

**AGENDA—SPECIAL MEETING  
REDONDO BEACH RECREATION AND PARKS COMMISSION  
MONDAY, MARCH 22, 2010  
REDONDO BEACH MAIN LIBRARY MEETING ROOM  
303 NORTH PACIFIC COAST HIGHWAY, 7:00 P.M.**

CALL MEETING TO ORDER  
ROLL CALL  
SALUTE TO THE FLAG

A. PRESENTATIONS/ANNOUNCEMENTS

B. APPROVAL OF ORDER OF AGENDA

C. CONSENT CALENDAR

*Business items, except those formally noticed for public hearing, or those pulled for discussion, are assigned to the Consent Calendar. The Chairperson or any member of the Commission 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" or "Member Items and Referrals to Staff" sections below. Those items remaining on the Consent Calendar will be approved in one motion following Oral Communications.*

C1. Approve Affidavit of Posting of the Recreation and Parks Commission Meeting of March 22, 2010

C2. Approve Minutes of the Recreation and Parks Commission Meeting of January 13, 2010

C3. Strategic Plan Update

D. ORAL COMMUNICATIONS

Anyone wishing to address the Recreation and Parks Commission on any Consent Calendar item on the agenda, which has not been pulled for discussion 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.

E. EXCLUDED CONSENT CALENDAR ITEMS

F. 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.

G. ITEMS CONTINUED FROM PREVIOUS AGENDAS

None.

H. ITEMS FOR DISCUSSION PRIOR TO ACTION

H1. 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

Staff recommends that the Recreation and Parks Commission receive and file the City Manager's memo and the attached budget calendar and provide feedback accordingly.

**CONTACT: Mike Witzansky, Recreation and Community Services Director**

REDONDO BEACH RECREATION AND COMMUNITY SERVICES DEPARTMENT  
320 Knob Hill Redondo Beach, CA 90277  
(310-318-0610, X3466)

**A SPECIAL MEETING OF  
THE RECREATION AND PARKS COMMISSION**

will be held on  
Monday, March 22, 2010  
at 7:00 p.m.  
Main Library Meeting Room, 303 North Pacific Coast Highway

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**DISTRIBUTION:**

MEMBERS OF THE RECREATION AND PARKS COMMISSION

Lang Boston  
Jill Brunkhardt  
Sandra Buchan  
Lorraine Geittmann  
Maureen Ferguson Lewis  
Lelia Jayne Knight  
Don Vangeloff

CITY OFFICIALS/STAFF MEMBERS

Community Based Officers, RBP  
Sylvia Glazer, Public Works Director  
Steve Huang, City Engineer  
Main Library  
Eleanor Manzano, City Clerk  
Mayor and City Council  
Michael Witzansky, Recreation and Community Services Director  
William P. Workman, City Manager

MEDIA

Beach Reporter  
Time Warner Cable  
Daily Breeze  
Easy Reader

H2. Receive and File Updated Policies, Procedures, and Publications Pertinent to City Commissions

Staff recommends that the Recreation and Parks Commission receive and file the following documents:

- City Staff's Roles and Practices in Support of City Commissions
- City of Redondo Beach 2010 Legislative Platform and 2011 Funding Priorities
- City of Redondo Beach Communications and Customer Service Plan
- Official Charter for the Government of the City of Redondo Beach
- Ordinance No. 2795 to Create a Recreation and Parks Commission and Prescribing Its Membership, Method of Appointment, and Its Powers and Duties
- Bylaws for the Recreation and Parks Commission of the City of Redondo Beach, California

CONTACT: Mike Witzansky, Recreation and Community Services Director

H3. Farmers Market Relocation

Staff recommends that the Recreation and Parks Commission concur with staff and recommend that the City Council approve the relocation of the City's Farmers Market to the proposed location in Riviera Village.

CONTACT: Mike Witzansky, Recreation and Community Services Director

I. COMMISSIONER REFERRALS TO STAFF

Referrals to staff are service requests that will be entered in the City's Customer Service Center for action.

ADJOURNMENT

The next meeting of the Recreation and Parks Commission of the City of Redondo Beach will be held on May 12, 2010 in the City Council Chambers.

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](http://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 Recreation and Parks 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, California during normal business hours. In addition, such writings and documents will be posted, time permitting, on the City's website at [www.redondo.org](http://www.redondo.org).

AFFIDAVIT OF POSTING

Margareet Wood declares:

I certify that I am over the age of 18 years and am employed at the City of Redondo Beach, 415 Diamond Street, Redondo Beach, California.

On March 18, 2010 at 2:00 p.m. I posted the following:

Notice of Special Meeting of the Redondo Beach Recreation and Parks Commission  
scheduled for March 22, 2010

at door A, City Hall, 415 Diamond Street, Redondo Beach.

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on March 18, 2010, at Redondo Beach, California.

Margareet Wood

**MINUTES OF THE  
REDONDO BEACH RECREATION AND PARKS COMMISSION MEETING  
JANUARY 13, 2010**

**CALL TO ORDER**

A regular meeting of the Recreation and Parks Commission was called to order by Chairperson Brunkhardt at 7:08 p.m. in the main library meeting room, 303 North Pacific Coast Highway.

**ROLL CALL**

Commissioners Present: Boston, Brunkhardt, Buchan, Geittmann, Knight, Lewis, Vangeloff  
Commissioners Absent: None  
Officials Present: Joe Lodinsky, Maintenance Supervisor  
Paula Matusa, Administrative Analyst  
Michael Witzansky, Recreation and Community Services Director  
Margareet Wood, Recording Secretary

**SALUTE TO THE FLAG**

The Commissioners joined in the salute to the flag.

**ANNOUNCEMENTS**

Director Witzansky announced the following:

- The Los Angeles Stage Alliance Ovation Award Ceremony will be held at the Redondo Beach Performing Arts Center in January.
- The Los Angeles Lakers Youth Foundation has pledged a donation toward the Aviation Gym scoreboard.

**APPROVAL OF ORDER OF AGENDA**

Motion by Commissioner Buchan, seconded by Commissioner Boston, to approve the order of agenda. Motion carried unanimously.

**CONSENT CALENDAR ITEMS**

- Approve affidavit of posting for the Recreation and Parks Commission meeting of January 13, 2010
- Approve minutes from the Recreation and Parks Commission meeting of November 18, 2009
- Strategic Plan Update

Referring to item 4 of strategic plan goal: *Enhance and Revitalize the Harbor and Pier Area*, Director Witzansky reported that preliminary reports from the Los Angeles Regional Water Quality Control Board are being received regarding the Seaside Lagoon NPDES permit which indicate that the most recent permit limitation will be reinstated on a five-year basis, and that nine new metal categories will be added. He said that staff is concerned and will be discussing the permit with the Board in the near future. He said the closed facility previously under consideration is not a reality in light of the recession. He said a permit is being requested to continue the total suspended solids limit allowed in the time schedule order.

**ORAL COMMUNICATIONS**

None.

Motion by Commissioner Knight, seconded by Commissioner Buchan, to approve the Consent Calendar. Motion carried unanimously.

**EXCLUDED CONSENT CALENDAR ITEMS**

None.

**PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

None.

**ITEMS CONTINUED FROM PREVIOUS AGENDAS**

None.

**ITEMS FOR DISCUSSION PRIOR TO ACTION**

Consideration of Options to Permit Dogs in Czuleger Park

Analyst Matusa stated that City Council has requested input from the Commission on whether or not allow dogs in Czuleger Park. She said that City Council has heard from some dog owners who feel they do not have enough recreational opportunities for their dogs. She explained that the current rule prohibiting dogs has been successful for 30 years and that residents, children, and seniors can visit the park without worrying about dogs. She said that other issues to consider are the expense of additional maintenance and the effect of dog waste on water runoff. She pointed out that Dominguez Dog Park was designed in 1993 specifically for dog use. She said that Czuleger Park was chosen for consideration because it is a passive park without a lot of amenities. She described options for permitting dogs in Czuleger Park: Option 1 - Continue to Prohibit Dogs in Czuleger Park, Option 2 - Permit Dogs to Traverse Czuleger Park on Designated Walkways, Option 3 - Permit On-Leash Dogs in Czuleger Park, Option 4 - Permit Off-Leash Dogs in Czuleger Park, Option 5a - Construct a Fenced Dog Run on the Private Property Adjacent to Czuleger Park, and Option 5b - Construct a Fenced Dog Run in Czuleger Park. She said that the Commission may develop additional options. She concluded by recommending Option 1.

Director Witzansky stated that staff's recommendation to maintain the prohibition of dogs in parks includes collaboration with the Animal Control, Police, and Public Works departments. He pointed out two emails from residents and a response to questions from Commissioner Lewis included with the agenda material.

Director Witzansky answered that Czuleger Park is a passive open space and has the least child and family patronage activity of Redondo Beach parks.

Commissioner Boston advised that he runs through the park on a weekly basis and sees groups there as well as homeless people sleeping there. He felt the park is not used a lot with the exception of July 4.

Commissioner Lewis reported that she sees limited activity at the park during her frequent runs.

In response to Commissioner Vangeloff, Director Witzansky answered that designated sidewalks mentioned in the staff report refer to perimeter sidewalks. He also answered that dog owners who park in the parking structure would technically be traversing through the Pier, where dogs are not allowed, to climb the steps to the park. He said an outlet could be potentially located on the adjacent grasscrete hill.

Director Witzansky answered that he was not in possession of the resident petitions to allow dogs in parks; however he understood that one petition contained over 200 signatures and another contained over 150 signatures.

Director Witzansky advised that staff have not quantified the increased hard costs for personnel and resources; however the additional park enforcement and maintenance would divert enforcement and maintenance from other areas.

Commissioner Lewis observed that at Hermosa Beach Valley Park, where dogs are allowed, dog owners are self-governed and problem dogs and owners are banished from the park. She felt that most dog owners would be very appreciative and would therefore self-govern.

Director Witzansky answered that Czuleger Park is one half-block from Casa de los Amigos senior housing complex; although he has not observed many seniors in Czuleger Park. He also answered that a former proposal to install play equipment at Czuleger Park was met with extreme opposition by adjacent homeowners because of the noise factor.

Commissioner Geittmann felt that input from Seascape residents should be considered. She stated that she has seen weddings at the park. She questioned whether opening the park to dogs would create a liability toward the City.

Director Witzansky believed that a dog bite is a personal liability; however he said that would have to be investigated.

Commissioner Geittmann expressed concern about dog barking, especially after dark. She suggested a test period to see how owners supervise their dogs.

Commissioner Knight expressed concern about the proximity of Czuleger Park to the Pier, where tourists visit. She also commented that a three-acre dog park is already available.

Commissioner Lewis stated that she knows many people who do not utilize Dominguez Dog Park because of aggressive dogs there.

Commissioner Boston felt that additional input from Redondo Beach residents is necessary prior to making a decision. He also had concerns about where the visitors will park. He pointed out other nearby areas available for walking dogs such as Catalina Avenue and Esplanade. He raised the question of priorities in limited economic times.

Commissioner Vangeloff felt inclined to work out an option to allow dogs in Czuleger Park. He said the park is a unique space because it is open and is not child-oriented. He supported the idea of dogs as part of the community. He recommended that additional input is sought from nearby residents.

Commissioner Lewis did not see Czuleger Park as a destination for northern Redondo Beach or Hermosa Beach residents; rather she felt that Czuleger Park would be used mainly by southern Redondo Beach residents. She felt the issue is more about allowing dogs and dog owners to socialize.

Director Witzansky felt that the issue involves a silent majority and he was not sure that a lot of feedback would be received.

Jill Buchholz, resident of Seascaple II, spoke in favor of Option 3 to Permit On-Leash Dogs in Czuleger Park. She felt that many people are looking for exercise opportunities. She did not agree that allowing dogs would make the park no longer family-friendly. She said that problems are not being reported about parks in other cities where dogs are allowed. She advised that the issue of animal fecal matter is overseen by Animal Control—not Code Enforcement. She agreed that dog owners generally are responsible and self-policing; and she agreed with imposing an increased fine for owners who do not clean up after their dogs. She differed with the idea of increased City liability if dogs were allowed in the park, explaining that an owner is responsible if their dog bites someone. She felt that barking would not be a problem for on-leash dogs. She anticipated that many people would walk to the park and would not impact parking. She felt the fire access road would be a satisfactory access to the park. She was unaware of a resident petition to allow dogs in parks. She concluded that other cities share parks with dogs without problems and she felt that allowing dogs to walk on-leash through Czuleger Park would be a nice option which would not be overly costly.

Diana Prado, resident, expressed surprise that a law prohibiting dogs in parks has been in place since 1979. She explained that she likes to walk her dog in a safe area—not only on the street where cars can create a liability. She said that Dominguez Dog Park was a great step forward; however Redondo Beach should move with the times and the rest of Los Angeles County. She supported Option 3 to Permit On-Leash Dogs in Czuleger Park. She agreed that dog owners are generally self-governing, and she supported a substantial penalty fine for dog owners who leave dog feces behind. She cited a Santa Monica dog ordinance that requires persons with a dog to have in their possession materials to dispose of fecal matter—which she also recommended for Redondo Beach. She was unaware of a resident petition to allow dogs in Redondo Beach parks.

Chairperson Brunkhardt expressed concern that the resident petition was not available.

Director Witzansky stated that the prohibition of dogs in Redondo Beach parks was implemented in an effort to create a family-friendly park. He also mentioned that dog urine is damaging to turf areas and that maintenance and enforcement staff members have expressed concerns about allowing dogs in parks. He advised that dog runs as well as designated spaces for dogs on leash are located in the City of Manhattan Beach and also that more cities than not allow dogs in parks.

Commissioner Lewis suggested that dog license fees could be raised \$5 per dog to support additional park maintenance.

Residents Buchholz and Prado answered that they would not have a problem with a \$5 increase on dog licenses to help maintain Czuleger Park.

Director Witzansky answered that dog license fees are not sufficient to cover Animal Control costs and that he would look into the exact figures.

Commissioner Geittmann recommended allowing dogs in Czuleger Park on a trial basis to determine added maintenance costs and responses from dog owners and non dog owners. She urged the City Council to consider increasing the dog license fee to cover additional maintenance costs. She disagreed that dogs on leash are not barkers.

Chairperson Brunkhardt agreed with allowing dogs in Czuleger Park on a trial basis.

Commissioner Vangeloff recommended Option 3.

Recreation and Parks Commission 1/13/10

Director Witzansky answered that restricting the park to owners with licensed dogs could be problematic because it would restrict the park to Redondo Beach residents.

Director Witzansky answered that City Council has requested a response on the issue by February. He suggested that the recommendation could include a stipulation to notify homeowners about the upcoming City Council meeting to consider the issue. He pointed out that the resident petitioners were present at the City Council meeting when the topic was referred to the Recreation and Parks Commission.

Motion by Commissioner Geittmann to recommend to City Council: to grant Option 3 to Permit On-Leash Dogs in Czuleger Park for a period of 90 days; that staff report back on costs, complaints, staff time, etc.; and that an increase in dog license fees is considered to cover extra costs.

Director Witzansky answered that the Recreation and Parks Commission recommendation will be submitted to City Council, and if approved, an ordinance modification would be necessary; therefore the removal of the prohibition may take several months.

Commissioner Buchan commented that an ordinance change could initiate similar requests from other neighborhoods.

Commissioner Geittmann agreed that the action could open the door for other requests. She said she willing to approve the trial period at Czuleger Park only because of the limited usage there, and that she would actually prefer to see the installation of children's play equipment.

Commissioner Knight expressed concern about the funding source for additional expenses.

Commissioner Lewis reported that 60 percent of Americans own a pet and she felt that residents who pay fees and taxes should have a place available and be satisfied. She said that, according to a news article, the City of Manhattan Beach quoted an additional monthly expense of \$200.00 for opening a park to dogs. She said the additional \$20,000 that would result from increased Redondo Beach dog license fees would cover that additional expense with some left over for other uses.

Commissioner Vangeloff stated that he would be amenable to increasing the dog license fee by \$5 if there is serious concern at the City Council level about funding for Option 3.

Commissioner Boston preferred to get more community input and more information about potential costs before any option is implemented.

Commissioner Geittmann said that additional opportunities for community input will be available during the City Council process. She mentioned that recent episodes in some neighborhoods have led to fear about aggressive dogs.

Supervisor Lodinsky answered that because dogs are not allowed in parks, fecal matter is not a problem. He said that fecal matter gets mowed over at the Edison right-of-way.

Commissioner Geittmann restated her motion to recommend that the Recreation and Parks Commission recommend to City Council: to consider legal steps to grant Option 3 to Permit On-Leash Dogs in Czuleger Park for a 90-day trial period; that an increase in dog license fees is considered to cover increased costs; and that staff report back on costs, complaints, staff time, etc.

Commissioner Lewis seconded Commissioner Geittmann's motion.

Commissioner Vangeloff proposed an amendment to the motion to change the trial period to six months. Commissioner Geittmann did not accept the amendment.

Commissioner Vangeloff proposed an amendment to the motion to include a stipulation to explore the grassy slope area out of the parking garage as an access to the park.

Commissioner Geittmann accepted the amendment.

The amended motion carried by the following vote:

Chairperson Brunkhardt	Yes
Commissioner Buchan	Yes
Commissioner Geittmann	Yes
Commissioner Lewis	Yes
Commissioner Vangeloff	Yes
Commissioner Boston	No
Commissioner Knight	No

Director Witzansky thought that at the end of the 90-day trial period, the temporary prohibition would be evaluated and a longer-term decision would be considered; however he said he will check with the City Attorney to be certain. He said the draft minutes of the meeting will be included in a report to City Council, which he anticipated for February 16.

#### **COMMISSIONER REFERRALS TO STAFF**

Commissioner Buchan reported the presence of skateboarders at the fountain on North Catalina Avenue.

Director Witzansky reported no negative feedback after the reinstallation of the basketball hoops at Dale Page Park. He reported several calls in support of the reinstallation.

Commissioner Buchan said she noticed several areas in Anderson Park that may be suitable for expanded basketball play.

Commissioner Vangeloff advised he received an email from a resident who reported hearing profanity in Dale Page Park.

Motion by Chairperson Brunkhardt, seconded by Commissioner Buchan, to adjourn the meeting. Motion carried unanimously.

Director Witzansky stated that a special meeting in February to consider a grant application is a possibility.

Chairperson Brunkhardt adjourned the meeting at 8:55 p.m. to the next meeting on March 22, 2010.

Respectfully submitted,

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Michael Witzansky, Director  
Recreation and Community Services

# CITY OF REDONDO BEACH STRATEGIC OBJECTIVES

March 3, 2010 to September 1, 2010

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

## THREE-YEAR GOAL: **IMPROVE FINANCIAL VIABILITY AND EXPAND ECONOMIC OPPORTUNITIES**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Apr. 20, '10 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.				
2. June 30, 2010	Asst. City Manager	Develop a strategy and plan to address the city's PERS obligation and present to the City Council for action.				
3. July 15, 2010	Planning Director, with input from the Planning Commission	Propose to the City Council for action modifications to the commercial parking standards and share parking implementation.				
4. July 31, 2010	Asst. City Manager	Present to the City Council for action a lease for the Marine Ave. site.				
5. At the Aug. 17, '10 City Council meeting	Financial Services Dir.	Provide to the City Council for action options related to a possible local purchasing preference policy.				
6. At the Aug. 17, '10 City Council meeting	City Manager, working with a North Redondo Beach Working Group	Complete and present to the City Council for action a strategic plan.				
7. Sept. 1, 2010	Council member Brand	Participate in the MLPA (Marine Life Protection Act) process and report the results to the City Council.				

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. April 1, 2010	City Engineer	Ensure the construction of the Council Chambers is 100% complete.				
2. At the Apr. 6, '10 City Council meeting	City Engineer	Present to the City Council for action a recommendation to award a contract for the Prospect resurfacing project from PCH to Del Amo.				
3. April 30, 2010	RCS Dir.	Present to the City Council an assessment of the TSO (time schedule order) proposal by the LARWQCB on Seaside Lagoon operations and any facility improvements needed to operate in 2010.				
4. At the May 4, 2010 City Council meeting	Public Works Dir.	Present to the City Council for action options regarding sidewalk cleaning services.				
5. June 1, 2010	City Council	Take action on the appropriation of money for the move of the Recreation and Community Services Dept. from Knob Hill to Aviation Park.				
6. Sept. 1, 2010	City Engineer	Present to the City Council for action a recommendation to award a contract for construction of the Harbor Patrol facility.				
7. Sept. 1, 2010	City Engineer	Ensure the construction of the North Branch Library is 100% completed.				
8. Sept. 1, 2010	City Engineer	Recommend to the City Council for action the awarding of a contract for the Esplanade Streetscape project.				
9. Sept. 1, 2010	City Engineer, working with the Public Works Dir.	Recommend to the City Council the award of a contract for the installation of LED street lights.				

**THREE-YEAR GOAL: INCREASE ORGANIZATIONAL EFFECTIVENESS AND EFFICIENCY**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the May 4, 2010 City Council meeting	City Manager	Present to the City Council for action a legislative platform modification to include PERS reform.				
2. June 30, 2010	City Manager and Asst. City Manager	Present to the City Council for action a plan for graduated restoration of compensation and benefits to FY 2008-2009 levels.				
3. August 1 2010	Financial Services Dir.	Review and revise, as needed, and implement the city's purchasing policies and procedures.				
4. September 1, 2010	Executive Team (City Manager-lead), with input from high performing organizations	Develop and present to the City Council an interagency organizational best practices exchange program to consult with the city on organizational effectiveness and efficiency.				
5. September 1, 2010	City Manager and Asst. City Manager	Develop and implement a Supervisory Training Course that encompasses core supervision skills, re-engineering techniques and improved use of technology.				
FUTURE OBJECTIVE At the Oct. 6, 2010 City Council meeting		Review and recommend to the City Council for action a possible change in the purchasing limits in the City Charter.				

**THREE-YEAR GOAL: MAINTAIN A HIGH LEVEL OF PUBLIC SAFETY**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the April 20, 2010 City Council meeting	Police Chief-lead, City Attorney, RCS Dir.	Present to the City Council for action an ordinance revising park rules to control and prevent nuisance activity.				
2. May 4, 2010	Fire Chief	Present to the City Manager conceptual options for consolidation of fire protection services with the City of Hermosa Beach.				
3. At the May 4, 2010 City Council meeting	City Manager and ACM	Continue to pursue funding opportunities for an Emergency Operations Center in North Redondo Beach and report the results to the City Council.				
4. At the July 20, 2010 City Council meeting	Police Chief and Council Member Aust	Present to the City Council for action options to limit oversize vehicles from city streets.				
5. Sept. 1, 2010	Police Chief, Public Works Dir., IT Dir.	Purchase patrol vehicles according to the Vehicle Replacement Schedule and install electronics and computer technology.				
6. Sept. 1, 2010	Police Chief-lead, Fire Chief, City Attorney, Planning Dir.	Review and recommend changes to the City Charter for action regarding how entertainment permit security bonds are assessed and drawn down for repeated calls for service.				

**THREE-YEAR GOAL: VITALIZE THE HARBOR & PIER AREAS**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the May 18, 2010 City Council meeting	Asst. City Manager and HBT Dir.	Present to the City Council for action a final Harbor Enterprise Business Plan.				
2. July 1, 2010	Fire Chief – lead, HBT Dir., City Engineer	Present an update to the City Council on the proposed Coastal Marinas Permit regarding water quality in the Harbor.				
3. Sept. 1, 2010	City Manager, working with stakeholders	Develop and present to the Harbor Commission a process for how to proceed with a Master Plan for Mole B at the harbor.				
4. Sept. 1, 2010	Asst. City Manager- lead, HBT Dir.	Identify a location for the development of a boat launch ramp.				
FUTURE OBJECTIVE	Asst. City Manager and HBT Dir.	Work with Decron and other stakeholders to ensure construction of a public boat launch ramp.				



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# Memorandum

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DATE: January 2010

TO: Chairman & Commission Members

FROM: Bill Workman, City Manager *[Handwritten signature]*

SUBJECT: Request for Items from the commission for Potential Consideration in the FY 2010-11 City Budget, Work Plan and Capital Improvement Program

Under our City Charter, the City Manager each year is responsible for preparing the recommended Budget, Work Plan and Capital Improvement Program for consideration by the City Council. Once adopted by the Council, these documents along with the Council's Strategic Plan, allocates the staffing and financial resources needed to accomplish the goals set by the City Council. The City Council's decisions in these documents serve as their formal direction to the City Commissions and our staff.

The City Council's budget calendar is attached. The Commission's input early in the budget process is important to assist with priority setting. Here are four areas the City Manager would like to receive feedback from the Commission:

What municipal revenue sources should be increased or decreased?

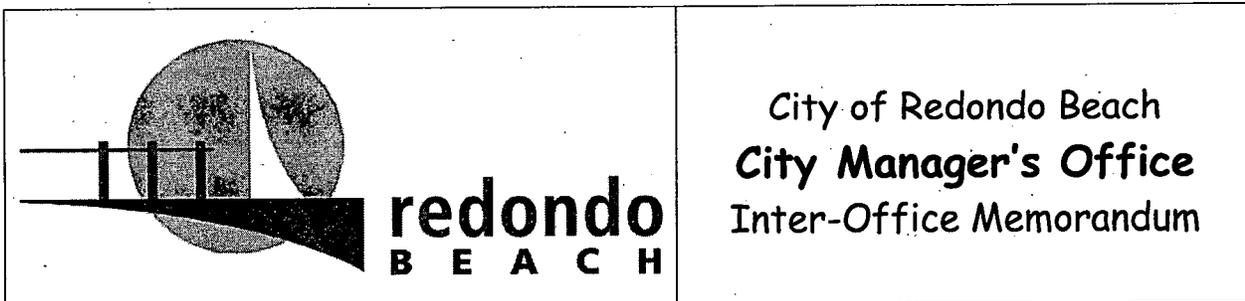
What municipal services or expenditures should be increased or decreased?

What objectives should be considered for the work plan?

What capital improvement projects should take precedence for funding?

## City of Redondo Beach 2010 BUDGET CALENDAR

January 5, 2010	2010 Budget Calendar Approval
January 19, 2010	Strategic Plan Monthly Update
February 2010	City Manager Request for Commission Fiscal Year 2010-2011 Budget & CIP Feedback
February 16, 2010	Strategic Plan Monthly Update
February 16, 2010	Fiscal Year 2009-2010 Midyear Budget Report
February 16, 2010	Fiscal Year 2010-2011 CIP Budget Priorities Review
February 22, 2010	FY 2009-2010 Midyear Budget Review/FY 2010-2011 Budget Planning w/ Budget & Finance Commission
March 3, 2010	Strategic Plan Workshop
March 16, 2010	Strategic Plan Adoption
April 2010	Community Forum on Fiscal Year 2010-2010 Budget
April 20, 2010	Strategic Plan Monthly Update
April 22, 2010	Presentation of Fiscal Year 2010-2011 CIP to Joint Budget & Finance and Public Works Commissions
May 17, 2010	Fiscal Year 2010-2011 Proposed Budget, CIP Budget, and 5-Year Financial Plan Delivered
May 18, 2010	Strategic Plan Monthly Update
May 18, 2010	Fiscal Year 2010-2011 Proposed Budget, CIP Budget, and 5-Year Financial Plan Received and Filed
May 18, 2010	Fiscal Year 2010-2011 Proposed Budget Public Hearing Date Set
May 20, 2010	Fiscal Year 2010-2011 CIP Review for Consistency with General Plan by Planning Commission
May 25, 2010	Fiscal Year 2010-2011 Proposed Budget Workshop
May 27, 2010	City Manager Fiscal Year 2010-2011 Proposed Budget Review with Budget & Finance Commission
June 1, 2010	Fiscal Year 2010-2011 Proposed Budget & CIP Public Hearing
June 8, 2010	Fiscal Year 2010-2011 Proposed Budget Straw Voting and CIP Workshop
June 15, 2010	Strategic Plan Monthly Update
June 15, 2010	Fiscal Year 2010-2011 Budget & CIP Adoption
July 1, 2010	New Fiscal Year Begins
July 20, 2010	Strategic Plan Monthly Update
August 2010	Review of Fiscal Year 2010-2011 Adopted Budget & CIP with Commissions
August 17, 2010	Strategic Plan Monthly Update
August 31, 2010	Fiscal Year 2010-2011 Citizens' Budget Published
September 2010	Strategic Plan Workshop
September 21, 2010	Strategic Plan Adoption
October 19, 2010	Strategic Plan Monthly Update
November 15, 2010	Adopted Fiscal Year 2010-2011 Budget Document Printed
November 16, 2010	Strategic Plan Monthly Update
November 16, 2010	Budget Carryovers from Fiscal Year 2009-2010 to Fiscal Year 2010-2011
November 16, 2010	Fiscal Year 2009-2010 General Fund Balance Reserves and Designations
November 16, 2010	Capital Improvement Program Activity Update
December 21, 2010	Strategic Plan Monthly Update
December 21, 2010	Fiscal Year 2009-2010 Audited Comprehensive Annual Financial Report (CAFR) Received and Filed



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 2.10

cc: Mayor & City Council  
Department Heads

<b>CITY OF REDONDO BEACH</b>		<b>ADMINISTRATIVE POLICY/PROCEDURES (APP)</b>
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. Byers*

for

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William P. Workman  
City Manager

**RESOLUTION NO. CC-1001-285**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, ESTABLISHING THE 2010 LEGISLATIVE ACTION PLATFORM AND 2011 FEDERAL FUNDING PRIORITIES**

**WHEREAS, the City Council wishes to adopt an aggressive legislative action platform which strengthens local government, promotes City goals and defends the City against legislative actions by State and Federal governments that would weaken local government and/or take away traditional revenue sources; and**

**WHEREAS it is vital to the fiscal health and the self determination of the City to effectively communicate with State Legislators and Federal representatives in order to favorably influence State and Federal legislation, regulations and grant requests; and**

**WHEREAS, the City desires to be proactive and involved in the governmental decision making processes directly affecting the City legislative priorities identified in Exhibit "A", and other selected issues as may from time to time be recommended by the National League of Cities, the League of California Cities, the South Bay Council of Governments and other agencies conducting legislative analysis and advocacy on behalf of cities; and**

**WHEREAS, a legislative action platform and funding priorities list will allow City officials and staff to communicate effectively and in a timely manner with elected officials at the Federal, State, and County levels and coordinate with similar efforts made by other local government entities.**

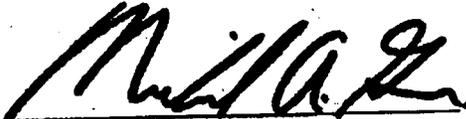
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1. The City of Redondo Beach adopts the Legislative Action Platform for 2010 by adopting the principles attached in Exhibit A and the funding priorities attached in Exhibit B.**

**SECTION 2. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.**

**SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.**

PASSED, APPROVED AND ADOPTED this 5<sup>th</sup> day of January 2010.

  
Michael A. Gin, Mayor

ATTEST:

STATE OF CALIFORNIA                    )  
COUNTY OF LOS ANGELES            )    SS  
CITY OF REDONDO BEACH             )

I, Eleanor Manzano, City Clerk of the City of Redondo Beach, California, do hereby certify that the foregoing Resolution No. CC-1001-285 was duly passed, approved and adopted by the City Council of the City of Redondo Beach, California, at a regular meeting of said City Council held on the 5th day of January 2010, by the following roll call vote:

AYES:        ASPEL, AUST, DIELS, KILROY,

NOES:        None

ABSENT:     BRAND

ABSTAIN:    None

  
Eleanor Manzano, City Clerk

APPROVED AS TO FORM:

  
Michael W. Webb, City Attorney

**EXHIBIT A  
CITY OF REDONDO BEACH  
LEGISLATIVE ACTION PLATFORM FOR 2010**

**Telecommunications**

1. Support legislative efforts to ensure local authority over taxation of products purchased through the Internet.
2. Support legislation that provides discount internet access to schools and libraries; and grants to fund e-government initiatives.
3. Support legislation that maintains local government authority to protect the public interest and investment in the public rights of way.
4. Oppose legislation that reduces local control over the time, place and manner for use of the public rights of way in providing telecommunications services, including the appearance and aesthetics of equipment placed within the rights of way.
5. Oppose legislation that would reduce the authority of local governments to collect revenues from telecommunications providers.

**Finance**

6. Oppose legislation that would preempt or threaten local taxation.
7. Oppose legislation that would place a mandate on the City without providing the funds necessary to carry out the mandated program.
8. Support legislation which will enhance local authority or local revenues. Oppose legislation which will reduce local authority or local revenues.
9. Urge the Legislature, the Administration and regulatory agencies not to pass laws that preempt local authority or mandate new costs for local governments without providing adequate funds to reimburse municipalities.

**Transportation**

10. Support efforts to increase funding for transit and transportation programs and projects within the City.
11. Support efforts to increase funding for system preservation and relax funding requirements that prohibit the use of existing transportation funding for rehabilitation, resurfacing, and reconstruction of local streets.
12. Support efforts to secure the maximum amount of state funding for the construction and maintenance of local roads, infrastructure, transportation projects, and major corridors.
13. Support the use of design-build contracts with transportation funds.
14. Support efforts to ensure the City and Region receive our fair share of transportation infrastructure bond funding.

**Redevelopment:**

15. Oppose legislation that preempts the current authority possessed by local governments.
16. Urge the Legislature not to preempt or displace state laws and constitutional provisions that govern the local application of eminent domain.
17. Oppose legislation that diverts funding from the Redevelopment Agency.

**Economic Development:**

18. Support efforts to retain, expand and attract motion picture filming productions in the State of California.

**Environment:**

19. Support efforts to improve and fund clean-up and capital improvements and to assist in pollution protection for beaches and harbors.
20. Support legislation that would provide funding for local energy efficiency and consumption reduction programs.
21. Support legislation that enhances efforts to develop and implement renewable energy sources.
22. Support legislation that provides funding for open space.
23. Oppose legislation that mandates new costs for environmental programs without providing adequate funds to reimburse municipalities.
24. Oppose efforts to restrict fishing in nearby coastal waters without the funding and completion of an economic impact analysis.

**Public Safety:**

25. Support legislative efforts to improve local law enforcement, fire suppression and prevention, hazardous materials mitigation, rescue, emergency medical services and disaster preparedness initiatives.
26. Support legislation that provides a 700 MHz. radio frequency spectrum dedicated to fire and police departments for improved communication interoperability and makes the frequencies available to local agencies.
27. Support legislation that makes the "revised" Standard Emergency Management System (SEMS) the nationally adopted model for large-scale incident management.
28. Support efforts to increase funding for the Firefighter Assistance grant program.

**Library Services:**

29. Support budget actions that would fully fund the Public Library Foundation (PLF) program as provided in existing law; and oppose reductions in the current PLF funding level.
30. Support maintenance of funding for the Transaction Based Reimbursement (TBR) program administered by the California State Library to implement universal borrowing in California; and oppose actions that would reduce the current TBR funding level.
31. Support efforts to provide a statewide subscription and funding for the Online Homework Help resources.

**Employee Relations**

32. Support actions to address State/Federal tax and status differences in retirement and other employee benefit plan offerings.
33. Oppose legislation that would diminish State and local government authority to determine the scope of collective bargaining for public employees.
34. Support worker's compensation reform efforts designed to contain employer costs and oppose legislation which would expose employers to additional costs related to worker's compensation.

**RESOLUTION NO. CC-1001-285-A**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING RESOLUTION NO. CC-1001-285, 2011 FEDERAL FUNDING PRIORITIES, EXHIBIT B**

WHEREAS, the Redondo Beach City Council adopted Resolution No. CC-1001-285, on January 5, 2010, establishing the 2010 ~~Legislative~~ Action Platform (Exhibit A) and 2011 Federal Funding Priorities (Exhibit B);

WHEREAS, in light of recent storm activity and the resulting collapse of a 100 foot portion of corrugated metal pipe, the Council wishes to amend Exhibit B to reflect the urgency of the City Wide Storm Drain Corrugated Metal Pipe Replacement Project;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Exhibit B of Resolution No. CC-1001-285 is hereby amended, restated and adopted as attached hereto to reflect the City's funding priorities for Federal Fiscal Year 2011.

SECTION 2. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

**EXHIBIT B  
CITY OF REDONDO BEACH  
FEDERAL FY 2011 PROJECT REQUESTS**

<b>PRIORITY</b>	<b>PROJECT DESCRIPTION</b>	<b>FY 2011 FUNDING REQUEST</b>
<u>PRIORITY</u> 1	<p>Citywide Storm Drain Corrugated Metal pipe (CMP) Replacement</p> <p>Bill: Interior and Environment Appropriations Act for FY 2011 Account: EPA/State and Tribal Assistance Grant Program Account: EPA/Science and Technology</p>	\$ 550,000
2	<p>Redondo Beach Emergency Operations Center</p> <p>Bill: Homeland Security Appropriations Act for FY 2011 Account: FEMA/State and Local Programs Bill: Commerce-Justice-Science Appropriations Act for FY 2011 Account: Justice/Law Enforcement Technology and Inter-operability Account: Justice/Byrne Discretionary Grants</p>	\$ 300,000
3	<p>Wilderness Park Safety Improvements &amp; Reforestation</p> <p>Bill: Transportation-HUD Appropriations Act for FY 2011 Account: HUD/Economic Development Initiative (EDI)</p>	\$ 400,000
4	<p>Enterprise Video System for Crime Prevention and Jail Security</p> <p>Bill: Commerce-Justice-Science Appropriations Act for FY 2011 Account: Justice/Byrne Discretionary Grants</p>	\$ 375,000
5	<p>California Coastal Trail and Bikeway Linkages</p> <p>Bill: Transportation-HUD Appropriations Act for FY 2011 Account: FHWA/Transportation and Community and System Preservation Program (TCSP)</p>	\$ 1,200,000

**CITY OF REDONDO BEACH  
FEDERAL FY 2011 PROJECT DESCRIPTIONS**

<b>Priority</b>	<b>Project Name</b>	<b>Federal Funding Request FY 2011</b>	<b>Local Funding</b>
1	<b>Redondo Beach Storm Drain Project – Citywide Storm Drain Corrugated Metal Pipe (CMP) Replacement</b>	\$550,000	45%

**Total Project Cost: \$1,000,000**

**Bill: Interior and Environment Appropriations Act for FY 2011  
Account: EPA/State and Tribal Assistance Grant Program (STAG)**

Project Description: This project will replace all corrugated metal pipes (CMP) throughout the City with reinforced concrete pipe (RCP) of similar size. The estimated length of CMP is approximately 25,000 lineal feet, ranging in size from 18 to 48 inches in diameter. The existing CMP has exceeded its lifespan and is near failure. New RCP is more durable and has a much longer lifespan.

Background:

The majority of the existing corrugated metal pipe (CMP) storm drains in the City were construction between 1950 and 1970. Some sections of CMP pipe have failed in the past few years and inspection has shown the bottoms of the pipes to be badly corroded. Once the bottom of the pipe is completely corroded, the structural integrity of the pipe is lost and pipe failure can occur resulting in sinkholes. The City has experienced several sinkholes in recent years.

In addition to causing sinkholes, deteriorated CMP can also have an adverse impact on water quality. As the pipe deteriorates, openings in the pipe are created allowing sediments to enter the pipe which ultimately end up in the receiving waters. The deterioration can also release heavy metals like zinc into storm water if the pipe is galvanized. Zinc is the sacrificial material that is released as corrosion occurs.

While CMP is a cost-effective alternative to RCP, it is not recommended for permanent drainage systems due to its limited lifespan of 20 to 30 years.

Existing Situation:

The estimated length of CMP is approximately 25,000 lineal feet, ranging in size from 18 to 48 inches in diameter.

<b>Priority</b>	<b>Project Name</b>	<b>Federal Funding Request FY 2011</b>	<b>Local Funding</b>
2	Emergency Operations Center	\$300,000	20%
		\$200,000 in FY 2010 Omnibus	
		<b>Total Project Cost: \$620,000</b>	

**Bill: Homeland Security Appropriations Act for FY 2011**  
**Account: FEMA/State and Local Programs**  
**Bill: Commerce-Justice-Science Appropriations Act for FY 2011**  
**Account: Justice/COPS Technology**  
**Account: Justice/Byrne Discretionary Grants**

Project Description:

The existing Emergency Operations Center (EOC) is located in inadequate and cramped quarters in the basement of the Police Department. This project will relocate the EOC to the second floor of the Main Library. Over the past decades, the City has outgrown the existing facility and the current room can no longer provide an effective work environment during times of disaster. After a comprehensive analysis and physical inspection of possible alternatives, it was determined that the best choice for the relocation was the City's Main Library because of its construction and ability to sustain earthquake and other natural disasters.

The project will include three (3) phases:

- Phase I – install an alternative power supply for the building,
- Phase II – basic room preparation including computer cabling, television network systems, storage cabinetry, area signs and designated personnel seating,
- Phase III – install redundant 911 communications and emergency dispatch equipment.

Priority	Project Name	Federal Funding Request FY 2011	Local Funding
3	Wilderness Park Safety Improvements & Reforestation	\$400,000	20%
		Total Project Cost: \$500,000	

**Bill: Transportation-HUD Appropriations Act for FY 2011**  
**Account: HUD/Economic Development Initiative (EDI)**

Project Description:

Hopkins Wilderness Park, commonly referred to as Wilderness Park, is an 11-acre nature preserve with four ecological habitats - forests, meadows, streams and ponds. The park also contains an Interpretive Center used for nature-related classes and meetings, an amphitheater with fire pit, and three overnight campgrounds with support facilities. The park is the only one of its kind offering overnight camping in the South Bay area of Los Angeles County.

In March 2007, a fire burned down over an acre of trees in a heavily wooded section of the park. This area of the park, located on a large slope adjacent to a camping area, is now a barren eyesore. Without the trees, this formerly lush area has lost much of its wilderness appeal and can no longer provide a habitat for wildlife. The slope will also erode in the rainy season, damaging pathways, irrigation lines and other downhill areas of the park.

In order to prevent similar fires in the future, to protect park users and structures, and to restore the burned acreage, the City has developed the following plan of improvements for Wilderness Park:

- Re-grade, widen and apply gravel to all access roadways in the park - - to support emergency response vehicles and fire apparatus.
- Add two emergency exits with panic hardware for park users.
- Install a larger (4" - 6") water main and modify and expand the existing water hydrant system
- Install an emergency lighting system for night time evacuation
- Add improved exit signage
- Construct a dedicated kiosk or structure where the emergency lighting system controls, PA system controls, 911 phone, and park maps/fire/emergency information can be located/posted
- Replant the burned acreage with native trees and vegetation

<b>Priority</b>	<b>Project Name</b>	<b>Federal Funding Request FY 2011</b>	<b>Local Funding</b>
4	Enterprise Video System for Crime Prevention and Jail Security	\$375,000	25%
		<b>Total Project Cost: \$500,000</b>	

**Bill: Commerce-Justice-Science Appropriations Act for FY 2011**  
**Account: Justice/COPS Technology**  
**Account: Justice/Byrne Discretionary Grants**

Project Description:

The Crime Prevention and Jail Security Enterprise Video System Project addresses significant community safety concerns in the City of Redondo Beach and the South Bay region now and into the future. An enterprise video system will allow police personnel to monitor major traffic thoroughfares in the City to protect local and regional critical infrastructure, to control and prevent crime, and to enhance the solvability of crimes that have occurred. It will provide for the enhanced safety of persons arrested and incarcerated in the City.

The Police Department will use an enterprise video system as a force multiplier to address a variety of crime issues in the community and to mitigate risk to inmates and personnel in its jail. The project would include the use of fixed Automated License Plate Reader and video at critical ingress and egress points in the City. It would include the monitoring of problem areas subject to gang and tagging graffiti, other vandalism, theft and other criminal acts in parks, residential and commercial areas. The current antiquated video system of the Redondo Beach jail does not provide for the retention of any video images and allows only limited monitoring for the safety of inmates and personnel. The proposed system would provide for enhanced policy facility safety and enhanced public trust in jail operations. Improvements in the jail video system and the implementation of security video in critical areas of the community have been precluded by a lack of adequate capital improvement funds to provide a scalable enterprise video solution.

Background:

The Redondo Beach Police Department has ninety-nine officers when fully staffed. It is currently operating with ninety officers compared to a previous allotment of one hundred five offices in 2002. The City of Redondo Beach is approximately 6.35 square miles with more than 67,000 residents. It is home to defense industries such as Northrop Grumman Aerospace Systems and Sierra Monolithics that develop and produce critical military and commercial technologies. It is a popular beach recreational area and tourist destination for Los Angeles County residents and hundreds of thousands of international, national and local travelers each year. Several major local highways, State Routes 1 (Pacific Coast Highway), 107 (Hawthorne Blvd), and the 405 Freeway traverse the City and make it a common thoroughfare for traffic with destinations to Los Angeles International Airport to the north and Los Angeles and Long Beach harbors to the south. Artesia Blvd, Manhattan Beach Blvd and Marine Ave provide access to other beach cities and the critical infrastructure in those communities. Redondo Beach has a 1500 slip private boat harbor that also provides taxi services to oil transport ships moored in Santa Monica Bay. It has

fifteen parks and other recreational areas frequently attended by persons from throughout Los Angeles County.

<b>Priority</b>	<b>Project Name</b>	<b>Federal Funding Request FY 2011</b>	<b>Local Funding</b>
5	California Coastal Trail and Bikeway	\$1,200,000	20%
<b>Total Project Cost: \$1,500,000</b>			

**Bill: Transportation-HUD Appropriations Act for FY 2011**  
**Account: FHWA/Transportation and Community and System**  
**Preservation Program (TCSP)**  
**Account: FHWA/Surface Transportation Projects (STP)**

Project Description:

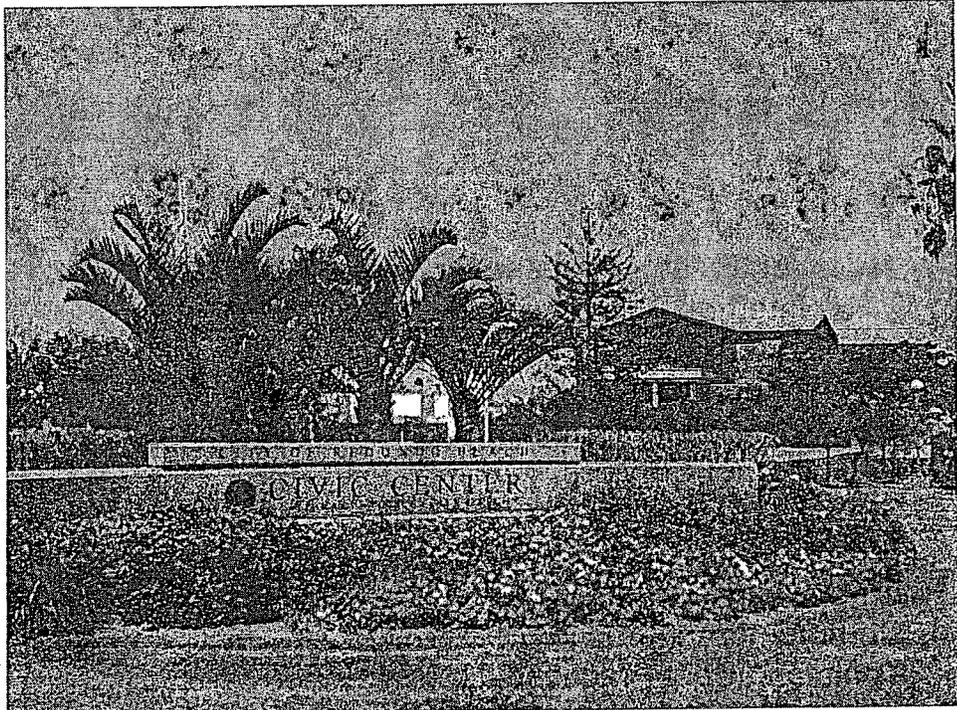
The California Coastal Trail is a pedestrian trail running from the Oregon border to the Mexico border. The trail currently ends at the border of Redondo Beach and Hermosa Beach and begins again south of the Pier in Redondo Beach (in Hermosa Beach the trail is known as The Strand). This project will connect the California Coastal Trail from the Strand in Hermosa Beach south along the waterfront through the harbor area of Redondo Beach. The trail will connect from Mole D to the Pier by a pedestrian bridge across Basin 3.

The South Bay Bikeway runs for 17 miles from Malibu to the Palos Verdes Peninsula, alongside, combined with, or near the California Coastal Trail. Within the City of Redondo Beach, it exists as a Class I bicycle path along the beach area promenade. North of Torrance Boulevard, the bikeway becomes a Class II bike lane extending through King Harbor and then along Harbor Drive. The existing bike lane along Harbor Drive is discontinuous at the north end where it meets the bike path that is incorporated into the Strand in the City of Hermosa Beach. Bicyclists traveling south are directed along Harbor Drive to the pier parking structure. The current route removes bicyclists away from any activity within the pier. This project will complete the bicycle path from Hermosa Beach to the Pier, providing a scenic path with enhanced links to the California Coastal Trail and the waterfront.



# COMMUNICATION & CUSTOMER SERVICE PLAN

August 18, 2009



## Communication and Customer Service Plan

### Table of Contents

Purpose .....	3
Overview.....	3
Goals.....	4
<b>Part I – Communication</b>	
Commitment.....	4
Key Messages.....	4
Primary Messages.....	5
Special Issue-Based Messages.....	5
Team Responsibility for Communication.....	6
Tools and Best Practices.....	6
Internal Communication.....	6
External Communication.....	8
Target Audiences.....	11
<b>Part II – Customer Service</b>	
Standards.....	12
Ethics .....	12
Employee Knowledge.....	12
Comments About.....	13
Tools and Best Practices.....	13
<b>Attachments:</b>	
A – Community Outreach Planning.....	15
B - Emergency Communication Tools.....	17
C - Target Audiences.....	18

## City of Redondo Beach Communication & Customer Service Plan

August 18, 2009

### Purpose

The City of Redondo Beach is committed to providing the finest services to enhance the quality of life for those who live, work, visit and play in our community. This Communication & Customer Services Plan (Plan) is intended to be a guide for better connecting citizens with Redondo Beach's local government and for delivering higher levels of customer satisfaction. The Plan contains communication and customer service tools, best practices and objectives for implementation by City employees.

### Overview

In 2003, the City of Redondo Beach adopted openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; and, fiscal responsibility as core values for our municipal organization. Building an excellent base of Communication and customer service supports these core values and fosters healthy community relations. In recognition of the importance of Communication, the City Council approved an objective in the City's 2006-2007 Strategic Plan to develop a Communication Plan. The intent of the action was to examine the City's current communication methods and construct the best ways for the City to serve and communicate with residents, businesses, employees, visitors and other stakeholders.

Based on the City Council's strategic direction, an interdepartmental Communication Committee was appointed by the City Manager to prepare a proposed Communication Plan. The goal was to design a Plan that was in alignment with the City of Redondo Beach's Vision statement which states "Redondo Beach will be the most livable, friendly and attractive California beach city." On April 3, 2007, the Mayor and Council received and filed the Communication and Customer Service Plan, setting a strong foundation for proactive Communication and customer-focused, quality service.

At the March 25, 2009, Strategic Planning Workshop, the Mayor and Council added an objective to "Review and assess new Web applications (e.g., Facebook and Twitter) for their potential as internal and-external communication tools and present the results to the City Council." After several months exploring this topic, the Communication Committee presented its recommendations related to the use of "social media" by incorporating these tools into this latest revision of the Communication and Customer Service Plan.

## Goals of the Communication & Customer Service Plan

The goals of the Communication & Customer Service Plan are to:

- 1) Enhance external and internal communication
- 2) Ensure consistent, accurate, complete and timely information
- 3) Promote understanding of City services and issues
- 4) Encourage more effective public participation in community affairs
- 5) Celebrate and build a positive identity for the community
- 6) Build a positive reputation for City government
- 7) Provide exemplary customer service
- 8) Support job creation and economic development

## Part I. Communication

### Commitment to Communication

Our "Commitment to Communication" is an affirmation of how we expect our employees to operate within the City's organizational framework. We commit to the following principles:

- Embrace the responsibility for effective, proactive communication and be the best source of information about the City
- Foster a climate of trust between the City and citizens
- Be honest, open, transparent, accurate, timely and responsive in using inclusive, interactive two-way communication
- Encourage and support a positive identity of the community
- Use courtesy and personal care in our Communication
- Stay on message in representing the City
- Use tools and best practices appropriate for each communication
- Meet all legal requirements for mandated communication

### Key Messages for Communication

Key messages establish what we want to say about the City in all of our communication tools. They benefit the City by bringing consistency and clarity to our communication. Our messages are designed to be credible, motivating and unique. The associated proofs for our key messages are found in the City's performance reports, financial documents and annual budget. As we use key messages, it will be important for us to use specific proofs for validation of what we say.

### Primary Messages for Communication

Primary messages permit an organization to define itself on an ongoing basis with regular "proofs" as to the validity of the messages. The key primary messages supporting the vision that the City of Redondo Beach is a great place to live, work, visit and play are:

- The City is a Safe place . . . for residents, businesses and visitors enjoying top flight police, fire, paramedic, marine safety and health care services.
- The City is Family oriented . . . with distinctive neighborhoods, friendly residents, recreational activities, social services and character-building programs.
- The City is a Destination . . . with a pier, harbor, beaches, shopping and cultural arts for visitors and residents to enjoy.
- The City protects the Environment . . . for the safety of public health and the safeguarding of our natural resources using up-to-date practices, technology, professional expertise and well maintained infrastructure.
- The City supports quality Education . . . for the students of Redondo Beach schools with partnerships and the active engagement of City leaders and employees.
- The City is Responsive . . . to citizens needs by delivering timely, courteous, professional and knowledgeable customer service.
- The City operates an Ethical public agency . . . serving residents with honest, open communication of the highest integrity.
- The City is financially Responsible . . . by controlling costs, improving the productivity of employees and balancing the Annual Budget.
- The City supports balanced Economic growth . . . for high quality jobs, community shopping opportunities and business success.
- The City takes pride in its Heritage . . . that was shaped by over 100 years of memorable people, places and events.

### Special Issue-Based Messages for Communication

While key primary messages define an organization on an ongoing basis, the City regularly faces situations that require special issue-based key messages. From time

to time, the City will develop these messages to outline an issue, articulate the City's position on the issue and provide a common platform for communication with the public. These issue-based messages are constructed to address emerging problems, answer short-term questions or reinforce responses to current events.

The special issue-based messages are expected to be reflective of the City's adopted Redondo Beach "Values" and the "Commitment to Communication". They will be crafted to be timely and relevant and used to maintain confidence in the City's approach to a matter of concern. Special issue-based messages can also be used to stimulate action.

### Team Responsibility for Communication

- The Mayor and City Council Members are the City's chief spokespersons for explaining policies, priorities and decisions to the public.
- The City Manager is the City's chief spokesperson for administrative programs and services as well as the coordinator for the Communication and Customer Service Plan.
- The City Attorney, City Treasurer and City Clerk are the chief spokespersons for programs and services within their authority.
- Under the direction of the City Manager, appointed Department Heads are the chief spokespersons for programs and services within their areas of responsibility unless otherwise designated by the Department Head and approved by the City Manager.
- During periods of emergency operation, the City spokespersons are assigned in accordance with the Emergency Operations Plan.
- City Departments are responsible for aligning their communication with the Communication & Customer Service Plan.
- All employees are responsible for basic knowledge of City government, the City's key messages and the tools available for communication.
- Whenever speaking on job-related subject matters, employees are speaking as public employees and are responsible for aligning their communication with the Communication & Customer Service Plan.

### Tools & Best Practices for Communication

The major tools for the City to administer effective internal and external communication include the following:

#### Internal Communication

- Employee Intranet:  
Continue to develop the employee intranet site and promote its use by employees. Continue to promote the use of the City Web Site by employees.

- Online Collaborative Tools:  
Evaluate and support the use of instant messaging, online project management and other social media tools for improving communication, collaboration and creativity between employees.
- Paycheck Enclosures:  
Continue to distribute important human resources information with the employee payroll checks.
- Posted Information:  
Continue to use departmental bulletin boards for legal postings and informational materials for employees.
- Monday Message:  
Continue the City Manager's 3 Point Monday Message e-mailed to employees or distributed by supervisors to employees.
- Employee Orientation:  
Continue new employee orientation programs.  
Continue new employee City Manager "15 Minute" one-on-one welcomes.  
Initiate publication of a "This is Your City Government" brochure for employee use.
- City Identity:  
Continue to improve the physical condition and professional appearance of City facilities.  
Continue to integrate the use of City graphics manual and logo.  
Coordinate the Communication & Customer Service Plan with the Redondo Beach Branding Program.
- Employee – Management Interactive Sessions:  
Continue to facilitate interactive employee discussions on city wide issues at the quarterly Leadership Team Training Workshops.  
Continue to conduct interactive City Manager - Employee discussions at annual employee worksite meetings.  
Continue weekly Department Head meetings.  
Continue monthly interactive Assistant City Manager - Employee "Brown Bag" lunch discussions.  
Continue to conduct regular departmental staff meetings including interactive Department Head - Employee discussions.  
Continue City Manager's open door policy.
- Automated Request Tracking:  
Continue to encourage use of automated request tracking such as "Track It" for Information Technology requests and "OPRA" for Public Works

Maintenance requests and *Comcate* Customer Service Center for other requests.

- Employee Appreciation:  
Continue employee recognition and service programs.
- Internal Feedback:  
Continue to solicit formal feedback using written employee surveys every two years and to summarize the results for distribution to employees.  
Continue to solicit formal employee feedback using focus groups research every two years.
- Employee Evaluations  
Continue to provide feedback through annual evaluations of each employee.
- Communication Training and Professional Development:  
Provide additional training in general Communication, media relations, customer service, crisis response, writing and interpersonal skills for employees.
- Public Records Response  
Continue employee training on compliance with the Public Records Act requirements and City processes to ensure coordinated responses to document requests.
- Communication Committee:  
Continue an interdepartmental employee communication committee to carry out work assignments related to internal Communication.

#### External Communication

- City Web Site:  
Continue to develop the City website as a dynamic means to communicate with internal and external audiences. Continue webcasting of Council meetings. Continue the E-Zine subscription program.
- Web 2.0 Tools:  
Initiate an official City presence on Facebook, YouTube, and Twitter as an additional means of achieving the goals stated in this policy and continue to evaluate other online tools for improving public outreach, communication, collaboration and creativity.
- Public Relations:  
Develop Outreach Plans as referenced in Attachment A for any proposed fee increases.

Initiate methods to better equip employees with face-to-face public relations skills and talking points for promotion of City messages.

- Customer Service Center:  
Continue to encourage use of the *Comcate* Customer Service Center and to provide prompt and thorough responses.
- RB Government Cable Channel (RBTv):  
Continue televising City Council and commission meetings.  
Continue producing governmental public service announcement and promotional videos.  
Continue the scrolling electronic bulletin board.  
Continue production of City Town Hall programming that allows live public comment via Internet and telephone (e.g. "Budget Talk").  
Continue streaming of Council Meetings and other selected City video content to the Web site.
- AM Radio:  
Continue announcements and emergency alerts on the City's AM 1630 radio channel.
- Media Relations:  
Continue the use of press releases, Q & A sessions with reporters and proactive media advisories.
- Speakers Bureau:  
Continue to prepare briefing papers and speeches for senior management and City elected officials.  
Initiate a formal speakers' bureau to provide City presentations to local community groups.
- Public Participation:  
Continue to promote public participation opportunities for residents to serve their City.  
Continue to promote empowerment and partnership opportunities for residents and businesses.  
Continue as needed community meetings to address special topics and seek collaboration in problem solving.  
Continue regular participation with business associations.  
Continue regular participation in the City-School District Committee.  
Continue Council Member Monthly District Meetings.
- Public Events and Activities:  
  
Continue the *State of the City Breakfast, Economic Development Summit, Public Safety Fair, Fire Service Day, Earth Day Celebration, Citizens*

*Academy, Health Fair, Christmas and Hanukkah Holiday Ceremonies, Veterans Day program and signature events with the Redondo Beach Chamber of Commerce.*

▪ Publications:

Continue to produce a high quality quarterly City Newsletter & Recreation Guide and distribute by mail to all residences (and make available online). Continue publication of the *Citizens Budget*, *Redondo in Focus* (topical, as needed), and the *Annual Report*.

Continue online availability of meeting agendas, backup materials and minutes.

Continue participation in the Chamber of Commerce & Visitors Bureau *Guide to Redondo Beach* publication.

Continue to improve the display, content, appearance and identity of departmental publications.

Initiate new publications as needed to build an informed citizenry.

Initiate as needed "hot topic," action alert and issue brief mailings to target audiences.

Continue a coordinated distribution of publications in City venues and public facilities.

▪ Advertising and Articles:

Continue to use appropriate advertising for program promotions and legal filings.

Explore opportunities for Web 2.0 advertising and promotion.

Continue the use of public service announcement banners at appropriate locations in the City.

Initiate writing and placement of articles in outside publications to enhance City identity.

Continue use of mobile sign boards to advise motorists of delays (e.g. 4<sup>th</sup> of July) and enforcement issues.

▪ Electronic Announcements:

Continue electronic announcements on the City's Redondo Beach Performing Arts Center marquee.

Continue public safety announcements on portable electronic billboards.

▪ Brand Program:

Continue coordination of the Communication & Customer Service Plan with the City and Chamber of Commerce branding efforts.

▪ City Identity:

Continue to improve the physical condition and professional appearance of City facilities.

Continue to promote the positive use of the City's logo and graphics manual.  
Continue to apply for national, state and local awards and commendations recognizing the City's positive accomplishments.

- Legislative Advocacy:  
Continue participation in regional, state and national advocacy organizations for municipal affairs  
Continue active legislative advocacy and intergovernmental relations programs to address City needs.
- Emergency Communication:  
Initiate formation of a crisis communication team to ensure fast responses to critical events.  
Continue use of emergency mass communication tools as outlined in Attachment B.  
Initiate use of Web 2.0 tools for mass communication of official City news and information during emergencies (e.g. Twitter, Nixle).
- External Feedback:  
Continue independent community survey of citizen satisfaction and opinions every two years.  
Continue independent community focus groups on citizen satisfaction and opinions every two years.  
Initiate new "How Are We Doing" customer feedback cards.  
Initiate a communication audit and gap analysis of the City's communication efforts every year.
- Communication Training and Professional Development:  
Continue training for telephone messaging, voice mails and etiquette techniques.  
Implement training for oral and PowerPoint presentations  
Initiate additional training in general communication, media relations, customer service, crisis response, writing and interpersonal skills for assigned employees.
- Communication Committee:  
Continue interdepartmental employee communication committee meetings to carry out work assignments related to external communication.  
Initiate an implementation strategy for use of key messages.

#### Target Audiences for Communication

The City has a responsibility to communicate with a large and diverse number of people and groups. In order to reach specific people and/or groups of people with the right communication tools and key messages, it is critical to identify key internal and external target audiences. By identifying target audiences, we can better direct

our communication as well as create communication tailored to their needs. Attachment C more fully details the City's internal and external audiences. By incorporating the use of social media tools, the City hopes to create more interaction and to capture the attention of members of the public who prefer newer technologies to more traditional methods of communication.

## Part II. Customer Service

### Standards for Customer Service:

The City of Redondo Beach's four overall service standards are centered around the customer's point of view: *A customer can expect responsive municipal services delivered by City employees in a manner that:*

- Is timely, courteous, knowledgeable and honest.
- Can assist you in making informed service choices with current, accurate and accessible information.
- Will create flexible service solutions for you by listening, understanding and anticipating your needs.
- Promotes the safety of your life, property and environment.

### Ethics in Customer Service:

Customers will be served by City employees who display openness, honesty, and integrity in all transactions. Employees will be accountable for their actions and will provide outstanding customer service. *A customer can expect ethical services delivered by City employees in a manner that:*

- Complies with applicable laws, ordinances, policies and rules related to customer matters.
- Meets required standards concerning the avoidance of conflicts of interest.
- Ensures no repercussions from the City for legitimate customer disagreements and constructive feedback.
- Creates a positive environment for customer problem solving.

### Employee Knowledge in Customer Service:

Customers will be served by City employees who are competent in their duties and responsibilities. *A customer can expect professional responsiveness from City employees in which:*

- All employees will have a basic knowledge of the structure of Redondo Beach's government.
- All employees will be aware of the answers to the most commonly asked City service questions.

- All employees will have an understanding of the primary functions of their Department.
- All employees will know the City's customer service standards and their department's service goals.
- All employees will be familiar with the practices for providing high quality service to internal and external customers.
- All employees will be skillful and have expertise in their area of service.

#### Comments about Customer Service:

We want to know about a customer's experience with the City. Four ways a customer can share concerns or praise for employees' service:

- Discuss the service problem or service praise directly with the person who served you; or
- Speak or write to the supervisor in charge.
- Send a message electronically from any computer connected to the Internet by using the City's Customer Service Center; or
- Use the City's Customer Service Center available on the City's Web site.

#### Tools & Best Practices for Customer Service

- City Web Site:  
Continue to develop the City website as a customer information and service mechanism.
- Customer Service Center:  
Continue to develop the Comcate Customer Service Center as the means for managing customer service requests.
- Web 2.0 Tools:  
Initiate an official City presence on Facebook, YouTube, and Twitter as an additional means of achieving the goals stated in this policy and continue to evaluate other online tools for improving public outreach, communication, collaboration and creativity.
- Departmental Service Standards:  
Initiate development of customer service standards for each individual City department.
- City Facility Accessibility:  
Continue to readily accommodate, assist or facilitate assistance for people who are physically challenged or have difficulty navigating the service environment without assistance.

- Customer Service Training:  
Continue a coordinated Citywide customer service training program for employees (as funding allows).
- Customer Service Performance Appraisal Dimensions:  
Continue to emphasize customer service as an important dimension in employee performance reviews.
- Customer Service Feedback:  
Continue independent community survey of customer service satisfaction every two years.  
Continue independent community focus groups on customer service satisfaction every two years.  
Initiate new "How Are We Doing" customer feedback cards.  
Initiate an independent service evaluation program.
- Communication Committee:  
Continue an interdepartmental employee communication committee to carry out work assignments related to customer service.

## Attachment A

### **Community Outreach Planning**

A community outreach plan should be developed for proposed increases in fees for City services or for changes that could impact major city services such as trash pick-up or transit services. In order for the Council to make an informed decision and address the concerns of their constituency, the public should be made aware of the reason for the proposed change, amount of increase, persons affected and be given an opportunity for discussion of issues raised. A community outreach plan will incorporate all of the following methods of alerting the public to the proposed changes.

Legal Noticing – as determined by Municipal Code and City Charter. Notification of a public hearing for a proposed fee amendment is done through the standard public hearing notice as listed in the Municipal Code and City Charter. This standard notice gives basic information, including the fee to be discussed, the time, date and place of the public hearing and may include contact information or where to obtain further information. After the public hearing is prepared, it is forwarded to the City Clerk where it is published twice before the impending hearing. Check with the City Attorney's Office on noticing requirements.

#### Standard Noticing –

- The City may notify its citizens through local newspaper press releases. A template for such press releases can be found on the Redondo intranet along with a distribution list of applicable newspaper email addresses. The news release should answer the standard question – Who What, Where, when Why and how.
- The City's web site at Redondo.org can feature similar information as contained in the press release, with links to additional information (e.g., proposed updates to fee schedules.)
- Information should also be posted on the City's official Facebook page and Twitter or Nixle with appropriate links. YouTube may also be an appropriate platform for any related video content or presentations.
- RBTv, the City's Television Channel (Channel 8 on Time Warner, Channel 41 on Verizon) can be used to post information via the "Community Bulletin Board" video message display. Send information (preferably in Power Point format) to rbtv@verizon.net.
- Flyers may be written and distributed to counters around City hall. The flyer typically follows the news release in form and is designed to inform the people who are affected most directly by the fee. For instance, fee increases that affect the Engineering and Building Department will be placed on the counter where they assist their customers.
- Depending on the timing of the proposed changes, the quarterly City newsletter may be used to inform local citizens on fee changes that affect

large numbers of the citizenry. Contact Recreation and Community Services for newsletter publication deadlines.

### Workshops

- Workshops may be held to instruct the public or City employees on how the proposed fees or changes are going to be applied and what is entailed. Such workshops may especially be needed for solid waste or similar type fees.

### Personal Communication

- Key stakeholders and associations should be contacted personally by staff to review the proposed changes.
- Organizations that regulate and inform the public or advise City Council should be contacted. This may include the Chamber of Commerce, the Historical Society, the Building Commission and Planning commissions, but can embrace any organization that is related to the proposed change or fee increase.
- Attendance at a regular meeting of stakeholder groups to explain the proposed changes or fee increases is recommended whenever possible.

### Direct Mail

- Specially produced flyers, brochures or postcards may be produced and targeted to specific areas that are affected by the proposed changes or fees. This information may also be incorporated for distribution in the City Newsletter, billings or other mail contact with customers, as in business license or planning billings.

**OFFICIAL CHARTER  
for the Government of the  
CITY OF REDONDO BEACH**

Adopted at a Special Municipal Election  
January 4, 1949 and approved by the State  
Legislature January 21, 1949

**STATE OF CALIFORNIA  
OFFICE OF THE  
SECRETARY OF STATE**

I, FRANK M. JORDAN, Secretary of State of the State of  
California, hereby certify

That I have compared the annexed transcript with the RECORD  
on file in my office, of which it purports to be a copy, and that the  
same is a full, true and correct copy thereof.

IN WITNESS WHEREOF, I hereunto set my hand and affix the  
Great Seal of the State of California this 21st day of January, 1949.

(SEAL)

FRANK M. JORDAN  
Secretary of State

By Chas. J. Hagerty  
Deputy

**ASSEMBLY CONCURRENT  
RESOLUTION NO. 36**

Adopted in Assembly January 19, 1949.

**ARTHUR A. OHNIMUS**  
Chief Clerk of the Assembly

Adopted in Senate January 20, 1949.

**J. A. BEEK**  
Secretary of the Senate

This resolution was received by the Secretary of State this 21st day of January, 1949, at 11 o'clock a.m.

**CHAS. J. HAGERTY**  
Deputy Secretary of State

**CHAPTER 34**

Assembly Concurrent Resolution No. 36 — Approving the Charter of the City of Redondo Beach, State of California, ratified by the qualified electors of said city at a special municipal election held therein on the fourth day of January, 1949.

Whereas, Proceedings have been taken and had for the proposal, adoption and ratification of a certain charter, hereinafter set forth in the certificate of the Mayor and the City Clerk of said city, as follows:

**CERTIFICATE OF PROCEEDINGS HAD AND  
TAKEN BY THE CITY OF REDONDO BEACH  
IN FRAMING A CHARTER FOR ITS OWN  
GOVERNMENT**

STATE OF CALIFORNIA     )  
COUNTY OF LOS ANGELES   ) ss  
CITY OF REDONDO BEACH    )

We, the undersigned, Charles H. Wortham, Mayor of the City of Redondo Beach, County of Los Angeles, State of California, and C. C. Mangold, City Clerk and Ex Officio Clerk of the City Council of said City, do hereby certify and declare as follows:

That the undersigned, said C. C. Mangold, was at all times herein mentioned, the Clerk of the Legislative Body

of said City and City Clerk of said City of Redondo Beach;

That at a regular meeting of the City Council of said city held on the 15th day of November, 1948 submitted a proposed charter; and thereafter such proposed charter was submitted to the electors of said city at the Special Municipal Election held therein on January 4, 1949; that said Special Municipal Election, at which said proposed charter was submitted, was regularly and duly called and held;

That the Legislative Body of said City, to wit: the City Council thereof, by action duly and regularly taken at a regular meeting thereof held on the 15th day of November, 1948 ordered said charter to be published by one insertion in the official newspaper of said City, to wit: the South Bay Daily Breeze, a daily newspaper of general circulation printed, published and circulated in said City and that said Charter was published pursuant to said order in said newspaper and in each edition thereof during the publication on the 16th day of November, 1948 and within the fifteen (15) days after the date of the filing of such proposed Charter with the Clerk of the Legislative Body of said City;

That the population of said City of Redondo Beach is more than Thirty-five Hundred (3500) inhabitants as ascertained by the last preceding census taken under the authority of the Congress of the United States and of less than Fifty Thousand (50,000) population; to wit, 21,288;

That at said Special Municipal Election so held on the 4th day of January, 1949, at which said proposed charter was submitted as aforesaid, a majority of the qualified voters of said city voting at said election and voting on said proposed charter voted in favor of the adoption of said proposed charter and therefore ratified the same; to wit, in favor of said charter 1413 votes: against said charter 620 votes;

That the election at which said proposed charter was submitted to the voters of said city was not less than forty and not more than sixty days after the completion of the advertisement of said charter in the official newspaper of said city;

That the said City Council of said City of Redondo Beach, at an adjourned regular meeting thereof held in the time and form and manner required by law, and in accordance with the law in such cases made and provided, duly canvassed the returns of said election and duly found, determined and declared that a majority of said electors voting thereon had voted in favor of said proposed charter and for the ratification and adoption thereof, and that the same was adopted and ratified by more than a majority of the qualified voters of the City of Redondo Beach voting thereon;

That the election above mentioned, to wit, the Special Municipal Election held on the 4th day of January, 1949, was held in accordance with the election laws of the State of California, relating to and governing elections in cities of the Sixth Class within said State, so far as applicable, and in other respects in strict accordance with the General Laws of the State of California and of the charter of said city; that said City of Redondo Beach was at all the times herein mentioned acting under a charter duly approved by the Legislature of the State of California; said charter being set forth in full in the Statutes of 1935 of California at page 2454 thereof;

That said proposed charter, if approved by the Legislature, shall replace the present charter of said city;

That said charter so proposed, filed, adopted and ratified as herein set forth, is in the words and figures following, to wit:

**OFFICIAL CHARTER  
FOR THE GOVERNMENT OF THE  
CITY OF REDONDO BEACH, CALIFORNIA**

Adopted at a Special Municipal Election  
January 4, 1949 and approved by the State  
Legislature January 21, 1949.

**THE CHARTER  
OF THE CITY OF REDONDO BEACH**

We, the people of the City of Redondo Beach, State of California, do ordain and establish this Charter as the organic law of said City under the Constitution of the State of California.

**Article I. Name of City**

**Sec. 1. Name.**

The chartered municipal corporation now existing and known as the City of Redondo Beach shall remain and continue to exist as a body politic and corporate, as at present, in name, in fact and in law.

**Article II. Boundaries**

**Sec. 2. Boundaries.**

The territory of the City shall be that contained within its present boundaries as now established, with the power and authority to change the same in the manner provided by the statutes of the State of California existing at the time of any proposed change.

**Article III. Succession**

**Sec. 3. Rights and liabilities.**

The City of Redondo Beach, as successor in interest of the chartered municipal corporation of the same name, heretofore created and existing, shall own, possess, control, and in every way succeed to and become the owner of rights and property of every kind and nature by said existing municipal corporation owned, possessed or controlled and shall be subject to all the debts, obligations, liabilities and duty of said existing corporation.

**Sec. 3.1. Ordinances continued in effect.**

All lawful ordinances, resolutions, or portions thereof, in force at the time this Charter takes effect, and not in conflict, or inconsistent herewith, are hereby continued in full force and effect until the same have been duly repealed, amended, changed or superseded by proper authority.

**Sec. 3.2. Rights of officers and employees reserved.**

Nothing in this Charter contained, except as specifically provided herein, shall affect or impair the civil service rights or privileges of officers or employees of the City, or of any office, department or agency thereof, existing at the time this Charter takes effect.

**Sec. 3.3. Continuance of present officers and employees.**

The present officers and employees shall, without interruption, continue to perform the duties of their respective offices and employments for the compensation provided by the preceding Charter, existing ordinances, resolutions, rules or laws, until the appointment and/or election and qualification of their successors under this Charter, subject to such removal and control as is herein provided.

**Sec. 3.4. Contracts and public improvements.**

All contracts heretofore entered into by the City, or for its benefit, shall continue in full force and effect after the adoption of this Charter. Public improvements for which proceedings have been instituted under laws or charter provisions existing at the time this Charter takes effect, in the discretion of the City Council, may be carried to completion as nearly as practicable in accordance with the provisions of such existing laws and charter provisions as may be continued or perfected hereunder.

**Sec. 3.5. Pending actions and proceedings.**

No action or proceeding, civil or criminal, pending at the time this Charter takes effect, brought by or against

the City or any office, department or agency thereof, shall be affected or abated by the adoption of this Charter, or by anything herein contained; all such actions or proceedings may be continued notwithstanding that functions, powers and duties of any office, department or agency party thereto, by or under this Charter, may be assigned or transferred to another department or agency, but in that event, the same may be prosecuted or defended by the head of the office, department or agency to which such functions, powers and duties have been assigned or transferred by or under this Charter.

**Sec. 3.6. Elected officers.**

The elected officers of this City, in office at the time this Charter takes effect, shall continue in office until the expiration of their respective terms and until their successors are elected and qualified.

**Sec. 3.7. Effective date of charter.**

This Charter shall take effect upon its approval by the Legislature of the State of California.

**Article IV. Powers of City**

**Sec. 4. Powers, enumeration of, not to be limitation.**

The City shall have the power to make and enforce all rules and regulations in respect to municipal affairs, subject only to such restrictions and limitations contained in this Charter and in the Constitution of the State of California. It shall also have the power to exercise any and all rights, powers and privileges heretofore or hereafter established, granted or prescribed by any law of the State, by this Charter, or by other lawful authority, or which a municipal corporation might or could exercise under the Constitution of the State of California. The specific enumeration in this Charter of any particular power shall not be held to be exclusive of, or any limitation upon, this general grant of power.

**Sec. 4.1. Procedure.**

The City shall have the power and may act pursuant to procedure established by any law of this State, unless a different procedure is established by ordinance.

**Article V. Form of Government**

**Sec. 5. Form of government.\***

The municipal government provided by this Charter shall be known as the Council-Manager form of government.

\*—as amended by election 3-5-85.

**Sec. 5.1. Purpose.**

The purpose of this form of government shall be:

- (a) To provide for the formation of municipal policy by elected representatives; and
- (b) To provide for the exercise of administrative powers by competent, experienced personnel trained in municipal affairs.

**Article VI. City Council**

**Sec. 6. Number and term.\***

The City Council shall consist of five (5) members elected from the City by districts, at the times and in the manner in this Charter provided, and who shall serve for a term of four (4) years. All members shall take office on the first day of the month following the general municipal election; except that a person elected at a run-off election shall take office after the canvass of votes and upon installation pursuant to law. Each member shall serve until his successor is elected and qualified.

\*—as amended by election 3-5-85.

**Sec. 6.1. Eligibility.\***

No person shall be eligible to file as a candidate for or hold office as a member of the City Council unless such person shall be registered to vote at an address within the district he/she seeks to represent at the time of filing his/her nomination papers, and shall have been a resident of the City for at least thirty (30) days immediately preceding the date of such filing. In addition, the candidate for City Council either by election or appointment, shall have been a resident of the district which such person seeks to represent for at least thirty (30) days immediately prior to filing his/her nomination papers or the date of his/her appointment.

\*6.1—as amended by election 6-6-78 and 3-7-95.

**Sec. 6.2. Compensation.\***

The members of the City Council shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of official duties and shall receive a salary which shall be set by ordinance in accordance with the provisions of Government Code Section 36516 as it now exists or as it may be hereafter amended by the State Legislature.

\*6.2—as amended by election 4-13-65 and 4-11-67.

**Sec. 6.3. Expense vouchers.**

Any member of the City Council making demand for reimbursement for traveling or other expense shall provide the City Clerk with vouchers covering such expenses together with a sworn statement to the effect that such expenses were actually incurred in good faith by said party while on official City business.

**Sec. 6.4. Vacancies; special election.\***

Any vacancy in the City Council, or any elective office, shall be filled as follows:

(a) If less than two (2) years remain in the unexpired term of the vacant office, such vacancy shall be filled by appointment by the majority of the remaining members of the City Council within thirty (30) days following the vacancy. The Mayor shall not have the right to veto any Council appointment made pursuant to this section, but may vote to break a tie. If the Council fails to fill the vacancy as provided herein, the Mayor shall make such appointment within fifteen (15) days following the Council's failure to fill the vacancy. Any appointee shall hold office until the first day of the month following the next General Municipal Election and until his successor is elected and qualified.

(b) If two (2) years or more remain in the unexpired term of the vacant office, the City Council shall forthwith order a special election to be held to fill the vacancy for the remainder of the unexpired term.

\*6.4—as amended by election 4-12-55 and 11-2-82.

**Sec. 6.5. Vacancy, declared by Council.**

If a member of the City Council is absent from all regular meetings of the City Council for four (4) consecutive regular meetings from and after the last regular City Council meeting, attended by such Councilman unless by permission of the City Council as evidenced by its official minutes, or is convicted of a crime involving moral turpitude, or ceases to be a resident of the district from which he was elected, his office shall become vacant and shall be so declared by the City Council.

**Sec. 6.6. Vacancy, special election. (Repealed by election 11-2-82).****Article VII. Districts****Sec. 7. City Council districts.\***

The City shall be divided into five (5) districts, within its corporate limits, for all elections of Councilmen. Council districts shall be as nearly equal in population as practicable and in compliance with State and Federal law.

Council districts in existence upon the effective date of the Charter Amendment shall continue to exist until altered as provided in Section 7.1.

\*7, 7.1—as amended by election 4-12-55 and 11-2-82.

**Sec. 7.1. Redistricting.\***

The City Council shall, within nine (9) months after receipt of the decennial United States census data, examine the boundaries of each council district for compliance with the population standard set forth in Section 7, and by ordinance shall modify the boundaries of districts, if necessary, to bring all district boundaries into compliance with said standard.

\*7, 7.1—as amended by election 4-12-55 and 11-2-82.

**Sec. 7.2. Redistricting ordinance, effective date.**

No redistricting ordinance shall be effective at the municipal election following its adoption, unless it shall have been published and adopted at least one hundred twenty (120) days prior to the general municipal election.

**Article VIII. The Mayor****Sec. 8. Mayor, election, term and compensation.\***

The Mayor shall be elected from the City at large and shall serve for a term of four (4) years and until his successor is elected and qualified. He shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of his official duties and shall receive a salary which shall be set by ordinance in the same manner and subject to the same conditions as the salaries of councilmen pursuant to the provisions of Government Code Section 36516 as it now exists or as it may be hereafter amended by the State Legislature.

\*8—as amended by election 4-13-65 and 4-11-67.

**Sec. 8.1. Mayor, eligibility.\***

No person shall be eligible to file as a candidate or hold office as Mayor unless such person shall be a registered voter of the City of Redondo Beach at the time of filing his(her) nomination papers and shall have been a resident of the City for at least thirty (30) days immediately preceding the date of such filing or appointment.

\*8.1—as amended by election 6-6-78 and 3-7-95.

**Sec. 8.2. Mayor, voting, tie only.**

The Mayor shall not have a vote on any matter brought before the City Council unless such vote is necessary to decide a tie.

**Sec. 8.3. Mayor, presiding officer.**

He shall be the executive head of the City of Redondo Beach for the purposes hereinafter set forth:

- (a) He shall preside over the meetings of the City Council.
- (b) He shall be the representative of the City for all ceremonial purposes.
- (c) He shall sign, on behalf of the City, all contracts, ordinances, resolutions and warrants except as hereinafter set forth.
- (d) He shall approve all bonds as to amounts.
- (e) He shall perform such other duties as may be prescribed by this Charter or as may be assigned to him by the City Council.

**Sec. 8.4. Mayor, veto power.**

The Mayor shall have the right to veto any action of the City Council, provided, however, that in the case of a resolution or ordinance the Mayor shall exercise the veto power in writing, expressing his reasons therefor, and he shall have five (5) days, after the delivery to the office of the Mayor of such resolution or ordinance, in which to exercise the veto. The City Council may override the action of the Mayor by four (4) affirmative votes.

**Sec. 8.5. Mayor Pro Tem.\***

Prior to June 30 of each year, the City Council shall appoint one of its members as Mayor Pro Tempore. The Mayor Pro Tempore shall serve if the Mayor is absent or unable to act, and shall serve until the Mayor returns or is able to act. The Mayor Pro Tempore has all of the powers and duties of the Mayor, except the power of veto and the power to appoint members of Boards or Commissions. At any meeting where both the Mayor and the Mayor Pro Tempore are absent or unable to act, the City Council shall appoint one of its members to serve as acting Mayor Pro Tempore for the duration of that meeting. The Acting Mayor Pro Tempore shall have all of the powers and duties of the Mayor, except the power of veto and the power to appoint members of Boards and Commissions.

\*8.5—as added by election 4-12-55; as amended by election 4-15-75, 6-3-86 and 3-7-89.

**Article IX. Legislative Department****Sec. 9. Powers vested in City Council.**

All powers of the City shall be vested in the City Council, subject to the provisions of this Charter and to the Constitution of the State of California. It shall be the duty of the City Council to enact all necessary legislation to govern the City, consistent with the provisions of this Charter, and to enact all ordinances to enforce the provisions of this Charter.

**Sec. 9.1. Departmental interference.\***

Neither the City Council, nor any of its members, nor the Mayor of the City shall order or request, directly or indirectly, the appointment of any person to an office or employment, or his removal therefrom by the City Manager, or by any of the elective officers or other department heads in the administrative service of the City. The City Council and the Mayor shall conduct all business with the administrative branch of the municipal government solely through the City Manager. Neither the City Council, nor any members thereof, nor the Mayor shall give orders to any subordinates of the City Manager, either publicly or privately; provided that the foregoing shall not prevent the City Council, and the members thereof, or the Mayor from:

- (a) Contacting officers and employees of the City for the purpose of inquiry or obtaining information, or
- (b) Contacting officers and employees for the purpose of advising said officers and employees of citizen complaints relating to the operation of City government.

\*9.1, 9.3—as amended by election 3-8-83.

**Sec. 9.2. Regular meetings.\***

The City Council shall hold regular meetings at least twice a month at times fixed by ordinance or resolution, and may adjourn or readjourn any regular meeting to a date and time certain, which shall be specified in the order of adjournment and when so adjourned, each adjourned meeting shall be a regular meeting for all purposes.

\*9.2—as amended by election 3-8-83 and 6-3-86.

**Sec. 9.3. Special meetings; Emergency meetings.\***

Special meetings or emergency meetings may be called, and notice given, as provided in Title 5, Division 2, Part 1, Chapter 9, of the Government Code as it now exists or may hereafter be amended.

\*9.1, 9.3—as amended by election 3-8-83.

**Sec. 9.4. Place of meetings.\***

All meetings shall be convened in the Council Chambers of the City Hall, but may be thereafter adjourned when necessary or convenient to such other location as may be selected by the City Council. Except as provided by law, all meetings of the City Council shall be open to the public. If by reason of any public emergency in the City it becomes unsafe or impractical to hold the City Council meetings in the City Hall, then and in that event, the City Council may hold its meetings at such place as is designated by the Mayor or by a majority of the City Council until such condition is alleviated.

\*9.4, 9.5—as amended by election 3-8-83.

**Sec. 9.5. Citizen participation.\***

No citizen shall be denied the right, personally or through counsel, to present grievances or offer suggestions for the betterment of municipal affairs, provided however, that the City Council shall have the right and privilege to hold and conduct its meetings in accordance with an agenda and may specify the matters which shall be considered at each meeting and shall have the right to establish a time at which all communications shall be on file in the office of the City Clerk in order that such communications may be considered at the next regular meeting of the City Council.

\*9.4, 9.5—as amended by election 3-8-83.

**Sec. 9.6. Quorum.**

Three (3) members of the City Council shall constitute a quorum to do business. A lesser number may adjourn from time to time. In the absence of all of the City Council from any regular meeting or adjourned regular meeting, the City Clerk may declare the same adjourned to a stated day and hour. Notice of an adjourned meeting called by the City Clerk shall be given in the same manner as specified in this Charter for the giving of notice of special meetings of the City Council. Notice of such adjourned meeting may be waived in the same manner as a call for special meetings.

**Sec. 9.7. Council, qualification of members, election returns.**

The City Council shall be the judge of the qualifications of its members and of the Mayor as set forth by the Charter and shall judge all election returns.

**Sec. 9.8. Meetings, rules of conduct.**

The City Council may establish rules for the conduct of its proceedings and punish any member or any other

person in attendance for disorderly conduct at any of its meetings. The Mayor or presiding officer shall have the power to administer oaths and affirmations in any investigation, hearing or proceeding pending before the City Council. The City Council shall have the power to compel the attendance of witnesses, to examine them under oath and to compel the production of evidence before it. Subpoenas may be issued in the name of the City and be attested by the City Clerk. Disobedience to such subpoenas, or the refusal to testify, unless such refusal is based upon constitutional grounds, shall constitute a misdemeanor, and shall be punishable in the same manner as violations of this Charter are punishable.

**Sec. 9.9. Minutes.**

The City Council shall cause the City Clerk to keep a true and correct record of all of its proceedings and at the demand of any member or upon the adoption of any ordinance, resolution, or order for the payment of money, the City Clerk shall call the roll and shall cause the ayes and noes to be taken on any question to be entered in the minutes of the meeting. All other matters coming before the City Council may be ordered approved or rejected by the Mayor without the necessity of a formal vote by members of the City Council.

**Sec. 9.10. Ordinances and resolutions.\***

Except as hereinafter specified, no ordinance shall be adopted by the City Council on the day of its introduction, nor within five (5) days thereafter, nor at any time other than at a regular or adjourned regular meeting. At the time of introduction of an ordinance or resolution, it shall be read in full unless, after the reading of the title thereof, the further reading thereof is waived by motion of the City Council regularly made and approved by a majority consent of the councilmen present. After the introduction of an ordinance and for a period of not less than five (5) days prior to the adoption of such ordinance, a copy of the ordinance shall be posted at the City Hall. At the time of adoption of an ordinance it shall be read in full unless, after the reading of the title thereof, the further reading thereof is waived by motion of the City Council regularly made and approved by majority consent of the councilmen present. In the event that any ordinance is materially altered after its introduction, the same shall not be finally adopted except at a regular or adjourned regular meeting, held not less than five (5) days after the date upon which such ordinance was so altered. The correction of typographical or clerical errors shall not constitute the making of an alteration within the meaning of the foregoing.

Unless a greater number of votes is required by other provisions of this Charter or by the laws of this State under which any action is taken by the City Council, the affirmative votes of at least three (3) members of the City Council shall be required for the enactment of any ordinance or resolution, or for the making or approving of any order for the payment of money.

\*9.10—ORDINANCES AND RESOLUTIONS—as amended by election 4-11-67.

**Sec. 9.11. Emergency ordinances.**

Any ordinance declared by the City Council to be necessary as an emergency measure for preserving the public peace, health or safety, and containing a statement of the reasons for its urgency, may be introduced and adopted at one and the same meeting if passed by at least four (4) affirmative votes.

**Sec. 9.12. Orders for payment of money.**

No order for the payment of money shall be adopted or made at any other than a regular or adjourned regular meeting. Provided, however, that this provision shall not be construed to prevent the filling of any vacancies, the creation of any job, or the award of any contract, or order of any materials or supplies, wherein such appointment and/or award require the City Council to set the salaries or amounts of the contract, when the same are made at special meetings of the City Council.

**Sec. 9.13. Ordinances, when required.**

Every act of the City Council establishing a fine or other penalty, or granting a franchise, creating a commission, board, or agency, or in any way restricting or governing the use of property and in addition thereto every act required by the City Charter to be done by ordinance shall be by ordinance.

**Sec. 9.14. Ordinances, enacting clause.**

The enacting clause of all ordinances shall be substantially as follows: The City Council of the City of Redondo Beach does ordain as follows:

**Sec. 9.15. Ordinances, publication.**

The City Clerk shall cause each ordinance to be published at least once in the official newspaper of said City within fifteen (15) days from and after the date of adoption of said ordinances.

**Sec. 9.16. Ordinances, when effective.**

No ordinance shall become effective until thirty (30) days from and after the date of its adoption, with the

exceptions hereinafter specified. In the event of the adoption of the following ordinances, such ordinances shall become effective immediately upon adoption:

- (a) An ordinance calling or otherwise relating to an election;
- (b) Any improvement or assessment proceeding ordinance adopted under some law or procedural ordinance;
- (c) An ordinance declaring the amount of money necessary to be raised by taxation, or fixing the rate of taxation or adopting the budget; or
- (d) An emergency ordinance adopted in the manner herein provided in Section 9.11.

**Sec. 9.17. Ordinances, repeal.**

An ordinance may be repealed by action of the City Council in the same manner as said ordinance was adopted. In the event the City Council desires to repeal an ordinance prior to publication thereof said City Council shall order the City Clerk to withhold publication of said ordinance and thereafter said ordinance shall be null and void without the necessity of the City Council adopting an ordinance repealing the same, provided, however, that such order withholding publication shall be adopted by the same number of votes required for the adoption of the ordinance itself.

**Sec. 9.18. Ordinances, violation, penalty.\***

A violation of any ordinance of the City shall constitute a misdemeanor, unless it is made an infraction. The maximum fine or penalty for the violation of any ordinance which is a misdemeanor shall be the sum of One Thousand Dollars (\$1,000) or a term of imprisonment for a period not exceeding six (6) months, or by both fine and imprisonment. The maximum fine or penalty for the violation of any ordinance which is an infraction shall be as provided for in Government Code Sec. 36900 or any amendments thereto. A violation of any ordinance may be prosecuted in the name of the People of the State of California or may be redressed by civil action.

\*9.18—as amended by election 11-6-84.

**Sec. 9.19. Ordinances, amendment.**

The amendment of any section or sections of an ordinance may be accomplished solely by the reenactment of such section or sections at length, as amended.

**Sec. 9.20. Codification of ordinances.**

Any or all ordinances of the City which have been enacted and published in the manner required at the time of their adoption, and which have not been repealed, may be compiled, consolidated, revised, indexed and arranged

as a comprehensive ordinance code and such code may be adopted by reference by the passage of an ordinance for such purpose. Such code need not be published in the manner required for other ordinances, but not less than three (3) copies thereof shall be filed for use and examination by the public in the office of the City Clerk prior to the adoption thereof. Ordinances codified shall be repealed as of the effective date of the code. Subsequent amendments to sections of the code shall be enacted in the same manner as herein required for the amendment of ordinances generally. Detailed regulations pertaining to the subject, such as the construction of buildings, plumbing, wiring, or other subjects which require extensive regulations, after having been arranged as a comprehensive code, may likewise be adopted by reference in the manner hereinabove provided.

## Article X. Elective Officers

### Sec. 10. Enumeration and term.\*

The elective officers of the City, other than the Mayor and Council, shall consist of:

- (a) A City Clerk.
- (b) A City Treasurer.
- (c) A City Attorney.

All of the elective officers shall serve for a term of four (4) years.

\*10—as amended by election 4-15-75.

### Sec. 10.1. Compensation of elective officers, other than Mayor and City Council.

The elective officers of said City shall receive at stated times a compensation for their services in their respective capacities, to be fixed by ordinance adopted by the City Council. The compensation for such services shall not be increased or diminished as to any such officer after his election and during his term of office, nor within thirty (30) days prior to the date when nomination papers for the position may be filed, provided, however, that in the event of an emergency and in the event any law is adopted by the Legislature of the State of California permitting an increase during the period of any emergency of the salaries of elective officers, then and in that event the City Council may by ordinance increase the salaries of such elective officers in accordance with the provisions of the general law then in effect. In the event of an appointment to fill the vacancy in the unexpired term of any elective official, the City Council may, prior to the time of such appointment, adopt an ordinance, as an emergency ordinance, providing for the compensation of such appointee during the balance of the unexpired term

and thereafter the salary or compensation of such appointee shall not be increased or decreased except in the manner hereinabove provided for elective officials.

### \*Sec. 10.2. Elective offices, vacancies, leaves of absence, temporary appointments.

In the event any elective official described in Article X, Section 10, is unable by reason of illness to perform the duties of his office, the City Council shall grant, without the necessity of any written request for such leave by the official, to such official a leave of absence with pay, for a period of not to exceed six (6) months. Upon the granting of such leave of absence the City Council shall make a temporary appointment for the duration of the leave of absence. In the event any elective official of the City of Redondo Beach absents himself from said City for thirty (30) consecutive days or in the event that such elective official does not perform his duties for thirty (30) consecutive days, unless such elective official has the permission of the City Council to absent himself from the City for thirty (30) consecutive days or to refrain from performing his duties for longer than such period, such permission being expressed in the official minutes of the City Council, or in the event such official is convicted of a crime involving moral turpitude, or otherwise ceases for any reason to be eligible to hold his office, his office shall become vacant and shall be so declared to the City Council.

\*10.2—as amended by election 6-3-86.

### Sec. 10.3. Eligibility.\*

No person shall be eligible to file as a candidate or hold office as City Clerk, City Treasurer, or City Attorney under Article X unless such person shall be a registered voter of the City of Redondo Beach at the time of filing his(her) nomination papers and shall have been a resident of the City for at least thirty (30) days immediately preceding the date of such filing or appointment.

\*10.3—as added by election 4-13-65; as amended by election 6-6-78, 3-5-85 and 3-7-95.

### Sec. 10.4. (Repealed by election 3-5-85).\*

\*10.4—as added by election 4-13-65; as amended by election 6-6-78.

## Article XI. Elective Officers, Powers and Duties

### Sec. 11. City Clerk.\*

The City Clerk shall have the power and be required to:

(a) Be represented at all meetings of the City Council by himself or his deputy. Record and maintain a true and correct record of all of the proceedings of the City Council in books devoted solely to such purposes. Such books shall have a comprehensive index to enable persons readily to ascertain matters contained therein;

(b) Compile and maintain ordinance and resolution books, in which shall be recorded all City Ordinances and Resolutions with the certificate of the Clerk annexed thereto to each said resolution or ordinance, together with a statement that the same is a true and correct copy, giving the numbers of said ordinance or resolutions and, as to an ordinance, a statement that the same has been published according to the requirements of this Charter;

(c) Be the custodian of the seal of the City of Redondo Beach;

(d) Administer oaths or affirmations, take affidavits and depositions pertaining to the affairs and business of the City and certify copies of official records;

(e) Provide all elective officials with certificates of election properly authenticated to by himself and appointive officers with certificates of appointment;

(f) Have charge of the administration of the financial affairs of the City under the direction of the City Manager and in connection therewith shall have the power and be required to:

(1) Prepare and assemble the budget expense and capital estimates for the City Manager;

(2) Supervise all expenditures and disbursements to insure that budget appropriations are not exceeded;

(3) Provide and maintain a general accounting system for the City government and each of its offices, departments and agencies; keep books for and prescribe the financial forms to be used by each office, department and agency;

(4) Supervise the maintenance of current inventories of all property, real and personal, by the respective officers in charge thereof and periodically to audit the same;

(5) Submit to the City Council, through the City Manager, a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the City; and, as of the end of each fiscal year, submit a financial statement and report; and

(6) To approve, except as to correctness, together with the City Manager, before payment, all bills, invoices, payrolls, demands or charges against the City government.

No person shall be eligible for office of City Clerk unless he shall have successfully completed, with a passing grade, at least 15 units consisting of the following courses: elementary accounting; intermediate accounting; advanced accounting; auditing; cost accounting; and

municipal and governmental accounting. Said courses shall have been completed at a collegiate institution, either in residence or in extension, or in a recognized private school of equal educational standards. Five years experience in municipal accounting, in a responsible position, may be substituted for the educational requirements.

\*11—as amended by election 4-13-65.

### Sec. 11.1. City Treasurer.\*

The City Treasurer shall be the custodian of all public funds belonging to or under the control of the City, or of any office, department or agency thereof. The City Treasurer shall devote his full time to the duties of the office and shall not engage in private business practice during City business hours. He shall have the power and be required to:

(a) Receive and have custody of all moneys collected by the City from any source;

(b) Deposit all moneys received in such depositories as may be designated by resolution of the City Council;

(c) Disburse moneys on demands properly audited and approved in the manner provided for in this Charter or by ordinance of the City of Redondo Beach;

(d) Prepare and submit to the City Clerk monthly written reports of all receipts, disbursements and funds balances, copies of which reports shall be filed with the City Manager;

(e) Prepare and submit to the City Manager monthly reports as to the failure of any department heads, officers and/or employees within the City failing to promptly turn over moneys to the Treasurer as required by this Charter or by ordinances of said city;

(f) Collect City taxes and license fees;

(g) Invest and reinvest funds according to State law; provided, however, that the City Council may adopt investment guidelines by resolution.

The City Treasurer may appoint deputies for whose acts he and his bondsmen are responsible. The deputies shall hold office at the pleasure of the City Treasurer.

The effective date of this Charter Amendment shall be April 1, 1983.

\*11.1—as amended by election 11-2-82.

### Sec. 11.2. City Attorney.\*

No person shall be eligible for the office of City Attorney unless he shall have been admitted to practice as an attorney at law before the Supreme Court of the State of California, and shall have been engaged in the

active practice of law in the State of California for at least five (5) years preceding his appointment or election.

The City Attorney shall devote his full time to the duties of office and shall not engage in private legal practice during his term of office, except to carry to conclusion any matters for which he has been retained prior to taking office.

The City Attorney shall have the power and shall be required to:

(a) Represent and advise the City Council and all city officers in all matters of law pertaining to the respective offices/duties.

(b) Represent and appear for the city and any city officer, employee or former city officer or employee, in any and all actions or proceedings in which the city or such officer or employee, in or by reason of his official capacity is concerned or is a party. The City Council, at the request of the City Attorney, may employ other attorneys to assist in any litigation or other matter of interest to the city.

(c) Prosecute on behalf of the People any and all criminal cases arising from violations of this Charter or city ordinances; he shall prosecute violations of State misdemeanors, unless otherwise directed by the City Council.

(d) Attend all meetings of the City Council, unless excused, and give his advice or opinion orally or in writing whenever requested to do so by the City Council or by any boards or officers of the city.

(e) Approve the form of all bonds given to, and all contracts made by, the city, endorsing his approval thereon in writing.

(f) Prepare any and all proposed ordinances or resolutions for the city and amendments thereto.

(g) On vacating office, surrender to his successor all books, papers, files, and documents pertaining to the city's affairs.

The City Attorney may appoint such assistant city attorneys or deputy city attorneys who shall serve him. Such assistant city attorneys or deputy city attorneys shall not be included in the classified service and shall be subject to removal by the city attorney.

The City Attorney shall perform such other duties of a legal nature as the Council may by ordinance require or as provided by the Constitution and general laws of the State.

\*11.2—as amended by election 4-15-75 and 6-5-84.

### **Sec. 11.3. City Judge. (Repealed by election 4-15-75).**

## **Article XII. City Manager**

### **Sec. 12. Creation of office.**

There is hereby created the office of City Manager of the City of Redondo Beach.

#### **Sec. 12.1. Method of appointment.**

The City Manager shall be chosen on the basis of his executive and administrative qualifications and experience in the field of city management. He shall be paid a salary commensurate with his responsibilities as the chief administrative officer of the City. The first City Council elected after the effective date of this Charter shall, within ninety (90) days after taking office, appoint a City Manager. Any City Manager appointed shall be employed by contract for a period of not less than one (1) year and not more than three (3) years, provided that such contract may be renewed from time to time for similar periods.

#### **Sec. 12.2. Eligibility for appointment.**

No elected official of the City of Redondo Beach at the time this Charter goes into effect shall be eligible for the position of City Manager nor shall any official elected at the first election held under the provisions of this Charter be eligible for the position of City Manager within two (2) years from and after the effective date of this Charter.

#### **Sec. 12.3. Powers and duties.\***

The City Manager shall be the chief administrative officer and the head of the administrative branch of the City government. He shall be responsible directly to the City Council for the proper administration of all affairs of the City, and he shall have power and be required to:

(a) Appoint, remove and assign, and supervise and direct the activities of all non-elected department heads and employees of the City, subject to the provisions of this Charter and the ordinances, Civil Service Rules and Regulations of the City and directives of the City Council; provided, however, that the City Manager shall not have any such or other authority over the City Attorney, City Treasurer or City Clerk, except as specifically provided in section 11(f) of this Charter, or over their Assistants and Deputies appointed in accordance with the provisions of this Charter and provided, further, that the City Attorney, City Treasurer and City Clerk shall supervise and direct the day-to-day work assignments of the employees assigned to their respective departments.

(b) Prepare the budget annually and submit it to the City Council and be responsible for its administration after the adoption of the budget.

(c) Prepare and submit to the City Council at the end of each fiscal year a complete report on the finances and administrative activities of the City for the preceding year, including all of his activities as City Manager.

(d) Keep the City Council advised of the financial condition and future needs of the City and make such recommendations as may seem to him to be desirable and to the best interests of said City.

(e) Appoint and remove, subject to the provisions of this Charter and the Civil Service ordinances, rules and regulations of the City of Redondo Beach, all department heads of the City except as herein otherwise provided, and pass upon and approve all proposed appointments and removals of subordinate employees by department heads.

(f) Perform such other duties as may be prescribed by this Charter or required of him by the City Council not inconsistent with this Charter.

(g) Attend all of the meetings of the City Council and have the right to participate in the deliberations of the City Council, but shall not have a vote at such meetings.

(h) He shall appoint, subject to the approval of the City Council, one of the other city officers as Manager pro tempore during any temporary absence or disability of the City Manager.

\*12.3—as amended by election 3-4-97.

#### Sec. 12.4. Assistant City Manager.

In the event the City Council provides for the appointment of an Assistant City Manager he shall be appointed by and be under the supervision and direction of the City Manager and may be removed at any time by the City Manager. In the event an Assistant City Manager is appointed, the provisions of Subdivision (h) of Section 12.3 shall be inoperative.

#### Sec. 12.5. City Manager, civil service.

Neither the City Manager nor any Assistant City Manager shall be placed under the civil service system of said City.

### Article XIII. The City Court (Repealed by election 4-15-75)

### Article XIV. Appointive Officers\*

\*Certain provisions of Article XIV, including Sections 14, and 14.2 through 14.8 were deleted as a result of the passage of Proposition D, passed 3-7-95.

#### Sec. 14.1. Creation, consolidation and abolition of City departments and appointive officers.\*

The City Council may provide by ordinance for the creation, consolidation, alteration or abolition of departments, divisions and appointive officers, after consideration of the City Manager's recommendation(s) thereon.

\*14.1—as amended by election 3-8-83.

### Article XV. Appointive Boards and Commissions

#### Sec. 15. Creation of Boards and Commissions.\*

The City Council may create by ordinance such boards and commissions as in its judgment may be required to promote the interests of the City of Redondo Beach and may grant to them such powers and duties as are consistent with the provisions of this Charter and other paramount law.

\*15—as amended by election 4-10-51 and 3-4-97.

#### Sec. 15.1. Commissions, budget requirements. (Repealed by election 3-4-97).

#### Sec. 15.2. Membership, appointments, terms.\* (Repealed by election 3-4-97).

\*15.2—as amended by election 4-15-75, 6-5-84, 6-3-86, and 3-7-89.

#### Sec. 15.3. Newly created boards and commissions.\* (Repealed by election 3-4-97).

\*15.3—as amended by election 6-5-84.

#### Sec. 15.4. Organization meetings, chairmen. (Repealed by election 3-4-97).\*

\*15.4—as amended by election 3-7-95.

#### Sec. 15.5. Proceedings. (Repealed by election 3-4-97).

#### Sec. 15.6. Members' compensation. (Repealed by election 3-4-97).

#### Sec. 15.7. Membership eligibility.\* (Repealed by election 3-4-97).

\*15.7—as amended by election 4-10-51, 6-5-84, and 3-7-95.

**Sec. 15.8. Vacancies.\***  
(Repealed by election 3-4-97).

\*15.8—as amended by election 6-3-86 and 3-7-95.

**Sec. 15.9. Oaths and affirmations.**  
(Repealed by election 3-4-97).

**Sec. 15.10. Planning Commission.\***  
(Repealed by election 3-4-97).

\*15.10—amended by election 6-5-84 and 3-7-95.

**Sec. 15.11. Planning Commission, powers and duties.**  
(Repealed by election 3-4-97).

**Sec. 15.12. Recreation and Parks Commission.\***  
(Repealed by election 3-4-97).

\*15.12, 15.13—amended by election 4-10-51.

**Sec. 15.13. Recreation and Parks Commission, powers and duties.\***  
(Repealed by election 3-4-97).

\*15.12, 15.13—amended by election 4-10-51.

**Sec. 15.14. Library Commission.\***  
(Repealed by election 3-4-97).

\*15.14—as amended by election 3-5-91.

**Sec. 15.15. Library Commission, powers and duties.**  
(Repealed by election 3-4-97).

**Sec. 15.16. Taxation and Budget Commission.**  
(Repealed by election 3-4-97).

**Sec. 15.17. Taxation and Budget Commission, powers and duties.**  
(Repealed by election 3-4-97).

**Sec. 15.18. Public Improvement Commission.**  
(Repealed by election 3-4-97).

— o —  
That said City Charter be amended by repealing Sections 15.19 and 15.20 fixing the number of members of the Parks Commission and the duties of the Parks Commission. (Last 3 lines constitute repeal amendment of 4/10/51.)

**Article XVI. Redondo Beach Unified School District**

**Sec. 16. Jurisdiction over Public Schools.\***

The Redondo Beach Unified School District shall have jurisdiction over the public schools, kindergarten through twelfth grade, within the said City of Redondo Beach, as the same now exists, or may hereafter be changed and exist, as provided by law.

\*16—as amended by election 3-2-93 and 3-7-95.

**Sec. 16.1. Board members.\***

The government and control of the public schools shall be vested in the Board of Education, consisting of five (5) members. No person shall be eligible to hold the office of member of the Board of Education unless he/she shall have been a resident of the territory included in the Redondo Beach Unified School District for at least thirty (30) days immediately preceding the date of filing his/her declaration of candidacy. They shall be elected at large by the registered voters of the district and shall serve for a four (4) year term, without compensation, except necessary expenses when acting as a designated representative of the Board of Education as provided in the Education Code of the State of California.

\*16.1—as amended by election 4-10-73, 4-19-77, 6-6-78, 3-2-93, and 3-7-95.

**Sec. 16.2. Board, powers and duties.**

The powers and duties of the Board of Education of the public school system of said City shall continue as at present under the Constitution and laws of the State of California relating thereto, as said Constitution and laws now exist, or may hereafter be amended, and said public school system shall be supported, maintained, improved, extended, conducted, operated and carried on under said Constitution and laws, as they now exist or may hereafter be amended, in all particulars in all respects, and in the same manner as heretofore.

**Sec. 16.3. Elections.\***

The election of members of the Board of Education shall be held in the Redondo Beach School District on the first Tuesday after the first Monday in March of each succeeding odd-numbered year to fill the offices of members whose terms expire on March 31st next succeeding the election. Each person elected at a regular biennial governing board member election shall hold office for a term of four years from April 1st next succeeding his election. Board of Education elections shall be consolidated with General Municipal Elections.

\*16.3—as amended by election 4-10-73, 6-6-78, and 3-2-93.

#### Sec. 16.4. Absentee voters.\*

\*16.4—as amended by election 4-19-77; deleted by election 3-2-93.

#### Sec. 16.5. Vacancies.\*

In the event any vacancy or vacancies exist in the membership of the said Board of Education, the same shall be filled as provided in the Education Code of the State of California as it now exists or as it shall be hereafter amended.

\*16.5—as amended by election 4-15-75.

#### Sec. 16.6. Adjustment: Initial term.\*

The members of the Board of Education of the Redondo Beach Unified School District elected at the election held on November 3, 1992 shall serve the following initial terms of office: The three members receiving the highest votes at said election shall serve through March 31, 1997, and the remaining members shall serve through March 31, 1995. Thereafter, all members shall serve four year terms as provided in this Charter.

\*16.6—as amended by election 3-2-93.

#### Sec. 16.7. Term limits.\*

No person shall serve more than two full terms as a member of the Board of Education or any predecessor or successor entity covered by this Charter, whether elected at-large or by district or by a combination thereof. If a person serves a partial term in excess of two years, it shall be considered a full term for the purpose of applying this provision. Previous terms and current uncompleted terms of office of persons who were members of the Board on March 3, 1997, shall not be counted for the purpose of applying this provision.

\*16.7—as added by election 3-4-97.

### Article XVII. Taxation and Budget

#### Sec. 17. Tax system.

The City Council may by ordinance provide for assessments and tax collection by the City. Until such time as a different method is established, the City shall continue to use, for the purpose of ad valorem municipal taxation, the Los Angeles County system of assessment and tax collection as now in effect or may hereafter be amended in so far as such provisions are not in conflict with this Charter.

#### Sec. 17.1. Tax levy, failure to fix.

Should the City Council fail, for any reason, to properly fix the rate and levy taxes on or before August 31st, in any year, after the adoption of this Charter, the rates for the next preceding year shall thereupon be automatically adopted and a tax at such rate shall be deemed to have been levied on all taxable property in the City for the current fiscal year.

#### Sec. 17.2. Fiscal year.

The fiscal year of the municipal government shall begin on the first day of July of each year and end on the thirtieth day of June the following year.

#### Sec. 17.3. Tax levy limits.

In addition to the special levies hereinafter provided, the City Council shall not levy a property tax in excess of One Dollar (\$1.00) on each One Hundred Dollars (\$100.00) of the assessed valuation of taxable property in the City for municipal purposes.

#### Sec. 17.4. Tax levies, special purposes.

At the same time and in the same manner as other property taxes for municipal purposes are levied and collected, and where no other provisions for payments are made, there shall be levied and collected the following:

(a) A tax sufficient to meet all liabilities of the City for principal and interest of all bonds or judgments due and unpaid, or to become due during the ensuing fiscal year.

(b) A tax not to exceed fifteen cents (15¢) on each One Hundred Dollars (\$100.00) of the assessed value of taxable property in the City for advertising, music and park purposes.

(c) A tax not to exceed fifteen cents (15¢) on each One Hundred Dollars (\$100.00) of the assessed value of taxable property in the City for library purposes, provided, however, any surplus from such levy remaining at the end of any fiscal year shall be transferred to the "Library Improvement Fund" and may be used for Library capital outlays, extensions and maintenance.

(d) A tax not to exceed fifteen cents (15¢) on each One Hundred Dollars (\$100.00) of the assessed value of taxable property in the City for recreation.

The proceeds of any special levy shall be used for the purposes specified and no others.

#### Sec. 17.5. Special levy, employees retirement system, tax levy.

The City Council may make a special levy to raise sufficient funds to meet all obligations of the City to the

State Employees Retirement System, in the event such a system is placed in effect for the employees of this City.

**Sec. 17.6. General funds, transfer of surplus.**

Prior to the adoption of any ordinance fixing the annual tax levy, the City Council may transfer any surplus sums remaining in the General Fund of said City to the "Municipal Building and Capital Outlays Fund".

**Sec. 17.7. Budget preparation.**

Annually, the City Manager shall require the heads of each department to submit to him not later than April 1st, detailed estimates of the estimated revenues and expenditures of their departments for the ensuing fiscal year. The City Manager shall hold such conferences with the department heads as may be necessary to permit him to accurately determine department needs in the light of anticipated municipal revenues and efficient operation of the departments.

**Sec. 17.8. Budget, submission by City Manager.**

Not later than May 16th of each year the City Manager shall submit a proposed budget for the ensuing fiscal year to the City Council.

**Sec. 17.9. Budget hearing and adoption.**

Upon receipt of the proposed budget, the City Council shall set a time and place for a public hearing on the budget. Said hearing shall be held not more than thirty days after receipt of the proposed budget and the City Council shall cause notice of such hearing to be given by publishing a notice in the official paper of said City at least ten (10) days prior to the hearing.

If the City Council is unable to complete the hearing at one session, it may adjourn from time to time until completed.

After the hearing, the City Council shall review the budget, considering matters brought forth at the hearing, make any revisions and adopt the same. The City Council shall adopt the budget on or before June 30th of each year.

**Sec. 17.10. Budget adherence.**

After the adoption of the budget, the amounts allocated therein to the various departments shall be appropriated to the various departments and no department shall exceed the appropriations made to it.

At any meeting, after the adoption of the budget, any appropriations may be modified and/or transferred by the adoption of a resolution by at least four affirmative votes.

All appropriations remaining unexpended or not allocated for payment of existing contracts shall lapse at the end of each current fiscal year.

**Sec. 17.11. Bonded debt limit.**

The bonded indebtedness of the City shall not exceed fifteen percent of the total assessed valuation of property within the City.

**Article XVIII. Elections**

**Sec. 18. General municipal elections.\***

General Municipal Elections to fill elective offices shall be held in said City on the first Tuesday after the first Monday in March of each succeeding odd-numbered year to fill the offices of persons whose terms expire on March 31st next succeeding the election. Each person elected at a General Municipal Election shall hold office for a term of four years from April 1st next succeeding his election. General Municipal Elections shall be consolidated with Board of Education elections.

\*18—as amended by election 4-10-73 and 6-6-78.

**Sec. 18.1. Special municipal elections.**

Special municipal elections may be held by authority of this Charter or by authority of any law of the State of California during the period this Charter shall be in effect.

**Sec. 18.2. Procedure, elections code.\***

All elections held under this Charter shall be held and conducted in accordance with the provisions of the Elections Code of the State of California as the same now exists or may hereafter be amended, for the holding of elections in general law cities unless such provisions are in conflict with the provisions of this Charter or unless an ordinance providing for the manner of holding and conducting elections is adopted by the City Council.

\*18.2—as amended by election 3-5-85.

**Sec. 18.3. Initiative, referendum, recall.**

The provisions of the elections code of the State of California, as the same now exists or may hereafter be amended, governing the initiative, referendum and recall of municipal officers, shall apply to the use thereof in this City in so far as the provisions of the elections code are not in conflict with this Charter.

**Sec. 18.4. Majority vote: Runoff elections.\***

A. Except as provided in this Section with regard to runoff elections, a majority (more than half), of the votes cast for all candidates for each City elective office is required for the election of the candidate to such office. In the event no candidate for an elective office receives a majority of the votes cast for all candidates for such office, the two (2) candidates receiving the highest numbers of votes cast for any such office shall thereby qualify as candidates for such office at a runoff election to be held not later than seventy (70) days after such election. In the event that any person qualifies pursuant to law to become a write-in candidate for such office at the runoff election, the candidate who receives a plurality of all the votes cast for such office in the runoff election shall be elected.

B. Notwithstanding the foregoing, members of the Board of Education shall continue to be elected by a plurality of votes cast.

\*18.4—as added by election 11-4-80; as amended by election 11-6-84 and 3-7-95.

**Article XIX. General Provisions**

**Sec. 19. Public works, contracts.\***

Every contract involving an expenditure of more than fifty thousand dollars (\$50,000.00) for public works projects, including the construction of improvements of public buildings, streets, drains, sewers, utilities, parks and playgrounds shall be let either to: (1) the lowest responsible bidder, after notice by publication in the official newspaper by one or more insertions, the first of which shall be published at least ten (10) days before the time for opening bids; or (2) the best value design-builds entity or best value design-build-operate entity responding to a request for proposals.

Public works projects of fifty thousand dollars (\$50,000.00) or less may be let to contract by informal bid procedures as shall be set by the City Council by ordinance.

Public works projects of fifteen thousand dollars (\$15,000.00) or less may be performed by employees of the City by force account, by negotiated contract or by purchase order.

The Council may reject any and all bids received whenever in the opinion of the City Council:

(a) The bid or bids do not strictly comply with the notice and specifications.

(b) The Council finds and determines that the proposed project or purchase should be abandoned.

(c) The Council finds and determines that the materials may be purchased more reasonably on the open market

and the work done cheaper by day or City labor.

(d) The Council determines that the bids are higher than anticipated and a new call for bids would result in savings to the City.

(e) The Council determines that it would be in the best interest of the City to delay the work or purchase for an indefinite period of time.

(f) The best interests of the City would be served by a rejection of all bids.

(g) The proposal is not suitable for the project.

\*19—as amended by election 4-11-67, 3-7-89 and 3-6-01.

**Sec. 19.1. Competitive bidding, when not required.\***

It shall not be necessary for the City Council to publish notice calling for bids or to receive bids as required in Article XIX, Section 19, in the following cases:

(a) Where the proposed work consists of maintenance or repair.

(b) When the City Council, upon recommendation of the City Manager, finds and determines that the work may be done more reasonably either on a daily basis or by the use of City labor, and/or materials may be purchased as cheaply on the open market.

(c) When the City Council by four-fifths (4/5) vote expressed in its official minutes finds and determines that an emergency exists and it is necessary to immediately contract for such work and/or materials in order to protect and preserve life or property.

(d) When the proposed services are not competitive or are to be furnished by a public utility.

(e) On all purchases of supplies or materials under \$5,000.00, providing such purchases are approved by the City Manager.

\*19.1—COMPETITIVE BIDDING, WHEN NOT REQUIRED—as amended by election 4-13-65.

**Sec. 19.2. Officers, interest in public contracts or sales.**

City officers shall not be interested in any contract made by them in their official capacity, or by any body or board of which they are members. Any willful violation of the provisions of this section shall be a ground for removal from office and shall be deemed a misdemeanor and punished as such. City officers shall not be purchasers at any sale nor vendors at any purchase made by them in their official capacity. Any contract made in violation of any of the provisions of this section may be voided at the instance of any party except the officer interested therein.

**Sec. 19.3. Actions against City.\***

No suit shall be brought for money or damages against the City or any board, commission or officer thereof until a claim or demand for the same has been presented in the manner prescribed by Government Code sections 900 et seq., as they currently exist and may hereafter be amended. The City Council may prescribe additional claims procedures by appropriate ordinance.

\*19.3—as amended by election 3-5-85.

**Sec. 19.4. Audits.**

The City Council shall employ a qualified public accountant for the purpose of examining the books, records, inventories and reports of all officers and employees receiving, handling or disbursing public funds and of any officers, employees or departments designated by the City Council. Such auditor shall be employed, by contract, on an annual basis at the beginning of each fiscal year. Any contract of employment shall specify the number of reports, the departments to be audited and generally describe the work to be done together with the number of copies of the annual report and quarterly reports, if any, required by the City Council.

The award of auditing contracts may be made upon the basis of competitive bidding upon the recommendation of the City Manager.

**Sec. 19.5. Legal notices, contract for publication.\***

The City Council annually, prior to the beginning of the fiscal year, shall publish a notice inviting bids and shall award to the lowest responsible bidder a contract for publication of all legal notices or other matter required to be published in a newspaper of general circulation circulated in said City during the ensuing fiscal year. The newspaper with which any such contract is made shall be designated as the official newspaper for the publication of such notices or other matter for the period of such contract. In no event shall the contract price for such publications exceed the newspaper's customary rates for private legal publications.

\*19.5—as amended by election 3-4-03.

**Sec. 19.6. Salaries and wages payment.\***

The salaries or wages of all officers or employees of the City shall be paid on the basis and at the times as the Council shall by resolution prescribe.

\*19.6—as amended by election 4-11-67.

**Sec. 19.7. Contracts, progress payments.**

All contracts entered into by or on behalf of the City of Redondo Beach may provide for percentage payments at various stages of the work contracted for provided, however, that at least ten (10) per cent of the total sums payable by the City of Redondo Beach under any contract shall be withheld until the work is approved by the department head and accepted by the City Council. The City Council shall not accept complete performance under any contract until satisfactory evidence is furnished that all labor and material liens have been completely satisfied by the contractor.

**Sec. 19.8. Borrowing funds, method repayment.**

The City Council shall have the right at any time during a fiscal year to borrow funds for budgeted operating expenses providing there are sufficient anticipated revenues for said fiscal year to permit repayment of the sums prior to the end of the fiscal year during which said funds are borrowed. The City Council prior to entering into any agreement to borrow funds shall adopt a resolution by at least four (4) affirmative votes and said resolution shall set forth the sums required by the City, the reasons for such requirements, the amount of interest to be paid on the obligation to be incurred and the ability of the City to repay said sums prior to the end of the current fiscal year, and in addition thereto the date of repayment, a provision that said funds shall be repayable from any source of City revenue and if not paid prior to the payment of the second installment of taxes, it shall be a charge against such taxes and payable from the first moneys received.

**Sec. 19.9. Municipal purchases.**

The City Council by ordinance, upon recommendation of the City Manager, shall provide for the purchase of all materials by the City through the City Manager or through some official, employee or department recommended by him, subject to other provisions of this Charter, and in accordance with such regulations as may be deemed advisable by the City Manager and the City Council.

**Sec. 19.10. Residence, officers and employees.\***

For the protection of the public's health, safety, and welfare and to assure the availability of the services of City employees, the City Council may by ordinance require officers and employees of the City to reside within a prescribed distance from their place of employment in the City. Different distances may be established for different classes of officers and employees.

\*19.10—RESIDENCE, OFFICERS AND EMPLOYEES—as amended by election 12-3-70.

**Sec. 19.11. Limitations on incurrence of indebtedness or liability.\***

The City Council, except as hereinafter set forth, shall not incur any indebtedness or liability in any manner or for any purpose exceeding in any year the income and revenue provided for such year without the assent of two-thirds (2/3) of the registered voters of said City voting at an election held for that purpose, nor unless prior to or at the time of incurring such indebtedness provision shall be made for the collection of an annual tax sufficient to pay the interest and principal on such indebtedness in yearly installments and further providing that no such indebtedness shall be extended over a period of more than twenty (20) years.

\*19.11—as amended by election 3-7-95.

**Article XX. Funds, Disbursements and Liabilities**

**Sec. 20. Payments from City Treasury.**

No payments shall be made from the City Treasury or out of the funds of the City unless the same shall be authorized by law or this Charter and until the demand is approved as in this Charter provided.

**Sec. 20.1. Approval of demands.**

All demands shall, prior to payment, be approved by the City Manager and the City Clerk. Prior to the approval of any demands by them, they shall satisfy themselves that the supplies, materials, property or services for which payment is claimed, have been actually delivered or rendered, that the payment, authorized by law, is just and fair, and that appropriation for the same has been made. All payrolls shall be certified by the respective department heads and approved by the City Manager.

**Sec. 20.2. Special funds.\***

The City Council shall by ordinance establish the special funds referred to in this Charter and all other funds required by law and, in addition thereto, the City Council shall establish the following funds:

(a) **Treasurer's Departmental Trust Fund.** All funds collected by the Police Department, License Collector, Building Inspector, and other departments may be deposited by the respective officer thereof at frequent intervals during each month. The officers or employees depositing such funds with the Treasurer shall advise the Treasurer concerning the funds deposited. Withdrawals from such fund shall be made by the City Treasurer only on order

signed by the proper department head and for the following purposes only:

(1) The making of a refund of bail which has been exonerated or of other refundable deposits involving fund advances authorized by the City Council, or for the correction of clerical or ministerial errors in the receipt of payments to the city.

(2) The making of settlements with city funds at the end of each calendar month for collections accumulated during the month.

(b) Petty cash funds for use by the City Manager and department heads to purchase items which cannot conveniently be handled otherwise than by the payment of cash.

(c) The City Council may by ordinance provide for the establishment and maintenance of such other special funds as it deems necessary for the proper administration of the fiscal affairs of the city.

\*20.2—as amended by election 6-5-84.

**Article XXI. Miscellaneous Provisions**

**Sec. 21. Licensing, revenue and regulatory purposes.**

The City Council may adopt any and all ordinances deemed necessary or advisable to license, for the purpose of revenue and regulation, all and every kind or kinds of business authorized by law and transacted and carried on in such City, and all shows, exhibitions, and lawful games carried on therein; to fix the rates of license tax upon the same and to provide for the collection of the same by suit or otherwise.

**Sec. 21.1. Official bonds, City Clerk and Treasurer, officers and employees.\***

The City Clerk and the City Treasurer shall before entering upon the duties of their respective offices, each execute a bond to the City which shall conform to the requirements of the provisions of the Government Code relating to bonds of public officials. The penal sum of such bonds shall be fixed by the City Council by ordinance adopted not less than thirty (30) days prior to the election of such officials. The City Council shall require bonds of all other officers and employees handling moneys of the City of Redondo Beach when deemed necessary by the City Council. All bonds shall be approved by the City Attorney as to form and by the Mayor as to amount and filed with the City Clerk except the bond of the Clerk which shall be filed with the City Treasurer. The premiums of all officials' bonds shall be paid from the General Fund of the City. All provisions of any law

of the State of California relating to the official bonds of officers shall apply to any bonds herein required or authorized except as herein otherwise set forth.

\*21.1—as amended by election 3-5-85.

#### **Sec. 21.2. Oaths of office.**

All officials, officers, members of boards or commissions and employees shall take and file with the City Clerk the oath of office required by the Constitution and the laws of the State. In addition to the oath of office and as a part thereof, the City Council shall by ordinance require all of the persons herein mentioned, including members of the City Council, to affirm their loyalty to the United States of America and its principles of government. The oath of office of the City Clerk shall be taken by and filed with the Mayor.

#### **Sec. 21.3. Adult entertainment and sex-oriented businesses.\***

The People of the City of Redondo Beach state that they are opposed to the establishment and operation of adult entertainment and other sex-oriented businesses and uses in the City, including but not restricted to so-called topless and nude bars, adult movie theaters and adult book stores. The People believe the presence of such businesses and uses has a harmful effect on the quality of life of persons living and working in the community and contributes to urban blight by leading to the moral, social and economic deterioration of our neighborhoods. Therefore the People direct the City Council to effectively restrict the establishment and operation of adult entertainment and sex-oriented businesses and uses to those limited and appropriate areas and otherwise in a manner consistent with the constraints of the Federal and State Constitutions and other applicable law in order to maintain the quality of life and viability of neighborhoods in our City.

\*21.3—as added by election 4-11-67 and 3-4-97.

### **Article XXII. Franchises**

#### **Sec. 22. Granting of franchises.**

The City Council shall have the power to grant by ordinance to any person, firm or corporation, whether presently operating under a franchise or not, to furnish the City or its inhabitants any public utility or service, and to use the public streets, ways, alleys and places, as the same now or may hereafter exist, for the construction and operation of all facilities or works necessary or convenient for the furnishing thereof, or necessary or

convenient for crossing the City for the transmitting or conveying of any service elsewhere.

#### **Sec. 22.1. Procedural ordinance.**

The City Council shall within ninety (90) days after the effective date of this Charter adopt a procedural ordinance, setting forth the method of procedure and terms and conditions for granting franchises; such ordinance shall provide for the adoption of Resolutions of Intention, public hearings and publication of notices of such intention prior to the granting of any franchise. The procedural ordinance shall also contain a provision that all such grants shall be either indeterminate franchises or for terms not to exceed twenty-five (25) years.

#### **Sec. 22.2. Eminent domain, unimpaired by grant of franchise.**

No grant of any franchise shall in any way limit or impair the exercise by the City of the right to eminent domain. In the event of the exercise of such right by the City nothing shall be paid to any public utility for franchise value, except the amount paid to the City by such utility for the franchise, good will, or any other asset other than the physical improvements, land and equipment of such utility.

#### **Sec. 22.3. Usurpation of franchise rights.**

It shall be a misdemeanor for any person, firm or corporation to exercise any privilege for which a franchise is required without first obtaining such franchise. Each day such privilege is exercised shall constitute a separate violation.

### **Article XXIII. Amendments to Charter**

#### **Sec. 23. Amendments.**

This Charter may be amended in the manner provided by the Constitution of the State of California, existing at the time of any proposed amendments.

### **Article XXIV. Violations, Validity and Construction**

#### **Sec. 24. Violations.\***

The violation of any provision of this Charter shall be a misdemeanor and shall be punishable upon conviction by a fine of not exceeding Five Hundred Dollars (\$500) or by imprisonment for a term not exceeding six (6) months, or by both such fine and imprisonment.

\*24—as amended by election 3-5-85.

**Sec. 24.1. Validity.**

If any provisions of this Charter, or the application thereof to any person or circumstance is held invalid, the remainder of the Charter, and the application of such provision to other persons or circumstances, shall not be affected thereby.

**Sec. 24.2. Construction.**

Wherever the word "shall" is used in this Charter it means mandatory and wherever the word "may" is used it means permissive unless the use of the words in the particular paragraph requires a different construction.

**Article XXV. Harbor Construction and Improvement**

(Added at election held April 9, 1957)

**Sec. 25. Harbor Improvement Fund.**

There shall be in the treasury of the City a separate fund to be designated as the "Harbor Improvement Fund" and there shall be within said fund two accounts, one designated as the "Harbor Revenue Account" and the other designated as the "Oil Revenue Account", and under said accounts there may be such sub-accounts as may be necessary or convenient. From time to time as the same are received by the City the following moneys shall be placed in said fund and credited to the following accounts, to wit:

(a) To the Harbor Revenue Account, all gross receipts, including fees, tolls, rentals, charges and other revenues, received by the City from or in connection with the operation of any harbor facilities owned, controlled or operated by the City.

(b) To the Oil Revenue Account, all net revenues received by the City from or in connection with the production or sale of oil, gas and other hydrocarbon substances derived from tide or submerged lands owned or controlled by the City. As used in this subparagraph, "net revenues" means gross revenues less the necessary and reasonable costs to the City of such production and sale.

**Sec. 25.1. Fund uses.**

Moneys in the Harbor Improvement Fund shall be used only for the following purposes in the following order of priority, to wit:

(a) For the current, necessary and reasonable costs and expenses to the City of operating and maintaining harbor facilities owned, controlled or operated by the City, but without allowance for depreciation or obsolescence or additions, extensions or other capital improvements. Such costs and expenses shall be paid, first from

the Harbor Revenue Account to the extent there are at that time available moneys therein, and any remainder from the Oil Revenue Account.

(b) For the payment as the same fall due of the principal of and interest on any bonds of the City, including general obligation bonds, issued for the acquisition, construction, extension or improvement of harbor facilities. Such payments shall be made, first from the Oil Revenue Account to the extent there are at that time available moneys therein, and any remainder from the Harbor Revenue Account.

(c) Any balance which remains from time to time in the Harbor Improvement Fund and the several accounts therein after paying or providing for all then incurred costs and expenses under (a) above, and after paying or providing for all payments under (b) above which are due or which will become due during the next ensuing twelve months period, may be used for the purpose of acquiring, constructing, extending or improving harbor facilities (including deposits into reserve or depreciation funds or accounts established for that purpose) and any part of such balance not then needed for such purposes may be used for any lawful purpose.

**Sec. 25.2. Definition of harbor facilities.**

As used in this article the term "harbor facilities" includes harbors, bulkheads, breakwaters, wharves, docks, piers, quays, and other utilities, structures and appliances necessary or convenient for the promotion or accommodation of commerce and navigation and for the protection of lands within the City, and also includes vehicle parking facilities serving harbor facilities or any portion thereof.

**Sec. 25.3. Provisions not a covenant.**

Nothing in this article shall be deemed to be a covenant in favor of any holder of any general obligation bond of the City. (End of amendment of April 9, 1957)

**ARTICLE XXVI**

(Added at election held April 15, 1975)

**Sec. 26. Mayor and City Council.**

No person shall serve more than two full terms as Councilman from any combination of districts, or Mayor. If a person serves a partial term in excess of two years, it shall be considered a full term for the purpose of this provision. Previous and current terms of office shall be counted for the purpose of applying this provision to future elections although all persons presently in office shall be permitted to complete their present terms.

That the said charter as hereinbefore set forth is a full, true and correct copy of the said charter as prepared and proposed by the said legislative body of said city and submitted to the electors of said city and ratified by the electors of said city at said Special Municipal Election held on January 4, 1949.

IN WITNESS WHEREOF, we have hereunto set our hands and hereto affixed the seal of said City of Redondo Beach, California, this 11th day of January, 1949.

CHARLES H. WORTHAM  
Mayor of the City of  
Redondo Beach, California

(Seal of City)

C. C. MANGOLD  
City Clerk of the City of  
Redondo Beach, California

and

WHEREAS, said charter has been submitted to the Legislature of the State of California for approval or rejection without alteration or amendment in accordance with Section 8 of Article XI of the Constitution of the State of California; now therefore be it

RESOLVED BY THE ASSEMBLY OF THE STATE OF CALIFORNIA, THE SENATE THEREOF CONCURRING, a majority of all the members elected to each house voting therefor and concurring therein, that the said charter as presented to, adopted and ratified by the electors of the City of Redondo Beach and as hereinbefore fully set forth, be and the same is hereby approved as a whole as and for the charter of the City of Redondo Beach.

ENDORSED  
FILED

in the office of the Secretary of State of the State of California Jan. 21, 1949  
at 11 o'clock A.M.

Sam L. Collins  
Speaker of the Assembly

FRANK M. JORDAN, Secretary of State  
By Chas. J. Hagerty, Deputy

Attest:  
(SEAL)

Goodwin J. Knight  
President of the Senate

Frank M. Jordan  
Secretary of State

By Chas. J. Hagerty  
Deputy Secretary of State

ORDINANCE NO. 2795

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY  
OF REDONDO BEACH, CALIFORNIA, ADDING ARTICLE 11  
TO CHAPTER 9, TITLE 2 OF THE REDONDO BEACH MUNICIPAL CODE  
TO CREATE A RECREATION AND PARKS COMMISSION AND PRESCRIBING  
ITS MEMBERSHIP, METHOD OF APPOINTMENT, AND  
ITS POWERS AND DUTIES

-----  
WHEREAS, the City of Redondo Beach for many years past has had a Recreation and Parks Commission created and functioning under the provisions of Article 15 of the City's Charter; and

WHEREAS, at the General Municipal Election held on March 4, 1997, the People voted to adopt Proposition D, which amended Article XV to provide that all boards and commissions hereafter will be empowered and structured in accordance with an ordinance or resolution of the City Council, thus eliminating the existing Recreation and Parks Commission; and

WHEREAS, it is in the public interest that the City continue to have a functioning Recreation and Parks Commission.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Article 11 is hereby added to Chapter 9, Title 2 of the Redondo Beach Municipal Code to read in its entirety as follows:

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"Article 11. Recreation and Parks Commission

**Sec. 2-9.1101. Created.**

There is hereby created a Recreation and Parks Commission.

**Sec. 2-9.1102. Appointment and Terms of Members.**

(a) The Commission shall consist of seven (7) members. Unless otherwise authorized by the City Council, one (1) member shall be appointed from each Council district and two (2) members shall be appointed at large.

(b) The original term of one (1) member shall expire on September 30, 1997; the original term of two (2) members shall expire on September 30, 1998; the original term of two (2) members shall expire on September 30, 1999; and the original term of two (2) members shall expire on September 30, 2000.

**Sec. 2-9.1103. Powers and Duties.**

The Commission shall:

(a) Act as adviser to the City Council in all matters pertaining to public recreation, including playgrounds and entertainment;

(b) Prepare, with the assistance of the Director of Recreation, an annual estimate for budget purposes for the funds necessary to carry on an adequate recreational program in the City and submit such estimate to the City Manager;

(c) Assist in every way in the development of recreation in the City, stimulate public interest in such recreation program and cooperate with schools located in the City and all other agencies relative to securing and developing a full and complete recreational program;

(d) Plan a program for the development, extension, improvement and maintenance of park facilities in the City; and

(e) In addition thereto, the Commission shall exercise such powers and duties as may be assigned and allocated to it by virtue of any orders of the City Council.

SECTION 2. Resolution No. 7900 is hereby repealed.

SECTION 3. Any provisions of the Redondo Beach Municipal Code, or appendices thereto, or any other ordinances of the City, to the extent that they are inconsistent with this ordinance, and no further, are hereby repealed.

SECTION 4. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

SECTION 5. PUBLICATION AND EFFECTIVE DATE. This ordinance shall be published by one insertion in the *Easy Reader-Redondo Beach Hometown News*, the official newspaper of said

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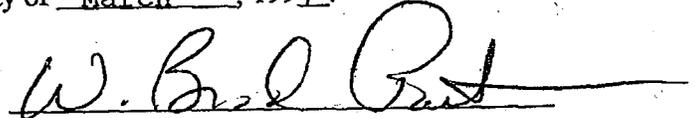
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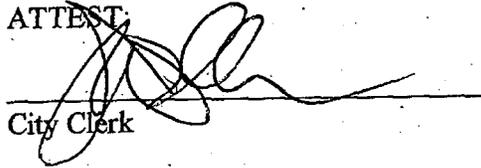
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City, and same shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

Passed, approved, and adopted this 18th day of March, 1997.

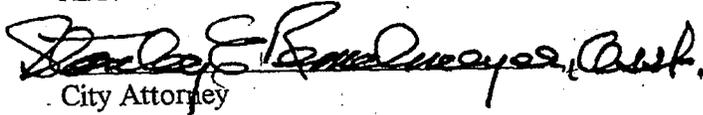
  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

(SEAL)

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

;stan\ordinanc\recpark.com

**BYLAWS FOR THE  
RECREATION AND PARKS COMMISSION  
OF THE CITY OF REDONDO BEACH, CALIFORNIA**

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**ARTICLE I. NAME**

The name of this Commission shall be the Recreation and Parks Commission of the City of Redondo Beach, established by Ordinance No. ~~2005~~<sup>2005</sup> on August 5<sup>th</sup>, 1997.

**ARTICLE II. OBJECT**

The object of this Commission shall be to act as adviser to the City Council in all matters pertaining to public recreation, including playgrounds and entertainment, prepare an annual estimate for budget purposes, assist in development of recreation in the City, stimulate public interest in such recreation programs, and cooperate with schools and all other agencies, plan for the development, extension, improvement and maintenance of park facilities, and perform such other duties as directed by the City Council.

**ARTICLE III. MEMBERS**

**Sec. 1 Appointments**

The Commission shall consist of seven (7) members appointed by the Mayor, subject to approval by the City Council. Each Commissioner shall serve for a term of four (4) years, commencing October 1, and ending September 30, or as soon thereafter as his/her successor is appointed and qualified. No Commissioner shall serve more than two (2) four (4) year terms consecutively. No member shall serve simultaneously on more than one (1) board or commission.

**Sec. 2. Vacancies**

In the event that any member of the Commission shall be absent from the regular meetings for a period of sixty (60) days consecutively following the last regular meeting attended by such commissioner, unless by permission of the City Council expressed in its official minutes, or in the event such Commissioner shall be convicted of a crime involving moral turpitude, or ceases to be a registered voter of the City, his/her office shall become vacant and shall be so declared by the City Council.

**ARTICLE IV. OFFICERS**

The Commission shall elect a Chairperson and Vice-Chairperson at its regular meeting in October of each year. The Liaison shall be the Secretary of the Commission.

## ARTICLE V. MEETINGS

### Sec. 1 Time of Meetings

Unless otherwise directed by a majority of the Recreation and Parks Commission, the Commission shall meet regularly on the second Wednesday of every month at 7:00 p.m. or on such other day and time, as a majority of the Commission shall establish. If the second Wednesday of the month is a recognized public holiday, the regular meeting of the Recreation and Parks Commission shall be held on the subsequent Wednesday.

### Sec. 2 Place of Meetings

All regular meetings of the Commission shall be held in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California, or in any other place designated by the Commission. Except for investigative purposes, all meetings shall be held within the City of Redondo Beach.

### Sec. 3 Special Meetings

The presiding officer or a majority of the body may call special meetings. Written notice must be sent, and received by each member of the body and by each local newspaper of general circulation so requesting. Notice (agenda) must be posted no less than 24 hours prior to the meeting and only the business stated on the notice may be considered in accordance with Government Code Section 54950 et. seq. and the Brown Act.

### Sec. 4 Adjourned Meetings

The Commission may adjourn any meeting to a time and place specified in the order of adjournment, in accordance with the Brown Act.

### Sec. 5 Open Meetings

All meetings of the Commission shall be open to the public, except that the Commission may hold closed sessions as provided by the Brown Act, or as otherwise provided by law.

### Sec. 6 Quorum

A quorum will be by a majority of the Commissioners present (4). If a quorum is not present, the Secretary of the Commission will adjourn the meeting and post a notice of adjournment to include time, place and date of the next meeting.

## ARTICLE VI. BUSINESS

### Sec. 1 Agenda

All matters intended for action or information, whether originating with the public or City officials, shall be submitted to the Commission on an agenda prepared by the City Clerk or his/her designee and/or pursuant to instructions by the Commission.

## **Sec. 2 Chairperson as Presiding Officer**

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The Chairperson shall take the chair at the hour appointed for the meeting and shall call the Commission to order. In the absence of the Chairperson, the Vice-Chairperson shall call the Commission to order and shall act in all respects as the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the remaining members shall elect a Chairperson pro-tempore who may act as Chairperson in all respects at the meeting and for the purpose of signing documents.

## **Sec. 3 Order of Business**

At the time set for commencement of the meeting, the members of the Commission, the Secretary, and such city officials as are present, shall take their regular stations in the meeting place and the business of the Commission shall be taken up for consideration and disposition in the following order, except as may be otherwise ordered by the Commission:

1. **Opening Session**
  - a. Call to Order
  - b. Roll Call
  - c. Salute to Flag
2. **Approval of Order of Agenda**
3. **Consent Agenda**
  - a. Approval of Affidavit of Posting
  - b. Approval of Minutes
  - c. All other appropriate items
4. **Public Participation**
5. **Ex Parte Communications**
6. **Public Hearings**
7. **Old Business**
8. **New Business**
9. **Excluded Consent Calendar**
10. **Members items and referrals to staff**
11. **Adjournment**

## **Sec. 4 Approval of Minutes**

Unless a reading in full of the minutes of a Commission meeting is requested by a member, such minutes (if the Commission has previously been furnished a copy) may be approved without reading.

## **ARTICLE VII. MOTIONS**

### **Sec. 1 Making of Motions**

Except as hereinafter provided, when any subject is opened for consideration by the Commission, whether before or after debate thereon, a motion shall be made by a member. Where a motion is made and seconded, the Chairperson may rule the motion out of order if in violation of Roberts Rules of Order. The mover, with the consent of the second, may withdraw or amend the motion at any time before a decision or amendment.

### **Sec. 2 Amendment**

Any motion may be amended with the consent of the maker and second.

### **Sec. 3 Seconding Motions**

The following motions do not require a second:

Question of order  
Division of the question  
Nominations

## **ARTICLE VIII. VOTING**

### **Sec. 1 Disposition by Chairperson**

Except where a vote is otherwise required, the Chairperson may order the disposition of matters coming before the Commission; provided, however, that if a member objects, a vote shall be taken. Where a motion is made and seconded, unless a vote is required by law or desired by any member, the Chairperson may order the disposition of the matter in accordance with the motion. Such decision of the Chairperson shall be deemed to be the action of the Commission.

### **Sec. 2 Recording Votes**

When a vote on any matter is called for, it shall be by voice vote unless any member shall request a roll call vote. On a tie vote, the motion is lost. The roll call vote shall be taken in rotation, with the Chair voting last. The Chair shall announce the result of the vote and any member may then explain his vote if it is in opposition to the motion. The Chair shall then announce the next order of business.

### **Sec. 3 Abstaining from Voting**

When a roll call vote is being taken on a motion and a member declines to vote for any reason, his/her vote shall not be counted in determining the passage of the motion and such member shall be recorded as having abstained from voting.

#### **Sec. 4 Explanation of Vote**

A member shall be allowed to briefly explain his/her vote while the roll is being called.

#### **Sec. 5 Change of Vote**

A member shall be allowed to change his/her vote only until the next item of business is announced by the Chairperson; provided, however, that this rule may be suspended by a vote of two-thirds of the members present.

#### **Sec. 6 Roll Call Vote**

Any member may demand that a roll call vote be taken on any motion.

#### **Sec. 7 Majority Vote**

All motions will be carried by a majority vote unless otherwise required by law. A majority of members present, if a quorum, is a majority for the passage of motions.

### **ARTICLE IX. RULES OF CONDUCT**

#### **Sec.1 Addressing the Commission**

- A. No person shall address the Commission without first securing the permission of the Chairperson; provided, however, that permission shall not be refused except for a good cause.
- B. Remarks before the Commission shall be limited to three (3) minutes. The Chairperson may aggregate time of the hearing or discussion.
- C. After a motion is passed or a hearing closed, no person shall address the Commission on the matter without first securing permission of the Chairperson.

#### **Sec. 2 Manner of Addressing the Commission**

- A. Each person addressing the Commission shall step up to the lectern and shall clearly state his/her name and city for the record, the subject he/she wishes to discuss, and proceed with his/her remarks. The Chairperson may limit the time allowed for testimony on any matter before the Commission. Unless otherwise designated, speakers shall be limited to three minutes on any one agenda item.
- B. Unless otherwise ordered by the Commission, the Chairperson may limit the number of speakers where, in his/her opinion, the facts or arguments advocated are cumulative in nature. Unless otherwise ordered by the Commission, the Chairperson may limit the aggregate time of hearing or discussion. The time may be extended for a speaker(s) by a majority vote of the Commission.
- C. No person shall speak twice on the same agenda item unless a majority of the Commission grants permission.

### **Sec. 3 Relevancy**

Speakers shall confine their remarks to those which are relevant to the subject of the hearing. Attacks against the character or motives of any person shall be out of order. The Chairperson, subject to appeal to the Commission, shall be the judge of relevancy and whether character or motives are being impugned.

### **Sec. 4 Decorum**

Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while addressing the Commission, shall be forthwith barred from future audience before the Commission, unless permission to continue be granted by the Chairperson.

### **Sec. 5 Enforcement of Decorum**

The Chairperson, or a majority of the members present, may at any time request that a police officer be present to enforce order and decorum. The Chairperson or such majority may request the police officer eject from the place of meeting or place under arrest, any person who violates the order and decorum of the meeting.

### **Sec. 6 Disorderly Conduct**

In the event that any meeting is willfully interrupted so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Commission may order the meeting room cleared and continue its session in accordance with the provisions of Government Code subsection 54957.9 and any amendments thereto.

## **ARTICLE X. HEARINGS**

### **Sec. 1 Scope of Rules**

- A. The rules set forth in this Article shall govern all hearings before the Commission.
- B. Absent statutory and City Charter requirements for public hearings, the Commission may elect to hold public hearings on Commission proposals or recommendations determined to be of general public interest.

### **Sec. 2 Reports**

Any reports or recommendations from staff, the Commission, or other agencies that are the subject of a public hearing shall be made available for public inspection prior to the hearing and become part of the record of the hearing.

### **Sec. 3 Calling for Hearing**

- A. When the hearing is reached on the agenda, the Chairperson shall announce that it is the time and place for the hearing. The Chairperson or staff shall briefly describe the purpose for the hearing.

~~B. A matter set for hearing may be withdrawn, continued, or referred at any time before, during or after a hearing.~~

C. At the request of the Commission, City staff members may make a report at the beginning of the hearing, explaining or supplementing written reports.

#### **Sec. 5 Action by the Commission**

A. After close of comment from the public, the Commission may close the hearing.

B. After closing the hearing, the Commission may debate and take whatever action it deems appropriate.

#### **Sec. 6 Record of Hearings**

The Recording Secretary shall make a permanent written record of the hearing, which shall include; the time the hearing was opened and closed; the motions made by the members; the vote thereon; and a digest of the testimony and comments given at the hearing.

#### **Sec. 7 Voting by Absent Members**

A Commissioner absent during a hearing may vote on any hearing matter after he/she has familiarized himself/herself with the presentation at the hearing where the matter was considered.

### **ARTICLE XI. POINTS OF ORDER**

#### **Sec. 1 Generally**

Any Commission member may raise a point of order (procedure). The Chairperson shall decide all questions of order; provided, however, that any two members shall have the right to appeal his/her decision, in which case the question shall be decided by a majority of the members present. The Chairperson, or any other Commission member, may request advice of the City Attorney thereon.

#### **Sec. 2 Parliamentary and Legal Advisor**

The City Attorney, or his/her designee, shall be the Parliamentarian for the Commission and shall act as legal counsel on all Commission business. In the absence of the City Attorney, or his/her designee, the City Clerk, or his/her designee, shall act as Parliamentarian. In the absence of either the City Attorney or his/her designee or the City Clerk or his/her designee, the Chairperson may act as Parliamentarian.

#### **Sec. 3 Suspension of Rules**

Unless otherwise enforced by law, any provisions of these procedures may be waived by a unanimous vote of the Commission members present.

## **ARTICLE XII. AD HOC COMMITTEES**

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The Commission may vote to create such ad hoc committees as the Commission members may deem appropriate.

## **ARTICLE XIII. AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Commission by a two-thirds vote. Any amendment made by the Commission must then be submitted to the City Clerk for processing and inclusion in the Historical Records.

Adopted:



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# Administrative Report

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Commission Action Date: March 22, 2010

**To: MEMBERS OF THE RECREATION AND PARKS COMMISSION**

**From: MICHAEL WITZANSKY, RECREATION AND COMMUNITY SERVICES  
DIRECTOR**

**Subject: FARMERS MARKET RELOCATION**

## **RECOMMENDATION**

Concur with staff and recommend that the City Council approve the relocation of the City's Farmers Market to the proposed location in Rivera Village.

## **EXECUTIVE SUMMARY**

One of the City's, March 2009 through September 2009, Six Month Strategic Plan objectives was to determine the potential benefit of relocating the Farmers Market and/or adding a new market, possibly in North Redondo Beach. Accordingly, staff prepared an analysis of options and submitted them to the City Council for review and action on September 15, 2009 (see attached). The City Council directed staff to further explore the option to relocate the Farmers Market from its current location at Veterans Park to a site in the Rivera Village. Staff members, in working with the Rivera Village Business Improvement District, have identified a site on Avenue I between Catalina Ave. and Esplanade that would allow the City to grow the quantity and diversity of the market's vendors; increase the market's pedestrian traffic and vehicle visibility; improve parking availability; expand marketing; and support one of the City's key commercial and retail districts.

## **BACKGROUND**

The City of Redondo Beach has operated a weekly Farmers Market since 1983, providing citizens a shopping venue for fresh local produce, seafood, flowers, plants and prepared foods. The City's current Farmers Market, held every Thursday from 8:00 a.m. – 1:00 p.m., is located along George Freeth Way and in the parking lot directly south of Veterans Park. Twenty (20) growers and 14 non-agricultural vendors participate, paying the City fees equaling 6% of agricultural sales and 10% of non-agricultural sales. Average attendance ranges from 400-500 persons, primarily residents from the surrounding neighborhood. The City contracts with an outside manager, who is assisted by volunteers, to oversee and operate the market. The manager's duties include vendor selection and scheduling, onsite supervision and customer service, promotion, bookkeeping, collection of vendor fees, payments to the

City, special events, and regulatory compliance. The market is licensed by the County and certified by the State, and generates sufficient revenue to offset its costs.

One of the strategic plan objectives approved as part of the City's March 25 – September 15, 2009 Plan was to “determine the feasibility of relocating the Farmers Market at Veterans Park and having a Farmers Market in North Redondo.” Because the market requires a certain amount of open space in a pedestrian safe area, available free or validated parking, proximity to a residential customer base and, ideally, to other shopping/retail establishments, as well as appropriate scheduling to accommodate the available growers, the relocation options available for consideration were limited. In North Redondo Beach, staff identified the Aviation Park/Redondo Beach Performing Arts Center parking lot, the South Bay Galleria parking lot, and a location along the Artesia Commercial Corridor. In South Redondo Beach, staff identified sites in Riviera Village. On September 15, 2009 staff presented the options to the City Council. After reviewing the options, the City Council directed staff to further evaluate the Riviera Village option.

Since that time, staff have worked with representatives from the Riviera Village Business Improvement District, adjacent property owners, members of the City's Special Events Committee, current agricultural and non-agricultural vendors, and the City's contract Market Manager to define the proposed Riviera Village site (see the attached site map) and further evaluate the merits of relocating the market. Below is a description of the current and proposed locations and the associated pros and cons.

**Veterans Park (Current) Site – George Freeth Way & Parking Lot South of Park**

The 34 vendors that currently serve the Redondo Beach Farmers Market set up in the parking stalls along George Freeth Way and a portion of the parking lot that is south of Veterans Park. Seventy-four parking spaces are immediately available to market patrons after accounting for those occupied by the vendors trucks, merchandise, selling tables and shade tents. The parking at Veteran's Park is free of charge during market hours. Distant/overflow parking is available along Catalina and in the Pier parking structure.

**Pros:**

- With views of the Pacific Ocean, beach, adjacent Veterans Park and landmark Pier, this location is geographically unique, pedestrian friendly and particularly scenic.
- Market operation at this site is long standing, smooth, minimizes the disruption of vehicle traffic, and safe and secure for patrons and vendors.
- Veterans Park provides onsite public restrooms and storage for market equipment and supplies.

**Cons:**

- There is insufficient space to expand vendor capacity at this site.

- There is insufficient nearby parking in the Veterans Park south parking lot to accommodate market patrons. Therefore, many patrons must park in the Pier parking structure and walk a significant distance to get to the market. The return walk can be problematic when carrying goods purchased at the market. Some of the vendors have indicated that the shortage of nearby parking deters potential patrons from visiting the market.
- The location is in a mostly residential neighborhood with little traffic, and is virtually hidden behind Veterans Park. It is not visible from a main thoroughfare.
- Due to the market's somewhat isolated location, there are minimal opportunities for synergy with other nearby retail businesses. The Pier is spatially separated from the market. Therefore, market patrons do not often visit the Pier and visitors to the Pier rarely walk over to the market. Also, the market's hours of operation have little overlap with the prime business hours of most establishments at the Pier.
- Given the market's characteristics it is difficult to increase patronage/customers.

#### **Riviera Village (Proposed) Site – Along Avenue I between Catalina & Esplanade**

Vendors in the proposed location would set up on all sides of Avenue I between Catalina and Esplanade and in the secured right hand turn pocket on Catalina in front of the Plaza Riviera Office Building. The vendors would position their sales tables and shade tents inward and park their trucks and vehicles on the perimeter of the market to create a barrier for vehicular traffic and ensure the safety of market patrons and vendors. Additionally, a 12 ft. fire lane would be established along the north side of Avenue I to preserve emergency vehicle access to the market as well as the surrounding businesses.

Restrooms would be available in the Plaza Riviera Office Building adjacent to the market location on the corner of Avenue I and Catalina. Approximately 100 free parking spots would be available in the parking structure that supports the office building. Additional paid parking would be available along Catalina Ave., Esplanade and in the parking lot west of HT Grill.

#### **Pros:**

- The Riviera Village is a destination location that provides an attractive, well-established shopping hub with pedestrian-centered retail activity that would increase market patronage.
- Riviera Village offers a built-in customer base for the types of produce and goods offered at a Farmers Market.
- Riviera Village is within walking distance of many residential and business areas.
- The availability of parking for market patrons would be increased significantly.
- The site would allow for future market/vendor expansion along Avenue I east of Catalina, and provide an opportunity to increase the diversity and number of high quality market vendors.

- Residents who patronize the existing Farmers Market would be minimally disrupted due to the Village's proximity to Veterans Park (less than 1.5 miles away).
- In addition to South Redondo Beach residents, a Farmers Market at this site would likely attract residents of Palos Verdes and South Torrance that regularly frequent Riviera Village leading to increased sales and vendor fees.
- The Riviera Village Business Improvement District enthusiastically supports the relocation of the market to this area as it would draw new patrons and create publicity and cross marketing opportunities that could generate additional business and exposure for Riviera Village merchants.
- The consolidated physical layout of the Market at this location would increase the interactions between patrons and vendors and create a more intimate environment.
- The proximity to the ocean would preserve some of the views appreciated by patrons at the current market location.
- Adjacent restaurants have expressed interest in partnering with market vendors for produce needs.

**Cons:**

- The site would require the City to lease storage space for market equipment and supplies.
- Some current market patrons have expressed concern about its relocation.
- Three vendors have stated that they are unwilling to participate in the market at the new location.
- Weekly closure of Avenue I would disrupt vehicle traffic flow and may impact parking for adjacent residents.
- Some of the Farmers Markets that have undergone relocation have experienced a transitional lull in patronage.

**Stakeholder Input**

Since the introduction of the concept on September 15, 2009, staff have received feedback and obtained information regarding the relocation of the Farmers Market in a number of ways. The Farmers Market is of great interest to both current and potential market patrons, existing vendors and adjacent businesses. The following information provides a summary of the input that has been received from various Farmers Market stakeholders.

**Riviera Village Business Improvement District:** Staff members have had several meetings with representatives from the Riviera Village Business Improvement District, and most critically, the owner of the Plaza Riviera Office Building which contains the parking structure, restrooms and storage space needed for the market to be successful at the Avenue I location. The RVBID strongly supports the relocation and asserts that it

would raise the quality of the market, improve foot traffic to both the market and local business, and would provide multiple opportunities for collaborative marketing.

Vendor Survey: Staff surveyed existing Farmers Market vendors (see an example of the attached Vendor Survey). All of our vendors share the view that a Farmers Market needs a good location, quality products, adequate parking, and collaborative marketing to be successful and many expressed concern with the existing market's size and parking limitations. When the 26 vendors participating in the survey were asked directly "Would you participate as a vendor if the City moved the Farmers Market to another location within the Riviera Village at the same day and time?" 17 answered yes, six answered maybe/undecided, and three said no. It should be noted that there is a waiting list of vendors interested in participating in the City's market.

Customer/Citizen/Professional Input: Immediately following the September staff report, the City received comments through its Customer Service System and a petition with 146 signatures (see attached) requesting that the Farmers Market remain in its existing location. To the contrary, staff members have spoken to professional market experts and have received calls and emails from a number of market patrons who feel the current location is extremely limited and view a move to the Riviera Village as a great opportunity to increase the market's overall quality and patronage.

### Next Steps

After consideration by the Recreation and Parks Commission the item will be placed on a City Council Meeting agenda in May for Council review and action. If market relocation is ultimately approved by the City Council, staff would prepare a transition schedule to be implemented early this summer.

### COORDINATION

Recreation and Community Services staff members contacted various Farmers Market managers to obtain information for this report and worked closely with staff from the Fire, Police, Public Works, and Engineering Departments to develop the proposed site plan. In addition, staff surveyed the market's current vendors to gain their views regarding relocation. Staff also met with representatives of the RVBID to discuss the impact of a possible move to Riviera Village and sent meeting/input notices to residences surrounding the proposed site.

**FISCAL IMPACT**

The revenue and expenses for the Farmers Market at its current location near Veterans Park are as follows:

<u>Funding</u>		<u>Expenses</u>	
Vendor Fees	\$41,845	Market Manager	\$26,000
		Materials & Supplies	\$ 584
		Fees & Insurance	\$ 7,467
		Lost Parking Meter	
		Revenue	\$ 4,000
		Overhead	\$ 3,624
<b>TOTAL</b>	<b>\$41,845</b>	<b>TOTAL</b>	<b>\$41,675</b>

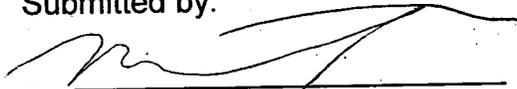
**Excess (Deficit) = \$170**

The projected revenue and expenses for the Farmers Market at the proposed Rivera Village location are initially as follows:

<u>Funding</u>		<u>Expenses</u>	
Vendor Fees	\$41,845	Market Manager	\$26,000
		Materials & Supplies	\$ 1,784
		Fees & Insurance	\$ 7,467
		Lost Parking Meter	
		Revenue	\$ 500
		Overhead	\$ 3,624
<b>TOTAL</b>	<b>\$41,845</b>	<b>TOTAL</b>	<b>\$39,375</b>

**Excess (Deficit) = \$2,470**

Submitted by:



Michael Witzansky,  
Recreation and Community Services Director

**Attachments:**

- Current Farmers Market Location Site Map
- Proposed Farmers Market Location Site Map
- September 15, 2009 Administrative Report & City Council Minutes Re: Farmers Market Relocation
- Farmers Market Vendor Survey
- Petition

# Current Farmers Market Location

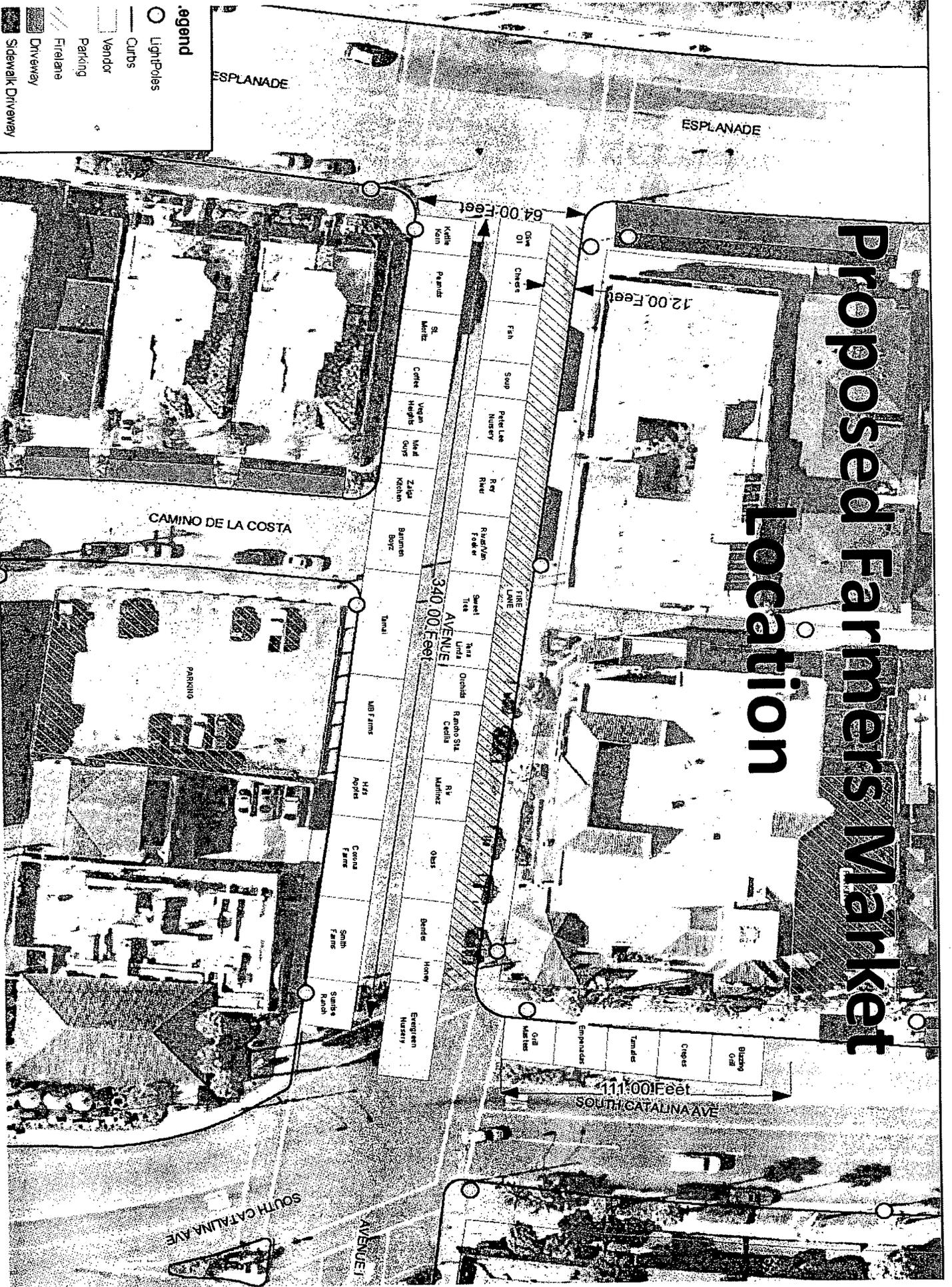


Image Date: Jul 31, 2007

33:50:41.09-N 118:23:20.09-W

Eye Alt: 887m

# Proposed Farmers Market Location



- Legend**
- Light Poles
  - Curbs
  - ▭ Vendor
  - ▭ Parking
  - ▭ Frialana
  - ▭ Driveway
  - ▭ Sidewalk Driveway



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# Administrative Report

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Council Action Date: September 15, 2009

To: MAYOR AND CITY COUNCIL

From: MICHAEL WITZANSKY, RECREATION AND COMMUNITY SERVICES  
DIRECTOR

Subject: FARMERS MARKET RELOCATION

## RECOMMENDATION

- 1) Receive and file a report on preliminary options for relocation of the Redondo Beach Farmers Market; and
- 2) Direct staff to work with the local stakeholders to prepare an implementation plan for relocation of the market to one of the alternative sites, or to continue to operate the market at its current location.

## EXECUTIVE SUMMARY

One of the City's Strategic Plan objectives is to determine the feasibility of relocating the current Farmers Market and/or adding a new market, possibly in North Redondo Beach. Staff members have looked at potential sites and have identified the following locations in North Redondo Beach that might accommodate a market: the Aviation Park/RBPAC parking lot, the South Bay Galleria parking lot and the Artesia Commercial Corridor. Staff members have also had initial discussions with Riviera Village Business Improvement District (BID) representatives, who are very interested in bringing a market to their shopping area. A preliminary analysis of these four locations indicates that each meets at least some of the criteria for the start-up of a successful Farmers Market.

The Riviera Village location provides a high visibility, community oriented, pedestrian friendly setting, and offers the potential for synergy with the surrounding small retail establishments. While the Aviation Park site cannot offer retail synergy, it does provide a nearby customer base (the Northrop Grumman/industrial park employees) as well as the plentiful open space and parking needed for market expansion. Staff members have not yet had formal discussions with representatives from the North Redondo Beach Business Association or the South Bay Galleria to determine if they are supportive of a relocated market, but both of these shopping locations offer potential retail synergy and access to large customer bases. The current Farmers Market location, while scenic, is somewhat isolated, provides limited parking and, for the most part, does not bring additional business to the Pier shopping area. In terms of operating at multiple sites, it is staff's view that the City does not currently have the resources to support the start-up and supervision of a second Farmers Market.

**BACKGROUND**

The City of Redondo Beach has operated a weekly Farmers Market since 1983, providing residents a shopping venue for fresh local produce, seafood, flowers, plants and prepared foods. The City's current Farmers Market is located in the Harbor Drive parking lot directly west of Veterans Park, and is held every Thursday from 8:00 a.m. – 1:00 p.m. Twenty (20) growers and 14 non-agricultural vendors participate, paying the City fees equaling 6% of agricultural sales and 10% of non-agricultural sales. Daily attendance averages 400-500 persons, primarily residents from surrounding neighborhoods. The City contracts with an outside manager, who is assisted by volunteers, to oversee and operate the market. The manager's duties include vendor selection and scheduling, onsite supervision and customer service, promotion, bookkeeping, collection of vendor fees, payments to the City, special events, and regulatory compliance. The market is licensed by the County and certified by the State, and generates sufficient revenue to offset its costs.

One of the City's current Strategic Plan objectives is to "determine the feasibility of relocating the Farmers Market at Veterans Park and having a Farmers Market in North Redondo." Because the market requires a certain amount of open space in a pedestrian safe area, available free or validated parking, proximity to a residential customer base and, ideally, to other shopping/retail establishments, as well as appropriate scheduling to accommodate the available growers, the relocation options available in the City are limited. In North Redondo Beach, staff have identified the Aviation Park/Redondo Beach Performing Arts Center parking lot (which in the past was host to a one-time Farmers Market to support ShareFest), the South Bay Galleria parking lot (or a portion thereof), and considered locations along the Artesia Commercial Corridor as potential sites for a weekly Farmers Market. Additionally, in South Redondo Beach, staff members have met with representatives of the Riviera Village Business Improvement District, who have expressed interest in the establishment of a market in the metered parking lot (triangle) between Avenida del Norte, Via el Prado and South Elena Avenue. A list of the pros and cons for each site, as well as for the current site, is provided below.

**Site #1: Harbor Drive Parking Lot West of Veterans Park (Current Market Location)**

**Pros**

- This location is very appealing, pedestrian friendly and scenic, with the beach and the Pacific Ocean to the west, Veterans Park to the east and the Pier to the south.
- The City does not forfeit a significant amount of parking revenue, approximately \$75 per market day, by offering free parking for market patrons in the Veterans Park south parking lot and validated one hour parking in the Pier parking lot.
- There are public restrooms in Veterans Park.

Cons

- There is insufficient space to expand the market at this location.
- There is insufficient parking to accommodate market patrons in the Veterans Park south parking lot. Therefore, many patrons must park in the Pier parking lot and walk a certain distance to get to the market. The walk can be problematic for persons who have to carry large bags of produce back to their cars. Some of the vendors have indicated that the parking problem deters potential patrons from visiting the market.
- The location is out of the way and virtually hidden behind Veterans Park. It is not visible from a major street.
- Because of the market's somewhat isolated location, there are minimal opportunities for synergy with other nearby retail businesses. The Pier is some distance away for pedestrians and is spatially separated from the market. Therefore, market patrons do not often visit the Pier and visitors to the Pier rarely walk over to the market.
- It is unlikely that North Redondo Beach residents would travel to this market to shop.

**Site #2: Riviera Village Triangle Parking Lot**

Pros

- Riviera Village provides a ready-made location for a Farmers Market because it is an attractive, community-oriented and well-known shopping hub with pedestrian-centered boutique retail activity.
- Riviera Village offers a built-in customer base for the types of produce and goods offered at a Farmers Market.
- Riviera Village is within walking distance of many residential areas.
- There are numerous parking lots in Riviera Village.
- Residents who patronize the existing Farmers Market would be minimally disrupted due to Riviera Village's proximity to Veterans Park.
- The market would have good street exposure from Pacific Coast Highway.
- A Farmers Market at this location would likely have a larger customer base than the City's current market, and could be expanded over time.
- A Farmers Market at this location would generate additional business for Riviera Village merchants, drawing new patrons and creating publicity opportunities.
- The City has had preliminary discussions with representatives from the Riviera Village Business Improvement District, who enthusiastically support the relocation of the market to this area.

Cons

- If the Farmers Market were to occupy a full parking lot, there might be insufficient parking available to accommodate all current and new visitors to Riviera Village during market hours.

- If free parking were provided in the Riviera Village triangle lot and surrounding parking areas during market hours, the City would lose approximately \$250 per market day of parking meter revenue.
- The City would have to provide additional clean-up in the Village at the close of each market day.
- It is unlikely that North Redondo Beach residents would travel to this location to shop.
- There are no public restrooms in Riviera Village, which might necessitate the use of temporary restroom facilities.

**Site #3: Aviation Park/Redondo Beach Performing Arts Center Parking Lot**

Pros

- The Aviation Park/Redondo Beach Performing Arts Center (RBPAC) parking lot provides a significant amount of open space that is largely unused during market hours.
- The large adjacent industrial park housing Northrop Grumman and other high tech businesses would provide a built-in customer base. Customers would also be drawn from nearby residential neighborhoods.
- The RBPAC marquee could provide highly visible advertising for the market.
- The market would have good street exposure from Manhattan Beach and Aviation Boulevards.
- The market could be expanded because there is sufficient space and parking available at this location. A market expansion could include a large cooked foods/luncheon section to cater to the employees of the adjacent industrial park.
- The City would not lose parking meter revenue.
- There are public restrooms in Aviation Park.

Cons

- Because there are no shops/retail establishments at this location, there would be no opportunity to create a synergy with market customers visiting local merchants and retail customers visiting the market.
- There would be occasional conflicts with daytime events at the RBPAC that could result in loss of income to the Center.
- The City would incur additional clean-up costs in order to maintain the site's pristine condition.
- This location might not be desirable to the South Redondo Beach residents who patronize the current Farmers Market.

**Site #4: South Bay Galleria Parking Lot**

Pros

- The South Bay Galleria is a large, well-known and highly visible shopping hub in the City.
- The Galleria parking lot is large enough to easily accommodate a Farmers Market and the attendant cars and pedestrian traffic.
- A market established at this location could potentially serve a broad customer base.
- The Galleria parking lot is large enough to accommodate expansion of the Farmers Market.
- A weekday Farmers Market would not interfere with prime shopping days/hours at the Galleria when the parking lot is more heavily used.
- A market at this location could generate additional business for the Galleria shops.
- There are public restrooms available inside the Galleria.

Cons

- A large shopping mall parking lot is not a particularly attractive or pedestrian-friendly site for a Farmers Market, and would not create a community atmosphere.
- Patrons visiting shopping malls are seeking out specific consumer goods and might not be interested in purchasing fresh produce.
- The sale of market items such as cooked and prepared foods could create competition with mall food court vendors. This could limit the City's ability to retain existing non-agricultural vendors and to expand the market in the future.
- The Galleria owns and controls the parking lots and could impose fees or other restrictions on the market.
- This location might not be desirable to the South Redondo Beach residents who patronize the current Farmers Market.

**Site #5: Artesia Commercial Corridor**

Pros

- A Farmers Market established at this location could attract patrons from area businesses as well as from adjacent residential neighborhoods.
- There is some existing pedestrian traffic in the area.
- A Farmers Market could help promote the business district and attract new customers to area shops.

Cons

- There are no large public open space areas along the Corridor that could be used for a market.

- Vendor set-up and load-ins/load-outs would be logistically difficult at this location.
- There would be limited parking for market patrons.
- There are no public restrooms in the area.
- This location might not be desirable to the South Redondo Beach residents who patronize the current Farmers Market.

#### **Other Issues Related to the Relocation of the Farmers Market**

Anecdotal information indicates that most growers and vendors participating in the current Redondo Beach Farmers Market would be willing to move to a new location in the City, as long as the market day and hours remained the same. Staff would have to conduct a formal survey to confirm this. If the City did lose a few participants, there are a number of growers and vendors currently on our Farmers Market waiting list who could take their places. Additionally, the City would be able to transfer its current market certification and license to a new location with relative ease.

The addition of a new market would be more difficult, as there are currently insufficient City resources to support a second location. Additionally, there are one or more Farmers Markets operating six days per week in the surrounding area (see attachment), and there is a limited number of growers who are available to participate in these markets. It is unlikely that growers who are selling in established markets would leave for a new market. On the other hand, the City's current market does have a waiting list of vendors, primarily cooked and prepared food sellers, as well as some growers. If there were sufficient staff resources to supervise a second location in the future, the establishment of an additional market in the City could be viable.

As indicated above, the City has had preliminary discussions with the Riviera Village Business Improvement District regarding relocation of the Farmers Market to the parking triangle, and the BID is very interested in and supportive of the concept. The Riviera Village location could provide the type of retail synergy that would increase business for both the market and the area merchants, and offer an enhanced shopping experience for residents. While the potential commercial locations in North Redondo Beach have greater drawbacks, staff is currently contacting representatives from the South Bay Galleria and the North Redondo Beach Business Association to better identify site opportunities and constraints. Staff is also further evaluating the potential income loss to the RBPAC if a market were to be established at the Aviation Park location.

If the Farmers Market were to be relocated and/or if a new market were to be added, the best timing for a successful start-up would be in the spring or summer months. Business for most markets decreases during the fall and winter months, and picks up in the springtime. According to market experts, it can be difficult to establish a robust customer base in a new location during the slow season.

**COORDINATION**

Recreation and Community Services staff members contacted various Farmers Market managers to obtain information for this report.

**FISCAL IMPACT**

Revenue generated by vendor fees fully offsets the current market's expenditures.

<u>FUNDING</u>		<u>EXPENSES</u>	
Vendor Fees	\$41,845	Market Manager	\$26,000
		Materials & Supplies	\$ 584
		Fees & Insurance	\$ 7,467
		Lost Parking Meter	
		Revenue	\$ 3,750
		Overhead	\$ 3,624
TOTAL	<u>\$41,845</u>	TOTAL	<u>\$41,425</u>

**Excess (Deficit) = \$420**

Project operating revenues and expenditures for a market at one of the alternative locations would be site specific and have not yet been determined.

Submitted by:



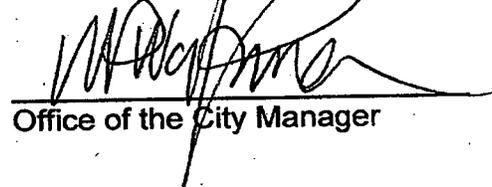
Mike Witzansky, Recreation and  
Community Services Director

pmatusa

Attachment

- Area Farmers Markets

Approved for forwarding by:



Office of the City Manager

## SOUTH BAY AREA FARMERS MARKETS

- **Tuesday**                      Manhattan Beach: Noon - 4:00 p.m.  
   Torrance: 8:00 a.m. – 1:00 p.m.
- **Wednesday**                      Gardena: 7:30 a.m. – Noon  
   Lawndale: 2:00 p.m. – 7:00 p.m.
- **Thursday**                      Carson: 9:00 a.m. – 1:00 p.m.  
   El Segundo: 3:00 p.m. – 7:00 p.m.  
   Redondo Beach: 8:00 a.m. – 1:00 p.m.
- **Friday**                              Hermosa Beach: Noon – 4:00 p.m.
- **Saturday**                              Torrance: 8:00 a.m. – 1:00 p.m.  
   Gardena: 6:30 a.m. - Noon  
   Hawthorne: 9:00 a.m. – 1:00 p.m.
- **Sunday**                              Palos Verdes-Rolling Hills: 9:00 a.m. – 1:00 p.m.

**Note:** There are no local markets scheduled on Mondays, when farmers pick and tend their crops.

Councilmember Diels suggested hearing from the public which may provide comments and ideas on being able to deal with this now so in the future it can be properly done.

David Kissinger, SB Association of Realtors, expressed concern with sewer lateral inspections for residential properties and point of sale on page 9-10 of the staff report and noted on page 23 an existing map showing problem areas in the City which can be addressed now. He encouraged removing the items in Section 4 regarding point of sale.

Carl Clark, reviewed 5,000 properties in South Redondo and indicated going after these properties by point of sale is an insufficient method and would not address the properties that are really causing the problems.

Tamara Suminski, Redondo Beach, reviewed statistic over the past ten years and believed the point of sale would never be an appropriate measure and would hurt the home buying process for the buyer, seller and City.

Mickey Knickerbocker, stated implementing this plan would be problematic with distress properties, the City since the program is rather labor intensive, and the timeline in a real estate transaction.

John Parsons, Redondo Beach, suggested not taking staff time and this approach and that the public work with the City to find other solutions.

In response to Councilmember Kilroy, Mr. Kissinger said approximately 400-500 single family homes and 700-800 condos/town homes are sold per year.

Mayor Gin suggested bringing back a review to the Public Works Commission.

In response to Councilmember Brand, Principal Civil Engineer Mike Shay said there is one other known city in the state that is actually doing this plan.

Councilmember Kilroy suggested any proposal brought forward to have a dollar amount.

Motion by Councilmember Aspel, seconded by Councilmember Diels to approve the proposed Sewer System Management Plan, minus the point of sale items and to work with the realtors. Motion carried unanimously.

Motion by Councilmember Brand, seconded by Councilmember Aspel, to consider Item L3 next on the Agenda. Motion carried unanimously.

### **L3. DISCUSSION REGARDING A REPORT ON THE REDONDO BEACH FARMERS MARKET AND OPTIONS FOR ITS POTENTIAL RELOCATION.**

Recreation and Community Services Director Michael Witzansky gave a presentation and reviewed the pros and cons at the following proposed sites:

- Site #1: Veterans Park Parking Lots (Current Market Location)
  - Limited space
  - Limited visibility and is unknown
  - On-site restrooms available
  - Does not support a hot water sink
  - View and environment
- Site #2: Rivera Village Triangle Parking Lot
  - Possible vehicular issues
  - Access to public parking – control of the space

- Great proximity to PCH
- Support marketing with BID and ancillary business activity
- Draw new patronage
- One-stop shopping
- Lack of public restrooms
- \$250,000 to \$275,000 per market day in lost parking revenue
- Provide portable sinks
- Site #3: Aviation Park – RBPAC Parking Lot
  - Best space – easy to configure the market
  - On site restrooms
  - Support for the market
  - Infrastructure in place
  - Revenue impact for PAC - \$75,000 to \$100,000 a year revenue impact
- Site #4: South Bay Galleria Parking Lot
  - Nexus with the business community
  - Lots of parking available
  - Access to public restrooms in the Galleria
  - Great visibility
  - Extreme part of town
  - Not a community feel
- Site #5: Artesia Commercial Corridor
  - Green belt space could be used
  - Streets that dead end to the north of Artesia Blvd. could be used
  - Issues include access to public restrooms, supporting sinks
  - Vehicular traffic and visibility would be tremendous
  - Parking may be difficult

Councilmember Aspel suggested separating out the Riviera Village Association and having two separate locations.

Councilmember Diels concurred with having two separate locations.

Councilmember Brand stated he likes the synergies of the Riviera Village in drawing a customer base but parking would be a problem on Thursday mornings.

In response to Councilmember Kilroy, Recreation and Community Services Director Michael Witzansky reviewed a schedule of the current South Bay farmers markets and said there are alternative times available other than Thursday morning, but conflicts need to be considered.

City Manager Workman said it is important not to underestimate the difficulty in getting another certified farmers market in the area.

In response to Councilmember Aust, Recreation and Community Services Director Michael Witzansky stated Dominguez Park is a location that could be considered as well.

Mayor Gin stated he likes the Riviera Village location due to the possibility of some great retail synergy and attraction of the patrons, but stated he also likes the Performing Arts Center location due to a huge corporate population and businesses in the area. He also suggested having farmers market on the first Friday of the month only at the Performing Arts Center.

Bobbie Saunders, Redondo Beach, noted Santa Maria has farmers market on Thursday evenings where all the stores stay open and have barbecues outside with a nice small town feeling, and she supported having farmers market at the Riviera Village triangle shopping center on an evening.

Mike Morales, Riviera Village Association, supported having farmers market in the Riviera Village and noted there is an association available that will partner with the City. He also supported a separate farmers market for both North and South Redondo.

Cindy Ezell, Decron Properties, Redondo Beach Marina, supported a farmers market on the property and believed everything is available that would be needed to include public restrooms, hot water, and plenty of parking and would be a good consideration.

Ellen Engleton, Executive Director of the Riviera Village BID, encouraged a farmers market to Riviera Village which would fit in very nicely with pedestrian traffic and a wonderful group of merchants.

Chris Benning, supported the Riviera Village location which would be a perfect location and would be nice to have this synergy in the Village.

Councilmember Kilroy supported the Riviera Village and also possibly a monthly farmers market in North Redondo or other location options.

In response to Councilmember Brand, Recreation and Community Services Director Michael Witzansky stated staff resources include supervision of the market along with a contractor that does the day-to-day scheduling and coordination of the vendors and collection of fees.

City Manager Workman suggested there may be a business that may want to look at a location where there would be minimal staff overhead time and maximize the voluntarism.

In response to Councilmember Diels, Recreation and Community Services Director Michael Witzansky stated the Decron concept potentially would not take much staff time.

Councilmember Diels indicated a farmers market would be a potential objective in the Strategic Planning Session from the working group.

Motion by Councilmember Aspel, seconded by Councilmember Diels to receive and file a report on preliminary options for relocation of the Redondo Beach Farmers Market; and to direct staff to work on the Riviera Village location for the farmers market. Motion carried unanimously.

**32 PUBLIC HEARING TO CONSIDER AMENDING THE REDONDO BEACH MUNICIPAL CODE RELATING TO THE DAYS OF PARKING METER ENFORCEMENT IN THE CENTRAL TRAFFIC DISTRICT 3.**

Motion by Councilmember Kilroy, seconded by Councilmember Aspel, to open the Public Hearing at 9:40 p.m. and to receive and file all documents. Motion carried unanimously.

Chief Leonardi gave a staff report and said two amendments to the Municipal Code are before the Council tonight, one to provide for parking meter enforcement seven days a week in the area of Central Traffic District 3, and the other to allow the City Manager to restrict parking at parking meters by signage as it already applies on the Esplanade, George Freeth Way, for the Farmer's Market and possibly in Veterans' Park.

Councilmember Aspel suggested this could be a good time to explore the new parking meters on The Esplanade.

Motion by Councilmember Aspel, seconded by Councilmember Diels to close the Public Hearing at 9:45 p.m. Motion carried unanimously.



Vendor Name. (Please print) \_\_\_\_\_

### Farmers Market Vendor Survey

We value your opinion. Please complete this short survey about Farmers' Market.

What do you like about the Farmers Market's current location?

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What do you dislike about the Farmers Market's current location?

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What qualities or features do you look for in a Farmers Market?

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What qualities or features do you think your customers look for in a Farmers Market?

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What do you think the City can do to enhance marketing of the Farmers Market and overall customer satisfaction at the current market?

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Would you participate as a vendor if the City moved the Farmers Market to another location within the Rivera Village at the same day and time?

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Would you participate as a vendor if the City moved the Farmers Market to another location within the Rivera Village at a different day and time?

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If you are willing to participate in an additional day and time please tell us the day and time that works best for you.

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If you would not participate, please give the reasons why not?

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Do you feel a market held during the evening hours in a commercial area can be successful?

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Would you participate in an evening market on Thursday from 3 p.m. to 7 p.m.?

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Please circle your answer to the following questions:

**On-site parking is very important to the success of a Farmers Market?**

Strongly Agree      Agree      Neutral      Disagree      Strongly Disagree

**Access to free parking is very important to the success of a Farmers Market?**

Strongly Agree      Agree      Neutral      Disagree      Strongly Disagree

To: Members of the Redondo Beach City Council **RECEIVED**

'09 OCT 27 AM 11 23

We, residents of Redondo Beach and the South Bay, are very upset hearing that the "Redondo Beach Farmers Market" may possibly move to Riviera Village.

After reading the front page article in Monday's, Sept. 21<sup>st</sup>, Daily Breeze regarding lack of business on the pier, why would you consider taking away even more of what we are already lacking --- BUSINESS!!!!

Do you realize how many mothers bring their children to the park, purchase lunch, fruit, popcorn, etc. from the vendors? Also, people who purchase items from the "market" are kept aware of the shops, restaurants and businesses on the pier.

With the unemployment difficulties, we need to give the local California farmers every break they can get, and with increased emphasis and importance of a healthy, fresh, nutritious, diet, we need to afford this opportunity to the residents by continuing to have the "market" at the pier area, not Riviera Village.

Please reconsider and vote NO! on moving the Farmers Market.

COPIES TO	DATE
cc	
W. Keen	10/27/09
Sue B.	

Thank You ---

*Cindy Day*

Cindy Day  
321 Diamond Ave. 310-379-7794  
Redondo Beach, CA 90277

And Undersigned:

SIGNATURE

PRINT NAME

CITY

*[Handwritten Signature]*

Howard Shelton

R. B.

*[Handwritten Signature]*

Ken Dietz

Redondo

Don Briggs

DON BRIGGS

Redondo Bch.

*[Handwritten Signature]*

SIGNATURE

PRINT NAME

CITY

ROD JENSON

Rod Jenson

R.B. e.m.

Jane [unclear]

Jane [unclear]

R.B.

Sandy Satley

Sandy Satley

R.B.

Melissa N. Melchor

Melissa N. Melchor

R.B.

Donald Krull

Donald Krull

R.B.

Somer Lopez

Somer Lopez

R.B. - Baja Chex

Robert Zinni

ROBERT ZINNI

R.B.

LB

LB

R.B.

CLARENCE M. MABUI

CLARENCE M. MABUI

R.B.

Michael Hammond

Michael Hammond

R.B.

ETHER YOSHIKAWA

ETHER YOSHIKAWA

R.B.

Rivsten Boje

Rivsten Boje

R.B.

BARBARA GULIEN

BARBARA GULIEN

R.B.

TORRANCE

TORRANCE

Roberta Lewis

Roberta Lewis

Torrance

Michael Benson

Michael Benson

R.B.

MUSIK JUNEY

MUSIK JUNEY

Four KACHEN

JULIA R.

Julia R.

Four KACHEN

TORRENCE TRUSITT

Prince Williams

Torrance Trusitt

SIGNATURE

PRINT NAME

CITY

Charis Young

Charis Young

JOHN RUELLO

John Rivello

John Rivello

LOMITA

Gerald Snyder

GERALD SNYDER

TORRANCE

Alfaro Gonzales

ALFARO GONZALES

TORRANCE

Brenda Tidmore 507 Esplanade

Apt A

Redondo Beach

Pat Burschinger

Pat Burschinger

Redondo Beach

Melissa Curtis

MELISSA CURTIS

TORRANCE

Brittany Bodily

Brittany Bodily

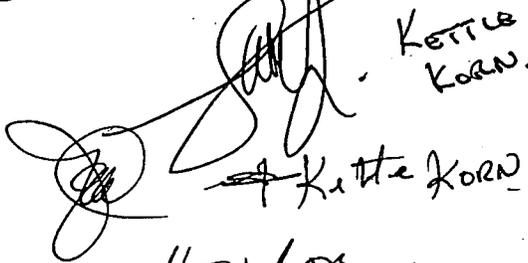
Redondo Beach

Maria Macias

Maria Macias

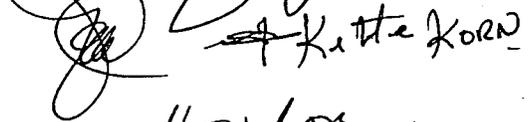
Long Beach

Luis Macias

 KETTLE KORN.

Fountain Valley

Antonio Moreno C.

 KETTLE KORN.

LONG BEACH CAL.

John Zapata

London

Long Beach

J Alvarez

Jessica Alvarado

Hawthorne

Jeremy Ortega

Jeremy Ortega

Merchant-Sweet

Gary Mlynick

GARY MLYNICK

CUSTOMER

ISABEL-MLYNICK

ISABEL MLYNICK

RB

R-Book

Arlene Montoya

Arlene Montoya

TORRANCE

SIGNATURE (Name Print)

CITY OR VENDOR

TITO RIVADENEIRA (Vendor)

*[Signature]*

VALVERDE, CA

ARDELA JOHNSTON (Vendor)

VALVERDE CA

Manual addition  
MB FARMS.

Mario Corona

MS Farm

Juan Corona toto

MARIA Corona

Fernando Ayala

Esmeralda Corona

Luz Maria Corona

Felipe Flores

CORONA Farm

Roger Christian 90278

Eli M. Christian "

Callan J. Martin Colleen J. MARTIN Redondo Beach

Taila Enrique

Eric Enrique

John Achulwitz - Irvine

? - Kenzie

Redondo Beach

JOSE BUENOSTRO SMITH FARMS  
FERNANDO NUNEZ SMITH FARMS

September 22, 2009

To: Members of the Redondo Beach City Council

We, residents of Redondo Beach and the South Bay, are very upset hearing that the "Redondo Beach Farmers Market" may possibly move to Riviera Village.

After reading the front page article in Monday's, Sept. 21<sup>st</sup>, Daily Breeze regarding lack of business on the pier, why would you consider taking away even more of what we are already lacking --- BUSINESS!!!!

Do you realize how many mothers bring their children to the park, purchase lunch, fruit, popcorn, etc. from the vendors? Also, people who purchase items from the "market" are kept aware of the shops, restaurants and businesses on the pier.

With the unemployment difficulties, we need to give the local California farmers every break they can get, and with increased emphasis and importance of a healthy, fresh, nutritious, diet, we need to afford this opportunity to the residents by continuing to have the "market" at the pier area, not Riviera Village.

Please reconsider and vote NO! on moving the Farmers Market.

Thank You ---

Cindy Day  
321Diamond Ave.  
Redondo Beach, CA 90277

And Undersigned:

SIGNATURE	PRINT NAME	CITY
<i>E.T. Thompson</i>	E.T. THOMPSON	REDONDO BEACH
<i>Ronald Chronista</i>	RONALD CHRONISTA	REDONDO BEACH
<i>Cheri Blayney</i>	CHERI BLAYNEY	Redondo Beach
<i>Richard Scott</i>	RICHARD SCOTT	Torrance
<i>Maxine Kessler</i>	MAXINE KESSLER	

SIGNATURE

PRINT NAME

CITY

9/23/09

J. Wood

JOAN T. WOOD

TORR.

J. Atkinson

J. ATKINSON

R.B.

Maria O. ...

MARIA OSTEEN ...

TORRANCE

PAUL GALGANO

Paul Galgano

R.B.

Gilberto Galano

GILBERTO GALANO

CVSO/EN

WOOD

J. MATHEWS

TORRANCE

MARCIA BRUNO

MARCIA BRUNO

R.B.

GERARD T. KING

GERARD T. KING

90277

Ken Draper

Ken Draper

R.B.

Janet Couste

Janet Couste

R.B. 90277

Jack Couste

Jack Couste

RB 90277

Jacki Julien

JACKI JULIEN

RB 90277

Lupe Vargas

LUPE VARGAS

RB 90278

Mananne Brooks

Mananne Brooks

RB 90278

Ametia Charlton

~~90277~~  
Ametia Charlton

Torrance

Julie Vidal

Julie Vidal

RB 90277

Grillmaster

Robert DAVIS

VENDOR 90247

Shari Hunter

Shari Hunter

RB

SIGNATURE	PRINT NAME	CITY
John H... Erica Gill	John H... E. GILL	Redondo Beach Redondo Bch.
Linda Chollar <del>XXXXXXXXXX</del>	LINDA CHOLLAR Olivencia	Redondo Beach Redondo
Peter Lee	Peter Lee	<u>vender!!!</u>
Debra	Samantha Pierce	Redondo Beach
Horacio Rivas	Horacio Rivas	John Tenerville
Maria Rodriguez	Maria Rodriguez	Tenerville
Sandra Lopez	ZAMORA LOPEZ	
J. Gray	Lucie Kaparian	Redondo Beach
Jane	SMITA RAY	REDONDO BEACH
Jane	LISA NEWELL	Redondo Beach
Jane	Jodi Ramirez	Redondo Beach
M. Taylor	MICHAEL PUSKIN	TORRANCE
Norma Taylor	Norma Taylor	TORRANCE
Melvin Taylor	MELVIN TAYLOR	TORRANCE
Manuel Sanchez	Manuel Sanchez	Tamai and Sons
Ana Padilla	Ana Padilla	Tamai Form

Signature

Name

Vendor  
or Farm

C. M.

G. BRYAN.

M. ELKAZAZ

M. ELKAZAZ

ST. MORITZ

Illy

J. STANDING

Khaz

M. LYH

bbir

B. RIE

ST. Moritz  
Los Angeles  
SI leaf = ?

Anna Mineyev

Anna

Redondo Beach

Yevgeniya Osipova  
Samuel Lesovic

LeBovic

Los Angeles  
H.B.

P RYSHANIN  
Sofia Tompina

Parlo  
Sofia

Los Angeles

Long Beach

Anna ZAKHAROVA ?

Los Angeles

R. H.

Ann K.

Galina Rozic Lovc

Torrance  
~~Long Beach~~

Robert

Kotlyak

L. A.

James VALENTINO

~~J. Val~~

Get together ADHC

Lidia Stojan

J. C. Stojan

P

Shannon Frakes

Shannon

Family

Myr. T. Wood

Kyle Sibould

ALFONSO

Bender Farms

Si. C. P.

Los Angeles

Redondo Beach

~~Signature~~ | NAME | City

Philip Oliver Torr. RB  
 Mike Vackovich  
 Miguel Vaca Evergreen Nursery

Suzy Fraser Redondo Beach on Paseo de la Carretera

Jose Gutierrez GLESS Ranch  
 Ray Conck. GARDENA  
~~Signature~~ S. DORRANCE AUKI'S

~~Signature~~ R. HASTEN Gourmets on wheels.

~~Signature~~ KAREN SNIDER BEAUTIFUL  
 Peter Siracusa SOAP

Peter Surin West coast Fish

Ray Waters Hermosa Beach

Nancy Ramirez Myrtle Redondo beach.

NORMAN BELL Schreiners Norman Bell, GLENDALE

MAYA DELICACY Laeuda Pelled Redondo Beach  
 Carolyn Waters CAROLYN WATERS Hermosa Beach.

SIGNATURE

NAME

City

~~Michael Griffin~~

MICHAEL GRIFFIN

SHAVE ICE

~~Larry Cederholm~~  
~~Redmond~~

Larry Cederholm

Redmonds BR.

Jim Drey

QUARTER SEAFOOD  
FOOLMAN CANAL PALM

Patricia Rambo

PATRICIA RAMBO

REB. 90277

Christopher Chappelle

Bill Olson

500 ESPLANADE RB 90277

J. Fred Heur

TORR. 90503

Rick Schotts

S. Redmond Beach 90277

Anne Schotts

S. Redmond Beach 90277