

**AGENDA—REGULAR MEETING  
REDONDO BEACH RECREATION AND PARKS COMMISSION  
WEDNESDAY, NOVEMBER 10, 2010  
REDONDO BEACH CITY COUNCIL CHAMBERS, 415 DIAMOND STREET, 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 November 10, 2010

C2. Approve Minutes of the Recreation and Parks Commission Meeting of September 29, 2010

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. Election of Officers

Staff recommends that the Recreation and Parks Commission Chairperson:

1. Open nominations for the positions of Chairperson and Vice Chairperson; and,
2. That the Chairperson close nominations; and,
3. That the Chairperson call for motions on Chairperson and Vice Chairperson; and,
4. That the newly elected officers assume their seats.

CONTACT: Maggie Healy, Acting Recreation and Community Services Director

H2. Council Adoption of Protocols for Commission Work

Staff recommends that the Recreation and Parks Commission receive and file the Council Adoption of Protocols for Commission Work submitted by Mayor Gin.

CONTACT: Maggie Healy, Acting Recreation and Community Services Director

H3. Adoption of Strategic Plan Six-Month Objectives

Staff recommends that the Recreation and Parks Commission receive and file the 2010-2013 City of Redondo Beach Strategic Plan six-month objectives established at the Strategic Planning Workshop held on September 28.

CONTACT: Maggie Healy, Acting Recreation and Community Services Director

H4. Update on Seaside Lagoon NPDES Permit

Staff recommends that the Recreation and Parks Commission receive and file a presentation on the California Regional Water Quality Control Board permit (Order No. R4-2010-0185, NPDES No. CA 0065297) for the Seaside Lagoon which was issued on October 7, 2010.

CONTACT: Maggie Healy, Acting 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 January 12, 2011 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:

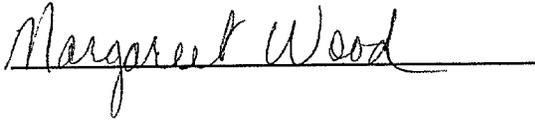
I certify that I am over the age of 18 years and am employed at the City of Redondo Beach, 415 Diamond Street, Redondo Beach, California.

On November 3, 2010 at 7:00 p.m. I posted the following:

Notice of Regular Meeting of the Redondo Beach Recreation and Parks Commission  
scheduled for November 10, 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 November 4, 2010, at Redondo Beach, California.

A handwritten signature in cursive script that reads "Margaret Wood". The signature is written over a solid horizontal line.

**MINUTES OF THE  
REDONDO BEACH RECREATION AND PARKS COMMISSION  
SPECIAL MEETING  
SEPTEMBER 29, 2010**

**CALL TO ORDER**

A special meeting of the Recreation and Parks Commission was called to order by Chairperson Brunkhardt at 7:02 p.m. in the City Hall Council Chambers, 415 Diamond Street.

**ROLL CALL**

Commissioners Present: Boston, Brunkhardt, Geittmann, Knight, Lewis, Vangeloff  
Commissioners Absent: Buchan  
Officials Present: Maggie Healy, Acting Recreation and Community Services Director  
John La Rock, Cultural and Performing Arts Supervisor  
Margareet Wood, Recording Secretary

**SALUTE TO THE FLAG**

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

**APPROVAL OF ORDER OF AGENDA**

Motion by Commissioner Geittmann, seconded by Commissioner Lewis, to approve the order of agenda. Motion carried unanimously.

**CONSENT CALENDAR I'/EMS**

- Approve affidavit of posting for the Recreation and Parks Commission meeting of September 29, 2010
- Approve minutes from the Recreation and Parks Commission meeting of September 8, 2010

**ORAL COMMUNICATIONS**

None.

Motion by Commissioner Geittmann, seconded by Commissioner Lewis, 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**

Approval of Design Concept for Veterans Park Event Plaza

Acting Director Healy explained that the 2010 Leadership Class project, the Veterans Park Event Plaza, is intended to increase the aesthetic and functionality of Veterans Park and is compatible with the Harbor and Pier vintage theme approved by City Council. She displayed images of the existing band shell which she said is currently used for community events such as memorials and concerts. She also displayed images of the existing adjacent Veterans Park community center and the proposed event plaza. She recommended approval of the event plaza design concept. She then introduced Larry Roslowski, Seth Burke, Chris Benson, and Susie Grant from the Leadership Redondo class. She submitted a Veterans Park site plan as well as plans, elevations, and renderings for the proposed event plaza.

Motion by Commissioner Lewis, seconded by Commissioner Knight, to receive and file the documents.  
Motion carried unanimously.

Mr. Roslowski explained that his classmate Chris Benson originally introduced the events plaza concept. He said the structure was designed to allow for a variety of events, allows for draping to block the sun or wind, matches the approved Harbor vintage theme and complements the Veterans Community Center building. He anticipated that community assistance will be forthcoming. He requested approval of the design, which he said will allow the group to proceed with fundraising.

Chairperson Brunkhardt complimented the project design.

Mr. Roslowski answered that the minimum estimated project cost is \$30,000, not including pro bono work. He said that the draping devices have not yet been researched. He said that the fundraising committee has drafted a list of prospective donors, and also that a building contractor has expressed interest.

Commissioner Lewis also complimented the project design.

Architect Domingo Ottolia answered that the structure will be constructed of steel beams covered with a composite wood-like material.

Mr. Roslowski answered that typically musical bands provide their own high-quality sound systems; however dramatic productions in which amplification is not used may be more of an issue. He said the biggest challenge will be the wind.

Commissioner Boston spoke in support of the design, and he appreciated Leadership Redondo's involvement. He said that the design is reminiscent of the Arts and Crafts style, which is common in Redondo Beach. He did not feel that sound will be a problem.

Commissioner Geittmann also complimented the design. She expressed concern about possible glare from the sun and with sound quality for groups that may not use amplification.

In response to Commissioner Boston, Mr. Roslowski said that some sort of lighting will be required. He also said that draping the entire structure or part of the structure to create a smaller stage-within-a-stage is being considered. He agreed that glare from the sun is a consideration and he planned to follow up by researching the orientation of the sun at different times.

Commissioner Knight complimented the design and she questioned the number of other designs that were considered. Mr. Roslowski said that originally contemporary design options were considered prior to learning about the vintage theme approved for the Harbor. He said that two variations of this particular design were considered.

Commissioner Knight made a suggestion to install something on the back of the structure from which to hang heavy duty clear plastic. She did not think that sound would be a problem.

Commissioner Boston liked the fact that the structure is designed to enhance the ocean view. He was not in favor of growing foliage on it which he said would defeat the clean look and render the structure ordinary.

Commissioner Vangeloff suggested that the architect propose a version of permanent lighting for the structure in anticipation of evening use.

In response to Commissioner Vangeloff, Mr. Ottolia answered that the current band shell is 30 feet tall at the apex.

Acting Director Healy advised that the Veterans Memorial is scheduled for completion by November 11; and that this project would commence subsequent to that.

Mr. Roslowski anticipated that the project will be completed by May 2011.

Commissioner Vangeloff stressed the importance of budget provisions for ongoing maintenance.

Mr. Ottolia answered that the structure will be composed of white smooth stucco over a wood or steel stud frame. He said the floor will be composed of some sort of pavers over the existing concrete and the pergola will be constructed of a composite wood-like material. He anticipated the structure will last many years.

Motion by Commissioner Geittmann, seconded by Commissioner Boston, to approve the design concept for an Event Plaza which will replace the existing band shell in Veterans Park and will be donated by the Leadership Redondo Class of 2010. Motion carried unanimously.

**COMMISSIONER REFERRALS TO STAFF**

Commissioner Geittmann proposed to seek the lowest cost for demolition of the band shell and allocate any savings toward the parkette fund.

Acting Director Healy stated that any savings on the demolition will be redirected to the project.

Motion by Commissioner Geittmann, seconded by Chairperson Brunkhardt, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:40 p.m.

Respectfully submitted,

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Maggie Healy, Director  
Recreation and Community Services



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# Administrative Report

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Commission Action Date: November 10, 2010

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

**From: MAGGIE HEALY, ACTING RECREATION AND COMMUNITY SERVICES DIRECTOR**

**Subject: COMMISSION ELECTIONS**

## RECOMMENDATION

That the Recreation and Parks Commission elect a Chairperson and Vice-Chairperson to serve one-year terms beginning in November 2010 and ending in September 2011.

## BACKGROUND

The bylaws for the Recreation and Parks Commission, dated July 16, 2004, mandate the Commission to elect a Chairperson and Vice-Chairperson each year at its regular meeting in October (or next regularly-scheduled meeting).

Submitted By:

Maggie Healy

Acting Recreation and Community Services Director



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# Memorandum

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DATE: October 1, 2010

TO: Chairman and Members of the Commission

FROM: Mayor Mike Gin *M. G.*

SUBJECT: Council Adoption of Protocols for Commission Work

Our City Commissions are a valuable resource advising myself and the City Council on important policy matters and community issues. I want to personally thank the Commission and recognize your individual efforts as Commissioners working on our behalf. Over the years, we have accomplished so much together and have done so with integrity and ethics.

In alignment with our City's core values of integrity and ethics, the City Council adopted a new set of protocols for how our Commissions operate. The action by the City Council at our September 21, 2010 meeting was an affirmation of the processes we all expect from an open and responsive local government. The adopted protocols are now in effect and the Commissions are expected to put them into practice. The attached "Commission Roles, Responsibilities and Rules of Conduct" are for your formal action to receive and file at this Commission meeting.

# COMMISSION ROLES, RESPONSIBILITIES AND RULES OF CONDUCT

Adopted 9-21-10

## Staff Liaison

City staff members are assigned to act in a technical advisory capacity and to provide professional support\* to a committee/commission. You should feel free to contact the staff liaison if you have any questions about the committee/commission activities. Direction and guidance for City liaisons and staff members in facilitating the work of City Commissions is provided in Administrative Policy/Procedure (APP) 2.12.

## The Agenda

An effective agenda is critical to a smooth running and productive meeting. Agendas are prepared by the staff liaison in collaboration with the Chairman of the Commission. If you wish to have an item placed on the agenda, the Chairman or staff liaison should be contacted in advance of the meeting. Only items appearing on the agenda may be considered at each meeting. All agendas must provide an opportunity for public comment.

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.\*

All commission agendas must be posted at Door "A" bulletin board as required, and a copy should be placed in the commission binder on the City Clerk's counter. A "Proof of Posting" with a copy of the agenda attached, should be filed in Central Files.

## 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.

Matter 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 Commissioner 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.

## Minutes

Each board and commission shall maintain a true and correct record of all proceedings of such board or commission, more commonly know as "Minutes."

Minutes of the board/commission meetings are the official document for recording board/commission actions. Copies are provided to the City Clerk and are kept on file. Minutes are a record of the actions of the commission/board and not a verbatim review of the meeting.

### **Chairperson**

Each board or commission shall meet as soon after the first day of October of every year to elect one of its members to serve as Chairperson for the ensuing year.

A chairperson is usually elected annually by the board/commission. The chairperson presides at the meetings. It is the responsibility of the chairperson to assure that meetings are kept under control.

No individual should be allowed to monopolize audience discussion time. It is recommended that each board/commission adopt a time limit for speakers and that the limit be strictly enforced. Questions and comments by citizens should be directed to the chairperson and not to staff, consultants, or the audience. **COMMENTS OF A PERSONAL NATURE ARE TOTALLY OUT OF ORDER!**

When a speaker has the floor, no interruptions should be permitted. The chairperson should advise the audience at the beginning of the meeting that cheering, booing, and applause are not appropriate conduct.

If a public hearing is being conducted, the hearing should be closed after all interested persons have had an opportunity to speak. After the hearing is closed, no new testimony may be presented by the audience.

It is frequently helpful for the chairperson to briefly solicit the position of each board/commission member before a motion on any item is made. This will assist in making a motion that incorporates the sense of the majority of the members and will reduce the number of amendments to motions. Except in the case of a conflict of interest, all board/commission members should vote on the item, since that is one of the most important tasks they are appointed to perform.

Above all, the chairperson, with the cooperation of the board/commission members, must keep the direction of the meeting on track and avoid having it bogged down by endless discussion of minor details.

Keep in mind that public meetings are the place where most of the work of the board/commission takes place and where its credibility and reputation are established.

### **Attendance**

Board/commission members are urged to make every effort to attend all meetings. *If a member must be absent, he/she should notify the staff liaison as far in advance of the meeting as possible so an excused absence may be requested from the City Council.* Out of respect to fellow board/commission members and to the general public, members should make every effort to arrive promptly at every meeting.

If a commissioner has not attended regular meetings for a period of 60 days consecutively following the last regular Meeting--unless permission of the Council has been granted and expressed in its minutes--and for other limited reasons as stated in the City Charter Sec. 15.8--the commission chairperson or liaison person may notify the City Clerk, in writing, of the absences and request that the Mayor and Council declare the commissioner's seat "vacant." The Clerk's office will prepare the appropriate staff report and will notify the absent commissioner, in writing and prior to the Council meeting, that his or her office will be declared vacant. The commissioner must be given the opportunity to respond to the notice. When the Council moves to "declare vacant" the positions, a notice of an unscheduled vacancy will be posted as required by Government code 54759, and published in the official newspaper of the City as requested by Council.

### **The Brown Act - Open Meeting Law**

The Brown Act, which was passed in 1953, has become a model public meeting law for the country. The opening section of the law states that:

*"In enacting this chapter, the legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly."*

The Act extends to any advisory commission, board or body of a local agency. Its relevant provisions include the following: with some exceptions, meetings of advisory bodies must be held within the territory of the local agency, meetings must be open to the public, and notice of meetings must be delivered prior to the meeting to the press and public pursuant to the provisions of the Government Code.

A "meeting" takes place whenever a quorum of the board/commission is present and official business is conducted. A committee or commission member who attends a meeting where action is taken, knowing that the meeting is in violation of the Brown Act, is guilty of a misdemeanor. "Action taken" means a collective decision made by a majority of the members of the body, a collective commitment or promise to make a positive or negative decision, or an actual vote by the majority of the members on a motion, proposal, resolution, order or ordinance.

Any questions concerning the effect of the Brown Act should be directed to the City Attorney and/or City Clerk.

### **Conflict of Interest**

The Government Code provides that "No public official at any level of state or local government shall make, participate in making, or in any way attempt to use an official position to influence a governmental decision in which there is a financial interest." Most members of boards, commissions or committees are subject to the City's Conflict of Interest Code and will be required to file a Statement of Economic Interests with the City Clerk. These statements are required upon assuming office, annually and upon leaving office and are open to public inspection.

Any commission member who has a doubt as to whether or not there is a financial interest in any decision before the commission should contact the City Clerk prior to the time required to make the decision.

Sections 87200-87210, Article 2, of the Political Reform Act of 1974 require members of City Planning Commissions to file a conflict of interests statement (Form 700), disclosing investments, interests in real property, and income received during the period covered by the statement. This statement must be filed with the FPPC and a copy must be filed with the City Clerk's office upon assuming office, annually, and upon leaving office. The Clerk's office will notify these commissioners of their filing requirements in a timely fashion.

The Political Reform Act also requires cities to adopt a conflict of interests code listing those commissions, which are involved in the "making, or participate in the making, of decisions, which may foreseeably have a material effect on any financial interest." At this time, the City's conflict of interest code (Resolution No. 8037) requires certain commissioners to file disclosure statements (Form 700).

Members of these commissions will be required to disclose investments, interests in real property, sources of income, and business positions held. The Clerk's office will notify these commissioners of their filing requirements in a timely fashion and will provide needed forms and instructions to them.

### **Ethics Training Assembly Bill 1234**

Public officials—elected and appointed—wield the power of government and serve as stewards of both the public's resources and trust. For this reason, the public holds public officials to high standards of ethical conduct. The role of public perception makes public service ethics unique. A public official's own analysis of what constitutes the "ethical" course of conduct is only the first step of the analysis. The second is whether the public will perceive a particular course of action as being ethical. Perception is particularly important in the area of public service ethics. Public agency decision-making bodies – which include many advisory committees – must conduct their business in an open and public meeting.

For this reason the City of Redondo Beach is requiring each of their appointed commissioners to complete this training. The goal of AB 1234 training is to acquaint local officials with the laws that govern their behavior and motivate them to comply with such laws.

When local officials receive the training, they will be given proof of participation. Copies of these certificates should be provided to the City Clerk and maintained as public records subject to disclosure to the media, the public and others for at least five years. The training can occur in-person, online or on a self-study basis (read materials and take a test). A variety of organizations offer such training, a list will be provided.

## **RESPONSIBILITIES OF BOARD/COMMISSION MEMBERS**

Selection as an active member of a City board or commission provides an unusual opportunity for genuine public service. Although the specific duties of each of Redondo Beach's advisory bodies vary widely with the purpose for which they are formed, there are certain responsibilities common to all commission and board members. The following is a summary of the important responsibilities of members, and guidelines, which will assist in maximizing one's contribution to the community.

### **A. Training**

All commissioners are required to attend (online or in person) the following training within 90 days of appointment for each new term:

- Commission Orientation
- Ethics Training (AB 1234)

Commission Orientation will be coordinated by the City Clerk's Office. Ethics training may occur in person, online or through a self-study basis. A list of organizations offering ethics training will be provided by the City Clerk's Office.

### **B. Understanding the Role and Scope of Responsibility of the Board/Commission**

Board/commission members should become acquainted with the City programs within their group's scope of interest by consulting with relevant staff liaison. However, the role of the board/commission is to advise the City Council on specific City program areas and related policies, not to establish City policy or administer City programs.

### **C. Be Careful to Properly Represent the Board/Commission**

Individual board/commission members must not represent their own views or recommendations as those of the board/commission unless the majority of the body has officially voted to approve such action.

Board/commission members making recommendations or expressing views not approved by a majority of a board/commission should indicate they are expressing themselves as private citizens. Public statements should contain no promises to the public that purport to be binding on the board/commission, staff or City Council.

### **D. Be Concerned with the Entire Community**

Although board/commission members may be selected in part on the basis of representing clearly defined groups, in order to assure that all interests are voiced and considered, upon appointment each member should represent the overall public good and not that of an exclusive group or interest. The question, "What is good for the entire community?" should take precedence over "What will increase the advantage of my interest group?"

E. Keep the Lines of Communication Open

A board/commission is in the unique position of serving as a liaison between the City and the general public in helping to reconcile contradictory viewpoints and building a consensus around common goals and objectives. Therefore, each member must serve as a communication link between the community and the City, explaining city programs and recommendations, as well as providing a channel for citizen expression.

F. Be Conscious of Your Relationship to the City Council and City Staff

Commissioners serve at the pleasure of the Mayor and City Council. Good relations with the City Council and City staff are necessary for the successful operation of any board/commission. It is important that each board/commission member is accountable to the City Council and respects the authority of those who, in the end, will be charged with the final responsibility for action taken by the City. To avoid placing the City Council and City staff in a compromising position and to facilitate effective communications, it should be clear that your actions as a board/commission are as a body.

G. Establish a Good Working Relationship with Other Board/Commission Members

On many occasions the success or failure of the efforts of a board/commission member is largely dependent upon the degree of cooperation evident among the individual members of the body. In order to build a consensus around common goals and objectives, members will often have to first reconcile contradictory viewpoints and show a willingness to objectively consider the real and/or basic issues.

Another way of developing this cooperation is for each board/commission member to ensure that meetings proceed in an orderly manner. The chairperson is primarily responsible for seeing that consideration of agenda items moves along expeditiously, but with reasonable time allocated to each item. Each member can assist the chairperson by becoming familiar with the basic rules of parliamentary procedure and by adequately preparing any presentation to be made to the board/commission.

Other important points which each board/commission member should consider in the relationship with other members are as follows:

1. Always show respect for each individual's viewpoint.
2. Allow other members adequate time to present their views fully before making comments.
3. Be open and honest at all times.
4. Recognize new members and see that they are made welcome and receive assistance in becoming acquainted with their new duties.

H. Be Prepared to Vote

It is the responsibility of board/commission members to make adequate preparations for each meeting. If necessary, the member may wish to make field visits to locations under consideration prior to the board/commission meeting. Being prepared will greatly assist you when it comes time to vote on an issue. If members do not participate when they do not have a genuine conflict of interest, they are not carrying out the primary job for which they were appointed.

## **CONCLUSION**

The City Council and City Staff hope this policy will assist you in performing your duties as a member of a board/commission. Your job is truly an important one and a valuable community service.

Thank you,  
The Redondo Beach Mayor and City Council

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

## **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 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

C I T Y O F R E D O N D O B E A C H

**STRATEGIC PLANNING RETREAT**

**September 28, 2010 \* Redondo Beach Library**

Marilyn Snider, Facilitator – Snider and Associates (510) 531-2904  
Gail Tsuboi, Graphic Recorder – Tsuboi Design (925) 376-9151

**MISSION STATEMENT**

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.

**VISION STATEMENT**

Redondo Beach will be the most livable, friendly and attractive California beach city.

**CORE VALUES**

not in priority order

The City of Redondo Beach values . . .

- ♦ *Openness and honesty*
- ♦ *Integrity and ethics*
- ♦ *Accountability*
- ♦ *Outstanding customer service*
  - ♦ *Teamwork*
  - ♦ *Excellence*
- ♦ *Fiscal responsibility*

**THREE YEAR GOALS**

2010-2013 • not in priority order

- ▶ **Improve financial viability and expand economic opportunities**
- ▶ **Improve public facilities and the infrastructure**
- ▶ **Increase organizational effectiveness and efficiency**
- ▶ **Maintain a high level of public safety**
- ▶ **Vitalize the Harbor & Pier areas**

**NEXT STEPS/FOLLOW-UP PROCESS**

WHEN	WHO	WHAT
Wednesday, Sept. 29	City Manager	Distribute the retreat record to those unable to attend or who had to leave early.
Within 48 hours of receipt	All recipients	Read the retreat record.
October 6, 2010	City Manager, Management Team	Review the "Current Internal Weaknesses/Challenges" list for possible action items.
At the, Oct. 19, 2010 City Council Meeting	Mayor, City Council	Present the updated Strategic Plan, with the new Three-Year Goals, to the public.
By October 25, 2010	City Manager	Distribute the Strategic Plan to all employees on the email system.
By December 1, 2010	Department Heads	Present and discuss the updated Strategic Plan with staff.
Monthly	Mayor, City Council, City Manager	Monitor progress on the goals and objectives and revise objectives (add, amend and/or delete), as needed.
Monthly	City Manager	Prepare and distribute the updated Strategic Plan Objective Monitoring Matrix to the City Council, Management Team and Commissions.
March 22, 2011 (Tuesday) 8:00/8:30 - 3:30	Mayor, City Council, City Manager and Management Team	Strategic Planning Retreat to: - assess progress on the Strategic Plan - develop objectives for the next 6 months

## **S.W.O.T. ANALYSIS**

Strengths – Weaknesses - Opportunities - Threats

### **ACCOMPLISHMENTS OF THE CITY OF REDONDO BEACH SINCE THE MARCH 3, 2010 STRATEGIC PLANNING RETREAT**

#### Brainstormed List of Perceptions

- Got Robert Resnick started on refurbishing his pier lease
- Balanced the budget
- Adopted a Harbor Enterprise Business Plan
- Opened Living Spaces (store)
- Started a Farmers' Market in Riviera Village
- Awarded a contract for Esplanade improvements
- Completed the Sapphire Storm Drain Project
- Completed the design and went out to bid on the Harbor Patrol facility
- Hired a transit manager
- Obtained a three-year extension for the Seaside Lagoon
- Hosted the national Wii Festival
- New Transit Center working drawings are 95% complete
- Completed new commissioner protocols
- Adopted and conducted training on a Workplace Violence Policy
- Completed new Taxi Franchise agreements
- Approved the design of new park and waterfront regulatory signs
- Completed the Prospect Landscape Project
- Purchased three new buses
- Scheduled a Beach Cities Transit Summit
- Completed a stakeholders meeting for transient harbor mooring
- Filled the vacant Public Works Dir. position from within
- Planning for a bi-national Mayors' Summit
- Won a national award from 3CMA (City-County Communications and Marketing Assn.) for our branding efforts
- Won designation as a Vitality City
- Greeted the arrival of a pod of blue whales
- Completed the Alta Vista Storm Water Project
- Initiated the Artesia City Managers Work Group
- Restriped Artesia Blvd.
- Completed the Ocean Steps mosaic
- Developed and initiated first level supervisor training
- Purchased benches for the first phase of the Bus Stop Amenities Project
- Completed Palos Verdes Blvd. resurfacing
- Provided comments to the FAA regarding Long Beach Airport's air space changes
- Initiated a search for a new Asst. City Manager
- Prevailed in the day laborers lawsuit
- Employed 21 subsidized employment workers
- Completed murals at Alta Vista Community Center (Phase I of two phases)
- Completed an agreement with Leadership Redondo on bandshell replacement
- Approved a public-private relationship for a new synthetic turf field at Aviation Park
- Updated park rules
- Completed Prospect Ave. repaving

- Built a new library
- Extended our employee wage and benefit concessions
- Broke ground on the South Bay South project
- Developed a new brand with the Chamber of Commerce
- Finished the Council Chambers upgrade
- Finalized an oversized vehicle ordinance
- Received an \$88,000 grant for hiring part-time employees
- Issued an RFP for parking enforcement citation management
- Participated in an interagency benchmarking program in the financial and other areas
- Successful prosecutions by the City Attorney's Office
- South Bay Bicycle Coalition received a grant and we have hosted their staff member at City Hall
- Completed designs and specs for the Veterans' Memorial
- Obtained a \$200,000 grant for the EOC (Emergency Operations Center)
- Steam-cleaned Artesia Blvd
- Commented for Fish and Game for the MLPA (Marine Life Protection Act)
- Received public art donations from Northrop Grumman for the new library
- Committed to signing on to the Homeless Census
- Established a local vendor ordinance
- Approved entitlements for the Marine Ave. hotel and RB project and obtained bond funding
- Completed phone system upgrades
- Received bids for the new wastewater contract
- Initiated the Mole B planning process
- Initiated George Freeth Plaza improvements

## THE CITY'S CURRENT INTERNAL WEAKNESSES/CHALLENGES

### Brainstormed List of Perceptions

- Reduced staffing
- Continued discord over development issues
- Lack of staff and resources
- Employee concessions challenges
- Challenge keeping pace with the workflow
- Decreasing staff morale
- Lack of middle management
- Vacant Asst. City Manager position
- Requirement for continued labor concessions
- Lack of commissions' understanding of roles
- Lack of prohibitions on massage parlors
- Increased expectations with fewer resources
- Lack of capital funds
- Lack of certainty in zoning requirements
- Lack of funding for maintenance
- Antiquated facilities
- Potential traffic increase around school construction
- Employees assuming dual or multiple roles
- Lack of close coordination between commissions and staff
- Lack a vacant building ordinance

## **EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A POSITIVE IMPACT ON THE CITY IN THE COMING YEAR**

### Brainstormed List of Perceptions

- Developer completes South Bay South
- Construction of the Marine Ave. hotel
- Being named a "Vitality City"
- Increased residential building
- Federal support of our Seaside Lagoon initiative
- New school board
- Opening of the high school's aquatic center and new gym and other upgrades
- Northrop Grummon building expansion
- Improving economy
- Passage of Prop 22
- Continued availability of non-traditional funding for development
- Stabilizing oil prices
- New Asst. City Manager
- Continued low interest rates
- Passage of Measure G
- Defeat of Measure G
- Some level of economic recovery
- Federal support for environmental and transit projects
- Return of national and international travel
- Continued residence of the blue whale
- Favorable results of some of the initiatives/propositions on the November ballot
- Community involvement at the local level
- Continued low construction costs
- New governor and legislature
- Continued low rate of inflation
- Continued implementation of green programs
- Return of television and movie production
- Opening of Nordstrom Rack
- Increased business lending

## **EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A NEGATIVE IMPACT ON THE CITY IN THE COMING YEAR**

### Brainstormed List of Perceptions

- Tsunami
- Failing pipeline infrastructures
- Major earthquake
- Lack of a state budget
- Unfunded mandates
- Adoption of a state budget
- Terrorist attack
- Fallout from the City of Bell
- Outsourcing to foreign countries
- A vote to endorse 1964 zoning with unlimited growth
- Declining property values causing less property taxes for the city
- Unfunded Obama healthcare
- Increasing mortgage foreclosures

- More sophisticated (computer) viruses
- US losing its standing in the global economy
- More state restrictions on cities' authority
- Increased fuel costs
- Increased crime
- Escalating PERS costs
- Federal deficit
- Aging senior staff
- Decaying infrastructure
- Legalization of marijuana
- Movement of information to databases instead of paper
- Lack of control over data in databases
- Changing weather
- Double dip recession
- Unfunded environmental mandates
- Building a Better Redondo (group)0
- Increased regional economic competition
- Passage of Measure G
- Continued high unemployment
- Declining revenues
- Northrop Grummon workforce reduction



**CITY OF REDONDO BEACH**        **STRATEGIC OBJECTIVES**  
 September 28, 2010 to March 1, 2011

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. Dec. 1, 2010	City Council (Mayor Gin – lead), working with the City Manager	Recommend to the State Legislature and the League of California Cities suggestions for PERS reform.				
2. At the Dec. 7, 2010 City Council meeting	City Manager	Present to the City Council for action a lease for the Marine Ave. site.				
3. At the Dec. 21, 2010 City Council meeting	Planning Director, with input from the Planning Commission	Present to the City Council for action an ordinance modifying the commercial parking standards and shared parking implementation.				
4. At the Jan. 18, 2011 City Council meeting	City Manager and ACM	Present to the City Council for action a labor relations strategy to better manage PERS costs and benefits.				
5. At the Jan. 18, 2011 City Council meeting	City Manager, working with the Artesia Blvd. Working Group	Complete and present to the City Council for action a strategic plan for Artesia Blvd.				
6. March 1, 2011	City Manager, working with an intern	Complete the Customer/Visitor Study Phase I of two phases and present the results to the City Council.				

7. March 1, 2011	Financial Services Dir.	Present recommendations to the City Council for action regarding the GASB 54 fund balance structure.				
8. March 1, 2011	Financial Services Dir., with assistance from the HBT Director	Convert the Transit Operations from a Special Revenue Fund to an Enterprise Fund.				
9. March 1, 2011	Mayor Gin and Council member Brand	Participate in the MLPA (Marine Life Protection Act) process and report the results to the City Council.				
10. March 1, 2011	Planning Director	Bring to the City Council for consideration revisions to the zoning code to streamline the permit process for personal improvement services (e.g., training, instruction, fitness).				

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

WHEN	WHO	WHAT	STATUS		COMMENTS
			DONE	ON TARGET / REVISED	
1. At the Oct. 5, 2010 City Council meeting	City Manager	Update the City Council on the status of negotiations with the Edison Co. on the use of Edison rights-of-way.			
2. At the Oct. 19, 2010 City Council meeting	City Engineer	Present to the City Council for action a recommendation to award a contract for construction of the Harbor Patrol facility.			
3. Nov. 2, 2010	RCS Dir.	Present to the City Council for action a conceptual design for the Veterans Park bandshell replacement.			
4. At the Nov. 16, 2010 City Council meeting	City Engineer and Public Works Dir.	Recommend to the City Council for action the approval of plans and specifications for the installation of LED street lights.			
5. Dec. 7, 2010	City Engineer	Present to the City Council for action a Citywide Sewer Master Plan.			
6. At the Dec. 7, 2010 City Council meeting	RCS Dir. and the City Engineer	Recommend to the City Council for action a design build agreement for construction of new RCS Dept. offices at Aviation Park.			
7. Dec. 15, 2010	City Engineer	Initiate construction of the Esplanade Streetscape Project.			
8. At the Dec. 21, 2010 City Council meeting	Public Works Dir.	Present to the City Council for action an agreement for the city's waste hauling and recycling services.			
9. March 1, 2011	RCS Dir., working with the Public Works Dir.	Identify an appropriate location for a potential community garden and present the results to the City Council.			
FUTURE OBJECTIVE _____	Fire Chief, Public Works Dir. and RCS Dir.	Determine the feasibility of having privately funded barbeque areas in public parks and present the results to the City Council for direction.			

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Dec. 1, 2010	City Manager	Hire a new Assistant City Manager.				
Dec. 15, 2010	Financial Services Dir.	Implement the city's purchasing policies and procedures.				
At the Jan. 4, 2011 City Council meeting	City Manager, working with the Beach Cities Health District	Develop and present to the City Council for action a plan to implement and support the Vitality City Initiative.				
Feb. 1, 2011	Asst. City Manager and Sr. HR Analyst	Present to the City Manager for approval an updated Drug Free Workplace Policy.				
March 1, 2011	City Clerk, IT Dir. and City Engineer	Develop plans for Phase II of Council Chambers improvements for automation of the agenda process.				
FUTURE OBJECTIVE	Financial Services Dir., with input from the Budget Finance Commission	Review the purchasing limits in the City Charter and make recommendations to the City Council for direction.				
FUTURE OBJECTIVE	Executive Team (City Manager – lead), working with high-performing organizations (e.g., Disney, Apple, Citic of Anaheim and Irvine)	Develop and present to the City Council an interagency best practices exchange program to consult with the city on organizational effectiveness and efficiency.				

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Nov. 2, 2010 City Council meeting	Fire Chief and City Attorney (co-leads), City Engineer, RSD Dir.	Present to the City Council a report on the city's pipeline ordinance compliance issues and related safety concerns.				
2. At the Dec. 7, 2010 City Council meeting	Planning Dir., working with the Police Chief and City Attorney	Present to the City Council for action a massage services and acupuncture services moratorium.				
3. At the Dec. 14, 2010 City Council meeting	Police Chief –lead, Public Works Dir, IT Dir.	Purchase patrol vehicles according to the Vehicle Replacement Schedule and install electronics and computer technology.				
4. At the Jan. 11, 2011 City Council meeting	Police Chief – lead, Fire Chief, City Attorney, Planning Dir.	Review and recommend changes to the city's Municipal Code for action regarding how entertainment permit security bonds are assessed and drawn down for repeated calls for service.				
5. March 1, 2011	Planning Dir., working with the Police Chief and City Attorney	Present to the City Council for action an ordinance updating the city's property maintenance ordinances (e.g., relating to vacant lots, vacant business and abandoned buildings).				
6. March 1, 2011	Fire Chief	Assist with the re-evaluation of the city's fire insurance rating that is performed by the U.S. Fire Administration Insurance Services Office Director and report the results to the City Council.				

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

WHEN	WHO	WHAT	STATUS		COMMENTS
			DONE	ON TARGET REVISED	
1. At the Nov. 16, 2010 City Council meeting	RCS Dir. and City Engineer	Present to the City Council for action the conceptual design for rehabilitation of the Season Lagoon restroom building.			
2. At the Nov. 16, 2010 City Council meeting	City Manager, working with stakeholders	Report to the City Council on the Mold B master planning process.			
3. Feb. 1, 2011	HBT Dir.	Report to the City Council the status of Parcel 10 (octagonal building on the waterfront).			
4. Feb. 1, 2011	Fire Chief – lead, HBT Dir., City Engineer	Update the City Council on the Coastal Marinas Permit regarding water quality in the harbor.			
5. Feb. 1, 2011	City Engineer	Provide to the City Council a comprehensive report on water quality requirements and the city's progress on meeting local, state and federal standards, including suggested goals from the Water Quality Task Force.			
6. March 1, 2011	HBT Dir.- lead, RCS Dir., Financial Services Dir., City Engineer	Update the City Council on implementation, key action items and goals of the Harbor Business Plan.			
7. March 1, 2011	Asst. City Mgr – lead, HBT Dir., in consultation with stakeholders	Identify potential locations for the development of a boat launch ramp.			



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# Administrative Report

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Action Date: November 10, 2010

**To: RECREATION & PARKS COMMISSION**

**From: MAGGIE HEALY, ACTING RECREATION & COMMUNITY SERVICES DIRECTOR**

**Subject: UPDATE ON SEASIDE LAGOON NPDES PERMIT**

## **RECOMMENDATION**

Receive and file a presentation on the California Regional Water Quality Control Board permit (Order No. R4-2010-0185, NPDES No. CA0065297) for the Seaside Lagoon which was issued on October 7, 2010.

## **EXECUTIVE SUMMARY**

On October 7, 2010, the Los Angeles Regional Water Quality Control Board (LARWQCB) held a public hearing on the Revised Tentative Waste Discharge Requirements (WDR) for the Seaside Lagoon. After hearing and discussing comments, including the City's request for relief from the Total Suspended Solids (TSS) limits included in the order, the board approved the order with the clarification that the reopener provisions that apply to the metals monitoring would also apply to the TSS limitations.

The reopener provisions would allow the LARWQCB to change the TSS limits and metals monitoring requirements of the order, on or before March 31, 2013, based on the results of studies to be provided by the City.

The WDR requires the City to submit a Work Plan for Special Study to the LARWQCB by February 7, 2011, for Executive Officer approval.

## **BACKGROUND**

The City is currently operating the Seaside Lagoon under a Time Schedule Order (TSO) that provides a daily maximum TSS discharge limit of 120 mg/L until the TSO expires in September 2013. In July, the LARWQCB issued a Revised Tentative WDR that would include the more restrictive TSS maximum limit of 75 mg/L – a limit that has proven to be problematic for the Lagoon and resulted in substantial fines by the LARWQCB. The WDR also contained eight new metal effluent limitations, and provided "intake credits" to allow for pollutants that existed in the intake water, prior to circulation through and discharge from the Lagoon.

Upon the City's submittal of testing that showed the extreme variability of test results for metals and TSS in the influent and effluent waters, the staff of the LARWQCB issued a new WDR that removed the metals categories to allow time for the City to conduct special studies and monitoring of the metals in the influent and effluent Lagoon waters. However, the new WDR did not address the City's concerns regarding the TSS limits contained in the WDR that would go into effect at the expiration of the TSO.

On October 5, 2010, the City Council directed Lagoon Subcommittee members and staff to present to the LARWQCB during the October 7 hearing, the City's concerns regarding the unreasonableness of TSS limits contained in the WDR and potential closure of the Seaside Lagoon if the more restrictive limits were not relaxed. The Council further directed staff to arrange for expert scientific testimony at the hearing on behalf of the City's concerns regarding the applicability of TSS limits that were established based on a fresh water study to marine water environments.

On October 7, 2010, after hearing public testimony, the LARWQCB discussed their own concerns with respect to the Lagoon discharge and the requirements contained in the NPDES permit. In summary, the LARWQCB acknowledged the City's concerns, but stated that they could not make findings at this time that would justify maintaining the TSS limits at the higher level per the City's request. They did, however, direct their staff to include an "all encompassing" reopener provision that would apply to TSS limits along with the reopener on the new metals categories.

The WDR requires the City to submit a Work Plan for Special Study to the LARWQCB by February 7, 2011, for Executive Officer approval.

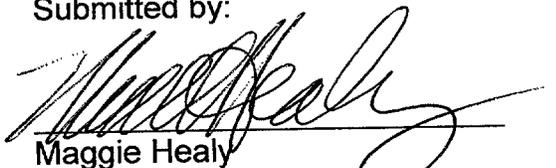
### **COORDINATION**

This report was prepared by staff in the Recreation and Community Services Department in coordination with the City Engineer and the City Attorney.

### **FISCAL IMPACT**

Costs related to the development of this report are budgeted in the Recreation & Community Services Department budget for FY 2010-11.

Submitted by:

  
Maggie Healy  
Acting Recreation & Community  
Services Director

Attachment: Power Point Presentation

# **SEASIDE LAGOON**

## **Revised Tentative NPDES Permit**

Update November 10, 2010



## **BACKGROUND**

- July 14, Revised Tentative 5-year Waste Discharge Permit (RTWDR)
  - Allowed Intake Credits
  - Included 8 new metal effluent pollutants.
  - Retained more restrictive "Total Suspended Solids" (TSS) limits.

## **LARWQCB Response to City Concerns**

- Two year exclusion of metals limits to allow time for City to conduct further studies
- No change to TSS limits
- Provided "Gold Book" rationale for TSS limits
- Reopener provision – applies to metals, TSS and intake credits – allowing City to provide further test results and analyses.
- LARWQCB has authority to reset the TSS and Metals limits based on further findings.

## **Compliance Requirements**

- Petition for Review Deadline: Nov. 5, 2010
- New monitoring and reporting requirements effective November 6, 2010. (First report Due March 1, 2011).
- Time Schedule Order for TSS effective until September 2013.
- City to develop and file a Work Plan for Special Study for LARWQCB Exec. Officer Approval by February 7, 2011:
  - Minimal compliance – weekly monitoring - \$40,000
  - Testing with further expert review, analysis, report \$150,000

## **RECOMMENDATIONS**

1. Receive and File the LARWQCB Response and Sept. 30 Revised NPDES Waste Discharge Requirements; and,
2. Receive and File Update on the LARWQC B hearing on October 7, 2010.