



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

# Staff Report

## City of Manhattan Beach

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

**FROM:** Geoff Dolan, City Manager

**DATE:** November 3, 2009

**SUBJECT:** Discussion of the Fiscal Year 2009-2010 City Council Work Plan

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### **RECOMMENDATION**

Staff recommends that the City Council discuss, modify as necessary and adopt the attached 2009-2010 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 fourteen years, the City Council has convened a work plan session with the Department Heads and the City Manager to discuss priorities and significant issues to be addressed in the coming year. On September 25, 2009, the City Council held a special session and developed the work plan items for fiscal year 2009-2010.

### **DISCUSSION**

This is a general policy level work plan; the City 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 29 specific items that staff has been asked to address in the coming year. In addition, there are 12 items carried over from the previous year that are in various stages of development.

The attached document was staff's attempt to reflect the discussion with the City Council and to provide detail on steps where fitting. It is not meant to be the final copy and the City Council is encouraged to modify or reorganize as you deem appropriate.

Additionally, at the beginning of the work plan meeting, the City Council and staff took a few minutes to identify accomplishments from the previous year. We often get so busy moving from issue to issue that we lose track of how much we really do get done. This list of accomplishments is included as the second attachment.

Attachments: 2009-2010 City Council Work Plan  
2008-2009 List of Accomplishments

**CITY OF MANHATTAN BEACH**

**CITY COUNCIL'S  
2009-2010 WORK PLAN**

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Developed at the Annual Work Plan Meeting  
Held on September 25, 2009



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Adopted by the City Council  
on \_\_\_\_\_

### **1. Sepulveda Corridor**

City Council will review the Sepulveda Development Guidelines and Zoning Requirements and consider encouraging certain types of commercial development along the corridor. The review will consider parking requirements, building height requirements, streetscape and beautification strategies, opportunities for a BID, ways to facilitate development on combined parcels and identify the types of businesses the city would like to encourage. If changes are determined to be needed they will be processed through the Planning Commission and then to the City Council.

### **2. Sand Dune Park**

Staff will conduct public meetings with the Parking and Public Improvements Commission to evaluate a Residential Permit Parking program adjacent to Sand Dune Park and meters along Bell Avenue. Staff will also schedule public meetings with the Parks and Recreation Commission to discuss operational issues and create a list the pros and cons of possible changes for restricting the use of the Dune including planting the dune and charging admission changing the hours of operation. A joint public meeting with both Commissions will be conducted to further discuss all options and develop recommendations to City Council for a final decision.

### **3. Meters on Park View Avenue**

Staff will notify and process a proposal to install parking meters on Park View Avenue. That proposal will be presented to PPIC for consideration and to City Council for final approval.

### **4. School Partnership**

The City Council and Staff will continue to place a high priority on our partnership with the schools. Additional opportunities will be identified and explored through the Council and School Board Ad Hoc Committee.

### **5. Bike Ways**

The City Council is interested in considering a bike path along Valley/Ardmore. This would be an initial step toward more bike paths in the community.

### **6. Tree Ordinance**

Staff will study the Tree Ordinance and make recommendations to make it more flexible, allowing residents the option of replacing trees if it is determined not to be an appropriate tree for its location. Staff will also address the City's tree canopy and recommend a strategy for protecting and promoting it with appropriate species. Staff will provide information regarding private liability for damage caused by protected trees. The findings and recommendations will be presented to the Planning Commission and to the City Council.

### **7. Start Recognizing Historical Community Members**

The focus of this item is to create a City program that will recognize community members that have contributed significantly to the development and history of the City

of Manhattan Beach. The Manhattan Beach Historical Society keeps many items of historical significance, such as photographs and planning documents, at the “Red House” in Polliwog Park. We should use and expand upon this resource in developing this recognition program. As a part of this program, the City Council would like to honor the selected individuals through recognition at City Council meetings (perhaps as a part of the Centennial celebrations) and consider installing benches with plaques commemorating the historical community members along Verterns Parkway. The City Council would like the Cultural Arts Commission to meet with the Historical Society to further develop and refine ideas for this program.

#### **8. Library**

Continue discussions with the County regarding remodeling and expanding the library in its existing location. This project may be largely funded with the surplus property tax currently paid by Manhattan Beach property owners to the County Library District.

#### **9. Facility Renovation**

The Joslyn Center, Manhattan Heights and Begg Swimming Pool remain in need of renovation. It continues to be a priority to consider appropriate upgrades and find the necessary financing.

#### **10. Planning Administrative Flexibility**

Staff will study and recommend amendments to our code to provide greater administrative flexibility over minor construction on public and private property. The study will include an appropriate notification and approval process. The findings and recommendations will be presented to the Planning Commission for construction on private property and to the Parking and Public Improvements Commission for construction on public property, and then to the City Council for final decision.

#### **11. Studios – Report on Activities and What the City Can Do to Help Capture More Activity and In-House Production**

A Council liaison will be appointed, who will work with staff and the studios to review ways in which the City can assist the studios in attracting more production, including a review of the film permitting processes.

#### **12. Move City Council to November General Election**

Staff will conduct a survey through the League of California Cities to determine which cities have changed from a General Municipal Election to a Consolidated Election and will report back to Council with the findings including cost implications and voter turnout. Staff will also work closely with the Secretary of State’s office and the Los Angeles County Registrar Recorders to ensure that all legal aspects are addressed prior to Council consideration.

### **13. Centennial Celebration - 2012**

Staff will explore what other cities do for their centennial celebrations and develop ideas and alternatives for presentation to the City Council. Staff will bring this issue to Council for discussion at the January 19<sup>th</sup> City Council Meeting.

### **14. Develop an Ordinance that will Allow for Outdoor Dining**

Staff will make recommendations to amend the City's General Planning and zoning ordinances to allow outdoor dining in commercial areas along the walkstreets. Recommendations will be presented to the Planning Commission and to the City Council for approval.

### **15. Beautify Metlox/Civic Center Plazas and Aviation/MBB**

Staff will work with the Cultural Arts Commission and Public Works to develop ideas to beautify the Metlox and Civic Center Plazas and the rights-of-way along Aviation Boulevard and Manhattan Beach Boulevard using items such as benches, tables, planters and bike racks with artistic elements.

### **16. Responsible Procurement Practices**

Consider a set of purchasing policies and practices that encourage socially responsible business practices by those with which the City does business. Staff will review the Best Management Practices of other cities/public agencies that have implemented such procurement policies, develop draft policies and practices, and review with the Finance Subcommittee and the City Council.

### **17. RV Parking**

Staff will study the feasibility and impact of prohibiting parking for "oversize vehicles and trailers" throughout the city. The study will address parking time limits for oversize vehicles and trailers, parking restrictions in designated areas, temporary parking permits for visitors, vehicle owner information for emergency contacts, proof of current vehicle insurance, proof of residency, permit parking fees for oversize vehicles and trailers and a vehicle sticker program. These recommendations will be presented to PPIC for review and to City Council for final consideration.

### **18. Work with Banks to Encourage Community Investment**

Staff will collect information and Best Management Practices from other agencies that have developed programs that encourage community-based lending and partnering with financial institutions. Staff will also invite local institutions to meet with the Finance Subcommittee to determine what action can be taken to establish a program. We will involve the Chamber of Commerce in discussions.

### **19. Trolley - Measure R**

In December 2008, the City Council approved a contract with Greg Meeks of Rural Transit Consultants to conduct a feasibility study for implementing a community trolley system in Manhattan Beach. A final draft of the feasibility study has been completed and the possibility of a workable trolley system in Manhattan Beach seems

promising if funding can be identified. One possible source of funding is the Measure R half-cent sales tax that Los Angeles County voters passed last year. Manhattan Beach will receive approximately \$300,000 annually for transit related projects from Measure R. The City Manager will organize a meeting with Greg Meeks and the Council Trolley Subcommittee to review the final draft feasibility report and then take recommendations from that meeting to the full City Council for consideration along with the possibility of using Measure R funds.

#### **20. Parks & Recreation Commission**

Staff will prepare an amendment to the Boards and Commissions Handbook providing that one of the Parks and Recreation Commission Seats be designated for an Older Adult resident.

#### **21. Storm Water/Street Lighting Assessment Study**

The Stormwater Fund is not reimbursing the General Fund for overhead support (\$400,000), and the assessments are inadequate to fund the capital improvements necessary. In addition, the Street Lighting Fund is subsidized by the General Fund by approximately \$170,000 each year (and growing). Because these are assessments and not fees, we need to hire an assessment engineer to assign the benefit to each property, and then hold a Proposition 218 election. Staff will seek proposals from qualified firms to perform both studies. Proposals will be reviewed with the Finance Subcommittee prior to presentation to City Council for consideration.

#### **22. Promote Electric Bicycle Taxes**

In keeping with the City's efforts to "go green," the City Council would like to explore the possibility of promoting electric bicycles and zip cars for short trips around town. This type of transportation could be particularly suited for use by visitors staying at our local hotels. Staff will conduct research regarding these electric vehicles including their use by other municipalities and the hotel industry.

#### **23. General Fund Revenue Enhancement/Utility User Tax**

The Five Year Forecast indicates that new revenue sources are needed in order to support current service levels in the future. Even if we assume no further pay increases at the expiration of existing MOU's, the General Fund will be in a deficit position until 2013-2014. Further, capital projects, which in the past have relied on year end General Fund surpluses, will not be funded adequately. Finally, if the City Council wishes to continue significant support of the schools, new revenues must be developed.

A cost allocation and user fee study will be conducted this fiscal year, and are expected to result in greater General Fund recovery from enterprise activities, as well as full cost recovery for services (assuming the Council approves the new fees). The Street Lighting and Stormwater assessments will be reviewed as indicated above. However, the most significant revenue enhancements would be come from a Utility User Tax (UUT) and an increase in the Transient Occupancy Tax (TOT). The UUT

would require voter approval of 50% if treated as a general tax (no specific purpose identified) or 66.7% if a special tax (with specific purpose). Each 1% of a UUT is estimated to generate \$650,000 to \$700,000 per year. The average South Bay UUT of 5% could generate \$3.5 million per year. The TOT, which is currently 10%, can be raised by Council action. Each 1% would generate \$345,000.

Staff will prepare a “white paper” for City Council consideration that will address issues such as other Cities’ practices, revenue potential, legal constraints and election timing.

#### **24. El Porto Parking Lot Exit (40<sup>th</sup> Street)**

Staff will evaluate a single new proposal to change the traffic restrictions at the intersection of Ocean and 40<sup>th</sup> Street, which is the exit of the El Porto parking lot. The analysis and recommendation will be provided directly to City Council for further direction.

#### **25. Fire Negotiations**

The current Memorandum of Understanding expires on July 31, 2010. Staff will prepare information for Council and seek direction as we move forward with negotiations.

#### **26. Definition of Open Space**

Staff will study and make recommendations regarding the definition of open space as it applies to construction of residential development. Staff will address the purpose and intent of the requirement and how it is interpreted and applied. The findings and recommendations will be represented to the Planning Commission and City Council for final approval.

#### **27. Emergency Planning**

During the last year, the Emergency Preparedness Team, led by the Fire Department, has focused on addressing issues identified during the November 2008 earthquake exercise such as improving information relay in the Emergency Operations Center (EOC), improving radio communication, customizing EOC forms and preparing for post disaster financial reimbursement. This team is also currently developing an updated city employee emergency recall system, shelter and evacuation maps, critical survey targets, and an inventory of disaster supplies and their storage locations.

Training is a core component of emergency planning and several exercises have been scheduled including basic disaster training for all City employees, EOC training for specific positions, and EOC activation for the Golden Guardian exercise on November 16<sup>th</sup> that will culminate with a City Council debrief. Additional training exercises are in the planning stages with the School District, Red Cross and Parks and Recreation to ensure emergency shelter needs for Manhattan Beach can be met.

Continued improvement of partnering with other agencies such as the school district, faith based groups and businesses is also underway. Community outreach through Senior Citizen training, Neighborhood Watch - Map Your Neighborhood efforts and Community Emergency Response Team (CERT) is ongoing and disaster preparedness articles appear frequently in local newspapers and the City newsletter.

### **28. Joint Meetings with Boards & Commissions**

The City Council wants to resume the practice of meeting with every Board and Commission annually. In the past it has been difficult to schedule joint meetings assuring all Commission members could attend. It was agreed these meetings should be scheduled and held as long as most members of each group are available.

### **29. Future of the ETF**

The Environmental Task Force will complete its 18 month term of service in April 2010, and its structure needs to be evaluated prior to then. Additionally, it will be time to reevaluate the goals and function of the Task Force, as well as the number of members appointed to the committee. The Task Force works well as a community-based committee because of its ability to work in a subcommittee format, which would not be possible if the Task Force were turned into a formal Board or Commission. However, the Task Force as it is currently designed has a large number of members, some of whom may feel their work/term has been completed, while others may want to continue serving. Alternatives and recommendations will be developed and reviewed with the ETF sub-committee and brought to Council in early 2010.

DRAFT



## **Status of Carry-Over Items From the 2008-09 Work Plan**

### **1. Storm Water Retention Including SUSMP**

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. Staff will also review the impacts of requiring SUSMP on smaller developments than are currently required by our NPDES permit.

**Status:** This is a joint assignment between Public Works and Community Development. The item was assigned to the Green Building and Water and Storm Water Environmental Task Force Subcommittees. The Green Building Subcommittee has conducted thorough research and has formulated recommendations which they provided to the full Environmental Task Force on September 17<sup>th</sup>. The recommendations for storm water retention are tied to complimentary recommendations related to building codes and landscaping requirements. The ETF will forward recommendations to the City Council in Spring 2010 when the landscaping and building code recommendations should also be ready and the three items can be considered together.

### **2. 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.

**Status:** The Green Building Subcommittee has developed recommendations on storm water retention that were presented to the Environmental Task Force on September 17<sup>th</sup>. Following this presentation they have turned their attention to the related issues of landscaping and building code requirements. The ETF will provide the City Council with one presentation combining these related issues. The ETF expects that recommendations in all three areas will be ready by Spring 2010.

### **3. Climate Action Plan**

As captured in the City's "Green Book," [www.citymb.info](http://www.citymb.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, 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.

**Status:** This task was assigned to the Environmental Programs Manager (EPM) and the Climate Action subcommittee of the Environmental Task Force. The Climate Action Plan will serve as the guiding policy for the City to meet its U.S. Mayors' Climate Protection goal of reducing municipal greenhouse gas emissions at least 7%

below 1990 levels. The subcommittee has researched several greenhouse gas reduction measures to include in a climate action plan, and will work with the results of the Level III Energy Audit, based on direction from the City Council, to include proposals from this audit in the climate action plan. The EPM has prepared an initial draft of a local climate action plan for the subcommittee to review and include final Green House Gas (GHG) reduction recommendations. Lastly, the EPM has also completed the inventory of the City's greenhouse gas emissions with 2007 data, and this information will be included in the climate action plan

#### **4. Solar/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.

**Status:** On June 16, 2009, the City Council approved a contract with PE Consultants for a comprehensive Level III audit of all city facilities, equipment, analysis of energy use and detailed strategies to attain our energy conservation goals. This report includes detailed anticipated carbon emission offsets, costs per ton to achieve these offsets, strategies to implement retrofits or new construction and recommendations regarding prioritizing energy conservation measures. The City Council has set aside \$1,000,000 in the 2009/2010 CIP budget that may be used for energy conservation projects. The report has been completed, is currently under consideration by the ETF and will be submitted to the City Council in December 2009.

#### **5. 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.

**Status:** The Environmental Programs Manager worked with the Maintenance Supervisor to submit an application for the Energy Efficiency and Community Block Grant as part of the federal stimulus funding program. The City was awarded \$155,800 to conduct energy efficiency programs, and will use the funding to replace current street and parking lot lighting with energy efficient alternatives. Staff expects the replacement work to begin in January 2010.

#### **6. Green Building Residential 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.

**Status:** Ongoing. After conducting research on specific details of the LEED rating program, and running various cost-scenario models, the Sub-committee presented final recommendations regarding a Green Rating Program to Council on July 7<sup>th</sup>. City

Council approved these sustainable building standards, focusing on LEED standards for commercial and civic construction, and they are now being implemented by Staff.

As part of a comprehensive Green Rating Program, the Green Building Subcommittee will focus on recommendations regarding measures that are important to the City of Manhattan Beach, including a Tiered Energy Efficiency Program for residential properties. After Environmental Task Force approval, the Green Building Subcommittee will present the recommendations to City Council in early 2010.

## **7. Plastic Bag Ban**

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.

**Status:** City Council considered a comprehensive report that reviewed environmental, economic and policy issues related to a plastic bag ban on July 1, 2008. After thorough discussion and input from a diverse group of stakeholders, the City Council adopted the ban on July 15, 2008. Under the ban, grocery stores, pharmacies, restaurants, and City facilities were to have eliminated plastic bags by February 28, 2009. All other retailers were to be in compliance by August 15, 2009.

Subsequent to the City Council passing the ban, the City was sued by the *Save the Plastic Bag Coalition* whose members include plastic bag manufacturers and distributors. The petitioners asserted that the City should have conducted a full Environmental Impact Report (EIR) in order to comply with the California Environmental Quality Act (CEQA). This issue was heard by the Los Angeles Superior Court on February 20, 2009 and the judge ruled that a full EIR (rather than the Initial Study and Negative Declaration we completed) is necessary before we can enact the ban.

Based on City Council direction, we are in an appeals process for the initial ruling on this case. Staff expects the appeal hearing date will be set during the first several months of 2010. In the meantime, there are two ongoing efforts that will produce the research and background information necessary for Cities to adopt their own EIRs related to plastic bag bans, fees for paper bags and the promotion of reusable bags. Los Angeles County is conducting a full EIR that is expected to be finished in April 2010. In addition, an environmental organization, called Green Cities California, is completing the research to support an EIR that should be applicable for all Cities in the State that is also expected to be finished in April 2010.

Staff will keep the City Council informed of the outcome of the appeals process and the development of the EIR related research. Should we not prevail in the appeals process, we will plan to create our own EIR based on the information produced by LA County and Green Cities California. We expect that the earliest point at which we will have a completed EIR will be the 2010 summer timeframe.

## **8. 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.

**Status:** Staff prepared an initial report with a review of environmental, economic and policy issues and what other cities have done related to reducing the use of polystyrene food take-out containers. This report was agendized in October 2008, but was postponed due to the number of issues pending the City Council's review at that time. Shortly following that postponement, the Solid Waste and Recycling subcommittee to the City's Environmental Task Force began to review and make recommendations for enhancing the programs offered through our solid waste contract. The issue of the potential to recycle Styrofoam waste and how to handle disposal of many of the popular alternatives to Styrofoam takeout containers (which are compostable but not recyclable) will be considered with the renewed Solid Waste Contract during the next several months.

## **9. Recycling Containers (Senior, Multi-family, Retail)**

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.

**Status:** The City had received a grant to begin outreach to improve recycling in multifamily and senior units. With State funding cutbacks, the grant has been stopped. However, staff will continue to work with HF&H consulting and Waste Management for greater recycling outreach to these groups.

## **10. 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.

**Status for Marine and MBB:** Additional funding was budgeted for the study and presented to PPIC 2/26/09 and 4/23/09 and City Council on 6/16/09. The City Council directed staff to propose restricting parking at two intersections on Sepulveda at MBB and Marine, which will be evaluated after the Downtown Parking Study and Sand Dune Parking Study has been completed.

## **11. Fire Staffing/Cost Phasing**

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

**Status:** The Fire Department presented the Staffing Study to Council on March 31, 2009. At the completion of the study session, Council acknowledged "build out" and

that consideration may be given to adding a ladder truck as part of the department's response resources. Direction was given to conduct research and present the findings for any proposed funding mechanisms and appropriate a phase-in methodology.

## **12. 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.

**Status:** Staff has begun working with consultant HF&H to renegotiate the current Waste Management contract. Progress will be reported to Council throughout negotiations. The renegotiation process is scheduled to conclude by March 10, 2010 with the result to continue contract with Waste Management or move to an RFP process.

DRAFT

**CITY OF MANHATTAN BEACH  
MEMORANDUM**

Prior Year Accomplishments Discussed at the Work Plan Meeting  
September 25, 2009

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;

- Environmental Program
- Financial School Assistance
- Election
- Drug Disposal Drop Box
- Youth Recognition Award Expansion
- Water/Waste Water
- Traffic Management Issues
- Sculpture Garden
- FOG Program
- Water Conservation Ordinance
- Solid Waste Contract
- Green Buildings
- Environmental Task Force
- Medical Marijuana
- Green Taxis
- Senior Program Enhancement
- Dial-A-Ride
- Aerial Advertising
- Fire Staffing Study
- Fire Muster
- Expanded Public Outreach
- Emergency Management Programs
- City Hall Remodel
- North Manhattan Beach Improvements
- Mansionization
- Stimulus Grants

Fire Department Culture

- Strategic Plan

Community Safety

Community Events

- Limited Future Events
- Partial Reimbursement

Playground Upgrades

Limited Length of Council Meetings

Move Public Comment to Beginning of Meetings

Council/Council and Council/Staff Relationships

Boards and Commissions Revamped

Entryway Signs

Strand Benches

Downtown Permit Parking

Sepulveda Projects

Workers Comp

Continued Demand for Commercial Property