



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

# Staff Report

## City of Manhattan Beach

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

**FROM:** Mayor Pro Tem, Portia Cohen;  
Councilmember, Nick Tell;  
City Manager, Geoff Dolan;  
Assistant to the City Manager, Lindy Coe-Juell

**DATE:** June 17, 2008

**SUBJECT:** Consideration of Establishing an Environmental Task Force

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### **RECOMMENDATION:**

The Council Sub-Committee (Mayor Pro Tem Cohen and Councilmember Tell) and Staff recommend that the City Council review the proposed Environmental Task Force description and member application, make changes as necessary and direct Staff to advertise for applications to the Environmental Task Force.

### **FISCAL IMPLICATION:**

The cost of advertising the applications for the Task Force can be absorbed in this year's budget. There are no other immediate fiscal implications related to the recommendation. However, Staff anticipates that the Environmental Task Force may require presentations and/or reports from issue area experts. If necessary, Staff will return to Council with proposals and funding requests.

### **BACKGROUND:**

In November 2007, as a part of the Green Report, Staff presented three models for formal community involvement in environmental issues to the City Council. These models consisted of: 1) assigning responsibility for reviewing environmental issues to an existing City Commission, 2) establishing an ad-hoc environmental committee with open membership, a narrowly focused area of review and possibly a sunset term, and 3) appointing a new standing commission that would serve as an ongoing advisory body to Council on environmental issues.

After presentation and discussion during the November meeting, City Council decided to hold a study session and initially focus on three general environmental issues: Carbon Emissions, Stormwater Management, and Sustainable Development, and two process issues: Community Involvement and a full-time Environmental Position. Council directed Staff to develop more detailed information related to each issue and return for a January 22, 2008 study session.

For the study session, related to Community Involvement, Staff provided descriptions of how several nearby Cities have developed formal environmental groups. Examples of the type of group, their roles, membership and terms were provided from Hermosa Beach, Redondo Beach, Torrance

and Santa Monica.

The City Council held a brief discussion regarding the pros and cons of the various models and the specific examples from nearby cities. For various reasons on record, including the desire to involve more community members, Council decided that as a first step it would form a separate Environmental Task Force. Council directed that a Sub-Committee of Council be formed to work with Staff to develop the mission, scope and details of an Environmental Task Force for presentation to Council. Mayor Pro Tem Portia Cohen and Councilmember Nick Tell volunteered to be on the Sub-Committee.

**DISCUSSION:**

We propose that the Environmental Task Force focus on two areas that Council has chosen as priority issues: Waste Diversion, Reduction & Recycling; and Sustainable Design.

We further propose that the Environmental Task Force consist of three (3) subcommittees to focus their attention on the above issues: The First, on Business Waste Diversion, Reduction & Recycling; the Second on Residential Waste Diversion & Recycling; and the Third on Sustainable Design for Commercial, Residential and Public Buildings.

*Why Waste Diversion Reduction & Recycling?* Waste diversion, reduction and recycling is timely given the community's strong interest in issues such as banning plastic bags and Styrofoam, as well as the School District's recycling efforts. Additionally, these issues are timely due to the pending expiration of our current Waste Management Contract on October 31, 2009. We have the option of a one year contract extension, which we must exercise by July 31, 2009. The City has exercised this one-year extension option in the past and Staff will likely recommend this course of action to the Council at an upcoming meeting. The Environmental Task Force Sub-Committees that focus on diversion and recycling issues will have the chance to evaluate potential new programs and our rate structure and then make recommendations to City Council as we move forward with the solicitation of proposals for our next contract.

*Why Sustainable Design?* Green building design options will require thoughtful vetting within our community. Other communities that have implemented green building codes without sufficient public input and support are having some regrets. Our Sub-Committee can evaluate different models (from U.S. Green Building Council and Build it Green), best management practices and costs and benefits for residential, commercial and public construction. The Sub-Committee members will be able to meet with these industry representatives, and to ultimately make recommendations to the City Council regarding education materials, incentives and building requirements. Importantly, these members will also reach out to the public for their support.

**RECOMMENDATION:**

The Council Sub-Committee and Staff have developed the following proposal for the Environmental Task Force.

## **ENVIRONMENTAL TASK FORCE**

### **Term:**

Eighteen (18) months, with interim reporting to Council every three (3) months by Subcommittee Liaisons, as set forth below.

And the end of that 18 month term, the Environmental Task Force will submit and report to Council its final recommendations. At that juncture, Council may decide to extend the Task Force term, create a new Task Force to cover different green objectives, create a Commission, or otherwise. Should any of the Environmental Task Force Sub-Committees finish their work earlier than the 18-month term, the City Council may choose to assign another issue or task to that Sub-Committee.

### **Scope of Subject Matter:**

1. Waste Reduction, Diversion & Recycling
2. Sustainable Building Design & Development

### **Sub-Committees:**

1. Residential Community: Waste Reduction, Diversion & Recycling
2. Business Community: Waste Reduction, Diversion & Recycling
3. Sustainable Design & Development of Residential, Business and Public Buildings

### **Mission Statement:**

To determine the best management practices for the City of Manhattan Beach in the areas of:

(a) Waste Reduction, Diversion & Recycling programs, and (b) a Sustainable (“Green”) Design & Development of Residential, Business and Public buildings.

### **Goals:**

To meet, research, and discuss on a regular basis; and to make recommendations to City Council through interim reporting, resulting in a final comprehensive report at the end term.

Consideration and final recommendations shall include factors such as: benchmark of other city initiatives and options; cost/benefit analysis of economic, environmental and energy factors; program development; community implementation strategies; explanation of why certain alternatives were not chosen.

### **Roles & Responsibilities of the Environmental Task Force:**

- Attend regularly-scheduled monthly public meetings for a term of 18 months and occasional special meetings as necessary;
- Review City Staff provided information, including the Green Report and other materials;
- Conduct independent research on assigned issues and forward materials to the other Task Force members for review and consideration;
- Form three (3) Sub-Committees to investigate and make recommendations to City Council for the solid waste reduction, diversion and recycling and green building issues as described below;
- Three (3) members shall serve as Sub-Committee Liaisons, to be selected by Council. Sub-Committee Liaisons shall serve as the information conduits between their designated Sub-

Committee and the Task Force for direction and reporting purposes;

- The City Council representative to the Task Force shall serve as the Task Force Chairperson and will coordinate with City Staff to report to the full City Council every (3) months during a regularly scheduled City Council meeting; and
- The Environmental Task Force shall work with City Staff, but shall have no authority to direct Staff nor expend funds without prior Staff and/or Council approval.

The three (3) Sub-Committee Liaisons should provide leadership and direction to their respective Sub-Committees in order to accomplish a review of the issues and to make practical and feasible final recommendations to the City Council within the 18-month period and to give interim reports on progress, and/or final recommendations, every three months.

**Sub-Committee #1: Residential Solid Waste Reduction, Diversion and Recycling**

This Sub-Committee will be asked to review all aspects of residential solid waste issues including reduction, diversion and recycling. The Sub-Committee should evaluate different methods of fees to encourage diversion and recycling. The following list provides some specific programs and issue areas to consider, but the Sub-Committee is not limited to these areas and may address other issues within this general assignment.

- Recommend an alternative rate structure for residential solid waste collection. One alternative to consider is a tiered rate or “pay as you throw” structure. This structure would provide an incentive for recycling and reducing consumption by charging more for greater collection volumes. The Sub-Committee should consider this and other alternatives and make a recommendation along with a target goal for reducing the amount of residential waste generated.
- Determine how to improve the amount of construction waste recycled. The City currently requires all construction and demolition projects with a total value of \$100,000 or greater to recycle 50% of all waste generated. The contractors must submit all of their landfill and recycling tickets, which are analyzed to ensure that the 50% diversion was achieved. However, the reporting system relies, in part, on an honor-based system of turning in all tickets. The Sub-Committee should recommend an alternative reporting system to ensure accurate reporting.
- Recommend a way to strengthen the City’s current composting program to encourage residents to compost at home. The recommendation should include ideas for education and outreach to promote awareness and the importance of recycling waste outside of the typical collection process.
- Consider and recommend an enhanced household hazardous waste program such as providing mobile or curbside collection services for residents. Items collected could include paint, used motor oil and household cleaners, electronics (E-waste), universal waste (U-waste including compact fluorescent bulbs and batteries), and pharmaceutical waste. Consideration should be given to education and outreach designed to promote at-home organic cleaning supplies in lieu of purchasing cleaning products considered hazardous. Also make recommendations on the best way to initiate a drop-box approach for convenient collection.
- Enhance solid waste reduction, diversion and recycling education programs residents and schools. There are several ideas listed in the Green Report on page 51 to help spark creative discussion. These include offering free “go green” classes to residents to

provide a basic overview on how to “green” their lifestyle; promote the “rethink” concept of the four (4) R’s (reduce, reuse, recycle, rethink); improve outreach to students about composting, recycling, hazardous waste disposal, etc.; and promote student peer-to-peer activities through school clubs.

**Sub-Committee #2: Commercial Solid Waste Reduction, Diversion and Recycling**

This Sub-Committee will be asked to review all aspects of commercial solid waste issues including reduction, diversion and recycling. The Sub-Committee should evaluate different methods of fees to encourage diversion and recycling. The following list provides some specific programs and issue areas to consider, but the Sub-Committee is not limited to these areas and may address other issues within this general assignment.

- Consider and recommend a food waste diversion program. The California Integrated Waste Management Board estimates that Californians throw away more than 5 million tons of food scraps each year, which makes up 16 percent of all disposed materials going into landfills from businesses, residents and institutions such as schools. Food waste diversion programs can help to meet and exceed the 50% state-mandated diversion rate and provide greater uses for this resource. Components of a food waste diversion program can include food waste prevention education and outreach, use of a food bank that will accept packaged foods and use of food redistribution programs that take perishable foods to be used as same-day donated meals.
- Consider and recommend program(s) for enhancing recycling rates at multi-family living complexes. Consider new recycling avenues to overcome space limitations.
- Consider and recommend education and outreach programs and incentives to promote waste reduction, diversion and recycling for commercial settings.

**Sub-Committee #3: Sustainable Design and Development**

This Sub-Committee will be asked to review all aspects of residential, commercial and public green building opportunities. The Sub-Committee should evaluate different models of green building, best management practices and costs and benefits for residential, commercial and public building materials, operation systems and construction methods. The following list provides some specific programs and issue areas to consider, but the Sub-Committee is not limited to these areas and may address other issues within this general assignment.

- Consider and recommend building requirements such as LEED (Leadership in Energy and Environmental Design) compliance levels for commercial and public buildings.
- Propose an education program about LEED requirements that could be accomplished through workshops, certification programs, public meetings, handouts, consultant advisors and websites. The City of Burbank has an established program that could be considered for research.
- Consider and recommend building requirements such as the Build It Green rating system for residential construction.
- Propose an education program about Build it Green requirements that could be accomplished through workshops, certification programs, public meetings, handouts, consultant advisors and websites.

- Recommend sustainable construction practices for public facilities to ensure that new and major renovations of public buildings conform to minimum standards of the green building rating system and require that a LEED-certified architect be used for all projects.
- Evaluate and recommend appropriate green building incentives. Consider ways to promote green building by providing incentives such as expedited plan review, reduced fees and monetary rebates.

**Membership Description:**

An eighteen (18) member Environmental Task Force will be selected to represent a broad spectrum of community stakeholders including residents, businesses, schools, geographic diversity and will also reflect a range of experience and skill sets.

We recommend that two (2) Councilmembers serve on the Environmental Task Force in effort to relay the Council's expectations, to help guide the research efforts and to help the Sub-Committee Liaisons in reporting progress back to the full City Council. Additionally,

We recommend that each Councilmember appoint one (1) person to the Task Force and that the MBUSD Board appoint one (1) member and one (1) student representative. These selections should be made in advance of the Council review and selection of the nine (9) remaining Task Force members.

Eighteen (18) members total:

- Two (2) Councilmembers, to serve as the Task Force Chairpersons, as selected by the Council
- Five (5) Council recommended - 1 appointed by each Councilmember
- One (1) MBUSD Board appointed member
- One (1) student representative – appointed by the School Board
- Nine (9) at-large members to be selected by City Council based on application process

The above nine (9) at-large members will be selected by City Council, based on a review of applications with consideration given factors including the applicants' skill, expertise, related experience, geographic representation, as set forth on the proposed application. The following areas of expertise and experience should be considered:

- expertise in residential recycling
- expertise in business related recycling
- expertise in environmental protection
- construction industry representative
- business experience
- environmental non-profit representative
- operator of a multi-family living complex
- restaurant/grocery owner/manager experience
- experience in architectural design and construction
- expertise in green building
- knowledge of municipal building codes and process

***Application/Appointment Process:***

- Advertise for applicants in the local papers, on the City's website, etc.
- Establish an application open and end date two (2) months recommended
- Create an application (see attached) with the opportunity for the candidate to write how they qualify for one, or more, of the desired expertise/experience
- Council and School Board to make their appointments prior to Council's review of applications for the remaining members
- Full Council review of applications and selection of remaining members
- Current Board and Commission members should not be considered for selection

**Attachment:** Draft Environmental Task Force Application



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## APPLICATION for the ENVIRONMENTAL TASK FORCE

The City of Manhattan Beach is forming an Environmental Task Force that will meet monthly for a term of 18 months with the purpose of making specific recommendations to the City Council on programs to increase the rate of recycling and waste reduction and diversion and to encourage green building in our community. We are seeking a diverse cross-section of our residential, business and school community to become members of this task force. Please fill out the application below and return by **Friday, Month and Date at NOON** to:

**Lindy Coe-Juell**  
**Assistant to the City Manager**  
**1400 Highland Ave., MB 90266**  
[lcoe-juell@citymb.info](mailto:lcoe-juell@citymb.info)  
**310-802-5054 (phone); 310-802-5051 (fax)**

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Are you a qualified elector of the City of Manhattan Beach? \_\_\_\_\_

Will you be able to attend monthly Committee meetings? \_\_\_\_\_

Each Committee Member will be appointed to a Subcommittee which will hold separate meetings. Will you be able to attend separate monthly subcommittee meetings? \_\_\_\_\_

Will you have time to review materials prior to your monthly committee meetings as well as subcommittee meetings? \_\_\_\_\_

Please check each box that describes your qualifications:

- expertise or experience in residential recycling
- expertise or experience in business related recycling
- expertise in environmental protection
- construction industry representative
- environmental non-profit representative
- operator of a multi-family living complex in our City
- restaurant/grocery owner/manager experience in our City
- experience in architectural design and construction
- expertise in green building design and construction
- knowledge of municipal building codes and process



**You may attach a separate paper to answer the following questions. Please limit your answers to approximately 200 words a piece. Thank you.**

**Please describe your experience and expertise in the items checked above:** \_\_\_\_\_

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**What waste reduction, diversion and/or recycling needs do you believe are most pressing for the City of Manhattan Beach to address in the next 10-15 years:**

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**What green building program needs do you believe are most pressing for the City of Manhattan Beach to address in the next 10-15 years:** \_\_\_\_\_

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**If appointed to the task force what strengths would you bring:** \_\_\_\_\_

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**Please indicate your first, second and third preference for the following issue areas that will be considered by the Environmental Task Force:**

- Residential solid waste reduction, diversion and recycling. \_\_\_\_\_
- Commercial solid waste reduction, diversion and recycling. \_\_\_\_\_
- Green building/sustainable development. \_\_\_\_\_

**Resumes and/or additional information may be attached and submitted with application.  
All materials submitted will be forwarded to the City Council for consideration.**