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, DECEMBER 2, 2014, 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): -0- matter

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-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-matters
AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

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REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, DECEMBER 2, 2014 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION – Rev. Dina Ferguson, St. Michael Episcopal Church

PLEDGE OF ALLEGIANCE – Mike Dugan
PRESENTATIONS

a) Proclamation – 1200 Block of East Acacia Avenue as Candy Cane Lane from December 13 – 23, 2014.

b) Proclamation – Sunday, December 14, 2014, as the 51st Annual El Segundo Holiday Parade.

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 (Public Hearing) regarding the introduction and first reading of an Ordinance approving: Environmental Assessment No. EA-1075 (determination of consistency with previously adopted Program/Project Final Environmental Impact Report); Development Agreement No. DA 14-02 (Sixth Amendment to Development Agreement No. DA 03-01) for the Plaza El Segundo Development site to allow up to two Health Clubs and Fitness Centers provided that no such use exceed 8,500 square feet and the combined square footage of both does not exceed in total 11,502 square feet of floor area; and Zone Text Amendment No. ZTA 14-02 to increase the area of General Office uses permitted in the Commercial Center (C-4) Zone to 30,072 gross square feet. Applicant: Federal Realty Investment Trust – c/o Jeff Chambers.  
(Fiscal Impact: None)
Recommendation – 1) Open the Public Hearing; 2) Discussion; 3) Introduce and waive first reading of an Ordinance approving Environmental Assessment No. EA-1075, Development Agreement No. DA 14-02, and Zone Text Amendment No. ZTA 14-02; 4) Schedule second reading and adoption of the Ordinance on December 16, 2014; 5) Alternatively, discuss and take other possible action related to this item.

C. UNFINISHED BUSINESS

2. Consideration and possible action regarding Adoption of an Urgency Ordinance to approve an Amendment to the Contract between the Board of Administration of the California Public Employees’ Retirement System (CalPERS) and the El Segundo City Council to cease contributions under Government Code Section 20516(a) (3% Employee Cost Sharing of Additional Benefits) applicable to El Segundo Firefighters’ Association members per 2011-14 MOU agreement.  
(Fiscal Impact: $174,388 for Fiscal Year 2014/15)
Recommendation – 1) Re-adopt Urgency Ordinance; 2) Alternatively, discuss and take other possible action related to this item.

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

E. 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 3003488 through 3003731 on Register No. 4 in the total amount of $1,882,119.03 and Wire Transfers from 11/03/2014 through 11/16/2014 in the total amount of $3,280,336.10.

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. Regular City Council Meeting Minutes of November 18, 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 receive and file this report regarding cleaning and repairing drywall and carpet 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) Receive and file this report regarding cleaning and repairing drywall and carpet 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; 2) Alternatively, discuss and take other possible action related to this item.

7. Consideration and possible action to adopt a resolution approving the Revised El Segundo Sewer System Management Plan (SSMP).

(Fiscal Impact: None)

Recommendation – 1) Adopt the resolution approving the Revised El Segundo Sewer System Management (SSMP); 2) Alternatively, discuss and take other possible action related to this item.
8. Consideration and possible action regarding rejecting all bids and authorizing staff to advertise a new Notice Inviting Sealed Bids for the project related to Project No. RSI 14-24 (Group 66 of the City's Residential Sound Insulation Program).
(Fiscal Impact: Estimated Construction costs; none at this time)
Recommendation – 1) Reject all bids; 2) Authorize City staff to advertise a new Notice Inviting Sealed Bids for the project; 3) Alternatively, discuss and take other possible action related to this item.

9. Consideration and possible action regarding awarding a contract to Big West Construction Corporation for construction at twenty-three (23) homes related to Project No. RSI 14-25 (Group 67 of the City’s Residential Sound Insulation Program).
(Fiscal Impact: Not to exceed $988,383.00)
Recommendation – 1) Waive minor irregularities in the bid from Big West Construction Corporation; 2) Award a contract to Big West Construction Corporation for project RSI 14-25 (Group 67); 3) Authorize the City Manager to execute a contract in a form approved by the City Attorney; 4) Alternatively, discuss and take other possible action related to this item.

10. Consideration and possible action regarding awarding a contract to Big West Construction Corporation for construction at twenty-one (21) homes related to Project No. RSI 14-26 (Group 68 of the City’s Residential Sound Insulation Program).
(Fiscal Impact: Not to exceed $496,100.00)
Recommendation – 1) Waive minor irregularities in the bid from Big West Construction Corporation; 2) Award a contract to Big West Construction Corporation for project RSI 14-26 (Group 68); 3) Authorize the City Manager to execute a contract in a form approved by the City Attorney; 4) Alternatively, discuss and take other possible action related to this item.

F. NEW BUSINESS

G. REPORTS – CITY MANAGER

H. REPORTS – CITY ATTORNEY

I. REPORTS – CITY CLERK
11. Consideration and possible action regarding Council consensus to cancel the January 6, 2015 City Council Meeting.
(Fiscal Impact: None)
Recommendation – 1) Approve the cancellation of the January 6, 2015 City Council Meeting; 2) Alternatively, discuss and take other possible action related to this item.

J. REPORTS – CITY TREASURER

12. Presentation of new Investment Portfolio Report
(Fiscal Impact: None)
Recommendation – 1) Receive and file; 2) Alternatively, discuss and take other possible action related to this item.

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Fellhauer –

Council Member Atkinson –

Council Member Dugan -

Mayor Pro Tem Jacobson –

Mayor Fuentes –

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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: 11.24.14

TIME: 1:45 pm

NAME: [Handwritten]
Proclamation  City of El Segundo, California

WHEREAS, Great and wonderful events are many times the inspiration of one person, like Ken Bailey, whose simple idea, that a decorated tree be placed at the end of the cul-de-sac on the 1200 Block of East Acacia in celebration of a neighborhood Christmas 1949, is over 60 years later an annual holiday tradition in El Segundo, worthy of national media coverage, and known as Candy Cane Lane; and

WHEREAS, Candy Cane Lane features Santa Claus arriving on top of a horn-blowing El Segundo fire truck to light the beautifully decorated homes on Candy Cane Lane as he makes his way into his sleigh in a Christmas Village situated at the end of the cul-de-sac, from which he sends good cheer each year for 10 nights this year to thousands of boys and girls, residents and tourists; and

WHEREAS, Homes, yards and magnolia trees are brightly decorated. The El Segundo Community Band plays and property owners dress up their homes for all the oohs and aahs and the tradition of Candy Cane Lane. A few good merry men of Candy Cane Lane, like Tom Lindsey, have given their merry Ho, Ho, Ho’s, year after year, in the Santa suit donated by Chevron. A big thanks to Spring Cleaners for generously making sure Santa’s suit is sparkling for the season and South Bay Vital Signs for creating a joyful entrance sign. The RSVPs and El Segundo High School volunteers make sure the crowds maneuver down the Lane in a safe and orderly fashion; and

WHEREAS, Least we forget, we herein list the names of the folks that are synonymous with Candy Cane Lane: Eyre’s, Gabel’s, Mortesen’s, Odle’s, McEwan’s, Warwick’s, Moore’s, Turnbull’s, Parikh’s, de Lambertye’s, Steinberg’s, Wood’s, Mitchell’s, Mrazik’s, Hudspeth’s, Hart’s, Doukakis’, Brunnenkant’s, Phillips’, Stosser’s and Szeto’s, Leach’s, Kehl’s, Wong’s, Schlendering’s, Lubjois and Stroes.

NOW, THEREFORE, on this 2nd day of December, 2014, the Mayor and Members of the City Council of the City of El Segundo, California, proclaim the 1200 Block of Acacia Avenue as Candy Cane Lane from December 13, 2014 at 7:00 p.m., through December 23, 2013, and invite the young and young at heart to experience the wonders of this El Segundo holiday tradition.
WHEREAS, The El Segundo Chamber of Commerce has given El Segundo the Annual Holiday Parade for the past 51 years, a tradition which both celebrates El Segundo and calls forth the Holiday Season; and

WHEREAS, The parade, to be held Sunday, December 14, 2014 from 1:00 p.m. to 3:00 p.m., with a theme of Holiday Beach Bash, will assemble on the corner of Imperial Avenue and Main, and continue down Main Street, disbanding at El Segundo Boulevard; and

WHEREAS, The parade will start with the Grand Marshall, end with the traditional Grand Finale - the Chevron Fire Truck, bringing Santa Claus through downtown El Segundo, and in between, the crowds will be treated to a few surprises; and

WHEREAS, The community is invited to other holiday festivities on Thursday, December 4th, beginning at 3:00 p.m. with Santa's Village at City Hall Plaza, the Farmer's Market and Holiday Craft Fair on Main Street, and the Annual Tree Lighting Celebration in the Plaza from 4:00 p.m. to 5:30 p.m., followed by the Chamber of Commerce Holiday Mixer held at Citizens Business Bank.

NOW, THEREFORE, the Mayor and Members of the City Council of the City of El Segundo, California, do hereby proclaim Sunday, December 14, 2014, as the 51st Annual El Segundo Holiday Parade, and invite the community to all the traditional El Segundo holiday events and wish the Chamber of Commerce many more years of marching down Main Street.

Mayor Suzanne Fuentes
Mayor Pro Tem Carl Jacobson
Council Member Marie Fellhauer
Council Member Dave Atkinson
Council Member Michael Dugan
EL SEGUNDO CITY COUNCIL  
MEETING DATE: December 2, 2014  
AGENDA STATEMENT  
AGENDA HEADING: Special Order of Business-Public Hearing  

AGENDA DESCRIPTION:

Consideration and possible action (Public Hearing) regarding the introduction and first reading of an Ordinance approving: Environmental Assessment No. EA-1075 (determination of consistency with previously adopted Program/Project Final Environmental Impact Report); Development Agreement No. DA 14-02 (Sixth Amendment to Development Agreement No. DA 03-01) for the Plaza El Segundo Development site to allow up to two Health Clubs and Fitness Centers provided that no such use exceed 8,500 square feet and the combined square footage of both does not exceed in total 11,502 square feet of floor area; and Zone Text Amendment No. ZTA 14-02 to increase the area of General Office uses permitted in the Commercial Center (C-4) Zone to 30,072 gross square feet.  
Applicant: Federal Realty Investment Trust - c/o Jeff Chambers. (Fiscal Impact: None).  

RECOMMENDED COUNCIL ACTION:  
1. Open Public Hearing;  
2. Discussion;  
3. Introduce and waive first reading of an Ordinance approving Environmental Assessment No. EA-1075, Development Agreement No. DA 14-02, and Zone Text Amendment No. ZTA 14-02;  
4. Schedule second reading and adoption of the Ordinance on December 16, 2014;  
and/or  
5. Alternatively, discuss and take other possible action related to this item.  

ATTACHED SUPPORTING DOCUMENTS:  
1. Draft Ordinance  
2. Draft Ordinance (strike-out/underline version)  
3. Draft Development Agreement Amendment  
4. Planning Commission Staff Report Dated October 23, 2014 and Attachments  

FISCAL IMPACT: None  

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

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

BACKGROUND AND DISCUSSION:
I. Introduction

The proposed project consists of: a) an amendment to the existing Development Agreement No. DA 03-01 for the Plaza El Segundo Development Site to allow up to two Health Clubs and Fitness Centers provided that no such use exceed 8,500 square feet and the combined square footage of both does not exceed in total 11,502 square feet of floor area; and b) a Zone Text Amendment to increase the area of General Office uses permitted in the Commercial Center (C-4) Zone to 30,072 gross square feet.

II. Background

The Plaza El Segundo Development site is approximately 51.7 acres and generally located at the northeast corner of Sepulveda Boulevard and Rosecrans Avenue within the Commercial Center (C-4) Zone. The development consists of 378,829 square feet of net floor area that is already constructed (Phase 1A) and approximately 109,575 net square feet that has been approved and is in construction (Phase 1B). The existing and permitted uses at the shopping center consist of large retail stores, specialty retail, a grocery store, restaurants, a spa and a fitness center.

The project is subject to the development standards in the C-4 Zone (ESMC Chapter 15-5G), conditions of approval, mitigation measures, and the requirements adopted in Development Agreement No. DA 03-01.

On July 23, 2014, Federal Realty Investment Trust (the developer) requested an amendment to the Development Agreement and a Zone Text Amendment to make changes to the C-4 Zone to accommodate the needs of two proposed tenants in the Phase 1B portion of the center. The first proposed tenant is Soul Cycle, a 3,500 square-foot indoor cycling fitness facility. The second proposed tenant is the corporate office for the property owner Federal Realty Investment Trust (Federal Realty), which will be relocating to the project site.

III. Analysis

Development Agreement Amendment
The applicant is requesting an amendment to Section 4.1.6 of the existing Development Agreement for the Project Site (DA No. 03-01), which allows up to two health clubs or fitness centers provided that no such singular use exceeds 6,500 square feet and the combined square footage of both uses does not exceed 10,000 square feet. The proposed amendment would increase the limit on individual uses to 8,500 square feet and the limit on the combined square footage to 11,502 square feet (See Exhibit 3).

Zone Text Amendment
The applicant is requesting an amendment to El Segundo Municipal Code ("ESMC") Section 15-5G-2(F) to increase the maximum area of General Office uses permitted in the Commercial Center (C-4) Zone from 28,735 gross square feet to 30,072 gross square feet.

The attached October 23, 2014 Planning Commission staff report includes a detailed discussion of the General Plan and Zoning Consistency, Environmental Review, and application findings. Staff believes that the proposed amendments would help improve
the City's tax and employment base without having significant environmental impacts. As discussed in the attached Planning Commission report, the proposed amendments will not generate more traffic than the previously approved project. It is anticipated that the addition of Soul Cycle will foster greater business activity at the other businesses at The Point. Further, Staff believes the additional corporate presence of the property owner's offices on-site will provide an opportunity for better management and oversight of the property.

IV. Planning Commission Action

On October 23, 2014, the Planning Commission held a public hearing on the proposed amendments.

The Planning Commission received public testimony from the applicant and the general public at the hearing. After receiving testimony and documentary information, the Commission adopted Resolution No. 2758, recommending City Council approve Environmental Assessment No. EA-1075, Development Agreement No. DA 14-02, and Zone Text Amendment No. ZTA 14-02.

V. Recommendation

Staff recommends that the City Council introduce and waive first reading of a draft Ordinance approving Environmental Assessment No. EA-1075, Development Agreement No. DA 14-02, and Zone Text Amendment No. ZTA 14-02. Second reading and adoption of the Ordinance would occur on December 16, 2014.
ORDINANCE NO. ___

AN ORDINANCE APPROVING ZONE TEXT AMENDMENT NO. ZTA 14-02 TO INCREASE THE PERMISSIBLE SQUARE FOOTAGE OF GENERAL OFFICE USES IN THE COMMERCIAL CENTER (C-4) ZONE; AND APPROVING DEVELOPMENT AGREEMENT NO. DA 14-02 (SIXTH AMENDMENT TO DEVELOPMENT AGREEMENT NO. 03-01) TO INCREASE THE PERMISSIBLE SQUARE FOOTAGE OF HEALTH CLUBS AND FITNESS CENTER USES IN THE PLAZA EL SEGUNDO DEVELOPMENT PROJECT.

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

SECTION 1: The City Council finds and declares that:

A. On March 15, 2005, the City Council approved a development known as Plaza El Segundo. Approvals for that development were subsequently amended to allow for different types of uses including, among others, Health Clubs and Fitness Center (2007); Health/Skin Care and automobile sale uses (2008); fast food restaurants, banks, dance/music studios (2009); and medical and dental offices (2010);

B. On September 17, 2013, the City Council approved an Environmental Assessment (EA-993), a Zone Text Amendment (ZTA 12-04), and a Development Agreement (DA 12-03), to add 4.988 acres to the approximately 8.1-acre property at the northeast corner of Sepulveda Boulevard and Rosecrans Avenue (Phase 1B Project Site); to increase the size of the previously approved shopping center by 49,613 square feet; a Zone Text Amendment to add permitted uses and signs to the Commercial Center (C-4) Zone that are permitted in the approved Development Agreement; a Zone Text Amendment to increase the permitted size of general office uses in the Commercial Center (C-4) Zone (ESMC § 15-5G-2(B)) from 5,000 to 28,735 gross square feet (including the existing general office area in Phase 1A); a modification to Development Agreement § 4.1.3 to allow fast food restaurants within 90 feet of Sepulveda Boulevard and Rosecrans Avenue; a modification to Development Agreement § 4.2.2 to remove the size limitations for retailers in the "Smaller Tenant Standards" for the Phase 1B Project;

C. On July 23, 2014, the applicant filed an application for an Environmental Assessment No. EA-1075, a Zone Text Amendment No. ZTA 14-02 to increase the area of General Office uses permitted in the Commercial Center (C-4) Zone from 28,735 gross square feet to 30,072 gross square feet, and a Development Agreement (DA No. 14-02) to increase the area of Health Clubs and Fitness Center uses to 11,502 square feet of total floor area provided that no such use exceeds 8,500 square feet;
D. The application from PES Partners, LLC and Street Retail, Inc. was reviewed by the City's Planning and Building Safety Department for, in part, consistency with the General Plan and conformity with the El Segundo Municipal Code ("ESMC");

E. In addition, the City reviewed the project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA"), the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, et seq., the "CEQA Guidelines"), and the City's Environmental Guidelines (City Council Resolution No. 3805, adopted March 16, 1993);

F. The Planning Commission held a public hearing regarding the application on October 23, 2014. Thereafter, the Planning Commission adopted Resolution No. 2758, recommending that the City Council approve Zone Text Amendment No. ZTA 14-02 and amend Development Agreement No. DA 03-01;

G. On __________, 2014, the Council held a public hearing and considered the information provided by the Planning Commission, City Staff, public testimony, and representatives of the applicant PES Partners, LLC and Street Retail, Inc.; and

H. This Ordinance and its findings are made based upon the testimony and evidence presented to the Council at its __________, 2014, public hearing including, without limitation, the staff report submitted by the Planning and Building Safety Department.

SECTION 2: Environmental Assessment. Because of the findings set forth in Planning Commission Resolution No. 2758, adopted October 23, 2014, and the facts set forth in the administrative record including, without limitation, the staff report presented to the City Council, the proposed amendments (Sixth Amendment to Development Agreement No. DA 03-01 and Zone Text Amendment No. ZTA 14-02) are consistent with the Program/Project Environmental Impact Report that analyzed the environmental impacts of this development project, including the Development Agreement to permit development of the shopping center. That report, entitled Sepulveda/Rosecrans Site Rezoning and Plaza El Segundo Development Final Environmental Impact Report (State Clearinghouse No. 2003121037), was certified by the City Council on March 15, 2005 and the Statement of Overriding Considerations adopted as Section V of City Council Resolution No. 4415 on March 1, 2005. None of the elements set forth in Public Resources Code § 21166 or CEQA Guidelines §§ 15162 and 15168 exist. Accordingly, no subsequent or supplemental Environmental Impact Report, Mitigated Negative Declaration or Addendum is required to be prepared before adopting the draft Ordinance approving the proposed amendment.

SECTION 3: Zone Text Amendment. ESMC § 15-4G-2(F) is amended to read as follows:
"General offices not to exceed thirty thousand, seventy-two (30,072) gross square feet."

SECTION 4: Amendments to the Development Agreement. Development Agreement No. 03-01 is amended as set forth in attached Exhibit "A," which is incorporated into this Ordinance by reference.

SECTION 5: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end; the provisions of this Ordinance are severable.

SECTION 6: This Ordinance will remain effective until superseded by a subsequent ordinance.

SECTION 7: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 8: This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.
PASSED, APPROVED AND ADOPTED this ___ day of _____, 2014.

__________________________________________________________
Suzanne Fuentes, Mayor

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 Ordinance No. ___ was duly introduced by said City Council at a regular meeting held on the ___ day of ______________ 2014, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, 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

APPROVED AS TO FORM:

__________________________________________________________
Mark D. Hensley, City Attorney
ORDINANCE NO. ___

AN ORDINANCE APPROVING ZONE TEXT AMENDMENT NO. ZTA 14-02 TO INCREASE THE PERMISSIBLE SQUARE FOOTAGE OF GENERAL OFFICE USES IN THE COMMERCIAL CENTER (C-4) ZONE; AND APPROVING DEVELOPMENT AGREEMENT NO. DA 14-02 (SIXTH AMENDMENT TO DEVELOPMENT AGREEMENT NO. 03-01) TO INCREASE THE PERMISSIBLE SQUARE FOOTAGE OF HEALTH CLUBS AND FITNESS CENTER USES IN THE PLAZA EL SEGUNDO DEVELOPMENT PROJECT.

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

SECTION 1: The City Council finds and declares that:

A. On March 15, 2005, the City Council approved a development known as Plaza El Segundo. Approvals for that development were subsequently amended to allow for different types of uses including, among others, Health Clubs and Fitness Center (2007); Health/Skin Care and automobile sale uses (2008); fast food restaurants, banks, dance/music studios (2009); and medical and dental offices (2010);

B. On September 17, 2013, the City Council approved an Environmental Assessment (EA-993), a Zone Text Amendment (ZTA 12-04), and a Development Agreement (DA 12-03), to add 4.988 acres to the approximately 8.1-acre property at the northeast corner of Sepulveda Boulevard and Rosecrans Avenue (Phase 1B Project Site); to increase the size of the previously approved shopping center by 49,613 square feet; a Zone Text Amendment to add permitted uses and signs to the Commercial Center (C-4) Zone that are permitted in the approved Development Agreement; a Zone Text Amendment to increase the permitted size of general office uses in the Commercial Center (C-4) Zone (ESMC § 15-5G-2(B)) from 5,000 to 28,735 gross square feet (including the existing general office area in Phase 1A); a modification to Development Agreement § 4.1.3 to allow fast food restaurants within 90 feet of Sepulveda Boulevard and Rosecrans Avenue; a modification to Development Agreement § 4.2.2 to remove the size limitations for retailers in the “Smaller Tenant Standards” for the Phase 1B Project;

C. On July 23, 2014, the applicant filed an application for an Environmental Assessment No. EA-1075, a Zone Text Amendment No. ZTA 14-02 to increase the area of General Office uses permitted in the Commercial Center (C-4) Zone from 28,735 gross square feet to 30,072 gross square feet, and a Development Agreement (DA No. 14-02) to increase the area of Health Clubs and Fitness Center uses to 11,502 square feet of total floor area provided that no such use exceeds 8,500 square feet;

-1-
D. The application from PES Partners, LLC and Street Retail, Inc. was reviewed by the City’s Planning and Building Safety Department for, in part, consistency with the General Plan and conformity with the El Segundo Municipal Code (“ESMC”);

E. In addition, the City reviewed the project’s environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., “CEQA”), the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, et seq., the “CEQA Guidelines”), and the City’s Environmental Guidelines (City Council Resolution No. 3805, adopted March 16, 1993);

F. The Planning Commission held a public hearing regarding the application on October 23, 2014. Thereafter, the Planning Commission adopted Resolution No. 2758, recommending that the City Council approve Zone Text Amendment No. ZTA 14-02 and amend Development Agreement No. DA 03-01;

G. On ____________, 2014, the Council held a public hearing and considered the information provided by the Planning Commission, City Staff, public testimony, and representatives of the applicant PES Partners, LLC and Street Retail, Inc.; and

H. This Ordinance and its findings are made based upon the testimony and evidence presented to the Council at its ____________, 2014, public hearing including, without limitation, the staff report submitted by the Planning and Building Safety Department.

SECTION 2: Environmental Assessment. Because of the findings set forth in Planning Commission Resolution No. 2758, adopted October 23, 2014, and the facts set forth in the administrative record including, without limitation, the staff report presented to the City Council, the proposed amendments (Sixth Amendment to Development Agreement No. DA 03-01 and Zone Text Amendment No. ZTA 14-02) are consistent with the Program/Project Environmental Impact Report that analyzed the environmental impacts of this development project, including the Development Agreement to permit development of the shopping center. That report, entitled Sepulveda/Rosecrans Site Rezoning and Plaza El Segundo Development Final Environmental Impact Report (State Clearinghouse No. 2003121037), was certified by the City Council on March 15, 2005 and the Statement of Overriding Considerations adopted as Section V of City Council Resolution No. 4415 on March 1, 2005. None of the elements set forth in Public Resources Code § 21166 or CEQA Guidelines §§ 15162 and 15168 exist. Accordingly, no subsequent or supplemental Environmental Impact Report, Mitigated Negative Declaration or Addendum is required to be prepared before adopting the draft Ordinance approving the proposed amendment.

SECTION 3: Zone Text Amendment. ESMC § 15-4G-2(F) is amended to read as follows:
"General offices not to exceed twenty-eight thousand, seven hundred thirty-five (28,735) thirty thousand, seventy-two (30,072) gross square feet."

SECTION 4: Amendments to the Development Agreement. Development Agreement No. 03-01 is amended as set forth in attached Exhibit “A,” which is incorporated into this Ordinance by reference.

SECTION 5: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end; the provisions of this Ordinance are severable.

SECTION 6: This Ordinance will remain effective until superseded by a subsequent ordinance.

SECTION 7: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo’s book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 8: This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.
PASSED, APPROVED AND ADOPTED this ____ day of ________,
2014.

_____________________________________________________
Suzanne Fuentes, Mayor

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 Ordinance No. ____ was duly introduced by said City Council at a regular meeting held on the ____ day of ___________ 2014, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, 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

APPROVED AS TO FORM:

_____________________________________________________
Mark D. Hensley, City Attorney
RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:  

CITY CLERK  
CITY OF EL SEGUNDO  
350 Main Street  
El Segundo, California 90245  

EXEMPT FROM RECORDER’S FEES  
Pursuant to Government Code § 6103  

SIXTH AMENDMENT TO DEVELOPMENT AGREEMENT  
BY AND AMONG  
CITY OF EL SEGUNDO,  
PES PARTNERS, LLC  
AND  
STREET RETAIL, INC.  
(AREA A)  

THIS AGREEMENT MUST BE RECORDED WITHIN TEN DAYS OF EXECUTION BY ALL PARTIES PURSUANT TO GOVERNMENT CODE §65868.5  

7/2/13
SIXTH AMENDMENT TO DEVELOPMENT AGREEMENT

This Sixth Amendment to Development Agreement ("Sixth Amendment") is made and entered into by and among the CITY OF EL SEGUNDO, a general law city and municipal corporation ("City"); PES PARTNERS, LLC, a Delaware limited liability company ("PESP"); and STREET RETAIL, INC., a Maryland corporation ("Street"), as of this ____ day of ____________, 2014. Street and PESP are collectively referred to as "Developer." City and Developer are individually referred to as "Party" and collectively as "Parties." In consideration of the mutual covenants and agreements contained in this Sixth Amendment, and in light of Developer’s application which was considered by City concurrently with this Sixth Amendment, City and Developer agree as follows:

1. Recitals

1.1 Unless otherwise specified the term "Development Agreement" refers to the Development Agreement entered into between the Parties, or their predecessors in interest, on March 16, 2005, its amendments, and related Operating Memoranda.

1.2 On December 30, 2011, Rosecrans-Sepulveda Partners, 2, LLC ("RSP2"), executed an Assignment and Assumption Agreement ("Street Assignment") whereby RSP2 conveyed to Street, in accordance with the provisions of Section 3 of the Development Agreement, RSP2’s right, title and interest in and to the Development Agreement and the Project Approvals with respect to the Property covered by the Development Agreement.

1.3 The Development Agreement continues to cover the Property described in Exhibit “A” attached hereto. The total gross acreage of the property (i.e., Phase 1A and Phase 1B combined) is 51.70 gross/46.60 net (after street dedication) acres.

1.4 Section 15 of the Development Agreement provides for amendment of the Development Agreement upon mutual consent of the parties and in accordance with the procedures established by applicable law. This Sixth Amendment was adopted in conformance with Government Code §§ 65865, et seq.

1.5 Section 4.1.6 of the Development Agreement currently limits health clubs or fitness centers to two (2) such establishments and no more than 10,000 total square feet devoted to such establishments. Developer desires to bring in a high-end fitness use that will help attract the desired clientele to The Point (Phase 1B) which will also benefit Plaza El Segundo and The Edge (collectively Phase 1A) as this clientele will establish patterns of coming to the retail center for shopping and dining as well.

1.6 On October 23, 2014, the Planning Commission held a duly noticed public hearing on this Sixth Amendment to the Development Agreement along with Developer’s other applications.

1.7 On ____________, 2014, the City Council held a duly noticed public hearing on this Sixth Amendment and Developer’s other applications. At the conclusion of the public hearing the City Council introduced Ordinance No. _____ approving this Sixth
Amendment to the Development Agreement as well as a zone text amendment to El Segundo Municipal Code § 15-5G-2. On ____________, 2014, the City Council adopted Ordinance No. _____. Ordinance No. _____. became effective on ______________, 2015.

1.8 The City Council has determined that none of the elements set forth in Public Resources Code Section 21166 or Sections 15162 and 15168 of the State CEQA Guidelines exists and therefore has determined, in accordance with Public Resources Code Section 21166 and Sections 15162 and 15168(c)(2) of the CEQA Guidelines, that no subsequent or supplemental Environmental Impact Report, Mitigated Negative Declaration or Addendum is required to be prepared prior to adopting the Ordinance approving this Sixth Amendment.

2. Amendment to Section 4.1.6 of the Development Agreement. Section 4.1.6 of the Development Agreement is amended to read as follows:

"4.1.6. Health Clubs and Fitness Centers. No health club or fitness center shall be permitted except as follows: up to two (2) health clubs or fitness centers shall be permitted, provided that no such singular use exceeds 8,500 square feet and the combined square footage of both uses does not exceed 11,502 total square feet of floor area."

3. Remainder of Development Agreement to Remain in Full Force and Effect. Except as set forth in this Sixth Amendment, all terms and conditions of the Development Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, Developer and City have executed this Sixth Amendment on the date first above written.

CITY:

CITY OF EL SEGUNDO, a municipal corporation

By: ________________________________
Name: Suzanne Fuentes
Title: Mayor

ATTEST
By: ________________________________
Name: Tracy Weaver
Title: City Clerk

APPROVED AS TO FORM:

By: ________________________________
Name: Mark Hensley
Title: City Attorney

7/2/13
PESP

PES PARTNERS, LLC, a Delaware limited liability company

By: Street Retail, Inc., a Maryland corporation
Its: Manager

By: Jeffrey S. Berkes, Vice-President
      Western Region

STREET

STREET RETAIL, INC., a Maryland corporation

By: Jeffrey S. Berkes, Vice-President,
      Western Region
State of California         
County of               

On _____________________, before me, ____________________________, Notary Public, 

(please insert name and title of the officer)

personally appeared ____________________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature______________________________

(seal)

State of California         
County of               

On _____________________, before me, ____________________________, Notary Public, 

(please insert name and title of the officer)

personally appeared ____________________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature______________________________

(seal)
State of California )
County of ______________ )

On ______________, before me, ____________________________, Notary Public,

(personally appear here insert name and title of the officer)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument, and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature________________________________________

(seal)

State of California )
County of ______________ )

On ______________, before me, ____________________________, Notary Public,

(personally appear here insert name and title of the officer)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument, and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature________________________________________

(seal)
State of California  
County of _______________  

On _______________, before me, ____________________________, Notary Public, (here insert name and title of the officer) personally appeared ____________________________, subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature ___________________________ (seal)
I. Introduction & Background Discussion

The Plaza El Segundo Development site is approximately 51.7 acres and generally located at the northeast corner of Sepulveda Boulevard and Rosecrans Avenue within the Commercial Center (C-4) Zone. The development consists of 378,829 square feet of net floor area that is already constructed (Phase 1A) and approximately 119,613 square feet that has been approved and is in construction (Phase 1B). The existing and permitted uses at the shopping center consist of large retail stores, specialty retail, a grocery store, restaurants, a spa and a fitness center.

The project is subject to the development standards in the C-4 Zone (ESMC Chapter 15-5G), conditions of approval, mitigation measures, and the requirements adopted in Development Agreement No. DA 03-01.

On July 23, 2014, Federal Realty Investment Trust (the developer) requested an amendment to the Development Agreement and a Zone Text Amendment to make changes to the C-4 Zone to accommodate the needs of two proposed tenants in the Phase 1B portion of the center. The first proposed tenant is Soul Cycle, a 3,500
square-foot indoor cycling fitness facility. The second proposed tenant is the corporate office for the property owner Federal Realty Investment Trust (Federal Realty), which will be relocating to the project site. The proposed amendments include the following:

A. An amendment to the existing Development Agreement No. DA 03-01 for the combined Plaza El Segundo and The Point Project Site to allow up to two Health Clubs and Fitness Centers provided that no such single use exceed 8,500 square feet and the combined square footage of both uses does not exceed 11,502 square feet of total floor area; and

B. An amendment to the permitted uses in the C-4 Zone to increase the allowed area for General Office uses from 28,735 gross square feet to 30,072 gross square feet.

The specific language of the amendment is incorporated in the attached draft ordinance.

II. **Recommendation**

Planning staff recommends that the Planning Commission review the facts as contained within this report, conduct a public hearing, and adopt Resolution No. 2758 (Exhibit 1) recommending that the City Council approve Development Agreement amendment No. DA 14-02 (Sixth Amendment to Development Agreement No. DA 03-01) and Zone Text Amendment No. ZTA 14-02.

III. **Traffic Analysis and Trip Generation**

The applicant submitted a memorandum prepared by a traffic engineer at Fehr and Peers, which previously provided a traffic analysis for the Plaza El Segundo Phase 1B project and EIR Addendum. The memorandum concludes that the proposed amendment would not result in a new significant impact or require additional mitigation measures. Any increase in traffic generated by the project would not exceed the maximum number of vehicle trips allowed by the Final Environmental Impact Report ("FEIR"; discussed below) and project approvals. Assuming the Development Agreement is amended, Phase 1A and Phase 1B are together estimated to generate approximately 16,005 weekday daily trips, of which 544 are estimated to occur during the AM peak hour and 1,475 are estimated to occur during the PM peak hour. Approximately 1,948 trips are estimated to occur during a Saturday midday peak hour.

The respective number of trips allowed by the FEIR and project approvals is 16,645 weekday daily trips, 779 AM peak hour trips, 1,477 PM peak hour trips, and 2,205 Saturday midday peak hour trips. The memorandum conclusions were confirmed by Kimley-Horn and Associates, Inc., a traffic engineering consultant hired by the City to provide an independent third-party review.
IV. Zoning and General Plan Consistency

Consistency with the El Segundo Municipal Code

Pursuant to ESMC Title 15, Chapter 26 (Amendments), in order to recommend City Council approval of the proposed amendments, the Planning Commission must find that the amendments are necessary to carry out the general purpose of ESMC Title 15. The purpose of this Title (ESMC § 15-1-1) is to serve the public health, safety, and general welfare and to provide economic and social advantages resulting from an orderly planned use of land resources. Planning staff believes that the Planning Commission can make the findings in order to recommend City Council approval of the proposed amendment. The findings are discussed in the proposed resolution.

Consistency with the El Segundo General Plan

ESMC § 15-1-1 (Purpose, Title) states that Title 15 is the primary tool for implementation of the goals, objectives, and policies of the El Segundo General Plan. Accordingly, the Planning Commission must find that the proposed Zone Text Amendment and Development Agreement are consistent with those goals, objectives, and policies. Planning staff believes that the Planning Commission can make the findings in order to recommend City Council approval of the proposed amendments. The findings are discussed in the proposed resolution.

V. Environmental Review

The proposed amendment to the Development Agreement is consistent with the Program/Project Environmental Impact Report, entitled Sepulveda/Rosecrans Site Rezoning and Plaza El Segundo Development Final Environmental Impact Report (State Clearinghouse No. 2003121037), which the City prepared as the Lead Agency. The FEIR analyzed the environmental impacts of the development project, including the Development Agreement to permit development of the shopping center. The FEIR was certified by the City Council on March 15, 2005 and the Statement of Overriding Considerations was adopted as Section V of City Council Resolution No. 4415. None of the elements set forth in Public Resources Code § 21166 or CEQA Guidelines § 15162 and 15168(c)(2) exists since the proposed changes in uses would not result in a new significant impact to the environment or require new mitigation measures. Accordingly, it is recommended that the Planning Commission, and subsequently the City Council, find that no subsequent or supplemental Environmental Impact Report, Mitigated Negative Declaration or Addendum is required to be prepared before adopting the draft Ordinance approving the proposed amendment.
VI. Conclusion

Staff recommends that the Planning Commission adopt Resolution No. 2758 recommending that the City Council approve Development Agreement Amendment No. DA 14-02 (Sixth Amendment to Development Agreement No. 03-01) and Zone Text Amendment No. ZTA 14-02.

Exhibits

1. Draft Planning Commission Resolution No. 2758
2. Draft Ordinance
3. Sixth Amendment to Development Agreement No. DA 03-01
4. Traffic Analysis Memorandum by Fehr and Peers dated October 14, 2014

Prepared by: Paul Samaras, Principal Planner

Kimberly Christensen, AICP, Planning Manager
Planning and Building Safety Department

Sam Lee, Director
Planning and Building Safety Department
RESOLUTION NO. 2758

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL APPROVE A ZONE TEXT AMENDMENT TO INCREASE THE PERMISSIBLE SQUARE FOOTAGE OF GENERAL OFFICE USES IN THE COMMERCIAL CENTER (C-4) ZONE AND APPROVE A SIXTH AMENDMENT TO DEVELOPMENT AGREEMENT NO. 03-01 TO INCREASE THE PERMISSIBLE SQUARE FOOTAGE OF HEALTH CLUBS AND FITNESS CENTER USES IN THE PLAZA EL SEGUNDO DEVELOPMENT PROJECT.

The Planning Commission of the City of El Segundo does resolve as follows:

SECTION 1: The Planning Commission finds and declares that:

A. On March 15, 2005, the City Council approved a development known as Plaza El Segundo. Approvals for that development were subsequently amended to allow for different types of uses including, among others, Health Clubs and Fitness Center (2007); Health/Skin Care and automobile sale uses (2008); fast food restaurants, banks, dance/music studios (2009); and medical and dental offices (2010);

B. On September 17, 2013, the City Council approved an Environmental Assessment (EA-993), a Zone Text Amendment (ZTA 12-04), and a Development Agreement (DA 12-03) (5th Amendment to Development Agreement No. 03-01), to add 4.988 acres to the approximately 8.1-acre property at the northeast corner of Sepulveda Boulevard and Rosecrans Avenue (Phase 1B Project Site); to increase the size of the previously approved shopping center by 49,613 square feet; a Zone Text Amendment to add permitted uses and signs to the Commercial Center (C-4) Zone that are permitted in the approved Development Agreement; a Zone Text Amendment to increase the permitted size of general office uses in the Commercial Center (C-4) Zone (ESMC § 15-5G-2(B)) from 5,000 to 28,735 gross square feet (including the existing general office area in Phase 1A); a modification to Development Agreement § 4.1.3 to allow fast food restaurants within 90 feet of Sepulveda Boulevard and Rosecrans Avenue; a modification to Development Agreement § 4.2.2 to remove the size limitations for retailers in the "Smaller Tenant Standards" for the Phase 1B Project;

C. On July 23, 2014, the applicant filed an application for an Environmental Assessment (EA No. 1075), a Zone Text Amendment (ZTA No. 14-02) to increase the area of General Office uses permitted in the Commercial Center (C-4) Zone from 28,735 gross square feet to 30,072 gross square feet, and a Development Agreement (DA No. 14-02) to increase the area
of Health Clubs and Fitness Center uses to 11,502 square feet of total floor area, provided that no such use exceeds 8,500 square feet;

D. The application from PES Partners, LLC and Street Retail, Inc. was reviewed by the City’s Planning and Building Safety Department for, in part, consistency with the General Plan and conformity with the El Segundo Municipal Code (“ESMC”);

E. In addition, the City reviewed the project’s environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., “CEQA”), the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, et seq., the “CEQA Guidelines”), and the City’s Environmental Guidelines (City Council Resolution No. 3805, adopted March 16, 1993);

F. The Planning and Building Safety Department completed its review and scheduled a public hearing regarding the application before the Planning Commission for October 23, 2014;

G. On October 23, 2014, the Commission opened the public hearing to receive public testimony and other evidence regarding the application including, without limitation, information provided to the Commission by City Staff, public testimony, and representatives of the applicant; and

H. This Resolution and its findings are made based upon the testimony and evidence presented to the Commission at its October 23, 2014, public hearing including, without limitation, the staff report submitted by the Planning and Building Safety Department.

SECTION 2: Factual Findings and Conclusions. The Commission finds that the following facts exist:

A. The proposed zone text amendment would allow up to a maximum of 30,072 gross square feet of General Office uses in the C-4 Zone.

B. The proposed development agreement amendment would allow up to two Health Clubs and Fitness Centers with a combined maximum of 11,502 square feet of floor area, provided that no such singular use exceeds 8,500 square feet.

SECTION 3: Environmental Assessment. Because of the facts set forth above, the proposed amendments are consistent with the Program/Project Environmental Impact Report that analyzed the environmental impacts of this development project, including the Development Agreement to permit development of the shopping center. That report, entitled Sepulveda/Rosecrans Site Rezoning and Plaza El Segundo Development Final Environmental Impact Report (State Clearinghouse No.
2003121037), was certified by the City Council on March 15, 2005 and the Statement of
Overriding Considerations adopted as Section IV of City Council Resolution No. 4415.
None of the elements set forth in Public Resources Code § 21166 or CEQA Guidelines
§§ 15162 and 15168 exist. Accordingly, no subsequent or supplemental Environmental
Impact Report, Mitigated Negative Declaration or Addendum is required to be prepared
before adopting the draft Ordinance approving the proposed amendment.

SECTION 4: General Plan. The proposed project conforms with the City’s General
Plan as follows:

A. The General Plan contains relevant Goals, Objectives, and Policies in the
Land Use Element. The goal stated in Goal LU4 is to “provide a stable tax
base for the City through development of new commercial uses, primarily
within a mixed-use environment, without adversely affecting the viability of
Downtown.” The proposed commercial uses would add to the stable tax
base for the City by diversifying the mix of uses in the Plaza El Segundo
shopping center without adversely affecting the Downtown.

B. The goal of Objective LU4-1 is to “promote the development of high quality
retail facilities in proximity to major employment centers.” The Plaza El
Segundo Development project is located in close proximity to major
employment centers and the proposed commercial uses would help
maintain it as a quality retail center and help create more employment
opportunities in the City.

C. The goal of Objective LU4-4 is to “provide areas where development has
the flexibility to mix uses, in an effort to provide synergistic relationships
which have the potential to maximize economic benefit, reduce impacts,
and encourage pedestrian environments.” The proposed commercial
uses within the Plaza El Segundo Development project would help to
provide synergistic relationships with the other retail businesses in the
shopping center which would have the potential to maximize economic
benefits, reduce traffic impacts because of reduced number of vehicle trips
by consumers to multiple commercial uses within the shopping center, and
to encourage greater pedestrian activities within the shopping center.

D. The General Plan contains a number of relevant Goals, Objectives, and
Policies in the Economic Development Element. Goal ED1 aims “to create
in El Segundo a strong, healthy economic community in which all diverse
stakeholders may benefit.” The proposed uses at the Plaza El Segundo
Development project would strengthen the shopping center, which is a
major employer and tax contributor in the City of El Segundo. As a result,
the proposed uses would improve the employment base and have a
positive fiscal impact on the City of El Segundo.
E. Objective ED1-1 is to build "support and cooperation among the City of El Segundo and its businesses and residential communities for the mutual benefits derived from the maintenance and expansion of El Segundo's economic base." Allowing the proposed uses at the Plaza El Segundo Development project is consistent with that objective in that it demonstrates the support and cooperation between the City of El Segundo and one of its major business centers.

F. According to Policy ED1-1.2, long-run efforts for economic development should focus on "diversification of El Segundo's economic base in order to meet quality of life goals." The project would add to the diversification of the economic base in the City. Therefore, the uses permitted by this amendment will meet quality of life goals by benefiting the residential and business communities with more diverse retail uses not currently available in the City.

G. Policies ED1-2.1 and ED1-2.2, both seek to promote land uses, which improve the City's retail and commercial tax base. The stated purpose of the Commercial Center Land Use Designation is to provide for retail and other commercial services which provide a fiscal benefit to the City.

H. Goal ED2 aims "to provide a supportive and economically profitable environment as the foundation of a strong local business community." Allowing the proposed uses at the Plaza El Segundo Development project would be consistent with this goal.

I. Objective ED2-1 is "to strengthen the partnerships between local government, the residential community, and El Segundo's business community." Allowing the proposed uses would be consistent with this objective, in that it would help strengthen the partnership between the City of El Segundo and a major business center in the City.

SECTION 5: Zone Text Amendment Findings. The draft ordinance set forth in attached Exhibit "B," and incorporated by reference, would (in part) amend the development standards in the C-4 Zone relating to permitted uses (the "Ordinance"). In accordance with ESMC § 15-26-4 and based on the findings set forth in this Resolution, the Ordinance is consistent with the goals, policies, and objectives of the General Plan as follows:

A. It is consistent with the purpose of the ESMC, which is to serve the public health, safety, and general welfare and to provide the economic and social advantages resulting from an orderly planned use of land resources.

B. It is necessary to facilitate the development process and ensure the orderly development of the project.
SECTION 6: Development Agreement Findings. The project approved as part of the Sixth Amendment to the Development Agreement would be as generally described in this Resolution relating to Section 4.1.6 of the existing Development Agreement. Pursuant to City Council Resolution No. 3268, adopted June 26, 1984, the Planning Commission finds that:

A. The project is compatible with the uses authorized in, and the regulations prescribed for, the land use district in which the real property is located. These uses and development standards are similar and compatible with the other commercially zoned districts in the City. The proposed amendment to allow additional area for Health Club and Fitness Center uses would be similar to and compatible with other uses permitted in the C-4 Zone. The proposed uses would be subject to the existing development standards in the C-4 Zone and adequate parking will be provided in compliance with the requirements of ESMC Chapter 15-15.

B. The project is in conformity with the public convenience, general welfare and good land use practice. The proposed uses would be located within existing buildings and approved buildings in Phase 1 and Phase 1B in compliance with the existing development standards in the C-4 Zone. The C-4 Zone has a lower floor area ratio (0.275:1) than other commercial zones throughout the City. The uses would be compatible with other retail uses permitted in the C-4 Zone and continue diversification of the southeast quadrant of the City by providing a broad range of commercial uses consistent with the General Plan.

C. The project will not be detrimental to the health, safety and general welfare. The proposed project will not create any negative environmental impacts in that it involves uses that are a minor alteration in land use limitations which do not result in any changes in land use or density and will not significantly increase traffic impacts. The uses will be contained within an existing shopping center without increasing the square footage or floor area ratio within the center. Adequate parking will be provided for the use in compliance with the requirements of ESMC Chapter 15-15.

D. The project will not adversely affect the orderly development of property or the preservation of property values. The proposed C-4 development standards and development agreement will ensure that the project will be developed in an orderly fashion.

SECTION 7: Recommendation. The Planning Commission recommends that the City Council adopt the draft ordinance, attached as Exhibit “A,” approving:

A. The proposed zone text amendment to allow up to a maximum of 30,072 gross square feet of General Office uses in the C-4 Zone; and
B. The proposed development agreement amendment to allow up to two Health Clubs and Fitness Centers with a combined maximum of 11,502 square feet of floor area, provided that no such singular use exceeds 8,500 square feet.

SECTION 8: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 9: The Commission Secretary is directed to mail a copy of this Resolution to PES Partners, LLC, Street Retail, Inc., and to any other person requesting a copy.

SECTION 10: This Resolution may be appealed within ten (10) calendar days after its adoption. All appeals must be in writing and filed with the City Clerk within this time period. Failure to file a timely written appeal will constitute a waiver of any right of appeal.

SECTION 11. Except as provided in Section 10, this Resolution is the Planning Commission’s final decision and will become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 23rd day of October 2014.

__________________________________________
David Wagner, Chairperson
City of El Segundo Planning Commission

ATTEST:

__________________________________________
Sam Lee, Secretary

Wagner -
Baldino -
Newman -
Nicol -
Nisley -

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

By: _______________________________________
Karl H. Berger, Assistant City Attorney
ORDINANCE NO. ____

AN ORDINANCE APPROVING ZONE TEXT AMENDMENT NO. ZTA 14-02 TO INCREASE THE PERMISSIBLE SQUARE FOOTAGE OF GENERAL OFFICE USES IN THE COMMERCIAL CENTER (C-4) ZONE; AND APPROVING DEVELOPMENT AGREEMENT NO. DA 14-02 (SIXTH AMENDMENT TO DEVELOPMENT AGREEMENT NO. 03-01) TO INCREASE THE PERMISSIBLE SQUARE FOOTAGE OF HEALTH CLUBS AND FITNESS CENTER USES IN THE PLAZA EL SEGUNDO DEVELOPMENT PROJECT.

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

SECTION 1: The City Council finds and declares that:

A. On March 15, 2005, the City Council approved a development known as Plaza El Segundo. Approvals for that development were subsequently amended to allow for different types of uses including, among others, Health Clubs and Fitness Center (2007); Health/Skin Care and automobile sale uses (2008); fast food restaurants, banks, dance/music studios (2009); and medical and dental offices (2010);

B. On September 17, 2013, the City Council approved an Environmental Assessment (EA-993), a Zone Text Amendment (ZTA 12-04), and a Development Agreement (DA 12-03), to add 4.988 acres to the approximately 8.1-acre property at the northeast corner of Sepulveda Boulevard and Rosecrans Avenue (Phase 1B Project Site); to increase the size of the previously approved shopping center by 49,613 square feet; a Zone Text Amendment to add permitted uses and signs to the Commercial Center (C-4) Zone that are permitted in the approved Development Agreement; a Zone Text Amendment to increase the permitted size of general office uses in the Commercial Center (C-4) Zone (ESMC § 15-5G-2(B)) from 5,000 to 28,735 gross square feet (including the existing general office area in Phase 1A); a modification to Development Agreement § 4.1.3 to allow fast food restaurants within 90 feet of Sepulveda Boulevard and Rosecrans Avenue; a modification to Development Agreement § 4.2.2 to remove the size limitations for retailers in the "Smaller Tenant Standards" for the Phase 1B Project;

C. On July 23, 2014, the applicant filed an application for an Environmental Assessment No. EA-1075, a Zone Text Amendment No. ZTA 14-02 to increase the area of General Office uses permitted in the Commercial Center (C-4) Zone from 28,735 gross square feet to 30,072 gross square feet, and a Development Agreement (DA No. 14-02) to increase the area of Health Clubs and Fitness Center uses to 11,502 square feet of total floor area provided that no such use exceeds 8,500 square feet;
D. The application from PES Partners, LLC and Street Retail, Inc. was reviewed by the City’s Planning and Building Safety Department for, in part, consistency with the General Plan and conformity with the El Segundo Municipal Code ("ESMC");

E. In addition, the City reviewed the project’s environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA"), the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, et seq., the "CEQA Guidelines"), and the City’s Environmental Guidelines (City Council Resolution No. 3805, adopted March 16, 1993);

F. The Planning Commission held a public hearing regarding the application on October 23, 2014. Thereafter, the Planning Commission adopted Resolution No. 2758, recommending that the City Council approve Zone Text Amendment No. ZTA 14-02 and amend Development Agreement No. DA 03-01;

G. On ____________, 2014, the Council held a public hearing and considered the information provided by the Planning Commission, City Staff, public testimony, and representatives of the applicant PES Partners, LLC and Street Retail, Inc.; and

H. This Ordinance and its findings are made based upon the testimony and evidence presented to the Council at its November 18, 20014, public hearing including, without limitation, the staff report submitted by the Planning and Building Safety Department.

SECTION 2: Environmental Assessment. Because of the findings set forth in Planning Commission Resolution No. 2758, adopted October 23, 2014, and the facts set forth in the administrative record including, without limitation, the staff report presented to the City Council, the proposed amendments (Sixth Amendment to Development Agreement No. DA 03-01 and Zone Text Amendment No. ZTA 14-02) are consistent with the Program/Project Environmental Impact Report that analyzed the environmental impacts of this development project, including the Development Agreement to permit development of the shopping center. That report, entitled Sepulveda/Rosecrans Site Rezoning and Plaza El Segundo Development Final Environmental Impact Report (State Clearinghouse No. 2003121037), was certified by the City Council on March 15, 2005 and the Statement of Overriding Considerations adopted as Section V of City Council Resolution No. 4415 on March 1, 2005. None of the elements set forth in Public Resources Code § 21166 or CEQA Guidelines §§ 15162 and 15168 exist. Accordingly, no subsequent or supplemental Environmental Impact Report, Mitigated Negative Declaration or Addendum is required to be prepared before adopting the draft Ordinance approving the proposed amendment.

SECTION 3: Zone Text Amendment. ESMC § 15-4G-2(F) is amended to read as follows:
“General offices not to exceed twenty-eight thousand, seven hundred thirty-five (28,735) thirty thousand, seventy-two (30,072) gross square feet."

SECTION 4: Amendments to the Development Agreement. Development Agreement No. 03-01 is amended as set forth in attached Exhibit "A," which is incorporated into this Ordinance by reference.

SECTION 5: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end; the provisions of this Ordinance are severable.

SECTION 6: This Ordinance will remain effective until superseded by a subsequent ordinance.

SECTION 7: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo’s book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 8: This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.
PASSED, APPROVED AND ADOPTED this _____ day of ________,
2014.

____________________________________________________________________
Suzanne Fuentes, Mayor

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 Ordinance No. _____ was duly introduced by said City Council at a regular meeting held on the ___ day of ____________ 2014, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, 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

APPROVED AS TO FORM:

____________________________________________________________________
Mark D. Hensley, City Attorney
RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF EL SEGUNDO
350 Main Street
El Segundo, California 90245

EXEMPT FROM RECORDER’S FEES
Pursuant to Government Code § 6103

SIXTH AMENDMENT TO DEVELOPMENT AGREEMENT

BY AND AMONG

CITY OF EL SEGUNDO,
PES PARTNERS, LLC
AND
STREET RETAIL, INC.

(AREA A)

THIS AGREEMENT MUST BE RECORDED WITHIN TEN DAYS OF EXECUTION BY ALL PARTIES PURSUANT TO GOVERNMENT CODE §65868.5

7/2/13
EXHIBIT 3
SIXTH AMENDMENT TO DEVELOPMENT AGREEMENT

This Sixth Amendment to Development Agreement ("Sixth Amendment") is made and entered into by and among the CITY OF EL SEGUNDO, a general law city and municipal corporation ("City"); PES PARTNERS, LLC, a Delaware limited liability company ("PESP"); and STREET RETAIL, INC., a Maryland corporation ("Street"), as of this ___ day of ___, 2014. Street and PESP are collectively referred to as "Developer." City and Developer are individually referred to as "Party" and collectively as "Parties." In consideration of the mutual covenants and agreements contained in this Sixth Amendment, and in light of Developer's application which was considered by City concurrently with this Sixth Amendment, City and Developer agree as follows:

1. Recitals

1.1 Unless otherwise specified the term "Development Agreement" refers to the Development Agreement entered into between the Parties, or their predecessors in interest, on March 16, 2005, its amendments, and related Operating Memoranda.

1.2 On December 30, 2011, Rosecrans-Sepulveda Partners, 2, LLC ("RSP2"), executed an Assignment and Assumption Agreement ("Street Assignment") whereby RSP2 conveyed to Street, in accordance with the provisions of Section 3 of the Development Agreement, RSP2's right, title and interest in and to the Development Agreement and the Project Approvals with respect to the Property covered by the Development Agreement.

1.3 The Development Agreement continues to cover the Property described in Exhibit "A" attached hereto. The total gross acreage of the property (i.e., Phase 1A and Phase 1B combined) is 51.70 gross/46.60 net (after street dedication) acres.

1.4 Section 15 of the Development Agreement provides for amendment of the Development Agreement upon mutual consent of the parties and in accordance with the procedures established by applicable law. This Sixth Amendment was adopted in conformance with Government Code §§ 65865, et seq.

1.5 Section 4.1.6 of the Development Agreement currently limits health clubs or fitness centers to two (2) such establishments and no more than 10,000 total square feet devoted to such establishments. Developer desires to bring in a high-end fitness use that will help attract the desired clientele to The Point (Phase 1B) which will also benefit Plaza El Segundo and The Edge (collectively Phase 1A) as this clientele will establish patterns of coming to the retail center for shopping and dining as well.

1.6 On October 23, 2014, the Planning Commission held a duly noticed public hearing on this Sixth Amendment to the Development Agreement along with Developer's other applications.

1.7 On November 18, 2014, the City Council held a duly noticed public hearing on this Sixth Amendment and Developer’s other applications. At the conclusion of the public hearing the City Council introduced Ordinance No. ___ approving this Sixth

1.8 The City Council has determined that none of the elements set forth in Public Resources Code Section 21166 or Sections 15162 and 15168 of the State CEQA Guidelines exists and therefore has determined, in accordance with Public Resources Code Section 21166 and Sections 15162 and 15168(c)(2) of the CEQA Guidelines, that no subsequent or supplemental Environmental Impact Report, Mitigated Negative Declaration or Addendum is required to be prepared prior to adopting the Ordinance approving this Sixth Amendment.

2. Amendment to Section 4.1.6 of the Development Agreement. Section 4.1.6 of the Development Agreement is amended to read as follows:

"4.1.6. Health Clubs and Fitness Centers. No health club or fitness center shall be permitted except as follows: up to two (2) health clubs or fitness centers shall be permitted, provided that no such singular use exceeds 8,500 square feet and the combined square footage of both uses does not exceed 11,502 total square feet of floor area."

3. Remainder of Development Agreement to Remain in Full Force and Effect. Except as set forth in this Sixth Amendment, all terms and conditions of the Development Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, Developer and City have executed this Sixth Amendment on the date first above written.

CITY:

CITY OF EL SEGUNDO, a municipal corporation

By: _______________________
Name: Suzanne Fuentes
Title: Mayor

ATTEST
By: _______________________
Name: Tracy Weaver
Title: City Clerk

APPROVED AS TO FORM:

By: _______________________
Name: Mark Hensley
Title: City Attorney

7/2/13
PESP

PES PARTNERS, LLC, a Delaware limited liability company

By: Street Retail, Inc., a Maryland corporation
Its: Manager

By: Jeffrey S. Berkes, Vice-President
    Western Region

STREET

STREET RETAIL, INC., a Maryland corporation

By: Jeffrey S. Berkes, Vice-President,
    Western Region
EXHIBIT A
THE PLAZA EL SEGUNDO PROPERTY
LEGAL DESCRIPTION

LOTS 1 THROUGH 17 OF VESTING TRACT NO. 61630, IN THE CITY OF EL SEGUNDO, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 1370, PAGES 41 THROUGH 51, OF MAPS, IN THE OFFICE OF THE COUNTY REGISTRAR-RECORDER/COUNTY CLERK OF SAID COUNTY.

THIS DESCRIPTION WAS PREPARED BY ME, OR UNDER MY DIRECTION, IN CONFORMANCE WITH THE PROFESSIONAL LAND SURVEYOR’S ACT.

J. MARTY SMITH, PLS 8070

DATE PREPARED: 05/06/2014
EXHIBIT A
THE POINT PROPERTY
LEGAL DESCRIPTION

PARCEL 1 OF THE CERTIFICATE OF COMPLIANCE, IN THE CITY OF EL SEGUNDO, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, RECORDED JULY 29, 2013, AS INSTRUMENT NO. 20131105767 OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

THIS DESCRIPTION WAS PREPARED BY ME, OR UNDER MY DIRECTION, IN CONFORMANCE WITH THE PROFESSIONAL LAND SURVEYOR'S ACT.

J. MARTY SMITH, PLS 8070
DATE PREPARED: 05/06/2014
State of California
County of ____________________

On ____________________, before me, ____________________, Notary Public,
(here insert name and title of the officer)
personally appeared ____________________,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument, and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature ____________________________
(seal)

State of California
County of ____________________

On ____________________, before me, ____________________, Notary Public,
(here insert name and title of the officer)
personally appeared ____________________,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument, and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature ____________________________
(seal)
State of California                     
County of ________________           

On ______________________, before me, ____________________________, Notary Public,

personally appeared ____________________________,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument, and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature ____________________________________________ (seal)

State of California                     
County of ________________           

On ______________________, before me, ____________________________, Notary Public,

personally appeared ____________________________,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument, and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature ____________________________________________ (seal)
State of California  )
County of ____________  )

On ________________, before me, ____________________________, Notary Public,
(personally insert name and title of the officer)
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument, and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature__________________________________________
(seal)
TECHNICAL ADDENDUM

Date: October 14, 2014

To: Kim Christensen, City of El Segundo

CC: Jeffrey Chambers, Federal Realty

From: Anjum Bawa, AICP and Tamar Fuhrer, AICP

Subject: Point Development - Trip Generation Addendum

This addendum to the Trip Generation Assessment memorandum for the Point at Plaza El Segundo (Fehr & Peers, July 23, 2013) and subsequent Trip Generation Addendum (Fehr & Peers, March 6, 2014) evaluates the effect of replacing previously proposed retail space with fitness center space at the proposed Point development and replacing a small area of retail spaces with office space in the existing Plaza El Segundo development. First, we provide a brief review of proposed uses and estimated trip generation as presented in the July 2013 technical memorandum and updated in the March 2014 addendum. We then show the change in peak hour trips resulting from the proposed changes and followed by a comparison of total peak hour trips generated by Phase 1 (including Phases 1A and 1B) to the City approved EIR trip cap of 779 morning peak hour trips, 1,477 PM peak hour trips, and 2,205 Saturday midday peak hour trips.

PREVIOUS TRIP GENERATION

The EIR evaluated and the City approved a combined site trip allowance of 16,645 daily trips, including 779 AM and 1,477 PM peak hour trips, and 2,205 Saturday midday peak hour trips.

Phase 1A of the project has been in operation and consists of the following land uses:

- 242,865 square foot shopping center
- 6,000 square foot specialty retail (dance studio)
- 66,811 square foot supermarket (Whole Foods)
- 42,735 square foot electronic superstore (Best Buy)
- 14,743 square foot quality restaurant
- 2,184 square foot specialty retail (day spa)
- 1,265 square foot office
- 2,226 square foot medical/dental office (Miracle Smiles)

The proposed Phase 1B development will include:

- 71,493 square foot GLA Shopping Center
• 25,627 square foot GFA Quality Restaurant, 12,000 square feet of which would include
  breakfast service and open on the mornings.
• 27,338 square foot GFA Office

Tables 1A and 1B show the trip generation presented in the March 2014 deliverable. As shown in
these tables, the proposed Phase 1 development was estimated to generate a total of 16,041
weekday daily trips, out of which 543 occur during weekday morning peak hour, 1,476 trips
during the weekday evening peak hour, and 1,955 trips on a Saturday mid-day peak hour. When
compared to City approved EIR trip cap, Phase 1 net trip generation was determined to remain
under the approved trip cap.

PROPOSED CHANGES

The project proposes to make the following changes:

• Phase 1A (Plaza El Segundo)

Replace 1,400 square feet of the existing M.Fredric space (pad B-402) with office space, to
house the corporate management office. The corporate management office will be converting
existing retail space to office space. Table 2A displays the addition of 1,400 square feet of
office space and the removal of 1,400 square feet of retail space from Phase 1A of Plaza El
Segundo.

• Phase 1B (The Point)

Replace 3,500 square feet of retail space in the proposed Point development with fitness
center space, to provide for a Soul Cycle fitness studio. This change, in addition to the existing
8,000 square feet occupied by Yoga Works in the Plaza El Segundo development, will result in
the project exceeding its previously permitted cap of 10,000 square feet that can be included
as part of shopping center space and need not be treated separately as a fitness center for
trip generation purposes. For the purpose of estimating trip generation, only the space in
excess of the permitted cap, 1,500 square feet, was analyzed separately as fitness center and
the remaining 2,000 square feet was analyzed as part of 69,993 square feet of retail use.

Assumptions

The trip generation assumptions and rates for each land use affected from the proposed changes
are as follows:

generation equations for the “Shopping Center” land use category (ITE 820). The trip
rates and pass-by trip reductions used for this land use are consistent with the Shopping
Center trip generation rates used in the certified EIR and in the subsequent traffic
analyses. The following equations were used:
• Office – *Trip Generation Manual, 9th Edition* provides trip generation rates for the “General Office Building” land use category (ITE 710). The following rates were used:

- Weekday daily: 11.03 per 1,000 sf GFA
- Weekday AM peak hour: 1.56 per 1,000 sf GFA (88% entering, 12% exiting)
- Weekday PM peak hour: 1.49 per 1,000 sf GFA (17% entering, 83% exiting)
- Saturday mid-day: 0.43 per 1,000 sf GFA (54% entering, 46% exiting)
- An internal capture trip credit of 20% was applied to this land use for the PM peak hour and daily trips to account for trips made by office patron to other uses within the site.

• Fitness Center – *Trip Generation Manual, 9th Edition* provides trip generation rates for the “Health/Fitness Club” land use category (ITE 492). The following rates were used:

- Weekday daily: 32.93 per 1,000 sf GFA
- Weekday AM peak hour: 1.41 per 1,000 sf GFA (42% entering, 58% exiting)
- Weekday PM peak hour: 3.53 per 1,000 sf GFA (57% entering, 43% exiting)
- Saturday mid-day: 2.78 per 1,000 sf GFA (45% entering, 55% exiting)
- A 20% internal capture trip credit was applied to account for the trips internalized from other uses within the site.
- A 10% pass-by credit was applied to account for trips attracted from traffic passing the site on Sepulveda Boulevard and Rosecrans Avenue.

**Trip Generation Results**

Using the assumptions and methodology described above, the proposed changes to the existing Plaza El Segundo and proposed The Point development would result in a total of 16,005 weekday daily trips, of which 544 would occur during the AM peak hour and 1,475 would occur during the
PM peak hour. 1,948 trips are expected to occur during the Saturday mid-day peak hour. Table 2A shows the trip generation estimates for Plaza El Segundo (Phase 1A) and Table 2B shows the trip generation estimates for The Point development (Phase 1B) with the land use modifications applied.

As shown in this table, the daily, PM and Saturday weekend trip generation would be slightly lower than the previous trip generation calculations. The AM peak hour would generate one additional trip, but would still remain 235 trips under the AM peak hour trip cap.

SUMMARY AND CONCLUSIONS

The project proposes to replace 1,400 square feet of existing retail at Plaza El Segundo with office space, and to replace 3,500 square feet of proposed retail at The Point with a fitness center (Soul Cycle). These land use changes would result in a decrease in trip generation during the weekday Daily, PM, and Saturday mid-day peak hour scenarios. However, the aforementioned changes in the Phase 1 development are estimated to generate one additional trip during the weekday AM peak hour. Even with this additional project trip, the total Phase 1 trips will remain well below the approved trip cap for this time period. Therefore, no additional analysis is necessary.
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1. Saturday midday peak hour rates unavailable. PM peak hour rates utilized consistent with the original DEIR.
2. Directional distribution percentages of AM peak hour of generator used for AM peak hour trips (7:00 - 9:00 AM).
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**Note:**
- [1] Land use includes patio square footage to be used for outdoor dining.
- [2] AM peak hour trip generation is for land use code 932 (High Turnover Sit-Down Restaurant) to account for breakfast service.
- [3] It is assumed that 20% of the Phase 1A and 1B non-office trips and 100% of office trips would be employee trips. A transit credit was applied for the employees with the assumption that the above-mentioned transit service to the project site would be used by 5% of the employees.
- [4] It is assumed that 80% of the Phase 1A and 1B non-office trips would be visitor trips. A transit credit was applied for the visitors with the assumption that the above-mentioned transit service to the project site would be used by 2% of the visitors.
# Table 2A

**PLAZA EL SEGUNDO**

**TRIP GENERATION ESTIMATES - PHASE 1A**

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<th>Land Use</th>
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<th>Size</th>
<th>Unit</th>
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<th>AM</th>
<th>PM</th>
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| DER APPROVED MAXIMUM ALLOWABLE TRIPS | 16,645 | 779 | 1,477 | 2,295 |
| UNUsed DER APPROVED TRIPS AFTER PHASE 1A DEVELOPMENT | 3,981 | 429 | 305 | 658 |


[1] Saturday midday peak hour rates unavailable. PM peak hour rates utilized consistent with the original DAD.

[2] Directional distribution percentages of AM peak hour of generator used for AM peak hour trips (7:00 - 9:00 AM)
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<th>AM</th>
<th>PM</th>
<th>SAT MIDDAY</th>
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<td>124,458</td>
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<td>NET PHASE 1 PROJECT TRIPS (OVER)/UNDER THE DEIR TRIP CAP</td>
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<td>16,645</td>
<td>779</td>
<td>1,477</td>
<td>2,205</td>
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Note:
[1] Land use includes patio square footage to be used for outdoor dining.
[2] AM peak hour trip generation is for land use code 932 (High Turnover Sit-Down Restaurant) to account for breakfast service.
[3] It is assumed that 20% of the Phase 1A and 1B non-office trips and 100% of office trips would be employee trips. A transit credit was applied for the employees with the assumption that the above-mentioned transit service to the project site would be used by 5% of the employees.
[4] It is assumed that 80% of the Phase 1A and 1B trips non-office trip would be visitor trips. A transit credit was applied for the visitors with the assumption that the above-mentioned transit service to the project site would be used by 2% of the visitors.
October 9, 2014

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

Subject: Review of Point Development – Trip Generation Addendum, dated June 30, 2014

Dear Ms. Christensen:

Kimley-Horn has reviewed the Technical Addendum titled Point Development – Trip Generation Addendum (Fehr & Peers, June 30, 2014). Our observations and comments on the assumptions, analysis, and conclusions are provided below.

Project Purpose

The purpose of the June 30, 2014 Technical Addendum was to evaluate the effect of two minor proposed land use changes for Phase 1A and 1B of the Plaza El Segundo project, and to demonstrate that the Phase 1 trip generation would remain below the trip cap approved for the Plaza El Segundo Phase 1 project, as discussed below.

Project Background

Plaza El Segundo was evaluated as part of the Sepulveda/Rosecrans Site Rezoning and Plaza El Segundo Development in 2005. The Plaza El Segundo portion of the project is referred to as Phase 1. The northern portion of the Plaza El Segundo development that has already been constructed is known as Phase 1A. The Point constitutes Phase 1B of the approved Plaza El Segundo development, and is currently under construction.

Phase 1 was approved with a project trip generation “Trip Cap” as follows:

- Daily – 16,645 trips
- Weekday AM Peak Hour – 779 trips
- Weekday PM Peak Hour – 1,477 trips
- Saturday Midday Peak Hour – 2,205 trips
For any change in land use, it must be demonstrated that the trip generation for the final mix and quantities of land use will remain under the approved trip cap for each of the peak hours, and on a daily basis, as well.

Proposed Land Use Changes

The following changes to the project are proposed:

**Phase 1A** – replace 1,400 square feet of retail space with office space, to house the corporate management office. This change from retail to office will result in minor reductions in trip generation for Phase 1A:

- Daily – 32 fewer trips
- Weekday AM Peak Hour – no change
- Weekday PM Peak Hour – 2 fewer trips
- Saturday Midday Peak Hour – 5 fewer trips

**Phase 1B** – replace 3,500 square feet of retail space with fitness center space. This change will result in an increase in total allowed fitness center space, with a total of 11,500 square feet of fitness center, compared to the maximum of 10,000 square feet allowed to be included as part of the shopping center trip generation (and not required to be treated separately for trip generation purposes). This will result in minor changes in trip generation for Phase 1B:

- Daily – 3 fewer trips
- Weekday AM Peak Hour – 1 additional trip
- Weekday PM Peak Hour – no change
- Saturday Midday Peak Hour – 1 fewer trip

With pass-by, internal capture, and transit credits taken into account for all uses, the net combined change in trips for Phase 1A and Phase 1B are as follows:

- Daily – 31 fewer trips
- Weekday AM Peak Hour – 1 additional trip
- Weekday PM Peak Hour – no change
- Saturday Midday Peak Hour – 6 fewer trips

When combined, with these two minor changes in uses, the resulting trip generation for Phase 1A and 1B would continue to be under the trip cap, as follows:

- Daily – 635 trips under the 16,645 trip cap
- Weekday AM Peak Hour – 235 trips under the 779 trip cap
- Weekday PM Peak Hour – 1 trip under the 1,477 trip cap
- Saturday Midday Peak Hour – 256 trips under the 2,205 trip cap
Fitness Center Assumptions and Methodology

The assumptions and methodology used to arrive at the conclusions regarding the fitness center were reviewed for appropriateness and consistency with the project approvals.

The Sepulveda/Rosecrans Site Rezoning and Plaza El Segundo Development EIR and conditions of approval specify the use of ITE land use category 493 (LU 493) – Health Club to calculate the trip generation for a Fitness Center. The EIR contemplated a 50,000-square-foot fitness center. Note that ITE LU 493 is actually called an “Athletic Club” in the Trip Generation Manual.

The June 30, 2014 Trip Generation Addendum used ITE LU 492 – Health/Fitness Club to estimate the trips for the proposed 3,500-square-foot Fitness Center in The Point.

The land use descriptions provided in the Trip Generation Manual for these two land use categories (see attached) suggest that the small fitness center proposed for The Point is more closely related to LU 492 Health/Fitness Club than LU 493 Athletic Club. LU 493 – Athletic Club is described as “... facilities that offer comprehensive athletic facilities,” while LU 492 – Health/Fitness Club is described as “... facilities that primarily focus on individual fitness or training.” We are in agreement with the use of LU 492 – Health/Fitness Club for this analysis.

The following minor correction to the June 30, 2014 Technical Addendum should be made:

- In Table 2B, the internal capture and pass-by adjustments for the Fitness Center should be switched — to 20% internal capture and 10% pass-by, to be consistent with the approved traffic study and conditions of approval.

With this revision, the overall findings of the June 30, 2014 Technical Addendum will not change, and the conclusion that the project trip generation for Plaza El Segundo (Phase 1A and 1B) would remain under the approved Trip Caps will still be valid.

Please contact me if you have any questions, or if you need additional information.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Serine Ciancella
Senior Vice President

Attachment
ATTACHMENT A

ITE LAND USE DESCRIPTIONS

- LU 492 – HEALTH/FITNESS CLUB
- LU 493 – ATHLETIC CLUB
Land Use: 492
Health/Fitness Club

Description

Health/fitness clubs are privately owned facilities that primarily focus on individual fitness or training. Typically they provide exercise classes, weightlifting, fitness and gymnastics equipment; spas; locker rooms; and small restaurants or snack bars. This land use may also include ancillary facilities, such as swimming pools, whirlpools, saunas, tennis, racquetball and handball courts and limited retail. These facilities are membership clubs that may allow access to the general public for a fee. Racquet/tennis club (Land Use 491), athletic club (Land Use 493) and recreational community center (Land Use 495) are related land uses.

Additional Data

The sites were surveyed in 1977 in California and in 1986 and 1997 in Pennsylvania.

Source Numbers

113, 253, 571
Land Use: 493
Athletic Club

Description

Athletic clubs are privately owned facilities that offer comprehensive athletic facilities. These clubs typically have one or more of the following: tennis, racquetball, squash, handball, basketball and volleyball courts; swimming pools; whirlpools; saunas; spas; and exercise and weight rooms. They often offer diverse, competitive team sport activities and social facilities. These facilities are membership clubs that may allow access to the general public for a fee. Racquet/tennis club (Land Use 491), health/fitness clubs (Land Use 492) and recreational community center (Land Use 495) are related uses.

Additional Data

The sites were surveyed in 1978, 1985 and 2002 in California and Pennsylvania.

Source Numbers

113, 422, 571
AGENDA DESCRIPTION:

Consideration and possible action regarding Adoption of an Urgency Ordinance to approve an Amendment to the Contract between the Board of Administration of the California Public Employees’ Retirement System (CalPERS) and the El Segundo City Council to cease contributions under Government Code Section 20516(a) (3% Employee Cost Sharing of Additional Benefits) applicable to El Segundo Firefighters’ Association members per 2011-14 MOU agreement. Fiscal Impact: $174,388 for Fiscal Year 2014/15.

RECOMMENDED COUNCIL ACTION:

1. Re-adopt Urgency Ordinance
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Ordinance
2. CalPERS Exhibit – Amendment to Contract

FISCAL IMPACT: $174,388 for Fiscal Year 2014/15

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ORIGINATED BY: Lisa Jenkins, Senior Human Resources Analyst

REVIEWED BY: Martha Dijkstra, Director of Human Resources

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

At its meeting on November 4, 2014, the City Council initiated the Contract Amendment process between the City and the California Public Employees Retirement System (CalPERS or PERS) to cease the three percent (3%) cost-sharing arrangement by members of the Firefighters’ Association (FFA) in accordance with the terms of its now-expired 2011-14 Memorandum of Understanding.

CalPERS originally informed staff that the Contract Amendment could be delayed pending resolution of negotiations for a successor Memorandum of Understanding. However PERS now confirmed that the contract must be amended to be consistent with the terms of the expired FFA contract. CalPERS recommended moving forward with an urgency ordinance to expedite this amendment.

Although Council adopted an Urgency Ordinance on November 4th, Government Code § 7507 requires that a minimum of twenty (20) calendar days pass between the Resolution of Intention and the adoption of the Ordinance to enter into the Contract Amendment. In accordance with this statute, it is recommended that Council re-adopt the Urgency Ordinance in order to comply with all applicable PERS law.
ORDINANCE NO. _____

AN URGENCY ORDINANCE ADOPTED IN ACCORDANCE WITH GOVERNMENT CODE § 36937(B) APPROVING AN AMENDMENT TO AN AGREEMENT WITH THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM.

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

SECTION 1: The City Council finds and determines it is in the public interest to adopt this ordinance on an urgency basis for the purpose of preserving the public welfare.

SECTION 2: The Amendment attached as Exhibit "A," and incorporated by reference, is approved. The City Manager, or designee, is authorized to execute the Amendment and all ancillary documents required to implement the Amendment.

SECTION 3: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 4: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 5: This Ordinance will become effective immediately upon adoption pursuant to Government Code § 36937(b) for the immediate preservation of the public peace, health, safety, and welfare. Accordingly, this Ordinance is adopted by a four-fifths vote.

PASSED AND ADOPTED this 2nd day of December, 2014.

Suzanne Fuentes, Mayor
AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
City Council
City of El Segundo


A. Paragraphs 1 through 16 are hereby stricken from said contract as executed effective December 30, 2012, and hereby replaced by the following paragraphs numbered 1 through 16 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for local miscellaneous members entering membership in the miscellaneous classification on or prior to December 30, 2012, age 60 for local miscellaneous members entering membership for the first time in the miscellaneous classification after December 30, 2012, age 50 for local police members entering membership in the police classification on or prior to October 6, 2012, age 55 for local fire members and for those local police members entering membership for the first time in the police classification after October 6, 2012.

2. Public Agency shall participate in the Public Employees' Retirement System from and after October 1, 1943 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorneys fees that may arise as a result of any of the following:

(a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.

(b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.

(c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:

a. Local Fire Fighters (herein referred to as local safety members);

b. Local Police Officers (herein referred to as local safety members);

c. Employees other than local safety members (herein referred to as local miscellaneous members).

5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:

**NO ADDITIONAL EXCLUSION**

6. Prior to January 1, 1975, those members who were hired by Public Agency on a temporary and/or seasonal basis not to exceed 6 months were excluded from PERS membership by contract. Government Code Section 20336 superseded this contract provision by providing that any such temporary and/or seasonal employees are excluded from PERS membership subsequent to January 1, 1975. Legislation repealed and replaced said Section with Government Code Section 20305 effective July 1, 1994.

7. The percentage of final compensation to be provided for each year of credited prior and current service as a local miscellaneous member entering membership in the miscellaneous classification on or prior to December 30, 2012 shall be determined in accordance with Section 21354 of said Retirement Law subject to the reduction provided therein for service on and after July 1, 1956, the effective date of Social Security coverage, for members whose service has been included in Federal Social Security (2% at age 55 Full and Modified).

8. The percentage of final compensation to be provided for each year of credited current service as a local miscellaneous member entering membership for the first time in the miscellaneous classification after December 30, 2012 shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).

9. The percentage of final compensation to be provided for each year of credited prior and current service as a local fire member shall be determined in accordance with Section 21363.1 of said Retirement Law (3% at age 55 Full).
10. The percentage of final compensation to be provided for each year of
credited prior and current service as a local police member entering
membership in the police classification on or prior to October 6, 2012 shall
be determined in accordance with Section 21362.2 of said Retirement Law
(3% at age 50 Full).

11. The percentage of final compensation to be provided for each year of
credited current service as a local police member entering membership for
the first time in the police classification after October 6, 2012 shall be
determined in accordance with Section 21363.1 of said Retirement Law
(3% at age 55 Full).

12. Public Agency elected and elects to be subject to the following optional
provisions:

a. Sections 21624 and 21626 (Post-Retirement Survivor Allowance)
for local safety members only.

b. Section 21571 (Basic Level of 1959 Survivor Benefits) for local
miscellaneous members only.

c. Section 21222.1 (One-Time 5% Increase - 1970). Legislation
repealed said Section effective January 1, 1980.

d. Section 21222.2 (One-Time 5% Increase - 1971). Legislation
repealed said Section effective January 1, 1980.

e. Section 21024 (Military Service Credit as Public Service).

f. Section 20042 (One-Year Final Compensation).

g. Section 21574 (Fourth Level of 1959 Survivor Benefits) for local
safety members only.

h. Section 21548 (Pre-Retirement Option 2W Death Benefit).

i. Section 20903 (Two Years Additional Service Credit).

j. Section 20516 (Employees Sharing Cost of Additional Benefits):

   Section 21353.1 (3% @ 55 Full and Modified formula) for local fire
   members from and after October 6, 2012 and until the effective
date of this amendment to contract.
The employee cost sharing contributions are 3%. The maximum employee cost sharing contribution is the normal cost plus the increase in the accrued liability due to the benefit improvement amortized over 20 years. In no event shall the employee cost sharing contribution attributable to the unfunded liability remain in effect beyond May 19, 2021. Thereafter, in any given contribution year, the maximum employee cost sharing contribution cannot exceed 2.591% of payroll.

k. Section 20475 (Different Level of Benefits). Section 21363.1 (3% @ 55 Full formula) is applicable to local police members entering membership for the first time in the police classification after October 6, 2012.

Section 21353 (2% @ 60 Modified formula) is applicable to local miscellaneous members entering membership for the first time in the miscellaneous classification after December 30, 2012.

l. Section 20516 (Employees Sharing Cost of Additional Benefits):

From the effective date of this amendment to contract, 3% for classic local fire members in the Supervisory and Professional Employees Association, and the Unrepresented Fire Management Group.

13. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.

14. Public Agency shall also contribute to said Retirement System as follows:

a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local safety members.

b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.

c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
15. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

16. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of ________________, ______.

BOARD OF ADMINISTRATION               CITY COUNCIL
PUBLIC EMPLOYEES' RETIREMENT SYSTEM    CITY OF EL SEGUNDO

BY
RENEE OSTRANDER, ACTING CHIEF     BY
CUSTOMER ACCOUNT SERVICES DIVISION   PRESIDING OFFICER
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Witness Date
Attest:
Clerk
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**TOTAL WARRANTS**: $1,882,119.03

---

**STATE OF CALIFORNIA**
**COUNTY OF LOS ANGELES**

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

I certify as to the accuracy of the Demands and the availability of fund for payment thereof.

For Approval: Regular checks held for City council authorization to release.

**CODES:**

- **R** = Computer generated checks for all non-emergency/urgency payments for materials, supplies and services in support of City Operations

For Retiffication:

- **A** = Payroll and Employee Benefit checks

**B** = Computer generated Early Release disbursements and/or adjustments approved by the City Manager. Such as: payments for utility services, petty cash and employee travel expense reimbursements, various refunds, contract employee services consistent with current contractual agreements, instances where prompt payment discounts can be obtained or late payment penalties can be avoided or when a situation arises that the City Manager approves.

**H** = Handwritten Early Release disbursements and/or adjustments approved by the City Manager.

**FINANCE DIRECTOR**

**CITY MANAGER**

**DATE**: 11-24-14
## CITY OF EL SEGUNDO
### PAYMENTS BY WIRE TRANSFER
#### 11/3/14 THROUGH 11/16/14

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**DATE OF RATIFICATION: 11/17/14**

**TOTAL PAYMENTS BY WIRE:**

3,280,336.10

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.
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, NOVEMBER 18, 2014, 2014 – 5:00 PM

5:00 P.M. SESSION

CALL TO ORDER – Mayor Fuentes at 5:00 PM

ROLL CALL

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

PUBLIC 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.

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

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): -0- matter

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- 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- matters

Adjourned at 6:55 PM
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, NOVEMBER 18, 2014 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER – Mayor Fuentes at 7:00 PM

INVOCATION – Tracy Weaver, City Clerk

PLEDGE OF ALLEGIANCE – Council Member Atkinson

PRESENTATIONS

a). Presentation by Lt. Mike Noce proclaiming Wreaths Across America Day to be held on Saturday, December 13, 2014.

b). Mayor Fuentes and Drew Boyles presented commendations to Bill Goodglick and Brian Polkinghorne for their years of service with the City’s Economic Development Advisory Committee (EDAC).

c). Presentation by Sam Lee, Planning and Building Safety Director, on the Residential Sound Insulation (RSI) update and discussion on changes to the eligibility requirements.

Item #K19 Moved to Presentations

19. Consideration and possible action to waive Encroachment Permit fees and security deposit requirements for Eagle Scout candidate Chad Pordes to enable him to complete his landscaping project on East Acacia Avenue in El Segundo. (Fiscal Impact: $220 Uncollected Revenue)

Chad Pordes, Eagle Scout Candidate, gave a brief presentation.

Council Discussion

MOTION by Council Member Fellhauer, SECONDED by Council Member Dugan to waive the fees associated with obtaining an Encroachment Permit. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

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 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.

Loretta Frye, resident, questioned the new Parking situation on Richmond Street. Ms. Frye also commented on the Water and Sewer ballot re-issue. (Items #C1 and C2) Mary Ann Beorkline, resident, not in favor of the new parking situation on Richmond Street. (Item #C1)

Arthur VBerge, resident, not in favor of the new parking situation on Richmond Street. (Item #C1)

John Retoris, musician at Old Town Music Hall, not in favor of the new parking situation on Richmond Street. (Item #C1)

Bill Fields, owner of the Old Town Music Hall, not in favor of the new parking situation on Richmond Street. (Item #C1)

Jim Latta, resident and member of the Senior Housing Board, commented on item #F16.

Janice Cruikshank, resident, not in favor of the new parking situation on Richmond Street. (Item #C1)

Liz Garnholz, resident, commented on item #C1 and item #C2.

Dina Ferguson, Pastor at St. Michael’s, commented on the new parking situation on Richmond Street. (Item #C1)

Jeff Brown, resident and business owner, favors the new parking situation on Richmond Street. (Item #C1)

Susan Siryan, Manhattan Beach resident, not in favor of the new parking situation on Richmond Street. (Item #C1)

Katherine Hatzikian, resident and business owner, commented on item #J17.

Lawrence Martin, resident and business owner, commented on item #C1.

Anita Mistral, resident, not in favor of the new parking situation on Richmond Street. (Item #C1)

Pat Gerber, resident, not in favor of the new parking situation on Richmond Street. (Item #C1)

Sal Rivas, resident, not in favor of the new parking situation on Richmond Street. (Item #C1)

Amber Terins, resident, not in favor of the new parking situation on Richmond Street. (Item #C1)

CITY COUNCIL COMMENTS – (Related to Public Communications)

Questions to be answered as presented on the Agenda.
A. PROCEDURAL MOTIONS

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

MOTION by Mayor Pro Tem Jacobson, SECONDED by Council Member Fellhauer to read all ordinances and resolutions on the agenda by title only. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0.

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

C. UNFINISHED BUSINESS

1. Consideration and possible action to consider implementing striping changes on the 100, 200 and 300 block of Richmond Street from angled parking to parallel parking.
   (Fiscal Impact: Undetermined)

Stephanie Katsouleas, Public Works Director, gave a presentation and answered Council questions.

Council Discussion

MOTION by Council Member Fellhauer, SECONDED by Council Member Atkinson to return the 300 block of Richmond back to the original configuration with parallel parking, widen the parking spaces and revisit possible angle changes on the 100 and 200 blocks, and revisit possible loading zones on the 100 block. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0.

Recess at 9:00 PM

Reconvened at 9:10 PM

2. Consideration and possible action to 1) cancel the prior December 10, 2014 public hearing and re-notice and set a new public hearing date regarding the Proposition 218 protest procedures for potential increases to the City's water and sewer rates for FY 2014/15-2018/19 and 2) Provide direction on whether to allow protest ballots already received to be counted at the re-noticed public hearing date.
   (Fiscal Impact: $25,000)

Greg Carpenter, City Manager, gave a brief presentation.
Tracy Weaver, City Clerk and Mona Shilling, Deputy City Clerk, answered Council questions.

Council Discussion

MOTION by Council Member Fellhauer, SECONDED by Council Member Atkinson to cancel and re-notice the public hearing for the Proposition 218 protest ballot for proposed water and sewer rate increases and not allow previous protest ballots received to count for the new protest. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0.

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

E. 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. Approve Warrant Numbers 3003293 through 3003487 on Register No. 3 in the total amount of $946,841.74 and Wire Transfers from 10/20/2014 through 11/02/2014 in the total amount of $899,331.18. Authorized staff to release. Ratified Payroll and employee Benefit checks; checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.


5. 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)

6. Receive and file this report regarding cleaning and repairing drywall and carpet 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)

7. Accept as complete the Center St. and Pine Ave. Water Main Improvement, Project No. PW 14-02 and authorize the City Clerk to file Notice of Completion in the County Recorder's office. (Fiscal Impact: $544,535.37)
8. Approve Vesting Tract No. 72169, a subdivision of 115 East Walnut Avenue for condominium purposes and authorize the appropriate City Official(s) to sign and record said Map.
(Fiscal Impact: None)

9. PULLED BY COUNCIL MEMBER DUGAN

10. Approve the creation of two new at-will Senior Engineer positions in the Engineering Division of Public Works and authorize the City Manager to initiate recruitments to fill these two new positions once job specifications have been finalized and approved by City Council and authorize the City Manager to recruit for the budgeted Public Works Inspector position.
(Fiscal Impact: $260,000-$315,000.00 in funding for two new engineers, DOE.)

11. Adopt Resolutions 4894, 4895 and 4896 reducing the amount that employee’s pay towards the Employee Paid Member Contributions towards their California Public Employees Retirement System (CalPERS) pension (reduces the amounts paid by employees who are members of the Police Managers’ Association, Police Officers’ Association, City Employees’ Association, and Police Support Services Employees’ Association).
(Fiscal Impact: $525,242 for Fiscal Year 2014-15.)

12. Waive minor irregularities in the bid from Karabuild Development, Inc. and authorize the City Manager to execute Contract No. 4713 in a form approved by the City Attorney to Karabuild Development, Inc. for construction at nineteen (19) homes related to Project No. RSI 14-20 (Group 63 of the City’s Residential Sound Insulation Program).
(Fiscal Impact: Estimated construction costs not to exceed $574,405.00)

13. Allow Patriot Contracting & Engineering to withdraw their bid, waive minor irregularities in the bid from Karabuild Development, Inc. and authorize the City Manager to execute Contract No. 4714 in a form approved by the City Attorney to Karabuild Development, Inc. for construction at eighteen (18) homes related to Project No. RSI 14-21 (Group 64 of the City’s Residential Sound Insulation Program).
(Fiscal Impact: Estimated construction costs not to exceed $726,864.00)

14. Reject the bid from Patriot Contracting & Engineering as non-responsive, waive minor irregularities in the bid from SPEC Construction Co., Inc. and authorize the City Manager to execute Contract No. 4715 in a form approved by the City Attorney to SPEC Construction Co., Inc. for construction at twenty-four (24)
homes related to Project No. RSI 14-23 (Group 65 of the City's Residential Sound Insulation Program).
(Fiscal Impact: Estimated construction costs not to exceed $828,685.00)

15. Approve up to $321,424.00 in funding, authorize the City Manager to execute Professional Services Agreement No. 4716 with RBF Consulting, a Michael Baker International Company, to provide environmental review services (NEPA/CEQA) and engineering design review for the Park Place Extension and Railroad Grade Separation Project affecting property located between the intersection of Park Place and Nash Street and Park Place and Allied Way. (Fiscal Impact: Up to $321,424 will be paid for through Reimbursement Grants)

MOTION by Council Member Fellhauer, SECONDED by Council Member Jacobson to approve Consent Agenda items 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, and 15. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

PULLED ITEMS:

9. Consideration and possible action to waive the bidding process per El Segundo Municipal Code §1-7-11 by utilizing previously established government contracting rates, and authorize the purchase one (1) Sewer Equipment Company of America High Pressure Sewer Jetting Truck using National Joint Powers Alliance contract rates. (Fiscal Impact: $238,400.00)

Council Discussion

MOTION by Mayor Pro Tem Jacobson, SECONDED by Council Member Fellhauer to waive the bidding process and authorize the City Manager to execute Agreement No. 4717, in a form approved by the City Attorney, with Plumbers Depot to purchase one (1) Sewer Equipment Company of America High Pressure Sewer Jetting Truck for cleaning of sewer mainlines with Sewer Enterprise funds using National Joint Powers Alliance contract rates. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

F. NEW BUSINESS

16. Consideration and possible action to adopt a resolution pursuant to Public Contracts Code § 20168 finding that an emergency existed within the City; ratifying the actions of the City Manager; and authorizing the City Manager to execute contracts, in forms approved by the City Attorney, for all services needed for repairing dwelling units at the Senior Citizens Housing Facility ("Park Vista") located at 615 East Holly Avenue. The Resolution confirms that because of the emergency, bidding is not required in accordance with Public Contracts Code §§ 20168 and 22050 and El Segundo Municipal Code ("ESMC") § 1-7-12 and 1-7A-
4. The Resolution also finds the project exempt from review under the California Environmental Quality Act as an emergency repair.
   (Fiscal Impact: Design and Management Services not to exceed $50,000, repair amount to be determined)

Greg Carpenter, City Manager, reviewed the item.
Council Discussion

MOTION by Council Member Fellhauer, SECONDED by Council Member Dugan to adopt Resolution No. 4897. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

G. REPORTS – CITY MANAGER - None

H. REPORTS – CITY ATTORNEY - None

I. REPORTS – CITY CLERK - None

J. REPORTS – CITY TREASURER - None

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Fellhauer – None

Council Member Atkinson – None

Council Member Dugan –

17. Consideration and possible action to discuss the impact of filming in the downtown area. Specifically, to address possible issues that might impact businesses during the 2014 holiday season and to address potential permanent changes to the City’s film ordinance to ensure businesses are included in the decision process pertaining to filming within the City limits.
   (Fiscal Impact: N/A)

Council Discussion

Council discussed having staff and the City Manager review each film permit on a one on one basis and during this process be mindful of the downtown businesses during the Holiday season.

MOTION by Council Member Dugan, SECONDED by Council Member Fellhauer directed the City Manager to review and approve film permits associated with the downtown area during the month of December and direct staff to meet with the business community to understand the impact of filming on their businesses and to possibly revise the City’s film ordinance to ensure businesses have an opportunity to assess the
impact of film permits that might affect their business. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Mayor Pro Tem Jacobson – None

Mayor Fuentes –

18. Consideration and possible action to nominate, select and approve the travel of a former Council Member to travel to Guaymas in February of 2015.  
   (Fiscal Impact: $1,000.00)

Council Discussion

MOTION by Mayor Fuentes, SECONDED by Council Member Atkinson to authorize the City Manager to approve the travel costs for a former Council member to travel to Guaymas. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Mayor Fuentes wished everyone a Happy Thanksgiving and especially those who will be working and reminded the residents of the Annual Tree Lighting on Dec. 4, 2014.

19. Moved to Presentations

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.

Loretta Frye, resident, thanked Council Member Fellhauer for her vote this evening on item #C1, commented on the amount of bars and restaurant within the downtown area and commented on #C1.

Liz Garnholz, resident, commented on water bill billing cycles and meter readings and commented the plunge’s water usage.

MEMORIALS – None

ADJOURNMENT at 10:17 PM

Tracy Weaver, City Clerk
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:

Cleaning of the interstitial space within City Hall, which was limited to Friday – Sunday, is now complete. Punch list items are being addressed by the contractor who is still scheduling return date(s).

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.
AGENDA DESCRIPTION:

Consideration and possible action to receive and file this report regarding cleaning and repairing drywall and carpet 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) Receive and file this report regarding cleaning and repairing drywall and carpet 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; and/or.

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

ATTACHED SUPPORTING DOCUMENTS:

None

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $37,000
Additional Appropriation: No.
Account Number(s): 405-400-0000-6215 (Facilities Maintenance Fund – Repair & Maintenance Acct.)

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:

A&V Contractors, Inc. began work on October 8, 2014 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. Demolition of all areas, repairs in the women’s restroom, drywall installation and painting in the HR areas are complete. Additional carpet supplies have been ordered. Carpet installation, hallway cove base installation, repairs in the City Clerk’s office will continue upon carpet supply delivery.

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.
AGENDA DESCRIPTION:
Consideration and possible action to adopt a resolution approving the Revised El Segundo Sewer System Management Plan (SSMP) (Fiscal Impact: None.)

RECOMMENDED COUNCIL ACTION:
1. Adopt the resolution approving the Revised El Segundo Sewer System Management Plan (SSMP).
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
(1) Resolution.
(2) Revised Sewer System Management Plan.

FISCAL IMPACT: Additional Appropriation Needed

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ORIGINATED BY: Lifan Xu, Principal Civil Engineer

REVIEWED BY: Stephanie Katsouleas, Public Works Director

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003-DWQ, titled “Statewide General Wastewater Discharge Requirements (WDR) for Sanitary Sewer Systems,” on May 2, 2006. The order requires each city/agency to create and implement its own Sanitary Sewer Management Plan (SSMP), a document which describes the activities the city uses to manage its sanitary sewer collection system effectively. The overall goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent sanitary sewer overflows (SSO), as well as mitigate any SSOS that do occur. In addition to outlining the goals and objectives of the SSMP, the document also addresses:

- The organizational structure responsible for implementing SSMP within the City
- Legal authority
- The City's operations and maintenance program
- Design and performance provisions
- Overflow emergency response plan
- The Fats, Oil and Grease (FOG) program
• System evaluation and capacity and assurance plan
• Monitoring, measurement and program modifications
• Program audits
• Communication program

The City completed its SSMP in December, 2009 in accordance with the 2006 Order. In addition, 2006 Order also requires a mandatory update of the SSMP every five years after adoption of the initial SSMP, which must be re-certified by the City Council. The City retained the services of Environmental Engineering & Contracting Inc. in May, 2014 to update the SSMP. Staff reviewed the draft report and is satisfied with its contents. The attached update is now complete and has been and ready for certification. Staff is satisfied with the report and recommends adoption of the revised SSMP.
RESOLUTION NO. __

A RESOLUTION ADOPTING THE REVISED CITY OF EL SEGUNDO'S SEWER SYSTEM MANAGEMENT PLAN AS RECOMMENDED BY THE STATE WATER RESOURCES CONTROL BOARD.

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

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

A. On May 2, 2006, the State Water Resources Control Board adopted Order No. 2006-0003-DWQ, which constitutes the new waste Discharge Requirements (WDR) mandating that cities develop and implement a Sewer System Management Plan (SSMP);

B. While the City Council adopted the SSMP pursuant to the Board Order on December 1, 2009, the SSMP must be updated every five years to include any significant program changes;

C. This Resolution is intended to certify the updated SSMP; and

D. The revised SSMP, attached as Exhibit "A," incorporated by reference, constitutes the City of El Segundo's SSMP.

SECTION 2: Pursuant to Board Order No.2006-003 DWQ, the City Council adopts the revised Plan.

SECTION 3: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 4: This Resolution will become effective immediately upon adoption and remain effective unless superseded by a subsequent resolution.

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
CITY OF EL SEGUNDO
SEWER SYSTEM MANAGEMENT PLAN

-December 2014

Prepared for:

City of El Segundo, Department of Public Works
350 Main Street
El Segundo, California 90245

Prepared by:

EEC
ENVIRONMENTAL

One City Boulevard West, Suite 1800
Orange, California 92868
EEC Project No: W-2677
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Appendices

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Appendix G  Atlas Sample
Appendix H  Operation and Maintenance Manual
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Appendix J  Ordinance 1329

SSMP History

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INTRODUCTION

The City of El Segundo’s Water/Sewer Division is responsible for maintaining the citywide water and sewer system. The City is responsible for maintaining 56 miles of sewer main and 9 sewage lift stations. The majority of the City’s sewer mains range from 8 to 12 inches in diameter, with several as large as 21 inches in diameter, the majority of which is proactively cleaned on an annual basis. In addition, the City provides customer service, identifies illegal connections to the sewer system, and addresses sewer blockages within its service area.

The elements and provisions established in the City’s Sewer System Management Plan (SSMP) are based on the requirements established in the State Water Resources Control Board’s Order No. 2006-0003-DWQ. All federal and State agencies, municipalities, counties, districts, and other public entities that own and operate sanitary sewer systems with the total sewer footage exceeding 1 mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California, are required to comply with the terms established in Order No. 2006-0003-DWQ.

The purpose of Order No. 2006-0003-DWQ is to prevent sanitary sewer overflows (SSOs) by establishing a statewide monitoring and reporting program and requiring each sewer agency to create and implement their own SSMP. The order requires that each agency appoint a legally responsible official (LRO) to establish a monitoring and reporting organization to monitor and report all SSOs. In accordance with the order, SSOs must be certified by the LRO using the California Integrated Water Quality System (CIWQS) within the specified timeframe. The City’s SSMP and sewer maintenance and management program comply with the established order and also provide the necessary measures to reduce and prevent SSOs, and to mitigate the effects of the SSOs that do occur.

The City has established and implemented the necessary programs to maintain all aspects of its sewer system in good working order and to reduce the number and severity of SSOs in its service area. The City monitors the effectiveness of these programs throughout the year and makes the necessary modifications to correct any deficiencies. The City has established sufficient sewer designs, regularly evaluates the condition and capacity of its sewer system, and has implemented an effective FOG Control Program.

Additionally, the City has identified problematic sewer mains, which are cleaned more frequently (accelerated maintenance locations) than other segments of the sewer. In addition to proactive and preventive maintenance practices, the City also identifies areas of the sewer system in need of repair and/or replacement and prioritizes corrective measures for these areas based on asset risk and resource factors. City staff members who support the operation and maintenance of the sewer system have undergone training to perform such activities and continue to develop their skills by participating in external and internal training opportunities.
1.0 GOALS

The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent sanitary sewer overflows (SSO), as well as mitigate any SSOs that do occur.

The City of El Segundo recognizes the importance of protecting ocean-water quality by preventing sewer spills and has supplemented its existing sewer system maintenance practices with the State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ entitled “Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems,” adopted May 2, 2006. The goal of this SSMP is to provide a plan and schedule to properly manage, operate, and maintain all elements of the City’s sanitary sewer collection system in order to reduce and prevent SSOs, as well as mitigate any SSOs that do occur.
2.0 ORGANIZATION

The SSMP must identify:

(a) The name of the responsible or authorized representative as described in Section J of the WDR

Section J. - REPORT DECLARATION
1. All applications, reports, or information shall be signed and certified as follows:
   i. All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)
   ii. An individual is a duly authorized representative only if:
      a. The authorization is made in writing by a person described in paragraph (i) of this provision; and
      b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

The authorized representatives for the City of El Segundo are as follow:

<table>
<thead>
<tr>
<th>Lifan Xu</th>
<th>Gil Busick</th>
<th>Stephanie Katsouleas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Civil Engineer</td>
<td>Wastewater Supervisor</td>
<td>Public Works Director</td>
</tr>
<tr>
<td>(310) 524-2368</td>
<td>(310) 524-2754</td>
<td>(310) 524-2356</td>
</tr>
</tbody>
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(b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program, including lines of authority by organization chart or similar document with a narrative explanation.

The City of El Segundo has created an organizational chart showing the lines of authority of the administrative and field staff for the Wastewater Division. The chart can be found in Appendix A, Organizational Chart.
(c) The chain of communications for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, and/or State Office of Emergency Services [OES]).

To establish and document the response to SSOs, including definition of the chain of communications and reporting requirements, the City has developed and utilizes a Sewer Overflow Emergency Response Plan. The plan can be found in Appendix B, Sanitary Sewer Overflow Emergency Response Plan.

The Wastewater Supervisor is responsible for overseeing the SSO reporting process. The Wastewater Supervisor is also responsible for immediately notifying other agencies, including the Los Angeles Regional Water Quality Control Board, Los Angeles County Department of Health Services, and the State Office of Emergency Services (OES), if applicable.

Each SSO incident is documented on a Sewer Overflow Report form, which can be found in Appendix C, Sewer Overflow Report Form, and reported according to Los Angeles County policy. Once the Sewer Overflow Report form is completed, it is submitted to the Wastewater Supervisor for review and further actions (if warranted). The Wastewater Supervisor is responsible for submitting all written and/or web-based reports required by other agencies, including entry and certification through the CIWQS online spill reporting database. The Wastewater Supervisor also maintains all sewer overflow incident documentation.
3.0 LEGAL AUTHORITY

Each Enrollee must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

(a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.).

The City of El Segundo enforces established City regulations prohibiting the discharge of stormwater to the sewer system through the City’s Municipal Code, including Resolution 3448. The City’s Municipal Code, Title 12, can be found in Appendix D, Municipal Code Title 12, and Resolution 3448 can be found in Appendix E, Resolution 3448.

The City’s Municipal Code also contains provisions that prohibit the discharge of chemicals, unauthorized debris, pollutants, and any solid or viscous substances that could cause obstructions to flow in the sewer collection system.

(b) Require that sewers and connections be properly designed and constructed.

The City of El Segundo has adopted the 2012 Standard Specifications for Public Works Construction ("Greenbook"), and the latest California Plumbing Code standards and specifications for construction of sanitary sewers. Following these standards and specifications ensure sewer lines and connections are properly designed and constructed.

(c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency.

Sewer laterals that drain each privately owned parcel or property are owned and maintained by the property owners. Current City Code, Title 12 of the Municipal Code (Appendix D), makes provisions requiring access to all facilities located within the public right-of-way.

(d) Limit fats, oils, and grease and other debris that may cause blockages.

The City of El Segundo understands the negative impacts to sewer collection system operations caused by the release of fats, oils, and grease (FOG) into the system. In 1999 the City assumed control and responsibility of a FOG Control Program from Los Angeles County. The FOG Control Program has been developed, implemented and updated to reduce the amount of FOG discharge to the sanitary sewer system. A copy of the FOG Control Program Manual can be found in Appendix F, Fats, Oils, and Grease Control Program Manual. The City’s Municipal Code (Appendix D) establishes the legal authority required to implement a FOG Control Program.
The City is considering implementation of additional FOG control rules and regulations applicable to food service establishments (FSE). The rules and regulations may address, in greater detail than the City Code, such items as the following:

- General Waste Discharge Prohibitions
- Kitchen Best Management Practices (BMP) Requirements
- Grease Interceptor Operation and Maintenance Requirements
- Grease Trap Operation and Maintenance Requirements
- Notification Requirements
- Record-Keeping Requirements
- Drawing Submittal Requirements
- Monitoring Facilities Requirements
- Monitoring and Reporting of Conditions Requirements

The intent of these additional rules and regulations will be to further reduce FOG discharge from FSEs.

(e) Enforce any violation of its sewer ordinances.

The City of El Segundo has the legal authority to enforce the rules and regulations established in the sewer ordinances under Administrative Citation provisions of the Municipal Code (Appendix D). The Fire Department Environmental Safety Manager has citation authority to enforce sewer ordinance provisions.
4.0 OPERATION AND MAINTENANCE PROGRAM

The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

(a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities.

The City El Segundo has a sewer atlas that shows the location of sewer facilities, including mains, manholes, and pumping stations. The atlas is generated from the City's geographic information systems (GIS) that is managed and maintained by the City's Information Systems Division and is used by the Wastewater division to assist line maintenance and cleaning. An example of the GIS atlas can be found in Appendix G, Atlas Sample. The City’s GIS is updated as changes are made to the sewer system. The Wastewater Supervisor and the Information Systems Division are in close communication to make sure all of the sewer maps and related databases are updated. If Wastewater Maintenance crews identify a discrepancy with the GIS maps and actual sewer asset data while performing sewer maintenance activities, the Wastewater Maintenance crews highlight the discrepancy on the field tablet computers, and the Information Systems Division ensures the discrepancy is corrected in the GIS.

The City's sewer GIS has locations of sewer mains, county trunk lines, manholes, drainage areas, and pump stations. The asset data associated with sewer mains include diameter, length, material, slope, upstream and downstream manholes, installation year, flow direction, and pipeline assessment code. Asset data associated with sewer manholes include invert elevation, rim elevation, install date, and associated as-built plan. Pressure or force mains are also identified in the GIS.

The Information Systems Division is in the process of developing a web-based application that will allow authorized users to access the City’s GIS over the Internet. This web-based application will have many tools, such as hyperlinked sewer asset features, that will open associated as-built plans when they are selected.

City sewer maintenance staff members recognize the link between a sewer spill and the potential contamination of a storm drain system. The City educates its staff to understand the storm drain network and to capture a spill before it enters the storm drain system. To assist the City in keeping the State's waterways free of sanitary sewer runoff, stormwater conveyance facilities have been included in the City's GIS. The relationship between the sewer and the stormwater systems is easily recognized when the two systems are mapped.
(b) Describe routine preventative operation and maintenance activities to be accomplished by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system; with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance Program should have a system to document scheduled and completed activities, such as work orders.

The City has developed and utilizes a Sewer System Operation and Maintenance Program to specify operation and routine preventative maintenance activities. The operation and maintenance manual detailing these activities is included as Appendix H, *Operation and Maintenance Manual*.

The City has historically cleaned the majority of its smaller diameter sewer segments, 12 inches or less in diameter, once a year and continues to do so today. However, the City does collect field observations and data during routine maintenance activities, which factor into maintenance frequencies. Utilization and analysis of field data will allow the City to optimize maintenance activities throughout the sewer system. This process will result in more sections of gravity pipelines being cleaned less frequently than the traditional 12-month cycle. Areas needing more frequent cleaning, known as accelerated maintenance locations, are cleaned on semiannual or more frequent basis. The Operation and Maintenance Manual lists the current accelerated line maintenance locations in the City.

City assets include one Vaccon combination sewer cleaning truck and one Harben hydro-jet trailer that are used primarily for sewer main cleaning. The City is adding an additional hydro-jet truck to support sewer cleaning staff and limit sewer cleaning down-time.

In addition to the crews maintaining the gravity sewer system, the City’s staff supports maintenance of the nine sewer lift stations and the force mains are cleaned as needed. A total of five wastewater maintenance workers are cross-trained to assist with the maintenance of these lift systems. Maintenance activities include weekly inspections of each lift station along with periodic equipment servicing consistent with equipment manufacturer’s recommendations and industry standards/best practices. Outside contractors are also utilized as needed for preventive maintenance and repairs of lift stations.

(c) Develop a rehabilitation and replacement program to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and video camera inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or are prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement program
should include a capital improvement plan that addresses proper management and protection of infrastructure assets. The plan shall include a time schedule for implementing short- and long-term actions plus a schedule for generating funds necessary for the capital improvement plan.

Closed-circuit television (CCTV) inspection of the entire collection system was conducted by the City in 2011. Significant defects identified were repaired or included in the Capital Improvement Plan (CIP) for repairs/replacement prioritization. The current CIP can be found in Appendix I, System Evaluation and Capacity Assurance Plan (SECAP), which is updated in December, 2014.

During routine system maintenance and/or emergency response activities, City staff members identify problem areas and, where warranted, conduct CCTV inspections in those areas. Significant defects are identified, reviewed, and prioritized for repairs/replacement based on pipe condition and flow deficiencies, pursuant to the SECAP. Replacement equipment operations are included in the CIP and funding is generated through the Enterprise Fund and sewer-use fees. The CIP also includes costs associated with planning design, construction, and construction inspection.

(d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.

City sewer maintenance staff members are trained in-house on procedures used to properly clean and maintain the sewer collection system, as well as to respond to spill emergencies. The City has one combination hydro-jet/vacuum truck to enable City workers to efficiently respond directly to sewer system overflows. Available staff and sufficient resources have helped to improve the response to spills and ensure that spills are contained and cleaned up in the shortest time possible.

Wastewater staff members are trained to operate and maintain all City pumping facilities and related equipment. Currently, City staff members regularly participate in documented technical training and on-the-job training programs. In addition, staff members are required to obtain a minimum Grade 1 California Water Environment Association certification. This certification must be maintained through on-going CWEA approved contact hour opportunities. Staff members are also encouraged to attend relevant vendor demonstrations. The City has also established required safety training courses that are provided by the City’s Human Resources Department through a safety consultant. Examples of topics covered by the courses include blood borne pathogens, hearing conservation, respiratory protection, hazardous materials first response, traffic safety, material safety data sheets (MSDS), confined space, and driving safety.
(e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

The City has identified locations throughout its service area that are critical to maintaining uninterrupted service. These locations have been included in an extensive bypass procedure plan developed by the City. With the bypass procedures and necessary equipment, each of these locations could be bypassed in case of emergency or equipment failure to maintain service integrity. A copy of the bypass procedure plans can be found in the Operation and Maintenance Manual in Appendix H.

The City has taken measures to identify which spare parts are critical for maintaining uninterrupted service and stores these parts at a central location. The City also maintains spare parts that are necessary for maintenance vehicles and equipment. For parts that are not maintained in the spare parts inventory, the City also has arrangements with readily available suppliers if spare parts are needed that are not in-house. As a precaution and a means to ensure uninterrupted service, the City also has back-up power generation for lift stations.
5.0 DESIGN AND PERFORMANCE PROVISIONS

(a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer systems.

The City of El Segundo has adopted the 2012 Standard Specifications for Public Works Construction ("Greenbook"), and the latest California Plumbing Code standards and specifications for construction of sanitary sewers. The Greenbook specifications for pipeline rehabilitation are used as the standard for City projects. Following these standards and specifications ensure sewer lines and connections are properly designed and constructed. Additionally, the City has standardized its use of equipment in the pumping stations for ease of maintenance and replacement.

(b) Procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances, and for rehabilitation and repair projects.

The City has developed standard plans and specifications for the construction of new sewer infrastructure. Inspection and testing of new construction is accomplished by trained City Public Works Agency construction inspectors. These inspectors ensure that all sewer projects are completed in accordance with the City’s standards.
6.0 OVERFLOW EMERGENCY RESPONSE PLAN

Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

(a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.

The City of El Segundo has developed, implemented, and maintains a Sanitary Sewer Overflow Emergency Response Plan (SSOERP). The SSOERP is included in Appendix B. This plan has clear notification procedures to ensure that all appropriate agencies are notified in the event of an SSO. Included in the response plan is a Sanitary Sewer Overflow Report Form (Appendix C) which contains a list all agencies, and their phone numbers, that are to be contacted for each spill event.

(b) A program to ensure an appropriate response to all overflows.

Appropriate SSO response procedures are designated in the SSOERP. The plan clearly lists the actions to be performed to alleviate discharges by Public Works staff in the following order:

1. Control, contain, and/or minimize the discharge.
2. Identify and notify the responsible party.
3. Collect information, estimate discharge volumes and capture photo documentation.
4. Begin cleanup of the discharge.
5. Inform the Wastewater Supervisor, who shall provide phone notification to all applicable Federal, State, regional, and local agencies.
6. Inform the Engineering Department for an assessment and recommended course of action if the problem cannot be corrected through normal maintenance efforts.

(c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with this MRP/ All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification.

In accordance with the revised Monitoring and Reporting Program (MRP) order #WQ-2013-0058-EXEC, the City’s SSOERP outlines the procedures that ensure prompt notification of appropriate regulatory agencies and other potentially affected entities of
all SSOs that may affect public health or reach the waters of the State. In addition, agencies to be notified include the Los Angeles County Department of Health Services, and the California State Office of Emergency Services (OES), if necessary. These procedures also identify the officials who will receive immediate notification.

(d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained.

All emergency response activities are coordinated by trained City personnel. Contractor personnel are aware of the SSOERP and the need to coordinate all response activities with City staff. The City conducts internal training sessions to ensure staff members’ familiarity with SSOERP procedures and preparation for an SSO event, from initial notification to SSO report documentation, including any necessary emergency activities, such as traffic control.

(e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.

The SSOERP (Appendix B) includes SSO control, containment, and clean-up procedures to address emergency operations, such as traffic and crowd control and other necessary response activities. City staff members are trained in the placement of traffic control and can respond to all but the most extreme emergencies. If a spill necessitates extensive traffic and/or crowd control, the City’s Police Department is contacted. Officers are trained in traffic and crowd control during emergency situations.

(f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

The SSOERP includes SSO control, containment, and clean-up procedures to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States.

The City relies on the Los Angeles County Department of Health Services to monitor water quality and posting beach closures. All spills are reported immediately to the Los Angeles County Department of Health Services office. The City also has procedures for conducting water quality sampling and preparing a SSO technical report for any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.
7.0 FOG CONTROL PROGRAM

Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

(a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG.

The City provides FOG disposal education and outreach to FSEs during FOG program inspections. During the FOG program inspections, City inspectors also provide educational material, such as the FOG best management practice poster developed jointly by Los Angeles County, the California Restaurant Association, and Sanitation Districts of Los Angeles County, to FSEs. Additionally, the City has made available educational pamphlets at each of its offices.

Currently, the City has not implemented a Residential Outreach and Education Program. Historically, there have been few FOG related problems in the residential areas of the City and there are no FOG-related accelerated line maintenance locations in residential areas. The City continues to evaluate the benefits of providing residential education and outreach materials.

Should residential FOG become problematic, the City will re-evaluate its residential education and outreach efforts.

(b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area.

Proper disposal of waste grease collected from either grease traps/interceptors or through kitchen practices is essential to a successful FOG Control Program. To ensure that FSEs properly dispose of their waste FOG, during FOG inspections, City inspectors provide FSEs with information about FOG disposal and a list of approved FOG haulers.

All FOG waste collected within the City's service area is currently disposed of at private processing plants located in Los Angeles County.
(c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.

The City of El Segundo currently enforces City regulations in its Municipal Code (Appendix D) prohibiting the discharge of chemicals, unauthorized debris, pollutants, and any solid or viscous substances that could cause obstructions to flow in the sewer collection system to the sewer system through the City’s Municipal Code, Resolution.

(d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, kitchen best management practices (BMP) requirements, record keeping and reporting requirements.

General pretreatment requirements are specified in Section 3 of the Resolution 3448 (Appendix E) as follows:

*Restaurants classified as industrial dischargers shall provide, install, and operate a gravity grease interceptor of 750 gallons capacity, or of a size capable of providing a minimum 30 minute flow dentition time at peak flow rate, whichever is larger, and at a location prior to connection with public sewer.*

Additionally, the current edition of the California Plumbing Code has been adopted by the City and includes other gravity grease interceptor design criteria. Proposed FSE plumbing plans are delivered to the FOG Program Manager from the City’s Plumbing Plan Check Department to evaluate specific pretreatment requirements. The FOG Program Manager is also notified of new FSEs from the City’s Business Services Division, and frequently reviews Los Angeles County Department of Health Services lists.

(e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance.

For proper FOG program management, the City conducts FSE inspections and provides FOG education. Sections 12-2-6, 12-6-1 of the Code and Section 6.28.200 of Ordinance 1329 afford the legal authority to conduct inspections and administer penalties. A copy of Ordinance 1329 can be found in Appendix J, *Ordinance 1329*. In managing and enforcing provisions of the Municipal Code, the Public Works Director, and such officers as the Director may designate, shall at any reasonable hour enter upon any premises, subject to approval of the occupant. Inspection of every facility involved with the discharge of wastewater to the City sewer system may be made by the Public Works Director.
(f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.

Accelerated line maintenance locations or specific reaches of sewer pipe that have a history of problems or pose higher than normal risk of an SSO are cleaned more frequently than once a year. Accelerated line maintenance locations are typically identified by maintenance staff during normal maintenance of the collection system. The cleaning frequency for accelerated line maintenance locations ranges from once every 2 months to once every 6 months depending on the severity of the problem and the cleaning effectiveness. A list of the current accelerated line maintenance areas is provided in the Operation and Maintenance Manual in Appendix H.

(g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

The sewer line characterization process consists of collecting all known (or perceived) factors associated with each accelerated line maintenance location from the sewer maintenance staff to identify critical information. Factors related to pipe conditions and potential sources are identified and documented. When it is determined that an FSE is a potential source of FOG in an accelerated line maintenance location, that information is forwarded from the Wastewater Supervisor to the FOG Program Manager. The FOG Program Manager will, in turn, inspect and educate the source FSE(s) on proper grease control device maintenance and proper implementation of kitchen best management practices.

Potential solutions may also include evaluation of structural issues that impact accelerated line maintenance locations. The accelerated line maintenance location is evaluated to determine if repair may minimize grease accumulation and potentially resolve the accelerated line maintenance locations.
8.0 SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

The Enrollee shall prepare and implement a Capital Improvement Plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

(a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

In 2010 and 2011, the City had all segments of gravity sewer pipelines (total length of over 50 miles) inspected using CCTV camera equipment. These inspections included development of individual reports for each reach of the sewer system. The CCTV operator documented observations of the condition of sewer lines and rated the severity of defects within the sewer line based on the rating system established by the National Association of Sewer Service Companies. The ratings were used to prioritize repairs to be included in the City’s CIP. Ratings of 4 and 5 have the most severe defects and are prioritized over locations with lower severity ratings.

The City updated its SECAP to reflect the new gravity-fed and forced mains constructed over the past 12 years. The SECAP incorporates hydraulic analysis based on land-use data and water consumption data.

(b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and

The City of El Segundo utilizes the 2012 Greenbook and has adopted the latest California Plumbing Code standards for construction of sanitary sewers. These standards and specifications ensure sewer lines and connections are properly designed and constructed.

(c) Capacity enhancement measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
The CIP included in the 2014 SECAP addresses all capacity deficiencies and structural issues identified through capacity analysis and CCTV inspection activities. The SECAP includes cost estimates, alternatives analysis, and project priorities. The City’s Sewer Enterprise Funds document describes how the City proposes to continue to pay for the CIP, noting fund balances, funding sources, and fund uses.

**d) Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

The CIP included in the 2014 SECAP provided the City with a long-range planning tool for implementing its sewer infrastructure improvements in an orderly manner, and provides a basis for financing these improvements. To accomplish this goal, the program was phased based upon implementation cost of facilities, the quantity of work the City can reasonably administer each year, and the funds available for the projects. The updated SECAP includes a schedule for repair of segments not included in the previous Sewer Master Plan and any new segments identified through the 2011 CCTV inspections and regular sewer line cleaning.
9.0 MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

The Enrollee shall:

(a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities.

The City has created and uses data sets, such as ALM cleaning observations, CCTV inspection results, and SSO response findings, to monitor SSMP related activities. Enhancements to the data collection and analysis activities are in progress and include a digital map-based system for field use. When complete, this system will be used by engineering and maintenance staff to facilitate operation and maintenance activities for the sewer collection system. This system will also enhance analysis and prioritization of SSMP activities.

(b) Monitor implementation and, where appropriate, measure effectiveness of each SSMP element.

The Wastewater Supervisor, The Environmental Safety Manager, The FOG Control Program Manager, and the Principal Engineer work together to implement all of the SSMP activities.

SSMP activity meetings to assess the effectiveness of individual elements are held as needed.

(c) Assess the success of the preventative maintenance program.

The City uses in-house crews to clean sewer collection pipelines once per year. The maintenance program has proven to be effective in maintaining a low incidence of SSOs and minimizing the size and impact of the SSOs. The Wastewater Supervisor is in charge of the routine preventative maintenance program. Line cleaning methods and schedules are continually modified as needed based upon field conditions. The Wastewater Supervisor works closely with the Principal Engineer to use available technology enhancements to assess the success and improve the effectiveness of the maintenance program.

(d) Update program elements, as appropriate, based on monitoring or performance evaluation.

The SSMP and its elements will be updated in accordance with the results of the monitoring described in Section 10. Revisions to the FOG program and SSOERP have been made in the past, and additional program revisions will be made as required.
(e) Identify and illustrate SSO trends, including frequency, location, and volume.

The City has records of all SSOs dating back to January 2007. Using this data, SSO trends are assessed and program adjustments are implemented as required. Examples of SSO trends tracked by the City include the following:

- Number and locations of SSOs over the past 12 months, distinguishing between dry-weather overflows and wet-weather overflows

- Volume distribution of SSOs (e.g., number of SSOs < 100 gallons; 100–999 gallons; 1,000–9,999 gallons; > 10,000 gallons)

- Cause of SSO and required corrective action to prevent future SSOs
10.0 SSMP PROGRAM AUDITS

As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. These audits shall focus on evaluating the effectiveness of the SSMP and the Enrollee’s compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

The City conducts internal audits once every 2 years, with the last being completed in 2014, that evaluate its SSMP and its compliance with the requirements of Order No. 2006-0003-DWQ. A report of the audit results is prepared after each audit and is available upon request.

The internal audits include, but are not limited to, the following:

- A review of this SSMP document to ensure compliance with the regulations established in the State Water Resources Control Board’s Order No. 2006-0003-DWQ
- A review of any supporting documents listed in this SSMP
- SSMP implementation efforts over the past 2 years
- A description of additions and improvements made to the sanitary sewer collections system during the past 2 years
- A description of additions and improvements planned for the upcoming 2 years
- A list of deficiencies, if identified, and a plan to correct the identified deficiencies

The SSMP will be updated and revised as necessary to address any deficiencies identified in the audit process.
11.0 COMMUNICATION PROGRAM

The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee’s sanitary sewer system.

The City currently utilizes its website to convey information on key elements of the SSMP to the public. The public is encouraged to participate in public hearings / City Council meetings and to provide comments/input on current and future SSMP development issues. The SSMP has also been uploaded to the State’s CIWQS website.
APPENDIX A
ORGANIZATION CHART
APPENDIX B
SANITARY SEWER OVERFLOW EMERGENCY RESPONSE PLAN
CITY OF EL SEGUNDO
SANITARY SEWER OVERFLOW
EMERGENCY RESPONSE PLAN

December 2014

Prepared for:

City of El Segundo, Department of Public Works
350 Main Street
El Segundo, California 90245

Prepared by:

EEC ENVIRONMENTAL
One City Boulevard West, Suite 1800
Orange, California 92868
EEC Project No: W-2677

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**APPENDICES**

Appendix A – SSO Emergency Response Plan Flow Diagram  
Appendix B – Sanitary Sewer Overflow Field Form  
Appendix C – Volume Estimation Examples  
Appendix D – Storm Drain System Map
ACRONYMS AND DEFINITIONS

ACRONYMS

CIWQS – California Integrated Water Quality System
GPM – Gallons Per Minute
GAL - Gallons
LACDHS – Los Angeles County Department of Health Services
LRO – Legally Responsible Officer
OES – Office of Emergency Services
RWQCB – Regional Water Quality Control Board
SSO – Sanitary Sewer Overflow

DEFINITIONS

Flow Rate – The amount of fluid that flows in a given time. For the purpose of this manual, flow rate is expressed in gallons per minute (GPM)

Legally Responsible Official (LRO) – Is a person who is legally responsible to represent the sewer agency and the information being presented to the State.

Public Right-of-Way – Is a path for public access either meaning a sidewalk or street and is not restricted by private land ownership.

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

Sanitary Sewer Overflow (SSO) – Is a condition whereby untreated sewage is discharged into the environment prior to reaching sewage treatment facilities.

Storm Drain – Is a drain or drain system that is designed to drain excess rain and ground water from paved streets, parking lots, sidewalks, and roofs.

Untreated or Partially Treated Wastewater – Any volume of waste discharged from the sanitary sewer system upstream of the wastewater treatment plant headworks.

Waters of the State – Is any creek, river, channel, lake, or ocean.
GENERAL INFORMATION

OBJECTIVE

The objectives of this Sewer System Overflow (SSO) Emergency Response procedure are to protect public health, the environment, and public and private property. These objectives are accomplished by notifying, containing, stopping, cleaning up, and reporting the SSO.

POLICY

City employees are required to report all identified SSOs and to take the appropriate action to secure the SSO area, relieve the cause of the SSO, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The City’s goal is to respond to SSOs as soon as possible following notification. The City will follow reporting procedures in regards to sewer spills as set forth by the Los Angeles RWQCB and the California State Water Resources Control Board pursuant to the revised Monitoring and Reporting Program (MRP) order #WQ-2013-0058-EXEC.

AUTHORITY

- Health & Safety Code Sections 5410-5416
- CA Water Code Section 13271
- Fish & Game Code Sections 5650-5656
- State Water Resources Control Board Order No. 2006-0003-DWQ

GENERAL PROCEDURES

When responding to a sewage spill or sewer back-up, the following general procedures should be followed in order. Additionally, refer to Appendix A, Sanitary Sewer Overflow Emergency Response Plan Flow Diagram, which also outlines the procedures to follow:

1st: MOBILIZE TO SITE

2nd: CONTAIN THE SPILL

3rd: STOP THE SPILL / RELIEVE THE BLOCKAGE

4th: CLEAN UP THE SPILL

5th: REPORT THE SPILL TO APPROPRIATE AUTHORITIES
SANITARY SEWER OVERFLOW TYPES

Any incident in which sewage is discharged onto the surface is considered a sewage spill. There are four types of SSO’s; Category 1, Category 2, Category 3 and Private.

Category 1:
- A spill of any volume that reaches a drainage channel and/or waters of the State such as a river, creek, or ocean.
- A spill of any volume that enters a storm drain pipe that is not fully recovered and returned to the sanitary sewer system or disposed properly.

Category 2:
- A spill that is 1,000 gallons or greater:
  - That does not reach a drainage channel and/or waters of the State such as a river, creek, or ocean.
  - That enters a storm drainpipe but is fully recovered and returned to the sanitary sewer system.

Category 3:
- Less than 1,000 gallons.
  - That does not reach a drainage channel and/or waters of the State.
  - That enters a storm drainpipe but is fully recovered and returned to the sanitary sewer system.

Private Spills:
- Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connection to the enrollee’s sanitary sewer system or from other private sewer assets.
SSO CATEGORY DETERMINATION DIAGRAM

SSO Occurs → Did SSO Originate in the Public Sewer System?

Yes → Did SSO Reach Storm Drain or Waters of the State?

Yes → Was the SSO Fully Recovered?

No → Category 1 SSO

No → Private SSO

No → Was the SSO 1,000 Gallons or Greater?

Yes → Category 2 SSO

No → Category 3 SSO
NOTIFICATION/MOBILIZE TO SITE

An SSO may be detected by residents, City employees, or by others. The City Wastewater Supervisor is responsible for receiving phone calls from the public of possible SSOs from the wastewater collection system. The call receiver shall obtain all relevant information available regarding the overflow including:

- Time and date call was received;
- Specific location and description of facility;
- Description of problem;
- Time the overflow was noticed by the caller;
- Callers name and phone number;
- Observations by the caller (e.g. odor, duration, amount);
- Other relevant information that will enable the responding investigator and crews, if required, to quickly locate, assess and stop the overflow; and
- Any information that is requested on the “Sanitary Sewer Overflow Report Form” (attached) that may help in responding to the overflow.

If the wastewater supervisor cannot be reached, dispatch will contact the designated primary on-call employee via phone or pager, who shall immediately respond and evaluate the scene, contact the Wastewater Supervisor and inform him of the sewer spill event. The primary on-call employee shall then call the rest of the on-call crew as needed and they shall report directly to the City Yard. They shall retrieve a Vaccon truck, the Harben hydro-jet trailer if needed, and a City truck with appropriate sewer spill response equipment, and mobilize to the sewer spill location.

The intent is to reduce the response time required to move the necessary equipment and manpower to the sewer spill location and to minimize the SSO spill time. The Wastewater Supervisor will also respond to the spill site and take over the SSO response operation. The table below indicates the staff available to respond to SSOs or back-ups.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gil Busick</td>
<td>Wastewater Supervisor</td>
<td>(310) 524-2754</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell (310) 877-0675</td>
</tr>
<tr>
<td>Ron Campbell</td>
<td>Wastewater Lead Worker</td>
<td>(310) 877-0675</td>
</tr>
<tr>
<td>Anthony Hernandez</td>
<td>Wastewater Maintenance Worker II</td>
<td>(310) 343-2605</td>
</tr>
<tr>
<td>Fernando Diaz</td>
<td>Wastewater Maintenance Worker II</td>
<td>(310) 877-0731</td>
</tr>
<tr>
<td>Willie Garcia</td>
<td>Wastewater Maintenance Worker I</td>
<td>(310) 524-2801</td>
</tr>
<tr>
<td>Christopher Zachery</td>
<td>Wastewater Maintenance Worker I</td>
<td>(323) 714-6447</td>
</tr>
<tr>
<td>Sewer Crew Pager</td>
<td></td>
<td>(310) 523-7648</td>
</tr>
</tbody>
</table>
SEWER SYSTEM OVERFLOW EQUIPMENT:

Additional equipment:

- Sandbags or loose sand
- Storm drain socks or mats and pig barrier dams
- Additional PPE (gloves, eye protection, hand sanitizer)
- Misc. equipment (shovels, sledge hammer, manhole lift, etc.)
- Traffic control – equipment and devices
- Bypass pumps if needed
- Bypass hosing
CONTAIN THE SPILL

Upon arriving at the spill location, the on-call duty wastewater employee shall call the Wastewater Supervisor a second time and report the spill status. He shall then:

- Take immediate action to contain the spill to prevent sewage from entering storm drains, channels or other critical infrastructure.
- Establish perimeters and control zones with cones, barricades, vehicles or terrain. Maintain a “KEEP OUT ZONE” at all times.
- Collect representative photos of the spill location and flow rates.
- Notify the appropriate authorities.

Small spills can often be contained with sand berms. The additional personnel called out to assist the on-call duty wastewater employee with the spill, shall make sure to have shovels and sand available.

Medium spills may be contained with large sand berms, in strategic locations. Medium size spills may also require vacuuming and hauling the sewage or pumping the sewage to a sewer manhole for disposal, to prevent sewage from flowing over dikes. Use plastic sheeting to block storm drain inlets and other critical locations.

Large spills (spills more than a few gallons per minute that are likely to reach a storm drain inlet) in the public right of way may require various actions for containment, as follows:

- Build large sand berms to contain sewage.
- Block storm drains at inlets or at manholes at critical line intersection locations. Refer to Appendix D, Storm Drain System Map.
- Block sewage flow in channels with berms.
- **Call additional agency support for vacuum trucks to remove sewage off-site and for disposal. (At the discretion of the Wastewater Supervisor).**
- Use a sewer pump and hoses to pump to a sewer manhole.
- Contain the sewage in a low area.
- Estimate the rate of overflow.

For private spills, which occur on private property, make all efforts to contain the spill on the private property. Block the spillage before it enters the public right of way where possible. If it isn’t practical to contain it on private property, contain the spill in the public right-of-way, before it enters a storm drain.
SSO VOLUME ESTIMATION

All reasonable efforts should be made to accurately calculate the spill rates and total volumes of an SSO. When determining the SSO spill rate and volume, the following steps should be followed at a minimum:

1. Determine the start time of the SSO. This can be determined by interviewing the person reporting the SSO to the City, or witnesses on-site.
   a. If necessary, City staff should go to residents’ homes or local businesses to interview as many people as possible to determine the spill start time.

2. Document the SSO stop time. This is time the blockage is relieved in the sewer line and the sewage is no longer spilling from the SSO origination point.

3. Estimate the SSO flow rate (in gallons per minute) using the available methods provided in Appendix C. If the spill has stopped prior to arriving on scene, the SSO flow rate may need to be estimated based on eye witness accounts of spill start and stop times, or final calculations of total SSO volume.

4. Using the approved methods in Appendix C, estimate the total volume of the SSO.

5. Take representative photographs of the entire spill location including spill origination point and the point the SSO enters the storm drain system or waters of the State (if applicable). If possible take photographs of the SSO origination point that is representative of the SSO spill rate.

6. Document any assumptions made to determine the SSO spill rate and total volumes including Appendix C methods chosen. If the SSO start time could not be determined, document the method used to estimate the start time. Do not use the time the SSO was reported as the start time unless the SSO was reported within minutes of spilling.
STOP THE SPILL / RELIEVE THE BLOCKAGE

For spills originating in city owned sewer mains (public spills), clear the line blockage using the City Vaccon truck or Harben hydro-jet truck. In the event of an unusual situation, call the Wastewater Supervisor for support.

If the sewage spill originates on private property (private spills), contact the responsible person (usually a property manager or owner) and direct them to immediately contract a plumbing service provider to correct the problem and perform the cleanup work. Take all reasonable actions to prevent the sewage from entering the public right of way or storm drain, such as sand containment berms, until the plumbing contractor resolves the problem.

Determine the name and contact number of the responsible party for the private property (owner, property manager, etc.).

If the spill originates on private property, call the Los Angeles County Department of Health Services (310) 519-6060 or (213) 974-1234. If the property owner is uncooperative, contact the City of El Segundo building division inspector Jamie Taylor at (310) 524-2350; their hours of operation are 8:00 a.m. to 5:00 p.m. from Monday thru Thursday. The City of El Segundo Wastewater division cannot shut off the water to the property unless directed to do so by a supervisor.

Other agencies may also need to be contacted, depending on the conditions present. Ask the on-call Supervisor/Crew Leader for direction. Contact information for the agencies available to respond is included in the table below.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Angeles County Sanitation District</td>
<td>(562) 699-7411</td>
</tr>
<tr>
<td>City of Manhattan Beach</td>
<td></td>
</tr>
<tr>
<td>After hours</td>
<td>(310) 545-5621 x 380</td>
</tr>
<tr>
<td>Wastewater Supervisor, Justin Gervais</td>
<td>(310) 545-5621 x 221</td>
</tr>
<tr>
<td></td>
<td>(310) 802-5000</td>
</tr>
<tr>
<td></td>
<td>(310) 345-2442 (cell)</td>
</tr>
<tr>
<td>City of Hawthorne</td>
<td>(310) 970-7955</td>
</tr>
<tr>
<td>After hours</td>
<td>(310) 970-7052</td>
</tr>
<tr>
<td>Wastewater Supervisor, Rich Carver</td>
<td>(213) 216-2356 (cell)</td>
</tr>
<tr>
<td>City of Redondo Beach Engineering Department</td>
<td>(310) 318-0661</td>
</tr>
<tr>
<td>Frank Contreras</td>
<td>(310) 806-8851 (cell)</td>
</tr>
</tbody>
</table>

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CLEAN UP THE SPILL

All spills must be cleaned up. The following steps should be followed when cleaning up a spill area.

1. **Assign staff to begin cleanup**
   NOTE: If SSO was caused by a failure in a private service line, clean up impacted **public areas only** & document staff time, equipment used & expenses incurred.

2. **Remove all signs of SSO related pollution**
   (e.g., toilet paper, solids, grease, etc.)

3. **Flush area – Unless raining**
   a. Setup berm/other means to contain all chlorinated flush water so it can be returned to sewer
   
   b. Don’t use disinfectants as they may enter the storm drain system and not be fully recovered or they may enter a water body. The Wastewater Supervisor will direct any special requirements for spill cleanup, such as disinfection. Do not apply disinfectant until directed to do so by the Wastewater Supervisor.

   All water used to disinfect shall be vacuumed and disposed of into the sewer and or hauled off to an appropriate waste facility.

4. **Clean the storm drain system if needed**
   a. Plug and isolate the affected areas of the storm drain system. Refer to the Storm Drain System Map (Appendix D) to identify the area of the storm drain system to be isolated.
   
   b. Using either the Harben Hydro-jet trailer or the Vaccon Truck, clean the isolated area of the storm drain system and collect the sewage/cleaning water with the Vaccon truck and return the sewage/cleaning water to the sewer system.

5. **Photograph the area when cleanup operations are complete**
   Photographs should be taken during each stage of the SSO response to sufficiently document the SSO. When taking photographs of the SSO, capture a reference point—a building, tree, or other permanent object—in the photograph to indicate the relative size and location of the subject of the photograph (i.e., manhole or SSO). Do not get too close to objects and ensure the photograph is clear and not blurry. When taking photographs of the same object from different angles, ensure that the photograph is being taken from the same distance as the previous photographs.
REPORT THE SPILL

It is the Wastewater Supervisor's responsibility to document and report the SSO to all appropriate agencies.

After the spill is contained, all sewage spills, regardless of size, must be reported as soon as possible by phone to the Los Angeles County Department of Health Services. Call the County Department of Health directly at (310) 519-6060 or (213) 974-1234. Let the Los Angeles County Department of Health Services know that you are making an official spill notification.

Written reports of all public sewer spills must be prepared under the California Integrated Water Quality System (CIWQS) system and by a City authorized user. The Sanitary Sewer Overflow (CIWQS Reporting Form) is provided in Appendix B. All CIWQS reporting must be done via the online reporting system (CIWQS) website. For the on-call duty employee it is very important to write down all relevant information such as dates, times, names of persons contacted, estimated flow rate and volume of sewage spilled, methods used to determine spill flow rate and volume estimates, names of people responding, etc. The on-call duty employee is also required to provide photographs of the SSO, complete the attached SSO Field Form (see Appendix B) and turn it in to the Wastewater Supervisor. The Wastewater Supervisor shall review and complete the form entirely.

A mandatory debriefing meeting for the SSO will be held no later than 72 hours after the SSO has occurred. This meeting will be held between Engineering, the Wastewater Supervisor, and at least one crew member attending the SSO activities.

CATEGORY 1 SPILL REPORTING:

Category 1 spills include:
- A spill of any volume that reaches a drainage channel and/or waters of the State such as a river, creek, ocean, or
- A spill of any volume that enters a storm drain pipe that was not fully recovered and returned to the sanitary sewer system.

Reporting

Reporting for all Category 1 spills shall be made by the most senior on-call employee at the scene and shall be handled as follows:

1. If the Category 1 SSO is greater than 1,000 gallons, contact the California Office of Emergency Services (Cal OES) at 1-(800) 852-7550 WITHIN 2 HOURS after becoming aware of the spill and wait on the phone for a control number. Cal OES will make a report and fax it to the Regional Water Quality Control Board (RWQCB). Cal OES will
provide a Control Number, be sure to record this number for spill reporting purposes. If the spill is very large or hazardous, Cal OES will contact RWQCB and County Department of Health personnel.

2. If the Category 1 SSO is less than 1,000 gallons, call the **Los Angeles County Department of Health Services** directly at (310) 519-6060 or (213) 974-1234.

3. If it is estimated that 50,000 gallons or more of an SSO has reached water of the State, **within 48 hours** coordinate sampling for the appropriate constituents such as ammonia and appropriate bacterial indicators (i.e., fecal coliform, enterococcus, and e-coli).

4. Submit a draft report to the CIWQS Online SSO Database within 3 business days of becoming aware of the SSO and certify the SSO report in CIWQS within 15 calendar days of SSO end date. [http://ciwqs.waterboards.ca.gov](http://ciwqs.waterboards.ca.gov)

5. Category 1 sewer spill certification will be performed by the City’s Legally Responsible Officer (LRO).

**CATEGORY 2 SPILL REPORTING:**

**Category 2 spills are:**

- 1,000 gallons or greater which:
  - Does not reach a drainage channel and/or waters of the State such as a river, creek, ocean, or
  - Enters a storm drainpipe but is **fully recovered** and returned to the sanitary sewer system.

**Reporting**

Reporting for all Category 2 spills shall be made by the most senior on-call employee at the scene, but notifications to the **Los Angeles County Department of Health Services** can be made by any on-call employee:

1. Call the **Los Angeles County Department of Health Services** directly at (310) 519-6060 or (213) 974-1234.

2. Submit a draft report to the CIWQS Online SSO Database within 3 business days of becoming aware of the SSO and certify the SSO report in CIWQS within 15 calendar days of SSO end date. [http://ciwqs.waterboards.ca.gov](http://ciwqs.waterboards.ca.gov)

3. Category 2 sewer spill certification will be performed by the City’s Legally Responsible Officer (LRO).
CATEGORY 3 SPILL REPORTING:

Category 3 spills are:

- Less than 1,000 gallons which:
  - Does not reach a drainage channel and/or waters of the State such as a river, creek, ocean, or
  - Enters a storm drainpipe but is fully recovered and returned to the sanitary sewer system.

Reporting

Reporting for all Category 3 spills shall be made by the most senior on-call employee at the scene, but notifications to the Los Angeles County Department of Health Services can be made by any on-call employee:

1. Call the Los Angeles County Department of Health Services directly at (310) 519-6060 or (213) 974-1234.

2. Category 3 spills must be reported and certified through the California Integrated Water Quality System (CIWQS) within 30 days after the end of the calendar month in which the SSO occurred. http://ciwqs.waterboards.ca.gov

3. Category 3 sewer spill certification will be performed by the City’s Legally Responsible Officer (LRO).

PRIVATE SPILL REPORTING:

Private spills are:

- Any spills originating from private property.

Reporting

Reporting for all private spills shall be made by the Wastewater Supervisor and or Wastewater Lead Worker during business hours, and the on-call Wastewater Employee after hours, and shall be handled as follows:

- Call the Los Angeles County Department of Health Services. During working hours directly at (310) 519-6060 or (213) 974-1234 as described above within 2 hours after containing the spill.
SSO TECHNICAL REPORT:

The City shall submit a SSO Technical Report within 45 calendar days after the end of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. This report shall include at a minimum:

1. Causes and Circumstances of the SSO:
   a. Complete and detailed explanation of how and when the SSO was discovered.
   b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
   c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
   d. Detailed description of the cause(s) of the SSO.
   e. Copies of original field crew records used to document the SSO.
   f. Historical maintenance records for the failure location.

2. City’s Response to SSO:
   a. Chronological narrative description of all actions taken by the City to terminate the spill.
   b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.
   c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

3. Water Quality Monitoring:
   a. Conduct water quality sampling **within 48 hours** after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. Water quality sampling shall include:
      i. Analysis for the appropriate constituents such as ammonia and appropriate bacterial indicators (i.e., fecal coliform, enterococcus, and e-coli).
      ii. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
      iii. Detailed location map illustrating all water quality sampling points.

“NO SPILL” CERTIFICATION:

Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.
Appendix A

Sanitary Sewer Overflow Emergency Response Plan
Flow Diagram
1. Public SSO is an SSO that originates from the public sewer system.
2. Water quality sampling is required when 50,000 gallons or more of an SSO reaches waters of the State.
3. The online SSO database is the California Integrated Water Quality System (CIWQS).
4. Corrective actions could include:
   - Conducting immediate CCTV
   - Adding the segment to the AML list
   - Conducting repairs of the defect causing the SSO
Appendix B

Sanitary Sewer Overflow
Field Form
SSO SPILL REPORTING FIELD FORM

NOTE: All On-Call personnel that are required to respond to sewer spills shall read and understand the complete Sewage Spill Procedures contained in the SSOERP. When responding to a sewage spill, the following general procedures should be followed in order:

1. CONTAIN THE SPILL
2. STOP THE SPILL
3. CALL AND REPORT TO APPROPRIATE AUTHORITIES
4. CLEAN UP THE SPILL
5. FIELD REPORTS – ON CALL RESPONDER SHALL VERIFY AND FILL ALL DATA FOR THE SSO.

BASIC SPILL INFORMATION:

1.) DATE: ______/_____/______
2.) SPILL LOCATION: _____________________________________________
   Address / Street Intersection ____________________________ Spill Point (MH#, CO, etc.)
3.) TIME SSO STARTED (If known): _____________________________
4.) TIME CITY WAS NOTIFIED: ________________________________
5.) OPERATOR ARRIVAL TIME: ________________________________
6.) PRIVATE PROPERTY (Y OR N): ________________
7.) SPILL END TIME: ________________________________
8.) ESTIMATED SPILL FLOW RATE: _______________ (gpm)
   (Number of pick holes where water is coming out ________________ Height of water spout out of the MH ________________ inches)
9.) ESTIMATED SPILL VOLUME LOST: _______________ (GAL.)
10.) ESTIMATED SPILL VOLUME RECOVERED: _______________ (GAL.)
11.) TOTAL SPILL (VOLUME) (FLOW RATE X MIN): _______________ (GAL.)
12.) SPILL REASON/CAUSE: ________________________________

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SPILL REPORTING

TYPE OF SPILL: ____________________________

<table>
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<tr>
<th>NOTIFICATION LIST</th>
<th>PERSON CONTACTED</th>
<th>TIME</th>
<th>DATE</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency</td>
<td>Normal Hours</td>
<td>After Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LACDHS (Health Care Agency)</td>
<td>(310) 519-6060</td>
<td>(213) 974-1234</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cal OES Control Number (if Category 1 and greater than 1,000 gal):</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cal OES (Category 1 only)</td>
<td>(800) 852-7550</td>
<td>(800) 852-7550</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

THE FOLLOWING IS TO BE COMPLETED BY THE ON-CALL Responder

SPILL CERTIFICATION

☐ Did the sewer spill enter a storm drain pipe and not fully recovered (Y or N) ________________________

☐ Was the sewer spill fully recovered and returned to the sanitary sewer system or disposed of properly (Y or N) ________________________

☐ Did Sewer Spill enter a drainage channel and/or surface water (Y or N) ________________________
   (EX: Creek, River, or Ocean)

☐ Was Cal OES Contacted (for Category 1 and greater than 1,000 gallons) (Y or N) ________________

☐ Cal OES Control Number (entered above)

NAME OF ON-CALL SUPERVISOR ____________________________________________

SIGNED: ________________________ DATE: __/__/____
   (On-Call Responder) (MM/DD/YY)

REVISION 2.0 (12/2014)
POST - SEWER SPILL INVESTIGATION (Complete by Wastewater Supervisor)

DATE: ___________________________   LOCATION: ___________________________

SSO Cause (Findings):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Spill Date: ________________

Existing Sewer Video (Y/N): ___________________________

Investigation Work Plan:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Corrective Measures (Check Box):

☐ Pipe Replacement (Spot)          ☐ M.H. Rehabilitation
☐ Monitoring (Smart Cover)        ☐ Other (Specify)
☐ Root Control (Foam)             ___________________________________________________________________
☐ Pipe Lining
☐ Closed Circuit Television (CCTV) ___________________________________________________________________

NAME OF WASTEWATER SUPERVISOR ___________________________

SIGNED: ___________________________   DATE: __/__/____   (WASTEWATER SUPERVISOR)   (MM/DD/YY)

REVISION 2.0 (12/2014)
Appendix C

Volume Estimation Examples
Measured Volume

The volume of most small spills that have been contained can be estimated using this method. The shape, dimensions, and the depth of the contained wastewater are needed. The shape and dimensions are used to calculate the area of the spills and the depth is used to calculate the volume.

*Common Shapes and Dimensions*

1. Sketch the shape of the contained wastewater.
2. Measure or pace off the dimensions.
3. Measure the depth at several locations and select an average.
4. Convert the dimensions, including depth, to feet.
5. Calculate the area:
   - Rectangle: \( \text{Area} = \text{length (feet)} \times \text{width (feet)} \)
   - Circle: \( \text{Area} = \text{diameter (feet)} \times \text{diameter (feet)} \times 3.14 \text{ divided by 4} \)
   - Triangle: \( \text{Area} = \text{base (feet)} \times \text{height (feet)} \times 0.5 \)
6. Multiply the area (square feet) times the depth (in feet) to obtain the volume in cubic feet.
7. Multiply the volume in cubic feet by 7.5 to convert to gallons.
Not all SSOs will conform to a specific shape. When this occurs, break up the area of the SSO into various shapes or segments, then calculate the amount of wastewater spilled in each segment, adding them together to arrive at the total spill volume.

Example:

Determine the area of each of the geometric sections adding them all together to determine the total area of the spill.

Measure the depth of the SSO at various locations.

For wet stains on concrete use a depth of 0.0026’or 1/32”. For wet stains on asphalt use 0.0013’or 1/64”.

| Inch to Feet Conversion: |  
|-------------------------|--------|
| Inches to Feet           |        |
| 1/8”                    | 0.01”  |
| 1/4”                    | 0.02”  |
| 3/8”                    | 0.03”  |
| 1/2”                    | 0.04”  |
| 5/8”                    | 0.05”  |
| 3/4”                    | 0.06”  |
| 7/8”                    | 0.07”  |
| 1”                      | 0.08”  |
| 2”                      | 0.17”  |
| 3”                      | 0.25”  |
| 4”                      | 0.33”  |
| 5”                      | 0.42”  |
| 6”                      | 0.50”  |
| 7”                      | 0.58”  |
| 8”                      | 0.67”  |
| 9”                      | 0.75”  |
Open Channel Flow

This method can be used to measure SSOs that are flowing in open channels such as ditches, curb and gutter, etc. and still achieve reasonable estimations. Two things need to be determined to utilize this method of spill estimation, the cross sectional area of the channel and the velocity of the flow in the channel:

1. Determine the cross sectional dimensions of the channel (width and depth of flow) to determine the area of the flow.
2. Determine the velocity of the flow in the channel. To determine the velocity, drop a small floating object (ping pong ball, leaf, small piece of wood, etc.) into the flow and time how long it takes the object to travel a measured distance. This should be done several times and averaged to determine the flow velocity.

The velocity of the flow times the area of the channel times the duration of the SSO will result in the approximate volume of the SSO.

Area = length (feet) x width (feet)
Flow (gal/min) = Velocity (ft/sec) x Area (ft²) x 449
Total Volume = (Area) X (Flow) X (SSO Duration)
Attachment D - Sample Templates for SSO Volume Estimation

TABLE 'A'
ESTIMATED SSO FLOW OUT OF M/H WITH COVER IN PLACE

<table>
<thead>
<tr>
<th>24&quot; COVER</th>
<th>36&quot; COVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height of</td>
<td>Height of</td>
</tr>
<tr>
<td>spout above</td>
<td>spout above</td>
</tr>
<tr>
<td>M/H rim</td>
<td>M/H rim</td>
</tr>
<tr>
<td>H in inches</td>
<td>in inches</td>
</tr>
<tr>
<td>S O FLOW</td>
<td>Q</td>
</tr>
<tr>
<td>in gpm</td>
<td>in MGD</td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
</tr>
<tr>
<td>1/4</td>
<td>1</td>
</tr>
<tr>
<td>1/2</td>
<td>3</td>
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<tr>
<td>3/4</td>
<td>6</td>
</tr>
<tr>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>1 1/4</td>
<td>12</td>
</tr>
<tr>
<td>1 1/2</td>
<td>16</td>
</tr>
<tr>
<td>1 3/4</td>
<td>21</td>
</tr>
<tr>
<td>2</td>
<td>25</td>
</tr>
<tr>
<td>2 1/4</td>
<td>31</td>
</tr>
<tr>
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<td>38</td>
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<td>100</td>
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<td>115</td>
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<td>146</td>
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<tr>
<td>5</td>
<td>166</td>
</tr>
<tr>
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<td>185</td>
</tr>
<tr>
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<td>204</td>
</tr>
<tr>
<td>5 3/4</td>
<td>224</td>
</tr>
<tr>
<td>6</td>
<td>244</td>
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</tr>
<tr>
<td>7</td>
<td>331</td>
</tr>
<tr>
<td>7 1/4</td>
<td>354</td>
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<tr>
<td>7 1/2</td>
<td>377</td>
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<tr>
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<td>426</td>
</tr>
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<td>8 3/4</td>
<td>502</td>
</tr>
<tr>
<td>9</td>
<td>529</td>
</tr>
</tbody>
</table>

Disclaimer:
This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.
The formula used to develop Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5 ¼ inches. According to Table A, these conditions would yield an SSO of 185 gallons per minute.

FLOW OUT OF M/H WITH COVER IN PLACE

Height to be measured

This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.
## TABLE 'B'

**ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED**

<table>
<thead>
<tr>
<th>Water Height above M/H frame (H in inches)</th>
<th>24&quot; FRAME</th>
<th>36&quot; FRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SSO FLOW Q in gallon/sec in MGD</td>
<td>Min. Sewer size in which these flows are possible</td>
</tr>
<tr>
<td>1/8</td>
<td>28</td>
<td>0.04</td>
</tr>
<tr>
<td>1/4</td>
<td>62</td>
<td>0.09</td>
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<tr>
<td>3/8</td>
<td>111</td>
<td>0.16</td>
</tr>
<tr>
<td>1/2</td>
<td>160</td>
<td>0.23</td>
</tr>
<tr>
<td>5/8</td>
<td>215</td>
<td>0.31</td>
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<tr>
<td>3/4</td>
<td>354</td>
<td>0.51</td>
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<tr>
<td>7/8</td>
<td>569</td>
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<tr>
<td>1</td>
<td>799</td>
<td>1.15</td>
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<tr>
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<td>1,035</td>
<td>1.49</td>
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<td>1,340</td>
<td>1.93</td>
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<tr>
<td>1 3/8</td>
<td>1,660</td>
<td>2.39</td>
</tr>
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<td>1 1/2</td>
<td>1,986</td>
<td>2.86</td>
</tr>
<tr>
<td>1 5/8</td>
<td>2,396</td>
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<td>2,799</td>
<td>4.03</td>
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<tr>
<td>1 7/8</td>
<td>3,132</td>
<td>4.51</td>
</tr>
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<td>3,444</td>
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<td>4,437</td>
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<td>4,650</td>
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</tr>
<tr>
<td>2 7/8</td>
<td>4,799</td>
<td>6.91</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Water Height above M/H frame (H in inches)</th>
<th>24&quot; FRAME</th>
<th>36&quot; FRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SSO FLOW Q in gallon/sec in MGD</td>
<td>Min. Sewer size in which these flows are possible</td>
</tr>
<tr>
<td>1/8</td>
<td>49</td>
<td>0.07</td>
</tr>
<tr>
<td>1/4</td>
<td>111</td>
<td>0.16</td>
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<tr>
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<td>19.42</td>
</tr>
</tbody>
</table>

**Disclaimer:**
This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.
The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir -- bell mouth spillways for 2" to 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one inch (1") height will be approximately 660 gallons per minute.

FLOW OUT OF M/H WITH COVER REMOVED (TABLE "B")

This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.
### TABLE 'C'

**ESTIMATED SSO FLOW OUT OF M/H PICK HOLE**

<table>
<thead>
<tr>
<th>Height of spout above M/H cover H in inches</th>
<th>SSO FLOW Q in gpm</th>
<th>Height of spout above M/H cover H in inches</th>
<th>SSO FLOW Q in gpm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6</td>
<td>1.0</td>
<td>5 1/8</td>
<td>6.2</td>
</tr>
<tr>
<td>1/4</td>
<td>1.4</td>
<td>5 1/4</td>
<td>6.3</td>
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<tr>
<td>3/8</td>
<td>1.7</td>
<td>5 3/8</td>
<td>6.3</td>
</tr>
<tr>
<td>1/2</td>
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<tr>
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<td>4.5</td>
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<td>7.6</td>
</tr>
<tr>
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<td>4.6</td>
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<td>3 7/8</td>
<td>5.4</td>
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<td>8.1</td>
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<tr>
<td>4</td>
<td>5.5</td>
<td>9</td>
<td>8.2</td>
</tr>
<tr>
<td>4 1/8</td>
<td>5.6</td>
<td>9 1/8</td>
<td>8.3</td>
</tr>
<tr>
<td>4 1/4</td>
<td>5.6</td>
<td>9 1/4</td>
<td>8.3</td>
</tr>
<tr>
<td>4 3/8</td>
<td>5.7</td>
<td>9 3/8</td>
<td>8.4</td>
</tr>
<tr>
<td>4 1/2</td>
<td>5.8</td>
<td>9 1/2</td>
<td>8.4</td>
</tr>
<tr>
<td>4 5/8</td>
<td>5.9</td>
<td>9 5/8</td>
<td>8.5</td>
</tr>
<tr>
<td>4 3/4</td>
<td>6.0</td>
<td>9 3/4</td>
<td>8.5</td>
</tr>
<tr>
<td>4 7/8</td>
<td>6.0</td>
<td>9 7/8</td>
<td>8.6</td>
</tr>
<tr>
<td>5</td>
<td>6.1</td>
<td>10</td>
<td>8.7</td>
</tr>
</tbody>
</table>

**Note:** This chart is based on a 7/8 inch diameter pick hole.

**Disclaimer:** This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.
The formula used to develop Table C is $Q = CcVA$, where $Q$ is equal to the quantity of the flow in gallons per minute, $Cc$ is equal to the coefficient of contraction (.63), $V$ is equal to the velocity of the overflow, and $A$ is equal to the area of the pick hole. If all units are in feet, the quantity will be calculated in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence this conversion method).

Example Overflow Estimation:

The maintenance hole cover is in place and the height of water coming out of the pick hole seven-eighths of an inch in diameter (7/8") is 3 inches (3"). This will produce an SSO flow of approximately 4.7 gallons per minute.

FLOW OUT OF VENT OR PICK HOLE (TABLE "C")

Height to be measured

This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

---

2 Velocity for the purposes of this formula is calculated by using the formula $h = \frac{v^2}{2G}$, where $h$ is equal to the height of the overflow, $v$ is equal to velocity, and $G$ is equal to the acceleration of gravity.
Appendix D

Storm Drain System Map
APPENDIX C
SEWER OVERFLOW REPORT FORM
SSO SPILL REPORTING FIELD FORM

NOTE: ALL On-Call personnel that are required to respond to sewer spills shall read and understand the complete Sewage Spill Procedures contained in the SSOERP. When responding to a sewage spill, the following general procedures should be followed in order:

1. CONTAIN THE SPILL
2. STOP THE SPILL
3. CALL AND REPORT TO APPROPRIATE AUTHORITIES
4. CLEAN UP THE SPILL
5. FIELD REPORTS – ON CALL RESPONDER SHALL VERIFY AND FILL ALL DATA FOR THE SSO.

BASIC SPILL INFORMATION:

1.) DATE: __/__/_____
2.) SPILL LOCATION: ____________________________________________________________________
   Address / Street Intersection                                 Spill Point (MH#, CO, etc.)
3.) TIME SSO STARTED (If known): ______________
4.) TIME CITY WAS NOTIFIED: ______________
5.) OPERATOR ARRIVAL TIME: ______________
6.) PRIVATE PROPERTY (Y OR N): ______________
7.) SPILL END TIME: ______________
8.) ESTIMATED SPILL FLOW RATE: ______________ (gpm)
   (Number of pick holes where water is coming out ___________ Height of water spout
   out of the MH ______________ inches)
9.) ESTIMATED SPILL VOLUME LOST: ______________ (GAL.)
10.) ESTIMATED SPILL VOLUME RECOVERED: ______________ (GAL.)
11.) TOTAL SPILL (VOLUME) (FLOW RATE X MIN): ______________ (GAL.)
12.) SPILL REASON/CAUSE: ____________________________________________________________________

REVISION 2.0 (12/2014)
**SPILL REPORTING**

**TYPE OF SPILL:**

<table>
<thead>
<tr>
<th>NOTIFICATION LIST</th>
<th>PERSON CONTACTED</th>
<th>TIME</th>
<th>DATE</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>Normal Hours</td>
<td>After Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LACDHS (Health Care Agency)</td>
<td>(310) 519-6060</td>
<td>(213) 974-1234</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cal OES Control Number (if Category 1 and greater than 1,000 gal):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cal OES (Category 1 only)</td>
<td>(800) 852-7550</td>
<td>(800) 852-7550</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**THE FOLLOWING IS TO BE COMPLETED BY THE ON-CALL Responder**

**SPILL CERTIFICATION**

- [ ] Did the sewer spill enter a storm drain pipe and not fully recovered (Y or N) ________________

- [ ] Was the sewer spill fully recovered and returned to the sanitary sewer system or disposed of properly (Y or N) ________________

- [ ] Did Sewer Spill enter a drainage channel and/or surface water (Y or N) ________________
  (EX: Creek, River, or Ocean)

- [ ] Was Cal OES Contacted (for Category 1 and greater than 1,000 gallons) (Y or N) ____________

- [ ] Cal OES Control Number (entered above)

**NAME OF ON-CALL SUPERVISOR**

**SIGNED:** __________________________ DATE: ____________

(On-Call Responder) (MM/DD/YY)

REVISION 2.0 (12/2014)
POST – SEWER SPILL INVESTIGATION (Complete by Wastewater Supervisor)

DATE: ______________________  LOCATION: ______________________

SSO Cause (Findings):

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Spill Date: ________________

Existing Sewer Video (Y/N): ______________________

Investigation Work Plan:

___________________________________________________________________________

___________________________________________________________________________

Corrective Measures (Check Box):

☐ Pipe Replacement (Spot)  ☐ M.H. Rehabilitation

☐ Monitoring (Smart Cover)  ☐ Other (Specify)

☐ Root Control (Foam)  

☐ Pipe Lining

☐ Closed Circuit Television (CCTV)

NAME OF WASTEWATER SUPERVISOR ______________________

SIGNED: ____________________________  DATE: ___/___/____

(WASTEWATER SUPERVISOR)  (MM/DD/YY)

REVISION 2.0 (12/2014)
APPENDIX D
MUNICIPAL CODE TITLE 12
Refer to City of El Segundo Municipal Code Title 12.
APPENDIX E
RESOLUTION 3448
Refer to City of El Segundo Resolution No. 3448.
APPENDIX F
FATS, OILS, AND GREASE CONTROL PROGRAM MANUAL
(This page was intentionally left blank.)
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Section 1
Introduction

The City of El Segundo's (City) Fats, Oils, and Grease (FOG) Control Program has been developed to reduce the amount of FOG discharge to the sanitary sewer system. The reduction of FOG discharge will also minimize the potential for FOG-related sanitary sewer overflows (SSOs). In May of 2006 the State Water Resources Control Board of California (SWRCB) issued Statewide General Waste Discharge Requirements (GWDR 2006-0003). One of the requirements of the GWDR is for collection system agencies to prepare a Sewer System Management Plan (SSMP) including a FOG Control Program.

The FOG Control Program's goal is to reduce the amount of FOG discharge to the sanitary sewer system and reduce or eliminate FOG-related SSOs. These SSOs are usually attributable to the accumulation of cooking grease discharged from Food Service Establishments (FSEs)\(^1\), multi-family housing, and single family homes in sewer pipes that create FOG obstructions in sanitary sewer collection systems. These FOG obstructions, located in the property owner's sewer lateral or the public sanitary sewerage system, can lead to SSOs, which can cause untreated sewage to flow onto streets and travel to storm drains, creeks, and other surface waters. Untreated sewage on private property or in the street is a nuisance and poses an obvious human health risk. If this sewage reaches the ocean, it often results in habitat degradation, beach closures, and the associated potential human health risks.

To achieve the goal of reducing the amount of FOG discharged to the sanitary sewer system (and thus reducing FOG-related SSOs), the WDR has identified key requirements for a FOG Control Program. The plan requirements are as follows:

<table>
<thead>
<tr>
<th>Key Requirement</th>
<th>FOG Manual Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public education outreach for proper disposal of FOG</td>
<td>Section 5</td>
</tr>
<tr>
<td>Provisions for disposal of FOG</td>
<td>Section 4.5</td>
</tr>
<tr>
<td>Legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages</td>
<td>Section 4.1</td>
</tr>
<tr>
<td>Requirements for installation of grease removal devices and provisions for design standards, Maintenance, BMP, record keeping and reporting requirements</td>
<td>Sections 4.3.3 and 4.4</td>
</tr>
<tr>
<td>Authority to inspect and enforce</td>
<td>Section 4.1.1</td>
</tr>
<tr>
<td>Provisions for identification of sanitary sewer system sections subject to FOG blockages (i.e., accelerated line maintenance locations(^2)), and establishment of a cleaning maintenance schedule for each section</td>
<td>Section 3.3</td>
</tr>
<tr>
<td>Source control measures for sewer line accelerated maintenance locations</td>
<td>Section 3.4</td>
</tr>
</tbody>
</table>

\(^1\) Food Service Establishments (FSEs) are those establishments primarily engaged in preparing or serving food to the public such as restaurants, hotels, commercial kitchens, bakeries, caterers, schools, prisons, correctional facilities, and care institutions.

\(^2\) Known problem areas in the sanitary sewer system that require more frequent cleaning and maintenance.
Introduction

These requirements are the key issues that were addressed in the development of the City’s FOG Control Program. The City’s Municipal Code (Code), a copy of which can be found in Appendix A, provides the legal authority and outlines the provisions required by the 2006 WDR.

The City is considering implementation of FOG control regulations applicable to FSEs. These Rules and Regulations may address, in greater detail than the City Code, such items as:

- General Waste Discharge Prohibitions
- Kitchen Best Management Practices (BMP) Requirements
- Grease Interceptor Operation and Maintenance Requirements
- Grease Trap Operation and Maintenance Requirements
- Notification Requirements
- Record-Keeping Requirements
- Drawing Submittal Requirements
- Monitoring Facilities Requirements
- Monitoring and Reporting of Conditions Requirements

The intent of these rules and regulations will be to reduce FOG discharge from FSEs. Section 12-2-2 of the Code states that the Public Works Director may prescribe rules and regulations that are reasonably necessary for the lawful and efficient operation of the City sewer system.
Section 2
FOG Control Program Background and Overview

2.1 Service Area

The City provides water and sewer service to a population of approximately 16,500 through 56 miles of sanitary sewer lines, 9 lift stations, and 1 siphon. The City’s service area includes approximately 3,494.4 acres (5.46 square miles). The service area stretches from LAX on the north to Manhattan Beach on the south and from Aviation Blvd on the east to the Pacific Ocean on the west.

2.2 Sanitary Sewer Overflows

The City has adopted a Sewer Overflow Emergency Response Plan (SSO ERP) to ensure that any reported spill is responded to immediately to protect the public health and safety, and to protect the beneficial uses of the waters of the United States. The SSO ERP identifies the response procedures, the notification and reporting requirements, and the follow-up requirements. SSOs from 2007 to the present can be found in the California Environmental Protection Agency State Water Resources Control Board’s California Integrated Water Quality System Project (CIWQS) database. This database can be accessed at:

Since implementation of online reporting of SSOs utilizing the CIWQS database, one Category-1 SSO occurred (root related) and one private SSO (grease related) occurred in the City.

2.3 Historical FOG Control Activities

The City assumed control and responsibility of the FOG Control Program from Los Angeles County in 1999.

2.4 Overview of FOG Control Program

The FOG Control Program is based on existing FOG control data, FOG control program elements from similar sewer agencies, and the requirements of the 2006 WDR. The key elements of the program are: 1) sewer line maintenance activities associated with FOG-related accelerated maintenance locations, 2) the Code, and 3) an inspection process to minimize the discharge of FOG from existing and new FSEs.
Section 3
Sewer Line Maintenance

3.1 Overview of Sewage Collection System

The City’s sewage collection system consists of a network of sewer pipe segments and manholes which conveys sewage generated within the City’s service area to trunk sewers for treatment at Hyperion Wastewater Treatment Plant, in Los Angeles, the Los Angeles County Sanitation District No. 5 Treatment Plant, and/or the District's Carson Treatment Plant. The system consists of approximately 56 miles of collection system mainline piping ranging in size from 8 inches to 24 inches.

3.2 Routine Sewer Line Cleaning

A Vacon truck is primarily used to clean the sewer mains. A 12-month schedule for cleaning of small diameter sewers (12-inch and smaller) has historically been the centerpiece of the City’s sewer maintenance program. Sewer lines larger than 12 inch and smaller than 24 inch diameters are generally cleaned once every two years. Cleaning methods include hydraulically washing (hydrojecting) the sewer lines. The City owns one Vacon truck that is manned full time by City staff to implement this program. Sewer lines 24 inches or larger are not on a routine cleaning schedule.

The City staff also performs planned maintenance tasks, such as lift station maintenance, at scheduled intervals. These maintenance intervals are established based on experience and available information to minimize risk of blockages, or equipment failure, which could possibly lead to an SSO.

3.3 Accelerated Line Maintenance Identification, Prioritization and Cleaning

Accelerated line maintenance locations or specific reaches of sewer pipe that have a history of problems or pose higher than normal risk of an SSO are cleaned more frequently than described in section 3.2. Accelerated line maintenance locations are typically identified by maintenance staff during normal maintenance of the collection system. The cleaning frequency for accelerated line maintenance locations ranges from once every two months to once every six months depending on the severity of the problem and the cleaning effectiveness.

Many issues in the sanitary sewer system can contribute to accelerated line maintenance locations, each with varying degrees of severity. Management of this information for each accelerated line maintenance location is necessary to identify effective solutions and to prioritize resources. Sewer line characterization is the process of classification and prioritization of accelerated line maintenance locations in the City’s sanitary sewer system. It is important to
Sewer Line Maintenance

note that while there are other reasons and causes for accelerated line maintenance locations, the focus of the FOG Control Program is the FOG-related locations.

3.4 Sewer Line Characterization and Source Identification

The sewer line characterization process consists of collecting all known (or perceived) factors associated with each accelerated line maintenance location from the sewer maintenance staff to identify critical information. Factors related to pipe conditions and potential sources are identified and documented. When it is determined that an FSE is a potential source of FOG in an accelerated line maintenance location, that information is forwarded from the Wastewater Supervisor to the FOG Program Manager. The FOG Program Manager will, in turn, inspect and educate the source FSE.

The potential solutions may also include evaluation of structural issues that impact accelerated line maintenance locations. The accelerated line maintenance location is evaluated to determine if repair may minimize grease accumulation and potentially resolve the accelerated line maintenance locations.

3.5 Accelerated Line Maintenance Data Management

Accelerated sewer line maintenance cleaning and data management are the responsibility of the Wastewater Supervisor.

Accelerated line maintenance locations are placed on an “Accelerated Line Maintenance” list and entered into Microsoft Outlook for tracking and notifications. A copy of the accelerated line maintenance location list can be found in Appendix B. Cleaning is performed at pre-determined intervals depending on field observations and historical data. Accelerated line maintenance locations include a siphon and line segments that have a history of blockage or diminished flow due to issues such as grease and roots.
Section 4
FSE FOG Control Program

4.1 Legal Authority

All dischargers to the sanitary sewer system, including FSEs, are required to meet general rules and regulations set forth in Public Sewer Facilities Regulations, Title 12 of the City Municipal Code. Key elements of these regulations include:

- General prohibition of liquid wastes that cause damage to structures, create nuisances such as odors, menace to public health, or impose unreasonable collection, treatment or disposal costs on the City.

Pursuant to Title 12, Chapter 4, FSEs with greater than 150 seats must meet Rules and Regulations for Sewage and Industrial Waste (Resolution 3448) that establish appropriate FOG discharge requirements and limitations to prevent blockages of sewer lines resulting from discharges of FOG. Key elements of the Rules and Regulations applicable to FSEs are:

- Installation, operation and maintenance of an approved type and adequately sized grease control device; and
- Notification, record keeping and reports.

Additionally, as an element of City Ordinance 1329, Standard Urban Storm Water Mitigation Plan Implementation, all FSEs are required to implement Best Management Practices (BMPs) which include installation of a grease trap (hydromechanical grease interceptors) where cleaning of equipment is performed indoors.

4.1.1 Authority to Inspect and Enforce

For proper FOG Program management, the City must conduct FSE inspections and levy enforcement if necessary. Sections 12-2-6, 12-6-1 of the Code, and 6.28.200 of Ordinance 1329 afford the legal authority to conduct inspections and administer penalties. In administering and enforcing provisions of the Code, the Public Works Director and such officers as the Director may designate, shall at any reasonable hour enter upon any premises, subject to approval of the occupant. Inspection of every facility involved with the discharge of wastewater to the City sewer system may be made by the Public Works Director. Inspections may be conducted to determine whether an FSE complies with the City Code.

4.2 Food Service Establishments (FSEs)

An FSE is generally categorized as commercial use and includes facilities such as restaurants, hotels, and hospitals. These facilities must adhere to general
discharge requirements of the Code. When the seating capacity of such a facility exceeds 150, the FSE is classified as a Class 1 industrial discharger and must also adhere to industrial waste regulations. The City will reevaluate the current 150 seat standard to determine if the FOG program would be better served by lowering this threshold.

The FSEs identified within the City range from sandwich shops to full service restaurants. A list of FSEs in the City’s service area can be found in Appendix C and an up to date list of FSEs can be obtained from the FOG Source Control Program Manager.

4.3 Wastewater Discharge Requirements

The Public Sewer Facilities Regulations, Title 12 of the City Municipal Code, prohibits FSEs from discharging liquid wastes that cause damage to structures, create nuisances such as odors, menace to public health, or impose unreasonable collections, treatment or disposal costs on the City.

4.3.1 EFFLUENT LIMITATIONS & DISCHARGE REQUIREMENTS

Effluent limitations and discharge requirements are specified in the Code and include prohibitions. All dischargers shall meet the effluent limits set forth in Section 2, Discharge Limitations, of Resolution No. 3448. In addition to these discharge limitations, the following apply:

1. The temperature of waste discharged shall not exceed 140° F, per Section 2 of Resolution No. 3448.
2. Any waste containing substances that may precipitate, solidify, or become viscous at temperatures between 50° F and 100° F is prohibited, per Section 2 of Resolution No. 3448.

4.3.2 KITCHEN BEST MANAGEMENT

Upon implementation of City FOG Program Rules and Regulations Kitchen Best Management Practices (BMPs) will be specified and may include collection, storage and disposal for waste cooking oil; disposal of waste into trash rather than sinks or floor drains; employee training; signage; and availability of spill kits.

4.3.3 PRETREATMENT REQUIREMENTS

General pretreatment requirements are specified in Section 3 of the Resolution 3448 as follows:

Restaurants classified as industrial discharges shall provide, install, and operate a clarifier of 750 gallons capacity, or of a size capable of providing a minimum 30 minute flow detention time at peak flow rate, whichever is larger, and at a location prior to connection with public sewer.
FSE FOG Control Program

Additionally, the current edition of the California Plumbing Code (2007) has been adopted by the City and includes other GGI design criteria. Proposed FSE plumbing plans are delivered to the FOG Program Manager from the City's Plumbing Plan Check Department to evaluate specific pretreatment requirements. The FOG Program Manager is also notified of new FSEs from the City's Business Services Division.

4.3.4 NOTIFICATION, RECORD-KEEPING, & REPORTING REQUIREMENTS
The Municipal Code contains specific notification, recordkeeping and reporting requirements.

4.4 Gravity Grease Interceptors

4.4.1 OPERATION
Gravity grease interceptors (referred to as clarifiers in the Code) are underground or in-ground grease collection devices that separate FOG (or grease), solids, and water based on the principle of Stoke’s Law. Stoke’s Law describes the rising or settling of a particle in a fluid (water in this case). Under non-turbulent conditions in a GGI given enough time, particles that are lighter than water (grease) will rise to the surface and particles that are heavier than water (solids) will settle to the bottom. A typical conceptual GGI design is illustrated in Figure 4-2.

The proper plumbing and placement of baffles will provide the non-turbulent conditions. The proper dimensions and volume of the GGI will provide sufficient retention time to allow the particles to fully rise or settle before they pass-through to the outlet of the GGI. Over time, the grease and solids layers thicken and will eventually fill the first chamber if they are not removed. If the grease and solids are not removed regularly, the GGI no longer functions as intended, and grease will be carried into the sewer system. Emulsified or partially emulsified particles will rise or settle slower, which is why soaps and other emulsifiers may cause some grease or solids to pass-through a GGI and collect downstream of the GGI.
Figure 4-2  Typical Conceptual Gravity Grease Interceptor Design – Side View

Since a GGI is not self-cleaning or free of maintenance, it is critical that a GGI be suitably designed with manholes in the right locations to facilitate maintenance and that it be cleaned and pumped at a frequency that maintains its designed removal efficiency.

4.4.2 SIZING
The City’s Building Division reviews and approves the sizing and installation of GGIs with input from the FOG Source Control Program Manager as a part of the building permit process. The FOG Source Control Program Manager adheres to a minimum 30 minute flow detention time requirement for GGI sizing, which is consistent with the current plumbing code for sizing requirements.

4.4.3 MAINTENANCE & INSPECTIONS
Section 4 of Resolution 3448 includes details with respect to pretreatment facility maintenance and inspections. The requirements include:
1. The pretreatment facility shall be maintained in good working order and operate as efficiently as possible in accordance with manufacturer’s specifications.

4.5 Waste Hauler Requirements

Proper disposal of waste grease collected either from grease traps and interceptors or through kitchen practices is essential to a successful FOG control program. To ensure that FSEs properly dispose of their waste FOG and that haulers and disposal/recycling sites are properly operated, the hauler documentation should be completed and provided to the FSE prior to departing the FSE. The FSE is required to maintain copies of the hauling documentation. The recommended information on the hauler’s record includes:
FSE FOG Control Program

- Name of hauling company,
- Name and signature of operator performing the pumpout,
- Documentation of full pumpout with volume of water and FOG removed (e.g., 1500 gallons),
- Documentation of the level of floating FOG and Settable Solids (to determine if volume exceeds 25% capacity of the grease removal equipment),
- Documentation if repairs to the grease interceptor are required, and
- Identification of the facility where the hauler is planning to dispose of the waste.

Haulers may dispose of waste collected within the City’s service area at several private processing plants in Los Angeles County. The private plants include:

- Baker Commodities Inc. 4020 Bandini Blvd. Vernon, Ca 90058. P: (323) 268-2801, F: (323) 268-5166
- Darling International, 2626 E. 25th St Los Angeles, CA 90058. P: (323) 583-6311, F: (323) 583-8613
- Southwest Processors, Inc. / Southwest Treatment Systems, Inc. 4120 Bandini Boulevard Vernon, California 90058. P: (800) 900-3366, F: (323) 780-3170

4.6 FSE Education

The City provides FSE FOG Control education to FSEs during all FSE inspection events. In this process, the FSE is provided a poster that demonstrates general requirements, a copy of which can be found in Appendix D.

4.7 FSE Inspections

To ensure compliance with wastewater discharge requirements, the City utilizes different types of FSE Inspections. These inspections and their purpose are as follows:

Industrial Wastewater Disposal Inspection  The City of El Segundo conducts inspections of FSEs as a part of their Industrial Source Control Program. These inspections are conducted approximately once per year and typically include the following:
- Evaluation of Grease Control Device operation and maintenance,
- Discuss general BMPs such as plate/dish scraping,
- Identification of food grinders.

Follow-up inspections are performed as necessary.
FSE FOG Control Program

Storm Water Facility Inspection

The City conducts inspections of all FSEs two times every five years to verify and discuss key BMPs to prevent storm water pollution. As an element of these inspections, other FOG related BMPs are reviewed with each facility including:
- Plate/dish scraping practices
- Equipment washing

Follow-up Inspections

These inspections are conducted where it is determined by the FOG Source Control Program Manager that a follow-up inspection is required. These follow-up inspections are used as an additional opportunity to educate the FSEs on the impact of their grease discharges, what they can do to minimize grease discharges, and how the City's Regulations could potentially impact them.

Enforcement Inspections

These inspections are conducted when elevated enforcement is required (e.g., following an SSO).

Attachment E includes the Industrial Wastewater Disposal and Storm Water Facility Inspection forms.

4.8 Enforcement

The City of El Segundo Municipal Code, Title 12, Chapter 6, provides legal authority for enforcement. In general, deficiencies identified during inspections are re-inspected to confirm compliance. A written notice is issued stating the nature of the violation and a reasonable time limit for correction of the deficiency (See Attachment C for FSE Inspection Forms). If the violation continues, the code provides for escalation to fines, loss of wastewater discharge permit, and, if necessary, disconnection of the discharger from the sewer system.

4.8.1 CORRECTIVE ACTION REQUIREMENTS

Chapter 6 of the City's Code specifies the process for providing written notice to persons found to be violating any provisions of the Chapter. This section of the ordinance includes provisions for recovering costs and provides the Public Works Director the power to temporarily shut off any premises from the use of the public sewage system.

4.8.2 ADMINISTRATIVE HEARINGS & APPEALS

Any discharger affected by the action or determination of the FOG Source Control Program Manager or Notice of Violation may file an appeal or protest as outlined in Chapter 6 of the Code. The City Council may conduct a hearing or may appoint one or more examiners or designate one or more of its members to
serve as hearing examiners and to conduct a hearing to address the appeal or protest. At such hearing, the discharger may appear personally or through counsel, cross-examine witnesses and present evidence in the discharger's behalf.
4.9  FSE FOG Program and Data Management

The FOG Control Program, including inspection and enforcement activities, is managed by the City's Environmental Safety Manager (FOG Program Manager) in coordination with the Wastewater Supervisor.

In some cases, and when a violation may lead to a potential health risk, the City may call upon the Los Angeles County Health Care Department for assistance.
Section 5
Residential Education and Outreach

Currently, the City has not implemented a Residential Outreach and Education program. Historically, there have been few FOG related problems in the residential areas of the City and currently, there are no accelerated line maintenance locations in residential areas. The City is evaluating the benefits of providing residential education and outreach material through their website.

Should residential FOG become problematic, the City will re-evaluate its residential Education and Outreach efforts.
ATTACHMENT A

Municipal Code
ATTACHMENT B

List of Accelerated Line Maintenance Locations
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ATTACHMENT D

FSE Inspection Forms
APPLICATION FOR INDUSTRIAL WASTE PERMIT

Check One:
☐ New Permit
☐ Permit Revision
☐ Charge of ownership (Effective Date ______/____/____)
☐ Non-use permit

PERMITTEE (OPERATOR)
(Legal Company Name)

☐ Corporation
☐ Partnership
☐ Individual

Telephone

LOCATION ADDRESS
Street
City
State
Zip

MAILING ADDRESS
Street
City
State
Zip

TYPE OF INDUSTRY
(General Description)
(Federal SIC No.)

PROPERTY OWNERS/ADDRESS

ASSESSORS PARCEL IDENTIFICATION:
Map Book
Page
Parcel 
(From tax bill)

NUMBER OF EMPLOYEES (Full Time)
(Part Time)
Lot Size (SQ. FT.)

GENERAL DESCRIPTION – Describe for each disposal methods. Multiple disposal methods may require separate permits. Attach additional sheets if necessary. A minimum of four sets of engineered plans are required.
Method of disposal: ☐ Public sewer, ☐ Private underground disposal system, ☐ Surface waters, stream or storm drain.
☐ Haul to legal disposal point, ☐ Other (describe)

Raw materials used (attach MSDS where appropriate)

Wastewater producing operations

Consituents of waste discharge

Hours of plant operation ______ AM/PM to ______ AM/PM;
Days per week M T W Th Fr Sa Su
(Circle days)

Average daily wastewater flow rate (gal. per day) ______ Time of discharge ______ AM/PM to ______ AM/PM

Estimated five-minute peak wastewater flow rate (gal. per min.) ______ Days per week M T W Th Fr Sa Su
(Circle days)

Indicate any daily, monthly, and seasonal variation, if any:

As a condition of the issuance of the permit herein applied for, the applicant agrees to submit additional information as may be required by the El Segundo Fire Department, Environmental Safety Division. Permits may be subject to additional conditions and limitations. An inspection fee may be required upon permit issuance.

PERSON RESPONSIBLE FOR WASTE DISCHARGE:

NAME (Please print) ____________________________ TITLE ____________________________ TELEPHONE ____________________________

I AFFIRM THAT ALL INFORMATION FURNISHED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE ____________________________ DATE ____________________________

RETURN THIS APPLICATION, REQUIRED PLANS, SUPPORTING INFORMATION AND AN APPLICATION/PLAN REVIEW FEE OF $ __________, PAYABLE TO:

City of El Segundo
314 Main Street
El Segundo, CA 90245-3887

White - Fire Department
Yellow - Applicant
Pink - Wastewater
CITY OF EL SEGUNDO FIRE DEPARTMENT
ENVIRONMENTAL SAFETY DIVISION
Storm Water Facility Inspection/Site Report Form

Last Inspection Date __________________________

☐ First Inspection  ☐ Second Inspection  ☐ New Facility  ☐ Response to Complaint  ☐ Follow up  ☐ Other __________________________

Facility Name: __________________________ Site Address: __________________________ El Segundo Zip 90245 __________________________

Owner Name: __________________________ Operator Name: __________________________

Contact Name: __________________________ Phone: __________________________

SIC: __________________________

Narrative / SIC Description: __________________________

☐ Is the facility covered under any other permits? (Check all that apply)
☐ None  ☐ Air Quality  ☐ Hazardous business plan  ☐ Underground Storage Tanks  ☐ Industrial Waste
☐ Fire Dept. (Storage)  ☐ Hazardous waste generator  ☐ Aboveground storage tanks  ☐ Other __________________________

☐ Is the facility covered under a storm water permit?
☐ Individual NPDES  ☐ Does not need coverage  ☐ General (filed NOI)  ☐ Does the facility have a SWPPP? ☐ Yes  ☐ No __________________________

Facility’s WDID #: __________________________

CRITICAL SOURCES TACKLING SYSTEM FACILITY CLASSIFICATIONS: ☐ EPA Facilities  ☐ USEPA Phase I (Tier 1 & 2)
☐ Commercial  ☐ Restaurant*  ☐ Automotive Services*  ☐ Retail Gasoline Outlet (RGO) / Auto Dealerships*
☐ Federally Mandated Facilities: ☐ Municipal Landfill  ☐ Hazardous Waste Treatment / Recovery Facilities  ☐ SARA Title III __________________________

* Must use additional BMP’s noted on Critical Source Supplement

Type of Weather at time of inspection: ☐ Sunny  ☐ Cloudy  ☐ Drizzle  ☐ Steady Rainfall __________________________

CORRECTIVE ACTION REQUIRED

This report is furnished to the facility representative as a measure to evaluate the implemented BMP’s at your facility to prevent storm water pollution. Your facility may be subject to an enforcement action if the noted deficiencies are not corrected by __________________________

Upon completion of corrective actions, contact the undersigned at (310) __________________________ for compliance verification.

☐ Additional Notice attached  ☐ Notice to Comply  ☐ Notice of Violation __________________________

Facility Representative Signature: __________________________ Date: __________________________

Print name of Facility Representative: __________________________ Inspector: __________________________

ORIGINAL - FIRE DEPARTMENT  YELLOW - SITE/COPY

City of El Segundo
FOG Control Program Manual
December 2014
El Segundo Fire Department
Environmental Safety Division
Industrial Wastewater Disposal
Inspection Report

Business Address: ___________________________ Telephone: ________________
Business Name: _______________________________ Industrial Waste Permit #: ______
Site Contact: ____________________________ Business Owner: ____________________________
Inspection Date: _______________ Inspected By: ____________________________
Contact Signature: ___________________________ Permitting Consent to Inspect

An inspection of your industrial wastewater pretreatment system has been performed. Following are violations of the El Segundo Municipal Code identified during the inspection. All violation must be corrected within 30 days to prevent enforcement actions.

VIOLATIONS
☐ Clarifier/Grease Interceptor not maintained. ESMC 12-1-8
   To Correct: ____________________________________________

☐ Access denied to perform inspection. ESMC 12-2-6
   To Correct: ____________________________________________

☐ Industrial wastewater system does not have an access point to collect wastewater samples. ESMC 12-2-9
   To Correct: ____________________________________________

☐ Facility does not have a method to shut off liquid chemicals, process solutions or spent process solutions from entering the City sewer system. ESMC 12-2-10
   To Correct: ____________________________________________

☐ Industrial wastewater system not accessible. ESMC 12-2-11
   To Correct: ____________________________________________

☐ Industrial waste discharged into city sewer/storm drain without permit. ESMC 12-4-1
   To Correct: ____________________________________________

☐ Industrial wastewater sampling not performed. ESMC 12-4-15
   To Correct: ____________________________________________

☐ Food waste processed or ground with rated horsepower of one horsepower or more not permitted. ESMC 12-4-16
   To Correct: ____________________________________________

☐ Industrial wastewater discharged at a temperature of 140°F or greater. ESMC 12-4-17
   To Correct: ____________________________________________

☐ Hazardous, flammable toxic or poisons substance released to city sewer system. ESMC 12-5-1
   To Correct: ____________________________________________

☐ ____________________________________________________

Sample Taken ☐ Photo Taken ☐
Report received by: ____________________________ Date: ________________
Original – Fire Department Yellow – Site Copy

City of El Segundo
FOG Control Program Manual
December 2014
APPENDIX G
ATLAS SAMPLE
APPENDIX H
OPERATION AND MAINTENANCE MANUAL
Section 1
Preface

The City of El Segundo's Sewer System Operation & Maintenance Program (SSOMP) is just one part of the complete Sewer System Management Plan (SSMP) designed by the City. The SSOMP was developed, in part, to serve as a reference or guide to City staff with the purpose of increasing efficiency, consistency, and overall effectiveness of the Wastewater programs.

The City's Wastewater Division recognizes that the items being addressed in the SSOMP serve as a general description of what the City's sewer operations are and how they are performed. It includes not only a description of the program but also an overview of preventive and corrective maintenance activities and the equipment involved in those processes.
Section 2
City of El Segundo Sewer System Resources

2.1 How a Typical Sewer Collection System Works

All communities generate wastes in solid, liquid, and gaseous forms. Liquid waste, known as wastewater, is water after it has been used for a variety of applications from industrial uses to washing dishes to flushing the toilet. Wastewater includes both the liquid and water-carried solids that are generated by the community. The community's sewer collection system has been put in place to transfer wastewater from homes, businesses, and institutions to a wastewater treatment facility.

Wastewater is collected from private property through a private sewer lateral that discharges into a public sewer main (typically located in the middle of the street). Sewer mains branch out throughout the community collecting wastewater from all the private laterals. The sewer mains transfer wastewater to larger regional trunk line sewers that then transfer all wastes to a wastewater treatment plant. The wastewater treatment plant removes wastes from the water and releases clean water to rivers, lakes and the ocean.

Figure 1. Typical sewer collection system.
It is important to note that unlike pressurized drinking water distribution systems, wastewater collection systems are almost entirely gravity driven, operating on the principal that water flows downhill. The sewer system is designed to go “downhill” until it reaches a treatment plant.

The “downhill” design is not always possible due to terrain or other infrastructure obstacles. From time to time wastewater must be sent “uphill”. This is done using wastewater pump and holding tank systems known as lift stations. The lift station will pump wastewater “uphill” until it reaches a point high enough in elevation where it can then be allowed to flow downhill toward the treatment plant. When possible the use of lift stations in a system is avoided because they require extensive routine maintenance and can cause sewage spills if they malfunction.

2.2 El Segundo’s Sewer Collection System

The City of El Segundo operates a sewer collection system totaling 56 miles of sewer main, 763 access structures, 9 sewer lift stations, 18 pumps and 1 siphon. The majority of the City’s sewer mains range from 8”-12” in diameter. The sewer mains west of Sepulveda Boulevard feed the area’s wastewater to the larger Hyperion trunk lines, which convey the wastewater to the Hyperion Wastewater Treatment Plant, in Los Angeles. The City contracts with the Hyperion treatment plant for treatment of this wastewater. The sewer mains east of Sepulveda Boulevard convey wastewater to Los Angeles County Sanitation district trunk lines for treatment at the County Sanitation District’s Carson Treatment Plant.

The City generally cleans sewer mains, 12 inch diameter or less, once a year and inspects on an as-needed basis using closed circuit inspection (CCTV). Sewer mains larger than 12 inches in diameter are cleaned on an as-needed basis. New sewer main construction and sewer main repairs are performed as needed and when resources are available. Sewer lift stations are maintained routinely to prevent malfunctions. The full preventative maintenance and corrective maintenance (repairs) programs are discussed in detail in further sections.

The Chevron Refinery and El Segundo Power, LLC are two significant dischargers to the City’s wastewater collection system. These facilities have been issued separate NPDES wastewater permits by the Regional Water Quality Control Board.
2.3 Equipment Overview

2.3.1 Vacuum Truck

The City owns 1 Vacon Truck which is a combination hydro-jet/vacuum truck used primarily for sewer main cleaning. A Vacon Truck is shown in the photo to the right. The 4 major components of a Vacon truck are its water tank, high pressure hose, vacuum pump, and wastewater tank. The Vacon truck is operated by a two man crew whose job is to pressure wash (clean or hydrojet) and vacuum sewer mains. The pressure hose can be equipped with a variety of nozzles to perform distinct functions such as root cutting or grease removal. Figures 3 and 4 below are examples of the line cleaning function.

Sewer main cleaning consists of hydro-jetting sewer mains to dislodge accumulated debris from pipe walls and flush all waste and debris in the pipe. This process may include inserting a vacuum hose into the downstream manhole to collect debris and waste, to prevent blockages further downstream.

In the event of a sanitary sewer overflow (SSO), the Vacon truck is utilized to both clear the sewer blockage (if any) and vacuum up sewage that overflowed into the street or storm drain system. El Segundo has developed a Sewer Overflow Emergency Response Plan. This document states, in detail, the steps and procedures to undertake in the event of an SSO.

Figure 2. Example of a Vacon truck.

Figure 3. Jetting an exposed pipe.

Figure 4. Jetting a sewer main.
Section 3
Sewer System Mapping

3.1 Sewer Atlas
The City has generated a composite map of manually drafted map sheets (Figure 5). A copy of the map is available through the Engineering Division. The map is updated as changes are made to the sewer system. Field personnel make a copy of areas that need work from the master map document. As work is completed, the map is manually updated.

The City’s sewer map shows the location of sewer mains, manholes and lift stations. The sewer mains are labeled with their size, length, material (where data is available), and flow direction. Pressure or force mains are also identified on the map. The sewer manholes are labeled with invert depth to grade data, (where available) and unique manhole IDs.

The City has also created and maintains a Geographic Information Systems (GIS) Geodatabase. This database contains digitized data of all sewer system features and is used by the Wastewater department to assist line maintenance and cleaning.

City sewer maintenance staff members recognize the link between a sewer spill and the potential contamination in a storm drain system. The City educates its staff to understand the storm drain network and capture a spill before it has entered the storm drain system.
Figure 5. Example of the facilities map.
Section 4
Preventative Maintenance

4.1 Sewer System Cleaning

4.1.1 Overview
The City of El Segundo manages a gravity sewer system of over 56 miles in length made up of manhole structures and their connecting pipeline segments. The system also contains nine sewage lift stations. Sewer laterals that drain each privately owned parcel or property are owned and maintained by the property owners. The City offers lateral cleaning service to property owners when their laterals are impacted by City trees.

City staff performs planned maintenance tasks at scheduled frequencies. Maintenance frequencies are established based on field observations and historical data to minimize risk of blockages, or equipment failure, which could possibly lead to SSOs.

4.1.2 Sewer Line Cleaning
Experience has shown that smaller diameter gravity sewers (from 8” to 12”) are more prone to blockages than large diameter sewers. A 12-month schedule for production cleaning of small diameter sewers has historically been the centerpiece of the City's sewer maintenance program. Effective cleaning methods utilize combination cleaning with a Vacon truck capable of hydraulically washing the pipe walls, with the capability to capture or vacuum debris at the downstream manhole. The vacuum truck is manned by full time City staff to implement this program.

Accelerated line maintenance frequency locations are placed on an “Accelerated Line Maintenance” list and entered into Microsoft Outlook for tracking and notifications. Cleaning is performed at pre-determined intervals (every six months or less) depending on field observations and historical data. Accelerated Line Maintenance areas include a siphon and line segments that have a history of blockage or diminished flow due to issues such as grease and roots.

General Sewer Mainline Cleaning Process:
1. Access the downstream manhole of the sewer main to be cleaned
2. Insert the pressure hose into the mainline with the appropriate nozzle/head attached. A variety of nozzles are available to perform specific activities such as root cutting or grease removal.
3. Insert a screen trap to capture debris and waste to prevent blockages in downstream pipelines.
4. Begin mainline pressure washing, adjust the pressure as needed for effective cleaning (high pressures should not be used in shallow sewer mains as this may cause backsplash).
5. In some cases, as the mainline is being jetted, the Vacon truck’s vacuum is used to collect waste and debris.
6. Record the activity performed as well as any pertinent observations (roots, grease etc.)

4.2 Lift Station Maintenance

The City has nine sewer lift stations. These stations are maintained, in part, by the City’s Wastewater Staff 2-4 times a year for mechanical preventative maintenance. An outside contractor is also utilized two times a year for additional preventative maintenance activities.

4.3 System Monitoring

The City has implemented the use of a Supervisory Control and Data Acquisition (SCADA) system to monitor and control key lift station functions. The SCADA system is configured to issue warning and alarm messages to the Maintenance Supervisor and Maintenance staff, allowing preemptive or corrective measures to be applied prior to an overflow or catastrophic system failure.

The City has also installed water level monitors (SmartCovers) in wet wells and key sewer system mains throughout the service area. The SmartCover data is available and monitored through a third party web-based application that is configured to issue warning or alarm messages to the Maintenance Supervisor Maintenance staff. The water level data provided through this system enables Maintenance staff to identify and address potential problems before they develop into an overflow or spill.
Section 5
Rehabilitation and Replacement

CCTV inspection of the entire collection system was conducted by the City in 2000. Significant defects identified were repaired or included in the Capital Improvement Plan (CIP) for repairs/replacement prioritization.

During routine system maintenance and/or emergency response activities, City staff identify problem areas and when warranted, will conduct CCTV inspection. Significant defects are reviewed and prioritized for repairs/replacement based on pipe condition ranking and flow deficiencies, pursuant to the Sewer Master Plan. Through the current rehabilitation and replacement program, El Segundo has identified projects that are not immediately required, but have been budgeted for.

Replacement equipment operations are included in the CIP and funding is generated through the Enterprise Fund and sewer fees. The CIP also includes costs associated with planning design, construction, and construction inspection. Additionally, the October 2009/September 2010 Capital Improvement Plan includes a provision to CCTV the entire collection system. Significant defects identified will be repaired or added to the CIP plan for repairs/replacement prioritization.
Section 6
Training

The City of El Segundo has a history of hiring and retaining dedicated Staff at all levels and is aware of the significance of ensuring that the staff is qualified and properly trained. Currently and on a regular basis, City Staff participate in documented technical training and on-the-job training programs. In addition, Staff are required to obtain a minimum, Grade 1 CWEA certification. This certification is required to be maintained through on-going contact hour opportunities. Staff are also encouraged to attend applicable vendor demonstrations. The City has also established safety training requirements. A list of training programs and required certifications are provided in Appendix A.
Section 7
Contingency Equipment and Replacement Inventories

The City has identified locations throughout its service area that are critical to maintaining uninterrupted service. These locations have been included in an extensive bypass procedure plan developed by the City. With the bypass procedures and necessary equipment, each of these locations could be bypassed in case of emergency or equipment failure, to maintain service integrity. The bypass procedures are included in Appendix A.

The City has taken measures to identify which spare parts are critical for maintaining uninterrupted service and stores these parts at a central location. El Segundo also maintains spare parts that are necessary for maintenance vehicles and equipment. For parts that are not maintained in the spare parts inventory, El Segundo has arrangements with readily available suppliers. As a precaution and a means to ensure uninterrupted service, the City has back-up power generation for lift stations.
ATTACHMENT A

List of Accelerated Line Maintenance Locations
<table>
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City of El Segundo
FOG Control Program Manual
Draft - March 2009
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ATTACHMENT B

Bypass Procedures
1. Determine the voltage of the station to be bypassed.

   Station #1  480 volts
   Station #2  480 volts
   Station #4  480 volts
   Station #5  240 volts
   Station #6  480 volts
   Station #7  480 volts
   Station #8  480 volts
   Station #9  480 volts
   Station #13 480 volts

2. Check to make sure the voltage selector switch is on 277 / 480 volts if it is a 480 volt station or 120 / 208 volts if it is a 240 volt station. Also make sure that the breakers on both sides of the generator are turned off.

3. Place the station’s transfer switch in the “center” or “off” position and connect either the 480 volt or 240 volt generator cable to the plug depending on the voltage of the lift station.
4. Turn on the “control power” switch (chrome switch to the right of the display). The control panel will light up and an alarm will sound. Press the “up” and “right” arrows simultaneously to reset the generator. When the alarm sound stops, press the “run” button to start the generator.

5. Once the generator is running, pressing the “left” or “right” arrows will toggle through the different displays. Select the display that shows the voltage on each phase. The correct display shows voltages for “Vab, Vbc, and Vca”. Use a screwdriver to increase or decrease the “voltage adjust” to the correct voltage for the lift station (either 240 or 480 volts). Once the correct voltage has been set, turn on the breaker for the generator cable and then place the transfer switch in the emergency or generator position.

6. Check the lift station for power and proper operation. The panels are protected by phase monitors from improper voltage so do not just check lighting. If the pumps are not running, turn one pump on by hand to verify that everything is set correctly.
Bypass Setup for Sewer Lift Station #1
625 W. Acacia Ave.

Bypass Instructions:

1. Turn off power to the station using the main breaker or transfer switch at the above ground panel
2. Close both Valve #1 and Valve #2
3. Install the Hydrant on the Bypass Stand
4. Set the portable pump at the curb with the suction hose in Manhole #1
5. Connect the portable pump discharge hose to the Hydrant and open the hydrant's valve
6. Open Valve #1
7. Begin Pumping
Disassembly:

1. Shut down the portable pump and close Valve #1
2. Disconnect the discharge hose and drain the liquid back into Manhole #1
3. Remove the Hydrant from the Bypass Stand and bolt the cover back onto the flange
4. Open both Valve #1 and Valve #2
5. Turn on power to the station

Bypass Setup for Sewer Lift Station #2
327 East Franklin Ave.
Bypass Instructions:

1. Turn off power to the station using the main breaker or transfer switch at the above ground panel
2. Install the Hydrant on the Bypass Stand
3. Set the portable pump at the curb with the suction hose in the Wet Well Manhole
4. Connect the portable pump discharge hose to the Hydrant and open the hydrant's valve
5. Open the Bypass Valve
6. Begin Pumping

Disassembly:

1. Shut down the portable pump and close the Bypass Valve
2. Disconnect the discharge hose and drain the liquid back into Wet Well Manhole
3. Remove the Hydrant from the Bypass Stand and bolt the cover back onto the flange
4. Turn on power to the station
Bypass Setup for Sewer Lift Station #4
400 Kansas Street.

Bypass Instructions:

1. Turn off power to the station using the main breaker at the above ground panel
2. Close Valve #3
3. Install the Hydrant on the Bypass Stand
4. Set the portable pump at the curb with the suction hose in the Wet Well Manhole
5. Connect the portable pump discharge hose to the Hydrant and open the hydrant's valve
6. Open both Valve #1 and Valve #2
7. Begin Pumping
Disassembly:

1. Shut down the portable pump and close both Valve #1 and Valve #2
2. Disconnect the discharge hose and drain liquid back into the Wet Well Manhole
3. Remove the Hydrant from the Bypass Stand and bolt the cover back onto the flange
4. Open Valve #3
5. Turn on power to the station

Bypass Setup for Sewer Lift Station #5
735 Center Street
Bypass Instructions:

1. Turn off power to the station using the main breaker or transfer switch at the above ground panel
2. Close Valve #2
3. Install the Bypass Adapter on the Bypass Stand
4. Set the portable pump on the curb with the suction hose in the Wet Well Manhole
5. Connect the portable pump discharge hose to the Hydrant and open the hydrant's valve
6. Open Valve #1
7. Begin Pumping

Disassembly:

1. Shut down the portable pump and close Valve #1
2. Disconnect the discharge hose and drain liquid back into the Wet Well Manhole
3. Remove the Bypass Adapter from the Bypass Stand and bolt the cover back onto the flange
4. Open Valve #2
5. Turn on power to the station
Bypass Setup for Sewer Lift Station #6
1465 East Palm Ave.

Bypass Instructions:

1. Turn off power to the station using the main breaker or transfer switch at the above ground panel
2. Close Valve #1
3. Install the Hydrant on the Bypass Stand
4. Set the portable pump next to the wet well with the suction hose in the Wet Well Manhole
5. Connect the portable pump discharge hose to the Hydrant and open the hydrant's valve
6. Open Valve #2 on the Bypass Stand
7. Begin Pumping
Disassembly:

1. Shut down the portable pump and close Valve #2 on the Bypass Stand
2. Disconnect the discharge hose and drain liquid back into the Wet Well Manhole
3. Remove the Hydrant from the Bypass Stand and bolt the cover back onto the flange
4. Open Valve #1
5. Turn on power to the station
Bypass Setup for Sewer Lift Station #7
640 Virginia Street

Bypass Instructions:

1. Set the portable pump at the curb with the suction hose in the Wet Well
2. Run the portable pump discharge hose to the 18" overflow line located 100 feet west of the intersection
3. Place discharge hose inside the 18” overflow opening shown in the above photo
4. Start pump and begin Pumping

**Disassembly:**

1. Shut down the portable pump
2. Disconnect the discharge hose and drain liquid into the 18” overflow manhole

**Bypass Setup for Sewer Lift Station #8**

219 Center Street
Bypass Instructions:

1. Turn off power to the station using the main breaker or transfer switch at the above ground panel
2. Close Valve #2
3. Install the Hydrant on the Bypass Stand
4. Set the portable pump at the curb with the suction hose in the Wet Well
5. Connect the portable pump discharge hose to the Hydrant and open the hydrant's valve
6. Open Valve #1
7. Begin Pumping

Disassembly:

1. Shut down the portable pump and close Valve #1
2. Disconnect the discharge hose and drain liquid back into the Wet Well
3. Remove the Hydrant from the Bypass Stand and bolt the cover back onto the flange
4. Open Valve #2
5. Turn on power to the station
**Bypass Setup for Sewer Lift Station #9**

101 Kansas Street

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**Bypass Instructions:**

1. Turn off power to the station using the main breaker or transfer switch at the above ground panel
2. Close Valve #2
3. Install the Hydrant on the Bypass Stand
4. Set the portable pump at the curb with the suction hose in the Wet Well
5. Connect the portable pump discharge hose to the Hydrant and open the hydrant's valve
6. Open Valve #1
7. Begin Pumping
Disassembly:

1. Shut down the portable pump and close Valve #1
2. Disconnect the discharge hose and drain liquid back into the Wet Well
3. Remove the Hydrant from the Bypass Stand and bolt the cover back onto the flange
4. Open Valve #2
5. Turn on power to the station

Bypass Setup for Sewer Lift Station #13
300 North Sepulveda Blvd.
**Bypass Instructions:**

1. Turn off power to the station using the main breaker or transfer switch at the above ground panel
2. Install the Hydrant on the Bypass Stand located in Manhole #2
3. Set the portable pump in the left turn lane with the suction hose in Manhole #1
4. Connect the portable pump discharge hose to the Hydrant and open the hydrant’s valve
5. Begin Pumping

**Disassembly:**

1. Shut down the portable pump
2. Disconnect the discharge hose and drain liquid back into Manhole #1
3. Remove the Hydrant from the Bypass Stand and bolt the cover back onto the flange
4. Turn on power to the station
APPENDIX I
SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN
Refer to City of El Segundo System Evaluation and Capacity Assurance Plan.
Refer to City of El Segundo Ordinance 1329.
AGENDA DESCRIPTION:

Consideration and possible action regarding rejecting all bids and authorizing staff to advertise a new Notice Inviting Sealed Bids for the project related to Project No. RSI 14-24 (Group 66 of the City’s Residential Sound Insulation Program) (Estimated construction costs: None at this time)

RECOMMENDED COUNCIL ACTION:

1. Reject all bids;
2. Authorize City staff advertise a new Notice Inviting Sealed Bids for the project; and/or
3. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Bid Log

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $12,000,000
Additional Appropriation: N/A
Account Number(s): 116-400-0066-8962 (RSI Program Construction)

PREPARED BY: James O’Neill, Program Manager
REVIEWED BY: Sam Lee, Director of Planning and Building Safety
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:

On November 18th, 2014 the City Clerk’s office opened bids for Project RSI 14-24 (Group 66 of the City’s Residential Sound Insulation (RSI) Program). Only one (1) bid was submitted:

SPEC Construction Co., Inc. $1,288,799.00

Staff estimate for the project was $984,342.50

As no other bids were submitted, staff recommends that the bid be rejected and that the project be advertised for new bids in the hope that multiple bids would be received.

City Council is hereby reminded that one of the requirements of the City’s grants received from the Federal Aviation Administration (FAA) is that the City must obtain concurrence from the FAA prior to awarding a contract in any circumstance that only one qualified firm submits a responsive bid.

If the project were to rebid, an advertisement would be published in the next available El Segundo Herald on December 11th and bids would be due on January 13, 2015. With the expectation of multiple bids at that time, staff would anticipate bringing new bids on the project for the City Council to consider at its meeting on February 3rd. Construction would be expected to start on June 8, 2015, compared to the originally anticipated April 27, 2015.
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Staff Present: 

Cathy Dinwiddie, City Clerk's Office

Mary Jo Shen, City Clerk's Office

RSI, Representative
Consideration and possible action regarding awarding a contract to Big West Construction Corporation for construction at twenty-three (23) homes related to Project No. RSI 14-25 (Group 67 of the City’s Residential Sound Insulation Program)
(Estimated construction costs: Not to exceed $988,383)

RECOMMENDED COUNCIL ACTION:

1. Waive minor irregularities in the bid from Big West Construction Corporation;
2. Award a contract to Big West Construction Corporation for project RSI 14-25 (Group 67);
3. Authorize the City Manager to execute a contract in a form approved by the City Attorney; and/or
4. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Bid Log
2. Bidder’s Proposal and Statements submitted by Big West Construction Corporation

FISCAL IMPACT: Included in Adopted Budget

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PREPARED BY: James O’Neill, Program Manager
REVIEWED BY: Sam Lee, Director of Planning and Building Safety
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:

On November 19th, 2014 the City Clerk’s office opened bids for Project RSI 14-25 (Group 67 of the City’s Residential Sound Insulation (RSI) Program). Three (3) bids were submitted, and the results are as follows:

- Big West Construction Corporation $ 898,530.00
- Karabuild Development, Inc. $ 995,774.00
- SPEC Construction Co., Inc. $1,136,030.00

The staff estimate for the project was calculated to be $892,371.25.

The bid submitted by Big West Construction Corporation (“Big West”) appears to be responsive with the exception of some minor irregularities.

In an abundance of caution, staff recommends that the following items be identified as minor irregularities and waived by the City Council:

1. The Bidder’s Bond submitted by Big West does not specify a dollar amount in words or figures, but rather lists "Ten Percent of the Total Amount Bid " and “10% of the Bid”
The bond error can be easily remedied without giving Big West an economic advantage, and therefore staff recommends that the City Council waive this minor irregularity.

The amount requested for the contract is $988,383 which represents the amount of the bid submitted by Big West ($898,530.00) and an additional 10% for contingencies.

Construction is scheduled to start on April 27th, 2015 and complete by June 17th, 2015, with Contractor Site Evaluations scheduled for January 5th – 9th, 2015.
CITY OF EL SEGUNDO  
BID/RFP LOG  
BID NO. #RSI 14-25  
City of El Segundo  
Residential Sound Insulation Group 67  

<table>
<thead>
<tr>
<th>COMPANY NAME/ADDRESS</th>
<th>Total Bid Amount</th>
</tr>
</thead>
</table>
| 1. Spec Construction Co., Inc.  
1870 S. Carlos Ave.  
Ontario, CA 91761 | $1,136,030.00 |
| 2. Big West Construction Corp.  
15331 Normandie  
Irvine, CA 92604 | $898,530.00 | $398,530.00 |
17337 Venutra Blvd., #215  
Encino, CA 91316 | $995,774.00 |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |

Staff Present:  
[Signatures]  
City Clerk's Office  
[Signature]  
City Clerk's Office  
[Signature]  
RSI, Representative
To the Mayor and City Council
City of El Segundo
350 Main St.
El Segundo, CA 90245

I declare, under penalty of perjury, that I have carefully examined, become familiar with, and understand all of the requirements of the Contract Documents and conditions under which the Work must be performed, including the City of El Segundo’s current Municipal Code, and am fully informed as to all conditions and matters which can in any way affect the Work or its cost, and agree to the following:

To perform all Work in strict conformity with the requirements of the Contract Documents for

Project Number RSI 14-25
“Residential Sound Insulation Program – Group 67”

at the following lump sum price:

<table>
<thead>
<tr>
<th>RSI ID</th>
<th>Property Address</th>
<th>Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>67.01</td>
<td>770 West Imperial Avenue, Unit 37</td>
<td>$26,260</td>
</tr>
<tr>
<td>67.02</td>
<td>943 Hillcrest Street</td>
<td>$29,320</td>
</tr>
<tr>
<td>67.03</td>
<td>945 Hillcrest Street</td>
<td>$25,260</td>
</tr>
<tr>
<td>67.04</td>
<td>938 Loma Vista Street</td>
<td>$27,360</td>
</tr>
<tr>
<td>67.05</td>
<td>225 West Walnut Avenue</td>
<td>$31,710</td>
</tr>
<tr>
<td>67.06</td>
<td>201 West Sycamore Avenue</td>
<td>$27,280</td>
</tr>
<tr>
<td>67.07</td>
<td>818 Virginia Street</td>
<td>$42,125</td>
</tr>
<tr>
<td>67.08</td>
<td>641 West Oak Avenue</td>
<td>$48,865</td>
</tr>
<tr>
<td>67.09</td>
<td>709 Loma Vista Street</td>
<td>$34,440</td>
</tr>
<tr>
<td>67.10</td>
<td>216 West Maple Avenue</td>
<td>$57,535</td>
</tr>
<tr>
<td>67.11</td>
<td>948 Eucalyptus Drive</td>
<td>$36,385</td>
</tr>
<tr>
<td>67.12</td>
<td>832 Eucalyptus Drive</td>
<td>$57,750</td>
</tr>
<tr>
<td>67.13</td>
<td>861 Sheldon Street</td>
<td>$39,115</td>
</tr>
<tr>
<td>67.14</td>
<td>508 East Walnut Avenue</td>
<td>$28,925</td>
</tr>
<tr>
<td>67.15</td>
<td>510 East Walnut Avenue</td>
<td>$19,535</td>
</tr>
<tr>
<td>67.16</td>
<td>524 East Sycamore Avenue</td>
<td>$41,175</td>
</tr>
</tbody>
</table>
City of El Segundo
Residential Sound Insulation Program

<table>
<thead>
<tr>
<th>Lot</th>
<th>Address</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>67.17</td>
<td>905 Maryland Street</td>
<td>$49,255</td>
</tr>
<tr>
<td>67.18</td>
<td>1117 East Acacia Avenue</td>
<td>$46,575</td>
</tr>
<tr>
<td>67.19</td>
<td>1129 East Acacia Avenue</td>
<td>$27,380</td>
</tr>
<tr>
<td>67.20</td>
<td>1501 East Walnut Avenue</td>
<td>$36,495</td>
</tr>
<tr>
<td>67.21</td>
<td>1419 East Walnut Avenue</td>
<td>$41,455</td>
</tr>
<tr>
<td>67.22</td>
<td>835 Center Street</td>
<td>$52,420</td>
</tr>
<tr>
<td>67.23</td>
<td>609 East Maple Avenue</td>
<td>$77,910</td>
</tr>
</tbody>
</table>

**Total Bid (Contract Sum):**

Eight Hundred Ninety-Eight Thousand, Five Hundred Thirty Dollars

$898,530.00

In case of discrepancy between the words and figures, the words must prevail.

**Contractor Representative:**

[Tom Carter]

Signature: [Signature]

Date: [11/19/2014]

**Title:** President

**Name of Firm:** Big West Construction

**Address:** 15351 Normandie

**License Expiration Date:** 8-31-2016

**Telephone Number:** 949-795-2219

**Contractor’s State License Number:** 812085

**Type of Entity:** □ Sole Proprietorship □ Partnership ☑ Corporation* □ Other

* If Corporation, evidence of authority to sign must be attached
AGENDA DESCRIPTION:

Consideration and possible action regarding awarding a contract to Big West Construction Corporation for construction at twenty-one (21) homes related to Project No. RSI 14-26 (Group 68 of the City’s Residential Sound Insulation Program)
(Estimated construction costs: Not to exceed $496,100)

RECOMMENDED COUNCIL ACTION:

1. Waive minor irregularities in the bid from Big West Construction Corporation;
2. Award a contract to Big West Construction Corporation for project RSI 14-26 (Group 68);
3. Authorize the City Manager to execute a contract in a form approved by the City Attorney; and/or
4. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Bid Log
2. Bidder’s Proposal and Statements submitted by Big West Construction Corporation

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $12,000,000.00
Additional Appropriation: N/A
Account Number(s): 116-400-0068-8961 (RSI Program Construction)

PREPARED BY: James O’Neill, Program Manager
REVIEWED BY: Sam Lee, Director of Planning and Building Safety
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:

On November 19th, 2014 the City Clerk’s office opened bids for Project RSI 14-26 (Group 68 of the City’s Residential Sound Insulation (RSI) Program). Three (3) bids were submitted, and the results are as follows:

Big West Construction Corporation $ 451,000.00
Karabout Development, Inc. $ 554,081.00
SPEC Construction Co., Inc. $ 677,100.00

The staff estimate for the project was calculated to be $409,233.25.

The bid submitted by Big West Construction Corporation (“Big West”) appears to be responsive with the exception of some minor irregularities.

In an abundance of caution, staff recommends that the following items be identified as minor irregularities and waived by the City Council:
1. The Bidder’s Bond submitted by Big West does not specify a dollar amount in words or figures, but rather lists “Ten Percent of the Total Amount Bid” and “10% of the Bid”
The bond error can be easily remedied without giving Big West an economic advantage, and therefore staff recommends that the City Council waive this minor irregularity.

The amount requested for the contract is $496,100 which represents the amount of the bid submitted by Big West ($451,000.00) and an additional 10% for contingencies.

Construction is scheduled to start on April 27th, 2015 and complete by June 1st, 2015, with Contractor Site Evaluations scheduled for January 5th – 9th, 2015.
### CITY OF EL SEGUNDO
#### BID/RFP LOG
#### BID NO. #RSI 14-26
#### Residential Sound Insulation Group 68

**Date of BID Opening:** Tuesday, November 19, 2014  
**Time of BID Opening:** 11:30 A.M.  
**Place of BID Opening:** City Clerk’s Office

<table>
<thead>
<tr>
<th>COMPANY NAME/ADDRESS</th>
<th>Total BID Amount</th>
</tr>
</thead>
</table>
| 1. Spec Construction Co., Inc.  
1870 S. Carlos Ave.  
Ontario, CA 91761 | $677,100 00 |
| 2. Big West Construction Corp.  
15331 Normandie  
Irvine, CA 92604 | $451,000 00 |
17337 Ventura Blvd., #215  
Encino, CA 91316 | $554,081 00 |

4.  
5.  
6.  
7.  
8.  
9.  
10.  

**Staff Present:**  
- [Signature] City Clerk’s Office  
- [Signature] City Clerk’s Office  
- [Signature] RSI, Representative
To the Mayor and City Council
City of El Segundo
350 Main St.
El Segundo, CA 90245

I declare, under penalty of perjury, that I have carefully examined, become familiar with, and understand all of the requirements of the Contract Documents and conditions under which the Work must be performed, including the City of El Segundo’s current Municipal Code, and am fully informed as to all conditions and matters which can in any way affect the Work or its cost, and agree to the following:

To perform all Work in strict conformity with the requirements of the Contract Documents for

Project Number RSI 14-26
“Residential Sound Insulation Program – Group 68”

at the following lump sum price:

<table>
<thead>
<tr>
<th>RSI ID</th>
<th>Property Address</th>
<th>Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>68.01</td>
<td>720 East Imperial Avenue, Unit 1</td>
<td>$16,705</td>
</tr>
<tr>
<td>68.02</td>
<td>720 East Imperial Avenue, Unit 2</td>
<td>$16,705</td>
</tr>
<tr>
<td>68.03</td>
<td>720 East Imperial Avenue, Unit 3</td>
<td>$16,705</td>
</tr>
<tr>
<td>68.04</td>
<td>720 East Imperial Avenue, Unit 4</td>
<td>$16,705</td>
</tr>
<tr>
<td>68.05</td>
<td>720 East Imperial Avenue, Unit 5</td>
<td>$16,705</td>
</tr>
<tr>
<td>68.06</td>
<td>720 East Imperial Avenue, Unit 6</td>
<td>$16,705</td>
</tr>
<tr>
<td>68.07</td>
<td>722 East Imperial Avenue, Unit 1</td>
<td>$16,705</td>
</tr>
<tr>
<td>68.08</td>
<td>722 East Imperial Avenue, Unit 2</td>
<td>$16,705</td>
</tr>
<tr>
<td>68.09</td>
<td>722 East Imperial Avenue, Unit 3</td>
<td>$16,705</td>
</tr>
<tr>
<td>68.10</td>
<td>722 East Imperial Avenue, Unit 4</td>
<td>$16,705</td>
</tr>
<tr>
<td>68.11</td>
<td>722 East Imperial Avenue, Unit 5</td>
<td>$16,705</td>
</tr>
<tr>
<td>68.12</td>
<td>722 East Imperial Avenue, Unit 6</td>
<td>$16,705</td>
</tr>
<tr>
<td>68.13</td>
<td>227 East Oak Avenue, Unit 101</td>
<td>$30,560</td>
</tr>
<tr>
<td>68.14</td>
<td>227 East Oak Avenue, Unit 201</td>
<td>$27,910</td>
</tr>
<tr>
<td>68.15</td>
<td>227 East Oak Avenue, Unit 301</td>
<td>$26,810</td>
</tr>
<tr>
<td>68.16</td>
<td>227 East Oak Avenue, Unit 102</td>
<td>$27,910</td>
</tr>
<tr>
<td>Lot</td>
<td>Address</td>
<td>Amount</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>68.17</td>
<td>227 East Oak Avenue, Unit 202</td>
<td>$27,910</td>
</tr>
<tr>
<td>68.18</td>
<td>227 East Oak Avenue, Unit 302</td>
<td>$26,810</td>
</tr>
<tr>
<td>68.19</td>
<td>227 East Oak Avenue, Unit 103</td>
<td>$27,910</td>
</tr>
<tr>
<td>68.20</td>
<td>227 East Oak Avenue, Unit 203</td>
<td>$27,910</td>
</tr>
<tr>
<td>68.21</td>
<td>227 East Oak Avenue, Unit 303</td>
<td>$26,810</td>
</tr>
</tbody>
</table>

**Total Bid (Contract Sum)**

**Four Hundred Fifty-One Thousand Dollars**

$451,000.00

In case of discrepancy between the words and figures, the words must prevail.

Contractor Representative: [Signature]  
Date: 11-19-2014

**Title:** President

**Name of Firm:** Big West Construction Corporation

**Address:** 15331 Norwood Ave.  
Tujunga, CA 91042

**Telephone Number:** 914-795-2219

**Contractor's State License Number:** 812085

**License Expiration Date:** 8-31-2016

**Type of Entity:** ☑ Corporation

* If Corporation, evidence of authority to sign must be attached
AGENDA DESCRIPTION:
Consideration and possible action regarding Council consensus to cancel the January 6, 2015 City Council Meeting.
(Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Approve cancellation of the January 6, 2015 City Council Meeting;
2. Alternatively discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS: None

FISCAL IMPACT: None
  Amount Budgeted: N/A
  Additional Appropriation: N/A
  Account Number(s): N/A

ORIGINATED BY: Tracy Weaver, City Clerk
REVIEWED BY:
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The first regular 2015 City Council meeting is scheduled for Tuesday, January 6, 2015. Because City Hall will be closed for certain established holidays and because of the additional meeting workload and scheduled travel plans, it would be difficult to meet legal noticing requirements and to properly prepare for the meeting.

Traditionally, the first City Council meeting of the new year has been cancelled and therefore staff recommends that Council consider cancelling the January 6, 2015 meeting.
AGENDA DESCRIPTION:
Presentation of new Investment Portfolio Report
(Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Receive and File
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Investment Portfolio Report – September, 2014

FISCAL IMPACT: $ None

<table>
<thead>
<tr>
<th>Amount Budgeted:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Appropriation:</td>
<td>N/A</td>
</tr>
<tr>
<td>Account Number(s):</td>
<td>N/A</td>
</tr>
</tbody>
</table>

PREPARED BY: Dino Marsocci, Deputy City Treasurer II
REVIEWED BY: Crista Binder, Treasurer
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:
The Treasury Department presents the September, 2014 Investment Portfolio Report which provides a status of Treasury Investment activities and related economic indicators.

This report will be created and submitted to Council on a quarterly basis. The report will also be posted to the City’s web site under the Treasury Department.
Date: December 2, 2014

From: Office of the City Treasurer

To: El Segundo City Council

RE: Investment Portfolio Report – As of September 30, 2014

Introduction:

This report will serve as a summary for the City of El Segundo’s Treasury Department investment reporting, compliance, investment environment and future plans; as well as subsidiary schedules which will support the Portfolio Summary and provide additional analysis of our investments.

Investment Summary:

The investments as of September 30, 2014 are as follows:

<table>
<thead>
<tr>
<th>Security Type</th>
<th>Cost/Book</th>
<th>Market value</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government</td>
<td>12,435,092.50</td>
<td>12,319,427.65</td>
<td>18.05%</td>
</tr>
<tr>
<td>Corp. Bonds</td>
<td>3,299,057.77</td>
<td>3,262,887.50</td>
<td>4.78%</td>
</tr>
<tr>
<td>CD’s</td>
<td>8,076,000.00</td>
<td>8,085,634.22</td>
<td>11.84%</td>
</tr>
<tr>
<td>Union Bank Trust</td>
<td>23,810,150.27</td>
<td>23,667,749.37</td>
<td>34.67%</td>
</tr>
<tr>
<td>LAIF Immediate</td>
<td>$24,977,853.44</td>
<td>$24,977,853.44</td>
<td>36.59%</td>
</tr>
<tr>
<td>LAIF - LAWA</td>
<td>$19,623,148.80</td>
<td>$19,623,148.80</td>
<td>28.74%</td>
</tr>
<tr>
<td>LAIF Subtotal</td>
<td>$44,601,002.24</td>
<td>$44,601,002.24</td>
<td>65.33%</td>
</tr>
<tr>
<td>Total Inv.</td>
<td>68,411,152.51</td>
<td>68,268,751.61</td>
<td>100.00%</td>
</tr>
<tr>
<td>Trust Acct. Cash</td>
<td>451.20</td>
<td>451.20</td>
<td></td>
</tr>
<tr>
<td>Total Portfolio</td>
<td>68,411,603.71</td>
<td>68,269,202.81</td>
<td></td>
</tr>
</tbody>
</table>
The portfolio Breakdown by Short Term (< 1 year) and Long Term is:

<table>
<thead>
<tr>
<th></th>
<th>Short Term</th>
<th>Long Term</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Value (Market)</td>
<td>$46,451,628</td>
<td>$21,817,575</td>
<td>$68,269,203</td>
</tr>
<tr>
<td>Effective Yield</td>
<td>0.271%</td>
<td>0.928%</td>
<td>0.481%</td>
</tr>
<tr>
<td>Average Wtd. Maturity</td>
<td>11.00</td>
<td>2.71 Years</td>
<td>0.88</td>
</tr>
<tr>
<td>Benchmark Yield</td>
<td>0.02%</td>
<td>1.07%</td>
<td>0.13%</td>
</tr>
</tbody>
</table>

* Benchmark value is the Interpolated Treasury Yield to the Portfolio's Avg. Weighted Maturity

**Compliance:**

It is the intention of the City Treasurer’s office to ensure that our investments are in compliance with the maturity time limits and percentage allocation limits with all of our investments. The City is currently in compliance as demonstrated below:

**Partial List of Allowable Investment Instruments for Local Agencies**

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Maximum Maturity</th>
<th>Maximum Specified % of Portfolio</th>
<th>Minimum Quality Requirements</th>
<th>City of El Segundo Investments</th>
<th>In Compliance Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Agency Bonds</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
<td>0.00%</td>
<td>Y</td>
</tr>
<tr>
<td>U. S Treasury Obligations</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
<td>0.00%</td>
<td>Y</td>
</tr>
<tr>
<td>US Agency Obligations</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
<td>18.05%</td>
<td>Y</td>
</tr>
<tr>
<td>Negotiable Certificates of Deposit</td>
<td>5 years</td>
<td>30%</td>
<td>None</td>
<td>11.84%</td>
<td>Y</td>
</tr>
<tr>
<td>Medium Term Notes</td>
<td>5 years</td>
<td>30%</td>
<td>“A” Rating</td>
<td>4.78%</td>
<td>Y</td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td>N/A</td>
<td>None</td>
<td>None</td>
<td>65.3%</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Investment Environment:**

The current investment environment for the types of investments we are allowed to purchase remains one of very low returns. Since security and liquidity are more important than rate of return in our policy, we are limited to very low risk investments which therefore have a lower interest rate. The Federal Reserve will be ending its Quantitative Easing program of buying Government securities in October. While this will be the first step towards a possible increase in rates, the demand for government securities is still expected to outweigh the supply due to Regulatory reforms on banks for the Liquidity Coverage Ratio; and the impact of the impact of the floating NAV (Net Asset Value) for money market funds. This demand imbalance may keep rates on Treasury securities low, even as the Fed Funds Rate starts to increase.
The graphs and charts below show some of the key interest rates on items we invest in. As rates are expected to rise over the next two years, we want to time our investments to take advantage of the increases as they occur.

**US Treasury Bonds Yield Curve as of 9/30/14**

**Composite Bond Rates (as of 10/30/14)**

### US Treasury Bonds

<table>
<thead>
<tr>
<th>Maturity</th>
<th>Yield</th>
<th>Yesterday</th>
<th>Last Week</th>
<th>Last Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Month</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.01</td>
</tr>
<tr>
<td>6 Month</td>
<td>0.05</td>
<td>0.06</td>
<td>0.04</td>
<td>0.02</td>
</tr>
<tr>
<td>2 Year</td>
<td>0.47</td>
<td>0.44</td>
<td>0.38</td>
<td>0.56</td>
</tr>
<tr>
<td>3 Year</td>
<td>0.88</td>
<td>0.90</td>
<td>0.82</td>
<td>1.04</td>
</tr>
<tr>
<td>5 Year</td>
<td>1.57</td>
<td>1.59</td>
<td>1.49</td>
<td>1.76</td>
</tr>
</tbody>
</table>

### Municipal Bonds

<table>
<thead>
<tr>
<th>Maturity</th>
<th>Yield</th>
<th>Yesterday</th>
<th>Last Week</th>
<th>Last Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>2yr AA</td>
<td>0.53</td>
<td>0.53</td>
<td>0.51</td>
<td>0.48</td>
</tr>
<tr>
<td>2yr AAA</td>
<td>0.46</td>
<td>0.46</td>
<td>0.45</td>
<td>0.33</td>
</tr>
<tr>
<td>2yr A</td>
<td>0.67</td>
<td>0.68</td>
<td>0.68</td>
<td>0.60</td>
</tr>
<tr>
<td>5yr AAA</td>
<td>1.13</td>
<td>1.12</td>
<td>1.13</td>
<td>1.10</td>
</tr>
<tr>
<td>5yr AA</td>
<td>1.20</td>
<td>1.19</td>
<td>1.17</td>
<td>1.20</td>
</tr>
<tr>
<td>5yr A</td>
<td>1.42</td>
<td>1.40</td>
<td>1.36</td>
<td>1.50</td>
</tr>
</tbody>
</table>
Corporate Bonds

<table>
<thead>
<tr>
<th>Maturity</th>
<th>Yield</th>
<th>Yesterday</th>
<th>Last Week</th>
<th>Last Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>2yr AA</td>
<td>0.76</td>
<td>0.76</td>
<td>0.66</td>
<td>0.75</td>
</tr>
<tr>
<td>2yr A</td>
<td>0.90</td>
<td>0.91</td>
<td>0.83</td>
<td>0.93</td>
</tr>
<tr>
<td>5yr AAA</td>
<td>1.80</td>
<td>1.82</td>
<td>1.72</td>
<td>2.08</td>
</tr>
<tr>
<td>5yr AA</td>
<td>2.08</td>
<td>2.09</td>
<td>1.98</td>
<td>2.18</td>
</tr>
<tr>
<td>5yr A</td>
<td>2.25</td>
<td>2.27</td>
<td>2.15</td>
<td>2.38</td>
</tr>
</tbody>
</table>


Cash Flow Analysis:

The chart below shows the historical cash flow for the last 12 months. We can see that the majority of our funds are received in the second quarter of the fiscal year, January thru March, primarily due to Business License Renewals and the annual Chevron Payment. We also receive Sales and UUT taxes during the first few months of the year as well. Our investments will be purchased with the liquidity relative to our cash flow needs.
This chart shows the net change in Cash as related to the Cash Flow Analysis above. Some of the larger disbursements occur in the fourth quarter of the fiscal year, July thru September. During this period, we have significant payments to CalPERS for our Other Post-Employment Benefits, a payment to ICRMA for our citywide insurance premiums, and a large infrastructure payment for roadwork which was completed several years ago.

Additional Economic Indicators:

Economic Projections from September Meeting

The Economic indicators presented below are key items that the Federal Reserve will look at in deciding whether or not to change interest rates going forward.

The GDP, or Gross Domestic Product, represents the market value of all goods and services produced by the economy during the period measured, including personal consumption, government purchases, private inventories, paid-in construction costs and the foreign trade balance (exports are added, imports are subtracted). This is a key indicator the Federal Reserve will look at when deciding on interest rate changes. The target level for GDP is in the 2.5% to 3.5% range.

The Unemployment Rate shows the percentage of the labor force that is unemployed but seeking work. The target level for Unemployment is around 5.6%.

The PCE Inflation is the Personal Consumption Expenditures rate of inflation. This index is essentially a measure of goods and services targeted toward individuals and consumed by individuals. The long term inflation target is around 2% per year. Core PCE Inflation excludes items such as food and energy due to the nature of their potential price swings.
Fed Economic Projections (central tendencies as of September 2014)

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Longer run</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in real GDP</td>
<td>2.0 to 2.2</td>
<td>2.6 to 3.0</td>
<td>2.6 to 2.9</td>
<td>2.3 to 2.5</td>
<td>2.0 to 2.3</td>
</tr>
<tr>
<td>June projection</td>
<td>2.1 to 2.3</td>
<td>3.0 to 3.2</td>
<td>2.5 to 3.0</td>
<td>n.a.</td>
<td>2.1 to 2.3</td>
</tr>
<tr>
<td>Unemployment rate</td>
<td>5.9 to 6.0</td>
<td>5.4 to 5.6</td>
<td>5.1 to 5.4</td>
<td>4.9 to 5.3</td>
<td>5.2 to 5.5</td>
</tr>
<tr>
<td>June projection</td>
<td>6.0 to 6.1</td>
<td>5.4 to 5.7</td>
<td>5.1 to 5.5</td>
<td>n.a.</td>
<td>5.2 to 5.5</td>
</tr>
<tr>
<td>PCE Inflation</td>
<td>1.5 to 1.7</td>
<td>1.6 to 1.9</td>
<td>1.7 to 2.0</td>
<td>1.9 to 2.0</td>
<td>2</td>
</tr>
<tr>
<td>June projection</td>
<td>1.5 to 1.7</td>
<td>1.5 to 2.0</td>
<td>1.6 to 2.0</td>
<td>n.a.</td>
<td>2</td>
</tr>
<tr>
<td>Core PCE Inflation</td>
<td>1.5 to 1.6</td>
<td>1.6 to 1.9</td>
<td>1.8 to 2.0</td>
<td>1.9 to 2.0</td>
<td></td>
</tr>
<tr>
<td>June projection</td>
<td>1.5 to 1.6</td>
<td>1.6 to 2.0</td>
<td>1.7 to 2.0</td>
<td>n.a.</td>
<td></td>
</tr>
</tbody>
</table>

Source: Federal Reserve

http://www.federalreserve.gov/monetarypolicy/fomcprojtabl20140917.htm

**Unemployment**

![Unemployment Chart](http://data.bls.gov/pdq/SurveyOutputServlet)

Source: http://data.bls.gov/pdq/SurveyOutputServlet
Inflation:

Source: http://www.usinflationcalculator.com/inflation/current-inflation-rates/
Investment Strategy:

It is the City and City Treasurer’s policy to invest funds in accordance with the Investment Policy and to meet all legal requirements regarding the safeguarding of funds.

As a part of the City’s migration to a new banking structure, we have maintained a cash balance in order to offset our bank fees, and are now looking at our cash flow needs in order to determine which investments will maximize return while providing the proper level of liquidity.

The Liquidity Schedule provides an overview of when our current investments are due to mature. We will plan our future investments to coordinate with these maturities in order to ensure a liquidity balance to our portfolio. The Investments by Security Type schedule provides an additional breakdown of how our funds are presently allocated.

The Portfolio Summary for the month is included as an attachment to this report.
Additional Notes:

The City has funds of $208,279.91 which belong to the El Segundo Senior Citizens Housing Development Corporation and are a part of our LAIF balance. There are also LAWA RSI (Los Angeles World Airports Residential Sound Insulation) funds of $19,623,148.80 included in the City’s LAIF balances. The applicable interest for these accounts is accrued monthly and posted quarterly in the same manner as the regular City LAIF interest posting.
<table>
<thead>
<tr>
<th>Item</th>
<th>Availability</th>
<th>Market Value</th>
<th>Cumulative Balances</th>
<th>Cumulative % of Total</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Bank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chase</td>
<td>Immediate</td>
<td>$4,676,209.23</td>
<td>$4,679,402.90</td>
<td>6.41%</td>
<td>6.41%</td>
</tr>
<tr>
<td>Union Bank</td>
<td>Immediate</td>
<td>$2,742.47</td>
<td>$4,679,402.90</td>
<td>6.41%</td>
<td>6.41%</td>
</tr>
<tr>
<td>Union Bank - Trust Account</td>
<td>Immediate</td>
<td>$451.20</td>
<td>$4,679,402.90</td>
<td>6.41%</td>
<td>6.41%</td>
</tr>
<tr>
<td>Comerica Bank</td>
<td>Immediate</td>
<td>$0.00</td>
<td>$4,679,402.90</td>
<td>6.41%</td>
<td>6.41%</td>
</tr>
<tr>
<td>Cash in Bank - Total</td>
<td></td>
<td>$4,679,402.90</td>
<td>$4,679,402.90</td>
<td>6.41%</td>
<td>6.41%</td>
</tr>
<tr>
<td>L.A.I.F. (State of California)</td>
<td>LAIF Immediate</td>
<td>$24,977,853.44</td>
<td>$29,657,256.34</td>
<td>40.66%</td>
<td>34.24%</td>
</tr>
<tr>
<td>Cash Immediate</td>
<td></td>
<td>$29,657,256.34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.A.I.F. - LAWA (Restricted)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portfolio Investments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; 30 Days</td>
<td>LAIF Immediate</td>
<td>$19,623,148.80</td>
<td>$49,280,405.14</td>
<td>67.56%</td>
<td>26.90%</td>
</tr>
<tr>
<td>31 to 90 Days</td>
<td></td>
<td>$248,037.20</td>
<td>$49,528,442.34</td>
<td>67.90%</td>
<td>0.34%</td>
</tr>
<tr>
<td>91 to 180 Days</td>
<td></td>
<td>$0.00</td>
<td>$49,528,442.34</td>
<td>67.90%</td>
<td>0.00%</td>
</tr>
<tr>
<td>181 to 365 Days</td>
<td></td>
<td>$1,602,136.88</td>
<td>$51,130,579.22</td>
<td>70.09%</td>
<td>2.20%</td>
</tr>
<tr>
<td>1 to 2 Years</td>
<td></td>
<td>$3,756,810.04</td>
<td>$54,887,389.26</td>
<td>75.24%</td>
<td>5.15%</td>
</tr>
<tr>
<td>2 to 3 Years</td>
<td></td>
<td>$7,747,448.78</td>
<td>$62,634,838.04</td>
<td>85.86%</td>
<td>10.62%</td>
</tr>
<tr>
<td>3 to 4 Years</td>
<td></td>
<td>$10,313,316.47</td>
<td>$72,948,154.51</td>
<td>100.00%</td>
<td>14.14%</td>
</tr>
<tr>
<td>4 to 5 Years</td>
<td></td>
<td>$0.00</td>
<td>$72,948,154.51</td>
<td>100.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>$43,290,898.17</td>
<td>$72,948,154.51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>$72,948,154.51</td>
<td></td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>

**Investments by Maturity Date**

- Market Value

---

Page | 10
City of El Segundo  
Investment Advisory Committee  
Investments by Security Type  
As of: September 30, 2014

<table>
<thead>
<tr>
<th>Item</th>
<th>Availability</th>
<th>Market Value</th>
<th>Cumulative Balances</th>
<th>% of Total</th>
<th>% of Total</th>
</tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cash in Bank - Total</strong></td>
<td></td>
<td><strong>$4,679,402.90</strong></td>
<td><strong>$4,679,402.90</strong></td>
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</tr>
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<td></td>
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<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>$49,280,405.14</td>
<td>67.56%</td>
<td>26.90%</td>
</tr>
<tr>
<td>CD's</td>
<td></td>
<td>$8,085,634.22</td>
<td>$57,366,039.36</td>
<td>78.64%</td>
<td>11.08%</td>
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<tr>
<td>Gov't Obligations</td>
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<td>$12,319,427.65</td>
<td>$69,685,467.01</td>
<td>95.53%</td>
<td>16.89%</td>
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<tr>
<td>Bonds</td>
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<td>$3,262,687.50</td>
<td>$72,948,154.51</td>
<td>100.00%</td>
<td>4.47%</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>$43,290,898.17</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td><strong>$72,948,154.51</strong></td>
<td></td>
<td></td>
<td>100.00%</td>
</tr>
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<td>Investment Portfolio subtotal</td>
<td></td>
<td><strong>$68,269,202.81</strong></td>
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<td></td>
</tr>
</tbody>
</table>

**Investments by Security Type**

- Cash Immediate
- LAIF Immediate
- L.A.I.F. - LAWA
- CD's
- Gov't Obligations
- Bonds