

July 22, 2004

Honorable Mayor and Members of
The Hermosa Beach City Council

Regular meeting of
July 27, 2004

WORK PLAN FOR THE 2004-05 FISCAL YEAR

The following list is not set in a priority order. This is a listing of items that City staff will be working on during the coming fiscal year. These items mirror the decisions that are contained in the 2004-05 budget and represent the work plan and schedule for these items to be considered by the City Council. They also represent the deployment of staff resources to accomplish these items in a focused approach so that the City Council and the community understand the tasks to be completed and tentative time frame in which they will be accomplished. While the list is deemed to be complete at this time, other items generally do surface during the year that require adjustment of this priority list, but this allows the City Council and staff to focus on the highest priority items and complete them in a timely manner. If an issue does arise during the year, the City Council can review the new item and determine whether or not it is of sufficient need to rearrange the priorities to allow staff to work on the new issue.

As you are aware, there are several issues that have been discussed in the budget study sessions and at other times that require a long-term approach and consistent effort in order to bring them forward for decisions by the City Council and the community. This work plan will allow the City Council to focus on these issues and bring them to a conclusion in a timely manner. This will also allow the City Council to review and set out specific policy issues that you may wish to include or not include as specific projects or activities, once it has been outlined. It is important to also determine items that you do not feel are a priority and drop them from the work plan so the resources are not expended on items that do not fit the highest priorities. This should be viewed as a working document and, when a new issue comes up, the City Council will then have to determine where it fits on the list, whether it should be included at all or placed at the bottom of the list. This will allow the resources to be expended to complete the items and move down the list in an orderly fashion. In the long run, I believe that this approach will provide an opportunity to address more of the tasks and do so in a manner that keeps the expectations of what can be accomplished in line with our resources.

ITEMS SUGGESTED IN THE BUDGET:

Ambulance Transport Program: This is a project and issue that is designed to examine whether or not a different approach to ambulance transport through use of a private ambulance company should be employed. The potential that this represents may result in a cost saving or at least cost containment for this aspect of the fire/paramedic services that are provided by the City. It also will allow for a second simultaneous paramedic response, since the City will not be transporting the patient to the hospital. There are a

number of issues that will be covered in this project and, once the report is completed, will allow for full input from the City Council and community. This report will be done during the first quarter of the fiscal year and presented to the City Council in October, to begin the evaluation of whether or not this type of change to our existing program is something that we would like to implement.

Grease Trap Ordinance: This is a proposal to add grease traps to all commercial businesses with a verifiable service program that will remove grease generated by the commercial enterprise before it enters the sewer system. The type of trap and approach for the installation by the businesses will be included in this project. Several other cities use this approach and they believe that it is quite effective in reducing grease in the sewer system, reducing the occurrence of blockages and sewer overflows. It also serves to extend the life of the sewer lines and therefore the long-term cost to the users. This work plan task will be completed during the first quarter for presentation to the City Council and the report will set forth the implementation guidelines. This will require some on-going staff time as the implementation effort will take several months once the ordinance and program is reviewed and approved by the City Council. A time line for this effort is attached.

Street Light Removal: This is an effort to reduce the cost of the Street Lighting and Landscape District to the property owners that pay the annual assessment. The present assessment does not cover the costs. Instead of increasing the assessment, this project, if completely implemented, will reduce expenditures over a two-year period in order to bring the costs and revenues back in line. The effort will involve bagging approximately 50% of the streetlights and turning off the power for a period of several months. This will allow for a review of the reduction in lighting and, if determined to be acceptable by the City Council, the eventual removal of the street lights and poles. This project will begin as soon as feasible after the adoption of the budget in order to receive the savings projected by reduced energy charges. The project will be reviewed and presented to the City Council following the test period in November. If it is determined to proceed with the removal of streetlights, this process could begin in the first quarter of 2005. This project has the potential of generating a great deal of public input during the test phase.

Street Improvement Plan: The city has completed a street pavement analysis which will form the basis of a new five-year plan. Staff has discussed during the budget study sessions a different concept that hopefully will allow a more comprehensive plan to refurbish all streets within a five-to-seven year time period. The plan is to divide the City into five to seven zones so that a zone can be completed each year. The number of zones depends upon funding availability. After all zones have been refurbished an annual slurry program will continue by zone. As you know, the backlog of repair work on our streets is quite high and while a great deal of work has been done, we need to have a realistic plan that can be funded and implemented. This plan will be completed during the first quarter of the fiscal year. The goal is to implement the first zone later in the fiscal year. The key to this is funding and this plan, when presented, will propose the funding on an ongoing basis. This will help make future decisions easier in a number of policy areas if the plan is funded and realistic.

Smart Parking Meters/Parking Program Changes: This is an effort to determine whether or not there are other methods to increase the income from the parking meters and parking lots operated by the City. This will include the evaluation of the so-called Smart Meters and the operation of the parking lots to determine whether or not installation of meters would result in additional income or reduced costs. There are a number of issues to be considered and it is likely that this effort will be split into two phases. The Smart Meters being the first task and the review of the parking lots the second. This project will begin during the first quarter and be completed in the second quarter. Implementation will follow if any changes are approved.

Policy Initiatives: The Beach Cities Transit Plan is being coordinated by Redondo Beach. This initiative would replace the Wave Program with a mix of fixed route and specialized dial-a-ride service. The City of Hermosa Beach would continue to offer an expanded taxi voucher program to qualifying residents. This change needs the additional attention of a City Council subcommittee to work with the other council members from both Redondo Beach and Manhattan Beach. The time line set for returning with additional information by Redondo Beach is late August. If the City Council remains interested in this program, it would seem to be the best way to move the project along. If there is no interest, then staff needs to be provided with some clear direction of where we wish to go with the Wave program and move out on our own. Almost any decision will involve a lead-time of several months to provide notice and change the programs.

Historic Preservation Program/1% for the Arts: This policy initiative was brought up at the City Council Budget study session and concerns the 1% for the Arts and the Mayor's Select Committee concerning developing a comprehensive historic preservation ordinance. The work begins with a report that will outline the process of developing a fee-based program. The report will include the estimated amount that such a program would generate and what the various costs would be to operate such a program. In addition, the report will also describe the current effort being undertaken by the volunteer committee and what it will take to move forward with a comprehensive historic preservation ordinance. The report will serve as a beginning point for these issues. A time line is attached for these initiatives and if approved by the City Council a budget and start date will be assigned.

General Plan Planning Commission/Residents Committee: This is another effort that is being done on a somewhat ad hoc basis. The group working on this is relying on the City Council acknowledgement that no funding would be available. This remains the case and as a result staff needs further direction on how we work with this group and the effort that they are doing on a volunteer basis. The City Council needs to assign this as a task to staff and fit it into the work plan or leave the effort entirely volunteer. Updating a General Plan is a major effort for a city and doing so without strong City Council direction is probably not the best way to proceed. A time line is attached for this effort. If approved by the City Council a budget and start date will be assigned.

Planning Code Changes: There are several code changes that are ready to be processed. Since these take such a great deal of time to get through, staff would suggest that a special meeting be set to clear these items and determine whether or not the City Council wishes to make the code changes that the Planning Commission has recommended. A list is attached that details these items. Many of these items have been approved by the Planning Commission and others are the Planning Commission direction to staff indicating the Commission interest in pursuing a revision or amendment to the current regulations.

PCH/Cal Trans Relinquishment: This study and effort will produce a report to consider whether or not to take responsibility for PCH within the city limits. This is being done to continue our good faith effort that we started with Cal Trans to continue to hang the commercial-type banners while we are processing the relinquishment. The report will include a detailed analysis of the condition of the roadway, traffic signals and other facilities that are the responsibility of Cal Trans. A consultant will be hired to perform pavement deflection testing and to assist staff in master planning capital needs assessments for PCH. The cost of the consultant would be rolled in the settlement if we proceed but will be our cost if we do not complete the process or fail to agree with Cal Trans on a fair number for taking over the highway. This will be brought to the City Council for a decision in October 2004. It will take until March 2005 to complete a study that we could act on.

Underground Districts-----Ongoing staff work: Here are the statuses and expected dates for each of the districts to proceed to the next step. A fair amount of staff time is spent each year on these projects and an expectation is created with the residents that the City will move these projects along as a high priority. The Beach Drive Assessment District formation process has been completed and construction is being set to begin in September; the Bayview District is in the formal assessment formation process and will be completed and brought to a vote in January 2005; the Bonnie Brae District is now in design by the telephone company and will next go to the cable company for design, this could be completed by the end of 2004 and then be ready to go to the formal assessment formation process; the Prospect District is currently with SCE for design and should be finished this summer, it would next go to Verizon and Adelphia for design, this effort will probably take another 12 months.

Upper Pier Avenue Project: This project has been waiting for funding and it appears that we will have enough funds to begin the planning and design stage this fiscal year. This effort will involve the property owners along the Avenue and a determination will need to be made on the various design elements that have been mentioned for years. This includes wider sidewalks, two travel lanes (one in each direction), median strip etc. The Public Works Commission will hold a public workshop to discuss design options for the project and forward a recommendation to council by January 2005. Construction could start in the fall of 2005.

Aviation Tree Planting Effort: This project should be installed in the second quarter of 2004-05 fiscal year. This is a volunteer/staff effort that has had involvement by a number of businesses in the area. The overall cost of this project is modest and as a result every effort should be made to fund this and get it installed. We need a new cost estimate and some idea of how much the community will kick in so we can recommend that the City Council at least match it.

WiFi Hermosa Beach: Completion of the Phase One project will occur by August 1. The second phase will be brought to the City Council to consider moving forward. Additional funding and staffing will be required to move to a complete deployment.

Cable TV Franchise Renewal: This will get started this summer and finish by March 2005. This will require an extension of the current franchise by about 6 months. The notices inviting residents to apply to serve on the Cable TV committee will be sent out at the end of July.

Recycling Program: This is really an ongoing program that requires regular activity by staff, our consultant and the trash company. Programs that will be implemented include a cooperative effort with the school district to use AB939 funds to purchase recycling containers for their schools; a public information magnet to be distributed to all residents in the city; and a renewed effort to work with commercial properties to increase recycling. In addition, the trash company is developing a plan to increase our diversion rate by using alternate disposal methods. A great deal of effort will be spent during the first and second quarter to increase our diversion rate.

Trash Ordinance revisions: This effort in a way goes along with the recycling program but is more of a quality of life issue. The trash can storage ordinance was adopted by the city in the early 1970's and needs to be reviewed and updated so that it can be enforced in a reasonable manner. This would be a project that would get started in the second quarter and completed for City Council action in the first quarter of 2005.

Police/Fire/Government Buildings: Replacement/Upgrade planning effort is often discussed but right now no work is being done on it. The 2004-05 budget does include some upgrades for the Fire Station, which will result in improvements to operation and living areas. The City Yard is budgeted for the removal of the oil well, which will allow the use of this area. The Police Station has only minor maintenance work being done. It was last renovated in the early 1990's. The Community Center has had a variety of improvements made over the last several years and a few more are in the planning stages. What the City does not have is any kind of master plan of what we need to be able to deliver services. The development of this type of plan is important so we can begin to plan and take advantage of opportunities or grants that might be available. A plan like this can be done on a department-by-department basis. The plan completed for the Fire Department details the amount of space that would be ideal for an operation the size of ours. It does not have a funding plan or a way of moving to the next step in such a process. The police and public works/city yard need such a plan. Once we have these plans, we need a way of developing or setting aside the funds to construct them. This is a

long-term approach and one of the other cities has used a special citizens committee to study, develop, and propose a funding solution. In the event the special citizens committee recommends a bond issue to fund all or a portion of the replacement or expansion projects, it would be easier to develop community acceptance for the additional costs. If there is not a recommendation to ask the voters to pay extra for the projects, staff will have a funding goal to meet and the City Council can begin setting aside funds for the projects. Since these projects take a long time to build the consensus to actually design and construct a new building or renovate a building, it is important to set a long term goal to begin working on the concept. It may be that once we get started on the idea of approaching our building needs on this basis, we can do more than we think or there may other ideas that reduce the costs or the needs. In any case, it is important to start and, with City Council direction, we can begin. The point here is to begin looking at the issue and determine whether or not there is a need to do anything. Right now, there is not a plan to proceed with anything beyond what is included in the budget.

Respectfully submitted,

Stephen R. Burrell
City Manager