

**AGENDA—REGULAR MEETING
REDONDO BEACH RECREATION AND PARKS COMMISSION
WEDNESDAY, JANUARY 8, 2014
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 8, 2014

C2. Approve Minutes of the Recreation and Parks Commission Meeting of July 10, 2013

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: Dan Smith, Acting Community Services Director

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

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

CONTACT: Dan Smith, Acting Community Services Director

H3. Overview of the City Council Approved Updated Strategic Plan

Staff recommends that the Recreation and Parks Commission:

Receive and File the Overview of the City Council Approved Updated Strategic Plan

CONTACT: Dan Smith, Acting Community Services Director

H3. Status Report on the Veterans Park Master Planning Efforts

Staff recommends that the Recreation and Parks Commission:

Receive and file a report on the Veterans Park Master Planning Efforts

CONTACT: Dan Smith, Acting 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 March 12, 2014 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:

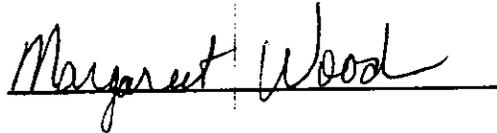
I certify that I am over the age of 18 years and am employed at the City of Redondo Beach, 415 Diamond Street, Redondo Beach, California.

On January 2, 2014 at 5:30 p.m. I posted the following:

Notice of Regular Meeting of the Redondo Beach Recreation and Parks Commission scheduled for January 8, 2014

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 2, 2014 at Redondo Beach, California.


Margaret Wood

**MINUTES OF THE
REDONDO BEACH RECREATION AND PARKS COMMISSION MEETING
JULY 10, 2013**

CALL TO ORDER

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

ROLL CALL

Commissioners Present: Boston, Geittmann, Horvath, Lewis, Michael, Thomas
Commissioners Absent: Brunkhardt
Officials Present: Joe Hoefgen, Community Services Director
Dan Smith, Recreation/Youth Services Manager
Margareet Wood, Recording Secretary

SALUTE TO THE FLAG

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

PRESENTATIONS/ANNOUNCEMENTS

Director Hoefgen reported the following:

- Ensenada Parkette renovation has been approved as a capital improvement project: the exact scope has not been defined; however the project will include turf, irrigation, walkways, and fencing. The project will come before the Commission as part of the design development phase. The addition of play equipment has been discussed.
- The Perry Park renovation was completed in May: the donor plaque will soon be installed.
- The July 4 signature event at Seaside Lagoon was successful: the event, in partnership with Pete Moffett productions, was sold out.
- The Waterfront Development plan will be presented to Council on July 30.

APPROVAL OF ORDER OF AGENDA

Motion by Commissioner Geittmann, seconded by Commissioner Horvath, 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 July 10, 2013
2. Approve minutes from the Recreation and Parks Commission meeting of March 13, 2013
3. Strategic Plan update

Commissioner Michael excluded Consent item 3.

Motion by Commissioner Geittmann, seconded by Commissioner Horvath, to approve Consent items 1 and 2. Motion carried unanimously.

ORAL COMMUNICATIONS

None.

EXCLUDED CONSENT CALENDAR

In response to Commissioner Michael, Director Hoefgen said the strategic plan item to consider the pilot Community Garden Project at Wylie Sump will be extended until September. He also answered that the item to evaluate mechanisms for private development projects to fund public art will be carried forward to the next strategic plan. He explained that a condition of development for private and capital improvements to allocate funding for public art projects will be considered, and that a report will be presented to Council in August.

Motion by Chairperson Lewis, seconded by Commissioner Michael, to receive and file the Strategic Plan Consent item.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

None.

ITEMS CONTINUED FROM PREVIOUS AGENDAS

None.

ITEMS FOR DISCUSSION PRIOR TO ACTION

User Pay Update and Recreation Partnership Highlights

Highlights of Manager Smith's presentation include:

- The Community Services Department conducts classes, camps, and activities which involve over 10,000 participants each year. Many of the activities are provided by contract instructors who receive the standard 70% share of program fees. Examples of popular user pay programs are Lego camps which sold out this summer, and Seeds of Joy, a preschool child development program at Wilderness Park.
- The Community Services Department partners with various community agencies to create events that enhance the quality of life for residents. Examples of partnerships include the recent American Radio Relay League (ARRL) annual field day at Wilderness Park where HAM radio operators made over 450 radio contacts in the US and Canada demonstrating the potential for emergency backup communications, and Zumba in the Park at Alta Vista Park, a free community-wide event in which residents participate in a series of weekly cardio fitness classes.

In response to Commissioner Geittmann, Manager Smith stated that the Seeds of Joy program operates in the Wilderness Park visitor's center and has little impact on the park.

In response to Commissioner Michael, Manager Smith stated that over half of the families enrolled in the Seeds of Joy program are from Redondo Beach.

Commissioner Jackson suggested the pier as a location for recreational activities.

Motion by Commissioner Horvath, seconded by Commissioner Boston, to receive and file the User Pay Update and Recreation Partnership Highlights. Motion carried unanimously.

Status Report on Moonstone Park Master Plan

Director Hoefgen provided the following update on efforts for planned improvements on Moonstone Park, a 2-acre site formerly referred to as Mole B:

- July 2011 – City Council approved a design concept to renovate Moonstone Park following input from the Recreation and Parks Commission
- January 2012 – City Council adopted a revised plan incorporating funding from King Harbor Marina following input from the Recreation and Parks Commission
- May 2013 – King Harbor Marina advised of decision to build sailing and paddling center on Mole A, rather than the northern end of Moonstone Park
- The master plan is currently undergoing changes to incorporate redesign of the previous paddling center area

Sean Guthrie from King Harbor Marina introduced himself and offered to answer specific questions, adding that the required change will extend the project a few months.

In response to Commissioner Boston, who asked whether King Harbor Marina realized a profit, Director Hoefgen stated that the concept was a collaborative effort between the City and the Guthries with no written or financial agreement. He said the one outstanding question relates to parking. He stated that the \$2.4 million funding received from Chevron is not in jeopardy and will go toward project design and construction. He added that the change is being driven by a higher-than-anticipated cost to construct the sailing center. He expected the revised plan to be available sometime this summer and the Recreation and Parks Commission to be included in the approval. He reported that a firm has been retained to take the plans to the next level of detail.

In response to Commissioner Horvath who asked whether the new plan provides an opportunity for extending park greenery, Mr. Guthrie stated that he is still working with the City on trying to improve Mole B and Moonstone Park. He said the only change to his leasehold is the relocation of the second-story building and waterside improvements to Mole A. He explained that as he got further into design and construction analysis, the cost estimate increased substantially. He said the park and outrigger facilities on the City portion shouldn't change; and he is still prepared to install mast-up storage pending a parking agreement with the City.

Commissioner Geittmann suggested the possibility of selling naming rights to the sailing center building. She also suggested there may be a market for barbeques for large groups i.e. a Labor Day picnic to raise funds to build the park.

Motion by Commissioner Horvath, seconded by Commissioner Michael, to receive and file the Moonstone Park Master Plan report. Motion carried unanimously.

COMMISSIONER REFERRALS TO STAFF

In response to Commissioner Geittmann, Director Hoefgen said that many people visited the parks on July 4; however the crowds were orderly and police calls were minimal.

Manager Smith said that extra trash service is provided at City parks on busy holidays.

Director Hoefgen stated that assistance was not requested from outside agencies on July 4; however some City staff were mandated to work.

In response to Commissioner Michael, Director Hoefgen clarified that Quimby fees fund park improvements such as play equipment and turf. He added that those funds are typically saved up; for example he said it will take many years to save enough to rehabilitate Veterans Park. He said that Quimby fees can be used for capital improvements or refurbishment.

At 7:55 p.m. Chairperson Lewis adjourned the meeting to the next regular meeting on September 11, 2013.

Respectfully submitted,

Joe Hoefgen
Community Services Director



Administrative Report

Commission Action Date: January 8, 2014

To: RECREATION & PARKS COMMISSION

From: JOE HOEFGEN, COMMUNITY SERVICES DIRECTOR

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

RECOMMENDATION

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

EXECUTIVE SUMMARY

With new members recently appointed to serve on the Recreation and Parks Commission, staff has included a copy of 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. In addition, a PowerPoint presentation is attached providing an overview of the Community Services Department's scope of responsibility. 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 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

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 from 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 Community Services 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, Community Services staff coordinates with Public Works on items as necessary.

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

COORDINATION

The Community Services Department prepared this report.

Submitted by:



Joe Hoefgen
Community Services Director

Attachments

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

Redondo Beach Municipal Code

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[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

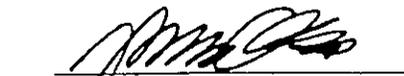
NOES: None

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:

Presentation to Recreation and Parks Commission

Community Services Department



January 8, 2014

Department Mission Statement

■ Mission Statement:

The Community Services Department is committed to enhancing the quality of life for Redondo Beach residents and visitors through high-quality, customer-oriented programs in the areas of recreation and cultural affairs, senior and family services, housing, and public transportation.

Translation:

- Provide Desired Programs and Services on Time and Within Budget
- Comply with all Applicable Rules and Regulations
- Work to Recover Costs Whenever Possible
- Be Accessible and Responsive to the Public
- Leverage Resources through Community Partnerships
- Create Positive Experiences!

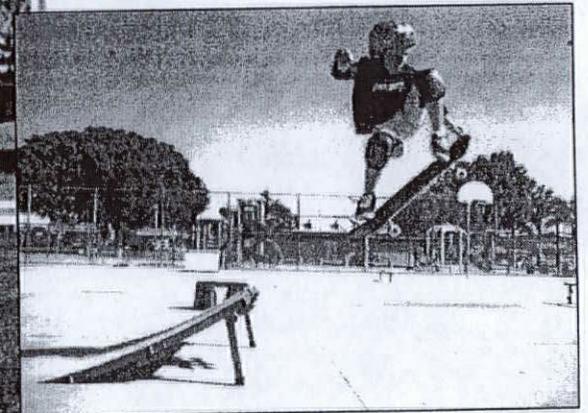
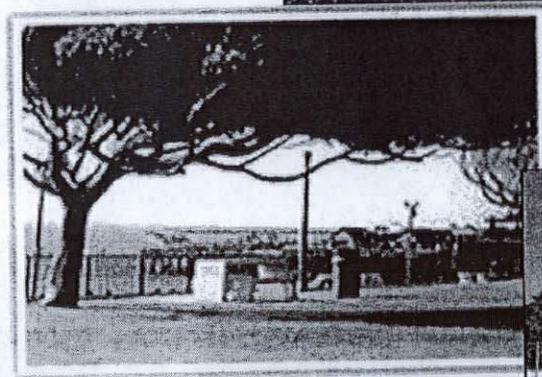


Community Services Department Overview

- Full-time staff of 21 positions
- Part-time staff of 140 positions
- 36 contracts in place for recreation classes and instructional programs
- Department provides services to the general public – both residents and non-residents
- Section 8 and CDBG programs geared toward low income households – Federal Government sets guidelines
- Ongoing effort to recover cost of providing services to customers as appropriate

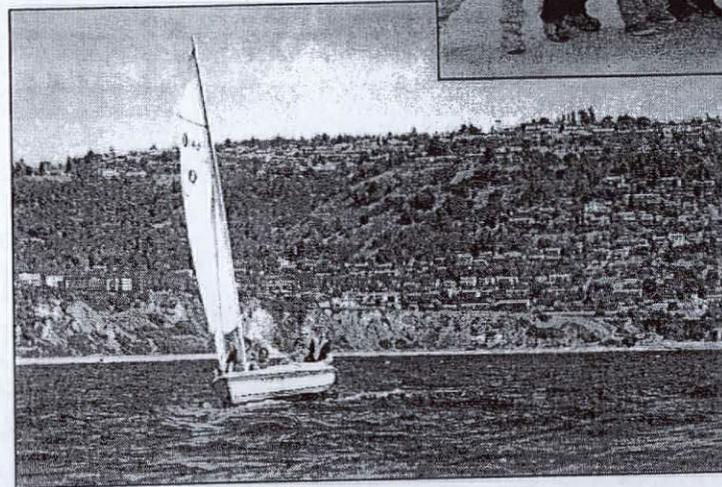
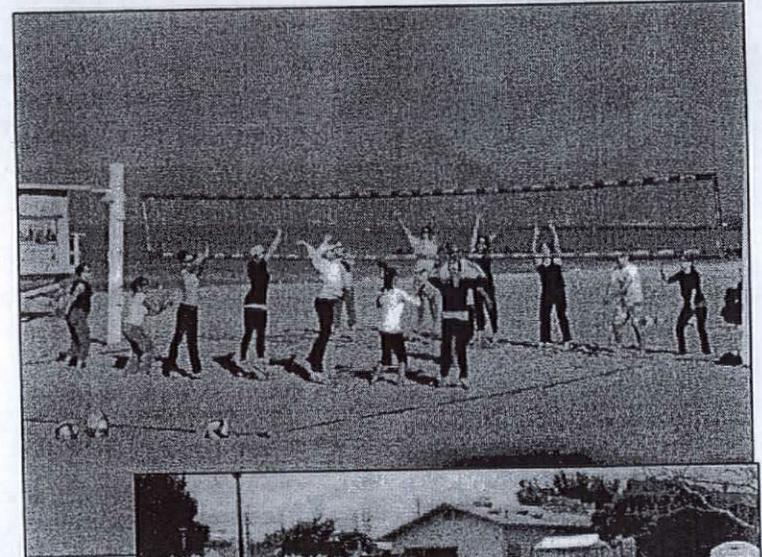
REDONDO BEACH Parks

- 17 Parks
- 14 Parkettes
- Wilderness Park,
Nature Preserve
- Serving Locals
and the Region
- One Dog Park
- Teen Center includes
Portable Skateboard
Area



REDONDO BEACH Recreation Programs

- Adult Sports Leagues
- After School Program
- Summer Camps
- Recreation Classes
- Youth Activities
- Sailing Program

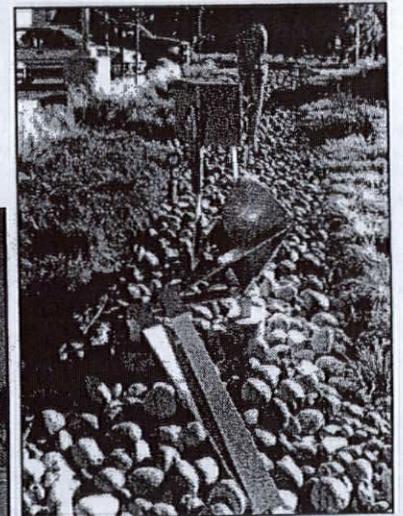
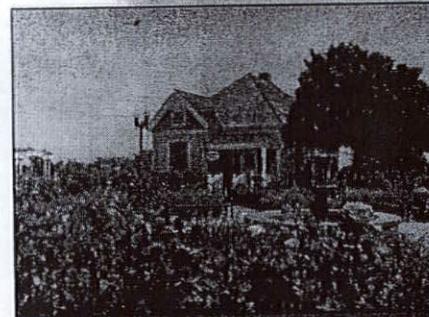


REDONDO BEACH

Cultural & Performing Arts

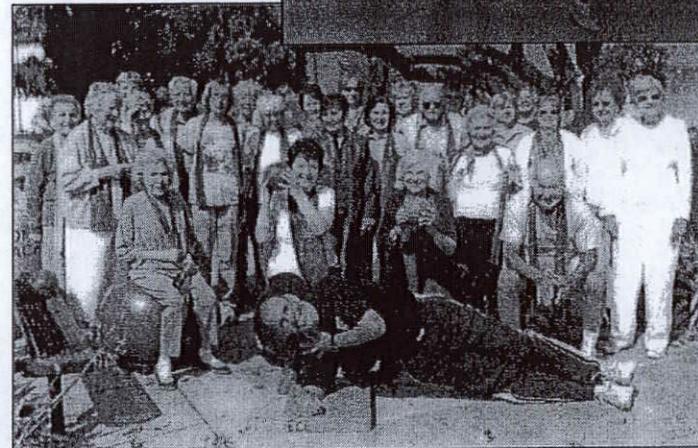
Facilities & Programs:

- 1457-Seat Performing Arts Center
- Heritage Court
 - Historical Museum
 - Morrell House
- Public Art Program
- Youth Drama Classes



SENIOR & FAMILY SERVICES

- Three Senior Centers
- Information and Referral
- Lunch Program
- Adult Day Care
- Senior Health Fair
- Classes, Programs & Activities



Most Recent Public Private Partnership Project

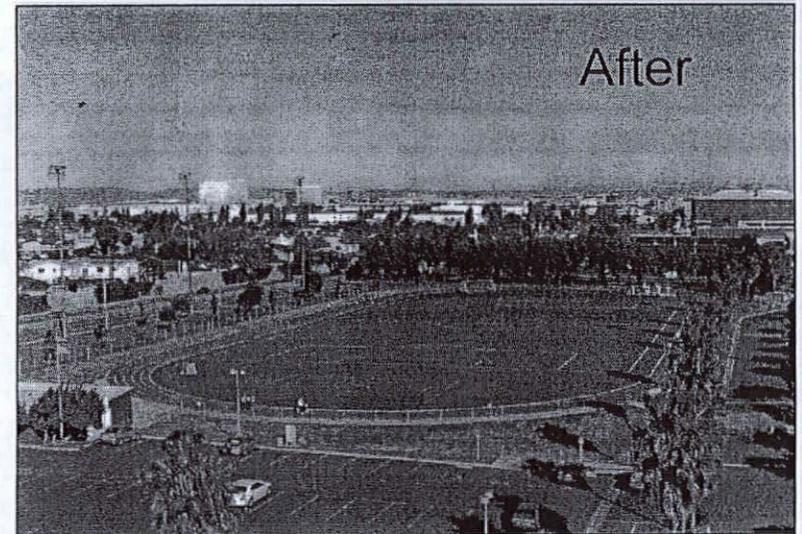
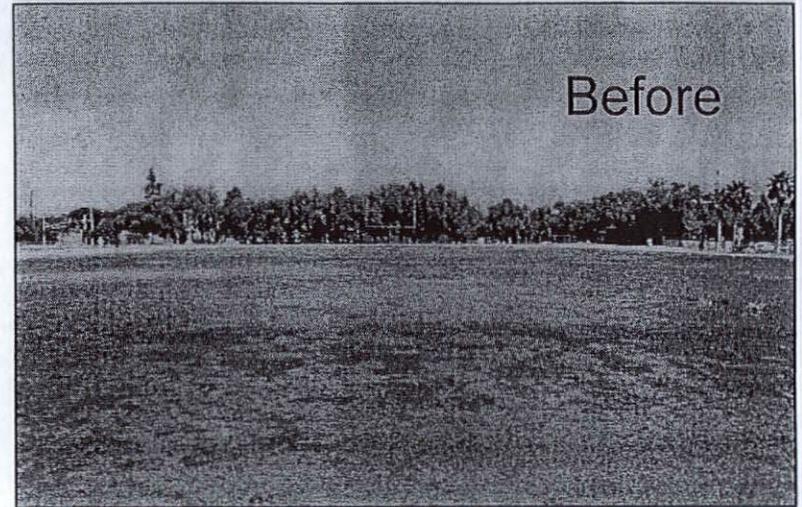
Perry Park Improvements



RECREATION FACILITY SPOTLIGHT

Aviation Park Sports Field

- Synthetic turf field purchased & installed by South Bay Sports
- SB Sports has 10-yr exclusive use of the field during “prime time” hours
- SB Sports maintains the field & pays for use of lights
- City rental revenue: \$56,000/yr
- City maintenance savings: \$27,000/yr

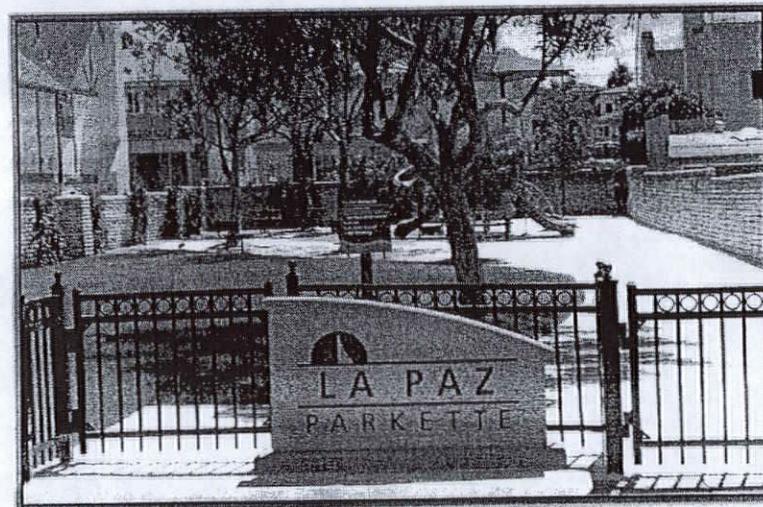


La Paz Parkette

Before....



After....

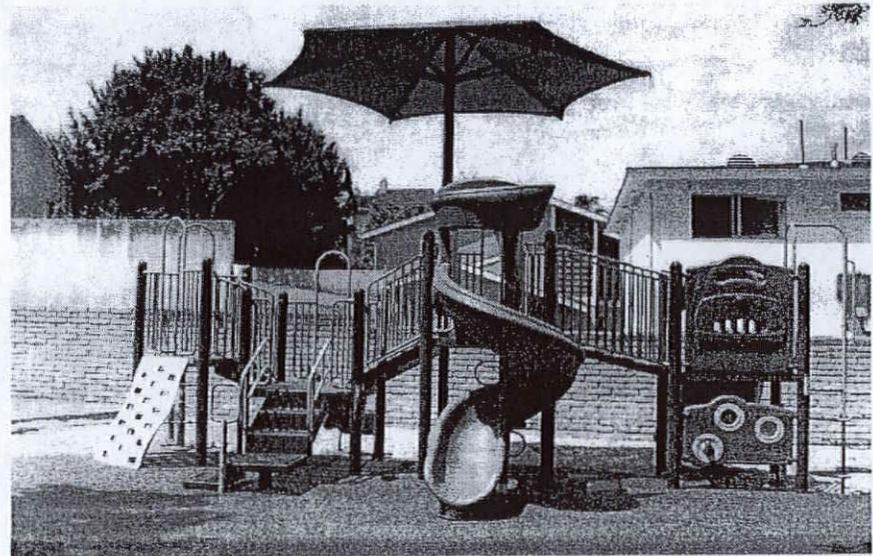


La Paz Parkette

Before....



After....



Overview of Recreation and Parks Commission

- Acts as adviser to the City Council in matters pertaining to public recreation, including playgrounds and entertainment
- Provide budget input to carry on an adequate recreational program



Overview of Recreation and Parks Commission...

- Assist in every way in the development of recreation in the City, stimulate public interest in such recreation program and work with schools/outside agencies
- Plan a program for development, extension, improvement and maintenance of Park facilities
- Other tasks as referred by City Council

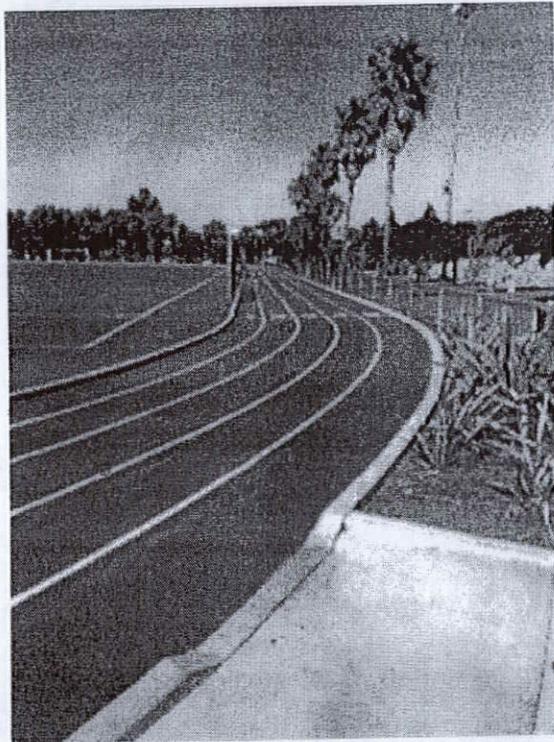
Overview of Recreation and Parks Commission...

- Bylaws provide protocols for conducting meetings
- Staffing provided by Community Services and Public Works Departments



Recommendation...

- Receive and File Report





Administrative Report

Commission Action Date: January 8, 2014

To: MEMBERS OF THE RECREATION AND PARKS COMMISSON

From: JOE HOEFGEN, COMMUNITY SERVICES DIRECTOR

Subject: OVERVIEW OF THE CITY COUNCIL APPROVED UPDATED STRATEGIC PLAN

RECOMMENDATION

Receive and file the City Council Approved Updated Strategic Plan.

BACKGROUND

On September 12, 2013, the Redondo Beach City Council held a workshop to review and update the City's Strategic Plan. The City Council subsequently adopted the Strategic Plan at their meeting of October 15, 2013.

At the Workshop, the City Council set new Three-Year Goals for the 2013-16 plan as follows (the goals are not in priority order):

- Vitalize the waterfront, Artesia Corridor, Riviera Village and Space Park
- Improve public infrastructure and facilities
- Increase organizational effectiveness and efficiency
- Build an economically vital and financially sustainable city
- Maintain a high level of public safety with public engagement

The updated Strategic Plan (copy attached) includes six month objectives covering the six-month period of September 12, 2013 to March 15, 2014. Staff will provide an overview of the updated Strategic Plan to the Recreation and Parks Commission. The recommendation is that the Commission receive and file this report.

Submitted by:



Joe Hoefgen
Community Services Director

Attachment: 2013-2016 Strategic Plan and Six-Month Objectives

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

STRATEGIC PLANNING RETREAT

September 12, 2013 * 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*
- ♦ *Environmental responsibility*

THREE YEAR GOALS
2013-2016 - not in priority order

- ▶ Vitalize the waterfront, Artesia Corridor, Riviera Village and Space Park
- ▶ Improve public infrastructure and facilities
- ▶ Increase organizational effectiveness and efficiency
- ▶ Build an economically vital and financially sustainable city
- ▶ Maintain a high level of public safety with public engagement

NEXT STEPS/FOLLOW-UP PROCESS

WHEN	WHO	WHAT
September 13, 2013 (Friday)	City Manager	Distribute the retreat record to those who had to leave early or who were unable to attend.
Within 48 hours of receipt	All recipients	Read the retreat record.
Sept. 16, 2013	City Manager	Distribute the Strategic Plan to all employees on the email system.
Sept. 18, 2013	Management Team (City Mgr. - lead)	Review the 'Weaknesses/Challenges' List for possible action items.
At the Oct. 1, 2013 City Council Meeting	City Council (Mayor - lead)	Present the updated Strategic Plan to the public.
By Oct. 1, 2013	Department Heads	Present the Strategic Plan to staff.
By Dec. 1, 2013	Department Heads	Share the updated Strategic Plan with their commission(s).
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 and Department Heads for distribution to their staff and on the website.
March 27, 2014 (Thursday) 8:00/8:30 am - 3:00 pm	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

STRENGTHS & ACCOMPLISHMENTS OF THE CITY OF REDONDO BEACH SINCE THE FEB. 21, 2013 STRATEGIC PLANNING RETREAT and MAJOR ACCOMPLISHMENTS OF THE PAST THREE YEARS

Brainstormed List of Perceptions

- The Harbor Revitalization Project
- Completed transition to new elected officials
- Completed the onerous election cycle
- Hotel shuttle - Riviera Village
- Completed the phone system upgrade
- Favorable UUT ruling regarding Verizon
- Defeated Measure A
- Hired a city engineer
- Opened a new Harbor Patrol facility
- Overhauled the investment policy
- Completed the Harbor coker movement by Chevron
- Completed Perry Park improvements
- Completed the first phase of the three-year Pier Revitalization Project
- Approved the world's tallest flagpole to be at the Harbor
- Restructured Public Works and Community Development Departments
- Completed Esplanade renovation
- Completed multiple phases of the Riviera Village Improvement Plan
- Hired an HR Director
- Moved City Council video meetings to SIRE (a method of video streaming)
- Implemented a new UUT audit program
- Completed a land swap with the Redondo Beach Unified School District with a 99 year lease for a new police station
- Resurfaced Prospect Ave. from Pearl St. to Del Amo Ave.
- Upgraded the main library carpet and completed ADA signage
- Installed 125 new handicapped-accessible ramps
- Secured a site for the Transit Center
- Passed a resolution opposing a new AES power plant
- Reached agreement with the employee association on a new health plan
- Completed renovations to the Seaside Lagoon restrooms
- Adopted and implemented a massage permit registration
- Replaced the museum roof
- Resurfaced Herondo Street
- Retained High Performer status for the Housing Authority
- Filled and promoted Fire Dept. vacancies
- Extended hours at the North Branch Library
- Marine Ave. hotel construction has begun
- Completed two successful mail-in ballots
- Completed major transition of department heads
- Balanced the budget
- Hired 15 police officers in the past 6 months
- Created, implemented and are enforcing a successful oversized vehicle ordinance
- Hired an Interim Library Director
- Improved the 911 system

- Successful initial phases of the Business License Audit
- Hired a Finance Director
- Completed a draft MOU with neighboring cities' municipal storm water permit compliance
- Completed public safety mobile data computer upgrades
- Approved the design for the Harbor Herondo Gateway Improvement Project
- Hired a Fire Chief
- Two-year transit agreements with neighboring cities
- Approved the design for the Moonstone Park development Project
- Completed and opened a South Bay Market Place
- Recognized by the Grand Jury for the city's financial management; we received a "1" ranking; there were only two #1 rankings out of the 88 cities ranked
- Received an award for financial reporting
- Library launched a mobile app for patrons to use
- Received an award for excellence in IT practices
- Approved a new solid waste franchise agreement
- Completion of the film permitting ordinance
- Secured an improved contract for parking citation management
- Approved Body Glove corporate headquarters relocation
- Renewed four taxi franchises
- Implemented an online job application module
- Successful first year of 3-D Theatricals at the Redondo Beach Performing Arts Center
- Implemented the financial management Content Management System
- Completed renovation of the administrative conference room
- Approved the final lease and permit for the Shade Hotel
- In the past three years, we hired a Public Works Dir., Assistant City Manager and Waterfront and Economic Development Director
- Upgraded the public parking system at the Pier
- Updated the Parking Meter Ordinance and raised parking meter rates
- Completed the RFP for the operation of the Veterans Park Community Center
- The police department solved capital crimes
- Approved a three-year services agreement with the Chamber of Commerce
- Completed the maintenance agreement for the telecommunications system
- Adopted the Artesian Mini Strategic Plan
- Engaged the Library Commission, Friends of the Library and the Library Foundation in collaborative work on the future of the library as part of the Strategic Plan
- Approved a new concession agreement for the Veterans Park library Building
- Implemented the Vitality City Program
- Transitioned out of the Redevelopment Agency
- Completed drainage improvements to protect the IT infrastructure
- Completed the Library Futures Report

THE CITY'S CURRENT INTERNAL WEAKNESSES/CHALLENGES

Brainstormed List of Perceptions

- Incomplete revenue collection processes
- Lack of staff depth
- Lack of communication with the public on projects we're working on
- Staff has many diversions, distracting them from core responsibilities
- Lack of school-city relationship
- Overall restrictive purchasing limits
- Time constraints for completing projects
- Allocation of city attorney resources due to AES

- City website limitations
- Lack of city self-service technology
- Lack of security in the library parking lot
- Homeless in city buildings
- General employee lack of recognition for their total compensation
- Lack of staff resources
- More issues of increased complexity for management
- Lack of return of 6% employee concessions
- Difficulty hiring and retaining newly-hired police officers
- Lack of funding for infrastructure and facilities
- Perception of low morale
- Outdated social media policy
- Competing priorities for revenue
- Strained labor-management relations
- Dilapidated waterfront infrastructure
- Deputy Treasurer is budgeted for a part-time position
- Lack of attractive centerpiece for the Harbor Development Project
- Lack of a jeans day

EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A POSITIVE IMPACT ON THE CITY
IN THE NEXT THREE YEARS

Brainstormed List of Perceptions

- Center Cal Harbor renovation
- Shade Hotel
- Improving economic situation
- New transit center
- Improving housing market
- Revitalized Artesia Blvd.
- Increased hotel bed space
- Resolution of AES property
- Marine Ave. hotel
- Increase in the Arctic ice pack
- Decrease in the homeless population
- Increase in international tourism to California
- Increased community wealth
- Improved commercial and industrial markets
- Redevelopment of South Bay Galleria
- Increased popularity of water sports
- Renovated LAX
- Expanded restaurant service to outside patios
- Increased dining opportunities
- Improved state economy
- Rising interest rates
- Increased film and entertainment activity
- Improved employee morale
- Increased availability of externally provided technology solutions
- Improved school district performance
- Improved reputation of the community
- Increased cultural activity, e.g., Peninsula Symphony moving to Redondo Beach

EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A NEGATIVE IMPACT ON THE CITY IN THE NEXT THREE YEARS

Brainstormed List of Perceptions

- Cyberattacks
- Sacramento's attacks on city independence
- Rising interest rates
- Sequestration
- Increased homelessness
- Untrained workforce
- Stalled economy
- Increased PERS costs
- Regulatory overload
- New AES power plant
- Revolution
- War in the Middle East
- Foreign competition
- Higher health care costs
- Lower defense spending
- Mortgage failure
- Aging multi-family housing stock
- Erosion of management prerogatives
- Aging demographics and service demands
- Diminished interest in recreational boating
- Obesity
- Impacts of the Affordable Care Act
- Building a Better Redondo group
- Increase in crime
- Nixle notification system
- Asteroid strike
- Decreased water supply
- Increased waste water requirements
- Earthquake-tsunami and other natural disasters
- Unfunded regional, state and federal mandates
- Realignment - the early release of prisoners
- Municipal bankruptcies
- Seal level rise
- Failure of PERS
- Employers relocating
- Terrorist attack
- Northrup-Grummond layoffs
- Spike in oil prices
- QE infinity
- Depressed housing
- Decreased City Council authority; increased union power
- Traffic congestion and parking around the high school
- Organized labor obstacles
- USC football prowess
- Weak job creation
- Aging workforce
- Loss of institutional knowledge
- Increasing advanced education costs
- RAD

- Loss of traditional means of communication with the public
- Instability of the electrical power grid
- Failure of the state water system
- Loss of community volunteer support
- Loss of new community leaders
- Another fishkill



IDENTIFY THREE-YEAR GOALS

Brainstormed list of possible goals from which the Three-Year Goals were developed

- Revitalize the waterfront and Artesia Corridor
- Maintain a high level of public safety
- Establish a Homeless Task Force
- Enhance public art displays in the community
- Provide a high level of public service with public engagement
- Repurpose the AES site and surrounding property
- Improve public infrastructure and facilities
- Vitalize core economic regions
- Increase organizational effectiveness and efficiency
- Establish the library as a community center for learning and enrichment
- Build an economically vital and financially sustainable city
- Improve Riviera Village capital improvements
- Improve public outreach on planned projects
- Overhaul restrictive purchasing limits
- Improve the safety of the Artesia Corridor
- Achieve cost recovery in operations wherever possible
- Reform the run-off election procedures
- Update the website and social media presence
- Recover staff positions
- Maintain the autonomy and independence of Redondo Beach

STRATEGIC PLAN ELEMENTS

Marilyn Snider, Strategic Planning Facilitator • Snider and Associates (510) 531-2904

"SWOT" ANALYSIS

Assess the organization's:

- Internal Strengths - Internal Weaknesses
- External Opportunities - External Threats

MISSION/PURPOSE STATEMENT

States WHY the organization exists and WHOM it serves

VISION STATEMENT

A vivid, descriptive image of the future—what the organization will BECOME

CORE VALUES

What the organization values, recognizes and rewards—strongly held beliefs that are freely chosen, publicly affirmed, and acted upon with consistency and repetition

THREE YEAR GOALS

WHAT the organization needs to accomplish (consistent with the Mission and moving the organization towards its Vision) – usually limited to 4 or 5 key areas

KEY PERFORMANCE MEASURES

What success will look like upon achievement of the goal

SIX MONTH STRATEGIC OBJECTIVES

* HOW the Goals will be addressed: By when, who is accountable to do what for each of the Goals

FOLLOW-UP PROCESS

Regular, timely monitoring of progress on the goals and objectives; includes setting new objectives every six months

CITY OF REDONDO BEACH R SIX-MONTH STRATEGIC OBJECTIVES

September 12, 2013 – March 1, 2014

ACM=Assistant City Mgr CD=Community Development PW=Public Works WED=Waterfront and Economic Development CS=Community Services

THREE-YEAR GOAL: <i>VITALIZE THE WATERFRONT, ARTESIA CORRIDOR, RIVIERA VILLAGE AND SPACE PARK</i>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Oct. 31, 2013	WED Dir. and Planning Dir.	Present to the City Council for consideration a revised MOU and contract for an Environmental Impact Report (EIR) for the Center Cal Development.	X			
2. Feb. 1, 2014	City Manager, CD Dir., and PW Dir.	Complete the planning, including staffing, for the three Artesia Mini-Strategic Plan tasks: the renaming of Artesia Blvd., the Specific Plan for Artesia Blvd, and the potential formation of a Business Improvement District (BID).		X		Community meetings on street renaming scheduled for December 12 and 16.
3. Feb. 1, 2014	Harbor Master – lead, PW Dir. and WED Dir.,	Present to the City Council for review plans and specs for transient vessel moorings.		X		Plans & Specs for City Council review on Jan 7, 2014
4. Mar. 1, 2014	City Manager – lead, Mayor and City Council	Engage in advocacy efforts to retain funds for contracts and R&D for Northrup at Space Park and report the results to the City Council.		X		
5. March 15, 2014	PW Dir. – lead, WED Dir., Harbor Master, CS Dir.	Present to the City Council for review an updated plan and schedule for the Moonstone Park.		X		
6. March 15, 2014	PW Dir. working with the CD Dir. and the Riviera Village BID	Evaluate the feasibility of implementing streetscape design changes to increase outdoor dining opportunities in Riviera Village and report results to the City Council.		X		
7. March 15, 2014	PW Dir., with input from the Harbor Commission and business community	Recommend to the City Council for action a new name for Torrance Blvd.		X		Two community meetings were held in November. Direct business outreach to occur in January.
8. FUTURE OBJECTIVE	Harbor Master and City Attorney	Present to the City Council for review regulations for paddle sports in King Harbor.		X		No change; Staff limits prevent moving this matter forward for now.

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Jan. 1, 2014	CS Dir., working with the PW Dir.	Present to the City Council a report on the results of Seaside Lagoon water quality monitoring during the past two operating seasons and make recommendations to the City Council for action regarding summer 2014 operations.			X	Results to be presented to Council in February.
2. Jan. 1, 2014	PW Dir., working with the City Attorney and neighboring cities	Prepare and present to the City Council for consideration an MOU for the cost sharing and development of an enhanced Watershed Management Plan for compliance with the new Municipal Storm Water Permit.		X		Scheduled for Council consideration on December 17.
3. Mar. 15, 2014	PW Dir., working with the Police Chief and CD Dir.	Complete security improvements at selected city facilities.		X		
4. Mar. 15, 2014	PW Dir.	Report to the City Council regarding the feasibility of replacing city parking structure lights at the library with LED lights.		X		
5. FUTURE OBJECTIVE	CS Dir., working with the City Attorney and CD Dir	Present to the City Council for consideration an ordinance for funding public arts project in Redondo Beach.				

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Sept. 17, 2013 City Council meeting	HR Dir. and ACM	Present to the City Council for consideration new medical insurance plans for employees with an effective date of Nov. 1, 2013 if approved.	X			
2. Nov. 1, 2013	HR Dir.	Implement an Employee Orientation Program for new employees.			X	January or February 2014
3. Dec. 1, 2013	City Clerk	Complete implementation of the automated agenda system and voting module.			X	Agenda system for Council Jan 31, 2014 and Voting Module for February 28, 2014
4. Dec. 1, 2013	City Manager and HR Dir.	Hire a new Library Director.			X	January 1, 2014
5. Jan. 1, 2014	City Manager, working with the IT Dir.	Update the City Customer Service and Communication Plan to include the use of social media tools.		X		
6. Jan. 1, 2014	Treasurer, working with the Finance Dir.	Complete an audit of the revenue and collection process for compliance and performance.		X		
7. Feb. 1, 2014	City Clerk, working with the City Manager and IT Dir.	Prepare a budget decision package to fund a city website upgrade and present to the City Council for action.		X		
8. March 1, 2014	City Clerk – lead, Treasurer and City Attorney	Recommend to the City Council for action charter changes for Treasurer reform and election issues (e.g., eliminating multiple runoffs).				
9. March 15, 2014	City Manager and Library Dir.	Complete a community assessment to align library services with community needs and provide a report to the City Council and Library Commission.		X		
10. March 15, 2014	IT Dir., working with the HR Dir.	Complete staff cybersecurity awareness training for all staff.		X		
11. FUTURE OBJECTIVE	Finance Director – lead, City Attorney, City Mgr., City Clerk	Recommend to the City Council for consideration an ordinance change to revise the restrictive purchasing limits.				No activity – future objective

THREE-YEAR GOAL: *BUILD AN ECONOMICALLY VITAL AND FINANCIALLY SUSTAINABILITY CITY*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Oct. 1, 2013	City Attorney	File the application for the City of Redondo Beach with California Energy Commission (CEC) to be an intervener on the AES application for repowering.	X			
2. Dec. 1, 2013	PW Dir., working with the City Attorney and City Manager	Present to the City Council for consideration a franchise amendment to contract with Athens Disposal for street sweeping.			X	Discussions with Athens are ongoing. Council consideration is expected in late January.
3. At the Dec. 17, 2013 City Council meeting	City Attorney, as the representative of the city as a party in the California PUC Power Procurement Process	Report on the progress to the City Council.		X		
4. Feb. 1, 2014	City Manager	Present to the City Council for consideration a new three-year City-Chamber of Commerce Service Agreement.		X		
5. March 15, 2014	City Manager and Finance Dir.	Present to the City Council for consideration revenue enhancement options (i.e., UUT, TOT LLD, Business License Tax) for voter consideration in 2015		X		
6. March 15, 2014	ACM, working with Forrest City Development	Develop and present to the City Council for consideration a strategy for the future of the South Bay Galleria.		X		

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By the Nov. 19, 2013 City Council meeting	City Manager, working with the Fire Chief, Police Chief, CS Director	Appoint the members of a Homeless Task Force Working Group.			X	Rescheduled for the December 17, 2013 Council Meeting
2. At the Dec. 20, 2013 City Council meeting	Police Chief, working with the IT Dir. and PW Dir.	Provide training and fully implement the jail surveillance video camera system.		X		
3. At the Feb. 18, 2014 City Council meeting	Police Chief, working with the City Attorney	Present to the City Council for consideration an update to the Redondo Beach Bail Schedule.		X		
4. March 15, 2014	Police Chief, working with the HR Dir. and with the Mayor who is assisting with recruiting	Hire sworn personnel to reach the budgeted 96 positions.		X		Currently, there are 88 sworn personnel (-8). One pre-service applicant has a start date of Dec. 16 and a second pre-service applicant is in background. A lateral applicant has a conditional offer of employment pending medical results. There are approx. 100 police recruit applicants that participated in an oral interview process 1 st week of December. Add'l oral board testing has been set for late December/ early January for 22 lateral and pre-service applicants.
5. March 15, 2014	ACM, working with the Police Chief and Fire Chief	Present to the City Council for consideration a plan for the development and funding of a new Police facility and renovation of Fire Dept. facilities.		X		
6. FUTURE OBJECTIVE	Police Chief, working with the PW Dir.	Present to the City Council for consideration a plan for the replacement of the city's parking meters.				



Administrative Report

Commission Action Date: January 8, 2014

To: MEMBERS OF THE RECREATION AND PARKS COMMISSION

From: JOE HOEFGEN, COMMUNITY SERVICES DIRECTOR

Subject: VETERANS PARK MASTER PLAN

RECOMMENDATION

Provide input on the Veterans Park master planning efforts.

BACKGROUND

Community Services Department staff is currently preparing a Master Plan for Veterans Park, located at 309 Esplanade. The plan will establish an overall design for the park that integrates existing amenities; enhances entry areas; upgrades landscaping, play equipment and furnishings; and provides a blueprint for future improvements. To date, staff has completed an assessment of park amenities and evaluated park needs and challenges. Staff is currently developing draft recommendations for the plan.

Veterans Park, Amenities

Veterans Park is a unique 7.5 acre regional park with panoramic ocean views and a variety of amenities, including a senior center, community center, restroom building, Veterans Memorial, picnic area, play area and a large expanse of green space. An events plaza is currently in the planning stages for the northwest side of the park (former band shell area).

The Veterans Park Senior Center and the Veterans Park Community Center (former Main Library building) are in very good condition, with the Community Center having undergone major renovation and retrofitting in 1995, partial re-roofing and painting in 2009, and HVAC improvements in 2013. The Senior Center will be repainted and its patio and shuffleboard courts will be renovated in the next two years. The park's restroom building is in fair condition.

Park furnishings, with the exception those in the Memorial area, are in fair to poor condition. Memorial area furnishings are in excellent condition. Park furnishings include benches, picnic tables and trash receptacles. Chain link fencing is in fair to poor condition, and the play equipment is aging and starting to rust.

Trees, shrubbery and turf are in good condition with the exception of a few diseased trees on the west side of the park. North and south perimeter landscape design, however, is in need of improvement.

Veterans Park, Challenges

While amenities such as abundant green space, a community center, a senior center and an ocean front picnic area make Veterans Park a very popular destination point, challenges exist that may affect the overall user experience of the facility:

- The park's south perimeter does not make the best first impression for visitors arriving via the south parking lot.
 - ✓ Southeast perimeter chain link fencing is aging and unattractive.
 - ✓ South perimeter landscaping appears improvised and has bare spots.
 - ✓ A barren dirt strip fronts the south perimeter of the park.
 - ✓ The most heavily used entrance, at the southwest end of the park, is not well defined or punctuated.
 - ✓ The trash enclosure and restroom building present as eyesores at marquee locations on the south side of the park.

- The park lacks design elements that could unify and integrate its diverse amenities.
 - ✓ Park furnishings such as trash and recycling receptacles, benches and picnic tables are in poor condition and mismatched.
 - ✓ Park fencing is mismatched.
 - ✓ The two heavily used south entrances lack a unifying design.
 - ✓ Park pathways do not provide a fluid circuit around the park and are not, in some cases, well aligned with park amenities.

- Park play equipment and surfacing are in need of replacement in the near term.

- New fencing and additional landscaping are needed on the north side of the park. Fencing is also needed to secure the east bank of the lower park.

- The park restroom building will be in need of renovation in the next several years.

Veterans Park, Recommendations

As indicated above, staff is currently developing recommendations to address identified challenges and to provide a comprehensive plan for the park. Draft recommendations include:

- Install new play equipment and surfacing.
- Install new park furnishings of a consistent design.

- Improve the south perimeter with new landscaping, decorative fencing and pavers.
- Punctuate both entrances on the south side of the park, and install a park ID sign at the heavily used southwest entrance.
- Address eyesores near the park's southwest entrance:
 - ✓ Commission a historically themed mural for the trash enclosure.
 - ✓ Paint and renovate the restroom building.
- Install new fencing and additional perimeter landscaping on the park's north side. Install fencing to secure the lower park's east slope. Remove three diseased trees on the west side of the park.
- Reconfigure and resize pathways to provide a more fluid and differentiated experience traversing the park. Ensure that pathways connect directly to all park amenities.

The Master Plan will provide a phased approach for implementing the recommended improvements, and will include cost estimates for each phase.

COORDINATION

Community Services Department staff is preparing the Master Plan, with input from Public Works Department staff.

FISCAL IMPACT

The cost of preparing the Veterans Park Master Plan is included in the FY 2013-14 Recreation Administration Division budget of the Community Services Department. Future year improvements to Veterans Park will be considered in the context of the City's annual budget process.

Submitted by:



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Approved for forwarding by:



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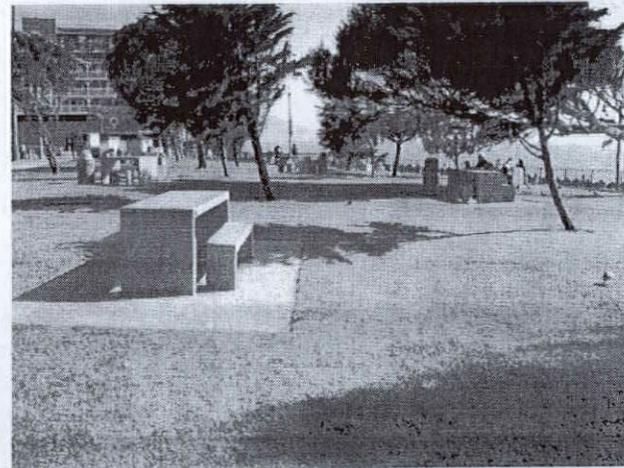
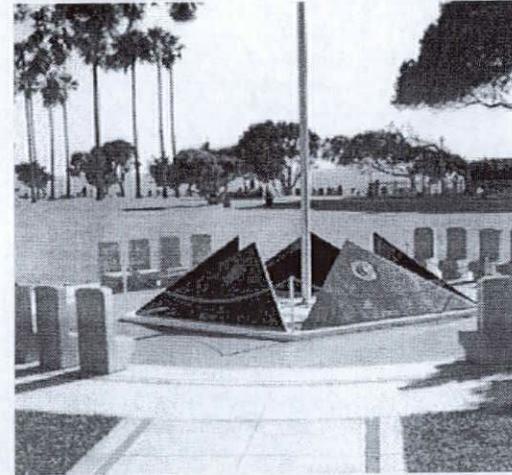
VETERANS PARK MASTER PLAN



BACKGROUND

- ▣ Veterans Park, located at 309 Esplanade, is a 7.5 acre regional park with panoramic ocean views and a variety of amenities.
- ▣ Community Services staff is currently preparing a Master Plan for the park.
- ▣ The Master Plan will establish an overall design for the park that integrates existing amenities; enhances entry areas; upgrades landscaping, play equipment and furnishings; and provides for future improvements.

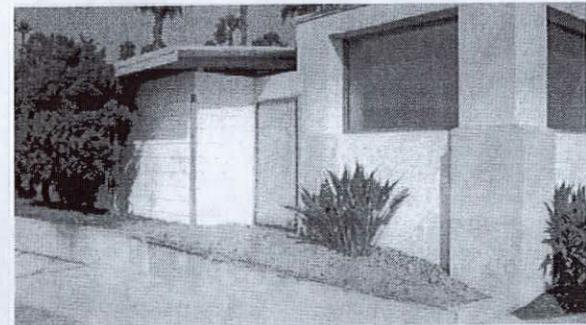
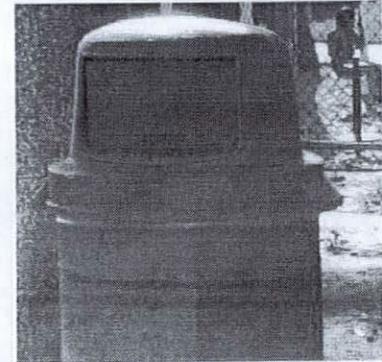
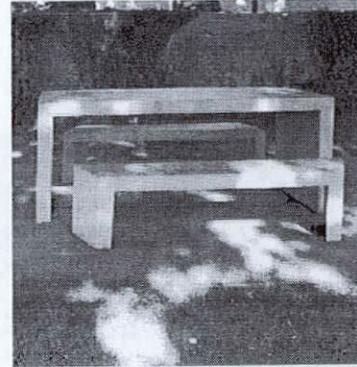
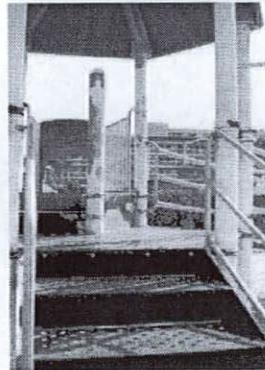
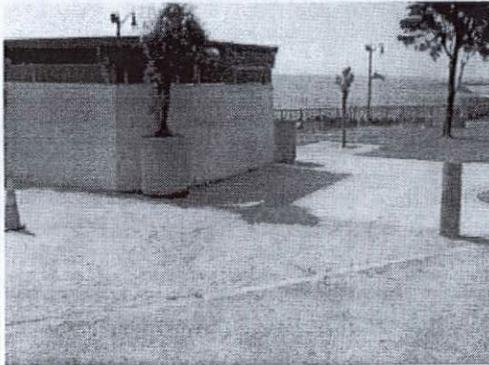
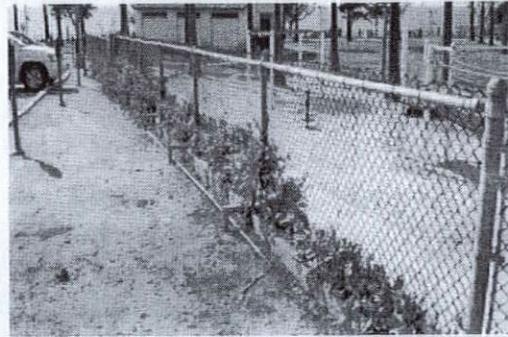
VETERAN PARK, AMENITIES



VETERANS PARK, CHALLENGES

- ▣ The park's south perimeter makes a poor first impression for visitors arriving via the south parking lot.
- ▣ The park lacks design elements that could unify and integrate its diverse amenities.
- ▣ Play equipment & surfacing are in poor condition.
- ▣ The park's north perimeter is unattractive.
- ▣ The park restroom building will be in need of renovation within the next few years.

CHALLENGES



DRAFT RECOMMENDATIONS

- ▣ Install new play equipment and surfacing.
- ▣ Install new furnishings of a consistent design.
- ▣ Improve the south perimeter with new landscaping, fencing and pavers.
- ▣ Punctuate both south entrances, and install a park ID sign at the heavily used southwestern entrance.
- ▣ Address eyesores near the south entrances.
- ▣ Install new fencing and perimeter landscaping on the park's north side.
- ▣ Reconfigure pathways to provide a more fluid experience traversing the park.

**Recommendation: Review
and provide input on the
Veterans Park master
planning efforts.**