



Agenda Item #: \_\_\_\_\_

# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Montgomery and Members of the City Council

**FROM:** Geoff Dolan, City Manager

**DATE:** June 17, 2008

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

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### **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 plan 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. Staff created a written report that captured the work plan items developed that day, and introduced the report for City Council's review at the June 3, 2008 meeting.

During the June 3<sup>rd</sup> meeting, City Council selected ten (10) work plan items that they believe are particularly important to our community. The attached report identifies these 10 work plan items and provides a description of them and the remaining forty-plus items that comprise the work plan. Also during the June 3<sup>rd</sup> meeting, City Council asked that the issue of Aerial Advertising be added to the list of items originally identified during the March 21<sup>st</sup> work plan session. This addition is reflected in the attached report.

### **DISCUSSION**

Originally, Staff had also provided lists of priorities within certain categories that were established by City Council at the work plan session. Since that time, City Council has provided funding for some of these work plan items through the adopted 08-09 budget, some work plan items have already been addressed through City Council action and others have been identified among the top 10 community list. Due to these developments and considering that Staff believes that we will complete or make good progress on most, if not all of the work plan items, we have not retained the original priority lists in the attached report.

It should be noted that this is a general policy level work plan. It is not all-inclusive, and although Staff and City Council will make every attempt to fully address each work plan item in the attached report, new areas of priority and unexpected issues may arise during the year.

As staff reviewed the work plan items, they fell into four categories that reflect key goals of City Council. The four key categories 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 reviews and 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 session in March, 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

## **CITY COUNCIL WORK PLAN 2008-2009**

Each year, City Council determines its goals and objectives for the coming year. These goals and objectives are approved at a City Council meeting and become a guide for City Council and Staff as they move forward throughout the year. This becomes the City's Work Plan.

This year, City Council has established a Work Plan with more than fifty items to be addressed. While every one of these items is important, City Councilmembers have identified ten of them that they believe are particularly important to our community. They are:

1. Storm Water Retention and Infiltration
2. Climate Action Plan
3. Elimination of Plastic Bags and Styrofoam
4. Enhanced School District Partnership
5. Community Facility and Open Space Strategic Plan
6. Economic Development
7. Community Involvement in Green Issues
8. Over Sprinkling – Water Waste
9. Tree Canopy Issues
10. Green Building Standards

More specific information on these ten items can be found along with the other forty items in the following Work Plan.

All items have been grouped within one of four topical areas: Green Initiatives, Community Safety, Financial Stability, and Community Partnership.

The Work Plan includes a general description of what is to be done with respect to each item. Where relevant and appropriate, the following will be considered.

- Background and history of the issue
- Explanation of current status
- Options and alternatives
- Best Management Practices from other communities
- Cost benefit analysis of financial, environmental, economic, public satisfaction and/or other related factors

The Work Plan can be found on the City web site at [www.citymb.info](http://www.citymb.info) and will be updated throughout the year.

## **GREEN INITIATIVES**

Within the area of Environmental efforts the City Council has established **Storm Water Run-Off, Carbon Emissions** 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 City Council decides to impose additional restrictions on development the Planning Commission will conduct public hearings and make recommendations to City Council.

#### B. Landscaping

Staff will present to City Council for consideration and further direction. The presentation will include ways to increase landscaping and softscape and to minimize hardscape within residential, commercial and public 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. National Pollutant Discharge Elimination System (NPDES) Permit; Fats, Oils and Grease (FOG) Management Program; and Total Maximum Daily Load (TMDL) for Bacteria Management Program

These are California State mandated requirements related to storm water run-off regulations, programs 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 1<sup>st</sup> Street and the Strand and any changes they may be appropriate.

#### F. Large Scale Infiltration Projects

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

G. Standard Urban Storm Water Mitigation Plan (SUSMP) Administration Policy

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

H. Reduce Run-Off at City Facilities

Alternatives to reduce run-off, and or increase infiltration of storm water at City facilities will be developed, along with cost estimates, and brought to City Council for consideration.

I. Street Sweeping

Staff will develop a program 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 evaluate the status of oversprinkling by residents, business and city operations. Staff will report back to City Council also with a discussion of current code provisions and enforcement efforts. City Council will discuss and provide further direction.

**2. Carbon Emissions**

A. Create a Climate Action Plan

As captured in the City’s “Green Book,” ([www.cityymb.info](http://www.cityymb.info)) the City has completed two 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 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 and 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 the City 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 City Council for consideration and further direction regarding sustainable building requirements for residential, commercial and civic buildings. Staff will present an evaluation 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, architects and builders that want information on green building.

**4. Other Environmental Initiatives**

A. Construction and Demolition Debris

Seek ways to minimize the amount of construction and demolition debris, as well as increase the amount recycled or diverted from the waste stream. This may be an issue to consider in the 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 City 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 City Council for discussion and direction regarding the use of Styrofoam in our community. We will review what 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, City Council wants to find ways to improve recycling in our senior housing and apartment complexes, and other areas within the City.

E. Tree Ordinance

Staff will present a status report on implementing the city's tree ordinance to the City Council, as well as feedback from its meetings with the Palo Alto Tree Specialist and Canopy Committee held in May. City Council will provide direction for any changes to the ordinance, its implementation, or public outreach 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.

**9. Aerial Advertising**

Staff and City Council will continue to insist that Aerial Advertisers comply with the Federal Aviation Administration (FAA) regulations and voluntary guidelines they agreed to. If this is not successful in reducing the impact on our community, other measures will be considered.

## **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 City 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 the Sewer System Management Plan (SSMP).

### **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 its relationship and partnership with the MBUSD. City 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. The City Council discussed more frequent communication with the school Board and the possibility of quarterly meetings.

The City and School District will also endeavor to collaborate in areas of mutual interest including but not exclusive to facilities and parks, surplus school property, the environment, and community events. 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. Community Facilities and Open Space Strategic Plan**

Staff provided a status report and letter from the Lew Edwards Group to City Council at the April 1<sup>st</sup> 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 City Council's desire to fully support the schools, the City 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 City Council for discussion and direction.

### **4. Green Community Involvement**

During the January 22<sup>nd</sup> Green Study Session, Councilmembers Portia Cohen and Nick Tell 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 are working together to formulate a community green group proposal to present to City Council for consideration.

### **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, Councilmembers Portia Cohen and Richard Montgomery are working with the City Clerk to develop an annual Orientation Program as well as a 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 standardize 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 meetings in their entirety as archived on the city website and available in DVD format at the public library, the City 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 City Council meetings and return to City 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. City 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