

REDONDO BEACH RECREATION, TRANSIT & COMMUNITY SERVICES
DEPARTMENT
1922 Artesia Boulevard, Redondo Beach, CA 90278
(310-372-1171, X3466)

**REGULAR MEETING OF
THE RECREATION AND PARKS COMMISSION**
Wednesday, January 9, 2013, 7:00 p.m.
City Council Chambers, 415 Diamond Street

DISTRIBUTION: MEMBERS OF THE RECREATION AND PARKS COMMISSION

Lang Boston
Jill Brunkhardt
Lorraine Geittmann
Christian Horvath
Maureen Ferguson Lewis
Shane Michael
Reggie Thomas

Joe Hoefgen, Recreation, Transit and Community Services Director
Main and North Branch Libraries
Eleanor Manzano, City Clerk
Mayor and City Council
Police Department Community Based Officer
Michael Witzansky, Public Works Director
William P. Workman, City Manager

Beach Reporter
Time Warner Cable
Daily Breeze
Easy Reader

**AGENDA—REGULAR MEETING
REDONDO BEACH RECREATION AND PARKS COMMISSION
WEDNESDAY, JANUARY 9, 2013
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 January 9, 2013

C2. Approve Minutes of the Recreation and Parks Commission Meeting of September 12, 2012

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. Election of Officers

Staff recommends that the Recreation and Parks Commission:

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: Joe Hoefgen, Recreation, Transit and Community Services Director

H2. Recreation and Parks Commission – Overview of the Duties and Responsibilities and Bylaws

Staff recommends that the Recreation and Parks Commission:

Receive and file a report related to the Duties and Responsibilities and the Bylaws of the Recreation and Parks Commission

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 March 13, 2013 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 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.

AFFIDAVIT OF POSTING

Margareet Wood declares:

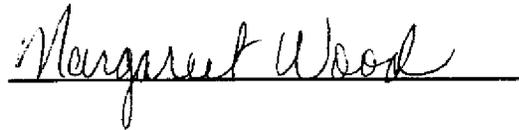
I certify that I am over the age of 18 years and am employed at the City of Redondo Beach, 415 Diamond Street, Redondo Beach, California.

On January 4, 2013 at 4:30 p.m. I posted the following:

Notice of Regular Meeting of the Redondo Beach Recreation and Parks Commission
scheduled for January 9, 2013

at Door A, 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 January 4, 2013 at Redondo Beach, California.



**MINUTES OF THE
REDONDO BEACH RECREATION AND PARKS COMMISSION MEETING
SEPTEMBER 12, 2012**

CALL TO ORDER

A regular meeting of the Recreation and Parks Commission was called to order at 7:00 p.m. by Chairperson Boston in the City Hall Council Chambers, 415 Diamond Street.

ROLL CALL

Commissioners Present: Boston, Buchan, Geittmann, Knight, Lewis, Michael
Commissioners Absent: Brunkhardt
Officials Present: Joe Hoefgen, Recreation, Transit and Community Services
Director
John La Rock, Performing and Cultural Arts Manager
Margareet Wood, Recording Secretary

SALUTE TO THE FLAG

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

PRESENTATIONS/ANNOUNCEMENTS

Director Hoefgen announced the La Paz Parkette grand reopening on September 18, 2012 and the Commissioner Orientation on September 25, 2012.

APPROVAL OF ORDER OF AGENDA

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

CONSENT CALENDAR ITEMS

1. Approve affidavit of posting for the Recreation and Parks Commission meeting of September 12, 2012
2. Approve minutes from the Recreation and Parks Commission meeting of May 9, 2012
3. Strategic Plan Update

Commissioner Michael excluded Consent Calendar 3.

Motion by Commissioner Lewis, seconded by Commissioner Knight, to approve Consent Calendar items 1 and 2. Motion carried unanimously.

ORAL COMMUNICATIONS

None.

EXCLUDED CONSENT CALENDAR ITEMS

Strategic Plan Update

In response to Commissioner Michael, Director Hoefgen explained that the license agreement for the North Redondo Bike Path to occupy the SCE right-of-way previously lapsed and has now been renewed. He said that other license agreements are currently under review by the City Attorney's office.

Motion by Commissioner Michael, seconded by Commissioner Lewis, to approve Consent Calendar 3. Motion carried unanimously.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Jeannine Barba, resident, explained that the Redondo Beach City Theater group formerly performed at Perry Park and the Redondo Beach Playhouse. She wished to inform the City Council about this community theater group of hard working adults; and she felt they should receive the same time and consideration as other groups.

Chairperson Boston recalled that he participated in the Redondo Beach City Theater Group and he supported their efforts.

Commissioner Lewis suggested the upgraded Redondo Beach School District auditorium as a potential location.

Commissioner Geittmann suggested the theater at Franklin Community Center.

Regarding the Franklin property, Director Hoefgen said the lease exchange with the School District has not transpired; therefore he referred Ms. Barba to Manager La Rock regarding the status of that location.

ITEMS FOR DISCUSSION PRIOR TO ACTION

Performing Arts Center Update

Director Hoefgen advised the update is in response to Commissioner Buchan's request.

Highlights of the presentation by Manager La Rock include:

- The Redondo Beach Performing Arts Center (RBPAC) was renovated in 2003, the facility spaces rent individually or as a whole
- RBPAC receives funding through the City general fund and revenue goes against that subsidy, the 2006-12 financial summary shows a decline of the subsidy; however the goal is to eliminate the subsidy entirely, an endowment fund for repairs is a future goal
- A new group, 3D Theatricals, commenced performances at RBPAC upon the departure of the Civic Light Orchestra (CLO), the current season includes productions of *Avenue Q*, *I Love a Piano*, and *Hairspray*, 3D Theatricals will begin its transition from Plummer Auditorium to become the new RBPAC resident musical theater company in 2014
- The RBPAC website can be accessed via the City website: www.redondo.org
- Part-time personnel will be expanded as a result of the retirement of Recreation Supervisor Pam Ament in October
- Solicitation of major corporate sponsorships, i.e. Toyota, Kinecta will be pursued

In response to Commissioner Geittmann who asked the reason for the decline in expenses, Manager La Rock cited a Citywide direction for 3% budget cuts combined with the discovery and implementation of cost reductions. He said the upcoming staffing change will create more reductions. He also noted continued efforts to keep costs down such as insurance; and he planned to further reduce expenses.

Commissioner Geittmann appreciated the efforts to reduce the subsidy.

Commissioner Buchan also appreciated the good management. She questioned whether a partnership with hotels to create a package has been considered, to which Manager La Rock answered that RBPAC currently partners with the Ayres Hotel in Lawndale and is awaiting the development of 2 new hotels on the nearby Marine Avenue site. He said the beach hotels are too far away to consider for partnerships.

Commissioner Buchan was disappointed with the absence of a good restaurant nearby, and she questioned the potential for partnering with gourmet food trucks.

Manager La Rock pointed out the City policy which limits food trucks. He anticipated the expansion of food trucks, however.

In response to Commissioner Michael regarding the departure of the CLO, Manager La Rock said the theater group owed money to RBPAC and the Hermosa Beach Playhouse; and their relocation to other venues i.e. the El Segundo high school auditorium, the Lawndale high school theater, and the Warner Grand Theater was announced. He said the City Attorney is involved in debt collection.

Director Hoefgen said that more than \$200,000 is owed. He added that 3-D Theatricals pays a higher rate than the CLO paid.

In response to Commissioner Michael regarding capital planning, Manager La Rock said that the main lobby carpeting will be replaced this year and auditorium seating is a future project. He said other smaller future projects include replacement of the lighting control board, dimmers, and speakers. Regarding grants, he said that grants available today are commonly for greening of buildings and that organizations mainly donate toward to programming.

Chairperson Boston recommended implementing safeguards to ensure that the situation with CLO is not repeated.

Commissioner Buchan mentioned that the slope of the RBPAC seating seems low and should be increased, to which Manager La Rock answered that the degree of rake is per ADA guidelines. He added that the seats are offset and booster seats are available.

Motion by Commissioner Geittmann, seconded by Commissioner Lewis, to receive and file the Performing Arts Center update. Motion carried unanimously.

Preparation of a Master Plan for the Various Uses at Veterans Park

Director Hoefgen explained that over the next few months staff will draft a master plan for Veterans Park, one of the busiest in the City. He provided a background of the park and described its uses and said that better integrating current uses is a goal. He said the new events plaza will be a welcome addition, and that no changes are planned for the historic library.

Chairperson Boston pointed out the park is the former site of the Hotel Redondo which burned in 1926 and was a sister to the Hotel del Coronado on Coronado Island.

Director Hoefgen listed the existing Veterans Park facilities and amenities:

- Community Center
- Senior Center - gets lots of use, restricted to senior activities by construction funding
- Restroom building
- Veterans Memorial - built with funds raised by private donations, newest addition to park, site of Veterans Day memorial event
- Picnic area – proper location of tables and trees are a consideration
- Play area – on capital projects list for upgrade and replacement
- Open space – lots of activity on weekends, vegetation plan will be considered

- Events Plaza site – beautiful architectural design plan, will include lighting and landscaping plan, options for management could be included with community center
- Upper level – entrance, view of memorial, does not show what is available in park, plan to consider walkways and where they lead as well as entryways
- South entrance
- West entrance

Director Hoefgen said that an intern has been hired to work with staff to develop the master plan. He requested input and suggestions from the Commissioners.

Commissioner Lewis said that she is very familiar with the park. She recommended not restricting events plaza users to the current community center caterer because it is overpriced. She said that restricting users to that caterer would put a damper on the opportunity to use the events plaza and she felt that users would prefer something smaller, less expensive, and more intimate. She said that families currently enjoy the shady areas and she hoped that if trees are removed it is done very gradually. She said the trees are very beautiful and serve a purpose in the park.

Commissioner Buchan recommended seeking assistance from the USC Public Policy School, which she said conducts a Master of Planning Program whose participants prepare entire planning projects.

Commissioner Geittmann agreed with Commissioner Lewis' comments about the caterer. She said she has been concerned about their control of the area which has been relieved somewhat by allowing some community uses. She expressed concern about parking for seniors and other park visitors. She did not want to provide free parking for pier visitors. She also raised the issue of the neighboring Elks Club building and the possibility of a future owner and questioned whether the City has a plan. She understood that homeless individuals gather at picnic tables behind the Elks Club. She recommended the addition of a pond where children could sail small boats.

In response to Commissioner Michael, Director Hoefgen said the park is heavily used on weekends by the region with a minority of local residents and that a higher percentage of local residents visit during the non-summer months. He said the park's homeless population is a challenge. He said that areas in the park may not be reserved and barbeques are prohibited.

Also in response to Commissioner Michael regarding safety in the park, Director Hoefgen said he would not characterize the park as unsafe; however he has not looked at the statistics.

Commissioner Michael raised the issue of Coastal Commission involvement with parking rates. He said that parking should be factored into the master plan along with usage.

In response to Commissioner Michael, Director Hoefgen said the restroom will be considered for renovation; however the senior center will not.

In response to Commissioner Michael, Director Hoefgen said the Public Works staff will be involved with the utilities, irrigation, lighting, and water supply. He anticipated the master plan will be complete before the end of the calendar year. He said the existing trees are not diseased.

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CONTACT: Joe Hoefgen, Recreation, Transit and Community Services Director

H2. Recreation and Parks Commission – Overview of the Duties and Responsibilities and Bylaws

Staff recommends that the Recreation and Parks Commission:

Receive and file a report related to the Duties and Responsibilities and the Bylaws of the Recreation and Parks Commission

I. COMMISSIONER REFERRALS TO STAFF

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**MINUTES OF THE
REDONDO BEACH RECREATION AND PARKS COMMISSION MEETING
SEPTEMBER 12, 2012**

CALL TO ORDER

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ROLL CALL

Commissioners Present: Boston, Buchan, Geittmann, Knight, Lewis, Michael
Commissioners Absent: Brunkhardt
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PRESENTATIONS/ANNOUNCEMENTS

Director Hoefgen announced the La Paz Parkette grand reopening on September 18, 2012 and the Commissioner Orientation on September 25, 2012.

APPROVAL OF ORDER OF AGENDA

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

CONSENT CALENDAR ITEMS

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3. Strategic Plan Update

Commissioner Michael excluded Consent Calendar 3.

Motion by Commissioner Lewis, seconded by Commissioner Knight, to approve Consent Calendar items 1 and 2. Motion carried unanimously.

ORAL COMMUNICATIONS

None.

EXCLUDED CONSENT CALENDAR ITEMS

Strategic Plan Update

In response to Commissioner Michael, Director Hoefgen explained that the license agreement for the North Redondo Bike Path to occupy the SCE right-of-way previously lapsed and has now been renewed. He said that other license agreements are currently under review by the City Attorney's office.

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Commissioner Geittmann agreed with Commissioner Lewis' comments about the caterer. She said she has been concerned about their control of the area which has been relieved somewhat by allowing some community uses. She expressed concern about parking for seniors and other park visitors. She did not want to provide free parking for pier visitors. She also raised the issue of the neighboring Elks Club building and the possibility of a future owner and questioned whether the City has a plan. She understood that homeless individuals gather at picnic tables behind the Elks Club. She recommended the addition of a pond where children could sail small boats.

In response to Commissioner Michael, Director Hoefgen said the park is heavily used on weekends by the region with a minority of local residents and that a higher percentage of local residents visit during the non-summer months. He said the park's homeless population is a challenge. He said that areas in the park may not be reserved and barbeques are prohibited.

Also in response to Commissioner Michael regarding safety in the park, Director Hoefgen said he would not characterize the park as unsafe; however he has not looked at the statistics.

Commissioner Michael raised the issue of Coastal Commission involvement with parking rates. He said that parking should be factored into the master plan along with usage.

In response to Commissioner Michael, Director Hoefgen said the restroom will be considered for renovation; however the senior center will not.

In response to Commissioner Michael, Director Hoefgen said the Public Works staff will be involved with the utilities, irrigation, lighting, and water supply. He anticipated the master plan will be complete before the end of the calendar year. He said the existing trees are not diseased.

In response to Commissioner Michael who asked about plans to promote the park, Director Hoefgen said that staff intends to combine all rules and regulations in one place and describe the parameters and limitations for use. He said the most desirable clients are residents.

Motion by Commissioner Geittmann, seconded by Commissioner Buchan, to receive and file the Veterans Park Master Plan report. Motion carried unanimously.

COMMISSIONER REFERRALS TO STAFF

In response to Commissioner Michael, Manager La Rock advised that a formal listing of potential live theater locations in the City does not exist; however he planned to follow up with Ms. Barba with suggestions i.e. Wilderness Park and school facilities.

Commissioner Michael requested to have the related report, if available, submitted to the Recreation and Parks Commission.

Chairperson Boston suggested consideration of pier activities when planning additional uses for Veterans Park, and he said that type of activity is related to the volume of visitors.

Commissioner Geittmann advised that the potential pier revitalization developers will present their proposals on September 13.

Director Hoefgen thanked Commissioners Buchan and Knight for their service.

Commissioner Buchan stressed the importance of public service and she appreciated the opportunity to serve. She spoke in favor of expanding the Zumba classes to Anderson Park and Veterans Park.

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

Chairperson Boston adjourned the meeting at 8:15 p.m. to the next regular meeting on November 14, 2012.

Respectfully submitted,

Joe Hoefgen
Recreation, Transit and Community
Services Director



CITY OF REDONDO BEACH STRATEGIC OBJECTIVES

September 13, 2012 – February 15, 2013

ACM=Assistant City Mgr FS=Financial Services PW=Public Works RTCS= Recreation, Transit and Community Services CD=Community Development WED=Waterfront and Economic Development

THREE-YEAR GOAL: VITALIZE THE WATERFRONT AND ARTESIA CORRIDOR						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Oct. 16, 2012 City Council meeting	CDD, working with the PW Dir. and WED Dir.	Present to the City Council for action an RFP for Moonstone Park and transport route for coker units (Chevron project).	X			
2. Nov. 30, 2012	WED Dir.	Present to the City Council an update on implementation of the Harbor Business Enterprise Business Plan and waterfront revitalization.			X	Will be complete by January 30 th , 2013
3. January 15, 2013	WED Dir.	Present to the City Council for evaluation the installation of a boat ramp as one of the criteria for waterfront developer selection.				
4. At the Jan. 15, 2013 City Council meeting	City Manager and Asst. to the City Mgr.	Complete and present to the Mini Strategic Plan including the potential renaming of Artesia Blvd. and formation of a BID (Business Improvement District).				
5. Feb. 15, 2013	Harbor Master and City Attorney	Recommend to the City Council for action regulations related to paddle sports in King Harbor.		X		Fire Chief/Harbormaster gathering Muni Code & Marine laws for review.
6. Feb. 15, 2013	WED Dir., working with the leaseholder	Find an appropriate replacement tenant for Maison Riz.		X		
7. Feb. 15, 2013	PW Dir.	Present to the City Council a report on process costs and potential names for renaming Torrance Blvd.		X		
FUTURE OBJECTIVE March 1, 2013	City Council (Mayor -- lead)	Select a master developer for waterfront revitalization and finalize an exclusive negotiating agreement.				

<p>FUTURE OBJECTIVE May 22, 2013</p>	<p>WED Dir. – lead, PW Dir., CD Dir., working with Chevron and the leaseholder</p>	<p>Complete the Chevron project.</p>	<p>X</p>	
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THREE-YEAR GOAL: IMPROVE FINANCIAL VIABILITY AND EXPAND ECONOMIC OPPORTUNITIES

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Nov. 6 2012 City Council meeting	ACM	Present to the City Council for action a revised hotel lease, with financing, for the Marine Avenue site.	X			Ground Breaking anticipated before the end of 2012
2. At the Dec. 18, 2012 City Council meeting	City Manager	Present to the City Council for action an ordinance for film permitting in Redondo Beach.				
3. Feb. 15, 2013	City Manager	Develop and present to the City Council for direction a strategy by which the delivery of lighting and landscape infrastructure services can be made more fiscally efficient and environmentally friendly.				
4. Feb. 15, 2013	City Manager – lead, Finance Dir., Treasurer, City Attorney	Report to the City Council on options on the process by which a Utility Users Tax or equivalent revenue stream (and the amount of revenue) can be levied on new power plant development.				
5. Feb. 15, 2013	City Attorney	Provide legal advice to the Mayor and City Council regarding legal ramifications and opportunities for oil drilling in Redondo Beach.				
FUTURE OBJECTIVE March 1 2013	Planning Director	Present a draft update of the Housing Element to the Planning Commission for review and recommendation to the City Council.		X		

THREE-YEAR GOAL: IMPROVE PUBLIC FACILITIES AND INFRASTRUCTURE

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Sept. 18, 2012 City Council meeting	City Engineer, working with the PW Dir.	Present to the City Council an update on the pending Water Board approval of a new municipal NPDES permit.	X			
2. At the Nov. 20, 2012 City Council meeting	RTCS Dir., working with the Redondo Beach Chamber of Commerce (Leadership Redondo 2010)	Present to the City Council for consideration the MOU and plans for construction of the new Veterans Park events facility.	X			Chamber of Commerce is in the process of identifying a contractor pursuant to MOU.
3. Dec 31, 2012	WED Dir. – lead, PW Dir., working with the IT Dir. and Police Chief	Complete installation of a new meter system at the Pier parking structure.	X			
4. At the Jan. 8, 2013 City Council meeting	PW Dir., working with Riviera BID	Present to the City Council for consideration a scope of work and cost estimate for Phase III of Riviera Village streetscape improvements.			X	At the February 5, 2012 City Council Meeting
5. Feb. 15, 2013	PW Dir.	Recommend to the City Council for consideration and action a contract for consulting services to develop plans and specifications for the construction of the Harbor Drive Cycle Track (bike path).	X			
6. Feb. 15, 2013	RTCS Dir., working with the City Attorney	Present to the City Council for consideration an agreement for the use of the Edison right-of-way.		X		
7. Feb. 15, 2013	CDD	Working with Planning Commission and Public Art Commissions, evaluate mechanisms for private development projects to fund public art.		X		
FUTURE OBJECTIVE	PW Dir.	Present to the City Council for consideration a capital project to implement bicycle lanes along Torrance Blvd.				

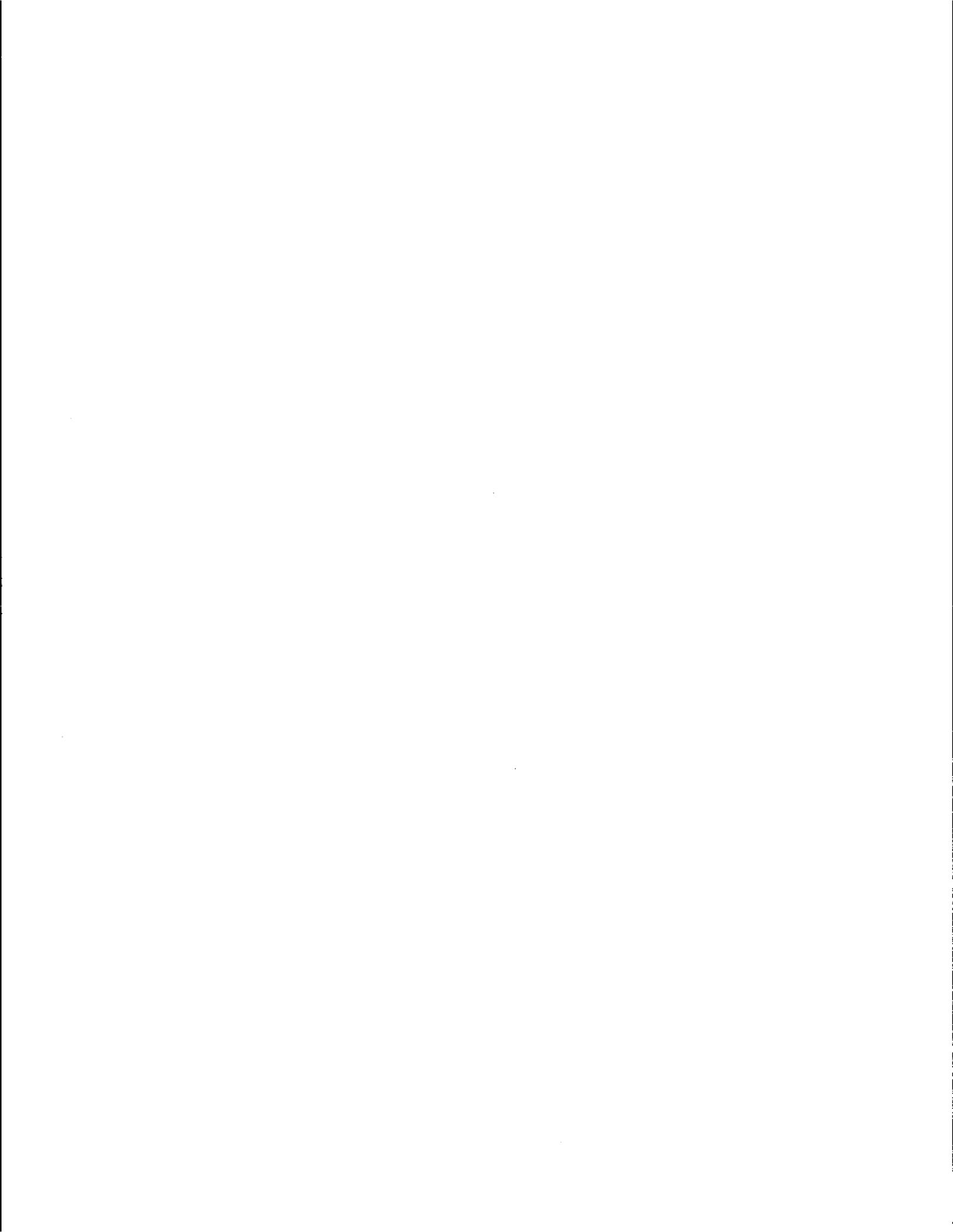
THREE-YEAR GOAL: INCREASE ORGANIZATIONAL EFFECTIVENESS AND EFFICIENCY

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Oct. 2, 2012 City Council meeting	City Clerk	Prepare and present to the City Council for consideration a measure for the March 2013 ballot to revise purchasing and contracting limits.				
2. Nov. 30, 2012	Asst to the City Manager	Develop and present to the Department Directors at least three additional tools to communicate with employees and develop at least three employee recognition opportunities.				
3. At the Oct. 2, 2012 City Council meeting	City Clerk	Recommend to the City Council for action amending the City Manager's purchasing and contracting limits for consideration for the March 2013 ballot.				
4. Oct. 16, 2012	City Council (Mayor - lead) and RBUSD	Agree on the agenda for the October 30, 2012 joint meeting.				
5. At the Oct. 16, 2012 City Council meeting	Asst. to the City Manager, working with the IT Dir.	Recommend to the City Council for action an online hiring module.				
6. Jan. 1, 2013	City Clerk - lead, IT Dir.	Begin implementation of an automated agenda system and City Council Chamber voting module.				
7. Jan. 1, 2013	Asst. to the City Manager, in consultation with department heads	Develop a new employee orientation program and exit interview process.				
8. At the Jan 15, 2013 City Council meeting	Police Chief, working with the City Attorney	Present to the City Council for consideration an update to the 1987 Redondo Beach Bail Schedule.				
9. Feb. 15, 2013	ACM, in consultation with the Dept. Heads	Present to the City Manager for approval an Employee Recruitment Strategy and Process.				

10. Feb. 15, 2013	IT Dir and Financial Services Dir.	Evaluate options for electronic time sheets and make a recommendation to the City Manager for action.			
11. Feb. 15, 2013	IT Dir. and Asst. to the City Manager	Develop a scope of work and budget to modernize the city's website and present to the City Manager for potential inclusion in the 2013-2014 budget.	X		Completed

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Dec. 4, 2012 City Council meeting	CD Dir., working with the Police Chief and City Attorney	Present to the City Council for consideration an ordinance amending the massage business and practitioners permit requirements to regulate the use in compliance with state law.	X			Ordinance introduced 11/20
2. Feb. 15, 2013	Police Chief, working with the Planning Dir., City Attorney, City Prosecutor	Make recommendations to the City Council for action to revise the City's Animal Control codes.				
3. Feb. 15, 2013	Police Chief, working with the IT Dir. and PW Dir.	Ensure installation of the jail surveillance video camera system.				
4. Feb. 15, 2013	Police Chief, working with the City Attorney.	Develop an ordinance to allow electronic bingo and present to the City Council for action.				
5. Feb. 15, 2013	Police Chief, working with the City Attorney and CD Dir.	Report on options for amending the noise ordinance and enforcing noise compliance.				
6. Feb. 15, 2013	Police Chief – lead, Fire Chief, Library Dir., PW Dir.	Coordinate and have installed an emergency generator at the Main Library for the EOC (Emergency Operations Center) expansion.				





Administrative Report

Commission Action Date: January 9, 2013

To: RECREATION & PARKS COMMISSION

From: JOE HOEFGEN, RECREATION, TRANSIT & COMMUNITY SERVICES DIRECTOR

Subject: RECREATION AND PARKS COMMISSION -- OVERVIEW OF THE DUTIES AND RESPONSIBILITIES AND BYLAWS

RECOMMENDATION

Receive and file a report related to the Duties and Responsibilities and the Bylaws of the Recreation and Parks Commission.

EXECUTIVE SUMMARY

With two new members appointed to serve on the Recreation and Parks Commission, staff has included a copy the following documents for review: (1) the pertinent section of the Redondo Beach Municipal Code which outlines the powers and duties of the Commission and (2) a copy of the Commission's bylaws. These are included as informational items and the recommended action is to receive and file this report.

BACKGROUND

As outlined in the Redondo Beach Municipal Code (copy attached), the Recreation and Parks Commission consists of seven members with powers and duties as follows:

- (a) The Commission shall 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, Transit and Community Services, 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

January 9, 2013

City and all other agencies relative to securing and developing a full and complete recreation 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 the City Council.

The Recreation and Parks Commission operates pursuant to existing Bylaws, a copy of which is included with this report. The Bylaws describe protocols for conducting meetings.

In terms of staffing, the Director of Recreation, Transit and Community Services (RTCS) is the staff liaison to the Recreation and Parks Commission. Additionally, as the City's Parks are maintained by the City's Public Works Department, RTCS staff coordinates with Public Works on items as necessary.

Staff recommends the Recreation and Parks Commission receive and file this report.

COORDINATION

The Recreation, Transit & Community Services Department prepared this report.

Submitted by:



Joe Hoefgen
Recreation, Transit & Community Services Director

Attachments

- Redondo Beach Municipal Code Section
- Recreation and Parks Commission Bylaws

Redondo Beach Municipal Code

[Up](#) [Previous](#) [Next](#) [Main](#) [Collapse](#) [Search](#) [Print](#) [No Frames](#)

[Title 2 ADMINISTRATION](#)

[Chapter 9 BOARDS AND COMMISSIONS](#)

Article 11. Recreation and Parks Commission

2-9.1101 Created.

There is hereby created a Recreation and Parks Commission. (§ 1, Ord. 2795 c.s., eff. April 17, 1997)

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 member shall be appointed from each Council district and two (2) members shall be appointed at large.

(b) The original term of one member shall expire on September 30, 1998; the original term of two (2) members shall expire on September 30, 1999; the original term of two (2) members shall expire on September 30, 2000; and the original term of two (2) members shall expire on September 30, 2001. (§ 1, Ord. 2795 c.s., eff. April 17, 1997, as amended by § 1, Ord. 2806 c.s., eff. September 5, 1997)

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.

(§ 1, Ord. 2795 c.s., eff. April 17, 1997)

RESOLUTION NO. RP 0308-01

**A RESOLUTION OF THE RECREATION AND
PARKS COMMISSION OF THE CITY OF REDONDO
BEACH, CALIFORNIA, ESTABLISHING RULES OF
ORDER FOR ITS MEETINGS, GOVERNMENT, AND
CONDUCT OF BUSINESS**

WHEREAS, the Recreation and Parks Commission of the City of Redondo Beach has been authorized by the City Council to transact business and exercise its powers; and

WHEREAS, the Commission desires to amend the By-Laws of the Recreation and Parks Commission of the City of Redondo Beach to conform with all other City Commissions/Boards and Authorities.

NOW, THEREFORE, THE RECREATION AND PARKS COMMISSION OF THE CITY OF REDONDO BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

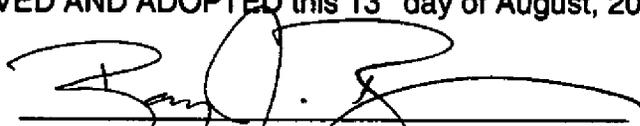
SECTION 1. That Rules of Order for the Recreation and Parks Commission, attached herewith as Exhibit "A" and entitled BY-LAWS OF THE RECREATION AND PARKS COMMISSION, are hereby adopted.

SECTION 2. The Commission Secretary is hereby directed to forward a copy of this Resolution to the City Clerk.

SECTION 3. The by-laws of the Commission can only be amended or revised at a regular or adjourned regular meeting, and must be approved with a two-thirds (2/3) vote.

SECTION 4. The Commission Secretary shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Resolutions of the Commission.

PASSED, APPROVED AND ADOPTED this 13th day of August, 2003.



Chairman, Recreation and Parks Commission

ATTEST:

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

I, Gregory Kind, Secretary of the City of Redondo Beach Recreation and Parks Commission, do hereby certify that the foregoing Resolution No. RP-0308-01 was duly passed approved and adopted by the Recreation and Parks Commission of the City of Redondo Beach, California, at a regular meeting of said Commission held on the 13th day of August 2003 by the following roll call vote:

AYES: Bopp, Gilliam, Gupta, Kramer, White, Brennan

NOES: None

ABSENT: Seymour

ABSTAIN: None



Secretary

APPROVED AS TO FORM:



City Attorney

**BYLAWS FOR THE
RECREATION AND PARKS COMMISSION**

OF THE CITY OF REDONDO BEACH, CALIFORNIA

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. 2805 on August 5th, 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

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

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: