AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

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

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

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

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

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

REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, FEBRUARY 3, 2015 – 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): -3- 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 EMPLOYEEMENT (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, FEBRUARY 3, 2015 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION – Scott Lambert, Hilltop Community Church of Christ

PLEDGE OF ALLEGIANCE – Council Member Atkinson
PRESENTATIONS

ROLL CALL

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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 adoption of an Ordinance amending El Segundo Municipal Code Chapter 4-10 and ESMC §§ 15-5F-2 and 15-5F-5 concerning regulation of massage establishments within the City of El Segundo. Applicant: City of El Segundo.
   (Fiscal Impact: None)

Recommendation – 1) Open the public hearing; 2) Discussion; 3) Introduce and waive first reading of the proposed Ordinance amending El Segundo Municipal Code Chapter 4-10 and ESMC §§15-5F-2 and 15-5F-5 concerning regulation of massage establishments within the City of El Segundo; 4) Schedule second reading and adoption of the proposed Ordinance on February 17, 2015; and/or; 5) Alternatively, discuss and take other possible action related to this item.

C. UNFINISHED BUSINESS
2. Consideration and possible action regarding the adoption of an ordinance setting the City's water and wastewater (sewer) rates for Fiscal Year 2014/15-2018/19.
(Fiscal Impact: $24,510,401 in revenue to the Water Enterprise Fund and $3,817,519 in revenue to the Sewer Enterprise Fund in 2015 for distribution, operations and CIP.)
Recommendation – 1) Waive the second reading and adopt Ordinance No. 1501 setting the amount of Water and Wastewater (sewer) Rates and Charges pursuant to Safety Codes §5471 and El Segundo Municipal Code §11-1-5; 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 3004314 through 3004569 on Register No. 8 in the total amount of $1,339,927.19 and Wire Transfers from 1/05/2015 through 1/18/2015 in the total amount of $3,294,961.00.
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.

Recommendation – Approval.

5. Consideration and possible action to accept as complete the City's Tennis Court Resurfacing Grant Project at Recreation and Park, Project No. PW 13-30.
(Fiscal Impact: $59,597.47 from Grant Funds)
Recommendation – 1) Authorize the City Clerk to file a Notice of Completion in the County Recorder's Office; 2) Alternatively, discuss and take other possible action related to this item.
6. Consideration and possible action to receive and file this report regarding emergency work to repair dwelling units at the Park Vista Senior Housing Facility due to water intrusion 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: $50,000.00)
Recommendation – 1) Receive and file this report regarding emergency work to repair dwelling units at the Park Vista Senior Housing Facility due to water intrusion 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 regarding 1) the second reading and adoption of an Ordinance amending El Segundo Municipal Code § 1-6-4 regarding Employment Exclusions from Civil Service.
(Fiscal Impact: $324,312.00)
Recommendation – 1) Second reading by title only and adoption of Ordinance No. 1503 regarding Employment Exclusions from Civil Service; 2) Alternatively, discuss and take other possible action related to this item.

8. Consideration and possible action to award a contract to Landrum and Brown for acoustical testing and supplemental design services (related to RFQ 14-07) for the 2014/2015 fiscal year.
(Fiscal Impact: Up to $105, 340.00; funding source: RSI Program)
Recommendation – 1) Award a contract to Landrum and Brown for acoustical testing and supplemental design services (related to RFQ 14-07); 2) Authorize the City Manager to execute a contract in a form approved by the City Attorney for the 2014/2015 fiscal year; 3) Alternatively, discuss and take other possible action related to this item.

9. Consideration and possible action regarding a request for modification of an existing Department of Alcoholic Beverage Control (ABC) License to allow the relocation of a brewery tasting room within an existing brewery and expansion of tasting room hours for on-site sale and consumption of beer (Type 23 State of California Alcoholic Beverage Control License) at a small beer manufacturer facility (El Segundo Brewing Company) at 140 Main Street. Applicant: Rob Croxall, El Segundo Brewing Company, LLC.
(Fiscal Impact: N/A)
Recommendation – 1) Receive and file this report without objecting to the modification of a Type 23 alcohol license for on-site and off-site sale of beer at 140 Main Street; 2) Alternatively, discuss and take other possible action related to this item.
F. NEW BUSINESS

   (Fiscal Impact: None)
   Recommendation – 1) Discuss and provide feedback; 2) Alternatively, discuss and take other possible action related to this item.

11. Consideration and possible action to approve a request from the Special Olympics World Games in Los Angeles 2015 for the City of El Segundo to be a Host Town.
   (Fiscal Impact: Unknown)
   Recommendation – 1) Direct Staff by approving or declining the request from the Special Olympics World Games in Los Angeles 2015 to participate as a Host Town; 2) Alternatively, discuss and take other possible action related to this item.

G. REPORTS – CITY MANAGER

H. REPORTS – CITY ATTORNEY

I. REPORTS – CITY CLERK

J. REPORTS – CITY TREASURER

K. REPORTS – CITY COUNCIL MEMBERS
   
   Council Member Fellhauer –

   Council Member Atkinson –

   Council Member Dugan -

   Mayor Pro Tem Jacobson –
Mayor Fuentes –

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MEMORIALS –

CLOSED SESSION

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REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

ADJOURNMENT

POSTED:

DATE:

TIME:

NAME:
EL SEGUNDO PLANNING COMMISSION

AGENDA ITEM STATEMENT
Special Orders of Business

AGENDA DESCRIPTION:
Consideration and possible adoption of an Ordinance amending El Segundo Municipal Code Chapter 4-10 and ESMC §§ 15-5F-2 and 15-5F-5 concerning regulation of massage establishments within the City of El Segundo. Applicant: City of El Segundo (Fiscal Impact: None)

RECOMMENDED ACTION:
1. Open the public hearing;
2. Discussion;
3. Introduce and waive first reading of the proposed Ordinance amending El Segundo Municipal Code Chapter 4-10 and ESMC §§ 15-5F-2 and 15-5F-5 concerning regulation of massage establishments within the City of El Segundo;
4. Schedule second reading and adoption of the proposed Ordinance on February 17, 2015; and/or,
5. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Draft Ordinance.
2. Planning Commission Resolution No. 2766 as adopted.

FISCAL IMPACT: None

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

BACKGROUND & DISCUSSION:

I. Introduction

The proposed project is an Environmental Assessment and a Zone Text Amendment to modify El Segundo Municipal Code (ESMC) regulations regarding massage regulations to comply with recent changes in state law and allow the City to re-establish the City’s land use authority to regulate massage establishments. The proposed Zone Text Amendment among other things modifies the MU-S Zone to require a Conditional Use Permit for massage establishments rather than to allow massage establishments as a permitted use by right.
II. **Background**

Assembly Bill (AB) 1147 was adopted by the Legislature and signed by the Governor in 2014. AB 1147 restores local regulatory authority over massage establishments. This means that the City may once again require massage therapy businesses to obtain conditional use permits for operating including limitations on the hours of operation.

Before AB 1147, California law preempted the City from requiring local licensing or permitting of massage practitioners and massage therapists if such practitioners and therapists had been certified by the California Massage Therapy Council (CAMTC). Local ordinances, other than business licensing, zoning, and reasonable health and safety regulations, were also preempted if they treated massage businesses differently from other businesses providing professional services. While massage practitioners and therapists will continue to be certified by the CAMTC, AB 1147 restores limited land use authority for regulating massage establishments.

III. **Analysis**

**Proposed Ordinance**

The attached draft ordinance, if adopted, would amend the City’s zoning regulations and ESMC Chapter 4-10 (Massage Establishments). In particular, the draft ordinance:

1. Requires new massage establishments to obtain a conditional use permit before operating in the City;

2. Makes clear that business licenses are not transferable and that if there is a change in ownership in the business, the permittee must notify the City of the change; and

3. Provides that a massage establishment owner will be held responsible for any code violations or criminal activities of any of the owner’s employees, agents, independent contractors or other representatives.

While the draft ordinance, if adopted, would allow massage establishments only in the City’s Urban Mixed Use South (MU-S) Zone, off-site massage services that are offered at a business other than a massage establishment are still permitted in the following zones: C-RS, C-2, C-3, CO, MU-N, MU-S, M-1, M-2, MM, SB, GAC, AND P-F.

Because the draft ordinance proposes to amend the City’s zoning regulations, the Planning Commission must hold a public hearing to consider whether the proposed Zone Text Amendment is consistent with the objectives of the zoning regulations, the General Plan and the City’s development policies.

IV. **Environmental Review**

The proposed Zone Text Amendment is exempt from further review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”) and CEQA Guidelines (14 California Code of Regulations §§ 15000, et seq.) because it
establishes rules and procedures to permit operation of existing facilities; consists only of minor revisions and clarifications to existing regulations and specification of procedures related thereto; and consists of actions taken to assure the maintenance, protection and enhancement of the environment. This ordinance, therefore, does not have the potential to cause significant effects on the environment. Consequently, it is categorically exempt from further CEQA review under 14 Cal. Code Regs. §§ 15301, 15305, and 15308.

V. Planning Commission Hearing and Public Comments

On January 8, 2015, the Planning Commission held a public hearing regarding the proposed Ordinance. No members of the public provided testimony at the Planning Commission meeting and no written comments were received regarding the proposed Ordinance. 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. After receiving both a verbal and written staff report, the Planning Commission adopted Resolution No. 2766 recommending that the City Council approve Environmental Assessment No. EA-1101 and Zone Text Amendment ZTA 14-04 and adopt the proposed Ordinance.

VI. Recommendation

Planning staff recommends that the City Council introduce and waive first reading of the attached draft Ordinance amending ESMC Chapter 4-10 and ESMC §§ 15-5F-2 and 15-5F-5 concerning regulation of massage establishments within the City of El Segundo. If introduced without changes, second reading and adoption of the Ordinance would occur on February 17, 2015.
ORDINANCE NO. _____

AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE
CHAPTER 4-10 AND §§ 15-5F-2 AND 15-5F-5 REGULATING
MASSAGE ESTABLISHMENTS WITHIN THE CITY OF EL SEGUNDO.

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

SECTION 1: Findings. The City Council finds as follows:

A. The City currently regulates the practice of massage and the operation of massage establishments for the benefit of the public health, safety and welfare.

B. Business and Professions Code §§ 4600, et seq. (enacted by SB 731 in 2008 and amended by AB 619 in 2011) created a statewide system for issuing massage worker permits, preempting local permitting systems and requirements. The statewide permitting system is administered by the California Massage Therapy Council or “CAMTC.”

C. Assembly Bill 1147 (enacted in 2014 and effective January 1, 2015) amended Business and Professions Code §§ 460 and 4600.5 and Government Code § 51034 to return land use authority over massage establishments to cities.

D. On December 22, 2014, the City of El Segundo initiated an application for Environmental Assessment No. EA-1101 and Zone Text Amendment No. ZTA14-04 to amend the ESMC regulating massage establishments within the City of El Segundo.

E. The application was prepared and 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”).


G. The Planning and Building Safety Department completed its review and scheduled the public hearing regarding the application before the Planning Commission for January 8, 2015.

H. On January 8, 2015, the Planning Commission held a public hearing to
receive public testimony and other evidence regarding this Ordinance, including, without limitation, information provided to the Planning Commission by City staff and public testimony.

I. On January 8, 2015, the Planning Commission adopted Resolution No. 2766 recommending the City Council approve Environmental Assessment No. EA-1101 and Zone Text Amendment No. ZTA 14-04.

J. The City Council desires to amend the ESMC to reestablish the City's land use authority and to regulate massage establishments to the fullest extent allowed under state law.

K. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, testimony and evidence presented to the City Council at its ____________ 2015, hearing including, without limitation, the staff report submitted by the Planning and Building Safety Department.

SECTION 2: Environmental Assessment. The proposed Zone Text Amendment is exempt from further review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”) and CEQA Guidelines (14 California Code of Regulations §§ 15000, et seq.) because it establishes rules and procedures to permit operation of existing facilities; consists only of minor revisions and clarifications to existing regulations and specification of procedures related thereto; and consists of actions taken to assure the maintenance, protection and enhancement of the environment. This ordinance, therefore, does not have the potential to cause significant effects on the environment. Consequently, it is categorically exempt from further CEQA review under 14 Cal. Code Regs. §§ 15301, 15305, and 15308.

SECTION 3: General Plan Findings. As required under Government Code § 65860, the ESMC amendments proposed by the Ordinance are consistent with the El Segundo General Plan as follows:

A. The proposed zone text amendment conforms with Land Use Element Goal LU4 in that the amendment will help provide a stable tax base for the City by providing a clear regulatory framework for massage uses and permit their operation in a manner similar to other personal service uses.

B. The proposed zone text amendment is also consistent with Economic Development Element Goal ED1 in that the amendment will help create in El Segundo a strong, healthy economic community in which all diverse stakeholders may benefit.

SECTION 4: Zone Text Amendment Findings. In accordance with ESMC § 15-26-4,
the proposed Zone Text Amendment 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 comply with Business and Professions Code §§ 4600, et seq., to provide a clear regulatory framework for massage uses and permit their operation in a manner similar to other personal service uses consistent with state regulations.

SECTION 5: ESMC § 15-5F-2 is amended to read as follows:

"15-5F-2: PERMITTED USES:

The following uses are permitted in the MU-S zone:

A. Business service establishments such as electronic computer facilities and addressing services.

B. Engineering, industrial design, consultation and other offices.

C. Financial institutions.

D. General offices of commercial, financial or industrial establishments.

E. Hotels and motels.

F. Massage establishments that meet the requirements of title 4, chapter 10 of this code, in addition to all other requirements imposed by law.

G. Medical-dental offices or facilities.

H. Motion picture/television production facilities (excluding outdoor facilities).

I. Restaurants and cafes.

J. Retail (excluding off site alcohol sales) and wholesale sales and service.

K. Scientific research and experimental development laboratories.

L. Other similar uses approved by the director of planning and building safety, as provided by chapter 22 of this title."
SECTION 6: ESMC § 15-5F-5 is amended to read as follows:

"15-5F-5: USES SUBJECT TO CONDITIONAL USE PERMIT:

The following uses are allowed subject to obtaining a conditional use permit, as provided by chapter 23 of this title:

A. Assembly halls.

B. Catering services and flight kitchens.

C. Drive-through restaurants.

D. Freight forwarding.

E. Helicopter landing facilities subject to the provisions of section 15-2-13 of this title.

F. Hospitals.

FG. Massage establishments that meet the requirements of chapter 4-10 of this code, in addition to all other requirements imposed by law.

GH. Motion picture/television production facilities (outdoor facilities only).

HI. On site sale and consumption of alcohol at bars.

IJ. Outdoor dining, exempting cafes, outdoor dining at restaurants and drive-through restaurants where outdoor dining comprises twenty percent (20%) or less of the total dining area of the restaurant or drive-through restaurant, but not exceeding two hundred (200) square feet of floor area.

JK. Parking facilities, including park and ride lots.

KL. Recreational facilities (public and commercial).

LM. Service stations, if a five hundred foot (500') minimum distance from any residential zoned property is provided. This distance criteria does not apply to properties east of Sepulveda Boulevard.

MN. Video arcades with four (4) or more video or arcade machines.

NO. Other similar uses approved by the director of planning and building safety, as provided by chapter 22 of this title."
SECTION 7: ESMC § 4-10-1 is amended to read as follows:

"4-10-1: PURPOSE:

A. This chapter establishes new permitting standards intended to comply with California law and establish zoning, business licensing, and health and safety guidelines for massage establishments.

B. This chapter is not intended to be exclusive and compliance will not excuse noncompliance with any state or local laws or regulations that are uniformly applied to other professional or personal services businesses including, without limitation, all zoning applications; business license regulations; building, fire, electrical, and plumbing codes; and health and safety code laws and regulations applicable to professional or personal services businesses.

C. This chapter establishes a local regulatory system that allows only state certified massage therapists and massage practitioners to operate within the City. This chapter is also intended to allow a transitional period for certain existing massage practitioners to continue practicing while they obtain state certification before December 31, 2012, and to coordinate the timing of the City's business license renewals with the state massage certification process. The City to exercise broad control over land use in regulating massage establishments and to impose and enforce reasonable and necessary fees and regulations, in keeping with the requirements of existing law, while being mindful of the need to protect legitimate business owners and massage professionals."

SECTION 8: ESMC § 4-10-2 is amended to read as follows:

"4-10-2: DEFINITIONS:

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this chapter. Words and phrases not defined by this chapter have the meaning set forth elsewhere in this Code, the Business and Professions Code, or Government Code.

"California Massage Therapy Council (CAMTC)" means the California Massage Therapy Council created pursuant to Business and Professions Code § 4500.5(a).
“Certified Massage Practitioner” means a person who is currently certified as a massage practitioner by the CAMTC, and who administers massage for compensation.

“Certified Massage Therapist” means a person who is currently certified as a massage therapist by the CAMTC, and who administers massage for compensation.

“City” means the City of El Segundo.

“Director” means the planning manager or such other director person designated by the city manager.

“Massage” means any method of pressure on, or friction against, or stroking, kneading, rubbing, tapping, pounding, vibrating or stimulating the external parts of the human body with the hands or with the aid of any mechanical or electrical apparatus, or other appliances or devices, with or without such supplementary aids as rubbing alcohol, liniment, antiseptic, oil, powder, cream, lotion, ointment or other similar preparations.

“Massage Establishment” means and includes any massage establishment, parlor, or any room, place or institution where massage is given or administered by a massage technician as the primary service of the business establishment.

“Massage Technician” means any person, who gives, performs or administers to another person a massage for any form of consideration.

“Person” means and includes person(s), firms, corporations, partnerships, associations or other forms of business organization or group.

“Specified anatomical areas” means and includes any of the following human anatomical areas: genitals, pubic regions, anuses or female breasts below a point immediately above the top of the areola.

“Specified sexual activities” means and includes all of the following:

A. Fondling or other erotic touching of specified anatomical areas;

B. Sex acts including, without limitation, intercourse, oral copulation, or sodomy;

C. Masturbation; or

D. Excretory functions as part of or in connection with any specified sexual activity listed in this definition."
SECTION 9: ESMC Chapter 4-10 is amended by adding a new § 4-10-5 to read as follows:

"4-10-5: PERMIT REQUIRED:

Every person conducting, managing, operating, owning or in control of a massage establishment or any other place that is open to the public or is a private club, where facial massages, fomentations, massages, electric or magnetic treatments, or alcohol rubs are administered or given, or any public bathing place, which has in connection therewith a steam room, dry or hot room plunge, swimming pool, shower, bath, or sleeping accommodations, must obtain a conditional use permit. A conditional use permit issued pursuant to this section must include, as a condition of approval, a requirement that the permittee notify the City of any change in ownership."

SECTION 10: ESMC Chapter 4-10 is amended by adding a new § 4-10-6 to read as follows:

"4-10-6: BUSINESS LICENSE REQUIRED:

Before operating any massage establishment or becoming engaged in the occupation of a massage practitioner or massage technician, the individual proposing to conduct the business must obtain the required business license to do so and, in addition, unless otherwise specified, is subject to each and all of the terms, conditions and provisions of this chapter. A business license is not transferable."

SECTION 11: ESMC Chapter 4-10 is amended by renumbering existing §§ 4-10-5 through 4-10-12 as follows:

§ 4-10-5 is renumbered as § 4-10-7.
§ 4-10-6 is renumbered as § 4-10-8.
§ 4-10-7 is renumbered as § 4-10-9.
§ 4-10-8 is renumbered as § 4-10-10.
§ 4-10-9 is renumbered as § 4-10-11.
§ 4-10-10 is renumbered as § 4-10-12.
§ 4-10-11 is renumbered as § 4-10-13.
§ 4-10-12 is renumbered as § 4-10-14.

SECTION 12: Existing § 4-10-13 is renumbered as § 4-10-15 and is amended to read as follows:

"4-10-13: REVOCAUTION:"
A. Grounds for Revocation. The Director or City Attorney may revoke approvals issued under this chapter for one or more of the following grounds:

1. Fraud or Deceit. That the applicant practiced fraud or deceit in obtaining an approval under this chapter;

2. Violation of Chapter. That the massage establishment owner, operator, massage technician, or its employee, agent, independent contractor or other representative violated a provision or provisions of this chapter;

3. Criminal Conviction. That the massage establishment owner, operator, massage technician, or its employee, agent, independent contractor or other representative has been convicted in a court of competent jurisdiction of any offense described in this chapter;

4. Improperly Maintained Facilities. That the facilities and operations of the massage establishment are not kept in compliance with this chapter, and that the owner or operator has failed to promptly remedy any deficiency of which they have been notified. For purposes of this subsection, "notice" means notice given personally or by leaving notice at the massage establishment premises, or by first class mail, postage prepaid, to the address designated by the massage technician or establishment in accordance with this chapter;

5. Employment of Uncertified Technicians. That the massage establishment has employed, allowed or permitted an uncertified person to perform massage in the massage establishment;

6. Error. That the approval was issued in error;

7. Civil Penalties. Assessment of three or more civil penalties as provided by this chapter during any six month period; or

8. Prohibited Conduct. A massage establishment owner, operator, massage technician, or its employee, or agent, independent contractor or other representative has been found to have engaged in prohibited conduct in violation of this chapter.

B. Notice of Revocation. Upon a determination on the grounds to revoke an approval under this chapter, the Director or City Attorney must cause a notice of revocation to be mailed by first class, postage
prepaid mail, to the address designated by the massage technician or establishment pursuant to this chapter.

C. **Suspension or Revocation of Conditional Use Permit. A conditional use permit issued to a massage establishment may be suspended or revoked pursuant to Chapter 15-23 of this code.**

**SECTION 13:** Existing § 4-10-14 is renumbered as § 4-10-16.

**SECTION 14:** Existing § 4-10-15 is renumbered as § 4-10-17 and is amended to read as follows:

```
4-10-15

APPEAL:

Any person denied an approval under this chapter or a massage establishment owner or operator whose approval has been revoked may appeal the denial or revocation in writing pursuant to the appeal procedures provided in by section 1-2A-15 et seq. of this code. Such appeal must be in writing and must be filed with the City Clerk not more than fifteen (15) days following the Director's deposit into the mail of the notice of denial or revocation sent to the applicant or massage establishment owner or operator to the address listed by the applicant or massage establishment owner or operator pursuant to this chapter. Any successful appeal will result in approval or reinstatement of an approval and refund of any fines collected by the City. **Notwithstanding the foregoing, any appeal of a suspension or revocation of a conditional use permit issued to a massage establishment must comply with Chapter 15-23 of this code.**
```

**SECTION 15:** **Construction.** This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

**SECTION 16:** **Enforceability.** Repeal of any provision of the ESMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

**SECTION 17:** **Validity of Previous Code Sections.** If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the ESMC or other city ordinance by this Ordinance will be rendered void and cause such previous ESMC provision or other the city ordinance to remain in full force and effect for all purposes.
SECTION 18: Severability. 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 19: 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 20: This Ordinance will take effect on the 31st day following its final passage and adoption.

PASSED, APPROVED, AND ADOPTED this ____ day of ________, 2015.

Suzanne Fuentes,
Mayor

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: Karl H. Berger, Assistant City Attorney

ATTEST:
TRACY SHERRILL WEAVER, City Clerk

By: _____________________________
STATE OF CALIFORNIA
COUNTY OF LOS ANGELES ) ss.
CITY OF EL SEGUNDO )

I, TRACY SHERRILL WEAVER, City Clerk of the City of El Segundo, California, do hereby certify that the foregoing Ordinance No. ____________ was introduced, and placed upon its first reading at a meeting of the City Council of the City of El Segundo, held on the ___ day of ______________. That thereafter on the ___ day of ______________, said Ordinance was duly passed, approved and adopted by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

Dated this ___ day of __________

Tracy Sherrill Weaver, City Clerk
City of El Segundo, California
RESOLUTION NO. 2766

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING THE EL SEGUNDO MUNICIPAL CODE ("ESMC") CHAPTER 4-10 AND §§ 15-5F-2 AND 14-5F-5 REGULATING MASSAGE ESTABLISHMENTS WITHIN THE CITY OF EL SEGUNDO.

(EA NO. 1101 and ZTA NO. 14-04)

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

SECTION 1: The Planning Commission finds and declares that:

A. The City currently regulates the practice of massage and the operation of massage establishments for the benefit of the public health, safety and welfare;

B. Business and Professions Code §§ 4600, et seq. (enacted by SB 731 in 2008 and amended by AB 619 in 2011) created a statewide system for issuing massage worker permits, preempting local permitting systems and requirements. The statewide permitting system is administered by the California Massage Therapy Council or "CAMTC";

C. Assembly Bill 1147 (enacted in 2014 and effective January 1, 2015) amended Business and Professions Code §§ 460 and 4600.5 and Government Code § 51034 to return land use authority over massage establishments to cities;

D. On December 22, 2014, the City of El Segundo initiated an application for Environmental Assessment No. EA-1101 and Zone Text Amendment No. 14-04 to amend the ESMC regulating massages within the City of El Segundo;

E. The application was prepared and reviewed by the City's Planning and Building Safety Department for, in part, consistency with the General Plan and conformity with the ESMC;

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

E. The Planning and Building Safety Department completed its review and scheduled the public hearing regarding the application before the Planning Commission for January 8, 2015;
F. On January 8, 2015, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed amendment, including, without limitation, information provided to the Planning Commission by City staff and public testimony; and

G. This Resolution and its findings are made based upon the evidence presented to the Commission at its January 8, 2015, 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 proposed ordinance to amend ESMC Chapter 4-10 and ESMC §§ 15-5F-2 and 15-5F-5 concerning massage establishments includes, without limitation, as follows:

A. It re-establishes the City’s land use authority to regulate massage establishments to the fullest extent allowed under state law.

B. It modifies the MU-S Zone to require a Conditional Use Permit for massage establishments rather than to allow massage establishments as a permitted use by right.

C. It amends ESMC § 4-10-1 to clarify that the purpose of Chapter 4-10 includes the establishment of zoning and business license for massage establishments. It also clarifies that this Chapter allows the City broad control over land use in regulating massage establishments and in imposing and enforcing reasonable and necessary fees and regulations in keeping with the requirements of existing law.

D. It amends the definition of Director in ESMC § 4-10-2.

E. It amends and adds a new ESMC § 4-10-5 to establish a permit requirement for massage establishments.

F. It amends and adds a new ESMC § 4-10-6 to establish a business license requirement for massage establishments, massage practitioners and massage technicians.

G. ESMC Chapter 4-10 is amended by renumbering existing §§ 4-10-5 through 4-10-12 and 4-10-14.

H. ESMC § 4-10-13 is renumbered as § 4-10-15 and amended to establish procedures for suspension or revocation of a conditional use permit for massage establishments.
I. ESMC § 4-10-15 is renumbered as § 4-10-17 and amended to establish an appeal procedure for the suspension or revocation of a conditional use permit for massage establishments.

SECTION 3: Environmental Assessment. Because of the facts set forth in Section 2, the proposed Zone Text Amendment is exempt from further review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (14 California Code of Regulations §§ 15000, et seq.) because it establishes rules and procedures to permit operation of existing facilities; consists only of minor revisions and clarifications to existing regulations and specification of procedures related thereto; and consists of actions taken to assure the maintenance, protection and enhancement of the environment. This ordinance, therefore, does not have the potential to cause significant effects on the environment. Consequently, it is categorically exempt from further CEQA review under 14 Cal. Code Regs. §§ 15301, 15305, and 15308.

SECTION 4: General Plan Findings. As required under Government Code § 65860 the ESMC amendments proposed by the Ordinance are consistent with the El Segundo General Plan as follows:

A. The proposed zone text amendment conforms with Land Use Element Goal LU4 in that the amendment will help provide a stable tax base for the City by providing a clear regulatory framework for massage uses and permit their operation in a manner similar to other personal service uses.

B. The proposed zone text amendment is also consistent with Economic Development Element Goal ED1 in that the amendment will help create in El Segundo a strong, healthy economic community in which all diverse stakeholders may benefit.

SECTION 5: Zone Text Amendment Findings. In accordance with ESMC § 15-26-4 and based on the findings set forth in Section 2, the proposed Zone Text Amendment 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 comply with Business and Professions Code §§ 4600, et seq., to provide a clear regulatory framework for massage uses while allowing the City to exercise broad control over land use in regulating massage establishments.

SECTION 6: Recommendation. The Planning Commission recommends that the City Council adopt the ordinance set forth in attached Exhibit "A," which is incorporated into this resolution by reference.
SECTION 7: Reliance On Record. Each and every one of the findings and determination in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the Planning Commission in all respects and are fully and completely supported by substantial evidence in the record as a whole.

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 any person requesting a copy.

PASSED AND ADOPTED this 8th day of January, 2015.

____________________________
David Wagner, Chairperson
City of El Segundo Planning Commission

ATTEST:

____________________________
Sam Lee, Secretary

Wagner  - Aye
Baldino - Aye
Newman - Aye
Nisley  - Aye
Nicol   - Aye

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

By: ____________________________
    David King, Assistant City Attorney
EL SEGUNDO CITY COUNCIL

MEETING DATE: January 20, 2015

AGENDA STATEMENT

AGENDA DESCRIPTION:

Consideration and possible action regarding the adoption of an ordinance setting the City's water and wastewater (sewer) rates for Fiscal Year 2014/15-2018/19. (Fiscal Impact: $24,510,401 in revenue to the Water Enterprise Fund and $3,817,519 in revenue to the Sewer Enterprise Fund in 2015 for distribution, operations and CIP.)

RECOMMENDED COUNCIL ACTION:

1. Waive the second reading and adopt Ordinance No. 1501 setting the amount of Water and Wastewater (Sewer) Rates and Charges pursuant to Safety Codes §5471 and El Segundo Municipal Code §11-1-5.

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

ATTACHED SUPPORTING DOCUMENTS:

Proposed Ordinance No. 1501 Establishing Water and Sewer Rates

FISCAL IMPACT: $24,510,401 in revenue to the Water Enterprise Fund and $3,817,519 in revenue to the Sewer Enterprise Fund

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

ORIGINATED BY: Stephanie Katsouleas, Public Works Director

REVIEWED BY: Mark Hensley, City Attorney

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

On September 16, 2014, City Council approved a schedule of proposed water and sewer rate increases and adopted an ordinance setting procedures to conduct a Proposition 218 Ballot Protest process. On November 18, 2014 City Council authorized staff to conduct the ballot protest and set a public hearing date for January 20, 2015 to conduct a public hearing and count all protest ballots submitted. By the close of the public hearing, the City received 1988 water protest ballots, and 1984 sewer protest ballots in addition to the verbal testimony. Although the ballots themselves were not verified for accuracy, it was determined that the number received fell below the 2646 threshold required to successfully protest the rate increases. Subsequently, City Council 1) introduced Resolution No. 4828 certifying the protest ballot results, 2) introduced an ordinance setting the newly proposed water and sewer rates pursuant to Health and Safety Code 5471 and El Segundo Municipal Code 11-1-5 and 3) set February 3, 2015 as the Council meeting where the ordinance could be adopted following the second reading.
At this time, staff recommends that City Council waive the second reading and adopt Ordinance No. 1501 setting the amount of water and sewer rates for FY 2014/15 through 2018/19. Passage of the ordinance requires two-thirds approval (four affirmative votes) by the Council.

**Proposed Rate Increases**
The proposed Ordinance (attached) provided for increases to the City's water and sewer rates to be implemented over the next five years, from FY 2014/15 through FY 2018/19. The new rates proposed in the 2014 Water Rate Study and Sewer Rate Study (available at http://www.elsegundo.org/news/displaynews.asp?NewsID=1511&TargetID=1) are designed to fully cover the associated costs incurred by the Water Enterprise Fund and Sewer Enterprise Fund for the next five years. Soon the Enterprise revenues will not be able to cover the rising cost of imported water and also provide funding for operations, treatment of wastewater, emergencies and planned capital projects, thus making passage of new rates necessary to continue operations as self-sufficient Enterprises.
ORDINANCE NO. 1501

AN ORDINANCE SETTING THE AMOUNT OF WATER AND WASTEWATER (SEWER) RATES AND CHARGES PURSUANT TO HEALTH AND SAFETY CODE §5471 AND EL SEGUNDO MUNICIPAL CODE § 11-1-5 AND § 12-7-3.

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

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

A. The City of El Segundo requires a reliable supply of water meeting current and anticipated water quality standards to protect the public general welfare, health and safety.

B. The purpose of water rates and charges is to protect the public health, safety and general welfare by providing a reliable and adequate supply of water meeting current and anticipated water quality standards for the residential properties and non-residential properties of the City of El Segundo and to pay for the cost of providing such service.

C. The purpose of the wastewater rates and charges (sewer charges) is to protect the public health, safety and general welfare by providing a reliable and adequate system for the discharge, transmission and treatment of wastewater from residential and non-residential properties located within the City.

D. There is a reasonable relationship between the amount of the rates and charges and the cost of services and facilities necessary to deliver water and wastewater (sewer) service to the residents and non-residential development of the City.

E. The City Council previously set water rates and established administrative procedures for billing and collecting water rates. These actions are reflected, without limitation, in Ordinance No. 1435 (adopted November 17, 2009).

F. The City Council previously set wastewater (sewer) rates and established administrative procedures for billing and collecting sewer rates. These actions are reflected, without limitation, in Ordinance No. 1404 (adopted January 16, 2007).

G. Notice regarding the water and wastewater (sewer) rates included in this ordinance was provided in accordance with California Constitution Article XIIID, § 6(c) and Government Code § 54354.5.

H. On January 20, 2015, the City Council held a public hearing to consider the results of the protest proceeding and to consider whether to increase the water and wastewater (sewer) rates as proposed.
I. This Ordinance is exempt from review under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 21000, et seq.; "CEQA") and CEQA regulations (Cal. Code Regs. tit. 14, §§ 15000, et seq.) because it establishes, modifies, structures, restructures, and approves rates and charges for meeting operating expenses; purchasing supplies, equipment, and materials; meeting financial requirements; and obtaining funds for capital projects needed to maintain service within existing service areas. This Ordinance, therefore, is categorically exempt from further CEQA review under Cal. Code Regs. tit. 14, § 15273.

J. This ordinance is adopted in accordance with Health and Safety Code § 5471 and El Segundo Municipal Code ("ESMC") § 11-1-5 to establish the City’s current water rates and ESMC § 12-7-3 to establish the City’s current wastewater rates.

K. The City Council has considered the evidence and testimony presented at the public hearing. Based in part upon that evidence, and the staff reports presented to the Council regarding this issue, the City Council believes that it is in the public interest to adopt this Ordinance.

SECTION 2: AMOUNT OF RATES AND CHARGES. Pursuant to ESMC § 11-1-5, the City Council establishes the amount of water rates as set forth in attached Exhibit “A,” which is incorporated by reference (“Water Charges”). Pursuant § 12-7-3. The City Council established the amount of sewer rates as set forth in attached Exhibit “B,” which is incorporated by reference (“Wastewater Charges”)

SECTION 3: COST ESTIMATES. The City Manager, or designee, will periodically, but not less than annually, review the Water and Wastewater Charges to determine whether revenues from such charges are meeting actual cost of services and facilities needed to deliver water service and provide waste collection services to the residents and non-residential developments within the City. If the City Manager determines that revenues do not adequately meet costs, the City Manager will recommend to the City Council a revised rate and charge schedule to be adopted by this City Council by ordinance.

SECTION 4: This Ordinance was adopted to comply with the California Supreme Court decision in Bighorn-Desert View Water Agency v. Verjil (2006) 39 Cal.4th 205. To the extent any provision of this Ordinance repeals or supersedes Ordinance No. 1435 and Ordinance No. 1404, such repeal or replacement will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed or superseded part of Ordinance No. 1435 and/or Ordinance No. 1404 will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

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: 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 7: This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.

PASSED AND ADOPTED this 3rd day of February, 2015

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 verify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. 1501 was duly introduced by said City Council at a regular meeting held on the 20th day of January, 2015, 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 3rd day of February, 2015, 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

By:

Karl H. Berger, Assistant City Attorney
Exhibit "A"

City of El Segundo
Schedule of Proposed Monthly Service Charge Increases for Potable Water

### Capacity Charges (Monthly)

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### Fire Service Charges (Monthly)

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### Monthly Single Family Residence Consumption Charges per 100 ft³

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34
### Monthly Multi Family and Non-Residential Consumption Charges per 100 ft³

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### Chevron Recycled Water Surcharge per 100 ft³*

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* If the Metropolitan Water District and/or West Basin Municipal Water District increase rates beyond the annual percentage increase identified in the above tables, then the City’s annual water rates will also increase by the same percent.
## Exhibit “B”

City of El Segundo
Schedule of Proposed Monthly Service Charge Increases for Wastewater (Sewer) Collection

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### Monthly Sewer Fees (per CCF sewage generation)

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<td>Prop &quot;D&quot; Transportation</td>
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<td>Air Quality Investment Program</td>
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<td>116</td>
<td>Home Sound Installation Fund</td>
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<td>117</td>
<td>Hyperion Mitigation Fund</td>
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<td>TDA Article 3 - SB #21 Bikeway Fund</td>
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<td>MTA Grant</td>
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<td>L.A.W.A. Fund</td>
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<td>Capital Improvement Fund</td>
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<td>Infrastructure Replacement Fund</td>
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<td>Golf Course Fund</td>
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<td>Workers Comp. Reserve/Insurance</td>
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<td>Expendable Trust Fund - Developer Fees</td>
<td>736.49</td>
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<td>703</td>
<td>Expendable Trust Fund - Other</td>
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<td><strong>Total Warrants</strong></td>
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STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES  
Information on actual expenditures is available in the Director of Financial office in the City of El Segundo.

I certify as to the accuracy of the Demand 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/urgent payments for materials, supplies and services in support of City Operations

A = Payroll and Employee Benefit checks

B-F = 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: 1-25-15
## CITY OF EL SEGUNDO
### PAYMENTS BY WIRE TRANSFER
#### 1/5/15 THROUGH 1/18/15

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<thead>
<tr>
<th>Date</th>
<th>Payee</th>
<th>Amount</th>
<th>Description</th>
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<tr>
<td>1/5/2015</td>
<td>IRS</td>
<td>237,212.57</td>
<td>Federal 941 Deposit</td>
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<td>Employment Development</td>
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<td>Workers Comp Activity</td>
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<td>SCRMA checks issued</td>
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<td>3,294,961.00</td>
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### DATE OF RATIFICATION: 1/20/15

**TOTAL PAYMENTS BY WIRE:**

3,294,961.00

Certified as to the accuracy of the wire transfers by:

- **Deputy City Treasurer II**
  - Date: 1/31/15

- **Director of Finance**
  - Date: 1/27/15

- **City Manager**
  - Date: 1/27/15

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, JANUARY 20, 2015 – 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 (via teleconferencing)  
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): -3- matter

1. City of El Segundo vs. City of Los Angeles, et.al. LASC Case No. BS094279
2. Penuelas vs. City of El Segundo, LASC Case No. BC55698
3. Hooper vs. City of El Segundo, LASC Case No. BC 540995

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 EMPLOYEEMENT (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

Council recessed at 6:55 PM
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JANUARY 20, 2015 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER – Mayor Fuentes at 7:03 PM

INVOCATION – John Svendsen, Pastor, First Baptist Church

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Jacobson

PRESENTATIONS

a) Marsha Hansen, Chamber of Commerce President, announced the 2014 Holiday Parade Winners.

ROLL CALL

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

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

1. Consideration and possible action to 1) conduct a public hearing related to the Proposition 218 majority protest process relative to proposed rate increases to the City’s water rates and sewer rates for FY 2014/15-2018/19 and 2) introduction of an ordinance setting the new rates if it is determined that no majority protests exist.
   (Fiscal Impact: Undetermined – Dependent on the results of Proposition 218 Protest Ballot Measure)

Mayor Fuentes stated this was the time and place for a Public Hearing related to the Proposition 218 majority protest process relative to proposed rate increases to the City’s water rates and sewer rates for FY 2014/15-2018/19 and 2) introduction of an ordinance setting the new rates if it is determined that no majority protests exist.

City Clerk Weaver stated that proper notice had been given in a timely manner and that written communication has been received in the City Clerk’s office and council was copied.

Mayor Fuentes opened the Public Hearing.
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.

John Gutt, resident, spoke concerning item #F12, Top Golf and the potential RFP.
William H Yarroll II, Founder and President of the Got Kids? charity, spoke concerning the possibility of El Segundo serving as a host city for the 2015 Special Olympics World Games.
Laurence Martin, resident, backed up Mr. Yarroll and would also like the City to serve as a host city for the 2015 Special Olympics World Games.
Ron Prechard, is also in support of the 2015 Special Olympics World Games and El Segundo acting as a host city.
Loretta Frye, resident, concerned that her PRA request was not fulfilled and unhappy with the City in general.
Rupesh Bhakta, CenterCal properties, spoke concerning the Top Golf RFP and stated his company would pay for the balance of the analysis if needed.
Liz Garnholz, resident, questioned the amount of time the City is legally responsible to answer a PRA request.

CITY COUNCIL COMMENTS – (Related to Public Communications)

Council answered questions pertaining to Public Communications.

F. NEW BUSINESS (Moved per Mayor Fuentes) – Move up in the Agenda

12. Consideration and possible action to select a consulting firm to conduct work as described in Request for Proposals #14-31, Financial Analysis and Comparison of The Lakes at El Segundo Golf Course and the TopGolf Development Proposal.
   (Fiscal Impact: $15,970-$30,000, authorized fiscal impact will be reduced by a pledged donation of $10,000.00)

Meredith Petit, Director of Recreation and Parks, gave a brief presentation and answered Council questions.

Greg Carpenter, City Manager, answered Council questions.

Council Discussion
An informal consensus was taken as to whether to accept funds from CenterCal to balance out the fees for selected consulting firm in conjunction with RFP #14-31. Dugan: No, Fellhauer: Yes, Fuentes: No, Jacobson: No, Atkinson: Yes

MOTION by Council Member Dugan, SECONDED by Council Member Jacobson to select Pro Forma Advisors, LLC consulting firm to conduct work as a result of RFP #14-31 and authorize the City Manager to execute a Professional Services Agreement number 4781 in a form approved by the City Attorney with the Pro Forma Advisors, LLC firm and the City will pay the additional costs for this firm. MOTION PASSED BY UNANIMOUS VOICE VOTE. 3/2 Yes: Dugan, Fuentes, Jacobson No: Fellhauer, Atkinson

Council Member Atkinson left the meeting at 8:08 PM

Counting of protest ballots for Prop 218 is not complete at this time, therefore, Council moved on to other items.

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. 4/0. (Council Member Atkinson has left the meeting)

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING) –

1. ITEM MOVED - Consideration and possible action to 1) conduct a public hearing related to the Proposition 218 majority protest process relative to proposed rate increases to the City's water rates and sewer rates for FY 2014/15-2018/19 and 2) introduction of an ordinance setting the new rates if it is determined that no majority protests exist. (Fiscal Impact: Undetermined – Dependent on the results of Proposition 218 Protest Ballot Measure)

2. Consideration and possible action regarding (Public Hearing) the proposed project and budget for the 2015-16 Community Development Block Grant (CDBG) Program Year. The estimated CDBG budget allocation for Program Year 2015-2016 is approximately $52,861. Additionally, $11,401 in unspent prior year CDBG Program funds are available for reprogramming for a total available CDBG allocation of approximately $64,262. (Fiscal Impact: $64,262.00)
Mayor Fuentes stated this was the time and place for a Public Hearing related the proposed project and budget for the 2015-16 Community Development Block Grant (CDBG) Program Year. The estimated CDBG budget allocation for Program Year 2015-2016 is approximately $52,861. Additionally, $11,401 in unspent prior year CDBG Program funds are available for reprogramming for a total available CDBG allocation of approximately $64,262.

City Clerk Weaver stated that proper notice had been given in a timely manner and that no written communication has been received in the City Clerk’s office. Mayor Fuentes opened the Public Hearing.

Tina Gall, CDBG representative, spoke on the item.

MOTION by Mayor Pro Tem Jacobson, SECONDED by Council Member Dugan to close the public hearing. MOTION PASSED BY UNANIMOUS VOICE VOTE. 4/0

Council Discussion

MOTION by Mayor Pro Tem Jacobson, SECONDED by Council Member Dugan to adopt the new 2015-2016 CDBG project and budget and authorize the City Manager to execute the contracts, in a form approved by the City Attorney, with the Los Angeles County Community Development Commission (CDC). MOTION PASSED BY UNANIMOUS VOICE VOTE. 4/0

Counting of protest ballots for Prop 218 is not complete at this time, therefore, Council moved on to other items.

C. UNFINISHED BUSINESS

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

3. Consideration and possible action to open the recruitment process for the positions on the Committees, Commissions and Boards (“CCBs”) that expire in the year 2015. (Fiscal Impact: None)

Council Consensus directed staff to open the recruitment process for the positions on the Committees, Commissions and Boards (“CCBs”) that expire in the year 2015.

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.
4. Approve Warrant Numbers 3003931 through 3004133 on Register No. 6 in the total amount of $1,259,667.99 and Wire Transfers from 12/1/2014 through 12/14/2014 in the total amount of $4,007,868.90 and approve Warrant Numbers 3004134 through 3004313 on Register No. 7 in the total amount of 1,028,926.21 and Wire Transfers from 12/15/2014 through 1/4/2015 in the total amount of $1,067,691.13. 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.


6. PULLED BY MAYOR FUENTES

7. Receive and file this report regarding emergency work to repair dwelling units at the Park Vista Senior Housing Facility due to water intrusion 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: $50,000.00)

8. Authorize the City Manager to enter into a three year contract number 4780 with P.C. Mall Gov. for Cisco SmartNet support and maintenance at a cost not to exceed $68,400 (three years of $22,800). (Fiscal Impact: $68,400.00)

9. Approve a new Class Specification for the at-will position of Senior Civil Engineer, adoption of Resolution No. 4829 establishing the basic monthly salary range for Senior Civil Engineer and introduce and waive the first reading of Ordinance No. 1503 amending El Segundo Municipal Code § 1-6-4 regarding Employment Exclusions from Civil Service. (Fiscal Impact: $324,312.00)

10. Authorize the City Clerk to file the City Manager, or designee's, Notice of Completion accepting completion of work for twenty-nine (29) homes related to Project RSI 14-03 (the City's Residential Sound Insulation Program's Group 53). (Fiscal Impact: Final Contract Amount - $1,054,647.76)

11. Authorize the City Clerk to file the City Manager, or designee's, Notice of Completion accepting completion of work for twenty-seven (27) homes related to Project RSI 14-04 (the City's Residential Sound Insulation Program's Group 54). (Fiscal Impact: Final Contract Amount - $591,337.15)
MOTION by Council Member Fellhauer, SECONDED by Council Member Dugan to approve Consent Agenda items 4, 5, 7, 8, 9, 10 and 11. MOTION PASSED BY UNANIMOUS VOICE VOTE. 4/0

Item Pulled:

6. Consideration and possible action to lease acre-ft. of ground water pumping rights for two years to Golden State Water Company.  
   (Fiscal Impact: $133,420.00 revenue to the Water Enterprise Fund)

MOTION by Mayor Fuentes, SECONDED by Council Member Fellhauer to authorize the City Manager to execute a two year lease agreement number 4799 with Golden State Water Company to lease 953 acre-ft. of ground water pumping rights.

F. NEW BUSINESS – MOVED UP IN THE AGENDA

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING) – CONTINUED

Item #1 Continued

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

Public Comments:

Loretta Frye, resident, had questions concerning the water vs. sewer to protest ballots and amounts received. Ms. Frye is concerned she was denied her right as a citizen to protest publicly Prop 218 due to the fact she did not receive answers to her PRA request.  
Mike Robbins, resident, raised numerous questions concerning Prop 218 protest. Mr. Robbins is against raising water and sewer rates.  
Cynthia Legget, resident, believes that Chevron should pay higher taxes to provide ample funds for the Community's needs and is concerned that she was denied her right to protest the fee rates.  
Rose Wilson, resident, spoke concerning Prop 218 protest and the water bill with all the added fees.

MOTION by Council Member Fellhauer, SECONDED by Mayor Pro Tem Jacobson to close the public hearing. MOTION PASSED BY UNANIMOUS VOICE VOTE. 4/0

Mona Shilling, acting Deputy City Clerk II, gave an update on the process and answered Council questions.

City Attorney, Mark Hensley, Stephanie Katsouleas, Public Works Director and Council answered questions from the Public Hearing.
Council Discussion

Mona Shilling left the Chamber to continuing counting the protest ballots in the City Clerk’s office.

G. REPORTS – CITY MANAGER - None

H. REPORTS – CITY ATTORNEY – None

I. REPORTS – CITY CLERK – None

J. REPORTS – CITY TREASURER – Not present

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Fellhauer – None

Council Member Atkinson – Not present

Council Member Dugan - None

Mayor Pro Tem Jacobson – None

Mayor Fuentes – Wished everyone a Happy New Year.

Recessed at 8:53 PM

Back in session at 9:19 PM

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING) – CONTINUED

Item #1 Continued

Mark Hensley, City Attorney, gave Council various options as how to proceed with this item.

Council consensus to stay and wait until the protest ballots are counted.

Recess at 9:23 PM until 10:15 PM

Back in session at 10:04 PM

Item #1 Continued
Mark Hensley, City Attorney, stated the total number of protest ballots returned for sewer/wastewater is 1988 and 1984 protest ballots were received for water. Mr. Hensley stated the majority protest number needed is 2646, neither count meets this required number.

Mark Hensley, City Attorney, gave Council various options as how to proceed with this item.

Council discussed options for adopting

Mark Hensley, City Attorney, read by title only:

RESOLUTION NO: 4828

A RESOLUTION DECLARING THE RESULTS OF THE PROCEEDINGS FOR ADOPTING WATER CHARGES IN ACCORDANCE WITH ARTICLE XIIIIO OF THE CALIFORNIA CONSTITUTION

MOTION by Council Member Dugan, SECONDED by Council Member Fellhauer to adopt Resolution No. 4828 assuming all protest ballots were valid and no duplicates were received, the number of ballots received does not represent the majority of property owners eligible to protest, therefore, the Council may adopt the proposed water and wastewater fees. The final count, not including duplicate or invalid ballots, are as follows; 1988 wastewater and 1984 water. MOTION PASSED BY UNANIMOUS VOICE VOTE. 4/0

Council Member Fellhauer introduced the Ordinance

Mark Hensley, City Attorney, read by title only:

ORDINANCE NO. 1501

AN ORDINANCE SETTING THE AMOUNT OF WATER AND SEWER RATES AND CHARGES PURSUANT TO HEALTH AND SAFETY CODE § 5471 AND EL SEGUNDO MUNICIPAL CODE § 11-1-5

Mark Hensley, City Attorney, made a correction, stating the word Chevron was left off of the recycled water surcharge rate on Exhibit A, page 28.

Council Member Dugan will not be able to attend the February 3, 2015 City Council meeting.

The second reading of Ordinance No. 1501 will continue to the February 3, 2015 City Council meeting. If not enough City Council members are in attendance, the item may be moved to the second meeting in February.

MINUTES OF THE REGULAR CITY COUNCIL MEETING
JANUARY 20, 2015
PAGE NO. 10
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. 

Mike Robbins, resident, spoke concerning ongoing employee negotiations, mainly concerned with Police and Fire Union contracts.

Rose Wilson, resident, spoke concerning Prop 218 and thanked Council Member Fellhauer and Mayor Pro Tem Jacobson for asking if at any time the Council could reduce the proposed fees for water and sewer during the next 5 years.

MEMORIALS – Brian Kutil

ADJOURNMENT at 10:20 PM

Tracy Weaver, City Clerk
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT

MEETING DATE: February 3, 2015
AGENDA HEADING: Consent Agenda

AGENDA DESCRIPTION:
Consideration and possible action to accept as complete the City's Tennis Court Resurfacing Grant Project at Recreation Park, Project No. PW 13-30.
(Fiscal Impact: $59,597.47 from Grant Funds)

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

ATTACHED SUPPORTING DOCUMENTS:
Notice of Completion

FISCAL IMPACT:

Amount Budgeted: $68,257.00
Additional Appropriation: None
Account Number(s): 125-400-3614-6215 (Repairs & Maintenance - Grant)

ORIGINATED BY: Mark Trujillo, Parks Superintendent
REVIEWED BY: Stephanie Katsouleas, Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

On June 17, 2014, the City Council awarded a contract to Trueline Corporation, the lowest responsible bidder in the amount of $68,257.00 for refurbishing the tennis courts at Recreation Park, Project No. PW 13-30. The project is funded from the Los Angeles County Regional Park & Open Space District, Recreation Park Rehabilitation Project Grant No. 58D2-12-2268.

Construction began on September 29, 2014 and included installing and relocating support posts and resurfacing, restriping and caulking seven (7) tennis courts. The project was successfully completed on October 23, 2014 and a final inspection of the project was performed to ensure compliance with the City’s plans and specifications. The final cost of the project is $59,597.47. The balance of the original $150,000 grant will be allocated to two more Recreation Park refurbishment projects scheduled for implementation later this year.

Staff recommends that City Council accept the work performed by Trueline Corporation as complete and authorize the City Clerk to file a Notice of Completion with the County Recorder’s Office.
NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Tennis Court Resurfacing Project

Project No.: PW 13-30 Contract No. 4626

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

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

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

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

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

5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on October 23, 2014. The work done was: Install new tennis court surfaces and striping at Recreation Park.

6. On February 3, 2015, City Council of the City of El Segundo accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.

7. The name of the Contractor for such work of improvement was: Trueline Corporation

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

9. The street address of said property is: 401 Sheldon St. El Segundo, CA. 90245

Dated: ________________

Stephanie Katsouleas
Public Works Director

VERIFICATION

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

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

Executed on ________________, 2015 at El Segundo, California.

Stephanie Katsouleas
Public Works Director
EL SEGUNDO CITY COUNCIL  
AGENDA STATEMENT  

MEETING DATE: February 3, 2015  
AGENDA HEADING: Consent Agenda  

AGENDA DESCRIPTION:  
Consideration and possible action to receive and file this report regarding emergency work to repair dwelling units at the Park Vista Senior Housing Facility due to water intrusion 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: $50,000.00)

RECOMMENDED COUNCIL ACTION:  
(1) Receive and file this report regarding emergency work to repair dwelling units at the Park Vista Senior Housing Facility due to water intrusion 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: $50,000.00
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: Gregg Kovasevich, Assistant City Attorney
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

On November 18, 2014 City Council approved a contract to complete emergency work to repair three dwelling units at the Park Vista Senior Housing Facility due to water intrusion caused by improperly sloped decks. Contract and insurance documents were finalized in December and designs for the repair have commenced, starting with surveying the building's rooftop deck and balconies and reviewing existing construction drawings. Construction designs will consist of several options including drain modifications, slope realignment and adjustments to the height of the sliding glass doors facing the decks for three be completed, each of which will help address the water intrusion problems caused when it rains. Bidding and award of the construction portion of the project will commence as soon as the designs are finalized and approved, which is expected to be in February.
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 address the water intrusion issues at Park Vista Senior Housing Facility.
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT

MEETING DATE: February 3, 2015
AGENDA HEADING: Consent Agenda

AGENDA DESCRIPTION:
Consideration and possible action regarding 1) the second reading and adoption of an Ordinance amending El Segundo Municipal Code § 1-6-4 regarding Employment Exclusions from Civil Service. Fiscal Impact: ($324,312)

RECOMMENDED COUNCIL ACTION:
1. Second reading by title only and adoption of Ordinance No. 1503 regarding Employment Exclusions from Civil Service.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

FISCAL IMPACT:

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

ORIGINATED BY: Martha A. Dijkstra, Director of Human Resources
REVIEWED BY: 
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
At its regular meeting on January 20, 2015, City Council approved the creation of a new classification entitled Senior Civil Engineer. As the classification is to be designated “At-Will” status, it is necessary to exclude this position from the classified service in the El Segundo Municipal Code. To this end, the January 20th staff report included the introduction of an Ordinance to amend Municipal Code § 1-6-4, Employment Exclusions from Civil Service, by adding the newly created classification of Senior Civil Engineer. Staff is now recommending that Council approve the passage and adoption of the Ordinance. The Ordinance will become effective after a thirty-day waiting period following passage and adoption.
ORDINANCE NO. 1503

AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE §1-6-4 REGARDING EXCLUSIONS.

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

SECTION 1: The City Council finds as follows:

A. The El Segundo Municipal Code ("ESMC") provides that the City Council may from time to time by Ordinance designate departments, appointive officers, or employees of the City; and

B. It is in the best interest of the City to list all existing officers and members of departments excluded from the Personnel Merit System; and

SECTION 2: ESMC § 1-6-4 is amended in its entirety to read as follows:

"Sec 1-6-4. EXCLUSIONS

Those officers and members of departments in addition to department heads and elected officers who are expressly excluded from the merit system are:

Assistant City Manager
City Attorney
City Manager
City Engineer
Construction Coordinator
Economic Development Analyst
Economic Development Manager
Property Owner Coordinator
Residential Sound Insulation Design Coordinator
Senior Civil Engineer
Senior Executive Assistant

SECTION 3: Repeal of any provision of the ESMC herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 4: 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 5: 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 6: This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.

PASSED AND ADOPTED this ___ day of _____, 2015.

__________________________________________
Suzanne Fuentes, Mayor
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. 1503 was duly introduced by said City Council at a regular meeting held on the 20th day of January 2015, 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 ____ 2015, 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
AGENDA DESCRIPTION:

Consideration and possible action to award a contract to Landrum and Brown for acoustical testing and supplemental design services (related to RFQ 14-07) for the 2014/2015 fiscal year. (Fiscal Impact: Up to $105,340, funding source: RSI Program)

RECOMMENDED COUNCIL ACTION:

1. Award a contract to Landrum and Brown for acoustical testing and supplemental design services (related to RFQ 14-07);
2. Authorize the City Manager to execute a contract in a form approved by the City Attorney for the 2014/2015 fiscal year; and/or
3. Alternatively discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Proposal from Landrum & Brown

FISCAL IMPACT: Included in Adopted Budget

<table>
<thead>
<tr>
<th>Amount Budgeted:</th>
<th>$100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Appropriation:</td>
<td>N/A</td>
</tr>
<tr>
<td>Account Number(s):</td>
<td>116-400-0000-6214 (Professional/Technical)</td>
</tr>
</tbody>
</table>

ORIGINATED BY: James S. O'Neill, Program Manager

REVIEWED BY: Sam Lee, Director of Planning and Building Safety

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

At the December 16, 2014 City Council meeting, Landrum & Brown was selected as the principal firm for acoustical testing and supplemental design services (in response to RFQ 14-07) and staff was authorized to begin to negotiate a contract price. Staff contacted Landrum & Brown after the City Council meeting in December and entered into negotiations.

After carefully reviewing Landrum & Brown’s initial proposal in early January, staff discussed the contents at considerable length and revisions were made to curtail costs where staff felt was reasonable. As such services are typically fulfilled as a sub-consultant to general design services for other Residential Sound Insulation (RSI) Programs across the country; staff is unaware of any similar contracts to compare proposed costs to. However, with personal knowledge of tasks involved, staff recommends the acceptance of proposed pricing as reasonable.

Furthermore, staff proposed that the contract be based on scheduling testing in week blocks to address a number of concerns, including without limitation, maximizing advance notice to property owners, completing all “post-construction” testing within ninety (90) days of the completion of construction at any given home, and completing all testing (and receiving all applicable test reports) prior to the September 30, 2015 deadline set by FAA (Federal Aviation
Administration) Program Guidance Letter 12-09. An additional week of testing will allow the City to having testing performed on additional homes to determine their eligibility for treatment after the September 30, 2015 deadline. This may allow for construction of RSI Improvements at a small number of homes (likely 25 or less) between October and December of this year that would otherwise be ineligible as of September 30th of this year.

Staff recommends the acceptance of the final proposal and award a contract based on the pricing included in that proposal.

City Council is reminded that, unlike construction services where a contractor is selected based on the lowest responsive bid, consultants are required to be selected based on qualifications and pricing negotiated with the most qualified firm, as determined by the City.
**Client:** LAX El Segundo  
**Job Description:** Acoustical Testing and Supplemental Design Services  
**Phase:** El Segundo, CA  
**Airport:** LAX  
**Proposal Number:**  
**Date:** 1/15/15 (revised)

### DIRECT LABOR

<table>
<thead>
<tr>
<th>TASK #1 - ACoustICAL TESTING SERVICES (PER QUARTER)</th>
<th>Totals</th>
<th>Managing Director (AGH)</th>
<th>Senior Consultant (ERS)</th>
<th>Consultant (JMH)</th>
<th>Project Admin (TMR)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1 Testing Prep - 1st March 2015</strong></td>
<td>37,010.00</td>
<td>$235.00</td>
<td>$195.00</td>
<td>$175.00</td>
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<td>44.5</td>
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<td><strong>1.3 Testing Prep - 2nd March 2015</strong></td>
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<td><strong>1.4 Acoustical Testing - 2nd March 2015 (up to 25 homes per week)</strong></td>
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<td>0.5</td>
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<tr>
<td><strong>1.5 Testing Prep- June 2015</strong></td>
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<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
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<td><strong>1.6 Acoustical Testing - June 2015 (up to 25 homes per week)</strong></td>
<td>44.5</td>
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<td>2</td>
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<td>0.5</td>
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<td><strong>1.7 Testing Prep - September 2015</strong></td>
<td>3</td>
<td>1</td>
<td>2</td>
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<td>0</td>
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<tr>
<td><strong>1.8 Acoustical Testing - September 2015 (up to 25 homes per week)</strong></td>
<td>44.5</td>
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**TASK #2 - ANALYSIS AND DOCUMENTATION**

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<thead>
<tr>
<th>TASK #2 - ANALYSIS AND DOCUMENTATION</th>
<th>Totals</th>
<th>Managing Director (AGH)</th>
<th>Senior Consultant (ERS)</th>
<th>Consultant (JMH)</th>
<th>Project Admin (TMR)</th>
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<tr>
<td><strong>2.1 Data Analysis - 1st March 2015 (up to 25 homes per week)</strong></td>
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<td><strong>2.2 Documentation - 1st March 2015 (up to 25 separate Acoustical Test Reports)</strong></td>
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<td><strong>2.3 Data Analysis - 2nd March 2015 (up to 25 homes per week)</strong></td>
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<tr>
<td><strong>2.4 Documentation - 2nd March 2015 (up to 25 separate Acoustical Test Reports)</strong></td>
<td>22</td>
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<td><strong>2.5 Data Analysis - June 2015 (up to 25 homes per week)</strong></td>
<td>14.5</td>
<td>2</td>
<td>12.5</td>
<td>0</td>
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<tr>
<td><strong>2.6 Documentation - June 2015 (up to 25 separate Acoustical Test Reports)</strong></td>
<td>22</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>2.7 Data Analysis - September 2015 (up to 25 homes per week)</strong></td>
<td>14.5</td>
<td>2</td>
<td>12.5</td>
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<td>0</td>
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<tr>
<td><strong>2.8 Documentation - September 2015 (up to 25 separate Acoustical Test Reports)</strong></td>
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**TASK #3 - ACoustical TESTING WITH CRANE**

<table>
<thead>
<tr>
<th>TASK #3 - ACoustical TESTING WITH CRANE</th>
<th>Totals</th>
<th>Managing Director (AGH)</th>
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<th>Consultant (JMH)</th>
<th>Project Admin (TMR)</th>
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<tr>
<td><strong>3.3 Testing Prep - 2nd March 2015 (up to 25 homes per week)</strong></td>
<td>22</td>
<td>0</td>
<td>2</td>
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<td>0</td>
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<tr>
<td><strong>3.4 Testing Prep - June 2015 (up to 25 homes per week)</strong></td>
<td>22</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>3.5 Testing Prep - September 2015 (up to 25 homes per week)</strong></td>
<td>22</td>
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<td>2</td>
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</table>

**TOTAL DIRECT LABOR**

$91,000.00

### OTHER DIRECT COSTS

<table>
<thead>
<tr>
<th>TASK #1 - ACoustical TESTING SERVICES (PER QUARTER)</th>
<th>Item</th>
<th>Unit - Item</th>
<th>Airfare (trip)</th>
<th>Hotel (night)</th>
<th>Auto (day)</th>
<th>M&amp;E (day)</th>
<th>Misc. (trip)</th>
<th>SLM LD820 Kit (day)</th>
<th>SLM LD824 (day)</th>
<th>SLM System (day)</th>
<th>Shipping (trip)</th>
<th>Bucket Truck (day)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$9,200.00</strong></td>
<td><strong>1.2 Acoustical Testing - 1st March 2015 (up to 25 homes per week)</strong></td>
<td><strong>$5,140.00</strong></td>
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<td><strong>$240.00</strong></td>
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<td><strong>$4,800.00</strong></td>
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<tr>
<td><strong>$9,200.00</strong></td>
<td><strong>1.4 Acoustical Testing - 2nd March 2015 (up to 25 homes per week)</strong></td>
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<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$4,800.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL OTHER DIRECT COSTS**

$14,340.00

**TOTAL PROJECT COST - ACoustical TESTING (FOR 3 QUARTER/75 HOMES)**

$90,340.00

**TOTAL PROJECT COST - OPTIONAL DESIGN SERVICES (T&M not to exceed)**

$15,000.00
# Acoustical Testing Schedule
City of El Segundo
Residential Sound Insulation Program

<table>
<thead>
<tr>
<th>Home</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 a.m. – 9:30 a.m.</td>
</tr>
<tr>
<td>2</td>
<td>9:30 a.m. – 11:00 a.m.</td>
</tr>
<tr>
<td>3</td>
<td>11:00 a.m. – 12:30 p.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:30 p.m. – 1:30 p.m.</td>
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<tr>
<td>4</td>
<td>1:30 p.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>5</td>
<td>3:00 p.m. – 4:30 p.m.</td>
</tr>
</tbody>
</table>

(Note: testing schedules allows for about 1 hour 20 minutes of testing and 10 minutes travel time between properties.)
AGENDA DESCRIPTION:
Consideration and possible action regarding a request for modification of an existing Department of Alcoholic Beverage Control (ABC) License to allow the relocation of a brewery tasting room within an existing brewery and expansion of tasting room hours for on-site sale and consumption of beer (Type 23 State of California Alcoholic Beverage Control License) at a small beer manufacturer facility (El Segundo Brewing Company) at 140 Main Street. Applicant: Rob Croxall, El Segundo Brewing Company, LLC (Fiscal Impact: N/A)

RECOMMENDED COUNCIL ACTION:
1. Receive and file this report without objecting to the modification of a Type 23 alcohol license for on-site and off-site sale of beer at 140 Main Street; and/or
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
2. Police Reporting Districts Map
3. Planning Commission Staff Report and Resolution, dated January 8, 2015

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. Background

In 1995, the City Council directed staff to bring all future ABC licenses to it for review. For alcohol sales at bars, California regulations require a 30-day review and comment period after ABC notifies local police and planning departments of an application for the issuance or transfer of a liquor license. The grounds of a protest, if any, should relate to public health, safety or welfare concerns. Based upon previous Council direction, staff is providing background information regarding this application.
II. Analysis

According to the most recent Crime and Arrest statistics report prepared by the Police Department, the proposed restaurant is located in Reporting District (RD) 113. Based on the July 1, 2014 to January 21, 2015 reported data prepared by the Police Department, the RD had a total of 25 reported Part I and II crimes. No incidents were reported at the applicant’s address (140 Main Street) during this reporting period. This Reporting District is considered a low crime area. The Police Department and the Planning and Building Safety Department do not object to the continuation of the Type 23 ABC alcohol license for the applicant.

The Type 23 ABC license allows the sale of alcohol for on-site and off-site consumption and allows the manufacture of beer. On September 1, 2010 the Planning Commission originally approved the operation of a tasting room at 140 Main Street (PC Resolution No. 2683). The originally approved hours of operation for the tasting room were 4 p.m. to 8 p.m. on Fridays, and 1 p.m. to 6 p.m. on Saturdays and Sundays. On January 8, 2015, the Planning Commission approved modifications to the operation of the tasting room (PC Resolution No. 2764). The approval allowed for relocation of the tasting room from the front of the building to the rear of the building. The revised approval also allows for modification in tasting room hours of operation to Monday to Thursday, 4 p.m. to 10 p.m., Friday 4 p.m. to 11 p.m., Saturday 12 p.m. to 11 p.m. and Sunday 12 p.m. to 10 p.m.

III. Conclusion

Planning staff recommends that the Council Receive and File this report without objecting to the continued and modified operation of the El Segundo Brewing Company tasting room under a Type 23 ABC license for the sale of beer at a small beer manufacturer’s facility for on-site and off-site consumption at 140 Main Street, or alternatively discuss and take another action related to this item.
EL SEGUNDO POLICE DEPARTMENT
CRIME STATISTICAL REPORT – BY SELECTED REPORTING DISTRICT

LOCATION: REPORTING DISTRICT #E113
REPORTED PERIOD: 07/01/2014 – 01/21/2015
CATEGORY: Uniform Crime Reporting – PART I & II CRIMES

NO INCIDENTS REPORTED FOR ADDRESS: 140 MAIN STREET, CITY OF EL SEGUNDO

RMS DATA SOURCE: RD #E113 (ONLY)

<table>
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<tr>
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<th>LOCATION</th>
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<th>REPORTED TIME</th>
<th>CRIME CODE</th>
<th>DESCRIPTION</th>
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<td>REPORTED TIME</td>
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CITY OF EL SEGUNDO

PLANNING COMMISSION STAFF REPORT

PUBLIC HEARING: January 8, 2015

SUBJECT: Environmental Assessment No. EA-1074 and Conditional Use Permit No. CUP 14-04

APPLICANT: Robert Croxall of El Segundo Brewing Co. LLC

PROPERTY OWNER: David B. Taylor

REQUEST: A modification to an existing Environmental Assessment No. EA-886 and Conditional Use Permit No. CUP 10-11 for the relocation of the beer tasting room, expansion of the overall size of the brewery facility to 4,900 square feet and to modify the operating hours of the beer tasting room located within an existing 5,600 square-foot warehouse building.

PROPERTY INVOLVED: 140 Main Street

I. Introduction

The proposed project is a request for a modification to the existing Environmental Assessment No. EA-886 and Conditional Use Permit No. CUP 10-11 for the beer tasting room within the El Segundo Brewing Company brewery facility. The existing approved tasting room is 350 square-feet in size. The El Segundo Brewing Company proposes to expand the overall size of the brewery facility within their current building from 3,030 square feet to 4,900 square feet. The brewery’s tasting room will be relocated from the front of the existing building to the rear of the building. The new beer tasting area is proposed to be 350 square-feet in size, with an additional 150 square-foot service area being added for tasting room staff and 40 square feet of retail area for the display and sale of retail goods. All other brewery operations such as brewing, transferring of beer between tanks, and product packaging of beer will remain the same.

The existing hours of operation for the tasting room are 4:00 p.m. to 8:00 p.m. on Fridays and 1:00 p.m. to 6:00 p.m. on Saturdays and Sundays with no food service provided. The applicant is proposing to modify the hours of the tasting room operation to 4:00 p.m. to 11:00 p.m. on weekdays (Monday through Friday) and 12:00 noon to 11:00 p.m. on Saturdays and Sundays. The tasting room will
continue to operate with a Type 23 Department of Alcoholic Beverage Control license, which allows beer tasting rooms with no food service as an accessory use to a brewery.

The El Segundo Brewery is located at 140 Main Street in the Main Street Transitional District of the Downtown Specific Plan. The property is located on the block bounded by Main Street on the west, Standard Street on the east, Franklin Avenue on the north, and El Segundo Boulevard on the south.

II. Recommendation

Planning staff recommends that the Planning Commission open the public hearing, review the facts and findings contained within this report, and adopt Resolution No. 2764 (Exhibit A) approving Environmental Assessment No. EA-1074 and CUP No. 14-04.

III. Analysis

The applicant is requesting approval to a modification of the existing Conditional Use Permit to allow for the relocation of the beer tasting room, expansion of the overall size of the brewery facility and to modify the operating hours of the beer tasting room (Type 23 ABC license) located within an existing 5,600 square-foot light industrial and warehouse building. All other brewery operations will remain the same with no expected changes.

The brewery is going to assume the lease on the rear (eastern-most) portion of the building that it currently does not occupy. This will represent an increase of approximately 1,870 square feet to the existing 3,030 square foot area the brewery currently occupies, totaling a new overall area of 4,900 square feet within the existing 5,600 square-foot building. The remaining 700 square feet is occupied by two shipping offices that are not part of the El Segundo brewery. The current tasting room (350 square feet) which occupies the front portion of the building facing Main Street will be converted to office/storage and a portion of the new leased rear section of the building will become the new tasting room location totaling 350 square feet of area with the addition of a new service area (150 square feet) and retail component (40 square feet). There will be no net increase in the tasting room area and based on the total floor area of the brewery (4,900 square feet), the tasting room, service and retail area (540 square feet) encompasses approximately eleven percent (11%) of the total floor area. Therefore, the tasting room, service and retail area can be characterized as an accessory use to the commercial brewery primary use and will not require any additional parking spaces to be located on-site. The tasting room associated floor area in the brewery is summarized in the table below:
Table 1 – Tasting Room related Floor Area

<table>
<thead>
<tr>
<th>Area</th>
<th>Square footage</th>
<th>% of space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasting Room</td>
<td>350</td>
<td>7%</td>
</tr>
<tr>
<td>Service Area</td>
<td>150</td>
<td>3%</td>
</tr>
<tr>
<td>Retail</td>
<td>40</td>
<td>1%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>540</strong></td>
<td><strong>11%</strong></td>
</tr>
<tr>
<td><strong>Brewery Total</strong></td>
<td><strong>4,900 square feet</strong></td>
<td></td>
</tr>
</tbody>
</table>

The tasting room is an accessory use to the brewery and will be open to the public. The brewing operations at the facility will operate typically Mondays through Fridays between 8:00 a.m. and 5:00 p.m. Under the currently adopted Planning Commission Resolution No. 2683 (see Exhibit B) the permitted accessory tasting room hours of operation are Fridays from 4:00 p.m. to 8:00 p.m. and on Saturdays and Sundays from 1:00 p.m. to 6:00 p.m. The applicant has proposed to modify their hours of operation for the tasting room to 4:00 p.m. to 11:00 p.m. Monday through Friday and 12:00 noon to 11:00 p.m. on Saturday and Sundays. Based on staff’s research of other local breweries with tasting rooms as well as the current operation of other alcohol serving establishments located on Main Street, staff is recommending more limited hours than the hours requested by the applicant. Table 2 below identifies that most brewery tasting rooms in the Los Angeles and South Bay area operate with more limited hours during weekdays and on Sundays than during weekend evenings.
<table>
<thead>
<tr>
<th>Brewery</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monkish Brewing Co. (Torrance)</td>
<td>TH&amp;FRI: 4-9 PM</td>
</tr>
<tr>
<td>(Torrance)</td>
<td>SAT: 1-8 PM, SUN: 1-6 PM</td>
</tr>
<tr>
<td>Smog City Brewing Co. (Torrance)</td>
<td>WED-FRI: 4-9 PM</td>
</tr>
<tr>
<td>(Torrance)</td>
<td>SAT: 12-8 PM, SUN: 12-6 PM</td>
</tr>
<tr>
<td>Strand Brewing Co. (Torrance)</td>
<td>TH&amp;FRI: 4-9 PM</td>
</tr>
<tr>
<td>(Torrance)</td>
<td>SAT: 12-8 PM, SUN: 12-6 PM</td>
</tr>
<tr>
<td>The Dudes Brewing Co. (Torrance)</td>
<td>TH&amp;FRI: 3-10PM</td>
</tr>
<tr>
<td>(Torrance)</td>
<td>SAT &amp; SUN: 12-10 PM</td>
</tr>
<tr>
<td>Absolution Brewing Co. (Torrance)</td>
<td>WED&amp;TH: 3-9 PM</td>
</tr>
<tr>
<td>(Torrance)</td>
<td>FRI&amp;SAT: 11-9 PM, SUN: 12-6 PM</td>
</tr>
<tr>
<td>King Harbor Brewing Co. (Redondo Beach)</td>
<td>WED&amp;TH: 4-8 PM</td>
</tr>
<tr>
<td>(Redondo Beach)</td>
<td>FRI: 4-9 PM, SAT: 12-9 PM, SUN: 12-6 PM</td>
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<tr>
<td>Angel City Brewing (Los Angeles)</td>
<td>MON-WED: 4-10 PM, TH-FRI: 4 PM-12 AM</td>
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<td>(Los Angeles)</td>
<td>SAT: 12 PM–12 AM, SUN: 12-10 PM</td>
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<td>Eagle Rock Brewing (Los Angeles)</td>
<td>WED-FRI: 4-10 PM</td>
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<td>SAT-SUN: 12-10 PM</td>
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<tr>
<td>Golden Road Brewing (Los Angeles)</td>
<td>MON-TUE: 11-12AM, WED-FRI: 11-2 AM</td>
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<tr>
<td>(Los Angeles)</td>
<td>SAT-SUN: 10-2 AM</td>
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<tr>
<td>Three Weavers Brewing (Inglewood)</td>
<td>WED-TH: 4-10 PM, FRI: 4-11 PM</td>
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<tr>
<td>(Inglewood)</td>
<td>SAT: 12 AM-11 PM, SUN: 12 AM-6 PM</td>
</tr>
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</table>
Table 3 below identifies hours of operation for alcohol serving establishments in the downtown located on Main Street:

<table>
<thead>
<tr>
<th>Establishment</th>
<th>Hours of Operation</th>
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</thead>
<tbody>
<tr>
<td>Chef Hannes (411½ Main)</td>
<td>MON-SAT: 11 AM-10 PM</td>
</tr>
<tr>
<td></td>
<td>SUN: CLOSED</td>
</tr>
<tr>
<td>Rock N Brews (139-143 Main)</td>
<td>MON-SUN: 8 AM-11 PM</td>
</tr>
<tr>
<td>El Tarasco (210 Main)</td>
<td>MON-SUN: 10 AM-11 PM</td>
</tr>
<tr>
<td>Stuft Pizza (400 Main)</td>
<td>MON-TH: 11AM-9 PM</td>
</tr>
<tr>
<td></td>
<td>FRI-SAT: 11AM-10 PM, SUN: 12-8:30 PM</td>
</tr>
<tr>
<td>Hana Haru (409 Main)</td>
<td>MON-FRI: 11 AM-9 PM</td>
</tr>
<tr>
<td></td>
<td>SAT-SUN: 5 AM-9 PM</td>
</tr>
<tr>
<td>Canton Low (435 Main)</td>
<td>MON-TH: 11 AM-9:30 PM, FRI: 11 AM-10 PM,</td>
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<tr>
<td></td>
<td>SAT: 4-10 PM, SUN: CLOSED</td>
</tr>
<tr>
<td>Indian Summer (219 Main)</td>
<td>MON-SUN: 10 AM-11 PM</td>
</tr>
<tr>
<td>Havana Sandwich (229 Main)</td>
<td>MON-SUN: 11 AM-11 PM</td>
</tr>
<tr>
<td>Farm Stand (422 Main)</td>
<td>MON-TH: 7 AM-10 PM</td>
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<tr>
<td></td>
<td>SAT-SUN: 7 AM-11 PM</td>
</tr>
<tr>
<td>Steve's Burgers (321 Main)</td>
<td>MON-SUN: 6 AM-11 PM</td>
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<tr>
<td>Fuji Haru (357 Main)</td>
<td>MON-FRI: 11 AM-10 PM</td>
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<td></td>
<td>SAT-SUN: 4 PM-10 PM</td>
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<tr>
<td>Main St Café (450 Main)</td>
<td>MON-FRI: 8 AM-8 PM</td>
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<tr>
<td></td>
<td>SAT: 8 AM-9 PM</td>
</tr>
<tr>
<td></td>
<td>SUN: 8 AM-4 PM</td>
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<tr>
<td>Tavern on Main (123 Main)</td>
<td>MON-FRI: 10 AM-2 AM</td>
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<tr>
<td></td>
<td>SAT-SUN: 11 AM-2 AM</td>
</tr>
<tr>
<td>The Crush (403 Main)</td>
<td>MON-SUN: 10 AM-10 PM</td>
</tr>
</tbody>
</table>

Table 4 below provides a comparison of the applicant's requested hours of
operation for the El Segundo Brewery tasting room and staff’s recommended hours of operation:

<table>
<thead>
<tr>
<th>Applicant’s Request</th>
<th>Staff’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday: 4 p.m. to 11 p.m.</td>
<td>Monday-Thursday: 4 p.m. to 10 p.m.</td>
</tr>
<tr>
<td>Saturday-Sunday: 12 p.m. (noon) to 11 p.m.</td>
<td>Friday: 4 p.m. to 11 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday: 12 p.m. to 11 p.m.</td>
</tr>
<tr>
<td></td>
<td>Sunday: 12 p.m. to 10 p.m.</td>
</tr>
</tbody>
</table>

This staff recommendation is based on the following: 1) The hours of operation of other brewery tasting rooms in the Los Angeles area generally have more limited tasting room hours during the work week and on Sundays; 2) The hours of operation for many of the existing alcohol serving establishments on Main Street have more restricted hours or no hours on Sunday; and 3) The Type 23 “small beer manufacturer” license identifies a tasting room as an accessory use to the brewery primary use. As the tasting room is accessory to the primary use, an accessory use could have more limited hours than a bar or restaurant where alcohol service is a primary use.

The project site is located in the Main Street Transitional District (MTSD) in the Downtown Specific Plan (DSP) Zone. The Downtown Specific Plan identifies “bars” as an allowable use subject to a conditional use permit. The proposed 350 square-foot tasting room is analogous to a bar since on-site consumption of alcohol with no food service occurs. In compliance with the Type 23 license, the tasting room serves beer that is brewed on premises. The new tasting room will consist of a maximum of 22 seats. The brewery is allowed by-right as an industrial use (manufacturing) and is replacing another industrial use (bakery) at the rear portion of the existing building.

The surrounding land uses are as follows:

- **Land Uses**
  - North: Commercial Office
  - South: Restaurant
  - East: Industrial/Office
  - West: Restaurant

- **Zone**
  - DSP - MTSD
  - DSP - MTSD
  - SB - Smoky Hollow
  - DSP - MTSD

**Off-street Parking**

There are four existing off-street parking spaces on the property and two loading spaces. No accessible spaces are currently provided. The applicant will not
alter the configuration of the existing parking and loading spaces. The brewery is considered a permitted manufacturing use replacing an existing permitted manufacturing use. The Downtown Specific Plan identifies that "an existing use within an existing building may change to any other use enumerated in the PERMITTED USES section of the applicable Specific Plan District without providing additional on-site parking spaces" (DSP VII.10). Further, the tasting room component of the brewery is considered an accessory use and therefore requires no additional parking.

The two loading spaces provided exceed that required by the ESMC since buildings 15,000 square feet or less require no loading spaces. The two loading spaces provided are approximately 15.5' in width and 40' in length and comply with the minimum dimensions for required small truck loading spaces. The brewery will use a small truck or SUV for deliveries.

Conditional Use Permit

The application includes a request for approval to a modification of the existing Conditional Use Permit No. CUP 10-11 to allow for the relocation of the beer tasting room, expansion of the overall size of the brewery facility to 4,900 square feet and to modify the operating hours of the beer tasting room located within an existing 5,600 square-foot warehouse building while maintaining their Type 23 ABC license.

Findings

ESMC § 15-23-6 requires that the following findings must be made before granting a modification to a CUP approval.

1. That the proposed location of the conditional use is in accord with the objectives of this Title and the purposes of the zone in which the site is located;

2. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity; and

3. That the proposed conditional use will comply with each of the applicable provisions of this Chapter.

Staff believes that the required Conditional Use Permit Findings can be made based upon the facts and analysis provided in the attached Resolution No. 2764 (Exhibit A). Based on these findings, staff is recommending approval to a modification to a Conditional Use Permit with conditions. The Planning Commission may consider and impose additional conditions through the Conditional Use Permit process, which it deems necessary, in order to meet the
required Conditional Use Permit findings. The proposed conditions establish the
tasting room and brewery operation that can be carried out under the CUP, the
hours of operations for the brewery and tasting room, the process for any
expansion and/or modification of the brewery and tasting room operations, and
the minimum number of required parking spaces.

IV. Inter-Departmental Comments

The project application and plans were circulated to the Building Safety Division
and the Public Works, Fire, and Police Departments. Staff has incorporated
comments from Departments as conditions of approval where appropriate.

V. Environmental Review

The proposed project is categorically exempt from additional California
Environmental Quality Act (CEQA) analysis pursuant to 14 California Code of
Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities).
The project involves the permitting of existing private structures, involving
negligible expansion of use beyond the current use. No adverse environmental
impacts would occur as a result of the proposed project because the elements of
the project comply with all conditions applicable to a Class 1 Categorical
Exemption.

VI. Conclusion

Planning staff recommends approval of Environmental Assessment No. EA-1074
and Conditional Use Permit No. CUP 14-04 since the required findings for
support can be made and appropriate conditions of approval are incorporated.

VII. Exhibits

A. Draft Planning Commission Resolution No. 2764
B. Planning Commission Resolution No. 2683 adopted on October 14, 2010
C. Plans

Prepared by: Masa Alkire, AICP, Principal Planner

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

Sam Lee, Director
Planning and Building Safety Department
RESOLUTION NO. 2764

A RESOLUTION APPROVING ENVIRONMENTAL ASSESSMENT NO. EA-1074 AND CONDITIONAL USE PERMIT NO. CUP-14-04 TO ALLOW MODIFICATION TO EXISTING ENVIRONMENTAL ASSESSMENT NO. EA-886 AND CONDITIONAL USE PERMIT NO. CUP 10-11 ALLOWING ON-SITE SALE OF ALCOHOL FOR ON-SITE AND OFF-SITE CONSUMPTION (TYPE 23 ABC LICENSE-SMALL BEER MANUFACTURERS) IN A RELOCATED BEER TASTING ROOM WITH MODIFIED OPERATING HOURS AND EXPANSION OF THE OVERALL SIZE OF THE BREWERY FACILITY TO 4,900 SQUARE-FEET AT 140 MAIN STREET

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

SECTION 1: The Planning Commission finds and declares that:

A. On July 14, 2014 Robert Croxall of El Segundo Brewing Co., LLC filed an application for an Environmental Assessment and a Conditional Use Permit to modify existing Environmental Assessment No. EA-886 and Conditional Use Permit No. CUP 10-11 for the relocation of the beer tasting room, expansion of the overall size of the brewery facility to 4,900 square feet and to modify the operating hours of the beer tasting room at 140 Main Street in the Main Street Transitional District (MSTD) Zone within the Downtown Specific Plan Zone;

B. The application 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”);

C. 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);

D. The Department of Planning and Building Safety completed its review and scheduled a public hearing regarding the application before this Commission for January 8, 2015;

E. On January 8, 2015, the Commission held a public hearing to receive public testimony and other evidence regarding the application including, without limitation, information provided to the Commission by Robert Croxall, representing El Segundo Brewing Co., LLC; and
The Commission considered the information provided by City staff, public testimony, and Robert Croxall. This Resolution, and its findings, are made based upon the evidence presented to the Commission at its January 8, 2015 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 project is a modification to existing Environmental Assessment No. EA-886 and Conditional Use Permit No. CUP 10-11 to allow relocation of the beer tasting room, expansion of the overall size of the brewery facility and to modify the operating hours of the beer tasting room as an accessory use to a brewery for on-site sale of alcohol for on-site and off-site consumption at 140 Main Street in the Main Street Transitional District (MSTD) within the Downtown Specific Plan (DSP);

B. The surrounding land uses are urbanized and include commercial uses in the MSTD to the north, south, and west, and industrial/office development in the Small Business (SB) Zone to the east;

C. The subject site consists of one existing 4,900 square-foot building situated on an approximately 6,913 square-foot lot;

D. The proposed industrial brewery facility expansion will replace a former legal non-conforming industrial bakery warehouse use and continue this legal non-conforming use in the DSP MSTD;

E. The project will maintain the existing four off-street parking spaces, and two loading spaces provided on site, and therefore be in compliance with DSP parking requirements;

F. The tasting room related uses consists of a 350 square-foot seating area, a 150 square-foot service area and a 40 square-foot retail area which will collectively occupy approximately 11% of the expanded 4,900 square-foot brewery;

G. The tasting room will have on-site and off-site alcohol sales with no food service as well as retail sales. The tasting room is considered analogous to a bar use and therefore requires a Conditional Use Permit in the Downtown Specific Plan (DSP) Zone; and

H. The proposed project involves remodeling the interior of the existing building and does not include exterior changes to the existing building.

SECTION 3: Environmental Assessment. Because of the facts identified in Section 2 of this Resolution, the proposed project is categorically exempt from the requirements of
the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities) as it involves the minor interior alteration of an existing private facility. The project involves the permitting of existing private structures, involving negligible expansion of use beyond the current use. No adverse environmental impacts would occur as a result of the proposed project because the elements of the project comply with all conditions applicable to a Class 1 Categorical Exemption.

SECTION 4: General Plan and Zoning. The proposed project conforms with the City's General Plan and the zoning regulations in the ESMC as follows:

A. The General Plan Land Use Designation of the project site is Downtown Specific Plan (DSP). The proposed project is consistent with the goals, objectives, and policies of the General Plan. Specifically, the project is consistent with Goal ED3 and Objective ED3-1 in that the proposed uses are the kinds of uses that create an economically viable and stable Downtown area that uniquely contributes to El Segundo's commercial options.

B. The project conforms to DSP Economic Development Goal and Objective ED3, in that it creates an economically viable and stable Downtown area that uniquely contributes to El Segundo's commercial options.

C. The project conforms to the DSP Land Use Goal LU4 by providing a stable tax base for the City through development of new commercial uses, primarily within a mixed-use environment. Specifically, it conforms to Objective LU4-2, Policy LU4-2.1 in which that the proposed use revitalizes and upgrade commercial areas, making them part of a viable, attractive and people-oriented commercial district.

D. The ESMC zoning classification for the project site is Downtown Specific Plan, allows for continuation of the tasting room use (as it is similar to a bar use), expansion of the brewery facility, and modification of the tasting room hours with approval of a Conditional Use Permit in conformance with ESMC Chapter 15-23;

E. The proposed project complies with the applicable provisions of ESMC Chapter 14-1, since proper notification and a public hearing were provided, proper hearing decision and records will be complied with and the required findings will be considered.

SECTION 5: Conditional Use Permit Findings. After considering the above facts regarding proposed Environmental Assessment No. EA-1074 and Conditional Use Permit No. CUP 14-04, the Planning Commission finds as follows:

A. That the proposed location of the conditional use is in accord with the objectives of this Title and the purposes of the zone in which the site is located;
The Main Street Transitional District (MSTD) in the DSP requires the approval of a CUP for bars, which is a similar use to the proposed tasting room, as alcohol is served for on-site sale and for on-site and off-site consumption. The retail nature of the brewery satisfies the purpose of the MSTD.

The proposed relocation of the previously approved tasting room within the brewery is the continuation of an incidental use at the site that is limited in floor area and hours of operation. Alcohol service under a Type 23 ABC license is permitted within the MSTD of the DSP Zone subject to approval of a conditional use permit.

B. **That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity;**

The attached conditions of approval establish limits to the operation's hours and activities. There is only minor interior alteration of the building proposed. The location is several hundred feet from any residential areas in a mixed commercial and industrial area with existing restaurants, offices and light manufacturing. The proposed operations are inside the building and not visible from major city thoroughfares. Additionally, the site will maintain all existing legal non-conforming parking spaces.

The proposed relocated tasting room within the brewery is an incidental use of the premises when limited in area, time, and frequency of activity. Planning Commission approval of a Conditional Use Permit is required for businesses with a Type 23 ABC license and located in the MSTD of the DSP Zone. The location, size, design and operating characteristics of the tasting room will not create conditions which may be objectionable, detrimental to the public health, safety and welfare or incompatible with other permitted uses in the vicinity. Furthermore, conditions of approval are incorporated to minimize any impacts from the proposed activity. Therefore, the project will not be materially injurious to property or improvements in the vicinity.

C. **That the proposed conditional use will comply with each of the applicable provisions of this Chapter.**

The proposed conditional use complies with the applicable provisions of ESMC Chapter 15-27 since proper notice and hearing were provided, and proper hearing decision and records will be complied with, and the required findings will be considered.

**SECTION 6: Approval.** Subject to the conditions listed in the attached Exhibit "A," which are incorporated into this Resolution by reference, the Planning Commission
approves Environmental Assessment No. EA-1074 and Conditional Use Permit No. CUP 14-04. This Resolution supersedes Planning Commission Resolution No. 2683.

SECTION 7: This Resolution will remain effective unless superseded by a subsequent resolution.

SECTION 8: The Commission Secretary is directed to mail a copy of this Resolution to Robert Croxall of El Segundo Brewing Company, LLC and to any other person requesting a copy.

SECTION 9: 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 10: Except as provided in Section 9, this Resolution is the Planning Commission’s final decision and will become effective immediately upon adoption.

PASSED AND ADOPTED this 8th day of January, 2015.

David Wagner, Chair
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
PLANNING COMMISSION RESOLUTION NO. 2764

Exhibit A

CONDITIONS OF APPROVAL

In addition to all applicable provisions of the El Segundo Municipal Code ("ESMC"), Robert Croxall of El Segundo Brewing Company, LLC and David B. Taylor agree that they will comply with the following provisions as conditions for the City of El Segundo's approval of Environmental Assessment No. EA 1074 and Conditional Use Permit No. CUP 14-04 ("Project Conditions").

Planning Division

1. Before building permits are issued, the applicant must develop plans, showing that the facility substantially conforms with plans approved and on file with the Planning and Building Safety Department. Any subsequent modification to the project as approved, including the site plan, floor plan, elevations, landscaping and materials, must be referred to the Director of the Planning and Building Safety Department for a determination regarding the need for Planning Commission review of the proposed modification.

2. Before building permits are issued, the applicant must obtain all the necessary approvals, licenses and permits and pay all the appropriate fees as required by the City of El Segundo.

3. The Conditional Use Permit allows for the relocation of the operation of a 350 square-foot tasting room with addition of a new 150 square-foot service area and 40 square-foot retail area which is an accessory use to the brewery. Operation of the tasting room requires the continuous operation of the brewery as the main use.

4. Hours of operations for the tasting room must be limited to Monday to Thursday from 4:00 p.m. to 10:00 p.m., Friday from 4:00 p.m. to 11:00 p.m., Saturday from 12:00 p.m. to 11:00 p.m. and Sunday from 12:00 p.m. to 10:00 p.m., Pacific Standard Time. Any change to the hours of operation or the hours that alcohol may be served is subject to review and approval by the Director of Planning and Building Safety.

5. A trash and recycling enclosure must be provided and shown on the site plan that is sufficiently large enough to store the necessary bins required for the regular collection of commercial solid waste and recyclable materials. The site plan with the location and dimensions of the trash and recycling enclosure and an elevation view of the enclosure must be provided to the Planning and Building Safety Department for review and approval before the City issues building permits.
6. Modifications to the floor plan and site plan require the approval of the Planning and Building Safety Director. Significant changes to the size of the areas designated for each use as determined by the Director of Planning and Building Safety require review by the Planning Commission.

7. A minimum of 4 parking spaces and 2 loading spaces must be maintained on-site.

8. Taxicab phone numbers must be posted in a conspicuous location at all times in the area(s) where alcohol is served to customers.

9. The premises must be maintained in a litter and graffiti-free manner. Any graffiti that should appear on the premises must be removed within 48 hours.

10. The applicant must obtain and maintain all licenses required by the Alcoholic Beverage Control Act (Business & Professions Code §§ 23300 et seq.). The applicant must maintain a Type 23 license.

11. The brewery and tasting room operations must comply with ESMC §§ 7-2-1, et seq. regulating noise and vibration.

12. The Planning and Building Safety Department and the Police Department must be notified of any change of ownership of the approved use in writing within 10 days of the completion of the change of ownership. A change in project ownership may be cause to schedule a hearing before the Planning Commission regarding the status of the conditional use permit.

13. The applicant must comply with all regulations of the Alcoholic Beverage Control Act and the regulations promulgated by the Alcoholic Beverage Control Board including, without limitation, the regulations set forth in 4 Cal. Code of Regs. §§ 55, et seq.

14. The applicant must post a sign in a clear and conspicuous location listing a phone number at which a responsible party may be contacted during all open hours of the establishment to address any concerns of the community regarding noise in the brewery, tasting room and parking lot. Said contact's name and phone number must also be available through the restaurant staff at all times.

15. The applicant must, at all times, display a Designated Driver sign of at least ten inches by ten inches (10" X 10") in the tasting room at eye level. The sign must be worded in a way that reminds patrons who are consuming alcohol to designate a non-drinking driver.

16. There must be no exterior advertising of any kind or type, including advertising directed to the exterior from within, promoting or indicating the availability of alcoholic beverages. Interior displays of alcoholic beverages which are clearly visible to the exterior constitute a violation of this condition.
17. All employees serving alcoholic beverages to patrons must enroll in and complete a certified training program approved by the State Department of Alcoholic Beverage Control (ABC) for the responsible sales of alcohol. The training must be offered to new employees on not less than a quarterly basis.

18. Any and all employees hired to sell alcoholic beverages must provide evidence that they have either:

   a. Completed training from the ABC, Long Beach/Lakewood District Office administered Leadership and Education in Alcohol and Drugs (LEAD) Program in the form of an ABC-issued certificate; or,

   b. Completed an accepted equivalent by the ABC, Long Beach/Lakewood District Office to ensure proper distribution of beer, wine and distilled spirits to adults of legal age. If any prospective employee designated to sell alcoholic beverages does not currently have such training, then;

   c. The ABC-licensed proprietors must have confirmed with the Planning and Building Safety Department within fifteen (15) days of the Director's decision, or by final project approval, that a date certain has been scheduled within the local ABC Office to complete the LEAD course.

   d. Within thirty (30) days of taking said course, the employees, or responsible employer must deliver each required certificate showing completion to the Police Department.

19. The applicant must have readily identifiable personnel to monitor and control the behavior of customers inside the building premises. Staff must monitor activity outside in the parking lot and any adjacent property under the establishment's control to ensure the areas are generally free of people and are cleared of patrons and their vehicles one-half hour after closing.

20. If complaints are received regarding excessive noise, parking availability, lighting, building access, and the like associated with the tasting room, the city may, in its discretion, take action to review the Conditional Use Permit, including without limitation, adding conditions or revoking the permit.

Building Division

21. The project must comply with the 2013 California Building Code (2013 CBC) and any applicable ESMC amendments.
Public Works Department

22. The proposed brewery improvements may affect the existing water and sewer lines. The applicant must submit a study that shows any capacity changes to those existing lines. Necessary upgrades to either the water and sewer laterals and/or mains will be determined once the study is reviewed and approved.

23. If any work in the public right-of-way is necessary, before commencing any work in the public right-of-way, including lane closure, the applicant must ensure that encroachment permits required by the City are secured from the Department of Public Works.

24. PG-64-10 tack coat and hot mix asphalt must be used for slot paving, if required, next to new concrete installations. Slot paving must be three feet wide and one-foot deep, and consist of six inches of asphalt over six inches of base.

25. An existing water meters, potable water service connections, fire backflow devices and potable water backflow devices must be upgraded to current Public Works Water Division standards. These devices must be placed or relocated onto private property.

26. The applicant must submit plans for water system upgrades to the City of El Segundo Public Works Department for review and approval, including traffic control plans for work in the public right-of-way.

27. A utility plan must be provided that shows all existing and proposed utility lines and their sizes, including easements, around the project site. The required fees will be determined based upon information provided on the site plan.

28. All construction related parking must be accommodated on-site. No construction related parking is permitted off-site.

29. The project must comply with the National Pollutant Discharge Elimination System (NPDES) requirements and must provide Best Management Practices (BMPs) for sediment control, construction material control and erosion control.

30. All record drawings (As-built drawings) and supporting documentation must be submitted to the Public Works Engineering Division before scheduling the project’s final inspection.

Miscellaneous Conditions

31. Robert Croxall and David B. Taylor agree to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of Environmental Assessment No. EA-1074 and Conditional Use Permit No. CUP 14-04. Should the City be named in any suit, or should any claim be brought
against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of Environmental Assessment No. EA-1074 and Conditional Use Permit No. CUP 14-04, Robert Croxall and David B. Taylor agree to defend the City (at the City’s request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section “the City” includes the City of El Segundo’s elected officials, appointed officials, officers, and employees.

Robert Croxall, El Segundo Brewing Co., LLC and David B. Taylor must acknowledge receipt and acceptance of the Project Conditions by executing the acknowledgement below. By signing this document, Robert Croxall, El Segundo Brewing Co., LLC and David B. Taylor certify that they have read, understood, and agree to the Project Conditions listed in this document.

Robert Croxall, President
El Segundo Brewing Co., LLC

David B. Taylor, Property Owner
AGENDA DESCRIPTION:

(Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:

1. Discuss and provide feedback; and,
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Executive Summary of the Aquatics Facility Programming, Design and Financial Analysis

FISCAL IMPACT: None

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PREPARED BY: Meredith Petit, Director of Recreation & Parks

REVIEWED BY: Greg Carpenter, City Manager

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:

In May 2013, the City of El Segundo and Wiseburn School District entered into a Settlement Agreement that calls for Wiseburn to commit $6,000,000 to the construction of an aquatics facility and the City to operate and maintain the facility into the future. According to the agreement, the City would also be responsible for any design and construction costs in excess of $6,000,000.

On June 15, 2014, staff presented the City Council with two aquatics facility design options under consideration by the Pool Design Committee. Design Option 1, a 50-meter by 25-yard outdoor competition pool with limited additional amenities, was estimated to cost $6,000,000. Design Option 2, estimated at $8,400,000, included a 54-meter by 25-meter outdoor competition pool, a 25-yard additional pool, bleachers, two moveable bulkheads, sports lighting, and other amenities that would provide for more versatility in aquatics programming.

One of the major benefits of the larger facility design option is the likelihood to produce higher revenue over the long term to help offset costs associated with the City's entire aquatics program, including the Urho Saari Swim Stadium and two outdoor seasonal pools. After discussion, the City Council directed staff to seek consulting services in the form of a Aquatics Facility Programming, Design and Financial Analysis to (1) gain a better understanding of the future facilities’ operations and assist in the decision making process, and (2) explore alternative design scenarios that would meet the needs of the community while maximizing revenue opportunities.
On August 19, 2014, the City Council authorized staff to select Isaac Sports Group to conduct the *Aquatics Facility Programming, Design and Financial Analysis*. Throughout the month of September, staff worked with consultant Stu Issac of the Isaac Sports Group to provide pertinent data and information about the City’s current aquatics program, facilities, operations, and budget. Discussions also included future goals of the City’s existing programs, and ideas for program enhancement. Mr. Issacs visited El Segundo in late September and toured the aquatics facilities, the future site of the new pool, and conducted several meetings with community stakeholders. Separate meetings were held with City staff and officials, Wiseburn School District officials, El Segundo Unified School District officials, and the Pool Design Committee. The information compiled during these meetings would allow Mr. Issacs to formulate future plans for incorporating all of the community groups’ needs into an overarching aquatics approach to the facility design and the utilization of existing facilities.

At this time, the Isaac Sports Group is prepared to present a Preliminary Report of the *Aquatics Facility Programming, Design and Financial Analysis*. The aforementioned stakeholder groups have reviewed a preliminary report and any feedback received will be incorporated into the final report. Additionally, the Wiseburn School District has indicated that an extension in the expected timeframe for the opening date of the aquatics facility will likely be required prior to proceeding to the next phase of the project. The current agreement states an expected date of June 2017; however, with the additional months incurred during this analysis and decision-making process, an adjustment will be necessary.

Staff recommends that City Council, staff, and interested community members review the report to formulate any questions and provide feedback. City Council can then reconvene the discussion at a subsequent City Council meeting to take action to identify the ultimate facility design, funding source if necessary, and agreed-upon timeline.
City of El Segundo
Wiseburn Unified School District
Aquatic Center

Programming, Design, and Financial Analysis

EXECUTIVE SUMMARY
PRELIMINARY REPORT

January 25, 2015
INTRODUCTION
The Wiseburn Unified School District (WUSD) and the City of El Segundo are undertaking a joint use venture to build and operate an aquatic center on the campus of Wiseburn High School. The aquatic center will meet the aquatic programming needs of Wiseburn High School. The Wiseburn Unified School District, El Segundo High School, the City of El Segundo, El Segundo Recreation and Parks, and the overall community. The School District is providing the site on the campus of the new Wiseburn High School and $6,000,000 toward the capital costs of the project. The City of El Segundo will be responsible for managing the facility and paying the operating costs of the facility. It is critical to the city that the facility be self-sustaining, supporting operating expenses through user fees, program revenue, and other revenue sources. It will also be important that programming and scheduling of the new aquatic center is integrated into the existing aquatic programs and pools in El Segundo to maximize the current aquatic programs and create new programs driving participation growth and increased community access and benefits in all the facilities, best utilizing the unique aspects of each facility. The Aquatic Center and the enhanced programming and access at the Plunge can help improve overall quality of life and be an attraction to residents and businesses looking at El Segundo.

Two initial designs have been developed for the project. The Base Option is a single all deep 50 meter by 25 yard pool that meets the basic needs of the Wiseburn High School and El Segundo High School Swimming and Water Polo program, training, and competition needs. The Upgrade Option expands the main competition/training pool to 54 meters x 25 meters with two x 2 meter bulkheads and diving boards. It also includes a warm-water teaching/fitness pool which can support greater community access and use, including significant revenue generating programs. The Upgrade can also host additional meets and tournaments that can generate operating revenue and economic impact for the community.

The goal of this Study is to analyze program potential, review the design concepts relevant to programs goals and opportunities, and develop project cost projections and annual financial budgets for the operation of each pool. During this process a Hybrid Option has also been developed which supports program needs and goals in a more cost effective way. The impact of the new Aquatic Center on the operations of current programs at the Uhrn Saari Swim Stadium (The Plunge) is also reviewed. The impact on the overall combined Plunge and Aquatic Center is also analyzed, showing the impact on the overall El Segundo Aquatic and Public Works pool operating budget and revenue.

The preliminary report is scheduled to be reviewed by the City, El Segundo Unified School District, Wiseburn Unified School District, and key community stakeholders in conference calls the week of January 26th and in meetings in El Segundo the week of February 2nd, including an initial presentation to City Council on February 3rd. Additional questions and clarifications will then be addressed with final financial analysis included in the final report scheduled to be completed by February 15th.

PROGRAMMING
The new Aquatic Center allows the team training for ESHS and the Club Swim Team, The Armada, to move practice and competition from the Plunge to the Aquatic Center. In addition to providing more space and time in a better training environment for the teams, this move opens up significant time and space at the Plunge for added community based classes, recreation, and open community access. The new facility triples the time and space available year round for the
El Segundo High School teams. Swim Lesson times expand from five hours per week during the school year to 20 hours per week at the Plunge alone (currently lesson programs have a lottery and wait list program). Lap swim lanes become available throughout the day. Aquatic Fitness classes can expand from the current 90 minutes per week to over 20 hours per week. Additional programs include significantly expanded swim lessons, aquatic fitness, special needs, and senior programming. It also provides more space for lap swimming lanes throughout the day.

In addition to supporting the High School teams and school programs, the Aquatic Center provides additional lap lanes and added space for Masters Swimming and Masters Water Polo as well as additional space for outside swim clubs, water polo club, and even synchronized swimming. It also provides the opportunity to create an El Segundo recreation swim team and swim and water polo sport camps and enhance the ES Junior Guard Preparation Program (Water Endurance Training). It also provides increased midday, weekend, and evening space for community, recreation and open access.

The addition of the teaching/fitness 4 lane 25 yard shallow pool at the Aquatic Center in the Upgrade Option also provides swim lesson, aquatic fitness, and a wide range of additional recreation activities for the public. The Aquatic Center available time and space combined with its location will also attract a higher percentage of non-resident users, bringing more people to El Segundo and increasing pool use revenue to help support operations.

A sample program schedule matrix is included in the final report and is attached to this report for reference.

DESIGN
A Hybrid Option was created based on the programming needs and goals combined with the cost and operating financial analysis. The Hybrid Design makes the following changes in the Upgrade Option:

- Reduce Pool size to 51.2 meters x 25 yards
- Reduce to one 1.2 meter (4 foot) bulkhead
- Eliminates the diving element, reducing depth (no project stakeholders expressed an interest or need for the diving elements)
- Slightly reduce permanent seating capacity

The Hybrid design retains the same size teaching/fitness pool and the same program support amenities as the Upgrade Option.

These changes have virtually no impact on training space, daily programming, and community access compared to the Full Upgrade Option. It does reduce the event capacity and the overall size of meet that can be hosted, but the actual limiting factors on events are actually the size of the warm-up pool and overall space and seating. The event loss will only be in hosting meets that are slightly smaller and the inability to host a Southern California Swimming/USA Swimming regional meet every two to three years.

Design sketches of the Base Option and the Upgrade Option are attached to this summary.
UPGRADE OPTION
PROJECT COST PROJECTIONS
The preliminary projected total project costs of the three facility design options are as follows:

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<th>DESIGN OPTION</th>
<th>BASE OPTION</th>
<th>FULL UPGRADE OPTION</th>
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These costs include hard construction costs and all other soft costs, inspections, architectural and design fees, overhead, equipment and owner cost. A detailed Project Cost Projection is attached to this summary.

FINANCIAL ANALYSIS
The Financial Analysis focused on two budgets.
- The actual stand alone operating budget for the Aquatic Center.
- The combined operating budget of the Aquatic Center and the Plunge

The opening up of the Plunge for additional program time significantly raises the program and revenue potential for the Plunge. It is important to review the overall effect on the total budget to understand the full impact of the Aquatic Center. This budget analysis also includes several key items that do not directly show in the current Rec and Parks Aquatic Budget or the pool sections of the Public Works budget. These include an annual accrual fund line item setting aside funds in anticipation of long range equipment replacement and major maintenance issues and incremental insurance costs for the Aquatic Center. The new budget also includes line items for program marketing and staff travel and professional development.

The five year summary of annual Profit and Loss statements for each design option is attached to this report. The full budget detail spreadsheets will be part of the final report and are available now through Meredith Petif at Recreation and Parks. For purposes of the summary below Year Three of operation is used, anticipating full development of programs and participation by Year Three. This is a combined overall budget for the Aquatic Center. The detail indicates what items are parts of the Public Works budget and what are parts of the Rec and Parks Aquatic Budget.

Aquatic Center Financial Pro-forma

<table>
<thead>
<tr>
<th>DESIGN OPTION</th>
<th>Base Option</th>
<th>Hybrid Option</th>
<th>Upgrade Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses</td>
<td>$616,615</td>
<td>$704,311</td>
<td>$781,829</td>
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<tr>
<td>Program Expenses</td>
<td>$ 38,306</td>
<td>$126,827</td>
<td>$126,827</td>
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<tr>
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<td>Net Revenue (Deficit)</td>
<td>$(239,417)</td>
<td>$(78,648)</td>
<td>$(102,357)</td>
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</table>

The P & L for each option follows:
## Wiseburn High School-El Segundo Aquatic Center
### Financial Summary
#### Base Option

**January 25, 2015**

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>Year Zero</th>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
<th>Year Four</th>
<th>Year Five</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATIONAL EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>$640,750</td>
<td>$674,635</td>
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<td>$24,040</td>
<td>$24,761</td>
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<td>$5,000</td>
<td>$5,000</td>
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<td>$7,709</td>
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<td>$1,730</td>
<td>$1,817</td>
<td>$1,907</td>
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<td>$1,534</td>
<td>$1,610</td>
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<td><strong>DEBT SERVICE</strong></td>
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<tr>
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<td>$-</td>
<td>$-</td>
<td>$-</td>
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<td>$-</td>
<td>$-</td>
<td>$-</td>
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<td>$-</td>
</tr>
<tr>
<td>School District or Park and Rec Usage Fees</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
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<tr>
<td>Miscellaneous</td>
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<td>$-</td>
<td>$-</td>
<td>$-</td>
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<td>$3,450</td>
<td>$3,724</td>
<td>$3,912</td>
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<td>Program Sponsorships/Advertising/Contributions</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
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<tr>
<td><strong>TOTAL INCOME</strong></td>
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<td>$301,014</td>
<td>$365,305</td>
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<td>$437,636</td>
<td>$456,629</td>
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</table>

### Wiseburn High School-El Segundo Aquatic Center

**Financial Summary**

**Hybrid Option**

**January 15, 2015**

#### EXPENSES

<table>
<thead>
<tr>
<th>OPERATIONAL EXPENSES</th>
<th>Year Zero</th>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
<th>Year Four</th>
<th>Year Five</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilities</td>
<td>$25,150</td>
<td>$649,758</td>
<td>$676,634</td>
<td>$704,311</td>
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<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

#### PROGRAM EXPENSES

| Community and Educational Programs | $ -       | $5,630   | $6,475   | $6,992     | $7,342    | $7,709    |
| Fitness and Therapy              | $ -       | $9,300   | $10,695  | $11,551    | $12,128   | $12,735   |
| Learn to Swim                     | $5,895    | $51,450  | $60,566  | $73,250    | $76,778   | $85,740   |
| Camps and Clinics                 | $ -       | $15,285  | $17,577  | $18,984    | $19,933   | $20,929   |
| Team Programs                     | $2,850    | $13,329  | $14,946  | $16,051    | $16,908   | $17,818   |
| Miscellaneous                     | $ -       | $ -      | $ -      | $ -        | $ -       | $ -       |

#### DEBT SERVICE

|                      | $ -       | $ -      | $ -      | $ -        | $ -       | $ -       |

#### PROPERTY TAXES

|                      | $ -       | $ -      | $ -      | $ -        | $ -       | $ -       |

#### TOTAL EXPENSES

|                      | $33,895   | $744,752 | $786,893 | $831,138   | $863,908  | $917,133  |

#### REVENUE

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<tr>
<th>FACILITY REVENUE</th>
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<th>$402,811</th>
<th>$464,152</th>
<th>$487,503</th>
<th>$507,282</th>
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<tbody>
<tr>
<td>Camps and Clinics</td>
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<td>$9,000</td>
<td>$12,450</td>
<td>$14,126</td>
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<td>$120,150</td>
<td>$136,125</td>
<td>$154,190</td>
<td>$166,436</td>
<td>$173,708</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>School District or Park and Rec Usage Fees</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

#### PROGRAM REVENUE

| Community and Educational Programs | $ -       | $11,250  | $12,938  | $13,973    | $14,671   | $15,405   |
| Fitness and Therapy              | $ -       | $25,000  | $28,750  | $31,050    | $32,603   | $34,333   |
| Learn to Swim                     | $ -       | $117,673 | $138,601 | $172,895   | $183,415  | $204,145  |
| Camps and Clinics                 | $ -       | $33,300  | $38,295  | $41,339    | $43,427   | $45,988   |
| Club Team and Training Programs   | $ -       | $23,400  | $26,910  | $29,063    | $30,516   | $32,042   |
| Program Sponsorships/Advertising/Contributions | $ - | $ - | $ - | $ - | $ - | $ - |
| Miscellaneous                     | $ -       | $ -      | $ -      | $ -        | $ -       | $ -       |

#### TOTAL INCOME

|                      | $33,895   | $312,017 | $318,589 | $378,648   | $371,774  | $376,126  |

#### NET REVENUE (DEFICIT)

|                      | $(33,895) | $(212,017) | $(138,589) | $(78,648)  | $(71,774)  | $(76,126)  |
## Wiseburn High School-El Segundo Aquatic Center
### Financial Summary
#### Full Upgrade Option

January 25, 2015

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>Year Zero</th>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
<th>Year Four</th>
<th>Year Five</th>
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</thead>
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<tr>
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<td>$78,612</td>
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<td>$7,709</td>
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<td>$10,695</td>
<td>$11,551</td>
<td>$12,128</td>
<td>$12,735</td>
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<td>$ -</td>
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<tr>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>PROPERTY TAXES</strong></td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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Combined Aquatic Center and Plunge

In the combined Aquatic Center and Plunge Budgets the budgets are broken down by Public Works and Aquatic Center Budgets to better reflect current City budgeting format.

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<th>BASE OPTION</th>
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<tr>
<td>Rec Budget</td>
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<td>Total Expenses</td>
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<tr>
<td>Public Works Budget</td>
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<tr>
<td>Income (all Rec Budget)</td>
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<td>Net Revenue (Deficit)</td>
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<td>Public Works Budget</td>
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<tr>
<td>Income (all Rec Budget)</td>
<td>$118,000</td>
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<tr>
<td>Net Revenue (Deficit)</td>
<td>($535,758)</td>
<td>($454,299)</td>
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The Hybrid Option shows the lowest operating deficit as a stand alone facility budget and shows no increase in the overall annual operating deficit for the overall Plunge and Aquatic Center programs. The Hilltop and Acadia pools are a very small part of the overall El Segundo aquatic budget and have little impact on the overall numbers of this analysis. The Hybrid Option appears to be the most cost effective facility, program, and operating model resulting in no net increase in the overall El Segundo aquatic facility and operating budgets.
When you consider the inclusion of items in the Aquatic Center budget that are not currently reflected in the Plunge budgets such as insurance, long term replacement funds, marketing, and staff development the deficit is reduced by approximately $90,000/year.

HERITAGE OF THE UHRO SAARI SWIM STADIUM
The Uhro Saari Swim Stadium is a valuable legacy of El Segundo, its aquatic programs, and the individual who was most instrumental in building this legacy. While the competitive and team training activities may be moving out of The Plunge to the Aquatic Center, it will be important to retain and continue to celebrate and honor this legacy. With the opening of a new Aquatic Center the Plunge will actually provide more access, programs and opportunities to a wider range of El Segundo residents. It will be important to enhance the recognition of the history in the lobby of The Plunge. The International Swimming Hall of Fame (ISHOF) has the entire collection of movies of swimming, training, and meets that were taken and compiled by Uhro Saari as well as significant relevant memorabilia. Uhro and his son Roy are both enshrined as ISHOF Hall of Fame Honorees. The ISHOF has offered to collaborate with El Segundo in creating an historic display honoring the Saari family, the history of El Segundo aquatics, and the significance of the Plunge as one of the few WPA Pools still in existence in the US.

CONCLUSION
While additional project cost fine tuning and budget tweaking with stakeholders, the City and the Schools still need to take place, it is evident that an expansion of the Base Option to a two-pool complex as conceived in the Hybrid Option can significantly enhance all the aquatic programs and opportunities for El Segundo residents, bring economic impact to the City, and become a regional asset without any increase in overall El Segundo Aquatic and Public Works operating costs.
EL SEGUNDO CITY COUNCIL
AGENDA ITEM STATEMENT

MEETING DATE: February 3, 2015
AGENDA HEADING: New Business

AGENDA DESCRIPTION:

Consideration and possible action to be a Host Town for the Special Olympics World Games in Los Angeles.

(Fiscal Impact: Approximately $50,000)

RECOMMENDED COUNCIL ACTION:

1. Receive and file report and provide Staff direction related to acting as a Host Town.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Special Olympics World Games Los Angeles 2015 2-Page High-Level Datasheet
2. Host Town Program 2-Page High-Level Datasheet
3. Local El Segundo Business Support Document – Drafted by Mr. William Yarroll

FISCAL IMPACT: $

- Amount Budgeted: None
- Additional Appropriation: N/A
- Account Number(s): XXX-XXX-XXXX-XXXX (Account Name)

PREPARED BY: Mickie Tagle, Senior Executive Assistant
REVIEWED BY: 
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:

Mr. William Yarroll, Founder and Executive Director of Got Kids? Charity spoke during Public Communications at the January 20, 2015 City Council Meeting and requested of Council to consider for the City of El Segundo to be a Host Town. What level of assistance Mr. Yarroll is asking the city to provide is unclear.

The Special Olympics World Games in Los Angeles 2015 will host over 7,000 athletes from over 177 countries. To support the athletes acclimate and prepare for the competitions, the Special Olympics organization developed the Special Olympics World Games Host Town Program.

The Host Town Program seeks to recruit 100 host communities to welcome and celebrate approximately 100 athletes for three days. The Host Town authorizes the use of the City logo for fundraising and other marketing efforts and provides the following: access, at no cost, to city facilities for athletes to utilize; safety and security; finance, fundraising, and volunteer management; plan and implement events and activities including training; provide transportation, lodging, one-time laundry, food, and beverage for the athletes. Other miscellaneous suggested items that the Host Town may provide: gift, pin, etc.; volunteer expenses such as training, uniform and office supplies; interpretation services (if needed); printed materials such as banners, programs, invitations, etc.
The Host Town will be responsible for 100% of the cost of hosting their delegations. Olympic Game organizers have estimated the cost for the approximately 100 athletes for the three days of hosting to be approximately $50,000. This figure is frequently supplemented by in-kind donations, sponsorships and fundraisers by community groups and community members at large. Any cost not covered by donations would be absorbed by the City.
Los Angeles is a city full of movie stars and all-stars. But in 2015, thousands of Special Olympics athletes will be the true stars.

Arriving from all corners of the world, 7,000 athletes will take the global stage in Los Angeles and show the world incredible courage, unwavering determination, and sheer joy. By living out their dreams in front of the world, they will open hearts and minds, and expand our collective sense of acceptance and inclusion.

FACTS AND FIGURES

Athletes: 7,000
Coaches: 3,000
Countries Represented: 177
Duration: 9 Days
Number of Events: 25
Number of Volunteers: 30,000
Honored Guests: 5,000
Spectators: 500,000
Media Representatives: 2,000
Number of Venues: 27

The 2015 World Games will be the largest event hosted by Los Angeles since the 1984 Olympic Games. The venues will be world-class, including Special Olympics Athlete Villages at USC and UCLA, and a star-studded Opening Ceremony on July 25, 2015 at the Los Angeles Memorial Coliseum, site of the 1932 and 1984 Olympic Games.

25 SPORTING EVENTS

Aquatics, Athletics, Badminton, Basketball, Beach Volleyball, Bocce, Bowling, Cycling, Equestrian, Football (Soccer), Golf, Gymnastics, Judo, Kayaking, Half Marathon, Open Water Swim, Power Lifting, Roller Skating, Sailing, Softball, Table Tennis, Team Handball, Tennis, Triathlon and Volleyball.

SPECIAL PROGRAMS

HOST TOWN: For the three days preceding the Opening Ceremony, 100 towns and cities across Southern California will host delegations from around the world. Athletes will get the welcome of a lifetime and, along with members of their Host Town, will take part in a fun schedule of cultural and sports activities.

HEALTHY ATHLETES: Volunteer healthcare professionals will provide athletes with free exams and services in seven clinical areas. Athletes will receive referrals for follow-up care, prescription eyewear, hearing aids and other life-changing care. Medical volunteers return to their schools and medical practices with the experience and desire to better treat people with intellectual disabilities.
GET INVOLVED
JULY 25 – AUGUST 2, 2015 | 7,000 ATHLETES | 177 COUNTRIES | 25 SPORTS

Make the Special Olympics World Games truly memorable. Get involved today!

The ultimate goal of the Special Olympics World Games is to create a world that fully accepts and includes all people with intellectual disabilities -- and ultimately all people with differences. Special Olympics Founder Eunice Kennedy Shriver recognized this movement would transform the world, one community at a time.

BE A VOLUNTEER
It will take 30,000 caring and committed volunteers to make sure that the Special Olympics athletes get the experience of a lifetime. Whether you can speak a foreign language, assist a team, or become an official Fan in the Stands to cheer on the athletes, visit LA2015.org/volunteer to sign up. If you'd like to get even more involved by hosting international athletes prior to the games by organizing a Host Town, visit www.LA2015.org/host-town.

SUPPORT AN ATHLETE
It takes $2,500 to fund one athlete's participation in the World Games 2015. Join the Support An Athlete campaign and raise $2,500 with your family and friends. You'll be paired with an athlete competing at the World Games and can follow your athlete's progress during the competition. Visit support.LA2015.org to see how much has been raised and get started with your page.

MAKE A DONATION
Every contribution helps. Give a gift at LA2015.com/donate and know that you're helping to expand the inclusion of people with intellectual disabilities in communities around the world.

BECOME A SPONSOR
Join some of the most respected companies in the world and become an official sponsor of Special Olympics World Games. To find out how, please contact Brian Erickson, Senior Vice President of Sales, at sponsor@LA2015.org.

STAY IN TOUCH ONLINE

Follow us on Twitter @LosAngeles2015
Like us on Facebook at www.fb.com/LA2015
Subscribe to the World Games newsletter at LA2015.org
WHAT IS THE HOST TOWN PROGRAM?

The Host Town Program is a very special 3-day program that takes place prior to the Opening Ceremony of the Special Olympics World Games 2015. At their Host Towns, athletic delegations from around the world will be welcomed and celebrated. Their Host Town’s schedule of events will include getting to know community members, taking part in cultural activities unique to your area, and—of course—practicing and resting for the games. The Special Olympics athletes will feel truly celebrated and Host Town members will make friends for life.

WHEN ARE THE HOST TOWNS?

Delegations arrive on July 21 and delegations depart on July 24, 2015.

WHAT COMMUNITIES CAN BE HOST TOWNS?

Host Towns can be the largest cities or the smallest towns in Southern California—and, in some cases, they can also be civic groups and clubs. Communities located from San Luis Obispo to San Diego are eligible. Altogether, there will be approximately 100 Host Towns.

HOW MANY ATHLETES WOULD SPEND TIME AT A HOST TOWN?

Host Towns will have the opportunity to roll out the red carpet for approximately 100 athletes—typically one or two delegations.

WHAT DOES A HOST TOWN HAVE TO DO?

The Host Town will be responsible for 100% of the costs of hosting their delegations, which includes expenses such as lodging and food. The World Games 2015 has experience advising Host Towns and can provide suggestions for securing in-kind donations and holding fundraisers.

WHY SHOULD MY COMMUNITY BECOME A HOST TOWN?

You and your neighbors will be taking part in the largest humanitarian and athletic event Los Angeles has seen since the 1984 Olympics. Over 7,000 athletes will show courage, determination and joy as they spend three days in your community and then go on to compete in 25 different events during the World Games. Your community will serve a very special role, welcoming Special Olympic athletes to SoCal and getting to know them. After these three never-to-be-forgotten days, the athletes will be changed for the better...and so will you.

For more information contact:

Maureen Fedail - Director, Host Town  Maureen.Fedail@LA2015.org  213.805.5242
IT’S EASY TO GET STARTED!
USE THE RESOURCES OF YOUR COMMUNITY TO SET UP YOUR Host Town

✔ ACCOMMODATIONS – You will need to identify approximately 50 double-occupancy rooms for the athletes in or near your community.

   Talk to local colleges and universities about a donation of dormitory space. Or, speak to hotel chains in your area—many will want to be part of the Special Olympics experience either by donating space or providing rooms at a discount. Make sure you have plenty of volunteers on hand to welcome the athletes, show them to their rooms and assist with baggage.

✔ TRAINING FACILITIES – You should make sure that the athletes have a way to practice their skills prior to the Games or just have an opportunity to work out.

   Check with local schools to find out what facilities might be available, including a gym with training facilities, a soccer-style field and a track.

✔ FOOD – You will want to supply nutritious food and plenty of water. As with any athlete, it is important that they be given healthy breakfasts, lunches and dinners.

   Make arrangements with local restaurants, civic clubs, and colleges to provide meals for athletes. Involve community members in a giant Pot Luck. Ask local markets for food donations.

✔ TRANSPORTATION – You should determine your transportation needs. The World Games 2015 will be responsible for bringing the Special Olympics athletes to and from your community. You will need to arrange transportation to bring them to local events during their visit.

   Speak to local bus companies, car dealers or car rental agencies to see whether they can contribute their services or provide a discounted rate.

✔ ACTIVITIES – You should plan some great activities to introduce the athletes to your community and spread the word about the World Games. Arrange for 2 two-hour events to be held on July 22 and July 23, and a possible activity on July 21 if the delegation arrives earlier in the day.

   Be sure to highlight what is unique about your community, such as a historic site. Bring in local artists, writers, and performers to create special events. Look for interesting places to hold cultural events.

✔ SECURITY – You will need to supply basic oversight of your events to make sure your three days go smoothly.

   Recruit local volunteers to be on site.
Yes! We are supportive of El Segundo becoming a Host Town for the Special Olympics World Games 2015

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<td>A &amp; D Foot Care</td>
<td>Peter Bellas</td>
<td>310-416-9603</td>
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<td>Airport Dry Cleaners</td>
<td>310-322-2053</td>
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<tr>
<td>All Access</td>
<td>David Felker</td>
<td>310-640-0000 ext 201</td>
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<td>BioPro Computers</td>
<td>Sajid &amp; Habib Veera</td>
<td>310-871-1141</td>
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<td>Door-to-door cleaners</td>
<td>Jennifer Harrison, Director of Sales</td>
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<td>Jennifer Wood and Nikki Hoessely</td>
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<td>El Segundo Beach Café</td>
<td>Jeff Bell</td>
<td>310-322-0356</td>
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<td>El Segundo Door Company</td>
<td>Shar Franklin, General Manager</td>
<td>310-640-7400</td>
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<td>Embassy Suites</td>
<td>Stephanie Gelsey</td>
<td>310-606-5646</td>
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<td>Enterprise</td>
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<td>310-486-5045</td>
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<td>Fantastic Sams</td>
<td>Dr. Kendall S. Woolridge</td>
<td>310-648-8781</td>
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<td>Fords &amp; Rocks</td>
<td>Nolan Gallagher, Founder &amp; CEO</td>
<td>310-648-8429</td>
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<td>Alfonso Aguilas</td>
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<td>Grand Orthodontics</td>
<td>Ashley Adams, Marketing Manager</td>
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<td>Gravitas Ventures</td>
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<td>Richard Blade, Owner</td>
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<td>Jersey Mikes</td>
<td>Marisa and Mario</td>
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<td>Ulysses Najera</td>
<td>310-322-6085</td>
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<td>Rock 'n Brews</td>
<td>Christina Meneses</td>
<td>310-726-0137</td>
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</table>
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WELCOME!
Welcome to the 2015 Special Olympics World Summer Games Host Town program! Your community is about to experience a memorable and exciting event that will touch lives — both in your town as well as the lives of the athletes and coaches that will be your guests — for many years to come.

We have prepared this toolkit to help you plan for what will take place in your town. We have included information and guidelines on everything you will need to consider when making your arrangements for the delegates’ arrival on July 21, 2015. Information on such items as fundraising, media operations, transportation and volunteers are included in this toolkit.

While we have attempted to include as much information on the items you will need for planning purposes, each Host Town is unique and you may have questions that are not covered by this toolkit. All of us on the Host Town staff are here to help you plan the best possible experience for everyone involved in your Host Town, so if there is something you need, please ask.

Thank you for being a part of the Host Town program. Welcome to the family!
INTRODUCTION
What is the Host Town program?

The Host Town program is a very special 3-day program that takes place prior to the Opening Ceremony of the Special Olympics World Summer Games. In each of the Host Towns, athletic delegations from around the world will be welcomed and celebrated. The Host Town’s schedule of events will include getting to know community members, taking part in cultural activities unique to each community and helping the athletes prepare and rest for the upcoming Games. Each Host Town should:

- Provide a welcoming experience for Delegations from around the world
- Provide Delegations (athletes, coaches and delegates) time to rest and adjust to the climate and time zone
- Allow athletes the opportunity to train in advance of the competition
- Provide for cultural exchange activities that enrich the lives of everyone involved
- Promote inclusion and acceptance for people with intellectual disabilities

Most importantly, the Host Town program will leave an impactful legacy for the Special Olympics in Southern California. You will be playing a critical role to further the cause of acceptance and inclusion of people with intellectual disabilities. This legacy will be felt for many years to come!

Why be a Host Town?

The World Games will leave an incredible legacy for Special Olympics in Southern California and the most impactful piece of this legacy will be the Host Town program. Through the connections and awareness made through the Games, Special Olympics Southern California (SOSC) aims to double the number of athletes they serve to nearly 30,000 by 2016. Your participation as a Host Town and the support created in communities throughout Southern California will help reach this goal.

All Host Towns are important! We want you to know how much we appreciate your commitment to the program. All Host Towns will be considered Champions of the Games and will enjoy the benefits of a Bronze level Champion – i.e. tickets to Opening Ceremony, opportunities to present medals to the athletes, recognition elements and more!
FACTS AND FIGURES
WHAT IS INTELLECTUAL DISABILITY?

Did you know that people with intellectual disabilities - over 200 million worldwide - are among the most neglected and vulnerable groups in the world?

In many places, they have limited access to education, healthcare and less opportunity for employment. These individuals are often marginalized or ignored and are more likely to be a victim of violence and abuse than the rest of the general population.

But what is Intellectual Disability?

- Intellectual functioning level (IQ) below 70-75
- Significant limitations exist in 2 or more adaptive skill areas – communication, self-care, home living, social skills, leisure, health and safety, self direction, functional academics, community use and working
- This condition manifests itself prior to age 18

“Special Olympics is a global movement of people creating a new world of inclusion and community, where every single person is accepted and welcomed, regardless of ability or disability. We are helping to make the world a better, healthier and more joyful place -- one athlete, one volunteer, one family member at a time.”

- Special Olympics International -
SPECIAL OLYMPICS: THE MOVEMENT

From a backyard summer camp for people with intellectual disabilities to a global movement, Special Olympics has been changing lives and attitudes for 45 years.

How It All Began

It all began in the 1950s and early 1960s, when Eunice Kennedy Shriver saw how unjustly and unfairly people with intellectual disabilities were treated. She also saw that many children with intellectual disabilities didn’t even have a place to play. She decided to take action.

Soon, her vision began to take shape, as she held a summer day camp for young people with intellectual disabilities in her own backyard. The goal was to learn what these children could do in sports and other activities – and not dwell on what they could not do.

Throughout the 1960s, Eunice Kennedy Shriver continued her pioneering work -- both as the driving force behind President John F. Kennedy's White House panel on people with intellectual disabilities and as the director of the Joseph P. Kennedy Jr. Foundation. Her vision and drive for justice eventually grew into the Special Olympics movement.

Special Olympics Today

Today, Special Olympics has over 226 accredited programs in 170 countries, serving over 4.4 million athletes every year. Close to 1.5 million dedicated volunteers help out every year to provide athletes with top quality sports experiences as well as additional programs that bring health care and education around the world.

North America is home to over 650,000 athletes in all 50 states and the District of Columbia. Southern California alone serves more than 13,000 athletes in 11 counties. Last year there were more than 81,000 competitions that took place around the world (think about it - that's an average of 222 per day) The Special Olympics movement truly is everywhere, every day!
Special Olympics Southern California was founded in 1969 and currently serves nearly 18,000 Special Olympics athletes as they train and compete in 12 sports year-round. SOSC's footprint includes 11 counties, with an office located in each, stretching from San Luis Obispo and Kern County down to San Diego and into the Inland Empire.

SOSC also offers a Young Athletes Program for children with intellectual disabilities, ages 2 ½ to 7, in addition to a Healthy Athletes Program, which provides free health exams in a variety of disciplines to the athletes. The newest program of SOSC, Unified Sports, brings together athletes with and without disabilities playing together on the same team.

SOSC's goal is to double the number of athletes they serve by 2016, and the Host Town program will play an important part in helping to reach that goal. The relationships formed as you build your Host Town can live on to support local athletes through coaches, volunteers and friends bringing the Special Olympics message of inclusion, acceptance and joy to your community well beyond the World Games. (www.sosc.org)
Every two years, the world transcends the boundaries of geography, nationality, political philosophy, gender, age, culture and religion, to come together for the largest sporting and humanitarian event on the planet, the Special Olympics World Games. Alternating between Summer Games and Winter Games, this event is the flagship event of the Special Olympics movement, which promotes equality and acceptance for people with intellectual disabilities around the world.

No other organized event in the world has the emotional and social impact of the Special Olympics World Games. For the athletes and their families, it opens doors to unimagined possibilities. For those who volunteer, support, and sponsor the Games, it inspires unprecedented pride and hope for a brighter future. And for the cities, states, and nations who host the Games, it transforms their society, creating a more just and understanding environment for all, and demonstrating to the world their recognition of the value of every human being.

The Special Olympics World Games feature nine days of challenging and inspiring international competition among thousands of athletes, making it the world’s second-largest sports event, after the Olympic Games. The World Games are watched on television by millions of viewers across six continents, and more than 500,000 spectators including world leaders, celebrities and dignitaries typically attend the event. The culmination of years of athletic training and competition, the World Games bring together adults and children with intellectual disabilities to compete on one of the world’s greatest athletic stages.
KEY FACTS AND FIGURES

Who

- 7,000 Special Olympics athletes and Unified Partners from 177 countries
- 30,000 Volunteers
- 6,000 family members
- 5,000 invited dignitaries and invited guests
- 3,000 Coaches
- 500,000 Spectators

When

July 25, 2015 - August 2, 2015

Where

Los Angeles, CA, USA

Competitions

- Aquatics (Swimming)
- Athletics
- Badminton
- Basketball
- Bocce
- Bowling
- Cycling
- Equestrian
- Football
  (5/side, 7/side, 11/side)
- Golf
- Gymnastics
- Half Marathon
- Handball
- Judo
- Kayaking
- Powerlifting
- Rollerskating
- Sailing
- Softball
- Table Tennis
- Tennis
- Volleyball
- Demonstration Sports:
  Beach Volleyball
  Open-Water
  Swimming
  Triathlon

Other Events

- Healthy Athletes program
- Unified Sports Experiences
- Young Athletes program
- Global Youth Summit
- Festivals/ USC & UCLA
- Opening and Closing Ceremonies - Los Angeles Memorial Coliseum

Athlete Villages

Athletes will be housed at USC and UCLA
ORGANIZING YOUR HOST TOWN
GETTING STARTED

Now that your community has been announced as an Official Host Town for 2015, there are many functional areas that need to be established and key individuals need to be recruited to manage these areas.

This toolkit is designed to familiarize you with all of these tasks and the responsibilities assigned to each of them. Success of your Host Town operation will depend on your ability to raise the funds needed to cover your expenses, secure accommodations, food and training facilities for the athletes and coaches, provide transportation around town and recruit volunteers.

Most importantly, your whole community needs to get involved to ensure that all athletes are portrayed with individuality and dignity. This will be the first experience these delegation members will have upon their arrival in the USA and, for many of them, their first time out of their home country.

It’s time to roll out the welcome mat and show the world your hospitality!
RESPONSIBILITIES OF THE LOC

Listed below are the suggested positions and responsibilities that your Host Town should create. It is possible that one person can oversee more than one of these functional areas; therefore it may not be necessary to identify an individual for each of these positions.

Local Organizing Committee (LOC) Chairperson
- Responsible for overseeing all aspects of your Host Town
- Responsible for recruiting and managing the members of the LOC
- In direct contact with the Games Organizing Committee (GOC) Host Town Staff and the Head(s) of Delegation (HOD)

Translation Services Coordinator
- Responsible for recruiting local community volunteers who have language skills to support the Delegations visiting the Host Town, if needed

Finance Coordinator
- Responsible for creating and managing an overall budget for Host Town activities
- Responsible for keeping accurate records of all fundraising proceeds
- Provide regular updates to the GOC

Fundraising Coordinator
- Responsible for raising funds to cover the cost of the Delegation participation in Host Town, including food, lodging, transportation and special events
- Responsible for following fundraising and sponsor recognition guidelines established by the GOC
- Responsible for keeping accurate records of all donor and sponsor contact information

Activities and Special Events Coordinator
- Responsible for coordinating overall schedule of events for the Delegation including:
  - Delegate welcome
  - Two cultural/community events
  - Two training periods
  - Two (optional) evening activities
- Responsible for preparing a menu of activities for Delegation during free time (which will be at the Delegates’ own cost)
- Law Enforcement Torch Run Final Leg: If the Final Leg passes through the Host Town, this individual is responsible for coordination with law enforcement for all aspects of the run and ceremony, in conjunction with the GOC Torch Run staff and Final Leg Team Leaders (see chapter 11 for information)

Sport Training Coordinator
- Responsible for securing the training facilities for the athletes

Transportation Coordinator
- Responsible for securing and managing transportation to and from all official events and training activities during Host Town
- Responsible for preparing transportation options for Delegation free time (which would be at delegates’ own expense, if not hosted)
RESPONSIBILITIES OF THE LOC

Accommodations Coordinator
- Responsible for securing and managing accommodations for the Delegation
- Responsible for identifying accommodation options for media and other guests (which will be at their own expense)
- Will work closely with the Delegation Liaison and HOD on the assignment of athletes, coaches and staff to rooms

Food Services Coordinator
- Responsible for securing and managing all meal service for the Delegation from dinner/snacks on July 21 to breakfast on July 24
- Responsible for following GOC food service guidelines

Medical Coordinator
- Responsible in informing the medical services of the Host Town of the arrival of the delegates
- Will work directly with the GOC Medical Committee and ensure each athlete’s medical information is available

Safety and Security Coordinator
- Responsible for creating a safe and secure environment for the athletes
- Will be consulted on safety preparations for the various locations the Delegation will visit

Volunteer and Community Involvement Coordinator
- Responsible for creating connections with local community leaders and organizations to encourage volunteering for both Host Town and World Games
- Responsible for recruiting and managing all Host Town volunteers
- Responsible for making sure all LOC volunteers (also called Core volunteers) are officially registered with the GOC
- Responsible for keeping accurate records for all volunteer contact information
- Encourage and coordinate community attendance at the Games to cheer on your Host Town guests as they compete
- Coordinate with SOSC representatives to manage all aspects of the legacy left by World Games for SOSC in the future

Public Awareness and Media Coordinator
- Responsible for establishing a public awareness campaign for the Host Town, informing local media of the delegates’ activities and appearances
- Responsible for tracking all media coverage of all Host Town activities and creating an archive of all coverage – electronic and print
- Will work closely with the GOC Media and Communications Team
RESPONSIBILITIES OF THE LOC

The following positions will be appointed by the GOC and/or Special Olympics Southern California (SOSC) to support the work of the LOC:

**SOSC Program Contact**
- A Program Leader, Family Member, Coach or Volunteer who will support the LOC with information about the SOSC program
- Join LOC members at meetings with key supporters and community leaders
- Supporting the LOC with information on local Special Olympics programs and the legacy the World Games will leave following the event
- Coordinate thank-you party at the conclusion of World Games to appreciate LOC members, Host Town volunteers and supporters and share local opportunities to engage in the future

**Special Olympics Athlete**
- Responsible for serving on the LOC and giving the athlete's perspective on the activities and events associated with the Host Town experience
DEFINITION OF DELEGATION

A Delegation consists of all members of a Special Olympics program including:

- Athletes and Unified Partners
- Coaches – Head Coaches, Assistant Coaches
- Head of Delegations (HOD)
- Assistant Head of Delegations (AHOD)
- Assistant Staff (AS) – coaches, trainers and doctors

The HOD is the main point of contact for a Delegation and responsible for communicating all of their needs to the GOC. There is a 4:1 athlete to coach ratio, so athletes will have supervision at all times by a coach or other member of the Delegation. Depending on the program, Delegations can vary in size from a total of 6 individuals to over 300 individuals.
LANGUAGE SERVICES
DELEGATION LIAISON

Each Delegation will arrive in your Host Town with at least one Delegation Liaison. The role of the Delegation Liaison (DL) is a high profile and extremely important volunteer position appointed by the GOC. The DL will remain with their Delegation from arrival at the airport to departure after the World Games. Each DL will be assigned to a particular Delegation and will be fluent in both their language and English as well as adept in the culture of their Delegation.

The Delegation Liaison will remain with their Delegation for the entire duration of their stay within each Host Town, residing with the Delegation and available 24 hours a day for any needs that arise. The role of the DL is to serve as the communication liaison between the Delegation and the Games Organizing Committee (GOC), as the “eyes and ears” of the GOC during Host Town and the World Games. The DL will offer unofficial interpretation service to the Head of Delegation (HOD) and other members of the Delegation, but is not considered an official interpreter so a more advanced interpretation service may be required during meetings, etc. if your delegation is not fluent in English.

If necessary, you may also want to recruit volunteers from within your community that are conversational in your Delegation’s native language to assist with further translation and communication needs. Contact local schools and universities that have professors and students with the language skills needed to help with communication with your delegation. These volunteers need not have advanced language capabilities; rather, the ability to carry on basic conversations and give instructions.

Any communication concerns or questions can be directed to either the Delegation Services Department or the Language Services Department at the GOC. Please contact Host Town staff for assistance.

“Our athletes’ secret is simple; don’t compete with anyone but yourself – just try to be your best. Our athletes play with an openness and joy that is the soul of Special Olympics”

- Tim Shriver, Special Olympics Chairman and CEO -
CUSTOMS AND PROTOCOL
The Host Town Program is a three-day event where bonds are formed between your community and your assigned delegations. Take this time to learn about your Delegation’s culture and teach them our own. To avoid any missteps, you can find below basic guidelines on cultural differences.

**Body Language/Personal Space**
Some cultures are more reserved about physical proximity when speaking or seating near another person. Cultures also may differ on the level of eye contact or body contact that is acceptable. As a general rule, when giving directions, do not point with one finger. Use your right hand, palm open and fingers toward the destination. Please also refrain from using colloquial phrases or USA gestures (OK sign, thumbs up, etc.)

**Formality**
Americans are considered “informal”; we talk to people that we haven’t been introduced to and try to make others “feel at home”. This can make someone feel uncomfortable if his or her culture is one where formality is expected. It is best to mimic the way your Delegation members greet you – whether it’s a hand shake, bow nod of the head or hug – the athletes will show you their cultural norm, which will ultimately make you and the athletes more comfortable!

**Time**
Time is viewed differently by culture. Arriving early is appreciated by some but not expected in other cultures.

**Conversation Topics**
Appropriate conversation topics can vary in each culture. Please do not talk about politics, religion or other possibly controversial or sensitive events. It is important to respect beliefs of others and realize these may play a major role in the daily lives of many people.

**Authority/Perception of Self**
Differences in perception of self and decision-making vary among cultures. The individual is strongly emphasized in some cultures, while others feel that a person is defined by his role in a group and decisions are made by consensus.

**Ethics/Lifestyle**
What is considered immoral or unethical in one culture may be acceptable in another. Privacy is also prioritized according to culture.

**Gender**
Men and women are viewed differently in various cultures.
BUDGETING
ESTABLISHING A BUDGET

Your Host Town LOC will appoint a Finance Coordinator who will manage your budget based on the elements listed below, along with input from other LOC members. Each LOC member should work with the Finance Coordinator on the expenses they anticipate in order to execute their respective responsibilities.

When establishing a budget for the Host Town program, the Finance Coordinator will need to take in consideration the following elements:

**Required**

- Transportation of the Delegations while they are in your Host Town
- Accommodations for Delegation
- Healthy meals and beverages
- Training facilities
- Special/cultural events

**Suggested**

- Miscellany such as a gift, pin etc.
- Volunteer expenses such as training, uniforms and office supplies
- Interpretation services (if needed)
- Printed materials such as banners, programs, invitations, etc.

GOC will furnish the following items to your Host Town:

- Style guide for your individual Host Town that will provide a template and guidelines for use of the logo
- Profiles of each member of the Delegation assigned to your city
- Host Town webpage and Facebook page
- Transportation for the Delegation to and from your Host Town
- Volunteer screening and uniforms for volunteers in leadership positions (see Volunteer chapter 17)
- Translation services provided by the Delegation Liaison
- Support from GOC for any of your functional areas requiring additional direction – i.e. transportation, medical, etc.

**Incidental Expenses**

The cost of incidentals beyond basic food, beverage, and lodging will be the responsibility of the Delegation.

To avoid confusion, the LOC should provide the Delegation with a list of expenses that will be and will not be covered by your Host Town. If there are any questions or issues, please contact the GOC for assistance in resolving the issue. The LOC should not respond directly to the Delegation on any requests about financial support, either prior to or during the Host Town program.
For all fundraising and expense related activities, your Host Town LOC will act as the agent of the GOC. You are responsible for organizing all of the fundraising activities that take place in your community and submitting the proceeds to the GOC. All other funds raised for the program - such as those donated on-line - will be collected by the GOC and will be held for the benefit of your Host Town. If you do incur any pre-approved budgeted expenses, please submit all documentation to the GOC Finance Department for reimbursement or payment. Any excess monies collected will be applied to the “Support An Athlete” program through the GOC.

You may request a statement of your balance from the GOC Finance Department as needed. Please contact Host Town staff for assistance.
FUNDRAISING
GUIDELINES

The Games Organizing Committee (GOC) is a 501(c) 3 corporation that allows for tax-deductible donations of both cash and in-kind. The GOC will provide a receipt for all donations. Funds raised by your Host Town will be for your city’s benefit.

Guidelines

It is critical that your Host Town maximizes its ability to raise funds from local supporters. Utilize the services of your civic support groups (i.e. Knights of Columbus, Kiwanis, Rotary Clubs, etc.) to help organize fundraising events throughout your community. The World Games has significant relationships with worldwide fraternal organizations and may be able to provide you with a local contact who can help you support your efforts.

Events can be promoted to the community to help in making Host Town fundraising efforts successful and provide adequate funding for a smooth Host Town experience for everyone.

Fundraising events can range from pancake breakfasts, car washes to charity auctions and fundraising dinner. Be creative and share the excitement of the Host Town Program.

See Appendix for sample templates of a typical ask letter and a thank you letter for donations to your Host Town. Please feel free to edit these to suit your needs.

All donors should consult their tax advisors for guidance regarding tax implications.
DONATIONS

In-Kind Donations

In addition to raising cash donations from individuals and local companies, solicitation of in-kind donations can help defray the costs of some of the larger budget line items in the Host Town budget. Expenses such as hotel accommodations, food and beverage, transportation and printing costs can be donated by local businesses. The World Games can provide a receipt for tax purposes if such donation is deductible according to California State law.

Please note that there is a no alcohol and tobacco policy for these Games and therefore these products are excluded from consideration as an in-kind donation or sponsorship. However, it is common that alcohol products are donated for a fundraising event. In this case, the donation is acceptable but the donor cannot be publicly recognized on signage, backdrops or other visual items.

Online Donations

The GOC will create a webpage for your Host Town that will include a link for your community to make a donation to support the activities of your Host Town. Donations can be made by cash, check or credit card. All checks must be made payable to “Special Olympics World Summer Games” and not directly to your Host Town.

If there are any excess funds, they will be applied to the “Support An Athlete” program. It takes $2,500 to fund just one athlete’s participation in the World Games. This program was designed for the community to donate funds to help bring the world to Los Angeles by providing an easy way to get involved. To learn more about the program or to learn how to set up a “Support An Athlete” campaign, go to www.LA2015.org

Cash Donations

In addition to donations made either by check or by credit card, cash donations are also accepted. For any cash contributions, please fill out a “Verification of Funds” form (see Appendix for sample of this form). Funds should be hand delivered to the GOC Host Town Department; attn.: Laura Leventhal. Please do not place any cash donations in the mail. If you are unable to deliver the cash donation in person, please convert the funds into either a money order or cashier's check – made payable to Special Olympics World Summer Games – and deliver to the attention of Laura Leventhal.
SPONSOR RECOGNITION

Host Town Sponsors

You are encouraged to engage participation and support from all local businesses in your community. In addition to fundraising efforts, local companies can become sponsors of your Host Town program by their contributions of cash, in-kind donation of services or a combination of both. In return for their donations, these local sponsors can receive sponsor benefits provided they are not in direct competition with Official Special Olympics World Game sponsors. Consider building your sponsorship packages with the following elements:

- Use of your Host Town logo. In addition to prominently displaying the logo at the physical location of the business (if applicable) this logo may also be displayed on the business’ website, business cards and advertising materials.
- Designation as “Host Town Sponsor” or similar designation within your city limits.
- Business’ name only (no logos) will be recognized on your Host Town’s official website and all social media pages.
- On site recognition of sponsor’s name at the athletes’ training facilities, accommodations and other cultural event locations within your Host Town. Consider a banner or other signage to display thanking each of the local sponsors for their support.
- Sponsor name can appear on any collateral materials you create to either promote the Host Town activities or provide to the Delegation as background material on your city.
- Invitations to various fundraising and other Host Town activities taking place in your community.
- Tickets to the Opening and/or Closing Ceremony. Cost of these tickets to be deducted from all funds raised for the benefit of your Host Town.
- Opportunity to provide company branded giveaway items such as hats, t-shirts or water bottles.
- Recognize and/or include sponsors in all Host Town events.
- Company organized “fans in the stands” days at the venues of the World Games.

Host Town Sponsors may not use the LA 2015 logo, Special Olympics logo or refer to themselves as a sponsor of either the LA 2015 World Games or the Special Olympics.

Sample Recognition Layout
SPONSOR RECOGNITION

Special Olympics World Games Sponsors

Sponsors that have received the designation of “Official Sponsor” of the 2015 Special Olympics World Games retain category exclusivity for all events, including Host Town but are not obligated to support the Host Towns. You may approach local Official Partners for in-kind support but please contact your GOC representatives before you ask for their support. You may speak with competitors of these companies to make donations (cash or in-kind) to assist you with Host Town fundraising but these companies cannot use the designation of “Host Town Sponsor” or receive recognition or branding during Host Town events.

For example, Coca-Cola is the Official Beverage of the LA 2015 World Games. If you are not able to secure in-kind donation of Coca-Cola products (including Dasani water) from a potential sponsor/donor, you will not be required to purchase these products exclusively. However, any donation of non Coca-Cola products cannot be considered a sponsorship. Exceptions to this rule would be in a situation where a local restaurant agrees to sponsor the meal of a Delegation. If this restaurant pours Pepsi products, it will not pose a conflict and a Host Town sponsorship can still be offered as long as Pepsi does not receive any recognition (i.e. branded cups) on-site while the athletes are in attendance. If you have any questions, please contact your GOC Host Town representative.

The companies and categories that are Official LA 2015 World Games Sponsors are listed on the official World Games website: http://www.LA2015.org/sponsors. This exclusivity extends also to media sponsors such as ESPN.

Special Olympics Southern California (SOSC) Sponsors

In addition to World Games sponsors, SOSC has corporate and community partners who support the year-round work of the program. As you do your fundraising, you may come across some of these partners and supporters. Please note that SOSC Partners are not obligated to support Host Towns but you can approach these Partners for their assistance. SOSC requests that you coordinate any requests of these partners through your GOC Host Town representative. Competitors of existing SOSC partners can be solicited for support but cannot receive recognition or branding during Host town events. Whenever possible, please include your local SOSC representatives to any donor meeting to help create a legacy connection for the local program.

The current list of SOSC official partners is listed on their website www.sosc.org/partners.
Promotional Materials

Your Host Town will be provided with a style guide to give you the artwork for the official logo that is specifically designed for your city. Please note that a Host Town cannot create its own logo or use Special Olympics and/or LA2015’s logos. The Host Town logos cannot be modified or altered in any way. The style guide will also outline all approved uses of these logos and can be provided to your local sponsors for their use in promoting their support of your Host Town.

We will be providing templates of posters and flyers for your use to promote Host Town in and around your city.

Signage and Branding

Your city’s personalized logo can be used anywhere you mention your status as an Official Host Town. Get the word out to your community by using this logo on business cards, city letterhead stationery, light pole banners, websites—even on official communications such as utility bills. Use of this logo will help raise awareness of both the Host Town program and the World Games.

The Delegation assigned to your Host Town can also use your individual Host Town logo, with your permission.

Merchandise

The GOC will be the exclusive provider to create merchandise for your use - as give-aways, volunteer uniforms or to be used as fundraisers. The GOC will create a generic e-store for all Host Towns to access and order merchandise such as hats, polos, t-shirts and other merchandise. These items can also be re-sold for fundraising purposes. Merchandise other than what is shown on the website may be custom ordered from the GOC as well. Please contact Laura Leventhal at the GOC directly for assistance.

Please refer to section 17 for further information on ordering volunteer uniforms directly from the GOC Merchandise Department.

"For me, I believe it was a life changing event. I did not want to say goodbye. This week is a bit anticlimactic! In addition to the increased awareness for Special O, we at Hanshew were blessed with an incredible cultural experience from the Korean community. Some of our kids truly bonded with the athletes and I know their communication will continue."

- Volunteer. 2001 World Games Alaska -
ACTIVITIES AND EVENTS
## SAMPLE SCHEDULE

**SPECIAL OLYMPICS WORLD GAMES**
**2015**
**HOST TOWN – SAMPLE CALENDAR OF EVENTS**

<table>
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<tr>
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<th>8 AM – 9 AM</th>
<th>9 AM – 12 PM</th>
<th>12 PM – 1 PM</th>
<th>1 PM – 4 PM</th>
<th>4 PM – 6 PM</th>
<th>6 PM – 9 PM CURFEW</th>
<th>9 PM – 8 AM</th>
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<td>BREAKFAST</td>
<td>TRAINING*</td>
<td>LUNCH</td>
<td>CULTURAL/ COMMUNITY EVENT</td>
<td>REST TIME</td>
<td>DINNER &amp; EVENING ACTIVITY</td>
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<td>JULY 23</td>
<td>BREAKFAST</td>
<td>TRAINING*</td>
<td>LUNCH</td>
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<td>REST TIME</td>
<td>DINNER &amp; EVENING ACTIVITY</td>
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<td>JULY 24</td>
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* Training occurs during this time period, but will not take up the entire three-hour period.
SCHEDULE DEVELOPMENT AND APPROVAL PROCESS

Schedule Creation

Your Local Organizing Committee will be responsible for planning and executing a schedule of events for your designated Delegation during the Host Town period to achieve the following goals:

- Allow the delegates to rest and adjust to the time zone and climate
- Provide the delegates with opportunities for fitness and sports training
- Introduce the delegates to the local culture and provide opportunities for cultural sharing
- Ensure that adequate time is given to each event including the travel time

Schedule Coordination and Approval Process

The schedule must be submitted for approval by the GOC and the Delegation, per the following steps:

STEPM: The LOC will create a schedule of events and submit it to the GOC

STEP 2: The GOC will review the schedule and if any schedule adjustments are needed, they will be provided to the LOC

STEP 3: At the Head of Delegation (HOD) Conference that will take place from January 22-26, 2015, the LOC will meet with the Delegation HOD and present the proposed schedule of events. The HOD will provide feedback and, if necessary, final adjustments will be made to the schedule. Should the HOD of your assigned Delegation not attend this meeting, the GOC will work directly with you to complete this step and finalize the schedule.

Last Minute Schedule Changes

If there are any unforeseen circumstances with Delegation travel/arrivals, it may be necessary to make last minute changes to the Host Town schedule of events. The GOC will keep you informed on travel changes and assist in making alternate arrangements if needed.

Additional Requests from Delegation

It is possible that Delegations may contact you prior to and during the Host Town visit with additional changes and/or requests. Should this occur, please contact a GOC Host Town staff member to inform them of the request and discuss possible solutions.
CULTURAL AND COMMUNITY ACTIVITIES

The LOC should plan two cultural/community events or activities as part of the schedule of events for the Delegation to take place on:

- Wednesday, July 22
- Thursday, July 23

Plan your activities in the hope of creating a sense of unity between your citizens and the athletes. Encourage everyone to participate to convey a feeling of community.

Here are some general guidelines to help make your cultural events successful and engaging:

- Remember that some delegates will not speak English. The Delegation Liaison (see Chapter 6) will accompany the Delegation during their entire stay in your Host Town and will serve as an interpreter. However, if you can recruit volunteers that have proven proficiency in the Delegation's native language, this will make communications easier for everyone.
- Delegations must remain together at all times and attend all scheduled activities as a group. This will lessen the chance of having any member of the Delegation getting lost or separated from the rest.
- Keep your speaking programs brief. If translation is required, please provide contents of any speeches prior to the events to allow each Delegation Liaison the opportunity to review and prepare the translation.
- Plan activities that foster interaction between your community and the Delegation.
- Music and dancing are always appreciated – include them whenever you can.
- Both games and arts & crafts activities can be fun to include in your events.
- Be sure to encourage the young people in your community to participate in these activities, such as having the local marching bands play in the welcome/farewell ceremonies or having the local sports teams help move the luggage and equipment.
CULTURAL AND COMMUNITY ACTIVITIES

YOUR COMMUNITY IS SPECIAL!

Remember, that Southern California is a very special place for many Delegations. The cultural activities should include interactions with the local community. When featuring landmarks or points of local historical significance, try to turn it into a fun activity! Suggested events include:

- Community Block Party
- School Dance
- Music Festival
- Parade and Celebration
- Treasure hunt combined with a tour of local landmarks or points of interest

Please note that Delegations cannot visit theme parks such as Disneyland, Knott's Berry Farm and Universal Studios Hollywood in order to have parity with the other Delegations that are not visiting communities with these amenities.

Most countries represented in the World Games have a Consulate located in Los Angeles. It is possible that this Consulate or local business leaders will want to entertain its Delegation while they are in your Host Town. You are free to work with that consulate or business leaders to plan an event, provided that it takes place within your city limits and does not conflict with any of the activities you have scheduled for the group – in other words, the delegates should not be given a choice of either attending your event or an event planned by their Consulate.

Community Involvement

The most successful Host Towns are the ones where the full community comes out to participate.

Let your community know about Host Town as early as possible. Share with them the importance of Special Olympics and the 2015 World Games. Let them know they can be a part of a historic event in their own community by becoming a Host Town volunteer.

Your community’s involvement with the Special Olympics World Games doesn’t have to stop with the end of Host Town! Being a volunteer for the Games is a great way to stay involved and cheer on your athletes. Registration information is available on the LA 2015 website (www.LA2015.org).

You can continue to stay involved with Special Olympics movement by volunteering for with Southern California Special Olympics. Go to www.sosc.org for more information.
SPORTS TRAINING ACTIVITIES

The delegates and their coaches will need to continue to train for their upcoming World Games competitions during the Host Town program. Your Host Town will be responsible for providing sports training opportunities on the mornings of:

- Wednesday, July 22
- Thursday, July 23

Depending on their sport, athletes will either partake in specific training or, if not possible, in general fitness training. The LOC should make advance arrangements for the training facilities to include:

- Standard size soccer (football) field
- Track and field facility
- Swimming pool (if your Delegation has swimmers)
- Gymnasium or other space with mats for gymnastics training

The LOC should confirm training facility location with the GOC and Delegation prior to arrival in order to finalize the appropriate training facility amenities available. Should the Delegation ask for additional equipment that you are not easily able to provide, please notify the GOC.

Sports training should take place in the morning and travel to and from training should not exceed 30 minutes each way.

The LOC can arrange for additional activities to take place during sports training as long as it does not significantly interfere with the athlete’s training:

- Media news coverage, including interviews with athletes and coaches
- Sports demonstrations with local school children
FREE TIME

The schedule of events should include a block of time each day for delegates to either rest or participate in their own activities.

Your LOC should plan a menu of suggested activities for Delegations to participate in at their own cost during their free time periods. This list should cover estimated costs of participation, including entrance fees, taxi fares and other expected expenses.

Free time activities may include:

- Movie theaters
- Restaurants
- Shopping centers – this is always very popular!
- Museums or other local points of cultural interest
- Art galleries
- Beaches – only with supervision by HOD or HOD’s designated representative
- Farmers markets
- Recreation (park, walking/jogging trails, bike rental, etc.)

The LOC may choose to provide coordinated transportation, hosts or other support to the Delegations for free time activities, but they are not required to do so.
The Law Enforcement Torch Run: From a Flicker to a Flame

The Law Enforcement Torch Run® for Special Olympics (LETR) began in 1981, when the Wichita, Kansas Police Chief saw an urgent need to increase awareness of Special Olympics. He also saw it as an ideal way to get local law enforcement personnel involved with the Special Olympics community. The Torch Run® was quickly adopted by the International Association of Chiefs of Police (IACP), now recognized as the founding organization of the Special Olympics Law enforcement Torch Run®. What started as a flicker, thirty-two years ago, has grown into a roaring flame of support and stability for Special Olympics athletes worldwide. Every two years, law enforcement officers from around the world gather to carry the Flame of Hope® in a Final Leg Torch Run® in honor of the Special Olympics World Summer or World Winter Games.

Law Enforcement Final Leg Torch Run 2015

The Law Enforcement Torch Run Final Leg will pass through as many Host Towns as possible. This is a 14-day event crisscrossing all of California culminating in the Los Angeles Memorial Coliseum for the Opening Ceremonies. It is likely that the Torch Run will either pass through your community or be close by.

If the Final Leg is scheduled to pass through your community, you will be notified by the GOC and the Law Enforcement Final Leg Committee. If your town is selected, it is possible this ceremony will occur prior to the arrival of your Delegation on July 21. This would be an ideal opportunity to get your community excited about the start of the upcoming Host Town Program! If your Host Town is selected, they should advise the GOC of the following:

- Good cooperation with local law enforcement agencies
- Ability to organize a ceremony celebrating the arrival of the Flame of Hope
- Identification of a significant and meaningful location for the ceremony
- Good cooperation with local media to achieve publicity for the Torch Run, the Host Town program and the World Games
ARRIVALS AND WELCOME

The GOC will handle all the transportation arrangements to bring the Delegation to your Host Town on July 21 and pick them up after the Host Town program ends on July 24.

Delegation Arrival in Los Angeles

Your Delegation will be arriving in Los Angeles no later than July 21. Prior to this date, the GOC Transportation Department will be available to answer any questions that your Transportation Coordinator may have during the planning process. The GOC Transportation Department will provide a schedule of arrival time at the Host Town housing location as soon as the information is available. The Transportation Coordinator will also confirm with the GOC the exact location where the Delegation will be arriving to and departing from the Host Town. The Transportation Coordinator at your Host Town is welcome to contact the GOC Transportation Department anytime questions arise or guidance is needed.

Upon arrival in Los Angeles, your Delegation will be taken to the Delegation Welcome Center at Loyola Marymount University. At this point the Delegation Liaison assigned to your Delegation will join the group and remain with them throughout the entire Host Town program.

Arriving at the Delegation Welcome Center

Although your Host Town is not responsible for transportation of the Delegation to your community, we encourage you to have representatives at the Loyola Delegation Welcome Center to welcome the delegates and give them information about the location they are about to visit.
Consider creating a video (with translation if necessary) to be played on the bus as the Delegation travels to your Host Town to welcome them and give them a preview of what they can expect when they arrive. Get your community involved in the making of this video to show the Delegation what makes your Host Town unique!
ARRIVALS AND WELCOME

Arriving at Your Host Town

Your Host Town is encouraged to conduct a time-appropriate welcoming activity for your Delegation’s arrival into your city such as:

- Local community cheering or high school/college cheerleaders providing a special welcoming activity
- The Mayor or other high-ranking officials greeting athletes as they arrive

If the Delegation is scheduled to arrive late in the evening or are somehow delayed and will be arriving later than originally scheduled, please try to keep this activity as simple as possible.

Be aware that your Delegation may arrive prior to the standard check-in time for most hotels. Your Accommodations Coordinator should make arrangements with the hotel to allow for an early check-in should this situation arise.

In addition to the key members of the LOC, the LOC should arrange to have ample staff and volunteers on hand to assist with the welcoming of Delegation to the location. Basic welcoming services should include:

- Staff and volunteers to assist with processing of the Delegation into their accommodations
- Assistance with baggage and sports equipment
- A meal or snacks (depending on time of day) upon arrival. Water should also be made available
- Copies of the Host Town schedule of activities for each delegate
- A welcome bag containing cultural or other items as special gifts for the athletes

Once athletes are settled into their rooms, the HOD, DLS, ADLs (if any) and LOC members – especially the Safety and Medical Coordinators -should participate in an orientation meeting about the Host Town schedule. HODs can inform LOCs about any issues or special needs that were not known in advance.
TRANSPORTATION REQUIREMENTS

Once the delegates arrive at your Host Town, their transportation to the various events and training facilities over the next few days will be your responsibility. If your Host Town needs assistance in arranging buses or other large vehicles to transport the Delegation, please contact the GOC Transportation Department.

The LOC Transportation Coordinator will be the primary point of contact for organizing all arrivals and departures of vehicles and ensuring safety and efficiency in the loading and unloading of buses. During the summer months, many school bus companies may not be using all of their buses and would be able to provide your Host Town with transportation solutions. Consider contacting rental car companies located in your community (Enterprise, Hertz, Avis, etc.) to inquire about free or discounted vehicles in exchange for local sponsorship recognition benefits.

Your Host Town transportation logistics must meet the following requirements:

- Drivers must have a valid driver’s license. All bus drivers must be in compliance with all California regulations regarding licensing
- Personal vehicles must not be used to transport any members of the Delegation
- Drivers must be well educated on transportation routes
- Vehicles must carry insurance in accordance with your city’s guidelines
- 15 passenger vans should not be used
- Handicap vehicles must be available as requested
- Water should be provided in all vehicles
- All buses must meet California Department of Transportation requirements
DEPARTURE FOR ATHLETE VILLAGES

On Friday, July 24, after being served a nutritious breakfast, delegates will depart for their Athlete Village (USC or UCLA). Transportation to the Athlete Village will be provided by the GOC.

Advance Preparations

HOD, AHOD(s), DLs and LOC members should meet during the afternoon or early evening of Thursday, July 23 to review the plans for transportation and hotel departures including late checkout if needed.

The GOC will provide advance information about the number of buses and bus arrival time. Depending on the location of your Host Town, some buses may arrive later into the afternoon of July 24. If that is the case for your community, you should be prepared to have food and water available for the athletes to enjoy until their departure. It is also recommended that cold water be provided to the Delegation for their trip to the Athlete Village.

Day of Departure

LOC members and volunteers should be on hand to assist the delegates with checking out of accommodations and moving luggage/sports equipment to assigned areas. It is very important that the luggage and equipment remain clearly marked so that they arrive at the correct Athlete Village location (either USC or UCLA). All bags will be marked clearly prior to the arrival to your Host Town. GOC will provide the Transportation Coordinator with tags so it is not necessary to create your own. They will provide you with extras should the original tags become lost or removed from the bags. The DL will also have a master list of all the athlete’s destinations should there be any confusion on the destination of any item of luggage.

All of your Host Town representatives may wish to provide a farewell sendoff to your delegates, such as cheerleaders or marching band.

“My whole country is watching me. So I am going to keep listening and pushing forward. I’m going to win and be a champion.”

- Rose Farinacci, Special Olympics Puerto Rico athlete -
GUIDELINES

You may arrange for your Delegation to stay in local college dormitories or hotels providing they meet the following World Games guidelines:

- Entire Delegations should be housed together in the same accommodation venue whenever possible. If you will be hosting more than one Delegation, it would be best if all Delegations were housed at the same property, but this is not mandatory.
- Male and female athletes from the same Delegation must be housed in separate rooms and possibly separate floors within the accommodation venue.
- Accommodations must be within a 30-minute drive from the location of sports training facilities.
- Under no circumstances should athletes from different Delegations be required to share the same room.
- No more than four athletes/coaches can be housed in one room.
- One bathroom with one shower, one sink and one toilet per four delegates should be available.
- Every Delegation member should have at least two towels available.
- All alcoholic beverages must be removed from the minibars before the delegates’ arrival.
- All Delegations should have access to an assigned secure storage area for sports equipment such as bicycles, floor hockey equipment, etc.

Room Specifications

- Hotels must meet or exceed the internationally recognized standards of a three-star hotel.
- Each room must be at least 130 square feet in size.
- All beds must be made prior to arrival of the delegates.
- Rooms must have single beds for athletes and coaches that are at least standard width and length and there must be at least three feet between beds.
- Each room should have a bed, chair, table or desk, reading light, overhead light, trash/garbage receptacle, two drawers and 20 inches of hanging space for clothes per person.
- If bunk beds are used, the following requirements must be followed:
  - The top bunk must have guard rails on all four sides of the bed
  - The mattress must fit tightly against all four sides of the bed
  - Check to make sure the frame of the bed is sturdy
  - The ladder should be attached securely to the bed
  - Individuals assigned to the top bunks should be physically able to enter and exit the top bunk easily.
- Rooms must have air conditioning or proper cooling ventilation.
GUIDELINES

Minimum Standards for Cleaning of Rooms:

A light cleaning of the bedrooms and bathrooms must take place daily. A light cleaning should include: sweeping and/or vacuuming of bedroom, mopping of bathroom floor, wiping of furniture, antibacterial spraying of sinks, toilets and showers, emptying of garbage/trash receptacles and replenishing of toilet paper and paper towels.

Cleaning suppliers, including blood-borne pathogen kit and disinfectants, shall be accessible in case of an emergency.

Check-In/Check-Out

Please be aware that the arrival and/or departure times for your Delegation may not coincide with the check-in and checkout times established for your chosen hotel. The Accommodations Coordinator should make prior arrangements with the hotel management to allow the Delegation 24 hour access to the facility. Each room should be clearly marked with the names of the Delegation members assigned to that room. They should also be provided with their own key, even for shared rooms. The cost of replacing lost keys may be charged back to the Delegation provided that the HOD is made aware of this upon check-in. GOC will assist with communicating this policy back to the Delegations.

Assignment of Delegations to Rooms

Once the exact configuration of rooms is determined at the accommodation venue (hotel or dormitory), the LOC should communicate with the Head of Delegation (HOD) to allocate athletes, coaches and staff to the rooms. We recommend you plan to reserve approximately 10% more beds to accommodate such contingencies as uneven gender make up of athletes or other reasons that rooms cannot be filled to capacity. When pairing, DL’s can only share rooms with other DL’s and not with any members of the Delegation. Cultural, religious and political sensitivities should be considered when allocating rooms to Delegations. Delegation Liaisons (DL), the individuals assigned to the Delegation by the GOC that will speak the Delegation’s official language, will also need to be considered when allocating rooms.

The LOC should be prepared for last-minute changes to athlete room assignments due to athlete drops, alterations in the gender makeup of teams, and other factors. During the process of arrival in Los Angeles processing through the Delegation Welcome Center, the Delegation may alert the GOC to request accommodation changes. These changes will be communicated to the LOC Accommodations Coordinator.
Special Needs

It is unlikely that you will have a delegate with a physical disability; however, some delegates may have mobility issues. The minimum requirements for special needs access is:

- Handicap accessible items including, but are not limited to, ramps, elevators, grab bars for toilets and showers, seats for showers, removable shower heads, door knobs, pull cords for light switches, etc.
- At a minimum, 10% of all the bedrooms and bathrooms shall be handicap accessible to meet the ADA requirements. Delegations that include handicapped members, as identified in the Games registration information, shall be provided handicap accessible accommodations and services (including transportation, catering, etc.)

Dehumidifiers should be available upon request for delegates with respiratory problems.

Small refrigeration units should be available upon request for delegates who take medications that require refrigeration.

Laundry Services

Laundry services should be made available to the athletes at least once during the Host Town period. For Delegations staying in dormitory facilities, please make sure that the laundry rooms remain accessible for this purpose. The Host Town should arrange to have basic laundry supplies made available for the Delegation’s use (if not provided by the GOC). For Delegations staying in hotels, the GOC will work with the individual Host Towns to ensure arrangements can be made for laundry services.

Dry cleaning is not covered and would be considered an out-of-pocket cost for the Delegation.

All laundry must be completed by the evening of July 23rd, so that delegates can pack these items in their luggage.
SAFETY AND SECURITY

Safety Procedures

The Safety and Security Coordinator and the Accommodations Coordinator should prepare guidelines for safety procedures within the hotel or dormitory. This information should be translated into the Delegation’s language and posted in each room.

Fire and building safety regulations must be reviewed at all accommodation venues (dormitories and hotels) and basic safety measures must be in place. All venues shall include alarm systems, fire extinguishers and sprinkler systems as required by law.

Emergency evacuation routes and procedures should be reviewed with the HOD and DLs in their orientation upon arrival at the Host Town venue.

Access Control

All entrances into the Delegation accommodations shall have 24-hour access control for the duration of the Host Town program. Anyone requiring access to the rooms must have a credential for security purposes – there can be no exceptions. Those receiving these credentials will be all members of the Delegation and certain Core volunteers that have a specific need to be in the facility. Family members and media will not be receiving these credentials.
FAMILIES
Often friends and family members choose to travel with their athletes. Although this is not disallowed, it can pose problems for the Host Towns. These family members will separate from the official Delegation as soon as they arrive at the airport.

As a Host Town, you don’t have a responsibility to provide accommodations or food for these families should they decide to come to your city during the Host Town program. Family members will not be allowed to stay in the same rooms with their athletes, nor should they be included in any transportation arrangements you will make to move the Delegations around for training and/or cultural events.

Families will be expected to make all of their own arrangements and cover all costs they incur.

You can encourage them to attend any public events you have scheduled for the athletes but do not feel obliged to include them in any private events you have organized. Their attendance should be with the permission of the HOD and Host Town organizers.
Meals and Snacks

Your LOC will be responsible for providing nutritious meals to the Delegation at no cost. See Appendix for a suggested dining schedule.

If a Delegation arrives after 8pm on July 21st, you should provide a simple dinner or a large, nutritious snack such as a sandwich and fruit.

Athletes should have the opportunity to try local food in addition to alternative and familiar food options that should also be provided.

Your Host Town accommodations should serve a variety of food options. If not feasible, proximity to off-site dining options should be considered when selecting location of your housing venue.

Dietary Guidelines

The LOC must follow all World Games Food and Beverage Guidelines in order to accommodate the delegates’ dietary needs, whether medical, religious or cultural. Specific delegate requirements will be given to the LOC in advance, so that meal planning can take these restrictions into account.

At a minimum, the Food Services Coordinator should plan meals and snacks that follow the following guidelines:

- At least two meals per day should be hot meals
- All meals should be nutritious (please include rice at every meal for all Asian Delegations)
- Pork products cannot be served
- Water should be provided in all rooms, transportation, at training facilities and at all special events
- Coca-Cola is an official sponsor of the Games. Please try not to serve brands other than Coca-Cola, including Dasani water if possible.
- Alcohol may not be served at any official Host Town event

The LOC will be advised if the entire Delegation requires Kosher or Halal diets; if so, further information and instructions will be provided.

As part of your schedule of Host Town events, you may decide to hold a special meal where delegates and community members can dine together. A local restaurant may wish to provide their facility and food. Or, perhaps you will decide to host a community barbecue or community pancake breakfast. Be sure to follow the food and beverage guidelines outlined above.
MEDICAL, SAFETY AND SECURITY
MEDICAL

Your Host Town must appoint a medical representative to be the lead medical contact for the Delegation, working in close conjunction with the Medical Committee of the GOC. The following medical services and personnel should be informed of the Delegation’s visit and/or sourced to be available for assistance:

- Local hospitals with emergency rooms
- Emergency Services (Fire Department)
- Non-Emergency clinics
- Local doctors and nurses
- Pharmacies

Medical care must be accessible 24 hours a day. The GOC will share insurance and medical information with the LOC Medical Lead prior to the arrival of the Delegation so particular arrangements such as language services support can be made.

Suggested preventive actions and precautions include:

- Jet Lag: Many athletes have traveled long distances to arrive in Los Angeles and may be sleep deprived and/or dehydrated. Be aware that it is not uncommon for athletes with epilepsy to have seizures after long travel. It is important that upon arrival to the Host Town, athletes are greeted, hydrated and efficiently sent to their rooms for rest. Excursions and activities should be avoided on the day of arrival.

- Medications: Some athletes will be taking medication for chronic conditions such as epilepsy or asthma. The HOD, AHOD or coaches will monitor medications and let the LOC know if any special needs are required, such as a refrigerator for the medication.

- Acute Illness and Injury: Understand emergency procedures and acquire additional assistance as needed. Any injury or illness must be reported to the GOC Medical team immediately so they can assist with treatment and support.

- Training Period Support: Medical personnel should be on hand at all training facilities to provide support and assist with minor injuries as needed.

- Outbreaks or Contagious Disease: If an outbreak of food poisoning or contagious communicable disease occurs, your Host Town Medical Lead must immediately inform the GOC Medical Team who will in turn notify the medical community and put appropriate procedures in place for containment.
SAFETY AND SECURITY

Your LOC will appoint a Safety and Security Lead to ensure a safe and secure environment for the Delegations. The LOC must integrate support from the following local agencies:

- Fire
- Police
- Health and safety
- Volunteer safety organizations
- Ambulance service
- Emergency contacts for the various venues the athletes will visit (i.e. accommodations, practice facilities, restaurants, etc.)

The Safety and Security Lead will be consulted on safety preparations for the following areas and locations:

- Transportation
- Personal safety
- Security
- Accommodation
- Training venues
- Entertainment venues

The Safety and Security Lead should conduct an assessment of safety in your local area and provide guidance to the visiting Delegation members to ensure their personal safety. If the Safety and Security Lead is not a member of the Police department, the coordinator should have close contact with them.
VOLUNTEER SERVICES
VOLUNTEER CATEGORIES

Volunteers are distinguished between Core Volunteers (those volunteers who are members of the LOC and/or will have close interaction with the Delegation) and Extended Volunteers (those who either support one activity or act as a vendor but will not be in a position of having close interaction with the Delegation). The Core Volunteers will receive Host Town uniforms from the GOC; Extended Volunteers will not. The LOC should also identify professional support groups such as licensed medical professionals, Police and Fire who will not need credentials but will be supporting the operations of Host Town if needed.

Core Volunteers

- LOC members
- Volunteers in key functional areas interacting with the Delegation throughout the entire visit

Professional Support Groups

- Police
- Fire
- Licensed medical professionals

Extended Volunteers

- Special event vendors
- Accommodation Assistants
- Food Services Assistants
- Transportation Assistants
REGISTRATION AND UNIFORMS

Registration

Only Core Volunteers will be registered as Games volunteers. Once the Core Volunteer staffing plan is approved by GOC, the positions will be added to the volunteer registration portal with a unique registration identifier and quota for the Host Town. Each Host Town Core Volunteer must then register in the portal and are subject to meeting volunteer screening requirements defined by the GOC. As of 2005, for all Games held in the United States, all volunteers who will have close contact with athletes will be subject to the screening requirements set forth in the "U.S Volunteer Screening Policy" which includes criminal background checks. All other volunteers will register via the volunteer link on your Host Town website only.

Uniforms

The GOC will distribute the Host Town uniforms for the Core Volunteers to the LOC Volunteer Lead who will then be responsible in distributing them. The LOC Volunteer Lead will also be responsible in monitoring the appearance of all volunteers.

The LOC can order uniforms for Extended Volunteers and professional support groups. The Volunteer Coordinator will work directly with the GOC Merchandise Department to order items such as hats, polo shirts and t-shirts specifically designed with your Host Town logo to be worn as uniforms. As outlined in Chapter 10, all apparel that is created for use by the Host Town will be ordered directly from the GOC only. Details such as size, quantity, gender, delivery dates, payment information, shipping locations, etc. will be managed by Laura Leventhal of the GOC Host Town team.
RECRUITMENT AND MANAGEMENT

Your LOC is responsible for recruiting and managing volunteers as set forth below from your local community to help execute the activities of the Host Town and support the Delegation. A volunteer plan, including the number and roles of volunteers, must be developed by the LOC for approval by the GOC.

Volunteer Management

The purpose of volunteer management is to develop a process for volunteer recruitment, screening, orientation/training, supervision and recognition. A well-coordinated effort will result in an accurate record of who participated where and when during your Host Town program.

The legacy of volunteer management is to introduce volunteers to Special Olympics who will continue their dedication at Special Olympics Southern California long after the World Games take place. Volunteer management will be instrumental in ensuring that the volunteers are provided a positive experience that will perpetuate an involvement with the movement that outlives the existence of the GOC.

Efficient volunteer management includes:

- Recruit sufficient numbers of qualified volunteers
- Maintain a database of volunteer contact information
- Quality supervision of volunteers to minimize risk
- Work closely with all functional areas to determine needs for volunteers
- Communicate with the volunteers prior to the Host Town Program
- Train the volunteers together with the functional areas
- Schedule volunteers
- Keep the volunteers motivated prior to and during the Host Town program
- Ensure volunteers find their volunteer locations without confusion
- Ensure that there are enough volunteers at each location on a daily basis to make it run smoothly
- Recognize the volunteers after the Host Town program
- Establish a legacy for volunteering for other Special Olympics events following the Host Town program

Volunteer Recruitment Process

A successful volunteer recruitment process includes the following:

- An overview of staffing needs for each functional area and venue
- A workable schedule for each functional area’s volunteers
- Plans for attrition and other “unforeseen circumstances”
- Recruitment among community and business groups and their leaders, who can inspire other members of their organizations to volunteer
RECRUITMENT AND MANAGEMENT

Your LOC should develop their own strategy to recruit volunteers from your community to support the Host Town operations. Outreach targets may include representatives from the following:

❖ **Government**
  - City Council members and staff
  - Local government organizations and partners
  - City Parks and Recreation
  - Law Enforcement Supporters

❖ **Business**
  - Chamber of Commerce membership
  - Local businesses
  - Professional groups and organizations

❖ **Civic Groups and Associations**
  - Local Special Olympics program staff, volunteers and families
  - Knights of Columbus
  - Lions Club
  - Kiwanis
  - Key Clubs
  - Church groups
  - Youth service groups (Boy Scouts, Girl Scouts, Boys & Girls Club, etc.)
  - Fraternal organizations
  - AARP
  - Local volunteer center and other non-profits
  - On-line volunteer recruitment websites

❖ **Education**
  - Secondary/Universities/College students, faculty and administrators
  - School board members
  - School Superintendents
  - Alumni groups
  - Parent/Teacher associations
VOLUNTEER TRAINING

All of your Host Town volunteers must complete volunteer training. The GOC will conduct regional Host Town training sessions to educate key functional leaders of Host Town committees. The GOC Volunteer Department has created an online training tool that will be used as a general orientation training for all volunteers and will be sent to each volunteer that is registered through the GOC.

It is important to ensure the following goals are achieved during orientation and training of your Extended Volunteers:

- All volunteers are provided sufficient information to help them feel comfortable working with persons with intellectual disabilities (see Appendix fact sheet regarding this information)
- All volunteers fully understand their roles in terms of:
  - Skills needed
  - Job preferences
  - Job description
  - Availability, where and when they will be assigned to work
  - Time required
  - Materials needed to complete the assigned tasks
  - Who they will report to
  - Major deadlines for completing information/registration
  - Where and when to pick up uniforms or other equipment

Volunteer orientation and training helps ensure a safe and fulfilling experience for all participating Special Olympics athletes by providing a well-trained volunteer force to host their events.

Training is also an important time to get volunteers excited about their participation in the Host Town Program and the World Games and properly recognize their importance to the organization and to the events. The orientation and training may be the first introduction for a volunteer who might want to continue involvement with Special Olympics Southern California long after the World Games. Ensure that their experience is exciting, meaningful, well managed and rewarding.
SUPERVISION

Once volunteers have gone through the registration process, orientation and training and have been given assignments, they are ready to begin fulfilling their role for the Host Town Program. Each volunteer should have someone as a direct supervisor from whom they will receive their assignment. Proper supervision of volunteers is important. Supervisors ensure volunteers are performing their roles satisfactorily based on established expectations of their position and that risks are adequately managed.

The following should be encouraged of volunteer supervisors:

- Greet and welcome volunteers daily, preferably before they start their duties. This allows the supervisor to assess each person to determine health, wellness, proper appearance/uniform and if the individual has current information relevant to their assignment. If a face-to-face greeting is not possible, a phone call may be effective.
- Address directly with volunteers any concerns or issues from the previous day’s work or interactions with other volunteers and athletes. This helps confirm the individual is comfortable and can adequately perform the assigned tasks.
- Address immediately any risk management or safety concerns immediately.
- Consider maintaining accurate record keeping, such as time sheets and daily notes.
- Establish effective communication channels among your team.
COORDINATION AND COMMUNICATION

Host Town Core volunteers will be part of the overall Games Volunteer email distribution list and will receive regular newsletters and updates from the GOC.

Additionally, the Host Town Volunteer Lead may wish to provide the following touch points to the rest of the Host Town volunteers, sponsors and vendors:

- Local email updates specific to your Host Town
- Facebook updates and shout-outs to volunteers
- Delegation updates
- Fun facts and figures about the Delegations, the World Games and Special Olympics
- Profiles of the athletes, coaches and their home countries
- Special offers from local merchants that are supporting the Host Town program
- Announcements on upcoming Host Town events, fundraisers and other Host Town specific information

Clear and timely communication with volunteers throughout their involvement will be a valuable tool. This can be a way to motivate staff and keep them informed about plans so that they are in a position to answer questions from volunteers.

"Special Olympics athletes are spokespersons for freedom itself – they ask for the freedom to live, the freedom to belong, the freedom to contribute, the freedom to have a chance. And, of all the values that unite and inspire us to seek a better world, no value holds a higher place than the value of freedom."

- Eunice Kennedy Shriver. Special Olympics Founder -
Volunteers are the foundation of Special Olympics and recognizing their time, effort and contributions to the Host Town program is very important. Elements of a successful volunteer recognition system may include the following:

- A system of rewarding and recognizing all volunteer contributions
- Ensuring that volunteers receive a personal thank you letter immediately following the Host Town Program
- Ensuring that all volunteers feel appreciated
- Organizing a volunteers party
- Working with the GOC to guarantee that all Core Volunteers who contribute to the Host Town Program are appropriately thanked and invited to future SOSC events

Once the Delegations have left your Host Town, encourage all of your volunteers to cheer on their guests as they compete in the 2015 World Summer Games! Consider arranging public transportation to take volunteers to the venues over the nine days of competition so they can watch their Host Town guests take part in the competition with the athletes from around the world.
CELEBRITY ACTIVATION & ENGAGEMENT
CELEBRITIES

We live in Southern California so it would not be unusual for a celebrity to have some kind of connection to your Host Town! Whether that celebrity currently lives in your community or perhaps grew up in your town, there are a few things you need to consider before involving celebrities in your Host Town activities.

First of all, we suggest that you only consider recruiting celebrities to whom you have some kind of connection; whether it is a personal connection (someone in your organization knows them directly or knows someone in that celebrity’s life) or you are fairly confident that the celebrity has a connection to your community, if neither of these connections exists, then you need to have some kind of plan in place for reaching out to that individual for their help.

Before contacting the celebrity or their representative, it is very important that you contact Dwayne Jones, Vice President of Special Events & Entertainment. Dwayne oversees all Celebrity Engagement efforts and should be your first point of contact when reaching out to a celebrity. Because so many celebrities have indicated that they have an interest in getting involved with the World Games, he will be able to let you know if the celebrity you are interested in pursuing has already been approached and may already be participating in some way. This is very important as we want to be respectful of our celebrity supporters and avoid multiple people reaching out to the same entity with different requests. Dwayne may be reached at dwayne.jones@la2015.org. Unfortunately, we are unable to approach celebrities on your behalf.

Finally, give some consideration to what role that celebrity might best fill in supporting your Host Town efforts. When asking for his or her help, be specific on what you would like for them to do for you. For example:

- Use of celebrity’s likeness in printed materials promoting your Host Town
- Personal appearance at fundraising events and receptions
- Appearance in videos produced for the Host Town
- Speaking at media events
- Performing for the delegation during their stay in your Host Town
- Photo opportunities with each of the athletes
MEDIA AND PUBLIC AWARENESS
MEDIA OPERATIONS

External Communications, Public Relations and Media

GOC recommends that an individual within your LOC be identified as a Public Awareness and Media Coordinator able to lead the PR and media efforts for your Host Town. The goal of this function will be to generate community support in your Host Town and increase awareness of the athletes’ activities while they are staying in your community. This lead will be responsible for creating a media and public relations plan by:

- Familiarizing themselves with the fact sheet regarding the proper terminology and guidelines for Intellectual Disabilities (see Appendix)
- Conducting media outreach
- Document the daily activities of the Host Town by recruiting volunteer photographers and videographers to record the Host Town experience
- Identifying media opportunities and events to raise awareness
- Contributing to your Host Town social media website
- Preparing all after-action media reports, including press clippings and clips of media coverage

In the unlikely possibility of a crisis or any other media situation during the HTP, the Media Lead must immediately contact Steve Vanderpool, Vice President of Communications for further instructions. He can be reached at steven.vanderpool@LA2015.org or (626) 375-9208.

Interviews and Media Zone

You should also identify 2-3 individuals within your community that can act as a spokesperson to speak with the media. These people may be called upon for interviews, etc. and should be comfortable with dealing with interviewers and writers. These spokespeople should not speak on behalf of the World Games or the Special Olympics but on behalf of the Host Town only.

It is also important that the media interview only designated members of the Delegation. These individuals will be chosen by the HOD because of their experience and comfort level in an interview situation.

The Media Coordinator should create a “Media Zone” at the hotel/dormitory and the training facilities for the purpose of interviewing the athletes and their coaches. It is important that the HOD approve all media requests for interviews in advance so please make sure that any media inquiries for access to the athletes be properly approved. All members of the media should be credentialed prior to their arrival in your Host Town; please do not allow access to anyone that does not have a valid media credential. It is not unusual for some media to want to document all aspects of the athlete’s experiences while they are in the USA – for example, shooting footage of the athlete’s living quarters – but restrict this activity to the Media Zone only.
MEDIA OPERATIONS

Press Awareness

Once the Delegation has arrived and the HTP is functioning, the LOC Media Lead should implement a media operations plan to include:

- Coverage of the activities by local television, radio and print outlets *
- Video and photo documentation of Host Town activities and events
- Social media awareness through posting of photos, blogs, tweets, Facebook, etc.

*Because many of the Host Town communities may share the same media outlets, it will be important for the LOC Media Leads to work with their counterparts in neighboring Host Towns. The GOC will assist with connecting Host Towns that have media overlap and will inform the LOC’s of general media campaigns that may impact their communities leading up to Host Town and the Games.

The LOC Media Lead and staff should monitor access to the athletes and other members of the Delegation. General tips for on-site media include:

- Invite local media to cover the first training session of the athletes and conduct interview with athletes and coaches during this time (athletes will be in full uniform and training for the Games)
- Partner with a local radio station to host one of the cultural events planned during Host Town
- Work with local media outlets and Host Town partners to create incentives to engage the public in the events involving the Delegations
- If applicable, leverage the Final Leg of the Law Enforcement Torch Run as it approaches your community (refer to Chapter 11)

Social Media

The GOC will plan to use Internet and social media outlets, such as Facebook, to publicize and share information about the Host Town program with the Delegations and the general public. The GOC will provide each Host Town with its own unique webpage and Facebook fan page.

Website

The GOC website will contain a Host Town Section that will include the following:

- Basic information about the Host Town program, its mission and goals
- A welcome message from the Host Town Chairperson
- A clickable map of the greater Los Angeles area where you can see locations of Host Towns in the regions/counts and click through to the name of the Host Town for more information
Upon your official announcement, you will be contacted by a GOC member and asked to submit materials to create your webpages within the LA2015 website. Once all the information is received, the GOC will plan on launching the webpages within one week.

Social Media

The GOC will build a Facebook fan page for every Host Town so the public can learn about each town’s involvement with Special Olympics World Games LA2015. This is an opportunity to share information about events, links and photos that may be relevant leading up to your Host Town event in 2015. The Facebook page is planned to be launched simultaneously with the website using the same collected information and your PR and Media LOC member will have administrative access to the page to edit content.

If you would like to create other accounts with Twitter, Instagram, Google+, it will be your own responsibility.

Messaging Guidelines

- Hashtags to Use: Use both #HostTown and #LA2015 in social media messaging referring to the Host Town program on Facebook, Twitter, Instagram and Google+.
- Shorter Names to Reference: Because “Special Olympics Summer World Games Los Angeles 2015” is sometimes too long to include in a tweet, here are some names you can use (as long as used in combination with #LA2015 and @LosAngeles2015):
  - World Games
  - Special Olympics Summer World Games
- Channels to Tag: Here are the Special Olympics Summer World Games Los Angeles 2015 accounts that should be tagged in your messaging starting after the announcement.
  - Facebook: https://www.facebook.com/LA2015
  - Twitter: https://twitter.com/losangeles2015
  - Instagram: http://instagram.com/la2015worldgames
  - Google+: google.com/+la2015

Stories, News & Announcements to Share on Social

If you are in need of content to share on your social channels, consider joining the GOC’s Amplifier Program. As part of the Amplifier Program, you will receive weekly emails containing stories, news and announcements for you to share with your audience.

To join the Amplifier Program, email digital@LA2015.org
REPORTING AND DOCUMENTATION

Your Host Town will be asked to provide the following media reports and documentation of media and public awareness activity within your Host Town:

- Quarterly media reports
- Post-Host Town media report completed with press clippings and statistics on media reach
- Copies of press releases and other media and collateral materials
- Copies of any video and photo documentation of your Host Town events and activities
- Copies of speeches, proclamations or remarks from key dignitaries that may be useful for archival purposes

World Games are Over, But SOSC Has Events Around the Corner!

Once the World Games are over, SOSC has nearly 100 competitions and fundraising events on its calendar for the remainder of 2015. The relationships you have made with the media can help draw attention to any local program you may have within your community. This will help SOSC’s momentum as it strives to bring on thousands of new athletes into the program.
INSURANCE COVERAGE

The Delegations are covered by GOC’s general liability insurance upon their arrival in the U.S. until their departure at the conclusion of the Games. There is no need for your Host Town to secure additional liability insurance for their visit to your community.

It is important to remember that no personal vehicles can be used to transport any members of the Delegation. As outlined in Chapter 12, Transportation Requirements, all vehicles must carry insurance in accordance with your city’s guidelines.

All volunteers will be covered by GOC’s Workers Comp insurance provided they have registered through the GOC Volunteer Department.

“I woke up at 5:00am Sunday morning unable to sleep. I went into our computer room and sat in the dark with just a small dim light and pondered. I asked myself the question ‘What in the world just happened to me these past two and a half days?’ I tried to use logic and reason to explain my feeling, but I came up way short of the answer I was looking for. My intent in the beginning was to be a giver of myself and our home. In the end, I woke up Sunday with tears realizing I was the receiver...BIG TIME. My experience wasn’t just the athletes and coaches; it was also you the host families. It was a real pleasure getting to know so many people in a more personal way. Everyone just pitched in and got the job done, even in difficult last minute schedule changes. I will always feel a special bond of friendship every time I see you as our paths cross from time to time. Thanks again for all you did”

- Group Lead, 2009 World Winter Games in Idaho -
TABLETOP TRAINING

The GOC will ensure that all LOC’s comply with legal, medical, safety and security guidelines to guarantee the safe operations of the Host Town program. During the upcoming Regional Host Town meeting, we will plan an exercise to assess any issues or risks that might compromise the overall success of the Host Town program. A run-through of potential problems and solutions – also known as Tabletop Training – can help prepare each functional area of your LOC to plan and prepare its response to potential complications that may arise.

Suggestions for this Tabletop Training can include a discussion of the following scenarios:

- Delegation arrives early/late to Host Town
- Delegation is served food that conflicts with their religious beliefs
- A member of the Delegation is injured during the Host Town Program
- Delegation arrives and need more rooms than was originally planned due to gender inequities or room configuration issues
- Missing Delegation members
- Criminal acts (i.e. shoplifting)
- Missing credentials
- Families wishing to visit with the athletes while they are in Host Town or attend Host Town events
- A natural disaster, such as an earthquake, occurs during Host Town program

You will then be able to return to your community and convey these ideas to your volunteers by conducting your own Tabletop Training session. This will help each area within your Host Town prepare their response to any unlikely or unforeseen circumstances and give your volunteers the knowledge they would need to resolve the situation.
WHAT ARE INTELLECTUAL DISABILITIES?

According to the definition by the American Association of Intellectual and Developmental Disabilities (AAIDD), an individual is considered to have an intellectual disability (mental retardation*) based on the following three criteria:

1. Intellectual functioning level (IQ) is below 70-75;
2. Significant limitations exist in two or more adaptive skill areas; and
3. The condition manifests itself before the age of 18.

Adaptive skill areas are those daily living skills needed to live, work and play in the community. The definition includes 10 adaptive skills: communication, self-care, home living, social skills, leisure, health and safety, self-direction, functional academics, community use and work.

Adaptive skills are assessed in the person’s typical environment across all aspects of an individual’s life. A person with limits in intellectual functioning who does not have limits in adaptive skill areas may not be diagnosed as having an intellectual disability. Children with intellectual disabilities grow into adults with intellectual disabilities; they do not remain “eternal children.”

A person is eligible to participate in Special Olympics if they have been identified by an agency of professional as having intellectual disabilities as determined by their localities. The minimum age requirement for participation in Special Olympics competition is eight years of age. Special Olympics also offers the Young Athletes Program, an innovative sports play program for children with intellectual disabilities between the ages of 2-7, which engages young athletes through developmentally appropriate play activities designed to foster physical, cognitive, and social development while also introducing them to the world of sports prior to Special Olympics eligibility at age 8.
FACT SHEET: INTELLECTUAL DISABILITIES

DISABILITY LANGUAGE GUIDELINES

Words matter. Words can open doors to cultivate the understanding and respect that enable people with disabilities to lead fuller, more independent lives. Words can also create barriers or stereotypes that are not only demeaning to people with disabilities, but also rob them of their individuality. The following language guidelines have been developed by experts for use by anyone writing or speaking about people with intellectual disabilities to ensure that all people are portrayed with individuality and dignity.

Appropriate Terminology & Terminology to Avoid

• Refer to as *individuals with intellectual disabilities*, rather than “intellectually disabled people” or “the intellectually disabled.” (People first language!)

• A person *has intellectual disabilities*, rather than is “suffering from” or is "a victim of" mental retardation/intellectual disabilities.

• Distinguish between *adults and children with intellectual disabilities*. Use adults or children, or older or younger athletes.

• A person *uses* a *wheelchair*, rather than is “confined” or “restricted to” a wheelchair.

• *"Down syndrome"* has replaced “Down’s Syndrome” and “mongoloid.”

• Refer to participants in *Special Olympics as athletes*. In no case should the word athletes appear in quotation marks.
FACT SHEET: INTELLECTUAL DISABILITIES

- Avoid using the term "Olympic" or "Olympian" when referring to Special Olympics activities and athletes.

- A person has a physical disability rather than crippled.

- Do not use the adjective "unfortunate" when talking about persons with an intellectual disability. Disabling conditions do not have to be life-defining in a negative way.

- Do not sensationalize the accomplishments of persons with disabilities. While these accomplishments should be recognized and applauded; people in the disability rights movement have tried to make the public aware of the negative impact of referring to the achievements of people with physical or intellectual disabilities with excessive hyperbole.

- Use the word "special" with extreme care when talking about persons with intellectual disabilities. The term, if used excessively in references to Special Olympics athletes and activities, can become a cliché.

*Special Olympics International advocates for the removal of R-Word in the public domain in order to promote acceptance and inclusion of people with intellectual and developmental disabilities.
SAMPLE “ASK” LETTER

This can also be revised as a Sponsorship Request

Dear (resident/local business owner):

I/we are writing to you on behalf of (Town’s) Host Town organizing committee’s activities for the 2015 Special Olympics World Games. As you may know, our community has been selected to be an Official Host Town in the summer of 2015 to host one of the 177 delegations of athletes and their coaches that will compete in the World Games. (Town) will provide accommodations and cultural activities for our guests and provide them with the opportunity to experience life in Southern California.

We are asking for your help in making our Host Town effort a success. We are reaching out to (residents/businesses) such as yourself to consider making a donation to this very special event. (Town) is excited to be a part of this wonderful program and you can be a part of the excitement. Your tax-deductible donation will help to ensure that each member of the delegation can experience all that makes (Town) the special place that it is. We can accept cash, checks or credit cards and all proceeds will benefit the athletes as they compete with the rest of the world. We also can provide you with the same tax-deductible benefits for any value-in-kind donations you would be able to provide.

Thank you for your consideration and support of this one of a kind opportunity. (Town) is honored to have been named as one of the Host Towns for the 2015 Special Olympics World Games. We are grateful for the backing of our residents as well as our business and community leaders in order to make (Town’s) Host Town project a success!
MEALS AND SNACKS

July 21
- Lunch or snack (depending on arrival)
- Dinner

July 22
- Breakfast
- Lunch
- Snack
- Dinner

July 23
- Breakfast
- Lunch
- Snack
- Dinner

July 24
- Breakfast prior to departure
Dear (individual or company name)

On behalf of (Town) Host Town Committee for the 2015 Special Olympics World Games, thank you for your generous donation of $__________. Your contribution makes it possible for (Town) to participate as one of the communities in Southern California to host the athletes and their coaches prior to their competition in the World Games.

Every two years, the world comes together to celebrate the dedication that each of these athletes share for sports and competition. (Town) is proud to be selected as one of the Official Host Towns and we could not achieve this milestone without the generosity of (individual/companies) such as you.

But, as you know, the efforts of the Special Olympics – especially here in Southern California – doesn’t stop with the 2015 World Games. We hope that you continue your support of the movement into the future as a part of the legacy of the World Games.

No goods or services of any value were or will be transferred to you with this donation. You will be provided with a receipt for this tax-deductible donation, issued to you by the finance department of the Organizing Committee of the World Games for your records.

Sincerely,
VERIFICATION OF FUNDS

EVENT: ___________________________ DATE: ________________
HOST TOWN: ________________________

Section 1: Cash

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Quantity</th>
<th>(A x B) $ Amount</th>
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</thead>
<tbody>
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<td>1's</td>
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<tr>
<td>5's</td>
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<tr>
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<tr>
<td>Coins</td>
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</table>

TOTAL CASH COLLECTED ________________________

Section 2: Checks

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<th>Quantity</th>
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TOTAL CHECKS ________________________

Section 3: Credit Cards

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<thead>
<tr>
<th>Quantity</th>
<th>$ Amount</th>
</tr>
</thead>
</table>

TOTAL CREDIT CARDS ________________________

Section 4: Signatures

Please have the two individuals responsible for receiving funds at the event sign below verifying that the amounts included herein represent the total amount collected.

Person One:
Name: ___________________________ Signature: ___________________________

Person Two:
Name: ___________________________ Signature: ___________________________

Make a copy of the completed form.
Send original Headquarters Finance Department and retain copy for your files.