

*City Treasurer*

*Karen Nowicki*

*City Attorney*

*Mike Jenkins*

#### Executive Team

Suja Lowenthal, City Manager

Nico De Anda-Scaia, Assistant to the City Manager

Viki Copeland, Finance Director

Lucho Rodriguez, Acting Public Works Director

Sharon Papa, Police Chief

Ken Robertson, Community Development Director

Vanessa Godinez, Human Resources Manager

Kelly Orta, Community Resources Manager

**PLEASE NOTE:**

This is a full Packet including all pages and sub-pages, of all staff-reports and other materials of each agenda item as if physically stacked together and represents the complete agenda Packet as a single PDF file as of the date and time the agenda was initially posted (unless otherwise indicated here). It is meant to be an aid, but not intended as a replacement for the 'Living' agenda.

This full Packet does not contain additions, modifications, or supplementals that have been added after the first posting of the 'Living' agenda unless indicated here.

To prevent time downloading, and re-downloading, you might download this single PDF to your computer to have available for multiple reference, or to re-reference, to avoid the necessity of needing to be connected to the Internet or being held up by a slow-connection or slow server.

For a particular item(s), you may desire to ensure that you are viewing all additions, modifications, or supplementals posted after the original agenda packet's posting by utilizing the link to the 'Living' agenda as displayed on the city's website Agenda/Minutes page which for this agenda is: [03-12-19 Agenda](#)

Note again, that the agenda appearing below the following items' page number table may have changed and represents the page numbers to the agenda and materials contained in this full agenda packet only.

The agenda-items page number table below provides the starting page of each item in this full contiguous packet PDF file. To better utilize these page numbers, note that the *Adobe Acrobat* reader has a feature to display page thumb-nails down the left edge of your screen. With the page-thumbnails displayed you may click on a page's thumb-nail to immediately move to the item's starting page directly.

Be aware, that as this full packet may include MINUTES of prior meetings, if searching the entire Packet for particular text, understand that when you find such text, that if it is within a MINUTES page of minutes, that are included in this agenda for approval, that it may appear to you that you are at an agenda item within the current agenda. Avoid such confusion by noting that pages that contain MINUTES included for approval are so identified at the top of each such page within this full packet.

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**6:00 P.M. - CLOSED SESSION**

(LOCATION: Meetings convene in the Council Chambers and move to the Second Floor Conference Room after Public Comment)

**CALL TO ORDER IN COUNCIL CHAMBERS****ROLL CALL****PUBLIC COMMENT****RECESS TO CLOSED SESSION IN SECOND FLOOR CONFERENCE ROOM**

1.     **19-0153**           **MINUTES:** Approval of minutes of Closed Session held on February 26, 2019.
  
2.     **19-0154**           **CONFERENCE WITH LEGAL COUNSEL: Initiation of Litigation**  
          **Government Code Section 54956.9(d)(4)**  
          The City finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the City in the litigation.  
  
          **Number of Potential Cases: 1**
  
3.     **19-0128**           **CONFERENCE WITH LEGAL COUNSEL: Non-Litigated Claims Update**  
          **Existing Litigation - Government Code Section 54956.9(d)(2) and (e)(3)**  
          The City finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the City in the litigation.  
  
          a) Claimant: Brian Anstey, Claim Number: 18-138992  
              Date of Loss: 6/26/2018, Date Filed: 11/19/2018  
              Allegation: Suspect in Redondo Police Department Chase damaged Claimant's fence  
  
          b) Claimant: Arlene Buschbach, Claim Number: 19-139883  
              Date of Loss: 10/27/2018, Date Filed: 1/22/2019  
              Allegation: Injuries suffered from fall due to broken pathway  
  
          c) Claimant: Nathan Carroll, Claim Number: 19-139480  
              Date of Loss: 8/26/2018, Date Filed: 12/31/2018  
              Allegation: Money and property stolen by security guard hired by City  
  
          d) Claimant: Jason Clark, Claim Number: 19-139872  
              Date of Loss: 7/2018, Date Filed: 1/23/2019  
              Allegation: Car accident was result of a blind spot that was reported to City  
  
          e) Claimant: Carissa De Blasi, Claim Number: 18-138649  
              Date of Loss: 6/18/2018, Date Filed: 11/6/2018  
              Allegation: Damage to Claimant's vehicle caused by an asphalt company truck  
  
          f) Claimant: Stephen Allan Diamond, Claim Number: 19-139484  
              Date of Loss: 8/22/2018, Date Filed: 12/31/2018, Revised Claim: 1/28/2019



Allegation: Broken ankle due to hole in walkway

g) Claimant: Valerie Rhodes, Claim Number: 19-140423

Date of Loss: 9/1/2018, Date Filed: 2/25/2019

Allegation: Fractured foot and ankle due to trip/fall in park

h) Claimant: John Zamora, Claim Number: 18-134743

Date of Loss: 8/4/2017, Date Filed with Los Angeles County: 2/1/2018

Allegation: Failure to reasonably own, maintain, supervise beach and shoreline

**4. 19-0123**

**CONFERENCE WITH LEGAL COUNSEL: Litigation Quarterly Update**

**Existing Litigation - Government Code Section 54956.9(d)(1)**

The City finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the City in the litigation.

a) Name of Case: BKK Working Group et al. v. City of Hermosa Beach et al.  
United States District Court, Case Number: 2:18-cv-5810

b) Name of Case: Kerry Cartwright v. City of Hermosa Beach  
Los Angeles County Superior Court, Case Number: 18STCV05692

c) Name of Case: Hermosa Fitness LLC v. City of Hermosa Beach  
Los Angeles County Superior Court, Case Number: 18STCP02840

d) Name of Case: Mark Roth v. City of Hermosa Beach  
Los Angeles County Superior Court, Case Number: YC072628

e) Name of Case: City of Hermosa Beach v. Edward P. Zappia, The Zappia Law Firm  
Los Angeles County Superior Court, Case Number: BC709770

**ADJOURNMENT OF CLOSED SESSION**

**7:00 P.M. - REGULAR AGENDA**

All council meetings are open to the public. PLEASE ATTEND.

The Council receives a packet with detailed information and recommendations on nearly every agenda item. City Council agenda packets are available for your review on the City's website located at [www.hermosabch.org](http://www.hermosabch.org). Complete agenda packets are also available for public inspection in the Police Department, Hermosa Beach Public Library and the Office of the City Clerk.

During the meeting, a packet is also available in the Council Chambers foyer or you can access the packet at our website, [www.hermosabch.org](http://www.hermosabch.org), on your laptop, tablet or smartphone through the wireless signal available in the City Council chambers - Network ID: CHB-Guest, Password: chbguest

Written materials pertaining to matters listed on the agenda of a regular City Council meeting must be submitted by noon of the Tuesday, one week before the meeting in order to be included in the agenda packet (tentative future agendas can be found as Item 8 in every regular agenda packet). However, written materials received after that deadline will nonetheless be posted under the relevant agenda item on the City's website at the same time as they are distributed to the City Council by email and provided to the City Council and the public at the meeting.

**Submit your comments via eComment in three easy steps:**

Note: Your comments will become part of the official meeting record. You must provide your full name, but please do not provide any other personal information (i.e. phone numbers, addresses, etc) that you do not want to be published.

1. Go to the Agendas/Minutes/Video webpage and find the meeting you'd like to submit comments on. Click on the eComment button for your selected meeting.
2. Find the agenda item for which you would like to provide a comment. You can select a specific agenda item/project or provide general comments under the Oral/Written Communications item.
3. Sign in to your SpeakUp Hermosa Account or as a guest, enter your comment in the field provided, provide your name, and if applicable, attach files before submitting your comment.

eComments can be submitted as soon as the meeting materials are published, but will only be accepted until 12:00 pm on the date of the meeting to ensure Council and staff have the ability to review comments prior to the meeting.

Persons who wish to address an issue of general nature (not pertaining to matters listed on the agenda) to the City Council for the official record may submit written material to the Council in lieu of or in addition to speaking under the Public Participation section of the meeting. Such written correspondence must be delivered to the City Manager's office ([anny@hermosabch.org](mailto:anny@hermosabch.org)) by noon of the Tuesday, one week before the regular Council meeting in order to be included in the agenda packet.

To comply with the Americans with Disabilities Act of 1990, Assistive Listening Devices (ALD) will be available for check out at the meeting. If you require special assistance to participate in this meeting, you must call or submit your request in writing to the Office of the City Clerk at (310) 318-0203 at least 48 hours prior to the meeting.

**CALL TO ORDER****PLEDGE OF ALLEGIANCE****ROLL CALL****CLOSED SESSION REPORT****ANNOUNCEMENTS****APPROVAL OF AGENDA****PROCLAMATIONS / PRESENTATIONS**

- a)      19-0151                      **RECOGNIZING HERMOSA BEACH CITY SCHOOL DISTRICT  
AS THE NATIONAL FIRST PLACE WINNER OF THE SANDY  
HOOK PROMISE 2019 *START WITH HELLO* COMMUNITY  
REACH AND SUSTAINABILITY AWARD**
  
- b)      19-0150                      **RECOGNIZING SKYE FENTON FOR HER OUTSTANDING  
EFFORTS TO HELP HOMELESS INDIVIDUALS THROUGHOUT  
THE SOUTH BAY BY STARTING THE BACKPACK CLUB WHICH  
DONATES STUFFED PACKS OF GOODS TO U.S. VETERANS**
  
- c)      19-0152                      **CHAD RICHARDSON DONATES “PIER” CANVAS ARTWORK  
TO CITY OF HERMOSA BEACH**

**MISCELLANEOUS ITEMS AND REPORTS - CITY MANAGER**

**PUBLIC PARTICIPATION:** Although the City Council values your comments, the Brown Act generally prohibits the Council from taking action on any matter not listed on the posted agenda as a business item.

**1. ORAL AND WRITTEN COMMUNICATIONS:** This is the time for members of the public to address the City Council on any items within the Council's jurisdiction not on this agenda, on items on this agenda as to which public comment will not be taken (Miscellaneous Items and Reports – City Council and Other Matters), or to request the removal of an item from the consent calendar. Public comments on the agenda items called Miscellaneous Reports and Other Matters will only be heard at this time. Comments on public hearing items are heard only during the public hearing. Members of the audience may also speak:

*1) during discussion of items removed from the Consent Calendar;*

*2) during Public Hearings; and,*

*3) during discussion of items appearing under Municipal Matters. Comments from the public are limited to three minutes per speaker. The City Council acknowledges receipt of the written communications listed below. No action will be taken on matters raised in written communications. The Council may take action to schedule issues raised in oral and written communications for a future agenda. Citizens with comments regarding City management or departmental operations are requested to submit those comments to the City Manager.*

a) [REPORT](#)  
[19-0156](#)

**WRITTEN COMMUNICATION**

**Recommendation:** Staff recommends that the City Council receive and file the written communication.

**Attachments:** [Letter from Tony Higgins regarding CEQA Safety and Hazards Analysis for 27th Street.pdf](#)

**2. CONSENT CALENDAR:** The following more routine matters will be acted upon by one vote to approve with the majority consent of the City Council. There will be no separate discussion of these items unless a Council member removes an item from the Consent Calendar. Items removed will be considered under Agenda Item 4, with public comment permitted at that time.

a) [REPORT](#)  
[19-0148](#)

**CITY COUNCIL MEETING MINUTES**

(Deputy City Clerk Linda Abbott)

**Recommendation:** Staff recommends that the City Council approve the minutes of the Regular meeting of February 26, 2019.

**Attachments:** [022619 draft min.docx](#)

b) [REPORT](#)  
[19-0139](#)

**CHECK REGISTERS**

(Finance Director Viki Copeland)

**Recommendation:** Staff recommends that the City Council ratify the following check registers.

**Attachments:** [02-14-19](#)

c) [REPORT](#)  
[19-0159](#)

**ACTION MINUTES OF THE PARKS, RECREATION AND  
COMMUNITY RESOURCES ADVISORY COMMISSION  
MEETING OF FEBRUARY 5, 2019**

**Recommendation:** Staff recommends that the City Council receive and file the action minutes of the Parks, Recreation and Community Resources Advisory Commission meeting of February 5, 2019.

**Attachments:** [PR Minutes 02.05.2019.pdf](#)

d) [REPORT](#) **ACTION MINUTES OF THE EMERGENCY PREPAREDNESS**  
[19-0072](#) **ADVISORY COMMISSION MEETING OF JANUARY 7, 2019**

**Recommendation:** Staff recommends that the City Council receive and file the action minutes of the Emergency Preparedness Advisory Commission meeting of January 7, 2019.

**Attachments:** [EPAC Meeting Minutes - January 7, 2019](#)

e) [REPORT](#) **ACCEPTANCE OF DONATION**  
[19-0138](#) **ARTWORK FROM CHAD RICHARDSON**  
(Finance Director Viki Copeland)

**Recommendation:** Staff recommends that the City Council accept the donation received by the City to be used for the purpose noted.

f) [REPORT](#) **APPROVAL OF FINAL PARCEL MAP NO. 74179**  
[19-0140](#) **AT 226 2ND STREET**  
(Community Development Director Ken Robertson)

**Recommendation:** Staff recommends that the City Council:  
1. Adopt the attached resolution approving Final Parcel Map No. 74179, which is consistent with the approved Vesting Tentative Parcel Map; and  
2. Request the City Clerk to endorse the certificate for said map.

**Attachments:** [1. Proposed Resolution](#)  
[2. Final Map No. 74179](#)

g) [REPORT](#) **MEMORANDUM OF UNDERSTANDING**  
[19-0145](#) **BETWEEN THE DEPARTMENT OF JUSTICE AND**  
**THE HERMOSA BEACH POLICE DEPARTMENT**  
(Acting Police Chief Milton McKinnon)

**Recommendation:** Staff recommends that the City Council:  
1. Approve Resolution No. 19-XXX to accept \$75,404 in grant funds from the Department of Justice for the Tobacco Law Enforcement Programs;  
2. Authorize the City Manager to execute the Memorandum of Understanding and the City Clerk to attest;  
3. Approve estimated revenue of \$38,052 in the Grant Fund; and  
4. Appropriate \$38,052 in grant funds to the Police Department budget for fiscal year 2018-2019 for the implementation of the Tobacco Law Enforcement program.

**Attachments:** [1. Resolution-Tobacco Law Enforcement Program](#)  
[2. Tobacco grant-HBPD MOU](#)

h) [REPORT](#) **APPROVE FIRST AMENDMENT TO THE PROFESSIONAL**  
[19-0086](#) **SERVICES AGREEMENT WITH FILE KEEPERS, LLC FOR**  
**DOCUMENT SCANNING SERVICES AND IMPLEMENTATION**

**OF AN ELECTRONIC DOCUMENT MANAGEMENT SYSTEM**

(Assistant to the City Manager Nico De Anda-Scaia)

- Recommendation:** Staff recommends that the City Council:
1. Authorize the City Manager to execute a first modification to an agreement with File Keepers, LLC for document scanning services and implementation of an electronic document management system for the City's various departments in an amount not to exceed \$54,000, for a new total not to exceed amount of \$317,942; and
  2. Approve the transfer of \$4,000 from the Community Development Department budget in the General Fund to the City Manager Department budget in the Equipment Replacement Fund as noted in the Fiscal Impact section.

- Attachments:**
- [1. First Amendment to File Keepers, LLC Professional Services Agreement](#)
  - [2. American Microimaging Inc. Professional Services Agreement](#)
  - [3. Contract Assignment Letter to File Keepers, LLC](#)
  - [4. Link to City Council 10-10-17 Meeting - Item 6c](#)
  - [5. Link to City Council 04-24-18 Meeting - Item 2j](#)
  - [6. Link to City of South Pasadena Site](#)

**3. CONSENT ORDINANCES**

NONE

**4. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR SEPARATE DISCUSSION****\* Public comments on items removed from the Consent Calendar.****5. PUBLIC HEARINGS - TO COMMENCE AT 7:30 P.M.**

- a) [REPORT](#) **CONSIDERATION OF AN ORDINANCE REGULATING**  
[19-0141](#) **SIDEWALK VENDING IN COMPLIANCE WITH SB 946**  
(Acting Public Works Director Lucho Rodriguez)

- Recommendation:** Staff recommends that the City Council:
1. Introduce, upon first reading, an ordinance to regulate sidewalk vending within the City of Hermosa Beach in compliance with Senate Bill No. 946; and
  2. Adopt a resolution amending the City's comprehensive fee schedule to include administrative fines for sidewalk vending violations in compliance with Senate Bill No. 946; and
  3. Adopt a resolution amending the City's comprehensive fee schedule to include a sidewalk vending permit application fee and annual renewal fee.

- Attachments:**
- [1. Sidewalk Vending Ordinance](#)
  - [2. Sidewalk Vending Administrative Fine Resolution](#)
  - [3. Sidewalk Vending Application and Renewal Fees Resolution](#)

**6. MUNICIPAL MATTERS**

- a) [REPORT](#) **MIDYEAR BUDGET REVIEW 2018-19**  
[19-0101](#)

**(Continued from meeting of February 26, 2019)**

(Finance Director Viki Copeland)

- Recommendation:** Staff recommends that the City Council:
1. Approve the revisions to estimated revenue, appropriations, budget transfers and fund balances as shown herein and in the attached Revenue Detail Report, Additional Appropriations Report, Budget Transfers Report, and Budget Summary Report;
  2. From the General Fund, approve the addition of \$120,134 to the assigned fund balance for Contingencies in order to meet the City's target of 16% for this goal; add \$21,731 to the Compensated Absences assignment to meet the City's goal amount of 25% of the current liability; add \$21,575 to the retirement rate stabilization assignment;
  3. Transfer the remaining funds available in the General Fund of \$427,335 to the Insurance Fund; and
  4. Receive and file the attached information about City Council travel.

- Attachments:**
- [1. Revenue Detail Report](#)
  - [2. Additional Appropriations Report](#)
  - [3. Budget Transfers Report](#)
  - [4. Midyear Budget Summary Report](#)
  - [5. City Council Travel Summary 2018-19](#)

b) [REPORT](#)  
[19-0045](#)

**PURCHASE OF POLICE DEPARTMENT VEHICLES****(Continued from meeting of January 22, 2019)**

(Acting Police Chief Milton McKinnon)

- Recommendation:** Staff recommends that the City Council authorize the purchase of the following vehicles for the Police Department:
- a. Three (3) 2019 Chevrolet Tahoe utility vehicles to replace existing Chevrolet Tahoes, which include the Watch Commander HB9 vehicle, and Patrol vehicles HB1 and HB5;
  - b. Two (2) 2019 BMW R1200RT-P motorcycles to replace two (2) Honda ST 1300 motorcycles; and
  - c. One (1) 2019 Toyota Tacoma pick-up truck to replace one (1) Ford Ranger P/U truck for Parking Enforcement.

- Attachments:**
- [1. National Auto Fleet Toyota Tacoma](#)
  - [2. DriveClean.ca.gov-vehicle rating](#)
  - [3. 911vehicle Command Vehicle outfitting quote](#)
  - [4. Pictures of Buena Park command vehicle](#)
  - [5. Long Beach BMW motorcycle quote](#)

c) [REPORT](#)  
[19-0155](#)

**CONSIDERATION OF SPECIAL EVENT FEE WAIVER  
REQUESTS FOR HEARTS OF HERMOSA (MARCH 23);  
SANDPIPERS STROLL THE STRAND (MARCH 24);  
HOPE CHAPEL'S EASTER EGG HUNT (APRIL 20); AND  
HOPE CHAPEL'S EASTER SUNRISE SERVICE (APRIL 21)**

(Community Resources Manager Kelly Orta)

**Recommendation:** Staff recommends that the City Council consider special event fee waiver requests totaling \$22,130.29 from the following organizations:

1. Hermosa Beach Education Foundation for 'Hearts of Hermosa Beach' on Saturday, March 23 (requesting fee waiver of \$7,814.29);
2. Sandpipers for 'Sandpipers Stroll the Strand' on Sunday, March 24 (requesting fee waiver of \$400);
3. Hope Chapel's Easter Egg Hunt on Saturday, April 20 (requesting fee waiver of \$2,612); and
4. Hope Chapel's Easter Sunrise Service on Sunday, April 21 (requesting fee waiver of \$11,304).

**Attachments:**

- [1. Hearts of Hermosa Special Event Application](#)
- [2. Hearts of Hermosa Fee Waiver Application](#)
- [3. Stroll the Strand Special Event Application](#)
- [4. Stroll the Strand Application Fee Waiver Application](#)
- [5. Hope Chapel Easter Egg Hunt Special Event Application](#)
- [6. Hope Chapel Easter Egg Hunt Fee Waiver Application](#)
- [7. Hope Chapel Easter Sunrise Service Special Event Application](#)
- [8. Hope Chapel's Easter Sunrise Service Fee Waiver Application](#)

d) [REPORT](#)  
[19-0117](#)

**ESTABLISHMENT OF PERMANENT RIDESHARE ZONES  
IN DOWNTOWN HERMOSA BEACH**

(Environmental Analyst Leeanne Singleton &  
Acting Chief of Police Milton McKinnon)

**Recommendation:** Staff recommends that the City Council approve the implementation of a permanent rideshare zone program in Downtown Hermosa Beach to improve safety and better facilitate pick-up and drop-off of passengers from rideshare services, private vehicles, and taxicab operations.

**Attachments:**

- [1. Staff Report May 2017 Request to Renew Exclusive Taxicab Franchise Agreements](#)
- [2. Pilot Phase 1 - Downtown Rideshare Locations.jpg](#)
- [3. Downtown Rideshare Proposed Permanent Rideshare Zones-02.jpg](#)
- [4. Permanent Rideshare Zone Signage.pdf](#)

e) [REPORT](#)  
[19-0158](#)

**APPROVAL OF AGREEMENT WITH GRANICUS, INC. TO  
CONTINUE PROVIDING MEETING AND AGENDA MANAGEMENT,  
VIDEO STREAMING, AND CITIZEN PARTICIPATION SERVICES;  
AND TO PROVIDE A NEW CLOSED CAPTIONING SERVICE FOR  
CITY MEETINGS FROM MARCH 12, 2019 - JUNE 30, 2022**

(Assistant to the City Manager Nico De Anda-Scaia)

**Recommendation:** Staff recommends that the City Council approve a three-year plus one quarter contract with Granicus, Inc. from March 12, 2019 to June 30, 2022 for:

1. meeting and agenda management, video streaming, and citizen participation services, at a total cost of \$142,535.40; and
2. closed captioning for City meetings at a total cost of \$110,334.25.



**Attachments:**      [1. Link to example of meeting captions](#)  
                                 [2. Granicus Proposal 2019-2022.pdf](#)

## **7. MISCELLANEOUS ITEMS AND MEETING ATTENDANCE REPORTS - CITY COUNCIL**

- a)      **19-0149**                              **UPDATES FROM CITY COUNCIL AD HOC SUBCOMMITTEES  
AND STANDING COMMITTEE DELEGATES/ALTERNATES**

## **8. OTHER MATTERS - CITY COUNCIL**

*Requests from Councilmembers for possible future agenda items. No discussion or debate of these requests shall be undertaken; the sole action is whether to schedule the item for consideration on a future agenda. No public comment will be taken. Councilmembers should consider the city's work plan when considering new items.*

- a)      **19-0160**                              **COUNCILMEMBERS DUCLOS AND MASSEY REQUEST THAT  
STAFF EXPAND THE SCOPE OF THE OTHER MATTERS AGENDA  
ITEM ON PLASTIC SERVICE WARE SUPPORTED BY CTIY  
COUNCIL ON NOVEMBER 27, 2018 TO INCLUDE CONSIDERATION  
OF DIRECTION TO THE DOWNTOWN ENHANCEMENT  
SUBCOMMITTEE (WHICH, ON APRIL 10, 2018, THE CITY COUNCIL  
AUTHORIZED TO COLLABORATE WITH STAKEHOLDERS TO  
INCREASE ECONOMIC VITALITY DOWNTOWN), OR OTHER  
SUBCOMMITTEE, TO DEVELOP THE FOLLOWING FOR CITY  
COUNCIL APPROVAL: (1) AN ORDINANCE TO REDUCE AND  
ELIMINATE THE SALE AND USE OF SINGLE USE PLASTICS IN  
HERMOSA BEACH; AND (2) LETTERS OF SUPPORT FOR  
LEGISLATIVE AND CONGRESSIONAL EFFORTS TO ACHIEVE THE  
SAME OBJECTIVE ACROSS CALIFORNIA AND NATIONWIDE.**

- b)      [19-0157](#)                              **TENTATIVE FUTURE AGENDA ITEMS**

**Recommendation:**      Staff recommends that the City Council receive and file the tentative future agenda items.

**Attachments:**              [Tentative Future Agenda.pdf](#)

## **ADJOURNMENT**

**FUTURE MEETINGS AND CITY HOLIDAYS****CITY COUNCIL MEETINGS:**

March 18, 2019 - Monday - Adjourned Regular Meeting:

7:00 PM - Joint Meeting with School Board

March 26, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

April 9, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

April 23, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

April 24, 2019 - Wednesday - Adjourned Regular Meeting:

6:00 PM - FY 2019-2020 Capital Improvement Program

May 1, 2019 - Wednesday - Adjourned Regular Meeting:

6:00 PM - Study Session

May 14, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

May 22, 2019 - Wednesday - Adjourned Regular Meeting:

6:00 PM - Budget Workshop

May 28, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

June 5, 2019 - Wednesday - Adjourned Regular Meeting:

6:00 PM - Study Session

June 11, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

June 25, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

July 9, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

July 18, 2019 - Thursday - Adjourned Regular Meeting:

6:00 PM - Joint Meeting with All Boards and Commissions

July 23, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

August 13, 2019 - Tuesday - No Meeting (Dark)

August 27, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

September 4, 2019 - Wednesday - Adjourned Regular Meeting:

6:00 PM - Study Session

September 10, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

September 24, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

October 2, 2019 - Wednesday - Adjourned Regular Meeting:

6:00 PM - Study Session

October 8, 2019 - Tuesday - No Meeting (Re-scheduled to Oct. 10)

October 10, 2019 - Thursday - Adjourned Regular Meeting:

6:00 PM - Closed Session and 7:00 PM - City Council Meeting

October 22, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

## CITY COUNCIL MEETINGS - CONTINUED:

November 6, 2019 - Wednesday - Adjourned Regular Meeting:

6:00 PM - Study Session

November 12, 2019 - Tuesday - 6:00 PM - Closed Session,

7:00 PM - City Council Meeting

November 18, 2019 - Monday - Adjourned Regular Meeting:

6:00 PM - Closed Session and 7:00 PM - City Council Meeting

November 21, 2019 - Thursday - Adjourned Regular Meeting:

6:00 PM - Mayor Rotation

November 26, 2019 - Tuesday - No Meeting (Re-scheduled to Nov. 18)

December 4, 2019 - Wednesday - Adjourned Regular Meeting:

6:00 PM - Study Session

December 10, 2019 - Tuesday - No Meeting (Re-scheduled to Dec. 12)

December 12, 2019 - Thursday - Adjourned Regular Meeting:

6:00 PM - Closed Session and 7:00 PM - City Council Meeting

December 24, 2019 - Tuesday - No Meeting (Dark)

## BOARDS, COMMISSIONS AND COMMITTEE MEETINGS:

March 19, 2019 - Tuesday - 7:00 PM - Planning Commission Meeting

March 20, 2019 - Wednesday - 7:00 PM - Public Works Commission Meeting

April 2, 2019 - Tuesday - 7:00 PM - Parks and Recreation Advisory Commission Meeting

April 16, 2019 - Tuesday - 7:00 PM - Planning Commission Meeting

May 6, 2019 - Monday - 7:00 PM - Emergency Preparedness Advisory Commission Meeting

May 7, 2019 - Tuesday - 7:00 PM - Parks and Recreation Advisory Commission Meeting

May 15, 2019 - Wednesday - 7:00 PM - Public Works Commission Meeting

May 21, 2019 - Tuesday - 7:00 PM - Planning Commission Meeting

June 4, 2019 - Tuesday - 7:00 PM - Parks and Recreation Advisory Commission Meeting

June 18, 2019 - Tuesday - 7:00 PM - Planning Commission Meeting

July 2, 2019 - Tuesday - 7:00 PM - Parks and Recreation Advisory Commission Meeting

July 8, 2019 - Monday - 7:00 PM - Emergency Preparedness Advisory Commission Meeting

July 16, 2019 - Tuesday - 7:00 PM - Planning Commission Meeting

July 17, 2019 - Wednesday - 7:00 PM - Public Works Commission Meeting

August 6, 2019 - Tuesday - 7:00 PM - Parks and Recreation Advisory Commission Meeting

August 20, 2019 - Tuesday - 7:00 PM - Planning Commission Meeting

September 3, 2019 - Tuesday - 7:00 PM - Parks and Recreation Advisory Commission Meeting

September 9, 2019 - Monday - 7:00 PM - Emergency Preparedness Advisory Commission Meeting

September 17, 2019 - Tuesday - 7:00 PM - Planning Commission Meeting

September 18, 2019 - Wednesday - 7:00 PM - Public Works Commission Meeting

October 1, 2019 - Tuesday - 7:00 PM - Parks and Recreation Advisory Commission Meeting

October 15, 2019 - Tuesday - 7:00 PM - Planning Commission Meeting

November 4, 2019 - Monday - 7:00 PM - Emergency Preparedness Advisory Commission Meeting

November 5, 2019 - Tuesday - 7:00 PM - Parks and Recreation Advisory Commission Meeting

November 19, 2019 - Tuesday - 7:00 PM - Planning Commission Meeting

November 20, 2019 - Wednesday - 7:00 PM - Public Works Commission Meeting

December 3, 2019 - Tuesday - 7:00 PM - Parks and Recreation Advisory Commission Meeting

December 9, 2019 - Tuesday - 7:00 PM - Planning Commission Meeting

**CITY OFFICES CLOSED FRIDAY-SUNDAY AND ON THE FOLLOWING DAYS:**

May 27, 2019 - Monday - Memorial Day

July 4, 2019 - Thursday - Independence Day

September 2, 2019 - Monday - Labor Day

November 11, 2019 - Monday - Veteran's Day

November 28, 2019 - Thursday, Thanksgiving Day

December 25, 2019 - Wednesday - Christmas Day

January 1, 2020 - Wednesday - New Year's Day (2020)



# City of Hermosa Beach

City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254

## Staff Report

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### Staff Report

19-0151

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Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019

**RECOGNIZING HERMOSA BEACH CITY SCHOOL DISTRICT  
AS THE NATIONAL FIRST PLACE WINNER OF THE SANDY  
HOOK PROMISE 2019 *START WITH HELLO* COMMUNITY  
REACH AND SUSTAINABILITY AWARD**



# City of Hermosa Beach

City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254

## Staff Report

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### Staff Report

19-0150

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

**RECOGNIZING SKYE FENTON FOR HER OUTSTANDING  
EFFORTS TO HELP HOMELESS INDIVIDUALS THROUGHOUT  
THE SOUTH BAY BY STARTING THE BACKPACK CLUB WHICH  
DONATES STUFFED PACKS OF GOODS TO U.S. VETERANS**



# City of Hermosa Beach

City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254

## Staff Report

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### Staff Report

19-0152

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

**CHAD RICHARDSON DONATES "PIER" CANVAS ARTWORK  
TO CITY OF HERMOSA BEACH**



# City of Hermosa Beach

City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254

## Staff Report

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### Staff Report

REPORT 19-0156

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

### WRITTEN COMMUNICATION

#### **Recommended Action:**

Staff recommends that the City Council receive and file the written communication.

#### **Attachments:**

03-02-19 Letter from Tony Higgins regarding CEQA Safety and Hazards Analysis for 27<sup>th</sup> Street



Saturday March 2, 2019

Dear City Council, City Manager and City Attorney,

Every resident who drives 27<sup>th</sup> Street regularly knows it has become a de-facto truck route.

Yet Hermosa Beach City officials continue to claim 27th is NOT a truck-route; thereby allowing it to skirt its responsibility to perform the safety, near roadway pollution, noise & vibration analysis mandated by the California Environment Quality Act (CEQA).

27<sup>th</sup> Street is a truck route. Everybody knows it.

Yet, the city continues to post No Overweight Truck signs on 27<sup>th</sup> east and westbound that in-part obfuscate this truth.

It's time for the charade to end.

The CEQA statute sets forth a detailed process for preparing Environmental Impact Reports (EIRs) for projects ranging from General Plans like the 2017 Plan-Hermosa EIR to smaller projects like the placement of new traffic signals or the creation of new truck routes.

Appendix-G of CEQA defines *environmental hazards*, that include but are not limited to road & pedestrian safety, near-roadway air-pollution effects, vehicle noise & vibration impact to residential neighborhoods.

CEQA further requires the city to assess and if possible, *develop plans* to mitigate significant new potential environmental hazards & impacts resulting from the cumulative effects of ***past & present*** city-approved projects, as well as ***future*** EIR approved programs and/or projects.

**There is no CEQA exclusion allowing the City of Hermosa Beach to ignore *significant* environmental hazards or impacts caused by heavy-trucks on vulnerable & highly utilized roads like 27th Street.**

Yet the City continues to misrepresent and deny that 27th Street is a *new* truck route, attempting to avoid it's CEQA mandated obligations to examine & mitigate the consequent health, safety, quality of life and property rights

impacts on behalf of the residents of Hermosa Beach. This is negligent. It puts the City at an unnecessary risk.

If there is a truck related accident on 27th with a serious injury or loss of life, besides the tragedy of the accident itself, the City will likely find itself legally culpable for knowingly not following the CEQA process by allowing the establishment of a new city truck route without the appropriate environmental review of potential safety hazards and other potential environmental impacts and mitigations.

And there is more.

Sadly, 2 1/2 months into the Hermosa Ave Paving Project, heavy trucks continue to use 27th instead of the Herondo route prescribed by the project documents for transport of this projects heavy-equipment, asphalt, cement rubble. The City, despite the best efforts of its Project Engineers has simply been unable to enforce the Herondo route for ingress and egress to the project site. Consequently, the City is unable protect our safety and quality of life with any degree of consistency.

And it happened again just last night, and yet again this morning; large big-rigs pulling long trailers transporting heavy equipment on 27<sup>th</sup> instead of Herondo.

I bring this up not because I expect the City can do anything about it.

Rather, I bring it up as evidence of a larger problem, that the City as a whole cannot effectively establish and implement project-specific truck routes to protect the health, safety or quality of life of its residents with any degree of reasonable certainty. This has been well documented with the Hermosa Avenue Paving Project.

If the City cannot enforce project-specific truck routes then the projects that are dependent on them must be called into question. These include projects like the Plaza Hotel and the North School Renovation.

It's also worth looking at one key reason the City cannot get consistent compliance with the project-specific truck routes: For years the City has refused to enforce its direct route truck laws and the No Overweight Truck signs on 27<sup>th</sup> street; and that has strongly affected the credibility of the

HBPD as a deterrent to unsafe or illegal use of 27th by truck drivers. It's that simple.

City Project Engineers can howl and scream at project contractors for not using the prescribed truck routes until the cows come home, but the truck drivers won't change their habits until there is both a consistent and sustained year-round HBPD enforcement of the existing truck laws on 27<sup>th</sup> and when special projects do occur, until there are financial penalties imposed by the Project Authorities that hit the truckers pocket-books when they fail to use the prescribed routes.

Also, please keep in mind the Hermosa Ave project is a relatively small 3-month project and by comparison and the multi-year Plaza Hotel project where 7,000+ truck trips will likely be required has the potential for much more residential impact over a far longer period.

But let's get down to some root issues.

The city knows there is no safe number of large heavy trucks on 27th's steep narrow roadway. These trucks roar by inches from an increasingly busy, narrow obstructed sidewalk. The road and the sidewalks are simply too narrow and too steep and without a curbside parking buffer westbound there is simply no way to mitigate the pedestrian or cyclist risk.

I

Furthermore, the city knows there is no way to effectively mitigate the noise and vibration made by heavy trucks roaring up the steep east and westbound inclines of 27th to acceptable levels.

Put another way there is no way the City can mitigate the noise levels to anywhere close to the 55dba noise limit standard recommended in city planning documents for R2 zoned neighborhoods and still allow heavy trucks to use 27<sup>th</sup> for thoroughfare. The noise levels on 27<sup>th</sup> near the east and westbound inclines are already 2-3 times the recommended levels. I have provided the City many dba noise measurement samples and the City has yet to refute any of my reports.

And finally, the City knows there is simply no justification for its continued denial that 27th has become a main east/west truck route for both ingress & egress to the Plaza Area and Hermosa Avenue businesses; AND, moreover, the city knows 27<sup>th</sup> is now the main truck-route for both

commercial and residential construction trucks traffic serving the entire WESTSIDE Hermosa Beach, not just the North Hermosa Area.

The City knows it is negligent in not invoking the CEQA EIR process related to the 27<sup>th</sup> street truck-route.

By any reasonable definition a road becomes a truck-route when it is the predominant path to the locations served by truck traffic but it is NOT the most direct route.

That description fits 27<sup>th</sup> to a tee.

Finally, I simply cannot ignore that the City of Hermosa has brought legal action against the Hermosa Beach School District for possibly not adequately considering pedestrian **safety** in the transportation section of the North School EIR.

Here is a quote from page 10 of the January 2, 2018 letter authored by the Hermosa Beach City Manager to the Hermosa School District related to the North School Construction project draft EIR and pedestrian safety.

The quote below was bolded for added emphasis and the word “safety” was underlined.

*“Will the project conflict with adopted policies plans or programs regarding public transit, bicycle or pedestrian facilities or otherwise decrease the performance **or safety** of such facilities?”*

What is especially bemusing is that the city is asking the School District to do what it did not do in the cities own EIR, The Plan Hermosa General Plan.

The city completely ignored truck safety to vulnerable roads.

But at least in the above communication the City implicitly acknowledges that it should have considered safety, and specifically truck safety in the Plan Hermosa - General Plan EIR.

I want 3 things from the city.

First, I want a CEQA compliant truck route EIR that examines the safety, near-roadway pollution effects, noise and vibration consequent to allowing 27<sup>th</sup> to become a new truck route. No more delay. No more excuses. No more bobbing & weaving.

Second, I want the city to analyze why its efforts to have heavy equipment use the Herondo route for the Hermosa Ave Project brought such inadequate & inconsistent results; and then effect the changes necessary to rectify this before the start of either the Plaza hotel or North School Construction Projects.

The City Council simply must demand a public lessons-learned presentation by staff at the City Council Open Session. A failure to do this and to expect better outcomes for the Plaza Hotel project or the North School Construction would be reckless and indifferent to the safety and quality of life concerns of residents of 27<sup>th</sup> street, especially given the well documented outcomes from the Hermosa Avenue project.

Third, I want a new evidence-based CEQA compliant amendment to the city's Circulation Plan that specifically & comprehensively addresses truck traffic circulation for the long-term in our growing city. This should have been a big part of the Cities 2017 Plan Hermosa General Plan but was totally omitted.

Thank You  
Anthony Higgins



# City of Hermosa Beach

City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254

## Staff Report

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### Staff Report

REPORT 19-0148

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

### **CITY COUNCIL MEETING MINUTES**

(Deputy City Clerk Linda Abbott)

#### **Recommended Action:**

Staff recommends that the City Council approve the minutes of the Regular meeting of February 26, 2019.

#### **Attachments:**

Minutes of Regular meeting of February 26, 2019

**Submitted by:** Linda Abbott, Deputy City Clerk

**Noted:** Suja Lowenthal, City Manager

# City of Hermosa Beach

*City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254*



## Meeting Minutes

**Tuesday, February 26, 2019**

**6:00 PM**

**Closed Session - 6:00 P.M.**

**Regular Meeting - 7:00 P.M.**

**Council Chambers**

## City Council

***Mayor  
Stacey Armato***

***Mayor Pro Tem  
Mary Campbell***

***Councilmembers  
Hany S. Fangary  
Justin Massey  
Jeff Duclos***

**6:00 P.M. - CLOSED SESSION**

(LOCATION: Meetings convene in the Council Chambers and move to the Second Floor Conference Room after Public Comment)

**CALL TO ORDER IN COUNCIL CHAMBERS** 6:01 p.m.**ROLL CALL**

**Present:** 5 - Mayor Armato, Mayor Pro Tempore Campbell, Councilmember Fangary, Councilmember Massey, and Councilmember Duclos  
**Absent:** 0

**PUBLIC COMMENT** None**RECESS TO CLOSED SESSION IN SECOND FLOOR CONFERENCE ROOM** 6:02 p.m.

1. **19-0121 MINUTES:** Approval of minutes of the following Closed Session meetings.
  - a) January 22, 2019
  - b) January 31, 2019
  - c) February 7, 2019
  - d) February 12, 2019
2. **19-0122 CONFERENCE WITH LEGAL COUNSEL: Initiation of Litigation**  
**Government Code Section 54956.9(d)(4)**  
The City finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the City in the litigation.  
**Number of Potential Cases:** 2
3. **19-0123 CONFERENCE WITH LEGAL COUNSEL: Litigation Quarterly Update**  
**Existing Litigation - Government Code Section 54956.9(d)(1)**  
The City finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the City in the litigation.
  - a) Name of Case: BKK Working Group et al. v. City of Hermosa Beach et al.  
United States District Court, Case Number: 2:18-cv-5810
  - b) Name of Case: Kerry Cartwright v. City of Hermosa Beach  
Los Angeles County Superior Court, Case Number: 18STCV05692
  - c) Name of Case: Hermosa Fitness LLC v. City of Hermosa Beach  
Los Angeles County Superior Court, Case Number: 18STCP02840
  - d) Name of Case: Mark Roth v. City of Hermosa Beach  
Los Angeles County Superior Court, Case Number: YC072628



- e) Name of Case: City of Hermosa Beach v. Edward P. Zappia, The Zappia Law Firm  
Los Angeles County Superior Court, Case Number: BC709770

**4. 19-0128 CONFERENCE WITH LEGAL COUNSEL: Non-Litigated Claims Update**

**Existing Litigation - Government Code Section 54956.9(d)(2) and (e)(3)**

The City finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the City in the litigation.

- a) Claimant: Brian Anstey, Claim Number: 18-138992  
Date of Loss: 6/26/2018, Date Filed: 11/19/2018  
Allegation: Suspect in Redondo Police Department Chase damaged Claimant's fence
- b) Claimant: Arlene Buschbach, Claim Number: 19-139883  
Date of Loss: 10/27/2018, Date Filed: 1/22/2019  
Allegation: Injuries suffered from fall due to broken pathway
- c) Claimant: Nathan Carroll, Claim Number: 19-139480  
Date of Loss: 8/26/2018, Date Filed: 12/31/2018  
Allegation: Money and property stolen by security guard hired by City
- d) Claimant: Jason Clark, Claim Number: 19-139872  
Date of Loss: 7/2018, Date Filed: 1/23/2019  
Allegation: Car accident was result of a blind spot that was reported to City
- e) Claimant: Carissa De Blasi, Claim Number: 18-138649  
Date of Loss: 6/18/2018, Date Filed: 11/6/2018  
Allegation: Damage to Claimant's vehicle caused by an asphalt company truck
- f) Claimant: Stephen Allan Diamond, Claim Number: 19-139484  
Date of Loss: 8/22/2018, Date Filed: 12/31/2018, Revised Claim: 1/28/2019  
Allegation: Broken ankle due to hole in walkway
- g) Claimant: John Zamora, Claim Number: 18-134743  
Date of Loss: 8/4/2017, Date Filed with Los Angeles County: 2/1/2018  
Allegation: Failure to reasonably own, maintain, supervise beach and shoreline

**ADJOURNMENT OF CLOSED SESSION** 7:10 p.m.

**7:00 P.M. - REGULAR AGENDA****CALL TO ORDER** 7:15 p.m.**PLEDGE OF ALLEGIANCE** Cathy McCurdy**ROLL CALL**

**Present:** 5 - Mayor Armato, Mayor Pro Tempore Campbell, Councilmember Fangary, Councilmember Massey, and Councilmember Duclos

**Absent:** 0

**CLOSED SESSION REPORT**

*City Attorney Jenkins said nothing was added to the agenda and there were no reportable actions.*

**ANNOUNCEMENTS**

*Mayor pro tem Campbell invited everyone to consider mentoring a young adult in Lenox through the South Bay Workforce Investment Board. For more information, see the attachment under item 2j.*

*Councilmember Fangary thanked staff for making Chambers available for his Community First meetings, and thanked those residents who provided input at last Saturday's meeting. He invited everyone to the next Community First meeting, which will be held Saturday, March 23 at 2 p.m. He said Beach Cities Health District representatives will be on hand to discuss services offered and to give an update of their Healthy Living Campus Project.*

*Mayor Armato announced the following upcoming community events:*

*\*The 13th annual fundraiser, Adrienne's Search for Children's Cancer Cure, held by the Woman's Club of Hermosa Beach on Saturday, March 2 from 5 to 9 p.m. at the Hermosa Kiwanis Building at 2515 Valley Drive. This year's fundraiser will benefit Children with Cancer and Research for Osteosarcoma. Come enjoy live music, catered dinner, a silent auction, kids' arts & crafts and a Magic Castle magician. Tickets are on sale at [www.womansclubofhermosabeach.org](http://www.womansclubofhermosabeach.org).*

*\*The Hermosa Police Department is currently accepting applications to join our Community Police Academy which gives a closer look at what law enforcement truly entails. The next session starts Thursday, March 28 and students meet every Thursday evening for eight weeks. If you are over the age of 21, and live or work in Hermosa, please complete and submit the Community Police Academy application available on our website at [www.hermosabch.org/communitypoliceacademy](http://www.hermosabch.org/communitypoliceacademy).*

*\*The City will host its second annual community-wide garage sale on Saturday, March 30 from 7 a.m. to 12 noon with dozens of concurrent garage sales. If you are interested in hosting a*

*garage sale for your home, building, or neighborhood block, coordinate with your neighbors and sign up on our website today. The City has once again partnered with local and national non-profit organizations to create a place where you can donate any unsold items by dropping them off that same afternoon from 12 noon to 4 p.m. Learn more about the event on our website at [www.hermosabch.org/communitygaragesale](http://www.hermosabch.org/communitygaragesale).*

*Councilmember Fangary encouraged qualifying non-profits to enter the South Bay Nonprofit Quick Pitch Contest, sponsored by the Hermosa Friends Foundation, on Thursday, March 28 from 5 to 9 p.m. at the 2nd Story Theatre. The winner will receive a grant from the organization. Midnight, March 1 is the deadline to apply. Visit [www.hermosafriends.org](http://www.hermosafriends.org) for more information.*

## APPROVAL OF AGENDA

**Motion Campbell and seconded by Duclos to approve the agenda.**

**Aye:** 5 - Mayor Armato, Campbell, Fangary, Massey, and Duclos

**Absent:** 0

## PROCLAMATIONS / PRESENTATIONS

- a)      **19-0126                      SOUTH BAY ASSOCIATION OF SCHOOL PSYCHOLOGISTS  
PRESENTS OUT OF THE DARKNESS CAMPUS WALK  
TO BRING AWARENESS TO SUICIDE PREVENTION**

*Angelica Mayanja, School Psychologist, Los Angeles Unified School District, gave the presentation and invited everyone to the Saturday, March 23 event. She said more information may be found at [www.afsp.org/southbaycampus](http://www.afsp.org/southbaycampus).*

- b)      **19-0127                      BEACH CITIES HEALTH DISTRICT UPDATE ON  
REDEVELOPMENT OF THE HEALTHY LIVING CAMPUS**

*Vish Chatterji, Board member and Tom Bakaly, CEO, gave the PowerPoint presentation and responded to Council questions.*

## MISCELLANEOUS ITEMS AND REPORTS - CITY MANAGER

*City Manager Lowenthal said staff will provide Information Items as a new official communications tool to better inform, update and respond to Council on key topics and issues. Information Items will not be actionable, but Council may request an item be added to a future Council meeting agenda. Information Items will be posted to the City's website. In addition to the Infiltration Project Information Item previously provided at the February 12 Council meeting, upcoming Information Items will include updates on a File Keepers contract amendment for the Citywide document scanning project, the Fire Station remodel, Environmental Impact Report (EIR) contracts for the subsea fiber optic cable system, and plans*

*for the visual identity and brand for the City.*

**a) 19-0130**

**INFILTRATION PROJECT UPDATE**

*City Manager Lowenthal said since the last update to Council at the February 12 meeting, staff has submitted necessary documentation required by the State Water Resources Control Board (by February 28) for the infiltration project grant to mitigate pollution from regional runoff from entering Santa Monica Bay via the Herondo storm drain, including project director certification, a deviation request form and a time extension request to address project siting and scope issues. Staff will return to Council in March for consideration of next steps and site alternatives, including endorsement of a letter to the Redondo Beach City Council asking for formal permission to investigate Francisca Street as a project site, as requested by Redondo Beach. The report will also provide an analysis from the City Attorney on legal and economic implications if the project Memorandum of Understanding (MOU) were dissolved, including any obligations to our partner agencies including the Cities of Redondo Beach, Manhattan Beach and Torrance, and the Los Angeles County Flood Control District.*

**PUBLIC PARTICIPATION:**

**1. ORAL AND WRITTEN COMMUNICATIONS:**

*Public comment:*

*Anthony Higgins*

*Craig Cadwallader*

*Sarah Mae Harper, Manager, Hermosa Library*

*Robert Thompson, Operations Manager, Cal Water*

*Maria Haase*

*John Gardner*

*Adrienne Slaughter, Woman's Club of Hermosa*

*Liz Ramirez, Woman's Club of Hermosa*

*Chris Cagle, Regional Affairs Manager, South Bay Workforce Investment Board*

*Traci Horowitz*

*Scott Davey*

*At this time, Mayor Armato invited members of Boy Scout Troop 860 forward to comment on items 6c and 6d.*

*Coming forward:*

*Dylan Williams*

*Eric Arentsen, Board member, Greater Los Angeles Area Council of Boy Scouts of America*

*Steve Staso, Scoutmaster*

*Corey Huebner*

*Justin Huebner*

*Kyle Huebner*

*David Smith*

**2. CONSENT CALENDAR:**

**Motion Duclos and seconded by Campbell to approve the Consent Calendar.**

**Aye:** 5 - Mayor Armato, Campbell, Fangary, Massey, and Duclos

**Absent:** 0

- a) **REPORT** **CITY COUNCIL MEETING MINUTES**  
19-0115 (Deputy City Clerk Linda Abbott)  
**Attachments:** [1. 013119 Closed Session draft min.docx](#)  
[2. 020719 Closed Session draft min.docx](#)  
[3. 021219 draft min.docx](#)
- b) **REPORT** **CHECK REGISTERS**  
19-0100 (Finance Director Viki Copeland)  
**Attachments:** [1. 01-31-19](#)  
[2. 02-07-19](#)
- c) **REPORT** **REVENUE REPORT, EXPENDITURE REPORT,**  
19-0111 **AND CIP REPORT BY PROJECT FOR DECEMBER 2018**  
(Finance Director Viki Copeland)  
**Attachments:** [1. Dec 18 Revenue Report](#)  
[2. Dec 18 Expenditure Report](#)  
[3. Dec 18 CIP Report by Project](#)
- d) **REPORT** **REVENUE REPORT, EXPENDITURE REPORT,**  
19-0112 **AND CIP REPORT BY PROJECT FOR JANUARY 2019**  
(Finance Director Viki Copeland)  
**Attachments:** [1. Jan 19 Revenue Report](#)  
[2. Jan 19 Expenditure Report](#)  
[3. Jan 19 CIP Report by Project.pdf](#)
- e) **REPORT** **CITY TREASURER'S REPORT AND CASH BALANCE REPORT**  
19-0110 (City Treasurer Karen Nowicki)  
**Attachments:** [1. January 2019 Treasurer's Report](#)  
[2. January 2019 Cash Balance Report](#)
- f) **REPORT** **PROJECT STATUS REPORT AS OF JANUARY 31, 2019**  
19-0099 (Acting Public Works Director Lucho Rodriguez)

**Attachments:** [1. January FY2018-19 - CIP Status](#)  
[2. SUPPLEMENTAL Letter from Howard Longacre \(added 2-26-19 at 4pm\).pdf](#)

- g) **REPORT** **PLANNING COMMISSION TENTATIVE FUTURE AGENDA ITEMS**  
**19-0124** (Community Development Director Ken Robertson)

**Attachments:** [Planning Commission Tentative Agenda for 3-19-19.pdf](#)

- h) **REPORT** **ACTION SHEET OF THE PLANNING COMMISSION**  
**19-0125** **MEETING OF FEBRUARY 19, 2019**

**Attachments:** [Planning Commission Action Sheet 2-19-19.pdf](#)

- i) **REPORT** **RECOMMENDATION TO REJECT CLAIM**  
**19-0114** (Human Resources Manager Vanessa Godinez)

**Attachments:** [Arlene Buschbach 10-27-18](#)

- j) **REPORT** **SOUTH BAY WORKFORCE INVESTMENT BOARD**  
**19-0120** **QUARTERLY SUMMARY**

**Attachments:** [SBWIB 2nd Quarter Report](#)

**3. CONSENT ORDINANCES** None

**4. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR SEPARATE DISCUSSION** None

**5. PUBLIC HEARINGS**

- a) **REPORT** **PUBLIC HEARING TO CONSIDER HOPE CHAPEL'S APPEAL**  
**19-0105** **OF THE PARKS, RECREATION AND COMMUNITY RESOURCES**  
**ADVISORY COMMISSION'S DENIAL OF THE EASTER SUNRISE**  
**SERVICE ON SUNDAY, APRIL 21, 2019 ON THE COMMUNITY**  
**CENTER'S EAST LAWN AND APPROVAL OF EVENT FEE**  
**WAIVERS AS REQUESTED BY HOPE CHAPEL**  
(Community Resources Manager Kelly Orta)

**Attachments:** [1. Hope Chapel Easter Sunrise Service Special Event Application](#)  
[2. Hope Chapel Easter Sunrise Service Fee Waiver Application](#)  
[3. SUPPLEMENTAL Email from Tressy Capps \(added 2-26-19 at 12pm\).pdf](#)

*Alan Kisaka and Justin Kalama, Associate Pastors, Hope Chapel, were invited forward to speak to their appeal.*

*The Public Hearing opened at 8:57 p.m. Coming forward to address the Council:*

*JC Agajanian*

*Robert Rosenfeld*

*Cary Bichlmeier*

*The Public Hearing closed at 9:02 p.m.*

**Motion Massey and seconded by Fangary to deny Hope Chapel's appeal of the Parks, Recreation and Community Resources Advisory Commission's denial of the Easter Sunrise Service on Sunday, April 21, 2019 on the Community Center's East Lawn.**

**Aye:** 4 - Mayor Armato, Campbell, Fangary, and Massey

**No:** 1 - Duclos

**Absent:** 0

## 6. MUNICIPAL MATTERS

- a) **REPORT** **MIDYEAR BUDGET REVIEW 2018-19**  
**19-0101** **(Continued from meeting of February 26, 2019)**  
(Finance Director Viki Copeland)

**Attachments:** [1. Revenue Detail Report](#)  
[2. Additional Appropriations Report](#)  
[3. Budget Transfers Report](#)  
[4. Midyear Budget Summary Report](#)  
[5. City Council Travel Summary 2018-19](#)

*Public comment:*  
*David Grethen*

**Motion Massey and seconded by Duclos to continue item 6a to a future meeting.**

**Aye:** 5 - Mayor Armato, Campbell, Fangary, Massey, and Duclos

**Absent:** 0

- b) **REPORT** **APPROVAL OF A MEMORANDUM OF UNDERSTANDING**  
**19-0116** **WITH THE HERMOSA BEACH CITY SCHOOL DISTRICT**  
**FOR THE NORTH ELEMENTARY SCHOOL PROJECT**

(City Manager Suja Lowenthal and  
Environmental Analyst Leeanne Singleton)

**Attachments:** [1. City\\_HBCSD Tolling Agreement.pdf](#)  
[2. City\\_HBCSD Draft MOU Final.pdf](#)  
[3. SUPPLEMENTAL Three \(3\) Letters from City to HBCSD \(added 2-26-19 at 12pm\).pdf](#)  
[4. SUPPLEMENTAL City\\_HBCSD Draft MOU Final - formatting changes only \(added 2-26-19 at 4pm\).pdf](#)

*Public comment:*

*Douglas Gardner, President, Hermosa Beach School Board*

*David Grethen*

*Dency Nelson*

**Motion Campbell and seconded by Massey to authorize the Mayor to sign a Memorandum of Understanding (MOU) with the Hermosa Beach City School District setting forth the mutually agreed principles and commitments for resolving traffic and transportation topics to maximize the safety, efficiency, and equity of transportation and traffic related to the North School Project, noting the conforming changes to the document made during tonight's meeting.**

**Aye:** 4 - Mayor Armato, Campbell, Massey, and Duclos

**No:** 1 - Fangary

**Absent:** 0

- c) **REPORT                      REVIEW OF THE PARKS, RECREATION AND COMMUNITY  
19-0109                      RESOURCES ADVISORY COMMISSION'S MUNICIPAL LEASE  
POLICY SUBCOMMITTEE'S RECOMMENDED POLICY GUIDELINES**  
(Community Resources Manager Kelly Orta)

**Attachments:** [1. Subcommittee Recommended Guidelines](#)  
[2. Letter from Rotary.pdf](#)  
[3. SUPPLEMENTAL Eleven \(11\) eComments \(submitted 2-25-19 to 2-26-19\).pdf](#)  
[4. SUPPLEMENTAL Four \(4\) eComments \(submitted 2-26-19\).pdf](#)

*Subcommittee members Lauren Pizer Mains and Robert Rosenfeld were invited forward to address the Council.*

*Public comment:*

*Steve Peterson, Rotary Club*

*Cathy McCurdy, Kiwanis Club*

*George Barks*



*David Grethen  
Cary Bichlmeier  
Cassandra (no last name given)*

*Steve Peterson, Rotary Club, and Cathy McCurdy, Kiwanis Club, were invited forward to respond to Council questions.*

**Motion Duclos and seconded by Armato to receive and file the Parks, Recreation and Community Resources Advisory Commission's Municipal Lease Policy Subcommittee's recommended policy guidelines.**

**Aye:** 5 - Mayor Armato, Campbell, Fangary, Massey, and Duclos

**Absent:** 0

**Motion Duclos and seconded by Campbell to continue tonight's meeting until midnight.**

**Aye:** 5 - Mayor Armato, Campbell, Fangary, Massey, and Duclos

**Absent:** 0

- d) **REPORT                      ONE-YEAR EXTENSION OF THE ROTARY CLUB LEASE  
19-0118                      AGREEMENT FOR USE OF THE ROTARY FACILITY  
   (2521 VALLEY DRIVE); AND AUTHORIZATION TO  
   BEGIN NEGOTIATING WITH THE ROTARY CLUB  
   FOR FUTURE LEASE AGREEMENTS  
   (Community Resources Manager Kelly Orta)**

**Attachments:** [1. Rotary Club Lease Agreement](#)  
[2. First Amendment to the Rotary Club Lease Agreement](#)  
[3. Second Amendment to the Rotary Club Lease Agreement](#)  
[4. Third Amendment to the Rotary Club Lease Agreement \(DRAFT\)](#)

*Public comment:  
Steve Peterson, Rotary Club (he also responded to Council questions)*

**Motion Massey and seconded by Duclos to:**  
**1. Approve the one-year extension of the Rotary Club lease agreement, retroactive to July 31, 2018, to expire July 31, 2019; and**  
**2. Authorize staff to negotiate a future lease agreement with the Rotary Club for the Rotary Facility beyond July 31, 2019.**

**Aye:** 5 - Mayor Armato, Campbell, Fangary, Massey, and Duclos

**Absent:** 0

e) **REPORT**  
**19-0102**

**CONSIDERATION OF DESIGN STANDARDS  
FOR WIRELESS COMMUNICATION FACILITIES  
IN THE PUBLIC RIGHT OF WAY**

(Assistant City Attorney Lauren Langer,  
Community Development Director Ken Robertson,  
and Acting Public Works Director Lucho Rodriguez)

- Attachments:** [1. Draft Resolution Establishing Design and Development Standards for Wireless Facilities in the Right of Way](#)
- [2. Ordinance 19-1390 Wireless Facilities in Public Rights of Way](#)
- [3. Photos of Sample Wireless Facility Designs Prohibited and Allowed](#)
- [4. Link to City Council Meeting of January 8, 2019](#)
- [5. SUPPLEMENTAL Letter from Crown Castle \(added 2-26-19 at 1pm\).pdf](#)
- [6. SUPPLEMENTAL Letter from Mackenzie and Albritton LLP \(added 2-26-19 at 5:30pm\).pdf](#)

*Assistant City Attorney Lauren Langer gave a PowerPoint presentation.*

*Public comment:*

*Daisy Uy Kimpang, Verizon Wireless*  
*Michael Cintron, Crown Castle*  
*Emily Murray, AT&T*

**Motion Duclos and seconded by Massey to approve the proposed Design Standards for wireless telecommunications facilities in the public right of way by adopting a Resolution of the City of Hermosa Beach, California, Establishing Design and Development Standards for Wireless Facilities in the Public Right of Way, as Authorized by Hermosa Beach Municipal Code (HBMC) Chapter 12.18.**

**Aye:** 5 - Mayor Armato, Campbell, Fangary, Massey, and Duclos

**Absent:** 0

**7. MISCELLANEOUS ITEMS AND MEETING ATTENDANCE REPORTS - CITY COUNCIL**

a) **19-0119** **UPDATES FROM CITY COUNCIL AD HOC SUBCOMMITTEES  
AND STANDING COMMITTEE DELEGATES/ALTERNATES**

*None*

**8. OTHER MATTERS - CITY COUNCIL**

a) 19-0129 **TENTATIVE FUTURE AGENDA ITEMS**

**Attachments:** [Tentative Future Agenda.pdf](#)

**Motion Massey and seconded by Campbell to continue tonight's meeting to 12:30 a.m.**

**Aye:** 5 - Mayor Armato, Campbell, Fangary, Massey, and Duclos

**Absent:** 0

**It was Council consensus to receive and file the Tentative Future Agenda Items.**

**ADJOURNMENT**

*12:18 a.m., Wednesday, February 27, 2019, to an adjourned Regular meeting on Saturday, March 9, 2019 from 9 a.m. to 5 p.m. (a City Council Retreat at the Beach House Hotel, 1300 The Strand, in the Seaside Boardroom), which will adjourn to the Regular meeting of Tuesday, March 12, 2019.*

**Elaine Doerfling**  
**City Clerk**

**Linda Abbott**  
**Deputy City Clerk**



# City of Hermosa Beach

City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254

## Staff Report

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### Staff Report

REPORT 19-0139

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

### **CHECK REGISTERS** (Finance Director Viki Copeland)

#### **Recommended Action:**

Staff recommends that the City Council ratify the following check registers.

#### **Attachments:**

Check Register 2/14/19

**Approved:** Viki Copeland, Finance Director

**Check Register**  
**CITY OF HERMOSA BEACH**

Page: 1

02/14/2019 5:48:00PM

Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
91187	2/14/2019	12745	AMERICAN BINDING PRODUCTS	39949	LAMINATING POUCHES FOR NO PARKING SIGNS
				001-4202-4305	232.32
				001-4202-4305	40.36
		12745		<b>Total :</b>	<b>272.68</b>
91188	2/14/2019	00321	AT&T	248 134-9454 462 8	PD COMPUTER CIRCUITS/FEB19
				001-2101-4304	13.98
				960 461-1985 555 7	PD COMPUTER CIRCUITS/FEB19
				001-2101-4304	108.62
		00321		<b>Total :</b>	<b>122.60</b>
91189	2/14/2019	21238	BALLESTEROS, ALEXANDER	PO 32952	DISMISSED CITATION NO. 31011028
				001-3302	53.00
		21238		<b>Total :</b>	<b>53.00</b>
91190	2/14/2019	17271	BARROWS, PATRICK	PO 32935	CLASSES 7864-9/72/84/92/93/7939-40/46
				001-4601-4221	5,178.60
		17271		<b>Total :</b>	<b>5,178.60</b>
91191	2/14/2019	14952	BAY CITIES RADIATOR	25323218	MAT REQ 773440/RADIATOR/VEHICLE 54
				715-3302-4311	130.31
		14952		<b>Total :</b>	<b>130.31</b>
91192	2/14/2019	20705	BEECASSO LIVE BEE REMOVAL INC	697	BEE REMOVAL ON THE GREENBELT
				001-6101-4201	225.00
		20705		<b>Total :</b>	<b>225.00</b>
91193	2/14/2019	06409	BLUE DIAMOND MATERIALS	1409821	MAT REQ 673803/ASPHALT
				001-3104-4309	359.90
				1413521	MAT REQ 673804/ASPHALT
				001-3104-4309	304.90
		06409		<b>Total :</b>	<b>664.80</b>
91194	2/14/2019	00163	BRAUN LINEN SERVICE	1513543 to 1519296	PRISONER LAUNDRY/JAN19
				001-2101-4306	289.45
		00163		<b>Total :</b>	<b>289.45</b>
91195	2/14/2019	00262	CALIFORNIA MARKING DEVICE	6209	MAT REQ 973739/CUSTOM STAMPS (2)
				001-1121-4305	89.90

**Check Register**  
**CITY OF HERMOSA BEACH**

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Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
91195	2/14/2019	00262	CALIFORNIA MARKING DEVICE	(Continued)	
			6218	MAT REQ 973741/DATE STAMPER	
				001-1121-4305	98.55
		00262		<b>Total :</b>	<b>188.45</b>
91196	2/14/2019	00016	CALIFORNIA WATER SERVICE	Account 4286211111	
				WATER USAGE/DEC18	
				105-2601-4303	4,703.18
				001-6101-4303	24,477.27
				001-4204-4303	1,531.82
				001-3304-4303	292.99
		00016		<b>Total :</b>	<b>31,005.26</b>
91197	2/14/2019	05970	COLLINS, DENNIS	PO 32884	
				INSTRUCTOR PAYMENT/CLASSES 7757/59/61/75	
				001-4601-4221	2,444.00
		05970		<b>Total :</b>	<b>2,444.00</b>
91198	2/14/2019	14909	DEPT OF INDUSTRIAL RELATIONS, STATE OF E 1615743 SN	CITY HALL ELEVATOR STATE INSPECTION	
				001-3301-4201	225.00
		14909		<b>Total :</b>	<b>225.00</b>
91199	2/14/2019	00181	EASY READER	HD19-001 to HD19-005	
				MAT REQ 973742/LEGAL ADS/JAN19	
				001-1121-4323	690.39
		00181		<b>Total :</b>	<b>690.39</b>
91200	2/14/2019	15059	EVANS, MARLIN K.	PO 32871	
				INSTRUCTOR PAYMENT/CLASS NOS. 7736/7738	
				001-4601-4221	199.20
		15059		<b>Total :</b>	<b>199.20</b>
91201	2/14/2019	21217	FJR PACIFIC, INC.	20899	
				COUNCIL CHAMBER EMERGENCY HEATER REPAIR	
				715-4204-4201	1,717.75
		21217		<b>Total :</b>	<b>1,717.75</b>
91202	2/14/2019	19884	FRONTIER	310-318-0113-1203155	
				EOC ANALOG LINES/FEB19	
				715-1206-4304	1,763.80
				310-318-8751-0128095	
				CASHIER TAPS LINE/FEB19	
				001-1204-4304	51.76
				323-159-2268-0924145	
				EOC CABLE & INTERNET/FEB19	
				001-1201-4304	289.20
		19884		<b>Total :</b>	<b>2,104.76</b>

**Check Register**  
**CITY OF HERMOSA BEACH**

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02/14/2019 5:48:00PM

Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
91203	2/14/2019	12891	GANS, LANNING	Parcel 4181-007-022	STREET LIGHT & SEWER TAX REBATE
				001-6871	121.69
				105-3105	24.61
		12891		<b>Total :</b>	<b>146.30</b>
91204	2/14/2019	13330	HAJOCA CORP	S154963174.001	MAT REQ 669842/PLUMBING SUPPLIES
		13330		001-4204-4309	249.56
				<b>Total :</b>	<b>249.56</b>
91205	2/14/2019	20819	IMADRI COMPANY LLC	1158	36 BEANIES FOR THE CITY YARD STAFF
		20819		001-4202-4314	432.00
				<b>Total :</b>	<b>432.00</b>
91206	2/14/2019	21239	JAMESON, PETER R	PO 32957	DISMISSED CITATION NOS. 32006071/2
		21239		001-3302	91.00
				<b>Total :</b>	<b>91.00</b>
91207	2/14/2019	20771	LA UNIFORMS & TAILORING	1332	MAT REQ 773266/RODRIGUEZ/UNIFORM
				001-2101-4314	87.55
				1405	MAT REQ 773272/JOHNSON/UNIFORM
				001-2101-4314	1,092.94
				1406	MAT REQ 773273/COOK/UNIFORM
				001-3302-4314	324.89
		20771		<b>Total :</b>	<b>1,505.38</b>
91208	2/14/2019	20347	LAURA MECOY COMMUNICATIONS LLC	1-2019 (PO 14465)	PUBLIC INFORMATION OFFICER/JAN19
		20347		001-1201-4201	6,000.00
				<b>Total :</b>	<b>6,000.00</b>
91209	2/14/2019	12482	LEXISNEXIS RISK DATA MGMT INC	1114400-20190131	INFORMATION SERVICES/JAN19
		12482		001-2101-4201	64.35
				<b>Total :</b>	<b>64.35</b>
91210	2/14/2019	02175	LIEBERT CASSIDY WHITMORE	1471598	LEGAL SERVICES/PERSONNEL/DEC18
				001-1203-4201	1,200.00
				1471599	LEGAL SERVICES/PERSONNEL/DEC18
				001-1203-4201	66.50
		02175		<b>Total :</b>	<b>1,266.50</b>
91211	2/14/2019	21241	MCNEILL, BRIAN THOMAS	PO 32959	DISMISSED CITATION NO. 39006233 REFUND

**Check Register**  
**CITY OF HERMOSA BEACH**

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02/14/2019 5:48:00PM

Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
91211	2/14/2019	21241	MCNEILL, BRIAN THOMAS	(Continued)	
		21241		001-3302	38.00
				<b>Total :</b>	<b>38.00</b>
91212	2/14/2019	13114	OFFICE DEPOT	267284275001	MAT REQ 873393/OFFICE SUPPLIES
				001-4202-4305	59.57
				267514708001	MAT REQ 773755/OFFICE SUPPLIES
				001-1208-4305	66.35
				267567530001	MAT REQ 773274/OFFICE SUPPLIES
				001-2101-4305	72.05
		13114		<b>Total :</b>	<b>197.97</b>
91213	2/14/2019	00608	PEP BOYS	January 2019	VEHICLE REPAIR/MAINT 12/31/18-1/24/19
				715-2101-4311	190.30
				715-3104-5403	133.10
				715-3302-4311	45.80
				715-4204-4311	29.85
		00608		<b>Total :</b>	<b>399.05</b>
91214	2/14/2019	18547	PETTY CASH	PO 32963	PETTY CASH/DEC18-JAN19
				001-1204-4317	63.06
				001-4601-4317	139.31
				001-1201-4305	84.94
				001-1201-4315	40.00
				001-2101-4305	59.34
				001-2101-4306	11.48
				001-3302-4201	67.29
				001-4201-4305	21.89
				001-4202-4317	30.00
				001-4601-4201	30.00
				001-4601-4308	92.20
				001-4601-4317	109.85
		18547		<b>Total :</b>	<b>749.36</b>
91215	2/14/2019	11574	PHILLIPS, LONDON	TR 772	PER DIEM/PARTNERING FOR TEAM SUCCESS
		11574		001-2101-4317	50.00
				<b>Total :</b>	<b>50.00</b>
91216	2/14/2019	19688	PLUSHNER, FRANCINE	Parcel 4186-027-041	STREET LIGHT & SEWER TAX REBATE



**Check Register**  
**CITY OF HERMOSA BEACH**

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Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
91216	2/14/2019	19688	PLUSHNER, FRANCINE	(Continued)	
				001-6871	121.69
				105-3105	24.61
		19688		<b>Total :</b>	<b>146.30</b>
91217	2/14/2019	10847	PRENTER, CAROLE	Parcel 4182-005-004	
				STREET LIGHT TAX REBATE	
				105-3105	24.61
		10847		<b>Total :</b>	<b>24.61</b>
91218	2/14/2019	08914	QUICK CRETE PRODUCTS CORP.	0110103-IN	
				HERMOSA AVE & 13TH/2 PLANTERS	
				001-3104-4309	1,170.00
				001-3104-4309	111.16
		08914		<b>Total :</b>	<b>1,281.16</b>
91219	2/14/2019	18223	RAIMI AND ASSOCIATES INC	18-2987 (PO 12876)	
				GENERAL PLAN UPDATE/OCT18	
				001-4104-4201	1,557.83
		18223		<b>Total :</b>	<b>1,557.83</b>
91220	2/14/2019	20329	SAFE RESTRAINTS, INC.	CH02042019A	
				SAFETY GEAR: WRAP RESTRAINT SYSTEM	
				001-2101-4350	1,362.12
				001-2101-4350	123.50
		20329		<b>Total :</b>	<b>1,485.62</b>
91221	2/14/2019	20175	SESAC, LLC	10259143	
				MUNICIPALITY PERFORMANCE LICENSE RENEWAL	
				001-4601-4315	438.00
		20175		<b>Total :</b>	<b>438.00</b>
91222	2/14/2019	00159	SOUTHERN CALIFORNIA EDISON CO	2-00-989-6911	
				ELECTRICITY/JAN19	
				105-2601-4303	88.93
			2-00-989-7315	ELECTRICITY/JAN19	
				105-2601-4303	5,196.26
				001-4204-4303	1,568.47
			2-01-836-7458	ELECTRICITY/JAN19	
				105-2601-4303	15.00
			2-02-274-0542	ELECTRICITY/JAN19	
				001-6101-4303	24.61
			2-08-629-3669	ELECTRICITY/JAN19	
				001-4204-4303	82.62
			2-09-076-5850	ELECTRICITY/JAN19	
				105-2601-4303	67.55

**Check Register**  
**CITY OF HERMOSA BEACH**

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02/14/2019 5:48:00PM

Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
91222	2/14/2019	00159	SOUTHERN CALIFORNIA EDISON CO	(Continued)	
			2-19-024-1604	ELECTRICITY/JAN19	
				001-4204-4303	2,249.56
			2-20-128-4825	ELECTRICITY/DEC18	
				001-3304-4303	1,285.46
			2-20-128-4825	ELECTRICITY/JAN19	
				001-3304-4303	1,260.67
			2-20-128-5475	ELECTRICITY/JAN19	
				001-4204-4303	203.66
			2-20-984-6369	ELECTRICITY/JAN19	
				105-2601-4303	58.47
			2-21-400-7684	ELECTRICITY/JAN19	
				105-2601-4303	24.33
			2-26-686-5930	ELECTRICITY/JAN19	
				105-2601-4303	259.30
			2-31-250-3303	ELECTRICITY/JAN19	
				001-4204-4303	42.83
			2-36-722-1322	ELECTRICITY/JAN19	
				105-2601-4303	42.17
			2-37-909-1838	ELECTRICITY/JAN19	
				001-4204-4303	412.31
		00159		<b>Total :</b>	<b>12,882.20</b>
91223	2/14/2019	20236	SPECTRUM BUSINESS	0049969020119	PD/CABLE/FEB19
				001-2101-4201	72.09
				0088884020419	PW YARD/CABLE/MAR19
				001-4202-4201	114.06
			0241699020819	CITY HALL/BACKUP INTERNET/MAR19	
				715-1206-4201	85.00
		20236		<b>Total :</b>	<b>271.15</b>
91224	2/14/2019	21075	THAYER'S DIST. & ELECTRICAL	6812	PARTS NEEDED TO FIX THE SALLY PORT GATE
				715-4204-4201	785.43
				715-4204-4201	70.44
		21075		<b>Total :</b>	<b>855.87</b>
91225	2/14/2019	16735	TORRANCE AUTO PARTS	208631 thru 209953	AUTO REPAIR/MAINTENANCE PARTS/JAN19
				715-2101-4311	137.77
				715-3302-4311	229.68

**Check Register**  
**CITY OF HERMOSA BEACH**

Page: 7

02/14/2019 5:48:00PM

Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
91225	2/14/2019	16735	TORRANCE AUTO PARTS	(Continued)	
		16735		715-4206-4311	5.46
				<b>Total :</b>	<b>372.91</b>
91226	2/14/2019	08207	UNDERGROUND SERVICE ALERT	120190313	
		08207		UNDERGROUND SERVICE ALERTS/JAN19 160-3102-4201	87.55
				<b>Total :</b>	<b>87.55</b>
91227	2/14/2019	21235	US SOUTHWESTERN FALUN DAFA	PO 32966	
		21235		SHEN YUN EXCURSION DEPOSIT 001-4601-4201	960.00
				<b>Total :</b>	<b>960.00</b>
91228	2/14/2019	21225	WALKER, JOSEPH	PO 32950	
		21225		DISMISSED CITATION NO. 37005838 001-3302	10.00
				<b>Total :</b>	<b>10.00</b>
91229	2/14/2019	13359	WITTMAN ENTERPRISES LLC	1812062 (PO 14587)	
		13359		AMBULANCE TRANSPORT BILLING/DEC18 001-1202-4201	2,486.63
				<b>Total :</b>	<b>2,486.63</b>
91230	2/14/2019	21247	ZERO9 HOLSTERS	1017 (PO 14093)	
		21247		RADIO UPGRADES - 86 RADIO HOLSTERS 715-2101-5405	3,910.70
				<b>Total :</b>	<b>3,910.70</b>
91231	2/14/2019	01206	ZUMAR INDUSTRIES INC	81870	
		01206		REQ 773580/RECLAIMED WATER SIGNS (20) 001-3104-4309	460.13
				<b>Total :</b>	<b>460.13</b>
1927371020	2/7/2019	14691	ADMINSURE AS AGENT FOR THE	2/14/19 Check Run	
		14691		WORK COMP CLAIMS REIMB/JAN19-FEB19 705-1217-4324	1,163.25
				<b>Total :</b>	<b>1,163.25</b>
<b>46 Vouchers for bank code :      boa</b>					<b>Bank total : 85,094.63</b>
<b>46 Vouchers in this report</b>					<b>Total vouchers : 85,094.63</b>

02/14/2019 5:48:00PM

Check Register  
CITY OF HERMOSA BEACH

Page: 8

Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
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"I hereby certify that the demands or claims covered by the checks listed on pages 1 to 8 inclusive, of the check register for 2/14/19 are accurate funds are available for payment, and are in conformance to the budget."



By

Finance Director

Date 2/25/19



## Staff Report

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### Staff Report

REPORT 19-0159

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

**ACTION MINUTES OF THE PARKS, RECREATION AND  
COMMUNITY RESOURCES ADVISORY COMMISSION  
MEETING OF FEBRUARY 5, 2019**

**Recommended Action:**

Staff recommends that the City Council receive and file the action minutes of the Parks, Recreation and Community Resources Advisory Commission meeting of February 5, 2019.

**Attachments:**

Minutes of February 5, 2019

**Approved:** Kelly Orta, Community Resources Manager



## **MINUTES**

### **REGULAR MEETING of the PARKS, RECREATION AND COMMUNITY RESOURCES ADVISORY COMMISSION**

Tuesday, February 5, 2019 – Council Chambers, City Hall  
1315 Valley Drive – 7:00 P.M.

#### **Parks, Recreation and Community Resources Advisory Commission**

Robert Rosenfeld  
Jani Lange  
Lauren Pizer Mains  
Jessica Guheen  
Barbara Ellman

Parks, Recreation and Community Resources Advisory Commission agendas and staff reports are available for review on the City's web site at [www.hermosabch.org](http://www.hermosabch.org). Written materials distributed to the Parks, Recreation and Community Resources Advisory Commission within 72 hours of the meeting are available for public inspection immediately upon distribution in the Community Resources Department during normal business hours from Monday through Thursday, 7:00 a.m. - 6:00 p.m.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**

Present: Commissioners Rosenfeld, Lange, Pizer Mains, Guheen, and Ellman. Community Resources Manager Kelly Orta and Recreation Coordinator Lisa Nichols.

- 4. Announcements**
- 5. Presentations**

A. None

- 6. Public Comment**

Anyone wishing to address the Commission on items pertaining to parks and recreation that are not listed on the agenda may do so at this time. The Brown Act generally prohibits the Commission from taking action on any matter not listed on the posted agenda. Comments from the public are limited to three minutes per speaker. Please sign your name on the sign-in sheet at the conclusion of your comments.

None

- 7. Correspondence**

A. None

- 8. Consent Calendar**

- A. Approval of the Regular Meeting Action Minutes of December 4, 2018 and January 2, 2019**

**B. Approval of the November and December, 2018 Activity Reports**

**C. Approval of the addition of the Pier to Pier Run/Walk on Saturday, November 9 on the Beach North of the Pier to the 2019 Special Event Calendar**

**Motion** by Commission Lange to approve the Regular Meeting Action Minutes of December 4, 2018. Commissioner Ellman seconded the motion. Motion passed with a 4-0 vote. Commissioner Guheen abstained.

**Motion** by Commission Guheen to approve the Regular Meeting Action Minutes of January 2, 2019. Commissioner Lange seconded the motion. Motion passed with a 3-0 vote. Commissioner Pizer Mains and Commissioner Lange abstained.

**Motion** by Commissioner Guheen to approve Items B and C on the Consent Calendar. Commissioner Pizer Mains seconded the motion. Motion passed with a 5-0 vote.

**9. Items Removed from the Consent Calendar for Separate Discussion**

None

**10. Public Hearings**

A. None

**11. Matters for Commission Consideration**

**A. Consideration of the Addition of the Hope Chapel Easter Sunrise Service on Sunday, April 21 on Pier Plaza to the 2019 Special Event Calendar**

Recommendation: Staff recommends that the Commission deny Hope Chapel's request to hold the Hermosa Beach Sunrise Service on Pier Plaza on Sunday, April 21.

Coming forward to address the Commission at this time: (00:22:35)  
Kim Chaffin, Planning Manager of the Community Development Department  
Alan Kisaka and Joey Iside, Hope Chapel representatives  
Joe Charles, Pier to Pier Run/Walk representative

**Motion** by Commissioner Ellman to approve the addition of the Hope Chapel Easter Sunrise Service on Sunday, April 21 on Pier Plaza to the 2019 Special Event Calendar. Commissioner Guheen seconded the motion. Motion passed with a 4-1 vote. Commissioner Rosenfeld opposed.

**B. Community Resources Department Use Policies Subcommittee Recommendation to Temporarily Limit the Use Hours of the Pickleball and Tennis Courts, located at Clark Field, to 9:00am – 9:00pm**

Recommendation: Staff recommends that the Commission approve the Community Resources Department Use Policies Subcommittee's recommendation to temporarily limit the pickleball and tennis court use hours, located at Clark Field, to 9:00am – 9:00pm pending results from the sound study and consideration of potential mitigation measures.

**Motion** by Commissioner Lange to approve the Community Resources Department Use Policies Subcommittee's recommendation to temporarily limit the use hours of the pickleball and tennis courts, located at Clark Field, to 9:00am – 9:00pm. Commissioner Ellman seconded the motion. Motion passed with a 5-0 vote.

**C. Consideration of Consolidating the Special Event Subcommittee with the Community Resources Department Use Policies Subcommittee**

Recommendation: Staff recommends that the Commission consider the consolidation of the Special Event Subcommittee with the Community Resources Department Use Policies Subcommittee

Coming forward to address the Commission at this time: (01:43:04)

Tom Hamilton, Hermosa Beach resident

**Motion** by Commissioner Guheen to retain the Special Event Subcommittee and the Community Resources Department Use Policies Subcommittees as two separate subcommittees. Commissioner Pizer Mains seconded the motion. Motion passed with a 5-0 vote.

**Motion** by Commissioner Pizer Mains to nominate Commissioner Ellman to serve on the Special Event Subcommittee replacing Commissioner Guheen. Commissioner Rosenfeld seconded the motion. Motion passed with a 5-0 vote.

**12. Commissioner's Reports**

**A. Subcommittees**

- i. Special Event (Guheen and Lange)
- ii. Community Theatre (Lange)
- iii. Municipal Leases (Rosenfeld and Pizer Mains)
- iv. Community Resources Department Use Policies (Ellman and Guheen)

**B. Commission Liaison Roles**

- i. Surfers Walk of Fame
- ii. Access Hermosa

**13. Items Requested by Commissioners**

Commissioner Guheen requested that staff return at a future meeting with solutions to monitor the use of the Clark Facility (specifically the tennis court and basketball court) during the Friday's Farmer's Market by bikes, scooters, etc. and solutions to prevent trash being left at these facilities.

Commissioner Ellman requested that staff return at a future meeting with a list of the City's non-profit organizations and to establish rules for these non-profits to remain on such list.

Commissioner Rosenfeld requested an update on the lawn after the Kiwanis Tree Lot; who took care of scheduling and funding the maintenance needed for it.

**14. Other Matters**

**A. Staff Items**

- i. Summer Concert Series RFP
- ii. Community Resources Department Electronic Forms

**B. Commissioner Items**

**15. Adjournment**

**Motion** by Commissioner Guheen to adjourn the meeting. Commissioner Lange seconded the motion. Motion passed with a 5-0 vote.





# City of Hermosa Beach

City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254

## Staff Report

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### Staff Report

REPORT 19-0072

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

**ACTION MINUTES OF THE EMERGENCY PREPAREDNESS  
ADVISORY COMMISSION MEETING OF JANUARY 7, 2019**

**Recommended Action:**

Staff recommends that the City Council receive and file the action minutes of the Emergency Preparedness Advisory Commission meeting of January 7, 2019.

**Attachments:**

Minutes of January 7, 2019



**EMERGENCY PREPAREDNESS ADVISORY COMMISSION**  
**MONDAY, January 7, 2019 - 7:00 P.M.**

**Meeting Minutes**

**CALL TO ORDER - Present:** Chair Gila Katz, Vice-Chair Buckland, Commissioners Alan Benson, William Hallett, and Nadine Skye-Davis.

**Absent:** Commissioner Michael Detoy

**Department Representatives:** Jeff Robinson, Area G DMAC

**City Representatives:** Suja Lowenthal, City Manager and Nico De-Anda Scaia, Assistant to the City Manager

**Start Time:** Meeting began at 7:05 p.m.

**PLEDGE OF ALLEGIANCE** – Assistant to the City Manager, Nico De-Anda Scaia

**ANNOUNCEMENTS** - None

**PUBLIC PARTICIPATION** – None

**PRESENTATIONS** – None

**MATTERS FOR COMMISSION CONSIDERATION**

**1. ROLE OF THE EPAC COMMISSION**

City Manager Lowenthal and Assistant to the City Manager Nico De-Anda Scaia attended the commission meeting to discuss the role of EPAC with the commissioners.

Commissioner Benson provided an overview of the commission, and the many accomplishments completed by the commission. Some of the accomplishments include:

- Conducting outreach as stated in the municipal code
- Converting an old school space at the community center into the emergency operations center
- Worked with the City Manager to get a \$25,000 generator purchased and installed to utilize during a power outage and/or during a disaster situation
- Raised funds, navigated the legal requirements, purchased and installed AED's located within the community
- Neighborhood Watch: attended over 100 meetings with Police, Fire and an EPAC representative to discuss emergency preparedness and Map Your Neighborhood
- Hosted nationally recognized National Night Out events in the city

Commissioner Benson stated that outreach is not complicated but labor intensive. Social media is not getting people prepared but person-to-person communication does. He stated that the public learns by doing therefore providing an opportunity to engage with hands on training will gain interest in preparedness. The number one goal of the commission is outreach. He stated that he would put together a list of accomplishments to bring to the joint study session. Mrs. Villanueva stated that she developed a list of accomplishments which was included in the materials for the joint study session.

Commissioner Skye-Davis stated that the commission is important, as the commissioners are diverse in many ways (careers, interests, age, etc.) with various civic engagement opportunities allowing the

commissioners to be the pulse of the City.

Vice-chair Buckland stated that having a commission shows that emergency preparedness is important. The commissioners have an edge and perception when attending various meetings and trainings because of the title of commissioner. He stated that having a commission portrays to the community that the City is concerned about emergency preparedness and allows an opportunity to share experiences related to emergency preparedness. The details of the commission can be adjusted to ensure that emergency preparedness is a priority for the city by keeping the commission.

Chair Katz stated that it is important to practice and train with the residents and volunteers. In addition, the commission works with the community to determine their needs for preparedness. Chair Katz shared her experience during Hurricane Katrina, 9/11, and various other disaster responses, stating that people were unprepared and did not know when, how and where to go. She also stated that in Hermosa Beach, there is a difference between those in the east side of Pacific Coast Highway and the west side. It is important to conduct exercises with residents on both sides. She also stated that the commission developed a list of the residents who may need assistance during a disaster. She recommended that Map Your Neighborhood is the program to relaunch and engage residents in getting to know their neighbors and get prepared. There needs to be a master plan, which includes information on how to address water, gas, and electricity issues. Many residents are confused on where to start preparing and therefore they are not prepared.

Commissioner Benson stated that up until 2009, the stakeholders (City Manager, Police Chief and Fire Chief) were engaged and attended the commission meetings. Without the stakeholder's present, the completion of projects many and will take longer to complete. Commissioner Benson also stated that there is a difference between work product and advise/policy.

Chair Katz stated that as part of the General Plan, EPAC conducted a mapping exercise with the youth in the community.

City Manager Lowenthal appreciated the Commissioners honesty in providing their perspectives of the commission. She stated that Mrs. Villanueva keeps her abreast of the actions of the commission and that she relay's on Mrs. Villanueva for providing emergency preparedness information.

City Manager Lowenthal stated that staff report provides the background and the accomplishments of the commission. She also wanted to thank the commissioners for allowing her and Mr. De-Anda Scaia to attend the meeting and participate in the discussion. Mrs. Lowenthal stated that the meetings are not the only opportunity for the commissioners to work with stakeholders. She depends on Mrs. Villanueva to explain the commission's deliverables and provide dynamic feedback. She does not feel disconnected from the commission and the work that the commission completes.

#### Commissioner Suggestions

The commissioners provided a few suggestions during the meeting for Council to consider.

1. Commissioner Benson suggested hosting work study session 2 to 3 times per year for the commission and City Council to connect and ensure the work being accomplished is the current focus of council.
2. Chair Katz stated that it is necessary to have direct communication with the City Manager, Police and Fire Chief in order to accomplish tasks. In the past, all three attended the meetings and allowed for open lines of communication.

Mrs. Lowenthal recognized the tremendous amount of outreach that the commission has completed and cherishes. She recognizes the need to evolve as mandates have changed and requirements have become strict.

Commissioner Benson recognized that roles evolve and is important for continued effectiveness in the city. Chair Katz stated that the Red Cross Disaster Team role has evolved tremendously over time since its creation following a plane crash in Florida. Everything changes as the community evolves and it is important to incorporate different backgrounds, talents and abilities.

Assistant to the City Manager Nico De-Anda Scaia recognized the commission for its history and wonderful improvements to the City's emergency preparedness. He recognized that the work was accomplished by the collective of commissioners not just one person and that the specialties and

diversity of the commission has enhanced the work completed. He thanked the commissioners for the work that has been completed and the work that they continue to complete. He stated that the purpose of the joint study session is to review the commission and to look for opportunities to improve service delivery and engagement of the residents. He encouraged the commissioners to share their experiences, challenges of the commission and provide the needs of the commission at the study session.

**2. APPROVAL OF MINUTES FROM THE MEETING OF NOVEMBER 5, 2018**

Mrs. Villanueva stated that there was one correction identified by Mr. Robinson under the Reports Section 3 Office of Disaster Management of the November 5, 2018 meeting. The meeting minutes were updated to reflect the correction. Commissioner Benson motioned the approval of the EPAC meeting minutes for the meeting of November 5, 2018 with the one correction. Vice-Chair Buckland seconded the motion and the motion was approved.

**3. APPROVAL OF THE 2019 EPAC MEETING SCHEDULE**

Mrs. Villanueva provided a written report indicating the 2019 EPAC meeting dates, which will be January 7, March 4, May 6, July 8, September 9 and November 4. The September meeting is the only meeting that will be held one week later than the usual meeting date due to Labor Day. Commissioner Benson motioned to approve the 2019 EPAC meeting schedule and Vice-Chair Buckland seconded. The motion was approved.

**REPORTS**

**4. FIRE DEPARTMENT REPORT**

Los Angeles County Fire Department did not have a representative at the meeting therefore no report was provided.

**5. POLICE DEPARTMENT REPORT**

Hermosa Beach Police Department did not have a representative at the meeting therefore no report was provided.

**6. OFFICE OF DISASTER MANAGEMENT – AREA G REPORT (South Bay Area of Los Angeles County).**

Mr. Robinson assisted with Emergency Operations Center (EOC) Section Specific training for the City of Hermosa Beach EOC responders. Chair Katz asked why the commission was not invited to attend the training and Mr. Robinson stated that the training is specific for the staff who have a role within the EOC during an activation. Mr. Robinson will schedule Area wide section specific training in March of 2019 along with an EOC Action Planning course for late spring. Los Angeles County Office of Emergency Services is hosting an Advanced Public Information Officer (PIO) course the week of January 14, 2019.

**7. CITY EMERGENCY MANAGER'S REPORT - Brandy Villanueva, Emergency Manager**

Mrs. Villanueva provided a written emergency manager report and highlighted the following: 1. CPR/AED training was held on December 20, 2018. Although not mandatory, select staff have been identified as needing to take the course to stay in compliance with the Public Access to Defibrillation program. 2. Mrs. Villanueva participated in the monthly county radio drill to test inoperable communications between the Hermosa Beach Emergency Operations Center and the Los Angeles County Emergency Operations Center. 3. Mrs. Villanueva in partnership with Mr. Robinson hosted Emergency Operations Center Section Specific Training for city staff to continue Type III credentialing of EOC responders. 4. Mrs. Villanueva in partnership with Mr. Robinson hosted a drill in the emergency operations center to test the knowledge and skills staff gained during the section specific training. 5. Mrs. Villanueva met with Commissioner Skye-Davis, Vice-Chair Buckland and Mr. Davis to discuss the South Bay Animal Response Team and how the team program can be integrated into the HbCERT team.

**8. HERMOSA BEACH CERT PROGRAM - Brandy Villanueva, Emergency Manager**

Mrs. Villanueva provided a written Hermosa Beach CERT report and highlighted the following: Basic CERT training is scheduled for Saturday, March 9, 16, and 23 from 9 a.m. – 6 p.m. Promotion of the training will be conducted once the Los Angeles County Fire's online registration portal is updated as the training will be provided by Los Angeles County Fire Department. In addition, Mrs. Villanueva reviewed the quarterly HbCERT volunteer trainings which will be held

January 15, April 16, July 16, and October 15 from 7 – 8:30 p.m. in the Emergency Operations Center. Chair Katz asked how many volunteers are currently on the HbCERT team. Mrs. Villanueva stated that there are 33 current volunteers. Also, a list of upcoming events was reviewed showing HbCERT will host a booth at Pets in the Park, both Fiesta Hermosa events, Fourth of July and National Night Out. In addition, Mrs. Villanueva will be working with the Volunteer Appreciation committee to host the 2019 Volunteer Appreciation Event.

**9. HERMOSA BEACH AMATEUR RADIO ASSOCIATION (HBARA) - Commissioner Hallett**

Commissioner Hallett stated Ken Hartley will be attending the Joint City Council and EPAC commission meeting on January 14, 2019 and will provide an update during the study session.

**10. HERMOSA BEACH VOLUNTEERS IN POLICING (VIP) – Vice-Chair Dave Buckland**

In 2018, the Volunteers in Policing completed 1,016 hours of service to the City. There are two new volunteers for the program bringing the total number of program volunteers to 10. In December 2018, Volunteers in Policing assisted the Police Department with traffic control during the Santa Sleigh ride program.

## **COMMISSIONER REPORTS**

**11. BUSINESS PREPAREDNESS OUTREACH – Commissioner Detoy**

Commissioner Detoy was not in attendance therefore no report was provided.

**12. Community-Wide Emergency Alert System –Commissioner Hallett**

No report was provided.

**13. Promotion of Community Emergency Response Team (CERT) – Commissioner Buckland/Commissioner Skye-Davis**

Commissioner Skye-Davis stated that the subcommittee met with Mrs. Villanueva to discuss the incorporation of the South Bay Animal Response team into Hermosa Beach CERT. Commissioner Skye-Davis stated that her and her husband were fortunate to assist with animal shelter operations during the Wosley Fire. During this deployment, she worked with horses which was different from her Hurricane Irma and Thomas fire deployments when she worked with dogs, cats, and other types of animals. She was deployed to the Pierce College equestrian shelter as well as the Hanson Dam shelter. Both shelters were set up differently and managed differently but the differences in setup and management were appropriate for the respective shelter location and operation. She mucked the stalls, fed and provided water to the horses, and was allowed to exercise the horses when appropriate. Also, there were a variety of donations provided to the shelters which were not accepted because the locations ran out of space to secure the donations. Donations are needed but volunteers are critical to ensure that the proper care is provided to not only animals but to the volunteers and animal owners as well. The Pierce College shelter co-located the Los Angeles County Animal Mobile Vet Clinic next to the shelter which allowed for immediate medical attention should an animal need it. She stated that it is critical to have a backup plan to the backup plan because it was very apparent that many animal owners had a backup plan but when it was unavailable, it was challenging for the owners. It is necessary to be flexible in order to stay safe.

Commissioner Benson thanked Commissioner Skye-Davis and her husband for volunteering to assist with the animal response. He also stated that the fish cleanup was the first official activation of the HbCERT and RBCERTAA group to respond to a disaster. Spontaneous volunteers arrived without the correct personal protective equipment and had to be turned away for safety purposes. Chair Katz stated that during Hurricane Katrina, they provided care to 2,500 people and 1,000 animals.

Commissioner Benson also stated that it was amazing that during the Paradise Fire, a dog who was separated from its owner was found 30 days later on the front porch of its home.

**14. Community Wide Emergency Preparedness Subcommittee – Chair Katz/Commissioner Benson**

Commissioner Benson reported that Monday, January 14, 2019 at 6 p.m. in the Council Chambers there will be a Joint City Council and EPAC study session to discuss the role of the Emergency Preparedness Advisory Commission.

#### **COMMISSION MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

- Commissioner Benson requested to have his requested agenda item “Access and mobility issues as it relates to Emergency Preparedness in Hermosa Beach” kept in the future agenda items.

#### **15. ADJOURNMENT**

- Commissioner Benson motioned to adjourn the meeting and Vice-Chair Buckland seconded the motion. All were in favor of adjourning the meeting at 8:20 p.m.
- Meeting adjourned at 8:20 p.m.



# City of Hermosa Beach

City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254

## Staff Report

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### Staff Report

REPORT 19-0138

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

**ACCEPTANCE OF DONATION  
ARTWORK FROM CHAD RICHARDSON  
(Finance Director Viki Copeland)**

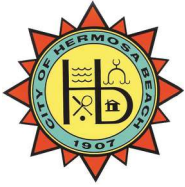
**Recommended Action:**

Staff recommends that the City Council accept the donation received by the City to be used for the purpose noted.

<b><u>DATE</u></b>	<b><u>DONOR</u></b>	<b><u>AMOUNT</u></b>	<b><u>PURPOSE</u></b>
February 25, 2019	Chad Richardson	\$200.00*	Artwork for display at City Hall or Community Center

\*Value estimated by donor

**Respectfully Submitted by:** Viki Copeland  
**Approved:** Suja Lowenthal, City Manager



## Staff Report

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### Staff Report

REPORT 19-0140

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

**APPROVAL OF FINAL PARCEL MAP NO. 74179  
AT 226 2<sup>ND</sup> STREET**  
(Community Development Director Ken Robertson)

### **Recommended Action:**

Staff recommends that the City Council:

1. Adopt the attached resolution approving Final Parcel Map No. 74179, which is consistent with the approved Vesting Tentative Parcel Map; and
2. Request the City Clerk to endorse the certificate for said map.

### **Background:**

The Planning Commission approved a Conditional Use Permit for a three-unit residential condominium project and Vesting Tentative Parcel Map No. 74179 at its March 21, 2017, meeting. The project is currently under construction.

Once a map has been tentatively approved by the Planning Commission, copies of the tentatively approved map must be submitted to the Los Angeles (L.A.) County Engineer, who is contracted by the City, to review the map for its technical correctness, pursuant to Section 66442(a)(4) of the State Subdivision Map Act.

An applicant has two years from the date of tentative map approval to submit for final map approval. Typically, applicants do not submit for final map approval until the project is near completion and ready to be sold.

Final maps must be submitted to the City Council and must be approved by the City Council, "...if it conforms to all the requirements of [Subdivision Map Act] and any local subdivision ordinance applicable at the time of approval or conditional approval of the tentative map and any rulings made thereunder...." pursuant to Section 66458(a) of the State Subdivision Map Act.

### **Analysis:**

Staff reviewed the Final Parcel Map and found it substantially consistent with the Vesting Tentative



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## Staff Report

REPORT 19-0140

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Parcel Map approved by the Planning Commission and in conformance with the State Subdivision Map Act.

### **Attachments:**

1. Proposed Resolution
2. Final Map No. 74179

**Respectfully Submitted by:** Nicole Ellis, Associate Planner

**Concur:** Ken Robertson, Community Development Director

**Approved:** Suja Lowenthal, City Manager

## **RESOLUTION NO. 19-XXXX**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, APPROVING FINAL PARCEL MAP NO. 74179, FOR THREE NEW DETACHED CONDOMINIUM UNITS, LOCATED AT 226 2<sup>ND</sup> STREET IN THE CITY OF HERMOSA BEACH, CALIFORNIA**

**WHEREAS**, on March 21, 2017, the Planning Commission of the City of Hermosa Beach conducted a duly noticed public hearing to consider the application of Surfside Properties, Inc. (the “Applicant” hereinafter) for approval of Vesting Tentative Parcel Map No. 74179 and, upon conclusion of said public hearing on March 21, 2017, the Planning Commission adopted its Resolution No. 17-7 approving Vesting Tentative Parcel Map No. 74179.

**WHEREAS**, on February 13, 2019, the Applicant filed an application for approval of Final Parcel Map No. 74179 (the “Application” hereinafter), as described in the title of this Resolution.

**WHEREAS**, pursuant to Municipal Code Section 16.08.040, the City Engineer has reviewed Final Parcel Map No. 74179 and determined that the map is technically correct, conforms to the approved Vesting Tentative Parcel Map and is in compliance with applicable provisions of Title 16 of the Municipal Code and of the Subdivision Map Act.

**WHEREAS**, all legal prerequisites to the adoption of this Resolution have occurred.  
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby specifically finds that all of the facts set forth in this Resolution are true and correct.

**SECTION 2.** Pursuant to Section 16.08.040 of the Hermosa Beach Municipal Code, the City Council finds the Final Parcel Map to be in substantial conformance with the Vesting Tentative Parcel Map, with Title 7, Division 2, Chapter 3 of the California Government Code and with the applicable provisions of Title 16 of the Municipal Code. Based on the foregoing finding, the Council hereby approves Final Parcel Map No. 74516 as presented.

**SECTION 3.** This Resolution shall take effect immediately. The City Clerk shall certify to the passage and adoption of this Resolution; shall cause the original of the same to be entered

among the original resolutions of the City Council; shall make a minute of the passage and adoption thereof in the minutes of the City Council meeting at which the same is passed and adopted; and shall transmit a copy of this Resolution to the Applicant.

**PASSED, APPROVED and ADOPTED** this 12<sup>th</sup> day of March, 2019.

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**PRESIDENT** of the City Council and **MAYOR** of the City of Hermosa Beach, California

ATTEST:

APPROVED AS TO FORM:

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City Clerk

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City Attorney

# THE JOURNAL OF THE ROYAL ANTHROPOLOGICAL INSTITUTE



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Volume 135, Part 2, 2005

Volume 135, Part 3, 2005

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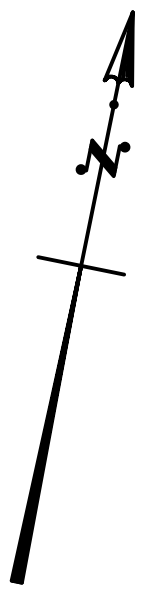
Volume 135, Part 31, 2005

Volume 135, Part 32, 2005

PARCEL MAP NO. 74179

IN THE CITY OF HERMOSA BEACH  
COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA

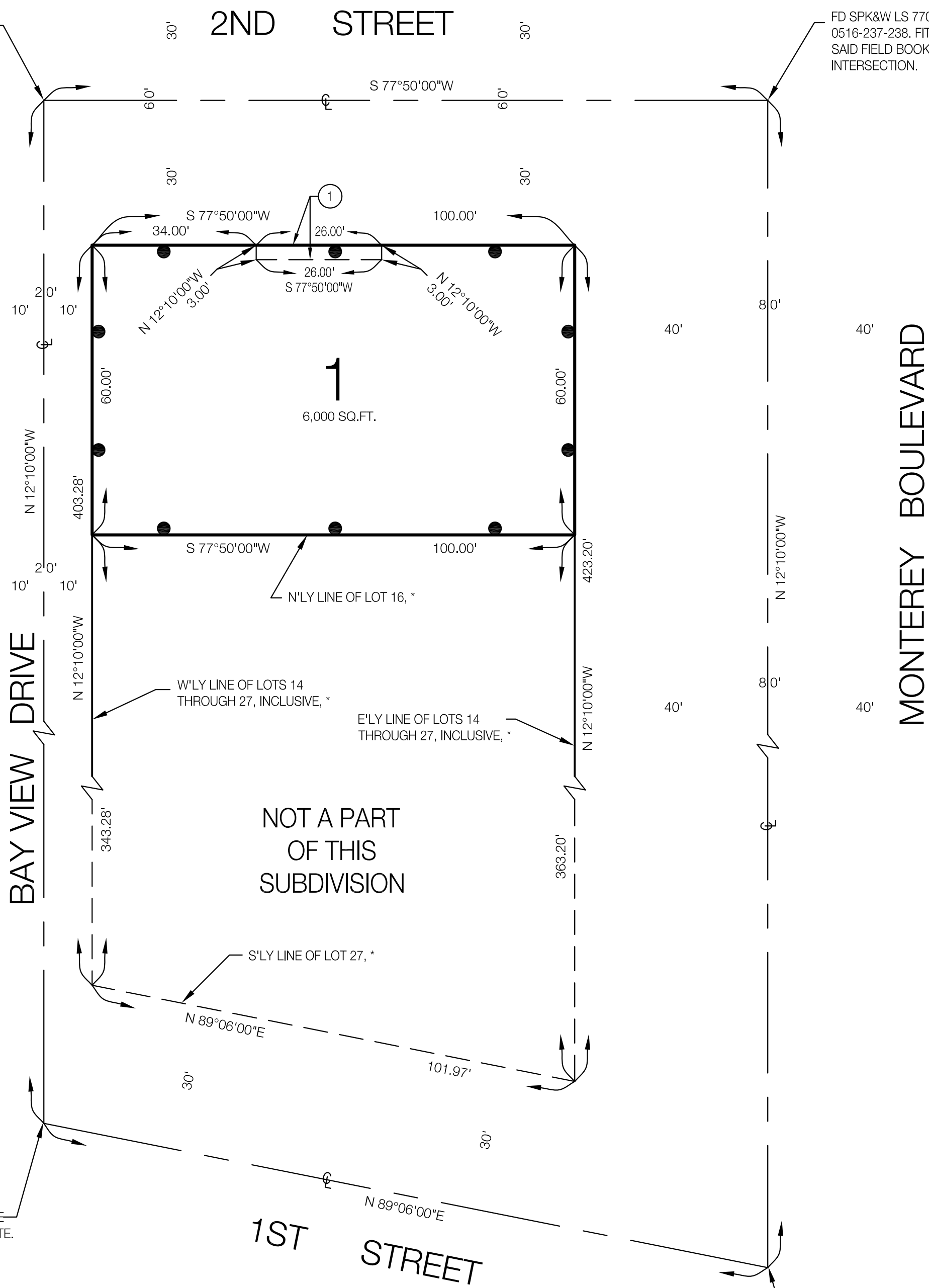
FOR CONDOMINIUM PURPOSES



- LEGEND:
- INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP
  - \* TRACT NO. 1123, M.B. 17-141
  - ① EASEMENT OF SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION, FOR PUBLIC UTILITY PURPOSES BY DEED RECORDED APRIL 25, 2018 AS INSTRUMENT NO. 20180399585, OFFICIAL RECORDS.

FD SPK&W RCE 30826 PER CITY ENG. TIE NO. 264. FITS ALL TIES PER SAID TIE NOTE. ACCEPTED AS CL INTERSECTION.

FD SPK&W LS 7707 PER LACO PWFB 0516-237-238. FITS ALL TIES PER SAID FIELD BOOK. ACCEPTED AS CL INTERSECTION.



FD SPK&W RCE 20200 PER CITY ENG. TIE NO. 263. FITS ALL TIES PER SAID TIE NOTE. ACCEPTED AS CL INTERSECTION.

FD SPK&W RCE 20200 PER CITY ENG. TIE NO. 61A. FITS ALL TIES PER SAID TIE NOTE. ACCEPTED AS CL INTERSECTION.



## Staff Report

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### Staff Report

REPORT 19-0145

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE DEPARTMENT OF JUSTICE AND  
THE HERMOSA BEACH POLICE DEPARTMENT  
(Acting Police Chief Milton McKinnon)**

**Recommended Action:**

Staff recommends that the City Council:

1. Approve Resolution No. 19-XXX to accept \$75,404 in grant funds from the Department of Justice for the Tobacco Law Enforcement Programs;
2. Authorize the City Manager to execute the Memorandum of Understanding and the City Clerk to attest;
3. Approve estimated revenue of \$38,052 in the Grant Fund; and
4. Appropriate \$38,052 in grant funds to the Police Department budget for fiscal year 2018-2019 for the implementation of the Tobacco Law Enforcement program.

**Executive Summary:**

The City of Hermosa Beach is a smoke-free community restricting smoking in all public areas throughout the City. Cigarette and tobacco sales and consumption, however, are still areas of concern, especially among the underaged. For this reason, the Hermosa Beach Police Department sought grant funding for proactive tobacco-related enforcement and education. The Department of Justice (DOJ) awarded the Department \$75,404 in grant funds from the Tobacco Law Enforcement Grant Program to address cigarette and tobacco-related issues in the City. The department would use this funding to enhance levels of tobacco-related enforcement and education, address quality of life issues associated with tobacco sales, and to reduce the availability of tobacco to minors. Staff recommends the acceptance of grant funds to proactively enforce tobacco sales and consumption in the City and to reduce the availability of tobacco products to minors.

**Background:**

Chapter 8.40 of the City of Hermosa Beach Municipal Code, as amended by ordinance in 2016, bans smoking in all outdoor public spaces throughout the City, including the beach, parks, sidewalks, streets, and publicly accessible private parking lots. Emissions from electronic smoking devices are

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## Staff Report

REPORT 19-0145

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also included in the City's definition of "smoking". Following adoption of this amendment by the City Council, the City launched the 'Healthy Air Hermosa' enforcement campaign to educate downtown merchants and members of the public while ramping up citywide enforcement of this ban.

In addition to the environmental concern, smoking is tied to various health and enforcement issues. Since the City receives hundreds of thousands of visitors throughout the year, signage and education efforts have been developed to inform the public of the City's smoking provisions. Nevertheless, smoking in public and smoking among minors are still a prevalent issue for the community. Most recently, in December 2018, the City amended section 5.78.100.d of the municipal code to require business licenses for the sale of tobacco products in Hermosa Beach. The business license requirement, in effect starting June 1, 2019, should help mitigate the sale of electronic smoking devices and flavored tobacco products to minors in the City.

Enforcement of the smoke-free ordinance and other state and federal laws governing the sale of tobacco products in the City fall under the direction of the Chief of Police. The City's code enforcement division assists by issuing warnings and citations. Due to staff capacity issues, the Police Department is limited in its ability to proactively enforce cigarette and tobacco sales and illegal consumption within the City's limits. Therefore, the Police Department submitted a proposal for the Department of Justice's Tobacco Law Enforcement Grant Program. This grant is funded by the California Healthcare, Research and Prevention Tax Act of 2016, which promotes a healthier California by reducing the illegal sales and marketing of cigarettes and tobacco products to minors. The Department was among the 65 local government agencies throughout the state selected for funding for fiscal year 2018-2019.

### **Discussion:**

The Department of Justice awarded the Hermosa Beach Police Department \$75,404 in grant funds from the Tobacco Law Enforcement Grant Program for tobacco enforcement and education in the community of Hermosa Beach. The grant primarily covers personnel costs for specific enforcement and educational operations. The program's objectives include, but are not limited to, tobacco-related enforcement operations at locations where minors are likely to be present - licensed retail locations, retail license inspections, retailer education classes, youth organizations, etc.

The Field Operations Lieutenant would be responsible for implementation and coordination of the Tobacco Grant Program. Officers assigned to this program would attend training connected to tobacco enforcement and conduct public education presentations for students and youth organizations. The goal of the program is to identify problematic areas, educate both retailers and the community regarding laws governing tobacco, and enforce tobacco-related regulations. The grant becomes effective upon completion of the Memorandum of Understanding and expires on June 30, 2020.

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## Staff Report

REPORT 19-0145

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### **General Plan Consistency:**

The acceptance of funds for the Tobacco Law Enforcement grant is consistent with the City's General Plan. Applicable policies are as follows:

### **Sustainability and Conservation**

Goal 3: Improved air quality and reduced air pollution emissions.

- *3.6 Healthy Air Hermosa.* Maintain high quality outdoor and public spaces in Hermosa Beach through the Healthy Air Hermosa program, or subsequent programs, which aim to reduce cigarette smoke.

### **Public Safety**

Goal 5: High quality police and fire protection services provided to residents and visitors

- *5.5 Crime prevention outreach programs.* Offer youth programs, recreation opportunities, educational programs, and other services to encourage crime prevention behavior.
- *5.9 Police and Fire enforcement grants.* Pursue grant funding and other outreach programs to minimize and abate nuisances.

### **Fiscal Impact:**

Award of a grant in the amount of \$75,404 from the Department of Justice requires the following budget actions:

1. Approve estimated revenue of \$38,052 in the Grant Fund. The remaining estimated revenue of \$37,352 would be included in the fiscal year 2019-2020 budget.
2. Appropriate \$38,052 in grant funds to the Police Department budget for fiscal year 2018-2019 for grant related expenditures. A request of appropriation for \$37,352 would be made with fiscal year 2019-2020 budget.

### **Attachments:**

1. Resolution 19-XXXX to accept grant funds for the Tobacco Law Enforcement Program
2. Memorandum of Understanding between the Department of Justice and the Hermosa Beach Police Department

**Respectfully Submitted by:** Milton McKinnon, Acting Chief of Police

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Legal Review:** Mike Jenkins, City Attorney

**Approved:** Suja Lowenthal, City Manager



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## RESOLUTION NO. 19-XXXX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, APPROVING THE EXECUTION OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF JUSTICE AND THE HERMOSA BEACH POLICE DEPARTMENT FOR THE TOBACCO LAW ENFORCEMENT PROGRAM AND AUTHORIZATION FOR EXPENDITURE OF THESE GRANT FUNDS FOR TOBACCO-RELATED ENFORCEMENT AND EDUCATION.**

**WHEREAS**, the City of Hermosa Beach desires to undertake a certain project designated as Tobacco Law Enforcement Program, funded through the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 administered by the California Department of Justice.

**NOW, THEREFORE, BE IT RESOLVED** that Suja Lowenthal, City Manager of the City Hermosa Beach, is authorized to execute on behalf of the City Council the attached contract, including any extensions or amendments thereof and any subsequent contract with the State in relation thereto.

**IT IS AGREED** that any liability arising out of the performance of this contract, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency.

**BE IT FURTHER RESOLVED** that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

**IT IS ALSO AGREED** that any amendments or variation of the terms of the contract are not valid unless made in writing, and signed by the duly authorized representatives of the parties.

1           This Resolution shall take effect immediately. The City Clerk shall certify to the passage and  
2 adoption of this Resolution, shall cause the original of the same to be entered among the original  
3 resolutions of the City Council and shall make a minute of the passage and adoption thereof in the  
4 minutes of the City Council meeting at which the same is passed and adopted.

5  
6                   **PASSED, APPROVED and ADOPTED** this 12th day of March 2019.

7  
8                   \_\_\_\_\_  
9           **PRESIDENT** of the City Council and **MAYOR** of the City of Hermosa Beach, California

10  
11   ATTEST:

APPROVED AS TO FORM:

12  
13                   \_\_\_\_\_  
14   City Clerk

\_\_\_\_\_  
City Attorney

# *Hermosa Beach Police Department*

Milton McKinnon, Acting Chief of Police  
540 Pier Avenue  
Hermosa, CA 90254  
(310) 318-0302  
[mmckinnon@hermosapolice.org](mailto:mmckinnon@hermosapolice.org)

## **MEMORANDUM OF UNDERSTANDING**

with the  
California Department of Justice

*December 1, 2018 – June 30, 2020*

## **I PURPOSE**

This Memorandum of Understanding (the “MOU”) is entered into by the Department of Justice (“DOJ”) and the Hermosa Beach Police Department (hereinafter, “Grantee”), to provide grant funds to Grantee for expenditure. The Grantee will expend funds for the purposes identified in the approved Grant Application submitted by Grantee in response to the DOJ’s Request for Proposals for activities of Local Law Enforcement Agencies to be funded under the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (the “Act”), approved by the voters as Proposition 56.

This MOU becomes effective upon completion of all signatures, and expires on June 30, 2020.

The DOJ, Tobacco Grant Unit, grants to Grantee \$75,404 (the “Grant Amount”) for expenditure in accordance with this MOU, including the Scope of Work included in the approved Grant Application.

The Request for Proposals, Grantee Handbook and Grant Application are incorporated by reference into this MOU.

## **II COMMUNICATION**

All reports, notices, requests, and/or correspondence pertaining to this MOU shall be forwarded to the Tobacco Grant Unit at:

California Department of Justice  
Division of Law Enforcement  
Tobacco Grant Unit  
1300 I Street, Suite 1140  
Sacramento, CA 95814  
[Zahra.Barragan@doj.ca.gov](mailto:Zahra.Barragan@doj.ca.gov).

## **III BUDGET**

Grantee agrees to expend the Grant Amount in accordance with the approved Budget (Attachment 1).

Grantee must submit any request for a change to a Budget item in writing or via e-mail to the DOJ and any changes to the Budget must be pre-approved in writing by the Tobacco Grant Unit at least thirty (30) days in advance of any change to the Budget item.

#### **IV COST REIMBURSEMENT/INVOICING**

DOJ agrees to reimburse Grantee, in arrears, for Grantee's actual expenditures in performing the Scope of Work, upon receipt of invoices from Grantee and approval of the invoices by DOJ. Grantee will submit only one (1) invoice each month for items included in the Budget, included completed travel and training. The Grantee is required to ensure that all vendor deliverables are accepted and approved, equipment delivered, travel completed, and administrative activities performed. Invoiced amounts may not exceed the costs specified in the approved Budget.<sup>1</sup>

Grantee will provide substantiation to DOJ pertaining to acceptance of hardware, software, services, and deliverables along with approved invoices for payment. Invoices paid by the Grantee and submitted to the DOJ for reimbursement must include the invoice number, invoice date, service period, agreement number, vendor name, vendor contact information, amounts, along with the approved Budget Template clearly identifying which expenditure the invoice is associated with. Grantee shall provide copies of packing slips substantiating delivery of purchased equipment. Grantee invoices and supporting documentation must be sent to the DOJ in hard copy format no later than the 15<sup>th</sup> calendar day following the month of expenditure. (Example, a purchase made on June 2<sup>nd</sup> would require invoice to be received by the DOJ no later than July 15<sup>th</sup>).

Invoices must be e-mailed or delivered via U.S. Mail addressed to:

California Department of Justice  
Division of Law Enforcement  
Tobacco Grant Unit  
1300 I Street, Suite 1140  
Sacramento, CA 95814  
[Zahra.Barragan@doj.ca.gov](mailto:Zahra.Barragan@doj.ca.gov)

#### **V BUDGET CONTINGENCY CLAUSE**

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under the agreement does not appropriate sufficient funds for this MOU, this MOU shall be of no further force and effect. In this event, the DOJ shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this MOU and Grantee shall not be obligated to continue performing any provisions of this agreement for which it would have been reimbursed.

If funding for any fiscal year is reduced or deleted in the Budget Act for purposes of this MOU, the DOJ shall have the option to either cancel this MOU with no liability occurring to the DOJ, or offer an amendment to the Grantee to reflect the reduced amount.

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<sup>1</sup> Approved Budget included under Attachment 1.

## **VI QUARTERLY REPORTING REQUIREMENTS**

Grantee will submit quarterly progress reports to the DOJ. These reports, which will describe progress made on the recipient's Scope of Work, shall be submitted to DOJ according to the following schedule:

January 1 through March 31: Due April 15  
 April 1 through June 30: Due July 15  
 July 1 through September 30: Due October 15  
 October 1 through December 31: Due January 15

Grantees shall submit any other reports and data as required by the DOJ.

## **VII ADMINISTRATION AND AUDIT**

The DOJ is not liable for the Grantee's use of funds or any subsequent audit findings.

Grantee agrees that the DOJ and the California State Auditor, or their designated representatives shall have the right to review and copy any records and supporting documentation pertaining to the funds expended by Grantee and the Grantee's performance of the Scope of Work under this MOU. Grantee agrees to maintain all such records and reports for possible audit for a minimum of three (3) years after payment by DOJ of the final invoice submitted by Grantee. Grantee agrees to allow access to such records during normal business hours and to allow interviews with officers and employees who might reasonably have information related to such records.

[Grantee agrees to include a similar right for DOJ and the California State Auditor to audit records and interview staff in any subcontract related to performance of the MOU.]

Should Grantee fail to comply with this MOU, including any expenditures for purposes not permitted under the MOU, DOJ may take one or more of the actions described under Remedies for Noncompliance in the Grant Handbook. Actions include but are not limited to requiring Grantee to return grant funds, and any other remedies available under law, and the Grantee may be disqualified from applying for or receiving future grant funds.

## **VIII GRANTEE CONTACT INFORMATION**

Suja Lowenthal, City Manager  
 City of Hermosa Beach  
 1315 Valley Dr. Hermosa Beach, CA 90254  
 310-318-0216  
 suja@hermosabch.org

Milton McKinnon, Acting Chief of Police  
Hermosa Beach Police Department  
540 Pier Ave. Hermosa Beach, CA 90254  
310-318-0302  
mmckinnon@hermosapolice.org

Dorothy Scheid, Lieutenant  
Hermosa Beach Police Department  
540 Pier Ave. Hermosa Beach, CA 90254  
310-318-0342  
dscheid@hermosapolice.org

## **IX MISCELLANEOUS PROVISIONS**

Amendment-No amendment or variation of the terms of this MOU is valid unless made in writing, and signed by the duly authorized representatives of the parties.

Assignment- This MOU is not assignable by Grantee in whole or in part.

Indemnification- Grantee agrees to indemnify and hold harmless the DOJ, its officers, agents and employees from all claims, liabilities, or losses in connection with the performance of this MOU.

Termination – The DOJ may terminate this MOU and be relieved of any obligation to provide grant funds to Grantee should Grantee fail to perform the Scope of Work at the time and in the manner provided in this MOU.

## **X AUTHORIZATION**

The DOJ and Grantee, by their duly authorized officials, have executed this MOU on the respective dates indicated below. This MOU and any future amendments shall be forwarded to the Division of Law Enforcement, Office of the Chief, with all its attachments, and will become effective upon completion of signature from all parties.

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**MILTON MCKINNON,**  
**ACTING CHIEF OF POLICE**  
Hermosa Beach Police Department

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Date

\_\_\_\_\_  
**SUJA LOWENTHAL, CITY MANAGER**  
City of Hermosa Beach

\_\_\_\_\_  
Date

\_\_\_\_\_  
**MIKE JENKINS, CITY ATTORNEY**  
City of Hermosa Beach

\_\_\_\_\_  
Date

\_\_\_\_\_  
**SHANNON PATTERSON, GRANT MGR.**  
Office of the Chief  
California Department of Justice

\_\_\_\_\_  
Date

\_\_\_\_\_  
**KEVIN GARDNER, Chief**  
Office of the Chief  
California Department of Justice

\_\_\_\_\_  
Date

\_\_\_\_\_  
**CHRIS RYAN, Chief**  
Division of Operations  
California Department of Justice

\_\_\_\_\_  
Date





## Staff Report

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### Staff Report

REPORT 19-0086

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

**APPROVE FIRST AMENDMENT TO THE PROFESSIONAL  
SERVICES AGREEMENT WITH FILE KEEPERS, LLC FOR  
DOCUMENT SCANNING SERVICES AND IMPLEMENTATION  
OF AN ELECTRONIC DOCUMENT MANAGEMENT SYSTEM**

(Assistant to the City Manager Nico De Anda-Scaia)

### **Recommended Action:**

Staff recommends that the City Council:

1. Authorize the City Manager to execute a first modification to an agreement with File Keepers, LLC for document scanning services and implementation of an electronic document management system for the City's various departments in an amount not to exceed \$54,000, for a new total not to exceed amount of \$317,942; and
2. Approve the transfer of \$4,000 from the Community Development Department budget in the General Fund to the City Manager Department budget in the Equipment Replacement Fund as noted in the Fiscal Impact section.

### **Executive Summary:**

In October 2017, the City executed a two-year agreement with American Microimaging, Inc. (AMI) to provide hardware, software and scanning services in an amount not to exceed \$263,942 to migrate approximately 1,000 file boxes of City paper records into the Laserfiche electronic content management system. In April 2018, due to a corporate merger, the City approved assignment of AMI's agreement to File Keepers, LLC under the same terms and conditions.

As of early March 2019, File Keepers, LLC has completed scanning of 937 file boxes at a cost of \$279,135, exceeding the authorized amount by \$15,193, with 113 boxes remaining. Due to a greater than expected quantity of files, including large format files such as plans, and growing scanning needs over the duration of this project, costs have exceeded initial expectations. To complete document scanning of remaining records, staff recommends that the City Council authorize an amendment to File Keepers LLC's agreement in an amount not to exceed \$54,000. Funding would also be used for professional services hours for staff Laserfiche system training and piloting the shift of paper processes such as public records requests and event permit applications to online

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## Staff Report

REPORT 19-0086

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submittals and electronic approval management and tracking.

### **Background:**

In October 2017, the City Council approved a two-year \$263,942 agreement with American Microimaging, Inc. (AMI), based on a competitively bid 2014 City of Redlands RFP, to perform City document scanning services into the Laserfiche electronic content management system. The project scope included purchase of software, hardware and support services to scan approximately 1,000 file boxes of paper records (approximately 2.5 million images), from multiple City departments into a centralized electronic repository. Electronic storage would facilitate rapid records search and retrieval for public and staff use, free up City office and storage space occupied by file boxes, and allow for recycling and disposal of unneeded records as permissible by the City's records retention policy. Additional benefits include improved business continuity and disaster recovery in case of damage or loss to paper files, along with the ability to convert certain City paper processes such as public records requests and event permit applications to online processes including electronic tracking, approval and fulfillment by City staff. The agreement also merged smaller individual AMI/Laserfiche agreements previously established by the City Clerk, Community Development, Police and Public Works Departments.

In April 2018, as a result of a corporate merger, the City authorized assignment of the agreement with AMI to File Keepers, LLC under the same terms and conditions. File Keepers, LLC retained AMI project management staff.

### **Project Progress**

- Document Scanning - as of February 2019, File Keepers, LLC has invoiced the City for 937 file boxes containing approximately 2.3 million images with another 113 file boxes pending pick-up from various City offices for scanning. Scanning progress has been deferred due to the existing backlog at File Keepers, LLC. File Keepers, LLC has the capacity to scan approximately 60 to 70 file boxes per month, which has caused up to a two-month wait for delivered boxes to be scanned into the Laserfiche system. As new documents are generated, scanning and indexing of additional paper documents and records would be performed by City staff.
- Software and Hardware Status - the City fully upgraded its servers to new hardware with increased capacity for this system in 2017, has completed installation of the Laserfiche Avante Server Software system, and purchased 10 scanners for staff to scan and index newly generated documents.
- Professional Services/Training - 101 of 120 authorized professional services hours have been

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## Staff Report

REPORT 19-0086

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expended to date to include software and hardware implementation along with staff Laserfiche training for 43 City user account holders. Staff has identified two potential paper processes to pilot conversion into online electronically managed services: public records requests submitted to the City Clerk's Office and event permit applications submitted to the Community Resources Department.

- Budget/Committed - as of the end of February 2019, the City has committed \$279,135, exceeding the \$263,942 total authorized agreement amount by \$15,193.

### **Analysis:**

To complete citywide document scanning and enable the City to transition from paper to paperless processes, additional funding for the City's File Keepers, LLC agreement would need to be appropriated which would also cover staff Laserfiche training and programming hours, and document shredding and/or storage costs.

Document scanning expenditures to date have been higher than expected due to:

- Average cost per file box - \$190 actual to date (\$178,133 for 937 boxes scanned) is significantly higher than the \$160 initially budgeted (\$159,455 for 994 boxes). Billing is based on the number and type of images actually scanned. While image counts per box have remained relatively on par with initial estimates, the number of large format (2' x 3') images such as maps and plans have surpassed expectations. At 60 cents per page, scanning costs for large format images are significantly more expensive than letter size, legal or 11" x 17" pages, which are billed at a rate of 6 to 8 cents each.
- Number of file boxes - actual project file box count of 1,050 boxes exceeded the original estimate of 994 boxes.

Staff Laserfiche training and programming costs to transition City paper processes to paperless would require additional File Keepers, LLC professional services hours. While department staff has received general training for initial phases of project implementation and system set-up, now that the majority of documents have been scanned and staff has commenced using the system, new issues have been identified which would best be addressed by another round of department-specific training, including records search, retrieval, indexing, organization and reporting. Training would also help new staff who have been hired since project inception in 2017 with Laserfiche system familiarization.

Aside from more efficient document storage, search and retrieval, a key feature of the Laserfiche electronic content management system is the ability to convert business processes from paper-based

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## Staff Report

REPORT 19-0086

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to electronic. The City is planning to pilot conversion of public records requests made to the City Clerk's Office and event permit applications made to the Community Resources Department via paper forms to an online application. The Laserfiche system would then be programmed to automate these business processes to allow for storage of the application form and associated files, routing of approvals through various City Departments, fulfillment of requests, tracking and reporting, and notifications to the public and City staff. Additional professional services hours would be used for programming and project management to enable these pilot processes and to train key City staff how to program automation of additional City processes.

Additional anticipated Fiscal Year 2018-19 project items/amendment required:

Item	Amount
Cost overage for software, hardware, professional services hours and scanning of 937 file boxes: \$279,135 spent less \$263,942 authorized contract amount	\$15,193
Completion of document scanning - 113 file boxes remaining x \$190 per box	\$21,470
Additional as-needed professional services hours for staff Laserfiche training and programming/support required to transition paper processes to online forms and electronic management – 50 hours at \$200 per hour	\$10,000
Document storage and/or shredding services pending an update of the City's records retention schedule; box pickup and delivery charges	\$3,000
Contingency for additional files, images, large format file scanning in remaining file boxes	\$4,337
<b>Total Fiscal Year 2018-19 amendment amount required:</b>	<b>\$54,000</b>

The City has made a significant investment in digitizing the majority of its historical paper records into the Laserfiche content management system over the past 17 months. Although costs have exceeded expectations due to higher than expected scanning quantities including more expensive large-format files, the Laserfiche system should significantly improve external and internal customer response times related to search and retrieval of City documents. Staff from several City departments including the City Clerk's Office, Community Development, Community Resources and Finance have expressed enthusiasm for completing document scanning, attending additional training and moving towards paperless processes in an effort to modernize customer service and improve access to information across all departments. Staff has also observed reduced clutter and more usable space in City offices and storage areas previously occupied by numerous file boxes.

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## Staff Report

REPORT 19-0086

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**Alternatives.** Council could opt to reduce or decline to approve the recommended amendment amount; however, this would curtail completion of document scanning and programming automated paperless workflow processes on a timely basis. Staff recommends Council move forward with the agreement amendment to assist in achieving the City's Strategic Plan Goal of being a "High Performing City Providing First Class Services." Staff will work closely with File Keepers, LLC to ensure future project costs come in at or under budget and will evaluate services and processes to determine where cost efficiencies can be achieved (e.g. City staff identifying records that do not require scanning or performing scanning and programming activities where possible).

### **Next Steps:**

If the agreement amendment is approved, staff would schedule pickup and scanning of the final boxes of records from March to April 2019 with final scanning to be completed by File Keepers, LLC by summer 2019. Staff would schedule departmental Laserfiche training and proceed with piloting paperless business processes and workflows to include public records requests and event permit activities. Staff would target summer 2019 for potential beta testing of these processes.

Pending the update and approval of the City's records retention policy which will be brought before Council later this year, staff would evaluate remaining paper records to determine which records may be shredded and recycled.

Staff would continue with ongoing evaluation of File Keepers, LLC's services and costs compared to budget expectations with an eye toward a prospective agreement extension beyond the current October 2019 term date. As expressed in previous staff reports, future annual system software and maintenance charges are expected to cost approximately \$22,000 per year. Should the pilot business process and workflow testing go well, professional services hours may be needed for programming and conversion of additional City processes to paperless as identified. Moving forward, future phases of this project may include making a web portal available for the public to browse and retrieve City records online similar to the City of South Pasadena's site (**Attachment 6**) managed by their City Clerk's office.

### **General Plan Consistency:**

This report and associated recommendations have been evaluated for their consistency with the City's General Plan. The agreement amendment for File Keepers, LLC would assist in fulfilling the following Governance Element goals:

*1.10 Record systems and technology.* Maintain record systems and utilize technology that promotes public access.

*2.6 Responsive to community needs.* Continue to be responsive to community inquiries, providing

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## Staff Report

REPORT 19-0086

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public information and recording feedback from community interactions.

*3.5 Expanded digital archive.* As feasible, expand use of document imaging to maintain and provide access to vital records.

### **Fiscal Impact:**

The City's \$263,942 File Keepers, LLC agreement would be increased by \$54,000 for a new total not to exceed amount of \$317,942 for services through October 2019.

Since Community Development has funds budgeted for document scanning, \$4,000 would be transferred from the Community Development Department's General Fund contract services account, 001-4201-4201, to the City Manager's Equipment Replacement Fund contract services account, 715-1201-4201, to partially cover large format file document scanning costs.

The 2018-19 Midyear Budget appropriation request in the amount of \$50,000 for the City Manager's Equipment Replacement Fund contract services account, 715-1201-4201 would cover remaining anticipated agreement expenditures, including completion of citywide document scanning, staff Laserfiche training, file storage and/or shredding, and development of pilot electronic workflow processes including public records requests and event permit applications. See separate 2018-19 Midyear Budget Review staff report.

### **Attachments:**

1. First Amendment to File Keepers, LLC Professional Services Agreement
2. AMI Professional Services Agreement
3. Contract Assignment Letter to File Keepers, LLC dated 4-24-18
4. Link to City Council 10-10-17 Meeting
5. Link to City Council 4-24-18 Meeting
6. Link to City of South Pasadena site

**Respectfully Submitted by:** Kevin Nagata, Management Analyst

**Concur:** Nico De Anda-Scaia, Assistant to the City Manager

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Legal Review:** Mike Jenkins, City Attorney

**Approved:** Suja Lowenthal, City Manager

**FIRST AMENDMENT TO FILE KEEPERS, LLC  
DOCUMENT SCANNING AND MANAGEMENT SERVICES AGREEMENT**

This First Amendment to the Document Scanning and Management Services Agreement (“First Amendment”) is entered into by and between the City of Hermosa Beach, a general law city and municipal corporation (“City”) and File Keepers, LLC (“Consultant”) as of March 12, 2019.

**RECITALS**

- A. City and Consultant are parties to that Document Scanning and Electronic Content Management System Agreement dated October 17, 2017 (the “Agreement”) between the City and American Microimaging, Inc., and assigned to File Keepers, LLC, under the same terms and conditions on April 25, 2018.
- B. City and Consultant now desire to amend the Agreement to modify the budget to provide increased funding to allow for completion of document scanning, staff Laserfiche system training, and piloting of new electronic business processes and workflows.

**NOW, THEREFORE**, in consideration of the foregoing, the Agreement is amended as follows:

- 1. Section 1 of the Agreement entitled “Consideration and Compensation” Paragraph C is amended to read as follows:
  - C. As additional consideration, City agrees to pay Consultant as set forth in Scope of Services Exhibit “A” and modified and attached hereto as Exhibit “A-1”, for Consultant’s services, unless otherwise specified by written amendment to this agreement. The total not to exceed amount shall be increased by \$54,000 for services through October 17, 2019 for a total amount not to exceed \$317,942.
- 2. Section 2 of the Agreement entitled “Scope of Services” Paragraph A is amended to read as follows:

A. Consultant will perform the services and activities set forth in the Scope of Services Exhibit "A" and modified and attached hereto as Exhibit "A-1".

Except as above modified, in all other respects the Agreement is hereby reaffirmed in full force and effect.

FILE KEEPERS, LLC

By: \_\_\_\_\_  
George Bandarian II, President & CEO

CITY OF HERMOSA BEACH

By: \_\_\_\_\_  
Suja Lowenthal, City Manager

ATTEST:

\_\_\_\_\_  
Elaine Doerfling, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael Jenkins, City Attorney



**EXHIBIT A-1**  
**SCOPE OF SERVICES**

1. **General.** File Keepers, LLC shall provide additional services as required by the City to complete document scanning and indexing into the Laserfiche electronic content management system, shredding and storage services, and professional services hours for staff Laserfiche training, project management, requirements analysis, system design, installation, configuration, testing, development of business processes, workflows, online forms, programming and other related electronic content management services.
2. **City Document Retrieval Requests.** File Keepers, LLC commits to responding to City requests for provision of City documents in the possession of Filekeepers, LLC within one business day; and fulfilling file / file box / electronic copy retrieval requests within three (3) business days during the term of this agreement.
3. **Budget and Pricing.**
  - A. Services through October 16, 2019. The Agreement amount of \$263,942 shall be increased by \$54,000 for a new total not to exceed amount of \$317,942 through October 16, 2019.
  - B. As-Needed Services / Charges. Consultant services below shall be requested by the City as required. There is no guaranteed usage.

Item / Service	Pricing
<b>Document Scanning</b>	
Set up cost – per Records series	\$500.00
Document preparation – per page	\$0.025
Single sided scanning – 8.5" x 11" to 11" x 17" – per page	\$0.03
Double sided scanning – 8.5" x 11" to 11" x 17" – each	\$0.05
Single sided scanning – 2' x 3' drawings – per page	\$0.60
Indexing documents – per field	\$0.02
<b>Other Services</b>	
Hourly rate - professional services - training & programming	\$225.00
Professional Services – 50 hour block purchase (\$200/hour)	\$10,000.00
Hourly rate – setup/startup & project management	\$100.00
Hourly rate – boxing/manifesting, special handling	\$30.00
File box truck pickup & delivery charge – each roundtrip	\$125.00
Document Storage – price per file box per month	\$0.28
Document destruction – price per file box	\$2.40
Hardware / scanners / equipment	To be quoted individually

- C. Payment Terms: Net 30

**CONTRACT FOR PROFESSIONAL SERVICES FOR THE PROVISION OF  
DOCUMENT SCANNING AND MANAGEMENT SERVICES  
BETWEEN THE CITY OF HERMOSA BEACH AND  
AMERICAN MICROIMAGING, INC.**

This AGREEMENT is entered into this 17th day of October , 2017, by and between the CITY OF HERMOSA BEACH, a general law city a municipal corporation ("CITY") and American MicroImaging, Inc., a limited liability company ("CONSULTANT").

**RECITALS**

- A. The City desires to obtain professional services from the Consultant for certain document scanning services and implementation of a document management system for the City's departments.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- C. The Consultant warrants to the City that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.

**NOW, THEREFORE**, based on the foregoing recitals, the City and the Consultant agree as follows:

**1. CONSIDERATION AND COMPENSATION**

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A hereto and incorporated herein by reference.
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.
- C. As additional consideration, CITY agrees to pay CONSULTANT as set forth in Exhibit "A", for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.
- D. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.
- E. CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

**2. SCOPE OF SERVICES.**

- A. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A.
  - B. Except as herein otherwise expressly specified to be furnished by CITY, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.
3. PAYMENTS. For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period in accordance with the schedule of compensation incorporated in "Exhibit A."
4. TIME OF PERFORMANCE. The services of the CONTRACTOR are to commence upon receipt of a notice to proceed from the CITY and shall continue until all authorized work is completed to the CITY's reasonable satisfaction, in accordance with the schedule incorporated in "Exhibit A," unless extended in writing by the CITY.
5. FAMILIARITY WITH WORK. By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
6. KEY PERSONNEL. CONSULTANT's key person assigned to perform work under this Agreement is Jeffrey Long, Project Manager for Hermosa Beach and AMI Chief Operating Officer. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of the City.
7. TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and have an initial term of two (2) years unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing by mutual agreement as necessary to complete the project.
8. CHANGES. CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.
9. TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide CITY with a Taxpayer Identification Number.

10. PERMITS AND LICENSES. CONTRACTOR will obtain and maintain during the term of this Agreement all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

11. TERMINATION FOR DEFAULT. In the event of a breach of this Agreement by either party, the complaining party shall give written notice of default to the party in default, specifying the default complained of by the complaining party. Any failures or delays by a complaining party in asserting any of its rights and remedies as to any default shall not operate as a waiver of any default or of any such rights or remedies. Delays by a complaining party in asserting any of its rights and remedies shall not deprive the complaining party of its right to institute and maintain any actions or proceedings which it may deem necessary to protect, assert, or enforce any such rights or remedies. If the default is reasonably capable of being cured within thirty (30) days, the party in default shall have such period to effect a cure prior to exercise of remedies by the complaining party. If the nature of the alleged default is such that it cannot practicably be cured within such thirty (30) day period, the cure shall be deemed to have occurred within such thirty (30) day period if (i) the cure is commenced at the earliest practicable date following receipt of the notice; (ii) the cure is diligently prosecuted to completion at all times thereafter; (iii) at the earliest practicable date (in no event later than thirty (30) days after the curing party's receipt of the notice), the curing party provides written notice to the other party that the cure cannot practicably be completed within such thirty (30) day period; and (iv) the cure is completed at the earliest practicable date. Subject to the foregoing, if a party fails to cure a default in accordance with the foregoing, the complaining party, at its option, may terminate this Agreement and/or institute legal proceedings pursuant to this Agreement.

12. INDEMNIFICATION.

- A. CONSULTANT shall indemnify, defend with counsel approved by CITY, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, and cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising from third party claims that are out of or in connection with CONSULTANT's negligent or wrongful performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT, regardless of CITY'S passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the CITY. Should CITY in its sole discretion find CONSULTANT'S legal counsel unacceptable, then CONSULTANT shall reimburse the CITY its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. The CONSULTANT shall promptly pay any final judgment rendered against the CITY (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.
- B. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or

qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

- C. Except to the extent of an indemnification obligation set forth herein, to the maximum extent allowable under applicable law, CITY agrees that CONSULTANT shall not be liable for any monetary damages in excess of the amounts paid to CONSULTANT under this agreement. CITY agrees that CONSULTANT shall not be liable for lost profits, lost opportunities, consequential or incidental damages resulting from CONSULTANT's performance under this agreement.

**13. ASSIGNABILITY.** This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

**14. INDEPENDENT CONTRACTOR.** CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which it is performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

**15. AUDIT OF RECORDS.**

- A. CONSULTANT agrees that CITY, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide CITY, or designee, with any relevant information requested and will permit CITY, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.
- B. CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.

**16. CORRECTIVE MEASURES.** CONSULTANT will promptly implement any corrective measures required by CITY regarding the requirements and obligations of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by the City to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.

17. INSURANCE REQUIREMENTS.

- A. The CONSULTANT, at the CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:
1. Workers Compensation Insurance as required by law. The Consultant shall require all subcontractors similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONTRACTOR for City.
  2. General Liability Coverage. The CONSULTANT shall maintain commercial general liability insurance in an amount of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
  3. Automobile Liability Coverage. The CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
  4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations are by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

- B. Endorsements. Each general liability, automobile liability and professional liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by City, and shall be endorsed as follows. CONSULTANT also agrees to require all contractors, and subcontractors to do likewise.
1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."
  2. This policy shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have shall be considered excess insurance only and shall not contribute with this policy.
  3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
  4. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents.
  5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents, or volunteers.
  6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the CITY.
- C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against Contractor arising out of the work performed under this agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.
- D. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the CITY's option, the CONSULTANT shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- E. The CONSULTANT shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before

commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement.

- F. Failure on the part of the CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which the CITY may terminate this Agreement pursuant to Section 11 above.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.

**18. USE OF OTHER CONSULTANTS.** CONSULTANT must obtain CITY's prior written approval to use any consultants while performing any portion of this Agreement. Such approval must include approval of the proposed consultant and the terms of compensation.

**19. FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE.** The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of the CITY from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or services. Acceptance of payment shall be any negotiation of the CITY'S check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by the CITY shall not constitute, nor be deemed, a release of the responsibility and liability of the CONSULTANT, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the CITY for any defect or error in the work prepared by the Consultant, its employees, sub-consultants and agents.

**20. CORRECTIONS.** In addition to the above indemnification obligations, the CONSULTANT shall correct, at its expense, all errors in the work which may be disclosed during the City's review of the Consultant's report or plans. Should the Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by the CITY, and the cost thereof shall be charged to the CONSULTANT. In addition to all other available remedies, the City may deduct the cost of such correction from any retention amount held by the City or may withhold payment otherwise owed CONSULTANT under this Agreement up to the amount of the cost of correction.



**21. NON-APPROPRIATION OF FUNDS.** Payments to be made to CONSULTANT by CITY for services preformed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT'S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT'S services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

**22. NOTICES.** All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY	CONSULTANT
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN: Nico De Anda-Scaia	George Bandarin II President & CEO 1125 West 6 <sup>th</sup> Street, Suite 200 Los Angeles, CA 90017

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

**23. SOLICITATION.** CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

**24. THIRD PARTY BENEFICIARIES.** This Agreement and every provision herein are generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.

**25. INTERPRETATION.** This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

**26. ENTIRE AGREEMENT.** This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.

27. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

28. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's city manager, or designee, may execute any such amendment on behalf of CITY.

29. ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES. The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.

30. FORCE MAJEURE. Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.

31. TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.

32. ATTORNEY'S FEES. The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.

33. STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.

34. OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and work papers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.

35. DISCLOSURE REQUIRED. (City and Consultant initials required at one of the following paragraphs)

By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18701(a) (2) or otherwise serves in a staff capacity for which disclosure would otherwise be required were Consultant employed by the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City's Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City's Manager shall prepare and deliver to consultant a memorandum detailing the extent of Consultant's disclosure obligations in accordance with the City's Conflict of Interest Code.

City Initials \_\_\_\_\_

Consultant Initials \_\_\_\_\_

**OR**

By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a "consultant" for the purpose of the California Political Reform Act because Consultant's duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18701(a) (2) (A) and is otherwise not serving in staff capacity in accordance with the City's Conflict of Interest Code.

City Initials JS

Consultant Initials \_\_\_\_\_

**IN WITNESS WHEREOF** the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF HERMOSA BEACH



Sergio Gonzalez, City Manager

CONSULTANT



By: George Bandarian II, President and CEO

ATTEST:

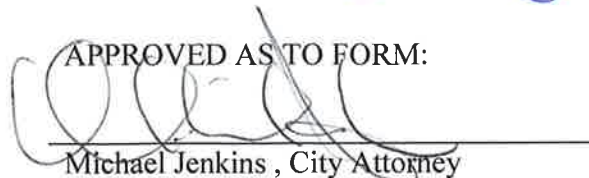


Elaine Doerfling, City Clerk

95-3519190

Taxpayer ID No.

APPROVED AS TO FORM:



Michael Jenkins, City Attorney



## Scope of Services

### Scanning and Document Management Services

October 2017

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#### Project Description

American Microimaging, Inc. (AMI) will provide document and large format scanning services on a contract basis for the City of Hermosa Beach departments including Finance Administration, Finance Cashier, Community Services, Human Resources, City Clerk and Public Works. To provide Business Continuity, Document Access and Day Forward Digital Governance of City documentation, AMI will deliver a Document Management System to import the records with searchable text and indexing. This system will be designed, implemented, trained and supported to provide a foundational repository for Hermosa Beach; scalable for all departments across the City.

The City Document Management Project consists of:

- 1: Digitization of Documents – Letter, Legal and Tabloid sizes- 2,327,500 pages
- 2: Digitization of Large Format – D & E-size Drawings, Plans and Maps - 500
- 3: Laserfiche Design, Implementation, Training and Support
  - a. Migration Services of Digital Images
  - b. Forms Implementation for Named Users

The City Document Management Project consists of:

- 1: Laserfiche Design, Implementation, Training and Support
  - a. Migration Services of Digital Images
  - b. Training of Departments Users
  - c. Forms Implementation for Named Users

#### **DIGITIZATION SCANNING SERVICES**

##### **Scanning Services Assumptions**

- Work will be done at AMI
- Volume – 2,327,500 pages and 500 D & E size Large format images
- Current Filing Structure
  - In folders and flat files.
    - Will be boxed for pickup
    - Boxes will include a manifest of the contents
- Document Census
  - Size – 8.5"x11", 8.5"x14", 11" x 17" and "C,D,E" size drawings
  - Color – Small percentage
  - DPI – Documents minimum of 200 – 300 with Large Format 300
  - Types – Contract, Forms, Binders, Maps, Plans, Drawings, Clerk & Finance docs
    - Documents bound with staples and clip
    - Maps folded down to legal size





- Some documents comb bound and some in binders
- Timeline
  - Start: November 1, 2017 Target
  - End: June 30, 2018
- Project Management
  - AMI/Client Kickoff Meeting
  - AMI Begins work
    - Initial Pick up
  - AMI/Client Weekly Report – identifying work and volume completed and exceptions
    - Document export
    - Document Disposition
  - AMI/Client Project Wrap up meeting
    - Final return of documents
- Production Days
  - Approximately 20 weeks

### **Client Responsibilities**

- Client will provide access to current files
- Client will provide indexing methodology
- Client will provide collateral in boxes with manifest of contents for each box
- Client will provide available electronic indexes
- Client to QC images and provide any error or rework requests within 30 days of delivery.

### **Methodology**

1. Securing Document – Documents will be picked up at City of Hermosa Dept.
2. Inventory
  - a. Supervisor or Team Lead will inventory and log boxes once received and compare to Manifest/Inventory
3. Preparation
  - a. Documents will be removed from their fasteners and processed in accordance with the methodology determined
  - b. Files will be separated at Folder level
4. Scanning
  - a. Scan at 200-300 DPI
  - b. Documents will be placed back in their folders for return to client.
5. Index
  - a. Manual index is based on index file
  - b. Client supplies index/box manifest with each box
6. OCR
  - a. Processed by system
7. Tag & Rescan
  - a. AMI will use standard quality control measures to ensure documents in each file are scanned and as readable as the original paper document.
  - b. AMI will perform 100% Image QC to fix pages that have data that is not legible
8. Deliverables





- a. AMI will provide initial sample delivery to serve as Benchmark samples for approval.
  - b. AMI will supply back documents in electronic format (Group IV Tiff)
  - c. Import of electronic files is an option to discover
- 9. De-Prep
  - a. Documents returned to boxes in sequence unbound
- 10. Hardcopy Disposition
  - a. TBD
- 11. Image Disposition
  - a. After 30 days of delivery to Client, AMI will delete local copy of images.
- 12. Document Request
  - a. No Charge per request up to 5 per week with 4 hour turnaround to e-mail or fax





**AMI/Laserfiche ECM  
SCOPE OF SERVICES**

**PROJECT DESCRIPTION**

City of Hermosa Beach is contracting AMI to provide up to 120 hours of Consulting Services to be used for implementation of the Laserfiche Electronic Content Management with 43 Named Users and 10 Concurrent Read-Only access. The objective of this scope is to digitize the department's documents and populate into the configured Laserfiche Avante repository. AMI will train City personnel to utilize the system for access and adding documents on a Day-Forward basis. Hermosa Beach seeks to utilize Laserfiche forms internally and will identify specific projects to implement in future phases. The City intends to expand the functionality into all departments which will be scoped individually.

*Departments within Scope:*

- Finance Administration      2 Scanners, 6 Users
- Community Development    1 Scanner, 12 Users
- Human Resources            1 Scanner, 2 Users
- City Clerk                      1 Scanner, 2 Users
- Public Works                 2 Scanner, 7 Users
- Finance Cashier              1 Scanner, 5 Users
- Community Resources       0 Scanner, 2 Users
- Community Services        1 Scanner, 5 Users
- City Manager                 1 Scanner, 2 Users

**Services to be rendered:**

- Planning & Project Management
- Discovery & Requirements Analysis
- Design
- Build
  - Installation
    - AMI will install all server products
    - CLIENT will be trained to install User/Client products if Thick Client is required
    - Most Clients will utilize Web-access
  - Configuration
- Testing
  - AMI will test functionality
  - CLIENT and Users test for acceptance
- Training
  - AMI will provide Train the Trainer Training to Department SME and to Users in Workshop format
- Documentation
  - AMI will provide system/design documentation





- Closeout – final acceptance, knowledge transfer, hand-off, cutover to maintenance

### **Functionality Delivered**

- One (1) Laserfiche Server with MS-SQL and one (1) repository.
  - File Plan
    - Folder structure
    - Template design and metadata fields
  - Content Capture
    - Scanning, Snapshot, and Electronic Documents
    - Quickfields configuration of 1 sessions
      - Barcodes to separate documents
      - Realtime Lookup into City Database
        - City to provide queries into DB
  - Scalability
    - Architecture suited for expansion across the enterprise
  - Security
  - Search
    - Metadata field search
    - Full-text OCR search
    - Document Name and Folder name search
    - Combination search
    - Saved searches
  - Forms Portal
    - Form creation of 1 form of 10 or less fields
- Basic routing of 1 form with 4 or less steps
- Web Products
    - Web Access
    - Weblink (Public Portal)







## **IMPLEMENTATION PLAN**

This document proposes a scope of work and general approach for the City of Hermosa Beach ["City"] proposed Laserfiche solution. This scope of work covers the following items:

- Laserfiche Avante Implementation

As with most projects of this nature, at this point in the engagement AMI has a general understanding of City's requirements and overall situation. As AMI learns more (primarily after Stage 2, explained below), there may be a need to modify the overall scope of work and general approach; because of this, please note that any estimated hours or costing provided in this document should not be considered a fixed-cost bid.

### *Assumptions*

In drawing up this implementation plan, the following assumptions have been made about the requirements. The following statements are assumed to be true regarding any documents, content or data provided by the City without any processing or alteration by AMI. Additionally, the user behavior is assumed to be true as stated.

- City users are all part of a single domain

## **PROJECT STAGES**

AMI has adopted a formal methodology for implementing custom solutions of the Laserfiche software suite, which involves guiding the project through a series of clearly defined stages. Hermosa Beach has the option of modifying AMI's implementation method, by adding, removing or altering stages, but note that in our experience, significant variation from AMI's methodology can lead to problems.

Note: Once the project has moved past a stage, it is difficult to return or repeat the stage at a later date. If this becomes necessary, additional cost may be charged to City, and the project plan's final delivery date may be significantly extended.

### **STAGE 1: CITY PERSONNEL CERTIFICATION**

Owned By: City and AMI

All relevant technical City personnel that will be working with AMI to implement the solution shall complete appropriate Laserfiche Certified Professional Program (CPP) courses or the equivalent to be confirmed by AMI. AMI will recommend the specific courses that should be completed at a later date. For more information on CPP, see <http://www.laserfiche.com/en-us/events/cpps>.

This step is necessary before proceeding, as it ensures City has sufficient knowledge of the Laserfiche product to assist AMI with setting up, developing, testing, troubleshooting and maintaining the system. It is AMI's recommendation that only City personnel who have completed the necessary Laserfiche certifications courses be responsible for administering Laserfiche.

### **STAGE 2: REQUIREMENTS GATHERING**

Owned By: Hermosa Beach and AMI will conduct a series of in-depth meetings and interviews with City departments, during which they will explain their requirements to AMI. AMI will document City's requirements, and pose questions as necessary.

AMI recommends the following:





These meetings should take place over the course of roughly a week, onsite at City's offices or more likely, remote through teleconference. City is prepared to discuss technical infrastructure details, including how many environments should be created and the overall system topology (AMI will provide detailed hardware and system topology recommendations). Necessary City personnel will be in attendance for all meetings. City is prepared to identify which City personnel will play the following roles in the project:

Project Owner: City leader of the project; the ultimate decision maker.

IT Administrator: City team-member responsible for assisting AMI with all IT-related tasks (e.g., granting AMI access to City servers, helping City install and setup City servers).

Subject Matter Expert (SME): City Dept. Team-member who best understands the system's business-level functionality requirements.

Note: Multiple people may play the same role. One person may play multiple roles.

After the completion of all requirements gathering sessions, AMI will deliver to the City a formal Scope of Work document detailing the requirements, as well as a proposal for how the system will be built. City should closely review this document, and inform AMI if any changes should be made. AMI and City of Hermosa Beach should formally agree upon the document before the project leaves Stage 2.

Note: During Stage 2, if the Scope of Work identifies that more work and cost is necessary than was listed in the original sales contract, AMI must resolve this with the City before the project can proceed. In addition to the requirements gathering document, AMI will provide City with a formal Microsoft Project plan identifying the project's schedule. AMI and City should formally agree on this plan before proceeding past Stage 2. This Project file will be maintained and regularly updated by AMI. AMI will provide a PDF copy of the plan to City on a regular basis.

Once the requirements gathering document and project plan are agreed upon, any new or modified requirements requested by the City will be considered on a case-by-case basis and will be processed by AMI's formal "change management" process. In most situations, AMI can honor a new requirement, but additional time may be added on to the overall project's length. In some cases, and depending on the new requirement's size (in terms of overall development work), the new requirement may be considered out-of-scope, which would require AMI and the City to come to an agreement on additional cost and time. AMI highly recommends all requirements be included in the original requirements gathering document.

### **STAGE 3: INFRASTRUCTURE SETUP**

Owned By: AMI

Based on information gathered during Stage 2, AMI will set up the Laserfiche environment, with the assistance of City IT administrators, by installing, licensing and performing basic configuration on Laserfiche and, if necessary, third-party software. It is highly recommend that City be closely involved in this process, as it is an excellent knowledge-transfer opportunity.

Note: Setup of Kerberos for supporting web-based Active Directory authentication between Laserfiche web servers and the Laserfiche Server installed on different computers will be handled by the City IT team.



## **STAGE 4: DEVELOPMENT AND SOLUTION DEMONSTRATIONS**

Owned By: AMI

Based on information gathered during Stage 2 (Requirements Gathering), AMI will develop the system.

Based on information gathered, the solution consists of the following features:

- Laserfiche Avante System with MS SQL
- 43 Full Users – All access to documents according to security profile, Search, Email, Print, template access and edit per security profile, Scan or Import images or electronic files
- WebAccess – Browser based access per credentials from remote devices
- Workflow – Ability to route documents according to business process
- Laserfiche eForms – Create custom forms for submission and routing
- 1 Quick Fields Licenses – Automated scanning sessions
- 1 Barcode and Validation Licenses – Separate and index documents
- 1 Real Time Look Up Licenses – Look-up in City database to capture index metadata
- 1 Scan Connect (10-pack) – Connect provided scanners directly to Laserfiche with scanning tools
- 1 Public Portal (10) Concurrent Read-only access to repository
- 1 Forms Portal – Hosts City eForms for submission to business process
- Connector – Integrate City Line of Business System with Laserfiche repository (1) included
- 6 Desktop Scanners Duplex, BW, Color, 25 pages/minute
- 4 Desktop Scanners Duplex, BW, Color, 45 pages/minute

Note that based on additional information gathered in Stage 2, the proposed solution may be subject to change but very unlikely based on AMI understanding and work with the City over recent years.

AMI will demonstrate development work to the City on a regular basis. AMI highly recommends that as many City users and stakeholders as possible be in attendance for each demo to ensure the solution is being developed according to the original requirements, and that is ultimately satisfying end-user needs.

Best practice: A common mistake is to prevent end-users from seeing the system until it is fully developed, which often leads to poor user adoption. AMI attempts to avoid this issue as much as possible, by regularly demoing the system to the City, ideally with end-users in attendance. If new/modified requirements are introduced during demonstrations, each one should be considered by the City and AMI on case-by-case basis to determine if it is significant enough to potentially extend the overall project's length and cost.

## **STAGE 5: USER/GROUP SETUP**

Owned By: City & AMI

AMI will work with the City to onboard all users into the system. In most cases, this is a manual, multi-step process for each user group. AMI will provide City with detailed, step-by-step onboarding training. Important: The onboarding process includes installing any necessary client-side software on all user machines. AMI intends users to access via Web Access but if thick client is required, AMI will work with IT to provide client workstation software.

AMI highly recommends that City prepare for this step ahead of time, by creating a list of users that should be added to the system, as well as what roles each user will play in the system. The City should ensure the number of users they wish to add to the system does not exceed the total number of licenses they have purchased.

Note: As the onboarding process controls which users can access specific data (some of which may be sensitive), for liability purposes, City should perform this step.



## **STAGE 6: AMI FUNCTIONALITY TESTING**

Owned By: AMI

AMI will test all aspects of the system, to ensure functionality. AMI will be responsible for creating a test plan for this work. If issues are encountered, AMI will correct them as necessary.

## **STAGE 7: HERMOSA BEACH FUNCTIONALITY TESTING**

Owned By: City

For the first half of this stage, and under the direction of AMI, City users will test all aspects of the system to ensure functionality. AMI will be responsible for creating a test plan for this work. If issues are encountered, AMI will correct them as necessary.

For the second half of this stage, the City will test the system independently of AMI, using a test plan created by the City and notify AMI of any issues that are encountered, which AMI will correct as necessary.

## **STAGE 8: USER TRAINING**

Owned By: City and AMI

AMI will employ a train-the-trainer option to supplement the training of end-users on the solution. It is recommended that City identify an internal resource that is able to watch the initial AMI training sessions and then conduct future trainings of City users, without the help of AMI. City may also wish to record AMI's initial training sessions.

If end-user documentation specific to each department is necessary, it is recommended that City nominate one or more Department resources to write this documentation before Stage 8 begins. In most cases, this should be a City resource that was heavily involved in Stage 7 (Functionality Testing), and has an in depth understanding of the solution. If it is necessary for AMI to write this documentation, additional time may be added on to Stage 4 (Development).

## **STAGE 9: PILOTING**

Owned By: City & AMI

The City will coordinate a pilot of the system, where end-users use the solution against sample data. Note that piloting differs from training in that it allows users to use the system on their own, without direction, which usually identifies if there are issues with user comprehension or general usability. Also note that piloting differs from testing, as the attempt is not to determine if there is a technical problem with the system, but rather to determine if all users generally understand the system, if requirements have been overlooked, and if they are likely to adopt the system.

The City should notify AMI during the pilot if there are any issues that should be addressed.

Note: By granting approval to move past User Training, the City formally accepts the system for production use.

## **STAGE 10: PROJECT ACCEPTANCE AND "GO LIVE"**

Owned By: City & AMI

With the acceptance of the City, the system will be released for production use. The City will then be responsible for notifying users as to how and when to begin using the system.

Important: From this point forward, the system has been accepted and AMI will close the project. Any new requirements will be considered a new project.





## **STAGE 11: STABILIZATION, KNOWLEDGE TRANSFER, HAND OVER, AND PROJECT CLOSEOUT**

Owned By: AMI

As the City begins using the system in production, AMI will closely monitor the system and will attempt to resolve any production issues that occur.

Once the system is considered to be stable as deployed in production, AMI will finalize documentation on the administrative aspects of the system. AMI will cover this document with relevant technical personnel in order to understand how the system was built and how it should be maintained on a regular basis.

At this point, the project is complete and day-to-day tasks of maintaining the system will be handled by the City. As the City has purchased the Priority support package, AMI will be available for hands-on support to help troubleshoot any issues.

Important: Only the City personnel who have completed the necessary Laserfiche certifications courses should be responsible for administering Laserfiche.

## **STAGE 12: SUPPORT SERVICES**

Owned By: AMI

AMI will provide support for the system from 8-5 PST on M-F excluding Holidays through Helpdesk, Remote Access and Onsite as necessary. Software Updates & Upgrades will be downloaded from City Laserfiche Support Site and AMI will assist as necessary. AMI will support scanners in this procurement for connectivity with Laserfiche as part of the overall system and functionality of scanners with the manufacturer during and beyond the Manufacturer's Warranty. AMI will incorporate City Avante System and the Police Department Avante System into a single support agreement. AMI will cap any Annual Support price increases, if applicable, not to exceed 3% annually after year one.





## **STAFFING**

### **City of Hermosa Beach**

The following roles will represent Hermosa Beach on this project. Note that, if necessary, one person may play multiple roles and more than one person may play the same role.

<b><i>Project Owner</i></b>	<ul style="list-style-type: none"><li>• Champion project initiative</li><li>• Review project business requirements</li><li>• Provide client oversight</li><li>• Manage business relationship with AMI</li><li>• Resolve project business issues</li><li>• Work with Project Lead to monitor project status</li><li>• Attend project review meetings</li></ul>
<b><i>Project Manager</i></b>	<ul style="list-style-type: none"><li>• Coordinate day-to-day client project tasks and activities</li><li>• Monitor and control project</li><li>• Facilitate resolution of project issues, issue escalation</li><li>• Control project scope and changes</li><li>• Review project deliverables and internal approvals</li><li>• Facilitate project communications</li><li>• Attend project review meetings</li></ul>
<b><i>Business Matter Expert</i></b>	<ul style="list-style-type: none"><li>• Analysis of internal business processes</li><li>• Decision support on solution design</li><li>• Facilitate communication between client end users, client IT staff, and the AMI team</li></ul>
<b><i>System Administrator</i></b>	<ul style="list-style-type: none"><li>• Provide IT services to support implementation of the solution</li><li>• Decision support on infrastructure architecture design</li><li>• Perform regular performance tuning of the servers</li></ul>
<b><i>Database Administrator (DBA)</i></b>	<ul style="list-style-type: none"><li>• Provide initial configuration of the DBMS</li><li>• Setup backup and restore procedures for the Laserfiche databases</li><li>• Provide ongoing performance monitoring and tuning of the DBMS server</li><li>• Perform regular backup and restore tests of the Laserfiche databases</li></ul>
<b><i>Helpdesk Representative</i></b>	<ul style="list-style-type: none"><li>• Troubleshooting IT-related issues during implementation stage</li><li>• Provide first level of Laserfiche system support for internal City users</li><li>• Provide training for new staff on how to use the Laserfiche system</li></ul>



## AMI

The following roles will represent AMI on this project. Note that, if necessary, one person may play multiple roles and more than one person may play the same role.

### ***Senior Account Manager***

- Resolve escalated issues
- Help remove impediments
- Manage business relationship with the client

### ***Project Lead Manager***

- Coordinate day-to-day client project tasks and activities
- Monitor and control project
- Facilitate resolution of project issues, issue escalation
- Control project scope and changes
- Review project deliverables and obtain internal approvals
- Facilitate project communications
- Attend Project Review Meetings

### ***Solutions Engineer***

- Assist in analysis and documentation of business processes and technology
- Develop and test new business processes, capabilities, and as appropriate, supporting technologies
- Perform application design activities (e.g., writing functional designs)
- Provide technical infrastructure planning and implementation services
- Provide technical solution scoping and proposal development
- Integration work with third-party systems using Visual Basic or Visual C++/C#
- Database conversions for other imaging/document management products

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### ***Technical Engineer***

- Provide technical infrastructure planning and implementation services
  - Provide training services and facilitate knowledge transfer to client staff
  - Provide post-implementation decision and support services
-



**CLIENT LOCATION: HERMOSA BEACH, CALIFORNIA**

**COSTING**

Services are based on the stages outlined in the Scope of Work.

Stage Number	Stage Title	Stage Billing Rate	Estimated Hours	Cost
1	Client Personnel Certification	\$225	1	\$225
2	Requirements Gathering	\$225	20	\$4500
3	Infrastructure Setup	\$225	8	\$1800
4	Development and Demonstrations (non-programming)	\$225	30	\$6750
5	User/Group Setup	\$225	4	\$900
6	AMI Functionality Testing	\$225	8	\$1800
7	Client Functionality Testing	\$225	4	\$900
8	User /Admin Training	\$225	18	\$4050
9	Piloting	\$225	4	\$900
10	"Go Live" and Project Acceptance	\$225	1	\$225
11	Stabilization, Knowledge Transfer, Hand Over, Project Closure	\$225	4	\$900
	Project Management	\$225	18	\$4050
	Travel			Included
<b>Total</b>		\$225	120	\$27,000

**Out of Scope Items**

- No additional time will be spent reading pages, including separating files or discarding duplicates.







- Items that are considered 'Non-Standard' (i.e.. New Undiscovered Collateral or Document Types) will be boxed and excluded from file scanning and treated as "Exceptions" for City resolution and direction
- Workflow – while Laserfiche Workflow comes standard with purchase, it will not be implemented in Phase 1.
- Common products not being purchased or implemented:
  - Records Management
  - Quick Fields Agent
  - Agenda Manager
- Scope of work does not include any specific Custom Integration with City Line of Business applications
- Any other Customizations or Custom Software

### **Client Responsibilities**

1. Client will allocate sufficient resources to help AMI and participate in implementation by providing information and spending time on various tasks (i.e. requirements analysis, testing, documentation, and training) through in-person and phone meetings, in-person and online training and support, and, e-mail communication.
2. Client will dedicate a Laserfiche Administrator (Dept. SME) who will be trained and function as the first line of support for Client staff. The Laserfiche Administrator will be the primary interface on technical support issues between Provider and Client.
3. Unless otherwise contracted through a new Change Order Statement of Work, Client will be responsible to make changes once initial implementation project has been accepted and completed.
4. Client will provide physical and/or virtual servers meeting recommendations or minimum requirements
5. Client will provide MS-SQL Server software with appropriate licenses
6. Client will perform installation of Laserfiche Client on client stations after training if appropriate
7. Client will set up backups of Laserfiche data in accordance with Clients' backup standards. Client will perform test restores to ensure proper functioning of Laserfiche backups.
8. Client will provide IT technical assistance as needed during implementation for any network issues
9. Client will be responsible for items above referring to "CLIENT"

### **Change Orders**

Any departments, services, products and functionality not included can be added at any time. Such request or any other change to above will be considered out of scope and undergo a Change Order process requiring written documentation, additional product/service cost and approval from both sides.



AMI's Laserfiche Enterprise Content Management Solution		
<b>Laserfiche Enterprise Content Management Software</b>	\$	61,495.00
Laserfiche Avante Server Software (MS-SQL) - Core Laserfiche Platform and Server Software for SQL 43 Named Users - user licenses, e-mail ability, and ability to print any electronic document into Laserfiche Workflow - automates document routing and approval Client Portal with 10 Concurrent Users - includes Web Portal and 10 Web retrieval concurrent connections Forms and Forms Portal - allows Public to use eForms and internal staff to create/review/approve forms Web Access - allows browser-based access to Laserfiche for users; and SharePoint integration capabilities ScanConnect - (10 pack) connects scanners to Laserfiche QuickFields - automates document scanning; include Barcode module and RealTime Lookup Laserfiche Connector - allows users to retrieve Laserfiche images from LOB and other software applications		
<b>Scanner(s)</b>	\$	6,690.00
6-Desktop Scanner - 25 Pages Per Minute, Duplex, Color 4-Desktop Scanner - 45 Pages Per Minute, Duplex, Color		
<b>Professional Services</b>	\$	27,000.00
Up to 120 Hours of Professional Services for Implementation <i>Hours used for Project Mgmt, Requirements Analysis, System Design, Installation, Configuration, Testing &amp; Training</i>		
<b>Software and Services Investment Sub-Total</b>	\$	95,185.00
<b>Special Discount - Plus additional 10 CPP courses -\$1,000, extended until 10/30/17</b>	\$	(6,500.00)
<b>Software and Services Investment Total</b>	\$	88,685.00
<b>1 Year VIP Priority Support for: PD- \$6,212.59 and City of \$15,802 =22,014.59-1,000=\$21,014.59.</b>	\$	15,802.00
Software Maintenance - includes technical support ability with Laserfiche through AMI and upgrade license and CD Help Desk (Phone), Remote Login and E-mail Technical Support for Issues & Updates to 100 hours between City & PD		
<b>ECM Investment Total</b>	\$	104,487.00
<b>Optional Laserfiche Modules and Pricing</b>		
Avante Named Users - Includes Full Features, WebAccess, Eforms, Connector	\$	675.00
Avante Authenticated Form Users - Includes eForm participation only	\$	200.00
Client Public Portal 25 - includes Web Portal and 25 Web retrieval concurrent connections	\$	25,000.00
Client Public Portal Unlimited - includes Web Portal and Unlimited Web retrieval concurrent connections	\$	45,000.00
ScanConnect - Connects scanners to Laserfiche	\$	165.00
Document Storage per box per month	\$	0.38
Document Destruction per box per month	\$	2.50
Professional Services Hourly rate	\$	2,250.00
<b>Document Scanning BPO Services</b>		
<b>AMI Scanning Services</b>		
Finance	\$	54,117.50
Community Development	\$	48,275.00
City Clerk	\$	17,450.00
Cashier	\$	8,525.00
Human Resources	\$	4,125.00
Public Works	\$	9,627.50
Community Services -Offsite	\$	1,200.00
Fire Inspections	\$	1,825.00
City Manager - Office	\$	14,310.00
<b>BPO Total</b>	\$	159,455.00
<b>Grand Total</b>	\$	263,942.00

*Subject to appropriate shipping and taxes; Includes travel and expenses*

**Implementation Date:**

October 2017

**Terms of Payment:**

Software and maintenance due upon signing. Due 30 days  
 Services will be billed as serviced rendered and due Net 30 days of  
 invoice date

**Acceptance:**

**City of Hermosa Beach**

**American Microlmaging, Inc.**

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 George Bandarian II

\_\_\_\_\_  
 Name (please print)

\_\_\_\_\_  
 President

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 October 2, 2017

\_\_\_\_\_  
 Date



1125 West 6<sup>th</sup> Street, Suite 200  
Los Angeles, CA 90017  
MAIN 213.250.3000  
FAX 213.250.3300

February 22, 2018

**RE: AMI is Happy To Announce That On February 16, 2018,  
Services Provided Will Become Part of File Keepers, LLC**

Dear City of Hermosa Beach,

Thank you for working with AMI, we truly appreciate it. I am pleased to let you know that AMI has merged with File Keepers, LLC, a company with more resources, enabling us to continue growing.

File Keepers, specializing in hardcopy file storage and document destruction, is SOC certified with more than 40 years of experience providing the highest level of service to more than 2000 customers. File Keepers' acquisition of AMI underscores its commitment to World-Class Document Management Services.

AMI employees are being retained at File Keepers, and all agreements with our vendor partners (like Laserfiche) and customer partners, are being assigned, transferred, and accommodated. We will operate from 1125 W. 6<sup>th</sup> Street, Suite 200, Los Angeles, CA 90017 until further notice. The transition will be seamless and transparent. Your invoices will be from File Keepers and your payments will need to be made out to File Keepers, LLC.

By becoming part of the File Keepers family of customers, you will receive excellent, timely, and conscientious service. You will also have access to other services, including records storage, shredding, and programs tailored to your specific needs.

One formality: In order to ensure no interruption in your service, we need for you to indicate that you are aware of this change and do not object to it. By signing below and returning this letter noting your agreement, you will be guaranteed there will be no interruption in your service. Please return by email to [george@amipaperless.com](mailto:george@amipaperless.com) or by mail at the above address.

If you have any questions or concerns, please call me at 818.281.2812. Should you have any questions about File Keepers or would like to receive more information about additional services, please contact Mr. Juan Avila at 323.889.6533 or visit [www.filekeepers.com](http://www.filekeepers.com).

Warm Regards,

George Bandarian II, ECMp, CDIA+  
President & CEO

**Assignment of Contract from AMI to File Keepers, LLC**

The below acknowledges and consents to the assignment of the rights and obligations of active contracts currently held by American Microlmaging, Inc. to File Keepers, LLC.

Company: CITY OF HERMOSA BEACH

Signature: John Jalili

Date: 4/25/2018

Name: John Jalili

Title: Interim City Manager



## Staff Report

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### Staff Report

REPORT 19-0141

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

**CONSIDERATION OF AN ORDINANCE REGULATING  
SIDEWALK VENDING IN COMPLIANCE WITH SB 946**

(Acting Public Works Director Lucho Rodriguez)

**Recommended Action:**

Staff recommends that the City Council:

1. Introduce, upon first reading, an ordinance to regulate sidewalk vending within the City of Hermosa Beach in compliance with Senate Bill No. 946; and
2. Adopt a resolution amending the City's comprehensive fee schedule to include administrative fines for sidewalk vending violations in compliance with Senate Bill No. 946; and
3. Adopt a resolution amending the City's comprehensive fee schedule to include a sidewalk vending permit application fee and annual renewal fee.

**Executive Summary:**

Senate Bill 946 ("SB 946"), which took effect January 1, 2019, makes the regulation and criminalization of sidewalk vending a matter of statewide concern. Accordingly, cities and counties may no longer prohibit or regulate sidewalk vendors in the public right-of-way or in public parks except in accordance with the new state law, and enforcement of local sidewalk vending ordinances is limited to administrative fines (as opposed to criminal penalties).

Sections of the Hermosa Beach Municipal Code relating to sidewalk vending are currently in conflict with the requirements of SB 946. If the City wishes to regulate sidewalk vending, it will need to adopt regulations that are consistent with state law. Absent substantially compliant local regulations, the default rules set forth in state law will apply-potentially allowing for unregulated sidewalk vending in the public right-of-way and within public parks.

**Background:**

SB 946 (Gov. Code sections 51036-51039) was enacted to promote entrepreneurship and to provide economic development opportunities for immigrant and low-income communities. The Legislature found that sidewalk vending increases access to desired goods (such as culturally significant food and merchandise) and that sidewalk vending contributes to safe and dynamic public spaces. Based on these findings, the Legislature sought to decriminalize sidewalk vending and to encourage local

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## Staff Report

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authorities to properly regulate the activity. To this end, a city or county may no longer prohibit or regulate sidewalk vending in the public right-of-way or in public parks except in accordance with the new state law.

For purposes of SB 946, a “sidewalk vendor” refers to a person who sells “food or merchandise” from any “non-motorized conveyance” (such as a pushcart, a stand, or even from one’s person) upon “a public sidewalk or other pedestrian path.”<sup>1</sup> A sidewalk vendor can be roaming or stationary. (Note that food trucks and other forms of motorized vending along roadways or public areas not designated for pedestrian travel (e.g., parking lots) are not covered by the new law.)

**Decriminalizing Violations** While the decriminalization of street vending has been the subject of public discussion in California for a long time, the federal government’s recent escalation of deportations added urgency to the Legislature’s action. Last year, activists were galvanized when a woman in Rancho Cucamonga was arrested and detained by immigration authorities for selling corn in a city park. To avoid state complicity in the federal deportation of individuals for infractions and misdemeanors, SB 946 prohibits California cities from criminalizing sidewalk vending violations. Rather, state law now sets forth a mandated schedule of administrative fines as the only permissible penalty for vending violations and also requires ability-to-pay determinations when assessing fines.

### Justifying Regulation

In addition to decriminalizing the activity, SB 946 restricts a city’s authority to prohibit sidewalk vending outright. State law now recognizes sidewalk vending as a legitimate way of earning a living and any regulation of the activity must be in accordance with the following requirements of SB 946:

- Generally, a city may only regulate the time, place, and manner of sidewalk vending for reasons “directly related to objective health, safety, or welfare concerns.” For example, a city may prohibit vending in a location that cannot accommodate both the activity and the minimum clearance required by objective state and federal disability access standards.
- “Perceived community animus or economic competition” does not constitute an objective public concern, and a city cannot require sidewalk vendors to obtain the consent or approval of residents or local businesses before being permitted to operate. Therefore, complaints by existing business owners cannot justify local regulation under SB 946.
- Sidewalk vendors of food remain subject to County health and safety regulations and permit requirements and other provisions of the California Retail Food Code.

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<sup>1</sup> Government Code section 51036(a).

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## Staff Report

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In other words, public locations affected by SB 946 are as follows:

- **Residential zones.** Stationary sidewalk vendors may be prohibited outright in residential zones. However, roaming sidewalk vendors (those vendors who do not operate from a fixed location) may only be restricted for reasons directly related to objective health, safety, or welfare concerns (e.g., reasonable restrictions on hours of operation would be permissible).
- **The public right-of-way.** Restrictions must be justified as directly related to objective health, safety, or welfare concerns.
- **Permitted temporary events.** Cities may prohibit vending within the “immediate vicinity” of a permitted special event, included a certified farmers’ market or swap meet, *during the limited duration of the event*.
- **Public parks** (including recreational facilities). Stationary sidewalk vendors may be prohibited outright from operating in any park for which the city has entered an exclusive concessionaire agreement. Otherwise, vendors may be subject to any of the following types of restrictions:
  - Directly related to objective health, safety, or welfare concerns;
  - Necessary to ensure the public’s use and enjoyment of natural resources and recreational opportunities; or
  - Necessary to prevent an undue concentration of commercial activity that unreasonably interferes with the scenic and natural character of the park.

### Issuing Permits

In addition to justified regulations, a city may control sidewalk vending under the new law through a local permitting program. Pursuant to such a program, a city may require vendors to obtain a regulatory permit and business license before being permitted to operate.

Any vendor identification collected by a city as part of its sidewalk vending permit application is deemed confidential. Staff is thus prohibited from making such records available for public inspection or otherwise disclosing the information except as required to administer the city’s permit program or to comply with a state law or a court order.

### Amending Existing Code Provisions

SB 946 does not require local authorities to adopt a new regulatory program for sidewalk vending if an existing program substantially complies with the new state requirements. However, absent compliant regulations, a city may not cite, fine, or prosecute a person for violating sidewalk vending ordinances that are inconsistent with state law.

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## Staff Report

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### **Analysis:**

The existing provisions of the Hermosa Beach Municipal Code ("HBMC") relating to sidewalk vending are in conflict with the law enacted by SB 946. Therefore, the attached ordinance proposes to amend the HBMC and regulate sidewalk vending in the City through a permitting program managed by the City's Department of Public Works.

### **Summary of Proposed Amendments to the HBMC**

Key provisions of the proposed permitting program include the following:

- **Legislative findings.** The proposed ordinance recites findings by the City Council-based on the circumstances of the Hermosa Beach community and concerns for its welfare-to justify the City's restrictions on sidewalk vending.
- **Definition of Sidewalk.** SB 946 defines a sidewalk vendor as one who operates "upon a public sidewalk or other pedestrian path." In turn, the proposed ordinance defines "sidewalk" to encompass standard sidewalks as well as paved pedestrian paths or walkways. Accordingly, vending on grass turf, unpaved trails, dirt paths, or other areas not designed for pedestrian travel would not be permitted.
- **Restricted vending locations.**
  - 1) Generally, sidewalk vending is only permitted on sidewalks and paved pedestrian paths and walkways.
  - 2) For reasons of public safety, vending permits may not be issued for locations that the Council has identified as "overcrowded," including the Strand and Hermosa Avenue, between 10th and 14th Streets.
  - 3) To protect the public's use and enjoyment of natural resources and recreational opportunities, and consistent with California Coastal Act and the Open Space Lands Act, permits may not be issued for sidewalk vending on the beach, the Municipal Pier, the Hermosa Beach Greenbelt, and in Noble Park.
  - 4) For reasons of public safety, the proposed ordinance requires sidewalk vendors to maintain a minimum distance of 300 feet from any public or private school ground and from the Hermosa Beach Community Center on school days, between 7:00 a.m. and 6:00 p.m. and when the Community Theater and 2<sup>nd</sup> Story Theater facilities are in use. The chosen distance and hours of restriction are based on comparable restrictions in administrative permits issued for temporary minor special events. HBMC section 17.42.150(D).
  - 5) Consistent with state law, the proposed ordinance restricts sidewalk vending within one block of a certified farmers' markets and other permitted events.
  - 6) For reasons of public safety, the proposed ordinance imposes a number of distance restrictions from street intersections, fire hydrants, emergency exits, and other sensitive locations related to emergency services and motor and pedestrian traffic safety.
  - 7) For reasons of public safety, the proposed ordinance also requires that stationary

sidewalk vendors operate at a distance of at least 200 feet from another sidewalk vendor to avoid a concentration in a single location that might limit accessibility for pedestrians, affect traffic flows on the right-of-way, and pose a traffic safety hazard.

- **Permit applications.** To the extent the City requires applicants to show some form of personal identification, SB 946 requires the City to accept a California driver's license or identification number, an individual taxpayer identification number or a municipal identification number (in lieu of a social security number). Any such applicant identification collected by the City shall be kept confidential and shall not be available for public inspection or otherwise disclosed except as required to administer the City's permit program or to comply with state law or a court order.
- **Business license required.** In addition to a regulatory permit, sidewalk vendors are required to obtain a business license by which the City may assess a business tax.
- **Operating requirements.** Although sidewalk vendors will be not be required to obtain commercial encroachment permits (which are largely reserved for brick-and-mortar business owners extending their operations into the right-of-way adjacent to an existing storefront), sidewalk vendors will be subject to applicable local restrictions on commercial encroachments as codified in Chapter 12.16 of the municipal code. These restrictions include a mandated five (5) foot clearance for proposed vending locations, compliance with other laws and disability access requirements, restrictions against amplified sound and noise constituting a public nuisance, and requirements to maintain vending locations in clean, sanitary condition with proper trash disposal.
  - State law provides that restrictions on sidewalk vending hours in commercial areas shall not be more restrictive than the restrictions imposed on other businesses or uses on the same street. There are no such applicable hours restrictions for sidewalk vendors in Hermosa Beach.
  - State law distinguishes between "stationary sidewalk vendors" and "roaming sidewalk vendors." The key regulatory difference between the two is that stationary vendors may be prohibited from operating in residential zones, while roaming vendors may operate therein according to restricted hours of operation.
- **Sidewalk vending in parks.** The City has not entered any concessionaire agreement with a third party vendor providing for the vendor's exclusive right to sell or offer for sale food or merchandise in City parks. Therefore, the proposed ordinance largely regulates sidewalk vending in parks according to the other requirements for vending within the City.
- **Grounds for revocation.** Consistent with state law, a permit may be revoked for the fourth or subsequent violation of the proposed ordinance.
- **Appeals.** Permit denials and revocations may be appealed to Council.
- **Penalties.** Consistent with SB 946, permit violations, including sidewalk vending without a permit, will only be punished by an administrative fine, and actual fee assessments will take into consideration a person's ability to pay the fine. Violators will also be notified of their right



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to request an ability-to-pay determination.

In addition to the above, the attached ordinance amends existing sections of the Hermosa Beach Municipal Code for consistency with the new chapter governing sidewalk vendors and in compliance with state law. Sections from Chapter 10.32 governing street vending have also been amended for clarity.

### **Summary of Proposed Resolution Amending the City's Administrative Fee Schedule**

The schedule of administrative fines mandated by state law is as follows:

- A. Vending without a sidewalk vending permit will be punished by an administrative fine not to exceed the following amounts:
  1. \$250 for a first violation.
  2. \$500 for a second violation within one year of the first violation.
  3. \$1,000 for each additional violation within one year of the first violation.
  4. Upon proof of a valid permit issued by the Department of Public Works, the administrative fine assessed under this paragraph will be reduced to the corresponding administrative fine set forth in paragraph (B).
- B. Any other violations of Chapter 12.38 of the Hermosa Beach Municipal Code will be punished by an administrative fine not to exceed the following amounts:
  1. \$100 for a first violation.
  2. \$200 for a second violation within one year of the first violation.
  3. \$500 for each additional violation within one year of the first violation.
  4. The Public Works Director may revoke a sidewalk vending permit for the remainder of the permit's term upon the fourth or subsequent violations.

### **General Plan Consistency:**

PLAN Hermosa (the City's combined General Plan and Local Coastal Program) was adopted in August 2017. The City recognizes and supports the need to maintain a strong, diverse and vibrant local economy. The proposed ordinance is supported by the following General Plan policies:

- Governance 6.5 Creative economy. Prioritize strategies that will create an economy full of diverse talents, trades and goods for the city. For long lasting economic success, a range of services, arts, entertainment and retail should be supported on all scales of the city's economy.
- Governance 6.6 Pop-up shops. Develop plans and programs for underutilized spaces, such as vacant buildings, utility corridors, parkways, etc., for temporary retail, restaurant, and community-promoting uses.
- Governance 6.7 Retail base. Encourage economic development reflective of the character of Hermosa Beach with small and medium retail development within Hermosa Beach in order to create a stronger tax base and increase the City's tax revenue.

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- Land Use 1.7 Compatibility of uses. Ensure the placement of new uses does not create or exacerbate nuisances between different types of land uses.
- Mobility 7.1 Safe public right-of-ways. Encourage that all public right-of-ways are safe for all users at all times of day where users of all ages and ability feel comfortable participating in both motorized and non-motorized travel.
- Parks and Open Space 3.3 Commercial use of facilities. Regulate and enforce commercial use of City parks and open space to ensure activities do not impact general use and enjoyment.
- Parks and Open Space 7.3 Recreational asset. Consider and treat the beach as a recreational asset and never as a commercial enterprise.

### **Fiscal Impact:**

Costs associated with issuance and administration of sidewalk vendor permits are proposed to be recovered through a fee, as outlined in **Attachment 3**. Staff recommends an initial application fee of \$325 and an annual renewal fee of \$325 in order to cover the administrative time for processing the permits. Revenue will be estimated once staff is able to determine the demand for the permit. There may be indirect impacts associated with additional enforcement, but those costs are not expected to exceed the City's current resources.

Staff recommends the adoption of the administrative fines, as outlined in **Attachment 2**. The main objective of the administrative fines is to encourage compliance, not to generate revenue. Any revenue associated with the administrative fines will be estimated once staff is able to determine the number of administrative citations.

### **Attachments:**

1. Sidewalk Vending Ordinance
2. Sidewalk Vending Administrative Fine Resolution
3. Sidewalk Vending Permit Application and Renewal Fees Resolution.

**Respectfully Submitted by:** Kathy Shin, Assistant City Attorney

**Concur:** Lucho Rodriguez, Acting Public Works Director

**Concur:** Kelly Orta, Community Resources Manager

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Legal Review:** Mike Jenkins, City Attorney

**Approved:** Suja Lowenthal, City Manager

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE OF THE CITY OF HERMOSA BEACH  
ADDING CHAPTER 12.38 TO THE HERMOSA BEACH  
MUNICIPAL CODE (SIDEWALK VENDING) TO ADOPT  
SIDEWALK VENDING REGULATIONS IN COMPLIANCE  
WITH SENATE BILL NO. 946; AMENDING SECTIONS  
1.10.040, 5.64.030, 10.12.170, 10.32.170, 10.32.180,  
12.20.300, 12.24.020, AND 12.28.010; AND REPEALING  
SECTION 12.12.070**

The City Council of the City of Hermosa Beach does hereby ordain as follows:

**Section 1.** Findings. The City Council makes the following findings in support of this ordinance:

- A. Senate Bill 946, which took effect on January 1, 2019, provides that cities and counties may not regulate sidewalk vending except in accordance with sections 51038 and 51039 of the California Government Code.
- B. California Government Code section 51038 generally requires local regulation of sidewalk vending to be “directly related to objective health, safety, or welfare concerns.”
- C. The City seeks to adopt a sidewalk vending program and to amend its Municipal Code to ensure compliance with the requirements of state law.
- D. Regulating sidewalk vending will benefit the entire Hermosa Beach community as it will encourage entrepreneurship and provide for equal economic opportunities while ensuring orderly commerce and protection of the public safety and welfare.
- E. The City of Hermosa Beach is a steward of magnificent coastal resources, which the City manages alongside dense land uses and a right-of-way network designed to promote the mobility of pedestrians, bicyclists, motorists, children, persons with disabilities, users of public transportation, seniors, as well as commercial vendors.
- F. Unless properly regulated, vending in the public right-of-way and in public parks creates the potential for increased safety hazards including, but not limited to, interfering with the ability of persons with disabilities and other pedestrians to follow a safe path of travel, interfering with the performance of police, firefighter, and emergency medical personnel services; contributing to traffic congestion; and encouraging pedestrians to step into roadways to maintain the flow of traffic.
- G. Regulations of sidewalk vendors are also necessary to prevent hazardous or unsanitary conditions and to ensure that trash and debris generated by vending operations are properly discarded and do not become a pollutant.

- H. The permit requirements of this Chapter are necessary to collect adequate information about vending operations within city limits, to facilitate contact between the City and its vendors, and to ensure that vending does not adversely affect the public welfare.
- I. Sidewalk vendors are reasonably required to maintain at least five (5) feet of clearance for pedestrian passage at their vending locations consistent with the City's requirement for permitted commercial encroachments in the public right-of-way. A five-foot clearance complies with disability access standards and further ensures the safe flow of pedestrian traffic.
- J. Restricting sidewalk vending near school grounds and near the Community Center, a public recreational facility offering a variety of community programming for all ages, is necessary to avoid disrupting the day-to-day operations of these land uses and to guard against increased traffic and safety concerns when these facilities are in use. Unrestricted sidewalk vending at such locations would result in overcrowded sidewalks and compromised public safety as minors walk into the street to avoid pedestrian traffic.
- K. Restricting sidewalk vending on the Strand and on Hermosa Avenue, between 10th and 14th Street is necessary because the high volume of pedestrians, cyclists, and tourists at these locations often results in overcrowded sidewalks. Allowing vendors on crowded sidewalks would compromise disability access, emergency access, and the flow of traffic and traffic safety at these destinations.
- L. Restricting sidewalk vending in public parks, including restricting vending to the paved pedestrian paths therein, is necessary to ensure the public's use and enjoyment of natural resources and recreational opportunities, and to prevent an undue concentration of commercial activity that would unreasonably interfere with the scenic and natural character of these parks.
- M. Restricting sidewalk vending in the Hermosa Valley Greenbelt and in Noble Park is necessary to ensure the public's use and enjoyment of its open space resources consistent with the legislative mandate of the Open Space Lands Act.
- N. Restricting sidewalk vending on the beach and at the Municipal Pier is necessary to ensure the public's access to the City's coastal resources and to protect public recreational use on oceanfront lands as mandated by the California Coastal Act.
- O. Restricting vending in residential areas and vendors' use of sound amplifying equipment is necessary to protect residents from excessive noise and traffic impacts and to protect the welfare of the City's densely developed community.
- P. The City Council hereby adopts this ordinance pursuant to its authority under Government Code section 51038 and finds that the regulation of sidewalk vendors set forth herein is directly related to the City's protection of the health, safety, and welfare of its residents, businesses, and visitors.

**Section 2.** Chapter 12.38 is hereby added to Title 12 of the Hermosa Beach Municipal Code to read as follows:

## **Chapter 12.38**

### **SIDEWALK VENDING**

#### **Sections:**

- 12.38.010 Definitions.**
- 12.38.020 Permit Required.**
- 12.38.030 Restricted Vending Locations.**
- 12.38.040 Application Procedure.**
- 12.38.050 Grounds for Denial.**
- 12.38.060 Term and Renewal.**
- 12.38.070 Permit Nontransferable.**
- 12.38.080 Exemptions.**
- 12.38.090 Operating Requirements.**
- 12.38.100 Sidewalk Vending in Parks.**
- 12.38.110 Permit Revocation.**
- 12.38.120 Appeal Procedures.**
- 12.38.130 Penalties and Ability-to-pay Determinations.**

#### **12.38.010 Definitions.**

For the purposes of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

“Certified Farmers’ Market” means a location operated in accordance with Chapter 10.5 (commencing with Section 47000) of Division 17 of the Food and Agricultural Code and any regulations adopted pursuant to that chapter.

“City” means the City of Hermosa Beach.

“Park” means any public park or playground owned or operated by the City.

“Person” means any natural person, firm, association, organization, partnership, joint venture, business trust, corporation, or company.

“Roaming Sidewalk Vendor” means a Sidewalk Vendor who operates by traveling from place to place and stopping in a location only to complete a transaction.

“Sidewalk” means a public sidewalk or paved pedestrian path or walkway specifically designed for pedestrian travel.

“Sidewalk Vendor” or “vendor” means a Person who sells or offers for sale food or

merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one's person, upon a public sidewalk within the City.

"Sidewalk Vending" refers to commercial activity conducted by a Sidewalk Vendor.

"Special Event Permit" means a permit issued pursuant to Chapter 12.30 of the Hermosa Beach Municipal Code for the temporary use of, or encroachment on, a sidewalk or other public area.

"Stationary Sidewalk Vendor" means a Sidewalk Vendor who operates from a fixed location.

"Swap Meet" means a location operated in accordance with Article 6 (commencing with Section 21660) of Chapter 9 of Division 8 of the Business and Professions Code, and any regulations adopted pursuant to that article.

#### **12.38.020 Permit required.**

No person shall engage in Sidewalk Vending without first obtaining a sidewalk vending permit issued pursuant to this Chapter and a business license issued pursuant to Chapter 5.04.

#### **12.38.030 Restricted vending locations.**

Except as otherwise permitted, no Sidewalk Vendor shall operate in the following locations:

A. Any public property other than a sidewalk, including, without limitation, streets, alleys, plazas, streets without sidewalks, and City-owned parking structures;

B. The Strand;

C. Hermosa Avenue, between 10th and 14th Street;

D. The beach;

E. The Municipal Pier;

F. The Hermosa Valley Greenbelt;

G. Noble Park;

H. Within one block of a Certified Farmers' Market or a Swap Meet during the limited operating hours of these events;

I. Within one block of an area designated for a Special Event Permit, provided that

any notice, business interruption mitigation, or other rights provided to affected businesses or property owners under the City's Special Event Permit are also provided to a Sidewalk Vendor permitted to operate in the area, if applicable. A prohibition on vending pursuant to this paragraph shall only be effective for the limited duration of the Special Event Permit;

- J. Within 300 feet of any public or private school grounds between 7:00 a.m. and 6:00 p.m. on school days, and while the same is in use, including for afterschool child care, enrichment classes and sports;
- K. Within 300 feet of the Hermosa Beach Community Center between 7:00 a.m. and 6:00 p.m. on school days, and on days when the Community Theater and Second Story Theater are in use for theater programming, during the limited hours of these scheduled events;
- L. Within 15 feet of any street intersection;
- M. Within 10 feet of any fire hydrant, fire call box, or other emergency facility;
- N. Within 10 feet of any curb which has been designated as white, yellow, green, blue, or red zone, or a bus zone;
- O. Within 10 feet of an entrance to or emergency exit of any building or business during the hours that the building or business is open to the public;
- P. Within 10 feet of any driveway or driveway apron;
- Q. Upon or within any roadway, median strip, or dividing section;
- R. On private property without the consent of the property owner; or
- S. Within 200 feet of another vendor.

**12.38.040 Application procedure.**

- A. Any and each Person seeking a permit pursuant to this Chapter shall submit a completed application, on a City-approved form, to the Public Works Department. Said application shall contain the following information:
  - 1. The applicant's legal name, current mailing address, and telephone number;
  - 2. If the vendor is an agent of an individual, company, partnership, or corporation, the name and business address of the principal;
  - 3. A copy of a California's driver's license or identification number, or an individual taxpayer identification number. The number collected shall not

be available to the public for inspection, is confidential, and shall not be disclosed except as required to administer the permit or comply with a state law or state or federal court order;

4. A description of the food and/or merchandise to be offered for sale;
  5. A copy of the applicant's California seller's permit issued by the California Department of Tax and Fee Administration, if applicable;
  6. If a vendor of food, proof of all required approvals from the Los Angeles County Department of Public Health, including a current Mobile Food Facility permit;
  7. A description, map, or drawing of the location(s) in which the applicant proposes to operate;
  8. The dimensions of the vending cart;
  9. A statement of the days and hours of proposed vending operations, and whether the sidewalk vendor intends to operate as a stationary sidewalk vendor or a roaming sidewalk vendor;
  10. Proof of comprehensive general liability insurance with minimum policy limits of one million dollars (\$1,000,000) per occurrence, combined single limit coverage, and two million dollars (\$2,000,000) in the aggregate against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the permittee, with an endorsement naming the City as an additional insured;
  11. An agreement by the applicant to indemnify and hold harmless the City, its officers and employees, for any damage or injury caused to the City as a result of the sidewalk vending conduct or activity;
  12. Certification by the applicant, under penalty of perjury, that the information contained in the application is true to his or her knowledge and belief; and
  13. Such other information as the Director of Public Works deems necessary for the administration or enforcement of this Chapter as specified on the required application form.
- B. Applications shall not be accepted unless accompanied by payment of an application fee that the City Council may establish by separate resolution in an amount not to exceed the City's reasonable cost of providing the services required by this Chapter.

**12.38.050 Grounds for denial.**



A. Within thirty (30) days of receiving a completed application for a Sidewalk Vendor permit the public works director shall notify the applicant in writing of its determination to approve or deny the application. If an application is denied, the reasons for denial shall be set forth in the written notice to the applicant.

B. The Public Works Department shall approve a permit application unless substantial evidence supports a finding of one or more of the following grounds for denial:

1. The application seeks authorization for vending at a restricted location under Section 12.38.030.
2. The proposed vending location encroaches on a public sidewalk without maintaining a minimum five-foot clearance.
3. The applicant's vending operation, as described in the application, including the equipment to be used by the vendor, fails to comply with all applicable health, zoning, fire, building and safety laws of the State of California or of the City.
4. The applicant does not possess all state and local permits necessary for the proposed vending operation.
5. The applicant has knowingly made a false, misleading or fraudulent statement of material fact in the application.
6. The applicant has had a permit issued pursuant to this Chapter revoked within the preceding twelve (12) months.
7. The applicant is required to register as a sex offender pursuant to California Penal Code section 290.
8. Within three (3) years of the date of the application, the applicant has been convicted in a court of competent jurisdiction or pled nolo contendere to any felony offenses involving the sale of a controlled substance as specified in California Health and Safety Code sections 11054, 11055, 11056, 11057, or 11058.
9. The applicant is indebted to the City for any unpaid fee or fine.

#### **12.38.060 Term and renewal.**

A. A sidewalk vending permit issued pursuant to this Chapter shall be valid for one (1) year from the date of issuance, unless it is revoked prior to that date in accordance with the provisions of this Chapter.

B. Each Sidewalk Vendor who seeks to renew a permit issued pursuant to this Chapter shall submit a renewal application on a City-approved form and tender any applicable fees to the Public Works Department no later than thirty (30) calendar days prior to the expiration of the vendor's current permit. Unless timely renewed, any permit issued pursuant to this Chapter shall expire and become null and void at the end of its term.

C. An application to renew a permit issued pursuant to this Chapter may be denied by the Public Works Department upon the grounds set forth in Section 12.38.070.

**12.38.070 Permit nontransferable.**

A sidewalk vending permit shall not be transferable to any Person or be valid for vending operations in any location(s) other than that location designated on the permit for the term stated.

**12.38.080 Exemptions.**

A sidewalk vending permit shall not be required for the following activities:

1. Catering services for an event exclusively on private property, which is not open to the public;
2. Events permitted pursuant to a Special Event Permit, including but not limited to a Certified Farmers' Market, Swap Meet, street fairs, outdoor concerts, sport league opening day, and business sidewalk sales.

**12.38.090 Operating requirements.**

A. All Sidewalk Vendors are subject to the following requirements:

1. Maintain and ensure compliance with all state and local permits necessary for the proposed vending operation;
2. Keep current the information furnished to the City under Section 12.38.060(A);
3. Display any permit issued pursuant to this Chapter at all times while vending;
4. Do NOT sell or offer for sale lottery tickets, alcohol, cannabis, adult oriented material, or tobacco or electronic cigarette products;
5. Maintain an unobstructed pedestrian access route of at least five (5) feet in width at the sidewalk vending location;

6. Ensure that no equipment or objects used in connection with sidewalk vending operations are stored or left unattended in public spaces or in any portion of the public right-of-way. (Any equipment or objects left in public spaces or in the public rightof-way overnight, or outside the hours of permitted sidewalk vending, will be considered discarded and may be seized or disposed of by the city.);
7. Ensure that no signs, tables, chairs, shade structure, fences, or other furnishings not previously approved for use in a sidewalk vending permit are used in connection with vending operations, including any unapproved exterior storage of merchandise or equipment used by the vendor;
8. Ensure that no entertainment, music, visual media, or any sound amplifying device is used in connection with the vending activity unless previously approved in the vending permit;
9. Ensure that water lines, electrical lines, or gas lines are not used or attached in connection with vending operations;
10. Maintain reasonable financial responsibility to conduct sidewalk vending operations in accordance with Section 12.38.040(A)(10);
11. Maintain vending operations and conveyances in clean, sanitary condition; and
12. Ensure proper clean-up of vending sites, including removal of any trash or litter generated by the permitted sale of food or merchandise. (Vendors must operate with their own trash receptacles and are prohibited from placing waste or litter generated by their operations in street trashcans.)

B. Stationary sidewalk vendors are prohibited from operating in any exclusively residential zone and may only operate at the location(s) designated in the permit issued pursuant to this Chapter during the periods of operation designated in the permit.

C. Roaming sidewalk vendors may not operate within exclusively residential zones between the hours of 8:00 p.m. and 8:00 a.m.

#### **12.38.100 Sidewalk Vending in Parks.**

A stationary sidewalk vendor is prohibited from operating in a Park if the City has entered into an exclusive agreement for the sale of food or merchandise by a concessionaire in that Park. In all other circumstances, Sidewalk Vendors may operate in Parks subject to the requirements of this Chapter, which include and are in addition to the following requirements:

1. Cease vending operations one (1) hour prior to Park closure;

2. Operate only on a sidewalk or surfaced pedestrian path, and not on grass turf, dirt paths, or other unpaved trails or paths;
3. Maintain an unobstructed pedestrian access route of at least five (5) feet in width at the vending location;
4. Ensure that vending operations are not blocking the entrances to any buildings, driveways, or vehicle parking spaces;
5. Refrain from operating within one block of a Certified Farmers' Market, a Swap Meet, or an event held pursuant to a Special Event Permit; and
6. Ensure proper clean-up of vending sites, including removal of any trash or litter generated by the permitted sale of food or merchandise. (Vendors must operate with their own trash receptacles and are prohibited from placing waste or litter generated by their operations in park trashcans.)

#### **12.38.110 Permit revocation.**

A Sidewalk Vendor permit issued pursuant to this Chapter may be revoked after the permittee is afforded written notice and an opportunity to be heard respecting a citation for the permittee's fourth or subsequent violation of the requirements set forth in this Chapter.

#### **12.38.120 Appeal procedures.**

A. Any person aggrieved by a decision denying or revoking a permit pursuant to this Chapter may appeal the decision to the City Council within ten (10) days after notice of the decision has been mailed to the applicant's address. Appeals shall be taken by filing a written appeal statement with the Public Works Department setting forth the grounds for the appeal. A timely appeal shall stay the enforcement of any decision to revoke a permit. Absent a timely appeal, the decision of the public works director shall be final ten (10) days after notice of the decision has been mailed to the applicant.

B. Upon receipt of a timely, written request for an appeal, Council shall hear the matter and render a determination as soon as reasonably practicable, but in no event later than sixty (60) days after an appeal has been filed unless requested by the applicant. Written notice of hearing shall be given to the appellant at least ten (10) days prior to the hearing date. At the hearing, the appellant and the City may be represented by legal counsel, and each party may present relevant evidence, provide sworn testimony, and call witnesses. The City Council shall not be bound by the traditional rules of evidence, and hearsay evidence may be presented at the hearing, although such evidence may not be the sole basis for the Council's decision. Within forty (40) calendar days of the conclusion of the hearing, the Council shall announce its determination to sustain or overrule the director's decision based on written findings of the applicant's or permittee's compliance with the requirements of this chapter. The Council's decision shall be final.

### **12.38.130 Penalties and Ability-to-pay Determinations.**

A. A violation of this Chapter is not punishable as an infraction or misdemeanor, and no person shall be subject to arrest for sidewalk vending in violation of this Chapter unless said person has violated a law for which a person may be arrested.

B. A violation of this Chapter shall be punishable only by an administrative fine according to a fee schedule adopted by resolution of the City Council and according to the procedures for administrative citations set forth in Sections 1.10.060 through 1.10.090 of this code consistent with this Section.

C. Notwithstanding any other provision of this code, failure to pay an administrative fine assessed under this Section is not punishable as an infraction or misdemeanor, and additional fines, fees, assessments, or any other financial conditions beyond those authorized will not be assessed.

D. When assessing an administrative fine under this Section, the City will take into consideration a person's ability to pay the fine. Any fine issued under this Section will be accompanied by notice of and instruction regarding the right to request an ability-to-pay determination.

1. A person may request an ability-to-pay determination at adjudication or while the judgment remains unpaid, including when a case is delinquent or has been referred to a comprehensive collection program.
2. If a person is receiving public benefits under Government Code section 68632, subdivision (a), or has a monthly income which is 125 percent or less than the current poverty guidelines updated periodically in the Federal Register by the United States Department of Health and Human Services, the Public Works Director will limit the total amount of the person's administrative fine to 20 percent of the total amount and may:
  - i. Allow the person to complete community service in lieu of paying the total administrative fine; or
  - ii. Waive the administrative fine; or
  - iii. Offer an alternative disposition.

**Section 2.** Section 1.10.040 of Chapter 1.10 of Title 1 of the Hermosa Beach Municipal Code—entitled “Administrative Citations”—is hereby amended to add subsection (A)(20) to read as follows:

“20. Chapter 12.40: Sidewalk Vending”

Subsection (B) of Section 1.10.040 is hereby amended to read as follows:

“Exclusive of subsection (A)(20), any person who violates the same provision, or fails to comply with the same requirement, of the sections of this Code set forth in subsection (A) of this section more than three (3) times within a twelve (12) month period shall be guilty of a misdemeanor for each violation committed thereafter within that same twelve (12) month period. Any person who violates or fails to comply with the sections of this Code set forth in subsection (A) of this section and who possesses no photo identification or refuses to identify himself/herself to an enforcement officer, making it impossible to issue an administrative citation, shall be guilty of a misdemeanor.”

**Section 3.** Section 5.64.030 of Chapter 5.64 of Title 5 of the Hermosa Beach Municipal Code—entitled “Limitations on manner of solicitations”—is hereby amended to read as follows:

“A. No person to whom a registration statement is issued pursuant to this section or any of its employees, agents or solicitors shall:

1. Solicit between the hours of seven p.m. and nine a.m.;
2. Solicit at any house, apartment or other dwelling or any business premises to which is affixed a sign indicating "No Solicitors" or similar indication that no solicitation contact is desired by the occupant thereof;
3. Persistently and importunately request any business from any member of the public after such member of the public expresses the desire not to contribute;
4. Intentionally and deliberately obstruct the free movement of any person on any street, sidewalk or other public place or any place open to the public generally.

B. Any person who engages in sidewalk vending as defined in Chapter 12.38 shall be subject to the permit requirements of that chapter in addition to the requirements for a business license under Chapter 5.04.”

**Section 4.** Section 10.12.170(A) of Chapter 10.12 of Title 10 of the Hermosa Beach Municipal Code—entitled “Operation of bicycles, skateboards and other wheeled devices in certain areas”—is hereby amended to read as follows:

“A. Prohibited on Sidewalks in Commercial Zone - Exceptions. It is unlawful for any person to ride or operate any wheeled vehicle or device, propelled by human or motorized power, including bicycles, skateboards, roller skates and electric personal assistive mobility devices ("EPAMD")(as defined in Vehicle Code Section 313), on or over any sidewalk or part of a sidewalk within a commercial zone in the city, except:

1. Conveyances, including EPAMDs, by any person, who by reason of physical disability, is unable to move about as a pedestrian and is in possession of a distinguishing disabled parking placard issued pursuant to the California Vehicle Code;

2. The Strand walkway, subject to the requirements of Sections 12.20.220 and 12.20.230;

3. EPAMDs operated by federal, state, or local government personnel in the performance of official duties; and

4. Conveyances operated by permitted sidewalk vendors.”

Section 10.32.170 of Chapter 10.32 of Title 10 of the Hermosa Beach Municipal Code—entitled “Vendors’ wagons and pushcarts--parking and standing”—is hereby amended to read as follows:

“Vendors’ vehicles--parking and standing

Except as otherwise provided in Sections 10.32.180 to 10.32.200, no person shall stand or park any motor vehicle from which goods, wares, merchandise, fruits, vegetables or foodstuffs are sold, displayed, solicited or offered for sale or bartered or exchanged, on any portion of any street within this city except that such vehicles may stand or park within a legal parking space only at the request of a bona fide purchaser for a period of time not to exceed ten minutes at any one place. The provisions of this section shall not apply to persons delivering such articles upon order of or by agreement with a customer from a store or other fixed place of business or distribution.”

Section 10.32.180 of Chapter 10.32 of Title 10 of the Hermosa Beach Municipal Code—entitled “Vendors’ wagons and pushcarts--designation of standing location”—is hereby amended to read as follows:

“Vendors’ vehicles--designation of standing location

No person shall park or stand on any street any motor vehicle from which tamales, peanuts, popcorn, candy or other articles of food are sold or offered for sale without first obtaining a permit to do so from the city council. The city traffic engineer shall designate the specific location in which such vehicle shall stand.”

**Section 5.** Section 12.12.070 of Chapter 12.12 of Title 12 of the Hermosa Beach Municipal Code—entitled “Placing wagons, stands in streets for purposes of sale or display or goods”—is hereby repealed.

Section 12.20.300 of Chapter 12.20 of Title 12 of the Hermosa Beach Municipal Code—entitled “Solicitation”—is hereby amended to read as follows:

“A. Except as provided in subsection (D) of this section, no person shall solicit, peddle, offer for sale or conduct or consummate the sale of any service on the beach or the Strand.

B. Except as provided in subsection (D) of this section, no person shall sell or offer for sale any commodity, merchandise, wares, product, foods, refreshments or

beverages on the beach or the Strand absent a sidewalk vending permit issued pursuant to Chapter 12.38.”

Section 12.24.020 of Chapter 12.24 of Title 12 of the Hermosa Beach Municipal Code—entitled “Permit to sell goods”—is hereby amended in its entirety to read as follows:

“12.24.020 Solicitations.

The sale or offering for sale of any food or merchandise is not permitted on the municipal pier in accordance with the restrictions on sidewalk vending governed by Chapter 12.38. All other solicitations are subject to the requirements for a business license governed by Chapter 5.64.”

Subsections (J) and (N) of Section 12.28.010 of Chapter 12.28 of Title 12 of the Hermosa Beach Municipal Code—entitled “Park regulations generally”—is hereby amended to read as follows:

“Within the limits of any public park or playground, no person shall:

J. Sell or offer for sale any merchandise, article or thing, whatsoever, without a sidewalk vending permit issued pursuant to Chapter 12.38;

. . .

N. Practice, carry on, conduct or solicit for any trade, occupation, business or profession or circulate any petition of whatsoever kind or character without the permission of the city manager or, if applicable, a sidewalk vending permit issued pursuant to Chapter 12.38;”

#### **Section 6. Severability.**

If any provision of this ordinance is declared to be invalid by a court of competent jurisdiction, it shall not affect any remaining provision hereof. The City Council of the City of Hermosa Beach hereby declares that it would have adopted this ordinance despite any partial invalidity of its provisions.

#### **Section 7. Effective Date.**

This ordinance shall take effect thirty (30) days after its passage and adoption pursuant to California Government Code section 36937.

**Section 8. Certification.** The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City’s book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.



**PASSED, APPROVED and ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2019.

VOTE:       AYES:  
              NOES:  
              ABSTAIN:  
              ABSENT:

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**MAYOR** of the City of Hermosa Beach, California

**ATTEST:**

**APPROVED AS TO FORM:**

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City Clerk

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City Attorney

## **RESOLUTION NO. 19-**

### **A RESOLUTION OF THE CITY COUNCIL OF HERMOSA BEACH, CALIFORNIA, AMENDING THE MASTER FEE SCHEDULE TO INCLUDE ADMINISTRATIVE FINES FOR SIDEWALK VENDING VIOLATIONS IN COMPLIANCE WITH SENATE BILL NO. 946**

#### **THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH DOES RESOLVE AS FOLLOWS:**

##### **Section 1. Recitals.**

1. Upon adoption of Ordinance No.\_\_\_\_, Chapter 12.38 of the Hermosa Beach Municipal Code will govern the permitting and regulation of sidewalk vending in the public right-of-way and within City parks, consistent with Senate Bill No. 946.

2. Chapter 12.38 provides that any violations of the sidewalk vending ordinance may not be punished as an infraction or misdemeanor and that any assessed administrative fines shall be in the amounts set forth in state law.

**Section 2.** The schedule of administrative fines for Chapter 12.38 sidewalk vending violations shall be as follows:

A. Vending without a sidewalk vending permit will be punished by an administrative fine not to exceed the following amounts:

1. \$250 for a first violation.
2. \$500 for a second violation within one year of the first violation.
3. \$1,000 for each additional violation within one year of the first violation.
4. Upon proof of a valid permit issued by the Department of Public Works, the administrative fine assessed under this paragraph will be reduced to the corresponding administrative fine set forth in paragraph (B).

B. Any other violations of Chapter 12.38 of the Hermosa Beach Municipal Code will be punished by an administrative fine not to exceed the following amounts:

1. \$100 for a first violation.
2. \$200 for a second violation within one year of the first violation.
3. \$500 for each additional violation within one year of the first violation.
4. The Public Works Director may revoke a sidewalk vending permit for the remainder of the permit's term upon the fourth or subsequent violations.

**Section 3.** The Mayor shall sign and the City Clerk shall attest to the passage and adoption of this Resolution and enter it into the book of original resolutions. This Resolution will become effective immediately upon adoption.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of March 2019.

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PRESIDENT of the City Council and MAYOR of the City of Hermosa Beach, California

ATTEST:

APPROVED AS TO FORM:

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City Clerk

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City Attorney

## **RESOLUTION NO. 19-**

### **A RESOLUTION OF THE CITY COUNCIL OF HERMOSA BEACH, CALIFORNIA, AMENDING THE MASTER FEE SCHEDULE TO ESTABLISH FEES FOR THE ISSUANCE OF SIDEWALK VENDING PERMITS**

**THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH DOES RESOLVE AS FOLLOWS:**

#### **Section 1. Recitals.**

1. Upon adoption of Ordinance No.\_\_\_\_, Chapter 12.38 of the Hermosa Beach Municipal Code will govern the permitting and regulation of sidewalk vending in the public right-of-way and within City parks, consistent with Senate Bill No. 946.
2. Chapter 12.38 provides that any person seeking to engage in sidewalk vending in the City shall obtain a permit issued by the Department of Public Works.
3. The permits are intended to ensure that permit applicants meet the regulatory requirements set forth in the ordinance, including ensuring that stationary sidewalk vendors have selected suitable locations for vending within the City; accordingly, issuing sidewalk vending permits will require significant staff time.
4. The City is entitled to recover its costs in administering a sidewalk vending regulatory program, including the costs for staff time, and desires to do so by means of applicant-paid fees.
5. The proposed application fees do not exceed the City's reasonable costs to provide the service of reviewing sidewalk vending applications and issuing regulatory permits.

**Section 2.** The City's Master Fee Schedule is hereby amended to add the following application fees for sidewalk vending permits issued pursuant to Chapter 12.38 of the Hermosa Beach Municipal Code.

<b>Sidewalk Vending Permit</b>	<b>Fee</b>
Initial Permit	\$325.00
Annual Renewal	\$325.00

**Section 3.** The Mayor shall sign and the City Clerk shall attest to the passage and adoption of this Resolution and enter it into the book of original resolutions. This Resolution will become effective immediately upon adoption.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of March 2019.

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PRESIDENT of the City Council and MAYOR of the City of Hermosa Beach, California

ATTEST:

APPROVED AS TO FORM:

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City Clerk

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City Attorney



## Staff Report

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### Staff Report

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**Honorable Mayor and Members of the Hermosa Beach City Council**  
**Regular Meeting of ~~February 26, 2019~~ March 12, 2019**

**MIDYEAR BUDGET REVIEW 2018-19**  
***(Continued from meeting of February 26, 2019)***  
(Finance Director Viki Copeland)

### **Recommended Action:**

Staff recommends that the City Council:

1. Approve the revisions to estimated revenue, appropriations, budget transfers and fund balances as shown herein and in the attached Revenue Detail Report, Additional Appropriations Report, Budget Transfers Report, and Budget Summary Report;
2. From the General Fund, approve the addition of \$120,134 to the assigned fund balance for Contingencies in order to meet the City's target of 16% for this goal; add \$21,731 to the Compensated Absences assignment to meet the City's goal amount of 25% of the current liability; add \$21,575 to the retirement rate stabilization assignment;
3. Transfer the remaining funds available in the General Fund of \$427,335 to the Insurance Fund; and
4. Receive and file the attached information about City Council travel.

### **Executive Summary:**

With the change in the General Fund balance forward from 2017-18 for re-appropriations and prepaid expenses in the amount of \$853,959, a revenue increase of 2% or \$647,415, requests for additional appropriations of \$498,315 and additional funds to the Contingency Rainy Day Fund, Compensated Absences and the Retirement Rate Stabilization, \$427,335 is available for transfer to the Insurance Fund to move the balance closer to our goal of \$3,000,000. After this transfer, the Insurance Fund balance is under goal by \$75,550.

### **Background:**

The City has conducted a Midyear Budget Review annually since fiscal year 1981-82. The review is a good tool to ensure that assumptions and estimates originally used to prepare the budget ten months earlier remain realistic. All revisions would be recorded as of January 31, 2019 so total midyear revisions will reflect in the 2018-19 Budget amount used for preparation of the 2019-20 Budget. The City Council Conference/Travel Summary was requested by City Council in 2014-15 and continues to be provided.

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## Staff Report

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### Analysis:

#### OVERVIEW

The 2018-19 Budget estimated an increase in General Fund revenue of less than 1%. The Midyear Budget Review estimates an additional increase in revenue of 2%. After all recommended revisions, funds are available to adjust the City's Contingency (Rainy Day Fund) to the goal of 16% of appropriations for operations, set aside 25% of the compensated absences current liability which is consistent with the City's goal, set aside \$21,575 of CalPERS prepayment savings towards retirement rate stabilization, and to transfer the remaining \$427,335 to the Insurance Fund from the General Fund to replenish funds used for recent settlements and bring the balance closer to our goal of \$3,000,000 in the Insurance Fund.

#### REVENUE

*(Note: Refer to the attached Midyear Revenue Detail Report for individual revenue accounts.)*

Revenue is estimated to increase 2% over the 2018-19 Budget and 4% over 2017-18 actual revenue. The following chart shows revenue by category and the following graphs show trends for the largest tax revenue sources.

2018-19 Midyear Revenue by Category				
General Fund	2018-19 Revised Budget	2018-19 Midyear Revision	Increase (Decrease)	% Change
Property Taxes	18,029,133	18,324,915	295,782	1.64%
Sales Taxes	3,034,000	3,156,000	122,000	4.02%
Utility User's Tax	2,250,177	2,250,177	0	0.00%
Transient Occupancy Tax	3,260,078	3,296,000	35,922	1.10%
Other Taxes	2,049,225	2,023,428	(25,797)	-1.26%
Licenses and Permits	1,143,059	1,112,839	(30,220)	-2.64%
Fines & Forfeitures	2,126,838	2,126,838	0	0.00%
Use of Money & Property	942,213	999,077	56,864	6.04%
Intergovernmental/State	131,609	131,950	341	0.26%
Current Service Charges	6,886,026	7,047,786	161,760	2.35%
Other Revenue	111,670	142,433	30,763	27.55%
<b>Total</b>	<b>39,964,028</b>	<b>40,611,443</b>	<b>647,415</b>	<b>1.62%</b>

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## Staff Report

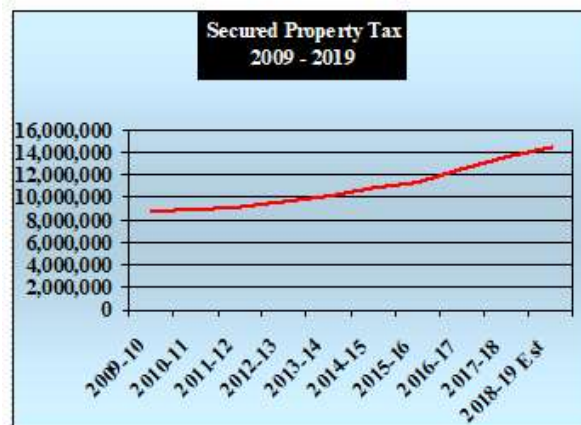
REPORT 19-0101

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### TAXES

#### Property Tax

The estimate for secured property tax revenue is increased by almost 2% to reflect growth of 6.5% over 2017-18 actual revenue; the original budget assumed growth of 5% over the 2017-18 Budget. The new estimate is \$14,471,432. Growth for the prior four years was 8%, 8%, 7%, and 7% respectively.



#### Sales Tax

Sales tax revenue for the first quarter is essentially flat, with a change of less than 1%. The estimate for the year is increased by 4% to \$3,156,000 which is consistent with 2017-18 actual revenue.

As shown in the charts on the next page, the category with the highest sales tax overall is Eating/Drinking Places which increased slightly by 0.26%. The categories with the highest dollar increase are Total Manufacturing & Wholesale and Building Materials. Service stations are up due to fuel prices.

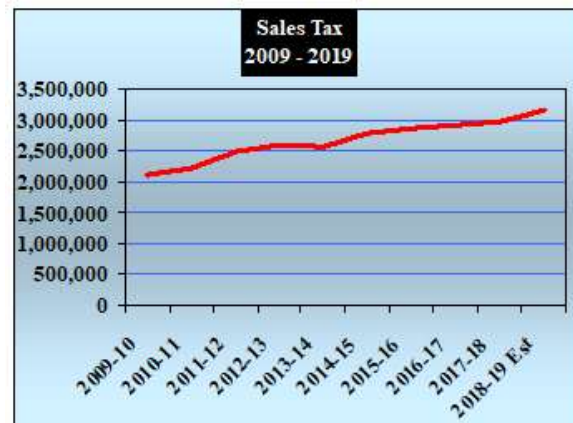


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## Staff Report

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The following charts compare sales tax on major accounts for the first quarter of this year to the first quarter of last year for the top ten business classes and by geographic area.

Typically, there would be two quarters to compare at this point in the year, however the California Department of Tax and Fee Administration (CDTFA), who collects the sales tax, implemented a new revenue system, changed the sales tax allocation methodology and created a new payment calendar at the end of last year. There will be more information at the time of 2019-20 budget submission.

### **Sales Tax Comparison of First Quarter of 2017-18 to 2018-19**

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## Staff Report

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RANK / BUSINESS CLASS	2018-19 Sales Tax	INC/(DEC)	% Change Previous Year	% OF TOTAL
Retail Group				
Eating/Drinking Places	\$289,342	\$763	0.26%	35.63%
Building Materials	\$62,552	\$3,355	5.67%	7.70%
Other Retail Stores	\$58,049	(\$2,615)	-4.31%	7.15%
Food Stores	\$44,564	\$204	0.46%	5.49%
Auto Dealers & Supplies	\$36,702	\$3,248	9.71%	4.52%
Service Stations	#	#	14.13%	#
Apparel Stores	\$20,763	(\$816)	-3.78%	2.56%
All Other Retail	\$19,176	\$1	0.01%	2.36%
Drug Stores	#	#	-3.11%	#
Furniture/Appliance	\$17,967	(\$11,699)	-39.44%	2.21%
Total Retail Group	#	#	-0.63%	<b>74.15%</b>
County/State Pool	\$95,219	(\$6,028)	-5.95%	<b>11.73%</b>
Total Manufacturing & Wholesale	\$90,859	\$8,236	9.97%	<b>11.19%</b>
Total Business, Service, Repair	\$23,272	(\$2,431)	-9.46%	<b>2.87%</b>
Total Non-Store/Part Time Retailers/Adjustments	\$492	\$86	21.18%	<b>0.06%</b>

\* Threshold for inclusion, \$300 per quarter

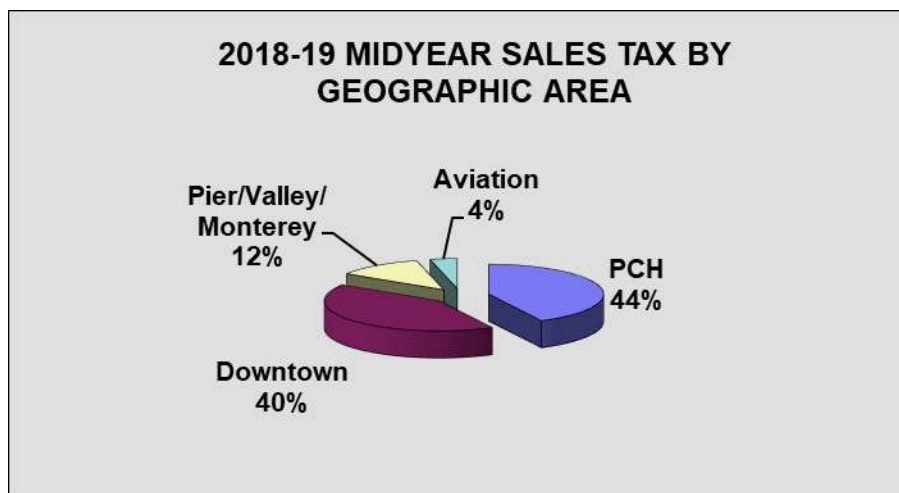
\* Service station and drugstore amounts are not listed because there are too few in the category.

## Sales Tax Comparison by Geographic Area

LOCATION	Revenue 2017-18	% of Total	% Change	Revenue 2018-19	% OF Total
PCH	\$ 234,713	41%	4%	\$ 243,037	44%
Downtown	245,571	43%	-3%	238,286	40%
Pier/Valley/Monterey	72,842	12%	-4%	69,825	12%
Aviation	22,340	4%	-2%	21,786	4%

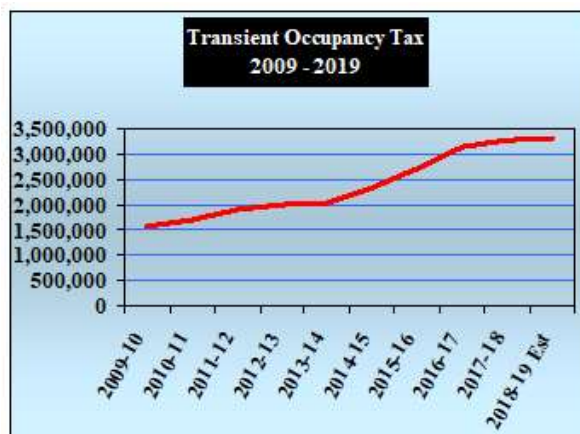
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### Transient Occupancy Tax

Transient Occupancy Tax (TOT) receipts for the first half are in line with prior year so the revenue estimate is increasing to the 2017-18 level of \$3,296,000. Occupancy is 81.4% for the first half of 2018-19 vs. 82.1% for the first half of 2017-18.



### Utility User Tax

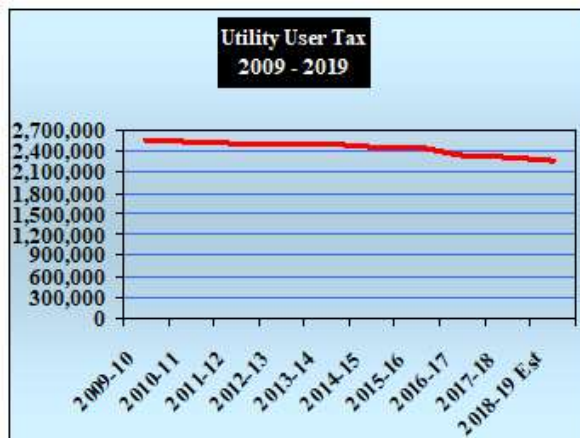
The estimate for Utility User Tax (UUT) revenue is unchanged from the original budget at \$2,250,177.

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## Staff Report

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### **Other Tax**

This category declines slightly due to decreases in franchise fees for cable TV and ½ cent sales tax estimates from the state.

### **Licenses and Permits**

This category is down 2.6% due to a change in estimated revenue for taxi franchise fees. Legislation effective January 1, 2019 requires taxis to obtain permits only where they are “substantially located”. There are currently no taxis that are substantially located in Hermosa Beach. The final taxi franchise fees were paid in 2017-18. The only revenue collected in 2018-19 was related to a replacement taxi.

### **Fines and Forfeitures**

The estimate for this category remains the same. Personnel vacancies in Community Services caused declines in revenue in previous years, but this is expected to resolve by year-end due to hiring of part time staff.

### **Use of Money and Property**

Interest income is revised up overall due to the rise in interest rates. Some adjustments are being made between funds according to the actual cash balances for each fund.

### **Intergovernmental/State**

Estimated reimbursements from the state were increased for amounts received for mandated costs and decreased for Standards & Training for Corrections (STC) due to state allocation revisions.

### **Current Service Charges**

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## Staff Report

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User fees or service charges are up 2% primarily due to ambulance transport, special event security, contract recreation classes, and other recreation programs.

### **Other Revenue**

The increase in this category is primarily due to funds received in the general miscellaneous, reimbursement/refund and contribution (donations) accounts. No revenue is assumed in the original budget for these revenue sources. Appropriations have already been added where a donation is intended to be spent.

## **ADDITIONAL APPROPRIATIONS**

Additional appropriations are shown on the attached spreadsheet, Additional Appropriations Report. While overall appropriations in the General Fund will increase, the County Fire District division costs will be reduced by \$236,387 due to Los Angeles County Fire's billing for six months of fire facility conversion costs instead of the twelve months budgeted. \$236,387 will be reserved as assigned fund balance for future fire facility payments.

## **RESULT OF CHANGES**

As a result of changes to estimated revenue, appropriation revisions, and changes in funds reserved budget for budget reappropriations, prepaid expenses and the Verizon PEG grant, a balance of \$591,775 is available in the General Fund.

It is recommended that those funds be used in the following manner:

- Assign additional funds of \$120,134 from the balance available in the General Fund to bring the Contingency up to the goal amount of 16% of General Fund operating appropriations.
- Add an additional \$22,731 to the assigned fund balance to bring the Compensated Absences up to the goal amount of 25% of the current liability.
- Increase the assigned fund balance for retirement rate stabilization by \$21,575 due to CalPERS prepayment savings.
- Transfer the resulting remaining fund balance of \$427,335 to the Insurance Fund.

## **FINANCIAL POLICIES**

The City Council's adopted fund balance policies are:

General Fund - Any funds remaining unspent at year-end in the General Fund transfer equally

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## Staff Report

REPORT 19-0101

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to the Contingency Balance, Insurance Fund, Equipment Replacement Fund, the Capital Improvement Fund, and Capital Facility Reserve. The City Council may change these transfers annually as necessary. **For 2017-18 per City Council, funds in the amount of \$1,577,889 were transferred to the Insurance Fund to replenish funds depleted by settlements.**

Contingency Balance - The goal is to maintain an amount equal to 16% of the General Fund operating appropriations to be used in the event of economic uncertainties or unforeseen emergencies.

Compensated Absences Balance - The goal is to maintain 25% of the funding needed for accrued liabilities for employee vacation, sick, and compensatory time.

Retirement Rate Stabilization Balance - Created in the 2004-05 Budget for use during times of rate volatility. The 2018-19 Budget approved that the existing balance of \$1 million be used for the creation of a retirement trust which should be set up by the end of 2018-19.

Insurance Fund - The goal is to maintain \$3,000,000 in net position for claims above recorded claims liabilities or catastrophic losses.

Equipment Replacement Fund - The goal is to maintain net position equal to the accumulated amount calculated on the equipment replacement schedule for all equipment, based on replacement cost and useful life.

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### Progress on Funding Goals

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## Staff Report

### REPORT 19-0101

Fund Name	Goal	Estimated Fund Balance 12/31/2018	Recommended Midyear Change	Estimated Fund Balance 6/30/2019 After Midyear Change	Over/(Under) Goal Amount
Compensated Absences Balance	\$267,712 25% of Current Liability	\$244,981	\$22,731 <sup>1</sup>	\$267,712	\$0
Contingency Balance	\$6,252,584 16% of Operating Budget	\$6,132,450	\$120,134 <sup>1</sup>	\$6,252,584	\$0
Insurance Fund	\$3,000,000	\$2,497,115	\$427,335 <sup>1</sup>	\$2,924,450	(\$75,550)
Equipment Replacement Fund	\$2,415,191.00	\$2,330,756	\$0	\$2,330,756	(\$84,435)

<sup>1</sup> From General Fund available fund balance.

Adding funds to the Compensated Absences and Contingency Balance are mentioned previously. As is shown in the Over/(Under) Goal Amount column, the Compensated Absences Balance and Contingency Balance Fund goals are at the goal amount after the recommended changes. With the transfer of \$427,335 from the General Fund, the balance in the Insurance Fund is only under the \$3,000,000 goal by \$75,550. Claims liabilities will be adjusted in the Insurance Fund at year end based on the pending actuarial reports. Fund balances will be evaluated again with the 2019-20 Budget and a recommendation made for the year-end transfer of unspent funds in the General Fund.

### UPCOMING/ONGOING CHALLENGES

With approval of the Midyear changes by the City Council, staff will move forward with preparation of the 2019-20 Budget.

- Actuarial reports for liability and worker's compensation will be received in the next few months. Bringing the Insurance Fund back to the City's goal amount is a priority; it is very close as mentioned above, with the transfer included in this report.
- The Fiscal Health and Five-Year Capital Improvement Plan will be updated on an ongoing basis.
- Funding capital needs such as storm water and public facilities upgrades continue to be a

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## Staff Report

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challenge.

- Memorandums of Understanding with all staff groups expire June 30, 2019. Negotiations will begin shortly.

As always, staff will remain conservative in its approach to the budget process for next year.

### **2019-20 BUDGET WORKSHOP**

The Capital Improvement Plan Study Session is planned for April 24, 2019. The Budget Study Session is scheduled for May 22 at 6:00pm, with adoption planned for June 11, 2019.

#### **General Plan Consistency:**

PLAN Hermosa, the City's long-range planning document, was adopted by the City Council in August 2017, and envisions a future where "Hermosa Beach is the small town others aspire to be; a place where our beach culture, strong sense of community, and commitment to sustainability intersect." One of the guiding principles to achieve the vision is to make decisions and take actions that help contribute to the City's economic and fiscal stability.

A focus of the Governance chapter in the General Plan is to ensure that decision-making and leadership is conducted in an ethical, transparent, and innovative manner that reflects community values. Goal 1 of the Governance chapter speaks to maintaining a high degree of transparency and integrity in the decision-making process.

Other relevant General Plan policies are listed below:

#### *Infrastructure*

- 1.2 Priority investments. Use City Council established priorities and the Capital Improvement Program (CIP) to identify and allocate funding for projects identified in the infrastructure plan.
- 1.9 Preventative street maintenance projects. Include street slurry projects and other preventive projects in the CIP each year, with sufficient funding.

#### *Public Safety*

- 5.2 High level of response. Achieve optimal utilization of allocated public safety resources and provide desired levels of response, staffing, and protection within the community.

#### **Attachments:**

1. Revenue Detail Report



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## Staff Report

REPORT 19-0101

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2. Additional Appropriations Report
3. Budget Transfers Report
4. Budget Summary Report
5. City Council Travel Summary

**Respectfully Submitted by:** Viki Copeland, Finance Director

**Approved:** Suja Lowenthal, City Manager

2018-19 Mdyear Revenue Detail  
CITY OF HERMOSA BEACH

001 General Fund

<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3100 Taxes						
3101 Current Year Secured	5,689,925	5,343,728	13,587,043	14,149,469	14,471,432	321,963
3102 Current Year Unsecured	497,841	469,379	533,048	553,090	553,090	0
3103 Prior Year Collections	97,456	111,867	37,464	0	0	0
3106 Supplemental Roll SB813	136,745	125,219	367,342	366,471	366,471	0
3107 Transfer Tax	100,714	120,167	326,224	300,181	274,000	26,181-
3108 Sales Tax	1,296,983	1,367,583	3,151,207	3,034,000	3,156,000	122,000
3109 1/2 Cent Sales Tx Ext	85,195	80,044	233,291	254,433	230,988	23,445-
3110 Spectrum Cable TV Franchise	43,462	41,304	171,515	171,585	171,585	0
3111 Electric Franchise	0	0	82,259	82,259	82,259	0
3112 Gas Franchise	0	0	38,903	38,596	38,596	0
3113 Refuse Franchise	92,439	102,177	229,528	227,797	242,000	14,203
3114 Transient Occupancy Tax	1,507,207	1,512,247	3,295,207	3,260,078	3,296,000	35,922
3115 Business License	375,700	338,096	1,061,130	1,070,000	1,070,000	0
3120 Utility User Tax	945,651	944,007	2,229,906	2,250,177	2,250,177	0
3122 Property tax In-lieu of Veh Lic Fees	17,896	17,111	2,547,947	2,659,922	2,659,922	0
3123 Frontier Cable Franchise Fee	45,666	51,792	200,111	204,555	188,000	16,555-
<b>Total Taxes</b>	10,932,880	10,624,721	28,092,125	28,622,613	29,050,520	427,907
3200 Licenses And Permits						
3202 Dog Licenses	10,245	10,729	12,202	12,600	12,600	0
3204 Building Permits	360,163	253,013	507,092	857,000	857,000	0
3205 Electric Permits	45,814	49,230	92,663	96,530	96,530	0
3206 Plumbing Permits	43,917	32,753	66,201	65,000	65,000	0
3207 Occupancy Permits	8,621	5,891	13,063	11,065	13,100	2,035
3208 Grease Trap Permits	957	864	2,304	1,280	1,280	0
3209 Garage Sales	119	98	217	0	119	119
3211 Banner Permits	574	504	1,595	1,250	1,546	296
3212 Animal/Fowl Permits	0	83	83	0	0	0
3213 Animal Redemption Fee	344	290	579	0	344	344

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<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3214 Amplified Sound Permit	5,167	14,005	21,763	17,637	10,334	7,303-
3215 Temporary Sign Permit	1,558	806	1,462	1,312	1,558	246
3217 Open Fire Permit	399	462	1,344	0	0	0
3218 Auto Repair Permit	0	0	5,755-	0	0	0
3219 Newsrack Permits	0	0	100	1,400	1,400	0
3225 Taxicab Franchise Fees	356	0	16,376	26,332	356	25,976-
3226 Admin Permit - Limited Outdoor Seating	479	465	1,423	958	977	19
3227 Mechanical Permits	23,724	22,945	42,534	44,800	44,800	0
3228 Concealed Weapons Permit	0	0	0	100	100	0
3229 Private Special Event Permit	0	1,523	2,296	0	0	0
3230 Temporary Minor Special Event Permit	2,395	2,339	5,213	2,395	2,395	0
3236 Drone Permit Fee	1,165	2,175	4,205	2,900	2,900	0
3239 A-Frame sign Permit	395	450	605	500	500	0
<b>Total</b> Licenses And Permits	506,392	398,625	787,565	1,143,059	1,112,839	30,220-
3300 Fines & Forfeitures						
3301 Municipal Court Fines	42,304	42,763	97,832	96,439	96,439	0
3302 Court Fines /Parking	1,041,196	937,543	1,782,524	1,981,749	1,981,749	0
3305 Administrative Fines	3,400	18,100	16,000	15,650	15,650	0
3306 Nuisance Abatement- Restrooms	19,450	11,109	24,859	33,000	33,000	0
<b>Total</b> Fines & Forfeitures	1,106,350	1,009,515	1,921,215	2,126,838	2,126,838	0
3400 Use Of Money & Property						
3401 Interest Income	66,999	69,308	175,946	187,508	208,935	21,427
3402 Rents & Concessions	732	628	1,510	1,500	1,500	0
3403 Pier Revenue	0	165-	0	0	0	0
3404 Community Center Leases	14,818	12,701	23,286	25,500	25,500	0
3405 Community Center Rentals	75,289	71,187	165,605	180,000	180,000	0
3406 Community Center Theatre	65,282	40,149	69,834	65,000	115,000	50,000
3418 Special Events	32,170	29,623	68,328	100,000	70,000	30,000-
3422 Beach/Plaza Promotions	0	10,385	21,253	30,000	30,000	0

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3425 Ground Lease	19,691	19,410	44,004	39,382	39,546	164
3427 Cell Site License- Sprint	19,133	18,444	37,462	38,754	38,793	39
3428 Cell Site License - Verizon	16,207	15,735	31,785	32,754	32,820	66
3429 Inmate Phone Services	474	348	919	780	948	168
3431 Storage Facility Operating Lease	90,000	90,000	180,000	180,000	180,000	0
3432 Film Permits	60,492	31,335	64,519	60,000	75,000	15,000
3450 Investment Discount	216	230	603	1,035	1,035	0
<b>Total Use Of Money &amp; Property</b>	461,503	409,318	885,054	942,213	999,077	56,864
3500 Intergovernmental/State						
3507 Highway Maintenance	0	775	1,550	3,100	3,100	0
3508 Mandated Costs	7,539	6,927	6,973	7,088	7,539	451
3509 Homeowner Property Tax Relief	12,408	12,612	84,082	84,000	84,000	0
3510 POST	1,978	0	9,157	22,365	22,365	0
3511 STC-Service Officer Training	2,310	1,666	5,686	4,730	4,620	110-
3575 VLF Coll Excess of \$14m-Rev code 11001.5	0	0	10,326	10,326	10,326	0
<b>Total Intergovernmental/State</b>	24,235	21,980	117,774	131,609	131,950	341
3800 Current Service Charges						
3801 Residential Inspection	20,208	22,866	53,942	57,591	49,003	8,588-
3802 Planning Sign Permit/Master Sign Program	10,011	8,467	18,852	16,484	16,484	0
3803 Negative Declaration	0	3,175	3,175	0	0	0
3804 General Plan Maintenance Fees	77,160	45,498	90,000	217,000	217,000	0
3805 Amendment to Planning Entitlement	4,124	12,248	28,744	20,620	16,496	4,124-
3807 Refuse Lien Fees/Consolidated	0	0	5,485	0	0	0
3809 Tentative Map Review	9,098	2,185	4,438	9,010	9,098	88
3810 Final Map Review	2,700	3,930	6,630	8,100	8,100	0
3811 Zone Change	3,902	3,785	3,785	3,902	3,902	0
3812 Conditional Use Permit - Comm/Other	0	4,540	18,583	9,362	4,681	4,681-
3813 Plan Check Fees	217,605	439,889	637,559	408,000	408,000	0
3815 Public Works Services	54,481	63,581	126,379	130,000	129,662	338-

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3816 Utility Trench Service Connect Permit	41,258	34,068	155,066	100,000	102,291	2,291
3817 Address Change Request Fee	928	2,489	4,379	4,640	3,248	1,392-
3818 Police Services	400	785	1,400	1,500	1,000	500-
3819 Jail Services	6,650	5,187	8,307	15,300	13,540	1,760-
3821 Daily Permit Lot A/Parking Structure	24,707	23,188	53,258	50,136	53,000	2,864
3823 Special Event Security/Police	51,483	19,373	57,874	39,000	60,000	21,000
3824 500' Noticing	1,294	6,314	19,254	11,646	12,940	1,294
3825 Public Notice Posting	1,407	1,710	3,635	3,825	3,825	0
3827 Library Grounds Maintenance	0	17,645	17,645	18,527	18,527	0
3831 Non-Utility Street Excavation Permit	25,995	22,456	56,776	49,533	50,451	918
3834 Encroachment Permit	135,955	151,396	309,449	312,400	319,281	6,881
3836 Refund Transaction Fee	630	645	960	800	900	100
3837 Returned Check Charge	141	194	381	300	300	0
3839 Photocopy Charges	172	307	552	400	400	0
3840 Ambulance Transport	263,266	261,472	508,425	457,945	508,425	50,480
3841 Police Towing	35,659	29,843	78,982	73,850	73,850	0
3842 Parking Meters	1,013,271	995,378	2,010,715	2,000,000	2,010,715	10,715
3843 Parking Permits-Annual	26,098	27,683	425,920	443,423	426,000	17,423-
3844 Daily Parking Permits	1,197	949	1,690	1,820	1,820	0
3845 Lot A Revenue	283,532	284,257	565,848	564,607	564,607	0
3846 No Pier Pkg Structure Revenue	373,392	356,135	701,619	715,604	715,604	0
3847 In Lieu Fee / Parking Facility	0	28,900	28,900	57,800	57,800	0
3848 Driveway Permits	1,590	714	2,138	1,348	1,590	242
3849 Guest Permits	922	947	1,719	1,736	1,736	0
3850 Contractors Permits	19,720	21,284	42,296	40,000	40,000	0
3851 Cash Key Revenue	50	178-	502-	554-	554-	0
3852 Recreation Program Transaction Fee	20,285	19,679	44,244	40,000	44,000	4,000
3855 Bus Passes	700	439	2,144	2,000	2,200	200
3856 500' - 2nd Noticing	0	0	0	515	515	0
3857 Parking Plan Application	0	0	4,320	8,640	4,320	4,320-
3858 Monthly Permit Lot A/Parking Structure	50,344	43,276	96,782	82,929	97,000	14,071

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3859 Admin Permit - Abandon CUP	619	0	0	0	619	619
3861 Fire Alarm Sys Insp - New Installation	382	185	185	0	0	0
3862 Alarm Permit Fee	1,484	2,267	4,423	5,415	5,415	0
3863 False Alarm Fee	0	0	0	423	0	423-
3865 Lot B Revenue	49,556	49,353	106,636	102,226	107,000	4,774
3867 Precise Development Plans	2,557	0	0	5,114	5,114	0
3868 Public Noticing/300 Ft Radius	4,698	2,288	2,288	5,446	10,350	4,904
3876 Spec Fire Protectn Sys Insp-New Install	0	752	752	0	0	0
3877 Business License Registration	5,805	4,410	10,350	7,000	7,000	0
3878 Fire Re-Inspections	0	70	5,468-	0	0	0
3879 Business License Renewal Fee	16,877	16,352	36,969	30,000	37,000	7,000
3882 Special Event Fire Code Permit	0	1,021	1,021	0	0	0
3883 Final/Tentative Map Extension	0	949	949	949	949	0
3884 Lot Line Adjustment	0	1,140	3,960	1,176	1,176	0
3888 Slope/Grade Height Determination	2,253	0	2,722	5,444	5,444	0
3890 300 Ft Radius Noticing/Appeal to CC	232	450	450	474	474	0
3891 Appeal of Plng Comm Action to Council	0	0	0	1,681	1,681	0
3893 Contract Recreation Classes	181,746	172,558	396,269	375,000	390,000	15,000
3894 Other Recreation Programs	103,294	117,122	245,960	225,000	245,000	20,000
3895 Zoning Information Letters	186	0	0	0	0	0
3896 Mailing Fee	0	0	6	12	12	0
3897 Admin Fee/TULIP Ins Certificate	2,004	114	663	500	1,200	700
3899 Condo - CUP/PDP	24,495	4,715	9,576	20,344	34,667	14,323
<b>Total</b> Current Service Charges	3,176,523	3,340,445	7,019,459	6,765,943	6,904,858	138,915
3900 Other Revenue						
3902 Refunds/Reimb Previous Years	116	0	10,590	0	116	116
3903 Contributions Non Govt	23,309	11,063	14,030	0	23,309	23,309
3904 General Miscellaneous	6,103	21,690	51,070	0	11,914	11,914
3907 Pkg Str Utility Reimb From Beach House	938	819	3,692	3,300	3,700	400
3908 Hermosa Sr Ctr Donations/Memberships	3,917	3,859	8,343	10,000	8,500	1,500-

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3914 Planning EIR Admin Reimbursement	0	2,564	2,305	30,000	30,000	0
3920 BCHD Healthy Cities Fund	0	20,619	20,619	0	0	0
3938 Solid Waste Contract Admin Fee	18,300	22,440	53,857	52,707	52,707	0
3960 Verizon PEG Grant	0	0	12,187	15,663	12,187	3,476-
3964 South Park Donations	0	798	817	0	0	0
<b>Total Other Revenue</b>	<b>52,683</b>	<b>83,852</b>	<b>177,510</b>	<b>111,670</b>	<b>142,433</b>	<b>30,763</b>
6800 Current Service Charges Continued						
6801 Mural Review	1,500	2,910	2,910	1,500	1,500	0
6802 Sign Variance	0	0	2,577	0	0	0
6808 Request for Reasonable Accomodation	0	0	861	0	0	0
6809 Categorical Exemption	1,087	1,235	3,035	1,800	1,800	0
6810 Deed Restriction/Covenant Review	5,306	640	2,620	1,300	5,306	4,006
6811 Landscape Plan Review	7,111	3,618	7,185	8,520	8,520	0
6813 Preliminary Plan Review	868	360	1,228	372	1,736	1,364
6819 Historic Resource Review	0	4,120	4,120	0	0	0
6821 Solar Plan Check/Inspection	2,725	0	3,892	834	2,725	1,891
6822 Temporary Certificate of Occupancy	0	60	122	0	0	0
6825 Clean Bay Restaurant - NPDES Inspection	5,762	2,200	8,050-	20,600	20,600	0
6826 Light Industry - NPDES Inspection	0	0	1,740-	0	0	0
6828 Public Improvement Plan Check	32,259	33,413	76,654	56,912	57,873	961
6832 DUI Collision Response	0	0	0	581	581	0
6834 Citation Sign-off	463	90	274	460	943	483
6835 Taxicab Inspection	0	0	0	104	0	104-
6836 Police Business Background Check	0	0	0	263	273	10
6837 Deceased Animal Pickup	57	0	114	114	116	2
6839 Pet Home Quarantine Review	0	0	0	57	59	2
6840 Multiple Dog Review	0	0	108	216	112	104-
6841 Fire Sprinkler System Insp - New Install	750	6,745	8,615	0	750	750
6842 Miscellaneous Fire Code Permit	0	1,630	1,815	0	0	0
6844 Fire False Alarm Response	0	1,104	1,104	0	0	0

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6847 Document Certification	0	0	0	10	10	0
6850 Annual Business Fire Inspection	0	5,796	1,966	0	0	0
6851 Busines Licenses State Mandated Fee	4,590	231-	4,966	0	0	0
6860 Refuse Lien Fees/Athens	264	2,571-	1,040	350	350	0
6861 Oversized Vehicle Permit	330	360	688	738	674	64-
6866 Records Technology Fee	0	34-	44-	0	0	0
6867 Credit Card Processing Fee	31,777	12,582	46,957	34,352	50,000	15,648
6871 Sewer Service Charge Rebate	4,055-	1,980-	10,761-	9,000-	11,000-	2,000-
6872 PY Sewer Service Charge Rebate	0	943-	943-	0	0	0
<b>Total</b> Current Service Charges Continued	90,794	71,104	151,313	120,083	142,928	22,845
<b>Total</b> General Fund	16,351,360	15,959,560	39,152,015	39,964,028	40,611,443	647,415



105 Lightg/Landscapg Dist Fund						
Account Number	2018-19 Thru Dec 18	2017-18 Thru Dec 17	2017-18 Thru Year End	2018-19 Revised Budget	2018-19 Midyr Revision	Difference
3100 Taxes						
3101 Current Year Secured	183,657	183,607	455,755	454,988	454,988	0
3103 Prior Year Collections	3,364	3,301	5,092	5,122	5,122	0
3105 Assessment Rebates	1,034-	665-	3,199-	4,184-	4,184-	0
Total Taxes	185,987	186,243	457,648	455,926	455,926	0
3400 Use Of Money & Property						
3401 Interest Income	216	47	345	0	487	487
3450 Investment Discount	1	0	2	0	0	0
Total Use Of Money & Property	217	47	347	0	487	487
3900 Other Revenue						
Total Other Revenue	0	0	0	0	0	0
Total Lightg/Landscapg Dist Fund	186,204	186,290	457,995	455,926	456,413	487

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115 State Gas Tax Fund

<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3400 Use Of Money & Property						
3401 Interest Income	2,601	982	2,708	2,179	5,659	3,480
3450 Investment Discount	11	6	15	7	7	0
<b>Total</b> Use Of Money & Property	2,612	988	2,723	2,186	5,666	3,480
3500 Intergovernmental/State						
3501 Section 2106 Allocation	29,206	30,393	62,464	71,348	69,818	1,530-
3502 Section 2107 Allocation	53,138	62,315	125,422	142,485	144,605	2,120
3503 Section 2107.5 Allocation	4,000	4,000	0	4,000	4,000	0
3512 Section 2105 (Prop 111)	45,513	47,772	96,754	114,779	110,103	4,676-
3513 Sec 2103 Higher Mtr Veh Excise Tax(HUTA)	34,941	42,247	55,960	75,071	69,785	5,286-
3522 TDA Article 3/Local	0	0	35,329	0	0	0
3566 Loan Repayment- HUTA Transportation Fds	0	0	22,300	22,300	22,185	115-
3567 Road Maintenance Rehab Account	120,520	0	114,941	328,215	311,955	16,260-
<b>Total</b> Intergovernmental/State	287,318	186,727	513,170	758,198	732,451	25,747-
<b>Total</b> State Gas Tax Fund	289,930	187,715	515,893	760,384	738,117	22,267-

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117 AB939 Fund

<u>Account Number</u>	<u>2018-19 Thru Dec 18</u>	<u>2017-18 Thru Dec 17</u>	<u>2017-18 Thru Year End</u>	<u>2018-19 Revised Budget</u>	<u>2018-19 Midyr Revision</u>	<u>Difference</u>
3400 Use Of Money & Property						
3401 Interest Income	683	333	837	939	1,444	505
3450 Investment Discount	3	2	4	3	3	0
<b>Total</b> Use Of Money & Property	686	335	841	942	1,447	505
3800 Current Service Charges						
3860 AB939 Surcharge	22,510	25,568	58,617	58,632	58,632	0
<b>Total</b> Current Service Charges	22,510	25,568	58,617	58,632	58,632	0
3900 Other Revenue						
<b>Total</b> Other Revenue	0	0	0	0	0	0
6800 Current Service Charges Continued						
<b>Total</b> Current Service Charges Continued	0	0	0	0	0	0
<b>Total</b> AB939 Fund	23,196	25,903	59,458	59,574	60,079	505

121	Prop A Open Space Fund						
Account Number		2018-19 Thru Dec 18	2017-18 Thru Dec 17	2017-18 Thru Year End	2018-19 Revised Budget	2018-19 Midyr Revision	Difference
3600	Intergovernmental/County						
3608	Maintenance Allocation	0	0	0	20,557	20,557	0
3631	South Park Phase I Improvements Grant	0	0	20,557	0	0	0
Total	Intergovernmental/County	0	0	20,557	20,557	20,557	0
Total	Prop A Open Space Fund	0	0	20,557	20,557	20,557	0

122 Tyco Fund						
		2018-19	2017-18	2017-18	2018-19	2018-19
Account Number		Thru Dec 18	Thru Dec 17	Thru Year End	Revised Budget	Midyr Revision
						Difference
3400	Use Of Money & Property					
3401	Interest Income	11,922	7,528	16,534	17,010	8,151
3426	Easement Agreement	163,679	119,567	318,845	318,845	0
3450	Investment Discount	47	46	85	52	0
Total	Use Of Money & Property	175,648	127,141	335,464	335,907	8,151
Total	Tyco Fund	175,648	127,141	335,464	335,907	8,151

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125 Park/Rec Facility Tax Fund

<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3100 Taxes						
3116 Parks & Recreation Facility Tax	14,986	0	0	0	14,986	14,986
<b>Total</b> Taxes	14,986	0	0	0	14,986	14,986
3400 Use Of Money & Property						
3401 Interest Income	3,170	1,422	3,355	4,169	6,088	1,919
3450 Investment Discount	13	9	18	15	15	0
<b>Total</b> Use Of Money & Property	3,183	1,431	3,373	4,184	6,103	1,919
3900 Other Revenue						
3910 Park/Recreation In Lieu Fee	143,113	74,972	150,758	157,361	157,361	0
<b>Total</b> Other Revenue	143,113	74,972	150,758	157,361	157,361	0
<b>Total</b> Park/Rec Facility Tax Fund	161,282	76,403	154,131	161,545	178,450	16,905

135 Bayview Dr Dist Admin Exp Fund						
<u>Account Number</u>	<u>2018-19 Thru Dec 18</u>	<u>2017-18 Thru Dec 17</u>	<u>2017-18 Thru Year End</u>	<u>2018-19 Revised Budget</u>	<u>2018-19 Midyr Revision</u>	<u>Difference</u>
3400 Use Of Money & Property						
3401 Interest Income	27	17	50	53	74	21
<b>Total</b> Use Of Money & Property	27	17	50	53	74	21
3900 Other Revenue						
3925 Spec Assessment Admin Fees	4,500	4,500	4,500	4,500	4,500	0
<b>Total</b> Other Revenue	4,500	4,500	4,500	4,500	4,500	0
<b>Total</b> Bayview Dr Dist Admin Exp Fund	4,527	4,517	4,550	4,553	4,574	21

136 Lower Pier Admin Exp Fund							
<u>Account Number</u>		<u>2018-19 Thru Dec 18</u>	<u>2017-18 Thru Dec 17</u>	<u>2017-18 Thru Year End</u>	<u>2018-19 Revised Budget</u>	<u>2018-19 Midyr Revision</u>	<u>Difference</u>
3900	Other Revenue						
3925	Special Assessment Admin Fees	0	0	0	2,600	0	2,600-
Total	Other Revenue	0	0	0	2,600	0	2,600-
Total	Lower Pier Admin Exp Fund	0	0	0	2,600	0	2,600-



<b>137 Myrtle Dist Admin Exp Fund</b>						
<u>Account Number</u>	<u>2018-19 Thru Dec 18</u>	<u>2017-18 Thru Dec 17</u>	<u>2017-18 Thru Year End</u>	<u>2018-19 Revised Budget</u>	<u>2018-19 Midyr Revision</u>	<u>Difference</u>
3400 Use Of Money & Property						
3401 Interest Income	55	86	196	233	201	32-
<b>Total</b> Use Of Money & Property	55	86	196	233	201	32-
3900 Other Revenue						
3925 Special Assessment Admin Fees	0	9,000	9,000	9,000	9,000	0
<b>Total</b> Other Revenue	0	9,000	9,000	9,000	9,000	0
<b>Total</b> Myrtle Dist Admin Exp Fund	55	9,086	9,196	9,233	9,201	32-

138 Loma Dist Admin Exp Fund							
		2018-19	2017-18	2017-18	2018-19	2018-19	
Account Number		Thru Dec 18	Thru Dec 17	Thru Year End	Revised Budget	Midyr Revision	Difference
3400	Use Of Money & Property						
3401	Interest Income	165	161	370	420	455	35
	Total Use Of Money & Property	165	161	370	420	455	35
3900	Other Revenue						
3925	Special Assessment Admin Fees	0	10,000	10,000	10,000	10,000	0
	Total Other Revenue	0	10,000	10,000	10,000	10,000	0
	Total Loma Dist Admin Exp Fund	165	10,161	10,370	10,420	10,455	35

139 Beach Dr Assmnt Dist Admin Exp Fund						
Account Number	2018-19 Thru Dec 18	2017-18 Thru Dec 17	2017-18 Thru Year End	2018-19 Revised Budget	2018-19 Midyr Revision	Difference
3400 Use Of Money & Property						
3401 Interest Income	30	25	62	69	81	12
Total Use Of Money & Property	30	25	62	69	81	12
3900 Other Revenue						
3925 Special Assessment Admin Fees	3,500	3,500	3,500	3,500	3,500	0
Total Other Revenue	3,500	3,500	3,500	3,500	3,500	0
Total Beach Dr Assmnt Dist Admin Exp Fund	3,530	3,525	3,562	3,569	3,581	12

140Community Dev Block Grant							
Account Number		2018-19 Thru Dec 18	2017-18 Thru Dec 17	2017-18 Thru Year End	2018-19 Revised Budget	2018-19 Midyr Revision	Difference
3700	Intergovernmental/Federal						
3720	Americans with Disabilities Act	0	4,971	4,971	120,000	270,000	150,000
Total	Intergovernmental/Federal	0	4,971	4,971	120,000	270,000	150,000
Total	Community Dev Block Grant	0	4,971	4,971	120,000	270,000	150,000

2018-19 Mdyear Revenue Detail  
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145 Proposition A Fund

<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3100 Taxes						
3117 Proposition A Transit	199,765	187,861	369,353	383,939	383,939	0
<b>Total</b> Taxes	199,765	187,861	369,353	383,939	383,939	0
3400 Use Of Money & Property						
3401 Interest Income	17,457	11,902	26,220	28,160	37,874	9,714
3450 Investment Discount	68	72	134	106	106	0
<b>Total</b> Use Of Money & Property	17,525	11,974	26,354	28,266	37,980	9,714
3800 Current Service Charges						
3853 Dial-A-Taxi Program	2,500	2,530	4,690	4,600	4,600	0
3855 Bus Passes	255	1,356	696	800	600	200-
<b>Total</b> Current Service Charges	2,755	3,886	5,386	5,400	5,200	200-
<b>Total</b> Proposition A Fund	220,045	203,721	401,093	417,605	427,119	9,514

146 Proposition C Fund						
Account Number	2018-19 Thru Dec 18	2017-18 Thru Dec 17	2017-18 Thru Year End	2018-19 Revised Budget	2018-19 Midyr Revision	Difference
3100 Taxes						
3118 Proposition C Local Return	165,698	155,942	306,503	318,467	318,467	0
Total Taxes	165,698	155,942	306,503	318,467	318,467	0
3400 Use Of Money & Property						
3401 Interest Income	13,998	13,127	28,518	30,918	35,063	4,145
3450 Investment Discount	55	80	146	111	111	0
Total Use Of Money & Property	14,053	13,207	28,664	31,029	35,174	4,145
3900 Other Revenue						
Total Other Revenue	0	0	0	0	0	0
Total Proposition C Fund	179,751	169,149	335,167	349,496	353,641	4,145

2018-19 Mdyear Revenue Detail  
CITY OF HERMOSA BEACH

147 Measure R Fund

<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3100 Taxes						
3119 Measure R Local Return Funds	124,445	116,400	229,467	238,856	238,856	0
<b>Total</b> Taxes	124,445	116,400	229,467	238,856	238,856	0
3400 Use Of Money & Property						
3401 Interest Income	12,026	7,712	17,275	18,086	26,015	7,929
3450 Investment Discount	47	47	89	64	64	0
3460 Unrealized Gain(Loss) On Inv	0	0	11,287-	0	0	0
<b>Total</b> Use Of Money & Property	12,073	7,759	6,077	18,150	26,079	7,929
3900 Other Revenue						
3970 Measure R SBCCOG South Bay Highway Pr	15,597	0	6,668	399,922	399,922	0
<b>Total</b> Other Revenue	15,597	0	6,668	399,922	399,922	0
<b>Total</b> Measure R Fund	152,115	124,159	242,212	656,928	664,857	7,929

148 Measure M						
Account Number	2018-19 Thru Dec 18	2017-18 Thru Dec 17	2017-18 Thru Year End	2018-19 Revised Budget	2018-19 Midyr Revision	Difference
3100 Taxes						
3118 Local Returns	0	79,439	0	0	0	0
3131 Measure M Local Return Funds	139,791	0	207,950	270,697	270,697	0
Total Taxes	139,791	79,439	207,950	270,697	270,697	0
3400 Use Of Money & Property						
3401 Interest Income	3,472	0	1,927	701	5,941	5,240
3450 Investment Discount	13	2	9	0	0	0
3460 Unrealized Gain(Loss) On Inv	0	0	2,416-	0	0	0
Total Use Of Money & Property	3,485	2	480-	701	5,941	5,240
3900 Other Revenue						
Total Other Revenue	0	0	0	0	0	0
Total Measure M	143,276	79,441	207,470	271,398	276,638	5,240



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150 Grants Fund						
<u>Account Number</u>	<u>2018-19 Thru Dec 18</u>	<u>2017-18 Thru Dec 17</u>	<u>2017-18 Thru Year End</u>	<u>2018-19 Revised Budget</u>	<u>2018-19 Midyr Revision</u>	<u>Difference</u>
3500 Intergovernmental/State						
3558 Beverage Recycling Grant	0	0	10,639	31,881	31,881	0
3562 State Homeland Security Grant Program	0	0	0	77,526	83,911	6,385
3572 Local Coastal Assistance Grant 2017	5,936	0	19,707	82,812	82,812	0
3573 Alcoholic Beverage Control Grant (ABC)	0	10,429	58,128	0	0	0
3580 BSCC- Mental Health Evaluation Team	0	0	0	21,854	21,854	0
3581 SWRCB- Storm Water Grant Program	0	0	0	1,349,700	1,349,700	0
<b>Total</b> Intergovernmental/State	5,936	10,429	88,474	1,563,773	1,570,158	6,385
3700 Intergovernmental/Federal						
3736 Bulletproof Vest Partnership	0	0	2,293	2,700	2,499	201-
3748 Gen Plan/Coastal/Strat Growth Council	0	0	0	23,013	23,013	0
3750 Dept of Justice- Body Worn Cameras	0	0	0	41,681	41,681	0
<b>Total</b> Intergovernmental/Federal	0	0	2,293	67,394	67,193	201-
3900 Other Revenue						
3971 LA Country Library	0	0	21,128	43,308	43,308	0
3973 Caltrans Cooperative Agreement PCH&2nd	134,000	0	0	134,000	134,000	0
3974 South Park- Prop A Open Space Grant	0	0	154,032	0	0	0
3980 SWGP- Manhattan Beach Reimb	0	0	21,241	36,996	36,996	0
3981 SWGP- Redondo Beach Reimb	0	0	431,615	751,771	751,771	0
3982 SWGP- Torrance Reimb	0	0	281,230	489,834	489,834	0
3983 City Homelessness Planning Grant	15,000	0	15,000	2,364	2,364	0
3984 Systemic Safety Analysis Report Program	0	0	0	84,150	84,150	0
3985 California Green Business Program	30,000	0	0	30,000	30,000	0
<b>Total</b> Other Revenue	179,000	0	924,246	1,572,423	1,572,423	0
<b>Total</b> Grants Fund	184,936	10,429	1,015,013	3,203,590	3,209,774	6,184

152 Air Quality Mgmt Dist Fund						
<u>Account Number</u>	<u>2018-19 Thru Dec 18</u>	<u>2017-18 Thru Dec 17</u>	<u>2017-18 Thru Year End</u>	<u>2018-19 Revised Budget</u>	<u>2018-19 Midyr Revision</u>	<u>Difference</u>
3400 Use Of Money & Property						
3401 Interest Income	62	673	1,498	1,554	1,068	486-
3450 Investment Discount	0	4	8	5	5	0
Total Use Of Money & Property	62	677	1,506	1,559	1,073	486-
3500 Intergovernmental/State						
3538 AQMD Emission Control AB2766	29,346	6,246	2,052	25,000	47,966	22,966
Total Intergovernmental/State	29,346	6,246	2,052	25,000	47,966	22,966
Total Air Quality Mgmt Dist Fund	29,408	6,923	3,558	26,559	49,039	22,480

153 Supp Law Enf Serv Fund (SLESF)						
<u>Account Number</u>	<u>2018-19 Thru Dec 18</u>	<u>2017-18 Thru Dec 17</u>	<u>2017-18 Thru Year End</u>	<u>2018-19 Revised Budget</u>	<u>2018-19 Midyr Revision</u>	<u>Difference</u>
3100 Taxes						
3135 C.O.P.S. Allocation	94,829	83,718	116,349	100,000	100,000	0
<b>Total Taxes</b>	94,829	83,718	116,349	100,000	100,000	0
3400 Use Of Money & Property						
3401 Interest Income	2,591	1,793	4,305	4,470	6,244	1,774
3450 Investment Discount	10	11	23	10	10	0
<b>Total Use Of Money &amp; Property</b>	2,601	1,804	4,328	4,480	6,254	1,774
<b>Total Supp Law Enf Serv Fund (SLESF)</b>	97,430	85,522	120,677	104,480	106,254	1,774

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160 Sewer Fund

<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3400 Use Of Money & Property						
3401 Interest Income	70,530	51,541	113,423	123,380	157,748	34,368
3450 Investment Discount	273	310	574	483	483	0
<b>Total</b> Use Of Money & Property	70,803	51,851	113,997	123,863	158,231	34,368
3500 Intergovernmental/State						
3550 CA Waste Oil Recycling Grant	0	0	2,566-	5,400	5,400	0
<b>Total</b> Intergovernmental/State	0	0	2,566-	5,400	5,400	0
3600 Intergovernmental/County						
3602 Beach Outlet Maintenance	1,724	0	14,047	8,000	8,000	0
<b>Total</b> Intergovernmental/County	1,724	0	14,047	8,000	8,000	0
3800 Current Service Charges						
3828 Sewer Connection Fee	20,058	37,325	45,395	55,000	55,000	0
3829 Sewer Demolition Fee	1,999	1,204	3,312	2,600	2,902	302
3832 Sewer Lateral Installation	13,364	13,494	24,534	22,346	22,548	202
<b>Total</b> Current Service Charges	35,421	52,023	73,241	79,946	80,450	504
3900 Other Revenue						
<b>Total</b> Other Revenue	0	0	0	0	0	0
6800 Current Service Charges Continued						
6861 Sewer Service Charge	421,050	427,275	1,057,289	1,050,155	1,050,155	0
<b>Total</b> Current Service Charges Continued	421,050	427,275	1,057,289	1,050,155	1,050,155	0
<b>Total</b> Sewer Fund	528,998	531,149	1,256,008	1,267,364	1,302,236	34,872

161 Storm Drains Fund							
<u>Account Number</u>		<u>2018-19 Thru Dec 18</u>	<u>2017-18 Thru Dec 17</u>	<u>2017-18 Thru Year End</u>	<u>2018-19 Revised Budget</u>	<u>2018-19 Midyr Revision</u>	<u>Difference</u>
3400	Use Of Money & Property						
3401	Interest Income	0	0	0	0	23,654	23,654
Total	Use Of Money & Property	0	0	0	0	23,654	23,654
Total	Storm Drains Fund	0	0	0	0	23,654	23,654

2018-19 Mdyear Revenue Detail  
CITY OF HERMOSA BEACH

170 Asset Seizure/Forft Fund

<u>Account Number</u>		<u>2018-19 Thru Dec 18</u>	<u>2017-18 Thru Dec 17</u>	<u>2017-18 Thru Year End</u>	<u>2018-19 Revised Budget</u>	<u>2018-19 Midyr Revision</u>	<u>Difference</u>
3300	Fines & Forfeitures						
3307	Department of Justice Forfeited Funds	11,529	7,313	268,068	0	11,529	11,529
3308	Department of Treasury Forfeited Funds	0	268,068	0	0	0	0
<b>Total</b>	Fines & Forfeitures	11,529	275,381	268,068	0	11,529	11,529
3400	Use Of Money & Property						
3401	Interest Income	6,199	4,047	9,091	9,200	13,931	4,731
3450	Investment Discount	24	28	52	21	21	0
<b>Total</b>	Use Of Money & Property	6,223	4,075	9,143	9,221	13,952	4,731
3900	Other Revenue						
<b>Total</b>	Other Revenue	0	0	0	0	0	0
<b>Total</b>	Asset Seizure/Forft Fund	17,752	279,456	277,211	9,221	25,481	16,260

180 Fire Protection Fund							
		2018-19	2017-18	2017-18	2018-19	2018-19	
Account Number		Thru Dec 18	Thru Dec 17	Thru Year End	Revised Budget	Midyr Revision	Difference
3400	Use Of Money & Property						
3401	Interest Income	921	927	2,033	2,205	2,050	155-
3450	Investment Discount	4	6	10	8	8	0
	Total Use Of Money & Property	925	933	2,043	2,213	2,058	155-
3900	Other Revenue						
3912	Fire Flow Fee	11,267	7,677	14,509	48,751	48,751	0
	Total Other Revenue	11,267	7,677	14,509	48,751	48,751	0
	Total Fire Protection Fund	12,192	8,610	16,552	50,964	50,809	155-

190 RTI Undersea Cable							
Account Number		2018-19 Thru Dec 18	2017-18 Thru Dec 17	2017-18 Thru Year End	2018-19 Revised Budget	2018-19 Midyr Revision	Difference
3400	Use Of Money & Property						
3401	Interest Income	3,919	0	3,404	0	8,832	8,832
3426	Easement Agreement	0	0	330,000	45,000	45,000	0
3450	Investment Discount	15	0	15	0	0	0
Total Use Of Money & Property		3,934	0	333,419	45,000	53,832	8,832
Total RTI Undersea Cable		3,934	0	333,419	45,000	53,832	8,832



191 RTI Tidelands							
Account Number		2018-19 Thru Dec 18	2017-18 Thru Dec 17	2017-18 Thru Year End	2018-19 Revised Budget	2018-19 Midyr Revision	Difference
3400	Use Of Money & Property						
3401	Interest Income	2,850	0	2,476	0	6,424	6,424
3426	Easement Agreement	0	0	240,000	0	0	0
3450	Investment Discount	11	0	11	0	0	0
Total	Use Of Money & Property	2,861	0	242,487	0	6,424	6,424
Total	RTI Tidelands	2,861	0	242,487	0	6,424	6,424

2012015 Lease Revenue Bonds							
Account Number		2018-19 Thru Dec 18	2017-18 Thru Dec 17	2017-18 Thru Year End	2018-19 Revised Budget	2018-19 Midyr Revision	Difference
3900 Other Revenue							
Total	Other Revenue	0	0	0	0	0	0
Total	2015 Lease Revenue Bonds	0	0	0	0	0	0

2018-19 Mdyear Revenue Detail  
CITY OF HERMOSA BEACH

301 Capital Improvement Fund

<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3400 Use Of Money & Property						
3401 Interest Income	86,320	60,151	125,793	156,066	197,268	41,202
3450 Investment Discount	338	448	787	664	664	0
<b>Total</b> Use Of Money & Property	86,658	60,599	126,580	156,730	197,932	41,202
3900 Other Revenue						
3913 In-Lieu Fee/Street Pavement	0	28,470	34,320	0	0	0
3962 SCE Reimbursement	0	0	4,895	0	0	0
<b>Total</b> Other Revenue	0	28,470	39,215	0	0	0
<b>Total</b> Capital Improvement Fund	86,658	89,069	165,795	156,730	197,932	41,202

302 Artesia Blvd Relinquishment							
		2018-19	2017-18	2017-18	2018-19	2018-19	
Account Number		Thru Dec 18	Thru Dec 17	Thru Year End	Revised Budget	Midyr Revision	Difference
<hr/>							
3400	Use Of Money & Property						

<b>609 Bayview Dr Redemption Fund 2004-2</b>						
<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3400 Use Of Money & Property						
3401 Interest Income	1,138	1,157	2,543	2,734	2,933	199
<b>Total</b> Use Of Money & Property	1,138	1,157	2,543	2,734	2,933	199
<b>Total</b> Bayview Dr Redemption Fund 2004-2	1,138	1,157	2,543	2,734	2,933	199

610Lwr Pier Dist Redemption Fund							
Account Number		2018-19 Thru Dec 18	2017-18 Thru Dec 17	2017-18 Thru Year End	2018-19 Revised Budget	2018-19 Midyr Revision	Difference
3400	Use Of Money & Property						
3401	Interest Income	35	180	299	407	78	329-
Total	Use Of Money & Property	35	180	299	407	78	329-
Total	Lwr Pier Dist Redemption Fund	35	180	299	407	78	329-

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Beach Dr Assessment Dist Redemption Fund

		2018-19	2017-18	2017-18	2018-19	2018-19	
Account Number		Thru Dec 18	Thru Dec 17	Thru Year End	Revised Budget	Midyr Revision	Difference
3400	Use Of Money & Property						
3401	Interest Income	569	608	1,337	1,440	1,504	64
	Total Use Of Money & Property	569	608	1,337	1,440	1,504	64
	Total Beach Dr Assessment Dist Redemption Fund	569	608	1,337	1,440	1,504	64

<b>612 Beach Dr Assessment Dist Reserve Fund</b>						
<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3400 Use Of Money & Property						
3401 Interest Income	52	42	89	100	116	16
<b>Total</b> Use Of Money & Property	52	42	89	100	116	16
<b>Total</b> Beach Dr Assessment Dist Reserve Fund	52	42	89	100	116	16



617 Myrtle Ave Assessment Fund							
<u>Account Number</u>		<u>2018-19 Thru Dec 18</u>	<u>2017-18 Thru Dec 17</u>	<u>2017-18 Thru Year End</u>	<u>2018-19 Revised Budget</u>	<u>2018-19 Midyr Revision</u>	<u>Difference</u>
3400	Use Of Money & Property						
3401	Interest Income	589	990	2,195	2,285	2,031	254-
Total	Use Of Money & Property	589	990	2,195	2,285	2,031	254-
Total	Myrtle Ave Assessment Fund	589	990	2,195	2,285	2,031	254-

<b>618 Loma Drive Assessment Fund</b>						
<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3400 Use Of Money & Property						
3401 Interest Income	1,037	1,181	2,752	2,788	3,034	246
<b>Total</b> Use Of Money & Property	1,037	1,181	2,752	2,788	3,034	246
<b>Total</b> Loma Drive Assessment Fund	1,037	1,181	2,752	2,788	3,034	246

<b>619 Bayview Dr Reserve Fund 2004-2</b>						
<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3400 Use Of Money & Property						
3401 Interest Income	169	137	291	327	381	54
<b>Total</b> Use Of Money & Property	169	137	291	327	381	54
<b>Total</b> Bayview Dr Reserve Fund 2004-2	169	137	291	327	381	54

705 Insurance Fund						
Account Number	2018-19 Thru Dec 18	2017-18 Thru Dec 17	2017-18 Thru Year End	2018-19 Revised Budget	2018-19 Midyr Revision	Difference
3400 Use Of Money & Property						
Total Use Of Money & Property	0	0	0	0	0	0
3800 Current Service Charges						
3880 Insurance Service Charges	1,305,126	1,456,740	2,463,168	2,610,232	2,610,232	0
Total Current Service Charges	1,305,126	1,456,740	2,463,168	2,610,232	2,610,232	0
3900 Other Revenue						
3902 Refunds/Reimb Previous Years	0	0	46,029	0	0	0
Total Other Revenue	0	0	46,029	0	0	0
Total Insurance Fund	1,305,126	1,456,740	2,509,197	2,610,232	2,610,232	0

2018-19 Mdyear Revenue Detail  
CITY OF HERMOSA BEACH

715 Equipment Replacement Fund

<i>Account Number</i>	<i>2018-19 Thru Dec 18</i>	<i>2017-18 Thru Dec 17</i>	<i>2017-18 Thru Year End</i>	<i>2018-19 Revised Budget</i>	<i>2018-19 Midyr Revision</i>	<i>Difference</i>
3800 Current Service Charges						
3822 Building Maintenance Service Charges	50,772	50,772	101,544	101,555	101,555	0
3885 Comm Equip/Business Mach Charges	349,242	356,004	712,008	698,486	698,486	0
3889 Vehicle/Equip Replacement Charges	409,068	395,168	765,481	818,135	818,135	0
<b>Total</b> Current Service Charges	809,082	801,944	1,579,033	1,618,176	1,618,176	0
3900 Other Revenue						
3901 Sale of Real/Personal Property	15,786-	17,423	177,027	0	7,180	7,180
3902 Refunds/Reimb Previous Years	0	30,797	70,236	0	0	0
3904 General Miscellaneous	14,034	0	0	0	14,034	14,034
3962 SCE Reimbursement	0	38,928	415,417	100,000	100,000	0
<b>Total</b> Other Revenue	1,752-	87,148	662,680	100,000	121,214	21,214
6800 Current Service Charges Continued						
6866 Records Technology Fee	58,469	29,797	75,435	122,581	122,884	303
<b>Total</b> Current Service Charges Continued	58,469	29,797	75,435	122,581	122,884	303
<b>Total</b> Equipment Replacement Fund	865,799	918,889	2,317,148	1,840,757	1,862,274	21,517
<b>Grand Total</b>	21,029,767	20,562,824	50,180,675	52,928,701	53,937,201	1,008,500

**2018-19 Midyear Budget Review  
Additional Appropriations Report**

<b>Account</b>	<b>FUND/DEPARTMENT</b>	<b>EXPLANATION</b>	<b>RECOMMENDED</b>	<b>COMMENTS</b>
<b><u>GENERAL FUND (001)</u></b>				
<b>City Clerk</b>				
001-1121-4112	Part-time/temporary	Adjust City Clerk's Compensation	\$ (16,170)	Reduction in compensation of City Clerk to half Deputy City Clerk's pay rate per Council Resolution #19-7160.
001-1121-4189	Medicare Benefits	Adjust City Clerk's Compensation	\$ (234)	Reduction in Medicare benefits due to reduction of compensation noted above.
001-1121-4180	Retirement	Adjust City Clerk's Compensation	\$ (1,522)	Reduction in retirement benefits due to reduction of compensation noted above.
<b>City Attorney</b>				
001-1131-4201	Contract Services, Private	Increase City Attorney Budget	\$ 150,000	Increase budget for City Attorney. An exceptional amount of time has been devoted to items such as public records requests, the micro cell ordinance, CrossFit nuisance, North School EIR, and City Manager recruitment in 2018-19. Some of these items will extend through the next 6 months.
<b>City Attorney- Litigation</b>				
001-1133-4201	Contract Services, Private	Add Budget for Litigation	\$ 130,000	Add new account and budget for litigation not covered by the City's insurance.
<b>City Manager</b>				
001-1201-4201	Contract Services, Private	Increase Ambulance Transport Fees	\$ 13,000	Higher number of transports than projected. Utilizing the average actual transports of 74 to project the next 6 months at the contractual fee of \$405 per transport, there is an increase in ambulance transport fees of \$13,000 over the adopted budget. Ambulance transport revenue was also increased to reflect the increase in transports.

**2018-19 Midyear Budget Review  
Additional Appropriations Report**

<b>Account</b>	<b>FUND/DEPARTMENT</b>	<b>EXPLANATION</b>	<b>RECOMMENDED</b>	<b>COMMENTS</b>
001-1201-4251	Contract Services, Govt	Purchase New Floor Monitor Radios	\$ 8,000	Purchase new floor monitor radios that will operate on the same system as the Police Department and Public Works radios, allowing for interoperability and communications throughout the city. A total of 8 radios would be purchased as follows: 1 for Community Resources, 3 for City Hall (1 per floor), 3 for Community Development building inspectors to utilize during damage assessments, and 1 for the Emergency Operations Center. Purchase may also include additional batteries, individual chargers, belt clips, antennas, and hand microphones.
001-1214-4322	Unclassified	Increase Prospective Expenditures	\$ 100,000	Current balance in Prospective Expenditures is \$67,801.
001-1203-4317	<b>Human Resources</b> Conference/Training	Add Contract for Team Building and Executive Coaching	\$ 9,850	Contracted with Turning West for Team Building and Executive Coaching for the Community Development department.
001-1203-4201	Contract Services, Private	Increase Recruitment Advertising	\$ 6,000	Increase recruitment efforts for Police and Public Works Department.
001-1203-4201	Contract Services, Private	Increase Legal Fees	\$ 50,000	Ongoing legal matters arising out of investigations and grievances.
001-2101-4201	<b>Police</b> Contract Services, Private	Reappropriate 17-18 Funds for Software Purchase	\$ 16,286	Purchase SPIDR Technology's Engage Platform software to integrate computer-aided dispatch and record management system to automate routine follow-ups and day-to-day community engagement. Project was started in 2017-18 and not included in the 2018-19 budget.
001-2101-4313	Travel Expense, STC	Reduce Travel Expenditures to Match Funding	\$ (110)	Actual funding for STC annual training for fiscal year 2018-19 was less than originally anticipated.
001-2202-4251	<b>County Fire District</b> Contract Services- Govt	Prior Year Fee Adjustment	\$ 30,033	Updated fee summary from the County included a \$30,033 prior year fee adjustment, which is the difference between prior year estimated and prior year actual net cost.

**2018-19 Midyear Budget Review  
Additional Appropriations Report**

<b>Account</b>	<b>FUND/DEPARTMENT</b>	<b>EXPLANATION</b>	<b>RECOMMENDED</b>	<b>COMMENTS</b>
001-2202-5601	Buildings and Improvements	Adjust Facility Conversion Cost	\$ (236,387)	Updated fee summary for the County reflects the billing of the Fire facility conversion costs starting January 2019 instead of July 2018. Additionally, the County is billing at the estimated cost, not including contingency. Decrease in 2018-19 budgeted Fire facility conversion costs will increase the assigned fund balance by the same amount.
	<b>Fund Balance</b>			
	Assigned fund balance	Adjust Facility Conversion Cost	\$ 236,387	Increase the assigned fund balance to reflect that only 6 months of Fire facility conversion costs will be billed by the County in 2018-19. Reserve funds were originally appropriated for the 6 months not billed.
	<b>Community Resources</b>			
001-4601-4201	Contract Services	Purchase Room Blinds	\$ 3,182	Community Center South Wing Blinds- Rooms 15,16, and 17. Rooms 16 and 17 currently do not have blinds. Room 15 needs replacement blinds.
		<b>General Fund Total</b>	<b><u>\$ 498,315</u></b>	



**2018-19 Midyear Budget Review  
Additional Appropriations Report**

<b>Account</b>	<b>FUND/DEPARTMENT</b>	<b>EXPLANATION</b>	<b>RECOMMENDED</b>	<b>COMMENTS</b>
<b><u>State Gas Tax Fund (115)</u></b>				
<b>Capital Improvement Projects</b>				
115-8186-4201	CIP 17-186 Street Improvements Various Locations	Reduce CIP	\$ (87,070)	Reduce amount appropriated to CIP 12-143 due to revised State Gas Tax 2018-19 revenue estimate and a lower beginning fund balance than projected in the 2018-19 Budget. 2017-18 revenue was lower than anticipated.
<b>State Gas Tax Fund Total</b>			<b><u>\$ (87,070)</u></b>	
<b><u>Measure R (147)</u></b>				
<b>Capital Improvement Projects</b>				
147-8143-4201	CIP 12-143 PCH Mobility Improvement Project	Reduce CIP	\$ (11,847)	Reduce amount appropriated to CIP 12-143 due to a lower beginning fund balance than projected in the 2018-19 Budget. 2017-18 revenue was lower than anticipated.
<b>Measure R Fund Total</b>			<b><u>\$ (11,847)</u></b>	
<b><u>Measure M (148)</u></b>				
<b>Capital Improvement Projects</b>				
148-8186-4201	CIP 17-186 Street Improvements- Various Locations	Reduce CIP	\$ (20,237)	Reduce amount appropriated to CIP 17-186 due to a lower beginning fund balance than projected in the 2018-19 Budget. 2017-18 revenue was lower than anticipated.
<b>Measure M Fund Total</b>			<b><u>\$ (20,237)</u></b>	
<b><u>Grant Fund (150)</u></b>				
150-2111-4201	Bulletproof Vest Program	Reduce Grant Funds	\$ (202)	The Police Department was awarded less funds from the Bulletproof Vest Program grant than originally anticipated. Estimated revenue is also adjusted.
<b>Grant Fund Total</b>			<b><u>\$ (202)</u></b>	
<b><u>AQMD Fund (152)</u></b>				
152-3701-4327	AQMD Incentives	Reduce AQMD Incentives	\$ (1,475)	Reduce amount appropriated for AQMD employee incentives. 2017-18 revenue was lower than anticipated.
<b>AQMD Fund Total</b>			<b><u>\$ (1,475)</u></b>	

**2018-19 Midyear Budget Review  
Additional Appropriations Report**

Account	FUND/DEPARTMENT	EXPLANATION	RECOMMENDED	COMMENTS
<b><u>Storm Water Fund (161)</u></b>				
<b>Storm Water Division</b>				
161-3109-4201	Contract Services	Lift Stations	\$ 12,580	Request for additional funding to replace lift stations at 2nd Street and 22nd Street. Result of last inspection of lift stations, was recommendation to change these pumps as soon as possible.
<b>Storm Water Fund Total</b>			<b>\$ 12,580</b>	
<b><u>Insurance Fund (705)</u></b>				
<b>Liability</b>				
705-1209-4201	Contract Services	Increase Insurance Premiums and Reduce Assessment	\$ 19,044	The estimated General Liability Premium for ICRMA was \$493,408 and Assessment was \$170,622. The final amounts were provided after the budget was approved; premium \$519,797 and assessment \$163,277.
<b>Insurance Fund Total</b>			<b>\$ 19,044</b>	
<b><u>EQUIPMENT REPLACEMENT (715)</u></b>				
<b>IT</b>				
715-1206-4201	Contract Services	Add Granicus Closed Captioning	\$ 10,000	Add Granicus closed captioning services for 4th Quarter FY 2018-19. The new Granicus contract will include this ongoing service.
<b>City Manager</b>				
715-1201-4201	Contract Services	City-wide Document Imaging Project	\$ 50,000	Request an additional \$50,000 to complete scanning of Citywide paper records into the Laserfiche content management system via a modification to File Keepers contract. \$253,444 of the \$263,942 authorized has been invoiced through 12/31/2018, leaving \$10,498 available for approximately 250 file boxes to be scanned or invoiced. Professional services for staff training/workflow development and software and maintenance on the scanners would also be funded.

**2018-19 Midyear Budget Review  
Additional Appropriations Report**

<b>Account</b>	<b>FUND/DEPARTMENT</b>	<b>EXPLANATION</b>	<b>RECOMMENDED</b>	<b>COMMENTS</b>
	<b>Police</b>			
715-2101-5402	Equipment > \$1,000	Replacement Laptops	\$ 2,698	Request to appropriate funds for the replacement of the Dell Latitude E6500 laptop computer (\$1,409) and Dell Latitude D630 (\$1,289) laptop. Both laptops are overdue for replacement were not appropriated in the 2018-19 Budget, however additional funds to purchase replacements were approved in the FY 2018-19 Budget.
715-2101-5405	Equipment > \$5,000	Radio Equipment Project	\$ 35,000	Request to appropriate \$35,000 of the \$121,020 from the Equipment Replacement Fund's assigned fund balance for the Radio Equipment Project. The additional funds are to purchase a bi-directional amplifier, which the department had anticipated in the original appropriation request of \$732,949, however there have been other unanticipated expenses, in part due to department infrastructure. Department requests that the remaining \$86,020 remain on reserve until the South Bay interoperability project is complete. Staff anticipates completion to be in fiscal year 2019-20.
	Assigned fund balance	Radio Equipment Project	\$ (35,000)	Release \$35,000 in funds reserved for the Police Department's Radio Equipment Project.
	<b>Public Works Admin</b>			
715-3109-4201	Contract Services	Emergency Repairs	\$ 23,328	Request for additional funding for emergency repairs needed to fix the Volvo which is the beach equipment used by the County to maintain all the beach outfalls. The Volvo replaced the Crawler.
715-4204-5403	Vehicles	Increase Ford F-250 Funding	\$ 4,732	Quote for 2019 Ford Super Duty F-250 is \$39,732.02. \$35,000 was included in the 2018-19 Budget to replace the 2000 Ford F250 Truck.
715-6101-5403	Vehicles	Increase Ford F-250 Funding	\$ 4,732	Quote for 2019 Ford Super Duty F-250 is \$39,732.02. \$35,000 was included in the 2018-19 Budget to replace the 1995 Ford F350 Dump Truck.
<b>Equipment Replacement Fund Total</b>			<b>\$ 95,490</b>	



## BUDGET TRANSFERS 2018-19 MIDYEAR BUDGET

	TRANSFERS IN	TRANSFERS OUT
<b>GENERAL FUND</b>		
From Lighting/Landscaping Fund , Administration	\$11,054	
From State Gas Tax Fund, Street Maintenance, Traffic Safety Operations	\$489,707	
From Prop A Open Space Fund, Parks Maintenance Allocation	\$20,557	
From Lower Pier Administrative Expense Fund, Agency Administration	\$301	
From Myrtle District Administrative Expense Fund, Agency Administration	\$5,264	
From Loma District Administrative Expense Fund, Agency Administration	\$5,710	
From Beach Drive Assessment District Administrative Expense Fund, Agency Administration	\$1,891	
From Bayview Drive Administrative Expense Fund, Agency Administration	\$2,307	
To 2015 Lease Revenue Bond Fund, Bond Payment		\$793,699
To Storm Drain Fund, From Utility User Tax		\$700,000
To Insurance Fund, To Replenish Funds Used for Settlements		\$427,335
<b>FUND TOTALS</b>	\$536,791	\$1,921,034
<b>LIGHTING/LANDSCAPING FUND</b>		
To General Fund, Administration		\$11,054
From Tyco Fund, Cover Deficit	\$210,463	
<b>FUND TOTALS</b>	\$210,463	\$11,054
<b>STATE GAS TAX FUND</b>		
To General Fund, Street Maintenance, Traffic Safety Operations		\$489,707
<b>FUND TOTALS</b>	\$0	\$489,707
<b>PROP A OPEN SPACE FUND</b>		
To General Fund, Parks Maintenance Allocation		\$20,557
<b>FUND TOTALS</b>	\$0	\$20,557
<b>TYCO FUND</b>		
From Lighting/Landscaping Fund, Cover Deficit		\$210,463
<b>FUND TOTALS</b>	\$0	\$210,463



**BUDGET TRANSFERS  
2018-19 MIDYEAR BUDGET**

		TRANSFERS IN	TRANSFERS OUT
<b>BAYVIEW DRIVE ADMINISTRATIVE EXPENSE FUND</b>			
To General Fund, Agency Administration			\$2,307
<b>FUND TOTALS</b>		<u>\$0</u>	<u>\$2,307</u>
<b>LOWER PIER ADMINISTRATIVE EXPENSE FUND</b>			
To General Fund, Agency Administration			\$301
<b>FUND TOTALS</b>		<u>\$0</u>	<u>\$301</u>
<b>MYRTLE DISTRICT ADMINISTRATIVE EXPENSE FUND</b>			
To General Fund, Agency Administration			\$5,264
<b>FUND TOTALS</b>		<u>\$0</u>	<u>\$5,264</u>
<b>LOMA DISTRICT ADMINISTRATIVE EXPENSE FUND</b>			
To General Fund, Agency Administration			\$5,710
<b>FUND TOTALS</b>		<u>\$0</u>	<u>\$5,710</u>
<b>BEACH DRIVE ASSESSMENT DISTRICT ADMINISTRATIVE EXPENSE FUND</b>			
To General Fund, Agency Administration			\$1,891
<b>FUND TOTALS</b>		<u>\$0</u>	<u>\$1,891</u>
<b>STORM DRAIN FUND</b>			
From General Fund, From Utility User Tax		\$700,000	
<b>FUND TOTALS</b>		<u>\$700,000</u>	<u>\$0</u>
<b>2015 LEASE REVENUE BOND FUND</b>			
From General Fund, For Bond Payments		\$793,699	
<b>FUND TOTALS</b>		<u>\$793,699</u>	<u>\$0</u>
<b>INSURANCE FUND</b>			
From General Fund, To Replenish Funds Used for Settlements		\$427,335	
<b>FUND TOTALS</b>		<u>\$427,335</u>	<u>\$0</u>
<b>GRAND TOTALS</b>		<b>\$2,668,288</b>	<b>\$2,668,288</b>



**CITY OF HERMOSA BEACH BUDGET SUMMARY**  
**Midyear Budget**  
**2018-19**

	Major Fund	Special Revenue Funds	
	GENERAL FUND 001	LIGHTING LANDSCAPING FUND 105	STATE GAS TAX FUND 115
<b>ESTIMATED REVENUE</b>			
Taxes	\$29,050,520	\$455,926	\$0
Licenses/Permits	\$1,112,839	\$0	\$0
Fines/Forfeitures	\$2,126,838	\$0	\$0
Use of Money/Property	\$999,077	\$487	\$5,666
Intergovernmental/State	\$131,950	\$0	\$732,451
Intergovernmental/County	\$0	\$0	\$0
Intergovernmental/Federal	\$0	\$0	\$0
Current Service Charges	\$7,047,786	\$0	\$0
Other Revenue	\$142,433	\$0	\$0
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$40,611,443</b>	<b>\$456,413</b>	<b>\$738,117</b>
INTERFUND TRANSFERS IN	\$536,791	\$210,463	\$0
ESTIMATED FUNDS AVAILABLE	\$41,148,234	\$666,876	\$738,117
<b>FUND BALANCE</b>			
<b>7/1/18</b>	<b>\$9,574,775</b>	<b>\$33,219</b>	<b>\$313,861</b>
TOTAL FUNDS AVAILABLE	\$50,723,009	\$700,095	\$1,051,978
<b>APPROPRIATIONS</b>			
Operating Budget	\$39,078,647	\$666,890	\$0
Capital Outlay	\$454,759	\$0	\$0
Capital Improvements	\$730,796	\$0	\$562,271
<b>TOTAL APPROPRIATIONS</b>	<b>\$40,264,202</b>	<b>\$666,890</b>	<b>\$562,271</b>
INTERFUND TRANSFERS OUT	\$1,921,034	\$11,054	\$489,707
TOTAL APPROPRIATIONS/TRANSFERS OUT	\$42,185,236	\$677,944	\$1,051,978
ADJUST FUND BALANCE FOR			
FIXED ASSET ADDITIONS			

<b>ESTIMATED FUND BALANCE 6/30/19</b>	<b>\$8,537,773 (a)</b>	<b>\$22,151</b>	<b>\$0</b>
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(a) CLASSIFICATIONS OF FUND BALANCE:

	<u>Previous Balance</u>	<u>Current Balance</u>
<b>Restricted</b>		
General Plan Maintenance Fee	\$33,870	\$870
Verizon PEG Grant	\$0	\$26,314
Marquee Donation	\$50,000	\$50,000
<b>Committed</b>		
In Lieu Fee/ Parking Facility	\$144,500	\$202,300
<b>Assigned</b>		
Contingencies	\$5,827,589	\$6,252,584
Retirement Rate Stabilization	\$1,000,000	\$1,021,575
Future Capital Improvement Projects	\$0	\$200,000
Compensated Absences	\$244,981	\$267,712
	<u>\$7,300,940</u>	<u>\$8,021,355</u>

**Fire:**

Facility Payment- 18/19 (Use Reserved TOT Increase)	\$418,223	\$236,387
Reserve for Future Facility/Equip Costs (Remaining TOT)	\$280,031	\$280,031
	<u>698,254</u>	<u>\$516,418</u>

<b>Available Fund Balance 6/30/19</b>	<b>\$0</b>	<b>\$22,151</b>	<b>\$0</b>
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**CITY OF HERMOSA BEACH BUDGET SUMMARY**  
**Midyear Budget**  
**2018-19**

Special Revenue Funds			
	AB 939 FUND 117	PROP A OPEN SPACE FUND 121	TYCO FUND 122
<b>ESTIMATED REVENUE</b>			
Taxes	\$0	\$0	\$0
Licenses/Permits	\$0	\$0	\$0
Fines/Forfeitures	\$0	\$0	\$0
Use of Money/Property	\$1,447	\$0	\$344,058
Intergovernmental/State	\$0	\$0	\$0
Intergovernmental/County	\$0	\$20,557	\$0
Intergovernmental/Federal	\$0	\$0	\$0
Current Service Charges	\$58,632	\$0	\$0
Other Revenue	\$0	\$0	\$0
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$60,079</b>	<b>\$20,557</b>	<b>\$344,058</b>
INTERFUND TRANSFERS IN	\$0	\$0	\$0
ESTIMATED FUNDS AVAILABLE	\$60,079	\$20,557	\$344,058
<b>FUND BALANCE</b>			
<b>7/1/18</b>	<b>\$65,188</b>	<b>\$0</b>	<b>\$935,024</b>
TOTAL FUNDS AVAILABLE	\$51,978	\$20,557	\$1,279,082
<b>APPROPRIATIONS</b>			
Operating Budget	\$35,674	\$0	\$0
Capital Outlay	\$0	\$0	\$0
Capital Improvements	\$0	\$0	\$520,678
<b>TOTAL APPROPRIATIONS</b>	<b>\$35,674</b>	<b>\$0</b>	<b>\$520,678</b>
INTERFUND TRANSFERS OUT	\$0	\$20,557	\$210,463
TOTAL APPROPRIATIONS/TRANSFERS OUT	\$35,674	\$20,557	\$731,141
ADJUST FUND BALANCE FOR FIXED ASSET ADDITIONS			
<b>ESTIMATED FUND BALANCE 6/30/19</b>	<b>\$16,304</b>	<b>\$0</b>	<b>\$547,941</b>

<b>Available Fund Balance 6/30/19</b>	<b>\$16,304</b>	<b>\$0</b>	<b>\$547,941</b>
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**CITY OF HERMOSA BEACH BUDGET SUMMARY**  
**Midyear Budget**  
**2018-19**

	Special Revenue Funds			
	PARK/ RECREATION FACILITY TAX FUND 125	BAYVIEW DRIVE DISTRICT ADMIN EXPENSE FUND 135	LOWER PIER ADMINISTRATIVE EXPENSE FUND 136	MYRTLE DISTRICT ADMINISTRATIVE EXPENSE FUND 137
<b>ESTIMATED REVENUE</b>				
Taxes	\$14,986	\$0	\$0	\$0
Licenses/Permits	\$0	\$0	\$0	\$0
Fines/Forfeitures	\$0	\$0	\$0	\$0
Use of Money/Property	\$6,103	\$74	\$0	\$201
Intergovernmental/State	\$0	\$0	\$0	\$0
Intergovernmental/County	\$0	\$0	\$0	\$0
Intergovernmental/Federal	\$0	\$0	\$0	\$0
Current Service Charges	\$0	\$0	\$0	\$0
Other Revenue	\$157,361	\$4,500	\$0	\$9,000
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$178,450</b>	<b>\$4,574</b>	<b>\$0</b>	<b>\$9,201</b>
INTERFUND TRANSFERS IN	\$0	\$0	\$0	\$0
ESTIMATED FUNDS AVAILABLE	\$178,450	\$4,574	\$0	\$9,201
<b>FUND BALANCE</b>				
<b>7/1/18</b>	<b>\$178,641</b>	<b>\$2,253</b>	<b>\$301</b>	<b>\$7,945</b>
TOTAL FUNDS AVAILABLE	\$357,091	\$6,827	\$301	\$17,146
<b>APPROPRIATIONS</b>				
Operating Budget	\$0	\$1,350	\$0	\$5,585
Capital Outlay	\$0	\$0	\$0	\$0
Capital Improvements	\$259,769	\$0	\$0	\$0
<b>TOTAL APPROPRIATIONS</b>	<b>\$259,769</b>	<b>\$1,350</b>	<b>\$0</b>	<b>\$5,585</b>
INTERFUND TRANSFERS OUT	\$0	\$2,307	\$301	\$5,264
<b>TOTAL APPROPRIATIONS/TRANSFERS OUT</b>	<b>\$259,769</b>	<b>\$3,657</b>	<b>\$301</b>	<b>\$10,849</b>
ADJUST FUND BALANCE FOR FIXED ASSET ADDITIONS				
<b>ESTIMATED FUND BALANCE 6/30/19</b>	<b>\$97,322</b>	<b>\$3,170</b>	<b>\$0</b>	<b>\$6,297</b>

<b>Available Fund Balance 6/30/19</b>	<b>\$97,322</b>	<b>\$3,170</b>	<b>\$0</b>	<b>\$6,297</b>
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**CITY OF HERMOSA BEACH BUDGET SUMMARY**  
**Midyear Budget**  
**2018-19**

	Special Revenue Funds			
	LOMA DISTRICT ADMINISTRATIVE EXPENSE FUND 138	BEACH DRIVE DISTRICT ADMINISTRATIVE EXPENSE FUND 139	COMMUNITY / DEV BLOCK GRANT 140	PROPOSITION A FUND 145
<b>ESTIMATED REVENUE</b>				
Taxes	\$0	\$0	\$0	\$383,939
Licenses/Permits	\$0	\$0	\$0	\$0
Fines/Forfeitures	\$0	\$0	\$0	\$0
Use of Money/Property	\$455	\$81	\$0	\$37,980
Intergovernmental/State	\$0	\$0	\$0	\$0
Intergovernmental/County	\$0	\$0	\$0	\$0
Intergovernmental/Federal	\$0	\$0	\$270,000	\$0
Current Service Charges	\$0	\$0	\$0	\$5,200
Other Revenue	\$10,000	\$3,500	\$0	\$0
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$10,455</b>	<b>\$3,581</b>	<b>\$270,000</b>	<b>\$427,119</b>
INTERFUND TRANSFERS IN	\$0	\$0	\$0	\$0
ESTIMATED FUNDS AVAILABLE	\$10,455	\$3,581	\$270,000	\$427,119
<b>FUND BALANCE</b>				
<b>7/1/18</b>	<b>\$16,930</b>	<b>\$2,629</b>	<b>\$0</b>	<b>\$1,312,621</b>
TOTAL FUNDS AVAILABLE	\$27,385	\$6,210	\$270,000	\$1,739,740
<b>APPROPRIATIONS</b>				
Operating Budget	\$5,740	\$1,453	\$0	\$220,414
Capital Outlay	\$0	\$0	\$0	\$0
Capital Improvements	\$0	\$0	\$270,000	\$333,892
<b>TOTAL APPROPRIATIONS</b>	<b>\$5,740</b>	<b>\$1,453</b>	<b>\$270,000</b>	<b>\$554,306</b>
INTERFUND TRANSFERS OUT	\$5,710	\$1,891	\$0	\$0
TOTAL APPROPRIATIONS/TRANSFERS OUT	\$11,450	\$3,344	\$270,000	\$554,306
ADJUST FUND BALANCE FOR FIXED ASSET ADDITIONS				
<b>ESTIMATED FUND BALANCE 6/30/19</b>	<b>\$15,935</b>	<b>\$2,866</b>	<b>\$0</b>	<b>\$1,185,434</b>

<b>Available Fund Balance 6/30/19</b>	<b>\$15,935</b>	<b>\$2,866</b>	<b>\$0</b>	<b>\$1,185,434</b>
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**CITY OF HERMOSA BEACH BUDGET SUMMARY**  
**Midyear Budget**  
**2018-19**

**Special Revenue Funds**

	PROPOSITION C FUND 146	MEASURE R FUND 147	MEASURE M FUND 148	GRANT FUND 150
<b>ESTIMATED REVENUE</b>				
Taxes	\$318,467	\$238,856	\$270,697	\$0
Licenses/Permits	\$0	\$0	\$0	\$0
Fines/Forfeitures	\$0	\$0	\$0	\$0
Use of Money/Property	\$35,174	\$26,079	\$5,941	\$0
Intergovernmental/State	\$0	\$0	\$0	\$1,570,158
Intergovernmental/County	\$0	\$0	\$0	\$0
Intergovernmental/Federal	\$0	\$0	\$0	\$67,193
Current Service Charges	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$399,922	\$0	\$1,572,423
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$353,641</b>	<b>\$664,857</b>	<b>\$276,638</b>	<b>\$3,209,774</b>
INTERFUND TRANSFERS IN	\$0	\$0	\$0	\$0
ESTIMATED FUNDS AVAILABLE	\$353,641	\$664,857	\$276,638	\$3,209,774
<b>FUND BALANCE</b>				
<b>7/1/18</b>	<b>\$1,146,987</b>	<b>\$970,163</b>	<b>\$207,468</b>	<b>\$1,231,482</b>
TOTAL FUNDS AVAILABLE	\$1,500,628	\$1,635,020	\$484,106	\$4,441,256
<b>APPROPRIATIONS</b>				
Operating Budget	\$0	\$0	\$0	\$321,241
Capital Outlay	\$0	\$0	\$0	\$0
Capital Improvements	\$799,333	\$1,635,020	\$484,106	\$4,120,015
<b>TOTAL APPROPRIATIONS</b>	<b>\$799,333</b>	<b>\$1,635,020</b>	<b>\$484,106</b>	<b>\$4,441,256</b>
INTERFUND TRANSFERS OUT	\$0	\$0	\$0	\$0
TOTAL APPROPRIATIONS/TRANSFERS OUT	\$799,333	\$1,635,020	\$484,106	\$4,441,256
ADJUST FUND BALANCE FOR FIXED ASSET ADDITIONS				
<b>ESTIMATED FUND BALANCE 6/30/19</b>	<b>\$701,295</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Available Fund Balance 6/30/19</b>	<b>\$701,295</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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**CITY OF HERMOSA BEACH BUDGET SUMMARY**  
**Midyear Budget**  
**2018-19**

Special Revenue Fd					
	AIR QUALITY IMPROVEMENT FUND 152	SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND 153	SEWER FUND 160	STORM DRAIN FUND 161	ASSET SEIZURE/ FORFEITURE FUND 170
<b>ESTIMATED REVENUE</b>					
Taxes	\$0	\$100,000	\$0	\$0	\$0
Licenses/Permits	\$0	\$0	\$0	\$0	\$11,529
Fines/Forfeitures	\$0	\$0	\$0	\$0	\$0
Use of Money/Property	\$1,073	\$6,254	\$158,231	\$23,654	\$13,952
Intergovernmental/State	\$47,966	\$0	\$5,400	\$0	\$0
Intergovernmental/County	\$0	\$0	\$8,000	\$0	\$0
Intergovernmental/Federal	\$0	\$0	\$0	\$0	\$0
Current Service Charges	\$0	\$0	\$1,130,605	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>TOTAL ESTIMATED REVENUE</b>	\$49,039	\$106,254	\$1,302,236	\$23,654	\$25,481
INTERFUND TRANSFERS IN	\$0	\$0	\$0	\$700,000	\$0
ESTIMATED FUNDS AVAILABLE	\$49,039	\$106,254	\$1,302,236	\$723,654	\$25,481
<b>FUND BALANCE</b>					
<b>7/1/18</b>	\$12,486	\$250,659	\$6,087,570	\$792,239	\$509,839
TOTAL FUNDS AVAILABLE	\$61,525	\$356,913	\$7,389,806	\$1,515,893	\$535,320
<b>APPROPRIATIONS</b>					
Operating Budget	\$26,525	\$58,456	\$455,124	\$331,703	\$10,222
Capital Outlay	\$35,000	\$182,192	\$0	\$0	\$600
Capital Improvements	\$0	0	\$1,390,377	666917	\$0
<b>TOTAL APPROPRIATIONS</b>	\$61,525	\$240,648	\$1,845,501	\$998,620	\$10,822
INTERFUND TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
TOTAL APPROPRIATIONS/TRANSFERS OUT	\$61,525	\$240,648	\$1,845,501	\$998,620	\$10,822
ADJUST FUND BALANCE FOR FIXED ASSET ADDITIONS					
<b>ESTIMATED FUND BALANCE 6/30/19</b>	<b>\$0</b>	<b>\$116,265</b>	<b>\$5,544,305</b>	<b>\$517,273</b>	<b>\$524,498</b>

<b>Available Fund Balance 6/30/19</b>	<b>-</b>	<b>\$116,265</b>	<b>\$5,544,305</b>	<b>\$517,273</b>	<b>\$524,498</b>
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**CITY OF HERMOSA BEACH BUDGET SUMMARY**  
**Midyear Budget**  
**2018-19**

	Special Revenue Fd		
	FIRE PROTECTION FUND 180	RTI UNDERSEA CABLE FUND 190	RTI UNDERSEA CABLE TIDELANDS FUND 191
<b>ESTIMATED REVENUE</b>			
Taxes	\$0	\$0	\$0
Licenses/Permits	\$0	\$0	\$0
Fines/Forfeitures	\$0	\$0	\$0
Use of Money/Property	\$2,058	\$53,832	\$6,424
Intergovernmental/State	\$0	\$0	\$0
Intergovernmental/County	\$0	\$0	\$0
Intergovernmental/Federal	\$0	\$0	\$0
Current Service Charges	\$0	\$0	\$0
Other Revenue	\$48,751	\$0	\$0
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$50,809</b>	<b>\$53,832</b>	<b>\$6,424</b>
INTERFUND TRANSFERS IN	\$0	\$0	\$0
ESTIMATED FUNDS AVAILABLE	\$50,809	\$53,832	\$6,424
<b>FUND BALANCE</b>			
<b>7/1/18</b>	<b>\$78,390</b>	<b>\$329,597</b>	<b>\$239,710</b>
TOTAL FUNDS AVAILABLE	\$129,199	\$383,429	\$246,134
<b>APPROPRIATIONS</b>			
Operating Budget	\$56,596	\$0	\$0
Capital Outlay	\$0	\$0	\$0
Capital Improvements	\$0	\$0	\$240,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$56,596</b>	<b>\$0</b>	<b>\$240,000</b>
INTERFUND TRANSFERS OUT	\$0	\$0	\$0
TOTAL APPROPRIATIONS/TRANSFERS OUT	\$56,596	\$0	\$240,000
DEBT SERVICE PAYMENT			
<b>ESTIMATED FUND BALANCE 6/30/19</b>	<b>\$72,603</b>	<b>\$383,429</b>	<b>\$6,134</b>

Fire Equipment Conversion Costs- 18/19 -

Fire Equipment Conversion Costs- 19/20 56,596.00

Fire Equipment Conversion Costs- 20/21 (Partial) 16,007.00

<b>Available Fund Balance 6/30/19</b>	<b>\$0</b>	<b>\$383,429</b>	<b>\$6,134</b>
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**CITY OF HERMOSA BEACH BUDGET SUMMARY**  
**Midyear Budget**  
**2018-19**

	Debt Service Fd	Special Revenue Fund	Agency Funds	
	2015 LEASE REVENUE BOND FUND 201	CAPITAL IMPROVEMENT FUND 301	BAYVIEW DRIVE DISTRICT REDEMPTION FUND 609	LOWER PIER DISTRICT REDEMPTION FUND 610
<b>ESTIMATED REVENUE</b>				
Taxes	\$0	\$0	\$0	\$0
Licenses/Permits	\$0	\$0	\$0	\$0
Fines/Forfeitures	\$0	\$0	\$0	\$0
Use of Money/Property	\$0	\$197,932	\$2,933	\$78
Intergovernmental/State	\$0	\$0	\$0	\$0
Intergovernmental/County	\$0	\$0	\$0	\$0
Intergovernmental/Federal	\$0	\$0	\$0	\$0
Current Service Charges	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0
<b>TOTAL ESTIMATED REVENUE</b>	\$0	\$197,932	\$2,933	\$78
INTERFUND TRANSFERS IN	\$793,699	\$0	\$0	\$0
ESTIMATED FUNDS AVAILABLE	\$793,699	\$197,932	\$2,933	\$78
<b>FUND BALANCE</b>				
7/1/18	\$362	\$7,190,621	\$132,293	\$3,055
TOTAL FUNDS AVAILABLE	\$794,061	\$7,388,553	\$135,226	\$3,133
<b>APPROPRIATIONS</b>				
Operating Budget	\$0	\$80,000	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Capital Improvements	\$0	\$4,598,495	\$0	\$0
<b>TOTAL APPROPRIATIONS</b>	\$0	\$4,678,495	\$0	\$0
INTERFUND TRANSFERS OUT	\$0	\$0	\$0	\$0
TOTAL APPROPRIATIONS/TRANSFERS OUT	\$0	\$4,678,495	\$0	\$0
DEBT SERVICE PAYMENT	\$793,712	\$0	\$0	\$0
<b>ESTIMATED FUND BALANCE 6/30/19</b>	<b>\$349</b>	<b>\$2,710,058</b>	<b>\$135,226</b>	<b>\$3,133</b>

Reserved for New Corporate City Yard Construction (with contingency) \$2,156,000

Reserve for Capital Facilities (new) \$0

<b>Available Fund Balance 6/30/19</b>	<b>\$349</b>	<b>\$554,058</b>	<b>\$135,226</b>	<b>\$3,133</b>
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**CITY OF HERMOSA BEACH BUDGET SUMMARY**  
**Midyear Budget**  
**2018-19**

	Agency Funds			
	BEACH DRIVE DISTRICT REDEMPTION FUND 611	BEACH DRIVE DISTRICT RESERVE FUND 612	MYRTLE AVENUE ASSESSMENT FUND 617	LOMA DRIVE ASSESSMENT FUND 618
<b>ESTIMATED REVENUE</b>				
Taxes	\$0	\$0	\$0	\$0
Licenses/Permits	\$0	\$0	\$0	\$0
Fines/Forfeitures	\$0	\$0	\$0	\$0
Use of Money/Property	\$1,504	\$116	\$2,031	\$3,034
Intergovernmental/State	\$0	\$0	\$0	\$0
Intergovernmental/County	\$0	\$0	\$0	\$0
Intergovernmental/Federal	\$0	\$0	\$0	\$0
Current Service Charges	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$1,504</b>	<b>\$116</b>	<b>\$2,031</b>	<b>\$3,034</b>
INTERFUND TRANSFERS IN	\$0	\$0	\$0	\$0
ESTIMATED FUNDS AVAILABLE	\$1,504	\$116	\$2,031	\$3,034
<b>FUND BALANCE</b>				
<b>7/1/18</b>	<b>\$68,173</b>	<b>\$4,320</b>	<b>\$113,040</b>	<b>\$159,499</b>
TOTAL FUNDS AVAILABLE	\$69,677	\$4,436	\$115,071	\$162,533
<b>APPROPRIATIONS</b>				
Operating Budget	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Capital Improvements				
<b>TOTAL APPROPRIATIONS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
INTERFUND TRANSFERS OUT	\$0	\$0	\$0	\$0
TOTAL APPROPRIATIONS/TRANSFERS OUT	\$0	\$0	\$0	\$0
ADJUST FUND BALANCE FOR				
FIXED ASSET ADDITIONS				
<b>ESTIMATED FUND BALANCE 6/30/19</b>	<b>\$69,677</b>	<b>\$4,436</b>	<b>\$115,071</b>	<b>\$162,533</b>

<b>Available Fund Balance 6/30/19</b>	<b>\$69,677</b>	<b>\$4,436</b>	<b>\$115,071</b>	<b>\$162,533</b>
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**CITY OF HERMOSA BEACH BUDGET SUMMARY**  
**Midyear Budget**  
**2018-19**

	Agency Fund		Internal Service Funds	
	BAYVIEW DRIVE RESERVE FUND 619	INSURANCE FUND 705	EQUIPMENT REPLACEMENT FUND 715	TOTAL (MEMORANDUM ONLY)
<b>ESTIMATED REVENUE</b>				
Taxes	\$0	\$0	\$0	\$30,833,391
Licenses/Permits	\$0	\$0	\$0	\$1,124,368
Fines/Forfeitures	\$0	\$0	\$0	\$2,126,838
Use of Money/Property	\$381	\$0	\$0	\$1,936,310
Intergovernmental/State	\$0	\$0	\$0	\$2,487,925
Intergovernmental/County	\$0	\$0	\$0	\$28,557
Intergovernmental/Federal	\$0	\$0	\$0	\$337,193
Current Service Charges	\$0	\$2,610,232	\$1,741,060	\$12,593,515
Other Revenue	\$0	\$0	\$121,214	\$2,469,104
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$381</b>	<b>\$2,610,232</b>	<b>\$1,862,274</b>	<b>\$53,937,201</b>
INTERFUND TRANSFERS IN	\$0	\$427,335	\$0	\$2,668,288
ESTIMATED FUNDS AVAILABLE	\$381	\$3,037,567	\$1,862,274	\$56,605,489
<b>FUND BALANCE</b>				
<b>7/1/18</b>	<b>\$14,312</b>	<b>\$2,516,161</b>	<b>\$9,528,845</b>	<b>\$44,030,658</b>
TOTAL FUNDS AVAILABLE	\$14,693	\$5,553,728	\$11,391,119	\$100,562,858
<b>APPROPRIATIONS</b>				
Operating Budget	\$0	\$2,629,278	\$2,502,662	\$46,487,560
Capital Outlay	\$0	\$0	\$2,163,585	\$2,836,136
Capital Improvements	\$0	\$0	\$198,815	\$16,810,484
<b>TOTAL APPROPRIATIONS</b>	<b>\$0</b>	<b>\$2,629,278</b>	<b>\$4,865,062</b>	<b>\$66,134,180</b>
INTERFUND TRANSFERS OUT	\$0	\$0	\$0	\$2,668,288
TOTAL APPROPRIATIONS/TRANSFERS OUT	\$0	\$2,629,278	\$4,865,062	\$68,802,468
DEBT SERVICE PAYMENT				\$793,712
ADJUST FUND BALANCE FOR			\$2,163,585	\$2,163,585
FIXED ASSET ADDITIONS <sup>2</sup>				
<b>ESTIMATED FUND BALANCE 6/30/19</b>	<b>\$14,693</b>	<b>\$2,924,450</b>	<b>\$8,689,642</b>	<b>\$33,130,263</b>

Designated Building Maintenance Funds \$526,886

Investment in Fixed Assets \$5,745,980

Assigned Reserve for Dispatch Center Upgrades-16/17 (Radios) \$0  
Assigned Reserve for Dispatch Center Upgrades- 17/18 (Radios) \$86,020  
Assigned Reserve for Dispatch Center Upgrades- 17/18 (Records Management System) \$0

<b>Available Fund Balance 6/30/19</b>	<b>\$14,693</b>	<b>\$2,924,450</b>	<b>\$2,330,756</b>	<b>\$16,005,001</b>
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**FY 2018-2019 CITY COUNCIL CONFERENCE/TRAINING BUDGET SUMMARY**

CONFERENCE/TRAINING	ARMATO	CAMPBELL	FANGARY	MASSEY	DUCLOS	TOTAL
ICA SUMMER SEMINAR (7/13/18 - 7/15/18)	\$1,806.39					
LEAGUE OF CA CITIES BOARD OF DIRECTORS' INSTALLATION DINNER (8/23/18)		\$50.00				
LEAGUE OF CA CITIES ANNUAL CONFERENCE & DIVISION LUNCH (9/12/18 - 9/14/18)		\$319.18			\$677.88	
CCCA SACRAMENTO LEGISLATIVE TOUR (1/7/19 - 1/9/19)			\$1,736.10			
CCCA SACRAMENTO DINNER WITH SENATOR ALLEN & ASSEMBLYMEMBER MURATSUCHI (1/7/19)			\$106.30			
U.S. CONFERENCE OF MAYORS WINTER MEETING (1/23/19 - 1/25/19)	\$2,430.45					
MOVE LA TRANSPORTATION CONFERENCE (3/1/19)				\$25.00		
VARIOUS STANDING COMMITTEE MEMBERSHIP MEETINGS <i>(Mileage &amp; Parking - Expenses have not been finalized)</i>			\$254.46			
TOTAL EXPENSE:	\$4,236.84	\$369.18	\$2,096.86	\$25.00	\$677.88	\$7,405.76
BUDGET:	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$25,000.00
BALANCE REMAINING:	\$763.16	\$4,630.82	\$2,903.14	\$4,975.00	\$4,322.12	\$17,594.24





## Staff Report

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### Staff Report

REPORT 19-0045

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Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of ~~January 22, 2019~~ March 12, 2019

### **PURCHASE OF POLICE DEPARTMENT VEHICLES**

*(Continued from meeting of January 22, 2019)*

(Acting Police Chief Milton McKinnon)

#### **Recommended Action:**

Staff recommends that the City Council authorize the purchase of the following vehicles for the Police Department:

- a. Three (3) 2019 Chevrolet Tahoe utility vehicles to replace existing Chevrolet Tahoes, which include the Watch Commander HB9 vehicle, and Patrol vehicles HB1 and HB5;
- b. Two (2) 2019 BMW R1200RT-P motorcycles to replace two (2) Honda ST 1300 motorcycles; and
- c. One (1) 2019 Toyota Tacoma pick-up truck to replace one (1) Ford Ranger P/U truck for Parking Enforcement.

#### **Executive Summary:**

The City of Hermosa Beach is committed to providing first-class public safety services to the community. Fulfilling this commitment relies heavily on the availability of adequate emergency response vehicles within the Police Department. The department's fleet currently has six vehicles due for replacement in fiscal year 2018-19; three (3) Chevrolet Tahoes, which include the Watch Commander HB9, and Patrol HB1 and HB5; two (2) Honda ST 1300 motorcycles for traffic enforcement; and one (1) Ford Ranger P/U for parking enforcement. Staff recommends the purchase of three (3) 2019 Chevrolet Tahoe utility vehicles, two (2) BMW motorcycles and one (1) Toyota Tacoma P/U truck to complete this replacement.

Staff has diligently evaluated the City's clean fleet policy and the department's operational needs to select the most cost and fuel-efficient vehicles currently available for law enforcement operations. Selections must also prioritize reliability, safety and effectiveness of vehicles for emergency response.

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## Staff Report

REPORT 19-0045

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### **Background:**

Police Department vehicles are part of the inventory in the City's Equipment Replacement Schedule. The current replacement timeline for the Watch Commander vehicle is five years and six years for patrol vehicles. Prior to the economic downturn that began in 2008, Police Department vehicles were replaced every four years. Due to the different facets of police work, the overall condition of law enforcement vehicles cannot be assessed by years of service or mileage. Hermosa's unique demands and type of roadways are strenuous on the vehicles due to constant acceleration, braking, natural elements, hills and engine run time. As an example, a typical vehicle driven by the California Highway Patrol (CHP) would have significantly higher mileage with longer replacement schedules due to the type of terrain in which they drive. A CHP officer may average 100-300 miles per shift on long stretches of highway without stop signs or traffic signals. These miles are easier on a vehicle due to less aggressive acceleration and harsh braking. In comparison, a Hermosa Beach police officer's average mileage is typically 10-50 miles per shift. While the mileage is drastically less, the vehicle is navigated through tight roadways with a vast amount of turns, hills, stop signs, traffic signals, pedestrian, and bicycle traffic, and is rarely shut off during a shift.

In order to deliver essential public safety services to the residents of Hermosa Beach, staff continues to recommend the City return to four years as the ideal replacement cycle for patrol vehicles and three years for a Watch Commander vehicle. The extended replacement period has proven to be detrimental to the operating costs and overall reliability of vehicles that are depended upon for emergency services. As a reference, the Manhattan Beach Police Department replaces patrol vehicles every four years and the Redondo Beach Police Department replaces patrol vehicles every three years. Additionally, a shorter replacement schedule would save operating costs through a combination of lower repair bills, fuel costs, and higher revenues when the vehicles are sold at the end of their shorter life cycles.

Furthermore, the fiscal delay of vehicle replacements in years 2009-2011 resulted in numerous vehicles due for replacement during the same fiscal year(s). Between fiscal years 2016-17 and 2017-18, there were approximately 18 vehicles due for replacement. In order to mitigate the financial impact of replacing these vehicles in such a short period of time, staff proposed a phasing process of vehicle replacements to strategically plan the replacement of four to five vehicles each year, prioritizing by the Department's needs. This phasing began in fiscal year 2017-18 and was again implemented for fiscal year 2018-19 during the regular budget process.

Following discussions with the Interim City Manager, Finance Director, Environmental Analyst, and Department staff, the City Council approved the replacement of the following vehicles with the 2018-19 budget adoption, which took place on June 12, 2018 ([Report 18-0369](#) <https://hermosabeach.legistar.com/LegislationDetail.aspx?ID=3523841&GUID=2FE3F15A-185F-490E-A373-989BF702822B>):

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## Staff Report

REPORT 19-0045

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Year	Model	Division	Years in Service
2013	Chevrolet Tahoe	Watch Commander	6
2012	Chevrolet Tahoe	Patrol	6
2012	Chevrolet Tahoe	Patrol	6
2011	Ford Crown Victoria	K-9	7
2011	Honda ST1300 motorcycle	Traffic	6
2011	Honda ST1300 motorcycle	Traffic	6
2008	Ford Ranger P/U	Parking	10

### **Analysis:**

The City Council adopted a Clean Fleet Policy and Action Plan on June 11, 2013, with a goal of net zero greenhouse gas emissions for the City fleet and alternative fuels for 100% of contracted City service vehicles. Staff takes into consideration both the policy and operational requirements when selecting vehicles to purchase. Department vehicles must adhere to several performance specifications, including Certification/Pursuit rated, range, performance, reliability, and size.

The Police Department has made every effort to select vehicles that adhere to the City's policy. Currently, all unmarked administrative vehicles have a hybrid gas/electric engine. These vehicles are not required to be "pursuit" rated but are still equipped with a siren and emergency lighting. However, the department's vehicle options are limited by lack of available full-electric/alternative-fuel when purchasing frontline police patrol and response vehicles or unmarked detective vehicles. Currently, there are no adequate alternative fuel options that can handle the rigorous demands of a frontline patrol vehicle. All hybrids, electric, CNG, hydrogen, and biodiesel vehicles have been explored as potential patrol vehicles; however, there are limitations, restrictions and failures when these types of vehicles are tested. As an example, in an attempt to utilize a hybrid vehicle for patrol purposes, the department agreed to purchase a Toyota Highlander Hybrid and deployed its use as a beach patrol vehicle. The department has experienced several issues related to the vehicle's performance and has difficulty keeping the battery charged. The vehicle routinely needs to be jump-started with a portable charging device. Additionally, there are no fuel savings from the hybrid system due to the constant running of the engine. The demands placed on the vehicle from electronics, heating, and air

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## Staff Report

REPORT 19-0045

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conditioning provide limited use of the electric hybrid system and ultimately drain the battery. This demonstrates how some vehicles are inadequate for use as an emergency response vehicle. Staff is working on repurposing this vehicle as a non-emergency response vehicle in another division.

Ford has purportedly developed several pursuit rated police hybrid vehicles that will be available in the near future. HBPD staff is monitoring the use of these models by the large departments (LAPD/LASD) who will be testing the vehicles to determine if they are suitable as frontline patrol vehicles. As an example, LAPD is waiting on the delivery of Ford's "Responder" hybrid patrol but has already determined the vehicle will not be used as a frontline patrol vehicle due to the lack of spot lights, ballistic panels, and concerns that there is not enough room in the back for prisoner transportation. Conversely, LAPD believes the larger hybrid "Utility" (Explorer) will provide the same level of frontline patrol service but almost double the current version's gas mileage (24 mpg vs. 12 mpg).

Five of the vehicles scheduled for replacement this fiscal year are frontline police patrol and response vehicles; one of which is strictly deployed as a Watch Commander vehicle. This vehicle is utilized every shift, operating 24 hours a day, 7 days a week. In an effort to standardize the department's fleet, staff has made efforts to replace patrol vehicles with Ford Explorer Interceptor Utilities (SUV) because of Ford terminating the production of the Crown Victoria Police vehicle. However, Ford is currently unable to fulfill the high demand for public safety vehicle requests and no longer has the 2018 Ford Explorers available for purchase. Ford has taken the drastic step of canceling a significant number of orders for 2018 Explorers pending the release of a redesigned 2020 model; the company is not manufacturing a 2019 Explorer.

Staff spoke with the Commanding Officer in charge of vehicle purchases at LAPD and learned that they have ordered more than 500 2020 Ford Explorers, and that any new orders will not be available until after January 2020. For this reason, staff recommends replacing the two patrol Chevrolet Tahoes and the Watch Commander vehicle due for replacement with same model vehicles. Chevrolet Tahoes currently meet the department's operational requirements and are readily available for purchase. The 2019 Chevrolet Tahoes have improved emission and fuel economy over the 2013 models they would replace. The City's Environmental Analyst, Kristy Morris, affirmed that the purchase of 2019 Tahoes conforms to the City's Clean Fleet Vehicle Purchasing Policy, adopted June 2013 and revised January 2018.

For many years, like many other police departments in Los Angeles County, HBPD vehicles have been and continue to be purchased using Los Angeles County's contracted vehicle prices. The practice of purchasing under the County's contract and taking advantage of "bulk" purchasing power has resulted in significant savings to the City.

The Police Department is choosing at this time to delay the purchase of a canine vehicle. The department is in the process of acquiring a new dog and selecting a handler. The anticipated time to

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## Staff Report

REPORT 19-0045

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train and place a dog into service is several months. As to the scheduled replacement of the K-9 vehicle (HB4 Crown Victoria), staff would recommend the purchase of a Ford Explorer for this assignment. The delay in placing a dog into service, coupled with the extended timeframe for Ford to produce a 2020 model Explorer, allows staff to reassess this vehicle in early spring 2019. If needed, staff would re-appropriate existing funds for the purchase of this vehicle in FY 2019-2020.

Staff requests that Council authorize the purchase of three (3) 2019 Chevrolet Tahoes to replace the three existing Chevrolet Tahoes. This purchase would be made from the National Auto Fleet Group, a division of Chevrolet of Watsonville, California, as part of the Sourcewell master vehicle contract order (#120716-NAF). The purchase price for three (3) Chevrolet Tahoes is **\$124,921.95** including all applicable taxes and fees (**Attachment 1**).

Although the Chevrolet Tahoe is a slightly larger vehicle than the Ford Explorer, it has nearly identical mile-per-gallon ratio and received the same rating for Greenhouse Gas and smog emissions by the California Air Resources Board's DriveClean.ca.gov website (**Attachment 2**). The 2019 Chevrolet Tahoe comes with a 5.3L V8 EcoTec3 Flex Fuel, energy efficient engine. These vehicles are competently built; however, as with all vehicles used by the Police Department, they would require several safety and lighting modifications for their use as standard Patrol vehicles. Lighting and safety equipment is purchased and installed by the South Bay Regional Public Communications Authority (SBRPCA), in Hawthorne, California. The City of Hermosa Beach is a contract member of the SBRPCA; thus, able to procure and have this equipment installed by the SBRPCA at a reduced cost.

Per SBRPCA, the cost to purchase and install the necessary equipment for two of the 2019 Chevrolet Tahoes, which would be used in the patrol division, is approximately **\$23,072.70**. This includes standard Police transport cages, push bumper, center console, and emergency equipment (PA, Siren, Lighting, storage/utility box, etc.). Some equipment from the existing Tahoes can be utilized to mitigate costs. However, as all models of vehicles are updated and redesigned by the manufacturers, some of the existing parts are not transferable.

Since the Watch Commander vehicle serves the dual purpose as a patrol vehicle and Incident Command Post, it would require additional equipment for emergency response as an incident command vehicle. Additionally, in the event the Emergency Operations Center (E.O.C) is unusable, the Watch Commander vehicle would likely become the E.O.C. command post. The vehicle can be moved at any time due to emergency conditions or threats.

The current and previous Watch Commander's vehicle was built according to storage and technology demands from the early 2000s. The department's current needs have outgrown the current storage solutions. As such, staff recommends removing the vehicle's rear seat and installing a custom storage and utility cabinet to accommodate and secure the additional gear. To facilitate the next generation of Watch Commander vehicle, staff contacted an additional lighting and safety equipment vendor, *911Vehicle*, to provide specific command vehicle installations. 911Vehicle designs, engineers

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## Staff Report

REPORT 19-0045

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and provides installations of emergency vehicle equipment that exceeds standard police vehicle construction. This vendor is a leader in this type of vehicle and has been contracted to build vehicles by several neighboring police and fire agencies including the City of Manhattan Beach.

The cost to purchase and install the necessary equipment for the 2019 Chevrolet Tahoe Watch Commander vehicle would be approximately **\$36,000 (Attachment 3)**. 911Vehicle offers a custom command desk/box that provides sliding access to storage, magnetic dry erase boards, charging ports, a 32-inch monitor with local television access for viewing data, news and displaying satellite maps. The command box provides a pull-out work surface and plexiglass panel for map underlay and hinged storage for hard maps. Additionally, a portable radio battery charging system, rear-facing MDC tablet, 110v plug, and secured storage would also be installed. Pictures of the equipment installed on Buena Park Police Department's vehicle are included as **Attachment 4** for reference.

The rear seat of the vehicle would be removed to accommodate electronics, radios, and computer operating equipment. Removal of the seat would allow for extra storage and is needed for the significant amount of equipment carried by the Watch Commander. The current vehicle configuration does not have any storage or space to secure all equipment. 911Vehicle would provide a storage and electronics system that would provide a transition from a Watch Commander vehicle with limited capabilities to a complete mobile command vehicle. The custom storage system developed by 911Vehicle would provide years of service and is expected to last the entire life of the vehicle. The system, expected to last 10 or more years, is transferrable and can be installed into the next Watch Commander vehicle purchase. Upgrades or replacing existing electronics can be made pending their development and implementation. With advancing technology and continual developments in the law enforcement field, staff believes this is a cost-effective approach to outfitting this multi-purpose vehicle.

In the 2018-19 Budget staff recommended the replacement of the Watch Commander's Chevrolet Tahoe with a Ford F-150 Responder truck due to increased storage capabilities. However, later in the year staff learned of 911Vehicle's solutions for designated command vehicles. After careful review of available options between an equipped F150 and reconfigured Chevrolet Tahoe, which included maximized storage capacities, staff determined that the Chevrolet Tahoe best meets the department's needs for the Watch Commander vehicle. Thus, staff recommends the replacement of the Watch Commander vehicle with another Tahoe, instead of the originally recommend F150 truck.

In addition to the three (3) Chevrolet Tahoes, staff also recommends the purchase of two BMW R1200RT-P motorcycles for traffic enforcement. The BMWs would replace two Honda ST1300 motorcycles, which have exceeded their service life. Since Honda discontinued its police model motorcycles last year, staff evaluated other options from the available police manufacturers, including Harley Davidson and BMW. Harley Davidson motorcycles were not selected due to lack of safety features and handling characteristics. Staff selected the BMW due to its safety features, specifically anti-lock braking, traction control, and tire pressure monitoring. These key safety features are

## Staff Report

REPORT 19-0045

significant to the rider's safety. The BMW is competently equipped from the factory with emergency lighting, including take-down lights, alley lights, handlebar switch system and a power management system for accessories. This negates the necessity to have the components and emergency equipment installed from a vendor. BMW includes oil change interval service and is backed by a three year, 60,000-mile limited warranty. The department, currently, has a BMW in its fleet, which has provided excellent service and reliability without any noted deficiencies.

This purchase would be made from Long Beach BMW motorcycle as part of the Los Angeles County Sheriff's contract PO-SH-15323008-1. The purchase price for two BMW motorcycles is **\$63,878.06** including all applicable taxes and fees (**Attachment 5**).

Staff recommends that Council authorize staff to purchase one (1) 2019 Toyota Tacoma P/U to replace one (1) existing Ford Ranger P/U. This purchase would be made from the National Auto Fleet Group, a division of Chevrolet of Watsonville, California, as part of the Sourcewell master vehicle contract order (#120716-NAF). The purchase price for one (1) Toyota Tacoma is **\$33,218.11** including all applicable taxes and fees. Per SBRPCA, the cost to purchase and install the necessary equipment for the 2019 Toyota Tacoma, which would be used by parking enforcement, is approximately **\$2,872.66**. This includes standard lighting, associated controls, and installation.

The total price to purchase and properly outfit the three (3) Chevrolet Tahoes, two (2) BMW motorcycles and one (1) Toyota Tacoma is approximately **\$286,363.48**

	<b>Chevrolet Tahoe: Watch Commander</b>	<b>Chevrolet Tahoe: (2-Patrol)</b>	<b>BMW R1200RT-P (2-Motorcycles)</b>	<b>Toyota Tacoma: (1-Parking)</b>	
Purchase price	\$41,640.65	\$83,281.30	\$63,878.06	\$33,218.11	
SBRPCA	\$0.00	\$23,072.70	N/A	\$2,872.66	
911Vehicle	\$36,000.00	N/A	N/A	N/A	
Paint/Badging	\$500.00	\$1,000.00	\$400.00	\$500.00	
<b>Total Cost:</b>	<b>\$78,140.65</b>	<b>\$107,354.00</b>	<b>\$64,278.06</b>	<b>\$36,590.77</b>	<b>\$286,363.48</b>
<b>FY 18-19 Budget:</b>	<b>\$75,000.00</b>	<b>\$103,000.00</b>	<b>\$66,400.00</b>	<b>\$37,000.00</b>	<b>\$281,400.00</b>
<b>Additional funds:</b>					<b>\$4,963.48</b>

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## Staff Report

REPORT 19-0045

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### **General Plan Consistency:**

PLAN Hermosa was adopted by the City Council in August 2017 to provide a set of goals, policies, and implementations actions needed to achieve the City's long-term vision. Collectively, City staff and the community strive to meet these goals through various initiatives and implementation actions. Part of those initiatives is the implementation of a Clean Fleet policy providing guidelines for purchasing vehicles that are cost-effective and more efficient. The department's recommendation provides the most practical replacement for first-class delivery of public safety services while also addressing the following goals:

#### Governance Element

- 1.3 Priority-based budgeting. Utilize priority-based budgeting to ensure funding allocations are consistent with the priorities set by the community and City Council.
- 1.6 Long-term considerations. Prioritize decisions that provide long-term community benefit and discourage decisions that provide short-term community benefit but reduce long-term opportunities.

#### Mobility

- 7.6 Pro-active traffic enforcement. Conduct pro-active traffic enforcement along streets where high collision rates, high speeds, and other unsafe behaviors are reported.

#### Public Safety

- 5.2 High level of response. Achieve optimal utilization of allocated public safety resources and provide desired levels of response, staffing, and protection within the community.

### **Fiscal Impact:**

Council approved the Police Department's budgeted request of \$281,400 in the FY 2018/2019 budget for the replacement of these vehicles. Due to increased vehicle and emergency equipment costs, the total amount of \$286,363.48 needed to purchase these vehicles is slightly higher than the budgeted funds. In order to acquire vehicles and equipment that best meet the department's needs, staff recommends using \$4,963.48 of available funds in the Equipment Replacement Fund due to the delay of purchasing a K-9 vehicle.

### **Attachments:**

1. National Auto Fleet Group Chevrolet Tahoe quote
2. DriveClean.ca.gov vehicle rating
3. 911vehicle Command Vehicle outfitting quote
4. Pictures of Buena Park command vehicle
5. Long Beach BMW motorcycle quote



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## Staff Report

REPORT 19-0045

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**Respectfully Submitted by:** Mick Gaglia, Police Sergeant

**Concur:** Milton McKinnon, Acting Chief of Police

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Approved:** Suja Lowenthal, City Manager



# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

10/15/2018

Quote ID: **15480**Order Cut Off Date: **TBA**

Jim Beedy  
City of Hermosa Beach  
Public Works

1315 Valley Drive  
555 6th street

Hermosa Beach, California, 90254

Dear Jim Beedy,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

**One (1) New/Unused (2019 Toyota Tacoma 4WD (7516) SR5 Access Cab 6' Bed I4 AT (Natl), )** and delivered to your specified location, each for

	One Unit
Contract Price	\$30,328.18
Tax (9.5000 %)	\$2,881.18
Tire fee	\$8.75
Total	\$33,218.11

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) 120716-NAF**. Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 30 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Not Listed  
Account Manager  
Email: jessman@hotmail.com  
Office: (951) 440-0585  
Fax: (831) 480-8497



**GMC**

**In order to Finalize your Quote, please submit this purchase packet to your governing body for Purchase Order Approval. Once you issue a Purchase Order please send by:**

**Fax: (831) 480-8497**

**Mail: National Auto Fleet Group  
490 Auto Center Drive  
Watsonville, CA 95076**

**Email: [Fleet@nationalautofleetgroup.com](mailto:Fleet@nationalautofleetgroup.com)**

**We will then send a W-9 if you need one**

**Please contact our main office with any questions:  
1-855-289-6572**

**Vehicle Configuration Options**

EMISSIONS	
Code	Description
FE	50 STATE EMISSIONS

WHEELS	
Code	Description
___	WHEELS: 16" X 7" SILVER ALLOY

PRIMARY PAINT	
Code	Description
040	SUPER WHITE

PAINT SCHEME	
Code	Description
___	STANDARD PAINT

SEAT TRIM	
Code	Description
FC14	CEMENT GRAY, FABRIC SEAT TRIM

OPTION PACKAGE	
Code	Description
SL	SR5 PACKAGE

ADDITIONAL EQUIPMENT	
Code	Description
SM	SR5 APPEARANCE PACKAGE (SM), -inc: Wheels: 16" x 7" Silver Alloy, Color-Keyed Overfenders



## 2019 Fleet/Non-Retail Toyota Tacoma 4WD SR5 Access Cab 6' Bed I4 AT (Natl)

### WINDOW STICKER

2019 Toyota Tacoma 4WD SR5 Access Cab 6' Bed I4 AT (Natl)		
CODE	MODEL	MSRP
7516	2019 Toyota Tacoma 4WD SR5 Access Cab 6' Bed I4 AT (Natl)	\$30,400.00
<b>OPTIONS</b>		
FE	50 STATE EMISSIONS	\$0.00
—	WHEELS: 16" X 7" SILVER ALLOY	INC
040	SUPER WHITE	\$0.00
—	STANDARD PAINT	\$0.00
FC14	CEMENT GRAY, FABRIC SEAT TRIM	\$0.00
SL	SR5 PACKAGE	\$0.00
SM	SR5 APPEARANCE PACKAGE (SM), -inc: Wheels: 16" x 7" Silver Alloy, Color-Keyed Overfenders	\$685.00
Please note selected options override standard equipment		
<b>SUBTOTAL</b>		<b>\$31,085.00</b>
Advert/ Adjustments		\$0.00
Manufacturer Destination Charge		\$1,045.00
<b>TOTAL PRICE</b>		<b>\$32,130.00</b>
Est City: N/A MPG		
Est Highway: N/A MPG		
Est Highway Cruising Range: N/A mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

**Standard Equipment****MECHANICAL**

Engine: 2.7L I-4 DOHC 16-Valve -inc: cast iron block w/aluminum alloy head and VVT-i
Transmission: 6-Speed Automatic -inc: electronically controlled w/intelligence
Axle Ratio: 4.30
GVWR: 5,600 lbs
Electronic Transfer Case
Part-Time Four-Wheel Drive
Battery w/Run Down Protection
1380# Maximum Payload
Gas-Pressurized Shock Absorbers
Front Anti-Roll Bar
Hydraulic Power-Assist Speed-Sensing Steering
21.1 Gal. Fuel Tank
Single Stainless Steel Exhaust
Auto Locking Hubs
Double Wishbone Front Suspension w/Coil Springs
Leaf Rear Suspension w/Leaf Springs
Front Disc/Rear Drum Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist, Hill Descent Control and Hill Hold Control
Brake Actuated Limited Slip Differential

**EXTERIOR**

Wheels: 16" x 7J+30 Style Steel Disc
Tires: P245/75R16 AS
Regular Composite Box Style
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Body-Colored Front Bumper w/1 Tow Hook
Step Bumper w/Black Rub Strip/Fascia Accent
Chrome Rear Bumper
Black Side Windows Trim, Black Front Windshield Trim and Black Rear Window Trim
Body-Colored Door Handles
Body-Colored Fender Flares
Body-Colored Power Side Mirrors w/Manual Folding
Sliding Rear Window
Deep Tinted Glass
Variable Intermittent Wipers
Fully Galvanized Steel Panels
Black Grille w/Chrome Surround
Reverse Opening Rear Doors
Tailgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks
Integrated Storage
LED Brakelights
Auto Off Projector Beam Halogen Auto High-Beam Headlamps
Daytime Running Lamps -inc: black bezel
Front Fog Lamps -inc: driving lamps



**ENTERTAINMENT**

Radio: Entune Plus AM/FM/CD w/Connected Navigation -inc: 6 speakers, 6.1" high-resolution touch-screen display, auxiliary audio jack, USB 2.0 port, iPod connectivity and control, advanced voice recognition, Bluetooth hands-free phone capability, phone book access and music streaming, Connected Navigation Scout GPS Link App, Siri eyes free, SiriusXM satellite radio w/complimentary SiriusXM All Access 90-day trial subscription included, HD Radio, HD traffic and weather and integrated backup camera display
Radio w/Seek-Scan, MP3 Player, Clock, Speed Compensated Volume Control and Steering Wheel Controls
Integrated Roof Antenna
2 LCD Monitors In The Front

**INTERIOR**

Front Bucket Seats -inc: 4-way adjustable front seats w/driver lumbar support
Driver Seat
Passenger Seat
Jump Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer, Trip Odometer and Trip Computer
Fixed Rear Windows
Entune Selective Service Internet Access
Leather/Metal-Look Steering Wheel
Front Cupholder
Rear Cupholder
Remote Keyless Entry System -inc: panic functions and smart door lock
Cruise Control w/Steering Wheel Controls
Distance Pacing
Manual Air Conditioning
Locking Glove Box
Driver Foot Rest
Full Cloth Headliner
Cloth Door Trim Insert
Urethane Gear Shift Knob
Interior Trim -inc: Metal-Look Door Panel Insert, Metal-Look Console Insert and Chrome/Metal-Look Interior Accents
Fabric Seat Trim
Day-Night Rearview Mirror
Full Floor Console w/Covered Storage, Mini Overhead Console w/Storage, Rear Console w/Storage and 2 12V DC Power Outlets
Front Map Lights
Fade-To-Off Interior Lighting
Full Carpet Floor Covering
Instrument Panel Bin, Interior Concealed Storage, Driver / Passenger And Rear Door Bins and 2nd Row Underseat Storage
Power 1st Row Windows w/Driver 1-Touch Down
Delayed Accessory Power
Power Door Locks w/Autolock Feature
Outside Temp Gauge
Analog Display
Trip Computer
Seats w/Cloth Back Material
Manual Anti-Whiplash Adjustable Front Head Restraints and Fixed Rear Head Restraints
Front Center Armrest
Engine Immobilizer

2 12V DC Power Outlets

Air Filtration

**SAFETY**

Electronic Stability Control (ESC)
ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Toyota Safety Sense P
Lane Departure Alert (LDA) Lane Departure Warning
Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Curtain 1st And 2nd Row Airbags
Airbag Occupancy Sensor
Driver And Passenger Knee Airbag
Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters and Pretensioners



## DriveClean.ca.gov

A guide to clean and efficient vehicle technology. Brought to you by California Air Resources Board.

### Vehicle Comparison Guide

#### Review Your Results

You selected the following vehicles to compare: **2018 Ford Explorer AWD FFV 3.5L, V6** **2018 Chevrolet Tahoe C1500 2WD 5.3L, V8**

#### Emission Ratings

Greenhouse Gas Rating:



[Learn More >](#)

Ethanol (E85)



[Learn More >](#)

Ethanol (E85)



Smog Rating:

N/A

[Learn More >](#)



[Learn More >](#)

Emissions Certification Standard:



California LEV-III ULEV125 


#### Technologies & Fuel Types

Fuel/Technology:

Ethanol (E85) flex fuel

Ethanol (E85) flex fuel

Annual Fuel Costs:

\$2,150.00 

\$2,000.00 

#### Purchase Consideration

Availability:

Warranty:

Incentives:



Select Clear to remove column of results:

[Clear](#)

[Clear](#)

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5604 E. La Palma Ave Anaheim CA 92807  
P: (714) 808-0911 F: (714) 808-0916

Your Single Source Provider for Emergency Vehicle Solutions

## Quote#82818

To:	<b>Mick Gaglia</b>	From:	<b>Dan Walters</b>
Company:	<b>Hermosa Beach PD</b>	Date:	<b>August 28, 2018</b>
Fax #		Phone #	
Regarding: <b>Chevrolet Tahoe Command Vehicle</b>			
<b>1</b> Number of Pages sent including cover sheet			

Qty	Breakdown with labor:		EXTENSION TOTAL
	<b><u>Base Electrical Conversion</u></b>		
1	Main DC Power / Ground Electrical Buss		995.00
1	Factory Replacement Odyssey PC1500 Battery		390.00
1	Additional Odyssey PC1500 Battery in Engine		465.00
1	Odyssey PC2150 Batteries in Comm. Cabinet		545.00
1	Dual Battery Isolator		450.00
1	Key Ignition Control System		205.00
1	ICON Multiplex System		2,945.00
1	2GA. Power Cable for Rear Battery		270.00
1	Park Neutral Control System		170.00
1	Command Center Control System		170.00
	<b><u>Emergency Lighting and Siren Package</u></b>		
1	Lightbar provided by PD (CS)		300.00
1	Siren and Lighting Controller (CS)		375.00
1	Head Light Flasher		154.00
1	Whelen Outer Edge LED Light System on Rear Hatch (CS)		300.00
2	Under Side Mirror LED's Red and Blue LINSV2 (CS)		300.00
4	Hide-a-way LED's in Factory Lights (CS)		375.00
2	ION LED's on Pedestal Mounts in Side Rear Windows (CS)		300.00
2	M4RC & M4BC LED's Mounted at Fog lights Postions (CS)		300.00
1	Connection of Push Bumper Lighting (CS)		130.00
1	Rear License Plate ION LED's and Bracket (CS)		150.00
1	100Watt Siren Speaker & Bracket (CS)		150.00
2	LED Lights mounted under rear hatch (CS)		150.00
	<b><u>Radios and Computers</u></b>		
1	Dual Head APX Motorola Radio Installation (CS)		900.00
2	Installation of (2) Overhead Radio Speakers in Cab		220.00
2	Installation of (2) Overhead Radio Speakers in Rear Hatch		220.00
1	Installation of Computer including I.D. Scanner and Speakers(CS)		450.00
1	Installation of Wireless Modem for MDC (CS)		310.00
4	Antennas Installed		767.50
1	Multi-Band Antenna for Wireless Modem (CS)		112.50
3	Magnetic Mic Clips		231.00
	<b><u>Command Center Cabinets</u></b>		
1	Troy Center Console		1,195.00
1	Computer Screen & Keyboard Mount		775.00
1	Mounting Platform for Command Box		350.00
1	911Vehicle Custom Command Module		7,275.00
1	Slide Master with 100% and 125% Extension		1,885.00
1	Custom Storage Cabinet on top of 60% & 40% Seat		1,975.00
1	Command Area Lighting with Override Switch		450.00
	<b><u>Other Equipment</u></b>		
1	Misc. Parts and Materials		300.00
1	Kussmaul Auto Eject 20 Amp		510.00
1	2000Watt Puresinewave Inverter/100 Amp Battery Charger		2,370.00
2	110V Outlets Installed at Rear Command and Console		260.00
1	Installation of Camera System Harnesses (CS)		375.00
1	Dual Gun Locks and Gun Lock Timer(CS)		150.00
2	DC Outlet and Dual USB Outlet on Center Console		170.50
2	DC Outlet and Dual USB Outlet at Rear Command Desk		170.50
1	Push Bumper (CS)		300.00
1	32" LED HD 4K TV in top of Command Box		970.00
1	Off Air Antenna for HD TV reception		275.00
1	Custom TV Mount to Tilt Up from Command Desk		1,095.00
1	Apple TV and Chrome Cast		425.00
1	HDMI Input connection points on command box		290.00

**SUBTOTALS** \$ **34,366.00**

**SALES TAX** \$ **1,622.93**

**(CS)= customer supplied** **TOTAL** \$ **35,988.93**

PRICES ARE PER VEHICLE / ALL QUOTES ARE GOOD FOR 30 DAYS



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Buena Park PD Command Suburban

# Buena Park PD Command Suburban

**Rear Command Box with 32" HDTV  
Deployed inside vehicle**



**Command Slide Extended to access storage  
behind command desk and side dry erase  
boards**





# Buena Park PD Command Suburban

**Work Surface with Plexi-glass panel for map underlay and hinged storage for additional maps and pens**



**Magnetic Dry Erase Panels of Both Sides of Command Desk**



# Buena Park PD Command Suburban

**Center Console with Map Storage Box**



**Looking from front seats towards the back of the vehicle**





# Buena Park PD Command Suburban

**2<sup>nd</sup> Row Seats Removed for Electronics  
and Equipment Storage**



**Electronics Equipment and Radios**



# Buena Park PD Command Suburban

**Storage for Maps under writing surface**





# Buena Park PD Command Suburban



# LONG BEACH BMW MOTORCYCLES

2125 E. Spring Street • Long Beach, California 90806

Mailing Address: P.O. Box 90639 • Long Beach, California 90809-0639  
562.426.1200 • 562.426.1157 Fax • [www.longbeachbmwmotorcycles.com](http://www.longbeachbmwmotorcycles.com)

**City of Hermosa Beach**

**Quote**

12/20/2018

## **LA County Sheriff Contract PO-SH-15323008-1**

2019 BMW R1250RT-P	\$26,991.52
Delete Shotgun Mount	-\$445.00
Cite book holder	\$170.00
Dynamic Package	\$392.00
Rifle Rack	\$676.00
LED Aux. Lights	\$550.00
Install Agency supplied radio	\$324.00
Saddle bag liner bag	\$69.95
Tall Windscreen	\$229.95
Estimated price increase on 2019 model	\$300.00
Doc fee	\$80.00
Sub Total	<b>\$29,338.42</b>
Sales Tax 8.75%	\$2,567.11
Tire Fee	\$3.50
CVR Fee	\$30.00
<b>Grand Total OTD</b>	<b>\$31,939.03</b>



Charles Berthon



## Staff Report

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### Staff Report

REPORT 19-0155

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

**CONSIDERATION OF SPECIAL EVENT FEE WAIVER  
REQUESTS FOR HEARTS OF HERMOSA (MARCH 23);  
SANDPIPERS STROLL THE STRAND (MARCH 24);  
HOPE CHAPEL'S EASTER EGG HUNT (APRIL 20); AND  
HOPE CHAPEL'S EASTER SUNRISE SERVICE (APRIL 21)  
(Community Resources Manager Kelly Orta)**

### **Recommended Action:**

Staff recommends that the City Council consider special event fee waiver requests totaling \$22,130.29 from the following organizations:

1. Hermosa Beach Education Foundation for 'Hearts of Hermosa Beach' on Saturday, March 23 (requesting fee waiver of \$7,814.29);
2. Sandpipers for 'Sandpipers Stroll the Strand' on Sunday, March 24 (requesting fee waiver of \$400);
3. Hope Chapel's Easter Egg Hunt on Saturday, April 20 (requesting fee waiver of \$2,612); and
4. Hope Chapel's Easter Sunrise Service on Sunday, April 21 (requesting fee waiver of \$11,304).

### **Executive Summary:**

The City of Hermosa Beach is a highly sought-after destination for special events. The Community Resources Department is tasked with overseeing these event and permit requests following an extensive review and approval process that includes both the Parks, Recreation and Community Resources Advisory Commission (Commission) and the City Council, depending on the Impact Level of each event and whether they are new or returning events to the City. Once events are approved and included on the City's Special Event Calendar, qualifying organizations are eligible for fee waiver consideration by the City Council. Three organizations request this consideration for their upcoming events.

### **Background:**

In 2017, the Special Event Policy Guide was implemented, which outlines an updated approval process for special events consistent with each event's categorized impact level, as well as a Fee Waiver Policy that provides guidelines for consideration of fee reductions by the City Council. This policy states that valid, non-profit organizations are eligible for fee reductions by making a formal request through the completion of the Fee Waiver Application. Further, this policy specifies that:

## Staff Report

REPORT 19-0155

- The application fee cannot be waived;
- The permit fee(s) can be waived up to 100%; and
- Additional impact fees can be waived up to 10%.

### Discussion:

Several fee waiver requests include additional waivers beyond what is provided by the Fee Waiver Policy. The fee tables that follow are tailored for each event and are consistent with the fee waiver policy. The highlighted rows include each organization's specific request. The Fee Waiver Policy leaves determination of the level of fee waivers to the discretion of the City Council.

### **Hearts of Hermosa - Saturday, March 24**

This annual event is organized by the Hermosa Beach Education Foundation ("HBEF") and is approved to be held in the Community Center parking lot on Saturday, March 24. The Commission formally approved this event at its regular meeting on December 4, 2018. Set up for this event will take place on Friday, March 23 and clean up on Sunday, March 25. Up to 600 people are anticipated to attend this fundraising event for HBEF with proceeds benefitting programs and activities supported by the HBEF. Additional event details are included in its Special Event Application (**Attachment 1**). HBEF is requesting all associated special event fees to be waived. A copy of its Special Event Fee Waiver Application is included as **Attachment 2**.

Included in Table 1 are anticipated event fees associated with this event and fee reductions calculated, consistent with the fee waiver policy.

**Table 1: Hearts of Hermosa Anticipated Event Fees & Fee Waiver Calculations**

	Fee	Waivable?	Maximum Fee Reduction Total	Cost to Applicant
<b>Application Fee</b>	\$544	No	---	\$544
<b>Applicable Special Event Fees</b> (waivable up to 100%)	Category II - \$2596 per day (x 3 days)	Yes	\$7788	\$0
<b>Applicable Impact Fees</b> (waivable up to 10%)	Amplified Sound Permit - \$160	Yes	\$16	\$236.59
	PT Staff (2 staff @ 2 hours) \$25.72 per hour		\$10.29	
	<b>TOTAL</b> \$8,594.88		<b>TOTAL</b> \$7,814.29	<b>TOTAL</b> \$780.59

## Staff Report

REPORT 19-0155

For HBEF's 2018 event, the City waived all special event fees including impact fees for this event. The only fee charged was for additional staffing to allow the Community Center to remain open until midnight to utilize the restroom facilities, noted above as "PT Staff".

### Sandpipers Stroll the Strand - Sunday, March 24

The Sandpipers organization, a local non-profit, has been approved to hold a fundraising walk on Sunday, March 24 on the Strand starting at the Hermosa Beach Pier, walking north to Manhattan Beach, and back. The Commission formally approved this event at its regular meeting on December 4, 2018. This is the third year this fundraising event has taken place in Hermosa Beach with proceeds benefitting underprivileged families and children in the South Bay. An estimated 200 people are expected to participate. Additional event details are included in its Special Event Application (**Attachment 3**). Sandpipers is requesting all associated special event fees to be waived. A copy of its Special Event Fee Waiver Application is included as **Attachment 4**.

Included in Table 2 are anticipated event fees associated with this event and fee reductions calculated, consistent with the fee waiver policy.

**Table 2: Sandpipers Stroll Anticipated Event Fees & Fee Waiver Calculations**

	Fee	Waivable?	Maximum Fee Reduction Total	Cost to Applicant
<b>Application Fee</b>	\$544	No	---	\$544
<b>Applicable Special Event Fees</b> <i>(waivable up to 100%)</i>	Category I – \$2 per participant <i>(estimated at 200 people)</i>	Yes	\$400	\$0
<b>Applicable Impact Fees</b> <i>(waivable up to 10%)</i>	None			
	<b><u>TOTAL</u></b> \$944		<b><u>TOTAL</u></b> \$400	<b><u>TOTAL</u></b> \$544

In 2018, all special event fees were waived excluding the application fee.

## Staff Report

REPORT 19-0155

### Hope Chapel's Easter Egg Hunt

Hope Chapel has been approved to hold its annual Easter Egg Hunt at Valley Park on Saturday, April 20. This event is free to the community and provides activities for all ages including an egg hunt, game booths, food and photo opportunities. An estimated 3,000 people are expected to attend. The Commission formally approved this event at its regular meeting on December 4, 2018. Additional event details are included in its Special Event Application (**Attachment 5**). Hope Chapel is requesting all associated special event fees to be waived. A copy of its Special Event Fee Waiver Application is included as **Attachment 6**.

Included in Table 3 are anticipated event fees associated with this event and fee reductions calculated, consistent with the fee waiver policy.

**Table 3: Easter Egg Hunt Anticipated Event Fees & Fee Waiver Calculations**

	Fee	Waivable?	Maximum Fee Reduction Total	Cost to Applicant
<b>Application Fee</b>	\$544	No	---	\$544
<b>Applicable Special Event Fees</b> (waivable up to 100%)	Category II - \$2596	Yes	\$2596	\$0
<b>Applicable Impact Fees</b> (waivable up to 10%)	Amplified Sound Permit - \$160	Yes	\$16	\$144
	<b>TOTAL</b> \$3,300		<b>TOTAL</b> \$2,612	<b>TOTAL</b> \$688

In 2018, applicable special event fees were reduced consistent with the Fee Waiver Policy.

### Hope Chapel's Easter Sunrise Service - Sunday, April 21

Hope Chapel has been approved to hold its annual Easter Sunrise Service on Pier Plaza on Sunday, April 21 beginning at 6:00am. This event anticipates approximately 1,100 attendees of all ages and is a celebration of the Easter holiday. Seating for 750 people will be set up on Pier Plaza facing west toward the ocean. A small eastern-facing stage will include acoustic music as well as microphones for singing and speaking during the service. Additional event details are included in Hope Chapel's Special Event Application, which is included as **Attachment 7**.

In 2018, this event was held on the east lawn of the Community Center. Although this was Hope Chapel's ideal location for their upcoming event, Pier Plaza was the approved location by both the Parks, Recreation and Community Resources Advisory Commission and the City Council due to concern over noise impacts from the nearby residential area surrounding the Community Center. The use of Pier Plaza



## Staff Report

REPORT 19-0155

is charged a higher rate due to its highly desired location in the downtown area considering the high volume of foot traffic and visitors. Therefore, event fees for the Easter Sunrise Service are substantially higher than in 2018. Included in Table 4 are anticipated event fees associated with this event and fee reductions calculated, consistent with the fee waiver policy.

**Table 4: Easter Sunrise Service Anticipated Event Fees & Fee Waiver Calculations**

	Fee	Waivable?	Maximum Fee Reduction Total	Cost to Applicant
<b>Applicable Special Event Fees</b> <i>(waivable up to 100%)</i>	*Pier Plaza Promotion (PPP) - \$11,292	Yes	\$11,292	\$0
<b>Applicable Impact Fees</b> <i>(waivable up to 10%)</i>	Parking \$1.25 per hour (8 spaces @ 12 hrs. each - \$120)	Yes	\$12	\$108
	<b><u>TOTAL</u></b> \$11,412		<b><u>TOTAL</u></b> \$11,304	<b><u>TOTAL</u></b> \$108

*\*Application fee (\$544) and Amplified Sound Permit (\$160) are included in the PPP event fee.*

Hope Chapel did not request a fee waiver for its 2018 Easter Sunrise Service. Hope Chapel requested and was granted fee waivers for its annual Easter Egg Hunt at Valley Park. A copy of its Fee Waiver Application is included as **Attachment 8**.

### **General Plan Consistency:**

This report and associated recommendations have been evaluated for their consistency with the City's General Plan. Relevant policies are listed below:

- Parks & Open Space Goal 3. Community parks and facilities encourage social activity and interaction.
  - 3.1 - *Community-friendly events*. Encourage, permit, and support community group, nonprofit, or business organized events on City property that support physical activity, beach culture, and family-friendly social interactions.

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## Staff Report

REPORT 19-0155

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- 3.4 - *Balance space needs.* Balance the space needs and demand on public resources of formal and informal events.

### **Fiscal Impact:**

If Council grants the requested fee waivers totaling \$22,130.29 to all three organizations, the City would receive approximately \$2,120.59 in special event revenue instead of \$24,250.88.

### **Attachments:**

1. Hearts of Hermosa Special Event Application
2. Hearts of Hermosa Fee Waiver Application
3. Sandpipers Stroll the Strand Special Event Application
4. Sandpipers Stroll the Strand Fee Waiver Application
5. Hope Chapel's Easter Egg Hunt Special Event Application
6. Hope Chapel's Easter Egg Hunt Fee Waiver Application
7. Hope Chapel's Easter Sunrise Service Special Event Application
8. Hope Chapel's Easter Sunrise Service Fee Waiver Application

**Respectfully Submitted by:** Kelly Orta, Community Resources Manager

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Approved:** Suja Lowenthal, City Manager





## City of Hermosa Beach Special Event Application Rules and Regulations

Applications and other required documents must be submitted to:  
**City of Hermosa Beach Community Resources Department**  
710 Pier Avenue, Hermosa Beach, CA 90254

Office Phone: 310.318.0280 • Email: [hbconnect@hermosabch.org](mailto:hbconnect@hermosabch.org) • Fax: 310.372.4333

**Please refer to the Special Event Policy Guide on the City website for a complete listing of all policies and procedures related to special events in the City of Hermosa Beach.**

Application, application fee and all required documents **must** be submitted to the Department of Community Resources to be considered.

### **Please note:**

- ✓ **Applications MUST be completed electronically – handwritten applications will not be accepted.** (Instructions for completing applications electronically can be found on the City website.)
- ✓ **ALL sections and pages of the application MUST be completed (or marked N/A) to be eligible for review.** You will be notified by City staff if your application was not accepted due to it being incomplete.

### **Approval Process**

Event Level	Approval Group	Event Review Schedule
Impact Level I	Approved by Community Resources Staff	As received
Impact Level II	Approved by the Parks, Recreation and Community Resources Advisory Commission	Meets monthly (first Tuesday of each month)
Impact Level III & New Events	Approved by public hearing at the Parks, Recreation and Community Resources Advisory Commission and City Council	Meets monthly (Commission) (first Tuesday of each month)
		Meets bi-monthly (Council) (second and fourth Tuesday of each month)

### **Multiple Events**

If you are applying for multiple event days and ALL characteristics of each day are the SAME (set-up, parking requests, etc.), you are welcome to submit one application and one application fee that includes all dates. Once an event has any details that differ between event dates, you are required to submit a SEPARATE application and application fee for each.

*Example: A youth volleyball organization is holding a variety of tournaments, including:*

- May – youth tournament (80 participants, 10 volleyball courts)
- June – youth tournament (80 participants, 10 volleyball courts)
- July – adult tournament (100 participants, 16 volleyball courts)

*The May and June events will be accepted on one application; the July event is required to be submitted on a separate application outlining that event's details.*

**YOU MUST SUBMIT THE FOLLOWING:** To avoid processing delays of your application, do not leave any sections blank. Indicate items that do not apply with an N/A. Attach additional sheets to the application if more space is required.

☒ **Completed Application (ALL pages – blank pages marked NA)**

☐ **Application Fee**

- Submit non-refundable \$816 application fee (\$544 for nonprofits or \$272 for pass-throughs) payable to the City of Hermosa Beach. ***Applications received without the application fee will not be reviewed and will be returned as incomplete.***

☒ **Site Plan**

- Include location of stages, tents, portable toilets, dumpsters, registration areas, fencing, barricades, bleachers, generators and all other items for your event. Facilities, equipment placement, parking needs, ingress and egress routes and street closure requests must also be included. The City may require a certified Traffic Control Plan (TCP) should your event be approved. ***Please note that completion of the Beach Usage Map (p. 14) does not qualify as a site plan.***

☒ **Proof of Non-Profit Status** Pending status does not qualify. Non-profit organizations must apply under their own name and not borrow the non-profit status of another entity.

- ☐ **Non-Profit Designation Letter**
- ☐ **Current Copy of Form 990**

**AGREEMENT AND SIGNATURE:**

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Debra Luckey

\_\_\_\_\_  
Signature of Applicant

11/28/18

\_\_\_\_\_  
Date

**POTENTIAL POLICY UPDATES FOR 2019**

Please note that as part of the Parks, Recreation and Community Resources Advisory Commission's ongoing efforts to streamline and strengthen the effectiveness of the Special Event Policy, the following high-priority topics will be under review by the Commission and Council, which may result in policy changes for 2019, including, but not limited to:

- Review and Approval Procedures
- Fee Waiver Policy and Procedures
- Accessibility Requirements

Please be mindful of these potential changes. Staff will keep all approved event producers updated.



City of Hermosa Beach  
Community Resources Department

PERMIT NUMBER:

EVENT DATE:

DATE STAMP

STAFF  
INITIALS

## COMMERCIAL AND NON-PROFIT SPECIAL EVENT PERMIT APPLICATION

710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280 • Fax: 310.372.4333

- **\$816 Non-Refundable Application FEE required with application.**
- **\$544 Non-Refundable Application FEE, for VERIFIABLE non-profits (SEE INSTRUCTIONS)**

### ORGANIZATION & EVENT INFORMATION

EVENT TITLE: Hearts of Hermosa

Applicant Name: Debra Luckey Birthdate: 12/12/62

Organization Name: Hermosa Beach Education Foundation

Non-Profit? ☐ No ☒ Yes Non-Profit I.D. or Tax Exempt #: 33-0522270

If non-profit, please describe who will benefit from funds raised from your event:

The funds raised from our event will be granted to the Hermosa Beach City School District.

Address: P.O. Box 864

Hermosa Beach

CA

90254

City

State

Zip

Phone: 310-408-5567

Cell: \_\_\_\_\_

Email Address: Debra.Luckey@gmail.com

Fax: \_\_\_\_\_

#### **\*\*1<sup>st</sup> CHOICE EVENT DATE(S):**

Set-Up Date(s): Friday, March 22, 2019

Event Date(s): Saturday, March 23, 2019

Clean-Up Date(s): Sunday, March 24, 2019

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

#### **\*\*2<sup>nd</sup> CHOICE EVENT DATE(S):**

Set-Up Date(s): N/A

Event Date(s): \_\_\_\_\_

Clean-Up Date(s): \_\_\_\_\_

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

**\*\*PLEASE NOTE: Date choice is not guaranteed until final calendar has been determined by City staff.**

**Please describe your organization's experience producing similar events to the one described on this application:**

Our organization has put on Hearts of Hermosa in the same venue for over 7 years.

**Please describe you and/or your organization's affiliation with the City of Hermosa Beach:**

We are based in the city and are a community non-profit organization raising money for the local school district.

**REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:**

Name: Debra Luckey

Cell: 310-408-5567

**PRE-EVENT CONTACT PERSON'S INFORMATION (IF DIFFERENT FROM CONTACT INFORMATION ON PREVIOUS PAGE)**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax : \_\_\_\_\_

Please describe your personal experience producing similar events:  
5 years.

I have served on the committee of this event for

**EVENT INFORMATION**

Is this a NEW or RETURNING special event to Hermosa Beach?

☐ NEW

☒ RETURNING

-If this is a returning event, please indicate the number of years held in Hermosa Beach: Over 7

Please indicate your event level (please mark all that apply)

☒ Local

☐ Regional

☐ National

☐ Championship

☐ Qualifier

Event Type (please select all that apply):

☐ Race (run, walk, bike, etc.)

☐ Tournament Type: \_\_\_\_\_

☐ Parade

☐ Pass-Through

☐ Street Fair/Festival

☒ Fundraiser Benefitting: Hermosa Beach Schools

☐ Concert

☐ Swim Event

☐ Other \_\_\_\_\_

**PLEASE COMPLETE A DAILY BREAKDOWN OF EVENT-RELATED ACTIVITIES. PLEASE USE MULTIPLE LINES TO DISTINGUISH BETWEEN DIFFERENT DAILY ACTIVITIES. PLEASE ATTACH ADDITIONAL SHEETS, IF NECESSARY.**

Date(s)	Daily Activity			Start Time	End Time
March 22	<input checked="" type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up	Noon	10:00pm
March 23	<input type="checkbox"/> Load-in/set-up	<input checked="" type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up	8:00am	11:00pm
March 24	<input type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input checked="" type="checkbox"/> Load-out/Clean-up	7:00am	12:00pm
	<input type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up		

Event Location: Hermosa Beach Community Center Parking Lot

If your event is on the beach, do you plan to remove any volleyball or beach tennis courts? ☐ YES ☐ NO

*If YES, please indicate which courts will be removed on the Beach Usage Map (p. 14)*

Estimated # of Participants: 600

Age of Participants: 21-80

Estimated # of Spectators (daily): N/A

Total Estimated Attendance: \_\_\_\_\_

### Marketing & Advertisement Plan

Please list how you plan to advertise & promote your event for **participants**:

Our event will be marketed to school families and community residents through our social media, flyers and banners

Please list how you plan to advertise & promote your event for **spectators**:

N/A

### Overall Event Description - Briefly explain event and activities:

A tent that holds up to 800 people is set up in the lower community center parking lot to hold the event, 400-600 people may be in attendance. We have dinner, with tables, dance floor, amplified music, auction items.

### Street Closure Information – For Parades, Races, Walk/Runs, etc. taking place on City streets.

Names of Streets to be closed (please include additional sheets if necessary): N/A

_____	between	_____	and	_____	_____ am/pm	to	_____ am/pm
_____	between	_____	and	_____	_____ am/pm	to	_____ am/pm
_____	between	_____	and	_____	_____ am/pm	to	_____ am/pm
_____	between	_____	and	_____	_____ am/pm	to	_____ am/pm
_____	between	_____	and	_____	_____ am/pm	to	_____ am/pm

### Description of Event Route (official map must be submitted with application)

N/A

Assembly Area/Event Start: N/A

Disbanding Area/Event End: N/A

### Sponsors

List **ALL** proposed/anticipated Co-Sponsors. Each Co-sponsor is a \$260 each and must be approved by the Community Resources Department. Co-sponsors may sample only, not sell.

N/A

**Parking** (\$1.25 per hour or \$30 per space per day)

Will you need reserved parking spaces? ☐ Yes ☒ No

If YES, please list requested parking times for each day of request *(attach additional sheets if necessary)*:

# of Spaces	_____	Date	_____	from	_____	to	_____
# of Spaces	_____	Date	_____	from	_____	to	_____
# of Spaces	_____	Date	_____	from	_____	to	_____

Will official event merchandise be sold at the event *(Business License required)*? ☐ Yes ☒ No

Does your event involve the sale or consumption of alcoholic beverages? ☒ Yes ☐ No

*Alcohol is prohibited on the beach per HBMC 12.26.300*

Will the event have amplified sound? ☒ Yes ☐ No

*-If YES, please describe (live music, PA, number and size of speakers, microphone, bullhorn, etc):*

DJ, speakers and microphone

Is this a fundraising event? ☒ Yes ☐ No

*-If YES, please describe the fundraising activities:*

Auction, live and silent. Tickets to attend the event.

Will there be any fenced areas? ☐ Yes ☒ No

*-If YES, please describe:*

Will there be construction of stages or structures, including any tents or awnings? ☒ Yes ☐ No

*-If YES, please describe:*

Large 800 person tent.

What is your clean-up plan post event?

Volunteers will arrive the next morning to clean up parking lot ground and the rental company will load up tent and other rentals, chairs, tables...

Will you be requesting street banners? ☒ Yes ☐ No

Will you be requesting light pole banners? ☐ Yes ☒ No

Will you be filming or having television coverage? ☐ Yes ☒ No

Entrance or Registration Fee: \$175.00 a ticket

Methods of Registration (please check all that apply):

- ☒ Website ☐ Mail  
☐ Active.com ☐ Other \_\_\_\_\_

Prizes (including anticipated cash prizes):

N/A

### SAFETY/SECURITY/VOLUNTEERS

Have you hired a security company to handle security arrangements for this event? ☐ Yes ☒ No

-If YES, please include the following information:

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ # of Guards: \_\_\_\_\_

Guard Schedule:

Do you plan on utilizing volunteers? ☒ Yes ☐ No

-If YES, please describe:

Volunteers are our school parents and HBEF board members.

Please describe your procedures for both crowd control and internal security:

N/A

### EVENT PROMOTION INFORMATION

Please describe marketing and promotional efforts for this event. Include event website, social networking sites, radio play, etc.

Social Media marketing, email marketing, invitations to the event sent to every school family. Posters to hang in local businesses, banner hung over Pier Avenue, posters to hang at school.

## EQUIPMENT INFORMATION (ATTACH SITE PLAN)

A DIAGRAM OF YOUR SITE PLAN THAT INCLUDES ALL FACILITIES, EXACT PLACEMENT OF ALL EQUIPMENT, STREET CLOSURES, INGRESS AND EGRESS ROUTES, SHUTTLE ROUTES, FENCING, ACCESSIBILITY PLAN, AND PARKING MUST BE ATTACHED TO THE APPLICATION.

### YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT A SITE PLAN

(PLEASE NOTE: THE COMPLETION OF THE BEACH USAGE MAP, PAGE 14, DOES NOT QUALIFY AS A SITE PLAN)

Please check all the boxes that apply to the equipment that will be on site for your event and specify the number and size of each (if applicable).

- |   |       |
|---|-------|
| <input type="checkbox"/> Cars   | _____ |
| <input type="checkbox"/> Semi-Trucks  | _____ |
| <input checked="" type="checkbox"/> Generator                                     | _____ |
| Size/Type:  | _____ |
| <input type="checkbox"/> Vans   | _____ |
| Size:   | _____ |
| <input checked="" type="checkbox"/> Sound Equipment                               | _____ |
| <input type="checkbox"/> Enclosed Tents   | _____ |
| <input type="checkbox"/> Other (please attach list with description of each item) | _____ |

- |  |       |
|--|-------|
| <input type="checkbox"/> Porta Potties       | _____ |
| <input type="checkbox"/> Motor Homes         | _____ |
| Size:  | _____ |
| <input type="checkbox"/> Trailer             | _____ |
| Size:  | _____ |
| <input checked="" type="checkbox"/> Stage    | _____ |
| Measurements:                                | _____ |
| <input checked="" type="checkbox"/> Canopies | _____ |

## ACCESSIBILITY PLAN

It is the applicant's responsibility to comply with all City, County, State and Federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities and programs must be accessible to persons with disabilities.

Please describe your accessibility plan:

We will follow the disability plan according to the ADA. Designated handicapped seats.

## INSURANCE

Unless greater or lesser coverage is requested, applicant agrees to furnish the City of Hermosa Beach evidence of \$2 million comprehensive general liability insurance in the form of a certificate, including endorsement, covering the entire period of this permit, naming the City of Hermosa Beach, its officers, agents and employees as additionally insured. Permittee waives claims against the City of Hermosa Beach, its officers, agents and employees, for fees or damages caused, arising out of or in any way connected with the exercise of this permit.

### APPLICANT AGREES TO COMPLY WITH ALL APPLICANT'S LAWS AND AGREES TO MAINTAIN PREMISES IN GOOD CONDITION AND RETURN IN THE SAME CONDITION AS BEFORE SAID USE.

I certify that the information contained herein is true and correct to the best of my knowledge. I have read and agree to comply with the City of Hermosa Beach Sustainability Measures. All fees, charges and other material will be paid and or furnished to the Department of Community Resources as mutually agreed to by both parties.

\_\_\_\_\_  
Name/Company Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# IMPACT CHARACTERISTIC WORKSHEET (REQUIRED FOR ALL EVENTS)

Please consider details of your event and use this worksheet to determine its impact level. If you are applying for multiple events, please complete a different page for each if the event details are different.

## 1

Event Name: Hearts of Hermosa

Event Date(s): March 23, 2019

## 2

Select one characteristic in each ROW as it relates to your event(s).

Please be sure to mark (i.e. "x", circle, checkmark, etc.) each selection. Failure to do so will deem the worksheet and application incomplete.

	ALL 500	MEDIUM 500-2,000 x	LARGE 2,000+
REOCCURRENCE	3+ Years x	ONCE BEFORE	NEW EVENT
LOCATION	PARKS OR BEACH	PIER PLAZA	STREETS/PUBLIC RIGHT OF WAY/STRAND
TIME OF YEAR	WINTER	SPRING OR FALL x	SUMMER
DAY(S) OF THE WEEK	WEEKDAY	WEEKEND x	HOLIDAY
NUMBER OF CONSECUTIVE DAYS	LESS THAN 2 DAYS x	2-4 DAYS	MORE THAN 5 DAYS
NUMBER OF EVENTS IN ONE YEAR	1-2 EVENTS/YEAR x	3-4 EVENTS/YEAR	MORE THAN 5 EVENTS/YEAR
ADDITIONAL REQUESTS NEEDED <small>i.e. filming, reserved parking, fencing, stage or seating construction, road closures, amplified sound, etc.</small>	NONE	1-2 x	2 OR MORE

## 3

Calculate the total number of each color/column selected.

TOTALS

3

3

0

IMPACT LEVEL I

At least 5 blue

IMPACT LEVEL II

At least 2 red

IMPACT LEVEL III

At least 2 green

## 4

Determine Impact Level by selecting the HIGHEST your event qualifies for.

IMPACT LEVEL II

# **COMMUNITY BENEFIT**

Please provide a brief description of the benefit your event(s) add to the community. The Community Decision-Making Tool may be used as a guide and can be found on the City website at the following link:

<http://www.hermosabch.org/Modules/ShowDocument.aspx?documentid=5226>

**Event Name:** Hearts of Hermosa

**Event Date(s):** March 23, 2019

This is a fundraiser for our schools. The more money our schools receive, the more they can provide for the children of our community.

The better the schools, the more people chose to invest in Hermosa Beach.

## **PUBLIC RELATIONS INFORMATION**

Please provide the following information to be given out to the general public, if requested:

Name of Event: Hearts of Hermosa

Name of Organization: Hermosa Beach Education Foundation

### **Event Dates and Times:**

Date	March 22, 2019	March 23, 2019	March 24, 2019		
Times	Set up: Noon	Day of Event	Clean Up: 7:00am		

Event Information can be found online at: hbef.org

Public Relations Contact: Jonalyn Morris Busam

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Email: pr@hbef.org

Please provide a brief description of your event that can be used on the online City calendar. Please include details that would be helpful for someone looking for more information specific to your event.

# **PRELIMINARY FEE WORKSHEET**

Please complete, to the best of your ability, all event-related fees as it pertains to your proposed event, **even if you are requesting fee waivers**. **REMINDER: ONLY VALID NON-PROFIT ENTITIES ARE ELIGIBLE FOR FEE WAIVER CONSIDERATION.** A final total of charges will be determined thirty days prior to your event once approval is granted; additional fees may apply when deemed necessary through the approval process. Please use this worksheet as a preliminary guide for planning purposes of city fees. Please note that fees may be updated at any time.

<b>EVENT CATEGORY FEES</b>	<b>PRICE</b> <i>(subject to change)</i>	<b>MY EVENT FEES</b>
Category I • <500 people	70/30% of registration fees	
Category II • Impacts public areas for no longer than one (1) day including set-up & tear-down • Is conducted in the off-season (not between Memorial Day and Labor Day or on any holiday) • Participant plus Spectator crowd above 500 but does not exceed 3,000 people. • Has no television coverage (except news). • A non-profit entity is the beneficiary of the net revenues (100%). • Does not meet any of the identifying criteria for a Category III or IV event.	\$2596 per day	
Category III • Impacts public areas for more than one (1) day including set up. • Participant plus Spectator crowd does not exceed 5,000 people. • Has no television coverage (except news). • Has more than \$3,000 and less than \$50,000 in prize money. • Does not meet any of the identifying criteria for a Category IV event.	\$2856 per day	
Category IV • Meets Category III Criteria and has one or more of the following: ▪ Has network television coverage or ▪ Estimated participant/spectator crowds exceeds 5,000 people or ▪ Prize money in excess of \$50,000 or ▪ Charges admission to spectator Gross revenues in excess of \$50,000.	\$5192 per day	

<b>MISCELLANEOUS FEES</b>	<b>PRICE</b> <i>(subject to change)</i>	<b>MY EVENT FEES</b>
Commercial Application Fee - <i>non-refundable</i>	\$816	
Non-Profit Application Fee - <i>non-refundable</i>	\$544	Waived
Pass-Thru Application Fee - <i>non-refundable</i>	\$272	
Amplified Sound Permit	\$160	Waived
Street Banner Fees	\$570	Waived
Event Co-Sponsor	\$273 each	
Event Set-Up/Tear-Down	\$217 per location, per day	
Community Resources Staff (Required Cat. II-IV)	\$326 per day	
Paramedic	\$131 per hour	
Fire Inspection	\$157 per hour	
Police	\$112 per hour	
Parking Meter Space Fee	\$30 per space, per day	

**Preliminary TOTAL**

# **GREEN MATRIX (Environmental Protection Plan)**

(Required for all event applications)

Events in Hermosa Beach are expected to implement measures to reduce impacts and costs to the environment, the city, and the community. Specify how you will comply with applicable measures (or mark not applicable). If you have a multi-year contract for your event, please show how you will increase compliance in subsequent years.

**Event Name:** Hearts of Hermosa - HBEF

**Expected Attendance:** 600

MEASURE	CHECK IF APPLICABLE	HOW WILL YOU COMPLY? (use additional sheets if needed)
<b>Recycling and Waste Reduction</b>		
<b>1. Reduce waste and single-use items</b>		
▪ Limit single-use paper, plastics, packaging, and décor items	<input checked="" type="checkbox"/>	
▪ Reduce size/bulk of plates, containers, cups	<input checked="" type="checkbox"/>	
▪ Use products with high recycled content	<input type="checkbox"/>	
▪ Avoid sale or give-away of single-use plastic drinking water bottles. * <a href="#">A mobile water cart</a> ('Mother-Lode Wide') is available for use and reusable water bottles are encouraged	<input type="checkbox"/>	
▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups) * <a href="#">Large drink dispensers</a> are available for use and reusable water bottles are encouraged	<input checked="" type="checkbox"/>	
▪ At 'beer or drink gardens' use recycled or compostable cups (provide dump station for liquids)	<input type="checkbox"/>	
▪ Recycle fry-grease for bio-diesel fuels	<input type="checkbox"/>	
▪ Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks)	<input type="checkbox"/>	
<b>2. Recycling containers:</b>		
▪ Place well-marked recycle containers adjacent to every trash container	<input checked="" type="checkbox"/>	
▪ Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters.	<input checked="" type="checkbox"/>	
▪ Scavenging is prohibited from waste containers. Prevent and report scavenging	<input checked="" type="checkbox"/>	
<b>3. Staging</b>		
▪ Recycle or reuse event construction materials	<input type="checkbox"/>	
▪ Use 'no emission/no VOC' paints/sealants	<input type="checkbox"/>	

<b>3. Transportation</b>		
▪ No-idling policy for all vehicles	<input type="checkbox"/>	
▪ Sponsor free shuttle or low cost bus passes	<input type="checkbox"/>	
▪ Use electric, hydrogen, hybrid or CNG vehicles	<input type="checkbox"/>	
<b>4. Energy</b>		
▪ Use energy-efficient lighting	<input type="checkbox"/>	
▪ Turn lighting and devices off when not in use	<input checked="" type="checkbox"/>	
▪ Turn off generators when not in use for significant period of time	<input checked="" type="checkbox"/>	
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	<input type="checkbox"/>	
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	<input type="checkbox"/>	
<b>5. Marine environment</b>		
▪ <u>NO single-use plastic bags starting October 1, 2016.</u>	<input type="checkbox"/>	
▪ <u>including take-out cups or containers.</u>	<input type="checkbox"/>	
▪ No hosing of surfaces. Consult Public Works regarding clean-up procedures for large events	<input type="checkbox"/>	
▪ Full containment of all wastes	<input type="checkbox"/>	
▪ Full containment of all six-pack plastic rings. Cut rings prior to disposal.	<input type="checkbox"/>	
If Beach and street cleaning required consult Public Works regarding clean-up procedures	<input type="checkbox"/>	
<b>6. Education</b>		
Event and vendors to make reducing waste and recycling a prominent theme	<input type="checkbox"/>	
▪ Provide one booth, kiosk or space for green education sponsored by city or designee	<input type="checkbox"/>	
▪ Advertise green measures and rules in all event advertising and on website	<input type="checkbox"/>	
▪ Demonstrate that vendors and service providers will comply with green measures	<input type="checkbox"/>	
<b>7. Monitoring</b>		
Report on compliance with above applicable measures	<input type="checkbox"/>	

## **BEACH USAGE MAP** *(required for all BEACH events)*

Please circle the courts that you will be using for your event. If you are applying for multiple events, please complete a different page for each, noting the event title and date below. Additionally, if you will be using different courts each day for multi-day events, please complete a separate form for each day. Completion of this map does not take the place of the required Site Plan.

Event Name: N/A

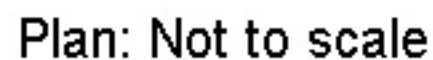
Event Date(s): \_\_\_\_\_



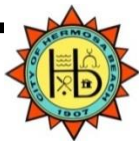




ARDMORE AVE



**Client:** Shallots  
**Venue:** Community Center Lot  
Hermosa Beach, CA  
**Date:** March 23, 2019



## NON-PROFIT SPECIAL EVENT FEE WAIVER APPLICATION

710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280 • Fax: 310.372.4333

This form must be submitted with the application for the corresponding event, following the deadlines for application submission. Failure to include this form at the time of application submission will result in applicable event fees being charged to the event producer. **Only requests from valid non-profit organizations will be considered.**

**Requested Event Date (1<sup>st</sup> Choice\*\*):** March 23, 2019

**2<sup>nd</sup> Choice \*\* (Required):** \_\_\_\_\_

**\*\*Date choice is not guaranteed until final calendar has been determined by City staff.**

*Per Hermosa Beach Municipal Code Section 12.28.150: The Community Resources Director may waive or reduce permit fees for nonprofit organizations upon a showing by the organization that the financial gain from the event would be substantially offset by the fees charged. However, direct costs incurred by the city on behalf of the event may not be waived. Should a request for waiver or reduction of fees be denied by the director, applicant may appeal the decision to the Parks, Recreation and Community Resources Advisory Commission. Said appeal must be submitted to the commission in writing via the Department of Community Resources at least eight (8) working days prior to the Commission meeting*

### ORGANIZATION'S INFORMATION

**EVENT TITLE:** Hearts of Hermosa

**Applicant Name:** Debra Lucky

**Organization Name:** Hermosa Beach Education Foundation

**Non-Profit I.D. or Tax Exempt #:** 33-0522270

**Address:** P.O. Box 864

Hermosa Beach

City

CA

State

90254

Zip

**Phone:** 310.408.5567

**Cell:** \_\_\_\_\_

**Email Address:** debra.luckey@gmail.com

**Fax:** \_\_\_\_\_

### EVENT INFORMATION

**Event Type** (please select all that apply):

☐ Race (run, walk, bike, etc.)

☐ Parade

☐ Street Fair/Festival

☐ Concert

☐ Other \_\_\_\_\_

☐ Tournament **Type:** \_\_\_\_\_

☐ Pass-Through

☒ Fundraiser **Benefitting:** HBEF

☐ Swim Event

**Event Location:** Community Center Parking lot

**What specific fee(s) are you requesting to be waived?**

All fees associated with the planning and production of the event including the application fee, city permit fees, etc.



Please identify the hardship incurred *(please attach additional pages, if necessary)*:

HBEF is a 501c3 and the HBEF can't afford to pay the fees because we are trying to raise money for our local schools. This is our largest fundraiser and we need every dollar saved to go back to our schools since our district is one of the least funded districts in the state. We cannot afford additional city fees.

Please identify how your organization benefits the City of Hermosa Beach as outlined in the criteria below.  
Please be specific *(attach additional pages, if necessary)*:

Every dollar raised by HBEF goes directly back to our schools to help fund programs like music, science, technology, etc. These programs would not exist without the help of HBEF.

### CRITERIA CONSIDERED

The city will consider the following when reviewing a special event fee waiver request:

- Raises funds to supplement City budgeted services.
- Raises funds for programs normally funded by the City.
- Raises funds for Non-Profit groups, which have contributed substantially to the community.
- Nationally or State affiliated program which provides programs for local youth.
- Raises funds for elderly citizens or youth organizations.

Debra Lucky

\_\_\_\_\_  
Name/Company Representative

Debra Lucky

\_\_\_\_\_  
Signature

11/28/2018

\_\_\_\_\_  
Date



## City of Hermosa Beach Special Event Application Rules and Regulations

Applications and other required documents must be submitted to:

**City of Hermosa Beach Community Resources Department**

**710 Pier Avenue, Hermosa Beach, CA 90254**

Office Phone: 310.318.0280 • Email: [hbconnect@hermosabch.org](mailto:hbconnect@hermosabch.org) • Fax: 310.372.4333

**Please refer to the Special Event Policy Guide on the City website for a complete listing of all policies and procedures related to special events in the City of Hermosa Beach.**

Application, application fee and all required documents **must** be submitted to the Department of Community Resources to be considered.

**Please note:**

- ✓ **Applications *MUST* be completed electronically – handwritten applications will not be accepted.** (Instructions for completing applications electronically can be found on the City website.)
- ✓ **ALL sections and pages of the application *MUST* be completed (or marked N/A) to be eligible for review.** You will be notified by City staff if your application was not accepted due to it being incomplete.

### Approval Process

Event Level	Approval Group	Event Review Schedule
Impact Level I	Approved by Community Resources Staff	As received
Impact Level II	Approved by the Parks, Recreation and Community Resources Advisory Commission	Meets monthly (first Tuesday of each month)
Impact Level III & New Events	Approved by public hearing at the Parks, Recreation and Community Resources Advisory Commission and City Council	Meets monthly (Commission) (first Tuesday of each month)
		Meets bi-monthly (Council) (second and fourth Tuesday of each month)

### Multiple Events

If you are applying for multiple event days and ALL characteristics of each day are the SAME (set-up, parking requests, etc.), you are welcome to submit one application and one application fee that includes all dates. Once an event has any details that differ between event dates, you are required to submit a SEPARATE application and application fee for each.

*Example: A youth volleyball organization is holding a variety of tournaments, including:*

- *May – youth tournament (80 participants, 10 volleyball courts)*
- *June – youth tournament (80 participants, 10 volleyball courts)*
- *July – adult tournament (100 participants, 16 volleyball courts)*

*The May and June events will be accepted on one application; the July event is required to be submitted on a separate application outlining that event's details.*

**YOU MUST SUBMIT THE FOLLOWING:** To avoid processing delays of your application, do not leave any sections blank. Indicate items that do not apply with an N/A. Attach additional sheets to the application if more space is required.

- ☐ **Completed Application (ALL pages – blank pages marked NA)**
- ☐ **Application Fee**
  - Submit non-refundable \$816 application fee (\$544 for nonprofits or \$272 for pass-throughs) payable to the City of Hermosa Beach. ***Applications received without the application fee will not be reviewed and will be returned as incomplete.***
- ☐ **Site Plan**
  - Include location of stages, tents, portable toilets, dumpsters, registration areas, fencing, barricades, bleachers, generators and all other items for your event. Facilities, equipment placement, parking needs, ingress and egress routes and street closure requests must also be included. The City may require a certified Traffic Control Plan (TCP) should your event be approved. *Please note that completion of the Beach Usage Map (p. 14) does not qualify as a site plan.*
- ☐ **Proof of Non-Profit Status** Pending status does not qualify. Non-profit organizations must apply under their own name and not borrow the non-profit status of another entity.
  - ☐ **Non-Profit Designation Letter**
  - ☐ **Current Copy of Form 990**

**AGREEMENT AND SIGNATURE:**

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.



Signature of Applicant



Date

**POTENTIAL POLICY UPDATES FOR 2019**

Please note that as part of the Parks, Recreation and Community Resources Advisory Commission's ongoing efforts to streamline and strengthen the effectiveness of the Special Event Policy, the following high-priority topics will be under review by the Commission and Council, which may result in policy changes for 2019, including, but not limited to:

- Review and Approval Procedures
- Fee Waiver Policy and Procedures
- Accessibility Requirements

Please be mindful of these potential changes. Staff will keep all approved event producers updated.





City of Hermosa Beach  
Community Resources Department

PERMIT NUMBER:

EVENT DATE:

DATE STAMP

STAFF  
INITIALS

## COMMERCIAL AND NON-PROFIT SPECIAL EVENT PERMIT APPLICATION

710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280 • Fax: 310.372.4333

- **\$816 Non-Refundable Application FEE required with application.**
- **\$544 Non-Refundable Application FEE, for VERIFIABLE non-profits (SEE INSTRUCTIONS)**

### ORGANIZATION & EVENT INFORMATION

EVENT TITLE: Sandpipers Stroll the Strand

Applicant Name: Ellor Parikh Birthdate: June 21, 1968

Organization Name: Sandpipers

Non-Profit? ☐ No ☒ Yes Non-Profit I.D. or Tax Exempt #: 47-4366111

If non-profit, please describe who will benefit from funds raised from your event:  
Sandpipers' programs benefit underprivileged families and children living in the South Bay.

Address: Mailing: P.O. Box 72 Physical: 440 Pier Avenue  
Hermosa Beach CA 90254  
City State Zip

Phone: 310-374-1748 Cell: 818-416-2399

Email Address: president@sandpipers.org Fax:

### **\*\*1<sup>st</sup> CHOICE EVENT DATE(S):**

Set-Up Date(s): Sunday, March 24, 2019

Event Date(s): Sunday, March 24, 2019

Clean-Up Date(s): Sunday, March 24, 2019

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:  
This is an annual event and we would like to host it at approximately the same time every year. Additionally, we must plan the event around the local school vacations and holidays.

### **\*\*2<sup>nd</sup> CHOICE EVENT DATE(S):**

Set-Up Date(s): Sunday, March 10, 2019

Event Date(s): Sunday, March 10, 2019

Clean-Up Date(s): Sunday, March 10, 2019

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

**\*\*PLEASE NOTE: Date choice is not guaranteed until final calendar has been determined by City staff.**

**Please describe your organization's experience producing similar events to the one described on this application:**

Sandpipers has held two Stroll the Strand walks (2017 and 2018). The events were both successful and ran very smoothly. We have received positive feedback from everyone involved in the event in the past.

**Please describe you and/or your organization's affiliation with the City of Hermosa Beach:**

Sandpipers was founded in Hermosa Beach in 1931. We are members of the Hermosa Beach Chamber of Commerce, maintain our office in Hermosa and many of our members are city residents.

**REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:**

Name: Tasha Gates

Cell: 310-738-9999

**PRE-EVENT CONTACT PERSON'S INFORMATION (IF DIFFERENT FROM CONTACT INFORMATION ON PREVIOUS PAGE)**

Name: Tasha Gates

Birthdate: 04/01/70

Address: 960 9th St.

Hermosa Beach

CA

90254

City

State

Zip

Phone: 310-374-1748

Cell: 310-738-9999

Email Address: sponsorships@sandpipers.org

Fax : \_\_\_\_\_

Please describe your personal experience producing similar events: I was the Director of the Sandpipers' Holiday Home Tour in 2016. I was involved in the planning and execution of the entire event.

**EVENT INFORMATION**

Is this a **NEW** or **RETURNING** special event to Hermosa Beach? ☐ NEW ☒ RETURNING

-If this is a returning event, please indicate the number of years held in Hermosa Beach: 2

**Please indicate your event level (please mark all that apply)**

☒ Local

☐ Regional

☐ National

☐ Championship

☐ Qualifier

**Event Type (please select all that apply):**

☒ Race (run, walk, bike, etc.)

☐ Tournament Type: \_\_\_\_\_

☐ Parade

☐ Pass-Through

☐ Street Fair/Festival

☐ Fundraiser Benefitting: \_\_\_\_\_

☐ Concert

☐ Swim Event

☐ Other \_\_\_\_\_

**PLEASE COMPLETE A DAILY BREAKDOWN OF EVENT-RELATED ACTIVITIES. PLEASE USE MULTIPLE LINES TO DISTINGUISH BETWEEN DIFFERENT DAILY ACTIVITIES. PLEASE ATTACH ADDITIONAL SHEETS, IF NECESSARY.**

Date(s)	Daily Activity			Start Time	End Time
3/24/19	<input checked="" type="checkbox"/> Load-in/set-up	<input checked="" type="checkbox"/> Event day	<input checked="" type="checkbox"/> Load-out/Clean-up	6:30 am	10:00 am
	<input type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up		
	<input type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up		
	<input type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up		

Event Location: <u>The Strand</u>																																									
If your event is on the beach, do you plan to remove any volleyball or beach tennis courts? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <i>If YES, please indicate which courts will be removed on the Beach Usage Map (p. 14)</i>																																									
Estimated # of Participants: <u>200</u>	Age of Participants: <u>All ages</u>																																								
Estimated # of Spectators (daily): <u>0</u>	Total Estimated Attendance: <u>200</u>																																								
<b>Marketing &amp; Advertisement Plan</b> Please list how you plan to advertise & promote your event for <b>participants</b> : <u>Sandpipers website, email blasts to Members, social media and posters at local businesses.</u>																																									
Please list how you plan to advertise & promote your event for <b>spectators</b> : <u>N/A</u>																																									
<b>Overall Event Description</b> - Briefly explain event and activities:  The event is a family walk starting at the Hermosa Beach Pier. Participants will walk north along The Strand to the wall bordering Hermosa Beach and Manhattan Beach and will return to Hermosa Beach Pier. Check in will begin at 8 a.m. at a table set up near The Pier. The walk will conclude at approximately 9:30 a.m.. Following the walk, all participants are invited to a breakfast at Watermans restaurant. We are estimating 200 participants for this event and 100% of the proceeds will benefit Sandpipers' philanthropic programs in the South Bay. Participants will be primarily Sandpiper members and their friends and family. However, the event will be open to all members of the community.																																									
<b>Street Closure Information</b> — For Parades, Races, Walk/Runs, etc. taking place on City streets. Names of Streets to be closed ( <i>please include additional sheets if necessary</i> ): <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">N/A</td> <td style="width: 20%;">between</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> <td style="width: 10%;">and</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> <td style="width: 10%; text-align: center;">am/pm</td> <td style="width: 5%;">to</td> <td style="width: 5%; text-align: center;">am/pm</td> </tr> <tr> <td></td> <td>between</td> <td style="border-bottom: 1px solid black;"></td> <td>and</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">am/pm</td> <td>to</td> <td style="text-align: center;">am/pm</td> </tr> <tr> <td></td> <td>between</td> <td style="border-bottom: 1px solid black;"></td> <td>and</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">am/pm</td> <td>to</td> <td style="text-align: center;">am/pm</td> </tr> <tr> <td></td> <td>between</td> <td style="border-bottom: 1px solid black;"></td> <td>and</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">am/pm</td> <td>to</td> <td style="text-align: center;">am/pm</td> </tr> <tr> <td></td> <td>between</td> <td style="border-bottom: 1px solid black;"></td> <td>and</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">am/pm</td> <td>to</td> <td style="text-align: center;">am/pm</td> </tr> </table>		N/A	between		and		am/pm	to	am/pm		between		and		am/pm	to	am/pm		between		and		am/pm	to	am/pm		between		and		am/pm	to	am/pm		between		and		am/pm	to	am/pm
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<b>Description of Event Route</b> ( <i>official map must be submitted with application</i> )  The walk will begin at the Hermosa Beach Pier and will proceed north along The Strand to the wall bordering Hermosa Beach and Manhattan Beach (at 35th Street). After reaching the wall, the participants will return to the starting point.																																									
Assembly Area/Event Start: <u>6:30 a.m. set up, 8:00 a.m. event start</u>																																									
Disbanding Area/Event End: <u>registration breakdown at 9:00 a.m.; event conclusion at 10:00 a.m.</u>																																									
<b>Sponsors</b> List ALL proposed/anticipated Co-Sponsors. Each Co-sponsor is a \$260 each and must be approved by the Community Resources Department. Co-sponsors may sample only, not sell.																																									

<b>Parking (\$1.25 per hour or \$30 per space per day)</b>			
Will you need reserved parking spaces?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If YES, please list requested parking times for each day of request <i>(attach additional sheets if necessary)</i> :			
# of Spaces _____	Date _____	from _____	to _____
# of Spaces _____	Date _____	from _____	to _____
# of Spaces _____	Date _____	from _____	to _____
Will official event merchandise be sold at the event <i>(Business License required)?</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does your event involve the sale or consumption of alcoholic beverages? <i>Alcohol is prohibited on the beach per HBMC 12.26.300</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will the event have amplified sound?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
-If YES, please describe <i>(live music, PA, number and size of speakers, microphone, bullhorn, etc)</i> :			
Is this a fundraising event?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
-If YES, please describe the fundraising activities:			
Participants of the Sandpipers Stroll the Strand must register and pay a fee to participate. Entrance fees will be \$35 for adults and \$15 for children, if purchased in advance. On site registration fees will be \$40 for adults and \$20 for children. 100% of the proceeds and any other money raise through the event (donations) will benefit Sandpipers' philanthropic programs.			
Will there be any fenced areas?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
-If YES, please describe:			
Will there be construction of stages or structures, including any tents or awnings?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
-If YES, please describe:			
We will use two 10 ft. x 10 ft. pop up tents near the Pier for our registration/check in area.			
What is your clean-up plan post event?			
Once the walk commences at approximately 8:30 a.m., we will break down the pop up tents and tables and completely clear the registration area near The Pier. After the event, our volunteers will scour the area for any trash or items left from participants. We do not expect a great amount of clean up, but ensure that we will leave the area as clean or cleaner than when we arrived.			
Will you be requesting street banners?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will you be requesting light pole banners?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will you be filming or having television coverage?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No



Entrance or Registration Fee: pre-registration: \$35 adults/\$15 children; on site registration: \$40 adults/\$20 children

Methods of Registration (please check all that apply):

- ☒ Website ☐ Mail  
☐ Active.com ☒ Other Sandpiper meetings and on site the day of the event

Prizes (including anticipated cash prizes):

#### SAFETY/SECURITY/VOLUNTEERS

Have you hired a security company to handle security arrangements for this event? ☐ Yes ☒ No

-If YES, please include the following information:

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ # of Guards: \_\_\_\_\_

Guard Schedule:

Do you plan on utilizing volunteers? ☒ Yes ☐ No

-If YES, please describe:

Sandpipers is 100% volunteer organization. Our event volunteers will assist with set up, break down and clean up. They will also assist with check in. Our volunteers will be stationed along the route to help direct the walkers and to help with crowd control. Volunteers will wear official name badges, so that they are easily recognizable.

Please describe your procedures for both crowd control and internal security:

We do not expect a huge crowd (approximately 200 participants), but we will use our volunteers to manage crowd control and security. Volunteers will be stationed at the start and midway point of the Walk and will be strategically positioned throughout the route. Participants will likely be walking at different paces and therefore will be spread out throughout the event. Volunteers will wear official name badges and will be easily identifiable.

#### EVENT PROMOTION INFORMATION

Please describe marketing and promotional efforts for this event. Include event website, social networking sites, radio play, etc.

The Sandpipers Stroll the Strand will be primarily promoted internally to Sandpiper members, who will be encouraged to bring family and friends. Information about the event will be posted on the Sandpipers website (sandpipers.org) and will be included in e-blasts to our membership. Additionally, we will promote the event on our Sandpiper social media accounts and in our internal newsletter, The Piper. We will also ask local businesses to display small promotional posters on their store windows.





## EQUIPMENT INFORMATION (ATTACH SITE PLAN)

A DIAGRAM OF YOUR SITE PLAN THAT INCLUDES ALL FACILITIES, EXACT PLACEMENT OF ALL EQUIPMENT, STREET CLOSURES, INGRESS AND EGRESS ROUTES, SHUTTLE ROUTES, FENCING, ACCESSIBILITY PLAN, AND PARKING MUST BE ATTACHED TO THE APPLICATION.

### YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT A SITE PLAN

(PLEASE NOTE: THE COMPLETION OF THE BEACH USAGE MAP, PAGE 14, DOES NOT QUALIFY AS A SITE PLAN)

Please check all the boxes that apply to the equipment that will be on site for your event and specify the number and size of each (if applicable).

- |   |  |
|---|--|
| <input type="checkbox"/> Cars   | <input type="checkbox"/> Porta Potties                       |
| <input type="checkbox"/> Semi-Trucks _____  | <input type="checkbox"/> Motor Homes _____                   |
| <input type="checkbox"/> Generator _____  | Size: _____  |
| Size/Type: _____  | <input type="checkbox"/> Trailer _____                       |
| <input type="checkbox"/> Vans _____   | Size: _____  |
| Size: _____   | <input type="checkbox"/> Stage _____                         |
| <input type="checkbox"/> Sound Equipment _____                                    | Measurements: _____  |
| <input type="checkbox"/> Enclosed Tents _____                                     | <input checked="" type="checkbox"/> Canopies (2) 10x10 tents |
| <input type="checkbox"/> Other (please attach list with description of each item) |  |

## ACCESSIBILITY PLAN

It is the applicant's responsibility to comply with all City, County, State and Federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities and programs must be accessible to persons with disabilities.

Please describe your accessibility plan:

The Walk will take place on The Strand, which is fully accessible to persons with disabilities.

## INSURANCE

Unless greater or lesser coverage is requested, applicant agrees to furnish the City of Hermosa Beach evidence of \$2 million comprehensive general liability insurance in the form of a certificate, including endorsement, covering the entire period of this permit, naming the City of Hermosa Beach, its officers, agents and employees as additionally insured. Permittee waives claims against the City of Hermosa Beach, its officers, agents and employees, for fees or damages caused, arising out of or in any way connected with the exercise of this permit.

### APPLICANT AGREES TO COMPLY WITH ALL APPLICANT'S LAWS AND AGREES TO MAINTAIN PREMISES IN GOOD CONDITION AND RETURN IN THE SAME CONDITION AS BEFORE SAID USE.

I certify that the information contained herein is true and correct to the best of my knowledge. I have read and agree to comply with the City of Hermosa Beach Sustainability Measures. All fees, charges and other material will be paid and or furnished to the Department of Community Resources as mutually agreed to by both parties.

Sandpipers/Ellor Parikh

Name/Company Representative



Signature

7/25/18

Date

# IMPACT CHARACTERISTIC WORKSHEET (REQUIRED FOR ALL EVENTS)

Please consider details of your event and use this worksheet to determine its impact level. If you are applying for multiple events, please complete a different page for each if the event details are different.

1

Event Name: Sandpipers Stroll the Strand

Event Date(s): 3/24/19

2

Select one characteristic in each ROW as it relates to your event(s).

Please be sure to mark (i.e. "X", circle, checkmark, etc.) each selection. Failure to do so will deem the worksheet and application incomplete.

NUMBER OF EXPECTED PARTICIPANTS

SMALL  
100-500  
X

MEDIUM  
500-2,000

LARGE  
2,000+

REOCCURRENCE

3+  
Years  
X

ONCE  
BEFORE

NEW  
EVENT

LOCATION

PARKS  
OR  
BEACH

PIER  
PLAZA

STREETS/PUBLIC RIGHT  
OF WAY/STRAND  
X

TIME OF YEAR

WINTER

SPRING  
OR FALL  
X

SUMMER

DAY(S) OF THE WEEK

WEEKDAY

WEEKEND  
X

HOLIDAY

NUMBER OF CONSECUTIVE DAYS

LESS  
THAN 2  
DAYS  
X

2-4 DAYS

MORE  
THAN 5  
DAYS

NUMBER OF EVENTS  
IN ONE YEAR

1-2  
EVENTS/Y  
EAR  
X

3-4  
EVENTS/Y  
EAR

MORE  
THAN 5  
EVENTS/Y  
EAR

ADDITIONAL REQUESTS  
NEEDED

i.e. filming, reserved parking, fencing,  
stage or seating construction, road  
closures, amplified sound, etc.

NONE  
X

1-2

2 OR  
MORE

3

Calculate the total number of each color/column selected.

TOTALS

5

2

1

IMPACT LEVEL I

At least 5 blue

IMPACT LEVEL II

At least 2 red

IMPACT LEVEL III

At least 2 green

4

Determine Impact Level by selecting the HIGHEST your event qualifies for.

IMPACT LEVEL

1



## **COMMUNITY BENEFIT**

Please provide a brief description of the benefit your event(s) add to the community. The Community Decision-Making Tool may be used as a guide and can be found on the City website at the following link:

<http://www.hermosabch.org/Modules/ShowDocument.aspx?documentid=5226>

**Event Name:** Sandpipers Stroll the Strand **Event Date(s):** 3/24/19

The Sandpipers Stroll the Strand is a positive event for the city of Hermosa Beach, which will help benefit the community. Sandpipers was founded in Hermosa Beach in 1931 and has been serving our local community through philanthropic programs for the past 87 years. Our Sandpipers Stroll the Strand is fairly small in scale and will have little impact on the environment. It will offer an opportunity for Sandpipers and members of the community to come together in a positive way and will also help raise money for the South Bay. Sandpipers welcomes all ages to this family walk, providing a morning of fun outdoor recreation in our beachside community, as well as an opportunity for citizens of all ages to make a meaningful contribution by participating in the event. The Sandpipers Stroll the Strand not only promotes a healthy, active lifestyle for children and adults alike, it will also foster community spirit and encourage the concept of giving back to our local community.

## **PUBLIC RELATIONS INFORMATION**

Please provide the following information to be given out to the general public, if requested:

Name of Event: Sandpipers Stroll the Strand

Name of Organization: Sandpipers

### **Event Dates and Times:**

Date	3/24/19				
Times	8 a.m.-10 a.m.				

Event Information can be found online at: www.sandpipers.org

Public Relations Contact: Tasha Gates

Day Phone: 310-738-9999 Evening Phone: 310-738-9999

Email: sponsorships@sandpipers.org

Please provide a brief description of your event that can be used on the online City calendar. Please include details that would be helpful for someone looking for more information specific to your event.

Join Sandpipers for our third annual Stroll the Strand benefiting our philanthropic programs in the South Bay. All ages are welcome to this family friendly two mile walk beginning at the Hermosa Beach Pier. After the walk, participants are invited to a complimentary breakfast at Watermans restaurant. Founded in 1931 in Hermosa Beach, Sandpipers is a 100% volunteer organization dedicated to serving the needs of the South Bay community through charitable and philanthropic programs. To register, please visit [www.sandpipers.org](http://www.sandpipers.org).

# **PRELIMINARY FEE WORKSHEET**

Please complete, to the best of your ability, all event-related fees as it pertains to your proposed event, **even if you are requesting fee waivers**. **REMINDER: ONLY VALID NON-PROFIT ENTITIES ARE ELIGIBLE FOR FEE WAIVER CONSIDERATION.** A final total of charges will be determined thirty days prior to your event once approval is granted; additional fees may apply when deemed necessary through the approval process. Please use this worksheet as a preliminary guide for planning purposes of city fees. Please note that fees may be updated at any time.

EVENT CATEGORY FEES	PRICE (subject to change)	MY EVENT FEES
Category I	70/30% of registration fees	
<ul style="list-style-type: none"> <li>&lt;500 people</li> </ul>		
Category II		
<ul style="list-style-type: none"> <li>Impacts public areas for no longer than one (1) day including set-up &amp; tear-down</li> <li>Is conducted in the off-season (not between Memorial Day and Labor Day or on any holiday)</li> <li>Participant plus Spectator crowd above 500 but does not exceed 3,000 people.</li> <li>Has no television coverage (except news).</li> <li>A non-profit entity is the beneficiary of the net revenues (100%).</li> <li>Does not meet any of the identifying criteria for a Category III or IV event.</li> </ul>	\$2596 per day	
Category III		
<ul style="list-style-type: none"> <li>Impacts public areas for more than one (1) day including set up.</li> <li>Participant plus Spectator crowd does not exceed 5,000 people.</li> <li>Has no television coverage (except news).</li> <li>Has more than \$3,000 and less than \$50,000 in prize money.</li> <li>Does not meet any of the identifying criteria for a Category IV event.</li> </ul>	\$2856 per day	
Category IV		
<ul style="list-style-type: none"> <li>Meets Category III Criteria and has one or more of the following: <ul style="list-style-type: none"> <li>Has network television coverage or</li> <li>Estimated participant/spectator crowds exceeds 5,000 people or</li> <li>Prize money in excess of \$50,000 or</li> <li>Charges admission to spectator Gross revenues in excess of \$50,000.</li> </ul> </li> </ul>	\$5192 per day	

MISCELLANEOUS FEES	PRICE (subject to change)	MY EVENT FEES
Commercial Application Fee - <i>non-refundable</i>	\$816	
Non-Profit Application Fee - <i>non-refundable</i>	\$544	\$544
Pass-Thru Application Fee - <i>non-refundable</i>	\$272	
Amplified Sound Permit	\$160	
Street Banner Fees	\$570	
Event Co-Sponsor	\$273 each	
Event Set-Up/Tear-Down	\$217 per location, per day	
Community Resources Staff (Required Cat. II-IV)	\$326 per day	
Paramedic	\$131 per hour	
Fire Inspection	\$157 per hour	
Police	\$112 per hour	
Parking Meter Space Fee	\$30 per space, per day	

**Preliminary TOTAL**

**\$544**

# **GREEN MATRIX (Environmental Protection Plan)**

*(Required for all event applications)*

Events in Hermosa Beach are expected to implement measures to reduce impacts and costs to the environment, the city, and the community. Specify how you will comply with applicable measures (or mark not applicable). If you have a multi-year contract for your event, please show how you will increase compliance in subsequent years.

**Event Name:** Sandpipers Stroll the Strand

**Expected Attendance:** 200

MEASURE	CHECK IF APPLICABLE	HOW WILL YOU COMPLY? (use additional sheets if needed)
<b>Recycling and Waste Reduction</b>		
<b>1. Reduce waste and single-use items</b>		
▪ Limit single-use paper, plastics, packaging, and décor items	<input type="checkbox"/>	N/A
▪ Reduce size/bulk of plates, containers, cups	<input type="checkbox"/>	N/A
▪ Use products with high recycled content	<input type="checkbox"/>	N/A
▪ Avoid sale or give-away of single-use plastic drinking water bottles. * <a href="#">A mobile water cart</a> ('Mother-Lode Wide') is available for use and reusable water bottles are encouraged	<input checked="" type="checkbox"/>	We will encourage participants to bring their own reusable water bottles.
▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups) * <a href="#">Large drink dispensers</a> are available for use and reusable water bottles are encouraged	<input checked="" type="checkbox"/>	We will encourage participants to bring their own reusable water bottles.
▪ At 'beer or drink gardens' use recycled or compostable cups (provide dump station for liquids)	<input type="checkbox"/>	N/A
▪ Recycle fry-grease for bio-diesel fuels	<input type="checkbox"/>	N/A
▪ Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks)	<input type="checkbox"/>	N/A
<b>2. Recycling containers:</b>		
▪ Place well-marked recycle containers adjacent to every trash container	<input type="checkbox"/>	N/A
▪ Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters.	<input type="checkbox"/>	N/A
▪ Scavenging is prohibited from waste containers. Prevent and report scavenging	<input type="checkbox"/>	N/A
<b>3. Staging</b>		
▪ Recycle or reuse event construction materials	<input type="checkbox"/>	N/A
▪ Use 'no emission/no VOC' paints/sealants	<input type="checkbox"/>	N/A



<b>3. Transportation</b>		
▪ No-idling policy for all vehicles	<input type="checkbox"/>	N/A
▪ Sponsor free shuttle or low cost bus passes	<input type="checkbox"/>	N/A
▪ Use electric, hydrogen, hybrid or CNG vehicles	<input type="checkbox"/>	N/A
<b>4. Energy</b>		
▪ Use energy-efficient lighting	<input type="checkbox"/>	N/A
▪ Turn lighting and devices off when not in use	<input type="checkbox"/>	N/A
▪ Turn off generators when not in use for significant period of time	<input type="checkbox"/>	N/A
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	<input type="checkbox"/>	N/A
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	<input type="checkbox"/>	N/A
<b>5. Marine environment</b>		
▪ <u>NO single-use plastic bags starting October 1, 2016.</u>	<input type="checkbox"/>	N/A
▪ <u>including take-out cups or containers.</u>	<input type="checkbox"/>	N/A
▪ No hosing of surfaces. Consult Public Works regarding clean-up procedures for large events	<input type="checkbox"/>	N/A
▪ Full containment of all wastes	<input type="checkbox"/>	N/A
▪ Full containment of all six-pack plastic rings. Cut rings prior to disposal.	<input type="checkbox"/>	N/A
If Beach and street cleaning required consult Public Works regarding clean-up procedures	<input type="checkbox"/>	N/A
<b>6. Education</b>		
Event and vendors to make reducing waste and recycling a prominent theme	<input type="checkbox"/>	N/A
▪ Provide one booth, kiosk or space for green education sponsored by city or designee	<input type="checkbox"/>	N/A
▪ Advertise green measures and rules in all event advertising and on website	<input type="checkbox"/>	N/A
▪ Demonstrate that vendors and service providers will comply with green measures	<input type="checkbox"/>	N/A
<b>7. Monitoring</b>		
Report on compliance with above applicable measures	<input type="checkbox"/>	N/A

## ***BEACH USAGE MAP*** (required for all BEACH events)

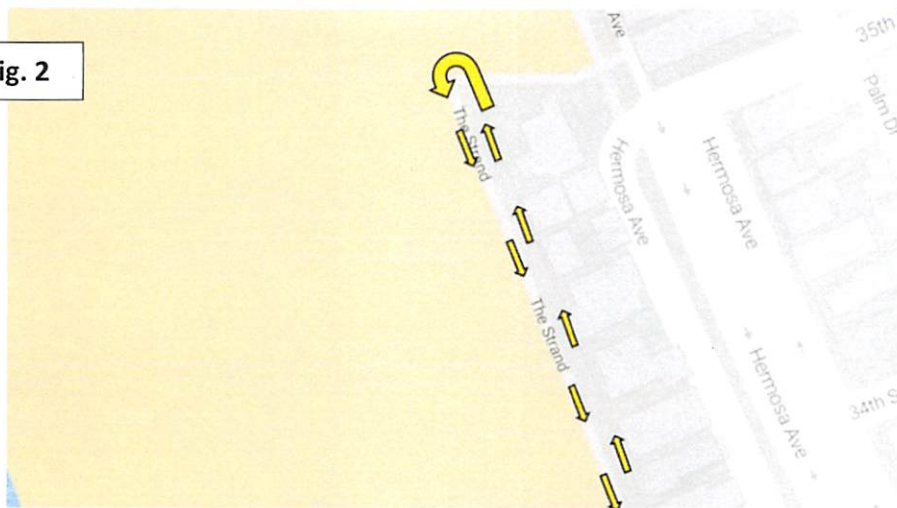
Please circle the courts that you will be using for your event. If you are applying for multiple events, please complete a different page for each, noting the event title and date below. Additionally, if you will be using different courts each day for multi-day events, please complete a separate form for each day. Completion of this map does not take the place of the required Site Plan.

Event Name: \_\_\_\_\_ N/A \_\_\_\_\_ Event Date(s): 3/24/19 \_\_\_\_\_





Fig. 2

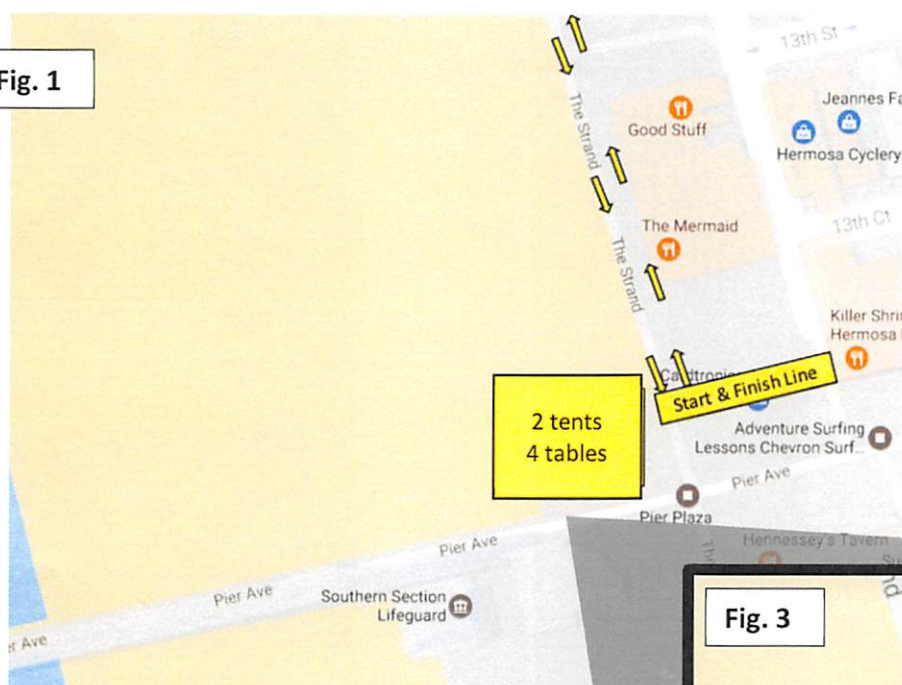


Continue North on the East side of the Strand to the end of Hermosa (approximately 35<sup>th</sup> St), turn around and come back South to the Finish Line on the West side of the Strand

## Sandpipers Stroll the Strand

### Site Plan

Fig. 1

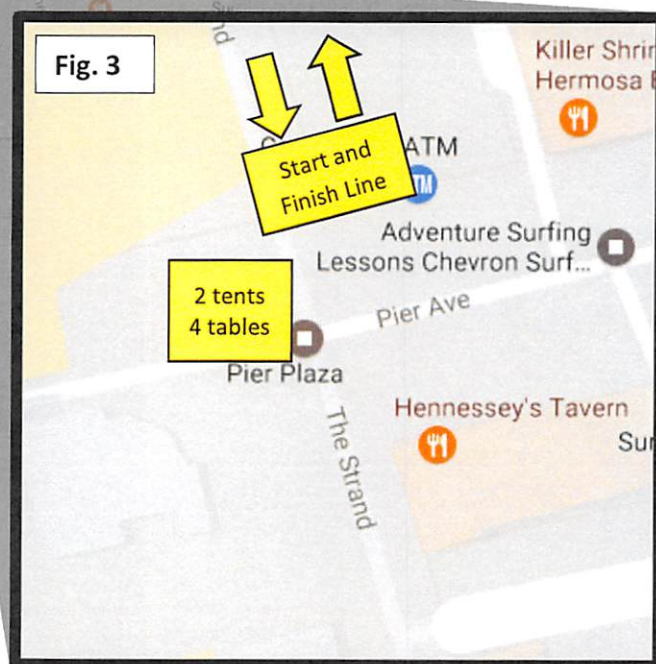


**Figure 1** Start of route at Pier Plaza and heading north.

**Figure 2** Route continues north to the end of Hermosa Beach. Turn around at end of Hermosa Beach and return to starting line (also finish line).

**Figure 3** Setup of two side-by-side 10ft x 10ft pop-up tents (with four tables) and starting/finish line on Pier Plaza.

Fig. 3







City of Hermosa Beach  
Community Resources Department

## NON-PROFIT SPECIAL EVENT FEE WAIVER APPLICATION

710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280 • Fax: 310.372.4333

This form must be submitted with the application for the corresponding event, following the deadlines for application submission. Failure to include this form at the time of application submission will result in applicable event fees being charged to the event producer.

**Requested Event Date:** 1<sup>st</sup> choice \*\*: Sunday, March 24, 2019

2<sup>nd</sup> Choice \*\* (Required): Sunday, March 10, 2019

**\*\*Date choice is not guaranteed until final calendar has been determined by City staff.**

*Per Hermosa Beach Municipal Code Section 12.28.150: The Community Resources Director may waive or reduce permit fees for nonprofit organizations upon a showing by the organization that the financial gain from the event would be substantially offset by the fees charged. However, direct costs incurred by the city on behalf of the event may not be waived. Should a request for waiver or reduction of fees be denied by the director, applicant may appeal the decision to the Parks, Recreation and Community Resources Advisory Commission. Said appeal must be submitted to the commission in writing via the Department of Community Resources at least eight (8) working days prior to the Commission meeting*

### ORGANIZATION'S INFORMATION

**EVENT TITLE:** Sandpipers Stroll the Strand

**Applicant Name:** Ellor Parikh

**Organization Name:** Sandpipers requests all applicable Event Fees to be waived.

**Non-Profit I.D. or Tax Exempt #:** 47-43661111

**Address:** Mailing: P.O. Box 72      Physical: 440 Pier Avenue

Hermosa Beach

CA

90254

City

State

Zip

**Phone:** ( 310 ) 374-1748

**Cell:** ( 818 ) 416-2399

**Email Address:** president@sandpipers.org

**Fax:** (      )

### EVENT INFORMATION

**Event Type** (please select all that apply):

☒ Race (run, walk, bike, etc.)

☐ Parade

☐ Street Fair/Festival

☐ Concert

☐ Tournament      Type: \_\_\_\_\_

☐ Pass-Through

☐ Fundraiser      Benefitting: \_\_\_\_\_

☐ Other \_\_\_\_\_

**Event Location:** The Strand

**What specific fee(s) are you requesting to be waived?**

Sandpipers requests all applicable Event Fees to be waived.

Please identify the hardship incurred *(please attach additional pages, if necessary)*:

The \$544 application fee itself is a hardship for Sandpipers and any other event fees may be prohibitive to Sandpipers holding this event in Hermosa Beach. Sandpipers is a 100% volunteer organization with a limited budget. We are looking to raise funds to support our philanthropic programs in the South Bay, and all proceeds from the event will come back to our local community. Any fees that we incur will directly affect the total amount of dollars we are able to contribute to our charitable efforts.

Please identify how your organization benefits the City of Hermosa Beach as outlined in the criteria below. Please be specific *(attach additional pages, if necessary)*:

#### CRITERIA CONSIDERED

The city will consider the following when reviewing a special event fee waiver request:

- Raises funds to supplement City budgeted services.
- Raises funds for programs normally funded by the City.
- Raises funds for Non-Profit groups, which have contributed substantially to the community.
- Nationally or State affiliated program which provides programs for local youth.
- Raises funds for elderly citizens or youth organizations.



\_\_\_\_\_  
Company Representative (signature)

7/25/18

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Community Resources

\_\_\_\_\_  
Date

## **Non-Profit Special Event Fee Waiver Application - Sandpipers**

*Please identify how your organization benefits the City of Hermosa Beach:*

Sandpipers was founded in Hermosa Beach in 1931 and for the past 85 years has been dedicated to serving the needs of the South Bay through charitable and philanthropic programs. Sandpipers is a 100% volunteer organization whose members are empowered to support the South Bay community with their volunteer time. Our programs benefit underprivileged families and children throughout the South Bay, including Hermosa Beach. Each year, our members participate in the Heal the Bay beach clean-up day in Hermosa and we also support local organizations such as PROJECT Touch which mentors at-risk youth in Hermosa Beach and Meals on Wheels, connecting our members to Hermosa seniors in need.

As a local Hermosa Beach non-profit organization, Sandpipers proudly supports the Hermosa business community. Sandpipers is a member of the Hermosa Beach Chamber of Commerce and we encourage our members to shop and dine locally. In November, we hosted a Hermosa Beach Shopping Day, with 13 local businesses participating.

Sandpipers has over 700 members as well as our approximately 120 high-school aged Junior Sandpipers. These women are dedicated to serving those less fortunate and embody a true sense of community spirit. Sandpipers offers our members opportunities to connect with our local community and to give back to those most in need. Our organization provides a means for civic-minded individuals to grow their leadership skills and to contribute to the community in a meaningful and positive way. As a volunteer organization, 100% of the funds raised by Sandpipers goes directly back to the community.



## City of Hermosa Beach Special Event Application Rules and Regulations

Applications and other required documents must be submitted to:  
**City of Hermosa Beach Community Resources Department**  
710 Pier Avenue, Hermosa Beach, CA 90254

Office Phone: 310.318.0280 • Email: [hbconnect@hermosabch.org](mailto:hbconnect@hermosabch.org) • Fax: 310.372.4333

**Please refer to the Special Event Policy Guide on the City website for a complete listing of all policies and procedures related to special events in the City of Hermosa Beach.**

Application, application fee and all required documents **must** be submitted to the Department of Community Resources to be considered.

### **Please note:**

- ✓ **Applications MUST be completed electronically – handwritten applications will not be accepted.** (Instructions for completing applications electronically can be found on the City website.)
- ✓ **ALL sections and pages of the application MUST be completed (or marked N/A) to be eligible for review.** You will be notified by City staff if your application was not accepted due to it being incomplete.

### **Approval Process**

Event Level	Approval Group	Event Review Schedule
Impact Level I	Approved by Community Resources Staff	As received
Impact Level II	Approved by the Parks, Recreation and Community Resources Advisory Commission	Meets monthly (first Tuesday of each month)
Impact Level III & New Events	Approved by public hearing at the Parks, Recreation and Community Resources Advisory Commission and City Council	Meets monthly (Commission) (first Tuesday of each month) Meets bi-monthly (Council) (second and fourth Tuesday of each month)

### **Multiple Events**

If you are applying for multiple event days and ALL characteristics of each day are the SAME (set-up, parking requests, etc.), you are welcome to submit one application and one application fee that includes all dates. Once an event has any details that differ between event dates, you are required to submit a SEPARATE application and application fee for each.

*Example: A youth volleyball organization is holding a variety of tournaments, including:*

- *May – youth tournament (80 participants, 10 volleyball courts)*
- *June – youth tournament (80 participants, 10 volleyball courts)*
- *July – adult tournament (100 participants, 16 volleyball courts)*

*The May and June events will be accepted on one application; the July event is required to be submitted on a separate application outlining that event's details.*

**YOU MUST SUBMIT THE FOLLOWING:** To avoid processing delays of your application, do not leave any sections blank. Indicate items that do not apply with an N/A. Attach additional sheets to the application if more space is required.

- ☒ **Completed Application (ALL pages – blank pages marked NA)**
- ☒ **Application Fee**
  - Submit non-refundable \$816 application fee (\$544 for nonprofits or \$272 for pass-throughs) payable to the City of Hermosa Beach. ***Applications received without the application fee will not be reviewed and will be returned as incomplete.***
- ☒ **Site Plan**
  - Include location of stages, tents, portable toilets, dumpsters, registration areas, fencing, barricades, bleachers, generators and all other items for your event. Facilities, equipment placement, parking needs, ingress and egress routes and street closure requests must also be included. The City may require a certified Traffic Control Plan (TCP) should your event be approved. ***Please note that completion of the Beach Usage Map (p. 14) does not qualify as a site plan.***
- ☒ **Proof of Non-Profit Status** Pending status does not qualify. Non-profit organizations must apply under their own name and not borrow the non-profit status of another entity.
  - ☐ **Non-Profit Designation Letter**
  - ☐ **Current Copy of Form 990**

**AGREEMENT AND SIGNATURE:**

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Joseph Iside

8/15/18

Signature of Applicant

Date

**POTENTIAL POLICY UPDATES FOR 2019**

Please note that as part of the Parks, Recreation and Community Resources Advisory Commission's ongoing efforts to streamline and strengthen the effectiveness of the Special Event Policy, the following high-priority topics will be under review by the Commission and Council, which may result in policy changes for 2019, including, but not limited to:

- Review and Approval Procedures
- Fee Waiver Policy and Procedures
- Accessibility Requirements

Please be mindful of these potential changes. Staff will keep all approved event producers updated.



City of Hermosa Beach  
Community Resources Department

PERMIT NUMBER:

EVENT DATE:

DATE STAMP

STAFF  
INITIALS

## COMMERCIAL AND NON-PROFIT SPECIAL EVENT PERMIT APPLICATION

710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280 • Fax: 310.372.4333

- **\$816 Non-Refundable Application FEE required with application.**
- **\$544 Non-Refundable Application FEE, for VERIFIABLE non-profits (SEE INSTRUCTIONS)**

### ORGANIZATION & EVENT INFORMATION

EVENT TITLE: Hope Chapel Hermosa Beach Annual Easter Egg Hunt

Applicant Name: Jospeh Iside Birthdate: 12/16/80

Organization Name: Hope Chapel Hermosa Beach

Non-Profit? ☐ No ☒ Yes Non-Profit I.D. or Tax Exempt #: 95-2575880

If non-profit, please describe who will benefit from funds raised from your event:

No funds raised at event.

Address: 2420 Pacific Coast Highway  
Hermosa Beach Ca 90254  
City State Zip

Phone: 310.374.4673 Cell: 310.793.6634

Email Address: joey.iside@hopechapel.org Fax: 310.374.8558

#### **\*\*1<sup>st</sup> CHOICE EVENT DATE(S):**

Set-Up Date(s): 4/20/19

Event Date(s): 4/20/19

Clean-Up Date(s): 4/20/19

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

#### **\*\*2<sup>nd</sup> CHOICE EVENT DATE(S):**

Set-Up Date(s): 4/13/19

Event Date(s): 4/13/19

Clean-Up Date(s): 4/13/19

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

**\*\*PLEASE NOTE: Date choice is not guaranteed until final calendar has been determined by City staff.**



**Please describe your organization's experience producing similar events to the one described on this application:**

We have thrown this event 3 times before, and we have never had an issue. Furthermore, the event has grown every year.

**Please describe you and/or your organization's affiliation with the City of Hermosa Beach:**

We are a local church in Hermosa Beach

**REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:**

Name: Joey Iside Cell: 310.793.6634

**PRE-EVENT CONTACT PERSON'S INFORMATION (IF DIFFERENT FROM CONTACT INFORMATION ON PREVIOUS PAGE)**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax : \_\_\_\_\_

Please describe your personal experience producing similar events: \_\_\_\_\_

**EVENT INFORMATION**

Is this a **NEW** or **RETURNING** special event to Hermosa Beach? ☐ NEW ☒ RETURNING

-If this is a returning event, please indicate the number of years held in Hermosa Beach: \_\_\_\_\_

**Please indicate your event level** (please mark all that apply)

☒ Local

☐ Regional

☐ National

☐ Championship

☐ Qualifier

**Event Type** (please select all that apply):

☐ Race (run, walk, bike, etc.)

☐ Tournament Type: \_\_\_\_\_

☐ Parade

☐ Pass-Through

☐ Street Fair/Festival

☐ Fundraiser Benefitting: \_\_\_\_\_

☐ Concert

☐ Swim Event

☒ Other Easter Egg Hunt

**PLEASE COMPLETE A DAILY BREAKDOWN OF EVENT-RELATED ACTIVITIES. PLEASE USE MULTIPLE LINES TO DISTINGUISH BETWEEN DIFFERENT DAILY ACTIVITIES. PLEASE ATTACH ADDITIONAL SHEETS, IF NECESSARY.**

Date(s)	Daily Activity			Start Time	End Time
	<input checked="" type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up		
	<input type="checkbox"/> Load-in/set-up	<input checked="" type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up		
	<input type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input checked="" type="checkbox"/> Load-out/Clean-up		
	<input type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up		

Event Location: Valley Park Hermosa Beach

If your event is on the beach, do you plan to remove any volleyball or beach tennis courts? ☐ YES ☐ NO

*If YES, please indicate which courts will be removed on the Beach Usage Map (p. 14)*

Estimated # of Participants: 1500 Age of Participants: all ages

Estimated # of Spectators (daily): 1500 Total Estimated Attendance: 3000

### Marketing & Advertisement Plan

Please list how you plan to advertise & promote your event for **participants**:

In house, online, and social media.

Please list how you plan to advertise & promote your event for **spectators**:

Signage in Park, plus the above.

### Overall Event Description - Briefly explain event and activities:

Easter Egg Hunt for all Ages!  
Almost 35k eggs are filled with candy for children to find.  
Everyone comes out a winner.  
Games. Bubbles. Face Paint. Food. Bouncers. Family Friendly and safe.

### Street Closure Information – For Parades, Races, Walk/Runs, etc. taking place on City streets.

Names of Streets to be closed *(please include additional sheets if necessary)*:

<u>n/a</u>	between	<u></u>	and	<u></u>	<u>am/pm</u>	to	<u>am/pm</u>
	between	<u></u>	and	<u></u>	<u>am/pm</u>	to	<u>am/pm</u>
	between	<u></u>	and	<u></u>	<u>am/pm</u>	to	<u>am/pm</u>
	between	<u></u>	and	<u></u>	<u>am/pm</u>	to	<u>am/pm</u>
	between	<u></u>	and	<u></u>	<u>am/pm</u>	to	<u>am/pm</u>

### Description of Event Route *(official map must be submitted with application)*

n/a

Assembly Area/Event Start: n/a

Disbanding Area/Event End: n/a

### Sponsors

List **ALL** proposed/anticipated Co-Sponsors. Each Co-sponsor is a \$260 each and must be approved by the Community Resources Department. Co-sponsors may sample only, not sell.

There will be no sponsors at this event.



**Parking** (\$1.25 per hour or \$30 per space per day)

Will you need reserved parking spaces? ☒ Yes ☐ No

If YES, please list requested parking times for each day of request *(attach additional sheets if necessary)*:

# of Spaces 4 Date 4/20/18 from 6am to 6pm

# of Spaces          Date          from          to         

# of Spaces          Date          from          to         

Will official event merchandise be sold at the event *(Business License required)*? ☐ Yes ☒ No

Does your event involve the sale or consumption of alcoholic beverages? ☐ Yes ☒ No

*Alcohol is prohibited on the beach per HBMC 12.26.300*

Will the event have amplified sound? ☒ Yes ☐ No

*-If YES, please describe (live music, PA, number and size of speakers, microphone, bullhorn, etc):*

There will be a PA that plays low volume music. There will also be an announcer with a mic on the same PA announcing activities. Nothing large.

Is this a fundraising event? ☐ Yes ☒ No

*-If YES, please describe the fundraising activities:*

Will there be any fenced areas? ☒ Yes ☐ No

*-If YES, please describe:*

We will have fenced off areas for younger age children. Our diagram shows where.

Will there be construction of stages or structures, including any tents or awnings? ☒ Yes ☐ No

*-If YES, please describe:*

What is your clean-up plan post event?

Our staff and volunteers will leave Valley Park how we found it, as we have done every previous year.

Will you be requesting street banners? ☐ Yes ☒ No

Will you be requesting light pole banners? ☐ Yes ☒ No

Will you be filming or having television coverage? ☐ Yes ☒ No

Entrance or Registration Fee: \_\_\_\_\_ n/a

Methods of Registration (please check all that apply):

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Website    | <input type="checkbox"/> Mail            |
| <input type="checkbox"/> Active.com | <input type="checkbox"/> Other _____ n/a |

Prizes (including anticipated cash prizes):

n/a

### SAFETY/SECURITY/VOLUNTEERS

Have you hired a security company to handle security arrangements for this event? ☐ Yes ☒ No

-If YES, please include the following information:

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ # of Guards: \_\_\_\_\_

Guard Schedule:

Do you plan on utilizing volunteers? ☒ Yes ☐ No

-If YES, please describe:

Volunteers will run games, and help tend to children. They will also be tasked with setting up, tearing down, and cleaning the park.

Please describe your procedures for both crowd control and internal security:

We have an internal security squad that consists of ex police, private security, and other jobs in the security sector. They will be monitoring perimeters, equipment, any suspicious activity. Crowd control has never been a problem at any of our events. Leaders always make sure groups are where they should be, when they should be there. Everyone is guided to where they should be.

### EVENT PROMOTION INFORMATION

Please describe marketing and promotional efforts for this event. Include event website, social networking sites, radio play, etc.

We will promote this event in house, on our social media, and on our website. If approved, we may have signage on site.  
www.hopechapel.org

## EQUIPMENT INFORMATION (ATTACH SITE PLAN)

A DIAGRAM OF YOUR SITE PLAN THAT INCLUDES ALL FACILITIES, EXACT PLACEMENT OF ALL EQUIPMENT, STREET CLOSURES, INGRESS AND EGRESS ROUTES, SHUTTLE ROUTES, FENCING, ACCESSIBILITY PLAN, AND PARKING MUST BE ATTACHED TO THE APPLICATION.

### YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT A SITE PLAN

(PLEASE NOTE: THE COMPLETION OF THE BEACH USAGE MAP, PAGE 14, DOES NOT QUALIFY AS A SITE PLAN)

Please check all the boxes that apply to the equipment that will be on site for your event and specify the number and size of each (if applicable).

<input checked="" type="checkbox"/> Cars	7
<input type="checkbox"/> Semi-Trucks	_____
<input checked="" type="checkbox"/> Generator	3
Size/Type:	_____
<input checked="" type="checkbox"/> Vans	1
Size:	_____
<input checked="" type="checkbox"/> Sound Equipment	1 PA
<input type="checkbox"/> Enclosed Tents	_____
<input type="checkbox"/> Other (please attach list with description of each item)	_____

<input checked="" type="checkbox"/> Porta Potties	10
<input type="checkbox"/> Motor Homes	_____
Size:	_____
<input type="checkbox"/> Trailer	_____
Size:	_____
<input type="checkbox"/> Stage	_____
Measurements:	_____
<input checked="" type="checkbox"/> Canopies	20

## ACCESSIBILITY PLAN

It is the applicant's responsibility to comply with all City, County, State and Federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities and programs must be accessible to persons with disabilities.

Please describe your accessibility plan:

The site itself is accessible. We will also be providing porta potties and sinks if there are any areas that prevent handicapped access to these kids of areas. Everything else, will be available to people of all types.

## INSURANCE

Unless greater or lesser coverage is requested, applicant agrees to furnish the City of Hermosa Beach evidence of \$2 million comprehensive general liability insurance in the form of a certificate, including endorsement, covering the entire period of this permit, naming the City of Hermosa Beach, its officers, agents and employees as additionally insured. Permittee waives claims against the City of Hermosa Beach, its officers, agents and employees, for fees or damages caused, arising out of or in any way connected with the exercise of this permit.

### APPLICANT AGREES TO COMPLY WITH ALL APPLICANT'S LAWS AND AGREES TO MAINTAIN PREMISES IN GOOD CONDITION AND RETURN IN THE SAME CONDITION AS BEFORE SAID USE.

I certify that the information contained herein is true and correct to the best of my knowledge. I have read and agree to comply with the City of Hermosa Beach Sustainability Measures. All fees, charges and other material will be paid and or furnished to the Department of Community Resources as mutually agreed to by both parties.

Joey Iside

\_\_\_\_\_  
Name/Company Representative

Joey Iside

\_\_\_\_\_  
Signature

8/15

\_\_\_\_\_  
Date

# IMPACT CHARACTERISTIC WORKSHEET (REQUIRED FOR ALL EVENTS)

Please consider details of your event and use this worksheet to determine its impact level. If you are applying for multiple events, please complete a different page for each if the event details are different.

**1** **Event Name:** Hope Chapel Hermosa Beach Annual Egg Hunt

**Event Date(s):** 4/20/18

**2**

Select one characteristic in each ROW as it relates to your event(s).

Please be sure to mark (i.e. "x", circle, checkmark, etc.) each selection. Failure to do so will deem the worksheet and application incomplete.

**NUMBER OF EXPECTED PARTICIPANTS**

SMALL 100-500 MEDIUM 500-2,000 LARGE 2,000+ ☒

**REOCCURANCE**

3+ Years ☒ ONCE BEFORE NEW EVENT

**LOCATION**

PARKS OR BEACH ☒ PIER PLAZA STREETS/PUBLIC RIGHT OF WAY/STRAND

**TIME OF YEAR**

WINTER SPRING OR FALL ☒ SUMMER

**DAY(S) OF THE WEEK**

WEEKDAY WEEKEND ☒ HOLIDAY

**NUMBER OF CONSECUTIVE DAYS**

LESS THAN 2 DAYS ☒ 2-4 DAYS MORE THAN 5 DAYS

**NUMBER OF EVENTS IN ONE YEAR**

1-2 EVENTS/YEAR 3-4 EVENTS/YEAR ☒ MORE THAN 5 EVENTS/YEAR

**ADDITIONAL REQUESTS NEEDED**

i.e. filming, reserved parking, fencing, stage or seating construction, road closures, amplified sound, etc.

NONE ☒ 1-2 2 OR MORE

**3**

Calculate the total number of each color/column selected.

**TOTALS**

4 3 1

**IMPACT LEVEL I**

At least 5 blue

**IMPACT LEVEL II**

At least 2 red

**IMPACT LEVEL III**

At least 2 green

**4**

Determine Impact Level by selecting the HIGHEST your event qualifies for.

**IMPACT LEVEL** 2

# **COMMUNITY BENEFIT**

Please provide a brief description of the benefit your event(s) add to the community. The Community Decision-Making Tool may be used as a guide and can be found on the City website at the following link:

<http://www.hermosabch.org/Modules/ShowDocument.aspx?documentid=5226>

**Event Name:** Hope Chapel Hermosa Beach Annual Egg Hunt

**Event Date(s):** 4/20/18

This has been a huge draw to Hermosa from surrounding cities. That not only impacts the view of Hermosa, But also impacts local business. It also encourages the community to come together and get to know each other. That pays off in regards to having a safer, more pleasant place to call home. Also... the kids love it.

## **PUBLIC RELATIONS INFORMATION**

Please provide the following information to be given out to the general public, if requested:

Name of Event: Hope Chapel Hermosa Beach Annual Egg Hunt

Name of Organization: Hope Chapel Hermosa Beach

### **Event Dates and Times:**

Date	4/20/18				
Times	9am-1pm				

Event Information can be found online at: [www.hopechapel.org](http://www.hopechapel.org)

Public Relations Contact: Joey Iside

Day Phone: 310.793.6634 Evening Phone: 310.793.6634

Email: joey.iside@hopechapel.org

Please provide a brief description of your event that can be used on the online City calendar. Please include details that would be helpful for someone looking for more information specific to your event.

Hope Chapels Annual Easter Egg Hunt at Valley Park!  
Fun. Food. Games. Community.

# **PRELIMINARY FEE WORKSHEET**

Please complete, to the best of your ability, all event-related fees as it pertains to your proposed event, **even if you are requesting fee waivers**. **REMINDER: ONLY VALID NON-PROFIT ENTITIES ARE ELIGIBLE FOR FEE WAIVER CONSIDERATION.** A final total of charges will be determined thirty days prior to your event once approval is granted; additional fees may apply when deemed necessary through the approval process. Please use this worksheet as a preliminary guide for planning purposes of city fees. Please note that fees may be updated at any time.

<b>EVENT CATEGORY FEES</b>	<b>PRICE</b> <i>(subject to change)</i>	<b>MY EVENT FEES</b>
Category I • <500 people	70/30% of registration fees	
Category II • Impacts public areas for no longer than one (1) day including set-up & tear-down • Is conducted in the off-season (not between Memorial Day and Labor Day or on any holiday) • Participant plus Spectator crowd above 500 but does not exceed 3,000 people. • Has no television coverage (except news). • A non-profit entity is the beneficiary of the net revenues (100%). • Does not meet any of the identifying criteria for a Category III or IV event.	\$2596 per day	
Category III • Impacts public areas for more than one (1) day including set up. • Participant plus Spectator crowd does not exceed 5,000 people. • Has no television coverage (except news). • Has more than \$3,000 and less than \$50,000 in prize money. • Does not meet any of the identifying criteria for a Category IV event.	\$2856 per day	
Category IV • Meets Category III Criteria and has one or more of the following: ▪ Has network television coverage or ▪ Estimated participant/spectator crowds exceeds 5,000 people or ▪ Prize money in excess of \$50,000 or ▪ Charges admission to spectator Gross revenues in excess of \$50,000.	\$5192 per day	

<b>MISCELLANEOUS FEES</b>	<b>PRICE</b> <i>(subject to change)</i>	<b>MY EVENT FEES</b>
Commercial Application Fee - <i>non-refundable</i>	\$816	
Non-Profit Application Fee - <i>non-refundable</i>	\$544	
Pass-Thru Application Fee - <i>non-refundable</i>	\$272	
Amplified Sound Permit	\$160	
Street Banner Fees	\$570	
Event Co-Sponsor	\$273 each	
Event Set-Up/Tear-Down	\$217 per location, per day	
Community Resources Staff (Required Cat. II-IV)	\$326 per day	
Paramedic	\$131 per hour	
Fire Inspection	\$157 per hour	
Police	\$112 per hour	
Parking Meter Space Fee	\$30 per space, per day	

**Preliminary TOTAL**

# **GREEN MATRIX (Environmental Protection Plan)**

(Required for all event applications)

Events in Hermosa Beach are expected to implement measures to reduce impacts and costs to the environment, the city, and the community. Specify how you will comply with applicable measures (or mark not applicable). If you have a multi-year contract for your event, please show how you will increase compliance in subsequent years.

**Event Name:** Hope Chapel Hermosa Beach Annual Egg Hunt

**Expected Attendance:** 3000

MEASURE	CHECK IF APPLICABLE	HOW WILL YOU COMPLY? (use additional sheets if needed)
<b>Recycling and Waste Reduction</b>		
<b>1. Reduce waste and single-use items</b>		
▪ Limit single-use paper, plastics, packaging, and décor items	<input checked="" type="checkbox"/>	
▪ Reduce size/bulk of plates, containers, cups	<input checked="" type="checkbox"/>	
▪ Use products with high recycled content	<input checked="" type="checkbox"/>	
▪ Avoid sale or give-away of single-use plastic drinking water bottles. * <a href="#">A mobile water cart</a> ('Mother-Lode Wide') is available for use and reusable water bottles are encouraged	<input checked="" type="checkbox"/>	
▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups) * <a href="#">Large drink dispensers</a> are available for use and reusable water bottles are encouraged	<input checked="" type="checkbox"/>	
▪ At 'beer or drink gardens' use recycled or compostable cups (provide dump station for liquids)	<input type="checkbox"/>	n/a
▪ Recycle fry-grease for bio-diesel fuels	<input type="checkbox"/>	n/a
▪ Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks)	<input checked="" type="checkbox"/>	
<b>2. Recycling containers:</b>		
▪ Place well-marked recycle containers adjacent to every trash container	<input checked="" type="checkbox"/>	
▪ Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters.	<input checked="" type="checkbox"/>	
▪ Scavenging is prohibited from waste containers. Prevent and report scavenging	<input checked="" type="checkbox"/>	
<b>3. Staging</b>		
▪ Recycle or reuse event construction materials	<input checked="" type="checkbox"/>	
▪ Use 'no emission/no VOC' paints/sealants	<input type="checkbox"/>	n/a

<b>3. Transportation</b>		
▪ No-idling policy for all vehicles	<input checked="" type="checkbox"/>	
▪ Sponsor free shuttle or low cost bus passes	<input checked="" type="checkbox"/>	
▪ Use electric, hydrogen, hybrid or CNG vehicles	<input type="checkbox"/>	n/a
<b>4. Energy</b>		
▪ Use energy-efficient lighting	<input type="checkbox"/>	n/a
▪ Turn lighting and devices off when not in use	<input checked="" type="checkbox"/>	
▪ Turn off generators when not in use for significant period of time	<input checked="" type="checkbox"/>	
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	<input checked="" type="checkbox"/>	
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	<input type="checkbox"/>	n/a
<b>5. Marine environment</b>		
▪ <u>NO single-use plastic bags starting October 1, 2016.</u>	<input checked="" type="checkbox"/>	
▪ <u>including take-out cups or containers.</u>	<input checked="" type="checkbox"/>	
▪ No hosing of surfaces. Consult Public Works regarding clean-up procedures for large events	<input checked="" type="checkbox"/>	
▪ Full containment of all wastes	<input checked="" type="checkbox"/>	
▪ Full containment of all six-pack plastic rings. Cut rings prior to disposal.	<input checked="" type="checkbox"/>	
If Beach and street cleaning required consult Public Works regarding clean-up procedures	<input type="checkbox"/>	n/a
<b>6. Education</b>		
Event and vendors to make reducing waste and recycling a prominent theme	<input checked="" type="checkbox"/>	
▪ Provide one booth, kiosk or space for green education sponsored by city or designee	<input type="checkbox"/>	n/a
▪ Advertise green measures and rules in all event advertising and on website	<input checked="" type="checkbox"/>	
▪ Demonstrate that vendors and service providers will comply with green measures	<input type="checkbox"/>	n/a
<b>7. Monitoring</b>		
Report on compliance with above applicable measures	<input checked="" type="checkbox"/>	



## **BEACH USAGE MAP** *(required for all BEACH events)*

Please circle the courts that you will be using for your event. If you are applying for multiple events, please complete a different page for each, noting the event title and date below. Additionally, if you will be using different courts each day for multi-day events, please complete a separate form for each day. Completion of this map does not take the place of the required Site Plan.

Event Name: \_\_\_\_\_ n/a

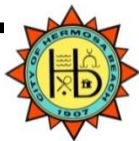
Event Date(s): \_\_\_\_\_ n/a











## NON-PROFIT SPECIAL EVENT FEE WAIVER APPLICATION

710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280 • Fax: 310.372.4333

This form must be submitted with the application for the corresponding event, following the deadlines for application submission. Failure to include this form at the time of application submission will result in applicable event fees being charged to the event producer. **Only requests from valid non-profit organizations will be considered.**

Requested Event Date (1<sup>st</sup> Choice<sup>\*\*</sup>): 4/20/19

2<sup>nd</sup> Choice <sup>\*\*</sup> (Required): 4/13/19

**<sup>\*\*</sup>Date choice is not guaranteed until final calendar has been determined by City staff.**

*Per Hermosa Beach Municipal Code Section 12.28.150: The Community Resources Director may waive or reduce permit fees for nonprofit organizations upon a showing by the organization that the financial gain from the event would be substantially offset by the fees charged. However, direct costs incurred by the city on behalf of the event may not be waived. Should a request for waiver or reduction of fees be denied by the director, applicant may appeal the decision to the Parks, Recreation and Community Resources Advisory Commission. Said appeal must be submitted to the commission in writing via the Department of Community Resources at least eight (8) working days prior to the Commission meeting*

### ORGANIZATION'S INFORMATION

EVENT TITLE: Hope Chapel Sunrise Service

Applicant Name: Joey Iside

Organization Name: Hope Chapel Hermosa Beach

Non-Profit I.D. or Tax Exempt #: 95-2575880

Address: 2420 Pacific Coast Highway

Hermosa Beach

Ca

90254

City

State

Zip

Phone: 310.372.4673

Cell: 310.793.6634

Email Address: joey.iside@hopechapel.org

Fax: 310.374.8223

### EVENT INFORMATION

Event Type (please select all that apply):

☐ Race (run, walk, bike, etc.)

☐ Tournament Type: \_\_\_\_\_

☐ Parade

☐ Pass-Through

☐ Street Fair/Festival

☐ Fundraiser Benefitting: \_\_\_\_\_

☐ Concert

☐ Swim Event

☒ Other Easter Egg Hunt

Event Location: Valley Park Valley Drive & Gould, Hermosa Beach, Ca 90254

What specific fee(s) are you requesting to be waived?

\$2856 Category III

Please identify the hardship incurred (*please attach additional pages, if necessary*):

We operate off of donations, and so it becomes more difficult to offer these kinds of events to the community.

Please identify how your organization benefits the City of Hermosa Beach as outlined in the criteria below.  
Please be specific (*attach additional pages, if necessary*):

This event draws over a thousand people from throughout the community. It has grown ever single year we have put it on  
and we believe that it will continue to do so. It draws people out to local businesses, as well as looks great for the city.

### CRITERIA CONSIDERED

The city will consider the following when reviewing a special event fee waiver request:

- Raises funds to supplement City budgeted services.
- Raises funds for programs normally funded by the City.
- Raises funds for Non-Profit groups, which have contributed substantially to the community.
- Nationally or State affiliated program which provides programs for local youth.
- Raises funds for elderly citizens or youth organizations.

Joey Iside

\_\_\_\_\_  
Name/Company Representative

Joey Iside

\_\_\_\_\_  
Signature

8/15/18

\_\_\_\_\_  
Date



## City of Hermosa Beach Special Event Application Rules and Regulations

Applications and other required documents must be submitted to:  
**City of Hermosa Beach Community Resources Department**  
**710 Pier Avenue, Hermosa Beach, CA 90254**

Office Phone: 310.318.0280 • Email: [hbconnect@hermosabch.org](mailto:hbconnect@hermosabch.org) • Fax: 310.372.4333

**Please refer to the Special Event Policy Guide on the City website for a complete listing of all policies and procedures related to special events in the City of Hermosa Beach.**

Application, application fee and all required documents **must** be submitted to the Department of Community Resources to be considered.

**Please note:**

- ✓ **Applications *MUST* be completed electronically – handwritten applications will not be accepted.** (Instructions for completing applications electronically can be found on the City website.)
- ✓ **ALL sections and pages of the application *MUST* be completed (or marked N/A) to be eligible for review.** You will be notified by City staff if your application was not accepted due to it being incomplete.

### Approval Process

Event Level	Approval Group	Event Review Schedule
Impact Level I	Approved by Community Resources Staff	As received
Impact Level II	Approved by the Parks, Recreation and Community Resources Advisory Commission	Meets monthly (first Tuesday of each month)
Impact Level III & New Events	Approved by public hearing at the Parks, Recreation and Community Resources Advisory Commission and City Council	Meets monthly (Commission) (first Tuesday of each month)
		Meets bi-monthly (Council) (second and fourth Tuesday of each month)

### Multiple Events

If you are applying for multiple event days and ALL characteristics of each day are the SAME (set-up, parking requests, etc.), you are welcome to submit one application and one application fee that includes all dates. Once an event has any details that differ between event dates, you are required to submit a SEPARATE application and application fee for each.

*Example: A youth volleyball organization is holding a variety of tournaments, including:*

- May – youth tournament (80 participants, 10 volleyball courts)
- June – youth tournament (80 participants, 10 volleyball courts)
- July – adult tournament (100 participants, 16 volleyball courts)

*The May and June events will be accepted on one application; the July event is required to be submitted on a separate application outlining that event's details.*

**YOU MUST SUBMIT THE FOLLOWING:** To avoid processing delays of your application, do not leave any sections blank. Indicate items that do not apply with an N/A. Attach additional sheets to the application if more space is required.

- ☒ **Completed Application (ALL pages – blank pages marked NA)**
- ☒ **Application Fee**
  - Submit non-refundable \$816 application fee (\$544 for nonprofits or \$272 for pass-throughs) payable to the City of Hermosa Beach. ***Applications received without the application fee will not be reviewed and will be returned as incomplete.***
- ☒ **Site Plan**
  - Include location of stages, tents, portable toilets, dumpsters, registration areas, fencing, barricades, bleachers, generators and all other items for your event. Facilities, equipment placement, parking needs, ingress and egress routes and street closure requests must also be included. The City may require a certified Traffic Control Plan (TCP) should your event be approved. *Please note that completion of the Beach Usage Map (p. 14) does not qualify as a site plan.*
- ☒ **Proof of Non-Profit Status** Pending status does not qualify. Non-profit organizations must apply under their own name and not borrow the non-profit status of another entity.
  - ☐ **Non-Profit Designation Letter**
  - ☐ **Current Copy of Form 990**

**AGREEMENT AND SIGNATURE:**

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Joseph Iside

8/15/18

Signature of Applicant

Date

**POTENTIAL POLICY UPDATES FOR 2019**

Please note that as part of the Parks, Recreation and Community Resources Advisory Commission's ongoing efforts to streamline and strengthen the effectiveness of the Special Event Policy, the following high-priority topics will be under review by the Commission and Council, which may result in policy changes for 2019, including, but not limited to:

- Review and Approval Procedures
- Fee Waiver Policy and Procedures
- Accessibility Requirements

Please be mindful of these potential changes. Staff will keep all approved event producers updated.



City of Hermosa Beach  
Community Resources Department

PERMIT NUMBER:

EVENT DATE:

DATE STAMP

STAFF  
INITIALS

## COMMERCIAL AND NON-PROFIT SPECIAL EVENT PERMIT APPLICATION

710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280 • Fax: 310.372.4333

- **\$816 Non-Refundable Application FEE** *required with application.*
- **\$544 Non-Refundable Application FEE, for VERIFIABLE non-profits (SEE INSTRUCTIONS)**

### ORGANIZATION & EVENT INFORMATION

EVENT TITLE:	Hope Chapel Hermosa Beach Sunrise Service		
Applicant Name:	Jospeh Iside	Birthdate:	12/16/80
Organization Name:	Hope Chapel Hermosa Beach		
Non-Profit?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Non-Profit I.D. or Tax Exempt #:	95-2575880
If non-profit, please describe who will benefit from funds raised from your event: No funds raised at event.			
Address:	2420 Pacific Coast Highway		
	Hermosa Beach	Ca	90254
	City	State	Zip
Phone:	310.374.4673	Cell:	310.793.6634
Email Address:	joey.iside@hopechapel.org	Fax:	310.374.8558

#### **\*\*1<sup>st</sup> CHOICE EVENT DATE(S):**

Set-Up Date(s): 4/21/18  
Event Date(s): 4/21/19  
Clean-Up Date(s): 4/21/19

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

#### **\*\*2<sup>nd</sup> CHOICE EVENT DATE(S):**

Set-Up Date(s): n/a  
Event Date(s):  
Clean-Up Date(s):

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

**\*\*PLEASE NOTE: Date choice is not guaranteed until final calendar has been determined by City staff.**

We produced this event last year, and it went off without a hitch. We have a lot of experience hosting events in Hermosa Beach.

We are a local church in Hermosa Beach

Name: Joey Iside Cell: 310.793.6634

Name: n/a Birthdate: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Please describe your personal experience producing similar events: \_\_\_\_\_

**-If this is a returning event, please indicate the number of years held in Hermosa Beach:**

☒ Local ☐ Regional ☐ National  
☐ Championship ☐ Qualifier

☐ Race (run, walk, bike, etc.)      ☐ Tournament      *Type:*  
☐ Parade      ☐ Pass-Through  
☐ Street Fair/Festival      ☐ Fundraiser      *Benefit*  
☐ Concert      ☐ Swim Event  
☒ Other      Sunrise Church Service

DISTINGUISH BETWEEN DIFFERENT DAILY ACTIVITIES. PLEASE ATTACH ADDITIONAL SHEETS, IF NECESSARY.					
Date(s)	Daily Activity			Start Time	End Time
4/21/19	<input checked="" type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up	2:00am	5:59am
4/21/19	<input type="checkbox"/> Load-in/set-up	<input checked="" type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up	6:00am	7:29am
4/21/19	<input type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input checked="" type="checkbox"/> Load-out/Clean-up	7:30am	9:00am
	<input type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up		



Event Location: Pacific Plaza 1559 PCH Hermosa Beach Ca 90254

If your event is on the beach, do you plan to remove any volleyball or beach tennis courts? ☐ YES ☐ NO

*If YES, please indicate which courts will be removed on the Beach Usage Map (p. 14)*

Estimated # of Participants: 100

Age of Participants: all ages

Estimated # of Spectators (daily): 800

Total Estimated Attendance: 900

### Marketing & Advertisement Plan

Please list how you plan to advertise & promote your event for **participants**:

In house and on social Media

Please list how you plan to advertise & promote your event for **spectators**:

On our marquee on the side of our building w permit as we did w Christmas.

### Overall Event Description - Briefly explain event and activities:

An amazing Easter Sunday Service that is celebrated right as the sun is rising. It is very symbolic of the holiday we are celebrating. We had members of the community come out overjoyed that this was taking place. There is a musical beginning that will last 20 minutes - and a very small section that will take place at the end. There will be coffee, donuts, and hot chocolate for the whole community to enjoy. There are many in Hermosa that celebrate this holiday, and it is our believe that they benefit from this event being thrown for that community

### Street Closure Information – For Parades, Races, Walk/Runs, etc.taking place on City streets.

Names of Streets to be closed *(please include additional sheets if necessary)*:

n/a	between		and		am/pm	to	am/pm
	between		and		am/pm	to	am/pm
	between		and		am/pm	to	am/pm
	between		and		am/pm	to	am/pm
	between		and		am/pm	to	am/pm

### Description of Event Route *(official map must be submitted with application)*

n/a

Assembly Area/Event Start: n/a

Disbanding Area/Event End: n/a

### Sponsors

List **ALL** proposed/anticipated Co-Sponsors. Each Co-sponsor is a \$260 each and must be approved by the Community Resources Department. Co-sponsors may sample only, not sell.

No sponsors at this event.

**Parking (\$1.25 per hour or \$30 per space per day)**

Will you need reserved parking spaces? ☒ Yes ☐ No

If YES, please list requested parking times for each day of request *(attach additional sheets if necessary)*:

# of Spaces	8	Date	4/21/19	from	4am	to	4pm
# of Spaces		Date		from		to	
# of Spaces		Date		from		to	

Will official event merchandise be sold at the event *(Business License required)*? ☐ Yes ☒ No

Does your event involve the sale or consumption of alcoholic beverages? ☐ Yes ☒ No  
*Alcohol is prohibited on the beach per HBMC 12.26.300*

Will the event have amplified sound? ☒ Yes ☐ No

*-If YES, please describe (live music, PA, number and size of speakers, microphone, bullhorn, etc):*

Is this a fundraising event? ☐ Yes ☒ No

*-If YES, please describe the fundraising activities:*

Will there be any fenced areas? ☐ Yes ☒ No

*-If YES, please describe:*

Will there be construction of stages or structures, including any tents or awnings? ☒ Yes ☐ No

*-If YES, please describe:*

It is actually not constructed. Just a riser for the speaker and singer.

Already assembled: 20ft x 8ft x 2ftH

What is your clean-up plan post event?

We will clean up the event with volunteers. Last year the whole event including trash disappeared in and hour.

Will you be requesting street banners? ☐ Yes ☒ No

Will you be requesting light pole banners? ☐ Yes ☒ No

Will you be filming or having television coverage? ☐ Yes ☒ No

Entrance or Registration Fee: n/a

Methods of Registration (please check all that apply):

☐ Website

☐ Mail

☐ Active.com

☐ Other

n/a

Prizes (including anticipated cash prizes):

n/a

#### SAFETY/SECURITY/VOLUNTEERS

Have you hired a security company to handle security arrangements for this event?

☐ Yes

☒ No

-If YES, please include the following information:

Company Name: n/a Phone:                      # of Guards:                     

Guard Schedule:

We have an inhouse guard staff that will watch over the equipment and people. If anything changes and we do hire a company, we will let you know.

Do you plan on utilizing volunteers?



☒ Yes

☐ No

-If YES, please describe:

Volunteers will set up and tear down the event. As well as act as security.

Please describe your procedures for both crowd control and internal security:

We have an internal security squad that consists of ex police, private security, and other jobs in the security sector. They will be monitoring perimeters, equipment, any suspicious activity. Crowd control has never been a problem at any of our events. Leaders always make sure groups are where they should be, when they should be there. Everyone is guided to where they should be.

#### EVENT PROMOTION INFORMATION

Please describe marketing and promotional efforts for this event. Include event website, social networking sites, radio play, etc.

We will promote this event in house, on our social media, and on our website. If approved, we may have signage on site.  
[www.hopechapel.org](http://www.hopechapel.org)

### EQUIPMENT INFORMATION (ATTACH SITE PLAN)

**A DIAGRAM OF YOUR SITE PLAN THAT INCLUDES ALL FACILITIES, EXACT PLACEMENT OF ALL EQUIPMENT, STREET CLOSURES, INGRESS AND EGRESS ROUTES, SHUTTLE ROUTES, FENCING, ACCESSIBILITY PLAN, AND PARKING MUST BE ATTACHED TO THE APPLICATION.**

#### **YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT A SITE PLAN**

**(PLEASE NOTE: THE COMPLETION OF THE BEACH USAGE MAP, PAGE 14, DOES NOT QUALIFY AS A SITE PLAN)**

Please check all the boxes that apply to the equipment that will be on site for your event and specify the number and size of each (if applicable).

- |   |                     |
|---|---------------------|
| <input checked="" type="checkbox"/> Cars  | 8                   |
| <input type="checkbox"/> Semi-Trucks  |                     |
| <input checked="" type="checkbox"/> Generator                                     | 4 (quiet)           |
| Size/Type:  |                     |
| <input checked="" type="checkbox"/> Vans  | 1                   |
| Size:   |                     |
| <input checked="" type="checkbox"/> Sound Equipment                               | Complete List Above |
| <input type="checkbox"/> Enclosed Tents   |                     |
| <input type="checkbox"/> Other (please attach list with description of each item) |                     |

- |   |                |
|---|----------------|
| <input checked="" type="checkbox"/> Porta Potties | 4 by restrooms |
| <input type="checkbox"/> Motor Homes              |                |
| Size:   |                |
| <input type="checkbox"/> Trailer                  |                |
| Size:   |                |
| <input type="checkbox"/> Stage                    |                |
| Measurements:                                     |                |
| <input type="checkbox"/> Canopies                 |                |

### ACCESSIBILITY PLAN

It is the applicant's responsibility to comply with all City, County, State and Federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities and programs must be accessible to persons with disabilities.

Please describe your accessibility plan:

Site is ADA compliant. We will also be adding porta potties with sinks attached the are accessible to all.

### INSURANCE

Unless greater or lesser coverage is requested, applicant agrees to furnish the City of Hermosa Beach evidence of \$2 million comprehensive general liability insurance in the form of a certificate, including endorsement, covering the entire period of this permit, naming the City of Hermosa Beach, its officers, agents and employees as additionally insured. Permittee waives claims against the City of Hermosa Beach, its officers, agents and employees, for fees or damages caused, arising out of or in any way connected with the exercise of this permit.

#### **APPLICANT AGREES TO COMPLY WITH ALL APPLICANT'S LAWS AND AGREES TO MAINTAIN PREMISES IN GOOD CONDITION AND RETURN IN THE SAME CONDITION AS BEFORE SAID USE.**

I certify that the information contained herein is true and correct to the best of my knowledge. I have read and agree to comply with the City of Hermosa Beach Sustainability Measures. All fees, charges and other material will be paid and or furnished to the Department of Community Resources as mutually agreed to by both parties.

Joey Iside

Name/Company Representative

Joey Iside

Signature

8/15/19

Date

# IMPACT CHARACTERISTIC WORKSHEET (REQUIRED FOR ALL EVENTS)

Please consider details of your event and use this worksheet to determine its impact level. If you are applying for multiple events, please complete a different page for each if the event details are different.

**1** Event Name: Hope Chapel Sunrise Service  
 Event Date(s): 4/21/18

**2**

Select one characteristic in each ROW as it relates to your event(s).

Please be sure to mark (i.e. "x", circle, checkmark, etc.) each selection. Failure to do so will deem the worksheet and application incomplete.

NUMBER OF EXPECTED PARTICIPANTS

SMALL  
100-500

MEDIUM  
500-2,000  
☒

LARGE  
2,000+

REOCCURRENCE

3+  
Years

ONCE  
BEFORE  
☒

NEW  
EVENT

LOCATION

PARK  
BEACH  
☒

PIER  
PLAZA

STREETS/PUBLIC RIGHT  
OF WAY/STRAND

TIME OF YEAR

WINTER

SPRING  
OR FALL  
☒

SUMMER

DAY(S) OF THE WEEK

WEEKDAY

WEEKEND  
☒

HOLIDAY

NUMBER OF CONSECUTIVE DAYS

LESS  
THAN 2  
DAYS  
☒

2-4 DAYS

MORE  
THAN 5  
DAYS

NUMBER OF EVENTS  
IN ONE YEAR

1-2  
EVENTS/YEAR

3-4  
EVENTS/YEAR  
☒

MORE  
THAN 5  
EVENTS/YEAR

ADDITIONAL REQUESTS  
NEEDED

i.e. filming, reserved parking, fencing,  
stage or seating construction, road  
closures, amplified sound, etc.

NONE  
☒

1-2

2 OR  
MORE

**3**

Calculate the total number of each color/column selected.

TOTALS

3

5

0

IMPACT LEVEL I

At least 5 blue

IMPACT LEVEL II

At least 2 red

IMPACT LEVEL III

At least 2 green

**4**

Determine Impact Level by selecting the HIGHEST your event qualifies for.

IMPACT LEVEL 2

## **COMMUNITY BENEFIT**

Please provide a brief description of the benefit your event(s) add to the community. The Community Decision-Making Tool may be used as a guide and can be found on the City website at the following link:

<http://www.hermosabch.org/Modules/ShowDocument.aspx?documentid=5226>

**Event Name:** Hope Chapel Sunrise Service **Event Date(s):** 4/21/19

This not only provides a beautiful Easter service to the communities at large, it also drives business into local businesses. We will again be utilizing the Vons parking lot, and have a shuttle system that will bring down people to Pacific Plaza, and back to their cars.

## **PUBLIC RELATIONS INFORMATION**

Please provide the following information to be given out to the general public, if requested:

**Name of Event:** Hope Chapel Sunrise Service

**Name of Organization:** Hope Chapel Hermosa Beach

### **Event Dates and Times:**

Date	4/21/18				
Times	6am-8am				

**Event Information can be found online at:** www.hopechapel.org

**Public Relations Contact:** joey.iside@hopechapel.org

**Day Phone:** 310.374-4673 **Evening Phone:** 310.793.6634

**Email:** joey.iside@hopechapel.org

Please provide a brief description of your event that can be used on the online City calendar. Please include details that would be helpful for someone looking for more information specific to your event.

Hope Chapel Sunrise Service  
Come Celebrate Easter as it rings in with a beautiful sunrise.  
Enjoy Music, Snacks, and an inspirational message for our community.

# **PRELIMINARY FEE WORKSHEET**

Please complete, to the best of your ability, all event-related fees as it pertains to your proposed event, **even if you are requesting fee waivers**. **REMINDER: ONLY VALID NON-PROFIT ENTITIES ARE ELIGIBLE FOR FEE WAIVER CONSIDERATION.** A final total of charges will be determined thirty days prior to your event once approval is granted; additional fees may apply when deemed necessary through the approval process. Please use this worksheet as a preliminary guide for planning purposes of city fees. Please note that fees may be updated at any time.

EVENT CATEGORY FEES	PRICE (subject to change)	MY EVENT FEES
Category I	70/30% of registration fees	
<ul style="list-style-type: none"> <li>&lt;500 people</li> </ul>		
Category II		
<ul style="list-style-type: none"> <li>Impacts public areas for no longer than one (1) day including set-up &amp; tear-down</li> <li>Is conducted in the off-season (not between Memorial Day and Labor Day or on any holiday)</li> <li>Participant plus Spectator crowd above 500 but does not exceed 3,000 people.</li> <li>Has no television coverage (except news).</li> <li>A non-profit entity is the beneficiary of the net revenues (100%).</li> <li>Does not meet any of the identifying criteria for a Category III or IV event.</li> </ul>	\$2596 per day	
Category III		
<ul style="list-style-type: none"> <li>Impacts public areas for more than one (1) day including set up.</li> <li>Participant plus Spectator crowd does not exceed 5,000 people.</li> <li>Has no television coverage (except news).</li> <li>Has more than \$3,000 and less than \$50,000 in prize money.</li> <li>Does not meet any of the identifying criteria for a Category IV event.</li> </ul>	\$2856 per day	
Category IV		
<ul style="list-style-type: none"> <li>Meets Category III Criteria and has one or more of the following: <ul style="list-style-type: none"> <li>Has network television coverage or</li> <li>Estimated participant/spectator crowds exceeds 5,000 people or</li> <li>Prize money in excess of \$50,000 or</li> <li>Charges admission to spectator Gross revenues in excess of \$50,000.</li> </ul> </li> </ul>	\$5192 per day	

MISCELLANEOUS FEES	PRICE (subject to change)	MY EVENT FEES
Commercial Application Fee - <i>non-refundable</i>	\$816	
Non-Profit Application Fee - <i>non-refundable</i>	\$544	
Pass-Thru Application Fee - <i>non-refundable</i>	\$272	
Amplified Sound Permit	\$160	
Street Banner Fees	\$570	
Event Co-Sponsor	\$273 each	
Event Set-Up/Tear-Down	\$217 per location, per day	
Community Resources Staff (Required Cat. II-IV)	\$326 per day	
Paramedic	\$131 per hour	
Fire Inspection	\$157 per hour	
Police	\$112 per hour	
Parking Meter Space Fee	\$30 per space, per day	

**Preliminary TOTAL \$11,292.00**

# **GREEN MATRIX (Environmental Protection Plan)**

*(Required for all event applications)*

Events in Hermosa Beach are expected to implement measures to reduce impacts and costs to the environment, the city, and the community. Specify how you will comply with applicable measures (or mark not applicable). If you have a multi-year contract for your event, please show how you will increase compliance in subsequent years.

**Event Name:** Hope Chapel Hermosa Beach Sunrise Service

**Expected Attendance:** 1100

MEASURE	CHECK IF APPLICABLE	HOW WILL YOU COMPLY? (use additional sheets if needed)
<b>Recycling and Waste Reduction</b>		
<b>1. Reduce waste and single-use items</b>		
▪ Limit single-use paper, plastics, packaging, and décor items	<input checked="" type="checkbox"/>	
▪ Reduce size/bulk of plates, containers, cups	<input checked="" type="checkbox"/>	
▪ Use products with high recycled content	<input checked="" type="checkbox"/>	
▪ Avoid sale or give-away of single-use plastic drinking water bottles. * <u>A mobile water cart</u> ('Mother-Lode Wide') is available for use and reusable water bottles are encouraged	<input checked="" type="checkbox"/>	
▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups) * <u>Large drink dispensers</u> are available for use and reusable water bottles are encouraged	<input checked="" type="checkbox"/>	
▪ At 'beer or drink gardens' use recycled or compostable cups (provide dump station for liquids)	<input type="checkbox"/>	n/a
▪ Recycle fry-grease for bio-diesel fuels	<input type="checkbox"/>	n/a
▪ Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks)	<input checked="" type="checkbox"/>	
<b>2. Recycling containers:</b>		
▪ Place well-marked recycle containers adjacent to every trash container	<input checked="" type="checkbox"/>	
▪ Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters.	<input checked="" type="checkbox"/>	
▪ Scavenging is prohibited from waste containers. Prevent and report scavenging	<input checked="" type="checkbox"/>	
<b>3. Staging</b>		
▪ Recycle or reuse event construction materials	<input checked="" type="checkbox"/>	
▪ Use 'no emission/no VOC' paints/sealants	<input type="checkbox"/>	n/a



<b>3. Transportation</b>		
▪ No-idling policy for all vehicles	<input checked="" type="checkbox"/>	
▪ Sponsor free shuttle or low cost bus passes	<input checked="" type="checkbox"/>	
▪ Use electric, hydrogen, hybrid or CNG vehicles	<input type="checkbox"/>	n/a
<b>4. Energy</b>		
▪ Use energy-efficient lighting	<input type="checkbox"/>	n/a
▪ Turn lighting and devices off when not in use	<input checked="" type="checkbox"/>	
▪ Turn off generators when not in use for significant period of time	<input checked="" type="checkbox"/>	
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	<input checked="" type="checkbox"/>	
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	<input type="checkbox"/>	n/a
<b>5. Marine environment</b>		
▪ <u>NO single-use plastic bags starting October 1, 2016.</u>	<input checked="" type="checkbox"/>	
▪ <u>including take-out cups or containers.</u>	<input checked="" type="checkbox"/>	
▪ No hosing of surfaces. Consult Public Works regarding clean-up procedures for large events	<input checked="" type="checkbox"/>	
▪ Full containment of all wastes	<input checked="" type="checkbox"/>	
▪ Full containment of all six-pack plastic rings. Cut rings prior to disposal.	<input checked="" type="checkbox"/>	
If Beach and street cleaning required consult Public Works regarding clean-up procedures	<input type="checkbox"/>	n/a
<b>6. Education</b>		
Event and vendors to make reducing waste and recycling a prominent theme	<input checked="" type="checkbox"/>	
▪ Provide one booth, kiosk or space for green education sponsored by city or designee	<input type="checkbox"/>	n/a
▪ Advertise green measures and rules in all event advertising and on website	<input checked="" type="checkbox"/>	
▪ Demonstrate that vendors and service providers will comply with green measures	<input type="checkbox"/>	n/a
<b>7. Monitoring</b>		
Report on compliance with above applicable measures	<input checked="" type="checkbox"/>	

## **BEACH USAGE MAP** *(required for all BEACH events)*

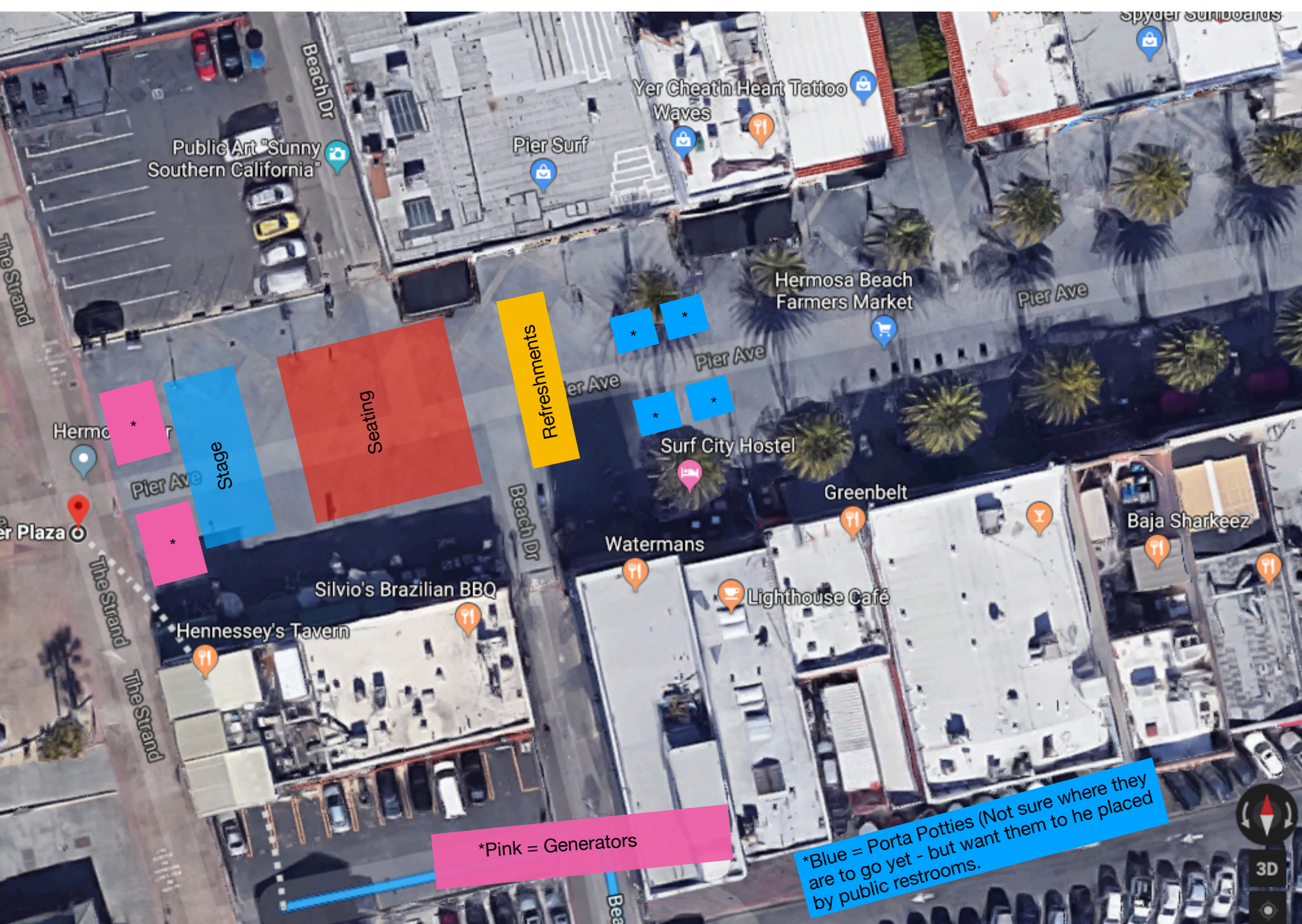
Please circle the courts that you will be using for your event. If you are applying for multiple events, please complete a different page for each, noting the event title and date below. Additionally, if you will be using different courts each day for multi-day events, please complete a separate form for each day. Completion of this map does not take the place of the required Site Plan.

Event Name: \_\_\_\_\_ n/a

Event Date(s): \_\_\_\_\_ n/a







\*Pink = Generators

\*Blue = Porta Potties (Not sure where they are to go yet - but want them to be placed by public restrooms.)



## Hope Chapel Easter Sunrise Service @ Hermosa Pier Plaza

Date	Time	Item	Contact	Notes
Saturday 4-21-19	1:00 pm – 5:00 pm	Set up stage platform and chairs Pavement	Mike Wilson Cell-310-567-3834	
Sunday 4-21-19	1:00 am – 5:00 am	Audio equipment set up (No live audio during this time)	Show Tek Productions Jim Paul 1-949-606-2796	
Sunday 4-21-19	5:00 am – 6:00 am	Singers and team Sound line checks	Show Tek production and Hope Chapel music ensemble Jim Paul & Alan Kisaka	
Sunday 4-21-19	6:00 am – 7:30 am	Sunrise Service	Alan Kisaka (cell 310-259-2743, Dale Turner (Cell 310-408-7572)	
Sunday 4-21-19	7:30 am -8:30 am	Stack chairs and Load out	Mike Wilson	
Sunday 4-21-19	8:30 am – 9:00 am	Final Clean up	Mike Wilson	

Measures we are taking to minimize any disturbance caused.

1. No percussive instruments i.e. Drums. 1 acoustic guitars and voices.
2. Only 35 minutes of the 1/1/2 hour service will involve music and singing the rest of the time it will be the spoken word by our Preaching Pastor as well as a communion service.

## **Easter Sunrise Audio Equipment List**

1 Acoustic Guitar

2 Pas

4 10 Inch Speakers

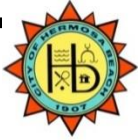
Power Requirements - 4 dedicated 20 amp circuits

## **Easter Sunrise Checklist**

Sound Permit- Included in our application

- Sprinklers off 1 Day before for both Community Center and Valley Park
- Advanced Party Rentals
  - Delivery 3/31 at 3:00pm
  - Volunteers set-up chairs 3/31 at 5:00pm
  - Pick-up 4/1 at 8:00am
- Communion & Offering Table – 1 table set-up behind stage near a “viewable” exit point
- Electricity-Necessary amperage available?
- Stage- Podium & Stool for Zac
- Bulletin Ad for Volunteers
- Parking
  - Sunrise Service Parking Map – On website and for congregation
  - Parking Ministry Volunteers
  - Parking Flags
- Bathroom Use/Supplies
  - Bring Supplies- Towels, toilet paper, seat covers (Joey will go to Community Center to see if our supplies will fit)
  - Signage
  - Assign Clean-up crew
  - Secondary Option – Porta Potty Rental
- Cardboard Trash Cans
- Towels to wipe down chairs and tables
- Coffee, Hot Chocolate (premade) in Cambro Containers
- Airpots with Hot Water for tea
- Letter to Neighbors
- Security Guards Hired to Watch Over Equipment and Event
- Security Team Volunteer Counts – Sunrise Service 6-8, Valley Park 5-6





## NON-PROFIT SPECIAL EVENT FEE WAIVER APPLICATION

710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280 • Fax: 310.372.4333

This form must be submitted with the application for the corresponding event, following the deadlines for application submission. Failure to include this form at the time of application submission will result in applicable event fees being charged to the event producer. **Only requests from valid non-profit organizations will be considered.**

**Requested Event Date (1<sup>st</sup> Choice\*\*):** Sunday, April 21st 2019

**2<sup>nd</sup> Choice \*\* (Required):** n/a

**\*\*Date choice is not guaranteed until final calendar has been determined by City staff.**

*Per Hermosa Beach Municipal Code Section 12.28.150: The Community Resources Director may waive or reduce permit fees for nonprofit organizations upon a showing by the organization that the financial gain from the event would be substantially offset by the fees charged. However, direct costs incurred by the city on behalf of the event may not be waived. Should a request for waiver or reduction of fees be denied by the director, applicant may appeal the decision to the Parks, Recreation and Community Resources Advisory Commission. Said appeal must be submitted to the commission in writing via the Department of Community Resources at least eight (8) working days prior to the Commission meeting*

### ORGANIZATION'S INFORMATION

**EVENT TITLE:** Hope Chapel Sunrise Service

**Applicant Name:** Joey Iside

**Organization Name:** Hope Chapel Hermosa Beach

**Non-Profit I.D. or Tax Exempt #:** 95-25-2575880

**Address:** 2420 PCH

Hermosa Beach CA 90254  
City State Zip

**Phone:** 310.372.4673 **Cell:** 310.793.6634

**Email Address:** joey.iside@hopechapel.com **Fax:** 310.374.8223

### EVENT INFORMATION

**Event Type** (please select all that apply):

- |   |                                       |                    |
|---|---------------------------------------|--------------------|
| <input type="checkbox"/> Race (run, walk, bike, etc.) | <input type="checkbox"/> Tournament   | Type: _____        |
| <input type="checkbox"/> Parade                       | <input type="checkbox"/> Pass-Through |                    |
| <input type="checkbox"/> Street Fair/Festival         | <input type="checkbox"/> Fundraiser   | Benefitting: _____ |
| <input type="checkbox"/> Concert                      | <input type="checkbox"/> Swim Event   |                    |
| <input checked="" type="checkbox"/> Other             |                                       |                    |

**Event Location:** Pacific Plaza

What specific fee(s) are you requesting to be waived?

\$11,292.00

Please identify the hardship incurred *(please attach additional pages, if necessary)*:

We have been asked by the city to try this location instead of the community center lawn. We are hesitant to do so because we don't want to bother Our Lady of Guadalupe's service. However, we have been asked to explore this option by parks and rec, and so we wanted to make sure we did what they requested. The fee is unfortunately more than we could ever afford to pay because we run on donations.

Please identify how your organization benefits the City of Hermosa Beach as outlined in the criteria below. Please be specific *(attach additional pages, if necessary)*:

There has been some mention of complaints. Only 2 specifically on the call line. However it was mentioned that there were other complaints on facebook. There are also many positive comments on the facebook page as well. We had multiple members of the community come out of their houses and join in the Easter celebration extremely excited that this was being offered in the area. It is just normal to hear the complaints louder than compliments in some instances. Obviously the sunrise is very much what Easter means to a lot of people in the community, and we feel offering this type of event blesses people in the community.

### CRITERIA CONSIDERED

The city will consider the following when reviewing a special event fee waiver request:

- Raises funds to supplement City budgeted services.
- Raises funds for programs normally funded by the City.
- Raises funds for Non-Profit groups, which have contributed substantially to the community.
- Nationally or State affiliated program which provides programs for local youth.
- Raises funds for elderly citizens or youth organizations.

Joey Iside

\_\_\_\_\_  
Name/Company Representative

Joey Iside

\_\_\_\_\_  
Signature

1/31/2019

\_\_\_\_\_  
Date





## Staff Report

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### Staff Report

REPORT 19-0117

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Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019

### **ESTABLISHMENT OF PERMANENT RIDESHARE ZONES IN DOWNTOWN HERMOSA BEACH**

(Environmental Analyst Leeanne Singleton &  
Acting Chief of Police Milton McKinnon)

#### **Recommended Action:**

Staff recommends that the City Council approve the implementation of a permanent rideshare zone program in Downtown Hermosa Beach to improve safety and better facilitate pick-up and drop-off of passengers from rideshare services, private vehicles, and taxicab operations.

#### **Executive Summary:**

With an increasing number of rideshare drivers and passengers, and a changing regulatory relationship between the City and taxicab operators, staff has been exploring options to improve safety and better facilitate the pick-up and drop-off of passengers utilizing rideshare services, private vehicles, and taxicab services in the Downtown area. In August 2018, staff launched a pilot rideshare zone program in partnership with Uber and Lyft and installed temporary directional signage. The pilot program allowed staff to evaluate the effectiveness of these rideshare zones and determine appropriate adjustments prior to establishing permanent zones. After approximately six months of operations, staff has evaluated the zones, boundaries, and signage and have recommended a number of improvements to implement as part of a permanent rideshare zone program for Council consideration.

Implementation of permanent rideshare zones would provide the City with a comprehensive strategy to managing rideshare and taxi operations in Downtown Hermosa Beach, provide a more effective use of the City's limited curb space, and reduce the amount of time our enforcement team must spend to ensure the large volume of rideshare and taxicab operations are moving safely and efficiently on weekend evenings.

Implementation of this program as recommended by staff, is expected to provide a small positive fiscal impact by re-introducing five metered spaces along Manhattan Avenue back into evening weekend service, which would outweigh the cost of signage to be installed as part of this program.

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## Staff Report

REPORT 19-0117

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### **Background:**

#### **Changing Taxicab Regulations and Franchise Agreement**

As of January 1, 2019, the City has limited authority to regulate taxicab operations unless the operations are "substantially located" within the City due to Assembly Bill 1069 (Chapter 753, Statutes of 2017). AB 1069 was intended to reduce the regulatory burdens the traditional taxicab industry faced and thereby allow it to more effectively compete with rideshare services. The City is now required to recognize licenses granted taxicab companies by other jurisdictions (e.g., the City of Los Angeles) and to date, there is no indication that any taxicab company meets the "substantially located" burden to require registration with the City.

Prior to 2019, the City maintained Taxicab Franchise Agreements with several taxicab operators. The Franchise Agreement, initially signed in 2003, (see **Attachment 1**) imposed an annual fee upon taxicab operators, and provided that the City would establish designated taxicab staging areas.

With the Franchise Agreements no longer active, the City is no longer obligated to provide curb space designated for the exclusive use of taxicab operators and is seeking to expand access to these designated taxicab staging areas. Many of these staging areas have been underutilized by the taxicab operators for a number of years and could be better utilized by rideshare services, such as Uber and Lyft, and accommodate general passenger loading and unloading activities by private individuals.

#### **Pilot Rideshare Zones and Temporary Detours**

According to the Uber Drivers Guide for Los Angeles County, Hermosa Beach is one of the top requested locations for rides in L.A. Many of these rides occur on weekend evenings when passengers are transported to and from the nighttime establishments in Downtown Hermosa Beach. With much of the Downtown curb space allocated to parking and taxi zones, the growing popularity of rideshare services such as Uber and Lyft has created conflict and safety concerns as drivers double park or stop in travel lanes to pick up or drop off passengers due to limited available curb space. Within Downtown Hermosa Beach there are currently five designated taxi zones that have been provided for exclusive use by taxi operators as part of the City's franchise agreement. Of the five zones, four are designated as such only on weekend evening hours Thursday/Friday/Saturday evenings between 9 PM and 3 AM, and a fifth zone is designated as a 24-hour taxicab zone.

To help address the safety concerns of vehicles stopping in travel lanes, in early 2018, Police and Community Service Officers working Downtown began informally directing rideshare service drivers and waiting passengers toward the bus stop area at Hermosa Avenue and 11th Street while staff sought to establish more formal solution(s).

In August 2018, City staff worked with Uber and Lyft to develop a pilot program that created rideshare

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pick up locations where both drivers and passengers were directed during the weekend evening hours of 9 PM to 3 AM on Thursday, Friday, and Saturday evenings within the Downtown area. The establishment of rideshare zones has been used in many temporary (events such as Coachella) and permanent venues (LAX, Dodger Stadium, Transit Centers and Malls) where drivers cannot access certain spaces, or the venue desires to direct drivers and passengers to a specific location for safer and more orderly pick up of passengers.

Uber and Lyft created a geo-fenced boundary in Downtown, as shown in **Attachment 2**, requiring passengers to select a preferred pick-up location when requesting rides within the boundaries, and then directed both passengers and drivers to the designated pick-up zone. The three zones designated during the pilot phase made use of underutilized taxicab zones and a bus stop area:

- Zone 1: Hermosa Avenue at 14<sup>th</sup> Street (underutilized taxi zone)
- Zone 2: Manhattan Avenue at Pier Avenue (underutilized taxi zone)
- Zone 3: Hermosa Avenue at 11<sup>th</sup> Street (bus stop/red zone)

Temporary signage was installed during the pilot program phase to allow staff the ability to test messaging and adjust locations before funds are spent to develop and install permanent signage. Temporary signage was placed at each rideshare zone as well as the east end of Pier Plaza to help riders navigate to the selected zone.

Uber and Lyft also have the capability to program road closure information and re-direct drivers and passengers to designated locations during events such as street festivals, parades, and construction detours. Staff worked with Uber and Lyft prior to the September 2018 Fiesta Hermosa to re-direct passengers and drivers to a designated location outside of the Fiesta footprint during the three days of street closures and anticipates continuing to provide this information to operators for community events with major street closures.

### **Analysis:**

Following this pilot phase, staff has discussed the effectiveness of the pilot program, and is proposing to permanently re-purpose some of the taxicab zones as rideshare pick-up locations given the changing relationship with taxicab operators and the need to provide safe and convenient locations for patrons of Hermosa Beach establishments and special events to be picked-up. Provided below is an assessment of the pilot program and recommendations for the implementation of a permanent rideshare program, associated signage, and plans for providing public education and raising awareness.

### **Pilot Program Assessment**

Since the launch of the pilot program in August 2018, staff from the Police Department and City Manager's office have monitored the use of the rideshare zones/taxi zones, compliance by drivers, and effectiveness of the signage in directing passengers to the established pick-up zones. Within a

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few weeks of launching the pilot zones, it appeared that most drivers were meeting passengers at the designated zones and moving vehicles out of the travel lane. Similarly, passengers became familiar with the pick-up practices after a short period of time and Police Department staff assisted in directing passengers to the appropriate zones when they found patrons waiting at the edge of Pier Plaza. Based on staff observations from the pilot period, the following changes are proposed:

- *Removal of Pick-Up Zone at Manhattan and Pier Avenue*-while included in the pilot phase on the west/southbound side of the street, staff has observed limited use of this location, and when it is used, this pickup location is often approached from Pier Avenue which results in drivers stopping in the red zone on the east/northbound side of the street or making a U-turn mid-block to reach the proper designated zone. Staff is proposing as part of the permanent program to put these five spaces back into metered use between the hours of 9 PM and 2 AM on weekend evenings.
- *Designation of Zones as Tow-Away Zones*-both the current taxicab and pilot rideshare zones do not include signage that explicitly authorizes vehicles to be towed if they fail to comply with the parking restrictions identifying these spaces as taxicab or rideshare zones during specified hours. The result is that many of the zones designated for these purposes end up with vehicles parked in these spaces and render the zone ineffective at allowing vehicles to easily move out of the travel lane and next to the curb to pick-up passengers. Unless a space includes a tow-away sign, the only enforcement tool available is to cite the vehicles parked during those hours, and the parked vehicles remain blocking the zone until the owner returns.
- *Expanded Boundaries to Reduce Accidental Travel onto Strand or Plaza*-staff continues to observe a number of drivers make their way onto the Strand and Pier Plaza to attempt to pick-up passengers. While the app does not direct drivers onto the Strand or Plaza, the areas nearby such as Beach Drive or 11<sup>th</sup> Street are not currently “restricted” and by expanding the boundaries of the geo-fence area and placing “hard road closures” on the back end of the apps, it is anticipated that drivers will be re-directed to avoid these areas altogether and reduce instances in which drivers accidentally make their way onto the Strand or Pier Plaza when trying to find their passengers.
- *Improved/Permanent Signage*-after installing temporary signage, staff has observed that the signage on the east end of Pier Plaza can be difficult to read during nighttime hours due to the placement and size of the signage text. Permanent signage with reflective qualities will improve the visibility of the signs at each zone, and staff is additionally proposing to place A-frame sign(s) at the east end of Pier Plaza to help direct patrons to the appropriate pick-up locations.

### Proposed Permanent Zones and Related Changes

Based on the evaluation of the pilot program, staff is recommending implementation of permanent rideshare zones with the following components:

- *Pick-up Zones*-the proposal for permanent rideshare zones would designate three zones

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## Staff Report

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along Hermosa Avenue as formal pick-up locations (see **Attachment 3**), with the Hermosa Avenue at 14<sup>th</sup> Street (east), and Hermosa Avenue South of Pier (west) designated on Thursday/Friday/Saturday evenings between 9 PM and 3 AM, and the space on Hermosa Avenue just north of 11<sup>th</sup> Street (west) designated as a 24/7 Rideshare/Passenger Loading Zone. The re-organization of these zones would shift the dedicated Taxicab Staging Area to Hermosa Avenue just north of Pier Plaza on weekend evenings, and the taxicabs would still be permitted to use all other designated rideshare zones. Additionally, the current passenger loading zone on Hermosa Avenue north of 10<sup>th</sup> Street and adjacent to the Comedy and Magic Club will be included as a pick-up location option within the rideshare service apps to serve patrons of the establishment, but is not intended to be formally designated as a rideshare zone location and will not include signage as a rideshare zone pickup location.

- *Geofence Boundaries*-a geofence area, as shown in **Attachment 3**, has been drawn around Pier Plaza, the Beach, and Hermosa Avenue between 10<sup>th</sup> and 14<sup>th</sup> Streets. The boundaries have been drawn to capture pedestrian only areas such as the beach, Strand, Pier Plaza, nearby parking lots, and Hermosa Avenue, while avoiding nearby hotels and residences.
- *Signage and Curb Markings*-signage will be affixed to current sign posts at the beginning of each rideshare zone and an A-frame sign(s) placed at the edge of Pier Plaza to direct rideshare passengers on weekend evenings to the designated zones. A summary of the proposed signage to be placed at each rideshare pick-up location is provided as **Attachment 4**.
- *Education and Enforcement*-as the City formally launches these rideshare zones, the City has reached out to Uber and Lyft to gauge their interest in the development and distribution of marketing materials and signage to inform passengers of rideshare zones and best practices for safe riding. Efforts could include outreach to downtown establishments, distribution of marketing materials identifying the rideshare zones, temporary sidewalk decals marking rideshare zones, or participation in the 2019 Fiesta Hermosa events. On the driver side, in-app messaging is provided to drivers and the program automatically directs them to rideshare zone locations when picking up passengers in Downtown Hermosa Beach. Following an initial grace period, drivers who do not use the zones may be fined.

Implementation of these elements would provide the City with a comprehensive strategy to manage rideshare services and taxicab operations in Downtown Hermosa Beach, provide a more effective use of the City's limited curb space, and reduce the amount of time our enforcement team (Police, Community Service Officers, Code Enforcement) must spend to ensure the large volume of rideshare and taxicab operations are moving safely and efficiently on weekend evenings.

### **General Plan Consistency:**

PLAN Hermosa, the City's General Plan, was adopted by the City Council in August 2017. The establishment of Rideshare Zones in Downtown Hermosa Beach would improve mobility and coastal

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access by facilitating safe and convenient locations for ridesharing services to pick-up and drop-off passengers visiting Downtown or the beach, and support several goals and policies of the Mobility Element and the Parks + Open Space Element.

### Mobility Element Policies

- *1.3 Monitor best practices.* Consider applying the latest state of best practices in the design, operation, and maintenance of the transportation network that is both attractive and functional.
- *4.9 Encourage TDM strategies.* Encourage use of transportation demand management strategies and programs such as carpooling, ride hailing, and alternative transportation modes as a way to reduce demand for additional parking supply.
- *6.7 Pick-up and drop-off zones.* Identify and designate safe and convenient drop-off and pickup zones citywide for ridesharing (including autonomous vehicles), beach loading/unloading, taxis and similar services.
- *8.7 Transportation network company zones.* Work with the city's transportation network company service providers (e.g. taxis, rideshare companies) to establish safe and convenient pick-up/drop off zones.

### Parks + Open Space Element Policies

- *8.8 Event transportation.* Enhance alternative transportation options during special events to improve public access to special events as well as to other portions of the beach.

### Fiscal Impact:

Implementation of permanent rideshare zones and associated signage will require a total of 22 new regulatory signs to be fabricated and installed on meter posts and street sign posts. Additionally, staff anticipates adding A-frame sign(s) or other temporary signage to direct users to the appropriate zones from Pier Plaza. Public Works staff estimates the one-time cost of these signs to be \$2,000 or less. These materials will be paid for from the City Manager's Office budget for Print Communications, Promotions, and Public Outreach Materials in the contract services account.

Additionally, the re-introduction of five metered parking spaces on Manhattan Avenue during the hours of 9 PM to 2 AM will provide an increase in revenue to the City (estimated at approximately \$3,000 annually if occupied 50% of the available time).

### Attachments:

1. May 2017 Request to Renew Exclusive Taxicab Franchise Agreements
2. Pilot Rideshare Zones and Geo-fence Boundaries
3. Proposed Permanent Rideshare Zones and Geo-fence Boundaries
4. Proposed Signage

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## Staff Report

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**Respectfully Submitted by:** Leeanne Singleton, AICP, Environmental Analyst

**Concur:** Peter Ahlstrom, Community Services Division Manager

**Concur:** Lucho Rodriguez, Acting Public Works Director

**Concur:** Milton McKinnon, Acting Chief of Police

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Legal Review:** Mike Jenkins, City Attorney

**Approved:** Suja Lowenthal, City Manager

# Hermosa Beach Downtown Rideshare Zones

## Taxi Zones

**1. Citibank**  
4 spaces (~80 feet)  
Current:  
3 - metered  
1 - 15 minute zone  
Taxi zone 9 pm to 3 am

**2. Bank of America**  
5 spaces (~100 ft)  
Current:  
3 - metered  
2 - 15 minute zone  
Taxi zone 9 pm to 3 am

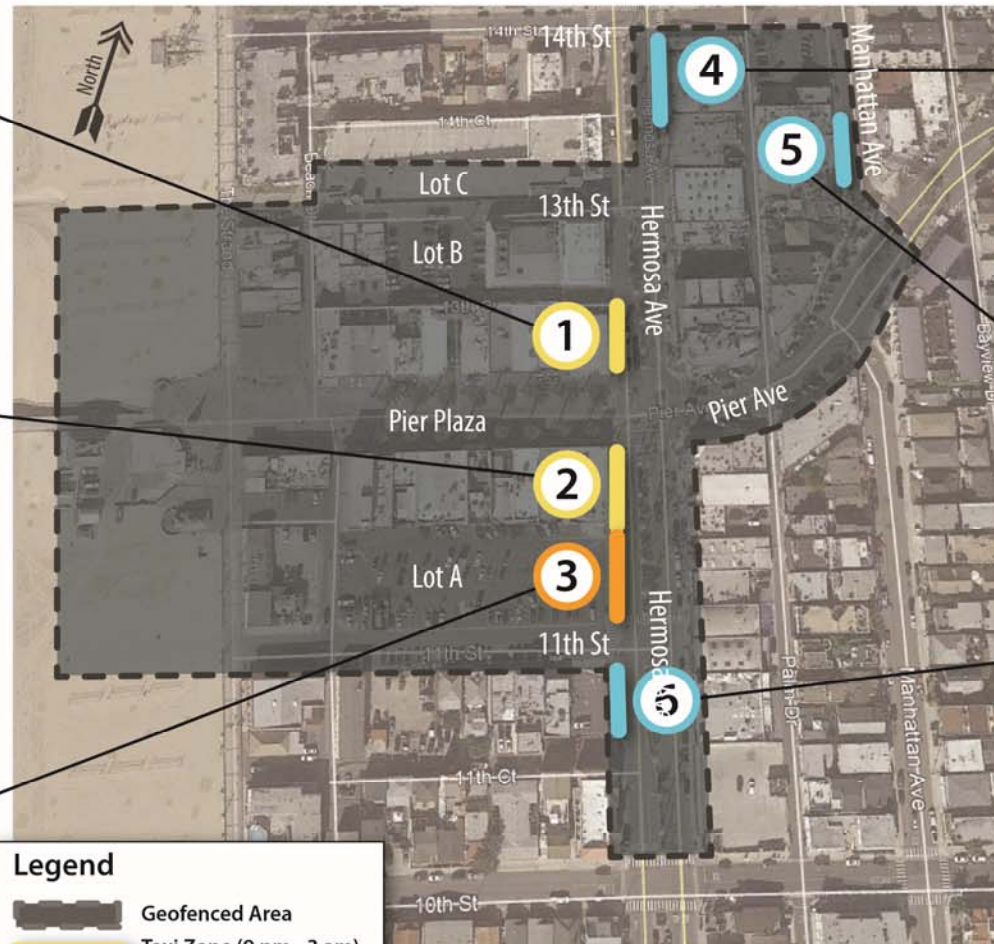
**3. Hermosa Curb Next to Lot A**  
5 spaces (~100 ft)  
Current:  
Taxi zone 24/7

## Rideshare Zones

**4. Hermosa Brew to Standing Room**  
5 spaces (~120 feet)  
Current:  
5 - metered  
Rideshare/Taxi Zone 9 pm to 3 am

**5. Abigales/Alta House**  
5 spaces (~95 feet)  
Current:  
5 - metered spaces  
Rideshare/Taxi Zone 9 pm - 3 am

**6. Boardwalk Burgers**  
3 spaces (~65 feet)  
Current:  
Bus Zone/Red Curb  
Lyft Using as Rideshare 9 pm - 3 am



### Legend

- Geofenced Area
- Taxi Zone (9 pm - 3 am)
- Rideshare (9pm - 3 am)
- Taxi Zone 24/7



# Hermosa Beach Downtown Rideshare Zones

**1. Citibank**  
**4 spaces (~80 feet)**  
**Current:**  
 3 - metered  
 1 - 15 minute zone  
 Taxi zone 9 pm to 3 am (Thurs - Sun)

**Proposed:**  
 Taxi Zone 9 pm to 3 am (Thurs - Sun)  
 Proposed Tow Away Zone

**2. Bank of America**  
**5 spaces (~100 ft)**  
**Current:**  
 3 - metered  
 2 - 15 minute zone  
 Taxi zone 9 pm to 3 am (Thurs - Sun)

**Proposed:**  
 Rideshare Zone 9 pm to 3 am (Thurs - Sun)

**3. Hermosa Curb Next to Lot A**  
**5 spaces (~100 ft)**  
**Current:**  
 Taxi zone 24/7

**Proposed:**  
 Rideshare Zone (including use by Taxis) 24/7

## Legend

	Geofenced Area
	Taxi Zone (9 pm - 3 am)
	Rideshare (9pm - 3 am)
	Combined Pickup 24/7
	Return to Metered

## Notes:

Net gain of 3 metered spaces during evening hours  
 All zones, unless daytime use as green zones, should be white curb.  
 All zones should include tow-away provision

**4. Hermosa Brew to Standing Room**  
**5 spaces (~120 feet)**  
**Current:**  
 5 - metered  
 Taxi zone 9 pm to 3 am (Thurs - Sun)

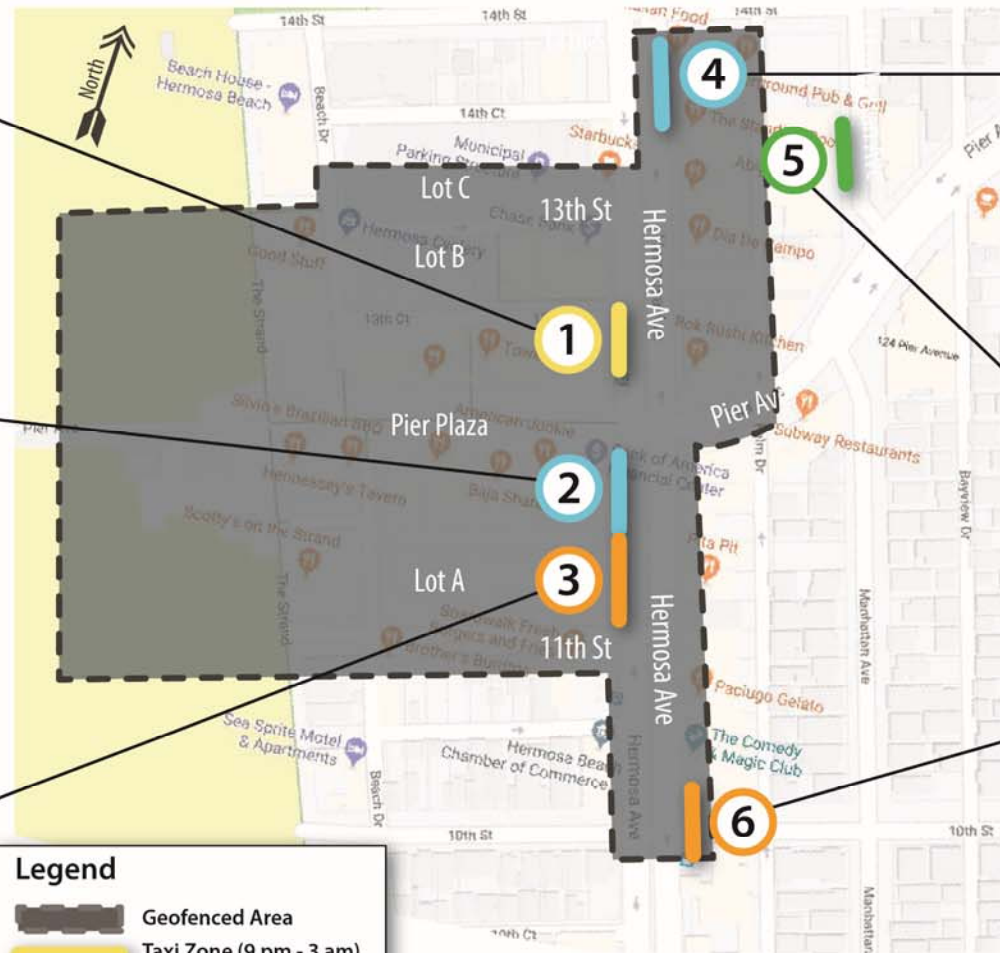
**Proposed:**  
 Rideshare Zone 9 pm to 3 am (Thurs - Sun)  
 Proposed Tow Away Zone

**5. Abigales/Alta House**  
**5 spaces (~95 feet)**  
**Current:**  
 5 - metered spaces  
 Taxi Zone 9 pm - 3 am (Thurs - Sun)

**Proposed:**  
 Put back into metered service 9 pm - 3 am

**6. Comedy & Magic Club**  
**2 spaces (~ 40 feet)**  
**Current:**  
 Passenger Loading Zone (also used for commercial deliveries), Tow Away Zone

**Proposed:** Allow Rideshare 24/7 (no signage as rideshare)





**RIDESHARE**




**ZONE**

**PICKUP**


**LOCATION**

# Street Signage Changes for Rideshare Zones






## Hermosa Ave at 14<sup>th</sup> Street (east side)

	Current Signage	Action	Replacement Signage Language	Quantity
1A		Replace Taxi-Cab Parking Only Sign with Rideshare Only Sign	Rideshare/Passenger Loading Only Thursday/Friday/Saturday Evenings 9 PM – 3 AM  <b>Tow Away Zone</b>	2 post signs for replacement
2A		Replace Taxi-Cab Parking Only Sign with Rideshare Only Sign	Rideshare/Passenger Loading Only Thursday/Friday/Saturday Evenings 9 PM – 3 AM  <b>Tow Away Zone</b>	3 meter pole signs to be replaced
4		Add a permanent Rideshare Zone Sign (similar to taxi cab staging area signs)	Rideshare Zone Pickup Location	1 new sign

## Hermosa Ave north of Pier (west side)

	Current Signage	Action	Replacement Signage Language	Quantity
1B		Replace Taxi-Cab Parking Only sign to include tow-away	Taxi Cab Parking Only Thursday/Friday/Saturday Evenings 9 PM – 3 AM  <b>Tow Away Zone</b>	2 post signs for replacement

## Hermosa Ave south of Pier (west side)

	Current Signage	Action	Replacement Signage Language	Quantity
1A		Replace Taxi-Cab Parking Only Sign with Rideshare Only Sign	Rideshare/Passenger Loading Only Thursday/Friday/Saturday Evenings 9 PM – 3 AM  <b>Tow Away Zone</b>	2 post signs for replacement
3		Replace 15 Minute Parking Sign	15 minute parking only all other times	1 post sign to replace
2A		Replace Taxi-Cab Parking Only Sign with Rideshare Only Sign	Rideshare/Passenger Loading Only Thursday/Friday/Saturday Evenings 9 PM – 3 AM  <b>Tow Away Zone</b>	2 meter pole signs to be replaced
4		Add a permanent Rideshare Zone Sign (similar to taxi cab staging area signs)	Rideshare Zone Pickup Location	2 new signs
1C		Replace Taxi-Cab Parking Only Sign	No Parking  24/7 Rideshare/Passenger Loading Only  <b>Tow Away Zone</b>	2 new signs
1D		Add Start/End	add separate smaller start and end signs to make the 1C signs more clear	1 of each

## Manhattan Ave north of Pier (west side)

	Current Signage	Action	Replacement Signage Language	Quantity
X		Remove Taxi-Cab Parking Only Sign	No replacement signage (will not be a rideshare zone)	2 post signs for removal on this block
2B		Replace	3 hrs parking enforced 10 AM to 2 AM	3 meter pole signs for replacement or removal

## Inventory of New Signage Needed

Sign Number	Sign Type	Total Quantity
1A	Post Mounted Sign – Rideshare Only Thurs/Fri/Sat	4
1B	Post Mounted Sign – Taxi Cab Parking Only Thurs/Fri/Sat	2
1C	Post Mounted Sign – Rideshare Only 24/7	2
1D	Post Mounted Sign – Start and End signs for 24/7 area	1 of each
2A	Meter Mounted Sign – 3 hr parking + Rideshare info	5
2B	Meter Mounted Sign – 3 hr parking	3
3	15 Minute Parking Only – all other times	1
4	Rideshare Zone Pickup Location	3





## Staff Report

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### Staff Report

REPORT 19-0158

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

**APPROVAL OF AGREEMENT WITH GRANICUS, INC. TO  
CONTINUE PROVIDING MEETING AND AGENDA MANAGEMENT,  
VIDEO STREAMING, AND CITIZEN PARTICIPATION SERVICES;  
AND TO PROVIDE A NEW CLOSED CAPTIONING SERVICE FOR  
CITY MEETINGS FROM MARCH 12, 2019 - JUNE 30, 2022**

(Assistant to the City Manager Nico De Anda-Scaia)

### **Recommended Action:**

Staff recommends that the City Council approve a three-year plus one quarter contract with Granicus, Inc. from March 12, 2019 to June 30, 2022 for:

1. meeting and agenda management, video streaming, and citizen participation services, at a total cost of \$142,535.40; and
2. closed captioning for City meetings at a total cost of \$110,334.25.

### **Background:**

The City of Hermosa Beach first entered into an agreement with Granicus in 2007 to provide meeting and agenda management, citizen participation services, and video streaming services for all televised City meetings.

In February 2018, Granicus announced its acquisition of Vision Internet, the City's website development and hosting contractor since 2010. Staff believes the merger can be beneficial to the City because the combined companies can provide more effective service as a single integrated provider as staff works on updating the City website and community engagement platforms.

### **Discussion:**

Granicus approached the City earlier this year to propose a three-year contract agreement for continued meeting and agenda management, citizen participation suite, and video streaming services. The City's IT staff and staff from the City Manager's Office have worked with Granicus to conduct a review of the services provided and services needed, evaluate the rates proposed, and adjusted the proposed contract period and rate change dates to align with the City's fiscal year budget.

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### *Services Provided*

Below is a brief summary of the existing and proposed key services provided by Granicus through this contract:

- **Government Transparency Suite**-this feature consists of the live in-meeting functions including streaming, indexing for playback, and retention of associated documents for playback.
- **Meeting Efficiency Suite**-this feature is the software tool used by the City Clerk's Office and Commission Liaisons to record roll call, motions, votes, and speakers during the meeting and helps to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published.
- **Legistar**-this is the software used by staff to prepare templates for staff reports, agendas, and manage and automate the entire staff report review process for Council and Commission meetings.
- **Citizen Participation Suite**-this is the web platform, Speak Up Hermosa, which provides surveys, forums, and allows constituents to provide comments on agenda items.
- **Closed Captioning (New Service)**-this would be a new feature that would provide live closed captioning of all televised meetings with 98% accuracy of readability and would comply with ADA accessibility standards. This feature is also intended to assist with preparation of minutes, provide the public with another method for searching archived meeting records, and allow citizens to subscribe to receive notifications based on keywords. Closed captioning would be provided live during meetings and as a text file after meetings have ended. Closed captioning costs are based on an estimate of 250 meeting hours per year for City Council, Commission, and City-sponsored televised meetings. An example of City of Manhattan Beach's February 19, 2019 meeting captions is provided as **Attachment 1**. If approved by City Council, closed captioning would begin with the March 19, 2019 Planning Commission meeting.

### *Rates Proposed*

Staff has worked with Granicus to negotiate prorated rates for the remainder of the 2018-19 Fiscal Year for renewing and new services, rates for the first full contract year (07/1/19-06/30/20), and modest annual rate increases of 2.8% for future contract years. A summary of the Granicus proposal (**Attachment 2**) is shown below.

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## Staff Report

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### Granicus Subscription Services Cost Summary by Year

Service	Pro-rated for FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
<b>Renewing Services:</b> Meeting and Agenda Management, Video Streaming, and Citizen Participation	\$12,706.38	\$42,150.68	\$43,265.19	\$44,413.15
<b>New Service:</b> Closed Captioning	\$9,880.00	\$32,500.00	\$33,475.00	\$34,479.25
<b>Annual Cost:</b>	\$22,586.38	\$74,650.68	\$76,740.19	\$78,892.40

For a comparison of the renewing services, the City paid an average annual cost of \$42,752.55 in Fiscal Years 2016-17 and 2017-18. Staff was successful in negotiating rates with Granicus from its initial proposal to slightly decrease the costs of the existing service for the first year and accept a modest increase of 2.8% for future contract years.

Staff has experienced some issues with the volume of spam comments on the Citizen Participation Suite. While Granicus is working on improving the platform, it has agreed to reduce the cost of that suite from approximately \$6,300 annually in FY17-18 to a cost of \$5,000 annually for the next three contract years and has added a term to the contract that would allow the City to terminate that subscription from its contract after June 30, 2020. Continuing with the citizen participation portion of the service for the next 15 months would continue to provide the community with access to the platform for surveys, ideas, and eComments, while Granicus works on improvements to the platform and allows staff to evaluate its needs for the platform and other tools available after launching a new website and continue to increase the City's presence and communications on social media platforms.

#### *Contract Length*

City staff has worked with Granicus to prepare a prorated cost for the remainder of the 2018-19 Fiscal Year and then align any future contract terms and rates to begin and end in alignment with the City's fiscal year. This shift of the term dates provides the City with consistent rates and services from year to year ensuring appropriate funds have been budgeted and that services will not change mid-year.

#### **General Plan Consistency:**

The Governance Element of PLAN Hermosa speaks to the desire to support community involvement and investment, and ensure decision-making and leadership is conducted in an ethical, transparent, and innovative manner that reflects community values. The services provided by Granicus are



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## Staff Report

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essential to the City's efforts to provide the community with convenient options for viewing and participating in City Council, Commission, and other City televised meetings. Additionally, these services provided by Granicus are integral to the efficient work of staff in every department of the City as staff work on a weekly basis to prepare staff reports, manage commission meetings, prepare minutes and re-watch previous meetings using these tools. The Governance Element includes the following policies that are relevant to this action:

- 1.1 Open meetings. Maintain the community's trust by holding meetings in which decisions are being made, that are open and available for all community members to attend, participate, or view remotely.
- 1.10 Record systems and technology. Maintain record systems and utilize technology that promotes public access.
- 3.3 Online materials. As feasible, continue to expand the City's website with data and materials for residents and people doing business with the City, including City Council and Commission agenda packets, permit application forms, web-based geographic information systems (GIS), and use of new technologies as appropriate.

### **Fiscal Impact:**

Funds for agenda management, video streaming, and citizen participation services for the remainder of FY 2018-19 are budgeted. Additional funds of \$10,000 for closed captioning for the remainder of FY 2018-19 were requested as part of 2018-19 Midyear Budget appropriations. Funds for FY 2019-20 to 2021-22 would be budgeted each year.

### **Attachments:**

1. Example of meeting captions from City of Manhattan Beach
2. Granicus proposal for March 12, 2019 - June 30, 2022
3. Professional Services Agreement between City and Granicus, Inc. for March 12, 2019 - June 30, 2022 (to be added as a supplemental)

**Respectfully Submitted by:** Ann Yang, Executive Assistant

**Concur:** Nico De Anda-Scaia, Assistant to the City Manager

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Legal Review:** Mike Jenkins, City Attorney

**Approved:** Suja Lowenthal, City Manager

## Granicus Proposal for Hermosa Beach, CA

### Granicus Contact

**Name:** Brendan Stierman

**Phone:** 651-379-6218

**Email:** brendan.stierman@granicus.com

### Proposal Details

**Quote Number:** Q-54914

**Prepared On:** 2/27/2019

**Valid Through:** 3/11/2019

### Pricing

**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

**Currency:** USD

**Period of Performance:** 3/12/2019 - 6/30/2019

**Contract End Date:** 6/30/2022

Annual Fees for Renewing Subscriptions				
Solution	Period of Performance	Billing Frequency	Quantity/Unit	Prorated Fee
Government Transparency Suite	3/12/2019 to 6/30/2019	Annual	1 Each	\$3,266.19
Open Platform Suite	3/12/2019 to 6/30/2019	Annual	1 Each	\$0.00
Granicus Encoding Appliance Software (GT)	3/12/2019 to 6/30/2019	Annual	1 Each	\$383.67
VoteCast Standard Package (Tablet) (ME)	3/12/2019 to 6/30/2019	Annual	1 Each	\$744.99
Meeting Efficiency Suite	3/12/2019 to 6/30/2019	Annual	1 Each	\$3,266.19
Performance Accelerator Suite	3/12/2019 to 6/30/2019	Annual	1 Each	\$542.47
Legistar	3/12/2019 to 6/30/2019	Annual	1 Each	\$2,992.60
Citizen Participation Suite	3/12/2019 to 6/30/2019	Annual	1 Each	\$1,510.27
			<b>SUBTOTAL:</b>	<b>\$12,706.38</b>

Annual Fees for New Subscriptions					
Solution	Period of Performance	Billing Frequency	Quantity/Unit	Prorated Quantity	Prorated Fee
Closed Captioning Services - Recurring (Hours)	3/12/2019 to 6/30/2019	Annual	250 Hours	76 Hours	9,880.00
				<b>SUBTOTAL:</b>	<b>\$9,880.00</b>

Remaining Period(s)			
Solution(s)	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022
Government Transparency Suite	\$10,837.80	\$11,162.93	\$11,497.82
Open Platform Suite	\$0.00	\$0.00	\$0.00
Granicus Encoding Appliance Software (GT)	\$1,273.08	\$1,311.27	\$1,350.61
VoteCast Standard Package (Tablet) (ME)	\$2,472.00	\$2,546.16	\$2,622.54
Meeting Efficiency Suite	\$10,837.80	\$11,162.93	\$11,497.82
Legistar	\$9,930.00	\$10,227.90	\$10,534.74
Citizen Participation Suite	\$5,000.00	\$5,000.00	\$5,000.00
Performance Accelerator Suite	\$1,800.00	\$1,854.00	\$1,909.62
Closed Captioning Services - Recurring (Hours)	\$32,500.00	\$33,475.00	\$34,479.25
<b>SUBTOTAL:</b>	<b>\$74,650.68</b>	<b>\$76,740.20</b>	<b>\$78,892.41</b>

Product Descriptions	
Name	Description
<b>Government Transparency Suite</b>	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.
<b>Open Platform Suite</b>	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
<b>Granicus Encoding Appliance Software (GT)</b>	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.
<b>VoteCast Standard Package (Tablet) (ME)</b>	<p>VoteCast is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to streamline the meeting process for both the clerk's office as well as elected officials. By leveraging this solution, the client will be able to automate meeting data capture and display – improving accuracy and keeping all attendees informed of meeting proceedings. Available on a variety of hardware as well as the iLegislate platform, elected officials can use their touchscreens or tablets to motion, second, vote, and request to speak. This data automatically populates to the clerk software (LiveManager) ensuring accuracy and reducing workload. As action items occur during the meeting, TVs or projectors hooked up to VoteCast Display will automatically show the current agenda item, motion on the floor, vote result, and speaker timer as well as speaker name. VoteCast includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies</li> <li>• Access to one Granicus platform site</li> <li>• Access to the VoteCast software application for elected officials</li> <li>• Access to the VoteCast Display software application to output meeting proceedings to TVs or projectors in the meeting room</li> </ul>

Product Descriptions	
Name	Description
<b>Meeting Efficiency Suite</b>	<p>Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word or HTML, and publish online with the click of a button. Meeting Efficiency includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies</li> <li>• Unlimited storage of minutes documents</li> <li>• Access to one Granicus platform site</li> <li>• Access to the LiveManager software application for recording information during meetings</li> <li>• Access to the Word Add-in software component for minutes formatting in MS Word if desired</li> <li>• One MS Word or HTML minutes template (additional templates can be purchased if needed)</li> </ul>
<b>Legistar</b>	<p>Legistar is a Software-as-a-Service (SaaS) solution that enables government organizations to automate the entire Legislative process of the clerk's office. By leveraging Legistar, the client will be able to easily manage the entire legislative process from drafting files, through assignment to various departments, to final approval. Legistar includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies and meeting types</li> <li>• Unlimited data storage and retention</li> <li>• Configuration services for one meeting body\type</li> <li>• One Legistar database</li> <li>• One InSite web portal</li> <li>• Design services for one agenda report template</li> <li>• Design services for one minute's report template</li> </ul>

Product Descriptions	
Name	Description
<b>Citizen Participation Suite</b>	<p>The Granicus Citizen Participation suite provides the ability to involve the community throughout the legislative process and produce better outcomes. The Citizen Participation suite also reduces staff time by providing the ability to effortlessly collect, manage, and prioritize citizen input. The software provides a convenient way for citizens to voice their feedback and participate online. Granicus Citizen Participation includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user signup</li> <li>• SpeakUp tool</li> <li>• eComment tool</li> <li>• Ability for citizens to sign up and participate in online projects, discussions, forums, ideas, surveys, and meetings</li> <li>• Spam protection through CAPTCHA</li> <li>• Profanity filters</li> <li>• Role permissions for administrators</li> <li>• Idea module</li> <li>• Discussion module</li> <li>• Forum module</li> <li>• Projects module</li> <li>• Survey module</li> <li>• Meetings module</li> <li>• Reporting on a module by module basis</li> <li>• Ability to request, speak, or comment on agenda items</li> </ul>
<b>Performance Accelerator Suite</b>	<p>Performance Accelerator Suite provides the ability to utilize the performance accelerator within a network. Requires Performance Accelerator or Virtual Performance Accelerator to distribute video/indexing/documents within a local network. This distribution is utilized to eliminate the bandwidth impact local viewers would have accessing data from the Granicus Data Center.</p>
<b>Recurring Captioning Services</b>	<p>Live closed captioning.</p> <ul style="list-style-type: none"> <li>• All Meetings will incur one hour minimum.</li> <li>• Cancellations within 24 hrs. will be charged 1 hour minimum.</li> <li>• Caption reservations should be reserved two weeks in advance. Jobs with little notice may not be guaranteed coverage, 24 hours as an absolute minimum.</li> <li>• Real Time Captions are provided at an 98% accuracy readability rating</li> <li>• Recurring Caption hours not used in the period of performance will not carry over to the following year.</li> </ul>

## Terms and Conditions

- Link to Terms: [https://granicus.com/pdfs/Master\\_Subscription\\_Agreement.pdf](https://granicus.com/pdfs/Master_Subscription_Agreement.pdf)
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Hermosa Beach, CA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-54914 dated 2/27/2019 are incorporated into this Purchase Order by reference.
- Hermosa Beach, CA is eligible to receive up to five (5) two-day passes to the 2019 Granicus National Summit, valued at \$299.00 each. The Granicus National Summit is the premiere user conference for public sector professionals across federal, state, and local government. Attendees will be provided with hands-on training led by Granicus subject matter experts, as well as opportunities to learn and network with peers and leaders in government. *Granicus National Summit Dates: May 14-15, 2019*
- The subscription for Citizen Participation Suite shall commence on 3/12/2019 and shall terminate on 6/30/2020. Unless Hermosa Beach, CA has given written notice to Granicus at least thirty (30) days prior to the end of the then-current Order Term, the subscription for Citizen Participation Suite will automatically renew at the end of each term for an Extension Term of one (1) year.

## Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

### Billing Information

Name:

Phone:

Email:

Address:

### Hermosa Beach, CA

Signature:

Name:

Title:

Date:





# Granicus Video

## A complete video solution for government

Granicus Video enables organizations to build a content-rich library of live and archived public meeting webcasts and records without hassle, enabling agencies to reach a broader audience and further meet modern transparency demands.

With easy-to-use media management tools, agencies can schedule and broadcast live webcasts while simultaneously recording and archiving the live content to unlimited storage. Agendas can be imported prior to each meeting, allowing for video to be indexed in real-time, which eliminates hours of follow up work after an event has ended. After the meeting, publish a full and integrated public record which links the agenda directly to the video.

Empowered citizens can browse published agendas and supporting documents or save time

by performing keyword searches to jump directly to specific topics, making it easier for viewers to find the information they're most interested in. Citizens can also subscribe to agendas or keyword searches to get real-time notifications when new, relevant content becomes available.

Opt in to HD video for an enhanced viewing experience or further enable accessibility and ensure ADA compliance by adding closed-captioning services. Agencies can monitor and analyze public interest through visitor and viewership reports, which break down visitor statistics, including most-popular content, number of views, length of time on site, and more to better understand the viewing audience.



Live event streaming



Archive videos with unlimited storage



Searchable, indexed content



Publish a complete public record



Closed captioning add-on for ADA compliance



Reports to analyze public participation



# Legistar

## Customize the entire legislative and agenda management workflow

Reach new levels of automation with a complete legislative solution that manages decisions and automates the workflow of legislative items from introduction to final passage. Extensive configurability sets Legistar apart from the rest with unlimited workflow sequences that can be customized to cater to an unlimited number of users, records and managing bodies. Legistar automates legislation drafting and agenda creation with a built-in, customizable workflow that tracks each item throughout the approval process.

A single piece of legislation can flow through dozens of agendas and drafts

before more than a handful of boards until it's agreed upon, all too often getting lost and rewritten in the process. Easily create new documents for meeting agendas in Legistar or Microsoft Word, then digitally organize them to automatically associate the files to the correct workflow.

The program automates agenda creation and meeting execution with tools to streamline minutes, voting, full reporting and publishing to a citizen-facing web portal for boosted transparency. From drafting files, through assignment to various departments, to final approval, Legistar reduces workloads and creates a more efficient method for managing



Eliminate manual workflows



Automate a customizable legislative workflow



Automate agenda material compilation and approval



Integration to manage documents with Microsoft Word



Track progress and generate reports



Unlimited workflow sequences, users and records



# Minutes

## Modernize and simplify meeting minutes creation

Granicus Minutes reduces labor, and streamlines minutes creation by electronically capturing roll-call, agenda items, speakers, motions, votes, and notes through a simple interface. When a meeting ends, the tool transfers captured content to a minutes document, allowing users to finalize minutes quickly and easily in Microsoft Word.

With content 75-80% complete at the time the meeting ends, Minutes saves

staff countless hours in their post-meeting workflow.

Minutes can also integrate with other Granicus products to further streamline the meeting process. Import agendas directly from agenda management systems, digitally capture vote results with VoteCast, and publish minutes alongside indexed meeting recordings using Granicus Video.



Digitally capture meeting content



Record motions, votes and notes



Save time in post-meeting workflow



Finalize minutes in Microsoft Word



Publish PDF or HTML minutes



# City of Hermosa Beach

City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254

## Staff Report

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### Staff Report

19-0149

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

**UPDATES FROM CITY COUNCIL AD HOC SUBCOMMITTEES  
AND STANDING COMMITTEE DELEGATES/ALTERNATES**



## Staff Report

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### Staff Report

19-0160

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Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019

**COUNCILMEMBERS DUCLOS AND MASSEY REQUEST THAT STAFF EXPAND THE SCOPE OF THE OTHER MATTERS AGENDA ITEM ON PLASTIC SERVICE WARE SUPPORTED BY CTIY COUNCIL ON NOVEMBER 27, 2018 TO INCLUDE CONSIDERATION OF DIRECTION TO THE DOWNTOWN ENHANCEMENT SUBCOMMITTEE (WHICH, ON APRIL 10, 2018, THE CITY COUNCIL AUTHORIZED TO COLLABORATE WITH STAKEHOLDERS TO INCREASE ECONOMIC VITALITY DOWNTOWN), OR OTHER SUBCOMMITTEE, TO DEVELOP THE FOLLOWING FOR CITY COUNCIL APPROVAL: (1) AN ORDINANCE TO REDUCE AND ELIMINATE THE SALE AND USE OF SINGLE USE PLASTICS IN HERMOSA BEACH; AND (2) LETTERS OF SUPPORT FOR LEGISLATIVE AND CONGRESSIONAL EFFORTS TO ACHIEVE THE SAME OBJECTIVE ACROSS CALIFORNIA AND NATIONWIDE.**



# City of Hermosa Beach

City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254

## Staff Report

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### Staff Report

19-0157

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of March 12, 2019**

### **TENTATIVE FUTURE AGENDA ITEMS**

#### **Recommended Action:**

Staff recommends that the City Council receive and file the tentative future agenda items.

#### **Attachments:**

Tentative Future Agenda

March 4, 2019  
Honorable Mayor and Members  
of the Hermosa Beach City Council

Regular Meeting of  
March 12, 2019

**TENTATIVE FUTURE AGENDA ITEMS**

**MONDAY, MARCH 18, 2019 @ 7:00 PM**  
**JOINT MEETING WITH SCHOOL BOARD**

MARCH 26, 2019 @ 6:00 PM		INITIAL DATE
CLOSED SESSION: WORKERS COMP REVIEW		
MARCH 26, 2019 @ 7:00 PM		
PRESENTATIONS		
RECOGNIZING EARTH HOUR ON MARCH 30, 2019 FROM 8:30 P.M. – 9:30 P.M. AND EARTH DAY ON APRIL 22, 2019		
PROCLAMATION DECLARING APRIL AS “DONATE LIFE MONTH”		
CONSENT CALENDAR		
City Council Minutes	City Clerk	Ongoing
Check Registers	Finance Director	Ongoing
Revenue Report, Expenditure Report and CIP Report by Project	Finance Director	Ongoing
City Treasurer’s Report and Cash Balance Report	City Treasurer	Ongoing
Cancellation of Certain Checks	City Treasurer	Ongoing
Public Works Project Status Report	Acting Public Works Director	Ongoing
Recommendation to receive and file the action minutes of the Planning Commission meeting of March 19, 2019	Community Development Director	Ongoing
Planning Commission Tentative Future Agenda Items	Community Development Director	Ongoing
Recommendation to receive and file the action minutes of the Public Works Commission meeting of January 16, 2019.	Acting Public Works Director	Ongoing
Response to Tony Higgins’ Brown Act Cure and Correct Demand Letter	City Attorney	Staff Request Feb. 26, 2019
CONSENT ORDINANCES		
Second Reading of Ordinance regulating Sidewalk Vending in compliance with Senate Bill 946	City Clerk	Council Direction Dec 11, 2018
PUBLIC HEARINGS – 7:30 PM		
Consideration of Ordinance for Alcohol Consumption on Beach for City Sponsored Special Event	Community Resources Manager	Staff Request Jan. 28, 2019
MUNICIPAL MATTERS		
Infiltration Project Next Steps	Environmental Analyst	Council Direction Feb. 12, 2019
Document Retention Policy	City Clerk	Staff Request Nov. 28, 2018
Role of Emergency Preparedness Advisory Commission (EPAC)	City Manager	Council Direction Nov. 13, 2018
Purchase and installation of Pier Avenue Bus Stop Shelters & Furniture	Environmental Analyst	Staff Request Aug 2018
Update on South Bay Guidelines for a Shared Mobility (bikeshare and e-scooters) Pilot Program	Environmental Analyst	Council Direction Aug 28, 2018
MISCELLANEOUS ITEMS AND MEETING ATTENDANCE REPORTS – CITY COUNCIL		
Updates from City Council Ad Hoc Subcommittees and Standing Committee Delegates/Alternates	Councilmembers	Ongoing
OTHER MATTERS – CITY COUNCIL		
Tentative Future Agenda	City Manager	Ongoing

<b>WEDNESDAY, APRIL 3, 2019 @ 6:00 PM</b>
<b><i>NO STUDY SESSION DUE TO SPRING BREAK</i></b>

APRIL 9, 2019 @ 6:00 PM		INITIAL DATE
CLOSED SESSION		
APRIL 9, 2019 @ 7:00 PM		
PRESENTATIONS		
RECOGNIZING NATIONAL VOLUNTEER WEEK AND CITY VOLUNTEERS		
BEACH CITIES TRANSIT PROCLAMATION TO PROMOTE “STAND UP FOR TRANSPORTATION” WITH THE THEME “GET ON BOARD”		
CONSENT CALENDAR		
City Council Minutes	City Clerk	Ongoing
Check Registers	Finance Director	Ongoing
Recommendation to receive and file the action minutes of the Parks, Recreation and Community Resources Advisory Commission meeting of March 5, 2019	Community Resources Manager	Ongoing
Fiscal Year (FY) 2019-20 Proposed Project Lists-Adopted Resolution submittals for the Local Streets and Roads Funding Program	Acting Public Works Director	Annual
MISCELLANEOUS ITEMS AND MEETING ATTENDANCE REPORTS – CITY COUNCIL		
Updates from City Council Ad Hoc Subcommittees and Standing Committee Delegates/Alternates	Councilmembers	Ongoing
OTHER MATTERS – CITY COUNCIL		
Tentative Future Agenda	City Manager	Ongoing

APRIL 23, 2019 @ 6:00 PM		INITIAL DATE
CLOSED SESSION: QUARTERLY LITIGATION UPDATE		
APRIL 23, 2019 @ 7:00 PM		
PRESENTATIONS		
LOS ANGELES COUNTY FIRE SERVICES AND MCCORMICK AMBULANCE QUARTERLY UPDATE		
CONSENT CALENDAR		
City Council Minutes	City Clerk	Ongoing
Check Registers	Finance Director	Ongoing
Revenue Report, Expenditure Report and CIP Report by Project	Finance Director	Ongoing
City Treasurer’s Report and Cash Balance Report	City Treasurer	Ongoing
Cancellation of Certain Checks	City Treasurer	Ongoing
Public Works Project Status Report	Acting Public Works Director	Ongoing
Recommendation to receive and file the action minutes of the Planning Commission meeting of April 16, 2019	Community Development Director	Ongoing
Planning Commission Tentative Future Agenda Items	Community Development Director	Ongoing
MUNICIPAL MATTERS		
Consider Athens Services Annual Rate Adjustment request for Solid Waste and Street Sweeping Management Services pursuant to the Franchise Agreement	Environmental Analyst	Annual
MISCELLANEOUS ITEMS AND MEETING ATTENDANCE REPORTS – CITY COUNCIL		
Updates from City Council Ad Hoc Subcommittees and Standing Committee Delegates/Alternates	Councilmembers	Ongoing
OTHER MATTERS – CITY COUNCIL		
Tentative Future Agenda	City Manager	Ongoing



<b>WEDNESDAY, APRIL 24, 2019 @ 6:00 PM</b>
<b>FY 2019-2020 CAPITAL IMPROVEMENT PROGRAM</b>

<b>WEDNESDAY, MAY 1, 2019 @ 6:00 PM</b>
<b>TENTATIVE - JOINT STUDY SESSION WITH BCHD ON YOUTH HEALTH ISSUES</b>

MAY 14, 2019 @ 6:00 PM		INITIAL DATE
CLOSED SESSION		
MAY 14, 2019 @ 7:00 PM		
CONSENT CALENDAR		
City Council Minutes	City Clerk	Ongoing
Check Registers	Finance Director	Ongoing
Recommendation to receive and file the action minutes of the Parks, Recreation and Community Resources Advisory Commission meeting of April 2, 2019	Community Resources Manager	Ongoing
Recommendation to receive and file the action minutes of the Emergency Preparedness Advisory Commission meeting of March 4, 2019	Emergency Management Coordinator	Ongoing
MUNICIPAL MATTERS		
Consideration of the contract extension with Beach Cities Transit	Community Development Director	Staff Request Feb. 19, 2019
MISCELLANEOUS ITEMS AND MEETING ATTENDANCE REPORTS – CITY COUNCIL		
Updates from City Council Ad Hoc Subcommittees and Standing Committee Delegates/Alternates	Councilmembers	Ongoing
OTHER MATTERS – CITY COUNCIL		
Tentative Future Agenda	City Manager	Ongoing

PENDING STRATEGIC PLAN ITEMS		INITIAL COMPLETION DATE
Update Personnel Policies	Human Resources Manager	
Beach Policy/Regulations ( <i>Continued from meeting of October 27, 2016</i> )	Community Resources Manager	Sept-2016
Alternative Fuel Transportation Report	Environmental Analyst	Nov-2016
Encroachment Direction	City Attorney	Nov-2016
CCA Direction	Environmental Analyst	Dec-2016
Information Item – Phase 3 Parking Meter Purchase	Acting Police Chief / Assistant to the City Manager	Jul-2017
PENDING NEW ITEMS		INITIAL REQUEST
Initial Report on Options and Strategies for Installing a Permanent Carousel or other Family Friendly Features at the Entry Point to Pier Plaza. In Cooperation with the Chamber of Commerce, this would include a Preliminary Cost Benefit Analysis and Implementation of the City Decision Making Tool (supported by Duclos and Fangary)	Acting Public Works Director	Other Matters
Tree ordinance with respect to tree removal	Acting Public Works Director	Staff Request
Consideration of re-establishing, on an as needed basis, both funding and discretion for the director of Public Works to contract services to pump major beach storm outfalls drains prior to anticipated major storm events (supported by Duclos, Armato and Petty)	Acting Public Works Director	Other Matters
Policy discussion regarding city responsibilities and expectations when donations are made to city	Finance Director	Council Direction
Consideration of a position letter on federal gun control legislation (supported by Fangary, Armato and Massey)	Assistant to the City Manager	Other Matters
Report on Phase II of Library Assessment including Location Alternatives	Community Resources Manager	Staff Request
Award of Contract for On-Call Traffic Engineering Services	Acting Public Works Director	Staff Request
Update on bicycle infrastructure implementation & Next Steps	Environmental Analyst	Council Direction
Special Event Policy Update and Subcommittee Direction	Community Resources Manager	
Parking Lot D (Manhattan Ave and 14 <sup>th</sup> Street) Final Designs	Environmental Analyst	Staff Request
Consideration of proposed changes to the city right of way and public facilities in the area of the proposed North School Project	Environmental Analyst	Staff Request
Ordinance on plastic serviceware (supported by Duclos, Campbell and Armato)	Environmental Analyst	Other Matters
Adoption of Athens Organic Rates	Environmental Analyst	Staff Request
Measure H Grant Acceptance	Assistant to the City Manager	Staff Request
Consent for use of “Lot B” for construction staging area for Pier/Strand project	Community Development Director	Staff Request
Amendment to Tobacco Retailers License to include Flavored Tobacco ban across all Retailers	Community Development Director	Staff Request
Short Term Vacation Rentals in Commercial Zones	Community Development Director	Staff Request
November 2019 Ballot Measure asking voters to change the elected City Clerk position to an appointed office	City Attorney	Council Direction
Discussion item concerning changing City Clerk salary to ceremonial salary rate beyond November 2019	Assistant to the City Manager	Council Direction