



AGENDA

PUBLIC WORKS COMMISSION CITY OF HUNTINGTON BEACH

Wednesday February 15, 2012 – 5:00 PM

City Council Chambers

2000 Main Street

Huntington Beach, CA 92648

A. PLEDGE OF ALLEGIANCE

ROLL CALL

Cook, Herbel, McGovern, O'Connell,
Siersema, Spencer, Thomas

B. PRESENTATIONS-COMMENDATIONS

C. MINUTES

C-1. Minutes of January 18, 2012

D. ORAL COMMUNICATIONS

Public Comments – the Public Works Commission welcomes public comments on all items on this agenda or of community interest. **Three minutes per person**, time may not be donated to others. Commission on this date can take no action on any item not on the agenda. This is the time to address Commission regarding items of interest or agenda items other than public hearings. Communications on agenda items will be scheduled such that public comments may be received as close to 5:00 p.m. as possible.

E. DIRECTOR'S ITEMS

E-1. Commission Business – Reorganization of the Public Works Commission by election of Chair and Vice Chair.

E-2. Strategic Planning Retreat – Travis Hopkins will provide an overview of the Strategic Planning Retreat held on January 27, 2012, and the strategic objectives. Discuss the Public Works Commission's role in Strategic Plan Action Items.

AGENDA
PUBLIC WORKS COMMISSION
Wednesday, February 15, 2012
PAGE 2

F. INFORMATION ITEMS

- F-1. Upcoming City Council Study Sessions - The City Council conducts public Study Sessions on the evenings of City Council meetings, normally beginning at 4:00 p.m., in Room B-8. A tentative listing of upcoming sessions is submitted for the Commission's information.
- F-2. Active Capital Project Report – An update on active capital projects is presented for the Commission's information. Project information, including description, location maps and funding sources can be found in the FY 2011/12 Capital Improvement Program notebook, or on the city's website under Government, Current [Budget](#) information.

G. ADMINISTRATIVE ITEMS

- G-1. Review Change Order to Substitute the Springdale Street Portion of the Construction Contract with Hardy & Harper, Inc. for the Arterial Rehabilitation Project, CC-1413 - A change order to the Arterial Rehabilitation Project, CC-1413 is necessary to avoid roadway disturbance due to an upcoming water main project.

Financial Impact: This change order will not require additional funds.

Recommended Action: Motion to recommend to the City Council, the Execution of a Change Order to Substitute the Springdale Street Portion of the Construction Contract with Hardy & Harper, Inc. for the Arterial Rehabilitation Project, CC-1413.

- G-2. CDBG Curb Access Ramps 11/12 - Project design and contract preparation are currently being performed for CDBG Curb Access Ramps 11/12, project MSC-486. Staff is requesting support for the project and to initiate the competitive bid process.

Funding Source: Funds in the amount of \$75,000 are budgeted in Account No. 96282005.82200, CDBG 11/12 ADA Ramps and Curb Cuts.

Recommended Action: Motion to recommend to the City Council approval of CDBG Curb Access Ramps 11/12, MSC-486.

- G-3. Civic Center ADA Improvements Phase I and II, MSC-483 - Plans and specifications for the Civic Center ADA Improvements project, MSC-483, are in final preparation. Staff is requesting support for the project and to initiate the competitive bid process.

Funding Source: Funds in the amount of \$615,000 are budgeted in Account No. 86181501.82200, CDBG 10/11 ADA Compliance Civic Center (\$262,800)

AGENDA
PUBLIC WORKS COMMISSION
Wednesday, February 15, 2012
PAGE 3

and in Account No. 96281501.82200, CDBG 11/12 ADA Renovations City Hall (\$352,200).

Recommended Action: Motion to recommend to the City Council approval of Civic Center ADA Improvements, MSC-483.

- G-4. ADA Improvements at Banning Library, Central Park Restrooms and Oakview Community Center - Plans and specifications for three projects – Banning Library, Central Park Restrooms, and Oakview Community Center – are in final preparation. Staff is requesting support for the projects and to initiate the competitive bid process.

Funding Source: Funds in the amount of \$223,000 are budgeted as follows: Account No. 86082026.82200 ADA Renovations Banning Branch Library (\$23,000); Account No. 86082005.82200 ADA Renovations Oakview Comm. Ctr. (\$56,000); Account No. 86081501.82200 ADA Renovations Central Park Restrooms (\$144,000).

Recommended Action: Motion to recommend to the City Council approval of ADA Improvements at Banning Library, Central Park Restrooms and Oakview Community Center.

- G-5. Safe Routes to School project in the Vicinity of Golden View School (CC-1402) - Plans and specifications are in final preparation for the installation of traffic and pedestrian-related safety improvements in the vicinity of Golden View School. Upon approval from the Director of Public Works they will be ready for bid. Staff is seeking support for the project and the initiation of the competitive bid process.

Funding Source: Funds in the amount of \$249,045 are budgeted in Account No. 87890006.82700, Safe Routes to School, Traffic Improvements. Funding is \$224,140 in grant funds from the state Safe Routes to School program with matching Gas Tax funds of \$24,905. The engineer's cost estimate for this project is \$210,000.

Recommended Action: Motion to recommend to the City Council, approval of the proposed Safe Routes to School project in the vicinity of Golden View School, CC-1402.

AGENDA
PUBLIC WORKS COMMISSION
Wednesday, February 15, 2012
PAGE 4

- G-6. Fair Share Traffic Impact Fee Program Annual Report for Fiscal Year 2010/11
- In accordance with Section 17.65.130 of the Huntington Beach Municipal Code (HBMC), the Public Works Department is required to prepare an annual report of the status of the Fair Share Traffic Impact Fee Program for the City Council. The process also provides an opportunity for the Public Works Commission to review revenues and expenditures under the program.

Funding Source: No funding is required for the recommended action. All Traffic Impact Fee funds are maintained in a separate account from other City operation funds.

Recommended Action: Motion to recommend approval of the 2010/11 Traffic Impact Fee Annual Report to the City Council.

- G-7. Planned Local Drainage Facilities Fund Annual Compliance Report Fiscal Year 2010/11 – In accordance with Section 14.48 of the Huntington Beach Municipal Code (HBMC), the Public Works Department is required to prepare an annual report of the status of the Planned Local Drainage Facility Fund (Drainage Fund) for the City Council. The process provides an opportunity for the Public Works Commission to review planned projects, revenues and expenditures under the program.

Funding Source: No funding is required for this action.

Recommended Action: Motion to recommend to the City Council the approval of the Planned Local Drainage Facility Fund Compliance Report for Fiscal Year 2010/11.

- G-8. Sanitary Sewer Facilities Fund Annual Compliance Report Fiscal Year 2010/11
– In accordance with Section 14.36 of the Huntington Beach Municipal Code (HBMC), the Public Works Department is required to prepare an annual report of the status of the Sanitary Sewer Facilities Fund (Sanitary Sewer Fund) for the City Council. The process provides an opportunity for the Public Works Commission to review planned projects, revenues and expenditures under the program.

Funding Source: No funding is required for this action.

Recommended Action: Motion to recommend to the City Council the approval of the Annual Sanitary Sewer Facilities Fund Compliance Report for Fiscal Year 2010/11.

AGENDA
PUBLIC WORKS COMMISSION
Wednesday, February 15, 2012
PAGE 5

G-9. Rainbow Environmental Services Contract Funding for Infrastructure Maintenance – The Public Works Commission to consider a letter to the City Council regarding the accounting method of revenue from the Rainbow Environmental Services refuse contract.

H. WRITTEN COMMUNICATIONS

I. COMMISSION AND STAFF COMMENTS

J. ADJOURNMENT

<p>NEXT PUBLIC WORKS COMMISSION MEETING <i>March 21, 2012, 5:00 PM, City Council Chambers</i></p>
--



MINUTES

CITY OF HUNTINGTON BEACH PUBLIC WORKS COMMISSION JANUARY 18, 2012

**Call to Order/
Pledge of Allegiance:** The meeting was called to order at 5:00 p.m. by Chairman Siersema, who led Commissioners and the audience in the Pledge of Allegiance to the Flag.

Commissioners Absent: Thomas

Commissioners Present: Commissioners, Cook, Herbel, McGovern, O'Connell, Siersema and Spencer were in attendance.

Others Present: Travis Hopkins, Director of Public Works
Tony Olmos, City Engineer
Bob Stachelski, Transportation Manager
Joyce Greene, Administrative Secretary

B. PRESENTATIONS-COMMENDATIONS

None

C. MINUTES

Motion by Commissioner Herbel, seconded by Commissioner O'Connell to approve the minutes of November 16, 2011 as presented.

VOTE: The motion carried.
AYES: 5
NOES: 0
ABSENT: 1 (Thomas)
ABSTENTIONS: 1 (Cook)

D. ORAL COMMUNICATIONS

None

E. DIRECTOR'S ITEMS

Travis Hopkins informed the Commissioners the City of Huntington Beach received an APWA Project of the Year award for the Utilities Yard remodel. Commissioner Herbel, who is the Vice President of APWA, made the presentation at the January 17, 2012 City Council Meeting.

E-1. February is the annual reorganization of the Public Works Commission with the election of the new Chair and Vice Chair. The election will be held at the next meeting.

E-2. At the July Public Works Commission meeting, a list of annual reports reviewed by the Commission was presented. At that time Chair Siersema requested the list be provided at the beginning of the year. A memo to the Public Works Commissioners lists the reports and the month in which the report is typically presented.

At the February Public Works Commission Meeting, the Fair Share Traffic Impact Fee, Sanitary Sewer Fund Annual Report, and the Drainage Fund Annual Compliance Report will be reviewed so they can be presented to City Council in March.

E-3. Travis Hopkins provided each Commissioner with a print out of the PowerPoint presentation made to City Council at the December 21, 2011 Study Session on the Pavement Assessment Feasibility Study. Mr. Hopkins then provided a summary of that presentation.

The City Council gave direction to move forward with Phase I which will be the Public Opinion Survey that will be conducted by True North Research, Inc. The survey will be a telephone survey contacting 400 property owners and is conducted with a live person and is not a recorded call survey. The survey will be conducted end of the week of January 16th and the beginning of the week of January 23rd.

F. INFORMATION ITEMS

F-1. Active Capital Project Report - Tony Olmos provided updates on various projects and then asked the Commissioners for any questions.

G. ADMINISTRATIVE ITEMS

G-1. Rainbow Environmental Services Contract Funding for Infrastructure Maintenance – Chair Siersema provided Commissioner Spencer information to review and will be used for the drafting of the letter to City Council. It is anticipated the draft letter will be presented to the Public Works Commissioners at the February meeting for review and finalization.

H. WRITTEN COMMUNICATIONS

None

I. COMMISSION AND STAFF COMMENTS

Commissioner Cook inquired if information regarding the rain barrels available for purchase through the Utilities Division might be included in a city utility bill. Travis Hopkins will pursue having a water bill insert prepared to inform residents of rain barrel availability.

J. ADJOURNMENT

The meeting adjourned at 5:45 PM to February 15, 2012, in City Council Chambers.

Michael Siersema
Chair

Joyce Greene
Administrative Assistant

C I T Y O F H U N T I N G T O N B E A C H
STRATEGIC PLANNING RETREAT
January 27, 2012 * Huntington Beach Public Library

Marilyn Snider, Facilitator – Snider and Associates (510) 531-2904
Michelle Snider Luna, Recorder – Snider Education & Communication (510) 735-7744

MISSION STATEMENT

*The City of Huntington Beach provides sustainable quality services
to maintain and enhance our safe and vibrant community.*

CORE VALUES

(not in priority order)

The City of Huntington Beach values . . .

Responsiveness

Accountability

Quality customer service

Honesty and Integrity

Teamwork

Fiscal sustainability

Community involvement

Openness

THREE-YEAR GOALS

(2012-2015 * not in priority order)

Improve the City's infrastructure

Enhance economic development

Improve long-term financial sustainability

Develop, retain and attract quality staff

Maintain public safety

S.W.O.T. ANALYSIS

Strengths – Weaknesses - Opportunities - Threats

WHAT ARE THE STRENGTHS AND ACCOMPLISHMENTS OF THE CITY OF HUNTINGTON BEACH IN THE PAST THREE YEARS AND SPECIFICALLY SINCE THE JULY 2011 STRATEGIC PLANNING RETREAT?

Brainstormed List of Perceptions

- Involved internal and external stakeholders in the budget process
- Received Government Finance Officers' Association's "Excellence in Financial Reporting Award" for the past three years
- Survived
- Updated the Downtown Specific Plan
- Completed the Solar Project
- Successfully supported major events (e.g., Surf City Marathon, US Open of Surfing)
- Put together a text notification system for services, including street sweeping
- Implemented a program for online payroll statements instead of printing
- Implemented Surf City Pipeline citizen inquiry and request
- Maintained reputation as a safe city
- Eliminated 200 personal printers
- Reduced the number of days political campaign signs can be displayed
- Implemented a strategic plan for the library
- Implemented online volunteer recruitment for the library
- Completed the first phase of the Ascan cleanup
- Two new marketing firms attracted a lot of new jobs to town
- Award winning 10-point Business Plan
- Reconfirmed opposition to the Banning Bridge
- Banned sex offenders in parks
- Negotiated concessions with employee groups to save the City millions
- Completed award winning utility yard upgrade
- Took steps toward construction of Vans Skate Park
- Library had an automation system upgrade
- Replaced trailers in the pier
- Hurley sponsorship of lifeguard towers
- Free parking for wounded veterans
- Successfully implemented a peak period ambulance during the summer
- Rescued several hundred swimmers from possible drowning
- Improved customer satisfaction in the development process
- Most employee groups are moving toward picking up 6.75% of their PERS
- The fact that most employee groups are willing to negotiate concessions during these tough economic times
- Continued to provide adequate public services while reducing 175+ staff members
- Completed the audit of the City Attorney's office
- Increased transparency
- Maintained safe city status with a reduced police force
- Implemented the Sire document retrieval and viewing system (City Clerk's office, Public Works, and Building)
- Sent out letters welcoming new businesses
- Clean Energy Retrofit Project
- Completed city-wide update of our records retention schedule
- Public recycling
- Developed a Work Order Management System for Public Works
- Sharing services with neighboring cities

- Hometown Hero Program
- Implemented a free parking pass with new car purchase
- Successfully avoided a wireless tower in Harbor View Park
- Eliminated port-a-potties on the beach
- Reconstructed pier buildings
- Paperless agenda process
- Started a community garden
- Balanced budget
- Achieved surplus in the past fiscal year
- Adopted the award-winning Beach-Edinger Specific Plan
- Annexed Sunset Beach
- Updated our City Charter
- Supported the start of Costco construction
- Implemented the PERS Supplemental Retirement Program
- Gone through the first reading of potentially adopting Safe and Sane Fireworks
- Implemented electronic agenda process and online campaign document filing
- Maintained AA- credit rating
- Implemented self-service checkout at the library
- Implemented Volunteer Tracking Database at the library
- Completed 8th ballfield at the sports complex
- Approved and started construction of Bella Terra Phase II and Costco
- Maintained a 99% customer satisfaction rating for emergency response
- Qualified for the ERate funding for Internet service
- Consolidated fleet maintenance
- Updated map layers for Sunset Beach
- Started process for plastic bag ban
- Launched e-book collection at the library
- Refunded bonds generating \$1.3 million in savings
- Protecting and maintaining operating funds and reserves with no losses
- Consolidated Building and Planning Departments
- Successfully completed our first corporate sponsorship with Greener Corners
- Completed Street Assessment Feasibility Study
- Updated 5-Year Financial Plan
- Increased funding on infrastructure by \$1.3 million for streets
- Started process to implement the revisions to the City's Hazard Mitigation Plan
- Fully implemented the EOGOV online job application system
- Implemented Facebook, Twitter and You Tube for the City
- Brown bag lunches were held by the Council for the employees
- Received and maintained a variety of grants
- Successfully received reimbursements for response to major storms and events
- Received State certification of Fire Department's Urban Search and Rescue Team
- Hired several new department heads

WHAT ARE THE CURRENT INTERNAL WEAKNESSES/CHALLENGES OF THE CITY OF HUNTINGTON BEACH?

Brainstormed List of Perceptions

- Longer lines for service
- Slower response time to police calls for service
- Uncertainty about redevelopment
- Inadequate infrastructure replacement
- Negative perception of public employees and government

- Uncertain climate for employees
- Lack of funding for training and enrichment
- Inability to replace aging equipment
- Fear of layoffs and cuts
- Lack of trust of City Council and administration
- Council friction is increasing
- Competing needs
- Concern about continued takeaways—staff concessions
- People struggling with change
- Low morale
- Overworked and strained staff
- Lack of resources
- Inefficient internal communication between departments
- Loss of institutional memory
- Inability to maintain standard of excellence with reduced staff and funding
- Having to share staff due to understaffing
- Difficulty managing public expectation with reduced staff
- Financial constraints forcing decisions
- Safety/non-safety employee divisions
- Challenge of maintaining financial discipline

EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A POSITIVE IMPACT ON THE CITY OF HUNTINGTON BEACH IN THE COMING YEAR

Brainstormed List of Perceptions

- Increased TOT
- Presidential elections
- Re-election of the President
- Opening of Costco
- Ongoing savings from employee concessions
- Shared services with other cities
- Development of “Pacific City” site
- Continuation of low interest rates
- Completion of residential projects
- Implementation of Utility Users Tax in Sunset Beach
- Sunset Beach structural fire fund revenue
- Increased sales tax
- Global warming (will help tourism)
- More involvement by the business community
- Possible increase in infrastructure funding
- Nordstrom Rack and Dick’s Sporting Goods going into the Watt property
- Ongoing good publicity
- Development of the Beach-Edinger corridor
- Reduction in unemployment
- More public-private partnerships
- Improving economy
- Beach and Atlanta Center completion
- Start of the OCTA Project
- Increased automation of manual processes
- Possible repeal of the employee retirement tax
- Increased property tax
- Vans Skate Park
- Stronger Chamber

- Successful major events (e.g., Surf City Marathon, US Open of Surfing)
- Small increase in construction activity
- Local elections coming up

EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A NEGATIVE IMPACT ON THE CITY OF HUNTINGTON BEACH IN THE COMING YEAR

Brainstormed List of Perceptions

- Possible impacts of local elections
- Loss of \$4.9 million a year to the General Fund from the Redevelopment Agency
- PERS low rate of return
- Increased lawsuits
- Increased health care costs
- Earthquake
- Aging population
- International economic meltdown
- Breakdown of electrical system
- Military conflict
- Another war (i.e., Iran)
- Redistricting
- High fuel costs
- Stock market volatility
- Aging equipment
- Homelessness
- Changing demographics
- Disruption of water supply
- Continued cuts in education producing a less educated workforce
- Home foreclosures
- Negative perception of public employees
- State budget cuts
- Lack of adult supervision at the State level
- Pension funding
- Possible repeal of the employee retirement tax
- Sea level rise threatening our low lying areas
- Increased workers comp costs
- Additional state takeaways
- Tsunami
- Repealing the ban on fireworks
- Solar flares wiping out electronics
- Increased negotiations
- Impact of social media
- Water supply threatened by drought
- Another terrorist attack
- Running out of money
- Joblessness
- Reduction in federal funding
- Depreciation of capital assets
- Aging infrastructure
- Consumer confidence and spending is low
- Declining middle class

BRAINSTORMED THREE-YEAR GOALS

- Improve employee relations and morale
- Improve financial viability
- Maintain, enhance and increase public open space
- Improve internal communications
- Improve the City's infrastructure
- Assess and develop a plan to address the impacts of global warming on Huntington Beach
- Complete the Beach-Edinger Corridor Plan
- Enhance economic development
- Maintain financial viability in our reserves
- Complete Downtown Specific Plan
- Continue to include stakeholders in decision-making process
- Replace equipment in a timely manner
- Increase proactive communication to all stakeholders
- Establish Huntington Beach as the regional provider of public services
- Gain independence from external financial constraints
- Expand the visitor-based economy
- Enhance infrastructure funding
- Maintain public safety
- Increase external communication (e.g., accomplishments)
- Reform the pension system
- Improve long-term financial sustainability
- Assess appropriate staffing and service delivery
- Expand digital services and e-government
- Reduce long-term financial liabilities
- Promote aggressively Huntington Beach as a destination of living, working or playing
- Promote and enhance community assets (e.g., beach and parks)
- Re-task economic development for business attraction and retention
- Increase filming of movies in Huntington Beach
- Attract, develop and retain quality staff
- Provide staff training

* * * * *

STREET MAINTENANCE ASSESSMENT DISTRICT NEXT STEP

City Council Consensus:

1. Council discuss formation of a Blue Ribbon Committee regarding Street Assessment District and bring possible names on January 31, 2012 to the City Council meeting
2. Revenue Street Maintenance Assessment District Survey Report from True North Research on February 21, 2012
3. Form a Blue Ribbon Committee of members from the community on February 21, 2012

NEXT STEPS/FOLLOW-UP PROCESS

WHEN	WHO	WHAT
January 31, 2012	City Manager	Distribute the retreat record to attendees.
Within 48 hours	All recipients	Read the retreat record.
By February 10, 2012	Department Heads	Share and discuss the Strategic Plan with staff.
February 14, 2012	Management Team (City Manager- lead)	Review the “Internal Weaknesses/Challenges” and “External Threats” lists for possible action items.
February 21, 2012 City Council meeting	City Council (Mayor - lead)	Present the updated Strategic Plan to the public.
Monthly	City Council City Manager (Mayor - lead)	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 Monitoring Matrix
January	Mayor City Council City Manager Management Team	Strategic Planning Retreat to: - more thoroughly assess progress on the Goals and Strategic Objectives - identify new Strategic Objectives.

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

HUNTINGTON BEACH * 2012 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: *Improve the City's infrastructure*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. On January 31, 2012	City Council (Mayor Don Hansen-lead)	Discuss the composition formation of the Blue Ribbon Committee for the Street Benefit Assessment District with Council Member providing potential organizations and people for consideration.				
2. At the February 21, 2012 City Council meeting	Public Works Director, with the True North Research consultant	Present to the City Council the results of the Street Benefit Assessment District Public Opinion Survey.				
3. On February 21, 2012	City Council (Mayor Don Hansen-lead)	Consider the formation of the Street Benefit Assessment District Blue Ribbon Committee.				
4. By May 1, 2012	IS Director	Identify all PCs and laptops that need to be replaced for inclusion in the 2012-2013 equipment replacement budget request.				
5. By July 31, 2012	Public Information Officer	Publicize the City website's service request features for the public through HBTV3 and social media.				
6. By October 31, 2012	Public Works Director	Provide the City Council with the results of an updated needs assessment of the City Storm Drain System.				

THREE-YEAR GOAL: *Enhance economic development*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By April 1, 2012	Deputy City Manager Bob Hall	Update the 10 Point Business Plan and report the results to the City Council.				
2. By April 1, 2012	Deputy City Manager Bob Hall	Provide an update to the City Council's Economic Development Committee that addresses changes in the Economic Development Department's delivery of services as a result of organizational restructuring.				
3. By May 1, 2012	Deputy City Manager Bob Hall, working with the PIO, the City Council Economic Development Committee, Chamber of Commerce and Marketing and Visitors Bureau	Develop a Beach-Edinger Branding Marketing Strategy and present to the City Council for direction.				
4. By May 15, 2012	Planning and Building Director	Complete the processing of the zoning entitlements for the Center Avenue Skate Park and present to the City Council for action.				
5. By August 1, 2012	Deputy City Manager Bob Hall and the Planning and Building Director, working with the developer	Complete all zoning entitlements for the Pacific City property.				

6. By September 1, 2012	Deputy City Manager Bob Hall	Complete the sponsorship study for branding opportunities (e.g., naming rights, facility sponsorships) in the City and make recommendations to the City Council for action.				
7. By December 1, 2012	Planning and Building Director	Complete processing of the zoning entitlements for the Edinger Hotel.				

THREE-YEAR GOAL: *Improve long-term financial sustainability*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. As the MOUs expire	Deputy City Manager Paul Emery and the HR Director	Negotiate contracts with a goal of full employee pickup of the employee share of CalPERS costs.				
2. As the MOUs expire	Deputy City Manager Paul Emery and the HR Director	Negotiate contracts with a goal of eliminating the retiree medical subsidy for all new employees.				
3. By July 1, 2012	Finance Director	Update the Long-Term Financial Plan based on the amount of property tax provided by the County Auditor/Controller.				
4. By August 1, 2012	Finance Director	Provide a recommendation to the City Council regarding the prepayment of the outstanding PARS liability.				

THREE-YEAR GOAL: *Develop, retain and attract quality staff*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By June 1, 2012	Executive Team (HR Director-lead)	Conduct at least three interdepartmental knowledge sharing workshops.				
2. By July 1, 2012	Executive Team (HR Director-lead)	Host two staff training interest forums to share training opportunities and get feedback from staff.				
3. By July 1, 2012	HR Director	Create and present to the Executive Team a program, including costs, for mid-managers and supervisors to share training and mentorship opportunities with them and get their feedback.				
4. By December 1, 2012	City Clerk, working with an Employee Fun Committee	Conduct two low or no cost fun activities for City employees (e.g., pancake breakfast, chili cook-off, karaoke, Thriller Dance).				

THREE-YEAR GOAL: *Maintain public safety*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By May 1, 2012	Police Chief (lead), Fire Chief and Deputy City Manager Bob Hall	Complete a feasibility study regarding providing lifeguard, police and fire dispatch and SWAT services to Newport Beach and Costa Mesa.				
2. By June 1, 2012	Police Chief	Conduct an analysis of the number and types of calls the Police Department responds to and implement a plan to reduce the number of calls responded to commensurate with current staffing levels.				
3. By June 1, 2012	Police Chief	Develop and submit to the City Council for information a plan to provide adequate police services in the downtown area and on the beach during the summer without having a significant adverse impact on police services citywide.				
4. By October 1, 2012	Fire Chief and Public Works Director	Complete an evaluation of current operability of the City's traffic signal preemption system and report the results to the City Manager.				
5. By December 1, 2012	Fire Chief, in coordination with Metro Net Dispatch	Develop and present to the City Manager a plan to pilot the use of automated vehicle location (AVL) system to deploy ambulances.				

<p>6. By December 1, 2012</p>	<p>Deputy City Manager Paul Emery (lead), Public Works Director, Marine Safety Chief, Fire Chief, Police Chief, IS Director and Finance Director</p>	<p>Develop a Finance Plan for the mandatory upgrade of the City's share of the county-wide 800 MhZ radio system.</p>				
---------------------------------------	--	--	--	--	--	--



~2012~ CITY COUNCIL STUDY SESSIONS & SPECIAL SESSIONS

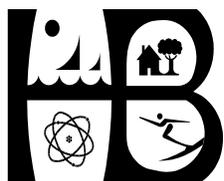
*This information is for agenda scheduling purposes only and is subject to change on a daily basis.
Subjects listed below are not guaranteed to appear on a City Council agenda.*

COUNCIL MEETING	TIME	SUBJECT	DEPT HEAD
2012			
Jan. 9, 2012		Impact Fees	Hall
Jan. 17, 2012		Finance Year-End Report / Five-Year Financial Plan	Farrell
Feb. 6, 2012		-AES Presentation	Hess
Feb. 21, 2012		Investment Advisory Board / Street Maintenance Assessment District Public Opinion Survey.	Cutchen / Hopkins
Mar. 5, 2012			
Mar. 19, 2012			
April 2, 2012			
April 16, 2012			
May 7, 2012			
May 21, 2012			
June 4, 2012			
June 18, 2012			
July 2, 2012			
July 16, 2012			
Aug. 6, 2012			
Aug. 20, 2012			
Sept. 4, 2012			
Sept. 17, 2012			
Oct. 1, 2012			
Oct. 15, 2012			
Nov. 5, 2012			
Nov. 19, 2012			
Dec. 3, 2012			
Dec. 17, 2012			

**City of Huntington Beach
Capital Improvement Program Master Schedule**

Tue 2/7/12

ID	Task Name	Duration	Start	Finish	Resource	Budget	Comments	2011				2012							
								1	2	3	4	5	6	7	8	9	1	2	3
174	CORROSION CONTROL	420 days	Mon 8/15/11	Fri 3/22/13															
175	CC-1330 Corrosion Protection 36" Steel on Springdale	420 days	Mon 8/15/11	Fri 3/22/13	Eng	\$3,100,000	Design underway. Field testing to be performed in March '12.												
176	Design	165 days	Mon 8/15/11	Fri 3/30/12															
177	Construction	120 days	Mon 10/8/12	Fri 3/22/13															
178																			
179	WATER MAIN REPLACEMENT	535 days	Mon 4/4/11	Fri 4/19/13															
180	CC-1409 & 1412 Water Main Replacement @ Sunset Beach Area	535 days	Mon 4/4/11	Fri 4/19/13	Eng	\$1,400,000	Design underway.												
181	Design	260 days	Mon 4/4/11	Fri 3/30/12															
182	Construction	160 days	Mon 9/10/12	Fri 4/19/13															
183																			
184	WATER MASTER PLANNING STUDIES	390 days	Mon 11/1/10	Fri 4/27/12															
185	Update to the Water Master Plan	390 days	Mon 11/1/10	Fri 4/27/12	Eng/Ops	\$350,000	Study underway.												
186	Study	390 days	Mon 11/1/10	Fri 4/27/12															
187																			
188	WATER SYSTEM RELIABILITY STUDIES	645 days	Mon 12/7/09	Fri 5/25/12															
189	Study Elimination of Potential Choke Points Near Overmyer Reservoir	605 days	Mon 12/7/09	Fri 3/30/12	Eng	\$75,000	Study underway.												
190	Study	605 days	Mon 12/7/09	Fri 3/30/12															
191																			
192	Study to Create Potential Redundancy of the Northern End of the 36" Main OC-35	605 days	Mon 1/4/10	Fri 4/27/12	Eng	\$75,000	Study underway. Need field testing during Summer 2012.												
193	Study	605 days	Mon 1/4/10	Fri 4/27/12															
194																			
195	Study to Utilize 21" Steel OC-9 for Dedicated Well Water Transmission	170 days	Mon 10/3/11	Fri 5/25/12	Eng	\$200,000	Construct in FY 12/13.												
196	Study	170 days	Mon 10/3/11	Fri 5/25/12															



**CITY OF HUNTINGTON BEACH
PUBLIC WORKS COMMISSION
REQUEST FOR ACTION**

Item No. PWC 12-01

SUBMITTED TO: Chairman Siersema and Members of the Commission

SUBMITTED BY: Travis K. Hopkins, PE, Director of Public Works

DATE: February 15, 2012

SUBJECT: Review Change Order to Substitute the Springdale Street Portion of the Construction Contract with Hardy & Harper, Inc. for the Arterial Rehabilitation Project, CC-1413.

Statement of Issue: A change order to the Arterial Rehabilitation Project, CC-1413 is necessary to avoid roadway disturbance due to an upcoming water main project.

Financial Impact: This change order will not require additional funds.

Impact on Future Maintenance Costs: Future maintenance costs are expected to be reduced as a result of the project.

Recommended Action: Motion to recommend to the City Council, the Execution of a Change Order to Substitute the Springdale Street Portion of the Construction Contract with Hardy & Harper, Inc. for the Arterial Rehabilitation Project, CC-1413.

Alternative Action(s): Deny approval and recommend an alternative action.

Analysis: On January 17, 2012, a construction contract was awarded to Hardy and Harper, Inc. for the Arterial Rehabilitation Project, CC-1413. The project included rehabilitation of portions of Center Avenue, Magnolia Street, and Springdale Street. After careful review of the scope, schedule, and budget for an upcoming cathodic protection project of a City transmission water main on Springdale Street, staff has decided it will be more cost effective to include the Springdale Street pavement improvement portion along with the cathodic protection project.

To implement this change, the City is proposing to substitute Springdale Street from the scope of work of the Arterial Rehabilitation Project, CC-1413, with alternative streets. The streets being proposed are Center Avenue (One Pacific Plaza to I-405 ramp), Main Street (Yorktown to Utica), and Heil Avenue (Silver to Gothard). Center Avenue has an average PCI of 50 and was last rehabilitated

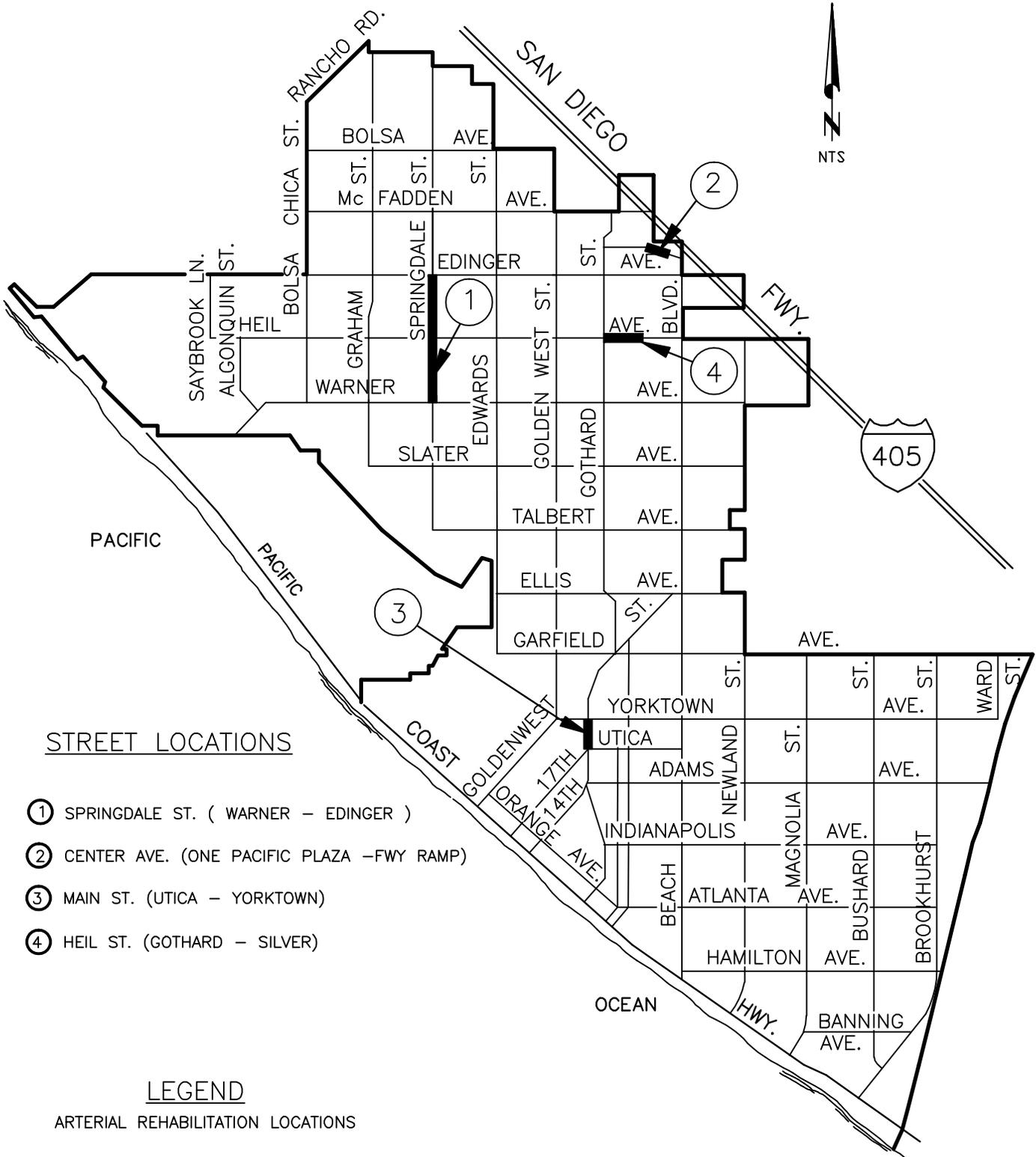
in 1977. Main Street has an average PCI of 37 and was last rehabilitated in 1972. Heil Avenue has an average PCI of 69 and was last rehabilitated in 1972.

The bid submitted by Hardy and Harper, Inc. for Springdale Street was \$1,657,000. The cost to rehabilitate the substitute streets is approximately \$1,400,000. Therefore, no additional funding is necessary for this change order. Hardy & Harper, Inc. is amenable to this substitution.

Attachments:

1. Project Location Map

ATTACHMENT #1



STREET LOCATIONS

- ① SPRINGDALE ST. (WARNER – EDINGER)
- ② CENTER AVE. (ONE PACIFIC PLAZA –FWY RAMP)
- ③ MAIN ST. (UTICA – YORKTOWN)
- ④ HEIL ST. (GOTHARD – SILVER)

LEGEND

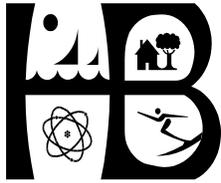
ARTERIAL REHABILITATION LOCATIONS

REV 01/31/2012

ARTERIAL REHABILITATION CHANGE ORDER, CC-1413
LOCATION MAP

CITY OF HUNTINGTON BEACH
DEPARTMENT OF PUBLIC WORKS





CITY OF HUNTINGTON BEACH PUBLIC WORKS COMMISSION REQUEST FOR ACTION

Item No. PW 12-04

SUBMITTED TO: Chairman Siersema and Members of the Commission

SUBMITTED BY: Travis K. Hopkins, PE, Director of Public Works

DATE: February 15, 2012

SUBJECT: CDBG Curb Access Ramps 11/12

Statement of Issue: Project design and contract preparation are currently being performed for CDBG Curb Access Ramps 11/12, project MSC-486. Staff is requesting support for the project and to initiate the competitive bid process.

Funding Source: Funds in the amount of \$75,000 are budgeted in Account No. 96282005.82200, CDBG 11/12 ADA Ramps and Curb Cuts.

Impact on Future Maintenance Costs: There is no anticipated impact to future maintenance costs.

Recommended Action: Motion to recommend to the City Council approval of CDBG Curb Access Ramps 11/12, MSC-486.

Alternative Action(s): Do not approve the project recommendation and direct staff to proceed differently.

Analysis: Much of the city's street and sidewalk infrastructure was constructed prior to the adoption of Federal and state mandates collectively known as the Americans with Disabilities Act (ADA). ADA statutes require the city to provide facilities and programs that are accessible to individuals with disabilities. Many of our street intersections and crossings lack the curb access ramps necessary to comply with ADA requirements. In July of 2011, Public Works was awarded Community Development Block Grant funds for the construction of curb access ramps and sidewalk improvements. The proposed locations are listed in Attachment 1. These locations are prioritized from a list compiled by Public Works staff, based on staff and public requests. The current list includes requests dating back to 2007 representing more than 100 ramps to be constructed. With this project we anticipate completing 32 ramps and one sidewalk transition at 13 locations around the city. Attachment 2 is a vicinity map included for your reference.

Attachments:

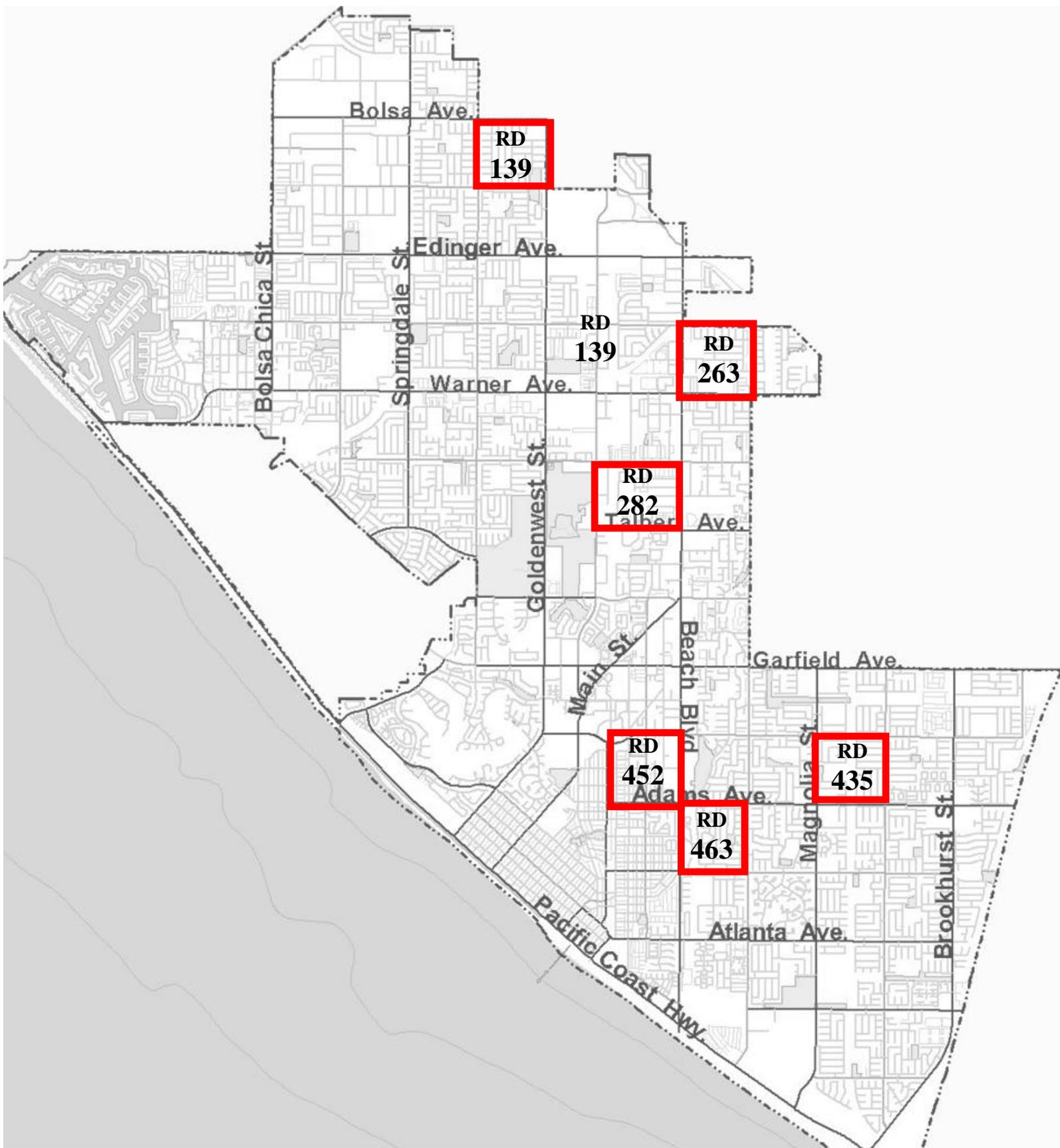
1. List of Locations
2. Vicinity Map

ATTACHMENT #1

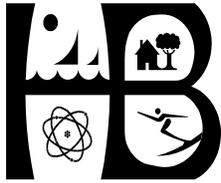
CDBG 11/12 Curb Ramp Proposed Locations

Request Date	Reporting District	Street	Cross Street	Corner	Number of Ramps
2/15/2007	463	Cupar	Scone	N/W, S/W	2
2/20/2007	435	Bushard	Yorktown	S/W sidewalk	0
5/9/2007	139	Hanover	Melbourne	N/W, S/W, N/E, S/E	4
5/9/2007	139	Hanover	Halifax	N/E, N/W	2
5/9/2007	139	Hanover	Sorento	S/W, S/W	2
5/9/2007	139	Hanover	Rome	N/W, S/W	2
5/9/2007	139	Hanover	Paris	N/W, S/W	2
5/9/2007	139	Hanover	Oxford	N/W, S/W, N/E, S/E	4
5/9/2007	139	Hanover	Alexandria	N/W, S/W, N/E, S/E	4
5/9/2007	452	Delaware	Geneva	N/E, S/E	2
5/22/2007	282	Slater	Morgan	S/W, S/E	2
5/29/2007	263	Terry	Monroe	N/W, N/E	2
5/29/2007	263	Lambert	Monroe	N/W, N/E, S/W, S/E	4
				Total	32

ATTACHMENT #2



CDBG 11/12 CURB RAMP
VICINITY MAP



**CITY OF HUNTINGTON BEACH
PUBLIC WORKS COMMISSION
REQUEST FOR ACTION**

Item No. PW 12-05

SUBMITTED TO: Chairman Siersema and Members of the Commission

SUBMITTED BY: Travis K. Hopkins, PE, Director of Public Works

DATE: February 15, 2012

SUBJECT: Civic Center ADA Improvements Ph. I and II, MSC-483

Statement of Issue: Plans and specifications for the Civic Center ADA Improvements project, MSC-483, are in final preparation. Staff is requesting support for the project and to initiate the competitive bid process.

Funding Source: Funds in the amount of \$615,000 are budgeted in Account No. 86181501.82200, CDBG 10/11 ADA Compliance Civic Center (\$262,800) and in Account No. 96281501.82200, CDBG 11/12 ADA Renovations City Hall (\$352,200).

Impact on Future Maintenance Costs: There is no anticipated impact to future maintenance costs.

Recommended Action: Motion to recommend to the City Council approval of Civic Center ADA Improvements, MSC-483.

Alternative Action(s): Do not approve the project recommendation and direct staff to proceed differently.

Analysis: The Huntington Beach Civic Center was constructed prior to the adoption of Federal and state mandates collectively known as the Americans with Disabilities Act (ADA). ADA statutes require the city to provide facilities and programs that are accessible to individuals with disabilities. Disabilities include not only mobility constraints, but also sensory constraints (hearing, vision, touch) and manual dexterity.

In 2007, Public Works hired a consultant to conduct a comprehensive survey of city facilities to identify areas which may present barriers to individuals with disabilities. Specific components such as parking areas, walkways, ramps, entry access, restrooms, signage, and elevator controls were itemized in a detailed

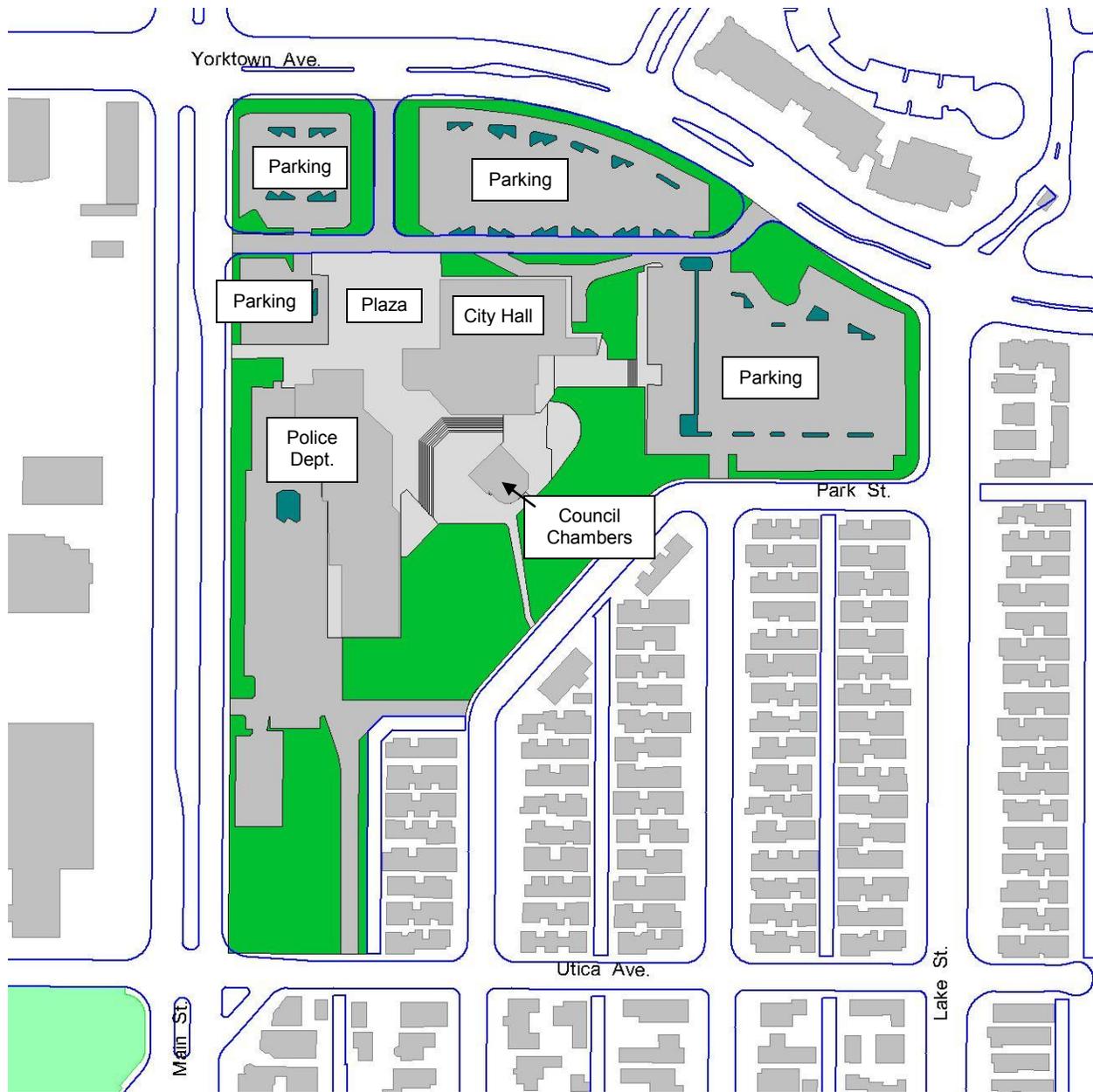
report. Over the past 2 years, Public Works has been the recipient of Community Development Block Grant funds to design and construct the ADA improvements to City Hall.

The project design includes accessible parking, path of travel, City Council Chambers, the lower level lobby area, and each of the five floor public service spaces and restrooms. The facility was re-surveyed in 2011 by the project architect to ensure that the most critical areas are addressed to current ADA requirements. As much work as possible will be completed until available funds are exhausted. The areas not completed will be addressed in future CDBG grant applications.

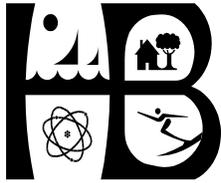
Attachments:

1. Map

ATTACHMENT #1



Huntington Beach Civic Center
2000 Main Street



**CITY OF HUNTINGTON BEACH
PUBLIC WORKS COMMISSION
REQUEST FOR ACTION**

Item No. PW 12-07

SUBMITTED TO: Chairman Siersema and Members of the Commission

SUBMITTED BY: Travis K. Hopkins, PE, Director of Public Works

DATE: February 15, 2012

SUBJECT: ADA Improvements at Banning Library, Central Park Restrooms and Oakview Community Center

Statement of Issue: Plans and specifications for three projects – Banning Library, Central Park Restrooms, and Oakview Community Center – are in final preparation. Staff is requesting support for the projects and to initiate the competitive bid process.

Funding Source: Funds in the amount of \$223,000 are budgeted as follows:
Account No. 86082026.82200 ADA Renovations Banning Branch Library (\$23,000);
Account No. 86082005.82200 ADA Renovations Oakview Comm. Ctr. (\$56,000);
Account No. 86081501.82200 ADA Renovations Central Park Restrooms (\$144,000).

Impact on Future Maintenance Costs: There is no anticipated impact to future maintenance costs.

Recommended Action: Motion to recommend to the City Council approval of ADA Improvements at Banning Library, Central Park Restrooms and Oakview Community Center.

Alternative Action(s): Do not approve the recommendation and direct staff to proceed differently.

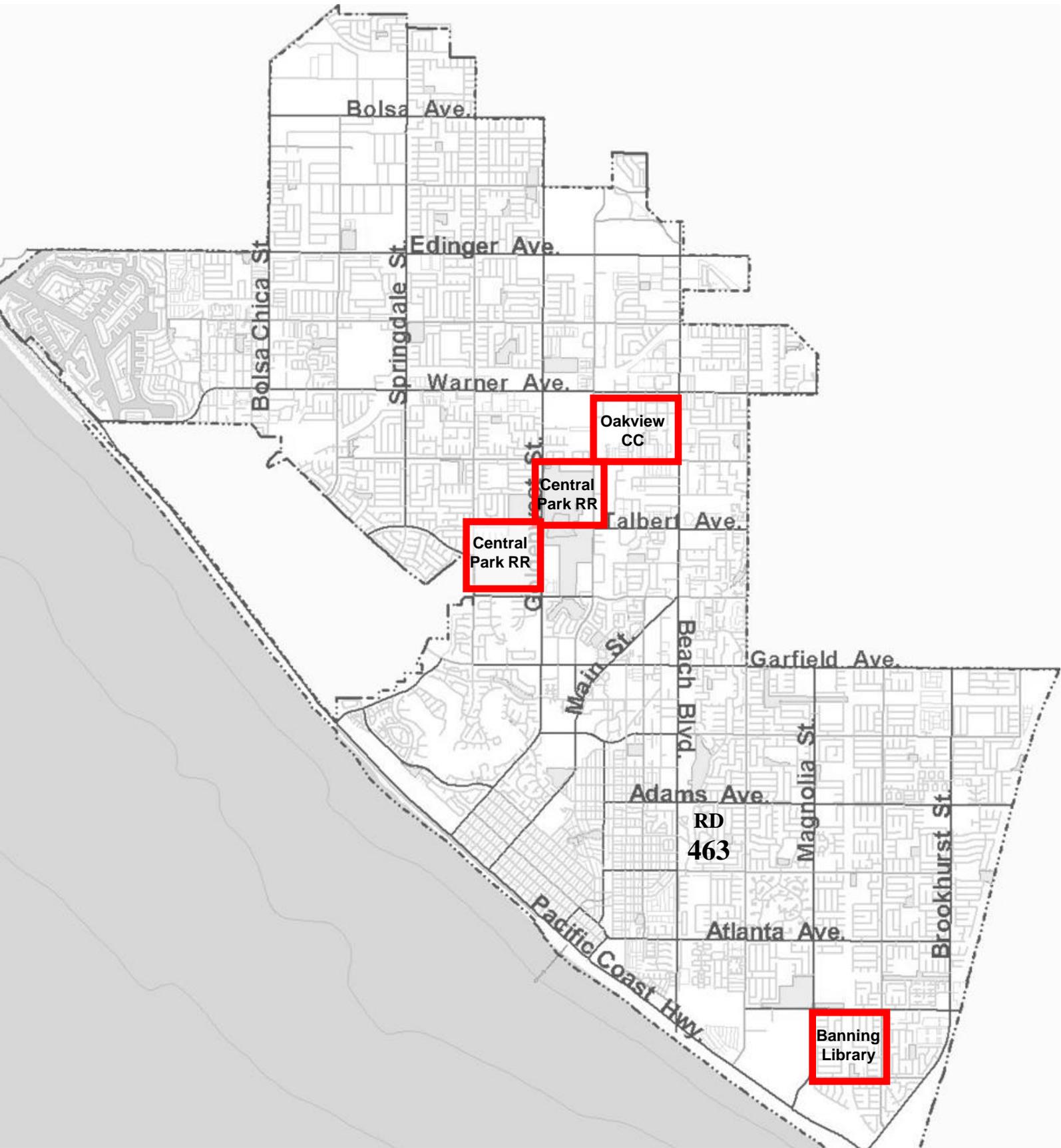
Analysis: Many of the city facilities were constructed prior to the adoption of Federal and state mandates collectively known as the Americans with Disabilities Act (ADA). ADA statutes require the city to provide facilities and programs that are accessible to individuals with disabilities, which can include not only mobility constraints, but also sensory constraints (hearing, vision, touch) and manual dexterity.

In 2007, Public Works hired a consultant to conduct a comprehensive survey of city facilities to identify areas which may present barriers to individuals with disabilities. Specific components such as parking areas, walkways, ramps, entry access, restrooms, signage, and elevator controls were itemized in a detailed report. Public Works is the recipient of Community Development Block Grant funds for the construction of ADA improvements at these three facilities: Banning Library, Oakview Community Center, and Central Park Restrooms. Due to the relatively modest size of each of two of these projects, staff has grouped the projects into one in order to achieve an economy of scale and thereby more competitive bid prices. Improvements to the facilities will include, but are not limited to, parking spaces, path of travel, entry access, restroom access, and signage.

Attachments:

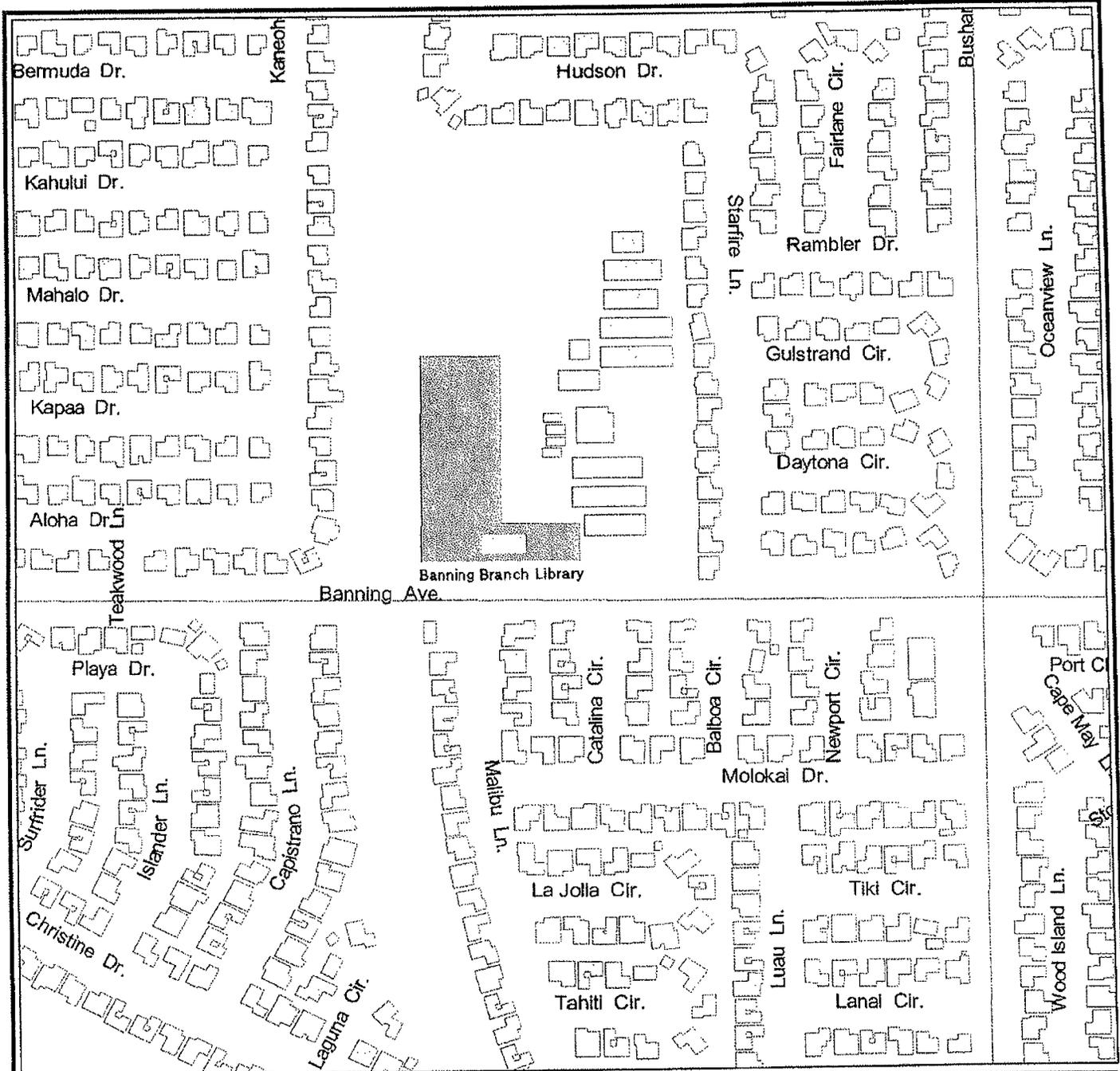
1. Vicinity Map
2. Facility Maps

ATTACHMENT #1



Banning Library, Central Park Restrooms, & Oakview Community Center
ADA Improvements
VICINITY MAP

ATTACHMENT #2



Banning Branch Library

Map produced by information contained in the City of Huntington Beach Information Services Department Geographic Information System. Information warranted for City use only. Huntington Beach does not guarantee its completeness or accuracy.
Map Produced on 2/10/2009

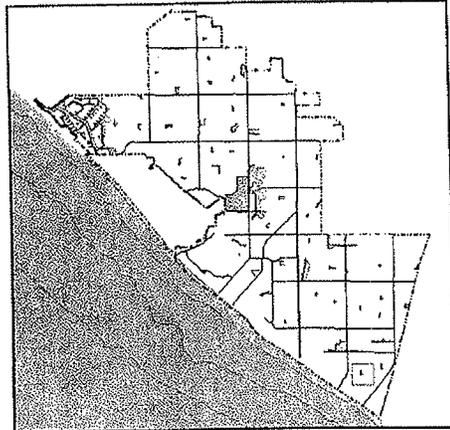


HB
GIS

0 325 650

One inch equals 325 feet

- STREET NAMES**
- CITY BOUNDARY**
- STREET CENTERLINES (CLASS)**
- Smartstreet
 - Major
 - Collector
 - Primary
 - Secondary
 - Residential
 - Travelway
 - Alley
- BUILDINGS**
- PARKS**



Slater Ave.



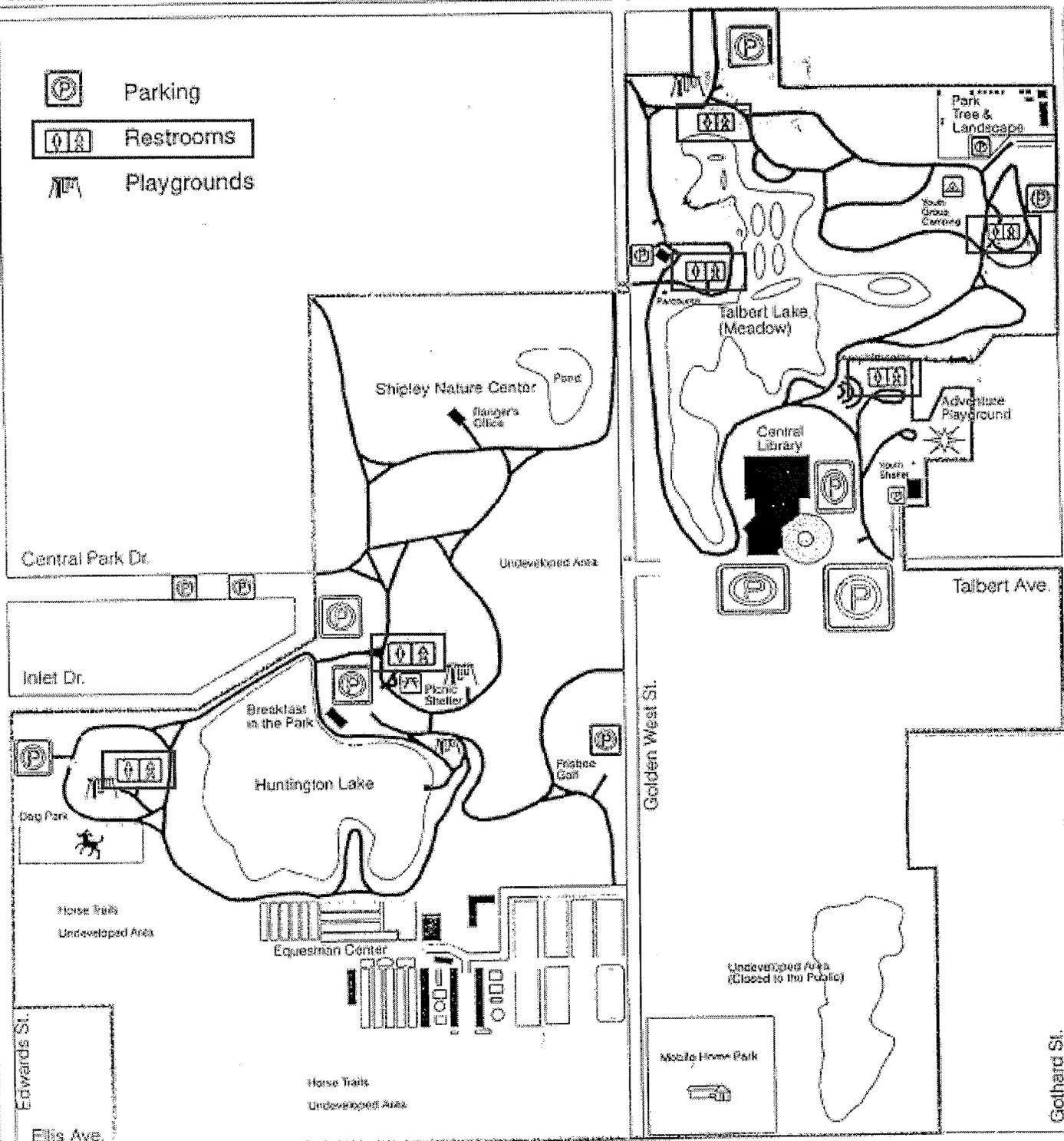
Parking



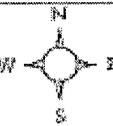
Restrooms

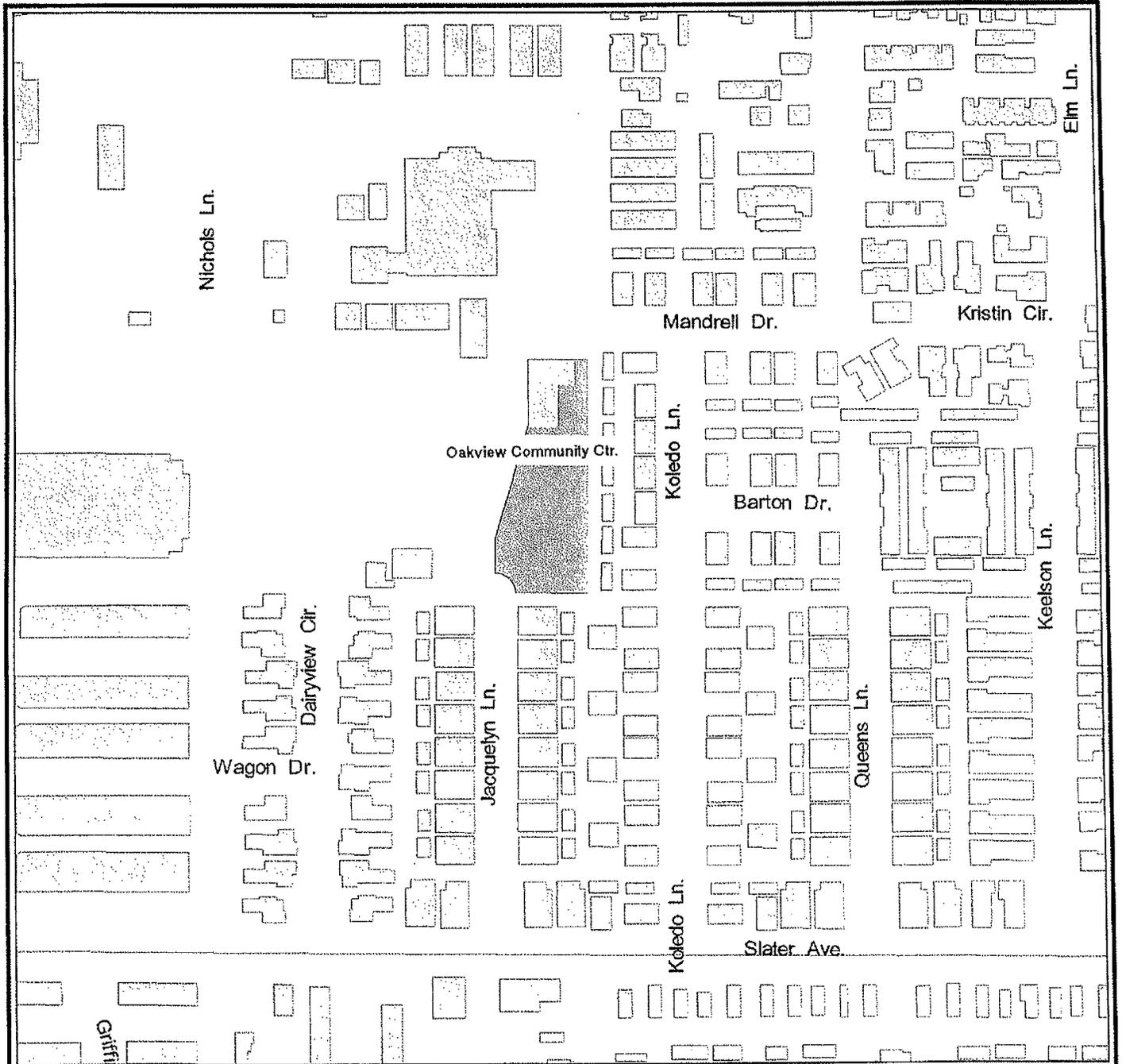


Playgrounds



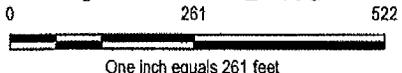
HUNTINGTON CENTRAL PARK



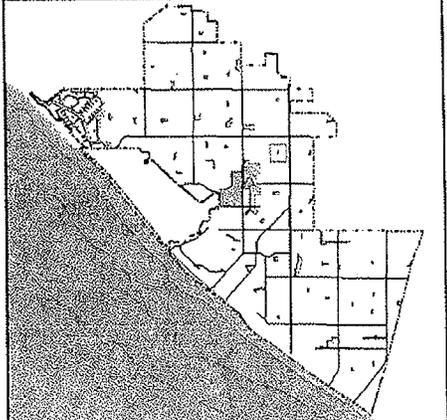


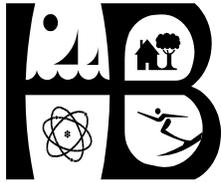
Oakview Community Center

Map produced by information contained in the City of Huntington Beach Information Services Department Geographic Information System. Information warranted for City use only. Huntington Beach does not guarantee its completeness or accuracy.
Map Produced on 2/10/2009



- STREET NAMES
- CITY BOUNDARY
- STREET CENTERLINES (CLASS)
 - Smartstreet
 - Major
 - Collector
 - Primary
 - Secondary
 - Residential
 - Travelway
 - Alley
- ISOBATHS
- HARBOR





**CITY OF HUNTINGTON BEACH
PUBLIC WORKS COMMISSION
REQUEST FOR ACTION**

Item No. PW 12-06

SUBMITTED TO: Chairman Siersema and Members of the Commission

SUBMITTED BY: Travis K. Hopkins, PE, Director of Public Works

DATE: February 15, 2012

SUBJECT: Safe Routes to School project in the Vicinity of Golden View School (CC-1402)

Statement of Issue: Plans and specifications are in final preparation for the installation of traffic and pedestrian-related safety improvements in the vicinity of Golden View School. Upon approval from the Director of Public Works they will be ready for bid. Staff is seeking support for the project and the initiation of the competitive bid process.

Funding Source: Funds in the amount of \$249,045 are budgeted in Account No. 87890006.82700, Safe Routes to School, Traffic Improvements. Funding is \$224,140 in grant funds from the state Safe Routes to School program with matching Gas Tax funds of \$24,905. The engineer's cost estimate for this project is \$210,000.

Impact on Future Maintenance Costs: None

Recommended Action: Motion to recommend to the City Council, approval of the proposed Safe Routes to School project in the vicinity of Golden View School, CC-1402.

Alternative Action(s): Recommend changes to the project.

Analysis: In July 2010, City staff, working in conjunction with the Ocean View School District, applied for a grant for traffic safety improvements in the vicinity of Golden View School under the Safe Routes to School program. The grant was approved and the State allocated funds in January 2011.

The goals of the Safe Routes to School program include facilitating the planning, development and implementation of projects that improve safety in the vicinity of schools. This will enable and encourage children to walk and bicycle to

school and make walking and bicycling a safer and more appealing lifestyle choice.

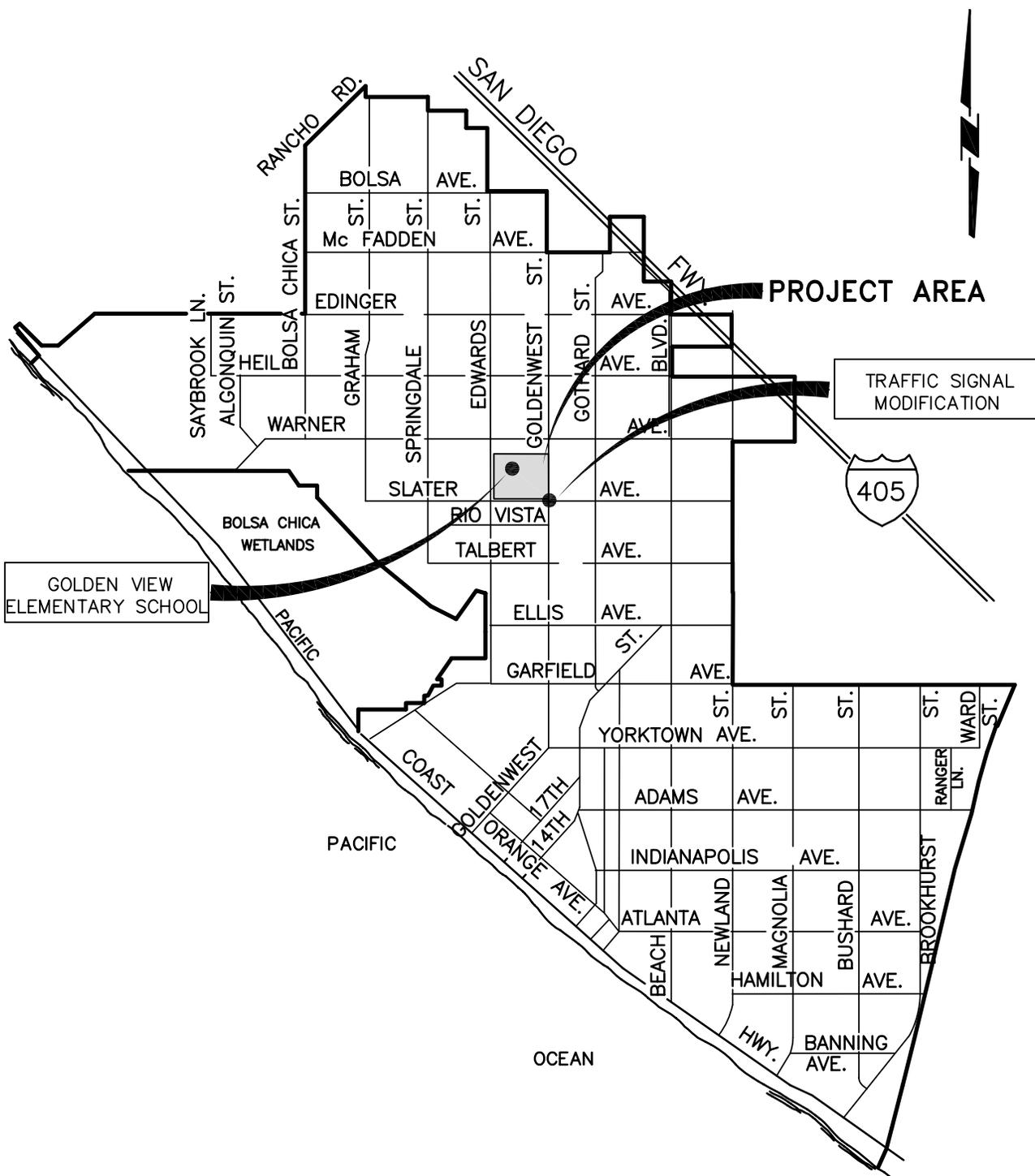
The project includes the installation of east-west left turn arrows at the intersection of Slater Avenue and Goldenwest Street, which is a major crossing point for students from both Golden View School and Mesa View Middle School. The installation of the left turn arrows will eliminate the conflict between the left turning vehicles and the pedestrians. Also included are curb ramp installations on the local streets near Golden View School along with signing and striping improvements. The locations of these improvements are included as Attachment 2.

The estimated cost for this project is \$210,000. State funds will be appropriated in the amount of \$224,140. The balance of funding is included in the 2011/12 Capital Improvement Program. Construction will be scheduled for summer 2012.

Attachments:

1. Project Location Map
2. Proposed Improvements

ATTACHMENT #1

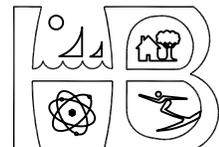


PROJECT LOCATION MAP
N.T.S.

SAFE ROUTES TO SCHOOL—GOLDEN VIEW SCHOOL
PROJECT AREA

CITY OF HUNTINGTON BEACH

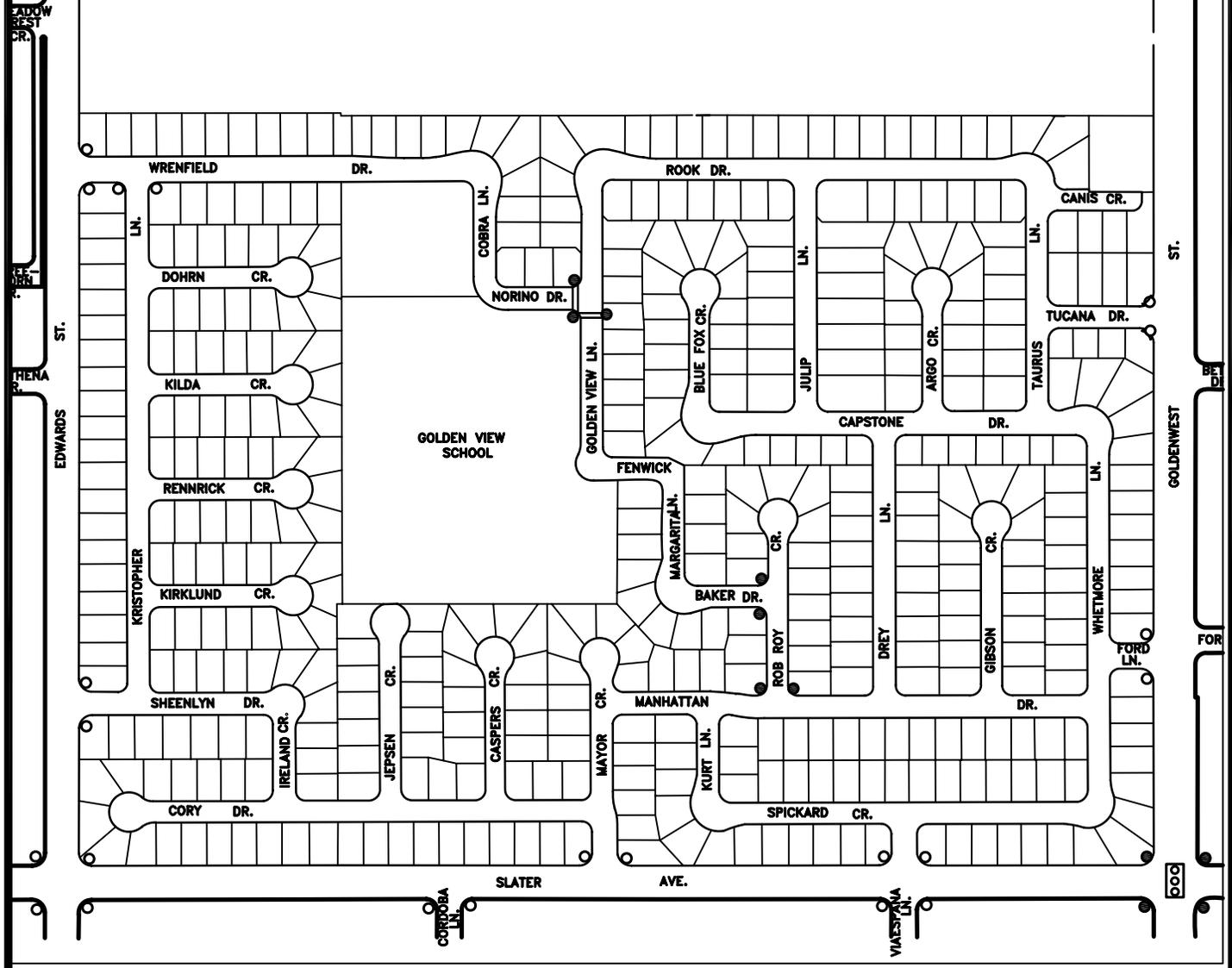
DEPARTMENT OF PUBLIC WORKS
TRAFFIC ENGINEERING



ATTACHMENT #2

WARNER AVE.

RETAIL CENTER



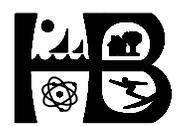
- = EXISTING RAMP
- = PROPOSED RAMP IMPROVEMENT

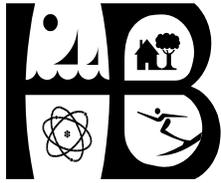
000 = PROPOSED TRAFFIC SIGNAL IMPROVEMENT

GOLDEN VIEW SCHOOL PROPOSED IMPROVEMENTS

CITY OF HUNTINGTON BEACH

DEPARTMENT OF PUBLIC WORKS





**CITY OF HUNTINGTON BEACH
PUBLIC WORKS COMMISSION
REQUEST FOR ACTION**

Item No. PW 12-08

SUBMITTED TO: Chairman Siersema and Members of the Commission

SUBMITTED BY: Travis K. Hopkins, PE, Director of Public Works

DATE: February 15, 2012

SUBJECT: Fair Share Traffic Impact Fee Program Annual Report for Fiscal Year 2010/11

Statement of Issue: In accordance with Section 17.65.130 of the Huntington Beach Municipal Code (HBMC), the Public Works Department is required to prepare an annual report of the status of the Fair Share Traffic Impact Fee Program for the City Council. The process also provides an opportunity for the Public Works Commission to review revenues and expenditures under the program.

Funding Source: No funding is required for the recommended action. All Traffic Impact Fee funds are maintained in a separate account from other City operation funds.

Recommended Action: Motion to recommend approval of the 2010/11 Traffic Impact Fee Annual Report to the City Council.

Alternative Action(s): Recommend revisions to the report elements or request additional information.

Analysis: The Fair Share Traffic Impact Fee program is intended to implement the goals and objectives of the General Plan by providing revenue to ensure that the adopted Level of Service standards for arterial roadways and signalized intersections are maintained when new development is constructed within the City limits. The following sections comprise the annual report.

Fiscal Status

This report presents the fund information based on the City's final audit for Fiscal Year 2010/11. The balance for the fund at the beginning of the fiscal year was \$-532,833. During FY 2010/11, Traffic Impact Fee fund recognized \$683,029 in revenues including the following:

▪ Grant reimbursements	\$33,094
▪ Impact Fees Paid	\$99,790
▪ Interest (negative accrual)	(\$18,272)
▪ Land Sales	\$239,988
▪ Reimbursement from Prop 42 (Atlanta)	\$276,972

Expenditures from the fund totaled \$123,376 during the year, with the majority of those expenses (\$80,934) in personnel salaries and benefits related to program and project administration. The fund balance at the end of the fiscal year was \$26,821.

Few projects were actually funded during FY 2010/11 under the Traffic Impact Fee program due to the negative fund balance. Only minor efforts related to land sales and grant reimbursements for previously completed projects were pursued during the year.

On June, 29, 2011, the State of California enacted AB1X26, which dissolves redevelopment agencies and designates Successor Agencies to "wind-down" activities of the former redevelopment agencies under supervision of newly created Oversight Boards. On January, 31, 2012, the City's Redevelopment Agency presented an initial draft Recognized Obligation Payment Schedule (ROPS) to the Successor Agency. In this case, the City has elected to become the Successor Agency. The draft schedule as presented shows all obligations and a schedule of payments through June of 2012. The debt to the Traffic Impact Fund is not currently broken out specifically in the schedule, but staff will add it to the final ROPS that will be submitted to the County Auditor-Controller, State Controller and the State Department of Finance in April.

Planned Capital Projects, Studies and Expenditures

The Public Works Department has prepared a five-year Capital Improvement Program that has included projects funded by the Traffic Impact Fee Program in previous years. No new projects were funded through the Traffic Impact Fee Fund for FY 2011/12 due to the low fund balance. Small expenses for staff time related to the administration of the fund is expected and should be less than \$10,000.

Capital Project Reimbursements

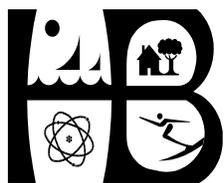
The actual costs against the Traffic Impact Fee program are not accurately reflected until full reimbursement for grants has been received. As of the end of the 2010/11 fiscal year, the City was awaiting final grant reimbursement for two projects. We recently received final payment of approximately \$25,000 for the grant. We also have acquired real estate assets from two projects. The City had purchased private property and the fund now owns surplus vacant lots. One lot was sold during the fiscal year netting just under \$240,000 back into the fund. The City still retains other vacant lots and will look to sell those lots when it appears as opportunities and favorable market conditions allow. These are significant assets that could have a total value between \$500,000 and \$1,000,000 depending on market conditions at the time.

2010/11 Fund Balance Including Assets

Final Audited Fund Balance	\$ 26,821
Real Estate Assets (low estimate)	<u>\$500,000</u>
Total	\$526,821

Conformance with Program Goals and Objectives

The Traffic Impact Fee Program is intended to implement the goals, objectives and policies of the City of Huntington Beach General Plan, as stated in the Municipal Code Chapter 17.65. Completion of the planned projects implements improvements identified in the Circulation Element of the General Plan and is in conformance with the goals and objectives of the Fair Share Traffic Impact Fee program.



**CITY OF HUNTINGTON BEACH
PUBLIC WORKS COMMISSION
REQUEST FOR ACTION**

Item No. PW 12-02

SUBMITTED TO: Chairman Siersema and Members of the Commission

SUBMITTED BY: Travis K. Hopkins, PE, Director of Public Works

DATE: February 15, 2012

SUBJECT: Planned Local Drainage Facilities Fund Annual Compliance Report *Fiscal Year 2010/11*

Statement of Issue: In accordance with Section 14.48 of the Huntington Beach Municipal Code (HBMC), the Public Works Department is required to prepare an annual report of the status of the Planned Local Drainage Facility Fund (Drainage Fund) for the City Council. The process provides an opportunity for the Public Works Commission to review planned projects, revenues and expenditures under the program.

Funding Source: No funding is required for this action.

Impact on Future Maintenance Costs: Not applicable.

Recommended Action: Motion to recommend to the City Council the approval of the Planned Local Drainage Facility Fund Compliance Report for Fiscal Year 2010/11.

Alternative Action(s): Recommend revisions to the report.

Analysis: The Planned Local Drainage Facilities Fund (Drainage Fund) is a development fee that is restricted to use for drainage system enhancements. Section 14.48.050 (d) requires the City Council to review the status of compliance with this Chapter, including the revenues collected and the funds expended. The following information conforms to the requirements of the HBMC regarding revenues and expenditures of the Drainage Fund. Although the reporting requirement became effective with the adoption of the revised ordinance in September 2006, the Drainage Fund has existed since 1975. The following information covers Fiscal Year 2010/11.

Fiscal Status

As the result of project costs overruns for the Shields Pump Station in Fiscal Year 2001/02, the Drainage Fund maintained a negative balance of (\$373,396) at the end of the fiscal year. The Drainage Fund advanced \$250,000 to the Redevelopment Agency for improvements in 1987. With interest accrual of \$596,408, the debt amount is currently \$846,408.

On June, 29, 2011, the State of California enacted AB1X26, which dissolves redevelopment agencies and designates Successor Agencies to “wind-down” activities of the former redevelopment agencies under supervision of newly created Oversight Boards. On January, 31, 2012, the City’s Redevelopment Agency presented an initial draft Recognized Obligation Payment Schedule (ROPS) to the Successor Agency. In this case, the City has elected to become the Successor Agency. The draft schedule as presented shows all obligations and a schedule of payments through June of 2012. The debt noted above is included in the list of obligations, however, no payments are scheduled to the Drainage Fund within the presented time frame.

Revenues

Revenue for FY 2010/11 from development was \$123,953. Interest to the fund was debited for a reduction of (\$4,969).

Expenditures

No expenditures were made in 2010/11, or are planned for the Drainage Fund in the foreseeable future.

Conformance with Program Goals and Objectives

The Drainage Fund is intended to implement the goals and objectives of the current Drainage Master Plan. Funds collected and deposited to the fund may be expended solely for the construction or reimbursement for construction of drainage facilities. The Fund is in compliance with these requirements.

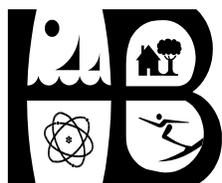
Beginning Balance 10/10	(\$492,380)
Revenue	
Developer fees	123,953
Interest earned	(4,969)
Total Revenue	\$ 118,984
Expenditures	
Total Expenditures	0
Beginning Balance 10/11	(\$373,396)
Budgeted revenues	50,000
Budgeted expenditures	0
Estimated Balance 10/12	(\$323,396)

Rate Schedule Fiscal Year 2010/11

Drainage Fees: \$13,880 per acre.

Environmental Status: Not applicable

Attachments: None



**CITY OF HUNTINGTON BEACH
PUBLIC WORKS COMMISSION
REQUEST FOR ACTION**

Item No. PW 12-03

SUBMITTED TO: Chairman Siersema and Members of the Commission

SUBMITTED BY: Travis K. Hopkins, PE, Director of Public Works

DATE: February 15, 2012

SUBJECT: Sanitary Sewer Facilities Fund Annual Compliance Report
Fiscal Year 2010/11

Statement of Issue: In accordance with Section 14.36 of the Huntington Beach Municipal Code (HBMC), the Public Works Department is required to prepare an annual report of the status of the Sanitary Sewer Facilities Fund (Sanitary Sewer Fund) for the City Council. The process provides an opportunity for the Public Works Commission to review planned projects, revenues and expenditures under the program.

Funding Source: No funding is required for this action.

Impact on Future Maintenance Costs: Not applicable.

Recommended Action: Motion to recommend to the City Council the approval of the Annual Sanitary Sewer Facilities Fund Compliance Report for Fiscal Year 2010/11.

Alternative Action(s): Recommend revisions to the report.

Analysis: The Sanitary Sewer Fund is a development fee that is restricted to use for sewer capacity enhancements. The fee is unrelated to the monthly Sewer Service Charge used for operations and maintenance of the existing sewer system.

Section 14.36.070 (d) requires the City Council to review the status of compliance with this Chapter, including the revenues collected and the funds expended. The following information conforms to the requirements of the HBMC regarding revenues and expenditures of the Sanitary Sewer Fund. Although this requirement became effective with the adoption of the revised ordinance in

July 2003, the Sewer Facilities Fund has existed since 1988. The following information covers Fiscal Year 2010/11.

Fiscal Status

Revenues and expenditures are summarized below for the past fiscal year. The fund balance as of September 30, 2011 was \$1,072,359.

Not included in this figure are monies owed the Sanitary Sewer Facilities Fund by the Huntington Beach Redevelopment Agency. The original advance was \$131,000. With interest accrual of \$315,978 the debt amount for the fiscal year end was \$446,978.

On June, 29, 2011, the State of California enacted AB1X26, which dissolves redevelopment agencies and designates Successor Agencies to “wind-down” activities of the former redevelopment agencies under supervision of newly created Oversight Boards. On January, 31, 2012, the City’s Redevelopment Agency presented an initial draft Recognized Obligation Payment Schedule (ROPS) to the Successor Agency. In this case, the City has elected to become the Successor Agency. The draft schedule as presented shows all obligations and a schedule of payments through June of 2012. The debt noted above is included in the list of obligations, however, no payments are scheduled to the Sanitary Sewer Facilities Fund within the presented time frame.

Revenues

Total revenue for FY 2010/11 was \$164,274. Residential and commercial developer fees contributed \$31,458 and \$120,855 respectively. Miscellaneous revenue totaled \$2,312. The fund was credited \$9,649 in interest.

Expenditures

Fiscal Year 2010/11

Expenditures for the fund in FY 10/11 included \$84,249 in salaries and \$48,224 in engineering design related to the Adams/Ranger lift station and \$38,886 in engineering and design related to the Warner Avenue Gravity Sewer project for a total of \$171,359.

Fiscal Year 2011/12

Budgeted expenditures for the current fiscal year include \$23,314 in encumbrance rollovers, \$400,000 in new funds and \$190,620 in carry over funds for design work on the Trinidad Sewer Lift Station. In addition, \$525,260 for Warner Avenue Gravity Sewer was carried over. Total budgeted expenditures are \$1,139,194

Conformance with Program Goals and Objectives

The Sanitary Sewer Facilities Fund is intended to implement the goals and objectives of the current Sewer Master Plan. Funds collected and deposited to the fund may be expended solely for the construction or reimbursement for construction of sanitary sewer facilities. The Fund is in compliance with these requirements.

Environmental Status: Not applicable.

Summary of Revenue and Expenditures
Sanitary Sewer Facilities Fund

Beginning Balance 10/10	\$1,079,444
Revenue	
Developer fees (residential)	31,458
Developer fees (commercial)	120,855
Miscellaneous revenue	2,312
Interest earned	9,649
Total Revenue	\$ 164,274
Expenditures	
Salaries and Benefits	(84,249)
Design services	(87,110)
Total Expenditures	(\$171,359)
Beginning Balance 10/11	\$1,072,359
Budgeted revenues	147,310
Budgeted expenditures	(1,139,194)
Estimated Balance 10/12	\$80,475

Rate Structure Fiscal Year 2010/11

CITY SEWER CONNECTION FEES		Effective October 1, 2010	
Single Family Dwelling Unit	\$		2,136
Multiple Family Dwelling Unit	\$		1,747
Non-Residential (based on water meter size relationship to Equivalent Dwelling Unit, EDU)			
Meter Size & Type	EDU's	Charge	
3/4"	1	\$	2,136
1"	2	\$	4,855
1 1/2"	3	\$	7,283
2"	5	\$	12,141
3"	11	\$	26,709
4" Compound	17	\$	41,276
4" Domestic & Turbine	33	\$	80,126
6" Compound	33	\$	80,126
6" Domestic & Turbine	67	\$	162,678
8" Domestic	117	\$	284,079
10" Domestic	183	\$	441,788

Attachments: None

Drainage and Sanitary Sewer Facilities Funds – Annual Compliance Reports

Public Works Commission
February 15, 2012

Planned Local Drainage Facilities Fund

- Development fee restricted to use for drainage improvements
- Section 14.48.050 (d) of the Municipal Code requires City Council to review the status of the fund, including revenues and expenditures
- Negative balance in fund
 - Cost overruns for Shields pump station in 01/02
- Recommend Action: motion to recommend to City Council the approval of the report

Planned Local Drainage Facilities Fund

Beginning Balance 10/10	(\$492,380)
Revenue	
Developer fees	\$123,953
Interest earned	(\$4,969)
Total Revenue	\$118,984
Expenditures	\$0
Total Expenditures	\$0
Beginning Balance 10/11	(\$373,396)
Budgeted revenues	\$50,000
Budgeted expenditures	\$0
Estimated Balance 10/12	(\$323,396)

Sanitary Sewer Facilities Fund

- Development fee restricted to use for sewer capacity enhancements improvements
- Section 14.36.070 (d) of the Municipal Code requires City Council to review the status of the fund, including revenues and expenditures
- 10/1/10 - \$1M+ balance in fund
- Recommend Action: motion to recommend to City Council the approval of the report

Sanitary Sewer Facilities Fund

Beginning Balance 10/10	\$1,079,444
Revenue	
Development fees - residential	\$31,458
Development fees - commercial	\$120,855
Misc. revenue	\$2,312
Interest	\$9,649
Total Revenue	\$164,274
Expenditures	
Personnel	(\$84,249)
Design Services	(\$87,110)
Total Expenditures	(\$171,359)
Beginning Balance 10/11	\$1,072,359
Budgeted revenues	\$147,310
Budgeted Expenditure	(\$1,139,194)
Estimated Balance 10/12	\$80,475

Drainage and Sanitary Sewer Facilities Funds – Annual Compliance Reports

Public Works Commission
February 15, 2012