

City of Manhattan Beach

*1400 Highland Avenue
Manhattan Beach, CA 90266*



Meeting Minutes - Draft

Tuesday, February 18, 2025

6:00 PM

Regular Meeting

City Council Chambers and Zoom

City Council Regular Meeting

ELECTED OFFICIALS

Mayor Amy Thomas Howorth

Mayor Pro Tem David Lesser

Councilmember Joe Franklin

Councilmember Nina Trieu Tarnay

Councilmember Steve S. Charelian

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www.manhattanbeach.gov/departments/city-clerk/city-council-meetings-agendas-and-minutes

A. CALL MEETING TO ORDER

Mayor Howorth called the meeting to order.

B. PLEDGE TO THE FLAG

Former Mayor Hildy Stern and Mr. Jeremy Stern led the Pledge of Allegiance.

C. ROLL CALL

Roll Call led by City Clerk Liza Tamura.

Present: 5 - Mayor Howorth, Mayor Pro Tem Lesser, Councilmember Franklin, Councilmember Tarnay and Councilmember Charelian

D. CEREMONIAL CALENDAR

1. Presentation of Certificates of Recognition to Manhattan Beach's Certified Green Businesses.

[25-0089](#)

(Estimated Time: 5 Mins.)

PRESENT

On behalf of the City Council, Mayor Howorth and Environmental Programs Administrator Britny Coker-Moen presented Certificate of Recognitions to the following Manhattan Beach Businesses for attaining certification as a Green Business Network:

*American Martyrs-Welcome Center
BCG Digital Ventures
Congregation Tikvat Jacob
Dial Printers
Executive Pools Inc.
Finders KeepHers
Manhattan Beach Farmers Market
Over the Moon Massage
Riley Arts Gallery
Sol Seek Yoga
Sol Seek Yoga-El Porto*

2. Presentation of a Plaque to Outgoing Los Angeles County West Vector Control Boardmember Wayne Powell.

[25-0034](#)

(Estimated Time: 5 Mins.)

PRESENT

On behalf of the City Council, Mayor Howorth presented a Plaque to Outgoing Los Angeles County West Vector Control Boardmember Wayne Powell for serving on the Board.

E. APPROVAL OF AGENDA AND WAIVER OF FULL READING OF ORDINANCES

A motion was made by Councilmember Franklin, seconded by Councilmember Tarnay, to approve the agenda as amended, to pull Agenda Item No. 6 to be heard under Section I - Items Removed From the Consent Calendar and waive full reading of ordinances. The motion carried by the following vote:

Aye: 5 - Howorth, Lesser, Franklin, Tarnay and Charelian

Nay: 0

F. CITY COUNCIL AND COMMUNITY ORGANIZATION ANNOUNCEMENTS OF UPCOMING EVENTS (1 MINUTE PER PERSON)

Library Manager Josh Murray announced that the library will be closed on March 2, 2025, for repairs and invited teens to the Student Financial Aid Workshop on February 27, 2025, from 4:00 to 5:00 PM.

Waste Management Recycling Education Representative Bobby Bell reminded the community of one of the services they offer to commercial businesses, restaurants, multifamily residences, and families of the on-site training for proper diversion of the three waste streams.

Financial Services Manager Libby Bretthauer invited the community to participate in the online budget survey available on the City website. Community members can also scan the QR code located outside the City Council Chambers. The survey will remain open until March 31, 2025, and the results will be shared at a future City Council meeting.

Leadership Manhattan Beach Class of 2025 representative Justin Hong announced their class project, the Da Vinci Rise Makerspace Project, which supports the work at Da Vinci Rise High School.

G. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Mayor Howorth opened the floor to public comments. The following individual(s) spoke:

*Police Chief Rachel Johnson
Mike Jenkins
Ray Joseph*

Seeing no further requests to speak, Mayor Howorth closed the floor to public comments.

H. CONSENT CALENDAR (APPROVE)

A motion was made by Mayor Pro Tem Lesser, seconded by Councilmember Tarnay, to approve the Consent Calendar with Agenda Item No. 6 being removed to be heard under Section I - Items Removed From the Consent Calendar. The motion carried by the following vote:

Aye: 5 - Howorth, Lesser, Franklin, Tarnay and Charelian

Nay: 0

3. City Council Minutes: [25-0088](#)

This Item Contains Minutes of the Following City Council Meeting(s):

- a) City Council Special Meeting Minutes of February 3, 2025
- b) City Council Adjourned Regular Meeting Minutes of February 4, 2025
- c) City Council Regular Meeting Minutes of February 4, 2025
(City Clerk Tamura).

APPROVE

The recommendation for this item was approved on the Consent Calendar.

4. Financial Report: [25-0086](#)

- a) Schedule of Demands: January 2025
- b) Investment Portfolio Report: December 2024
- c) Month End Financial Reports: December 2024
(No Budget Impact) (Interim Finance Director Jones).

ACCEPT REPORT AND DEMANDS

The recommendation for this item was approved on the Consent Calendar.

5. Consideration of Proceeding with the Final Design Phase for the Sand Dune Park Improvements Project (Unbudgeted) (Public Works Director Lee). [25-0074](#)

APPROVE

The recommendation for this item was approved on the Consent Calendar.

6. Consideration of a Resolution Approving a Five-Year General Services Agreement with NMS Management, Inc. for Janitorial Services in an Amount Not-to-Exceed \$4,799,335 (Budgeted) (Public Works Director Lee). [25-0010](#)

ADOPT RESOLUTION NO. 25-0004

This item was removed from the Consent Calendar and heard under Section I - Items Removed from the Consent Calendar.

I. ITEMS REMOVED FROM THE CONSENT CALENDAR

- 6.** Consideration of a Resolution Approving a Five-Year General Services Agreement with NMS Management, Inc. for Janitorial Services in an Amount Not-to-Exceed \$4,799,335 (Budgeted) (Public Works Director Lee).

[25-0010](#)**ADOPT RESOLUTION NO. 25-0004**

Councilmember Charelian stated that he pulled the item in order to provide the public with a transparent explanation.

Public Works Director Erick Lee provided background regarding the item and responded to City Council questions.

Mayor Howorth opened the floor to public comments.

Seeing no requests to speak, Mayor Howorth closed the floor to public comments.

A motion was made by Councilmember Charelian, seconded by Mayor Pro Tem Lesser, to adopt Resolution No. 25-0004, a resolution of the Manhattan Beach City Council approving an agreement between the City of Manhattan Beach and NMS Management, Inc. for Janitorial Services. The motion carried by the following vote:

Aye: 5 - Howorth, Lesser, Franklin, Tarnay and Charelian

Nay: 0

J. PUBLIC HEARINGS

7. Conduct a Public Hearing to Consider Adoption of a Resolution No. [25-0041](#)
25-0015 Approving the Annual Collection of Assessments for Fiscal Year
2025-2026 for the North Manhattan Beach Business Improvement
District, Renewal of the District, and Approval of the Proposed 2025
Activity Plan and Budget (No Budget Impact) (City Manager
Mirzakhaniyan).

(Estimated Time: 15 Mins.)

A) CONDUCT PUBLIC HEARING**B) ADOPT RESOLUTION NO. 25-0015****C) RENEW THE DISTRICT****D) APPROVE THE PROPOSED 2025 ACTIVITY PLAN AND
BUDGET**

Senior Management Analyst Patricia Matson provided the staff presentation.

Mayor Howorth opened the floor for the public hearing.

Seeing no requests to speak, Mayor Howorth closed the floor to public hearing.

A motion was made by Mayor Pro Tem Lesser, seconded by Councilmember Charelian, to adopt Resolution No. 25-0015, a resolution of the Manhattan Beach City Council overruling protests and providing for the annual levy and collection of assessments for the existing North Manhattan Beach Business Improvement District, pursuant to California Streets and Highways Code Section 36500, renewed the District and approved the proposed 2025 Activity Plan and Budget. The motion carried by the following vote:

Aye: 5 - Howorth, Lesser, Franklin, Tarnay and Charelian

Nay: 0

At 6:44 PM, the City Council recessed and reconvened at 6:48 PM with all City Councilmembers present.

K. GENERAL BUSINESS

8. Fiscal Year 2023-2024 Annual Comprehensive Financial Report (No Budget Impact) (Interim Finance Director Jones).

[25-0019](#)

(Estimated Time: 30 Mins.)

RECEIVE AND FILE

Interim Finance Director Onyx Jones introduced Financial Controller Julie Bondarchuk who provided the PowerPoint presentation and responded to City Council questions.

Mayor Howorth opened the floor to public comments.

Seeing no requests to speak, Mayor Howorth closed the floor to public comments.

Financial Controller Bondarchuk introduced LSL Partner Kelly Telford and LSL Manager Calvin Kunkel who provided their PowerPoint Presentation.

A motion was made by Councilmember Charelian, seconded by Councilmember Tarnay, to receive and file the Fiscal Year 2023-2024 Annual Comprehensive Financial Report. The motion carried by the following vote:

Aye: 5 - Howorth, Lesser, Franklin, Tarnay and Charelian

Nay: 0

9. Fiscal Year 2025 Mid-Year Budget Report Including Funding Appropriations and Staffing Adjustments; and Fiscal Year 2026 Budget Development Calendar (Partially Budgeted) (Interim Finance Director Jones).

[25-0036](#)

(Estimated Time: 30 Mins.)

A) RECEIVE REPORT

B) APPROPRIATE FUNDS

C) APPROVE STAFFING ADJUSTMENTS

Financial Services Manager Libby Bretthauer provided the PowerPoint presentation.

Human Resources Director Lisa Jenkins, Financial Services Manager Bretthauer and City Manager Talyn Mirzakhonian responded to City Council questions.

Mayor Howorth opened the floor to public comments.

Seeing no requests to speak, Mayor Howorth closed the floor to public comments.

Financial Services Manager Bretthauer, Interim Finance Director Onyx Jones and City Manager Mirzakhonian responded to City Council questions.

A motion was made by Mayor Pro Tem Lesser, seconded by Mayor Howorth to receive the Mid-Year Report for Fiscal Year 2025 and Fiscal Year 2026 budget development calendar, appropriate \$1,198,568 along with an adjustment to revenues of \$1,978,651 from the General Fund; appropriate \$1,699,414 from other funds as outlined in Attachment No. 1 of the staff report; and approve staffing adjustments as detailed in Attachment No. 1 of the staff report. The motion carried by the following vote:

Aye: 5 - Howorth, Lesser, Franklin, Tarnay and Charelian

Nay: 0

10. Lot 3 Parking Structure Local Emergency Update (Unbudgeted) (Public Works Director Lee).

[25-0040](#)

A) DETERMINE THAT THERE IS A NEED TO CONTINUE THE EMERGENCY ACTION

B) DISCUSS AND PROVIDE DIRECTION

Public Works Director Erick Lee introduced Principal Civil Engineer Jeff Fijalka who provided the PowerPoint presentation.

Acting Community Development Director Ryan Heise, Public Works Director Lee, Principal Civil Engineer Fijalka and City Manager Talyn Mirzakhonian responded to City Council questions.

Mayor Howorth announced that businesses would have three minutes to provide public comments on this important item, as it directly pertains to their businesses.

Mayor Howorth opened the floor to public comments. The following individual(s) spoke:

*Jill Lamkin
Will Arvizo
Ron Koch
Unknown Speaker*

Seeing no further requests to speak, Mayor Howorth closed the floor to public comments.

Principal Civil Engineer Fijalka, City Attorney Quinn Barrow, Public Works Director Lee and City Manager Mirzakhonian responded to City Council questions.

A motion was made by Mayor Howorth, seconded by Councilmember Franklin, to direct staff to perform the maintenance of the refuse enclosure on the interim lot and to establish a rate of \$199 per month (subject to review) for the four licensees using the enclosure. The motion carried by the following vote:

Aye: 5 - Howorth, Lesser, Franklin, Tarnay and Charelian

Nay: 0

A motion was made by Councilmember Tarnay seconded by Mayor Pro Tem Lesser, to determine that there is a need to continue the emergency action of Parking Lot 3. The motion carried by the following vote:

Aye: 5 - Howorth, Lesser, Franklin, Tarnay and Charelian

Nay: 0

L. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS

None.

M. FUTURE AGENDA ITEMS

None.

N. CITY MANAGER REPORT

None.

O. CITY ATTORNEY REPORT

None.

P. INFORMATIONAL ITEMS

**11. Agenda Forecast (City Clerk Tamura).
INFORMATION ITEM ONLY**

[25-0077](#)

This item was received and filed by order of the Chair.

12. Commission Minutes:[25-0078](#)

This Item Contains Minutes of the following City Commission Meetings:

- a) Cultural Arts Commission Meeting (Canceled) Minutes of August 19, 2024
(Parks and Recreation Director Leyman)
- b) Cultural Arts Commission Meeting Minutes of November 18, 2024
(Parks and Recreation Director Leyman)
- c) Parks and Recreation Commission Meeting Minutes (Canceled) of August 26, 2024
(Parks and Recreation Director Leyman)
- d) Parks and Recreation Commission Meeting Minutes of November 25, 2024
(Parks and Recreation Director Leyman)
- e) Planning Commission Meeting Minutes of December 11, 2024
(Acting Community Development Director Heise)
- f) Planning Commission Meeting Minutes (Canceled) of January 8, 2025
(Acting Community Development Director Heise)
- g) Planning Commission Meeting Minutes (Canceled) of February 12, 2025
(Acting Community Development Director Heise).

INFORMATION ITEM ONLY

This item was received and filed by order of the Chair.

Q. CLOSED SESSION

None.

R. ADJOURNMENT

At 8:57 PM, Mayor Howorth adjourned the meeting to the February 24, 2025, Adjourned Regular City Council Meeting at 4:00 PM.

Breana Contreras
Recording Secretary

Amy Thomas Howorth
Mayor

ATTEST:

Liza Tamura
City Clerk