

**CITY OF MANHATTAN BEACH  
PARKING AND PUBLIC IMPROVEMENTS COMMISSION  
MINUTES OF REGULAR MEETING  
AUGUST 23, 2012**

**A. CALL TO ORDER**

The regular meeting of the Parking and Public Improvements Commission of the City of Manhattan Beach, California, was held on the 23<sup>rd</sup> day of August, 2012, at the hour of 6:34 p.m., in the City Council Chambers of City Hall, 1400 Highland Avenue, in said City.

**B. ROLL CALL**

Present:	Stabile, Nicholson, Fournier, Silverman, and Chair Adami.
Absent:	None.
Staff Present:	Madrid.
Clerk:	Kennedy.

**C. APPROVAL OF MINUTES**

**8/23/12-1 - Minutes: July 26, 2012**

A motion was MADE and SECONDED (Nicholson/Adami) to approve the minutes of July 26, 2012 regular meeting.

**D. AUDIENCE PARTICIPATION**

None.

**E. GENERAL BUSINESS**

None.

**F. COMMISSION ITEMS**

**8/23/12-2 – Brown Act Training**

City Attorney Roxanne Diaz introduced herself and explained as part of the Open Government efforts of the Manhattan Beach City Council, each Commission is going through Brown Act training and Conflict of Interest training. Ms. Diaz referred to the Brown Act handbook included in the Commission packet and encouraged the Commissioners to keep it as reference material. Ms. Diaz then presented her PowerPoint presentation; she indicated that the premise of the Brown Act is that all meetings shall be open and public and all persons shall be permitted to attend any

meeting of the legislative body of a local agency. The intent of the Act is to provide the public an opportunity to see how government works. She also touched upon:

- Who the Act applies to;
- Types of Committees: standing, advisory, etc;
- Types of Meetings: serial, regular, adjourned, special, emergency;
- Communication: email, telephone, social media;
- Public perception of conflicts of interest;
- Information to be included on agendas;
- Calling meetings;
- Rights of the public: speaking, videotaping, etc;
- Violations;
- Government transparency; and
- Conflicts of interest & the Political Reform Act of 1974 (created the Fair Political Practices Commission).

City Attorney Diaz also answered questions from the Commissioners including: are there federal regulations/legislation concerning this issue; how many other states have similar sunshine laws; is County, State, and the University of California system responsible to adhere to the Brown Act; does the Act protect the freedom of an individual even if they lie during an open meeting; is a conference call considered a serial meeting; how social media plays a roll; what are the consequences for violating the Act; 72 hour notice for what kind of meeting; 24 hour notice for what type of meeting; asked for clarification regarding ongoing meetings; do Manhattan Beach Councilmembers designate proxies when they are elected; how long are City records kept; are there any limits to public participation during meetings; can the public video tape a meeting; are accusations that are made by the public automatically investigated; when can Commissioners be held liable and sued; and has the Act gained prominence in the last fifteen years.

Chair Adami thanked City Attorney Diaz for her thorough presentation and responses to the Commissioners' questions.

There was no public participation on the item.

## **G. STAFF ITEMS**

### **8/23/12-3 - Monthly Revenue and Expenditure Reports**

Chair Adami stated his PPIC agenda packet did not include the Monthly Revenue Report; Commissioner Nicholson gave Chair Adami his copy.

Management Analyst Madrid apologized for the oversight.

Commissioner Silverman asked why the Monthly Revenue Report is included in the PPIC agenda packets.

Chair Adami and Commissioner Stabile explained they both examine the report each time it is included.

Management Analyst Madrid stated she would continue to include the Report and explained it is the last four pages of the Report that is presented to City Council.

Commissioner Nicholson pointed out the \$447,000 received for the Safe Routes to School Grant and asked how it is determined how the money will be spent.

Management Analyst Madrid explained that each year both the State and the Federal government award grants to local jurisdictions to encourage school aged children to walk and bicycle to school and the application process requires a lot of coordination with all of the participating schools. The Traffic Division met with each school to determine the improvements they would like implemented. She clarified that this year's grant would focus on: curb extensions, a dedicated bike path through Polliwog Park, striping, signage, bulb-outs, flashing beacons, delineators for marked pathways and bike racks. Management Analyst Madrid announced that CalTrans has provided the authorization to proceed and that the Traffic Division is working in conjunction with Public Works to begin the implementation of improvements.

The report was received and filed.

#### **8/23/12-4 - Staff Follow-Up Items**

1. Management Analyst Madrid notified the Commission that all City Commissioners were given an official Manhattan Beach email address that forwards received emails to a personal email account.
2. Management Analyst Madrid explained the Commissioner's business card request has not been resolved. The City Clerk's office is looking into the issue because it impacts all Commissions, not just the PPIC.
3. Management Analyst Madrid informed the Commissioners the City of Manhattan Beach did not receive the Community Based Transportation Planning (CBTPG) grant for the traffic roundabout at the intersection of Valley Drive/Ardmore Avenue/15<sup>th</sup> Street. However, monies were appropriated in the 2012-2013 Capital Improvement Plan so the Traffic Division is moving forward with a feasibility study for a traffic roundabout at the intersection of Valley Drive/Ardmore Avenue/15<sup>th</sup> Street as well as a traffic roundabout at the intersection of Valley Drive/Ardmore Avenue/Manhattan Beach Boulevard.

4. Management Analyst Madrid mentioned all Commissioners received parking permits to allow free parking during Commission meetings.
5. Commissioner Silverman asked for an update regarding the tree blocking the stop sign along Meadows Street near 19<sup>th</sup> Street.

Management Analyst Madrid stated Traffic Engineer Rydell examined the intersection and created a work order to have the tree trimmed.

6. Management Analyst Madrid explained Commissioner Stabile's suggestions regarding the No Smoking ban signage were included in the July 26, 2012 PPIC Action Minutes scheduled to be placed on the September 4, 2012 City Council agenda.
7. Management Analyst Madrid shared she passed along Commissioner Fournier's suggestion to power wash the sidewalks near the Manhattan Beach Boulevard/Manhattan Avenue intersection, with greater frequency.
8. Management Analyst Madrid stated that she followed-up with Public Works Utilities Manager, Raul Saenz, regarding the new technology parking meters. Mr. Saenz has not observed any problems with the new technology parking meters to date.
9. Management Analyst Madrid commented that Traffic Engineer Rydell prepared an evaluation of a scramble crosswalk at the intersection of Manhattan Beach Boulevard/Manhattan Avenue and sent the evaluation to the County for evaluation and follow-up.
10. Chair Adami mentioned he saw many pot holes on the walking path near the pond in Polliwog Park.

Management Analyst Madrid said she would follow-up with the Public Works Department and submit an on-line request through Government Outreach.

## **H. ADJOURNMENT**

The Meeting was adjourned at 8:09 p.m. to the regular Parking and Public Improvements Commission Meeting on Thursday, September 27, 2012, in the City Council Chambers of City Hall, 1400 Highland Avenue, in said City.