

MEMORANDUM



RANCHO PALOS VERDES

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: CAROLYNN PETRU, DEPUTY CITY MANAGER 

DATE: JULY 17, 2012

SUBJECT: FY12-13 TRAFFIC SAFETY COMMISSION AND EMERGENCY PREPAREDNESS COMMITTEE WORK PLANS

REVIEWED: CAROLYN LEHR, CITY MANAGER 

RECOMMENDATION

Approve the FY12-13 Work Plans for the Traffic Safety Commission and the Emergency Preparedness Committee.

BACKGROUND

In 2008, the City Council adopted revised establishing resolutions for the Traffic Safety Commission (TSC), Emergency Preparedness Committee (EPC) and Finance Advisory Committee (FAC). As detailed in the establishing resolutions (see attached), a work plan is to be prepared and presented to the City Council for approval each fiscal year. Attached for Council's consideration are the TSC and EPC's FY12-13 Work Plans. Due to its recent heavy workload, including review of the Five-Year Model, banking and the City's unfunded pension obligation, the FAC's work plan will be presented to Council in August, following the Committee's next regularly scheduled meeting.

DISCUSSION

Traffic Safety Commission

For FY12-13, the TSC's Work Plan is based on the City Council Goals and Priorities adopted on March 20, 2012 as they relate to the Commission's purpose and responsibilities (see attached Resolution No. 2008-77). Specifically, the Work Plan is derived from three goals identified as "Public Safety and Traffic Issues" and one goal related to "Citizen Involvement."

Public Safety and Traffic Issues

Goal:

Focus on Traffic Enforcement: Eliminate "speed traps" & replace with speed warning

signs/units, target perceived erratic driving related to Marymount College.

Work Plan Item:

Continue to review speed zone surveys city-wide and ensure speed surveys are conducted timely, in accordance with State guidelines and established engineering practices, are valid and supported by law enforcement and the courts

Goal:

Palos Verdes Drive East Safety: Improve roadway safety.

Work Plan:

Incorporate roadway safety improvements with the Palos Verdes Drive East Guardrail replacement project and Roadway Rehabilitation Project scheduled for FY 11-12/12-13.

Goal:

Bicycle Safety: Cyclist safety and awareness, sharing of roadways with motor vehicles.

Work Plan Item:

Continue the "Share The Road" slogan and incorporate sharing the road with all future roadway improvement project and maintenance activities.

Citizen Involvement

Goal:

Increase Citizen Involvement in Infrastructure Goal-Setting & Planning: Review "lessons learned" from past projects, need more direct Staff outreach to residents and businesses, identify instances and plans to deal with deferred maintenance of facilities.

Work Plan Item:

Include public workshops with all major traffic projects. i.e., Palos Verdes Drive East Roadway Rehabilitation Project.

The staff resources and costs associated with these activities have been accounted for and included in the adopted FY12-13 Budget.

Emergency Preparedness Committee

Per Resolution No. 2008-61, the EPC's Scope of Responsibility includes:

1. Communicating with and educating residents about the importance of preparedness in case of disasters and emergencies.
2. Encouraging residents to participate in local volunteer disaster response organizations.
3. Reviewing and making recommendations to the City Council regarding the City's Emergency Disaster Preparedness Plan to address existing, new and emerging threats.

In order to fulfill these responsibilities, the EPC is proposing to continue working on the following tasks and projects for FY12-13:

- Creation of an emergency preparedness webpage, similar to San Francisco's 72Hours.org, to compliment the existing Rancho Palos Verdes (RPV) EPC website section.
- Production of two Public Service Announcements (PSAs) on emergency preparedness topics to be televised on RPV TV Channel 33 and Government Access Channel 35.
- Presentation of the "Beauty and the Beast" emergency preparedness public outreach program to City Homeowners Associations.
- Participation in the City's 4th of July community outreach event.
- Drawings for the Personal Preparedness Kits (Kits) at City Council meetings and selling the Kits at the Point Vicente Interpretive Center (PVIC).
- Production of an RPV Emergency Guide to display on the RPV website, in the Palos Verdes Peninsula Directory, and handout at community presentations and events.
- Review of the City's All Hazards Multi-Jurisdictional Mitigation Plan (existing 2004 Plan is being updated now).

All of the projects listed in the FY12-13 EPC Work Plan are either in progress (such as the production of the PSAs and creation of the webpage) or are on-going successful programs (such as the HOA presentations and outreach at community events). The Committee feels there is ample work to keep the group very busy during the upcoming fiscal year. In addition, adequate resources have been incorporated into the adopted FY12-13 Budget to support these activities. More details regarding the Committee responsibilities, staff responsibilities and the program budget are provided in the attached draft Work Plan.

FISCAL IMPACT

The staff support and other costs associated with the TSC and EPC's FY12-13 Work Plans have been incorporated into the FY12-13 Budget adopted by the City Council on June 19, 2012.

Attachments:

Exhibit A – FY12-13 Traffic Safety Commission Work Plan

Exhibit B – FY12-13 Emergency Preparedness Committee Work Plan

Exhibit C – Emergency Preparedness Committee Resolution (Resol. No. 2008-61)

Exhibit D – Traffic Safety Commission Resolution (Resol. No. 2008-77)

Exhibit A

FY12-13 Traffic Safety Commission Work Plan



MEMORANDUM

TO: TRAFFIC SAFETY COMMISSION
FROM: TOM ODOM, DIRECTOR OF PUBLIC WORKS
BY: NICOLE JULES, P.E. SENIOR ENGINEER
DATE: APRIL 23, 2012
SUBJECT: 2012-2013 WORK PLAN

RECOMMENDATION

Review and approve the proposed 2012-2013 Work Plan.

BACKGROUND/DISCUSSION:

At the March 20, 2012 City Council meeting, the 2012 City Council Goals and Priorities were approved. The TSC work plan establishes the commission's directives and serves as a tool to ensure compliance with goals and priorities of the City Council. The approved 2012 City Council Goals & Priorities are included as an attachment to this report.

As seen below, the proposed work plan references only those council goals and priorities that are specific to traffic safety. Under each goal is a proposed work plan action item for the TSC's consideration.

Fiscal Year 12-13 Work Plan

PUBLIC SAFETY AND TRAFFIC ISSUES

Goal:

Focus on Traffic Enforcement: Eliminate "speed traps" & replace with speed warning signs/units, target perceived erratic driving related to Marymount College.

Work Plan Item:

Continue to review speed zone surveys city-wide and ensure speed surveys are conducted timely, in accordance with State guidelines and established engineering practices, are valid and supported by law enforcement and the courts

Goal:

Palos Verdes Drive East Safety: Improve roadway safety.

Work Plan:

Incorporate roadway safety improvements with the Palos Verdes Drive East Guardrail replacement project and Roadway Rehabilitation Project scheduled for FY 11-12/12-13.

Goal:

Bicycle Safety: Cyclist safety and awareness, sharing of roadways with motor vehicles.

Work Plan Item:

Continue the "Share The Road" slogan and incorporate sharing the road with all future roadway improvement project and maintenance activities.

CITIZEN INVOLVEMENT

Goal:

Increase Citizen Involvement in Infrastructure Goal-Setting & Planning: Review "lessons learned" from past projects, need more direct Staff outreach to residents and businesses, identify instances and plans to deal with deferred maintenance of facilities.

Work Plan Item:

Include public workshops with all major traffic projects. i.e., Palos Verdes Drive East Roadway Rehabilitation Project.

CONCLUSION

The above work plan items are proposed and are subject to modification. If the TSC concurs with staff's recommendation, the 2012-2013 Work Plan will be modified to incorporate City Council's 2012 Goals and Priorities as they relate to traffic safety.

Attachments:

RPV City Council 2012 Goals & Priorities (Adopted March 20, 2012)

Exhibit B

FY12-13 Emergency Preparedness Committee Work Plan

**FY 2012-13
EMERGENCY PREPAREDNESS COMMITTEE
WORK PLAN**

COMMUNITY OUTREACH

On July 15, 2008, the City Council adopted Resolution No. 2008-61 formalizing The Emergency Preparedness Committee's (EPC) Mission Statement and Scope of Responsibility, as detailed in City Council Resolution No. 2008-61, the EPC's Scope of Responsibility includes:

1. Communicating with and educating residents about the importance of preparedness in case of disasters and emergencies.
2. Encouraging residents to participate in local volunteer disaster response organizations.
3. Review and make recommendations to the City Council regarding the City's Emergency Disaster Preparedness Plan to address existing, new and emerging threats.

In order to fulfill these responsibilities, the EPC will implement the following activities during FY 2012-13:

- Continue the creation of an emergency preparedness webpage, similar to San Francisco's 72Hours.org, to compliment the existing Rancho Palos Verdes (RPV) EPC website section.
- Continue production of two Public Service Announcements (PSA's). EPC members will submit on screen talent recommendations and scripts to staff. PSA's will be televised on RPV Channel 33 and Government Access Channel 35.
- Continue the "Beauty and the Beast" emergency preparedness public outreach presentations to City Homeowners Associations.
- Continue participation in the 4th of July community outreach event.
- Continue the two Personal Preparedness Kits (Kits) drawings at the first City Council meeting of each month and selling the Kits at the Point Vicente Interpretive Center (PVIC).
- Continue production of an RPV Emergency Guide to display on the RPV website, in the Palos Verdes Peninsula Directory, and handout at community presentations and events.
- Continue review of the City's All Hazards Multi-Jurisdictional Mitigation Plan (existing 2004 Plan is being updated now).

Committee Responsibilities

The EPC will assist staff with: 1) the creation the City's emergency preparedness web page, 2) work on the "Your Emergency Plan" and "Brush Clearance," PSA's, 3) coordination and volunteering their time to speak at homeowner association meetings providing the "Beauty and the Beast" presentation, 4) working the emergency preparedness booth at the City's 4th of July Annual Celebration, 5) production of the RPV Emergency Guide, and 6) review of the City's updated 2012 All Hazards Multi-Jurisdictional Mitigation Plan.

Staff Responsibilities

Staff will assist EPC members with: 1) the creation of the City's emergency preparedness webpage by collaborating with the City's Information Technology (IT) Division, 2) coordinating the PSA's by supplying each community presentation and/or event with staff and equipment resources (i.e. scheduling: Channel 33 & 35 staff and a technician to set up audio/visual for presentations and a staff person to break it down), 3) setting up, working, and breaking down the 4th of July booth, 4) overseeing the Kits drawing and sales program, 5) production of the RPV Emergency Guide, and 6) administering review of the updated 2012 All Hazards Multi-Jurisdictional Mitigation Plan.

Budget

The majority of the FY 2011-12 Annual Work Plan items and funds budgeted for them (estimated at \$6,500 for staff and consultant time plus emergency preparedness guide printing cost based on 500 copies) are being rolled over from last year. For the FY 2012-13 budget cycle, the EPC requests a new budget allocation of \$4,500 to purchase 100 Personal Preparedness Kits to continue their community emergency preparedness and response program.

Estimated Staff Resources

(1) Addition of Emergency Preparedness Webpage to RPV Website:	
Staff Time	5 hours
IT Consultant Time	70 hours
(2) Public Service Announcements:	
Staff Time	6 hours
RPV TV Staff Time	4 hours
(6) Beauty and the Beast Presentations to City Homeowner Associations:	
Staff Time	6 hours
IT Tech Time	6 hours
(1) Community Outreach City 4 th of July Annual Celebration:	
Staff Time	9 hours
IT Tech Time	3 hours
(11) Personal Preparedness Kit Drawing at Council Meetings:	
Staff Time	6 hours
(1) Rancho Palos Verdes Emergency Preparedness Guide:	
Staff Time	2 hours
It Staff Time	1 hour
(1) All Hazards Multi-Jurisdictional Mitigation Plan:	
Staff Time	3 hours
<hr/>	
Total Estimated Staff and Consultant Time Required	121 hours

Exhibit C

Emergency Preparedness Committee Resolution
Resolution No. 2008-61

RESOLUTION NO. 2008-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES ESTABLISHING THE EMERGENCY PREPAREDNESS COMMITTEE'S MISSION STATEMENT AND SCOPE OF RESPONSIBILITY, SIZE OF MEMBERSHIP AND FREQUENCY OF MEETINGS.

WHEREAS, on February 19, 2008, the City Council received the 2008 Organization-Wide Assessment Report from Management Partners, which prompted the City Council to request Staff and the Emergency Preparedness Committee review the Committee's Mission Statement, work plan, size of membership and frequency of meetings for possible adjustments to achieve a more focused purpose and efficient structure; and,

WHEREAS, on June 30, 2008, the Emergency Preparedness Committee held a meeting and took action to forward its recommendations to the City Council; and,

WHEREAS, on July 1, 2008, the City Council received a presentation from Staff regarding the Committee's Mission Statement and Scope of Responsibility, work plan, size of membership and frequency of meetings.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

Section 1. Mission Statement: The mission of the Emergency Preparedness Committee shall be to advise and make recommendations to the City Council on matters pertaining to emergency preparedness to help ensure that the City of Rancho Palos Verdes develops and maintains a high state of readiness to respond to a wide variety of emergencies and disasters.

Section 2. Scope of Responsibility: The Scope of Responsibility of the Emergency Preparedness Committee shall be to:

- a) Advise the City Council on ways to improve communication, the coordination of resources, and the participation in mutual training exercises with other agencies and organizations involved with emergency preparedness and response. Examples of such entities include but are not limited to the cities of Rolling Hills, Rolling Hills Estates, and Palos Verdes Estates, the Los Angeles County Sheriff's Department, the Los Angeles County Fire Department, the Palos Verdes Peninsula Unified School District, the American Red Cross, the Salvation Army, the Community Emergency Response Team (CERT), the Disaster Communication Service (DCS), the Peninsula Volunteer Alert Network (PVAN), Neighborhood Watch and the RPV Council of Homeowner Associations.
- b) Review and make recommendations to the City Council regarding the City's Emergency Disaster Preparedness Plan to address existing, new and emerging threats.
- c) Advise the City Council on ways to develop and improve programs to communicate with and educate residents about the importance of preparedness in case of disasters and emergencies.

d) Advise the City Council regarding the City's emergency support supplies, facilities, technology and utility companies (e.g. water, electric, etc.).

e) Encourage Committee members, who have not already done so, to become trained and registered as Disaster Service Workers, and/or receive other disaster-related training and certifications.

f) Encourage residents to participate in CERT, DCS, PVAN, Neighborhood Watch, or other local volunteer disaster response organizations, regardless of age or physical condition.

Section 3. Membership: The Emergency Preparedness Committee shall consist of five (5) members.

Section 4. Frequency of Meetings: The Emergency Preparedness Committee shall meet on a monthly basis with authorization to Staff to cancel unnecessary monthly meetings after conferring with the Chair.

Section 5. Annual Work Plan: The Emergency Preparedness Committee and Staff liaison shall prepare an annual work plan to be presented to the City Council for approval.

Section 6: Resolution No. 2003-48 is hereby rescinded and replaced by this Resolution.

PASSED, ADOPTED and APPROVED this 15th day of July 2008.

/s/ Douglas W. Stern
Mayor

Attest:

/s/ Carla Morreale
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF RANCHO PALOS VERDES)

I, Carla Morreale, City Clerk of The City of Rancho Palos Verdes, hereby certify that the above Resolution No. 2008-61 was duly and regularly passed and adopted by the said City Council at regular meeting thereof held on July 15, 2008.

City Clerk

Exhibit D

**Traffic Safety Commission Resolution
Resolution No. 2008-77**

RESOLUTION NO. 2008-77

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES ESTABLISHING THE TRAFFIC SAFETY COMMISSION'S MISSION STATEMENT, SIZE OF MEMBERSHIP AND FREQUENCY OF MEETINGS.

WHEREAS, on February 19, 2008, the City Council received the 2008 Organization-Wide Assessment Report from Management Partners, which prompted the City Council to request Staff and the Traffic Safety Commission review the Commission's Mission Statement, work plan, size of membership and frequency of meetings for possible adjustments to achieve a more focused purpose and efficient structure; and,

WHEREAS, on June 16, 2008, the Traffic Safety Commission held a meeting and discussed the above mentioned items; and,

WHEREAS, on July 28, 2008, the Traffic Safety Commission held a meeting and took action to forward its recommendations to the City Council; and,

WHEREAS, on August 5, 2008, the City Council received a presentation from Staff regarding the Commission's Mission Statement, work plan, size of membership and frequency of meetings.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

Section 1. Mission Statement: The mission of the Traffic Safety Commission shall be to provide community input by advising the City Council on traffic issues, development proposals and special projects as assigned by the City Council. Review and advise on neighborhood traffic calming guidelines and proposed projects, and collaboratively work with staff to address residents' requests for improving livability and drivability of neighborhood streets in Rancho Palos Verdes

Section 2. Membership: The Traffic Safety Commission shall consist of five (5) members for an initial one (1) year period. Council may reconsider the size of the Commission's membership at the end of the first year.

Section 3. Frequency of Meetings: The Traffic Safety Commission meetings shall be held based on a bi-monthly schedule (meetings every other month) with special meetings as needed being held as scheduled by Staff in conformity to the Brown Act .

Section 5. Annual Work Plan: The Traffic Safety Commission and Staff liaison shall prepare an annual work plan to be presented to the City Council for approval.

Section 6: Resolution No. 2004-101 is hereby rescinded and replaced by this Resolution.

PASSED, ADOPTED and APPROVED this 19th day of August 2008.

/s/ Douglas W. Stern
Mayor

Attest:

/s/ Carla Morreale
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF RANCHO PALOS VERDES)

I, Carla Morreale, City Clerk of The City of Rancho Palos Verdes, hereby certify that the above Resolution No. 2008-77; was duly and regularly passed and adopted by the said City Council at regular meeting thereof held on August 19, 2008.

City Clerk