AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

The City Council, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Any writings or documents given to a majority of the City Council regarding any matter on this agenda that the City received after issuing the agenda packet are available for public inspection in the City Clerk’s office during normal business hours. Such Documents may also be posted on the City’s website at www.elsegundo.org and additional copies will be available at the City Council meeting.

Unless otherwise noted in the Agenda, the Public can only comment on City-related business that is within the jurisdiction of the City Council and/or items listed on the Agenda during the Public Communications portions of the Meeting. Additionally, the Public can comment on any Public Hearing item on the Agenda during the Public Hearing portion of such item. The time limit for comments is five (5) minutes per person.

Before speaking to the City Council, please come to the podium and state: Your name and residence and the organization you represent, if desired. Please respect the time limits.

Members of the Public may place items on the Agenda by submitting a Written Request to the City Clerk or City Manager’s Office at least six days prior to the City Council Meeting (by 2:00 p.m. the prior Tuesday). The request must include a brief general description of the business to be transacted or discussed at the meeting. Playing of video tapes or use of visual aids may be permitted during meetings if they are submitted to the City Clerk two (2) working days prior to the meeting and they do not exceed five (5) minutes in length.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact City Clerk, 524-2305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, AUGUST 5, 2014 – 5:00 PM

5:00 P.M. SESSION

CALL TO ORDER

ROLL CALL

PUBLIC COMMUNICATION – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Individuals who have received value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of $250.
SPECIAL ORDER OF BUSINESS:

CLOSED SESSION:
The City Council may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section §54960, et seq.) for the purposes of conferring with the City’s Real Property Negotiator; and/or conferring with the City Attorney on potential and/or existing litigation; and/or discussing matters covered under Government Code Section §54957 (Personnel); and/or conferring with the City’s Labor Negotiators; as follows:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov’t Code §54956.9(d) (3): -1- matter

1. City of El Segundo vs. City of Los Angeles, et.al. LASC Case No. BS094279

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code §54956.9(d) (2) and (3): -0- matter.

Initiation of litigation pursuant to Government Code §54956.9(c): -0- matter.

DISCUSSION OF PERSONNEL MATTERS (Gov’t Code §54957): -1- matter (Request for unpaid leave pursuant to El Segundo Municipal Code Chapter 1-6-20)

1. Position/Title: Administrative Specialist

APPOINTMENT OF PUBLIC EMPLOYEE (Gov’t. Code § 54957): -0- matter

PUBLIC EMPLOYEMENT (Gov’t Code § 54957) -0- matter
CONFERENCE WITH CITY'S LABOR NEGOTIATOR (Gov't Code §54957.6): -8-these matters

1. Employee Organizations: Police Management Association; Police Officers Association; Police Support Services Employees Association; Fire Fighters Association; Supervisory and Professional Employees Association; City Employees Association; Executive Management Group (Unrepresented Group); Management/Confidential Group (Unrepresented Group)

Agency Designated Representative: Steve Filarsky and City Manager

CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov't Code §54956.8): -0-these matters
AGENDA

EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

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REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, AUGUST 5, 2014 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION – Martin Hudson, Hill Top Community Church

PLEDGE OF ALLEGIANCE – Council Member Dugan
PRESENTATIONS

a) Commendation - Recognizing the Los Angeles King's for winning the Stanley Cup Championship.

ROLL CALL

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Individuals who have received value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of $250. While all comments are welcome, the Brown Act does not allow Council to take action on any item not on the agenda. The Council will respond to comments after Public Communications is closed.

CITY COUNCIL COMMENTS – (Related to Public Communications)

A. PROCEDURAL MOTIONS

Consideration of a motion to read all ordinances and resolutions on the Agenda by title only.
Recommendation – Approval.

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

1. Consideration and possible action to open a Public Hearing, consider testimony, and adopt a Resolution finding that the City conforms with the annual Congestion Management Program (CMP) and adopting the annual CMP Local Development Report, in accordance with California Government Code § 65089.
(Fiscal Impact: None).
Recommendation – 1) Open Public Hearing; 2) Discussion; 3) Adopt Resolution; 4) Alternatively, discuss and take other possible related action to this item.
UNFINISHED BUSINESS

2. Update and possible action on the ESCenterCal LLC (CenterCal”) proposal to enter into a Due Diligence and Ground Lease Agreement (“Agreement”) to lease the driving range portion of the Lakes Golf Course for the purpose of developing a Top Golf facility. CenterCal has not executed the Agreement approved by the Council at its March 18, 2014 meeting and staff is requesting Council direction regarding how to proceed regarding the Lakes Golf Course.
(Fiscal Impact: none associated with this agenda item)
Recommendation – 1) Direct staff to notify CenterCal its failure to timely execute the Agreement is being accepted as rejection of the Agreement; 2) Provide public direction regarding how Council would like to proceed regarding the Agreement; 3) Provide thirty day notice to Debra Geist under the Brown Act (Government Code Section 54960.2) that Council intends to meet to consider rescinding its commitment to not have further closed session meeting regarding the Agreement for purposes of holding discussions in closed session to discuss different lease payments or terms of payment under the Agreement. (Ms. Geist had sent correspondences to the City alleging various Brown Act violations regarding the closed session negotiations regarding the Agreement); 4) Alternatively, discuss and take other possible action related to this item.

C. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

D. CONSENT AGENDA

All items listed are to be adopted by one motion without discussion and passed unanimously. If a call for discussion of an item is made, the item(s) will be considered individually under the next heading of business.

3. Warrant Numbers 3001653 through 3001895 on Register No. 20 in the total amount of $1,076,036.97 and Wire Transfers from 06/30/2014 through 07/13/2014 in the total amount of $4,431,603.54
Recommendation – Approve Warrant Demand Register and authorize staff to release. Ratify Payroll and Employee Benefit checks; checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.
4. Special City Council Meeting Minutes (Strategic Planning Session) of June 26, 2014, Special City Council Meeting Minutes (Closed Session) of July 21, 2014 and Special City Council Meeting Minutes (Closed Session) of July 22, 2014.

Recommendation – Approval.

5. Consideration and possible action to receive and file this report regarding the emergency repair to remove debris in the attic space of City Hall without the need for bidding in accordance with Public Contracts Code §§ 20168 and 22050 and El Segundo Municipal Code (“ESMC”)§ 1-7-12 and 1-7A-4.

(Fiscal Impact: $82,354.00)

Recommendation – 1) Receive and file this report regarding the emergency repair to remove debris in the attic space of City Hall without the need for bidding in accordance with Public Contracts Code §§ 20168 and 22050 and El Segundo Municipal Code (“ESMC”)§ 1-7-12 and 1-7A-4; 2) Alternatively, discuss and take other possible action related to this item.

6. Consideration and possible action to approve a maintenance contract, in a form approved by the City Attorney, with A & V Contractors, Inc. to perform remediation cleaning and repairs in City Hall as well as restoring furniture in the north portion of City Hall without the need for bidding in accordance with Public Contracts Code §§ 20168 and 22050 and El Segundo Municipal Code (“ESMC”) §§ 1-7-12 and 1-7A-4.

(Fiscal Impact: $37,000.00)

Recommendation – 1) Authorize the City Manager to execute a maintenance contract with prevailing wages, in a form approved by the City Attorney, with A & V Contractors, Inc. and for the cleaning and repair or drywall and carpet, as well as the restoration of furniture in the north portion of City Hall; 2) Receive and file this update on the emergency remediation repairs being performed in the HR office and conference room, as well as City Clerk’s office, IS server room and adjacent bathrooms; 3) Alternatively, discuss and take other possible action related to this item.
7. Consideration and possible action to 1) amend a standard Public Works Contract with J. Cab for additional repairs on the City Hall roof, 2) accept the work as complete and 3) authorize the City Clerk to file a Notice of Completion in the County Recorder’s Office for Project No. PW 13-05. (Fiscal Impact: $384,668.00)

Recommendation – 1) Authorize the City Manager to execute a contract amendment with J. Cab & Sons, in a form as approved by the City Attorney, for $6,318.00; 2) Accept the work as complete; 3) Authorize the City Clerk to file a Notice of Completion in the County Recorder’s Office for Project No. PW 13-05; 4) Alternatively, discuss and take other possible action related to this item.

8. Consideration and possible action to accept as complete the Installation of American with Disabilities Act (ADA) Sidewalk Ramp Project, Community Development Block Grant (CDBG) Project 601608-13, Project No. PW 13-14. (Fiscal Impact: $42,500.00 in CDBG grant funds)

Recommendation – 1) Accept the work as complete; 2) Authorize the City Clerk to file a Notice of Completion in the County Recorder’s Office; 3) Alternatively, discuss and take other possible actions related to this item.

9. Consideration and possible action regarding adoption of a Resolution appointing City Council Member Mike Dugan, Director of Finance Deborah Cullen, and Fiscal Service Manager Angelina Garcia, or designee to serve as board member, alternate board member, and substitute alternate board member on the Independent Cities Risk Management Association (ICRMA) governing board. (Fiscal Impact: none)

Recommendation - 1) Adopt Resolution appointing City Council Member Mike Dugan, Director of Finance Deborah Cullen, and Fiscal Services Manager Angelina Garcia, or designee to serve as a board member, alternate board member, and substitute alternate; 2) Alternately discuss and take other action related to this item.

10. Consideration and possible action regarding a contract with MIG, Inc. to provide planning and environmental review services for the Smoky Hollow Specific Plan Update Project affecting property located within the Smoky Hollow Specific Plan area. (Fiscal Impact: up to $396,000.00 (from the General Plan Maintenance Fund)).

Recommendation – 1) Approve a budget appropriation of up to $396,000.00 to provide planning and environmental review services; 2) Authorize the City Manager to execute a Professional Service Agreement for environmental review services, in a form approved by the City Attorney, not to exceed $396,000.00; 3) Alternatively, discuss and take other possible action related to this item.
11. Consideration and possible action regarding adoption of a resolution authorizing the annual destruction of identified records in accordance with the provisions of Section 34090 of the Government Code of the State of California.  
(Fiscal Impact: Not to exceed $1,000.00)  
Recommendation - 1) Adopt Resolution authorizing the destruction of certain records; 2) Alternately discuss and take other action related to this item.

E. NEW BUSINESS

12. A Status Report on the City's Residential Sound Insulation (RSI) Program and consideration and possible action to add a Construction Coordinator to the staff of the City's Residential Sound Insulation (RSI) Program.  
(Fiscal Impact: $120,000 annually, but no fiscal impact to the General Fund)  
Recommendation - 1) Authorize the hiring of a Construction Coordinator; 2) Alternately discuss and take other action related to this item.

G. REPORTS – CITY MANAGER

H. REPORTS – CITY ATTORNEY

I. REPORTS – CITY CLERK

J. REPORTS – CITY TREASURER

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Fellhauer –

Council Member Atkinson –

Council Member Dugan –

Mayor Pro Tem Jacobson –
Mayor Fuentes –

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Individuals who have receive value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of $250. While all comments are welcome, the Brown Act does not allow Council to take action on any item not on the agenda. The Council will respond to comments after Public Communications is closed.

MEMORIALS –

CLOSED SESSION

The City Council may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section §54960, et seq.) for the purposes of conferring with the City’s Real Property Negotiator; and/or conferring with the City Attorney on potential and/or existing litigation; and/or discussing matters covered under Government Code Section §54957 (Personnel); and/or conferring with the City’s Labor Negotiators.

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

ADJOURNMENT

POSTED:

DATE: 7.30.14
TIME: 4:30 pm
NAME: [Signature]

[Handwritten Signature]
Commendation

City of El Segundo, California

WHEREAS, The Los Angeles Kings, a professional Hockey team headquartered at the Toyota Sports Center in El Segundo recently advanced to the Stanley Cup Playoffs; and

WHEREAS, The Stanley Cup Playoffs is an annual series of games to determine the best professional Hockey team in the National Hockey League (NHL) and 2014 marked the 121st year of the Stanley Cup’s presentation; and

WHEREAS, The Los Angeles Kings won 4-1 in the best of seven series against the New York Rangers on June 13, 2014 which included a winning run of 26 playoff games that was the longest of any Stanley Cup winning team in history; and

WHEREAS, This is the second time in three appearances that the Los Angeles Kings’ franchise history won the Stanley Cup Finals.

NOW, THEREFORE, the Mayor and the Members of the City Council of the City of El Segundo, California hereby recognize and commend the LOS ANGELES KINGS for their tireless efforts and undying contributions to achieve the coveted Stanley Cup Trophy.

Mayor Suzanne Fuentes
Mayor Pro Tem Carl Jacobson
Council Member Dave Atkinson
Council Member Marie Fellhauer
Council Member Michael Dugan
AGENDA DESCRIPTION:
Consideration and possible action to open a Public Hearing, consider testimony, and adopt a Resolution finding that the City conforms with the annual Congestion Management Program (CMP) and adopting the annual CMP Local Development Report, in accordance with California Government Code § 65089. (Fiscal Impact: None).

RECOMMENDED COUNCIL ACTION:
1. Open Public Hearing;
2. Discussion;
3. Adopt Resolution; and/or
4. Alternatively, discuss and take other possible related action to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Draft Resolution
2. 2014 Local Development Report

FISCAL IMPACT: None

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ORIGINATED BY: Kimberly Christensen, AICP, Planning Manager
REVIEWED BY: Sam Lee, Director Planning and Building Safety
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

I. Background

The Congestion Management Program (CMP) became effective with voter approval of Proposition 111 in June 1990. The CMP is a tool to facilitate coordination between transportation and land use decisions. It requires agencies to weigh the impacts of traffic generated by developments and requires the mitigation of additional congestion. In accordance with State law the Los Angeles County Metropolitan Transportation Authority (MTA) Board has adopted the CMP for Los Angeles County. Cities within the County are required to comply with the adopted CMP or risk the loss of Gas tax revenues received pursuant to Proposition 111. The City received $424,763.18 of tax revenue for this reporting period.
The MTA requires that by September 1st of each year, local agencies submit a self-certification Resolution and a Local Development Report pursuant to a noticed public hearing as required by State law.

The self-certification Resolution consists of the following:

1. A finding that the City is in conformance with the CMP.

2. Certification that the City will continue to implement the Transportation Demand Management Ordinance. (ESMC Chapter 15-16).

3. Certification that the City will continue to implement a Land Use Analysis Program. (City Council Resolution No. 3805).


In previous years, the CMP required the City to calculate the total debits and credits accruing from building and demolition permits and transportation improvement strategies and to maintain a positive credit balance. The City’s credit balance as of May 31, 2003 was 6,642. On February 18, 2004, MTA suspended the requirement that cities maintain a positive credit balance and suspended the requirement to calculate credits and debits resulting from construction activity and transportation improvements strategies to explore the feasibility of implementing a “Congestion Mitigation Fee” to meet local requirements of the CMP Deficiency Plan. The City’s current credit balance remains frozen until the MTA adopts the fee.

On October 28, 2010 the MTA Board adopted the 2010 CMP for Los Angeles County. The 2010 CMP summarizes the results of 18 years of CMP highway and transit monitoring and 15 years of monitoring local growth. CMP implementation guidelines for local jurisdictions are also contained in the 2010 CMP.

In 2013, MTA staff and their consultants completed a sub-regional pilot nexus study report to examine the feasibility of implementing a “Congestion Mitigation Fee” for the MTA Board. In June 2013, the MTA Board directed the CEO to work with the Sacramento legislative delegation to conduct a hearing as to whether the CMP is still an appropriate and useful program. The MTA Board directed the CEO to report back any State findings and legislative changes to CMP statute, in consultation with the business and environmental communities, local jurisdictions and the Southern California Association of Governments (SCAG), with a recommendation on meeting CMP requirements no later than the February 2014 MTA Board meeting. At this time, the CEO has not reported back to the MTA Board and the Board has not taken further action on this issue.

The Congestion Mitigation Fee would be a one time fee applied to all types of new development. If adopted by the MTA, locally adopted Congestion Mitigation Fee Programs that meet the CMP compliance requirements would replace the currently suspended Debit-Credit Methodology of the CMP Deficiency Plan. Cities that complied would retain their annual Section 2105 gas tax revenue and would ensure their eligibility for the MTA Call-For-Projects eligibility. El Segundo has a locally adopted traffic mitigation fee that is a one time fee applied to new development. Planning and Public Works staff have been coordinating with MTA staff to ensure the eligibility
and CMP compliance of its existing traffic mitigation fees. The proposed program would: 1) require approval by MTA and local jurisdictions; 2) provide cities credit for existing fee programs; and 3) delegate local control to each jurisdiction to collect fees and control the revenue to implement projects while maintaining annual reporting to MTA.

The MTA Board anticipates completion of the annual CMP conformance review and a final recommendation of approval for the “Congestion Mitigation Fee” at its February 2015 Board meeting. Local implementation would follow with the adoption of the “Congestion Mitigation Fee” by the MTA Board.

In odd-numbered years the City is required to submit traffic count data for one selected arterial intersection (Sepulveda Boulevard/El Segundo Boulevard). In even-numbered years the City is not required to submit traffic counts. This year the City is not required to submit the traffic count data. The City is required to report the number of new dwelling units permitted and the floor area of new non-residential buildings and demolitions. The attached Local Development Report summarizes the development activity for the June 1, 2013 to May 31, 2014 reporting year.

The development activity for this reporting year added 348,709 total square feet of non-residential building area to the City (339,409 net square feet after 9,300 square feet of industrial demolition). The major commercial development for this year’s reporting period were: “Elevon at Campus El Segundo” containing 202,086 square feet of creative office use area and approximately 13,285 square feet of retail shops with limited restaurant uses; and “The Point” containing approximately 26,774 square feet of office and 90,301 square feet of retail and restaurant uses.

The residential projects for this year included 12 net new multi-family residential dwelling units and 8 net new single-family residential dwelling units for a total of 20 net new dwelling units.
RESOLUTION NO. ______

A RESOLUTION FINDING THE CITY TO BE IN CONFORMANCE WITH THE CONGESTION MANAGEMENT PROGRAM (CMP) AND ADOPTING THE CMP LOCAL DEVELOPMENT REPORT IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE § 65089.

The City Council of the City of El Segundo does resolve as follows:

SECTION 1: The City Council finds that:

A. The Los Angeles County Metropolitan Transportation Authority ("LACMTA"), acting as the Congestion Management Agency for Los Angeles County, adopted the 2010 Congestion Management Program ("CMP") on October 28, 2010;

B. As adopted, the CMP statute requires that LACMTA annually determine that Los Angeles County and cities within the County conform with all CMP requirements;

C. The CMP requires municipalities within Los Angeles County to submit Local Development Reports to the LACMTA by September 1 of each year;

D. The City Council held a noticed public hearing on August 5, 2014 during which it considered the evidence presented by staff and the public regarding how the City has implemented measures designed to mitigate the impacts of traffic congestion resulting from new development;

E. Based upon the August 5, 2014 public hearing, the City Council determined that:

1. The City has taken all of the following actions in conformance with all applicable requirements of the 2010 CMP adopted by the LACMTA Board on October 28, 2010;

2. By June 15 of odd-numbered years the City conducts annual traffic counts and calculated levels of service for selected arterial intersections, consistent with the requirements identified in the CMP Highway and Roadway System Chapter;

3. The City adopted and continues to implement a transportation demand management ordinance consistent with the minimum requirements identified in the CMP Transportation Demand Management Chapter;

4. The City adopted and continues to implement a land use analysis program consistent with the minimum requirements identified in the CMP Land Use Analysis Program Chapter; and

5. The City adopted a Local Development Report, which is attached as Exhibit "A," and incorporated by reference, consistent with the
requirements identified in the 2010 CMP. This report balances traffic congestion impacts due to growth within the City with transportation improvements, and demonstrates that the City is meeting its responsibilities under the Countywide Deficiency Plan consistent with the LACMTA Board adopted 2003 Short Range Transportation Plan.

SECTION 2: In accordance with its findings, the City Council determines that the City of El Segundo is in compliance with all requirements of the CMP adopted by the LACMTA Board on October 28, 2010.

SECTION 3: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 4: This Resolution will take effect immediately upon adoption.

PASSED AND ADOPTED this 5th day of August, 2014.

Suzanne Fuentes, Mayor
City of El Segundo

APPROVED AS TO FORM:
Mark D. Hensley, City Attorney

By: Karl H. Berger, Assistant City Attorney
ATTEST:

STATE OF CALIFORNIA  )
COUNTY OF LOS ANGELES  )  SS
CITY OF EL SEGUNDO  )

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. _______ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested to by the City Clerk of said City, all at a regular meeting of said Council held on the 5th day of August 2014, and the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____________________
Tracy Weaver, City Clerk
**CITY OF EL SEGUNDO**

2014 CMP Local Development Report

Reporting Period: JUNE 1, 2013 - MAY 31, 2014

Contact: KIMBERLY CHRISTENSEN
Phone Number: (310) 524-2340

CONGESTION MANAGEMENT PROGRAM FOR LOS ANGELES COUNTY

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**2013 DEFICIENCY PLAN SUMMARY**

*IMPORTANT: All "#value!" cells on this page are automatically calculated. Please do not enter data in these cells.*

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2. Net square feet is the difference between new development and adjustments entered on pages 2 and 3.
CITY OF EL SEGUNDO
2014 CMP Local Development Report
Reporting Period:  JUNE 1, 2013 - MAY 31, 2014

Enter data for all cells labeled "Enter." If there are no data for that category, enter "0."

PART 1:  NEW DEVELOPMENT ACTIVITY

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<td>103.59</td>
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<td>Commercial (300,000 sq.ft. or more)</td>
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<tr>
<td>Freestanding Eating &amp; Drinking</td>
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<table>
<thead>
<tr>
<th>NON-RETAIL DEVELOPMENT ACTIVITY</th>
<th>1,000 Gross Square Feet</th>
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</thead>
<tbody>
<tr>
<td>Lodging</td>
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</tr>
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<td>0.00</td>
</tr>
<tr>
<td>Medical</td>
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</tr>
<tr>
<td>Government</td>
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</tr>
<tr>
<td>Institutional/Educational</td>
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</tr>
<tr>
<td>University (# of students)</td>
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<table>
<thead>
<tr>
<th>OTHER DEVELOPMENT ACTIVITY</th>
<th>Daily Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description (Attach additional sheets if necessary)</td>
<td>(Enter &quot;0&quot; if none)</td>
</tr>
<tr>
<td>ENTER IF APPLICABLE</td>
<td>0.00</td>
</tr>
<tr>
<td>ENTER IF APPLICABLE</td>
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</table>
## CITY OF EL SEGUNDO

2014 CMP Local Development Report  
Reporting Period: JUNE 1, 2013 - MAY 31, 2014

Enter data for all cells labeled "Enter." If there are no data for that category, enter "0."

## PART 2: NEW DEVELOPMENT ADJUSTMENTS

**IMPORTANT:** Adjustments may be claimed only for 1) development permits that were both issued and revoked, expired or withdrawn during the reporting period, and 2) demolition of any structure with the reporting period.

### RESIDENTIAL DEVELOPMENT ADJUSTMENTS

<table>
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<tr>
<th>Category</th>
<th>Dwelling Units</th>
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<td>Multi-Family Residential</td>
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<td>Group Quarters</td>
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### COMMERCIAL DEVELOPMENT ACTIVITY

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</thead>
<tbody>
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<td>Commercial (less than 300,000 sq.ft.)</td>
<td>0.00</td>
</tr>
<tr>
<td>Commercial (300,000 sq.ft. or more)</td>
<td>0.00</td>
</tr>
<tr>
<td>Freestanding Eating &amp; Drinking</td>
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### NON-RETAIL DEVELOPMENT ACTIVITY

<table>
<thead>
<tr>
<th>Category</th>
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<td>Lodging</td>
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<tr>
<td>Medical</td>
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<td>Government</td>
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<tr>
<td>Institutional/Educational</td>
<td>0.00</td>
</tr>
<tr>
<td>University (# of students)</td>
<td>0.00</td>
</tr>
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</table>

### OTHER DEVELOPMENT ACTIVITY

<table>
<thead>
<tr>
<th>Description</th>
<th>Daily Trips (Enter &quot;0&quot; if none)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Attach additional sheets if necessary)</td>
<td></td>
</tr>
<tr>
<td>ENTER IF APPLICABLE</td>
<td>0.00</td>
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<tr>
<td>ENTER IF APPLICABLE</td>
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</table>
PART 3: EXEMPTED DEVELOPMENT ACTIVITY
(NOT INCLUDED IN NEW DEVELOPMENT ACTIVITY TOTALS)

<table>
<thead>
<tr>
<th>Low/Very Low Income Housing</th>
<th>0 Dwelling Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Density Residential</td>
<td>0 Dwelling Units</td>
</tr>
<tr>
<td>Near Rail Stations</td>
<td></td>
</tr>
<tr>
<td>Mixed Use Developments</td>
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<tr>
<td>Near Rail Stations</td>
<td>0 Dwelling Units</td>
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<tr>
<td>Development Agreements</td>
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<tr>
<td>Entered into Prior to July 10, 1989</td>
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<tr>
<td>Reconstruction of Buildings</td>
<td>0 1,000 Gross Square Feet</td>
</tr>
<tr>
<td>Damaged due to &quot;calamity&quot;</td>
<td>0 Dwelling Units</td>
</tr>
<tr>
<td>Reconstruction of Buildings</td>
<td>0 1,000 Gross Square Feet</td>
</tr>
<tr>
<td>Damaged in Jan. 1994 Earthquake</td>
<td>0 Dwelling Units</td>
</tr>
<tr>
<td>Total Dwelling Units</td>
<td>0</td>
</tr>
<tr>
<td>Total Non-residential sq. ft. (in 1,000s)</td>
<td>0</td>
</tr>
</tbody>
</table>

Exempted Development Definitions:
1. Low/Very Low Income Housing: As defined by the California Department of Housing and Community Development as follows:
   - Low-Income: equal to or less than 80% of the County median income, with adjustments for family size.
   - Very Low-Income: equal to or less than 50% of the County median income, with adjustments for family size.
2. High Density Residential Near Rail Stations: Development located within 1/4 mile of a fixed rail passenger station and that is equal to or greater than 120 percent of the maximum residential density allowed under the local general plan and zoning ordinance. A project providing a minimum of 75 dwelling units per acre is automatically considered high density.
3. Mixed Uses Near Rail Stations: Mixed-use development located within 1/4 mile of a fixed rail passenger station, if more than half of the land area, or floor area, of the mixed use development is used for high density residential housing.
4. Development Agreements: Projects that entered into a development agreement (as specified under Section 65864 of the California Government Code) with a local jurisdiction prior to July 10, 1989.
5. Reconstruction or replacement of any residential or non-residential structure which is damaged or destroyed, to the extent of > or = to 50% of its reasonable value, by fire, flood, earthquake or other similar calamity.
6. Any project of a federal, state or county agency that is exempt from local jurisdiction zoning regulations and where the local jurisdiction is precluded from exercising any approval/disapproval authority. These locally precluded projects do not have to be reported in the LDR.
AGENDA DESCRIPTION:

Update and possible action on the ESCenterCal LLC (CenterCal”) proposal to enter into a Due Diligence and Ground Lease Agreement ("Agreement") to lease the driving range portion of the Lakes Golf Course for the purpose of developing a Top Golf facility. CenterCal has not executed the Agreement approved by the Council at its March 18, 2014 meeting and staff is requesting Council direction regarding how to proceed regarding the Lakes Golf Course. (Fiscal Impact: none associated with this agenda item.)

RECOMMENDED COUNCIL ACTION:

1. Direct staff to notify CenterCal its failure to timely execute the Agreement is being accepted as rejection of the Agreement; or
2. Provide public direction regarding how Council would like to proceed regarding the Agreement; or
3. Provide thirty day notice to Debra Geist under the Brown Act (Government Code Section 54960.2) that Council intends to meet to consider rescinding its commitment to not have further closed session meeting regarding the Agreement for purposes of holding discussions in closed session to discuss different lease payments or terms of payment under the Agreement. (Ms. Geist had sent correspondences to the City alleging various Brown Act violations regarding the closed session negotiations regarding the Agreement); and/or
4. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

November 5, 2013 and March 18, 2014 Staff Reports

FISCAL IMPACT: $

Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): N/A

PREPARED BY: Greg Carpenter, City Manager
REVIEWED BY: Mark D. Hensley, City Attorney
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:

Following over a year of discussions, negotiations and consideration by the City, on November 5, 2013, the City Council approved the Agreement between the City and CenterCal. The Agreement sets forth a list of conditions to be met during the due diligence period. Once these conditions are met and potentially reviewed by the Planning Commission and reviewed and approved by the Council, the ground lease portion of the Agreement to become effective.

Following the initial approval of the Agreement, CenterCal requested several modifications to
the original agreement, and the City asked CenterCal to enter into a reimbursement agreement that would allow the City to be compensated for its expenses associated with processing the land use approvals and other expenses related to due diligence. The revised Agreement and the reimbursement agreement were approved by the City Council on March 18, 2014. The City’s understanding at that time was that CenterCal would and the City would sign the agreement and begin the 12-month due diligence period.

To date, Centrecal has not signed and returned the Agreement to the City which could be interpreted as a rejection of the Agreement. While staff and CenterCal have had periodic discussions regarding various elements of the proposal, such has not resulted in CenterCal executing the Agreement.

Staff believes that CenterCal has probably not executed the Agreement given the change of the Council in April or for other business reasons as some of the approvals that are ultimately necessary for approval for the project are discretionary Council approvals. There is significant expense to CenterCal associated with proceeding with the due diligence requirements. There were never any guarantees offered by the City that the project would ultimately be approved as the City cannot provide such guarantees. The due diligence was intended to provide significant information to both parties so determinations could be made as to whether to proceed with the project or not.

At this point City Council options include: (1) directing staff to formally notify Centercal that Centercal’s failure to timely sign the Agreement is considered by the Council to be a rejection of the Agreement and that Council no longer desires to proceed with the Agreement; (2) publicly discussing what steps the Council may wish to take regarding the project and inform Centercal of such and set a deadline for executing the Agreement or an amended Agreement (3) returning to closed session to determine if there is a different lease price and payment terms that Council is desirous of negotiating with Centercal (however, before the Council can return to closed session it must follow the procedure outlined below); or (4) take other action regarding the Agreement. In order to appropriately plan for the future of the facility, and prioritize workload, staff is requesting City Council direction on how to proceed with the project.

Regarding further closed session discussion, Debra Geist issued a couple of letters to the City Council prior to the November 5, 2013, Council Meeting that contained numerous allegations of Brown Act violations regarding the closed session real property negotiations meetings that were held regarding the Agreement. The Council on November 5, 2013, issued an unconditional commitment letter to Deborah Geist to not have further closed session discussions regarding the Agreement. This decision was made because the negotiations had been concluded and while the Council did not commit any Brown Act violations (see staff report from November 5, 2013 which responded to the substance of Ms. Geist’s allegations), issuing the letter avoided unnecessary and potentially significant legal expenses. Accordingly, if the Council wants to potentially return to closed session to discuss different lease payments and/or payment terms, it must first give Ms. Geist 30 days written notice that the Council will be holding a public session meeting to consider rescinding its commitment to not have further closed session discussions regarding the Agreement. The Council would then need to meet thirty or more days later and consider a public agenda item which if passed would rescind the
prior commitment made by Council and the Council could then schedule a closed session meeting to discuss different lease payments or payment terms. If the Council does rescind the letter it would restore Ms. Geist’s rights, if any, to commence a legal action for alleged Brown Act violations.
AGENDA DESCRIPTION:
Consideration and possible action to authorize the Mayor to execute a letter in response to a “cease and desist” letters received on October 1, 2013 and October 17, 2013 from Debra Geist alleging various violations of the Ralph M. Brown Act relating to City’s negotiations to lease out a portion of “the Lakes” golf course. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Receive and file the letters dated October 1, 2013 and October 15, 2013 alleging various violations of the Ralph M. Brown Act;
2. Authorize the Mayor to execute the draft response letter;
3. Take such additional, related, action that may be desirable.

ATTACHED SUPPORTING DOCUMENTS:
1. Letter dated October 15, 2013 (received October 17, 2013);

FISCAL IMPACT: N/A

Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): N/A

ORIGINATED BY: Mark D. Hensley, City Attorney
Karl H. Berger, Assistant City Attorney

BACKGROUND AND DISCUSSION:

On October 1, 2013 and October 17, 2013, the City Clerk’s office received letters alleging that the City Council violated various provisions of the Ralph M. Brown Act when it considered the future of “the Lakes” municipal golf course (see attached Exhibit A – the letters are identical except for with respect to the dates set forth on the letters). These are referred to as the “October 2013 Letters.”

As the City Council is aware – and is quite public – the City was approached by two private companies in 2012 regarding a proposal for the Lakes municipal golf course. In general, the proposal is for Centercal, LLC to make various improvements to the golf course and the driving range; for Top Golf to operate the golf course; and for the City to receive a significant increase in rent over a period of potentially fifty years. The details of this deal is set forth in the due diligence and lease agreement that is being considered by the City Council as a separate agenda item for November 5, 2013.

Since first being approached by these companies, the City Council undertook a number of actions to not only negotiate potential deal points to implement a proposal (as set forth in the
draft lease agreement), but also to solicit public input and dialogue regarding the desirability of undertaking such an arrangement. Such activities include, without limitation:

- Public meetings by the City Council and Golf Course Subcommittee in August 2012 regarding the Lakes including a Powerpoint presentation regarding the proposal and direction from the City Council to seek public input.

- Meetings in September 2012 between City staff and various community organizations including the El Segundo Chamber of Commerce and Kiwanis Club.

- Multiple meetings before the City’s Recreation and Parks Commission in September and December 2012.


- Posting the Powerpoint® presentation, draft schematics, and other matters on the City’s website (elsegundo.org/news/displaynews.asp?NewsID=1149&TargetID=1).

- Posting all disclosable public communications regarding the Lakes matter on the City’s website (www.elsegundo.org/depts/cityclerk/documents.asp).

Moreover, these proposals were widely publicized in the media and on various social networks (e.g., Facebook). And, as a result, there was significant public participation in the process including regular public comment during City Council meetings.

The October 2013 Letters do not acknowledge the City Council’s effort to solicit public input regarding the Lakes or the widespread public interest in the subject. Rather, the October 2013 Letters allege that the City Council violated the Brown Act when it discussed the matter in closed session on several occasions in 2012 and 2013.

As you are aware, the California Legislature enacted the Ralph M. Brown Act (Government Code1 §§ 54950-54963) in 1953. The Legislature adopted the Brown Act to ensure that deliberations and actions of local public agencies are performed at meetings open to the public and free from any veil of secrecy.2 To further this overall goal, the Brown Act requires that the City’s meetings be properly noticed and generally open to the public.

There are certain exceptions to the general requirement that all meetings be held in public. These are referred to as “closed session” matters. One of these is the ability for the City Council to meet

"with its negotiator prior to the purchase, sale, exchange, or lease of real property by or for the local agency to grant authority to its negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease."3

---

1 Further references to an unspecified code are to the Government Code.
2 § 54950.
3 § 54956.8 (emphasis added).
The October 2013 Letters makes various complaints regarding the City Council exercising its ability to discuss price and terms of leasing the Lakes during closed session. In summary, these allegations are: (1) failure to appoint real property negotiators in open session as required by the Brown Act; (2) incorrect agenda descriptions as to closed session items; and (3) discussing items in closed session beyond the scope of what the Brown Act allows.

The October 2013 Letters is the first step needed to file a lawsuit against the City for alleged violations of the Brown Act. In sum, the law\(^4\) requires a persons seeking to enforce the Brown Act to first send a "cease and desist" letter to a public agency within nine months of the alleged violations before filing a lawsuit. Upon receiving a "cease and desist" letter, the public agency has thirty days\(^5\) within which to consider the matter and, if it chooses, respond with "with an unconditional commitment to cease, desist from, and not repeat the past action that is alleged to violate" the Brown Act.\(^6\) Such a response must be approved by the legislative body in open session and be substantially in a form required by law.\(^7\) If the legislative body opts to undertake such a response, it removes the ability of a person to file a lawsuit.\(^8\)

As noted more completely in the draft letter attached to this staff report, several of the alleged violations occurred more than nine months ago and are therefore time-barred from litigation. Moreover, all of the closed session agenda descriptions correctly identified the City's real property negotiators and described what was being discussed. Most importantly, however, the City Council has not yet committed to taking any action – the draft lease agreement properly contemplated during closed session is a separate agenda item for this meeting. And, as set forth in that draft agreement, there are multiple matters that must be resolved – in open session – before the City (or any other party) is obligated to undertake any real property transaction.

However, in order to avoid potentially unnecessary and costly litigation, it is recommended that the City Council authorize the Mayor to execute the draft letter attached to this staff report (Exhibit B). As may be read, the draft letter constitutes the City Council's "unconditional commitment" not to undertake the actions identified by the October 2013 Letters. Under the Brown Act it is specifically recognized that sending this type of response is not an admission of guilt and it cannot be used against the City in any future legal proceedings. Given that this matter, as described above, has been a very public process and since the draft agreement is on the agenda for public consideration by the Council, it seems very prudent to simply agree, without admitting fault or that such occurred, to not undertake any further alleged action that violates the Brown Act. This will ensure that the City avoids the need to defend against a lawsuit alleging that the City Council violated the Brown Act.

\(^4\) § 54960.2.  
\(^5\) The City Council may also provide such a response after thirty days, and even during litigation, which would cause a lawsuit to be dismissed. However, the court could under such circumstances award attorneys fees and costs (§ 54960.2(b)).
\(^6\) § 54960.2(c).  
\(^7\) Id.  
\(^8\) Id.
Exhibit A

October 1, 2013 and October 15, 2013 Letters
Via Personal Delivery

Hon. Bill Fisher, Mayor
Mr. Carl Jacobson, Mayor Pro Tem
Ms. Suzanne Fuentes
Mr. Dave Atkinson
Ms. Marie Fellhauer

City Council
City of El Segundo
350 Main Street,
El Segundo, CA 90245

Re: Demand to Cease and Desist from Practices Violating the Ralph M. Brown Act

Mr. Fisher and Members of the El Segundo City Council:

This notice is to caution you that the El Segundo City Council (the “ESCC”) has violated the Ralph M. Brown Act (California Government Code Sec. 54050 et.seq.), which mandates open and publicized meetings of local government at which the public may be present and comment on relevant matters. ESCC is abusing the “safe harbor” provisions of Government Code Section 54956.8, which allow a limited exception to the general mandate of open meetings only “to grant authority to its negotiator regarding the price and terms of payment for... (a real property lease).” The specific violations are as follows:

1. Conducting Closed Sessions On The Proposed Lease of The Lakes Prior to a Public Hearing

On three separate occasions, June 19, 2012, June 25, 2012 and June 17, 2012, the ESCC conducted closed sessions for the stated purpose of discussions with Greg Carpenter, City Manager, concerning The Lakes, a municipal golf course owned by the City of El Segundo. Although the stated purpose of such meetings, as noted on the relevant Agendas, was “discussion with Real Property Negotiator”, ESCC had not yet conducted a public session as required by Government Code Section 54956.8 as follows:

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies the real property...which the negotiations may concern and the person or persons with whom its negotiator may negotiate.

Additionally, the relevant Agendas fail to identify the persons or entities Mr. Carpenter would negotiate with. These meetings patenty fail outside the “safe harbor” and are illegal.

2. Conducting Closed Sessions with Top Golf on Related Issues

On two separate occasions, February 5, 2013, February 19, 2013, the ESCC conducted closed sessions with Mr. Carpenter relating to Top Golf and Centercal Properties as “negotiating parties.” However, the proposed lease is with Centercal only. The City of El Segundo will have no contractual privity with Top Golf, who will sublet from Centercal to operate a golf entertainment business at The Lakes. ESCC was not negotiating a real property lease with Top Golf but rather consulting with Top Golf regarding lease issues. The Brown Act mandates that ESCC conduct any such consultations in public meeting because the “safe harbor” provision pertains only to the proposed lease on price and terms of payment. Consultations with other parties on “related issues” or “background issues” are outside the scope of the exception. See, Shapiro v. City Council of San Diego, 96 Cal. App. 4th 904 (2002).

3. Conducting Serial Closed Sessions on Matters Outside Payment and Terms of Payment

On eight separate occasions, February 5, 2013, February 19, 2013, May 7, 2013, August 6, 2013, August 20, 2013, September 3, 2013, September 17, 2013, and October 1, 2013, the ESCC conducted closed sessions with Mr. Carpenter relating to the lease with Centercal Properties as the negotiating party. The number of closed sessions alone is excessive and proves that the ESCC has trespassed beyond the “safe harbor” of price and terms of payment. This situation is analogous to Shapiro v. City Council of San Diego.
96 Cal. App. 4th 904 (2002), where the Court of Appeal held that the San Diego Council had violated the Brown Act in including discussion of a variety of "related issues" in a series of closed session held to consult with its agent in real property negotiations concerning a large redevelopment project to create a new baseball park. The Fourth District faulted the San Diego Council's expansive interpretation of the "safe harbor" as follows:

We believe the City Council's view that no detailed disclosures should be required before closed sessions may be held to discuss a complex overall real estate based transaction is inconsistent with the express statutory requirements of section 54946.8.

The Fourth District stressed that the "safe harbor" must be narrowly and not expansively construed as follows:

If we were to accept the City's interpretation of the Brown Act in this respect, we would be turning the Brown Act on its head, by narrowly construing the open meeting requirements and broadly construing the statutory exceptions to it. That would be incorrect. We do not denigrate the important consideration of confidentiality in negotiations. However, we believe that in this case, the City Council is attempting to use the Brown Act as a shield against public disclosure of its consideration of important public policy issues, of the type that are inevitably raised whenever such a large public redevelopment real estate based transaction is contemplated. The important policy consideration of the Brown Act, however, must be enforced, even where particular transactions do not fit neatly within its statutory categories.

Id. at 924. Here, as in Shapiro, ESCC is using closed sessions to shield important development considerations from public view. The sheer number of closed sessions, in contrast to the single open session on the proposed lease, proves that ESCC is shirking its duty to conduct open sessions on matters of public interest that will substantially impact The Lakes future. Indeed, ESCC has disclosed relatively nothing in open sessions regarding its relationship with Centercal, Centercal's relationship with Top Golf, proposed physical changes to the golf course, proposed physical changes to the driving range, price increases, public programs, changes to the liquor license and more. Members of the public are demanding to be heard on these issues but have been relegated to bystanders in a closed process zealously guarded by ESCC against its public responsibilities under the Brown Act.

4. Substantively Misleading Agenda Description

On August 21, 2012, the ESCC conducted a single public session on the proposed lease of The Lakes which generally describes the Agenda as a direction to staff as follows:

Consideration and possible action to direct staff to take steps necessary to seek input from various City Committees regarding a potential agreement with Centercal Properties, LLC for enhancing the driving range and dining facilities at The Lakes Golf Course which would be operated by Top Golf. The agreement would be negotiated by the City Manager and City Attorney and presented for review and potential approval by the City Council at a future date.

This description is inaccurate because it states that the ESCC was to direct staff regarding future action when, in fact, the ESCC contemplated and took immediate action to direct Mr. Carpenter to enter into negotiations with Centercal regarding a lease of The Lakes. While the Brown Act requirements for agenda item descriptions are quite lenient, this item just fails to describe the action taken by ESCC to immediately enter into a proposed lease. It's just wrong. The significance of the misdescription is magnified by the fact that this was the only open discussion on the proposed lease and therefore, it was imperative that the ESCC accurately convey notice to the public of what ESCC intended to do. Without such clear notice, those members of the public who might well have attended the meeting to address a proposed decision immediately to proceed with lease negotiations were misled into believing that there would be adequate opportunities to do so later, at meetings of either the "City Committees," the City Council or both. The ESCC failed its duties under the Brown Act and should be enjoined from proceeding further absent a material cure.
The El Segundo City Council has thirty days from receipt of this letter to provide me with an unconditional commitment to cease, desist from, and not repeat the practices noted above, compliant with Government Code Section 54960.2, subdivision (c). Its failure to do so will entitle me to file an action for declaratory judgment and injunctive relief and for attorney's fees and costs.

Respectfully,

Debra V. Geist
(310) 489 7751
citegeist@verizon.net
October 15, 2013

Via U.S. Mail

Tracy Sherrill Weaver
City Clerk
City of El Segundo
350 Main Street,
El Segundo, CA 90245

Hon. Bill Fisher, Mayor
Mr. Carl Jacobson, Mayor Pro Tem
Ms. Suzanne Fuentes
Mr. Dave Atkinson
Ms. Marie Fellhauer

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3. Conducting Serial Closed Sessions on Matters Outside Payment and Terms of Payment

On eight separate occasions, February 5, 2013, February 19, 2013, May 7, 2013, August 6, 2013, August 20, 2013, September 3, 2013, September 17, 2013, and October 1, 2013, the ESCC conducted closed
sessions with Mr. Carpenter relating to the lease with Centercal Properties as the negotiating party. The number of closed sessions alone is excessive and proves that the ESCC has trespassed beyond the "safe harbor" of price and terms of payment. This situation is analogous to Shapiro v. City Council of San Diego, 96 Cal. App. 4th 804 (2002), where the Court of Appeal held that the San Diego Council had violated the Brown Act in including discussion of a variety of "related issues" in a series of closed session held to consult with its agent in real property negotiations concerning a large redevelopment project to create a new baseball park. The Fourth District faulted the San Diego Council's expansive interpretation of the "safe harbor" as follows:

We believe the City Council's view that no detailed disclosures should be required before closed sessions may be held to discuss a complex overall real estate based transaction is inconsistent with the express statutory requirements of section 54945.8.

The Fourth District stressed that the "safe harbor" must be narrowly and not expansively construed as follows:

If we were to accept the City's interpretation of the Brown Act in this respect, we would be turning the Brown Act on its head, by narrowly construing the open meeting requirements and broadly construing the statutory exceptions to it. That would be incorrect. We do not denigrate the important consideration of confidentiality in negotiations. However, we believe that in this case, the City Council is attempting to use the Brown Act as a shield against public disclosure of its consideration of important public policy issues, of the type that are inevitably raised whenever such a large public redevelopment real estate based transaction is contemplated. The important policy consideration of the Brown Act, however, must be enforced, even where particular transactions do not fall neatly within its statutory categories.

Id. at 924. Here, as in Shapiro, ESCC is using closed sessions to shield important development considerations from public view. The sheer number of closed sessions, in contrast to the single open session on the proposed lease, proves that ESCC is shirking its duty to conduct open sessions on matters of public interest that will substantially impact The Lakes future. Indeed, ESCC has disclosed relatively nothing in open sessions regarding its relationship with Centercal, Centercal's relationship with Top Golf, proposed physical changes to the golf course, proposed physical changes to the driving range, price increases, public programs, changes to the liquor license and more. Members of the public are demanding to be heard on these issues but have been relegated to bystanders in a closed process zealously guarded by ESCC against its public responsibilities under the Brown Act.

4. Substantively Misleading Agenda Description

On August 21, 2012, the ESCC conducted a single public session on the proposed lease of The Lakes which generally describes the Agenda as a direction to staff as follows:

Consideration and possible action to direct staff to take steps necessary to seek input from various City Committees regarding a potential agreement with Centercal Properties, LLC for enhancing the driving range and dining facilities at The Lakes Golf Course which would be operated by Top Golf. The agreement would be negotiated by the City Manager and City Attorney and presented for review and potential approval by the City Council at a future date.

This description is inaccurate because it states that the ESCC was to direct staff regarding future action when, in fact, the ESCC contemplated and took immediate action to direct Mr. Carpenter to enter into negotiations with Centercal regarding a lease of The Lakes. While the Brown Act requirements for agenda item descriptions are quite lenient, this item just fails to describe the action taken by ESCC to immediately enter into a proposed lease. It's just wrong. The significance of the misdescription is magnified by the fact that this was the only open discussion on the proposed lease and therefore, it was imperative that the ESCC accurately convey notice to the public of what ESCC intended to do. Without such clear notice, those members of the public who might well have attended the meeting to address a proposed decision immediately to proceed with lease negotiations were misled into believing that there would be adequate opportunities to do so later, at meetings of either the "City Committees," the City Council or both. The ESCC failed its duties under the Brown Act and should be enjoined from proceeding further absent a material cure.
The El Segundo City Council has thirty days from receipt of this letter to provide me with an unconditional commitment to cease, desist from, and not repeat the practices noted above, compliant with Government Code Section 54960.2, subdivision (g). Its failure to do so will entitle me to file an action for declaratory judgment and injunctive relief and for attorney's fees and costs.

Respectfully,

[Signature]

Debra V. Geist
(310) 489 7751
citegeist@verizon.net
Exhibit B

Draft Response Letter
October 30, 2013

Debra V. Geist
121 16th St
Manhattan Beach, CA 90266

Re: Letter dated October 15, 2013

Dear Ms. Geist:

Thank you for your letter dated October 15, 2013 (received by the City on October 17, 2013). As you are aware, that letter (the "October 15th Letter") alleges that the City Council violated the Ralph M. Brown Act and constitutes a "cease and desist" letter in accordance with Government Code § 54960.2.

Specifically, the October 15th letter accuses the City Council of violating the Brown Act on the following dates: June 19, 2012; June 25, 2012; July 17, 2012; August 21, 2012; February 5, 2013; February 19, 2013; May 7, 2013; August 6, 2013; August 20, 2013; September 3, 2013; September 17, 2013; and October 1, 2013. In sum, the October 15th letter alleges that the City Council's actions relating to the municipal golf course known as "the Lakes" violated the Brown Act as follows: (1) failure to appoint real property negotiators in open session; (2) incorrect agenda descriptions as to closed session items; and (3) discussing items in closed session beyond the scope of statutory authority. In short, the City Council disagrees with the October 15th letter for several different reasons.

First, as to alleged violations occurring in 2012, these matters are time-barred pursuant to Government Code § 54960.2(a)(2). That section requires actions to be undertaken within nine months of the alleged violation.

Second, (as stated in the October 15th letter at p.2) the City Council (at the latest) did appoint real property negotiators in open session on August 21, 2012 pursuant to Agenda Item No. F9:

"Direct the City Manager and City Attorney to negotiate terms
of a [sic] agreement with Centercal Properties, LLC for a new TopGolf facility to be located at The Lakes in place of the existing driving range."

Moreover, the City Manager was identified on every agenda as the property negotiator for these negotiations. The City Manager has general authority pursuant to El Segundo Municipal Code § 1-5A-7 to "exercise general supervision over all public buildings, public parks and all other public property which is under the control and jurisdiction of the city council." The City Council believes this would include (at a minimum) initial negotiations regarding potentially leasing the Lakes. As previously noted, however, these matters are time barred in any event.

Third, as explained below, it is plain that the City Council’s considerations regarding the Lakes were (and are) quite public. Even a cursory glance at the City’s webpage, staff reports, and other public outreach documents demonstrate that the City Council sought (and continues to seek) public input regarding what should happen with the municipal golf course. Allegations, therefore, that the City Council was misleading or has somehow attempted to avoid transparency as to the Lakes matter cannot be reconciled with the City’s efforts at encouraging public discourse regarding this important matter.

As you know, the City Council is considering whether to lease a portion of the Lakes municipal golf course to a private company or companies. As part of this process, the City is engaged in an extensive public outreach program seeking public participation. Among other things, the City undertook the following actions:

- August 21, 2012: the City Council heard a presentation regarding the Lakes during open session and then directed the City Manager, or designee, to seek public input regarding a potential agreement with Centercal and Top Golf.

- August 29, 2012: the City Council’s Golf Course Subcommittee met in public to discuss the matter.

- September 13, 2012: City staff made a presentation to the El Segundo Chamber of Commerce.

- September 18, 2012: City staff met at the El Segundo Public Library with golf industry stakeholders.

- September 19, 2012: City staff made a presentation to the City’s Recreation and Parks Commission during its regular meeting.

- September 25, 2012: City staff made a presentation to the Kiwanis Club.

- October 3, 2012: City staff provided a progress update to the City Council’s Golf Course Subcommittee.
October 4, 2012: City staff made a presentation at the Rotary Club meeting.

October 11, 2012: a presentation regarding the matter was made to the City’s Planning Commission during its regular meeting.

October 11, 2012: City staff made a presentation to the City’s Economic Development Advisory Council.

November 18, 2012: the El Segundo Chamber of Commerce voted to endorse/support the Top Golf matter.

December 5, 2012: the City Council’s Golf Course Subcommittee reviewed the matter.

December 19, 2012: the Recreation and Parks Commission reviewed the findings and analysis.

Between October and November 2012, City staff met with most business oriented hotels within the City of El Segundo.

The City posted the Powerpoint® presentation, draft schematics, and other matters on the City’s website (elsegundo.org/news/displaynews.asp?NewsID=1149&TargetID=1).

The City has posted and (continues to post) all disclosable public communications regarding the Lakes matter on the City’s website (www.elsegundo.org/depts/cityclerk/documents.asp).

Such proactive actions are in addition to the multiple opportunities taken by interested citizens to provide public comment to the City Council during its regular meetings. This matter is also being extensively scrutinized by media coverage (see e.g., www.easyreademnews.com/74699/residents-assail-topgolf/; www.dailybreeze.com/20121105/local-golfers-balk-at-proposed-changes-to-the-lakes-in-el-segundo-course) and various social media outlets.

Based upon the foregoing, the City Council respectfully disagrees with the allegations set forth in the October 15th Letter as to purported violations of the Brown Act. Moreover, as you can see from the Due Diligence and Lease Agreement ("Agreement") that the Council will consider approving at its November 5, 2013 regular meeting, the alleged Brown Act violations set forth in the October 15th Letter are without merit. There are twelve specific conditions precedent that must be accomplished before a leasehold interest could be created. Accordingly, the City is not committed to entering into the draft Agreement since there are numerous issues that must be resolved in public meetings before the Planning Commission and City Council before any leasehold could be established. Such matters include review and potential approval of a conceptual plan for the golf course and the driving range improvements; review and potential approval of
a recommended action under the California Environmental Quality Act; review and potential approval of the land use entitlements that would be needed to allow for the uses contemplated by the draft Agreement; and many other items that identified in the draft Agreement.

However, in an abundance of caution, to avoid unnecessary litigation, and without admitting any violation of the Ralph M. Brown Act, the El Segundo City Council unconditionally commits that it will cease, desist from, and not repeat the actions challenged in the October 15th Letter and briefly described above.

Note that the El Segundo City Council may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as “Rescission of Brown Act Commitment.” You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address or addresses you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, you will have the right to commence legal action pursuant to Government Code § 54960(a). That notice will be delivered to you by the same means as this commitment, or may be mailed to an address that you have designated in writing.

Very truly yours,

Bill Fisher,
Mayor
AGENDA DESCRIPTION:

Approval of an amended Due Diligence and Ground Lease Agreement to include a “shared principles” document and Reimbursement Agreement with ES CenterCal, LLC (“ES CenterCal”) to lease the driving range portion of The Lakes Golf Course for the purpose of developing a TopGolf facility consisting of a driving range, restaurant, bar and lounge and event facilities. (Fiscal Impact: $425,000 annual ground lease with 10% increases compounded each five years; Reimbursement Agreement to be funded by a $367,500 Developer Reimbursed Trust Fund)

RECOMMENDED COUNCIL ACTION:

1. Approve the amended Due Diligence and Ground Lease Agreement and direct the City Manager to enter into a Reimbursement Agreement that requires ES CenterCal to pay the costs associated with the various due diligence and land use entitlement costs;

2. Authorize the City Manager to execute a Professional Service Agreement for CEQA review services related to the Due Diligence and Ground Lease Agreement approved as to form by the City Attorney in an amount not to exceed $257,500; and/or;

3. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Staff Report to City Council, dated November 5, 2013
2. Amended Due Diligence and Ground Lease
   a. Amendments to Construction and Operational Guarantees
   b. TopGolf “Shared Principles” document
3. Reimbursement Agreement for environmental review services for the Centercal/TopGolf Project.

FISCAL IMPACT: $367,500

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<tr>
<td>Account Number(s):</td>
<td>Developer Reimbursed Trust Fund to be established for this project</td>
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ORIGINATED BY: Ted Shove, Economic Development Analyst
REVIEWED BY: Sam Lee, Director of Planning and Building Safety
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

In November 2013, City Council approved a proposed Due Diligence and Ground Lease Agreement by and between the City of El Segundo and ES CenterCal, LLC (“Lease”) to lease
the driving range portion of The Lakes Golf Course for the purpose of developing a TopGolf facility consisting of a driving range, restaurant, bar and lounge and event facilities. The Lease has not been executed for a couple of reasons. First, the Council directed that the “shared principals” document (Exhibit “I”) be incorporated into the Lease and it was acknowledged that these changes might necessitate the Lease coming back to the Council for approval. Additionally, ES CenterCal and 30 West Pershing and CenterCal, LLC (“Guarantors”) have requested some changes to Lease and the Guaranties. Finally, the staff has been negotiating the terms of agreement with ES CenterCal for purposes of requiring ES CenterCal to fund the various conditions that must be met for the Lease to potentially become effective.

The “shared principals” document generally provided for the driving range to continue to be available for use by youth groups, school sports teams, and golf professionals and their students and that the golf course improvements be built to certain standards. The availability of the driving range to these various groups is addressed in the changes set forth in Sections 11.3 and 11.4 of the Lease. Exhibit D, which has not been changed since the November 2013 City Council Meeting, sets the development standards for the golf course.

As stated above, ES CenterCal and the Guarantors also requested some changes to the Lease language which is highlighted in the attached revised Lease. Some of the changes are just formatting or typographical changes. The more substantive change to the Lease is in Section 22.3.10 which deals with the potential of a change in the lessee and guarantor after the improvements to the golf course and driving range have been completed. The proposed change reduces the required net worth of the guarantor from $20 million to $10 million. Staff is comfortable with this change given that the improvements will have been completed. The Guarantors also requested a change to Section 15 of the Guaranties. The language in this provision provided that to the extent that there are any inconsistencies between the Lease and the Guaranties with regard to the obligations of the guarantors, that the provision that provides the greatest protection to the City would be applicable. The Guarantors do not find this language acceptable and have requested that this language be amended to provide that the Guarantors will honor provisions that are expressly in the Lease and not in the Guaranty and are applicable to the Guarantor. The City Attorney’s Office prefers the original language as it offers a greater level of protection for the City but does not believe that the language suggested by the Guarantors is unreasonable.

The City and ES CenterCal have also been negotiating a reimbursement agreement to cover the costs of various conditions precedent to the Lease (for example, financial review of the Guarantors, negotiations with SCE and Chevron, CEQA review, preparation of land use entitlement documents, etc.). Staff is seeking Council approval of the attached Reimbursement Agreement which estimates that the total costs of processing the conditions precedents at $367,500. ES CenterCal, LLC has requested a “Not to Exceed” clause within the Reimbursement Agreement. Should total environmental consultant review services and City administrative costs exceed the agreed upon amount, the City will cease processing the conditions precedent unless and until ES CenterCal agrees to pay amounts in excess of the currently estimated costs.
Finally, staff is seeking Council approval to enter into a contract for preparation of the necessary environmental review for the Lease pursuant to the California Environmental Quality Act (CEQA). The total estimated costs for environmental review services include $257,500 for an environmental review consultant (of which $75,000 was included for traffic engineering and parking analysis costs).
If you would like to view the March 18, 2014 City Council Agenda

Item #C1

Staff Report Attachments;

<CLICK HERE>

Any questions, please contact the City Clerk’s Office, 310-524-2307.
C. UNFINISHED BUSINESS

2. Update and possible action on the ESCenterCal LLC (CenterCal”) proposal to enter into a Due Diligence and Ground Lease Agreement (“Agreement”) to lease the driving range portion of the Lakes Golf Course for the purpose of developing a Top Golf facility. CenterCal has not executed the Agreement approved by the Council at its March 18, 2014 meeting and staff is requesting Council direction regarding how to proceed regarding the Lakes Golf Course.

(Fiscal Impact: none associated with this agenda item)

Recommendation – 1) Direct staff to notify CenterCal its failure to timely execute the Agreement is being accepted as rejection of the Agreement; 2) Provide public direction regarding how Council would like to proceed regarding the Agreement; 3) Provide thirty day notice to Debra Geist under the Brown Act (Government Code Section 54960.2) that Council intends to meet to consider rescinding its commitment to not have further closed session meeting regarding the Agreement for purposes of holding discussions in closed session to discuss different lease payments or terms of payment under the Agreement. (Ms. Geist had sent correspondences to the City alleging various Brown Act violations regarding the closed session negotiations regarding the Agreement); 4) Alternatively, discuss and take other possible action related to this item.

Please go to the City Website: www.elsegundo.org, Departments, City Clerk, Documents

Any questions, please contact the City Clerk’s Office, 310-524-2307.
DATE OF RATIFICATION: 07/14/14
TOTAL PAYMENTS BY WIRE:

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer II
Date

Director of Finance
Date

City Manager
Date

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.
SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL
THURSDAY, June 26, 2014
El Segundo Public Library
111 W. Mariposa Avenue, El Segundo, CA 90245
7:30 AM

7:30 A.M. SESSION

CALL TO ORDER – Mayor Fuentes at 7:32 AM

PLEDGE OF ALLEGIANCE - Council Member Dugan

ROLL CALL

Mayor Fuentes - Present
Mayor Pro Tem Jacobson - Present
Council Member Atkinson - Present
Council Member Fellhauer - Present
Council Member Dugan - Present

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Pursuant to Government Code § 54954.3(a), the only public comment that will be permitted during this Special Meeting is that pertaining to the agenda item listed below. Individuals who have received value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of $250. While all comments are welcome, the Brown Act does not allow Council to take action on any item not on the agenda. The Council will respond to comments after Public Communications is closed.

SPECIAL ORDERS OF BUSINESS:

Greg Carpenter, City Manager, introduced the meeting and gave a brief overview of the meeting flow.

1. Consideration and possible action regarding a strategic planning workshop resulting in City Council guidance to staff for preparing the Fiscal Year 2014-2015 Preliminary Budget which includes a discussion of all City revenues and expenditures for the 2014-2015 Budget and future year budgets. Staff will present a brief overview of policy issues, challenges/limitations, staff proposed goals and strategies associated with preparation and planning of the fiscal year budget including, without limitation, the following matters:

a. Follow-up items from May 29th Strategic Planning Session

   i. Workers Compensation Analysis – Discussion and direction by Council regarding the FY 14/15 expenditure reduction based on the current actuarial valuation. – Deborah Cullen, Director of Finance
ii. California Public Employees Retirement System ("PERS") estimated rate increases – Discussion regarding potential increases that the City will face over the next several years regarding City contributions to PERS to pay for employee retirement costs. – Deborah Cullen, Director of Finance

b. Policy Decisions

i. Revenue Shortfall Fund Policy – Discussion and direction by Council regarding the amount that Council may wish to place in a special reserve account to fund for potential changes in the economy that affect specific revenues that deviate from projections. – Deborah Cullen, Director of Finance

Council Discussion

Council Consensus to prepare Revenue Shortfall Fund Policy for adoption with final proposed Fiscal Year 14-15 budget. Council’s recommendation is to designate $750,000.00 in the Revenue Shortfall Fund.

ii. Insurance – Additional Coverage option for Earthquake insurance and Council discussion and direction regarding whether to include this option in the Budget. – Deborah Cullen, Director of Finance

Council Discussion

Directed staff to research this item and bring back for discussion during the FY15/16 budget planning session.

iii. Capital Improvements – Presentation of infrastructure priorities and discussion regarding future funding levels. – Stephanie Katsouleas, Director of Public Works

Council Discussion

Council Consensus to fund items #1-10 on the list of immediate needs for infrastructure, with reducing sidewalk construction/replacement to $500,000.00 over the next 3 years versus $1,500,000.00 for one year. Item #11 (Replace Plunge Filter System) was eliminated from the list. This approved list of infrastructure needs will increase capital funding to $3,265,000.00 for the proposed Fiscal Year 14-15 budget. $240,000.00 in parking in lieu fees may be used to fund for Richmond Street, item #2.

iv. Yearend Fund Balance Update – Staff update on 2013/2014 Budget projections and performance. – Deborah Cullen, Director of Finance

Council Discussion

Council Consensus to increase the Fund Balance Reserve to 20% from the current 17% over the next 3 years. FY 14-15 calculated fund balance reserve will increase to 18% which at this time would be an estimated increase of $600,000.
c. FY 2014-2015 Budget Assumptions – In addition to items set forth in item a. above, additional assumptions that will be included in the preparation of the budget. - Deborah Cullen

   i. Retiree Health Care Expenses (OPEB) liability—Update regarding City’s funded status of the long-term unfunded liability and discussion for funding 14/15 estimates.- Deborah Cullen, Director of Finance

   ii. Revenue assumption changes

Council Discussion

Council approved increasing funding for Equipment Replacement by $200,000, and Facilities Maintenance by $80,000 for the Fiscal Year 14-15 Budget. Council Discussion

Council Consensus directed staff to prepare a report with recommendations that would or could change the transportation programs within the City if the transportation funds went to Public Works. In the report, Council would like a comparison of $120,000.00 towards infrastructure and $60,000.00 towards infrastructure and in each scenario how would this effect transportation programs within the city.

   iii. Three-Year Forecast – Staff’s presentation of three year budget forecast and Council discussion and direction regarding this forecast. – Deborah Cullen, Director of Finance

Council Discussion

Recessed at 8:58 AM

Resumed meeting at 9:10 AM

d. Options for expenditure reductions – Presentation by staff regarding potential expenditure reductions and Council discussion and direction regarding these proposals.

Department heads gave brief presentations on possible department reductions totaling 3% of their annual budgets or $1.6 million.

Council Discussion

Council directed staff not to proceed with the proposed department reductions at this time.

e. Options for program reductions and/or revenue increases - Presentation by staff regarding potential program reductions and Council discussion and direction regarding these proposals.

Council Discussion
Council Consensus to adopt the proposed program revenues from Option #2 (Recovery of Trash Fees for 3 and 4 Units $75,000, Recovery of residential Permit Fee Costs estimated at $200,000, and Ambulance Recovery – Residential Fees estimated at $180,000) for the proposed Fiscal Year 14-15 Budget revenue increase of $455,000.

Council Consensus to adopt a partial proposed program reductions from Option #2. This would include closing the beach restrooms during winter months for a savings of $10,000, reduce the funding level for Storm Drain compliance by $100,000, eliminate the annual cash contribution of $250,000 to ESUSD, phase out over the next 2 years the library school resources - estimated savings in 14/15 of 95,000 and share the $80,000 contract cost for the crossing guards with the school district for the proposed Fiscal Year 14-15 Budget. Total proposed savings of $495,000.

ADJOURNMENT at 10:45 AM

Tracy Weaver, City Clerk
CALL TO ORDER – Mayor Fuentes at 6:00 PM

ROLL CALL

Mayor Fuentes - Present
Mayor Pro Tem Jacobson - Present
Council Member Atkinson - Present
Council Member Fellhauer - Present
Council Member Dugan - Present

PUBLIC COMMUNICATIONS - (Related to City Business Only - 5 minute limit per person, 30 minute limit total). Individuals who have received value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves before addressing the City Council. Failure to do so is a misdemeanor and punishable by a fine of $250.

SPECIAL ORDER OF BUSINESS:

Mayor Fuentes announced that Council would be meeting in closed session pursuant to the items listed on the Agenda.

CLOSED SESSION:

The City Council moved into a closed session pursuant to applicable law, including the Brown Act (Government Code Section §54960, et seq.) for the purposes of conferring with the City’s Real Property Negotiator; and/or conferring with the City Attorney on potential and/or existing litigation; and/or discussing matters covered under Government Code Section §54957 (Personnel); and/or conferring with the City’s Labor Negotiators; as follows:

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (Gov’t Code §54957.6): -8- matters

Agency Designated Representative: City Manager and Steve Filarsky
Employee Organizations: Police Management Association; Police Officers Association; Police Support Services Employees Association; Fire Fighters Association; Supervisory and Professional Employees Association; Employees Association; Executive Management (unrepresented employees); Management/Confidential (unrepresented employees)

ADJOURNMENT at 7:45 pm.

Cathy Domann
Deputy City Clerk II
SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JULY 22, 2014, 6:00 P.M.

CALL TO ORDER – ADJOURNED DUE TO LACK OF QUORUM

ROLL CALL

Mayor Fuentes - Absent
Mayor Pro Tem Jacobson - Absent
Council Member Atkinson - Absent
Council Member Fellhauer - Absent
Council Member Dugan - Absent

PUBLIC COMMUNICATIONS - (Related to City Business Only - 5 minute limit per person, 30 minute limit total). Individuals who have received value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves before addressing the City Council. Failure to do so is a misdemeanor and punishable by a fine of $250.

SPECIAL ORDER OF BUSINESS:

CLOSED SESSION:

The City Council moved into a closed session pursuant to applicable law, including the Brown Act (Government Code Section §54960, et seq.) for the purposes of conferring with the City’s Real Property Negotiator; and/or conferring with the City Attorney on potential and/or existing litigation; and/or discussing matters covered under Government Code Section §54957 (Personnel); and/or conferring with the City’s Labor Negotiators; as follows:

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (Gov’t Code §54957.6): -8- matters

Agency Designated Representative: City Manager and Steve Filarsky
Employee Organizations: Police Management Association; Police Officers Association; Police Support Services Employees Association; Fire Fighters Association; Supervisory and Professional Employees Association; Employees Association; Executive Management (unrepresented employees); Management/Confidential (unrepresented employees)

ADJOURNMENT at 6:00 pm.

Cathy Domann
Deputy City Clerk II
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT

MEETING DATE: August 5, 2014
AGENDA HEADING: Consent Agenda

AGENDA DESCRIPTION:
Consideration and possible action to receive and file this report regarding the emergency repair to remove debris in the attic space of City Hall without the need for bidding in accordance with Public Contracts Code §§ 20168 and 22050 and El Segundo Municipal Code ("ESMC")§ 1-7-12 and 1-7A-4. (Fiscal Impact: $82,354.00)

RECOMMENDED COUNCIL ACTION:

(1) Receive and file this report regarding the emergency repair to remove debris in the attic space of City Hall without the need for bidding in accordance with Public Contracts Code §§ 20168 and 22050 and El Segundo Municipal Code ("ESMC")§ 1-7-12 and 1-7A-4.

(2) Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
None

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $82,354.00
Additional Appropriation: No
Account Number(s): 405-400-0000-6215 (Facilities Maintenance: Repairs and Maintenance)

ORIGINATED BY: Stephanie Katsouleas, Director of Public Works
REVIEWED BY: Stephanie Katsouleas, Director of Public Works
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

On May 6, 2014 City Council approved a contract to complete the attic cleaning emergency repair with Empire Building. Contract and insurance documents were finalized on June 9th and they will work only on Friday through Sunday until the project is complete. Work began on July 18 in the ISD Server Room and the Mayor’s Office. Work will continue throughout other parts of the building until the entire work area is complete. The contractor estimates this will take an additional seven or eight weekends given the workday limitations.

Public Contracts Code § 22050 (c) requires that the City Council receive updates at every regularly scheduled meeting until the emergency repair is completed. Therefore, staff recommends that City Council receive and file this report on the status of the emergency repair to clean the attic space in City Hall.
Facilities Maintenance Account (405) to cover the additional cost of this project and authorize the City Manager to execute a contract amendment in a form approved by the City Attorney, 2) accept the work as complete and 3) authorize the City Clerk to file a Notice of Completion with the County Recorder’s Office.

**Final Accounting:**

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AGENDA DESCRIPTION:

Consideration and possible action to approve a maintenance contract in a form approved by the City Attorney Contract with A & V Contractors, Inc. to perform remediation cleaning and repairs in City Hall as well as restoring furniture in the north portion of City Hall without the need for bidding in accordance with Public Contracts Code §§ 20168 and 22050 and El Segundo Municipal Code ("ESMC") § 1-7-12 and 1-7A-4. (Fiscal Impact: $37,000.00)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to execute a maintenance contract with prevailing wages, in a form approved by the City Attorney, with A & V Contractors, Inc. and for the cleaning and repair or drywall and carpet, as well as the restoration of furniture in the north portion of City Hall;

2. Receive and file this update on the emergency remediation repairs being performed in the HR office and conference room, as well as City Clerk’s office, IS server room and adjacent bathrooms.

3. Alternatively, discuss and take other possible action related to this item

ATTACHED SUPPORTING DOCUMENTS:

None

FISCAL IMPACT: Included in Adopted Budget

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ORIGINATED BY: Stephanie Katsouleas, Director of Public Works

REVIEWED BY: Stephanie Katsouleas, Director of Public Works

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

On June 3, 2014 City Council approved an emergency contract with Perez Restoration and Construction, Inc. (PRC) to clean and repair drywall and carpet as well as restore furniture in the north portion of City Hall (Human Resources, City Clerk’s office, server room). As you may recall, damage to these areas was due to an improperly sealed drain and corresponding rain event which occurred during the City Hall roofing project. The repair work is pending completion of the interstitial space cleaning being performed by Empire Building. On July 9, Staff met with
PRC to discuss the work schedule and found significant coordination issues that need to be resolved with Empire Building before PRC can begin their work. As the coordination issues were being addressed, PRC informed the City that it could not secure the necessary mold and asbestos certifications that were required. Rather than continue down this path of an unknown duration, and recognizing that time is of the essence in completing the Human Resource and other office repairs, staff is recommending that PRC’s contract be terminated and that a new emergency contract be awarded to A & V Contractors, Inc. Staff has verified the company’s certifications as well as confirmed the positive working relationship the contractor has with our certified industrial hygienist completing the periodic mold and asbestos testing. By re-awarding the contract, staff anticipates that little or no time will be lost in preparing A & V to come in and complete the work following Empire Building’s work in the Human Resource offices and conference room areas.

Public Contracts Code § 22050(c) requires that the City Council receive updates at every regularly scheduled meeting until the emergency repair is completed. Therefore, staff also recommends that City Council receive and file this report on the status of the emergency repair to clean and repair drywall and carpet and restore furniture in the north portion of City Hall.
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT

MEETING DATE: August 5, 2014
AGENDA HEADING: Consent Agenda

AGENDA DESCRIPTION:

Consideration and possible action to 1) amend a standard Public Works Contract with J. Cab for additional repairs on the City Hall roof, 2) accept the work as complete and 3) authorize the City Clerk to file a Notice of Completion in the County Recorder’s Office for Project No. PW 13-05. (Fiscal Impact: $384,668.00)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to execute a contract amendment with J. Cab & Sons, in a form as approved by the City Attorney, for $6318.00;

2. Accept the work as complete.

3. Authorize the City Clerk to file a Notice of Completion in the County Recorder’s Office for Project No. PW 13-05.

4. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Notice of Completion

FISCAL IMPACT: Budget Adjustment Required

Amount Budgeted: $378,350.00
Additional Appropriation: $6,317.58
Account Number(s): 301-400-8201-8511 (Capital Projects: City Hall Roof)

ORIGINATED BY: Floriza Rivera, Principal Civil Engineer

REVIEWED BY: Stephanie Katsouleas, Public Works Director

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

On May 21, 2013, City Council awarded a standard Public Works contract to J. Cab & Sons Roofing (J. Cab) for $329,000 for City Hall Roof repairs and allocated $49,350 for contingencies. The roof construction is now complete.

During the course of construction, several change orders were approved for a total additional cost of $55,667.58 for asbestos abatement, asbestos testing and monitoring, unanticipated roof deck repairs, removal and replacement of lead and oakum packing in existing roof drains, and modification of the final flood coat installation schedule to avoid any discomfort to City staff. The total cost of these change orders exceeded the original contingency amount by $6,317.58. Staff therefore requests that City Council 1) appropriate an additional $6,318.00 from the
Facilities Maintenance Account (405) to cover the additional cost of this project and authorize the City Manager to execute a contract amendment in a form approved by the City Attorney, 2) accept the work as complete and 3) authorize the City Clerk to file a Notice of Completion with the County Recorder’s Office.

**Final Accounting:**

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NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: City Hall Roof Repairs

Project No.: PW 13-05 Contract No. 4426

Notice is hereby given pursuant to State of California Civil Code Section 3093 et seq that:

1. The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.

2. The full name of the owner is: City of El Segundo

3. The full address of the owner is: City Hall, 350 Main Street, El Segundo, CA, 90245

4. The nature of the interest of the owner is: Public Facilities

5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on June 30, 2014. The work done was: City Hall Roof Repairs.

6. On August 5, 2014, City Council of the City of El Segundo accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.

7. The name of the Contractor for such work of improvement was: J. Cab & Sons Roofing

8. The property on which said work of improvement was completed is in the City of El Segundo, County of Los Angeles, State of California, and is described as follows: El Segundo City Hall.

9. The street address of said property is: 350 Main St. El Segundo, CA. 90245

Dated: ____________________________

Stephanie Katsouleas
Public Works Director

VERIFICATION

I, the undersigned, say: I am the Director of Public Works/City Engineer of the City El Segundo, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury the foregoing is true and correct.

Executed on ____________________, 2014 at El Segundo, California.

Stephanie Katsouleas
Public Works Director
AGENDA DESCRIPTION:
Consideration and possible action to accept as complete the Installation of American with Disabilities Act (ADA) Sidewalk Ramp Project, Community Development Block Grant (CDBG) Project 601608-13, Project No. PW 13-14 (Fiscal Impact: $42,500.00 in CDBG grant funds)

RECOMMENDED COUNCIL ACTION:
1. Accept the work as complete.
2. Authorize the City Clerk to file a Notice of Completion in the County Recorder's Office.
3. Alternatively, discuss and take other possible actions related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Notice of Completion

FISCAL IMPACT: Included in Adopted Budget

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ORIGINATED BY: Arianne Bola, Senior Engineer Associate
REVIEWED BY: Stephanie Katsouleas, Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
In May 6, 2014, City Council awarded a Public Works contract to Addscape, Inc. for the construction of eleven (11) new ADA ramps within the City.

Construction began on July 7, 2014, and was completed by Addscape, Inc. on July 18, 2014. A final inspection for Addscape’s work has been performed and it was determined that the project was completed per the plans and specifications and to the satisfaction of the Public Works Department. The final project costs, which represent CDBG funds, are as follows:

Budget

| $21,000.00 | Original Base Bid |
| $17,500.00 | Alternate Bid |
| $4,000.00 | Final Construction Change Orders and Contingencies |
| $42,500.00 | Total Final Project Budget Cost |
The remaining $1,775.00 will be disencumbered and returned to the CDBG Fund for future projects. Staff recommends that City Council accept the work performed by Addscape, Inc. as complete and authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.
NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: ADA Ramp Installation Project, CDBG Project No. 601608-13
Project No. : PW 13-14 Contract No. 4597

Notice is hereby given pursuant to State of California Civil Code Section 3093 et seq that:

1. The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.
2. The full name of the owner is: City of El Segundo
3. The full address of the owner is: City Hall, 350 Main Street, El Segundo, CA, 90245
4. The nature of the interest of the owner is: Public Facilities
5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on July 18, 2014. The work done was: ADA Ramps
6. On August 5, 2014, City Council of the City of El Segundo accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.
7. The name of the Contractor for such work of improvement was: Addscape, Inc.
8. The property on which said work of improvement was completed is in the City of El Segundo, County of Los Angeles, State of California, and is described as follows: ADA Ramps on various locations
9. The street address of said property is: El Segundo, CA 90245

Dated: __________________________

Stephanie Katsouleas
Public Works Director

VERIFICATION

I, the undersigned, say: I am the Director of Public Works/City Engineer of the City El Segundo, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury the foregoing is true and correct.

Executed on ______________________, 2014 at El Segundo, California.

Stephanie Katsouleas
Public Works Director
EL SEGUNDO CITY COUNCIL

AGENDA STATEMENT

MEETING DATE: August 5, 2014
AGENDA HEADING: Consent Agenda

AGENDA DESCRIPTION:
Consideration and possible action regarding adoption of a Resolution appointing City Council Member Mike Dugan, Director of Finance Deborah Cullen, and Fiscal Service Manager Angelina Garcia, or designee to serve as board member, alternate board member, and substitute alternate board member on the Independent Cities Risk Management Association (ICRMA) governing board. (Fiscal Impact: none)

RECOMMENDED COUNCIL ACTION:
1) Adopt Resolution appointing City Council Member Mike Dugan, Director of Finance Deborah Cullen, and Fiscal Services Manager Angelina Garcia, or designee to serve as a board member, alternate board member, and substitute alternate;
2) Alternately discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1.) Resolution to appoint specific representatives to ICRMA.

FISCAL IMPACT: N/A

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ORIGINATED BY: Deborah Cullen, Director of Finance
REVIEWED BY: Deborah Cullen, Director of Finance
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The bylaws of ICRMA require that the Governing Board shall be comprised of one representative from each member. In addition to the delegate representative, who may be a legislative member, an alternate and substitute alternate may be appointed either of whom may vote in the absence of the delegate representative. If the member chooses to designate an alternate or substitute alternate, other than a legislative member, the person(s) designated shall have one of the following positions, or their equivalent, City Attorney, Assistant City Attorney, Financial Officer, City Administrator/Manager, Assistant/Deputy City Administrator/Manager, Assistant to City Manager, Risk Manager, Human Resources Director/Manager, or Administrative Services Director. Also, the resolution should appoint by name, rather than by title, per ICRMA general counsel.
This resolution will appoint Council Member Mike Dugan as the governing board member, Director of Finance Deborah Cullen as alternate governing board member and Fiscal Services Manager Angelina Garcia, as the substitute alternate and grant authority to the City Manager to designate a substitute alternate as needed to represent the City’s interest.
RESOLUTION NO. ___

A RESOLUTION APPOINTING REPRESENTATIVES TO THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY ("ICRMA").

The City Council of the city of El Segundo resolves as follows:

SECTION 1: The City Council finds and declares as follows:

A. El Segundo is a member of the Independent Cities Risk Management Authority ("ICRMA").

B. Pursuant to the ICRMA By-laws and Joint Powers Agreement, the City Council may appoint a delegate representative, who may be a legislative member, an alternate and substitute alternate may be appointed either of whom may vote in the absence of the delegate representative. If a member chooses to designate an alternate, other than a legislative member, the person(s) designated shall have one of the following positions, or their equivalent, City Attorney, Assistant City Attorney, Financial Officer, City Administrator/Manager, Assistant/Deputy City Administrator/Manager, Assistant to the City Manager, Risk Manager, Human Resources Director/Manager, or Administrative Services Director.

SECTION 2: City Council Member Mike Dugan is appointed to serve on the ICRMA Governing Board as the City’s representative.

SECTION 3: The Director of Finance, Deborah Cullen is appointed as the City’s alternate representative and the Fiscal Services Manager, Angelina Garcia as the substitute alternate. The City Manager has the authority to designate an alternate and substitute alternate as needed to represent the City’s interest.

SECTION 4: The individuals appointed by this Resolution are authorized to represent the City while acting as ICRMA delegates. Such authority includes the power to vote for the City on matters presented to the ICRMA Governing Board. These representatives are directed to keep the City Council regularly informed regarding ICRMA proceedings.

SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this ___ day of ____________, 2014.

_____________________________________
Suzanne Fuentes, Mayor

ATTEST:

______________________________
Tracy Weaver, City Clerk
APPROVED AS TO FORM:
Mark D. Hensley, City Attorney

By:
                 Karl H. Berger,
                 Assistant City Attorney

ATTEST:

STATE OF CALIFORNIA    )  SS
COUNTY OF LOS ANGELES  )
CITY OF EL SEGUNDO     )

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ________ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested to by the City Clerk of said City, all at a regular meeting of said Council held on the _____ day of __________________ 2014, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

                  Tracy Weaver, City Clerk
AGENDA DESCRIPTION:
Consideration and possible action regarding a contract with MIG, Inc. to provide planning and environmental review services for the Smoky Hollow Specific Plan Update Project affecting property located within the Smoky Hollow Specific Plan area. (Fiscal Impact: $396,000 (from the General Plan Maintenance Fund))

RECOMMENDED COUNCIL ACTION:
1. Approve a budget appropriation of up to $396,000 to provide planning and environmental review services;
2. Authorize the City Manager to execute a Professional Service Agreement for environmental review services, in a form approved by the City Attorney, not to exceed $396,000; and/or;
3. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. MIG, Inc. Cost Proposal
2. MIG, Inc. Schedule

FISCAL IMPACT: $396,000
Amount Budgeted: $0
Additional Appropriation: $396,000
Account Number(s): 708-278-0000-1278 (General Plan Maintenance Fund)

ORIGINATED BY: Kimberly Christensen, AICP, Planning Manager
REVIEWED BY: Sam Lee, Director of Planning and Building Safety
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
Upon receipt of the final report prepared by the Urban Land Institute Technical Assistance Panel ("ULI TAP") regarding analysis of Smoky Hollow, the City Council directed staff to prepare an implementation plan for the recommendations of the ULI TAP report relating to five major tasks that included an update to the Smoky Hollow Specific Plan. Planning and Economic Development staff prepared an implementation plan and requested Council direction regarding the plan. Staff's report also included a request for funding for tasks identified in the implementation plan including the Smoky Hollow Specific Plan Update. In August 2012 Planning staff estimated the cost of the Smoky Hollow Specific Plan Update $400,000 and requested the Council authorize $400,000 to be funded over two fiscal years from the General Plan Maintenance Fund.
At that time, Planning staff advised that a precise cost to complete the Smoky Hollow Specific Plan update would be provided when the Council selects the City’s consultant team. The City Council authorized the requested budget and implementation plan.

The General Plan Maintenance Fund ("Fund") is not part of the General Fund and the revenue is generated by a surcharge fee on building permits to pay for the overhead of updating and maintaining the City’s General Plan as allowed by State Law. The revenues collected can only be used for this purpose. Funding for the update of the Specific Plan can be provided through the General Plan Maintenance Fund. The City Council approved the budget authorization and directed staff to prepare a Request for Proposal (RFP) for consultant services for planning and environmental review. The "Fund" increases by a variable amount each year but averages approximately $100,000 a year. The total amount currently accrued in the Fund as of July 29, 2014 is $552,738.87.

The ULI TAP final report recommendation to update the Smoky Hollow Specific Plan included several specific sub-tasks that include: create new vision for Smoky Hollow; identify preferred land uses; upward adjustments to intensity (floor area ratio); revise and/or implement parcel consolidation opportunities; identify areas as centers for activity; rewrite existing development standards; and prepare an Environmental Impact Report (CEQA document).

Due to the complex and time-intensive nature of these tasks and the expertise needed in a wide range of disciplines for the Environmental Impact Report and the preparation of the Specific Plan, Planning staff recommended retaining a planning and environmental consultant for the project. Planning staff will provide contract administrative services; direction of the consultant; review of all environmental documents, technical studies, and specific plan text; oversight and coordination of the community participation process; participation in presentations; and preparation of notices, staff reports, and various other documents. Staff anticipates that the update of the Smoky Hollow Specific Plan including the preparation of a Program EIR will require approximately 15 months to complete depending upon the community outreach process and time needed to draft the Specific Plan based upon that process.

Planning staff prepared and issued an RFP for the Smoky Hollow Specific Plan Update on March 27, 2014. Nineteen firms were notified. Two mandatory pre-bid meetings were held in April 2014 that included an informational presentation and site tour for the consulting firms. Bids were due by May 5, 2014. Several firms decided to team with each other for various components of the required services. Four teams were interviewed in June 2014. The lead firms for the four teams interviewed included MIG, Inc., RRM, Placeworks and Gensler. Following the interview process Staff proceeded with negotiations regarding refinement of the scope of work, schedule and budget with the two top firms: MIG, Inc. and RRM.

Negotiations also included adding a task to prepare traffic and CEQA analysis regarding the reclassification of Grand Avenue for the street segment west of Sepulveda Boulevard from a “Secondary Arterial” to a “Commercial Collector Street.” Planning and Public Works staff are of the opinion that the Secondary Arterial classification is excessive and inappropriate to accommodate the traffic demand west of Sepulveda Boulevard. A
Secondary Arterial which is a minimum of 98 feet in width includes the provision of 3 vehicle travel lanes in each direction with center left hand turn lanes. A Commercial Collector is a minimum of 60 feet in width and includes the provision of 2 vehicle travel lanes in each direction with no center left hand turn lanes. Due to the current designation, Staff is required to take dedication of land for the City for street widening purposes for development projects that require planning entitlements in order to comply with the City’s General Plan. City staff has been required to take dedications and/or irrevocable offers to dedicate land for a few development projects along Grand Avenue. Planning and Public Works Staff is of the opinion that even if the City increases the maximum allowed Floor Area Ratio in the Smoky Hollow Specific Plan Area as part of the Plan Update process, the high capacity that the classification Secondary Arterial accommodates would not be needed for Grand Avenue. A few years ago, Planning Staff obtained a rough cost estimate to conduct this same analysis that could allow the City to change the street classification from a traffic engineering consulting firm. The cost estimate was up to $125,000 to complete the analysis. Staff believed that independent analysis of this issue was not cost efficient and that this analysis would be pursued the next time the City conducted a General Plan Update. Additionally, the General Plan Maintenance Fund had limited resources at the time the estimate was obtained. Staff has determined that it would be appropriate and cost effective to conduct this analysis now in conjunction with the Smoky Hollow Specific Plan Update because it adds limited cost to the project since a traffic study and complete environmental review is required for the Plan Update.

Both MIG, Inc. and RRM provided similar project schedules and budgets following discussions with City staff regarding the refinement of the scope of work and corresponding budget and schedule. RRM’s budget was slightly lower than MIG, Inc. ($348,876 versus $360,064 not including any contingency funds). However, Staff believes that throughout the proposal and interview process, the MIG, Inc. team (including their traffic, economic and urban design sub-consultants) demonstrated that they are the most qualified team that will meet the City’s needs and therefore justifies their selection. City staff believes that the MIG team demonstrated: 1) the greatest understanding of the project and the past history of the area, and 2) vision and creativity regarding potential flexible approaches and options to land uses, development standards, design standards, and potential uses and/or dual uses of public space (streets, alleys, plazas, parks and public gathering spaces) that will facilitate a conducive environment for the types of uses the City wishes to support and encourage for the future of the Smoky Hollow Specific Plan area.

Key features of the recommended consultant’s scope of work includes: 1) an analysis of land use, zoning and development trends and options (including analysis of use of FAR vs. no FAR development controls), 2) an urban design survey of the architectural patterns, themes, and character of Smoky Hollow to encourage preservation, 3) an employment baseline analysis and evaluation of current businesses, 4) a real estate market overview regarding market conditions for standard office, creative office and small manufacturing land uses, and two case studies regarding districts that support these uses, 5) a building prototype financial feasibility analysis for office and small manufacturing uses on typical sized lots in Smoky Hollow, 6) mobility and enhanced parking analysis tiering off of RSG’s parking in-lieu fee analysis, 7) community outreach
that includes one day of stakeholder interviews, 2 community workshops, an EDAC meeting presentation, and a joint study session with the Planning Commission and City Council (separate from required Planning Commission and City Council public hearings), and 8) creation of a placemaking toolkit for the City for buildings, streets, alleys and public spaces that makes the district attract creative and innovative uses and businesses.

The proposed budget is $360,064. Typically a project of this size and complexity would include a contingency of 10 to 20%. Staff recommends including a contingency amount in the amount of $35,936 which is approximately 10% of the proposed budget for a total of $396,000. The purpose of the contingency is to allow for (1) additional public outreach, meetings, and hearings, depending upon the level of public involvement during the course of the project, and (2) more extensive response to comments for the EIR if needed. The proposed contingency amount will ensure the most efficient and timely processing of the project without delays for additional budget requests.

Recommendation

The Planning and Building Safety Department requests that the City Council: 1) approve a budget appropriation of $396,000 from the General Plan Maintenance Account for planning and environmental consulting services from MIG, Inc.; and 2) authorize the City Manager to execute a Professional Services Agreement with MIG, Inc. in a form approved by the City Attorney, for a total not to exceed $396,000.
## Fee Proposal

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## Smoky Hollow Specific Plan Update and EIR

### Phase I: Smoky Hollow Today
- Ongoing Coordination and Monthly City Staff/MIG Team Meetings
- Staff/Consultant Kick-off Meeting and Site Tour
- Stakeholder Interviews and Focus Groups

### Phase II: Looking to the Future
- Community Workshop #1: Visioning
- Community Workshop #2: Concept Alternatives

### Phase III: Making the Vision a Reality
- EDAC Meeting
- Planning Commission and City Council Study Session
- City Council Hearings

### Background Analysis
- **Land Use, Zoning, and Development**
  - Employment Analysis and Business Interviews
  - Real Estate Market Overview and Case Studies
  - Building Prototype Financial Feasibility Analysis
  - Transportation and Parking Analysis
  - Urban Design Survey
- **Place-making Toolkit for Buildings, Streets and Spaces**
- **Implementation Strategy**
  - Vision and Transportation Strategies Framework
  - Concept Alternatives and Summary Report

### Specific Plan Outline, Policies, Goals and Actions
- Staff and Consultant Work Sessions
- Admin Draft Plan and Graphics
- Draft Plan and Graphics
- Final Draft Plan

### Traffic and Parking Analysis and Report
- Preferred Alternative
- Final Plan

### Matrix of Changes
- Project Description, Initial Study and NOP
- Scoping Meeting
- Draft EIR
- Public Draft EIR

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**Timeline:**
- September 2014 — November 2014
- December 2014 — April 2015
- May 2015 — August 2015
- September 2015 — November 2015
CITY OF EL SEGUNDO

Smoky Hollow Specific Plan Update

M I G

169 N Marengo Avenue | Pasadena, CA 91101
626-744-9872 | www.migcom.com

In association with:
KOA | STRATEGIC ECONOMICS | JOHN KALISKI ARCHITECTS
July 29, 2014

Kimberly Christensen, AICP, Planning Manager
Planning and Building Safety Department
City of El Segundo
350 Main Street | El Segundo, CA 90245

Dear Ms. Christensen and Members of the Selection Committee:

With great pleasure, MIG, Inc. submits this proposal to comprehensively update and modernize the Smoky Hollow Specific Plan. The Smoky Hollow district is a gem: full of interesting and eclectic buildings housing equally eclectic businesses. Enterprise creative artists, manufacturers, technology companies, and product developers have been attracted to the funk of the district—they have found great, affordable places for their ideas to grow. Some have also found that the age of buildings and dated infrastructure present constraints. Substandard parking and loading areas and inadequate communications technology prevent the establishment of desired businesses that provide the skilled labor, professional, and creative industry jobs that appeal to a diverse demographic.

Dating to 1986, when the Smoky Hollow Specific Plan was adopted, the City has recognized the district’s unique character and potential. The 2005 University of California, Irvine study and more recently, the 2012 ULI Technical Assistance Panel report, point to the opportunities: from incubator space for all types of businesses to supporting service uses and possibly innovative residential development. Smoky Hollow is and can continue to be a wonderful complement to El Segundo’s charming downtown. The question is: What can the City do — to paraphrase the ULI TAP report — to let Smoky Hollow be Smoky Hollow?

Updating the Specific Plan will allow the City to craft standards particular to this district that can foster the creative reuse of buildings and spaces for modern needs. And the Specific Plan, unlike standard zoning, can provide for urban design improvements in the connecting spaces, from the alleys to streetscapes to between buildings. Parking and loading can be addressed comprehensively, with possible standards for shared parking and loading operations that best reflect how current and future businesses work. The Specific Plan will work together with other City initiatives to promote Smoky Hollow as the premier place to locate and grow incubator businesses in the Los Angeles area.

MIG is a multidisciplinary consulting firm that specializes in urban planning and design, multimodal transportation planning, public outreach, consensus building, communications and technology tools, and environmental review. For the Smoky Hollow Specific Plan, we offer the City an in-house team of planners and innovators who will work with the community and City leaders to define and realize the goals for Smoky Hollow. To augment our capabilities, we have included these specialty firms and individuals who are our frequent partners:

- **KOA Corporation** – to address mobility, transportation systems, traffic, roadway function, pedestrian routes, and particularly parking. KOA has worked on parking solutions for Downtown El Segundo and brings to the team great community knowledge and understanding
• **Strategic Economics** - to examine the market potential and economics of Smoky Hollow so that land use regulations and development standards can be crafted to guide but stay out of the way

• **John Kaliski** - to bring a practicing architect's perspective regarding what the desired businesses are looking for in terms of interior building space and functionality

• **Juliet Arroyo** - to assess the historical and cultural richness of the district, both to inform the design process and ensure thorough CEQA review

MIG prides itself on creating unique specific plan documents. From our experience with over 100 general plans and specific plans, it is evident that each community's character, diversity, and unique needs guide the development of their own plan. **Our hands-on approach has yielded location-specific policies and actions** that guide staff, task force members, councils, and planning commissions from the first stages of planning through implementation. In a number of cases, we have been asked to continue to work with communities and provide over-the-shoulder advice on implementation practices.

We know staff is busy. During this project, our commitment is to make the process easy by providing full services to you. The scope and budget we present here are based on the RFP and our preliminary understanding of El Segundo's needs. In developing our scope, we've attempted to craft a comprehensive menu of options from which you might "dial up" or "dial down" the tasks and budget based on your priorities. We assure you that we can deliver the highest quality process and products within your target budget. We welcome the opportunity to meet with you so we might make modifications to create the perfect scope with the right budget for this project. We look forward to engaging in a process that will build on the great ideas already put forward and the passion of the community to let Smoky Hollow be Smoky Hollow.

Respectfully,

Laura R. Stetsen, AICP
Principal-in-Charge

Daniel S. Jacono, FAICP, FASLA
Principal
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Qualifications

SECTION ONE
Firm Qualifications

MIG offers a unique combination of community planning and urban design expertise that brings community interests together to frame land use, economic development, transportation, and urban design issues. From concept development to final planning documents, MIG has a successful track record in the planning and design of environments that contribute to community livability and enable residents to lead healthy, active lifestyles.

Our planners and designers work collaboratively on a wide range of projects from streetscape design and downtown revitalization to city-wide visioning and regional planning projects. Utilizing a variety of tools including land use and design exercises, GIS mapping and analysis, and graphic simulations, MIG engages stakeholders and builds consensus to ensure that the end result is a successfully implemented project.

SPECIFIC PLANS
At MIG every project is viewed as a new opportunity to apply our expertise, and to collaborate on new approaches and techniques that advance the sustainability, livability, and economic vibrancy of a community. MIG’s experience in creating integrated, forward-thinking, and implementable specific plans has resulted in noticeable, positive change for our client communities. We utilize the latest and most effective public outreach and engagement tools in order to build community support for the process and develop meaningful input and analysis, including informational graphics, web-based documentation, and social media. We also have extensive experience developing effective implementation strategies, including benchmark metrics and form-based codes.

URBAN DESIGN AND DESIGN GUIDELINES
We design places that are inclusive and accessible for all, fostering social equity as well as environmental sustainability. Our team makes the most of its vast array of services, knowledge, and experience to better serve our clients. We incorporate a balanced, context-sensitive approach, understanding that different circumstances require different solutions. Our multidisciplinary approach goes well beyond simply providing plans, specifications, and estimates, but includes an appreciation for how the project fits within the functionality of the mobility network. This understanding allows us to provide reasonable and practical design solutions that will not detract from the functionality of the roadway and transportation network.

MIG’s design approach evolves out of an interaction with the place. Our designs tell a story that is unique and specific to the site’s context.

MIG utilizes the idea of placemaking, which is more than an assemblage of buildings, plantings and public spaces. Placemaking is intentional and encourages both social interaction and community identity to create meaningful spaces. It develops places where individuals feel like an integral participant in their surroundings.

The MIG project team has assisted a number of municipalities with updating their design guidelines and design criteria.

COMMUNITY OUTREACH AND PUBLIC ENGAGEMENT
MIG designs and implements multi-leveled, well-documented community engagement programs aimed at increasing public confidence in decision-making. MIG uses proven facilitation techniques and succinct, easily understood information to ensure that the community and stakeholders understand pertinent issues and that agencies receive meaningful community input. Our public engagement approach enables the community to contribute ideas, solutions and strategies for addressing issues, which results in supported and successful projects.

MIG will utilize a wide variety of well proven public engagement techniques including individual stakeholder/focus group check-ins,
user surveys and community workshops to ensure that the design builds on the people’s needs. Our interactive community workshops will use illustrative graphic recording, interactive break out group exercises, comment cards, and notation, to meaningfully engage the community. With all of our projects, MIG documents input and methodically analyzes results to ensure a responsive and complete process.

GRAPHIC/VISUAL SIMULATION
It is our mission to empower people to make informed decisions about their communities by providing accurate and easy to comprehend graphics. We use 3D simulations, models, and renderings to tell a story, knitting together pixels and polygons built from real world data. These graphics assist the planning and design process, allowing us to explore, design, and envision a community along side its stakeholders and decision makers.

ENVIRONMENTAL DOCUMENTS
MIG’s environmental team is comprised of highly experienced planners with expertise in the preparation and management of environmental impact assessments pursuant to CEQA and NEPA. We have a proven record of quickly becoming familiar with and adhering to local jurisdictional requirements. We ensure that all environmental documents are prepared to meet legal requirements and withstand public scrutiny.

MIG staff have managed and prepared all types of CEQA environmental documents, from simple Initial Studies and Addendums to complex, multi-phase Environmental Impact Reports. From initial work scoping through final approvals, we develop defensible and cost effective solutions to guide projects more quickly through the increasingly complex environmental planning process. Our staff has experience in environmental analysis of many forms of development and infrastructure plans and projects, in urban, suburban, rural, greenfield, brownfield, and infill settings.

Relevant Experience
Our team has extensive experience helping cities create distinctive places and revitalized neighborhoods, districts, and downtowns. We have completed dozens of successful planning processes, as described in detail in the relevant projects on the following pages.

References
We invite you to contact the clients identified adjacent regarding our ability to provide specific and comprehensive planning, urban design, and CEQA documentation, and engage diverse staff and communities in planning and design efforts.
Lincoln Avenue Specific Plan
PASADENA, CALIFORNIA

The Lincoln Avenue Specific Plan was initiated by the City of Pasadena to reinvent and reinvigorate the Lincoln Avenue corridor, a key arterial connecting neighborhoods east of the Rose Bowl to neighborhoods north of Interstate 210. Historically, Lincoln Avenue has supported industrial and small-scale commercial uses that provide little direct benefit to surrounding neighborhoods.

Residents have long sought aesthetic and functional improvements to the corridor, particularly to encourage neighborhood-serving businesses. In developing the Specific Plan, the City engaged residents, business owners, and community leaders to define a vision and implementing actions that will transform the boulevard into a vibrant neighborhood-oriented district, with new housing options and a complement of local-serving retail and service businesses, office spaces, and community uses, all tied together with pedestrian-scale public improvements.

The Lincoln Avenue Specific Plan establishes a vision and guidelines for new development, uses, and public improvements along a 1.3-mile section of Lincoln Avenue. A primary focus of the Specific Plan is to create a neighborhood “main street” that will serve as the focal point for the neighborhoods surrounding Lincoln Avenue. The Lincoln Avenue Specific Plan provides tailored, form-based development standards appropriate for the desired mass and scale.

Working with John Kaliski Architects, the project team created strong urban design and architectural guidelines that clearly articulate the level of development quality to be achieved. A comprehensive Implementation Plan includes streetscape enhancements, economic development initiatives, and continued outreach and cooperation among local residents and businesses to foster an attractive and economically successful corridor.

RELEVANT KEY FEATURES

- Specific plan for industrial and small-scale commercial neighborhood
- Strong urban design and architectural guidelines that clearly articulate level of development quality
- Tailored development standards appropriate for the desired mass and scale
- Implementation measures that include streetscape enhancements and economic development initiatives
Anaheim Canyon Specific Plan
ANAHEIM, CALIFORNIA

Working with the City of Anaheim, MIG is leading a collaborative process to re-envision Anaheim Canyon, a 2,500-acre industrial area that is home to a third of the City’s businesses and jobs. In an effort to emerge as the premier business center in northern Orange County, MIG is developing a focused Specific Plan that will establish Anaheim Canyon as a “Green Zone” with a comprehensive package of programs and policies to encourage development of a unique eco-friendly business center.

This new identity is intended to make Anaheim Canyon very attractive to environmentally-friendly and sustainable businesses and entrepreneurs. A key objective of this process is to identify and remove obstacles to reuse and create incentives to re-tool existing structures, promote infill development and ensure the long-term economic health of the region. In order to achieve this, MIG and the City are reaching out to area business and property owners to better understand their collective vision for the area’s future, and what they feel the City can do assist economic development.

Another key objective is to expand the use of non-vehicular transportation by upgrading the Anaheim Canyon Metrolink Station, enhance the walkability of the area, add bike lanes and trails, and offer other transportation options in order to reduce the number of vehicle miles traveled and congestion on the area’s busy freeways.

During the development of the Specific Plan it became clear to the City and MIG Team that Anaheim’s current Municipal Code needed to be substantially restructured to meet planning goals. MIG led a process to conduct a major restructuring of the code, which was well received by the community. This work was conducted for no additional cost to the client.

RELEVANT KEY FEATURES
- Specific Plan for sustainable industrial business center
- Identifies and removes obstacles to reuse and create incentives to re-tool existing structures, promote infill development and ensure the long-term economic health
- Outreach and engagement with business and property owners
- Restructuring of Municipal Code to meet planning goals
Downtown Hawthorne Specific Plan
HAWTHORNE, CALIFORNIA

MIG is currently leading a Proposition 84 grant funded specific plan for Downtown Hawthorne - an economically disadvantaged community located southwest of Los Angeles and near LAX. The project includes extensive public outreach and participation, including customized social media, walking tours, intercept surveys and community events. One key aspect of this project is identifying design solutions for Hawthorne Boulevard. At 180 feet, Hawthorne Boulevard has one of the largest right-of-ways of any arterial street in California. While this roadway is an important regional transportation route, the MIG team is looking at innovative and creative solutions for transforming the boulevard into a landmark Complete Street that includes fully-separated pedestrian, bike, parking and travel lanes. With the addition to green street features, plazas and parklets, customized branding and enhanced landscaping, the goal is to transform the boulevard into a civic and community space - more than just a large street for cars.

The MIG Team is working directly with the community, property and business owners, and the mall owner to identify strategies for turning the mall site into the retail, cultural, employment and civic heart of Hawthorne. This includes a series of public and internal team design charrettes that will focus on feasible uses, economic development and employment opportunities, and safety and design improvements. The end result of this project will be a concise, focused specific plan that will establish the framework for transforming downtown Hawthorne into a vibrant center that supports the diverse and multi-cultural community.

RELEVANT KEY FEATURES
- Specific Plan provides strategies for transformation of the City's commercial and civic center
- Design alternatives focus on feasible land uses, economic development and employment opportunities, and safety and aesthetic improvements
- Extensive public outreach and participation program
San Pablo Avenue Specific Plan

MIG is the prime consultant working with the City of El Cerrito to create the San Pablo Avenue Specific Plan. The Plan articulates a vision for the future of San Pablo Avenue, identifies improvements, and adopts context-sensitive regulations that can be applied along its length and to adjacent areas.

The key components of the San Pablo Avenue Specific Plan are the Form-Based Code and the Complete Streets Plan which promote economic development, context-sensitive design and mode shift to create San Pablo Avenue as a vibrant, multimodal, sustainable and transit-oriented residential and commercial neighborhood that respects and compliments the surrounding community. The San Pablo Avenue Specific Plan format provides the City and private developers with a graphically-rich, user-friendly, document for all future land use and design decisions along the Avenue.

RELEVANT KEY FEATURES
- Unique street identity and vision for major commercial and transit thoroughfare
- Design concepts and guidelines promote economic development and context-sensitive design, including stormwater improvements
- Robust community engagement and outreach process
Redwood City General Plan & Inner Harbor Specific Plan
REDWOOD CITY, CALIFORNIA

Given its location in Silicon Valley, Redwood City is home to many knowledge-based and emerging technology industries. These assets combine with the City’s bay-front location to create a place of vibrancy, interest, and opportunity. To ensure that these assets are preserved for future generations, MIG worked with the community to comprehensively update the General Plan. The General Plan is built around the land use and urban design concepts of neighborhoods, corridors and districts. This approach has allowed the City to define very specific plans for the El Camino Real Corridor, the re-emerging and reinvigorated downtown, and its historic residential neighborhoods. The focus is on creating complete neighborhoods and balanced business districts that work toward healthy community and sustainability goals.

Redwood City’s Inner Harbor presents a spectacular opportunity to create a new vibrant multi-use neighborhood that connects residents to nature, provides opportunities for local and destination economic development, provides open space and recreational amenities, and accommodates the nearby port as a vital community resource. MIG is currently engaged by the City to prepare a Specific Plan and EIR that plans for land use, economic development, and urban design, as well as open space and active and passive recreational elements. These elements will be key to providing complete pedestrian and bicycle access within the Harbor, as well as connections to the west side of the freeway and the San Francisco Bay Trail. Stakeholder and community engagement has been key in ensuring the project has broad community support. Each phase has included a community workshop and/or advisory committee meeting to address community desires, review preliminary plans and confirm draft final plans.

RELEVANT KEY FEATURES
- Placetype approach to defining mixed-use districts and neighborhoods
- Emphasis on economic development and strategic preservation of industrial properties
Santa Monica Land Use and Circulation Elements
SANTA MONICA, CALIFORNIA

MIG directed the creation of an innovative, forward-thinking Comprehensive Plan Update to contribute to community livability, vitality and sense of place. MIG’s approach in developing this publicly supported and implementable Comprehensive Plan for Santa Monica began with creating a dynamic vision to help shape future land use, housing, mobility, and development decisions.

In an effort to encourage sustainability, community preservation and focused growth and change, the General Plan Update was built upon the following goals:
- Limit traffic and congestion;
- Ensure affordable workforce housing;
- Target areas that need improvement; and
- Contribute to a sustainable environment.

RELEVANT KEY FEATURES
- New development incentives tied directly to community benefits
- Use of innovative, cutting edge planning tools
- Emphasis on sustainability and community preservation
- Highly interactive planning process
- Inclusive community outreach and engagement process
Newport Beach General Plan Visioning and Zoning Code Update
NEWPORT BEACH, CALIFORNIA

Newport Beach is a coastal community striving to preserve its beach town identity in the face of both internal and external pressures. Since its adoption in the early 1970s, the City's General Plan had not been updated. MIG was hired to design and lead a comprehensive update that would emphasize community participation and address pressing contemporary issues, such as the preservation of open space and other growth concerns.

MIG facilitated a 10-month community visioning process, bringing residents together to formulate a long-term blueprint for their community's development. The approach combined community participation with interactive education and input gathering to create a long-term plan that defines social, economic and physical development over the next 25 years.

Following adoption of its new General Plan, MIG completed a comprehensive rewrite and reorganization of the Newport Beach zoning code to include the addition of six new mixed-use zoning districts; new standards for specific land uses; eating and drinking establishments; community care facilities; new permitting procedures; and new standards to address buffering and screening, outdoor lighting, and public view protection.

RELEVANT KEY FEATURES
- Coastal community facing growth issues
- Substantial update of development policy and comprehensive re-write of zoning codes
- Robust community visioning process
Torrance General Plan
TORRANCE, CALIFORNIA

Incorporated in 1912, Torrance has grown over the years from a small town based on a plan prepared by the Olmsted Brothers to -- as its motto states -- a “Balanced City”. In addition to its diverse neighborhoods and a population of 147,000, Torrance has a daytime business population of 203,000 in more than 2,000 businesses, including the U.S. headquarters for Toyota Motors and a major regional mall. The City also has a well-developed park system and 1.5 miles of beachfront.

In response to pressures for private redevelopment of aging industrial properties and City concerns with loss of jobs and revenues, the City initiated a comprehensive General Plan update in 2006. A community engagement program gave voice to public concerns and the program allowed the City to accommodate modest residential growth in focused areas while preserving valuable industrial lands and heightening public awareness about the City’s historic areas.

RELEVANT KEY FEATURES
- Preservation of valuable industrial lands
- Robust community outreach and engagement process
Garden Grove Mixed Use Zoning Regulations
GARDEN GROVE, CALIFORNIA

Following a 2008 comprehensive General Plan update, the City of Garden Grove hired the team of MIG and John Kaliski Architects to develop zoning regulations to implement newly created Mixed Use General Plan land use designations. Four new Mixed Use zone districts provide for a high degree of flexibility in use and development approaches, including regulations for the Adaptive Reuse zone intended to encourage creative industry uses.

The Garden Grove Boulevard Mixed Use zone provides for varying intensities of development along the corridor, all tied together with a ribbon-like stretch of frontage landscaping and pedestrian enhancements. The Neighborhood Mixed Use zone provides opportunities to revitalize aging commercial centers. The Civic Center zone, with four sub-zones, offers opportunities for development to reinforce this area’s continued function as a place of prominence in Garden Grove.

RELEVANT KEY FEATURES
- Mixed Use zone districts provide for a high degree of flexibility in use and development approaches
- Regulations for the Adaptive Reuse zone are intended to encourage creative industry uses
- Comprehensive re-write of development standards
Palm Avenue / SR75 Commercial Corridor Master Plan

IMPERIAL BEACH, CALIFORNIA

Palm Avenue, also known as State Route 75, is a six-lane commercial corridor that serves as the gateway to Imperial Beach. It is an important alternative connection for Interstate 5 to the cities of San Diego and Coronado, as well as to local military facilities. Like much of Western Avenue, Palm Avenue is characterized by high-speed traffic, poorly marked and badly designed pedestrian crossings, under-utilized structures, and a high concentration of automobile-related uses.

Despite being the City’s retail lifeblood, its current design and configuration is unfriendly to pedestrians and lacks the development potential required to meet residents’ needs, capture visitors’ interest, and support the City’s economic vitality.

MIG worked with City staff and Caltrans to develop a Master Plan for Palm Avenue to transform this commercial spine into a vibrant pedestrian-, bicycle-, transit-friendly street.

With input from the community, elected officials and other stakeholders, MIG led the creation of an urban design framework, new classification of street segments, facade improvements for existing commercial spaces and design guidelines that are spurring positive change and new development opportunities for the corridor.

Completed on time and on budget, the final Master Plan received unanimous City Council approval. MIG is currently preparing construction documents to help implement the design.

RELEVANT KEY FEATURES
- Complex corridor planning program for motor vehicles, pedestrians, cyclists and public transit
- Coastal community with diverse population
- Highly ambitious, progressive urban design framework
- Strong stakeholder-led planning process
Funded in part by a NEA grant, re:Streets is a multi-disciplinary collaboration focused on the planning, design and construction of streets as a method for improving our built environment. It pushes beyond the current standards to explore the future of streets and what America’s roadways would be like if they were designed for living, instead of just driving.

Project Partners, MIG, Inc., America Walks, Landscape Structures, Ironsmith, DeepRoot and PLAE, Inc. hosted and facilitated the re:Streets Charrette in July 2011 where over 120 professionals from both the public and private sectors worked together on specific topics relating to re-envisioning the American street. Each working group developed design solutions for one of the following topics:

- Mobility and Access
- Events and Programming
- Social Gathering
- Play and Recreation
- Wayfinding
- Green Infrastructure
- Urban Agriculture
- Commerce
- Image and Identity

The solutions developed during the charrette will be refined and developed into an interactive digital manual. The eBook will be distributed to all federal and state transportation agencies, city planning and public works agencies throughout the country and will be available as a free digital download. As solutions are tried and streets are built or remodeled, the results will be added to the re:Streets eBook, creating an evolving, collaborative reference for improving our communities and the health of the planet. View the e-book at www.restreets.org

Host cities have included Boulder, Chicago, Portland, Seattle, Encinitas, Laramie, San Antonio, Riverside, Denver and St. Louis.
Project Team

MIG

162 N Marango Avenue | Pasadena, CA 91101
626-744-9872

Critical thinking. Strategic focus. Innovative solutions. For 31 years, MIG has engaged top professionals in planning, design, communications, management and technology who work together to ensure our clients achieve the results they seek. We look beyond convention to produce meaningful plans and durable solutions that meet our world’s increasing social, economic and environmental challenges. A woman-owned business, MIG is a firm of 140 professionals who provide a sophisticated, integrated and interactive approach to create nuanced, layered, dynamic and implementable plans.

MIG is a multidisciplinary firm that offers a full range of services, including general and specific plans, design and design guidelines, community outreach and engagement, and environmental planning and CEQA documentation. Our work is characterized by a dedication to quality, a flexible approach, creativity in planning and design, and a commitment to completing projects on time and within budget. We have worked extensively with public agencies and municipalities locally, nationally and internationally on design and planning for future change.

The diversity of our staff provides a base of knowledge that bridges technical expertise and values, and facilitates the exchange of information among all parties engaged in the planning and design process. Staff backgrounds encompass urban planning, urban design, placemaking, public participation, environmental analysis, landscape architecture, communications, graphic design, and public policy.

MIG’s unique combination of planning and design expertise allows us to conduct planning in a highly interactive process involving key constituent groups. This process generates a clear and collective vision of development and growth in a dynamic, yet stable environment. Through MIG’s participatory planning process, client goals and stakeholder interests work together to frame key issues. Plans created through this approach enjoy broad-based support and are readily implemented.

Areas of Expertise

- Community Planning and Urban Design
- Specific Plans and Zoning
- Design Guidelines
- CEQA and NEPA Compliance Documentation
  - Mitigated Negative Declarations
  - Environmental Impact Reports

- Community Outreach and Involvement
- Visioning, Facilitation and Consensus Building
- Streetscapes and Corridors
- Ecological Design and Landscape Architecture
- Trails, Natural Areas and Greenways
- Strategic Communications and Graphic Design
- Visual Simulations/Shade & Shadow Analysis
- Mapping and GIS Analysis
- Contract Staffing
- Entitlements and Due Diligence

TEAMING PARTNERS

KOA Corporation - Mobility/Traffic
1100 Corporate Center Drive, Suite 201
Monterey Park, CA 91754 | 323-260-4703

Founded in 1987, KOA Corporation (KOA) is one of the leading transportation planning, traffic engineering, and design firms in California. KOA also provides services in civil engineering, project management, construction management and observation, staff assistance, grant application processing and NPDES Program implementation. KOA provides consulting services to both public and private sectors, and has six offices to serve our California clients. Staff includes certified transportation planners and California registered civil and traffic engineers. A frequent partner
with MIG, KOA has been involved in many of the largest public works and transit planning projects in Southern California and is one of the most well recognized firms in California for performing bicycle/pedestrian design and development, traffic calming, street and safety improvement design, plus traffic impact, operations and circulation studies for public, institutional and commercial projects.

Strategic Economics - Economic Development
2991 Shattuck Ave., Ste. 203 | Berkeley, CA 94705
510-647-5291

Strategic Economics is a national leader in providing the urban economic analyses and strategic thinking necessary to create sustainable, high-quality places for people to live and work. A certified Women-Owned, Small Business, Disadvantaged Business Enterprise, and California Small Business Enterprise, Strategic Economics is widely recognized for the firm’s strength in addressing complicated projects requiring innovative analyses and cross-disciplinary teamwork. Staff brings extensive experience and expertise in many areas including real estate economics, city planning, regional economic development, public policy and finance, public finance.

Strategic Economics works on a broad range of projects including neighborhood and downtown planning and revitalization, corridor revitalization, real estate market analysis, transaction analysis and structuring, infrastructure financing, economic development, regional growth planning, transit oriented development research and implementation, economic benefits from transportation investments, and retail strategies.

A primary focus of the firm’s work is on facilitating infill development including attracting new development projects to infill locations, but also considering ways to incentivize existing property owners to reinvest in existing buildings. Strategic Economics has a long history of work on industrial land supply analyses in many communities around California including San Jose, Fremont, Oakland, San Francisco, Long Beach, Upland, Rancho Cucamonga Chino, Azusa, and Santa Monica. Their mission has always been to preserve employment opportunities for the broadest possible range of businesses and workers, but to also realistically evaluate where and how housing can be in added into an area without creating land use conflicts, or where an area should be encouraged to transition away from non-residential to residential uses.

Strategic Economics also has growing experience working with the "maker" community who are an emerging type of small business that often blends art and design with light manufacturing or artisanal food production. In this capacity, staff recently completed a market study for an innovative shared kitchen facility now under construction in Los Angeles and prepared and Equitable Economic Development Element for the West Oakland Specific Plan focusing on establishing various mechanisms to protect small artisan businesses in this area while also enable larger scale development to accommodate more tradition high technology related industries.

John Kaliski Architects - Urban Design
3780 Wilshire Blvd, Suite 300 | Los Angeles, CA 90010 | 213-383-7980

John Kaliski Architects (JKA), founded in 2000 and based in Los Angeles, California, is a full-service six person urban design and architecture firm that specializes in urban infill architecture projects, urban design programs, and feasibility studies for municipalities, non-profits, and the private sector.

JKA provides guidance and designs to public and private sector clients who seek to energize urbanism and achieve environmental design quality. Urban design is defined by JKA as the nexus of careful observation, public input and consensus building, and policy development - all visualized through design intelligences that both shape and are shaped by urban dynamics. JKA urban design services include design feasibility studies, building cost modeling, design standards and guidelines, simulations and renderings, design review, the design components of master plans, area plans, specific plans, general plans, community plans, and development plans.
streetscape and open space design, as well as the facilitation of meetings and workshops. In each project the objective is to implement processes, policies, designs, and visualizations that foster the creation of vibrant human-scale experiences with a distinct and local sense of place.

Key Personnel

MIG has carefully selected a highly experienced team of professionals to prepare the Smoky Hollow Specific Plan Update, representing the full range of expertise needed to conduct the planning, design, and environmental review process and deliver an implementable plan that the City desires. MIG’s project management team will guide the entire effort, and is specifically crafted to include the depth and breadth of experience needed for this project to be a success.

The MIG Team will be led by the project management team of Laura Stetson, AICP, Principal-in-Charge/Project Manager and Genevieve Sharrow, Deputy Project Manager. Ms. Stetson has nearly 30 years of experience managing and preparing award-winning specific plans, general plans, zoning codes, and special planning studies for diverse cities throughout California. In this capacity, she has worked with advisory committees, commissions and councils to develop long-range goals, policies and programs, and to craft the regulatory tools to implement those programs. She also directs preparation of CEQA documents, either as part of planning programs or to address development projects. She will direct development of all planning and CEQA documents, and ensuring they are comprehensive, legally adequate and internally consistent. Ms. Sharrow has extensive experience with long-range planning documents and implementing codes, and is experienced in the preparation of a full range of environmental documents. She served as Deputy Project Manager for the Lincoln Avenue Specific Plan in Pasadena and has assisted with the development of zoning regulations for the Cities of Redwood City, Duarte, and Baldwin Park. As Deputy Project Manager, Ms. Sharrow will support Ms. Stetson with day-to-day management of the project and serve as the technical team lead for preparation of the Specific Plan Update and support for the associated CEQA documentation.

Providing in-depth knowledge and understanding having worked in and around the South Bay throughout his 30-year career, Daniel Iacofano, Ph.D, FAICP, FASLA will serve as Consulting Principal. As a strategic advisor to Ms. Stetson and Ms. Sharrow, he will be engaged throughout the planning process and specifically at key points in the work program.

Supporting the Project Management Team are a series of highly experienced and dedicated technical team members. Each member will provide their unique insights and help develop specific processes and products throughout the project. Given the complexity of the project, each of these team members will interact with both City staff and the community as needed.

Christopher Brown, MIG's Director of Environmental Services, will lead the preparation of all CEQA documentation and provide technical oversight and quality assurance for the environmental team. Mr. Brown has managed analysis of impacts and document preparation, and has provided specific analysis relating to air quality and climate change for a variety of development plans and projects, specific plans, comprehensive general plan updates, general plan elements, and transportation improvements and infrastructure plans and projects. Additionally, Mr. Brown will direct our in-house preparation of the air quality, GHG, and noise studies associated with the CEQA documentation.

This core team will be supported by our in-house staff of planners, designers, and environmental analysts.

SUBCONTRACTED WORK

A frequent partner with MIG's Project Management Team, Joel Falter, of KOA, has 35 years of experience in the field of transportation, having prepared transportation master plans, circulation elements, and corridor studies. He has extensive experience in traffic calming, complete
streets, and non-motorized transportation. He has conducted and led many community workshop and outreach programs, often for bilingual groups. Mr. Falter will lead KOA’s team of transportation planners and traffic engineers to prepare mobility and parking analysis and policy/strategy development for both the Specific Plan Update and CEQA documentation.

Dena Belzer is the founding Principal of Strategic Economics and has over 30 years of experience working on economic issues ranging in scale from regional growth management to individual development projects. She is a national leader in developing innovative urban economics research techniques that guide local public policy decisions based on sound market principles, help foster sustainable communities and create places with lasting value. This work has included a wide range of clients including cities, counties, transit agencies, metropolitan planning organizations, councils of governments, economic development organizations, developers, and a number of community-based organizations. She will have a core role preparing all economic research, analysis, and policy/strategy/incentives development.

John Kaliski, of John Kaliski Architects, will assist with the urban design and design standards component of the Specific Plan Update, working closely with Mr. Malhotra and the Project Management Team. Mr. Kaliski’s work has included urban design guidelines for the City of Santa Monica, the urban design component for the Garden Grove Mixed-use Zone Ordinance, design guidelines for the Hollywood Boulevard and Franklin Avenue districts in Los Angeles, and the Mid-City Crenshaw Vision + Implementation Plan.

Working with the Technical Team to provide historic resources analysis, Juliet Arroyo, of Evan Brooks Associates, has over 20 years of experience in urban planning specializing in environmental review and historic resources. She has over 13 years of experience in historic resource assessments and preservation planning and meets the Secretary of the Interior’s Professional Qualifications Standards in the area of Architectural History. She has prepared over 50 historic resource assessment reports, including register nominations, CEQA resource reports, and single and multiple property historic surveys.

**KEY PERSONNEL AVAILABILITY**

Both the Project Management Team and Technical Team members were selected based on their expertise, passion for the project and capacity. Each member is committed for the duration of the project, and their current workload will not impact their availability to successfully complete this assignment. In addition, due to the depth of each firm, we are able to advance multiple assignments simultaneously. We have the in-house personnel and resources to accommodate new projects regularly and to respond to unexpected assignments. This core team commitment, combined with the flexibility of support staff, will ensure that the Specific Plan Update remains on schedule and the consultant team can quickly respond to all project needs.
Organizational Chart
The following chart outlines the overall MIG Team structure and how the consultant team will interact with City staff and decision makers.

Resumes
The following are detailed resumes for the Project Management Team and Technical Team, including their titles, education, work experience, and relevant projects. For subconsultants KOA, Strategic Economics, and John Kaliski Architects, resumes are followed by their previous relevant experience and references.
Laura Stetson, AICP
PRINCIPAL-IN-CHARGE / PROJECT MANAGER

AREAS OF EXPERTISE
Specific Plans / Land Use Planning
General Plans / Zoning Codes
Meeting Facilitation

QUALIFICATIONS
Laura Stetson is an MIG Principal with over 28 years experience in the area of general plans, zoning codes, specific plans, and special planning studies for diverse cities throughout California. Ms. Stetson has worked with advisory committees, commissions, and councils to develop long-range goals, policies, and programs, and to craft the regulatory tools to implement those programs. She has conducted background research for planning, written plan elements, coordinated preparation of plans and related environmental documentation, and presented recommendations to decision-making bodies. She also directs preparation of CEQA documents, either as part of planning programs or to address development projects.

Ms. Stetson led a team of specialists to prepare the City of Riverside’s key land use regulatory tools: the General Plan, the zoning ordinance, the subdivision ordinance, and citywide Design Guidelines, as well as a Program EIR.

EDUCATION
- Bachelor of Science, Stanford University
- Graduate Coursework in Public Administration, American University

PROFESSIONAL AFFILIATIONS
- American Planning Association
- California Planning Roundtable

PROJECT AWARDS
- Brea General Plan
  American Planning Association Award, California Chapter
- Redwood City General Plan
  American Planning Association, California Chapter, Outstanding Achievement for Small Jurisdiction Planning Effort
- Riverside General Plan
  American Planning Association Award, California Chapter
- Claremont General Plan
  American Planning Association Award, California Chapter

RELEVANT EXPERIENCE
- Pasadena Lincoln Avenue Specific Plan, Pasadena, California
- Garden Grove Mixed Use Zones, Garden Grove, California
- Redwood City General Plan Update, Redwood City, California
- Redwood City Inner Harbor Specific Plan, Redwood City, California
- Torrance General Plan Update, Torrance, California
- Manhattan Beach General Plan, Manhattan Beach, California
- Long Beach General Plan Land Use Element, Long Beach, California
- Long Beach Comprehensive Zoning Code Update, Long Beach, California
- Brea General Plan, Brea, California
- Pasadena Land Use and Mobility Element, Pasadena, California
- Rosedale Planned Community EIR, Azusa, California
- Del Mar Station Mixed Use EIR, Pasadena, California
- La Mirada Zoning Code, La Mirada, California

2.6 City of El Segundo | Smoky Hollow Specific Plan Update
Genevieve Sharrow  
DEPUTY PROJECT MANAGER

AREAS OF EXPERTISE  
Urban Planning / GIS / Housing Elements  
Zoning Ordinances / Development Codes

QUALIFICATIONS  
With over eight years of experience, Genevieve Sharrow provides a broad range of planning and planning related services to clients, including geographic information system (GIS) support. Her primary responsibilities include preparing and assisting in the preparation of general plans, with housing element expertise; zoning ordinances and development codes; HUD applications and compliance documents; and environmental analysis and CEQA documentation.

Ms. Sharrow has extensive experience with long-range planning documents and implementing codes. She has particular expertise in housing planning, having assisted many cities with successful completion of their housing elements and/or HUD compliance documentation such as Consolidated Plans, Action Plans, and Analyses of Impediments to Fair Housing Choice.

As part of the MIG’s Environmental Team, Ms. Sharrow has contributed to a variety of CEQA projects and is experienced in the preparation of a full range of environmental documents. She has attended numerous seminars and classes on NEPA and CEQA regulations, case law, and greenhouse gas impacts.

EDUCATION  
- Master of Art, Urban Planning, University of California, Los Angeles  
- Bachelor of Arts, Social Anthropology, University of Michigan

PROJECT AWARDS  
- Redwood City General Plan
  American Planning Association, California Chapter, Outstanding Achievement for Small Jurisdiction Planning Effort

RELEVANT EXPERIENCE  
- Pasadena Lincoln Avenue Specific Plan, Pasadena, California
- Redwood City General Plan, Redwood City, California
- Redwood City Zoning Code Update-Mixed Use, Redwood City, California
- Rialto General Plan, Rialto, California
- Duarte Development Code, Duarte, California
- Baldwin Park Zoning Code, Baldwin Park, California
- La Palma General Plan and EIR, La Palma, California
- Vernon General Plan EIR, Vernon, California
- Rosemead General Plan EIR, Rosemead, California
Daniel Iacofano, Ph.D / FAICP / FASLA
CONSULTING PRINCIPAL

AREAS OF EXPERTISE
Land Use and Transportation Planning / Facilitation / Public Outreach / Streetscapes and Corridors

QUALIFICATIONS
Daniel Iacofano is a founding principal of MIG with over 30 years of experience in urban and strategic planning, organizational development, facilitation, and community outreach. He is nationally recognized as an expert and innovator in the areas of process design and management, public participation, consensus building, and facilitation, specifically for community and strategic planning projects. His projects have addressed issues ranging from public transit and traffic to housing and economic development to environmental impacts in a wide range of communities.

Mr. Iacofano’s work has been recognized by the National League of Cities, the International Downtown Association, the American Planning Association, and the American Society of Landscape Architects. He has been a visiting lecturer at several universities and has written and lectured extensively in the United States and abroad. He is author of Public Involvement as an Organizational Development Process (Garland Publishing, 1990) and Meeting of the Minds: A Guide to Successful Meeting Facilitation (MIG Communications, 2002); and co-editor of The Inclusive City (MIG Communications, 2007), a collection of project studies highlighting the best of universal, inclusive design for buildings, neighborhoods and urban spaces.

EDUCATION
- PhD, Environmental Planning, University of California, Berkeley
- Masters of Science, Environmental Psychology, University of Surrey, England
- Bachelor of Urban Planning, Summa Cum Laude, University of Cincinnati

REGISTRATIONS
- American Certified Institute of Planners, Fellow
- American Society of Landscape Architects, Fellow

RELEVANT EXPERIENCE
- Santa Monica Land Use and Circulation Elements, Santa Monica, California
- re:Streets Conference and Traveling Workshops, Berkeley, Boulder, Chicago, Portland, Seattle, Encinitas, Laramie, San Antonio, St. Louis
- Sacramento R Street Corridor Urban Design and Development Plan, Sacramento, California
- Upper State Street Corridor Study, Santa Barbara, California
- Los Angeles Downtown Development Strategy, Los Angeles, California
- Long Beach Citywide Visioning and Strategic Planning Process, Long Beach, California
- Gateway Cities Council of Governments Sustainable Communities Strategy, Paramount, California
- Richmond General Plan, Richmond, California
- Richmond Health Policy Element, Richmond, California
- Brentwood General Plan, Brentwood, California
- Pasadena General Plan Update, Pasadena, California
- UC Davis Long-Range Development Plan and Neighborhood Master Plan, Davis, California
- Ukiah Valley Area Plan, Mendocino, California
Jill Eulate
PLANNER / LANDSCAPE ARCHITECT

AREAS OF EXPERTISE
Urban Planning / Community Engagement
Downtowns / Design Guidelines

QUALIFICATIONS
Jill Eulate has over 15 years of broad experience in strategic planning, community process design, project management, graphic recording, communications development, writing and plan production management. She has provided leadership in many of MIG’s urban planning projects, including neighborhood-based improvement plans, master plans, downtown core strategic plans, general plans, design guidelines, environmental projects and historic landscape projects.

Ms. Eulate’s familiarity with neighborhood-based planning and broad level of expertise uniquely positions her to craft participation and outreach processes; strengthen community organizing capacities; create neighborhood planning tools and templates; collaboratively design improvement plan concepts; develop strategic implementation frameworks; and document community aspirations and proposed projects in a meaningful way.

Particular strengths Jill offers include content and plan development in contexts ranging from policy documents and community-based plans to marketing collateral and publications aimed at securing outside funding. A range of other projects that have benefited from Jill’s knowledge and skills include general plans, station area and streetscape projects, flood management planning, a statewide energy efficiency marketing initiative, higher education planning, and cultural resource projects for both the National and California State Parks Departments.

EDUCATION
- Master of Arts, Landscape Architecture, University of Washington
- Bachelor of Arts, English Literature, UC Berkeley

RELEVANT EXPERIENCE
- Glendale East Garfield Neighborhood Design, Glendale, California
- R Street Urban Design and Development Plan, Sacramento, California
- Mountain View General Plan Update, Mountain View, California
- Upper Market Street Community Vision and Design Plan, San Francisco, California
- San José Strong Neighborhoods Initiative Planning, San José, California
- Richmond General Plan Update and Community Health and Wellness Element and Implementation, Richmond, California
- Stockton Neighborhood Renaissance Program, Stockton, California
- Commerce City Station Area Master Plan, Commerce City, Colorado
- Rohnert Park City Center Concept Plan, Rohnert Park, California
- Station Area Plans, Dallas TOD (four projects: Vickery Meadow Station Area, Lancaster Corridor Station Area, Hatcher Station Area, Martin Luther King, Jr. Station Area), Dallas, Texas
Chase Mullen
VISUALIZATION SPECIALIST / URBAN DESIGNER

AREAS OF EXPERTISE
Urban Planning / Digital Design Charrette
3D Visualizations

QUALIFICATIONS
Chase Mullen has created a position unique to MIG and integral to the field of design. Having an acute eye for graphic design and interactivity, he has a distinctive methodology for 3D visualization and a fine-tuned ability to mold GIS, CAD, and 3D data seamlessly into models.

Mr. Mullen’s primary role has been to lead and expand the 3D visualization branch. In his effort to build up the firm’s capabilities, he has developed software, methods, and tools that are innovative and sophisticated. MIG’s goals of “decisions support the design” and “public facilitation” are echoed in all of his projects and visualizations.

Mr. Mullen has created “Vizhen” a custom software package that allows users to walk, run, drive, and fly anywhere, look at anything, and interact with the 3D model in any way they choose. In addition, he created the “Digital Design Charrette” method as an interactive design facilitation tool allowing participants to verbalize their design concepts and watch them take shape immediately within the charrette, leading to more informed and stronger project understanding.

EDUCATION
• Bachelor of Environmental Design and Planning
  University of Colorado at Boulder

RELEVANT EXPERIENCE
• Westminster Monument Signage,
  Westminster, California
• Steamboat Springs Downtown and Base Area
  3D Model, Steamboat Springs, Colorado
• Carson City Downtown Plan,
  Carson City, Nevada
• Lakewood RTD FasTracks / Lightrail TOD Center
  Visualizations, Lakewood, Colorado
• Federal Boulevard Public Facilitation,
  Jefferson County, Colorado
• Boulder Transit Village (Phase 1),
  Boulder, Colorado
• Highway 42 Underpass and Urban Design,
  Louisville, Colorado
• Centennial - TOD Buildout,
  Centennial, Colorado
• Kigali, Rwanda City Planning, Kigali, Rwanda
• Federal Boulevard Public Facilitation,
  Jefferson County, Colorado
• Boulder Municipal Building Landscape Design,
  Boulder, Colorado
Christopher Brown
DIRECTOR OF ENVIRONMENTAL SERVICES / AIR QUALITY & GHG SPECIALIST

AREAS OF EXPERTISE
Environmental Planning / Air Quality Analysis
Climate Change Analysis

QUALIFICATIONS
Christopher Brown has over eight years experience in environmental analysis and the preparation of CEQA documents. Mr. Brown has managed and prepared CEQA documents for a variety of development plans and projects, specific plans, comprehensive general plan updates, general plan elements, and transportation improvements and infrastructure plans and projects. Mr. Brown will review all environmental documentation to ensure consistency with the project parameters and that it meets the requirements of CEQA. Mr. Brown is also an air quality specialist and has been modeling and analyzing air pollutant emissions for the past six years.

Mr. Brown has prepared air quality assessments utilizing the latest CalEEMod software for a variety of development and infrastructure projects and is experienced in assessing local and regional emissions impacts, carbon dioxide 'hotspot' screening and analysis using CALINE4 and EMFAC, and toxic air contaminant risks and modeling using AERMOD. He has prepared GHG emissions models utilizing the methods and practices presented in the California Air Pollution Control Officers Association's CEQA and Climate Change white paper and their Quantifying Greenhouse Gas Mitigation Measures guidelines.

In addition to his environmental experience, Mr. Brown has provided contract land use planning services for public agencies such as the cities of Desert Hot Springs, Palm Springs, and Twenty-nine Palms. Mr. Brown also served as the City of Rancho Santa Margarita's code enforcement officer and NPDES Authorized Inspector.

EDUCATION
- Bachelor of Arts, Environmental Planning, California State University, Northridge

RELEVANT EXPERIENCE
- Station Square Transit Village Specific Plan, Phase II IS/MND, Monrovia, California
- Rialto General Plan and EIR, Rialto, California
- Colton General Plan Update and EIR, Colton, California
- Rosemead General Plan and EIR, Rosemead, California
- Huntington Beach General Plan and EIR, Huntington Beach, California
- Twenty-nine Palms General Plan and EIR, Twenty-nine Palms, California
- Claremont University Consortium East Campus EIR, Claremont, California
- Jeffries Road Affordable Housing project IS/MND, Big Bear Lake, California
- Redlands Pioneer Business Center IS/MND, Redlands, California
- Jones Industrial Building, Palm Springs, California
- Desert Hot Springs I-10 Community Annexation IS/ND, Desert Hot Springs, California
Olivia Chan
ENVIRONMENTAL ANALYST / AIR QUALITY, GHG & NOISE SPECIALIST

AREAS OF EXPERTISE
Environmental Analysis / Air Quality Analysis

QUALIFICATIONS
Olivia Chan is an associate environmental planner and assistant project manager in MIG's Environmental Planning section. Olivia has prepared a variety of environmental documents such as Initial Studies, Mitigated Negative Declarations, Environmental Impact Reports, and Mitigation Monitoring Programs pursuant to CEQA for jurisdictions throughout Southern California.

Ms. Chan has provided services in construction management for a large renewable energy transmission line project in Southern California. This entailed construction site monitoring, the preparation of mitigation plans, and documenting baseline conditions. In addition to her environmental experience, Ms. Chan has assisted in the preparation of a specific plan for a 800-acre Master Planned Community in the City of Corona.

EDUCATION
- Masters in Urban and Regional Planning
  University of California, Irvine
- Bachelors in Environmental Analysis and Design
  University of California, Irvine

TRAINING
- SoundPLAN Noise Modeling

PROFESSIONAL AFFILIATIONS
- Environmental Assessment Association
- Environmental Protection Agency

RELEVANT EXPERIENCE
- Baldwin Park Housing Element Initial Study
  MND, Baldwin Park, California
- Garden Grove Housing Element Initial Study
  MND, Garden Grove, California
- Hawaiian Gardens Redevelopment EIR,
  Hawaiian Gardens, California
- Colton General Plan Update EIR,
  Colton, California
- Garden Grove Housing Element Initial Study
  IS/Mitigated Negative Declaration (MND),
  Garden Grove, California
- Whittier LA Fitness IS/MND, Whittier, California
- Irvine Crossings IS/MND, Irvine, California
- New Era Village Noise Modeling,
  Cudahy, California
- Newmark Senior Housing Noise Modeling,
  Monterey Park, California
- Columbia Business Center Noise Modeling,
  Riverside, California
- West Covina Commercial Condos Noise
  Modeling, West Covina, California
Juliet Arroyo
ENVIRONMENTAL ANALYST / HISTORIC RESOURCES SPECIALIST

AREAS OF EXPERTISE
Historic Resources / CEQA Documentation

QUALIFICATIONS
Juliet Arroyo has over 20 years of experience in urban planning specializing in environmental review and historic resources. She has over 13 years of experience in historic resource assessments and preservation planning and meets the Secretary of the Interior’s Professional Qualifications Standards in the area of Architectural History. She has prepared over 50 historic resource assessment reports, including register nominations, CEQA resource reports, and single and multiple property historic surveys.

Mr. Arroyo is responsible for environmental review compliance for client projects and provides technical expertise in the area of historic resources. She prepares the environmental review for transportation projects under Caltrans environmental regulations, CEQA, NEPA, and other local, state and federal environmental requirements. She coordinates technical studies required for environmental review and manages community and government outreach activities for proposed projects and studies.

As historic preservation officer for the City of Glendale for five years, Ms. Arroyo prepared the demolition review ordinance and historic district overlay zone and implemented the Mills Act incentive program. She has been a private consultant specializing in the environmental review of historic resources for the past eight years. She has received a professional award from the Glendale Historical Society and has been part of the award winning team for the Cumberland Heights Historic Resources Survey from the California Chapter of the AFA, and the team for the Glendale Historic District Design Guidelines from the Los Angeles Conservancy.

EDUCATION
- Master of Arts, Urban Planning, University of California, Los Angeles
- Bachelor of Arts, Geography, California State University, Fresno
- Certificate Coursework, Historic Preservation, University of Southern California

PUBLICATIONS
- Early Glendale, Arcadia Publishing, 2005

RELEVANT EXPERIENCE
- Downtown El Monte Specific Plan, Historic Resource Assessment & Survey, El Monte, California
- Section 106 oversight for the Fixed Guideway (Streetcar) Project, Santa Ana, California
- Peer Reviewer, Historic Resource Assessments & Rehabilitation Plans, Los Angeles USD, Los Angeles, California
- Authored Historic District Ordinance & Demolition Review Ordinance, Glendale, California
- Historic Resource Assessments, Inglewood, Glendale, Los Angeles, Beverly Hills, California
- Design Review Conformance with Historic Resource Standards, Glendale, Los Angeles, California
- Historic Resource Survey, Downtown Glendale, California
- Created Mills Act Incentive Program, Glendale, California
- Updated City CEQA Guidelines, Glendale, California
- Managed CEQA document preparation and review, LAUSD, Los Angeles, California
Joel Falter
LEAD TRANSPORTATION PLANNER | KOA CORPORATION

QUALIFICATIONS
Mr. Falter has 35 years of experience in the field of transportation. He has prepared transportation master plans, as well as circulation element and corridor studies. He has extensive experience in traffic calming, complete streets, and non-motorized transportation. He has conducted and led many community workshop and outreach programs, often for bilingual groups.

EDUCATION
- MS, Transportation Engineering, University of California, Berkeley
- BS, Transportation and Regional Planning, SUNY Buffalo, New York

PROFESSIONAL AFFILIATIONS
- Institute of Transportation Engineers
- Women’s Transportation Seminar
- American Planning Association

RELEVANT EXPERIENCE
- Washington/National Specific Plan EIR, Culver City, California - Project Manager for the traffic analysis for the Culver City Washington/National Specific Plan EIR. KOA investigated traffic impacts of each phase of the proposed plan at 38 intersections as well as on area-wide roadway and freeway segments. The analysis also addressed the adequacy of parking and pedestrian circulation issues.
- Mid-City Crenshaw Boulevard Visioning and Implementation Study, Los Angeles, California - Principal-in-Charge / Project Manager for study sought to augment and update the area’s adopted Redevelopment Plan, the Community Plan, and the City’s General Plan. Worked with LADOT and the former Los Angeles Community Redevelopment Agency to determine the study area. KOA also performed field reviews, documenting and inventorying the existing streetscape and parking supply. Level-of-service and parking demand analyses for each of the proposed scenarios were also performed.
- Rosemead Circulation Element / EIR Study, Rosemead, California - Project Manager for the Circulation Element for the City of Rosemead’s General Plan Update.
- Montebello Circulation Element / EIR, Montebello, California - Project Manager for draft Circulation Plan for inclusion in the General Plan and EIR. Mr. Falter performed a review of recently completed traffic and transportation studies and described existing conditions and physical settings of the various elements of Montebello’s transportation system.
- Monterey Park Times Square EIR, California - Project Manager for traffic circulation analysis to determine traffic impacts for a proposed mixed-use development project consisting of 210 residential units, 231,158 square feet of retail and restaurant floor area, 1,634-space parking garage, gym, and movie theater.
- Ventura Downtown Specific Plan Update Parking Stud, California - Project Manager for study that documented current parking supply and demand under standard conditions and determined the need for anticipated future parking within the study area. Included recommendations for parking increases and enhancements to meet near and long term needs of the Downtown Specific Plan.
QUALIFICATIONS

Brian Marchetti is a Senior Transportation Planner at KOA Corporation, managing traffic impact, circulation, parking, and transit planning studies. He has 19 years of experience in the industry. He has extensive experience with TRAFFIX impact analysis and Synchro signal coordination software packages, and multimodal impact approaches to studies. Mr. Marchetti has produced studies for environmental documentation on multiple projects, ranging from large commercial centers, mixed-use development projects, residential tract developments, public utilities projects, public facility and park projects, to institutional and school facility projects.

EDUCATION

- BS, Urban & Regional Planning, California State Polytechnic University, Pomona

REGISTRATION

- American Institute of Certified Planners, 2001, #016504

PROFESSIONAL AFFILIATIONS

- American Planning Association
- Southern California Planning Congress

RELEVANT EXPERIENCE

- East Los Angeles Specific Plan, Los Angeles, California - Project Manager for traffic and parking analysis for the proposed East Los Angeles Specific Plan, encompassing all properties located within one-half mile radii of the four Metro Gold Line stations, and other targeted parcels between the boundaries of Cesar Chavez Avenue, Indiana Avenue, Whittier Boulevard, and Margaret Avenue.

- East Colorado Boulevard Specific Plan, Mobility Element Report, Pasadena, California - At another firm, Mr. Marchetti provided an analysis of traffic impacts, off-street parking supply and demand, on-street parking configurations, and on-street bicycle facilities for the plan area.

- Ventura Downtown Specific Plan Update Parking Stud, California - Senior Transportation Planner for study that documented current parking supply and demand under standard conditions and determined the need for anticipated future parking within the study area. Included recommendations for parking increases and enhancements to meet near and long term needs of the Downtown Specific Plan.

- Montebello Hills Specific Plan EIR, Montebello, California - Project Manager for traffic impact analysis for the environmental review of the Montebello Hills Specific Plan project, located within the City of Montebello and near the Pomona Freeway (SR-60). For the project EIR, KOA analyzed two development phases, for a study area of 25 intersections and nine roadway segments.

- Rosemead Circulation Element Update EIR II Traffic Study, Rosemead, California - Prepared an updated traffic impact study the Circulation Element section for the City of Rosemead General Plan Update. Provided both the traffic impact study report and the EIR traffic section for use by the client. Collected traffic count data, identified transportation issues, and analyzed incremental traffic growth that would be created by new development under the proposed Land Use Plan.

- Rosemead Circulation Element / EIR Study, Rosemead, California - Mr. Marchetti prepared the traffic impact analysis report and the Circulation Element report for the City of Rosemead's General Plan Update.
Doug Yeh, PE
TRAFFIC ENGINEER | KOA CORPORATION

QUALIFICATIONS
Doug Yeh has extensive experience in the design and analysis of transportation and infrastructure projects. He has served as Project Manager and Team Leader for numerous projects involving design of roadways, traffic signals, work site traffic control, street lighting, signing & striping, and intelligent transportation systems design. Mr. Yeh is an expert in geometric design, traffic signal design and preparation of worksite traffic control (traffic handling) plans. He is also a Vice President of KOA Corporation and has been with the company for 26 years.

EDUCATION
- BS, Optical Engineering, University of La Verne

REGISTRATIONS
- Professional Engineer (Traffic) California #1900

RELEVANT EXPERIENCE
- El Segundo Corporate Campus Development Tract 53570, El Segundo, California - Project Manager for engineering services provided by KOA for the El Segundo Corporate Campus. The project will develop approximately 40 acres of business parks, which consist of office condominiums, retail stores, and park and recreation spaces. Provided PS&E for approximately 1.2 miles of roadway for the onsite infrastructure improvements. The improvement design included preparation of street improvements, storm drain, sanitary sewer, potable water and reclaimed water plans. Prepared traffic signal and signing & striping plans for the streets inside the tract. The work was prepared to satisfy the City of El Segundo engineering requirements.
- Metro Green Line El Segundo/Norwalk Light Rail Transit System, El Segundo, California - Project Engineer for the traffic and lighting plans for the Metro Green Line light rail transit system through El Segundo. Responsible for preparing traffic control plans and temporary traffic signal plans to accommodate the installation of falsework for the aerial structure. Prepared final traffic signal, signing & striping and street lighting plans along the route.
- WBMWD Recycled and Potable Water Conveyance Pipelines – Engineer Design Services for Traffic Control, El Segundo and Los Angeles, California - Project Manager for engineering services KOA provided for construction of recycled and potable water conveyance pipelines in the South Bay area, straddling the border of City of Los Angeles and El Segundo, along Vista Del Mar and Grand Avenue. Engineering services included preparation of worksite traffic control plans and detour plans. Plans were prepared to accommodate the installation of the trunk line and also provided safe access for pedestrians and residents around the work zones, as well as minimized interruptions to the businesses within the construction zone. Plans were prepared to satisfy both City of Los Angeles and El Segundo engineering standards and requirements.
- Mid-City Exposition Light Rail Transit Project, Los Angeles, California - Managed traffic control plans, temporary traffic signal plans and temporary street lighting plans to accommodate the construction of light rail system. Project includes 9-mile long Class II Bike Lane along Exposition Boulevard from downtown Los Angeles connecting to a Class I Bike Path adjacent to National Boulevard in Culver City.
Relevant Experience

**East Los Angeles Specific Plan**

**LOS ANGELES, CALIFORNIA**

KOA conducted the traffic and parking analysis for the proposed East Los Angeles Specific Plan, encompassing all properties located within one-half mile radii of the four Metro Gold Line stations, and other targeted parcels between the boundaries of Cesar Chavez Avenue, Indiana Avenue, Whittier Boulevard, and Margaret Avenue. The environmental documentation was to be a program document, identifying potential impacts for buildout of the specific plan area, and the overall cumulative impacts of Specific Plan and area development. The traffic study focus on potential impacts within and adjacent to the proposed mixed-use corridors and related land use intensification, calculation of increased trip generation and related reductions for shared uses, pass-by trips, and transit use, and examination of potential parking demand and recommended parking requirements.

**Rosemead Circulation Element Update EIR II Traffic Study**

**ROSEMEAD, CALIFORNIA**

KOA prepared an updated traffic impact study the Circulation Element section for the City of Rosemead General Plan Update. KOA provided both the traffic impact study report and the EIR traffic section for use by the client. KOA collected traffic count data, identified transportation issues, and analyzed incremental traffic growth that would be created by new development under the proposed Land Use Plan. The analysis study area included 28 intersections and 23 roadway segments. KOA worked within GIS to develop Transportation Analysis Zone-based land use data conglomeration from the client land use data. KOA identified potential circulation improvements that included widened roadways, new intersection approach lanes, and efforts to increase mode split away from private automobiles. The report also analyzed the alternative remedy of corridor traffic signal synchronization with centralized control.

References

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Dena Belzer
LEAD ECONOMIC DEVELOPMENT SPECIALIST | STRATEGIC ECONOMICS

QUALIFICATIONS
Dena Belzer is the founder and president of Strategic Economics. She has over 30 years experience working on economic issues ranging in scale from regional growth management to individual development projects. Ms. Belzer’s work has helped position Strategic Economics as a national leader in innovative urban economics research techniques that guide local public policy decisions based on sound market principles, while fostering sustainable communities and creating places with lasting value. This work has involved a wide range of clients including cities, counties, transit agencies, metropolitan planning organizations, councils of governments, economic development organizations, developers, and a number of community-based organizations. Ms. Belzer has recently completed a technical assistance to the City of Cincinnati as part of the EPA’s Building Blocks program. This effort strove to demonstrate the benefits of transit and TOD in areas beyond the downtown area.

EDUCATION
- Master of City Planning, University of California, Berkeley
- Bachelor of Arts, Psychology, Pitzer College, Claremont, California

RELEVANT EXPERIENCE
- South Fremont/Warm Springs Area Studies, Fremont, California, 2012 - Ms. Belzer led the firm’s economic analysis for a major industrial area in Fremont that included the former NUMMI automobile factory. Ms. Belzer oversaw the market and industry studies, convened an national panel of experts, and directed the fiscal and economic impact analyses comparing possible land use scenarios.
- Long Beach General Plan Update, Long Beach, California, 2008 - Ms. Belzer was the Advising Principal for Strategic Economics’ work for Long Beach, which included an extensive employment analysis examining the spatial distribution of jobs within the City, key industry sectors, and historical trends for key subareas designated with employment-supportive land uses.
- Economic Base Analysis for the General Plan, Redwood City, California, 2008 - As Principal-in-Charge for Strategic Economics’ work on the Redwood City General Plan, Ms. Belzer directed the economic base analysis, which included a profile of the local economy and a market analysis of housing, commercial, and industrial land uses. On the basis of the economic analysis, Ms. Belzer made policy recommendations for fostering a diverse and resilient local economy, which informed the Land Use and Economic Development Elements of the City’s General Plan.
- Downtown Addition Fiscal Impact Analysis, King City, California, 2014 - As part of its conditions of approval, the “Downtown Addition” development project was required by King City to achieve a fiscally neutral impact on the General Fund. Ms. Belzer oversaw the fiscal impact analysis of the proposed project.
- East Bay Economic Development Alliance Business Climate and Jobs Analysis, San Francisco Bay Area, California, 2011 - Ms. Belzer was Advising Principal for the economic analysis of the East Bay Region. Ms. Belzer provided input on the methodology for the study, attended key meetings with the client, and reviewed final work products.
Derek Braun
ECONOMIC DEVELOPMENT SPECIALIST | STRATEGIC ECONOMICS

QUALIFICATIONS
Derek Braun specializes in developing implementation strategies, analysis of market opportunities and demand, employment and industry trends, and the economic and fiscal impacts of development. Mr. Braun’s market and employment analysis expertise includes assessment of how transit corridors re-shape market demand at the regional, corridor-wide, and station area scales – providing insight into how public policy can leverage transit-oriented development opportunities.

EDUCATION
- Master of Planning, University of Southern California, Los Angeles
- Bachelor of Science, Management Case Western Reserve University, Cleveland

RELEVANT EXPERIENCE
- Fremont City Center Precise Plan, Fremont, California - Mr. Braun managed this project and performed technical analyses to support the creation of a precise plan intended to transform this suburban center into a transit-oriented and pedestrian-friendly district. Work included market analyses, development of an affordable housing strategy, identification of key issues and opportunities, and development of a funding and implementation strategy to incrementally transform City Center into a gateway for Fremont’s Downtown.
- South Fremont/Warm Springs Area Studies Economic Strategic Plan and Fiscal and Economic Impact Analyses, Fremont, California - The City of Fremont retained a consultant team including Strategic Economics to create an economic development and revitalization strategy for a major industrial area including the former NUMMI automobile factory. The work includes market and industry studies, convening of an expert panel, and fiscal and economic impact analyses to compare land use scenarios. Mr. Braun conducted market and economic analyses to support development of a specific plan guiding the future growth of this regionally-significant industrial location, which included a planned regional rail station. Mr. Braun was the Project Manager for this work.
- First and Boyle Market Feasibility Study, Boyle Heights Neighborhood, Los Angeles, California - Working for the Community Redevelopment Agency of Los Angeles, Strategic Economics evaluated development options for a key parcel adjacent to the new Mariachi Plaza light rail station. Working with an architect, SE evaluated the feasibility of three development alternatives, and tested the sensitivity of each program to key factors including land use, parking requirements and other policies. Mr. Braun was the Project Manager for this study.
- First and Mission Design for Development, Los Angeles, California - For this project, Mr. Braun evaluated the potential for residential, live/work, office and retail uses in a ten-acre planning area adjacent to the Pico/Aliso light rail station in the Boyle Heights neighborhood. Based on these findings Mr. Braun provided market-based input regarding development phasing, housing unit mix, parking ratios, design intensity, and land use compatibility concerns.
- Warner Center Specific Plan Restudy, Los Angeles, California - In this study, Mr. Braun analyzed existing market conditions as part of a strategy to improve the pedestrian-friendliness of this built out but poorly-connected employment, retail, and housing district.
Relevant Experience

Bergamot Area Plan and Financing Strategy
SANTA MONICA, CALIFORNIA

Strategic Economics conducted market, financial analysis and prepared an implementation strategy Bergamot Area Plan, an older industrial area in Santa Monica, California. One of the strongest “creative” office markets in the region, the Bergamot study area includes more than 40 commercial art galleries at the Bergamot Art Center, as well as the future Bergamot station on the Exposition light rail line.

To inform the overall land use program and design and density policies for the Bergamot Arts Center, Strategic Economics tested the financial feasibility of different mixed-use, office and hotel buildings through a dynamic pro forma analysis. This analysis included an assessment of the financial feasibility of a shared public parking structure serving nearby office, retail and creative uses. Strategic Economics also prepared a market analysis for the entire Plan study area going beyond the Arts Center. This work included an in-depth assessment of the market for creative office space in the Bergamot area, which is typically characterized by the conversion of industrial space to serve creative uses for the entertainment, design and technology industries. In addition to quantitative measures such as rents, vacancy rates and planned and proposed projects, Strategic Economics also assessed local commute patterns, conducted in-depth interviews with commercial developers and real estate brokers and provided a detailed analysis of the submarkets which comprise the broader creative office market. The market study also assessed the potential for new retail and hotel development in the study area. Additionally, the team tested the impact of different policy levers — such as parking requirements and assistance programs — on financial feasibility and provided insight into the relative magnitude of developer contributions available to the City’s Community Benefits program.

In a later phase of the project, Strategic Economics collaborated with City staff to develop a funding and financing strategy that will guide the Plan’s implementation. As a first step, Strategic Economic defined the spectrum of funding sources and financing mechanisms available to the City to achieve certain implementation objectives, including developer contribution, including impact fees, property-based mechanisms such as assessment districts, and other sources including user fees and grants. Strategic Economics then worked with the City to establish an implementation framework that “connects the dots” between specific infrastructure improvements and potential financing tools. As part of this process, Strategic Economics helped the City to assign priorities and define implementation phases to the desired improvements. Strategic Economics also worked with the City to refine the most promising financing strategies, starting with a proposed assessment district.

The plan was adopted by the Santa Monica City Council in September 2013.

Bergamot Study Area

Industry Group Composition

Retail, Arts & Entertainment Composition

Total Businesses = 370
Total Retail, Arts & Entertainment Businesses = 61 (26 outside Gallery Space)

2.20 City of El Segundo | Smoky Hollow Specific Plan Update
Downtown Hawthorne Specific Plan
HAWTHORNE, CALIFORNIA

As part of a consultant team led by MIG, Strategic Economics is currently working for the City of Hawthorne to prepare the Downtown Hawthorne Specific Plan. Strategic Economics' primary role in this assignment has been to conduct a real estate market analysis for various uses that could be included in the Hawthorne Boulevard area. Although Downtown Hawthorne is the City's historic center and includes a LA Metro light rail station, the area is primarily an aging commercial corridor struggling to attract new businesses and real estate investment. At the heart of the planning effort was the need to foster redevelopment of several key opportunity sites along Hawthorne Boulevard, including a vacant hospital and shopping mall.

To inform the Specific Plan, Strategic Economics conducted an in-depth market assessment, including an examination of Hawthorne's competitive context within the region; an analysis of demographic and employment trends; and, an evaluation of residential, retail office and hotel market conditions along the Hawthorne Boulevard corridor. Strategic Economics reviewed Hawthorne's historic strengths and assets; interviewed real estate developers, brokers and other local experts; and participated in meetings with community groups focused on economic development. The resulting market study provided specific recommendations regarding what land uses and building types would most likely be successful in Downtown Hawthorne, including targeted uses for each of the key opportunity sites and subareas within the planning area.

This study also provided insight into the tools, strategies and infrastructure improvements necessary to catalyze new development. Strategic Economics presented the findings to the Steering Committee and local stakeholders, and also assisted with the creation of a financing and implementation strategy for the final plan. Strategic Economics has also prepared an implementation strategy for the Plan that is primarily focused on long term economic development efforts that the City could undertake to better facilitate private investment in the Specific Plan area.

Land Use and Economic Development Strategy for College Heights
UPLAND, CALIFORNIA

As part of the SCAG Compass Blueprint program, Strategic Economics was retained to complete a land use and economic development strategy for the College Heights area of the City of Upland, Annexed into the City of Upland in 2005, College Heights contains one of the City's most significant industrial clusters and is within a short walking distance from existing Metrolink and future Gold Line transit stations. In keeping with the Compass Blueprint mission to concentrate future population and employment growth around transit, the City's goals for the study area included retaining and attracting employment uses, expanding local job opportunities for Upland residents, improving the City's jobs/housing balance and promoting Upland's economic, environmental and fiscal sustainability.

To lay the groundwork for the economic development strategy, Strategic Economics conducted an assessment of the area's competitive position within the city and the region, an in-depth, quantitative analysis of regional and local employment and workforce trends, and a real estate market overview to provide insight into the market for various industrial, residential and office uses. This phase of the study provided an assessment of College Heights' economic growth potential by industry and land use, as well as key barriers to growth and initial recommendations for improvement. Given the size and type of College Heights' industrial space and the area's proximity to key local and regional assets, targeted industries included small-to-mid-size, high-skilled manufacturing uses, particularly in the biotech and aerospace industry groups.

The final economic development strategy contains a detailed inventory of implementation strategies designed to meet the goals and policies identified for College Heights and tailored to reflect local workforce, economic conditions and building stock in the study area, and a summary of external resources available to local businesses, with a focus on tools for small business and the manufacturing industry. The project was honored with the “Best Practices Award” from the IES-APA in 2014.
First and Mission Design for Development

LOS ANGELES, CALIFORNIA

Working with MIG as the prime consultant, Strategic Economics evaluated the market for transit-oriented development in a ten-acre planning area adjacent to the then-new Pico/Aliso light rail station in the Boyle Heights neighborhood of Los Angeles. The station is located in a historically low-income and industrial area, but within a dynamic market context driven by multiple public sector investments including the rail line, redevelopment of older public housing projects, and development of new schools and community facilities. Building on previous research, Strategic Economics assessed the potential for residential, live/work, office and retail uses at a range of development densities and building formats. This analysis informed the development of three plan alternatives, with Strategic Economics providing market-based input regarding development phasing, housing unit mix, parking ratios, design intensity, and land use compatibility concerns.

References

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First and Mission Design for Development
John Kaliski, AIA
URBAN DESIGNER | JOHN KALISKI ARCHITECTS

AREAS OF EXPERTISE
Urban Design / Design Guidelines

QUALIFICATIONS
His career has taken him from work as a designer at Skidmore Owings Merrill in first Houston and then Los Angeles, to Principal Architect for the Los Angeles Community Redevelopment Agency, to serving as President in 2009 of the Los Angeles Chapter of the American Institute of Architects (AIA). John Kaliski has four times been a Fellow of The Mayor’s Institute on City Design and has been recognized by TIME MAGAZINE as one of fifty future leaders who will shape the twenty-first century.

Mr. Kaliski’s work has included urban design guidelines for the City of Santa Monica, the urban design component for the Garden Grove Mixed-use Zone Ordinance, design guidelines for the Hollywood Boulevard and Franklin Avenue districts in Los Angeles, architectural guidelines for the Los Angeles Housing Authority’s Jordan Downs project, design of affordable small lot subdivision townhouse projects for Enterprise Foundation, and the design of two non-profit medical clinics. His Mid-City Crenshaw Vision + Implementation Plan led to a $14.5 million dollar grant for streetscape improvements from the State of California. Recently he completed the design of the Ocean Park Blvd Complete Green Street project in Santa Monica. His work has been recognized with awards from AIA, APA, and SCAG.

During his involvement with large-scale urban projects, Mr. Kaliski has successfully integrated public concerns into urban design, architecture, and planning outcomes. Due to his experience as an architect, environmental designer, and urban designer working continuously with and for communities and public agencies, Mr. Kaliski has developed the insight necessary to constructively reconcile divergent points of view towards the larger interest of implementing project designs that have a sense of place.

EDUCATION
- MA, Architecture, Yale College
- BA, Architecture, Yale College

REGISTRATION
- American Institute of Architects

RELEVANT EXPERIENCE
- Lincoln Avenue Specific Plan, Pasadena, California
- Garden Grove Mixed-use Zone Ordinance, Garden Grove, California
- Temple City General Plan, Temple City, California
- West Hollywood General Plan Update, West Hollywood, California
- Memorial Park Neighborhood Plan, Santa Monica, California
- Metro East San Fernando Valley Transit Corridor Alternatives Analysis, Los Angeles, California
- Hollywood Boulevard and Franklin Avenue Districts Design Guidelines, Los Angeles, California
- Ocean Park Boulevard Complete Green Street project in Santa Monica, Santa Monica, California
- Mid-City Crenshaw Vision + Implementation Plan, Los Angeles, California
John Kaliski Architects

Relevant Experience

Lincoln Avenue Specific Plan
PASADENA, CALIFORNIA

Land use, urban design, and landscape standards and guidelines establish a new integrated framework for the revitalization of an underutilized corridor.

Bisected by a one mile north to south stretch of Lincoln Avenue, northwest Pasadena has long been this city's neglected corner where obsolete and fragmented industrial land uses intermingle with aging homes and underutilized storefronts. JKA, working with Urban Futures and MIG collaborated with the community, stakeholders, City staff, and the local Council office to develop for this strip a vision including flexible and mixed-use commercial and residential land uses to replace manufacturing, streetscape improvements to establish identity and greening, and design guidelines to foster building quality and pedestrian orientation on a project by project basis. Key standards direct the creation of sidewalk-oriented storefronts, limit intrusion of "big" boxes to incentivize local retailing, and lower densities to encourage townhouse style development in keeping with the Pasadena's multi-family "City of Gardens" zoning.

Design standards and guidelines respectively establish transitions to adjacent single-family houses and build upon identifiable Pasadena architecture traditions. At the same time, a strategic streetscape improvement program provides for enhanced gateways to the area, calms traffic, and identifies crosswalk improvements to knit the neighborhood east and west across the travel corridor. Long suspicious of the City's commitment to attend to their area, the Lincoln Avenue Specific Plan in its formation and adoption became a tool for community consensus building, and is now the basis for emerging parcel-by-parcel renewal efforts.

Garden Grove Mixed Use Zoning Amendment
GARDEN GROVE, CALIFORNIA

A mixed-use zoning amendment overlays form-based code logic on existing land use standards to map design standards for parcel-by-parcel development along a classic suburban corridor.

Garden Grove Boulevard has long been this namesake city's automobile oriented Main Street. Like many strips developed in the 1950s, the automobile orientation now seems more blighting than vitalizing. In response, the City's general plan was reformulated to encourage a mixed-use pedestrian-oriented environment. JKA, working with MIG, was retained to develop the form-based urban design logics and zoning standards that would implement this concept in an evolutionary manner.

After interviews with key stakeholders, JKA developed a zoning-based approach that concentrated on enhancement and improvement of the "room" of the street through deployment of linear amenity zones, i.e. increased and active set backs on a parcel-by-parcel basis as development occurs. The amenity zones are performative, mandating either tailored built-forms or, active and passive open spaces. In both cases, increased attention to enhancements at the back of sidewalks with intensified tree plantings, introduction of plazas and active streetfronts, as well as mandated landscape standards at curbside parkways, leads to the incremental improvement of the street right-of-way as development occurs. Complimentary built-form standards require street-facing facades and active streetfronts, or surface parking courts and plazas along Garden Grove Boulevard, providing urban design flexibility for both traditional and contemporary development types. Where the original town center intersects the boulevard, design standards become more prescriptive to conserve the historic character of the Main Street district. The resulting adopted zoning code balances the pragmatics of a suburban locale by accepting the patterns of use typically seen outside of city centers, while at the same time mandating built forms and environmental improvements that provide for pedestrian orientation and vitality.
Santa Monica Neighborhood Plan  
SANTA MONICA, CALIFORNIA

A neighborhood plan directs growth, mass, and bulk away from residential districts, fosters adaptive reuse of industrial buildings and creates first and last mile connections to a new light-rail stop.

The City of Santa Monica is planning for areas adjoining new light-rail stations. The Memorial Park light-rail stop at 17th Street, one of three stations in the City, lies between the densifying downtown to the west, a creative arts district at Bergamot to the east, two large hospital complexes to the north and the Pico neighborhood and Santa Monica College to the south. The goal for the MPNP is to direct change for this formerly industrial area adjacent to an active recreation park towards low-scale, live-work, and mixed uses that conserves existing high-skill jobs and attract new residents, local-serving retail uses and 21st Century work. Additionally, the plan needs to enhance transit use and reduce dependency on automobiles.

JKA, leading a consultant team of transit planners, street designers, infrastructure experts, and economists, is facilitating public workshops, meeting with stakeholders and presenting to commissions and boards to develop a community-supported approach for district change. Emerging urban design concepts include incentivizing the adaptive reuse of industrial buildings to foster job retention and growth, developing district parking facilities to reduce the cost of construction, limiting the size of ground floor retail uses to provide for a greater mix of local business opportunities, design standards that establish transitions between new construction and residential neighborhoods to the north and realization of a cross axis of multi-purpose pathways meeting at the station stop intersection of 17th Street and Colorado Avenue that incorporates cycle-tracks for bicyclists and bulb-outs at cross streets for pedestrians.

A draft of the plan will be presented to the public and decision-makers in the summer of 2014 with adoption anticipated in the late fall.
John Kaliski Architects

Santa Monica Bergamot Station Vision
SANTA MONICA, CALIFORNIA

The City of Santa Monica adopted a new general plan in 2010, establishing criteria for the intensification of land uses and districts where light rail transit alignments and station stops are proposed. As part of the LUCE process, John Kaliski Architects was asked to provide before and after visualizations for the Bergamot Station Arts Center site, light rail stop, and surrounds. The goal was to use renderings to facilitate community outreach, education, and support for the long-term introduction of transit-oriented development in this location. Upon completion, JKA’s phased photo simulations were successfully utilized in public meetings to illustrate incremental redevelopment utilizing combinations of old and new structures, mixed-use development patterns, and environmental design improvements linked to the introduction of mass transit.

References

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Santa Monica Bergamot Station Vision
Project Approach
Smoky Hollow Specific Plan Update Approach

El Segundo’s Smoky Hollow district is strategically positioned in the South Bay sub-region near LAX, the beach, Westside and the charming downtown Main Street Corridor, well-established neighborhoods, and powerhouse aerospace and engineering corporations. Add in its temperate climate, relative affordability and a funky artistic industrial vibe, and many of the elements are in place for Smoky Hollow to become a vigorous incubator district and major economic force in the City.

With this Specific Plan Update, the City has an exciting opportunity to advance a vision for the area that may include aspects such as a wide range of creative, technical and office uses, supporting restaurants and cafes, green spaces, and excellent transit, walking and biking connections. The MIG Team can provide a coordinated approach to the Smoky Hollow Specific Plan Update and EIR process to address all the facets that will help achieve this vision: land uses, intensity, incentives, location and components for activity centers, zoning, development standards, and a parking approach and review process.

MIG’s approach includes the following major components to build on Smoky Hollow’s many assets and allow the district’s burgeoning creative market to grow:

- Let Smoky Hollow be Smoky Hollow
- Build on the eclectic nature of Smoky Hollow
- Create a dynamic public realm
- Ground the regulatory framework in economic reality
- Authentically engage the community in creating a unified vision

LET SMOKY HOLLOW BE SMOKY HOLLOW
Smoky Hollow is a district filled with interesting juxtapositions. The fine-grain fabric of the small businesses on its west side meets larger format medium-manufacturing on its east side. Smoky Hollow itself is very low density in contrast to the office towers and much higher densities immediately east of Sepulveda Boulevard. The district is home to many second and third tier aerospace, automotive repair, refinery and electronics manufacturing corporations. At the same time, it supports smaller, softer businesses such as the Rock and Brew offices, the Breadbar artisanal baking facility, and Motoart where vintage airplane parts are repurposed into one-of-a-kind pieces of furniture. Contemporary, clean-line architectural gems are pocketed in among classic brick and masonry industrial structures. It’s a place that radiates an energy that says, “anything is possible.” And, in fact, the area has begun to draw a range of innovators and creative professionals. Affordability, recent zoning code changes to land use definitions and parking design standards, and Smoky Hollow’s offbeat style have likely all played a part in this recent trend. The MIG Team believes it is critically important to retain the spirit of Smoky Hollow that has encouraged people to gravitate here organically. We will work with the City to preserve the attributes that draw diverse businesses to Smoky Hollow and provide an environment that will allow them to flourish.

Our approach emphasizes flexibility and creativity in creating a regulatory framework that enables new businesses to thrive, and also supports the many existing viable businesses that are
foundational to the economic health of the City. The MIG Team will work with the community to clarify desired uses and consider incentives for development and reinvestment that will work for the district as a whole. We will explore creative solutions for overcoming key challenges such as lack of parking, constrained lot sizes, loading issues, and public realm deficiencies. Our approach will rethink development standards to better reflect the unique needs and style of the district. As part of this process, we will identify opportunity sites where new uses and activities may occur that are viable in today’s market. We will explore adaptive reuse of space in creative ways, nontraditional office spaces and workshops that may be distinctly suited to the area, innovative commercial development and redevelopment, along with cutting-edge street design. All these elements should be woven together in a distinctive, artful Smoky Hollow style.

BUILD ON THE ECLECTIC NATURE OF SMOKY HOLLOW
Smoky Hollow offers a funky, industrial-hip environment with myriad character-defining attributes. The district’s varied building stock includes former warehouses and industrial buildings, mid-century buildings, Quonset huts, leading-edge architecture, live-work artist lofts, and high-amenity creative office condos, among others. The eclectic aesthetic draws from a range of new and old buildings accented with brick, concrete, steel and glass; roll-up garage-style doors; open floor plans with high ceilings and exposed structure; engineered metal buildings with corrugated steel siding; and a variety of other artistic details. Modern landscaping, interesting signage, and a number of whimsical murals can be found dotted throughout the district.

There is a rich cultural and architectural history in Smoky Hollow that can be the basis of revitalization. The City has an opportunity to preserve the district’s distinct character-defining attributes and the urban edginess reminiscent of its more industrial past. Our approach aims to embrace Smoky Hollow’s eclectic nature. From its raw style, architectural patterns, historic features, building-to-street relationships, proximity to the beach, and more—our Team will delve deeper into what makes Smoky Hollow unique. As part of this endeavor, the MIG Team will work with the community and City staff to identify the core design elements that define Smoky Hollow’s character. Our Team will draw on the expertise of urban designers, planners, architects and a historical/cultural consultant to create a “place-making toolkit” as a means of preserving and enhancing Smoky Hollow’s sense of place through design of public and private buildings and spaces. This toolkit will serve as the basis for design guidelines and development standards aimed at ensuring that Smoky Hollow continues to be a confluence of unique people, businesses, activities and architecture.
CREATE A DYNAMIC PUBLIC REALM
If Smoky Hollow is to successfully expand business use of the district, it must resolve its lack of parking and in-street loading issues. The MIG Team will address these challenges comprehensively and will work closely with City staff and stakeholders to examine all possibilities, including standards for shared parking and loading, street reconfigurations or closures, use of underutilized alleys, parking lots, a potential parking district/parking programs, among others.

As Smoky Hollow diversifies with new businesses joining existing uses, it will be increasingly important for the public realm to become a more cohesive, pedestrian-friendly environment that will better serve employees, residents and visitors. Existing sidewalk and streetscape deficiencies must be addressed. Our approach will emphasize strengthening multi-modal connections within Smoky Hollow and across major thoroughfares to destinations outside the district such as major employment centers, residential neighborhoods, downtown El Segundo and the beach.

Our approach will also consider how the distinct fabric of Smoky Hollow, with its fine-grain scale and alleys, might support a unique network of active social spaces and public realm improvements that complement each other. As “reStreet” experts, MIG understands how to make streets places that are not just for cars, but vibrant places for living. This goes far beyond simply addressing multi-modal access, to creatively thinking about this important part of the public realm. In partnership with KOA, our technical transportation lead, the MIG Team represents a powerful force of design savvy and technical feasibility. Working closely with staff, we will look for opportunities to push the boundaries of what Smoky Hollow can become. Great streets not only provide a comfortable experience for walking, riding bicycles and taking transit; they can also become thriving places for commerce, growing food, producing energy, providing natural stormwater drainage, supporting leafy tree canopy and clean air, providing pocket parks or social centers of activity, and displaying artistic features. We are eager to collaborate with the City to explore means of weaving creative and sustainable components into Smoky Hollow to create a dynamic public realm, enhancing locational amenities that new creative businesses seek.

GROUND THE REGULATORY FRAMEWORK IN ECONOMIC REALITY
After a long period of inactivity, a number of new developments and businesses have moved into Smoky Hollow over the past few years, in part due to land use definition changes and modifications to parking and loading standards initiated by the City in 2010. Several successful projects include a live-work loft development for artists on Grand Avenue, high-amenity creative office condos on California Street, and similar creative office condos nearby—all of which have sold while under construction. Demand for new business space and expansions has largely come from technology and creative firms, with businesses including architecture studios, real estate development and design, furniture building, jewelry design and manufacturing, digital advertising, and more. Start-up firms appreciate the affordability of smaller parcels, while companies whose business models rely on larger format spaces are attracted to the district’s industrial warehouses and relatively lower cost of doing business. Smoky Hollow Studios for example, utilizes their hip, roomy warehouse for photo shoots to serve the likes of high-end clients such as Cosmopolitan, Vogue and Zico Water.

Smoky Hollow seems to be on the verge of becoming “the next big thing.” The MIG Team approach seeks to uncover the detailed market
realities associated with the area to ensure that the Specific Plan outlines the most strategic path to facilitating healthy growth and reinvestment in Smoky Hollow. The Economic/Market Analysis tasks, led by Strategic Economics, will build on Smoky Hollow’s existing strengths, define target land use types and intensities, and capitalize on the current creative and technology momentum. A common thread underlying our examination of the market potential and economics of the district will be to consider how to craft land use regulations and standards to guide but stay out of the way; to provide clarity in the development process but not hinder the location of creative new uses. In order to deepen our understanding of possible incentives, our approach also involves case studies as well as business and developer interviews. We will work closely with Smoky Hollow stakeholders to ensure that potential new growth serves both existing and prospective businesses. Our Team will identify opportunities that offer the potential for both short-term revitalization and long-term economic sustainability, with a focus on “quick win” actions that the City can begin to implement right away.

**AUTHENTICALLY ENGAGE THE COMMUNITY IN CREATING A UNIFIED VISION**

A clear, unified vision is needed to provide a strong basis for strategic decision-making and achieve the desired future for the district. The integrity of this vision relies on the active participation of the community, businesses, residents, property owners, employees, civic leaders, and other stakeholders. Public participation is the cornerstone of MIG’s approach to community planning and urban design. Our approach helps stakeholders articulate their visions and goals; identify priority needs and issues; generate and evaluate concepts; and select the most appropriate direction for a shared future. In short, it allows the community the opportunity to be part of the solution. In our experience, successful projects require early and ongoing dialogue and insight from the people who work, live and play in the community and those who are likely to be future users.

Our Team’s approach seeks to understand Smoky Hollow through the eyes and ears of its business owners, nearby residents and other stakeholders. We will initiate and encourage discussions at multiple levels—through informal “on-the-street” dialogue, discussions at workshops or community events, interviews with business leaders and a range of other stakeholders, focus groups with developers, and more. Another important aspect of our approach involves assembling a Specific Plan Task Force made up of a range of community representatives and stakeholders who can help guide the process, and ensure that the Specific Plan direction reflects the true needs and desires of those who are active in the district. Our process can also draw on further grassroots tactics of engaging people within Smoky Hollow—visiting the farmers’ market with clipboards and surveys, initiating discussions at a city-wide book club meeting, having “front stoop” conversations with business owners, holding a “pop-up” mobile style workshop at a popular community event, or other creative means of tapping into the DNA of Smoky Hollow.
Revised Scope of Services

This revised Scope of Services details the proposed tasks the MIG Team will undertake to produce a comprehensive, community-supported and action-oriented Smoky Hollow Specific Plan Update and EIR. We anticipate that further scope refinements may occur upon collaboration with City staff, and we can make any scope adjustments needed to best meet the City’s needs. Our Team looks to support El Segundo staff to any extent you need, with the aim to make this an enjoyable and inspirational process for everyone involved.

As stated in the Request for Proposals, all draft and final documents will be provided as Word 2003 and PDF files, and maps will be provided as GIS or PDF files. As an option for the Specific Plan, we can produce the final document in InDesign, which can facilitate a more stylized layout and graphically oriented print and online Specific Plan. Revisions to technical studies and other draft documents will be presented in a red-line/strikeout format for ease of City staff review. Our Team will e-mail regular electronic updates as drafts are revised and finalized, and we will provide files on CDs where required by the City. MIG will supply copies of all agendas, handouts, display exhibits, Powerpoint presentations, EIR notices, and other core documents to support the planning process.

Phase I: Smoky Hollow Today

**TASK 1: PROJECT INITIATION | BACKGROUND**

1.1: Staff/Consultant Kick-Off and Site Tour
Laura Stetson, Genevieve Sharrow, Dena Belzer, Joel Felter, John Kaliski

The MIG Team (MIG, Strategic Economics, KOA Corporation, and John Kaliski Architects) will meet with City of El Segundo staff at project commencement. This task is intended to accomplish a number of important initial steps, including the following:

- Confirm overall expectations for the project
- Refine the work program, schedule and deliverables
- Establish protocol and clarify roles and responsibilities for all those involved in the planning process
- Share available data and GIS files
- Identify key stakeholders
- Discuss potential formation of a Specific Plan Update Task Force
- Confirm the structure for the planning process

The Kick-off Meeting will also include a walking of the Smoky Hollow district to be directed by City staff. During the tour, the Team and City staff will collectively identify land use and development issues, examine opportunity sites and rights-of-way (for sites, particularly where FAR changes may be desired), observe operational and environmental considerations, assess on-the-ground parking and loading conditions, note urban design patterns and opportunities, and other pertinent factors. We want to understand the fabric of the district both in terms of physical and operational terms. During the tour, MIG will photo-document and analyze the district for use in subsequent presentations. The City will be responsible for tour logistics.

1.2: Background Data and Policy Review
Genevieve Sharrow, Ryan Banuelos, Dena Belzer, Brian Marchetti

In recent years, the City has made significant progress to understand and assess district-specific conditions. The City’s vision and commitment to the success of Smoky Hollow have produced several studies that provide a foundation for understanding conditions, objectives, and the possibilities. MIG will review all available background materials provided by the City, including but not limited to:

- City of El Segundo General Plan (1992) and amended land use definitions and parking/loading standards (2010)
- City of El Segundo Zoning Code and Zoning Map
- City of El Segundo Specific Plan and EIR (1986)
- Smoky Hollow Specific Plan Study, UC Irvine Department of Planning Policy and Design (2005)
- Parking In-Lieu Fee Program Analysis, Rosenow Spevacek Group, Inc. (2013)
- Downtown Parking Program
- Fiber optic infrastructure needs assessment and preliminary plans (underway)
- GIS data
- Other background information critical to the study area such as public works/engineering resources, climate/greenhouse gas studies, traffic studies, or others as directed by the City

Based on this review, the MIG team will prepare a Technical Memo highlighting key conditions that may have changed since the background plans were completed, and identifying potential data gaps. Relevant points from the Technical Memo will be folded into the more comprehensive technical studies to be undertaken in Phase II.

1.3 MIG/City Staff Team Meetings
Laura Stetson, Genevieve Sharrow, Dana Belzer, Joel Falter, John Kalaski

Close communication with the City's Planning Manager, Kimberly Christensen, and other City staff will be critical to project success. MIG's Project Manager Laura Stetson and Deputy Manager Genevieve Sharrow will participate in monthly Team Meetings (assumes an 18-month planning horizon) with City staff. We also plan weekly phone calls. Team Meetings will provide a forum for coordinating community outreach activities and results, reviewing technical data, discussing policy issues, tracking project schedule, and monitoring overall project progress. These meetings will also provide an opportunity to review and refine draft materials (such as agenda, handouts, presentations and display exhibits) in advance of Community Workshops. Technical team members will be involved in the Team Meetings at key points. Following each Team Meeting, MIG will provide a memo summarizing discussion, decisions, and next steps.

1.4 Ongoing Project Communication and Administration
Laura Stetson, Genevieve Sharrow

MIG will provide strong, hands-on management throughout the project. This will involve regular communication with City staff and project subconsultants/team members. Project Manager Laura Stetson will communicate regularly by phone, email, and in-person to review progress, discuss emerging issues, and plan for upcoming project activities. Laura will be supported closely by Genevieve Sharrow to respond to the City's needs and provide close oversight on all project tasks.

Resulting from early coordination with City staff, MIG will produce a detailed project schedule that will outline and track team deliverables, milestones, and deadlines throughout the project timeframe. The project schedule will be updated throughout the course of the project as needed. MIG will also provide project status updates monthly to ensure the project stays on course, and will provide ongoing contract administration, budget tracking, invoicing and other support functions designed to ensure the timely delivery of projects and services.

Task 1 Work Products:
- Final Scope of Work
- Background Review/Technical Memo
- Team Meeting memos (Word 2003 and PDF files)
• Project schedule and status updates (Word 2003 and PDF files) and PDF files

TASK 2: EXISTING CONDITIONS, ISSUES, OPPORTUNITIES AND CHALLENGES

2.1 Base Mapping
MIG GIS specialists

MIG will collaborate with the City staff to produce existing conditions base maps of the planning area. Staff will provide available digital aerial photographs, maps and GIS data, including the most recent zoning, existing land use, General Plan land use designations, business license data (as available), assessor’s data regarding improvements, street centerlines, building footprints, and height attributes (as available), infrastructure, and other relevant shape files and information. All GIS information will be assumed to be accurate and up-to-date. If GIS data requires updating beyond the detailed land use survey and the urban design survey discussed in the following tasks, it will be performed on a time/materials basis, with prior written authorization from the City.

Using this information, as well as information from the employment baseline analysis (Task 2.4) and field data gathered during site tours, MIG will create a portfolio of base maps of the study area, such as existing land use, zoning, circulation, and existing FARs, and environmental information. These maps will serve as the basis for developing concept alternatives, diagrams for community workshops, and other deliverables throughout the project. At the culmination of the project, MIG will provide the City with the GIS maps and associated files developed during the process.

2.2 Analysis of Land Use, Zoning and Development Trends
Laura Stetsen, Genevieve Sharrow, Ryan Banuelos, Strategic Economics staff

The MIG Team will document existing land use conditions, as well as analyze the existing land use patterns and adopted and pending plans that affect development in the study area. In addition, we will describe, analyze, and map existing land uses, and will identify constraints and opportunities for future growth and development within the Smoky Hollow district. As part of this effort, we will consider ownership patterns, differences between medium-scale manufacturing and small business sites, building patterns, among other factors. MIG will review the overall land use regulations to understand what changes may be needed, and make recommendations regarding policies to be included to provide a foundation for the Specific Plan.

2.3: Urban Design Survey
John Kaliski, Genevieve Sharrow

The MIG team will conduct an urban design survey that describes the look, feel, and character of existing development and public spaces in the Smoky Hollow district. This will include identifying architectural patterns and themes to be preserved, character elements to emphasize, and barriers to be addressed. We will also look at building footprints (where built to parcel lines), building heights, street facing/sidewalk relationships, streetscape, signage, maintenance, etc. MIG will produce associated maps and graphics that illustrate existing conditions, which may include historic resources, major urban features, open space, character-defining areas, landmarks, and gateways.

The team will conduct a broad assessment of any historic features to be considered in development of the Specific Plan based on review of building permit data and general field observations; this work will also establish the existing conditions discussion for the later EIR analysis.
2.4 Employment Baseline Analysis and Business Interviews
Strategic Economics

Before exploring the broader real estate market dynamics that will shape demand for space in the Smoky Hollow district (including reuse of existing buildings and potential to build new buildings), it will be important to understand more about the current businesses in the area by industry type, number of jobs, tenure, location within the study area, and perceived advantages and constraints to operating in Smoky Hollow. Information about the businesses by industry, jobs, and location will be obtained using either business license data from the City or a third-party data source that provides business data by address (such as Dun & Bradstreet or Info USA). While these sources have certain constraints, for planning level purposes either will likely provide a relatively accurate snapshot of local businesses. Some of the potential findings from this analysis could indicate what types of businesses are located in the district’s four different subareas as delineated by the four different zoning districts, and what kinds of jobs are associated with different existing buildings or building types. This quantitative analysis will be augmented with up to 10 business interviews to be conducted by phone or as part of the stakeholder interview task. The firms to be interviewed will be jointly selected by Strategic Economics and the City.

2.5 Real Estate Market Overview and Case Studies
Strategic Economics

This task will focus on establishing the overall market conditions for three types of land uses, including standard office, creative office, and small manufacturing. Existing, planned, and proposed competitive supply will be identified for each use, including location, rents/sales prices, vacancy rates, and general conditions. This data will focus on market conditions in the study area, El Segundo, and within a broader market area to be defined for each use under consideration. Data will be gathered from published sources and interviews with knowledgeable real estate brokers and other key informants. On the demand side, likely sources of demand will be considered by evaluating historic and projected population and employment trends by household type and sector. These growth trends will be compared to existing and projected supply to understand what uses are likely to be in demand for the Smoky Hollow area to inform the land use program for the Specific Plan.

To further understand possible interactions between policy decisions and other incentives El Segundo might offer to achieve a more desirable land use pattern in the Smoky Hollow area, Strategic Economics will also conduct two brief case studies of other employment districts that have transitioned from traditional light manufac-
turing uses to a higher-intensity more eclectic employment-oriented uses. Two suggested subjects for these case studies are the Hayden Tract in Culver City and port-adjacent industrial area in Long Beach. Strategic Economics was part of the consultant team that recently completed the Bergamot Area Plan in Santa Monica and will also draw on the experience from that planning process. This expertise can be drawn upon to update and augment the Bergamot Station case study in the 2005 UC Irvine Smoky Hollow Specific Plan Study.

2.6 Building Prototype Financial Feasibility Analysis
John Kaliski
A key issue for the Specific Plan Update will be to define appropriate building intensities for the different zoning districts to facilitate reinvestment in existing buildings and/or redevelopment on either individual parcels or assembled parcels. Team member John Kaliski will prepare analyses for two building types, including sensitivity analysis for each building type to measure the impact of various policies such as site coverage, setback, and on-site parking requirements. The actual building types to be tested will be selected in consultation with City staff, but it is likely that the examples would consist of some form of office and/or small manufacturing. While this analysis will inform the appropriate zoning parameters for the area, it will also inform the Specific Plan’s Implementation Strategy (Task 4.10).

2.7 Transportation and Parking Base Analysis
KOA
At this time we anticipate that the Specific Plan update will focus on promoting new development focused on high-tech, entertainment, and business incubator industries and related support services; however, the Vision process will define direction more clearly. In any event, as uses transition from traditional light industrial uses that historically served the local aerospace and oil refinery industries, new mobility and parking needs will need to be addressed for a unique, mixed-use office/industrial district.

Based on our review of the RFP, the local roadway network, General Plan, and current Specific Plan, we propose the following approach to understanding circulation, parking, and loading conditions, and to developing appropriate plans synched to the land use/urban design plan.

- Analysis of traffic constraints, and subsequently impacts, of opportunity sites and/or land use changes
- Development of a parking study to document available on-street parking and its configurations and regulations
- Development of parking management and supply provisions/sharing concepts
- Examination of pedestrian walking routes, transit access, and linkages to the existing and future bicycle facility network and recommend improvements to these routes and linkages

Findings from the work performed in this task will inform the final Traffic and Parking Report described Task 4.

**Scoping and Coordination**
KOA will coordinate with City staff to establish project trip generation, trip distribution, and study intersections for approval by the City prior to starting the analysis. KOA will prepare a scoping document that will include the traffic study approach, methodology, and assumptions for review and approval by the City. Based on the coordination efforts, KOA will make adjustments to the study scope as needed. This task includes KOA participation in a kick-off meeting with City staff, if needed.

The study will evaluate significant impacts on the study area circulation system for intensification of use at identified opportunity sites. The study area
and approach/methodology will be fine-tuned in coordination with City staff once the project is underway.

Data Collection
KOA will collect new traffic counts at up to 15 study intersections for weekday peak periods; this number is based on five signalized intersections within the Grand Avenue corridor, two signalized intersections within the El Segundo Boulevard corridor, and five area all-way stop-controlled intersections that appear to be integral to area circulation, and additional locations on major routes to and from the Plan area.

We assume that roadway segment counts and analysis will not be necessary, as capacity issues for roadway segments are not likely to occur within and adjacent to the study area. Manual peak-hour intersection turning movement counts will be collected during the weekday a.m. peak (7:00 a.m. to 9:00 a.m.) and weekday p.m. peak (4:00 p.m. to 6:00 p.m.) time periods at the study intersections.

KOA will conduct detailed fieldwork including intersection geometry, signal phasing, transit services and on-street parking/restrictions within the study area. Existing and planned transit and bicycle facilities will be researched and documented. Sidewalk gaps will be noted in the immediate area.

Existing Conditions and Constraints Identification
KOA will conduct an analysis of existing conditions at the study intersections to determine current traffic operating conditions. The data collected during above task will be used to create a local area traffic analysis file. The traffic analysis file will include all key project area roadways and intersections for level of service analysis. The results of the existing conditions analysis will be documented and summarized in the traffic study report. Level of service summary figures and other illustrated data will provide constraints input to the design planning process for the project team.

Parking
We understand that the in-lieu parking fee and parking reconfiguration/restriping analysis undertaken by the firm RSG for the City will likely be completed by the summer months of 2014. As the City is able to share the draft or final versions of this report, KOA will review and incorporate analysis and conclusions from that report into a larger Plan area parking study. KOA will note general on-street parking usage, street loading, and general demand for such uses within the public right-of-way.

The effect on on-street parking occupancy of the proposed land use plan will be identified and illustrated on figures.

KOA will develop strategies for shared parking or parking demand reduction strategies. From
this exercise, recommended policies for District parking requirements will be developed for general types of potential future land uses within the Plan area. KOA will identify the need for shared public parking or jointly-owned private parking facilities.

Task 2 Work Products:
- Portfolio of up to 10 Existing Conditions maps (GIS and PDF files)
- Summary Memo: Analysis of Land Use, Zoning and Development Trends (Word 2003 and PDF files)
- Urban Design Survey (Word 2003 and PDF files)
- Employment Baseline Analysis (Word 2003 and PDF files)
- Real Estate Market Overview and Case Studies (Word 2003 and PDF files)
- Building Prototype Feasibility Analysis (Word 2003 and PDF files)
- Traffic and Parking findings from Phase I to be folded into Traffic and Parking Report in Phase II

Phase II: Looking to the Future

Task 3: Smoky Hollow Visioning

3.1 Stakeholder Interviews/Focus Groups
Laura Stetson, John Kaliski
The MIG Team will conduct one full day of stakeholder interviews with individuals or small focus groups (up to 10 participants per group). These interviews are expected to be informal and will be tremendously useful for understanding current trends, desires, and expectations of business owners, property owners, residents, and others. Potential interviewees would be identified cooperatively with City staff and could include community leaders, elected officials, property and business owners, real estate professionals, neighborhood representatives, Chevron and other major employers, the Chamber of Commerce, City department heads, representatives from City commissions, or others. Stakeholders will be asked about what is working and not working in the Smoky Hollow district, aspirations for the area, future plans, and other topics that may influence the Specific Plan.

As part of this task, the MIG team will work with City staff to convene a focus group discussion with area developers and business leaders to round out our understanding of the issues and opportunities related to development in the project area and focus on identifying potential development opportunities.

MIG will provide materials to support the interviews, and will follow up with a summary of feedback provided during the stakeholder interviews/focus groups.

3.2 Community Workshop #1 Announcement
Laura Stetson, Ryan Banuelos
MIG will develop content for and design a flyer workshop announcement for the City’s use in printing and mailing. Flyers could also be posted in storefront windows and distributed by hand. The announcement will share graphic design elements that will help create a cohesive and distinct project identity. This task includes incorporating one round of consolidated comments on the flyer from the client. One proof copy and PDF files will be provided for the City’s use.

3.3 Preparation for Community Workshop #1: Visioning
Laura Stetson, Genevieve Shanow, Ryan Banuelos
MIG will strategize with City staff to prepare for the first workshop, and will prepare materials such as site maps, graphics, visioning exercises, agendas,
sign-in sheets and comment cards. Surveys and analyses conducted to date (Task 2) along with feedback from early outreach activities will inform development of the Visioning Workshop materials. MIG will also prepare a PowerPoint presentation to introduce the planning process and summarize existing conditions in the area.

We envision conducting this workshop in a building in the Smoky Hollow District and structuring it as a walking experience of the district. In an open house format, orientation sessions will occur on the half hour, followed by self-guided tours. Participants will then return to the meeting location to turn in surveys/forms they will have completed on the tour.

Analysis maps created in Task 2 and photos from the site tour will be used in the presentation. MIG will be responsible for printing all materials.

3.4 Community Workshop #1: Visioning
Laura Stetson, support staff

As described in Task 3.3, the Visioning Workshop will have an open house structure that will allow participants to directly experience conditions in Smoky Hollow and share their unique visions for the district. Workshop objectives, format, and flow will occur as refined in Task 3.3. Workshop objectives include:

- Orient the community to the Smoky Hollow Specific Plan Update and EIR project and process
- Review existing conditions materials
- Share highlights from early outreach with focus groups/stakeholder interviews
- Allow participants to appreciate the district and envision the future by taking a self-guided tour
- Gather input related to the community's big-picture vision, goals, and recommendations for the area
- Identify additional planning and design issues, opportunities, and concerns expressed by the broader public, including land use and zoning, building intensity (FAR), parking and loading, urban design, use of alleys, multimodal circulation, activity centers, parks, urban design, development standards, and infrastructure.

MIG will provide one facilitator and up to two additional staff to coordinate and lead the workshop.

MIG will be responsible for developing content (with coordination from City staff) and printing all materials. City staff will be responsible for securing workshop locations, printing and mailing announcements (prepared in Task 3.2), and providing any refreshments. After the workshop, MIG will provide (via email) a follow-up bullet point format memo.

3.5 Vision and Transformative Strategies Framework
Laura Stetson, Genevieve Sharrow, John Keliski

Based on the input received from the community and in close coordination with City staff, MIG will develop a Vision Framework for the Smoky Hollow Plan area. The framework will include a vision for future development and a series of transformative strategies necessary to create positive change in the Planning area. The transformative strategies will be followed by more detailed goals and objectives for the new Specific Plan. The MIG Team will submit a draft for City staff review, and will produce a final version that reflects City staff comments.
3.6 Placemaking Toolkit for Buildings, Streets and Spaces
Johit Kaliski, Genevieve Sharrow, Ryan Banuelos

Smoky Hollow’s unique design aesthetic is an important part of what makes it attractive, particularly for “creatives” and innovative thinkers. Using findings and base maps from the Urban Design Survey (Task 2.3), the MIG Team will create a Placemaking Toolkit highlighting the area’s existing character-defining attributes and illustrating means of preserving and enhancing Smoky Hollow’s sense place through design of public and private spaces. The Toolkit will be a graphically rich portfolio of design concepts tailored to Smoky Hollow that covers buildings, streets and public spaces. Among the concepts to be included, alternative uses for underutilized alleyways may be explored in collaboration with KOA and findings related to parking and loading. This Toolkit will serve as the basis for design guidelines and development standards to be developed as part of the Specific Plan.

Task 3 Work Products
- Stakeholder interviews/focus groups materials, such as agendas, key questions, and reference maps (Word 2003 and PDF Files, hardcopies as needed)
- Stakeholder interviews/focus groups summary (Word 2003 and PDF files)
- Materials for supporting outreach activities (such as surveys, visioning exercise and maps created in Task 2)
- Community Workshop #1 flyer announcement (One proof copy and PDF files)
- Community Workshop #1 materials including an agenda, sign-in sheet, comment card, visioning exercise materials, presentation (Word 2003 and PDF files, hardcopies as needed) and exhibits
- Community Workshop #1 follow-up memo via email (PDF files)
- Vision and Transformative Strategies Framework (Word 2003 and PDF files)
- Placemaking Toolkit for Buildings, Streets and Spaces (PDF files)

TASK 4: CONCEPT ALTERNATIVES DEVELOPMENT

4.1 Concept Alternatives Report
Laura Stetson, Genevieve Sharrow, Jill Eulate, with support from team

Building upon the Vision and Transformative Strategies Framework, previous technical assessments conducted to date, and feedback from the Task Force and City staff, MIG will develop a Concept Alternatives Memorandum that identifies and analyzes three unique alternatives for the future of Smoky Hollow. The MIG Team will evaluate the concept alternatives in terms of implications of land use, mobility (including parking and loading), economic development, infrastructure, public facilities and services, and the natural environment. Based on the evaluation, we will prepare a Concept Alternatives Memorandum that includes text, graphics, images and maps.

An underlying objective of this report is to communicate technical and policy issues in a manner easily understood by community members and decision-makers. Specific topics that will be addressed and analyzed include:

- A flexible approach to land use that will allow the eclectic and innovative nature of businesses in the Smoky Hollow district to continue and, as may be expressed during the Visioning process, possible introduction of new residential uses
• Development potential, including potential adjustments to building intensity (FAR) and parcel consolidation opportunities
• Urban design criteria to promote future development that builds on current desirable features and facilitates improvements
• Opportunities for centers of activity, plazas, parks and public gathering spaces
• Creative use of alleyways for mobility and open space
• Mobility, parking, and loading
• Public infrastructure and service demands, including water, sanitary, storm drainage, flooding, recycle water, police, and fire
• Code enforcement and public safety
• Potential fiscal impacts

Using information gleaned from Task 2.7 and from other recent parking studies, the effect of on-street parking occupancy of the proposed land use plan will be identified and illustrated in figures. KOA will develop strategies for shared parking or parking demand reduction strategies. The distance of the Plan area from the Metro Green Line Mariposa or El Segundo Boulevard stations diminishes somewhat the ability to promote light-rail transit usage. The addition of a future City-run and/or district-funded shuttle to and from a Green Line station will assist in vehicle trip generation and parking demand reductions. From this exercise, recommended policies for District parking requirements will be developed for general types of potential future land uses within the Plan area. KOA will identify the need for shared public parking or jointly-owned private parking facilities.

4.2 Community Workshop #2 Announcement
Laura Stetson, Ryan Banuelos
MIG will develop content for and design a flyer workshop announcement for the City’s use in printing and mailing. Flyers could also be posted in storefront windows and distributed by hand. The announcement will share graphic design elements that will help create a cohesive and distinct project identity. This task includes incorporating one round of consolidated comments on the flyer from the client. One proof copy and PDF files will be provided for the City’s use.

4.4 Community Workshop #2 Concept Alternatives
Laura Stetson, John Kaliski, Genevieve Sharrow
MIG will facilitate the second community workshop to present and solicit input on the Concept Alternatives. Workshop objectives, format and flow will be refined per discussions with City staff. Initial objectives for the workshop include:
• Provide an update on the project
• Review the Vision and Transformative Strategies Framework and design concepts from the Placemaking Toolkit
• Present the Concept Alternatives
• Discuss the Alternatives, land use concept preferences, adjustments to intensity, parcel consolidation opportunities, potential centers for activity, and development standards
• Identify community preferences

The Concept Alternatives and design concepts from the Placemaking Toolkit will be reviewed as
poster-sized exhibits and/or as part of a PowerPoint presentation. MIG will provide one facilitator and up to two additional staff to assist with graphically recording participants’ ideas. For community workshops conducted in a format that we envision using for Workshop #2, MIG uses a technique called “facilitation graphics” that combines the leadership skills of an in-house professional facilitator with graphic note taking. The discussion is recorded on large wall-sized sheets of paper (wallgraphics) that help to establish the group’s memory of both the flow and the content of discussions. In our experience, this method of meeting facilitation encourages interaction and leads to more productive discussions because participants are able to “see” the discussion as it takes place and can refer to the wallgraphics to build upon each other’s comments. A snapshot of the finished wallgraphic becomes a graphic-style record of each workshop or meeting discussion.

MIG will be responsible for developing content (with coordination from City staff) and printing all materials. City staff will be responsible for securing workshop locations, printing and mailing announcements, and providing any refreshments. After the workshop, MIG will provide (via email) a follow-up bullet point format memo with the wallgraphic image.

4.5 Draft Specific Plan Implementation Strategy
Laura Stetson, Dena Belzer, Joel Falter, John Kaliski, Daniel lacefano

Based upon the information prepared during earlier tasks, the MIG Team will work with City staff to prepare a Draft Implementation Strategy for the Smoky Hollow Specific Plan. With key input from Strategic Economics and other members of the Team, the Strategy will include a list of capital projects as well as programmatic actions that can be undertaken to facilitate healthy growth and reinvestment in Smoky Hollow. Potential funding and financing sources will also be identified and broken out by sources and uses. A critical element of this strategy will be to identify timing for various implementation activities with a strong focus on critical near-term actions and/or activities the City of El Segundo could undertake to begin moving forward with implementation efforts.

Implementation Strategy content will be included in the Specific Plan update once it has been reviewed by the EDAC and the Planning Commission/City Council during Task 4.6.

4.6 EDAC Meeting and City Council/Planning Commission Study Session
Laura Stetson, Dena Belzer, John Kaliski with support as appropriate

At this strategic point in the work program, MIG will meet with the Economic Development Advisory Committee in a meeting, followed by a joint City Council/Planning Commission study session to: 1) present the Concept Alternatives
Summary and receive feedback on the Alternatives and 2) provide a synopsis of stakeholder feedback to the Alternatives (from Community Workshop #2). These study sessions will help to ensure policy makers are comfortable with emerging direction of the Specific Plan and allow them to provide feedback that will go directly into the plan development. In particular, we would look for the Council and Commission to generally concur with direction for the preferred alternative prior to our initiating work on the EIR. They may also highlight key alternatives that could be considered in the EIR, thus providing flexibility to consider and approve the Specific Plan during the public hearing process.

We propose a combined Planning Commission and City Council meeting format to foster an open exchange of ideas. MIG will provide a Powerpoint presentation, agendas and comment cards for the study sessions. City staff will be responsible for any required public noticing.

4.7 Transportation Analysis
Joel Falter and KOA staff

The purpose of this task is to assess the mobility and parking needs of the preferred alternative, as well as the proposed reclassification of Grand Avenue from a Secondary Arterial to a Commercial Collector.

Future Pre-Project Analysis
KOA will analyze future pre-project conditions, which will establish a baseline for the evaluation of potential project traffic impacts in the buildout post-project scenario. Future analysis conditions will be defined based on an annual ambient growth rate and trips generated by included area/cumulative projects that are on or close to the project area. The results of the analysis of this scenario will be documented and summarized within the traffic study report.

The ambient growth rate for the buildout analysis will be generated. The growth rate through the buildout analysis year will be defined through factors developed within the study area by base and buildout link volumes from the SCAG regional model or other source. A list of relevant projects for the buildout analysis will be generated through coordination with City planning staff and their pending project list. The application of the model growth rate will provide for estimated traffic growth from most City and nearby regional projects, however.

Future Post-Project Analysis
Other recent area studies will be used, as much as possible, as input to the traffic, circulation, access, and parking analyses and recommendations. The Smoky Hollow District Technical Assistance Panel (TAP) Program Report, Urban Land Institute study will be included in this review effort.

KOA will analyze one primary land use plan without major intensification throughout the Plan area (primarily promotion of re-use and establishment of opportunity sites), and analysis of a separate land use plan with intensification for floor area ratios in an optional task effort. The intensification analysis would include more detailed trip generation calculations and impact analysis.

Based on the project area development plan, KOA will:

- Determine project trip generation by Traffic Analysis Zones (TAZs) based on ITE Trip Generation rates, commercial use pass-by trip rates, internal capture rates between uses and adjacent developments, and transit use credits for existing transit and future planned transit.
- Determine the number and the distribution of new trips generated by the proposed land uses by block/sector, and assign and map them to the roadway system.

As defined by the finalized scoping document, a project trip distribution pattern to regional travel routes will be applied. Different distribution rates will be applied to various sectors of the district parcels. KOA will conduct the analysis working from a spreadsheet file (if available) provided by City staff that contains parcel numbers and the change in residential units by density and the change in non-residential floor area in square feet by type, by parcel for changes under the development plan. KOA will process and map the data in GIS as necessary and generate trips for analysis based on TAZs, or more likely, block-level divisions of those regional model polygons.
The post-project traffic analysis would provide information on existing conditions, project area constraints, and analysis of potential impacts under land use intensification and/or type changes at opportunity sites (analysis of an alternative land use plan is provided as an option in this proposal). KOA will develop traffic mitigation measures and circulation improvement/enhancement recommendations, where necessary and feasible.

Core transit lines in the general area include peripheral services operated by Beach Cities Transit and a local mid-day only shuttle operated by the City of El Segundo. Core bicycle facilities in the area include the beach cities bicycle path to the south and the Ballona Creek bicycle path to the north. The study will provide an analysis of the overall Plan effects on the area circulation system, develop potential circulation system improvements and multi-modal travel infrastructure deficiencies or enhancement potential including bicycle system gap linkages (and potential new facilities on Plan area east-west roadways, linkages to regional facilities such as beach path and Ballona Creek path), general adequacy of the sidewalk network, and adequacy of bus stops and access. Last-mile/first-mile trip connections will be reviewed.

The addition of a future City-run and/or district-funded shuttle to and from a Green Line station will assist in reducing vehicle trip generation and parking demand, but the service frequency during commute periods would need to be high to justify sizeable reductions. Enhancements to the City Lunchtime Shuttle (operating from 11:15 a.m. to 2:15 p.m.) will have minimal effect on commute-time trip generation and parking demand.

The potential for establishment of one-way travel on minor north-south roadways will be reviewed along with associated circulation issues, and the potential modification/re-purposing of alleyways.

As required by Los Angeles County, a Congestion Management Program (CMP) analysis will also be conducted at applicable CMP locations. The analysis will follow CMP guidelines and criteria in identifying potential impacts caused by the project. Detailed analysis of freeway impacts is not assumed to be necessary, due to the distance to the nearest freeway (I-105), the general character/density of the Plan area that is assumed to remain mostly intact in the future, and the dispersion of project traffic onto multiple area arterial routes.

4.8 Traffic and Parking Report
Joel Falter and KOA staff

KOA will produce a stand-alone traffic and parking report that provides recommendations for the mitigation of project impacts, if any, along with parking, circulation and mobility improvement recommendations. The report will include appropriate figures illustrating the study area, study intersections and locations of the area projects, diagrams showing peak-hour turning movement volumes at the study intersections for each scenario and trip distribution percentages, parking demand by hour, future parking demand estimates, and existing and recommended bicycle, pedestrian and transit facilities. All calculations will be provided in appendices. The report will document the traffic study's approach, methodology, assumptions, findings and recommendations. A draft report will be provided for review and comment by the project Team. Based on comments received, KOA will prepare a final version suitable for use by the City in the Specific Plan and environmental documentation.

Task 4 Work Products
- Task Force Meeting #3 materials including agendas, sign-in sheets, comment cards, a Powerpoint presentation (Word 2003 and PDF files, hardcopies as needed) and exhibits.
- Concept Alternatives Summary (Word 2003 and PDF files)
- Community Workshop #2 tri-fold flyer announcement (One proof copy and PDF files)
- Community Workshop #2 materials including an agenda, sign-in sheet, comment card, presentation (Word 2003 and PDF files, hardcopies as needed) and exhibits
- Community Workshop #2 wallgraphic image and follow-up memo via email (PDF files)
- Task Force Meeting #4 materials including an agenda, sign-in sheet, comment card, presentation (Word 2003 and PDF files, hardcopies as needed) and exhibits
- City Council and Planning Commission Study Sessions Powerpoint presentation, agendas and comment cards (PDF files, hardcopies as needed)
- Traffic and Parking Report (Word 2003 and PDF files)

Phase III: Making the Smoky Hollow Vision a Reality

**TASK 5: SPECIFIC PLAN PREPARATION**

5.1: Consultant Work Session on Plan Outline and Policies, Goals and Actions

Laura Stetson support by entire team

The MIG Team will conduct an internal work session to review a Specific Plan outline and develop the recommendations on Plan policies, goals and actions. This work will be based on the confirmed Preferred Alternative, and will draw from the Vision and Transformative Strategies (identified in Task 3.5) and Implementation Strategy (identified in Task 4.5), as well as previous assessments. MIG will refine and/or identify new goals, policies, and implementation programs needed to support the Preferred Alternative.

5.2 Administrative Draft Specific Plan

Laura Stetson, Genevieve Sharrow, Jill Eulate, Ryan Banuelos, with support from team

The MIG Team will compile the information prepared during earlier tasks to create a comprehensive Administrative Draft Specific Plan. The Administrative Draft will meet all State specific plan content requirements. The Plan will be focused on implementation, and will include clear steps and strategies necessary to create positive change in Smoky Hollow.

The Plan will include clear and comprehensive narrative and graphics that encompass all of the plan components and outline a compelling vision and implementation path for the future. Maps, tables, exhibits and other graphics will be used to illustrate various concepts such as: design and character areas, upward adjustments to intensity (FAR), development standards, parking and loading improvements, parcel consolidation opportunities, activity centers, mobility options, complete streets and Re:Streets opportunities, roadway network, transit improvements, street standards, locations of public facilities, among others.

MIG will work with staff to develop a Plan structure that best suits the City's needs, but preliminary sections are anticipated to include:

- The Vision for Smoky Hollow
- Urban Design and Mobility Framework
- Land Use
- Development and Design Regulations
- Circulation and Parking
- Infrastructure
- Implementation Action Plan
- Administration of the Specific Plan

The Administrative Draft will be in Word 2003 format, complete with graphics. Staff will review the Administrative Draft and provide the MIG Team with one set of consolidated edits using Word's track changes function. MIG will then prepared a Administrative Draft #2 based on staff edits.

5.3 Public Review Specific Plan

Laura Stetson, Genevieve Sharrow, Jill Eulate

Following review of Administrative Draft #2 by City staff and key Department representatives, MIG will incorporate the comments and prepare a public review version of the Smoky Hollow Specific Plan for the environmental review process and public hearings.
**Task 5 Work Products:**

- Staff/Consultant Team Work Session materials including agendas and a sign-in sheet, Plan outline, and revised policies, goals and actions (Word 2003 and PDF files, hardcopies as needed)
- Task Force Meeting #5 materials including a presentation, agendas and a sign-in sheet, Plan outline, and draft Plan policies, goals and actions (Word 2003 and PDF files, hardcopies as needed)
- Administrative Draft Specific Plan (five printed copies, one electronic copy in Word 2003, and one electronic copy as a PDF file)
- Administrative Draft #2 Specific Plan (one printed copy, one electronic copy in Word 2003, and one electronic copy as a PDF file)
- Public Review Specific Plan (up to 25 copies, 60 CDs, one camera-ready copy, one electronic copy in Word 2003 format, and one electronic copy as a PDF file)

**TASK 6 CEQA COMPLIANCE**

MIG will prepare an Initial Study and a program-level Environmental Impact Report (EIR) in compliance with the California Environmental Quality Act (Public Resources Code 21000-21177) and CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, Section 15000-15387). The environmental review is an integral part of the planning process. Preparing a Program EIR will yield benefits to the City and development community, as future projects within the scope and parameters of the Specific Plan Update can tier from the Program EIR.

### 6.1 Initial Study

**Chris Brown, Olivia Chan**

MIG will prepare an annotated Initial Study (IS) in accordance with Section 15063 of the State CEQA Guidelines. The IS will be based on the latest version of the standard environmental checklist form contained in Appendix G of the State CEQA Guidelines and any customization to this checklist that may have been developed by the City in their local rules and implementation procedures. Succinct responses will be provided to the more than 80 questions that appear on the checklist. For each Initial Study checklist impact topic, a narrative section will provide adequate documentation to define those issues that need to be further addressed in the EIR and those that do not require further analysis. Based on our preliminary understanding of the project and the environmental setting, this proposal assumes that the results of the Initial Study will indicate a need for further analysis for the following topics:

- Aesthetics
- Air Quality
- Cultural Resources
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology/Water Quality
- Land Use and Planning
- Noise
- Public Services
- Transportation and Traffic
- Utilities and Services Systems

A bibliography of references will be provided at the end of the IS. This task accounts for preparation of a draft IS for review and comment by the City, responses to one round of City comments, and completion of a final IS for distribution with the Notice of Preparation. All City comments on the Administrative Draft IS will be provided in one consolidated document, showing tracked changes, in Word format. In accordance with the RFP, all tables, graphs, and maps will be formatted so that the material and data is legible when reproduced in black and white.

### 6.2 Notice of Preparation

**Chris Brown, Olivia Chan**

MIG will prepare a Notice of Preparation of a Draft Environmental Impact Report (NOP) in accordance with Section 15082 of the State CEQA Guidelines to announce the City’s determination that an EIR will be prepared and to request comments concerning the scope of issues to be addressed in...
the EIR. A primary purpose of an NOP is to solicit comments from other governmental entities that may have jurisdiction over some aspect of the project (i.e. Responsible Agencies) to define their area of authority, issues of concern, and to suggest approaches to avoid or reduce potentially adverse effects of the proposed project. The NOP also provides an opportunity to involve special interest groups, local residents and businesses, and the community at large in the scoping process. The NOP will reference the availability of IS to explain the basis for the focused scope of the EIR.

MIG will produce an electronic copy of the NOP in accordance with a distribution list to be developed in consultation with City Staff. MIG will be responsible for posting the NOP with the County Clerk (paying associated filing fee) and printing and mailing the NOP to agencies. This scope assumes MIG mailing to no more than 25 agencies. The City will be responsible for publishing the NOP in the El Segundo Herald and for mailing the NOP to interested parties, and will also post it at the usual locations where planning actions are announced to the public. Distribution of the NOP will initiate a 30-day public review and comment period.

6.3 Scoping Meeting
Laura Stetson, Genevieve Sharrow

Early consultation with other government agencies and local interest groups and citizens is encouraged by the CEQA Guidelines as part of the EIR scoping process. A public scoping meeting is not required under the State CEQA Guidelines for this project; therefore, this is at the City’s discretion. MIG will assist in publication of a notice of such a meeting, and will manage the meeting, including preparing the EIR process and taking comments on environmental issues of concern. We will prepare summary meeting minutes and will ensure that the issues raised at the meeting are addressed in the EIR.

6.4: Draft EIR, Notice of Availability, and Mitigation Monitoring Reporting Program
Laura Stetson, Chris Brown, Genevieve Sharrow, Olivia Chan

A program-level EIR will be prepared. This task consists of preparation, production, submittal, review and comment by City staff, and document revisions for a first and second administrative draft EIR. All City comments will be provided in one consolidated document, showing tracked changes, in Microsoft Word format. Immediately following City staff review and comment on the administrative draft EIR, MIG will prepare the Draft EIR (DEIR). The DEIR will include an Executive Summary of the EIR as a separate chapter. In accordance with the RFP, all tables, graphs, and maps will be formatted so that the material and data is legible when reproduced in black and white. Circulation of the DEIR will initiate a mandatory 45-day public review period.

Special Studies
A large variety of information sources are accessed, assessed, and analyzed in order to complete the EIR. In addition to existing data sources, three special studies will provide localized, specific information relevant to the EIR, as discussed below.

Air Quality and Greenhouse Gas Emissions: MIG will prepare air quality and climate change analysis using the latest modeling software and techniques supported by the South Coast Air Quality Management District (SCAQMD). Construction and demolition emissions of criteria pollutants will be qualified considering no direct construction will result from the adoption of the Specific Plan. Long-term emissions of criteria pollutants associated with project mobile, operational, and area sources will be modeled using CalEEMod. Substantial impacts related to carbon monoxide
hotspots, toxic air contaminants, and odors are not anticipated and will be addressed qualitatively in this study.

**Noise**: MIG will prepare a noise impact analysis assessing the potential noise impacts of development of the Specific Plan area. Noise monitoring will be conducted to characterize the baseline ambient noise levels in the plan area. The noise impact analysis will focus on traffic-generated noise due to the programmatic nature of the Specific Plan. A qualitative analysis of point-source, construction, and vibration impacts will also be included.

**Traffic**: MIG team-member KOA will prepare a traffic report (discussed in detail under Task 4.9), which will provide key information and will inform the CEQA analysis. Analysis of project-specific traffic impacts will draw directly from the traffic and parking report prepared by KOA.

**NOC and NOA**
MIG will prepare a Notice of Completion (NOC) for submittal to the State Clearinghouse and will prepare a Notice of Availability (NOA) to be transmitted to other government and quasi-governmental agencies, special interest groups, and interested persons that have requested notification of environmental documents prepared for projects under City planning review.

This proposal assumes the City will publish the NOA in the El Segundo Herald, mail the NOA/DEIR to interested parties, and will post it at the usual locations where planning actions are announced to the public. MIG will be responsible for posting the NOA with the County Clerk (paying associated filing fee) and printing and mailing the NOA/DEIR to agencies. This scope assumes MIG mailing to no more than 25 agencies. MIG will also prepare and submit a No Effect Determination (NED) request with the California Department of Fish and Wildlife (CDFW) to waive the CDFW CEQA fees, as applicable.

MIG will prepare a Mitigation Monitoring Reporting Program (MMRP) in accordance with Section 21081.6 of the CEQA Statutes. The MMRP will list all mitigation measures included in the EIR to avoid, reduce, or compensate for any potentially significant impacts of the project, note the timing for implementation of each measure, and identify the entities responsible for ensuring that the mitigation measures are implemented as intended. The draft MMRP will be submitted for one round of review by City staff and we will make final revisions, if warranted, based on those comments.

6.5 Final EIR, Findings, and Statement of Overriding Considerations
Chris Brown, Olivia Chan

A Final EIR (FEIR) will be prepared pursuant to Section 15132 of CEQA Guidelines. The main purpose of a Final EIR (FEIR) is to present comments received on the adequacy of the DEIR and the City’s written responses to those comments. Once the public review period has ended, MIG will review the comments received and will respond to all environmental comments. MIG will also include an erratum to address corrections and clarifications to the DEIR and a Mitigation Monitoring Reporting Program (MMRP). The Administrative draft Final EIR will be submitted for one round of review by City staff and we will make final revisions, if warranted, based on those comments. All City comments will be provided in one consolidated document, showing tracked changes, in Microsoft Word format.

MIG will provide up to 20 printed copies, one camera-ready copy, and one electronic copy (in PDF format) of the FEIR for distribution to the Planning Commission, City Council, and City Staff. Any additional copies can be provided at cost of labor and materials.

Pursuant to Section 15091 of the State CEQA Guidelines, the City must make specific findings regarding project impacts. These findings relate to the significance of environmental impacts and the feasibility of mitigation and project changes. We will coordinate with the City Attorney to prepare this document and submit a draft for one round of review and comment by City staff. A last set of findings will be submitted for incorporation into the City’s CEQA resolution for the project. One
electronic copy (in PDF format) will be provided.

Pursuant to Section 15093 of the State CEQA Guidelines, MIG will prepare a Statement of Overriding Considerations (SOC), if there are any unavoidable significant impacts and if the City determines that there are specific economic, social, or other considerations that override any unmitigated environmental effects. We will coordinate with the City to prepare this document and submit a draft for one round of review and comment. A revised SOC will be submitted for incorporation into the City’s CEQA resolution for the project. One electronic copy (in PDF format) will be provided.

6.6: Notice of Determination
Chris Brown, Olivia Chen

Within five days of project approval, MIG will prepare and file a Notice of Determination with the County. This scope assumes the City will pay necessary filing fees.

**Task 6 Work Products:**
- Administrative Draft NOP and Initial Study: 3 printed copies, 1 electronic copy in Microsoft Word 2003 format, and 1 electronic copy in Adobe Acrobat (PDF) format
- NOP and Initial Study: 20 printed copies of NOP, 60 CDs of Initial Study, 1 camera-ready copy, 1 electronic copy in Microsoft Word 2003 format, and 1 electronic copy in Adobe Acrobat (PDF) format
- Administrative Draft EIR: 3 printed copies, 1 electronic copy in Microsoft Word 2003 format, and 1 electronic copy in Adobe Acrobat (PDF) format
- NOA and Draft EIR: 25 printed copies, 60 CDs, 1 camera-ready copy, 1 electronic copy in Microsoft Word 2003, and 1 electronic copy in Adobe Acrobat (PDF) format
- Executive Summary of EIR: 5 printed copies, 15 CDs, 1 electronic copy in Microsoft Word 2003, and 1 electronic copy in Adobe Acrobat (PDF) format
- Final EIR: 20 printed copies, 1 camera-ready copy, 1 electronic copy in Microsoft Word 2003, and 1 electronic copy in Adobe Acrobat (PDF) format

Phase IV: Plan Adoption

**TASK 7 SPECIFIC PLAN ADOPTION PROCESS**
The El Segundo Planning Commission and City Council will consider the Draft Smoky Hollow Specific Plan and EIR.

7.1: Specific Plan Memorandum for Hearings
Laura Stetson, Genevieve Sharrow, Ryan Banuelos

To facilitate the public hearing process, MIG will prepare a memorandum outlining public comments made on the Draft EIR that could have a bearing on the Specific Plan content. A digital copy will be provided to staff. All City comments will be provided in one consolidated document, showing tracked changes, in Microsoft Word 2003 format. We will make final revisions based on those comments.

7.2: Preparation for Adoption Hearings
Genevieve Sharrow, Ryan Banuelos

The MIG Team will prepare a PowerPoint...
7.4: Matrix of Changes  
Genevieve Sharrow, Ryan Banuelos  
MIG will create a matrix to record and track any changes to the Final Draft recommended by the Planning Commission at the adoption hearings. After the Planning Commission conducts its public hearings, a Planning Commission Recommended Revisions paper will be prepared for City Council consideration, based on any recommended changes.

7.5: Adoption Hearing(s) with City Council  
Laura Stetson, with support from technical team as needed  
The MIG Team will attend two City Council hearings on the Specific Plan and Final EIR. We will include the Planning Commission's recommended revisions in the PowerPoint prepared for the hearings in Task 7.2. We will support staff by reviewing staff reports prepared by City staff.

7.6: Final Revisions to Specific Plan  
Laura Stetson, Genevieve Sharrow, Ryan Banuelos  
The MIG Team will prepare the final Smoky Hollow Specific Plan based on the outcome of the City Council adoption hearing and post-hearing staff debrief. The budget provides an allowance for this task. If additional time is required, we will bill for additional services with prior authorization from the City.

7.7: Project Closeout Meeting with Staff  
Laura Stetson, Genevieve Sharrow  
At no cost to the City, after production of the Final Specific Plan, MIG will meet with staff to review the final plan product, review the overall process in regard to meeting El Segundo’s needs, and determine all tasks have been accomplished and all products delivered. The digital plan, all GIS information, all maps, and other project materials will be transferred to City staff.

Task 7 Work Products:  
- City Council and Planning Commission Study Sessions Powerpoint presentation, agendas and comment cards (PDF files) and hardcopies of the Draft Specific Plan as specified above  
- Final Specific Plan: 20 printed copies, 1 electronic copy in Microsoft Word 2003 format, and 1 electronic copy in Adobe Acrobat (PDF) format  
- Adoption Hearings Presentation (Microsoft Powerpoint)  
- Attendance at up to three total public hearings with the Planning Commission and City Council

Optional Tasks  
OPTIONAL TASK A: BRANDING OF PROJECT  
MIG has a service area dedicated to communications and branding. Working with your public information staff, we will use this expertise to
develop a logo and overall branding approach to the Specific Plan. We will produce up to three messaging approaches/graphics for City staff review, and will develop the final branding materials from these alternatives based on staff direction. Revisions will be guided by the budget allocated for this task. Branding for this project can help inform a larger marketing and branding endeavor for Smoky Hollow. MIG would also be pleased to discuss providing services for a larger marketing and branding program that could cover industry-specific targeted marketing, a banner and gateway signage program, and other components depending on the City's preferences.

**OPTIONAL TASK B: WEBSITE**
MIG will create and host a stand-alone website for the project using MIG's suite of web-based tools, TownSquare™. The website will contain current information on the status of the project, downloadable documents and presentations, and a method to send information and input to appropriate project staff. MIG will work with City staff to determine final website features and content. If Optional Task A is approved, the website will utilize the final project branding. The site would be used throughout the Specific Plan process or longer as needed and mutually agreed to. Once the project is completed, MIG will send the City electronic copies of all website materials and content to be reloaded on the City’s website.

MIG retains ownership of all underlying software and publishing tools. Reporting of site statistics, usage and network performance will be provided at the request of City staff, but no more frequently than quarterly. The cost estimate includes hosting the site on MIG's servers and providing ongoing maintenance.

**OPTIONAL TASK C: SOCIAL MEDIA**
To increase engagement for the Specific Plan process, MIG can develop and provide supplemental content on the City's existing social media accounts. The social strategy will use compelling posts and tweets to generate “buzz” about the Specific Plan process and encourage users to share content to their own network of friends.

In support of this goal of increased engagement around the Specific Plan Process, MIG recommends developing the following content:

- Educate the public: informational posts and tweets tell people what a Specific Plan is and why it is important to the city.
- Promote events: posts that increase attendance at events by publicizing the neighborhood meetings.

To boost the reach and longevity of the content listed above, MIG can turn this content into a targeted and paid social campaign which will boost the reach and longevity of Specific Plan social media content. Using this tactic allows the developed content to reach a larger and targeted social media audience that can be refined by geographic location, demographics, and interests, ensuring that messaging reaches the target market.

**OPTIONAL TASK D: MULTI-LINGUAL OUTREACH**
MIG has full in-house capabilities to provide outreach materials in Spanish and Mandarin, and to provide translation services at community workshops in Spanish, Mandarin, and Arabic. If multi-lingual outreach is desired, we will provide a separate scope and budget.
proposed approach and project tasks in detail.
the following detailed process schedule graphic that outlines our
To show how we would schedule the project, we have prepared
completed within an eighteen-month timeframe.
The MIG Team believes that the tasks outlined in our work plan can be

Timeline

SECTION FIVE
CITY OF EL SEGUNDO
smoky hollow specific plan update and EIR

PHASE I: Smoky Hollow Today
- Ongoing Coordination and Monthly City Staff/MIG Team Meetings
- Staff/Consultant Kick-off Meeting and Site Tour
- Stakeholder Interviews and Focus Groups

PHASE II: Looking to the Future
- Community Workshop #1: Visioning
- Community Workshop #2: Concept Alternatives
- EDAC Meeting

PHASE III: Making the Vision a Reality
- Planning Commission Hearing

PHASE IV: Adoption Process
- City Council Hearings

Background Analysis
- Land Use, Zoning and Development
- Employment Analysis and Business Interviews
- Real Estate Market Overview and Case Studies
- Building Prototype Financial Feasibility Analysis
- Transportation and Parking Analysis
- Urban Design Survey

Placemaking Toolkit for Buildings, Streets and Spaces

Traffic and Parking Analysis and Report
- Preferred Alternative
- Implementation Strategy
- Specific Plan Outline, Policies, Goals and Actions

Final Plan

Report
- Staff and Consultant Work Sessions
- Admin Draft Plan and Graphics
- Final Draft Plan

Scoping Meeting
- Draft EIR
- Final Draft EIR
- Public Draft EIR
- Final EIR

SEPTEMBER 2016 — NOVEMBER 2014
DECEMBER 2014 — APRIL 2015
MAY 2015 — AUGUST 2015
SEPTEMBER 2015 — NOVEMBER 2015
Estimated Fee

The following pages present the MIG Team’s estimate of costs for the Smoky Specific Plan Update project, inclusive of all tasks and direct costs specified in the Request for Proposals. As with all of our projects, we anticipate working with the City of El Segundo to revise the work program and budget to ensure that they reflect the City’s needs, resources, and goals.

Also, please note that we indicate allowances for staff meetings and public hearings. If additional commitment is required beyond these allowances, we will bill on a time and materials basis with prior authorization from City staff. The cost associated with additional meetings and hearings will depend upon which MIG Team members participate. MIG billing rates are indicated in the budget matrix. We will provide hourly rates for subconsultant team members upon request.

Professional Services Agreement

We have reviewed the City’s standard Professional Services Agreement and agree with the terms, provided the following revision is acceptable to the City:

*Indemnification, Paragraph 19 A. i, lines 6 and 7: Replace “resulting or arising from” with “to the extent caused by”.*

MIG can comply with the insurance terms.
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<th>Work Breakdown Structure</th>
<th>Description</th>
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**Subtasks**

- **Subtotal:** $15,896
- **Subtotal:** $1,256
- **Subtotal:** $628
- **Subtotal:** $314
- **Subtotal:** $314
- **Subtotal:** $314

**Total:** $22,727

**Cost Breakdown:**

- **Client:**
- **Architect:**
- **Engineering:**
- **Environmental:**
- **Construction:**
- **Administration:**
- **Total:**
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<tr>
<th>Task</th>
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<th>Hourly Rate</th>
<th>Number of Hours</th>
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**Total:** $660,000
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT

AGENDA DESCRIPTION:
Consideration and possible action regarding adoption of a resolution authorizing the annual destruction of identified records in accordance with the provisions of Section 34090 of the Government Code of the State of California. (Fiscal Impact: Not to exceed $1,000)

RECOMMENDED COUNCIL ACTION:
1. Adopt Resolution authorizing the destruction of certain records;
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Resolution with Attachments

FISCAL IMPACT: Included in Adopted Budget
Amount Budgeted: $1,000
Additional Appropriation: N/A
Account Number(s): 001-400-1301-6214 (Professional & Technical)

ORIGINATED BY: Cathy Domann, Deputy City Clerk II
REVIEWED BY: Tracy Weaver, City Clerk
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
Each year various Departments need to transition older documents to storage or destruction and make space for new records. By reviewing the older records and inventorying the current ones, available storage space is used more efficiently.

Documents from the City Clerk’s Office (miscellaneous administrative and election items, closed/expired contracts, and public records requests) are proposed to be destroyed.

In addition, documents from the City Manager’s Office (miscellaneous documents and duplicate documents), Finance Department (closed claim files), Fire Department (dispatch records and EMS reports), Library (invoices), Police Department (traffic citations, miscellaneous correspondence and reports, DOJ reports, field interview cards, and impounded/stored vehicle reports), Planning and Building Safety (Community Development Block Grant program files),

CONTINUED ON NEXT PAGE
BACKGROUND AND DISCUSSION CONTINUED:

and the Treasury (deposit slips, bank statements, check register, and revenue backup) are proposed to be destroyed in accordance with Government Code Section 34090.

All listed records meet the required retention schedule adopted by City Council, Resolution No. 4471, and the City Attorney has given approval for the destruction of these records.
RESOLUTION NO.

A RESOLUTION AUTHORIZING THE DESTRUCTION OF PUBLIC RECORDS IN ACCORDANCE WITH THE CALIFORNIA GOVERNMENT CODE.

BE IT RESOLVED by the Council of the City of El Segundo as follows:

SECTION 1: The City Council finds as follows:

A. Certain documents from the City Clerk’s Office, City Manager’s Office, Finance Department, Fire Department, Library, Police Department, Planning and Building Safety, and Treasury are proposed to be destroyed in accord with Government Code § 34090;

B. The City Attorney gave written approval for the destruction of these records pursuant to Government Code § 34090;

C. Based upon the documents presented to it for destruction, it does not appear to the City Council that these records need be retained and are occupying valuable storage space.

SECTION 2: Pursuant to Government Code § 34090, the City Council approves the destruction of the records referred to in attached Exhibit “A,” which is incorporated by reference, and authorizes the City Clerk to dispose of the records in any lawful manner.

SECTION 3: Upon destroying these documents, the City Clerk is directed to complete a certificate verifying the destruction of these records and file the certificate with the City’s official records.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City’s original resolutions; and make a minute of the adoption of the Resolution in the City Council’s records and the minutes of this meeting.

SECTION 5: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 5th day of August 2014.

______________________________
Suzanne Fuentes, Mayor
ATTEST:

______________________________
Tracy Weaver
City Clerk

APPROVED AS TO FORM:
Mark D. Hensley, City Attorney

By: ___________________________
Karl H. Berger
Assistant City Attorney
CITY OF EL SEGUNDO

RECORDS DESTRUCTION FORM

The records listed below are scheduled to be destroyed, as indicated on the Retention Schedule adopted by the City Council (Resolution 4291 adopted 12/17/02, Amended 06/07/06 by Resolution 4471):

<table>
<thead>
<tr>
<th>Records Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Records Request 2010</td>
<td>1/1/10</td>
<td>12/31/10</td>
<td>3</td>
<td>2 years</td>
<td>City Clerk</td>
</tr>
<tr>
<td>Miscellaneous Working Files</td>
<td>2009</td>
<td>2009</td>
<td>3</td>
<td>2 years</td>
<td>City Clerk</td>
</tr>
<tr>
<td>Prop 218 Protest 2009</td>
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<tr>
<td>Miscellaneous Working Files</td>
<td>2007</td>
<td>2008</td>
<td>3</td>
<td>2 years</td>
<td>City Clerk</td>
</tr>
<tr>
<td>Election 2008</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Miscellaneous Working Files</td>
<td>2008</td>
<td>2009</td>
<td>3</td>
<td>2 years</td>
<td>City Clerk</td>
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<tr>
<td>Budget Files/Budget Notes</td>
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<tr>
<td>Miscellaneous 2010 Correspondence</td>
<td>1/1/19</td>
<td>12/31/10</td>
<td>3</td>
<td>2 years</td>
<td>City Clerk</td>
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<tr>
<td>Contracts-Completed/Expired SEE ATTACHED</td>
<td>2002</td>
<td>2003</td>
<td>1</td>
<td>10 years</td>
<td>City Clerk</td>
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<tr>
<td>April 8, 2008 Election Indexes and Rosters</td>
<td>2008</td>
<td>2008</td>
<td>2</td>
<td>Election + 5 yrs</td>
<td>City Clerk</td>
</tr>
</tbody>
</table>

APPROVED FOR DESTRUCTION:

[Signature]
Department Head

[Signature]
City Attorney

I HEREBY CERTIFY that the items listed above are approved for destruction on [Date] in accordance with City policies and procedures:

[Signature]
Tracy Weaver City Clerk

[Signature]
[Date]
<table>
<thead>
<tr>
<th>Contracts</th>
<th>Exp/Completed</th>
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<tbody>
<tr>
<td>3023</td>
<td>PA 02-13 VOID</td>
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<td>Creative Bus Sales, Inc. Bus Lease 12/31/02</td>
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<td>3015</td>
<td>Valley Crest Landscape, Sepulveda Medians 2/20/03</td>
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<tr>
<td>3043</td>
<td>George Kingston, Consulting 9/30/03</td>
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<tr>
<td>3039</td>
<td>Howard Ridley Co., Waterproofing 9/30/03</td>
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<td>3038</td>
<td>Pavement Coatings, Slurry Seal 11/12/02</td>
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<td>3032</td>
<td>Fire Dept demo of structure hold harmless 7/19/02</td>
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<td>3031</td>
<td>Decision Management, File Conversion 12/31/02</td>
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<td>Maureen Sasson, Environ. Health and Safety Consultant 9/30/03</td>
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<td>3058</td>
<td>Hunter-Kennedy, Plan Check 9/30/03</td>
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<td>3054</td>
<td>Westchester Medical, pre employment physical 9/30/03</td>
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<td>3050</td>
<td>FS Construction, Heritage Stone Removal 2/5/03</td>
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<td>3092</td>
<td>BKM total Office, Workstation Modification 12/31/03</td>
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<td>3074</td>
<td>Sedway Group, consulting 9/30/03</td>
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<td>3077</td>
<td>UPSCO Powersafe Systems, Annual Service 9/30/03</td>
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<td>3064</td>
<td>Rentv.com, Advertising 9/30/03</td>
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<td>3063</td>
<td>Stevens/Garland Assoc., Inc. 9/30/03</td>
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<tr>
<td>3107</td>
<td>Reese Pool Service 9/30/03</td>
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<td>3106</td>
<td>Mr. Window 10/20/03</td>
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<td>Fieldman, Rolapp &amp; Assoc., Consultants 9/30/03</td>
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<td>Marx Bros. Fire Extinguishers 9/30/03</td>
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<td>3111</td>
<td>Visionics/Indentix 9/30/03</td>
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<td>3118</td>
<td>Paul H. Stein, Fire Dept. Contract Instructor 9/30/03</td>
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<td>Newmark Security Systems, Maintenance Facility 9/30/03</td>
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<td>Ametron, Council Chamber Equipment Maint. 9/30/03</td>
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<td>Dewey Pest Control, Monthly Pest Control 9/30/03</td>
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<td>Tams-Witmark Music Library 3/30/03</td>
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<td>CC Layne &amp; Sons, Inc. Grape Arbor Library Pk 7/9/03</td>
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<td>Bay Actuarial Consultants, Worker’s Comp.</td>
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<td>3235</td>
<td>Tremco, Weatherproofing, Roofing Leak</td>
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<td>3253</td>
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<td>3255</td>
<td>MWW Group, Consultants</td>
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<td>3259</td>
<td>Martin and Chapman, Election Support</td>
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<td>Valerie Patterson, Farmers’ Market Manager</td>
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<td>3283</td>
<td>Horizon Mechanical, Install Chlorine System at Pool</td>
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<td>Nationwide Environmental, Street Sweeping</td>
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<td>Electric Vehicle Lease</td>
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<tr>
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<td>Kerry Consulting, IT support</td>
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# CITY OF EL SEGUNDO
## RECORDS DESTRUCTION FORM

The records listed below are scheduled to be destroyed, as indicated on the Retention Schedule adopted by the City Council (Resolution 4291 adopted 12/17/02, Amended 06/07/06 by Resolution 4471):

<table>
<thead>
<tr>
<th>Records Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
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</thead>
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<tr>
<td>PD Animal Control</td>
<td>1999</td>
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<td>PD</td>
</tr>
<tr>
<td>PD Asset Forfeitures</td>
<td>2000</td>
<td></td>
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<td>2 Years</td>
<td>PD</td>
</tr>
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<td>Park Vista</td>
<td>1996</td>
<td>2004</td>
<td>3</td>
<td>2 Years</td>
<td>Rec &amp; Parks (R&amp;P)</td>
</tr>
<tr>
<td>Park Vista Interest Income</td>
<td>1996</td>
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<td>3</td>
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<td>R&amp;P</td>
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<td>Park Vista Master Maintenance Project</td>
<td>1998</td>
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<td>3</td>
<td>2 Years</td>
<td>R&amp;P</td>
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<td>Park Vista Correspondences</td>
<td>1998</td>
<td>2000</td>
<td>3</td>
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<td>Parking Tax</td>
<td>2000</td>
<td>2003</td>
<td>3</td>
<td>2 Years</td>
<td>PW</td>
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<td>Parking Issues</td>
<td>1997</td>
<td>2004</td>
<td>3</td>
<td>2 Years</td>
<td>PW</td>
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<td>Parking Correspondence</td>
<td>2002</td>
<td>2004</td>
<td>3</td>
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<td>PW</td>
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<td>2001</td>
<td>3</td>
<td>2 Years</td>
<td>R&amp;P</td>
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<td>Old Town Patio</td>
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<td>PD</td>
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<td>Planning &amp; Building Safety (PB&amp;S) Correspondences</td>
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<td>2001</td>
<td>3</td>
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<td>Planning &amp; Building Safety (PB&amp;S)</td>
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<td>PB&amp;S General Plan and Zone Amendments</td>
<td>1999</td>
<td>2000</td>
<td>3</td>
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<td>PB&amp;S</td>
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<td>PB&amp;S Commission</td>
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<td>PB&amp;S</td>
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<td>PB&amp;S Fees</td>
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<td>3</td>
<td>2 Years</td>
<td>PB&amp;S</td>
</tr>
<tr>
<td>PB&amp;S Audit</td>
<td>1999</td>
<td></td>
<td>3</td>
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<td>PB&amp;S</td>
</tr>
<tr>
<td>PB&amp;S Adult Business Ordinance</td>
<td>1995</td>
<td>1996</td>
<td>3</td>
<td>2 Years</td>
<td>PB&amp;S</td>
</tr>
<tr>
<td>Birth / Memorials / Celebrations</td>
<td>1998</td>
<td>2005</td>
<td>3</td>
<td>2 Years</td>
<td>City Council</td>
</tr>
<tr>
<td>Management / Department Heads Salaries / Benefits</td>
<td>1981</td>
<td>2002</td>
<td>3</td>
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<td>CM</td>
</tr>
<tr>
<td>Mattel</td>
<td>2002</td>
<td>2004</td>
<td>3</td>
<td>2 Years</td>
<td>CM</td>
</tr>
<tr>
<td>NDPES</td>
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<td>2004</td>
<td>3</td>
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<td>CM</td>
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<td>Office Furniture</td>
<td>2004</td>
<td></td>
<td>3</td>
<td>2 Years</td>
<td>CM</td>
</tr>
</tbody>
</table>
APPROVED FOR DESTRUCTION:

Department Head

Date

3 - 25 - 14

APPROVED FOR DESTRUCTION:

City Attorney

Date

3 - 24 - 14

I HEREBY CERTIFY that the items listed above are approved for destruction on
in accordance with City policies and procedures:

Tracy Weaver, City Clerk

Date
# CITY OF EL SEGUNDO
## RECORDS DESTRUCTION FORM

The records listed below are scheduled to be destroyed, as indicated on the Retention Schedule adopted by the City Council (Resolution 4291 adopted 12/17/02, Amended 06/07/06 by Resolution 4471):

<table>
<thead>
<tr>
<th>Records Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCE Utility Tax</td>
<td>1984</td>
<td>2005</td>
<td>2</td>
<td>2 Years</td>
<td>City Manager (CM)</td>
</tr>
<tr>
<td>UUT Tax Workshop</td>
<td>1998</td>
<td>2001</td>
<td>2</td>
<td>2 Years</td>
<td>Finance</td>
</tr>
<tr>
<td>U. S. Dept of Transportation</td>
<td>2001</td>
<td></td>
<td>2</td>
<td>2 Years</td>
<td>Public Works (PW)</td>
</tr>
<tr>
<td>Recycle / Trash Collection</td>
<td>2001</td>
<td></td>
<td>2</td>
<td>2 Years</td>
<td>PW</td>
</tr>
<tr>
<td>Electricity Joint Power Consortium</td>
<td>1999</td>
<td></td>
<td>2</td>
<td>2 Years</td>
<td>PW</td>
</tr>
<tr>
<td>SCE</td>
<td>1999</td>
<td>2002</td>
<td>2</td>
<td>2 Years</td>
<td>PW</td>
</tr>
<tr>
<td>Electricity Usage</td>
<td>2000</td>
<td>2001</td>
<td>2</td>
<td>2 Years</td>
<td>PW</td>
</tr>
<tr>
<td>Tree Musketeers Plans</td>
<td>2000</td>
<td>2004</td>
<td>2</td>
<td>2 Years</td>
<td>Rec &amp; Parks</td>
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<tr>
<td>Metro Green Line</td>
<td>1989</td>
<td>1994</td>
<td>2</td>
<td>2 Years</td>
<td>Planning &amp; Building Safety (PBS)</td>
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<td>MAX / Transportation Committee</td>
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<td>2 Years</td>
<td>PW</td>
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<tr>
<td>LACTC / MTA / LACMTA</td>
<td>1993</td>
<td>1999</td>
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<td>2 Years</td>
<td>PW</td>
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<tr>
<td>Taxes</td>
<td>2004</td>
<td></td>
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<td>2 Years</td>
<td>Finance</td>
</tr>
<tr>
<td>Technology: Permit Track System, Budget, Correspondence, Plan Committee, Internet, Info Tech Assessment, Master Plan, Procurement &amp; Use Policies, Strategic Plan, Advisory Group for Website</td>
<td>2001</td>
<td>2004</td>
<td>2</td>
<td>2 Years</td>
<td>IT/PD</td>
</tr>
<tr>
<td>Transportation Equity Act</td>
<td>2002</td>
<td></td>
<td>2</td>
<td>2 Years</td>
<td>PW</td>
</tr>
<tr>
<td>Telephones</td>
<td>1999</td>
<td>2001</td>
<td>2</td>
<td>2 Years</td>
<td>IT/PD</td>
</tr>
<tr>
<td>PW Traffic Congestion Mitigation Fee</td>
<td>1996</td>
<td>2004</td>
<td>2</td>
<td>2 Years</td>
<td>PW</td>
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<tr>
<td>T.O.T.</td>
<td>1994</td>
<td>2002</td>
<td>2</td>
<td>2 Years</td>
<td>Finance</td>
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<td>2002</td>
<td>2</td>
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<tr>
<td>---------------------------</td>
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<td>Student Government Mock Meeting</td>
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<td>2 Years</td>
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<tr>
<td>Storm Drains</td>
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<td>2</td>
<td>2 Years</td>
<td>PW</td>
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<tr>
<td>SCAQMD</td>
<td>1995</td>
<td>2002</td>
<td>2</td>
<td>2 Years</td>
<td>PW</td>
</tr>
<tr>
<td>Standard Professional Contract</td>
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<td>2 Years</td>
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<td></td>
</tr>
<tr>
<td>SBWIB</td>
<td>2004</td>
<td>2005</td>
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<td></td>
<td>CM</td>
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<tr>
<td>SB Youth Projects</td>
<td>2005</td>
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<td></td>
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<tr>
<td>SB Association</td>
<td>1998</td>
<td>2006</td>
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<td></td>
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<td>SoCal Regional Airport</td>
<td>2006</td>
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<tr>
<td>SBCCOG Correspondences</td>
<td>2004</td>
<td>2006</td>
<td></td>
<td></td>
<td>CM</td>
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<tr>
<td>SBEDP</td>
<td>1997</td>
<td></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td>SBPIC</td>
<td>2000</td>
<td></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
</tbody>
</table>

**APPROVED FOR DESTRUCTION:**

[Signature]  
Department Head

3-25-14  
Date

**APPROVED FOR DESTRUCTION:**

[Signature]  
City Attorney

3-24-14  
Date

I HEREBY CERTIFY that the items listed above are approved for destruction on  
3-25-14  
in accordance with City policies and procedures:

Tracy Weaver, City Clerk

Date
# CITY OF EL SEGUNDO

## RECORDS DESTRUCTION FORM

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<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Management</td>
<td>2000</td>
<td>2000</td>
<td>1</td>
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<td>Public Works? (PW)</td>
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<td>Rosecrans Ave., Trans Corridor</td>
<td>1999</td>
<td>2003</td>
<td>1</td>
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<td>PW?</td>
</tr>
<tr>
<td>LAX RSI</td>
<td>1995</td>
<td>2006</td>
<td>1</td>
<td>2 Years</td>
<td>Planning &amp; Building Safety (PBS)</td>
</tr>
<tr>
<td>Referendum / Legislation Inquiry</td>
<td>2002</td>
<td>2002</td>
<td>1</td>
<td>2 Years</td>
<td>City Manager (CM)</td>
</tr>
<tr>
<td>Recognition / Retirement Plaques / Awards</td>
<td>1999</td>
<td>2001</td>
<td>1</td>
<td>2 Years</td>
<td>City Council</td>
</tr>
<tr>
<td>Uhro Swim Stadium</td>
<td>2003</td>
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<td>1</td>
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<td>Recreation and Parks (R&amp;P)</td>
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<tr>
<td>Soccer Field</td>
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<td>2002</td>
<td>1</td>
<td>2 Years</td>
<td>R&amp;P</td>
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<tr>
<td>Skateboard Park</td>
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<td>1999</td>
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<td>2 Years</td>
<td>R&amp;P</td>
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<td>Joslyn Center</td>
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<td>R&amp;P</td>
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<td>After School Pilot Program</td>
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<td>R&amp;P</td>
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<td>R.O.A.D.</td>
<td>1999</td>
<td>2004</td>
<td>1</td>
<td>2 Years</td>
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<tr>
<td>Raytheon Sporting Fields</td>
<td>2001</td>
<td>2001</td>
<td>1</td>
<td>2 Years</td>
<td>CM</td>
</tr>
<tr>
<td>Proclamations</td>
<td>1999</td>
<td>2003</td>
<td>1</td>
<td>2 Years</td>
<td>CM</td>
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<td>Cooke’s Parking</td>
<td>2001</td>
<td>2004</td>
<td>1</td>
<td>2 Years</td>
<td>PBS</td>
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<tr>
<td>El Segundo Power Redevelopment Project</td>
<td>2003</td>
<td>2004</td>
<td>1</td>
<td>2 Years</td>
<td>CM</td>
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<tr>
<td>Politics – Activities Correspondence</td>
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<td>2002</td>
<td>1</td>
<td>2 Years</td>
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<tr>
<td>Politics – Employee Involvement</td>
<td>2002</td>
<td>2002</td>
<td>1</td>
<td>2 Years</td>
<td>CM</td>
</tr>
<tr>
<td>Politics – Regulations of Campaign Contributions</td>
<td>2002</td>
<td>2002</td>
<td>1</td>
<td>2 Years</td>
<td>CM</td>
</tr>
</tbody>
</table>
APPROVED FOR DESTRUCTION:

___________________________
Department Head

3-25-14
Date

APPROVED FOR DESTRUCTION:

___________________________
City Attorney

3-24-14
Date

I HEREBY CERTIFY that the items listed above are approved for destruction on
 in accordance with City policies and procedures:

___________________________
Tracy Weaver, City Clerk

Date
CITY OF EL SEGUNDO

RECORDS DESTRUCTION FORM

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<thead>
<tr>
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<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed Claim Files</td>
<td>01/01/01</td>
<td>12/31/04</td>
<td>1</td>
<td>5 years</td>
<td>Finance</td>
</tr>
<tr>
<td>Closed Claim Files</td>
<td>01/01/01</td>
<td>12/31/05</td>
<td>2</td>
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<td>Closed Claim Files</td>
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<td>12/31/06</td>
<td>3</td>
<td>5 years</td>
<td>Finance</td>
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<td>Closed Claim Files</td>
<td>01/01/02</td>
<td>12/31/06</td>
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<td>5 years</td>
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<td>Closed Claim Files</td>
<td>01/01/03</td>
<td>12/31/07</td>
<td>5</td>
<td>5 years</td>
<td>Finance</td>
</tr>
</tbody>
</table>

SEE ATTACHED

APPROVED FOR DESTRUCTION:

[Signature]

Department Head

[Date]

APPROVED FOR DESTRUCTION:

[Signature]

City Attorney

[Date]

I HEREBY CERTIFY that the items listed above are approved for destruction on


in accordance with City policies and procedures:


Tracy Weaver, City Clerk

[Date]
<table>
<thead>
<tr>
<th>CLIENT</th>
<th>CLAIMANT</th>
<th>CLAIM NUMBER</th>
<th>INCIDENT DATE</th>
<th>CLOSED DATE</th>
<th>CLOSURE YEAR</th>
<th>CLAIM TYPE</th>
<th>CONTAINER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Segundo</td>
<td>Graves, Barbara</td>
<td>0022-2002-0030</td>
<td>1/12/2003</td>
<td>1/12/2004</td>
<td>2004</td>
<td>Normal PD</td>
<td>14735957</td>
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<tr>
<td>El Segundo</td>
<td>Imagine This...</td>
<td>0022-2002-0032</td>
<td>5/12/2003</td>
<td>3/22/2004</td>
<td>2004</td>
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<td>CLIENT</td>
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<td>CLAIM NUMBER</td>
<td>INCIDENT DATE</td>
<td>CLOSED DATE</td>
<td>CLOSURE YEAR</td>
<td>CLAIM TYPE</td>
<td>CONTAINER NUMBER</td>
</tr>
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</tr>
<tr>
<td>CLIENT</td>
<td>CLAIMANT</td>
<td>CLAIM NUMBER</td>
<td>INCIDENT DATE</td>
<td>CLOSED DATE</td>
<td>CLOSURE YEAR</td>
<td>CLAIM TYPE</td>
<td>CONTAINER NUMBER</td>
</tr>
<tr>
<td>---------------------</td>
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<td>El Segundo</td>
<td>Knight, Barbara</td>
<td>0022-2005-0004</td>
<td>8/12/2005</td>
<td>1/19/2006</td>
<td>2006</td>
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<td>CLAIM NUMBER</td>
<td>INCIDENT DATE</td>
<td>CLOSED DATE</td>
<td>CLOSURE YEAR</td>
<td>CLAIM TYPE</td>
<td>CONTAINER NUMBER</td>
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<tr>
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<td>El Segundo</td>
<td>AIG (Henley)</td>
<td>0022-2005-0019</td>
<td>10/7/2005</td>
<td>2/20/2007</td>
<td>2007</td>
<td>Normal BI</td>
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<td>Julius, Phylantis Amalfatano</td>
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<td>10/12/2007</td>
<td>2007</td>
<td>Normal BI</td>
<td>14735953</td>
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</tbody>
</table>
CITY OF EL SEGUNDO

RECORDS DESTRUCTION FORM

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<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatch Summaries</td>
<td>Jan 2006</td>
<td>June 2006</td>
<td>44</td>
<td>7</td>
<td>Fire</td>
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<tr>
<td>Dispatch Printouts</td>
<td>Jan 2006</td>
<td>June 2006</td>
<td>44</td>
<td>7</td>
<td>Fire</td>
</tr>
<tr>
<td>EMS Reports</td>
<td>Jan 2006</td>
<td>June 2006</td>
<td>44</td>
<td>7</td>
<td>Fire</td>
</tr>
<tr>
<td>Dispatch Summaries</td>
<td>July 2006</td>
<td>Dec 2006</td>
<td>45</td>
<td>7</td>
<td>Fire</td>
</tr>
<tr>
<td>Dispatch Printouts</td>
<td>July 2006</td>
<td>Dec 2006</td>
<td>45</td>
<td>7</td>
<td>Fire</td>
</tr>
<tr>
<td>EMS Reports</td>
<td>July 2006</td>
<td>Dec 2006</td>
<td>45</td>
<td>7</td>
<td>Fire</td>
</tr>
</tbody>
</table>

APPROVED FOR DESTRUCTION:

[Signature]

Department Head

12.9.13

Date

APPROVED FOR DESTRUCTION:

[Signature]

City Attorney

Date

I HEREBY CERTIFY that the items listed above are approved for destruction on in accordance with City policies and procedures:

Tracy Weaver, City Clerk

Date

P:\ADMINISTRATION DIVISION\Office Specialist\Purge_City\MASTER CERTIFICATION FORM.doc
CITY OF EL SEGUNDO

RECORDS MANAGEMENT
RECORDS DESTRUCTION FORM

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<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVOICES:</td>
<td></td>
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</tr>
<tr>
<td>AT&amp;T</td>
<td>1/09</td>
<td>12/09</td>
<td>1</td>
<td>4-7 yr</td>
<td>Library</td>
</tr>
<tr>
<td>Baker &amp; Taylor</td>
<td>7/08</td>
<td>10/09</td>
<td>1</td>
<td>4-7 yrs</td>
<td>Library</td>
</tr>
<tr>
<td>EBSCO</td>
<td>11/06</td>
<td>6/08</td>
<td>1</td>
<td>4-7 yrs</td>
<td>Library</td>
</tr>
<tr>
<td>Gess &amp; Assoc</td>
<td>1/09</td>
<td>6/09</td>
<td>1</td>
<td>4-7 yrs</td>
<td>Library</td>
</tr>
<tr>
<td>Office Depot</td>
<td>1/09</td>
<td>12/09</td>
<td>1</td>
<td>4-7 yrs</td>
<td>Library</td>
</tr>
<tr>
<td>QBI</td>
<td>3/09</td>
<td>8/09</td>
<td>1</td>
<td>4-7 yrs</td>
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<td>Recorded Books</td>
<td>1/09</td>
<td>12/09</td>
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<td>4-7 yrs</td>
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<td>Upstart</td>
<td>2/04</td>
<td>6/09</td>
<td>1</td>
<td>4-7 yrs</td>
<td>Library</td>
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<td>PERSONNEL</td>
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</tr>
<tr>
<td>ACTION FORM</td>
<td>1/09</td>
<td>12/09</td>
<td>1</td>
<td>4-7 yrs</td>
<td>Library</td>
</tr>
</tbody>
</table>

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION:

____________________________
Department Head

____________________________
Tracy Weaver, City Clerk

I HEREBY CERTIFY that the items listed above are approved for destruction in accordance with City policies and procedures:

____________________________
City Attorney Disposal Authorization

7/3/14
Date

07/27/14
Date
CITY OF EL SEGUNDO

RECORDS DESTRUCTION FORM

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<table>
<thead>
<tr>
<th>Records Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
</table>

APPROVED FOR DESTRUCTION:

[Signature]

Department Head

5/22/14

Date

APPROVED FOR DESTRUCTION:

[Signature]

City Attorney

6/28/14

Date

I HEREBY CERTIFY that the items listed above are approved for destruction on ________________ in accordance with City policies and procedures:

Tracy Weaver, City Clerk

Date
CITY OF EL SEGUNDO

RECORDS MANAGEMENT
RECORDS DESTRUCTION FORM

The records listed below are scheduled to be destroyed, as indicated on the Retention Schedule adopted by the City Council (Resolution 4291):

<table>
<thead>
<tr>
<th>Records Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAFFIC CITATIONS</td>
<td>01/01/2008</td>
<td>12/31/2008</td>
<td>1</td>
<td>2 YEARS</td>
<td>POLICE</td>
</tr>
<tr>
<td>TRAFFIC CITATIONS</td>
<td>01/01/2009</td>
<td>12/31/2009</td>
<td>1</td>
<td>2 YEARS</td>
<td>POLICE</td>
</tr>
<tr>
<td>IMPOUNDED/STORED VEHICLE NON-CRIMINAL REPORTS</td>
<td>01/01/2008</td>
<td>12/31/2008</td>
<td>1</td>
<td>2 YEARS</td>
<td>POLICE</td>
</tr>
<tr>
<td>RECORDS CHECKS.BACKGROUND CHECKS FOR OTHER AGENCIES</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>1</td>
<td>2 YEARS</td>
<td>POLICE</td>
</tr>
<tr>
<td>CORRESPONDENCE, LETTERS</td>
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<td>12/31/2008</td>
<td>1</td>
<td>2 YEARS</td>
<td>POLICE</td>
</tr>
<tr>
<td>DEPARTMENT OF JUSTICE NCIC/CJIS VALIDATION REPORTS/AUDITED</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>1</td>
<td>2 YEARS (NO LONGER NEEDED)</td>
<td>POLICE</td>
</tr>
<tr>
<td>FIELD INTERVIEW CARDS/SRF ENTRIES</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>1</td>
<td>2 YEARS (NO LONGER NEEDED)</td>
<td>POLICE</td>
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<td>CANCEL CRIME REPORTS MISCELLANEOUS INCIDENTS REPORTS</td>
<td>01/01/2009</td>
<td>12/31/2009</td>
<td>1 OF 2</td>
<td>4 YEARS (NO LONGER NEEDED)</td>
<td>POLICE</td>
</tr>
</tbody>
</table>

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION:

[Signature]
Department Head

7-29-2014
Date

Tracy Weaver, City Clerk

Date

I HEREBY CERTIFY that the items listed above are approved for destruction in accordance with City policies and procedures:

[Signature]
City Attorney Disposal Authorization

7/30/2014
Date

N:\My Documents\Records documents\destruction of records\Cert of Destruction (2)Police July 2014.doc

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CITY OF EL SEGUNDO

RECORDS MANAGEMENT
RECORDS DESTRUCTION FORM

The records listed below are scheduled to be destroyed, as indicated on the Retention Schedule adopted by the City Council (Resolution 4291):

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<tr>
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<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Backup</td>
<td>10/01/2005</td>
<td>09/30/2006</td>
<td>244516249</td>
<td>7 years</td>
<td>Treasury</td>
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<tr>
<td>UBOC Deposit/ Library</td>
<td>10/01/2005</td>
<td>09/30/2006</td>
<td>279774866</td>
<td>7 years</td>
<td>Treasury</td>
</tr>
<tr>
<td>UBOC Deposit/ Library &amp; Rec &amp; Park</td>
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<td>09/30/2006</td>
<td>279774863</td>
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<td>Treasury</td>
</tr>
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<td>UBOC Deposit/ Rec &amp; Park</td>
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<td>09/30/2006</td>
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<td>Fund 116-703 Paramedics</td>
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<td>09/30/2006</td>
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<td>Union Bank Statement</td>
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<td>Treasury</td>
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<td>UUT/Property Rentals</td>
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<td>Worker Comp Ck Register</td>
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<td>7 years</td>
<td>Treasury</td>
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<tr>
<td>UBOC Deposit /Library &amp; Rec &amp; Park</td>
<td>02/01/2006</td>
<td>05/31/2006</td>
<td>279774864</td>
<td>7 years</td>
<td>Treasury</td>
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<td>UBOC Deposit /Library &amp; Rec &amp; Park</td>
<td>06/01/2006</td>
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<td>279774865</td>
<td>7 years</td>
<td>Treasury</td>
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<tr>
<td>H2O Revenue Backup</td>
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<td>7 years</td>
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<td>05/31/2007</td>
<td>279774880</td>
<td>7 years</td>
<td>Treasury</td>
</tr>
</tbody>
</table>
DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION:

Cindy Mortesen, City Clerk

I HEREBY CERTIFY that the items listed above are approved for destruction in accordance with City policies and procedures:

City Attorney Disposal Authorization

N:\MISC\Destruction\Cert of Destruction 2014-06.docx
AGENDA DESCRIPTION:

A Status Report on the City's Residential Sound Insulation (RSI) Program and consideration and possible action to add a Construction Coordinator to the staff of the City's Residential Sound Insulation (RSI) Program.
(fiscal impact: $120,000 annually, but no fiscal impact to the General Fund).

RECOMMENDED COUNCIL ACTION:

1. Authorize the hiring of a Construction Coordinator; and/or
2. Alternatively discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Gantt chart showing advertisement and construction dates for a plan to treat 750 homes in 2015 (labeled “Exhibit A”)
2. Program map (labeled “Exhibit B”)

FISCAL IMPACT: $120,000 annually, and no fiscal impact to the General Fund

| Amount Budgeted: | $0 |
| Additional Appropriation: | Yes |
| Account Number(s): | RSI Fund 116 |

ORIGINATED BY: James S. O'Neill, Program Manager
REVIEVED BY: Sam Lee, Director of Planning and Building Safety
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

Status Report

To date, 1,543 homes have been acoustically retrofitted in the City of El Segundo, including Groups 1 – 50 of the City’s Residential Sound Insulation (RSI) Program. This equates to:
53.5% (1362 of 2546) of the Green areas (see “Exhibit B”) have been treated to date
8.9% (177 of 1951) of the Yellow areas (see “Exhibit B”) have been treated to date
* an additional 4 homes were originally treated in an area previously, but no longer, eligible

With a goal of treating as many homes as possible, City staff has put together the most aggressive schedule to date for the City’s Residential Sound Insulation (RSI) Program. This schedule will attempt to have construction completed at approximately 750 homes in calendar year 2015, which is tentatively, and roughly, outlined on the attached Gantt chart (exhibit A). It should be noted that this schedule is optimistic, reflects the critical path timeframes of almost every task, and is very unforgiving if key milestones and/or deadlines are missed. It is, however, a definitive and clearly defined set of objectives for which staff is preparing to strive to achieve.
Staff has already begun meeting key milestones for the first Groups identified in this schedule (i.e. Groups 55 – 59), and is looking at ways to expedite the design process to the greatest extent possible.

With the completion of Groups 51 through 54 (108 homes) anticipated to be complete by the end of this calendar year, an additional 750 homes completed in 2015 would bring the total number of homes completed to 2401, and 52.83% of the homes included in the current eligibility areas.

The City Council is reminded that the current Stipulated Settlement with the City of Los Angeles (which governs Los Angeles World Airports, or “LAWA”) allow for the City of El Segundo to receive funding through 2015. Additionally, the Federal Aviation Administration (FAA) has restricted the use of FAA funds to the “green areas” on the attached program map (Exhibit B). Discussions with LAWA subsequently allowed the City of El Segundo to continue to fund acoustic retrofitting of homes in “yellow areas” on the attached program map using solely LAWA funding. As the “green areas” are defined as the area north of a “block-rounded” prediction of a 2015 noise contour, it is unknown at this time what the program eligibility area will be after 2015. It is likely that a significant portion of the yellow areas will become ineligible after December 2015, and even with a goal of treating 750 homes (both green and yellow) prior to that date, the majority of the homes in the yellow areas currently on the waiting list (coincidentally a little more than 750) will not be treated prior to December 31, 2015 and are likely to become ineligible after that date.

This City Council is also reminded that the FAA issued a Program Guidance Letter (PGL) in August 2012, which essentially will require homes treated after 2015 to be acoustically tested to verify that they are eligible for acoustical retrofitting under the RSI Program.

As shown in the attached Gantt chart (Exhibit A), construction of 750 homes is predicated on five “Groups” of construction running concurrently at any given point throughout 2015. At this time, the City currently only employs four (4) Construction Coordinators. Staff is recommending that a fifth Construction Coordinator be added to manage the fifth Group at each point within the currently anticipated schedule (i.e. Groups 59, 64, 69, 74, 79 and 84). Although a Notice Inviting Sealed Bids is expected to have been advertised by the date of this City Council meeting, and it is unlikely to be able to hire someone prior to the start of work on Group 59, it is expected that current staff can manage a significant portion of the “pre-construction” activities scheduled to take place prior to actual construction, which is scheduled to begin on January 5, 2015. However, it is important to get a fifth Construction Coordinator hired as soon as possible, as it is most helpful to be involved in the project in as much of the “pre-construction” activities as possible, as well as allow for as much training as possible before being tasked with properly overseeing construction for any group. An additional Construction Coordinator would hold the same classification as the current Construction Coordinators. This position has an anticipated cost of employment of $120,000, including salary and benefits.

The new position would likely only be needed through early 2016 to allow for proper close out of construction that is expected to complete by the end of 2015 and related grant reports.

The City Council is reminded that costs associated with an additional Construction Coordinator, as is the case with all costs associated with the RSI Program, are covered by grants from the Federal Aviation Administration (FAA) and Los Angeles World Airports (LAWA), not the City’s General Fund.