



*To enrich lives through effective and caring service*

March 4, 2010



**Santos H. Kreimann**  
Director

**Kerry Silverstrom**  
Chief Deputy

TO: Interested Parties

FROM: Santos H. Kreimann, Director

SUBJECT: Small Craft Harbor Commission Monthly Mailing

Based upon the County's financial condition, we have all been requested by our Chief Executive Officer to be particularly focused on instituting cost efficient and effective practices with respect to every aspect of our operations. Additionally, it has become standard in both the public and private sectors to "go green" with respect to document distribution. Accordingly, this will be your last monthly Small Craft Harbor Commission (SCHC) mailing sent through the postal service. Instead, the Department of Beaches and Harbors will commence electronic distribution of SCHC materials, which we estimate will save well over 25,000 pieces of paper annually, lightening our landfills by an equal amount, as well as reducing Departmental costs for paper, envelopes, postage, ink, etc., not to mention improving productivity.

Beginning with the April 2010 SCHC meeting, materials will be available in one of three ways:

- (1) On the Department's website at <http://marinadelrey.lacounty.gov>, by scrolling to the bottom of the page and clicking 'Department Calendar' and then on the SCHC meeting link, which is typically located inside the box of the second Wednesday of the month;
- (2) Via a link to the online meeting materials the Department will email you. If you would like to choose this option, please send an e-mail to [SCHC-Secretary@bh.lacounty.gov](mailto:SCHC-Secretary@bh.lacounty.gov) with your name, mailing address, and phone number; or
- (3) As has always been the case, hard copies of the materials may be viewed at one of four locations: Department of Beaches and Harbors Administration Building; MdR Visitors Center; Chace Park Community Building; and Lloyd Taber-Marina del Rey Library.

If you have unique circumstances and require the SCHC meeting materials to be mailed to you via the U.S. Postal Service, please specify your circumstances and which materials (agenda, minutes, or exhibits) you would like mailed, as well as your name, mailing address, and phone number to: SCHC Secretary, Department of Beaches and Harbors, 13837 Fiji Way, Marina del Rey, CA 90292.

In advance, thank you for your cooperation in assisting us improve operations and reduce our environmental impacts.

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