



# Staff Report

## City of Manhattan Beach

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

**THROUGH:** David N. Carmany, City Manager

**FROM:** Vince Mastrosimone, Senior Management Analyst

**DATE:** September 20, 2011

**SUBJECT:** Consideration of Approval of the 2011-2012 Fiscal Year City Council Work Plan

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**RECOMMENDATION:**

Staff recommends that the City Council review the proposed Work Plan, priorities and assignments and approve the 2011-2012 City Council Work Plan as submitted.

**FISCAL IMPLICATION:**

Approval of the Work Plan has no direct fiscal impact. Implementation of the Work Plan items will have fiscal impacts which are or will be addressed in the current year budget or future budgets. The fiscal impacts will be addressed in greater detail as the individual items come before the City Council for action.

**BACKGROUND:**

For many years, the City Council has convened work sessions early in the calendar year to discuss priorities and significant issues to be worked on in the coming fiscal year. The City Council met several times during the year to develop and firm up the proposed Work Plan and loosely prioritize the Work Plan items. The attached Work Plan and priority listing represents the culmination of that effort.

**DISCUSSION:**

This is a general policy level work plan; the City Council should recognize that it is not all-inclusive and that issues and priorities may change during the year. The Work Plan features 35 new Work Plan items, 14 carry over items from fiscal year 2009-2010 and seven carry over items from fiscal year 2008-2009. No Work Plan was prepared for fiscal year 2010-2011.

Twenty Work Plan items were selected and prioritized in four groups or bands. All items in the same group or band are considered to be of equal priority and importance. Group #1 represents the highest priority items for the City Council and therefore for staff. Staff has reviewed the Work Plan and Work Plan priority listing and concurs with the general direction the Work Plan provides. Staff will use its best efforts to accomplish not only the priority items but also all of the other Work Plan items.

The issue of Liquor Licenses has come up since the development of the proposed work plan. The

Planning Commission has recently reviewed requests for a number of liquor licenses and wondered if the City Council felt further study is necessary which may result in establishing a change in policy toward approving such permits.

The Planning Commission considers applications for liquor licenses on a case-by-case basis. The focus of the Planning Commission is to examine each application on a stand-alone basis and consider the impacts of granting that particular license. The Planning Commission does not consider broader policy issues in the context of reviewing an application. A broader policy issue is the number and type of licenses in our community and how that compares to other communities. At the last Planning Commission meeting, this issue was raised by commissioners as one for potential study since the Planning Commission continues to receive and review applications for new and expanded liquor licenses. The Planning Commission understands that it does not have the authority to study that issue without direction from the City Council. The Planning Commission wanted to raise this policy issue with the City Council as a potential topic for either the Council or the Commission to review. The City Council may wish to modify the proposed work plan to include this item.

After City Council adopts the Work Plan, it will be placed on the City website and distributed to all City employees. Staff will provide formal quarterly updates to the City Council on the status and progress of each of the Work Plan items. Regular status reports on items will be provided.

**ATTACHMENTS:** 2011-2012 City Council Work Plan  
2011-2012 Work Plan Priorities

**CITY OF MANHATTAN BEACH**

**CITY COUNCIL'S**

**2011-2012 WORK PLAN**

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Developed at the Annual Work Plan Meeting  
Held on January 28, 2011

Updated and Revised on July 22, 2011



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Adopted by the City Council  
On October 18, 2011

**1. Public Signage**

Public Works staff will survey the number of public signs on existing poles throughout the city to determine the number of redundant signs, and the number of different styles of signs. Staff will recommend uniform signage for city wide use and establish guidelines. This item will be presented to the PPIC Commission for review and recommendations and then to Council.

**Status:** Pending

**2. Mobile Food Trucks – City Wide Guidelines**

Community Development staff will collect information and Best Management Practices from other cities regarding guidelines for Gourmet Food Trucks; such as requiring each operator to have a City of Manhattan Beach business license, be graded by the health department and display their grades (as seen in restaurants), park in designated areas for limited amounts of time, and limit the number of food trucks allowed to do business in the City of Manhattan Beach and review guidelines on the use of plastic bags and foam containers in carry-out items provided by the food trucks.

**3. Manhattan Beach Youth Recognition Award – Five Year Commitment**

Management Services staff will study the financial impact of the City making a five year commitment in support of the Manhattan Beach Youth Recognition Award. Councilmember Mitch Ward initiated the award eight years ago and has offered to provide all the administrative support necessary for the continuation of the program during this time frame.

**4. Coalition Among South Bay Cities RE: 405 Rosecrans Exit, South**

Public Works staff will contact other cities in the area that are impacted by the southbound Rosecrans exit on the 405 Freeway to form a coalition in support of bringing this item to the attention of our State legislator. The combined efforts of all cities may have a greater impact on legislators in making this item a priority. Currently there is only one lane that funnels into this exit causing a huge traffic jam for miles that impacts southbound travel in several lanes of the freeway.

**5. Aviation Corridor Beautification**

As a long plan goal, Parks & Recreation staff will work with the Cultural Arts Commission and Public Works to develop ideas to beautify the Aviation Corridor (similar to what has been completed along the Sepulveda Corridor) and provide recommendations to Council.

Vitality City will be making recommendations on improving the Aviation Corridor as part of the beach cities partnership to provide more walkable and bikable routes in the South Bay. Beautification of street corridors is also one of the Vitality City goals, and resources should be coordinated to support the program.

**6. Tatoo Ordinance**

Community Development staff will draft an ordinance that will identify appropriate locations for tatoo parlors in the City. Recommendations will be presented to the Planning Commission and then to City Council.

**7. Wellness Program**

Human Resources staff will study and make recommendations for an in-house Wellness Program with preventative and maintenance services for City staff. Staff will address the cost saving benefits and reduction of absenteeism.

In addition to the staff study, as members of the Vitality City initiative the City will receive access to resources and tools from Healthways, provided free of charge to all employers, in order to promote a wellness program for all employees. The suite of tools will be available online beginning April 2011, and Vitality City representatives will work with the City to explain ways to improve the overall well-being of employees.

The findings and reommendations will be presented to Council for consideration and approval.

**8. Agenda Action Summary Report**

The City Clerk will create an Agenda Action Summary to be posted on the City website two days after each City Council meeting. The summary will come from the City Manger outlining definitive decisions made by Council at each meeting. Format of the Agenda will be presented to Council for approval.

Staff will review possible formats and will present the format to Council for approval at either a meeting in December 2011 or January 2012.

**9. Review Cell Site Coverage Maps and Update Ordinance**

Community Development staff will provide coverage maps and update code in conformance with current laws to address their appearance and provide reommendations to Council.

**10. Develop Departmental Succession Plan**

The Human Resources Department will take the lead in working with each department will identify a clear succession list within their department and provide cross training in all areas to eliminate any interruption in service during vacation, sick, personal leave. A compulation of all department lists will be made available to City Council and staff.

**11. Beach Erosion and Rising Sea Level “Haz Mit Plan”**

The Fire Department will develop a proactive plan to address any issues related to beach erosion or rise in sea level. Recommendations will be presented to Council for review and consideration.

## **12. City Wide Pedestrian Study**

Community Development staff will conduct a city-wide pedestrian study which will include standards for lighted crosswalks (solar powered) and recommendations at specific locations. This item will be presented to the PPIC Commission for review and recommendations and then to Council.

## **13. Realignment of Valley/Ardmore at Joslyn Center**

Community Development staff will do a feasibility study on the realignment of Valley/Ardmore at Live Oak Park and the Joslyn Center, placing parking on the west side of the street and eliminating much of the cross pedestrian traffic. Staff will also review the possibility of installing a traffic circle at the intersection of 15<sup>th</sup> Street and Valley/Ardmore as recommended by the Vitality City Program. Staff will provide information provided on this item as part of the Facility Strategic Plan. This item will be presented to the PPIC Commission for review and recommendations and then to Council.

## **14. White Line Program**

Community Development staff will study and make recommendations to implement a white line program on selected streets throughout the city. The recommendation will include the names of specific streets to be targeted, along with plans for community outreach and implementation of the program. The proposal will be presented to the Traffic Committee and implemented administratively.

## **15. LA County Use Tax**

The Parks and Recreation staff plans to contact L.A. County Beaches and Harbor and negotiate a lesser percentage fee (currently 20%) for Revenue Tax for L.A. County beach use. The County is requiring the City to pay a 20% tax from all events/classes on the beach in addition to a \$200 permit fee payable to the County.

**Status:** Parks and Recreation Staff contacted the L.A. County Beaches and Harbor and negotiated a lesser percentage rate of 7.5 for Revenue Tax for L.A. County beach use for one year only.

## **16. Review Classification of City Staff**

The City will retain the services of an independent consultant to conduct a study of classifications of City Staff with the assistance of the Human Resource Department. Upon completion of the study, findings will be reviewed and recommendations will be presented to Council for direction.

**Status:** Staff has completed the PDQ questionnaires and are in the interviewing process. The consultant hopes to bring his findings to Council by December 2012.

**17. Electronic Bill Presentment**

Finance has researched and identified a solution to allow residents and businesses to receive utility bills electronically, thereby reducing the number of paper bills and creating a more convenient pay system for residents. Staff recommendations will be presented to Council for adoption.

**18. Audit Risk Management**

Human Resources will conduct an audit of the current Risk Management Plan including: an analysis of practices, processes and policy that are in place to ensure the City, the employees and the public are protected and to mitigate the areas of high risk exposure. For example, partnering with Public Works and Police to determine a best practice for street closures at public events. Staff will consider guidelines for best practices in the areas of safety, workers' compensation and liability.

**19. Sidewalk Outreach – Property Owners Responsibilities**

Public Works will prepare a residential outreach to property owners detailing their responsibilities related to side walk maintenance and repair and property owner liability versus City liability. Council asked that this information be available on the City website.

**20. Negotiations – Police Officers, Firefighters, Teamsters**

Negotiations are underway with the three bargaining groups; Police Officers Association, Firefighters Association and Teamsters. All three Memorandums of Understanding will expire by August 2011. Meetings have been and continue to be held with all three groups involving the City Manager, City Attorney, Director of Human Resources, Director of Finance and representatives from each bargaining group. Staff will continue to assess the current trends, staff requests and budget constraints to arrive at contracts that will be acceptable to all parties involved.

**Status:** Ongoing

**21. Historical Landmarks**

Community Development Staff will amend the current code to eliminate the need for a public hearing prior to designating a home a historical landmark.

**Status:** Staff drafted a new ordinance eliminating the need for public hearing which was approved by the Planning Commission and City Council. The new ordinance will go into effect July 7, 2011.

**22. Open Government Initiatives**

Council directed the City Clerk and staff to review and bring back recommendations on a number of items that pertain to Open Government. Council would like more stringent compliance of the Brown Act and Public Records Act in all City related activities. More specifically Council would like quarterly updates of the Work Plan and would like these updates posted to the website. Council would like updates on information received while attending conferences.

Council would like the posting of all sub-committee minutes and for meetings to be held in a more timely fashion, and not with such urgency as experienced in the past nine months.

Council has directed staff to review Best Practices of other cities to determine a way to structure Council meetings in a way that are more time sensitive and allow the public more comment.

The City Clerk will also pursue the cost and implementation of Ganicus based software upgrades regarding voting lights, public timer and electronic agenda packets.

**Status:** Council Subcommittee Members David Lesser and Amy Howorth will meet with the City Clerk and I.S. Manager to review all Open Government Initiatives, initiate a priority list, conduct research and report back to City Council prior to implementation of any new procedure.

### **23. Budget Review Process**

Finance will evaluate the budget process and initiates measures to encourage more resident input while also ensuring that there is sufficient City Council review time for the spending plan prior to adoption.

### **24. Long Term City Plan**

Council directed staff to develop a long term plan for the City that encompasses a City vision, mission statement and goals. This plan will be phased in per department, such as the Fire Staffing Study.

### **25. Review Parking Policies**

The Police Department will review current parking policies in the City to include; bagging the meters for the holidays, training CSO officers and enforcement of the policies.

**Status:** Staff has completed a review of parking enforcement in both the North End (El Porto – lots and residential with the white line program) and on Manhattan Beach Boulevard (residential parking permits). We have also provided updated training to the CSO's as well as Manhattan Village Security folks who have authority to issue parking citations.

Staff is waiting for direction from Council regarding the bagging of meters during the holidays.

### **26. Dispute Resolution**

Community Development will present status report regarding the Residential Construction Officer program which will include an option to require contractor bonds to encourage all contractors to abide by the various City of Manhattan Beach resolutions and ordinances regarding construction policies.



### **27. Consolidation of South Bay Fire Departments**

Fire and Human Resources Staff has been directed to study the fiscal and safety impacts of shared services between the fire departments in the South Bay, including but not limited to Hermosa Beach, Redondo Beach and El Segundo.

**Status:** Staff is scheduled to begin work on the financial and safety impacts of consolidating the South Bay Fire Departments and expect to present their findings to Council in last December 2011 or January 2012.

### **28. Open Carry Ban**

Police Department staff has been directed to study the impact that an Open Carry Ban may ultimately have on the parks in the City and the areas surrounding the schools.

**Status:** City Special Council directed staff to wait until the State determines to ban weapons in public parks before bringing this item before Council.

### **29. Solar Energy Financing**

The Finance Department will investigate programs available to residents for Solar Energy financing. This information will be made available to residents through a community education outreach program.

### **30. Mayors Wellness Initiative**

Council has directed staff to develop a wellness initiative and seek grants to fund wellness projects for the City. The City is currently involved with the Viability Cities program.

### **31. Visitors Bureau**

Council would like staff to work with the Chamber of Commerce to establish a Visitors Bureau in town.

### **32. Smoking Ban on the Strand**

The Police Department is directed to develop a "No Smoking on the Strand" Ordinance and present to Council for discussion and recommendation.

**Status: Complete.** This item was approved by Council at the August 2, 2012 meeting and an ordinance will be presented to Council for adoption at the September 6, 2011 Council meeting.

### **33. Obsolete Satellite Rooftop Equipment**

Community Development will develop an ordinance that would improve the aesthetics of rooftops requiring the removal of unused satellites and dishes that are no longer in service.

### **34. Neighborhood Council**

Council has directed the City Manager to initiate a Neighborhood Council Meeting inviting all the residents to attend and direct questions and concerns to Council regarding City matters, one – two times per year.

### **35. Video Capability Available in Public Safety Conference Room**

Council and staff are utilizing the Public Safety Conference Room for a number of Special meetings and training sessions. With this in mind Council has directed IS staff to determine the feasibility and cost of implementing video capability in the Public Safety Conference Room.

## **CARRY OVER ITEMS FROM 2009-2010 WORK PLAN**

### **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.

**Status:** The City Council and Planning Commission held a joint meeting in February 2010 and discussed the Work Plan items. Item "On Hold". At the January 28, 2011 work plan meeting the City Council removed this item from the work plan.

On June 3, 2011 Council requested staff to provide background information and the status of the Sepulveda Corridor.

### **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 of the pros and cons of possible changes for restricting the use of the Dune including planting the Dune and charging admission and 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.

**Status:** Completed. Meetings were held throughout the months of October to January with Staff, Parks and Recreation and Parking and Public Improvement Commissions, and the community to discuss issues occurring in and around Sand Dune Park related to the operation of the Dune. At the April 13, 2010 City Council Meeting, the Council directed staff to reopen the Dune with a reservation system that would limit the number of people to no more than 20 at any one time on the Dune, and no more than two sand replenishments per year. Children 12 and younger are allowed unlimited access.

The City was notified in May 2010 that the endangered "Yellow Pincushion" flower was discovered on the Dune. The City notified the Department of Fish and

Game immediately, processed environmental documentation and reopened in August. Appropriations for fence and sand replenishment took place in July.

The dune at Sand Dune Park was reopened with a reservation system August 2, 2010. We are averaging 80-100 reservations per day out of 120 possible reservation slots. So far, there have been no problems in the park, on the dune or in the neighborhood. Permanent fence options were presented to Council in September as part of the C.I.P. discussion.

Council gave consideration to further improvements in their CIP discussions on Feb. 1, 2011. And operations were reviewed by City Council on March 1, 2011.

The next review is scheduled for the Fall of 2011.

### **3. 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 City Council who will provide direction for further discussion between the City Council Ad Hoc Committee and the School Board. For example, the City Council has directed the Ad Hoc Committee to explore future uses of the School Maintenance Yard with the School Board as a prime opportunity for a project in partnership.

**Status:** City continues to partner with the schools and the City Manager will continue to meet with the School Superintendent regarding opportunities for the City and MBUSD to work in partnership. City is currently in discussions with MBUSD regarding revenue options for the old maintenance yard at Peck Avenue. Council hopes to arrive at a decision regarding this property so they can place the item on November 2012 ballot for residents to vote.

### **4. 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. Currently, this item is being discussed by the Environmental Task Force (ETF). The ETF will report their recommendations back to City Council.

**Status:** The Environmental Task Force recommended that the City work with the South Bay Bicycle Coalition (SBBC) to update its current Bicycle Master Plan and increase bicycling in the South Bay. In April 2010, the SBBC secured grant funding to develop a region-wide bikeways plan, and in October 2010 City Council voted to support SBBC's efforts and tasked the Environmental Programs Manager and Community Development Department with assisting SBBC in its planning efforts. As part of the City's existing Bicycle Master Plan, and in an effort to maximize resources on a scheduled road resurfacing project funded by a Federal Stimulus grant, the City striped a bike lane on Valley Drive in January 2010. After several discussions with the SBBC and the City's traffic engineer, it was decided to re-designate the bike lane as a bike route in order to meet State guidelines and maintain cyclist and driver safety. To support the SBBC effort,

staff has begun providing the necessary data and planning documents to SBBC in order to prepare the South Bay Bicycle Master Plan, as well as assisting with the provision of data for the initial Bicycle Count locations and staff for the Community Open House held on January 19, 2011, and upcoming workshop on June 20th. Staff has worked with SBBC to prepare the draft bicycle plan, and has submitted initial comments to that plan. A draft plan will be presented to PPIC and City Council summer 2011.

## **5. 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. The City Council has asked that staff actively involve the Library Commission should the County discussions lead to a contracted design process.

**Status:** Los Angeles County and the City are meeting through the design process and have held/scheduled various public meetings to report on project status to the community. The City Council selected Councilmembers Lesser and Mayor Pro Tem Powell to serve on a sub-committee along with Staff, who will work with the County to see that the City's interests are addressed. The project will include expanding the library from its current 12,500 square feet to approximately 22,000 square feet. The project will be funded by the County using excess property tax funds designated for library services.

Design is scheduled to begin in July 2011 with construction to begin in 2013.

## **6. Facility Renovation**

The Joslyn Center, Manhattan Heights and Begg Swimming Pool remain in need of renovation. The City Council has directed staff to review the findings from the Facilities Strategic Plan (FSP) and to recommend interim renovations in line with that plan that can be accomplished with currently available CIP funding to improve the functionality of these three facilities until such time that more comprehensive improvements can be made.

**Status:** The City Council approved CIP plans that include improvements for Begg Pool, Manhattan Heights Joslyn, and City Hall in March 2011. It is expected that bids will be awarded in November 2011.

## **7. 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, 2010 City Council Meeting.

**Status:** In February 2010, the City Council approved the formation of a 10-member resident Centennial Committee to guide the planning effort for the year of celebration and appointed Mayor Pro Tem Richard Montgomery and Councilmember Nick Tell as the Council Subcommittee. At the May 4, 2010 meeting City Council selected the first five members to the Committee. They will focus on establishing a theme/logo, the overall event calendar and budget. Once those items are established, the other members will be selected. The first Committee meeting was held on Monday, May 24, 2010 and the meetings will continue each fourth Monday of the month.

Monthly meetings have taken place beginning May 24, 2010. Beginning July 11<sup>th</sup>, meetings will be held each second and fourth Monday of each month.

At the April 19, 2011 City Council meeting, Council approved the logo and calendar of events for the Centennial celebration. Events approved were; 1.) Family event at Village Mall (January), 2.) Manhattan Beach School Art Contest (February & March), 3.) Taste of Manhattan Beach (March), 4.) Manhattan Beach Centennial Parade and Historic Picnic (May), 5.) MB!) Festival, Downtown Open House and Pier Event (July), and 6.) Manhattan Beach Centennial Ball (September). The final event for the Centennial will be the 2012 Holiday Fireworks show in December 2012.

The Centennial Committee has established itself as a 501c3 non profit corporation. The Committee is actively pursuing sponsorship funds for the implementation of Centennial events.

#### **8. 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.

**Status:** Pending

#### **9. 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.

**Status:** In April 2010, the City Council received the final feasibility study report and presentation from Mr. Meeks of Rural Transit Consultants and directed staff to prepare an RFP for trolley operation based on the report findings.

#### **10. General Fund & Storm Water/Street Lighting Revenue Enhancement Study**

The Five Year Forecast indicates that new revenue sources are needed in order to support current service levels in the future. This is true for both the Stormwater and Street Lighting Funds in addition to services supported by the General Fund. The Stormwater Fund is not reimbursing the General Fund for overhead support (\$400,000), and the assessments are inadequate to fund necessary capital improvements. The Street Lighting Fund is subsidized by the General Fund by approximately \$170,000 each year (and growing). Additionally, 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. This deficit will impact capital projects, which in the past have relied on year end General Fund surpluses. Finally, if the City Council wishes to continue significant support of the schools, new revenues for the General Fund must be identified and developed.

Because the monies that support the Stormwater and Streetlighting funds are assessments and not fees, we would need to hire an assessment engineer to assign the benefit to each property, and then hold a Proposition 218 election in order to increase the assessments.

The most significant revenue enhancements for the General Fund would 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 other Cities' practices, revenue potential, legal constraints and election timing.

**Status:** Fiscal sustainability continues to be an issue that the City Council will be addressing throughout the year.. Further direction will be sought as we enter labor negotiations and the 2011-2012 budget.

#### **11. 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.

**Status:** The City Council and Planning Commission held a joint meeting in February 2010 and discussed the Work Plan items. At the January 28, 2011 work plan meeting the City Council agreed to keep this item the work plan.

## **12. 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.

**Status:** The Joint City Council/Planning Commission meeting was held on February 23, 2010; and the Joint City Council/Cultural Arts Commission meeting was held on January 25, 2011. A Joint Library meeting was held on Monday evening, June 13, 2011 to discuss the status of the library renovations.

Staff is currently looking for future dates to schedule Joint City Council meetings with the remaining Commissions beginning with Parks and Recreation.

## **13. 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 with consideration of the goals identified in the City Green Book, as well as time to reevaluate 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 sub-committee 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.

**Status:** On January 18, 2011 City Council approved an Environmental Work Plan, and appointed a new 10 member Environmental Task Force (ETF), plus two additional student liaisons. The Environmental Work Plan focuses on three key areas: Energy Efficiency and Renewable Energy; Water Conservation and Sustainable Landscaping; and Zero Waste. Staff created detailed project tasks for each issue area, outlining the goal of the project, and the role of the Environmental Task Force in that project. The document will be used to guide the progress of the 2011 ETF, which had its first meeting on January 20, 2011. The ETF has had 4 public meetings to date, and is trying to develop recommendations around several of the tasks outlined in the Environmental Work Plan. Staff is working to develop a timeline to have recommendations completed and proposed to City Council by December 2011.

#### **14. 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.

**Status: Complete.** A new radio system has been installed in the EOC to communicate and share information between other EOC's in Los Angeles County. RCC is working with our communication sub-committee to implement a command channel between the EOC and command staff of City departments and the school district.

The design and data collection for the updated city employee recall system is complete and implementation and testing will take place in late summer.

Shelter and evacuation maps have been completed along with maps showing critical target sites in our city.

Disaster supplies have been inventoried and a list of replacement supplies and costs has been submitted for consideration in the 2010-2011 Budget. If approved, the supplies will be purchased in July and the storage containers will be restocked in August.

**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 16th 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.

**Status: Complete.** Council and Staff completed the training exercise in November. Many individuals have attended specialized emergency preparedness courses and shared that information with the Emergency Preparedness Committee.

In May we will be hosting training on damaged structure assessment. We are also planning evacuation drills for all of the City facilities. Individual City facilities staff members have received disaster training on what to do in their facility. We will be conducting another disaster drill in the fall to re-enforce our EOC operations in conjunction with a shelter exercise involving MBUSD and the Red Cross.



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.

**Status:** **Complete.** We continue to improve community emergency preparedness information and training continues on a monthly basis.

## **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 item with Public Works and Community Development. This project was assigned to the Green Building, and Water and Storm Water Environmental Task Force Subcommittees. The Green Building Subcommittee made recommendations to the Environmental Task Force on September 17, 2009. The recommendations for storm water retention are associated with building codes and landscaping recommendations. On March 16, 2010, City Council approved the Environmental Task Force recommendations, and directed staff to prepare Code amendments. The Planning Commission reviewed sustainable stormwater, landscaping, “green roofs/decks”, and solar and wind energy concepts at a public hearing on July 14, 2010. The Green Building Subcommittee then made a presentation at the August 25, 2010 Planning Commission meeting. Further Planning Commission review is scheduled Winter 2011. After the Planning Commission has completed review of the Zoning Code amendments, they will be presented to the City Council.

### **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 storm water retention recommendations were presented to the Environmental Task Force on September 17, 2009. On March 16, 2010, City Council approved the Environmental Task Force recommendations, and directed staff to prepare amendments to the Code. The Planning Commission reviewed sustainable landscaping, stormwater, “green roofs/decks”, and solar and wind energy concepts at a public hearing on July 14, 2010. The Green Building

Subcommittee then made a presentation at the August 25, 2010 Planning Commission meeting. Further Planning Commission review is scheduled Winter 2011. After the Planning Commission has completed review of the Zoning Code amendments, they will be presented to the City Council. The City Council conducted a public hearing and provided comments which are scheduled for another hearing on June 21, 2011.

### **3. 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: Complete.** The audit was completed in the Spring of 2010. The ETF reviewed the audit and made recommendations to Council with priorities established for both energy and solar projects. The recommendations are being considered in the 2010/2011 CIP which will be reviewed at the February 1, 2011 City Council meeting.

### **4. 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:** The Green Building Subcommittee presented final recommendations regarding a Green Rating Program to Council on July 7, 2009. At that meeting City Council approved sustainable building standards, focusing on LEED standards for commercial and civic construction. The Subcommittee then presented recommendations regarding residential energy efficiency and comprehensive sustainable measures to City Council on March 16, 2010. The Council approved the Environmental Task Force recommendations, and directed staff to prepare Code amendments. The Planning Commission reviewed sustainable Stormwater, landscaping “green roofs/decks”, and solar and wind energy concepts as a public hearing on July 14, 2010. The Green Building Subcommittee made a presentation at the August 25, 2010 Planning Commission public hearing. The Planning Commission requested additional information which will be presented to them in February 2011 and then forwarded to City Council for final adoption. The Building Code Amendments, including the residential energy efficiency recommendations were adopted by Council in November 2010 and are currently in effect. The new toilet retrofit requirements are also in effect. Building inspectors and plan checkers are being trained to implement our new ordinances. New check list and handouts are being published to help the development community compliance of the new standards.

### **5. 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:** The City of Manhattan Beach submitted a petition to the California Supreme Court seeking review of the Appellate Court decision in January. On April 21, 2010, the Supreme Court released notice that they will review the case.

The City has prevailed in the case and implementation of the ban begins as early as January 2012. Further implementation strategies will be forthcoming to the Council in November 2011.

**6. 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, all grantees were issued a Stop Work Notice on March 18, 2009. Because of this change, a Multi-Family outreach program was included in the ETF Solid Waste and Recycling Subcommittee's recommendations for the next solid waste contract and is being carried into the Request for Proposal package. On May 1, 2010 the City received a letter from the State informing us that the grant funds have been reinstated, but the grant expiration remains the same – May 2011. City Staff will work with Waste Management as originally planned to implement the Multi-Family grant.

## WORK PLAN PRIORITIES

### Group #1

- Open Government
- Budget Process
- City Strategic Plan
- Food Trucks
- Trolley

### Group #2

- Neighborhood Council
- Visitors Bureau
- Bike Coalition
- Lighting (\$2M in free lights available)
- Cell Site/Obsolete Satellites

### Group #3

- Video Capability in the Public Safety Conference Room
- Valley/Ardmore Realignment
- Sepulveda Corridor
- Manhattan Beach Unified School District
- Wellness Program

### Group #4

- Pedestrian Study
- Parking
- Emergency Preparation
- Electronic Billing
- Sidewalk Outreach