



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Aldinger and Members of the City Council

FROM: Geoff Dolan, City Manager

DATE: June 3, 2008

SUBJECT: Discussion of the Fiscal Year 2008-2009 City Council Work Plan

RECOMMENDATION

Staff recommends that the City Council discuss, modify as necessary and adopt the attached 2008-2009 Work Plan.

FISCAL IMPACT

There is no fiscal impact associated with the adoption of this work plan. However, there are certainly fiscal issues to be addressed with each specific work plan item.

BACKGROUND

For the past thirteen years, the City Council has convened a work session in the spring to discuss priorities and significant issues to be worked on in the coming year. On March 21, 2008, the City Council held a special session and developed the work plan items to be addressed during fiscal year 2008-2009. These work plan items are captured in this report, which was originally scheduled for Council review during the April 15, 2008 City Council meeting. However, due to the length of that meeting, the Council postponed review of this item to the May 6th meeting. The May 6th meeting also ran late and Council postponed review of this item to this evening.

DISCUSSION

This is a general policy level work plan; Council recognizes that it is not all-inclusive and that issues and priorities may change during the year. In the attached document, one can find 54 specific items that staff has been asked to address in the coming year. At the request of City Council, we have attempted to group the items within larger goals/categories and prioritize them. This was staff's attempt to reflect the discussion with City Council and is not meant to be definitive. Council is encouraged to reorganize or prioritize as you deem appropriate.

While we believe good progress can be made on most, if not all of the work plan items, City Council did make some priority decisions, which involve competing demands on staff time. This is the case within the Community Development Department for both planning and traffic issues. While some of these items may be candidates for contracting out, thus freeing up staff time and providing the ability to tackle multiple issues, City Council has established the following priorities. (These are identified in the staff report because in the attached work plan the item may fall within a different category.)

Community Development

Planning Issues

1. Housing Element
2. Economic Development
- 3a. Stormwater Retention
- 3b. Landscape Guidelines
4. Developer Fees
5. Green Building Standards
6. Tree Ordinance

Traffic Issues

1. Downtown Parking Study
2. School Area Traffic Study
 - a. Robinson
 - b. Pacific
 - c. Meadows
 - d. American Martyrs
 - e. Pennekamp
3. Speed Bumps Around Schools
4. Intelligent Transportation Corridor
5. Sepulveda Parking Restrictions
6. El Porto Area Traffic

Additional information for each of the above listed items may be found in the attached work plan.

As staff reviewed the 54 work plan items, they fell into four categories that reflect key goals of City Council.

They are:

1. **Green Initiatives** - Making Manhattan Beach a leader among all cities in environmental awareness and sustainability.
2. **Community Safety** – Keeping Manhattan Beach a safe community in which to live, work and play.
3. **Financial Stability** – Maintaining the financial stability of our City and the ability to provide appropriate levels of service, maintaining our investment in infrastructure and providing needed community facilities.
4. **Community Partnership** - Identifying and addressing community needs as well as opportunities for community engagement.

After City Council adopts the Work Plan, it will be placed on the City website and distributed to all City employees. We will provide periodic updates and status reports on each item to City Council and the community.

At the beginning of the work plan meeting, a few minutes were spent identifying the accomplishments of the previous year. It is recognized that in the press of daily business and dealing with each week's issues, we often forget how much we do accomplish. I've included a list of items acknowledging the accomplishments during the past year to year and a half that were mentioned.

Attachment: 2008-2009 City Council Work Plan
2007-2008 List of Accomplishments

DRAFT

GREEN INITIATIVES

Within the area of Environmental efforts, the City Council has established carbon emissions, storm water run-off and sustainable buildings as three high priority categories. Additional environmental work plan items are captured in a fourth category called “other environmental initiatives.”

1. Storm Water Run-off

A. Storm Water Retention

Staff will present options for retaining storm water on-site in conjunction with a review of our landscaping guidelines. If the Council decides to impose additional restrictions on development the Planning Commission will need to conduct public hearings and make recommendations to the City Council.

B. Landscape Guideline

Staff will present to the City Council for consideration and further direction. The presentation will include ways to increase landscaping and softscape and minimize hardscape around residential properties.

This will be studied in conjunction with the Storm Water Retention item.

C. Trash Enclosures

Staff will continue requiring enclosures for major remodels and new construction. Additionally, we will make a presentation to City Council of our current city codes and determine if new requirements should be adopted.

D. NPDES/FOG/TMDL

These are all issues related to storm water run-off, new regulations and best management practices. There will be a variety of techniques and methods that will be brought to City Council to address these issues.

E. Dry Weather Flow Diversion

Provide status report on the dry weather flow project on 1st Street and the Strand.

F. Large Scale Infiltration Projects

Infiltration is an effective tool in dealing with storm water. Staff will evaluate alternative public property sites, develop cost estimate and return to Council for direction.

G. SUSMP Administrative Policy

Review impacts of requiring SUSMP on smaller developments than are currently required by our NPDEES permit. SUSMP development requirements impact plan review, construction monitoring and on-going monitoring of all implemented plans. Bring back for future Council direction.

H. Reduce Run-off at City Facilities

Alternatives to reduce runoff and/or increase infiltration of storm water at City facilities (with focus on the Public Works facility) will be developed, along with cost estimates, and brought to City Council for consideration.

I. Street Sweeping

City Council wanted staff to develop a program and/or information to expand outreach to residents about the importance of street sweeping, with particular emphasis on those streets that do not restrict parking.

J. Water Waste – Over Sprinkling

Staff will report back to Council with a discussion of current code provisions and enforcement efforts. Council will discuss and provide further direction.

2. Carbon Emissions

A. Create a Climate Action Plan

As captured in the “Green Report,” the city has already completed two major milestones in the effort to reduce carbon emissions by conducting a baseline emissions inventory and establishing a reduction goal. In line with the Mayor’s Climate Protection Agreement adopted by the City Council last year, our goal is to achieve a 7% reduction below 1990 levels by the year 2012. The next steps are to develop and implement a local climate action plan to work toward achieving that goal.

B. Gas Lamp District

Evaluate lamp alternatives, develop cost estimates and return to City Council for direction prior to presenting to gas lamp district residents.

C. City Facility Solar Use and Energy Audit

Determine whether the City is best served by auditing facilities through use of an engineering consulting firm or through an energy services

company (ESCO) such as Honeywell, Chevron, Siemens, among others. Included in this audit should be an evaluation of the costs and feasibility of using solar power at City facilities.

D. Use of Bio-diesel

Return to City Council with a schedule and plan for the introduction of bio-diesel use for our fleet.

E. Faster Vehicle Replacement Alternatives

Develop vehicle inventory and turnover analysis. Consider costs and factors that would be used to determine if we should move more quickly to alternative fuel vehicles. Return to City Council for discussion and direction.

F. Street Lighting Needs

Evaluate street lighting needs on a City wide basis, and determine appropriate alternatives and their impact on carbon emissions. Consider solar powered lights as an alternative.

G. Contract Vendors - Alternative Vehicles

Consider requiring the use of alternative fuel vehicles as vendor contracts expire. Also consider this requirement for our taxi-cab franchise.

H. LED Traffic Lights

Determine status of existing traffic lights and the cost and implementation alternatives to convert all to LED.

3. Sustainable Buildings

A. Green Building Standards

Staff will present options to the City Council for consideration and further direction regarding sustainable building requirements for residential, commercial and civic buildings. Staff will present the benefits of the various rating programs such as LEED, and Build It Green and invite representatives of those agencies to present to City Council.

B. Green Building Resource Center

Develop a reference/resource center for local homeowners, businesses and builders that want information on green building.

4. Other Environmental Initiatives

A. Construction and Demolition Debris

Seek ways to increase the amount of construction and demolition debris than can be recycled or diverted from the waste stream. This may be an issue to consider in new solid waste contract.

B. Banning of Plastic Bags

City Council wants to discuss banning the use of plastic bags in Manhattan Beach. Staff will return to Council with a discussion of alternatives, including what other cities have done and recent initiatives offered by Los Angeles County.

C. Styrofoam

Staff is to return to Council for discussion and direction regarding the use of Styrofoam in our community. We will review other cities have done to provide programs to reduce, eliminate and/or recycle Styrofoam.

D. Recycling Containers

In addition to the placement of recycling containers in City parks, Council wants to find ways to improve recycling in our senior housing and apartment complexes.

E. Tree Ordinance

Staff will present a status report on implementing the city's tree ordinance to the City Council. City Council will provide direction for any changes that may be necessary.

COMMUNITY SAFETY

This goal captures initiatives that are intended to maintain safety throughout the City of Manhattan Beach for people to live, work and play.

1. School Area Traffic Studies

The City Council prioritized the Neighborhood Traffic Studies in the following order. As part of each study the City will evaluate and help enhance walk to school programs.

Robinson
Pacific
Meadows
American Martyrs
Pennekamp

2. Speed Bumps

Staff will present to the City Council the impacts of allowing speed bumps around school sites only. The City Council will then decide if they should be included in the “tool box” of traffic mitigation measures.

3. Intelligent Traffic Corridors - ITC

Staff will present to the City Council the status of the Intelligent Traffic Control program for Rosecrans Avenue and Sepulveda.

4. Sepulveda Parking Restrictions

Staff will study the impacts of imposing further parking restrictions along Sepulveda and present the findings to the City Council. The study will include review of traffic and parking impacts, alternatives, restrictions, public meetings, and recommendation by Traffic Engineer and Parking and Public Improvement Commission. The City Council will evaluate the information and decide if further restrictions should be implemented

5. El Porto Traffic

Staff will conduct a follow-up Neighborhood Traffic Study of the El Porto area, focusing on the exit of the El Porto parking lot.

6. Medical Marijuana

Current moratorium expires June 2008. An ordinance will be drafted and presented to the Planning Commission for consideration then to City Council for final action.

7. Fire Staffing Study

Staff will internally develop a study that determines appropriate solutions, needs, funding options and phasing alternatives.

8. Sepulveda Bridge

Staff will study security issues underneath the Sepulveda Bridge, including the possibility of security lighting. Issues and solutions will be presented to City Council for consideration.

FINANCIAL STABILITY

Within this general goal are a variety of initiatives aimed at maintaining our financial stability as well as protecting our investment in our infrastructure and providing new revenues to meet increasing service, regulatory and facility demands.

1. Economic Development

Staff will present sales tax information for existing commercial corridors. Included in the presentation for the Sepulveda Corridor, will be the General Plan Goals and Policies, Sepulveda Development Guidelines, Zoning Regulations and Lot Patterns. We will also bring information about cost and services that could be provided should Council want a consultant to study the Sepulveda Corridor.

2. Developer Fees

Staff will present information to the City Council for consideration and further direction. The presentation will include information about development impact fees, our existing fees and those charged by other cities.

We will also present information on possible costs and scope of services should we contract this out.

3. Water, Waste Water, Storm Water Infrastructure

Our critical utility infrastructure has not been studied and evaluated for many years. The 2008-2009 Budget will include funding for such a study which will recommend and prioritize future Capital projects. In the case of the waste water system, we have regulatory obligations to prevent sewer system overflow that must be met. This is called SSMP, Sewer System Management Plan.

4. Tiered Water Rates

After completion of our water and waste water Master Plan we will need to conduct a rate study to address increased operating and possible capital expenditures. As a component of the rate study, tiered water rates will be considered as a conservation incentive.

5. Trash Contract

Consider the one year extension offered in the contract. The new expiration date will be 10/31-10. In the new contract consider “pay to throw” rates and other programs to reduce landfill usage.

6. City Budget Review

City Staff will update our existing user fees and identify other possible sources of funding for the General Fund. Other items to be considered for sources of new revenue funds include water, waste water, storm water, parking and street lighting

COMMUNITY PARTNERSHIP

1. Enhanced School Partnership

The City Council wants to continue to enhance our relationship and partnership with the MBUSD. Council will consider financial assistance to the schools in particular for the 2008-2009 year. The School District has been invited to discuss their needs as well as short and long term financial plans with City Council (April 15th). The Council discussed more frequent communication with the school Board and the possibility of quarterly meetings.

There is also a need to keep discussion going regarding surplus school property and our Facilities Strategic Plan. The City Council placed its potential Library Bond issue on hold in part, to support the schools with their financial difficulties and upcoming November bond issue.

2. FSP Implementation

Staff provided a status report and letter from the Lew Edwards Group to Council at the April 1st City Council meeting regarding the Library outreach and education program and the potential for postponing the effort. In light of the budget crisis facing MBUSD and the Council's desire to fully support the schools, the Council voted to postpone the library project to a future time.

City Council has asked staff to consider the facility needs identified in the FSP and the available capital improvement budget and to provide recommendations on critical repair and enhancement projects as well as a strategy for saving funds for a future facility project.

3. Handicap/Senior Walkway to the Beach

Consult with vendors regarding cost and return to Council for discussion and direction.

4. Green Community Involvement

During the January 22nd Green Study Session, Councilmembers Nick Tell and Portia Cohen agreed to serve as a sub-committee to work with staff on developing a recommendation for a formal "green" community group.

Staff and the sub-committee have met twice and are currently refining a working draft with a detailed mission statement, membership, and application proposal to present to the full Council at an upcoming meeting.

5. Special Needs After School Program

Review with City Council our existing programs and efforts to address the needs of students with special needs.

6. Better Utilize Boards and Commissions

A City Council sub-committee, Richard Montgomery and Portia Cohen, are working with the City Clerk to develop a revised handbook that will provide a framework for better utilizing the City Boards and Commissions.

7. Standardize Communication

The City Council has asked staff to explore options for creating a standardized format for city letters and emails. The desired outcome is to have a standard, recognizable look to these communications.

Create an electronic template that will be the standard format for all outgoing emails using website branding and design standardized City letterheads.

8. AVP Issues

We will continue to consider an amendment to our local Coastal plan to allow paid seating and the possibility of a long term contract for the AVP and the Manhattan Open.

9. Review Minute Format

Many cities in California use an action or summary format for their City Council meeting minutes, while our city prepares detailed minutes.

With recent advances in technology that allow the public to view videos of the meeting in their entirety as archived on the city website and available in DVD format at the public library, the Council has asked staff to prepare a report with options for revising our minutes format to a more condensed format.

10. Length of Council Meetings

The City Council has asked staff to research practices used by other cities to reduce the length of Council meetings and return to Council with a recommendation.

11. Housing Element

Every five years cities must update their Housing Element to comply with state law. The City has hired a consultant to prepare the document. Once completed the document will be presented to the Planning Commission, and then to City Council for adoption.

12. Downtown Parking Study

The 2008 Downtown Parking Management Plan was presented to City Council that included a list of recommended strategies which will be presented to the Planning Commission and Parking & Public Improvement Commission for public hearings and discussion. Recommendations will be presented to the City Council for approval and implementation.

13. Part Time Employee Benefits

The City has several employees who are working nearly 40 hours per week. Council would like to explore the options of making health insurance available to them.

14. Library Drop Off on East Side of City

Determine the feasibility of installing a book drop off location on the east side of town.

15. Alternative Work Schedule

Explore the 9/80 work schedule regarding its impact on recruitment/retention as well as the impact it will have on City services.

If City Council considers implementing such a change it would need to be negotiated with our labor groups.

**CITY OF MANHATTAN BEACH
MEMORANDUM**

Prior Year Accomplishments Discussed at the Work Plan Meeting

At the beginning of the work plan meeting a few minutes were spent identifying the accomplishments of the previous year. It is recognized that in the press of daily business and dealings with each week's issues, we often forget how much we do accomplish. The following list of items was acknowledged as accomplishments during the past year to year and a half that deserve identification;

- Mansionization – Adopted Ordinance 2111 and 2112 on February 19, 2008
- Green Report
- City Newsletter – Launched September 1, 2007
- New web-site – Launched July, 2007
- Cathy and Scott – New senior staff additions
- Celebrated Long Time Employee Retirements – Dennis, Neil, Clarence
- Facilities Strategic Plan
- Senior Programs – Hiring Jan Buike and Alma Connors, increased programs
- Downtown Parking Study
- Metlox and Civic Center Programs – Enhanced
- Improved Communication with Schools
- Pervious Pavement
- Waived Plan Check and Permit Fees for Solar Panel Installation
- Planting Native Plants in Downtown Streetscape
- Completion of Strand and Bench selection/installation first 6
- North Manhattan Beach – Signage
- Overstreet Banner Protocol Review: MBB & Manhattan Ave location - Removed
- Entryway Monuments
- Bruce's Beach Ceremony
- Installation of 9-11 Memorial
- Metlox – Parking Lot Cameras Installed
- Police – Fully Staffed
- Tree Section – Street Improvement Project
- Improved Recycling
- Good Financial Condition – AAA Bond Rate
- Met All Accounting Standards

Fresh & Easy – Opened on Rosecrans
Successful Election Process
Installation of Artificial Turf at Village Field
Rosecrans Improvements Completed
City Hall Upgrades
Pumpkin Races
Community Events
Aerial Advertising
Historic Homes Landmarked
Youth Recognition Award
Enhanced Emergency Preparedness