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AGENDA

REDONDO BEACH HARBOR COMMISSION

Monday, February 8, 2010 - 7:00pm

REDONDO BEACH MAIN LIBRARY, 2nd FLOOR MEETING ROOM

303 N. PACIFIC COAST HIGHWAY

I. OPENING SESSION

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **SALUTE TO THE FLAG**

II. APPROVAL OF ORDER OF AGENDA

III. CONSENT CALENDAR

Business items, except those formally noticed for public hearing, or those pulled for discussion are assigned to the Consent Calendar. The Commission Members may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion following Oral Communications.

4. **APPROVAL OF AFFIDAVIT OF POSTING FOR THE HARBOR COMMISSION MEETING OF FEBRUARY 8, 2010**
5. **APPROVAL OF THE FOLLOWING MINUTES: JANUARY 11, 2010**
6. **JANUARY 19, 2010, MONTHLY UPDATES TO: A. THE SIX-MONTH STRATEGIC OBJECTIVES THAT WERE ESTABLISHED AT THE STRATEGIC PLANNING RETREAT HELD ON SEPTEMBER 14, 2009; B. THE WATER QUALITY IMPLEMENTATION MATRIX; C. THE GREEN TASK FORCE PRIORITY MATRIX; AND D. THE MAJOR CITY FACILITIES PRIORITY LIST.**
   Staff recommendation: Receive and file
7. **COASTAL MARINA PERMIT**
   Staff recommendation: Receive and file
8. **CITY STAFF'S ROLES AND PRACTICES IN SUPPORT OF CITY COMMISSIONS**
   Staff recommendation: Receive and file

IV. ORAL COMMUNICATIONS

Anyone wishing to address the Harbor Commission on any Consent Calendar item on the agenda, which has not been pulled by Harbor Commission may do so at this time. Each speaker will be permitted to speak only once and comments will be limited to a total of three minutes.

V. EXCLUDED CONSENT CALENDAR ITEMS

VI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

This section is intended to provide members of the public with the opportunity to comment on any subject that does not appear on this agenda for action. This section is limited to 30 minutes. Each speaker will be afforded three minutes to address the Commission. Each speaker will be permitted to speak only once. Written requests, if any, will be considered first under this section.

VII. EX PARTE COMMUNICATIONS

VIII. PUBLIC HEARINGS

IX. ITEMS CONTINUED FROM PREVIOUS AGENDAS

X. ITEMS FOR DISCUSSION PRIOR TO ACTION

9. HARBOR PATROL UPDATE
Staff recommendation: Receive and file.

10. SUGGESTIONS FOR STRATEGIC PLANNING SESSION
Staff recommendation: Receive and file and provide feedback.

11. MARINE LIFE PROTECTION ACT
Staff recommendation: Discuss recent updates.

XI. HARBOR, BUSINESS & TRANSIT DIRECTOR ITEMS

12. DIRECTOR'S REPORT
Staff recommendation: Receive and file

XII. MEMBERS ITEMS AND REFERRALS TO STAFF

13. UPDATES FROM SUBCOMMITTEES

a. **Harbor Website Subcommittee** - Bannerman (L), Munns, Tracy (expires 10/31/10)
b. **Harbor Business Plan Subcommittee** – Michael (L), Cignarale, Shaer (expires 10/31/10)
c. **RDR Leasehold Renovation Plan Review Subcommittee** – Shaer (L), Cignarale, Munns (expires 10/31/10)

14. DISCUSSION OF FORMATION OF BUDGET SUBCOMMITTEE

15. DISCUSSION OF ITEMS TO APPEAR ON NEXT AGENDA

XIII. ADJOURNMENT

The next meeting of the Harbor Commission of the City of Redondo Beach will be a regular meeting to be held at 7:00 pm on Monday, March 8, 2010, in the Redondo Beach Main Library, 2nd Floor Meeting Room, 303 N. Pacific Coast Highway, Redondo Beach, California.

It is the intention of the City of Redondo Beach to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's Office at (310) 318-0656 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

An Agenda Packet is available 24 hours a day at the Redondo Beach Police Department and at www.redondo.org under the City Clerk. Agenda packets are available during Library Hours, at the Reference Desk at both the Redondo Beach Main Library and North Branch Library. During City Hall hours, Agenda Packets are also available for review in the Office of the City Clerk.

Any writings or documents provided to a majority of the Harbor Commission regarding any item on this agenda will be made available for public inspection at the City Clerk's Counter at City Hall located at 415 Diamond Street, Door C, Redondo Beach, CA during normal business hours.

MINUTES OF THE
REDONDO BEACH HARBOR COMMISSION MEETING
JANUARY 11, 2010

CALL TO ORDER

A regular meeting of the Harbor Commission was called to order at 7:05 p.m. at City Hall, 415 Diamond Street, by Chairperson Michael.

ROLL CALL

Commissioners Present:	Bannerman, Cignarale, Munns, Tracy, Michael, Shaer (entered at 7:09)
Commissioners Absent:	Eberting
Officials Present:	James Allen, Harbor Facilities Manager Mary Anne Campeau, Harbor Facilities Manager Steve Huang, City Engineer John Picken, Harbor Patrol Sergeant Bill Workman, City Manager Margareet Wood, Recording Secretary

SALUTE TO THE FLAG

Commissioner Tracy led the members in the salute to the flag.

APPROVAL OF THE ORDER OF AGENDA

Motion by Commissioner Bannerman, seconded by Commissioner Cignarale, to approve the order of agenda. Motion carried unanimously.

CONSENT CALENDAR

- Approval of affidavit of posting of the Harbor Commission agenda for the meeting of January 11, 2010
- Approval of the minutes of the Harbor Commission meeting of December 14, 2009
- December 15, 2009 Monthly Updates to the Strategic Plan Objectives, Water Quality Implementation Matrix, Green Task Force Priority Matrix, and Major City Facilities Priority List
- Harbor Website Update

Commissioner Munns excluded the December 14, 2009 minutes.

Chairperson Michael excluded the December 15, 2009 Updates to the Strategic Plan Objectives, Water Qualify Implementation Matrix, Green Task Force Priority Matrix, and Major City Facilities Priority List.

Motion by Commissioner, Bannerman, seconded by Commissioner Tracy, to approve the remaining Consent Calendar items. Motion carried unanimously.

ORAL COMMUNICATIONS

None.

EXCLUDED CONSENT CALENDAR ITEMS
Approval of the Minutes of the Harbor Commission Meeting of December 14, 2009.

Commissioner Munns commented that, in general, some of the reporting in the minutes were not consistent with his recollection of the meeting, and also that the minutes contained inconsistencies. He questioned the minutes preparation process.

Recording Secretary Wood advised that minutes are submitted by the Recording Secretary to the Harbor, Business, and Transit Department for final review and editing prior to publication in the agenda packets.

Manager Allen answered that Director Parker and the managers review the minutes and make minor changes when necessary.

December 15, 2009 Monthly Updates to: The Six-Month Strategic Objectives that were Established at the Strategic Planning Retreat Held on September 14, 2009, The Water Quality Implementation Matrix, The Green Task Force Priority Matrix, and The Major City Facilities Priority List

Regarding Strategic Plan Item 3, Page A, Manager Allen answered there are no City bus shelters located in the Harbor.

Regarding Strategic Plan Item 5, Page C, Manager Allen answered that staff anticipates scheduling a meeting with the Harbor Website Committee in February. He said it is the practice of staff to contact the entire subcommittee when scheduling a meeting.

Regarding Strategic Plan Item 2, Page E, Manager Allen answered that the RDR property leaseholder is seeking comments about his project from the subcommittee, and the subcommittee will be contacted when the plans are available for review.

Regarding Strategic Plan Item 3, Page E, Manager Allen answered that the Pier Parcel 10 proposals are scheduled for presentation to City Council and that any City Council action will be forwarded to the Harbor Commission. He said the Harbor Commission may request an update on the proposals.

Chairperson Michael referred to Green Task Force Matrix Item 9, and he advised that the LEED standards have been revised; therefore certification can potentially apply to neighborhoods as well as buildings.

Manager Allen answered that Strategic Plan Item 3, Page E, will be revised to reflect a later City Council meeting date for receiving Parcel 10 proposals. He did not know the number of proposals expected.

Commissioner Bannerman made the following recommendations for the Water Quality Task Force Matrix:

Item 20, Non-profit formation: move to *Done* column.

Item 22, Develop Clean Marina Program: move to *Done* column.

Item 9, Hazardous Waste Drops: Provide for notification to boat owners or post notice on trash enclosures notifying boat owners they are entitled to services, thereby eliminating hazardous waste from trash areas.

Item 13, Laws and Regulations: Item has been repeatedly revised—request to review laws and regulations, and possibly for the next meeting, provide update of what might be done.

Item 18, Ongoing Water Quality Task Force: Suggest prioritization as Strategic Plan item. Many residents are very interested in water quality issues: more importance should be placed on creating a Water Quality Task Force.

Commissioner Tracy suggested sending a letter to the City Council regarding Water Quality Task Force Matrix items.

Commissioner Bannerman said that the Water Quality Task Force Matrix involved the efforts of many citizens and permanent attention should be given to Redondo Beach water quality issues. He suggested holding yearly meetings for citizens to review the matrix. He volunteered to assist with continuing the Water Quality Task Force by creating a chart and contacting residents.

Motion by Commissioner Bannerman, seconded by Commissioner Cignarale, to approve Consent Calendar Item 5, December 14, 2009 minutes. Motion carried unanimously.

Motion by Commissioner Cignarale, seconded by Commissioner Shaer, to receive and file Consent Calendar Item 6, December 15, 2009 updates to the Strategic Objectives, Water Quality Implementation Matrix, Green Task Force Priority Matrix, and Major City Facilities Priority List. Motion carried unanimously.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
None.

EX PARTE COMMUNICATIONS
None.

PUBLIC HEARINGS
None.

ITEMS CONTINUED FROM PREVIOUS AGENDAS
None.

ITEMS FOR DISCUSSION PRIOR TO ACTION
Harbor Patrol Update

Sergeant Picken reported the Harbor Patrol incidents for December 2009, which totaled 113 calls for service and also the Harbor Patrol incidents for all of 2009, which totaled 1,782 calls for service.

Sergeant Picken reported significant incidents in December: annual boat parade, two high-wind activity days, and one suicide by an individual who jumped off the Pier.

Sergeant Picken answered that tourism does not factor heavily in the statistics because most of the incidents, such as boat rescues, involve local residents. He felt that current Harbor signage is adequate.

Sergeant Picken also answered that fees charged for boat towing depends on different factors such as whether the situation was due to negligence or a simple mistake. He said that fees are charged for all long-distance tows.

Sergeant Picken answered that the breakwater is a federal breakwater; therefore the Harbor Patrol is limited in its ability to enforce its use, but does advise of dangerous situations.

Sergeant Picken answered that the new Harbor Patrol facility construction will begin soon. He said that Harbor Patrol operations will not be affected and dock space will not be lost. He said the anticipated completion date is June 2011.

City Manager's Request for Items from the Commission for Potential Consideration in the FY 2010-11 City Budget, Work Plan, and Capital Improvement Program

City Manager Workman congratulated the three new Harbor Commissioners.

He explained the importance of Commission feedback and requested input on the following questions:

- What municipal revenue sources should be increased or decreased?
- What municipal services or expenditures should be increased or decreased?
- What objectives should be considered for the work plan?
- What capital improvement projects should take precedence for funding?

He stated that he is soliciting feedback in preparation for his budget recommendations which will be delivered to City Council by May 17: City Council will consider the FY 2010-11 budget at their meetings in June.

Referring to Strategic Planning items, City Manager Workman reported that staff has spent a significant amount of time on water quality, and he noted two projects currently under construction: the Sapphire Storm Drain and the Alta Vista Storm Drain. He said there are currently no proposals for Parcel 10; however staff will continue to market Parcel 10 to potential corporations or businesses. He said the next phase of the Harbor Website is tied to the results of the City branding effort.

City Manager Workman answered that his best revenue projection is status quo for the coming year. He said that sales tax continues to trend down and property tax revenues are not known at this time.

City Manager Workman answered that the Harbor Tideland fund is stable; however the Upland fund has a variety of difficulties. He said he will recommend an expenditure reduction for the Upland fund, including the operation of the parking structures. He stated that his budget philosophy is to begin with revenues—not expenditures.

City Manager Workman answered that transient occupancy tax is at least 10% down; and he mentioned that since the economic recession, corporations are reluctant to schedule functions in destinations which include the word *Beach*.

City Manager Workman answered that he will see that the Harbor Commission receives a copy of the Citizen's Budget. He also advised that an executive budget summary will be included in the Mayor's State-of-the-City address.

Commissioner Munns suggested agendizing the City Manager's questions for the next meeting when additional detail about the Harbor budget is available.

City Manager Workman said that additional commentary can be made once the budget has been presented to City Council for adoption.

Commissioner Munns questioned whether any attempt has been made to locate companies or individuals in the business of brokering and seeking out potential tenants for the Parcel 10 property. He felt it would be worthwhile to finance such an effort.

City Manager Workman answered that staff will continue to use external and internal resources to market Parcel 10, which, he said, has many detriments including parking, location, and disrepair.

City Manager Workman answered that the February 16 City Council meeting has been targeted for final decisions regarding the Coastal Commission and Planning Commission recommendations for the property at 655 North Harbor Drive.

Commissioner Bannerman felt the Water Quality Task Force Matrix is a good stepping off point with regard to environmental issues that are specific to Redondo Beach and how it affects the ocean environmentally; and it identifies things that can be done to reduce effects by the City of Redondo Beach on the ocean by focusing on specific environmental objectives. He suggested that Redondo Beach take the lead on reducing environmental effects on the ocean. He understood that topics must be identified in the Strategic Plan to be addressed and warrant the use of resources; therefore he recommended that the Water Quality Task Force Matrix is included. He added that the Seaside Lagoon water quality can also be addressed within the document.

Motion by Commissioner Cignarale, seconded by Commissioner Bannerman, to recommend to continue or recreate the Water Quality Task Force as a Strategic Plan item and continue the Task Force Matrix items as necessary. Motion carried unanimously.

City Manager Workman stated that commissions serve as ongoing advisory groups to the City Council and it is the decision of the City Council to recreate and determine the duration of a task force.

City Manager Workman answered that the current Harbor parking system is more suited to an office complex with regular users, and he felt it has been a deterrent in attracting visitors. He said the system is showing deterioration. He preferred a simpler, more affordable system which would generate cash flow.

City Manager Workman answered that the Harbor parking structures will not last another 30 years; therefore it is necessary to have a long-term plan in place. He also said the sea level rise will have a major effect on the Harbor over the next 50-100 years, a long-term issue that will need to be addressed. He said that navigating the Harbor and Pier area can be difficult, and that additional signage will be considered.

Chairperson Michael recommended that the item to address Harbor signage from the water side remains on the CIP list.

City Manager Workman answered that he was unsure whether energy audits have been performed on buildings in the Harbor other than City facilities. He said that specific seismic studies have not been completed; however insurance experts have inspected to ensure that insurance coverage is appropriate. He said that based on available data, a major earthquake has a high potential for causing significant liquefaction and destruction in the Harbor.

Commissioner Michael supported utilizing iPhones to maximize Redondo Beach marketing capabilities.

City Manager Workman answered that he will ask City Council to provide direction to staff to review options for the next Harbor area parking system. He did not have a timeframe for that project.

City Manager Workman thanked the members for their input and invited them to visit him at City Hall.

Water Quality Task Force Matrix Update

City Engineer Huang reported on the status of the Water Quality Task Force items:

Item 9, Hazardous Waste Drop – will refer to the Public Works Department for implementation.

Item 13, Laws and Regulations – Changing State and federal requirements are being maintained, working with Regional Water Quality Control Board. Los Angeles County Health Department has new system for reporting sewer spills.

Chairperson Michael questioned whether the City maintains a database of regulations, to which Engineer Huang answered that the regulations are continually changing. He said that staff can prepare a summary of what has been done during the past 12 months.

Item 18, Ongoing Water Quality Task Force - Limited resources are available, City Council direction required to continue Water Quality Task Force.

Item 5, Rain Gutter Routing – Project completed December 29. Project took longer than originally planned because the budget was insufficient and project had to be redesigned.

Item 10, Parking Lot Debris Catchers – Project completed on December 29.

Item 11, Harbor Trash Skimmers - Coastal Commission determined project is not exempt. City Council approval required. Seeking NOAA grant funding.

Engineer Huang answered that the Harbor Trash Skimmer grant is expected by April 2010. He said the design will be available for review after the Coastal Commission approves the project and the design is finalized.

Engineer Huang answered that Seaside Lagoon water quality tests have been performed monthly for the past three years. He said the consultant has reviewed the water quality reports and that one incident of a higher metal discharge was

found. It will be pointed out to the Regional Water Quality Control Board that the incident is isolated, and does not indicate a track record.

Engineer Huang answered that the current Seaside Lagoon Time Schedule Order, which will expire soon, allows for a lower total suspended solids threshold, and the City's tests show that the lower thresholds have been met. He said that Recreation and Community Services Director Witzansky is in the process of scheduling a meeting with the Regional Water Quality Control Board to discuss the future status of the water permit. He noted a pending penalty of $140,000, and one or two violations on the current Time Schedule Order.

Chairperson Michael questioned whether there is a way to get updates on future water quality items, especially those items for the FY 2010-11 budget, to which Engineer Huang answered that the Engineering Department is always happy to provide updates and answers.

Engineer Huang answered that NPDES permits are issued directly to marina operators; however the City has an obligation to oversee individual permits and is liable for any violation in the City. He said it his understanding that when an operator is issued an NPDES permit, they will be requested to comply with best management practices.

Engineer Huang believed that operators will be directly involved with the Regional Water Quality Control Board on the Coastal Marina Permit process; however the City, as the landowner, will be involved and the Harbor and Engineering Departments will provide technical support.

Engineer Huang answered that the City picks up water from the tunnel to route to Seaside Lagoon; however if AES does not discharge water, water is routed from the Harbor. Regardless of the source or final destination of the water, he said the City is responsible for the quality of the Seaside Lagoon water.

Coastal Marina Permit

Manager Allen said this topic was placed on the agenda to provide updates.

Chairperson Michael requested one Commissioner to volunteer to provide monthly updates on the Coastal Marina Permit.

Manager Allen said the permit is in the draft phase, and that staff will provide an update for next month. He said the topic can be listed on the Consent Calendar.

Marine Life Protection Act

Chairperson Michael said the Marine Life Protection Act is also a standing item for continuing discussion. He requested one Commissioner to volunteer to

provide monthly updates. He said the topic can be listed on the Consent Calendar.

Recognition of Commissioner Eberting

The members appreciated Commissioner Eberting's significant knowledge of the Harbor and his contributions to the Harbor Commission. They wished him well on his relocation to Arizona.

Motion by Commissioner Munns, seconded by Commissioner Tracy, to receive and file the Harbor Patrol Update and the City Manager's Request for Items from the Commission for Potential Consideration in the FY 2010-11 City Budget, Work Plan, and Capital Improvement Program. Motion carried unanimously.

HARBOR, BUSINESS, AND TRANSIT DIRECTOR ITEMS
Director's Report

Manager Allen reported that Seaside Ice will end on January 18. He also announced the annual Superbowl Sunday 10K race on February 7.

Manager Allen answered that he will inquire about the final totals for Seaside Ice and report back.

Commissioner Shaer questioned how far out Seaside Ice is advertized and how best to capitalize on that opportunity for next year. Manager Allen answered that advertising for Seaside Ice was extensive, reaching countries outside the U.S.

Manager Allen answered that the Public Finance Authority originally financed the Kincaid's construction loan which became due in May 2009 and was extended until August. He said the loan was ultimately refinanced with the City investment pool which worked out beneficially for both parties. He said he is not aware that the transaction threw things off in any serious way.

Commissioner Munns called attention to the minutes of the last meeting. He said the discussion of Harbor Commission subcommittees included three instances where meeting participants mentioned further discussion of subcommittees at the next meeting. He noted that also in the minutes, Director Parker advised that she produces the Harbor Commission agenda by reviewing the minutes of the previous meeting and looking at items that were of interest by Commissioners for agenda topics. He questioned why a discussion of subcommittees was not listed on the current agenda.

Manager Allen answered that a meeting was held last week between staff and Chairperson Michael where it was agreed upon not to include the subcommittee's discussion on the current agenda.

Commissioner Munns commented that there must be more to the process because three requests were made for an item to be listed on the agenda; however a subsequent meeting was held between the Chairperson and staff where the requests were superseded.

Manager Allen stated that Director Parker also mentioned that she consults the Chairperson about the agenda. He said the agenda topics were simply agreed upon at the meeting with no formal vote.

Commissioner Munns said another item in the December minutes is the discussion of a process for Commissioners' input into the agenda; and he felt that item should also be listed on the current agenda.

Manager Allen pointed out the motion on page 10 of the December minutes approving the three subcommittees and stating that subcommittees for discussion at the next meeting shall be decided by Chairperson Michael and staff. He said it was decided by the Chairperson and staff that no subcommittees would be named, therefore, the item did not appear on the agenda.

Commissioner Munns said the intention of that motion was to list an item on the agenda for the purpose of discussing subcommittees. He did not feel the issue of subcommittees has been resolved.

Commissioner Munns requested an item on the next agenda to define a process by which the Commissioners get agenda items listed.

Chairperson Bannerman clarified that he met with staff each month to discuss the agenda while he was Chairperson, and during his two terms, he never presumed to filter any direction from his fellow commissioners; rather the items requested by his fellow Commissioners were a foregone conclusion. He felt the request to list the subcommittee item should not have been questioned.

Commissioner Tracy clarified requests for future agenda topics:
1) subcommittees; 2) the issue of Commissioners bringing topics to the agenda.

In response to Commissioner Tracy who questioned whether he may bring an item for the agenda, Manager Allen advised that it has been the practice for staff to finalize the agenda with the Chairperson.

At 9:55 p.m. citizen Mark Hansen entered the meeting and reported that his entrance was delayed because the library elevator was inoperable.

Motion by Commissioner Bannerman, seconded by Commissioner Tracy, to take input from Mr. Hansen on Discussion Item 9, City Manager's Request for Items from the Commission for Potential Consideration in the FY 2010-11 City Budget, Work Plan and Capital Improvement Program. Motion carried unanimously.

Mr. Hansen, representing King Harbor Boaters Advisory Panel, said that serious efforts for the last nine years have been made to improve Harbor facilities; and he felt now is the time for the Harbor Commission to provide recommendations to the City Council on which facilities to prioritize. Among boating community priorities he mentioned: the boat launch ramp, a permanent sailing program facility on Mole B, and mast-up dry storage.

Motion by Commissioner Tracy, seconded by Commissioner Shaer, to receive and file the Director's report. Motion carried unanimously.

MEMBER ITEMS AND REFERRALS TO STAFF
Updates from Subcommittees

Commissioner Tracy requested to have the names of subcommittee leads and members listed on the agenda.

Manager Allen clarified that the RDR Leasehold Renovation Plan Review Subcommittee is established for the leaseholder to receive comments on design prior to final submission. He said that staff will contact the subcommittee to schedule a meeting when the leaseholder submits plans to the Harbor Department staff. Upon review of the plans, he said the subcommittee will report its findings to the full Commission.

Commissioner Munns commented that with the current three subcommittees, information flows from staff to the Commissioners; while with the former broad, open subcommittees, the members initiated items for the subcommittees.

Commissioner Bannerman requested information items for the next agenda:

1. Closeout information for Seaside Ice 2009-10
2. Update from the Engineering Department on what type of plans have been generated for trash skimmers.

Commissioner Munns requested an agenda item about the process and procedure for listing Commissioner items on the agendas, including the consideration of the possibility of incorporating that process into the Harbor Commission bylaws.

Commissioner Shaer stated that items that were discussed did not appear on the agenda. He questioned the procedure for creating a Budget Subcommittee.

Commissioner Cignarale suggested the creation of a continuing agenda item to address agenda items for the following meeting.

Commissioner Tracy commented that future agenda items can be addressed under the *Member Items and Referrals to Staff* section of the agenda.
Motion by Chairperson Michael, seconded by Commissioner Bannerman, to agendize the following items:

1. Discussion of setting procedure for listing items on Harbor Commission agendas, and amending bylaws to include that procedure.
2. Discussion of forming a Harbor Commission Budget Subcommittee.
3. Discussion of what items are listed on the agenda.

Motion carried unanimously.

ADJOURNMENT
Motion by Commissioner Tracy, seconded by Commissioner Shaer, to adjourn the meeting.

Chairperson Michael adjourned the meeting at 10:15 p.m. to the next regular meeting on February 8, 2010.

Respectfully submitted,

Gwendolyn Parker
Harbor, Business, and Transit Director

Administrative Report

Council Action Date: January 19, 2010

To: MAYOR AND CITY COUNCIL

From: MAGGIE HEALY, ASSISTANT TO THE CITY MANAGER

Subject: STRATEGIC PLAN UPDATE ON SIX-MONTH OBJECTIVES, WATER QUALITY IMPLEMENTATION MATRIX, GREEN TASK FORCE PRIORITY MATRIX, AND MAJOR CITY FACILITIES PRIORITY LIST

RECOMMENDATION

Receive and file the monthly updates to: 1) the six-month strategic objectives that were established at the Strategic Planning Retreat held on September 14, 2009; 2) the Water Quality Implementation Matrix; 3) the Green Task Force Priority Matrix; and, 4) the Major City Facilities Priority List.

EXECUTIVE SUMMARY

On September 14, 2009, the City Council held a Strategic Planning Retreat to review the three year goals for the 2007-2010 Strategic Plan and to establish new six-month objectives. Monthly updates are provided to the Mayor and Council to enable them to monitor the City's progress. Updates to the Water Quality Implementation Matrix, the Green Task Force Priority Matrix and the Major City Facilities Priority List are also provided. The next Strategic Planning Retreat will be held on March 3, 2010.

BACKGROUND

The City Council's Strategic Plan directs the development of the City budget, program objectives, and performance measures. The goals provide the basis for improving services and preserving a high quality of life in the City.

The City began strategic planning in 1998 with the creation of the first three-year strategic plan covering the period of 1998-2001. In October 2001, a second three-year plan was developed for 2001-2004. At the February 25, 2003 retreat, these Core Values were added: Openness and Honesty, Integrity and Ethics, Accountability, Outstanding Customer Service, Teamwork, Excellence, and Fiscal Responsibility. A third three-year plan was developed in March 2004, covering the period of 2004-2007, and including a vision statement. In September 2007, the fourth three-year plan was

developed with new goals and a new set of six-month objectives. A sixth goal was added to the 2007-2010 Strategic Plan prior to adoption on October 2, 2007.

The following are the six goals for 2007-2010. They are not in priority order:

- Improve public facilities and infrastructure
- Expand economic opportunities
- Enhance and revitalize the Harbor and Pier area
- Enhance financial viability
- Enhance the livability of our community
- Enhance public safety and emergency preparedness services for our community

The City Manager provides monthly updates to the adopted six-month objectives to enable the Mayor and City Council to monitor the City's progress on the Strategic Plan.

Water Quality Implementation Matrix

On July 19, 2005, the City Council adopted a resolution to form a 15-member Water Quality Task Force. During their 12-month assignment, the Task Force developed a Recommendations Report. The Report was presented to a joint meeting of the City Council and Harbor Commission. The City Council directed staff to report back with a prioritized action plan for implementation. The Recommendations Implementation Matrix was received by the Council on November 21, 2006, with direction for staff to provide a status report to accompany the Strategic Plan reports. The monthly status update is attached.

Green Task Force Priority Matrix

On January 16, 2007, the City Council adopted a resolution to form a 15-member Green Task Force to study and address a variety of environmental issues faced by the City. During their 12-month assignment (later extended to 15 months), the Task Force developed a Sustainable City Plan that included 26 recommendations. The Report was presented to the City Council on May 13, 2008. The City Council directed staff to assemble the recommendations into a matrix. On August 19, 2008, the City Council received and filed the Green Task Force Priority Matrix and reviewed it on October 21, 2008. The monthly status update is attached.

Major City Facilities Priority List

On February 13, 2007, the City Council adopted the Major City Facilities Priority List. The Council requested that the list come back periodically for review. The attached version reflects the addition of the Dominguez Park Community Center as directed by the City Council during adoption of the Fiscal Year 2001-2008 Budget on June 19, 2007.

January 19, 2010

COORDINATION

All departments participated in the development of the Strategic Plan and in providing the attached update. Relevant departments have reviewed the Water Quality Implementation Matrix, Green Task Force Matrix and Major City Facilities Priority List.

FISCAL IMPACT

The total cost for this activity is included in the City Manager's Office's portion of the FY 2009-2010 Adopted Annual Budget and is part of the department's annual work plan.

Submitted by:

Maggie Healy
Assistant to the City Manager

Approved for forwarding by:

Office of the City Manager

Attachments:

- Strategic Plan Update - Six-Month Objectives dated January 19, 2010
- Water Quality Implementation Matrix dated January 19, 2010
- Green Task Force Implementation Matrix dated January 19, 2010
- Major City Facilities Priority List dated June 2007

CITY OF REDONDO BEACH ☼ STRATEGIC OBJECTIVES

September 14, 2009 – March 1, 2010

HBT=Harbor, Business and Transit FS = Financial Services PW=Public Works RCS= Recreation and Community Services ACM=Asst. City Manager

THREE-YEAR GOAL: *IMPROVE PUBLIC FACILITIES AND INFRASTRUCTURE*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By September 22, 2009	ACM	Meet with the Veterans' Memorial Committee to review the City Council's approved tasks listed in the June 16, 2009 Budget Response Report to design and construct a new Veterans' Park Memorial and review the responsibilities of the Veterans' Memorial Committee.	X			Meeting held with Committee on October 5.
2. At the February 2, 2010, City Council meeting	City Engineer	Present to the City Council for action the award of a contract for the construction of the Esplanade Improvement Project.			X	REVISED to February 2, 2010.
3. At the January 19, 2010, City Council Meeting	HBT Director	Present to the City Council for action the design and schedule for repair, replacement or removal of bus shelters throughout the city.			X	To City Council Jan. 19.
4. By February 1, 2010	City Engineer	Present to the City Council for action the purchase of furnishings, furniture and equipment for the North Branch Library.		X		

5. At the February 2, 2010 City Council meeting, upon receipt of the stimulus money	Public Works Director	Present to the City Council for action the specs for the LED Streetlight Project.		X		
6. By March 1, 2010	City Engineer	Ensure that the construction of the North Branch Library is 50% complete.		X		
7. By March 1, 2010	City Engineer	Begin construction of the Esplanade Improvement Project.			X	Revised to March 1, 2010
8. At the March 2, 2010 City Council meeting	City Engineer	Present to the City Council for action plans and specifications for the Transit Center.		X		

THREE-YEAR GOAL: ***ENHANCE FINANCIAL VIABILITY AND EXPAND ECONOMIC OPPORTUNITIES, ESPECIALLY IN THE COMMERCIAL AREAS***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the October 6, 2009 City Council meeting	Planning Director	Provide the draft EIR to the City council regarding the South Bay South Project.	X			EIR distributed to M&CC on Oct. 17; Planning Commission hearing Dec. 17
2. At the October 6, 2009 City Council meeting and monthly thereafter	Mayor's Ad Hoc MLPA Committee (Mayor-lead, Council Members Brand and Kilroy, HBT Director)	Monitor, participate and advocate the City's position on the Marine Life Protection Act (MLPA) and report the results to the City Council.				
3. At the October 20, 2009 City Council meeting	Audit Committee (Mayor Gin – lead)	Complete the review of the internal service fund allocations and methodology and report the results to the City Council.				
4. At the March 1, 2010 City Council meeting	Asst. City Manager	Present to the City Council for action a lease for the Marine Avenue site.			X	Lease terms close to being finalized. Lease to be prepared.
5. March 3, 2009	HBT Director	Present to the City Council for action options for Phase II of the Harbor Resort website.			X	Pending CC direction on December 15, 2009.
6. At the December 15, 2009 City Council meeting	City Manager	Report to the City Council the results of the Roundtable's Phases III and IV branding effort.	X			

7. At the March 1, 2010 City Council meeting	Asst. City Manager and Public Works Director, working with interested stakeholders	Report to the City Council on the feasibility of using the Inglewood and 405 vacant gas station as a CNG station.			X	Referred private CNG provider to property owner of site..
8. On December 17, 2009	Planning Director, working with the Planning Commission	Conduct a public hearing on the South Bay South Project.	X			Planning Commission approved project on 12/17.
9. At the February 17, 2010 City Council meeting	City Treasurer, working with the Budget and Finance Commission	Report to the City Council at the mid-year budget review potential alternative strategies to protect the investment portfolio.			X	Initial report presented to Budget & Finance Comm. on 11-12-09, with follow up 1-14-10. Final report to CC 2-17-10 as part of mid-year fiscal review.
10. At the March 2, 2010 City Council meeting	City Attorney and City Engineer	Report to the City Council on options that may assist businesses in their compliance with ADA requirements and potential options for businesses to achieve ADA certification.		X		
11. At the March 2, 2010 City Council meeting	City Manager, working with a North Redondo Beach Business Working Group	Complete and present to the City Council a Strategic Plan.		X		
FUTURE: By _____	ACM	Develop policies and procedures regarding part-time employees and how they are managed.				
FUTURE: By _____	ACM, working with the Dir. of Building & Engineering	Develop incentives for projects that meet green standards and environmental sustainability goals.				

THREE-YEAR GOAL: ***ENHANCE AND REVITALIZE THE HARBOR AND PIER AREA***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the November 3, 2009 City Council meeting	ACM and HBT Director	Present to the City Council for action a lease for 655 North Harbor Blvd.	X			Approved by CC at Oct. 6, 2009 CC mtg.
2. At the January 19, 2010 City Council meeting	Planning Director (lead), Mayor Gin, Council Member Brand and HBT Director	Obtain a schedule from Resnick Pier Leasehold regarding the revitalization construction plans and report the results to the City Council.	X			The City Council has met and discussed schedule.
3. At the March 2, 2010 City Council meeting	ACM and HBT Director	Present to the City Council an update on the Pier Parcel 10 proposals.			X	Pending information from interested party.
4. By March 1, 2010	RCS Director and City Engineer	Report to the City Council the action by the LA Regional Water Quality Control Board regarding a new NPDES permit for continued operation of the Seaside Lagoon.		X		
5. At the March 2, 2010 City Council meeting, pending outcome of final harbor zoning	ACM (lead), Planning Director, Mayor Gin, Council Member Brand and HBT Director	Review with Decron Leasehold their plans and construction schedule and report the results to the City Council.		X		

THREE-YEAR GOAL: ***ENHANCE THE LIVABILITY AND ENVIRONMENTAL SUSTAINABILITY OF OUR COMMUNITY***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the November 24, 2009 special City Council meeting	Planning Director	Present to the City Council for action the draft Housing and Circulation Element of the General Plan to the City Council.	X			
2. At the November 24, 2009 special City Council meeting	Planning Director	Review the recommendations made by the Growth Management and Traffic Committee and develop and present a priority matrix to the City Council for action.	X			
3. At the November 24, 2009 special City Council meeting	City Manager and City Attorney	Present a report to the City Council on the impact of AB 32 (greenhouse gases and land use) and SB 375 (Senate version) and report to the City Council.	X			
4. At the February 2, 2010	City Engineer and City Attorney	Present to the City Council for action an agreement with Edison for the operation of the Catalina Fountain.			X	REVISED – Negotiations with Edison continue.
5. At the March 2, 2010 City Council meeting	City Attorney (lead), Planning Dir., Police Chief, City Engineer	Present to the City Council for action an ordinance to control and enforce management of commercial and residential "nuisance properties".			X	Revised to March 2.
6. At the March 2, 2010 City Council meeting	PW Director	Present to the City Council for action a RFP package (draft contract and specs) for solid waste services.			X	Revised to March 2.

7. By March 1, 2010	RCS Director	Determine the feasibility of relocating the Dale Page Park full basketball court to an alternative North Redondo Beach location and present the results to the City Council.		X		
8. At the March 2, 2010 City Council meeting	City Manager	Present to the City Council for action the feasibility and potential timing of a Landscape and Lighting supplemental assessment and a bond issue for a public safety facility.		X		
FUTURE: By _____	City Attorney (lead), PW Director, Police Chief	Present to the City Council for direction options for an ordinance controlling leaf blowing noise and emissions.				
FUTURE: By _____ _____	Mayor and City Manager, with input from related task forces	Create a 2018 Sustainability Strategic Plan, including Mission, Vision, Guiding Principles, Goals and Objectives.				
FUTURE: By _____	City Attorney and RCS Director	Present to the City Council for action a resolution to support regional efforts to acquire and restore open space.				

THREE-YEAR GOAL: ***ENHANCE PUBLIC SAFETY AND EMERGENCY PREPAREDNESS SERVICES FOR OUR COMMUNITY***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the November 3, 2009 City Council meeting	Fire Chief and IT Director	Evaluate, recommend for purchase and present to the City Council for action a contract for replacement of the Fire Department Records Management System.	X			Records Management Software and Licensing contracts selected and approved for purchase by CC on 11/17/09. IT staff to begin Network configuration in 1/10 followed by in-house training for FD personnel on 3/1/10.
2. At the March 2, 2010 City Council meeting	Police Chief (lead), City Attorney, RCS Director	Present to the City Council for action an ordinance revisiting park rules.			X	Ordinance is being drafted.
3. At the November 17, 2009 City Council meeting	City Engineer and Police Chief	Propose options to the City Council for action to enhance traffic safety measures around some of the parkettes.	X			City Council approved enhanced pedestrian awareness measures at Ford Parkette on 8-18-09.
4. By March 1, 2010	Fire Chief	Present to the City Manager conceptual options for consolidation of fire protection services with the City of Hermosa Beach.			X	Date revised to 3/1/10 is necessary due to complexity of process and info gathering.
5. At the March 2, 2010 City Council meeting	City Manager and ACM	Continue to pursue funding opportunities for an Emergency Operations Center in North Redondo and report the results to the City Council.		X		

FUTURE: By _____	Police Chief and Council Member Aust	Present to the City Council for action options to limit oversize vehicles from city streets.				

Water Quality Task Force
Recommendations Implementation Matrix

	RECOMMENDATION	LEAD	PROGRESS	STATUS			TARGET DATE	COMMENTS
				DONE	ON TARGET	FUTURE		
1	**Street Sweeping (9a)** Revoke all street sweeping exemptions to meet NPDES requirements.	Engineering	Drafting resolution adopting policies and procedures	X				Project completed.
2	**Trash Truck Leaks (9a)** Prevent trash trucks from leaking.	Public Works	Discussion with solid waste management company to identify enhancements to the existing processes to insure leaking trucks are identified and repaired	X				Project completed.
3	**Trash Bin Leaks (9a)** Prevent trash bins from leaking.	Public Works	Discussion with solid waste management company to identify enhancements to the existing processes to insure leaking trash bin are identified and repaired	X				Project completed.
4	**Red Tide Monitoring (9a)** Coordinate with USC to establish monitoring locations for monitoring devices.	Harbor	Buoys installed for full-time use in March. Data downloaded weekly. USC team working on transmitting data electronically.	X				Project completed.
5	**Rain Gutter Routing (9a)** Route all gutters on pier buildings through an alternate system.	Engineering	Plans and specification design work	X				Accept as complete Feb. 2010
6	**Develop Bacterial Source Identification (9b)** **(Source Point Testing - 9a)** Use DNA tests or other methods to identify bacterial sources.	Engineering	LA County Sanitation will report findings with preliminary action plan to technical group in June, 2009.		X		**Feb-10**	LA County San. District funded $325K source ID study around pier - monitoring continues.

Water Quality Task Force
Recommendations Implementation Matrix

	RECOMMENDATION	LEAD	PROGRESS	STATUS			TARGET DATE	COMMENTS
				DONE	ON TARGET	FUTURE		
7	**Harbor Circulation Improvement (9b)**	Engineering						
	(Marina Aeration - 9a)		Preliminary design done -pending funding source			X	TBD	For Budget Consideration Funding from Federal Government being requested
	Investigate installation of facilities to increase circulation in the Harbor.							FY 2010-11
8	**Commercial Best Management Practices (9a)**	Harbor / Engineering						
	Establish a volunteer program for implementing BMPs at commercial establishments at the Harbor / Pier / Waterfront areas.		Presented to Harbor Commission on 09/08/08.	X			Dec-08	BMPs approved by CC - November, 2008. Pamphlets distributed 12/08
9	**Hazardous Waste Drop (9a)**	Public Works / Fire						
	Expand hazardous waste drop-off program.		No action at this time.			X	TBD	For Budget Consideration
	Especially at water areas south of the Redondo Municipal Pier							FY 20010-11
10	**Parking Lot Debris Catchers (9a)**	Engineering	Plans and specification design work					
	Initiate pilot program for small catch basin debris filters.			X			Jan-10	Completed by end of January.
	Implement Harbor Leasee parking lot sweeping program							
11	**Harbor Trash Skimmers (9a)**	Engineering	Plans and specification design work					
	Initiate alternate methods for removing floating harbor materials.					X	Apr-10	April, 2010 - City will receive notice on SMBRF's NOAA grant
12	**Oil spill clean-up (9a)**	Fire						
	Purchase oil absorbing snakes for use in oil spill clean-up.		400 feet of snake absorbent purchased and stored at Harbor Patrol. Task Completed.	X				Project completed.
13	**Laws & Regulations (9a)**	Engineering						
	Review existing State & Federal laws as pertains to water quality.				X		Feb-10	Revised to Feb., 2010
14	**Watershed Management Program (9a)**	Engineering						
	Establish urban watershed program similar to Santa Monica.					X	TBD	For Budget Consideration
								FY 2010-11

Water Quality Task Force
Recommendations Implementation Matrix

	RECOMMENDATION	LEAD	PROGRESS	STATUS			TARGET DATE	COMMENTS
				DONE	ON TARGET	FUTURE		
15	**Pet Waste (9a)** Install 'doggie poles' with waste bags in public areas.	Engineering / Public Works	Presented to CC - 10 containers installed on Esplanade / Harbor Drive	X				Project Completed.
16	**Sprinkler Standards (9a)** Develop a Certification program for commercial & residential properties with installed water-wise irrigation systems and landscaping. *Coordinate with West Basin Water District's existing program*	Engineering				X	TBD	For Budget Consideration FY 2010-11
17	**Hot Line (9a)** Establish a Water Quality Hot Line for public reporting of concerns. *Establish a web link to the WQTF Plan and matrix*	Engineering		X			Jul-08	Project completed.
18	**Ongoing Water Quality Task Force (9a)** *Staff report needed to determine how to continue the WQTF through either the Harbor Commission or Public Works Commission*	Harbor / Engineering	No new progress			X	TBD	Planning Stage
19	**Continuous Deflection Separation Units (9a)** Evaluate possibility of installing additional CDS units on all waterfront discharge storm drains. *Photos of annual cleaning will be posted*	Engineering				X	TBD	For Budget Consideration FY 2010-11
20	**Non-profit formation (9a)** Consider creation of a 501(c)3 organization to assist in grant funding development.	City Manager / City Attorney				X	TBD	For Budget Consideration FY 2010-11
21	**Develop Clean Waterfront Plan (9b)** Plans could include improvements based on successes in Santa Monica & Newport.	Harbor	Sample plans collected. Adopted BMPs will be key component of plan.			X	TBD	For Budget Consideration FY 2010-11
22	**Develop Clean Marina Program (9b)** Establish program and recognition standards.	Harbor	All 4 RB marinas participate in a recognized program or have committed to do so. Staff providing assistance and monitoring progress.			X	TBD	For Budget Consideration FY 2010-11

Water Quality Task Force
Recommendations Implementation Matrix

	RECOMMENDATION	LEAD	PROGRESS	STATUS			TARGET DATE	COMMENTS
				DONE	ON TARGET	FUTURE		
23	**Develop & Implement BMPs for Bait Barges (9b)** Ensure that bait barges are properly disposing of waste .	Fire / Harbor / Planning / Engineering / Public Works	Inspections completed. BMPs drafted and will be presented to Harbor Commission. Fire Completed physical inspection of barge. No hazardous storage or processes noted. Barge operates seasonally, per hazmat tech. No disclosure manifiest warranted.	X				Project Completed
24	**Develop & Implement BMPs for Fuel Dock (9b)** Ensure that fuel docks within King Harbor employ BMPs while conducting business.	Harbor / Fire	Presented to Harbor Commission on 09/08/08.	X			Dec-08	BMPs approved by CC - November, 2008. Pamphlets distributed 12/08
25	**Develop & Implement BMPs for Boaters (9b)** Encourage and educate boaters in BMPS for boating.	Harbor	Presented to Harbor Commission on 09/08/08.	X			Dec-08	BMPs approved by CC - November, 2008. Pamphlets distributed 12/08
26	**Develop & Implement BMPs for Boat Yards & Maintenance Facilities (9b)** Adopt CASQA's BMPs and ensure they are followed.	Harbor	Presented to Harbor Commission on 09/08/08.	X			Dec-08	BMPs approved by CC - November, 2008. Pamphlets distributed 12/08
27	**Design & Construct Harbor Circulation Improvements (9b)** Study improving circulation methods and utilize power plant intake lines.	Engineering				X	TBD	For Budget Consideration FY 2010-11
28	**Develop & Implement a program to insure that BMPs applicable to the beach and pier area are fully utilized (9b)** Aggressively adhere to all LARWQCB TMDLs.	Public Works		X			Jul-07	Project Completed

Water Quality Task Force
Recommendations Implementation Matrix

	RECOMMENDATION	LEAD	PROGRESS	STATUS			TARGET DATE	COMMENTS
				DONE	ON TARGET	FUTURE		
29	**Pier Fish Cleaning Station, Boaters and Charter Boats (9b)** Ensure sink wastes are diverted to the sewer system, educate boaters.	Harbor / Public Works	Confirmed that sink wastes are diverted to the sewer system.	X				Project Completed
30	**Watershed Runoff (9b)** Investigate permeable surfaces for rainstorm waters.	Engineering				X	TBD	For Budget Consideration FY 2010-11
31	**Develop & Implement a Community Outreach Plan (9c)** Utilize volunteer forces to educate the community at large.	Harbor / Engineering	Sample plans from other jurisdictions being collected.			X	TBD	For Budget Consideration FY 2010-11
32	**Explore funding opportunities at the Federal, State, County, Local, Corporate, and Private levels** Increase City visibility and funding for water quality tasks.	Engineering / City Manager			X			Ongoing
33	**Harbor Emergency Response Volunteer Team (9e)** Immediate mitigation of red tide forces through volunteer teams.	Harbor / Fire / Public Works	PW, Harbor, & Fire held a Red Tide Response Drill for City crews & volunteers September 27, 2007.	X				Project Completed
34	**Street & Harbor Lease Hold Sweeping **** Coordinate with businesses for sweeping	Harbor	Policies and ordinances from other jurisdictions being collected. Staff discussing current practices with leaseholders.			X	TBD	Planning Stage
35	**Web Page Update **** Monthly updated posting to the City website	Engineering			X			Ongoing

**Note - Details of timeline and a breakdown of steps will be provided for each task on the matrix as implementation progresses.*
*** By City Council direction from 11/21/06 CC meeting*

Green Task Force
Recommendations Implementation Matrix

	RECOMMENDATION	LEAD	PROGRESS	STATUS			TARGET DATE	COMMENTS
				DONE	ON TARGET	FUTURE		
1	**Sustainability:** Add sustainability as one of Redondo Beach's Core Values listed in its Annual Reports and Strategic Plans.	ACM		X				"Enhance the livability and environmental sustainability of our community" revised in the March 25, 2009 Strategic Planning workshop.
2	**Full-Time Employee:** Designate a full-time, on-going staff position dedicated to implementing and researching all Green Task Force Initiatives, including grant writing.	ENG				X		Next opportunity to be evaluated is as part of the 2010-11 Budget Cycle
3	**Public Education Program:** Support a comprehensive public education program to promote green living and building ideas, energy and resource conservation, and other environmental concepts such as "teaching Green" or "Sustainable Works."	PW			X			"Green Building" consumer education materials received and available at the Building counter.
4	**Cool City Classification:** The City Council should sign the U.S. Mayors Climate Protection Agreement and establish a Cool Cities program for the City of Redondo Beach.	ENG		X				Agreement Signed on May 20, 2008. Baseline inventory being finalized by SBESC.
5	**Eco-Friendly Business Initiatives:** As part of the Economic Development Council, the City should identify a representative to implement eco-friendly initiatives within the business community.	HBT				X		
6	**Support for RBUSD Environmental Programs:** Direct staff to reach out to the Redondo Beach Unified School District (RBUSD) in promoting, supporting, and implementing green initiatives.	ACM				X		
7	**Green Building Incentives:** Develop a set of incentives in the form of rebates, space offset programs, and recognition programs for green/sustainable building practices.	BLDG			X			CC identified at 09-14-09 Strategic Planning Retreat a Future Strategic Goal to incentivize projects that meet green standards and environmental sustainability goals
8	**Fee Structure:** Balance fee structure to accommodate rebate incentives given for green homeowners, and builders.	BLDG				X		

	RECOMMENDATION	LEAD	PROGRESS	STATUS			TARGET DATE	COMMENTS
				DONE	ON TARGET	FUTURE		
9	**LEED Standards:** Adopt LEED standards for all city buildings.	BLDG			X			At 11-03-09 meeting, CC approved proposal for LEED certification for the Transit Terminal Project.
10	**Ordinance Update:** Review and update ordinances to support LEED compliant measures.	BLDG/ENG				X		
11	**Staff Training:** Train appropriate city staff and acquire LEED certification to eliminate need for hiring LEED consultants.	ENG				X		CALBO 2009 - Inspector attended Green Bldg. Seminar
12	**Educational Plan:** Implement an educational plan, including web access and distribution of green vendors and services, for all constituents – homeowners, developers, builders, Chamber of Commerce, regional networks, etc.	PW				X		Recreation & Community Services to coordinate an energy efficiency / water conservation workshop w/ SBESC.
13	**Urban Forest Ordinance:** Pass an Urban Forest Ordinance that solidifies and codifies current practices regarding trees in the city.	PW				X		
14	**Pursue Tree City USA Designation:** The City Council should seek designation as a Tree City USA that provides direction, technical assistance, public attention, and national recognition for urban and community forestry programs.	PW				X		
15	**Land Use Policy, Zoning Regulation, and Associated Fee Amendments:** Amend land use policies, zoning regulations and associated fees to provide an incentive for maintaining existing and/or creating new non-public open space.	Planning				X		
16	**Historical and Specimen Tree Protection:** Revise relevant preservation ordinances to include Specimen Trees and revise a complete list of trees on public and private land that are, or can be, landmarked or designated as specimen trees.	Planning / PW / RCS		X				Existing code provides for applications to designate trees as historic landmarks.

Green Task Force
Recommendations Implementation Matrix

	RECOMMENDATION	LEAD	PROGRESS	STATUS			TARGET DATE	COMMENTS
				DONE	ON TARGET	FUTURE		
17	**High Profile City Projects:** Implement two or three specific high-profile energy and resource projects that would help showcase the City's efforts to become a beacon of Green adaptation.	ENG			X			U.S. Dept. of Energy approved City's request for ARRA-funded LED streetlight retrofitting project
18	**Renewable Energy Project Financing:** Establish a relationship with a third party financing company to provide funding for both City and private projects involving conversion or adaptation to green energy.	HBT			X			Monitoring L.A. County program to implement AB-811 funding for energy efficiency improvements. Letter of support sent to State representatives.
19	**Inter-departmental Staff Resource Utilization Committee:** Establish an inter-departmental staff committee whose purpose it is to create and maintain a Long-Term Resource Utilization Policy that would include a prioritized list of energy conservation and generation projects aimed at reducing city-wide energy consumption.	ACM				X		
20	**Shop & Dine Redondo Program:** Collaborate with the Redondo Beach Chamber of Commerce & Visitors Bureau to develop a "Shop & Dine Redondo" Program specifically designed to build a stronger local economy, healthier environment and reduce the total vehicle miles driven by those living and/or working in the community.	HBT				X		
21	**Strategic School Traffic Reduction Plan:** Collaborate with the Redondo Beach Unified School District (RBUSD) and local residents to develop a Strategic Traffic Reduction Plan.	ENG			X			Safe Routes to Schools program implemented. School Safety Zone CIP awarded on 10-06-09.
22	**Residential Development Rights Transfer System:** Research the feasibility of developing and implementing new density neutral land policies, zoning regulations and legal mechanisms that would allow owners of residentially-zoned properties to sell permitted development rights for transference to other properties located within specified public transit zones that also provide an ample amount of local shopping and dining opportunities.	Planning				X		

	RECOMMENDATION	LEAD	PROGRESS	STATUS			TARGET DATE	COMMENTS
				DONE	ON TARGET	FUTURE		
23	**Strategic New Parkland Development Plan:** Develop a Strategic New Parkland Development Plan specifically focused on creating more neighborhood oriented parkland in the park-poorest areas in the city.	RCS				X		
24	**Beach Cities Transit & Visitor Information Kiosks:** Collaborate with the Redondo Beach Chamber of Commerce to create one or more Beach Cities Transit (BCT) & Visitor Information Kiosks at high traffic locations near transit stops in the city.	HBT				X		
25	**Beach Cities Transit Wi-Fi Service Pilot Program:** Perform a feasibility study on implementing a Beach Cities Transit (BCT) Wi-Fi Service Pilot Program.	HBT				X		
26	**Integrated Bicycle Master Plan:** Expand the Local Bikeway Plan into an Integrated Bicycle Master Plan, including bike racks, which will transform Redondo Beach into a premier bicycle friendly city.	ENG			X			The City's adopted Bicycle Master Plan submitted to Metro's "Call for Projects" to implement the class 2 and class 3 bicycle facilities, approved by Metro board - 10-22-09.

Major City Facilities Priority List

June, 2007

In order for the City to ensure quality services to our residents, businesses, and visitors, we need to have a plan for our future facilities needs. The City's current Five Year Capital Improvement Program (CIP) addresses the near future. Through this process, the City's most pressing capital needs are programmed using funding sources available over the 5 year planning period. For ease of reference, the adopted CIP includes a "needed, but not funded" list of capital projects. This list is designed to track possible future projects, however, there is little to no likelihood of funding in the short term. There is no planning document in place to take address facilities needs beyond this 5 year horizon. In order to set priorities beyond this horizon, a City Facilities Priority List has been developed.

The City has also developed a draft Asset Management Plan. This Asset Management Plan is a blueprint for the City to maximize the financial returns from its real property assets. The draft Asset Management Plan has not yet been finalized or presented to the City Council for approval as many of the assets in the draft Asset Management Plan assumed to possibly generate on-going revenues are encumbered with current facilities or seen as possible sites for new or relocated facilities. A City Facilities Priority List will enable the City to identify which assets are needed over the longer term and which are available for development through the Asset Management Plan.

The City's adopted Strategic Plan established the following three year goals:

- **Achieve financial stability and balanced economic growth.**
- **Maintain and improve public facilities, infrastructure and open spaces.**
- **Improve the attractiveness and livability of our neighborhoods.**
- **Maintain and improve public safety.**
- **Maintain and improve communication, productivity and efficiency in a healthy workplace.**

Included in the current Strategic Plan are a number of objectives directly related to facilities and asset management. These include:

- **Present to the City Council an inventory list of citywide real property assets.**
- **Develop a Facilities Master Plan for preventive maintenance of all City facilities.**
- **Develop and present to the City Council a City facilities overview for improvement and/or replacement of major City facilities, including financing options and prioritization.**

Having functional and updated public facilities can assist in achieving all of the Strategic Plan goals and other strategic objectives. For example, achieving customer service related objectives could be assisted by the development of functional, efficient, and customer friendly service areas. There is also a direct link between the quality of public facilities and providing a healthy workplace.

The City's future facility needs are many, with funding unlikely to be available over the near or even long-term to meet them all. A Major City Facilities Priority List will be useful to guide staff and the community as we seek funding for our many facilities needs.

Relationship to Statements of Financial Principles

The City's adopted Statements of Financial Principles has a number of points which can guide the City's future efforts in meeting its long-term facility needs. Financial Principles relating to the financing of facilities include:

- 2.a) The City will maintain a level of expenditures which will provide for the well-being and safety of the general public and citizens of the community;
- 2.b) The City will manage its financial assets in a sound and prudent manner;
- 2.c) The City will maintain and further develop programs to assure its long-term ability to pay the costs necessary to provide the highest quality service required by the citizens of Redondo Beach;
- 2.e) The City will maintain and improve its infrastructure;
- 2.f) The City will provide funding for capital equipment replacement, including a long-term technology plan, to achieve greater efficiency in its operations.

- 3.e) One-time revenues shall be used for one-time expenditures;
- 3.g) The City will continue to explore revenue raising alternatives as necessary and pursue all grants available to local government.

- 5.c) The City will set aside a reasonable and prudent amount of General Fund monies for capital improvements and repairs of various facilities, in its annual budget process.
- 5.f) The long-term operating impact of any capital improvement project must be disclosed before the project is recommended for funding.

- 10.a) Enterprise activities will be programmed to generate sufficient revenues to fully support the Enterprise's operations including debt service requirements, current and future capital needs.

These Financial Principles were considered in establishing the recommended prioritization.

Relationship to 2006 Community Opinion Survey

The City initiated a survey of residents to gauge their level of satisfaction with life and services in Redondo Beach and other matters. The survey was conducted by True North Research in October 2006, with the final report dated December 18th, 2006. A number of the highlights from the survey, as summarized below, have broad relevance to facilities planning

- When asked about what one change the City could take to make Redondo Beach a better place to live, now and in the future, the sixth highest response was improving public safety/enhancing police department (5%).

- Residents rated 20 specific services with public safety services ranked as most important, including maintaining a low crime rate, providing fire protection and prevention services, and providing emergency medical services being the top three, with providing Library services being 7th.

- The level of satisfaction with these same 20 services was also surveyed, with residents most satisfied with fire protection and prevention services, emergency medical services, and maintaining a low crime rate, among others.

- The highest ranked spending priorities included improving disaster preparedness.

- Fifty-six (56%) of voters initially indicated that they would support a $30 million public safety bond to replace deteriorating police facilities, make public safety buildings earthquake safe, improve access to the disabled, and upgrade the Emergency Operations Center.

- One of the top candidates for improvements to bolster resident satisfaction includes preparing the City for disasters.

These results would tend to reinforce that public safety facilities should be given priority, especially those facilities which are designated as essential facilities for the purpose of disaster preparedness and response.

Project Descriptions

Aquatics Center and Events Plaza – The aging facilities at Seaside Lagoon are inadequate and would require substantial reinvestment in the current structures and operation. In addition, contradictory regulations regarding water quality have adversely impacted the ability of the City to operate the current facility without running the risk of violating State water quality standards. A new replacement aquatics amenity including an events plaza have been proposed as part of a development on the Redondo Beach Marina site, though in a more southerly location adjacent to the location of a proposed boat launch. The City is currently undertaking an initial assessment of alternatives for a new aquatics center and events plaza. The initial estimates of cost range from $8 to $15 million depending upon the scope of amenities. It is anticipated that this replacement facility would be funded from Harbor Enterprise funds and development related revenues.

Anderson Park Community Center – City facilities in Anderson Park include a senior center located on School property, modular and annex buildings used for recreation and child development programs, the Boy Scout House and the Girl Scout House. The combined area of these facilities is 8,365 square feet. Over the years, there has been discussion about consolidating and expanding these facilities on the same site, in a new structure. In 1978, there was a significant amount of analysis done regarding a new community center and gymnasium in two new structures, plus a remodeled Senior Center. The total estimated cost of this scope of development was $5 million. Lack of funding did not allow the project to proceed. The 2001-2006 Capital Improvement Program included a smaller scale consolidated facility, without the gymnasium, with an estimated cost of $1.5 million. An initial $150,000 was funded in the 01/02 fiscal year, and this amount was carried over into both the 02/03 and 03/04 fiscal years. During this time, there was a series of scoping meetings, but no identified funding source for the full amount. The $150,000 in initial funding was eliminated from the CIP in the 04/05 Fiscal Year. As part of the FY 2006/07 budget, $50,000 was allocated to undertake a new Anderson Park Master Plan that will include a facilities needs assessment. In the first quarter of 2007, the City will be engaging the services of a consulting firm to undertake the Master Plan.

City Hall Replacement - The current City Hall of approximately 38,000 square feet was mostly built in 1961 with subsequent additions and has met the City's needs to a great degree for the last four decades, with some minor additions and remodeling. However, the building's design is highly inefficient in its layout and configuration due to its numerous entrances and corridors. It is difficult to secure and does not have a customer-friendly design. The building does not meet current standards for elements of life safety, including seismic safety, which could limit the ability of the structure to be used in the event of a natural disaster, thereby complicating the City's emergency response and recovery operations. Ultimately, a new facility could be constructed on the current civic center site which would have an efficient design, allow for improved customer service, and promote operational savings. In addition, certain off-site City offices, such as the Recreation & Community Services administrative offices, could potentially be consolidated into a new structure,. A three-story structure complementary to the Library building of approximately 50,000 square feet is estimated to cost $10 million. If the Police facility were relocated outside of the Civic Center area, this, together with a new City Hall on a smaller footprint may present an opportunity to make the Broadway frontage available for development. This may be a way to partially fund the cost of a replacement City Hall.

Dominguez Park Community Center – The Dominguez Park/Heritage Court Master Plan, adopted by the City Council in December of 1992, included a 3000 square foot Community Building. The building was designed to incorporate materials and forms to complement the adjacent historic structures. The building included a 2000 square foot multi-purpose room, two smaller meeting rooms, a non-commercial kitchen, restrooms and a mechanical/storage room. The estimated cost of the structure in 1992 was $360,000.

Fire Station One/Administration – Fire Administration is currently located in Fire Station One on Broadway. This facility was constructed in 1958 and was designed to accommodate 11 firefighters. Today the station supports 33 firefighters 24/7-365 days annually. While adequate for the foreseeable future, the temporary relocation of Fire Administration and suppression personnel would facilitate a remodel of the existing fire station to allow for an upgrade to current standards. In addition, the possible relocation of Fire Administration into a new Police or Public Safety facility would allow for better coordination of public safety services and some economies of scale. Fire Station One is also designated as a critical service facility in the event of a natural disaster or other emergency situation; facilities upgrades there would serve that purpose. Alternatively, Fire Administration could remain at Fire Station One if it could be accommodated as part of a remodel and expansion of the facility. However, given the constrained size of the site, this can only be determined through a specific design analysis.

A Needs Assessment was done regarding Fire Administration, Fire Station One, and the Harbor Patrol in 2002. This effort, an outgrowth of the Heart of the City Plan which did not ultimately proceed, looked at number of alternative scenarios and provides an indication of scale for each of the components. Since that time, the Fire Department has not modified its operations and is consistent with the needs assessment performed in 2002. Based on those findings, the Fire Department requires an additional 4000 square feet of Administrative & Lobby office space and an additional 3000 square feet of Firefighter living area. This would require the addition of a second story for both additions should the existing site be utilized.

Harbor Patrol Building – Currently located on Mole B, the existing facilities consist of an aging permanent structure, housing office and operational functions, and a modular unit as a residential component. A replacement facility which combines all required functions into a single contemporary structure would improve operational efficiency and address inadequacies. The Harbor Patrol facility needs were determined to be approximately 1,500 square feet of space as part of the 2002 Needs Assessment described under Fire Station One/Administration.

New Corporation Yard – The City's existing Corporation Yard on Gertruda is physically inadequate and limits the City's ability to ensure public works services are provided in the most operationally efficient manner. The existing facility is situated on two separate parcels (approximately 1.71 acres) on opposite sides of Gertruda. The City purchased a 5.36 acre parcel of land along Kingsdale Avenue in north Redondo Beach as a possible site to relocate the Corporation Yard. While this site could allow for the development of a more adequate replacement facility, the site is not centrally located and may be more valuable from an economic development perspective given its adjacency to the South Bay Galleria. An alternative concept which would provide economies of scale is the co-location of the Corporation Yard with the Parks Yard on Beryl. This more intensive scope of development on an existing City owned site would still allow for the sale and/or reuse of the Gertruda and Kingsdale sites. The westerly Gertruda parcels have already been rezoned to Residential Medium Density (RMD) and R-3. The Beryl site may not be sufficient in size to allow the Police Firing Range to continue to operate on this site, requiring relocation of the range.

North Branch Library/Hayward Center – A conceptual design has been completed for a replacement facility for the existing North Branch Library and Hayward Community Center located on Artesia Boulevard. This new facility would replace an aged and inadequate existing facility, built in 1949, as well as serve as a catalyst for the on-going revitalization of Artesia Boulevard. The estimated cost of this new 12,000 square foot facility is $5,800,000. The City Council has set-aside $1,895,000 of the amount needed. The Library Foundation's fundraising efforts have raised approximately $620,000 to date. The City has also been pursuing other funding sources, including a County-related source. The recent failure of a statewide Library Bond issue has eliminated one possible outside funding source for the near future.

Police Building - The current Police Facility, built in 1959, is overcrowded and does not provide a working environment that meets contemporary standards for law enforcement. The Police Department's Investigations Division is housed in leased facilities across the street. The Parking Enforcement Unit is located within City Hall. The Property and Evidence Unit's warehouse is located on property across from the City Yard and the officer's report writing room is located within a trailer in the police department's rear parking lot. The existing station in the Civic Center does not meet current standards for elements of life safety, including seismic safety, and falls short of the desirable standards for a critical response facility necessary to address the needs of the community in the event of a natural or other disaster. Main deficiencies include a non-conforming jail, inefficiencies due to non-consolidation of staff and facilities, a lack of customer and employee parking, an inefficient layout that does not promote public accessibility, and inadequate facilities. Past needs assessments have suggested that approximately 75,000 square feet would provide for an efficient and contemporary facility. The estimated cost of such a facility is approximately $30,000,000. The majority of the funding would have to be generated from existing or new City resources such as a voter-approved bond issue. One option would be the City's possible acquisition of the Redondo Beach Unified School District property at 200 PCH which currently houses the Police Investigations Division as a site for a new Police Facility. This 2.49 acre site is in close proximity to the existing Civic Center. Building a new facility at a new site would eliminate the attendant costs and impacts on existing police operations during construction.

Transit Center – Possible development of a new Transit Center to replace the inadequate facility at the South Bay Galleria has been on the drawing board for some time. A new Transit Center located off Catalina was a key component of the failed Heart of the City Plan, and at that time the City was successful in securing a Federal Earmark of funds totaling $2,240,317 for its development. The City Council recently engaged the City's Federal lobbyist to secure an extension while the City explores alternative locations for a new Transit Center. One option is the existing City-owned parcel on Kingsdale. However, use of that parcel is dependent on the City's final determination of the new Corporation Yard and the finalization of expansion plans for the Galleria. The scope of a new Transit Center at minimum would be 14 bus bays instead of the 8 currently at the Galleria. Other elements of the project would include parking, layover areas, landscaping, lighting, shelters, and benches at an estimated cost of $3,000,000. While a portion of this would be federally funded, there would be a local match of 20% required, though this could possibly be secured from MTA or another local source. This cost estimate does not include land cost with a 3 to 3.5 acre site needed for a stand-alone facility.

Relationship to Existing Five Year Capital Improvement Program

The adopted Five Year Capital Improvement Program for 2006 to 2011 includes partial funding for two projects: the North Branch Library and Hayward Center, and the Aquatics Center & Events Plaza. For the North Brach Library, of the $5,789,530 in estimated cost, only $1,895,000 in City funds set-aside and $620,000 of the $700,000 in funds to be raised by the Library Foundation are currently available. The remaining $3,194,530 was anticipated to have been made available through the Statewide Library Bond. There is $412,460 in Tidelands Funds budgeted for planning and design of a Boat Launch. The Aquatics Center & Events Plaza has carryover funds available from 2005/06 totalling $1,045,439 as follows: $117,000 for Seaside Lagoon Outfall Improvements, $288,493 for Seaside Lagoon Restroom Improvement, and $640,000 for Seaside Lagoon Water Recirculation.

Three other facility projects as summarized below are on the Unfunded and Underfunded CIP Projects List:

Project	Estimated Cost	Funding Source
Corporation Yard	$8,000,000	Capital Projects Fund (General Fund)
Police Facility	$29,398,450	Bonds
Combination Headquarters Fire & Harbor Patrol	$10,425,000	Grants

(Pages xviii and xix of 2006-2011 CIP)

Evaluation Factors

In order to prioritize facility needs, staff developed evaluation factors against which each proposed facility was reviewed. These factors were as follows:

Health & Safety – Facility improvements which would enhance the City's ability to improve public health or safety directly or which would enhance public health and safety services would have highest priority. This would include facilities which have an emergency services/operational role designated as "Essential Facilities." Elimination of hazards such as buildings which do not meet seismic standards or other critical functionality requirements should also rank high. Physical security of City facilities was also not a factor in their original design to the level needed in today's post 9/11 world.

Operational Efficiency - Projects rank high in this area if one result would be significant operating savings and/or reduced maintenance costs. Addressing federal or state mandates would be a positive factor. This would include replacing buildings with inefficient layouts or space usage with more efficient structures.

Financial Feasibility – Facilities which have identifiable funding streams, especially from outside sources such as fees or grants, would rate higher. Reduced operating or maintenance costs would also be a factor to consider. An ability for a portion of the facility development costs to be self-financed through better utilization of an existing property would also result in a higher rating.

Employee Welfare - Providing employees with a safe and healthy workplace is not only a federal and state mandate, but it also a best practice in order to assist the City in becoming an employer of choice with related productivity enhancements and an ability to provide enhanced services.

Economic Development Benefit – Projects which would have a direct economic development benefit such as serving as a catalyst for other reinvestment in an area or which would result in another public asset being freed-up for direct economic development purposes would be viewed more favorably.

Revenue Generation - Future City facilities may provide an opportunity for direct or indirect revenue generation. For example, commercial lease space could be developed as part of a facility, or elements of a facility may be used on a contract basis by another agency. Alternatively, development or relocation of a facility may free-up an existing site for a revenue generating use.

Customer Service Enhancement - The City's ability to provide one-stop or more efficient customer service is limited due to the age and design of City facilities. Some operations are in completely separate structures thereby further frustrating customers who may have to visit more than one place in the conduct of business.

City Facilities Needs List

Facility	*Square Footage*	*Cost Est.*	*Proposed Location*	*Financing Opportunities*	*Current Status*	*Factors*
Aquatics Center & Events Plaza	TBD	$8,000,000 to $15,000,000	Redondo Beach Marina Leasehold	Tidelands Uplands	Conceptual design effort underway	Health & Safety Operational Efficiency Financial Feasibility Economic Development Benefit Revenue Generation
Anderson Park Community Center	8,365 current	$4,000,000	Anderson Park	General Fund Grants Quimby Fees	Prior conceptual plans developed; new needs assessment underway	Customer Service Enhancement Operational Efficiency Health & Safety
City Hall Replacement	38,186 current 50,000 proposed	$10,000,000	Current Site	General Fund Enterprise Funds Bonds	No activity	Health & Safety Operational Efficiency Employee Welfare Customer Service Enhancement
Dominguez Park Community Center	2,000 proposed	$600,000	Heritage Court area	General Fund Grants Quimby Fees	Master plan approved in 1992, no activity since	Customer Service Enhancement
Fire Station One/ Administration	10,506 current 7,000 addition	$2,500,000	Current Site or Fire Admin co-located with Police	General Fund Grants Bonds	Alternative concepts developed as part of Heart of the City effort; no current activity	Health & Safety Operational Efficiency Financial Feasibility Employee Welfare Customer Service Enhancement

Facility	*Square Footage*	*Cost Est.*	*Proposed Location*	*Financing Opportunities*	*Current Status*	*Factors*
Harbor Patrol Building	1,400 current 1,500 proposed	$750,000	Mole B	Tidelands Grants	Conceptual facility scoped as part of Heart of the City; no current activity	Health & Safety Operational Efficiency Financial Feasibility Employee Welfare Customer Service Enhancement
New Corporation Yard	6,800 current	$8,000,000	Consolidated with City Parks Yard	General Fund Enterprise Funds	Conceptual design developed for Beryl site	Health & Safety Operational Efficiency Financial Feasibility Employee Welfare Economic Development Benefit Revenue Generation Customer Service Enhancement
North Branch Library and Hayward Center	4,284 current 12,000 proposed	$5,800,000	Current Site	General Fund Foundation Funds Grants Library Bond	Conceptual design completed; Foundation fundraising underway	Operational Efficiency Financial Feasibility Employee Welfare Economic Development Benefit Customer Service Enhancement
Police Building	25,453 current 5,500 current leased 75,000 proposed	$30,000,000	Current Location or Alternate to be Identified	General Fund Grants	Multiple needs assessments completed, last update in 2004	Health & Safety Operational Efficiency Financial Feasibility Employee Welfare Economic Development Revenue Generation Customer Service Enhancement

Facility	*Square Footage*	*Cost Est.*	*Proposed Location*	*Financing Opportunities*	*Current Status*	*Factors*
Transit Center	TBD	$3,000,000 (not including land acquisition)	To be Determined	Grants Transit Funds	Federal earmarks need to be extended; concept developed for Kingsdale site	Operational Efficiency Customer Service Enhancement

Conclusions

Opportunities exist for the City to invest in the upgrading of its major public facilities over time. Currently, the City does not have resources available in the operating budget, especially the General Fund, to adequately maintain and repair the diverse number of existing City facilities. As such, adding new facilities, especially those which do not have a dedicated source of funding for on-going maintenance and repair, is not advised. However, replacement of existing facilities, which will result in improved operational efficiencies and can be financed in a manner which enhances the City's bottom line should be pursued. Those facilities critical to providing the highest priority services should be considered first. This initial effort to provide a major City Facilities Priority List establishes a framework for setting out which projects should be pursued based upon evaluation factors which address broader City goals. Again, this general prioritization will ultimately be influenced by many external and internal factors, such the availability of outside funding. It is anticipated that multiple projects can be pursued to certain preliminary levels depending upon staff and financial resources in order for the City to be positioned to move forward with a project when circumstances are best. For example, having facilities conceptually designed, or even investing in the development of working drawing so that you have a shelf ready project, could mean that outside funding is more likely to be secured in a competitive process.

Given the need to maintain a flexible approach to the prioritization of major public facilities, a tiered listing with projects listed alphabetically in each tier has been developed. The priority list resulting from this analysis and the evaluation factors identified is as follows:

Tier One

Aquatics Center & Events Plaza
New Corporation Yard
North Branch Library
Police Building

Tier Two

City Hall Replacement
Harbor Patrol Building
Fire Station One/Administration

Tier Three

Anderson Park Community Center
Dominguez Park Community Center
Transit Center

Administrative Report

Commission Action Date: February 8, 2010

To: **MEMBERS OF THE HARBOR COMMISSION**

From: **GWENDOLYN PARKER, HARBOR, BUSINESS & TRANSIT DIRECTOR**

Subject: **COASTAL MARINA PERMIT**

RECOMMENDATION

Receive and file this report.

EXECUTIVE SUMMARY

The State Water Resources Control Board (State Board) has proposed the implementation of a Coastal Marina Permit (Permit) aimed at improving water quality within marina operations along the California coast. Still in a conceptual stage, the Permit may require each marina operator that contains slips or mooring locations for ten (10) or more boats to develop observation, testing and reporting practices and procedures to ensure or improve water quality.

The Permit will be the subject of a series of public workshops to discuss and possibly refine the proposed program. The State Board identifies November or December 2010 as the period during which a final decision may be reached, but the date may change.

BACKGROUND

In 2009, the State Board proposed the implementation of a Permit to apply water quality standards to marina operations along the California coast. The Permit would apply to marina operators that contain slips or mooring locations for ten (10) or more boats (Marina Operator).

Under the National Pollutant Discharge Elimination System (NPDES) permit program, Total Maximum Daily Loads (TMDLs), or maximum levels of pollution, are applied to ocean water and urban runoff. The proposed Permit would act as an expansion of the NPDES and would apply TMDLs to marina waters to assist in controlling and/or preventing pollutants related to marina activities. Common pollutants related to marina activities include copper, zinc, and bacteria/pathogens. According to the State Board, "Marinas congregate the individual sources of waste and become a concentrated source of residual copper discharges into surface waters."

The Permit may require Marina Operators to develop observation, testing and reporting practices and procedures to ensure or improve water quality.

The Permit is in a conceptual stage and will follow a California Environmental Quality Act (CEQA) public participation process. The State Board had offered a timeline of events that includes public workshops during February, March, and April with a final decision in November or December 2010. State Board staff has indicated, however, the schedule may be delayed.

State Board staff has also indicated that draft permits currently found on boating websites are outdated and obsolete, and updated information will be available in March. The State Board has developed an electronic communication application whereby citizens can subscribe to a particular topic to receive e-mail updates on that topic. To subscribe:

1) Visit http://www.waterboards.ca.gov/resources/email_subscriptions/swrcb_subscribe.shtml
2) Enter your name and e-mail address
3) Select "Coastal Marina Permit"
4) Click on the "Subscribe" button

COORDINATION

Department staff consulted with the Engineering and Building Services Department on the preparation of this report. Both Departments will share additional information as it becomes available.

FISCAL IMPACT

The cost for preparing this report is included in the adopted Fiscal Year 2009-2010 annual budget and is part of the Department's annual work plan.

Submitted by:

Gwendolyn Parker
Harbor, Business & Transit Director

jallen

redondo BEACH

City of Redondo Beach
City Manager's Office
Inter-Office Memorandum

TO: Chairpersons & Commission Members

FROM: Bill Workman, City Manager

DATE: **February 5, 2010**

SUBJECT: City Staff's Roles and Practices in Support of City Commissions

The City's Commissions serve in an important advisory duty to the City Council and on occasion to the City Manager. Recently, there have been questions regarding the staff's role and practices in supporting the work of our City Commissions. To clarify the staff's roles and practices as well as to better define the separation of powers between the staff's responsibilities and the Commission's duties, I have issued the attached City Administrative Policy. The staff liaison to your Commission can describe the Policy's application or you can contact me directly. The Administrative Policy is presented to the Commission as a "Receive and File" item for your information.

Attached: APP 2.12

cc: Mayor & City Council
Department Heads

CITY OF REDONDO BEACH		ADMINISTRATIVE POLICY/PROCEDURES (APP)
Number: 2.12		*Subject:* City Staff Roles and Practices in Support Of Commissions
Original Issue: 2/5/2010	*Effective:* 2/5/2010	
Current Issue:	*Effective:*	*Category:* General Administration
Supersedes: N/A		

I. PURPOSE AND SCOPE

Each City Commission has a valuable role in advising the City Council on policy matters and reviewing specific matters within their defined area of responsibility. The Planning Commission and Harbor Commission also have certain quasi-judicial authorities in making binding decisions. The City Manager assigns liaisons and staff members to City Commissions for professional support. The purpose of this policy is to provide direction and guidance for City liaisons and staff members in facilitating the work of City Commissions.

II. PROCEDURES

PRACTICES, PROCEDURES AND DEFINITIONS

Actions by Commissions: Formal Commission actions are reported and transmitted to the City Council through a) the minutes of the Commission meetings b) approved resolutions of the Commission c) written reports from staff to the City Council d) memorandums from the Commission to the City Council d) verbal reports requested by the City Council.

Addressing the Commissions: It is the responsibility of the City staff to present professional, quality written and verbal presentations to the Commissions on agenda matters under consideration: Presentations will include a) clear recommendations; b) the reason for the recommendations; c) the facts associated with the agenda matter; and, d) the process required for decision making.

Agenda for Commission: The agendas for Commission meetings are prepared and posted in accordance with the State Brown Act. The staff liaison and the Chairman of the Commission will collaborate in the development of the meeting agendas. Items for the Commission agenda are generated from: a) special matters for consideration as directed by the City Council; b) regular matters for consideration pursuant to the Commission's duties; c) regular matters for consideration consistent with the City Council's Strategic Plan and Annual Budget Work Program; and, d) new matters approved by the Commission pursuant to a majority vote of said Commission for consideration and consistent with the Commission's duties as defined by the Charter and Municipal Code, and the City Council's Strategic Plan, the Annual Budget Work Program and available resources.

Items for the agenda shall be matters within the purview of the Commission. The staff is responsible for the reports, minutes, printing, distribution and public notice including posting of the agenda and associated materials. The staff is responsible for the preparation and

distribution of the Agenda packet of materials associated with the Commission meetings. Questions from staff liaisons or Commission Chairs concerning agenda matters shall be addressed to the City Manager and the Mayor for reconciliation.

Agenda Item Descriptions: Matters placed on a Commission's Agenda will be written in a manner that clearly describes the item intended for consideration and meets the standards of the Brown Act.

Agenda Items from the Chairman or Commissioner: Upon their own initiative, the Chairman or a Commissioner may identify issues for their Commission's possible attention. A Commissioner will have the opportunity to "introduce" their proposed item(s) in writing on an Agenda consistent with the State Brown Act. However, it is the Commission that decides to refer the proposed item for staff evaluation and placement on a future agenda OR dismiss the proposed item with no further action. Only by a majority vote of the Commission will any item be accepted for the Commission's "consideration" on a future agenda. The Chairman and Commissioners do not have the individual authority to place items on the Commission agenda or direct the staff to take action on their items.

Matters approved by the Commission for the agenda shall be consistent with the Commission's duties, the City Council's Strategic Plan, the Annual Budget Work Program and available resources. Background materials prepared by a Chairman or Commission on an agenda item approved for Commission consideration will be copied and distributed to the Commission as part of the Agenda packet for the meeting. Should a matter not be consistent, a brief memo from the staff describing the reason will be provided to the Commission.

Staff liaisons shall alert the City Manager when significant policy or budget issues or workload requests are proposed for the Agenda. This may require an appropriate managerial response to the Commission from the City Manager and the impacted Department. Questions from staff liaisons or Commissioners concerning agenda matters shall be referred to the City Manager and Mayor for reconciliation.

Appointments to a Commission: The Mayor appoints Commissioners subject to approval of the City Council.

Brown Act: The liaisons, staff and the Commissioners shall comply with the State Brown Act (Open Meeting Law) and its application to Commissions, Committees and Sub-Committees.

Budget: The City Budget describes the proposed revenue and expenditure plan as well as work objectives. The City Manager is responsible under the City Charter for presenting the recommended Annual City Budget to the City Council. Input is solicited by the City Manager from Commissions during the budget preparation process.

Three Commissions have specified roles in the budget process advising the City Council and City Manager: Budget & Finance Commission (Budgetary Affairs), Public Works Commission (Capital Projects) and Planning Commission (Capital Projects General Plan Conformity). The City Council deliberates on budget matters and has final authority over adoption of the Annual City Budget. The Commissions do not have budgeting, revenue raising, contracting or spending authority. The City Manager is responsible for administering the City Council's Adopted Budget.

Bylaws: The Commissions conduct their activities under the provisions of adopted By-Laws. Liaisons, staff members and Commissioners need to be familiar with their By-Laws. Proposed Commission changes to the By-Laws shall be reviewed by the City Attorney for conformity with the City Charter, Municipal Code and Council direction. Proposed changes to Commission By-

Laws shall be submitted by the City Manager to the City Council for consideration and decision. The City Clerk will certify the final By-Laws approved by the City Council.

City Attorney: The City Attorney represents and advises the City Council, Commissions and staff on legal matters.

City Charter: The City Charter established the governmental powers and organization of the City of Redondo Beach. A copy of the Charter will be provided to Commissioners. Liaisons, staff members and Commissioners shall be familiar with authorities and responsibilities described in the City Charter.

City Clerk: The City Clerk maintains the official records for the City Council and Commissions.

City Treasurer: The City Treasurer is the custodian of City funds and makes investments with the money.

City Ordinances Establishing Commissions: Commissions are established by City Ordinance. A copy of the establishing Ordinance will be provided to Commissioners. Liaisons, staff members and Commissioners shall be familiar with scope of the duties, powers and composition of the Commissions.

Committees for Commissions: A Commission may establish Standing or Ad Hoc Committees within the parameters set by the Brown Act and consistent with the duties proscribed for the Commission. The level of staff support to these Standing or Ad Hoc Committees shall be determined by the Department Head or City Manager.

Commission Role: City Commissions advise the City Council on policy matters and reviewing specific matters within their defined area of responsibility. The Planning Commission and Harbor Commission also have certain quasi-judicial authorities in making binding decisions. The City Manager may seek the advice of Commissions on specific topics or issues.

Communications: The Mayor and the City Council are the chief spokespersons to the community and media concerning City affairs. The City Manager and Department Heads are the chief spokesperson to the community and media concerning City administrative affairs. Liaisons, staff members and Commissioners shall be familiar with the City Council's adopted Communications Plan. Questions from liaisons or Commissioners concerning communications with the community and media shall be referred to the City Manager and/or the Mayor. On Commission Agenda items, staff shall advise Commissioners to exercise caution in communications that take place outside of a properly noticed public meeting/hearing to avoid any potential violations of the Brown Act and due process.

Commission Meeting Schedule and Location: Commission meetings are set pursuant to an adopted schedule and held at the Civic Center for public convenience and telecasting.

Conflict-of-Interest: City staff members and Commission members shall comply with applicable conflict-of-interest laws and shall disqualify themselves from matters in which they have a conflict-of-interest. Staff members and/or Commissioners shall be familiar with State Fair Political Practices Commission (FPPC) regulations and consult with the FPPC staff for answers to their questions. Staff shall assist Commissioners in accessing ethics training which meets the AB 1234 requirements of State law.

Council –Manager Form of Government: The City operates under the Council – Manager Form of government. Community leadership, legislative decisions and policy making is vested with

the Mayor & City Council. Under the direction of the City Council, the City Manager manages the City's operations on a day-to-day basis as the chief administrative officer. The City employees report to the City Manager through their Department Head.

Decorum: The Commission Chair is the presiding officer at the Commission meetings and shall maintain order and decorum, including the recognition of speakers. Should circumstances require, a staff liaison assigned to the Commission may request of the Chair a recess of the Commission meeting to allow order and decorum to be restored.

Discussions at Commission Meetings: The Brown Act allows for discussion and action on only those items listed on the Agenda. Staff members shall not engage in discussions at meetings with Commissioners on matters not listed on the Agenda. Announcements from the staff or Commissioners are just that – announcements. Clarifying questions can be briefly answered. However, announcements are not the opportunity for the staff or Commission to open discussion on a topic not listed on the Agenda.

Fundraising: Fundraising activities proposed by a Commission must be submitted to the City Council for consideration and decision.

Information Distribution: In response to Commission information needs pertinent to their duties, the staff is required to provide information on a timely basis at the same time equally to all the Commission members. In addition, information intended for or related to a matter for Council consideration shall be provided to the Council first or concurrently if responding to a Commission request.

Legislative Platform: The City Council annually adopts a City Legislative Platform that sets forth the formal City position on regional, state and federal legislative and policy matters. Liaisons, staff members and Commissioners should be familiar with the City Council's adopted Legislative Platform. The adopted Legislative Platform shall be placed on the agenda of Commissions as an information item. Commissions may recommend to the Mayor and City Council items for future consideration in the Legislative Platform.

Liaisons and Staffing of Commissions: The City Manager assigns the liaisons and staffing for the Commissions. These individuals receive direction from and report to their Department Head and City Manager.

Orientation: Newly appointed Commissioners will receive an orientation from the staff on the scope of the Commission's work; the advisory duties of the Commission; the role of an individual Commissioner; the Commission's procedures; the background on current Commission matters; the body of laws and regulations governing the work of the Commission and individual Commissioners; the authority of the Mayor & City Council; and, the administrative powers of the City Manager and City staff.

Personnel Matters: Specific workplace rules are applicable to the Commissions including but not limited to Anti-Harassment, Non-Discrimination, Workplace Violence, Anti-Hostile Work Environment, Travel, and Ethics policies and regulations. Liaisons, staff members and Commissioners shall be familiar with these regulations. Commissioners desiring to express concern with or appreciation for the work of City personnel are to be directed to communicate with the City Manager.

Programs: Programs proposed to be undertaken by a Commission or a Commissioner shall be submitted to the City Council for consideration and decision.

Recommendations by Staff: The staff will submit their professional recommendations on matters appearing on Commission Agendas.

Referrals to Staff: The Chairman and individual Commissioners at their Commission meetings may refer customer service and/or informational requests to staff liaisons for routine handling by Departments. The Chairman and individual Commissioners at their Commission meetings may not refer matters to staff liaisons for independent research or direct action by employees or direct action by City Departments. Customer service items are matters handled in the normal course and scope of Departmental operations. Such items shall be placed in the City's Comcate Customer Service Center for follow-up action. The Chairman and Commissioners may use the process for formally placing items on a Commission agenda as an alternative way for handling requests.

Separation of Duties: Commissions are advisory bodies involved in policy matters and reviewing specific matters within their area of responsibility. Commissions shall not to be involved in the administrative, personnel or operational matters of City Departments.

Staff Role: The role of the staff is to facilitate the Commission's work; provide professional expertise to the Commission; prepare reports and submit recommendations; respond to Commission requests for information pertinent to the Commission's duties; and, forward Commission actions to the City Council. The City Manager assigns the liaisons and staff as well as authorizes the assignment of work hours in support the Commissions.

Strategic Plan: The City Council's Strategic Plan sets the goals and objectives for the Council, Commissions and staff to achieve. The currently adopted Strategic Plan is directed to be a regular information item on Commissions' agendas. Commissions should be encouraged by staff liaisons to formally recommend to the City Council potential goals and objectives for inclusion in future Strategic Plans.

III. AUTHORITY – By authority of the City Manager

David C. Bess for

William P. Workman
City Manager

HARBOR PATROL STATISTICS FOR 2010

INCIDENT DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
BOAT RESCUES	25												25
FIRE RESPONSES	14												14
MEDICAL RESPONSES	8												8
MOORING PERMIT INSPECTIONS	10												10
MARINE ENFORCEMENT	20												20
ANCHORAGE PERMITS	1												1
COMMERCIAL INSPECTIONS	0												0
PUBLIC ASSISTS	30												30
OVERHANG CHECKS	2												2
SEA LIFE ASSIST CALLS	2												2
POLLUTION CALLS	1												1
AGENCY ASSISTS	3												3
REPORTS-VESSEL ACCIDENT	0												0
REPORTS- VESSEL IMPOUND	0												0
REPORTS-MISCELLANEOUS	3												3
WATER RESCUE	1												1
ROCK ASSISTS	30												30
PLANE DOWN CALLS	0												0

DIVE OPERATIONS	**2**												**2**
MISCELLANEOUS CALLS	**11**												**11**
TOTAL CALLS FOR SERVICE	**163**	0	0	0	0	0	0	0	0	0	0	0	**163**

SIGNIFICANT EVENTS FOR THE YEAR

NOTES:

1-18-10- SERIES OF STORMS LASTING 5 DAYS, 13 BOATS PUMPED OF RAIN WATER AND ON 1-20-10- BOATERS IN ALL BASINS ADVISED OF HIGH SEAS AND WINDS.
WE ALSO SUFFERED DAMAGE TO 3 OF OUR NAVIGATION BOUYS IN THE HARBOR
1-25-10- REDONDO BEACH FIRE DEPT HARBOR DIVISION HELD STATE CLASS FOR BOATING OFFICERS FROM ALL OVER THE STATE.

Administrative Report

Commission Action Date: February 8, 2010

To: **MEMBERS OF THE HARBOR COMMISSION**

From: **GWENDOLYN PARKER, HARBOR, BUSINESS & TRANSIT DIRECTOR**

Subject: **SUGGESTIONS FOR STRATEGIC PLANNING SESSION**

RECOMMENDATION

Receive and file and provide feedback.

EXECUTIVE SUMMARY

On September 14, 2009, the City Council held a Strategic Planning Retreat to review the three year goals for the 2007-2010 Strategic Plan and to establish new six-month objectives. The next Strategic Planning Retreat will be held on March 3, 2010.

BACKGROUND

The City Council's Strategic Plan directs the development of the City budget, program objectives, and performance measures. The goals provide the basis for improving services and preserving a high quality of life in the City. The City began strategic planning in 1998 with the creation of the first three-year strategic plan covering the period of 1998-2001. In October 2007, the City's current three-year goals were established.

The following are the goals for 2007-2010. They are not in priority order:

- Improve public facilities and infrastructure
- Enhance financial viability and expand economic opportunities, especially in the commercial areas
- Enhance and revitalize the Harbor and Pier area
- Enhance the livability and environmental and sustainability of our community
- Enhance public safety and emergency preparedness services for our community

After considering the City's Mission, Vision Statement, and the current challenges facing the City, and identifying external factors and trends that might impact the future, the Mayor, City Council and management staff from all departments review the three-year goals, and develop six-month objectives for each. Objectives must be feasible and realistic for completion within the six-month period. Updates are given each month to enable the City Council to monitor the progress on six-month objectives each month.

The Harbor Commission is requested to provide their suggestions for Strategic Plan six-month objectives in a single motion and follow with a vote.

COORDINATION

The City's Strategic Plan is a project that involves all City Departments.

FISCAL IMPACT

The cost for preparing this report is included within the Harbor, Business & Transit Department's adopted FY 2009-10 annual budget and is included within the Department's annual work plan.

Submitted by:

Gwendolyn Parker
Harbor, Business & Transit Director

jallen

Attachment: Strategic Plan Update - Six-Month Objectives dated January 19, 2010

S:\HARBOR\WORD\AGENDAS\HARBOR COMMISSION\
2010 HARBOR COMMISSION\
020810 – DISCUSSION ITEM – SUGGESTIONS FOR STRATEGIC PLANNING SESSION

CITY OF REDONDO BEACH ☼ STRATEGIC OBJECTIVES

September 14, 2009 – March 1, 2010

HBT=Harbor, Business and Transit FS = Financial Services PW=Public Works RCS= Recreation and Community Services ACM=Asst. City Manager

THREE-YEAR GOAL: *IMPROVE PUBLIC FACILITIES AND INFRASTRUCTURE*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By September 22, 2009	ACM	Meet with the Veterans' Memorial Committee to review the City Council's approved tasks listed in the June 16, 2009 Budget Response Report to design and construct a new Veterans' Park Memorial and review the responsibilities of the Veterans' Memorial Committee.	X			Meeting held with Committee on October 5.
2. At the February 2, 2010, City Council meeting	City Engineer	Present to the City Council for action the award of a contract for the construction of the Esplanade Improvement Project.			X	REVISED to February 2, 2010.
3. At the January 19, 2010, City Council Meeting	HBT Director	Present to the City Council for action the design and schedule for repair, replacement or removal of bus shelters throughout the city.			X	To City Council Jan. 19.
4. By February 1, 2010	City Engineer	Present to the City Council for action the purchase of furnishings, furniture and equipment for the North Branch Library.		X		

5. At the February 2, 2010 City Council meeting, upon receipt of the stimulus money	Public Works Director	Present to the City Council for action the specs for the LED Streetlight Project.		X		
6. By March 1, 2010	City Engineer	Ensure that the construction of the North Branch Library is 50% complete.		X		
7. By March 1, 2010	City Engineer	Begin construction of the Esplanade Improvement Project.			X	Revised to March 1, 2010
8. At the March 2, 2010 City Council meeting	City Engineer	Present to the City Council for action plans and specifications for the Transit Center.		X		

THREE-YEAR GOAL: ***ENHANCE FINANCIAL VIABILITY AND EXPAND ECONOMIC OPPORTUNITIES, ESPECIALLY IN THE COMMERCIAL AREAS***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the October 6, 2009 City Council meeting	Planning Director	Provide the draft EIR to the City council regarding the South Bay South Project.	X			EIR distributed to M&CC on Oct. 17; Planning Commission hearing Dec. 17
2. At the October 6, 2009 City Council meeting and monthly thereafter	Mayor's Ad Hoc MLPA Committee (Mayor-lead, Council Members Brand and Kilroy, HBT Director)	Monitor, participate and advocate the City's position on the Marine Life Protection Act (MLPA) and report the results to the City Council.				
3. At the October 20, 2009 City Council meeting	Audit Committee (Mayor Gin – lead)	Complete the review of the internal service fund allocations and methodology and report the results to the City Council.				
4. At the March 1, 2010 City Council meeting	Asst. City Manager	Present to the City Council for action a lease for the Marine Avenue site.			X	Lease terms close to being finalized. Lease to be prepared.
5. March 3, 2009	HBT Director	Present to the City Council for action options for Phase II of the Harbor Resort website.			X	Pending CC direction on December 15, 2009.
6. At the December 15, 2009 City Council meeting	City Manager	Report to the City Council the results of the Roundtable's Phases III and IV branding effort.	X			

7. At the March 1, 2010 City Council meeting	Asst. City Manager and Public Works Director, working with interested stakeholders	Report to the City Council on the feasibility of using the Inglewood and 405 vacant gas station as a CNG station.			X	Referred private CNG provider to property owner of site..
8. On December 17, 2009	Planning Director, working with the Planning Commission	Conduct a public hearing on the South Bay South Project.	X			Planning Commission approved project on 12/17.
9. At the February 17, 2010 City Council meeting	City Treasurer, working with the Budget and Finance Commission	Report to the City Council at the mid-year budget review potential alternative strategies to protect the investment portfolio.			X	Initial report presented to Budget & Finance Comm. on 11-12-09, with follow up 1-14-10. Final report to CC 2-17-10 as part of mid-year fiscal review.
10. At the March 2, 2010 City Council meeting	City Attorney and City Engineer	Report to the City Council on options that may assist businesses in their compliance with ADA requirements and potential options for businesses to achieve ADA certification.		X		
11. At the March 2, 2010 City Council meeting	City Manager, working with a North Redondo Beach Business Working Group	Complete and present to the City Council a Strategic Plan.		X		
FUTURE: By _____	ACM	Develop policies and procedures regarding part-time employees and how they are managed.				
FUTURE: By _____	ACM, working with the Dir. of Building & Engineering	Develop incentives for projects that meet green standards and environmental sustainability goals.				

THREE-YEAR GOAL: ***ENHANCE AND REVITALIZE THE HARBOR AND PIER AREA***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the November 3, 2009 City Council meeting	ACM and HBT Director	Present to the City Council for action a lease for 655 North Harbor Blvd.	X			Approved by CC at Oct. 6, 2009 CC mtg.
2. At the January 19, 2010 City Council meeting	Planning Director (lead), Mayor Gin, Council Member Brand and HBT Director	Obtain a schedule from Resnick Pier Leasehold regarding the revitalization construction plans and report the results to the City Council.	X			The City Council has met and discussed schedule.
3. At the March 2, 2010 City Council meeting	ACM and HBT Director	Present to the City Council an update on the Pier Parcel 10 proposals.			X	Pending information from interested party.
4. By March 1, 2010	RCS Director and City Engineer	Report to the City Council the action by the LA Regional Water Quality Control Board regarding a new NPDES permit for continued operation of the Seaside Lagoon.		X		
5. At the March 2, 2010 City Council meeting, pending outcome of final harbor zoning	ACM (lead), Planning Director, Mayor Gin, Council Member Brand and HBT Director	Review with Decron Leasehold their plans and construction schedule and report the results to the City Council.		X		

THREE-YEAR GOAL: ***ENHANCE THE LIVABILITY AND ENVIRONMENTAL SUSTAINABILITY OF OUR COMMUNITY***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the November 24, 2009 special City Council meeting	Planning Director	Present to the City Council for action the draft Housing and Circulation Element of the General Plan to the City Council.	X			
2. At the November 24, 2009 special City Council meeting	Planning Director	Review the recommendations made by the Growth Management and Traffic Committee and develop and present a priority matrix to the City Council for action.	X			
3. At the November 24, 2009 special City Council meeting	City Manager and City Attorney	Present a report to the City Council on the impact of AB 32 (greenhouse gases and land use) and SB 375 (Senate version) and report to the City Council.	X			
4. At the February 2, 2010	City Engineer and City Attorney	Present to the City Council for action an agreement with Edison for the operation of the Catalina Fountain.			X	REVISED – Negotiations with Edison continue.
5. At the March 2, 2010 City Council meeting	City Attorney (lead), Planning Dir., Police Chief, City Engineer	Present to the City Council for action an ordinance to control and enforce management of commercial and residential "nuisance properties".			X	Revised to March 2.
6. At the March 2, 2010 City Council meeting	PW Director	Present to the City Council for action a RFP package (draft contract and specs) for solid waste services.			X	Revised to March 2.

7. By March 1, 2010	RCS Director	Determine the feasibility of relocating the Dale Page Park full basketball court to an alternative North Redondo Beach location and present the results to the City Council.		X		
8. At the March 2, 2010 City Council meeting	City Manager	Present to the City Council for action the feasibility and potential timing of a Landscape and Lighting supplemental assessment and a bond issue for a public safety facility.		X		
FUTURE: By _____	City Attorney (lead), PW Director, Police Chief	Present to the City Council for direction options for an ordinance controlling leaf blowing noise and emissions.				
FUTURE: By _____	Mayor and City Manager, with input from related task forces	Create a 2018 Sustainability Strategic Plan, including Mission, Vision, Guiding Principles, Goals and Objectives.				
FUTURE: By _____	City Attorney and RCS Director	Present to the City Council for action a resolution to support regional efforts to acquire and restore open space.				

THREE-YEAR GOAL: ***ENHANCE PUBLIC SAFETY AND EMERGENCY PREPAREDNESS SERVICES FOR OUR COMMUNITY***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the November 3, 2009 City Council meeting	Fire Chief and IT Director	Evaluate, recommend for purchase and present to the City Council for action a contract for replacement of the Fire Department Records Management System.	X			Records Management Software and Licensing contracts selected and approved for purchase by CC on 11/17/09. IT staff to begin Network configuration in 1/10 followed by in-house training for FD personnel on 3/1/10.
2. At the March 2, 2010 City Council meeting	Police Chief (lead), City Attorney, RCS Director	Present to the City Council for action an ordinance revisiting park rules.			X	Ordinance is being drafted.
3. At the November 17, 2009 City Council meeting	City Engineer and Police Chief	Propose options to the City Council for action to enhance traffic safety measures around some of the parkettes.	X			City Council approved enhanced pedestrian awareness measures at Ford Parkette on 8-18-09.
4. By March 1, 2010	Fire Chief	Present to the City Manager conceptual options for consolidation of fire protection services with the City of Hermosa Beach.			X	Date revised to 3/1/10 is necessary due to complexity of process and info gathering.
5. At the March 2, 2010 City Council meeting	City Manager and ACM	Continue to pursue funding opportunities for an Emergency Operations Center in North Redondo and report the results to the City Council.		X		

FUTURE: By _____	Police Chief and Council Member Aust	Present to the City Council for action options to limit oversize vehicles from city streets.				

Administrative Report

Commission Action Date: February 8, 2010

To: MEMBERS OF THE HARBOR COMMISSION

From: GWENDOLYN PARKER, HARBOR, BUSINESS & TRANSIT DIRECTOR

Subject: DIRECTOR'S REPORT

RECOMMENDATION

Receive and file this report.

EXECUTIVE SUMMARY

Seaside Ice proved to be a "cool" place for local families and area daytrippers to visit during the holiday season. Theme nights, networking events, private parties, and a special King Harbor 50th Anniversary Celebration weekend January 9-10 all drew big crowds through closing day, January 18, 2010.

The Harbor, Business & Transit Department looks forward to spring and summer events which are currently being organized by King Harbor businesses and associations.

2010 EVENTS

February 22, 7:30am-9:30am	State of the City (Crowne Plaza Redondo Beach Marina and Hotel)
March 14, 12:00pm-4:00pm	36th Annual Festival of the Kite (Pier)
April 3, 9:30am	Easter Egg Hunt sponsored by Kings Harbor Church (Veterans Park)
April 4, 6:00am	Easter Service sponsored by Kings Harbor Church (Veterans Park)

COORDINATION

Department staff collaborated on the development of this report.

FISCAL IMPACT

The cost for preparing this report is included within the Harbor, Business & Transit Department's adopted FY2009-10 annual budget and is part of the Department's annual work program.

Submitted by:

Gwendolyn Parker
Harbor, Business & Transit Director